



City Council Agenda

Mayor
Vacant

City Council

Sean VanGordon, Ward 1
Steve Moe, Ward 2
Sheri Moore, Ward 3
Leonard Stoehr, Ward 4
Marilee Woodrow, Ward 5
Joe Pishioneri, Ward 6

City Manager:
Nancy Newton
City Recorder:
AJ Ripka 541.726.3700

City Hall
225 Fifth Street
Springfield, Oregon 97477
541.726.3700
Online at www.springfield-or.gov

Due to Statewide orders regarding social distancing and large gatherings, these meetings will be available via phone and internet using GoToWebinar. Members of the public wishing to attend these meetings electronically can call in or attend virtually by following the directions below. This information can also be found on the City's website. Members of the public are encouraged to attend virtually, but if you are unable and wish to attend in person the doors at the South Entrance of City Hall will be open at 5:20 p.m. to allow people to attend the meetings in the Council Chambers. Social distancing practices will be required.

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. For meetings in the Council Meeting Room, a "Personal PA Receiver" for the hearing impaired is available, as well as an Induction Loop for the benefit of hearing aid users.

To arrange for these services, call 541.726.3700.

Meetings will end prior to 10:00 p.m. unless extended by a vote of the Council.

All proceedings before the City Council are recorded.

September 28, 2020

5:30 p.m. Work Session

COVID-19 Precautions:

Attend from your computer, tablet or smartphone:

GoToWebinar

Meeting ID: 756-523-203

<https://attendee.gotowebinar.com/register/3775905858517277710>

To dial in using your phone in Listen Only Mode:

Dial 1 (914) 614-3429

Toll Free 1 (877) 568-4108

Meeting ID: 739-613-563

Oregon Relay/TTY: 711 or 800-735-1232

If you are unable to attend virtually, limited seating will be available
in the Council Meeting Room

Building Access through the South Entrance

*(Council work sessions are reserved for discussion between Council, staff and consultants;
therefore, Council will not receive public input during work sessions.
Opportunities for public input are given during all regular Council meetings)*

CALL TO ORDER

ROLL CALL - Councilors VanGordon ____, Moe ____, Moore ____, Stoehr ____, Woodrow ____, and Pishioneri ____.

1. Mayor Vacancy Process
[Nancy Newton] (30 Minutes)
2. Potential Use of RV's as Temporary Housing
[Sandy Belson and Jim Donovan] (20 Minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY

Meeting Date: 9/28/2020
Meeting Type: Work Session
Staff Contact/Dept.: Nancy Newton/CMO
Mary Bridget Smith/CAO
Staff Phone No: 541-736-3700
Estimated Time: 30 Minutes
Council Goals: Mandate

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE:	MAYOR VACANCY PROCESS
ACTION REQUESTED:	Provide direction regarding the process for appointing an Interim Mayor and guidance on whether in the short term, the Council would like to develop a procedure for assisting the Council President.
ISSUE STATEMENT:	The Springfield Charter, state public records and meetings laws and the Council Operating Policies and Procedures govern the Council’s obligation to appoint an Interim Mayor. The Council has the authority to determine the Interim Mayor’s qualifications and develop its own process and deadlines for the appointment.
ATTACHMENTS:	Attachment 1: Council Briefing Memorandum
DISCUSSION/ FINANCIAL IMPACT:	<p>Mayor Christine Lundberg submitted her letter of resignation on August 15, 2020 and the Council has had one previous discussion about appointing an Interim Mayor.</p> <p>A key part of determining the process for appointing an Interim Mayor will be whether the Council wants to appoint an Interim Mayor from amongst interested City Councilors or the public at large. Appointing from among the public at large will most likely be a longer process because it will require more information gathering about the candidates.</p> <p>Related to determining the appointment process, the Council could also develop a procedure for assisting the Council President while he is assuming the duties of the Mayor.</p> <p>The attached Council Briefing Memorandum outlines two potential processes for the Council to consider in their discussion for appointing an Interim Mayor and in addition two ideas for assisting the Council President in the short term.</p>

MEMORANDUM

City of Springfield

Date: 9/28/2020
To: Nancy Newton, City Manager **COUNCIL**
From: Mary Bridget Smith, City Attorney **BRIEFING**
Subject: Process Options for Filling Vacancy in Position of Mayor **MEMORANDUM**

ISSUE: The Springfield Charter, state public records and meetings laws and the Council Operating Policies and Procedures govern the Council's obligation to appoint an Interim Mayor. The Council has the authority to determine the Interim Mayor's qualifications and develop its own process and deadlines for the appointment.

COUNCIL GOALS/

MANDATE: Mandate

This memo addresses the process for appointing an interim Mayor and two options for selecting a Councilor to assist the Council President in some of the Mayor's duties while the Council is working through the process for appointing an Interim Mayor.

Interim Mayor Appointment Process:

The process for appointing an Interim Mayor requires that the Council act consistent with the Charter, state public meeting laws and the Council Operating Policies and Procedures. A key part of the process will be determining whether the Council will appoint a candidate from among interested sitting City Councilors or the community at large. The following outline sets out two potential processes.

Option A: Candidate Appointed from Among the City Council

Determine Candidates for Appointment:

- Option 1: Councilors nominate candidates a regular session meeting
 - Councilors can nominate themselves
 - No second is necessary
- Option 2: Councilors submit their interest in writing to the City Manager's Office by a date certain set by the Council

Gather information about candidate: *Optional*

Candidates submit written answer to questions. Sample Questions (same questions used in Mayor Leiken 2010 process):

- How do you see the role of Mayor?
- Why do you want to be Mayor?
- What strengths do you bring to the position?
- What makes you the most qualified candidate?

Discussion: Council holds discussion on candidates at a public meeting then moves on to a vote once discussion is over.

Vote: The successful candidate must receive a majority of the votes (4 out of 6). With the remote meeting format, the Council has been voting via roll call, but voting on a nomination is somewhat different than approving a motion. See below for options.

- Option 1: Vote in the order candidates are nominated
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- Option 2: Vote in order submissions to written questions are received by the City Manager's Office

Narrowing Down candidates if no one receives a majority in the first round:

- Option 1: Drop candidate with least votes and revote
- Option 2: Instant run off of the two top nominees

Swearing In: Interim Mayor is sworn in at next regular session to complete the current term. When the next term starts in January 2021, the Council may appoint the Interim Mayor to serve the new term or appoint another Interim Mayor.

Option B: Candidate Appointed from the Community at Large

This process would most likely include the Council finalizing the appointment process before accepting applications. Opening up the appointment process will most likely result in a larger candidate pool and most extensive process. The most efficient way to approach this process would be for the Council to determine and publicize the candidate qualifications and entire process before accepting any applications.

Determine Candidate Qualifications: The Charter sets out some requirements for council members such as living in the city limits, disclosure of any adult felony convictions and not being an employee of the City. Otherwise, the Charter reserves any remaining qualification to the Council. For example, the Council could require that any potential candidates have previous volunteer experience or lived in Springfield for a certain amount of time.

Determine Candidates for Appointment:

- Option 1: Candidates submit their name as a candidate for Interim Mayor.
- Option 2: Candidates submit their name along with written responses to a questionnaire to the City Manager's Office.
 - Council finalizes questionnaire before submissions are accepted.
 - Sample Questions (same questions used in Mayor Leiken 2010 process).
 - How do you see the role of Mayor?
 - Why do you want to be Mayor?
 - What strengths do you bring to the position?
 - What makes you the most qualified candidate?

Evaluate and Narrow Candidate Pool:

- Applications are published in a Council packet.
- Council evaluates and narrows down candidate pool at a public meeting.

Gather Information about Candidate

- Option 1: Candidates submit written responses to a questionnaire if not completed earlier in the process (see above for potential questions)
- Option 2: Council interviews candidates at a public meeting
- Interview questions agreed to by Council ahead of meeting

Discussion: Council holds a discussion about candidates at a public meeting and moves onto a vote once the discussion is over.

Vote: The successful candidate must receive a majority of the votes (4 out of 6). Narrow Pool and Straw Poll Method:

- Option 1- Narrow Pool and Straw Poll Method: It is likely that this process will result in a larger number of candidates and Council may want to narrow down the candidate pool before starting to vote. The Bend City Council did something similar when they

recently filled a council vacancy. After the interviews, the Council had 6 final candidates. Each Councilor named their top two candidates and the Council decided to move the top four on for further discussion and vote. The Council discussed a number of straw polls before taking an official vote.

- Option 2: Rollcall vote in order written applications are submitted

Narrow down candidate if no one receives a majority after the first round of voting.

- Option 1: Drop candidate with the lowest votes and revote
- Option 2: Instant run off between the two top candidates

Agenda Review and Mayoral Duties Assistance: While the Council is determining the process for appointing the Interim Mayor, it has the option of changing its procedure to assist the Council President for setting agenda and handling other administrative duties associate with the Mayor. For example, the Springfield City Council has a practice of the Mayor and Council President meeting with the City Manager and City Recorder a few days before a council meeting to go through the upcoming Council agenda and address other administrative matters. This meeting is helpful in allowing the Mayor and Council President to discuss upcoming agenda topics with the City Manager. This type of meeting is fairly common in other jurisdictions and the court has previously found that it is not a public meeting subject to public meetings laws because the meeting is administrative and nature and the elected officials do not deliberate or gather information that they will use make a decision.

There are two possible options for addressing this issue, a temporary change to the Council Operating Policies and Procedures to allow another Councilor to assist or reserve a section of the regular Council session to address these topics.

Option A: Temporary Change to Council Operating Policies and Procedures

The Council could temporarily amend the Council Operating Policies and Procedures to appoint a Councilor to assist the Council President until the Interim Mayor is appointed. Changes to the Council Operating Policies and Procedures requires a two-thirds vote of the Council present at the meeting. Section III(10) of the Council Operating Policies and Procedures provides that the senior member of the Council presides over meetings when the Mayor and Council President are absent; therefore, it follows that the Council could appoint the most senior Councilor to assist the Council President. If that person is not interested in the position, the Council could always elect another Councilor. If the Council would like to move forward this option, the City Attorney's Office could bring a draft rule back for review at the 10/5/2020 council meeting.

Option B: Address Council Business During Regular Session

Another option would be to set aside time on a regular basis during the council meeting to allow the Council as a whole to address the upcoming agenda and other administrative matters.

RECOMMENDED ACTION: Provide direction to staff regarding the appointment process for the Interim Mayor and whether the Council would want to develop a procedure for assisting provide temporary assistance to the Council President.

AGENDA ITEM SUMMARY

Meeting Date: 9/28/2020
Meeting Type: Work Session
Staff Contact/Dept.: Sandy Belson and
Jim Donovan
Staff Phone No: 541-736-7135
541-726-3660
Estimated Time: 20 Minutes
Council Goals: Promote and Enhance
our Hometown Feel
while Focusing on
Livability and
Environmental Quality

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: Potential Use of RVs as Temporary Housing

ACTION REQUESTED: Provide direction for temporary occupancy of recreational vehicles (RVs) on private property.

ISSUE STATEMENT: With evacuees from the Holiday Farm Fire (and other fires as well) having temporarily left their homes or in some cases lost their homes, Springfield residents and businesses have stepped up to help those in need. Many have offered a landing spot for those with recreational vehicles (RVs). In addition, with the economic challenges that accompany the on-going pandemic, many households are looking for options that would reduce their household expenses. All this coupled with a regional housing shortage; people are in need of temporary options until they can find permanent housing or rebuild and return home. The intersection of these events creates an opportunity to experiment with temporary measures designed to ease the current crisis and gather information for the consideration of more permanent measures. Staff is proposing guidelines to accommodate living in RVs as one of these measures.

ATTACHMENTS: Attachment 1 – Council Briefing Memo and Draft Guidelines for RV Occupancy

**DISCUSSION/
FINANCIAL
IMPACT** Currently, RV occupancy is not an allowed use in the Springfield Development Code other than in RV or manufactured dwelling parks or as an emergency medical hardship. Staff is seeking Council direction on whether or not to allow people to occupy RVs parked on private property in situations not already covered through the Overnight Parking Program as allowed through the Municipal Code. Staff is also seeking Council input on the Draft Guidelines that would set the expectations for this type of activity.

If Council gives direction to proceed in this manner, staff will return to Council with a resolution to formalize this approach and set a time frame in which to return to Council to review the program and determine whether or not to continue on a temporary basis or initiate amendments to the city's codes.

There will be some outreach efforts needed to explain this new approach to people who have questions or concerns, but over time, it may reduce the number of complaints that generate an enforcement activity.

If/when the City decides to start enforcing the current prohibition against RV occupancy, there may be an increase in enforcement cases if the City lacks adequate affordable housing options to accommodate these households.

Temporary Guidelines for RV Occupancy on Private Property

Sept. 18, 2020 Draft

Due to the heightened need for temporary housing in our community, the City will allow temporary occupancy of recreational vehicles (RVs) when they are parked on private property as described below. City staff will use the following guidelines for the temporary measure and continue to uphold safety and health standards aimed at protecting the occupants of the RVs. All other city ordinances for the protection of health and safety shall remain in effect. Failure to follow these guidelines in a manner that threatens the health and safety of the temporary residents, property owners, neighbors or public may result in enforcement actions.

These guidelines do not apply to RV Parks, manufactured dwelling parks, or campgrounds. These guidelines do not apply to churches and industrial sites that participate in the Overnight Parking Program.

RV Definition

Recreational vehicle is defined in the Springfield Development Code as: "A vacation trailer or other unit, with or without motive power, which is designed for human occupancy and to be used temporarily for recreational, seasonal, or emergency purposes and has a gross floor space of less than 400 square feet. The term includes camping trailers, camping vehicles, motor homes, park trailers, bus conversions, van conversions, tent trailers, travel trailers, truck campers, and any vehicle converted for use or partial use as a recreational vehicle. The unit shall be identified as a recreational vehicle by the manufacturer or converter." For purposes of these guidelines, an RV also includes a tiny house on wheels suitable for transport on a public street.

Locations Allowed

Single-family house or a duplex (excludes residential parking lots and multi-family housing)

- Property owner may grant permission for **one** RV.
- RV must be parked in a legal parking area (driveway) or parked behind the front facade of the house. (Springfield Municipal Code 5.002(11) – Prohibited parking)
- The RV must be parked at least three feet from any interior property line and shall not create a sight or physical obstruction for traffic (including pedestrians).
- It is recommended that the RV be parked at least three feet from any structure.

Parking lots of commercial businesses, public entities, and religious institutions/places of worship

- Property owner may grant permission for one or more RVs
- RVs must be parked within the parking lot.

Parking of RVs is not allowed on vacant lots.

General Guidelines

RV must be Roadworthy

- The RV must be in a drivable or towable condition and licensed as appropriate.
- RVs that cannot be easily driven off or towed from the property are deemed a nuisance and subject to code enforcement.

Sanitation Facilities must be provided for the occupants.

- Property owner may make sanitary facilities available within the existing structure.
- Portable toilets are not allowed on residential properties.
- Non-residential property owners may provide portable sanitation facilities that are regularly serviced and maintained.
- The RV may use holding tanks that are emptied off-site.
- A certified vendor may go to the site to pump out holding tanks.
- The property owner may allow a connection to an existing sanitary sewer line, contact the City for applicable requirements.

Electrical connections may be provided.

- An extension cord can be extended from an approved outlet.
- The property owner may obtain approval for and install a pedestal for a plug-in, contact the City for applicable permits.
- Use of generators is not allowed.
- Hard (permanent) connections are not allowed.

Garbage Service must be provided.

- The property owner must have regular garbage service and allow the RV occupants to utilize this service.
- Personal Items Shall Not Be Visible from the Street All personal items shall be kept in the RV or otherwise screened from view from any public right-of-way (including alleys).

Additional Structures are Limited.

- No structures shall be connected to the RV.
- Any additional structures (carports, sheds) provided for the use of the temporary residents must comply with the zoning requirements of the district.
- RVs placed behind the front façade of the primary structure may be screened using standard fencing materials.

No Rent is Allowed.

- The RV occupants shall not be charged rent or any other consideration for permission to park on the property.

A good neighbor approach is strongly recommended for all property owners and temporary residents. The City will continue to take action to enforce noise, sanitation, nuisance, and other public health and safety code violations.