

**AMENDED**  
City Council Meeting/Executive Session  
Agenda

August 03, 2020

6:30 p.m. Public Meeting

Phoenix Plaza Civic Center 220 N. Main St.

---

A complete agenda packet is available on the city's website. To comment on an agenda item, please write your name on the sign-in sheet and include the item number. *If you need special accommodations, please give city hall 48-hour prior notice.*

---

**1. Call to Order / Roll Call / Confirmation of a Quorum**

Except as provided in Section 33 of the City Charter, a minimum of four Council Members are needed for a quorum and to conduct city business. If the Mayor is needed to establish a quorum, then he/she may become a voting member for that meeting (*Phoenix Municipal Code, Chap. 2.28.020.A.4*).

**2. Pledge of Allegiance**

**3. Presentations**

**4. Public Comments**

This item is for persons wanting to present information or raise an issue, not on the agenda. The public comment period shall be 15 minutes unless a majority of the Council votes to extend the time. Each person shall be limited to three minutes and may not allocate their time to others unless a majority of the council vote to extend the time upon a showing of good cause. To comment, please write your name on the sign-in sheet or comments may also be submitted in writing by 2:00 pm on the day of the meeting to [bonnie.pickett@phoenixoregon.gov](mailto:bonnie.pickett@phoenixoregon.gov). When your name is called, step forward to the podium and state your name and address for the record. (In accordance with state law, a recording of the meeting will be available at city hall, but only your name will be included in the meeting minutes.) While the Council or staff may briefly respond to your statement or question, the law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances.

**5. Consent Agenda**

Items on the Consent Agenda are considered routine and will be adopted by one motion. There will be no separate discussion of these items unless it is requested by a member of the Council or staff. If so requested, that item will be pulled from the Consent Agenda and considered separately immediately following approval of the remaining items.

- a. Reports for Information & Possible Action:
  - 1. Awarding Contract for Hwy 99 Modification Project.....5
  - 2. Mayor Censure Hearing (set date August 17<sup>th</sup>)
  - 3. Community and Economic Development Director Contract Service Agreement ...8
- b. Minutes to Approve and File:
  - 1. Minutes from City Council Meeting July 20, 2020, ..... 18

**6. Consent Agenda Items Pulled for Discussion**

**7. New Business**

- a. Resolution 1060 – Declaring a Local State of Emergency in the City of Phoenix as a Result of the COVID-19 Pandemic.....38
- b. Discussion – Main Street/ Streetscape Committee
- c. City of Phoenix Sponsored Community Conversations/Town Hall Events.....45
- d. Standards, Criteria and Policy directives for the hiring of the Chief Executive Officer, the City Manager (Public Hearing).....47

**8. Staff Reports**

- a. City Attorney
- b. City Manager

**9. Mayor and Council Comments / Reports**

Any Councilor may make an announcement or raise any item of business that is not on the agenda. While other Councilors or city staff may briefly respond or comment, the law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. If extended deliberation or potential action on a matter is desired, Council may direct staff to place the item on a future meeting agenda.

**10. Recess Open meeting**

5 Minute Recess

**City Council Executive Session**  
**Agenda**  
**August 03, 2020**  
Immediately following the City Council Meeting  
Phoenix Plaza Civic Center 220 N. Main St.

**11. Convene to Executive Session**

- a. ORS 192.660(2)(a). To consider the employment of a public officer, staff member or individual agent.

**12. Close Executive Session**

**13. Reconvene Open meeting**

To discuss Executive Session

**14. Adjournment**



---

**To be scheduled: City Council**

- Code Enforcement Introduction
- Strategic Plan – Half-Day Study Session

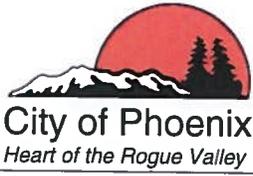
**To be scheduled: PHURA**

---

**Upcoming City of Phoenix Meetings:**

*All non-legislative (Parks & Rec and Bee City USA) meetings canceled until further notice.*

August 12, 2020	City Council LOC Training 8:00 am – 5:00 pm at 220 N. Main St., Phoenix
August 17, 2020	PHURA Meeting 5:30 pm at 220 N. Main St., Phoenix
August 17, 2020	City Council Meeting 6:30 pm at 220 N. Main St., Phoenix
August 24, 2020	Planning Commission Public Hearing 6:30 pm at 220 N. Main St., Phoenix
September 7, 2020	City Council Meeting 6:30 pm at 220 N. Main St., Phoenix
September 21, 2020	City Council Meeting 6:30 pm at 220 N. Main St., Phoenix



# Agenda Report to Mayor and Council

**Agenda item title:** Awarding Contract for Hwy 99 Modification Project

**Meeting Date:** August 03, 2020

**From:** Kris Lillie, P.E. RH2 Engineering, Inc.

**Action:**  Motion,  Ordinance,  Resolution,  Information only,  Other

## SUMMARY

The City of Phoenix (City) identified improvements to address known concerns along southbound Highway (Hwy) 99. The improvements begin approximately 200 feet south of the Bolz Road and Hwy 99 intersection, continuing south 300 feet past the intersection of Oak Street and Hwy 99. The improvements will address lane configurations, asphalt replacement, and sidewalk ramp safety improvements. This section of roadway was previously modified to have one travel lane, bike lanes, and parking on both sides of the street. During Phase I, RH2 prepared three alternatives that were presented to and reviewed by the City Council. The selected alternative included pavement restoration, and the creation of two travel lanes, one bike lane, and parking on both sides of Hwy 99. The project will include one pedestrian crossing with activated Rapid Reflecting Flashing Beacons at the intersection of 4th Street.

## BACKGROUND AND DISCUSSION

Design for this project began in Spring 2020. The project was advertised for bid July 9<sup>th</sup>, 2020 and bids were received by the City July 23<sup>rd</sup>, 2020. One bid was received by the City, which based on the type of work being constructed, was not unexpected.

Knife River Materials	\$486,684.00
-----------------------	--------------

## FISCAL IMPACT

Completion of the project will cost the City \$486,684.00. Project funding has been set aside in the 2021 capital budget out of the Transportation fund.

	Budgeted
Transportation Capital Fund	\$650,000.00

The cost of the project is well below the budgeted amount for this project.

## RECOMMENDATION

It is recommended that the City of Phoenix award the Highway 99 Modifications project to Knife River Materials for the total contract amount of \$486,684.00.

## PROPOSED MOTION

I move to approve the City Manager signing the construction contract with Knife River Materials for the total construction contract amount of \$486,684.00 for the Construction of the “Highway 99 Modifications” project.

**ATTACHMENTS**

Recommendation of Award, prepared by RH2 Engineering Inc.



07/23/20

Mr. Eric Swanson  
City Manager  
City of Phoenix  
1000 South B Street  
Phoenix, OR, 97535

Sent via: Email

Subject: Recommendation of Award – Highway 99 Modifications  
Construction

Dear Mr. Swanson:

The bids for the Highway 99 Modifications Construction project were opened at the City of Phoenix, Public Works Department on July 23, 2020 at 2:00 PM PST. There was 1 competitive bid received.

The bid received was for a total price of **\$486,684.00** by Knife River Materials. RH2 has reviewed the bid by Knife River Materials and did not find any irregularities. The bid documents are on file with the RH2.

RH2 recommends that the City of Phoenix award the Highway 99 Modifications Construction project to Knife River Materials for the total contract amount of **\$486,684.00**.

If you have any questions regarding this recommendation, please feel free to call me at (541) 326-4375 or via email at [klillie@rh2.com](mailto:klillie@rh2.com).

Sincerely,

**RH2 ENGINEERING, INC.**

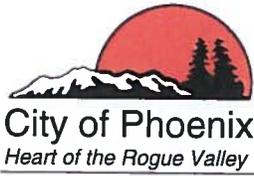
Kris Lillie, P.E.  
Project Engineer

WASHINGTON  
LOCATIONS

- Bellingham
- Bothell (Corporate)
- East Wenatchee
- Issaquah
- Richland
- Tacoma

OREGON  
LOCATIONS

- Medford
- Portland



City of Phoenix  
Heart of the Rogue Valley

## Agenda Report to Mayor and Council

---

**Agenda item title:** Community and Economic Development Director Position

**Meeting Date:** August 3, 2020

**From:** Eric Swanson, Interim City Manager

**Action:**      Motion,    Ordinance,    Resolution,    Information only,    Other

---

### SUMMARY

Approval to hire Community and Economic Development Director as a contracted position.

### BACKGROUND AND DISCUSSION

As per the City Charter, the Interim City Manager cannot make appointments without City Council approval. On June 15 of this year, Council approved the hiring of Joe Slaughter as the Planning/Building Aide for the City of Phoenix as a contracted position. Joe came to the City with extensive public and private planning experience and was immediately able to help with managing Planning and Building department functions for the City. With Joe's help, the City has been able to greatly reduce the number of contract planning service hours provided through the Rouge Valley Council of Governments (RVCOG). The City was also recently informed that its consultant planner, working on the new Urbanization Element of the Comprehensive Plan, would like to conclude his involvement with the project due to time constraints and possible conflicts of interest that may arise during the hearing and adoption process.

With this change, Joe is now working on both current and long-range planning for the City in addition to the planning and building aide duties he was originally assigned. The plan in hiring Joe as Planning/Building Aide initially was to use Joe in a greater capacity at the appropriate time given his education, qualifications, experience and abilities. Given the current situation with staffing, the desire to establish and build on continuity of services at City Hall, and the need for someone to manage all Building, Planning and Economic Development functions for the City, it is the appropriate time to formally expand Joe's role with the City.

### COUNCIL GOALS SUPPORTED

**Goal 7.d:** Complete the Comprehensive Plan Update.

**Goal 20:** Live within our means to ensure the financial stability of city government.

**Goal 20.a:** Incentivize employees to find cost savings.

**Goal 21:** Implement standardized hiring and personnel practices that result in staff retention and job satisfaction.

**FISCAL IMPACT**

As a contracted position, this position and contract as shown in the attachments, will cost less than what was budgeted for as Joe will be fulfilling the duties of the Planning/Building Aide and both the planned contracted services for current (RVCOG) and long-range (Red Arrow Planning, Development, and Research LLC) planning. As a contracted position, the position will not receive overtime, paid leave, PERS, health insurance or other benefits budgeted for in the Planning/Building Aide position and the contracted rate is significantly less than the amount charged by either RVCOG (\$93.41 per hour) or Red Arrow (\$100 per hour) for their planning services.

**RECOMMENDATION**

Approve hiring of Joe Slaughter as Community and Economic Development Director as a contracted position.

**PROPOSED MOTION**

I move to authorize the Interim City Manager to appoint Community and Economic Development Director position.

**ATTACHMENTS**

**Joe Slaughter resume, Agreement for Community and Economic Development Director Services, and Community and Economic Development Director job description.**

# Joe Slaughter

<b>Education</b>	<p>August 2008 – December 2011 <span style="float: right;">Pennsylvania State University</span>  <b>Master of Professional Studies in Community and Economic Development</b></p> <p>September 1998 – August 2001 <span style="float: right;">Portland State University</span>  <b>Bachelor of Science in Biology</b></p> <p>March 2007 <span style="float: right;">Oregon Institute of Technology</span>  <b>ESRI ArcGIS Certificate</b></p>
<b>Certifications</b>	<p>Certified Planner with the American Institute of Certified Planners (AICP). Member ID: 226156.</p>
<b>Work experience</b>	<p>June 2016 – Present <span style="float: right;">Medford, Oregon</span>  Slaughter Consulting / Richard Stevens &amp; Associates, Inc.  <b>Land Use Consultant / Planner</b></p> <ul style="list-style-type: none"> <li>▪ Independent land-use consultant - Slaughter Consulting</li> <li>▪ Contract planner for City of Klamath Falls - February 2018 to September 2019</li> <li>▪ Subcontract with Richard Stevens &amp; Associates to work primarily on complex rural and urban land-use applications. Specialist in urban planning and statewide planning laws/rules.</li> <li>▪ Present to various committees, commissions, and boards including city and county planning commissions, city councils and board of county commissioners.</li> </ul> <p>August 2015 – June 2016 <span style="float: right;">Grants Pass, Oregon</span>  City of Grants Pass  <b>Senior Planner</b></p> <ul style="list-style-type: none"> <li>▪ Managed current planning division</li> <li>▪ Planned and organized the work of the division</li> <li>▪ Responsible for specialized, complex, and high-profile projects</li> </ul> <p>December 2013 – August 2015 <span style="float: right;">Medford, Oregon</span>  City of Medford  <b>Planner IV</b></p> <ul style="list-style-type: none"> <li>▪ Lead planner for the comprehensive (long-range) planning section</li> <li>▪ Responsible for: <ul style="list-style-type: none"> <li>Tasks related to amending the City's Urban Growth Boundary</li> <li>Updating existing code elements</li> <li>Drafting new code sections</li> <li>Meeting regulatory requirements (County, State, other) for Planning Department</li> </ul> </li> </ul> <p>June 2006 – July 2013 <span style="float: right;">Klamath Falls, Oregon</span>  City of Klamath Falls  <b>Senior Planner</b></p> <ul style="list-style-type: none"> <li>▪ Hired as a Planner, promoted to Associate Planner and then promoted to Senior Planner</li> <li>▪ Responsible for Planning Department's Geographic Information System (GIS).</li> <li>▪ Earned Master's Degree while employed full time with Klamath Falls</li> <li>▪ Earned AICP certification</li> </ul>

<b>Other Experience</b>	<ul style="list-style-type: none"> <li>• Former member of the Bicycle and Pedestrian Advisory Committee for the City of Medford</li> <li>• Former member of the Klamath County Planning Commission</li> <li>• Former board member of the Friends of Moore Park (a local non-profit)</li> </ul>
-------------------------	--

**Professional References**

Kelly Evans – Assistant Planning Director, City of Medford  
 200 South Ivy Street, Lausmann Annex RM 240  
 Medford, OR 97501  
 (541) 774-2380  
[kelly.evans@cityofmedford.org](mailto:kelly.evans@cityofmedford.org)

Josh LeBombard – Southern Oregon Regional Representative, DLCD  
 37 N Central Avenue  
 Medford, OR 97501  
 (541) 414-7932  
[Josh.lebombard@state.or.us](mailto:Josh.lebombard@state.or.us)

Mark Bartholomew – Partner at Hornecker Cowling law firm  
 14 N Central Avenue, Suite 104  
 Medford, OR 97501  
 (541) 779-8900  
[msb@roquelaw.com](mailto:msb@roquelaw.com)

Marc Cross – Principal at Rhine-Cross Group, Engineering, Surveying and Planning  
 112 N 5<sup>th</sup> Street #200  
 Klamath Falls, OR 97601  
 (541) 851-9405  
[marc@rc-grp.com](mailto:marc@rc-grp.com)

## **AGREEMENT FOR COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR**

This Agreement for Community and Economic Development Director services is executed on July 27, 2020 entered into and agreed upon by and between the City of Phoenix, Oregon, and Joseph Slaughter ("Employee").

### **RECITALS**

A. The City is in need of a Community and Economic Development Director to oversee and administer the duties specified by the City of Phoenix and the laws of the State of Oregon.

B. The City desires to hire Employee as a Community and Economic Development Director as provided herein.

### **AGREEMENT**

**1. General duties and standards.** Employee, while serving as Community and Economic Development Director, shall work under the direction of the Phoenix City Manager, and shall perform the duties of the Community and Economic Development Director as set forth in Exhibit A.

**2. Compensation.** While serving as Community and Economic Development Director, Employee shall be paid in the gross amount of \$70.00 per hour, before withholding of taxes, FICA and any other deductions.

**2.1. Hours.** Employee is expected to work approximately twenty-five hours per week and shall, be present at city hall following a mutually agreed upon schedule. Employee understands that he is an at-will, part-time and professional employee exempt from the payment of overtime under the federal Fair Labor Standards Act and Oregon law and exempt from retirement and health insurance benefits. City recognizes Employees need for personal time off and such time off taken by Employee during the term of this agreement shall be considered unpaid leave, with the exception of paid holidays, on which days Employee shall be compensated for in the same manner regular employees are compensated by the City.

**3. Term.** The term of this Agreement (the "Term") commences on the date it is executed, (the "Commencement Date") and is continuous until notified by either party of a separation or termination date.

**4. Termination for Convenience.** In addition, and subject to Employee's at-will status, the City may terminate this Agreement at any time and for any reason at its convenience without cause upon written notice to Employee. Employee may terminate this Agreement at any time for any reason at his convenience without cause upon at least thirty (30) days' prior written notice to the Agency.

**5. Miscellaneous provisions.**

**5.1 Assignment.** This Agreement is personal in nature and shall not be assigned or delegated by Employee, either voluntarily or involuntarily.

**5.2 Modification.** No modification of this Agreement shall be valid unless it is in writing and is signed by all of the parties.

**5.3 Waiver.** Waiver by any party of strict performance of any provision of this Agreement shall not be a waiver of or prejudice any party's right to require strict performance of the same provision in the future or of any other provision.

**5.4 Binding Effect.** Subject to restrictions in this Agreement upon assignment, this Agreement shall be binding on and inure to the benefit of the legal representatives, successors, and assigns of the parties.

**5.5 Survival of Terms.** Termination or expiration of this Agreement for any reason shall not release any party from any liabilities or obligations set forth in this Agreement that:

(i) The parties have expressly agreed shall survive any such termination or expiration; or

(ii) Remain to be performed or by their nature would be intended to be applicable following such termination or expiration, including, without limitation, the exercise of any remedies available under this Agreement or at law.

---

Joe Slaughter  
Employee

Date

---

Eric Swanson  
Phoenix Interim City Manager

Date

# **CITY OF PHOENIX**

## **COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR**

### **GENERAL STATEMENT OF DUTIES:**

The Community and Economic Development Director is responsible for the management and administration of the Community and Economic Development (CEDEV) Department. The CEDEV Department is responsible for Planning, Building and Economic Development activities for the City of Phoenix.

The Community and Economic Director is responsible for ensuring all Department functions, as described below, are completed in a timely and professional manner. Some of these duties may be completed through contract service agreements and others may be delegated to Department employees, depending on staffing levels and the needs of the Department.

The CEDEV Department is the first point of contact for all development-related services in the City of Phoenix. First impressions are important, and the person filling this position must ensure that exceptional customer service and a can-do attitude is the expectation in a small jurisdiction where all employees wear multiple hats.

The position reports to the City Manager and provides support to a contract Building Official. The position requires an understanding of state building codes and permitting, strong computer and writing skills and the ability to multi-task.

The position directs and oversees the land use and transportation planning, and economic development programs for the City, with accountability for results in terms of urban form and community livability, costs, personnel and methods. This position performs professional planning and design work and communicates with the public in matters related to departmental activities and responsibilities.

### **DISTINGUISHING FEATURES OF THE CLASSIFICATION:**

The duties of this classification involve working with the public administering the City's Land Development Code and State Building Codes, accepting and issuing building permits, preparing land use notices, approving ministerial applications, preparing staff reports and final decisions on more complex land use applications, presenting to various commissions, committees and community groups, administering grants related to planning and economic development, coordinating contract services and managing staff (depending on Department staff levels). These duties will require a person with the ability to research and problem-solve in order to issue permits and perform the office duties as described above. This person must have the ability to perform sometimes-complex land use planning work independently, with little or no supervision.

### **REPRESENTATIVE DUTIES:**

- Work with the general public on a daily basis to provide information regarding pending building and land use applications and/or submittal of new applications.
- Provide information regarding the type of review for specific Building and Planning applications and the time frame from submittal to approval.

- Review applications for general completeness utilizing file information specific to the application, determine applicable Phoenix codes, planning/design standards, criteria and application requirements (site plans, elevation drawings, property measurements, mailing labels, etc.).
- Log and track progress of applications from submittal through Final Order Approval and/or issuance of Building Permits.
- Establish and maintain files, records, and expense items to ensure easy retrieval and integrity, in accordance with City and State retention guidelines.
- Prepare agendas, mail public notices, prepare and distribute Planning Commission packets, arrange and set up meeting space, take and transcribe meeting minutes.
- Perform in-depth review and approval of ministerial applications.
- Review construction plans prior to submittal to the Building Inspector. Calculate fees and issue building permits.
- Work with Code Enforcement Officer to assess citizen complaints regarding possible code violations.
- Compile monthly report of building permit statistics and fees. Prepare “Local Government Surcharge Fee Report Invoice” for payment to the State of Oregon Building Codes Division.
- Calculate System Development fees.
- Perform extensive research to obtain data regarding properties for land use issues.
- Improve efficiencies in application processing, compilation of information, and tracking of documents.
- Evaluates, develops and implements programs, policies and procedures to improve the effectiveness and efficiency of the department. Establishes departmental goals and objectives. Plans and develops departmental programs and services based on analysis of legal, social, economic, environmental and political factors, workload, and staffing levels to provide appropriate and effective planning and economic development to the community.
- Reviews design of subdivisions, multi-family residential, commercial, and industrial development proposals and critique against municipal and state codes and professional design concepts.
- Provides assistance to owners and developers of development projects. Assists general public by resolving complaints regarding department activities, answering their land use questions and by advising them on courses of action via telephone, correspondence, and in person. Attends various community groups, professional and civic organization meetings to communicate City direction, planning programs, and policies.
- Administers land use codes including zoning, land division, transportation, annexation, manufactured housing, and planned development overlay codes. Receives, reviews and processes requests for annexation, land division, rezone, and plan amendments. Conducts necessary studies and analyses and prepares related reports. Develops, recommends, and communicates information to the Planning Commission and City Council.
- Working with representatives of other organizations and agencies, assists existing/prospective businesses in their efforts to expand/locate in City, including activities such as site location, facilities, financing alternatives, and providing information and assistance in obtaining necessary permits, licenses, zoning and other needs.
- Prepares and administers grant applications and requests for proposals.
- Attends City Council and various other meetings, providing input and receiving direction or other information. Prepares findings, resolutions, ordinances and reports for information or action by Council or Planning Commission.

- Process land use applications including preparation of staff reports with recommendations/findings and conditions of approval, in compliance with City and Oregon state land use planning requirements. Conduct field inspections of development sites.
- Performs pre-application reviews which include assisting people with the completion of applications in areas including site review, subdivisions, conditional uses, variances, minor land partitions, lot line adjustments and land rezoning.
- Administers the Comprehensive Plan and development codes; initiates long range planning proposal.
- Follows all safety rules and procedures established for work areas.

**ESSENTIAL JOB FUNCTIONS:**

1. Ability to work independently.
2. Ability to read and interpret planning, zoning documents.
3. Ability to maintain good organizational skills.
4. Ability to perform multiple tasks with continuity on a consistent basis and in a timely manner.
5. Ability to use computer.
6. Ability to read and comprehend State and local land use laws.
7. Ability to convey information in a concise manner, both orally and written.
8. Ability to establish and maintain effective relationships with other city staff, appointed and elected officials and the general public.

**JOB QUALIFICATIONS:**

1. Requires Bachelor's degree from an accredited college or university with major course work in planning, economic development, or a related field. Master's degree preferred. Preferably five years planning experience, or any satisfactory combination of experience and training which demonstrates the knowledge and skills and ability to perform the essential job duties.
2. Member of the American Institute of Certified Planners (AICP).
3. Knowledgeable in Microsoft Word, Excel, Arc View software programs.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. This position requires mobility. Duties involve moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computer keyboard or telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**WORKING CONDITIONS:**

Working conditions are typical for an office environment. However, field or on-site work including walking, observing, measuring, and taking pictures/notes on undeveloped sites is required in any season of the year. Applicant must have a good driving record and have, or be able to obtain, an Oregon Driver's License. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is typical of most offices.

**City Council Regular Meeting  
220 N. Main St.  
Phoenix Plaza Civic Center  
Monday, July 20, 2020**

**1. CALL TO ORDER:**

Mayor Luz called the regular meeting of the City Council to order on Monday, July 20, 2020, at 6:45 p.m. at the Phoenix Plaza Civic Center.

**ROLL CALL:**

**PRESENT:** Chris Luz, Stuart Warren, Angie Vermillion, Robert Crawford, and Sarah Westover

**STAFF PRESENT:** Eric Swanson, Interim City Manager  
Bonnie Pickett, City Recorder  
Derek Bowker, Police Chief  
Doug McGeary, City Attorney  
Matias Mendez, Public Works Superintendent

**2. PLEDGE OF ALLEGIANCE:**

**3. PRESENTATIONS:**

**4. PUBLIC COMMENTS:**

Andrea Adams, Medford, thanked the Council for discussing translation services during the study session. She requested that the meeting be attendable online for citizens and that the Council considers using non-binary or non-gender language in the materials put out to the public. Ms. Adams noted any limitations in the public comment will make citizens feel the Council doesn't want to hear from them.

Christine Totten, Medford, noted that the cancellation of the previous Council meeting was intentional and stifled the forward progress of the citizens.

Trish Castillo, Medford, noted two examples of incidents with the Phoenix Police Department. She expressed her disgust with how the actions of the Mayor have made Phoenix look.

Cil Stengel, Phoenix, expressed her disappointment in Mayor Luz's behavior at the protest in Medford on June 1, 2020. Ms. Stengel asked the Council to show that they don't support his behavior.

**5. CONSENT AGENDA:**

a. Reports for Information & Possible Action:

1. 2020/2021 SRO Contract with Phoenix-Talent School District.
2. IGA with City of Talent for Shift Police Coverage.
3. IGA with Jackson County for Financial Services.
4. Awarding Contract for B Street Waterline and Road Improvement.

b. Minutes to Approve and File:

1. Minutes from City Council Meeting, June 15, 2020

Mayor Luz pulled items 5a1, 5a2, and 5a3 from the consent agenda.

Motion: To approve the consent agenda items 5a4 and 5b1. **MOVED BY WARREN, SECONDED BY VERMILLION.** No further discussion.

**MOTION APPROVED BY UNANIMOUS VOTE**

**6. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION:**  
*2020/2021 SRO Contract with Phoenix-Talent School District.*

Mayor Luz noted that there was some discussion that the City would be pulling the SRO from the school.

Mr. Swanson noted that the School and the City are happy with the relationship and plan to continue with the SRO program.

Councilor Crawford noted that the SRO is there to make sure that the students are getting to class like they need to. He noted that the SRO gets to know the students and help the ones that need the nudge to get to class.

Councilor Westover noted that other schools are taken surveys regarding student's interactions with SRO's. She noted that studies are showing that early interactions with the criminal justice system have created a pipeline of further involvement with the criminal justice system.

Ms. Adams read a statement about the effects of SRO's on students.

Ms. Totten continued to read the statement about the effects of SRO's on students.

*IGA with City of Talent for Shift Police Coverage.*

Mr. Swanson noted that this is a mechanism to allow the Phoenix officers to cover shifts for the City of Talent. He noted this is a continuation of the mutual agreement to assist with coverage.

*IGA with Jackson County for Financial Service.*

Mr. Swanson introduced Shannon Bell, Finance Director for Jackson County to the Council. He noted she has been instrumental in helping the City move forward in the face of staffing issues in our finance department.

Motion: To approve consent agenda items 5a1, 5a2, and 5a3. **MOVED BY VERMILLION, SECONDED BY WARREN.** No further discussion.

#### **MOTION APPROVED BY UNANIMOUS VOTE**

Motion: I move that the Mayor resign. **MOVED BY WARREN. NO SECOND MOTION FAILED FOR LACK OF SECOND**

Mayor Luz noted that he will not be resigning.

Mayor Luz suggested changing the order of new business.

The Council agreed to maintain the order of new business as presented.

#### **7. NEW BUSINESS:**

##### **a. Interview/Appointment of Councilors.**

Damon Brown answered questions for the Council. He also gave a brief background about himself. Mr. Brown noted that he would accept either open Council seats.

Al Muelhoefer answered questions for the Council. He also gave a brief background about himself. Mr. Muelhoefer noted he is interested in the shorter term of open Council seats.

Andrew Barrow answered questions for the Council. He also gave a brief background about himself. Mr. Barrow noted that he would accept either open Council seats.

Mike Shunk answered questions for the Council. He also gave a brief background about himself. Mr. Shunk noted that he would accept either open Council seats.

Ms. Totten noted that she advocates for Mr. Shunk to be appointed to the City Council.

Ms. Adams noted that she supports Mr. Muelhoefer and Mr. Shunk for appointment to City Council.

Ms. Stengel noted that she supports Mr. Muelhoefer and Mr. Shunk for appointment to City Council.

Carolyna Marshall, Phoenix, noted that there are four good candidates for the two open seats. She noted that if you don't get selected, please continue to come to the meeting and be involved in your community.

Councilor Westover thanked all of the candidates for their interest in the Council. She recommended anyone that doesn't get appointed go to the City Website and follow the steps to run for election. Councilor Westover noted that she supports Mr. Muelhoefer and Mr. Shunk for Council.

Councilor Vermillion noted that she supports Mr. Barrow and Mr. Brown.

Councilor Warren noted that he supports Mr. Shunk and Mr. Muelhoefer.

Councilor Crawford thanked all four individuals for coming out and noted the decision is going to be difficult.

Motion: I moved to nominate Al Muelhoefer for the shorter vacancy. MOVED BY WESTOVER, SECONDED BY WARREN. No further discussion.

**ROLL CALL VOTE AS FOLLOWS:**  
**Ayes: Westover, Warren, Crawford, Vermillion**  
**MOTION APPROVED WITH FOUR AYES**

Motion: I moved to nominate Damon Brown for the shorter vacancy. MOVED BY VERMILLION, NO SECOND.

**MOTION FAILED FOR LACK OF SECOND**

Motion: I moved to nominate Mike Shunk for the longer vacancy. MOVED BY WESTOVER, SECONDED BY WARREN. No further discussion.

**ROLL CALL VOTE AS FOLLOWS:**  
**Ayes: Westover, Warren**  
**Nays: Crawford, Vermillion, Luz**  
**MOTION FAILED WITH TWO AYES and THREE NAYS**

Motion: I moved to nominate Andrew Barrow for the longer vacancy. MOVED BY CRAWFORD, SECONDED BY VERMILLION. No further discussion.

**ROLL CALL VOTE AS FOLLOWS:**  
**Ayes: Crawford, Vermillion, Westover, Warren**  
**MOTION APPROVED WITH FOUR AYES**

Mayor Luz gave the Oath of Office to Andrew Barrow and Al Muelhoefer. The two new Councilors joined the rest of the Council at the dais.

b. Resolution No. 1059 – City of Phoenix Social Equity Policy.

The Council agreed to have a completed resolution brought back for approval at the next Council meeting.

Councilor Vermillion read a public statement regarding the Social Equity resolution. (Comment are attached to the minutes)

Ms. Adams noted that she was disappointed in some of the language that was removed from the resolution. She feels a strongly worded resolution will further the work that Chief Bowker has started in recognizing bias within our local governmental institutions.

Ms. Totten agreed and supported the statements made by Ms. Adams. She noted that the Council lacks knowledge and understanding of social bias. Ms. Totten noted that the Council needs to take time and be thoughtful in the creation process of the resolution, but still understand that there is an urgency to it as well.

Ms. Marshall noted that we as individuals have biases. She noted that this a tough topic that we all need to put effort into addressing.

c. Consideration of Quasi-judicial Hearing for Censure of Mayor.

Doug McGeary, City Attorney, advised the Council of the process of Quasi-judicial hearing for Censure of the Mayor.

Mayor Luz asked if anyone on the Council will be asked to excuse themselves due to conflict of interest. He asked about the hearing being done in a closed executive session or an open meeting. Mayor Luz if they will be accepting public comment regarding the hearing and be able to defend himself during the process.

Councilor Westover expressed what she thought the process of censure of the Mayor should be per Roberts Rules.

Mayor Luz requested that the person that conducts the quasi-judicial hearing be impartial and not some that have been attacking him.

Motion: I move to extend the meeting until 9:30 p.m. MOVED BY MUELHOEFER, SECONDED BY WARREN. No further discussion.

**MOTION APPROVED BY UNANIMOUS VOTE**

Councilor Westover noted that the Mayor in the past has presided over the meeting discussing topics that he may not have been impartial to. She believes that the Council President would be able to preside over the hearing while being impartial.

Councilor Warren noted that there are people here that want to comment and he will give them the opportunity.

Motion: I move the Council President Chair the meeting specific on the Mayor Censure item. MOVED BY WESTOVER, SECONDED BY CRAWFORD.

The Council agreed that the Council President chair this portion of the meeting.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Crawford, Vermillion, Westover, Warren, Muelhoefer, Barrow**  
**MOTION APPROVED WITH SIX AYES**

Council President Warren read a statement from Tony Chavez. Comments are attached to the minutes)

Ms. Adams noted that moving forward with the hearing is the least the Council could do to make the Mayor accountable for his actions. She noted that policies should be created to make the meetings a safe place for people to come to speak their minds.

Ms. Marshall stated that the Mayor is decisive and is not working with the Council to move Phoenix forward.

Mr. Shunk noted the Mayor doesn't take responsibility for his actions, blames others, and has had his behavior be a topic of review by the Council before. He stated Mayor Luz needs to step down and not run again.

Motion: I move to extend the meeting another 20 minutes. **MOVED BY WESTOVER, SECONDED BY VERMILLION.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Crawford, Barrow, Vermillion, Westover, Warren, Muelhoefer**  
**MOTION APPROVED WITH SIX AYES**

Clarence Carr, Medford, expressed his opposition to the Mayor being a representative of the City of Phoenix.

Trinity Ari, Grants Pass, expressed her embarrassment about the Mayor being the face of Phoenix. She noted that she is responsible for organizing the protesting in Medford.

Lizzy Parkhurst, Phoenix, noted that the Mayor was not cleared of hitting one of the protestors, he was cleared of not harming them. She expressed her concern about the Mayor's actions during the Council meeting.

Councilor Muelhoefer noted a letter he sent to the Council requesting the Mayor step aside so they can move forward. He stated that the Mayor used poor judgment during the protest.

Councilor Westover noted that there is enough evidence to move forward with the hearing. She stated that they need to address the behavior or it will continue to happen.

Motion: I move that the Council find the allegations of the Mayor's violation of the City of Phoenix Code of Ethics, Chapter 2.30 are sufficient to merit further review, findings, and conclusion of violation. **MOVED BY WESTOVER, SECONDED BY VERMILLION.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Crawford, Barrow, Vermillion, Muelhoefer, Westover, Warren**

**MOTION APPROVED WITH SIX AYES**

Mayor noted that the notion that he invited people to come to the meeting open carrying is ludicrous. He noted that it never happened, it will never happen.

d. City of Phoenix Sponsored Community Conversations/Town Hall Events.

The Council agreed to table this item until the next meeting.

**8. STAFF REPORTS:**

City Attorney no report

City Manager no report

**9. MAYOR AND COUNCIL COMMENTS/ REPORTS:**

No Council comments.

**10. ADJOURNMENT:**

The meeting adjourned at 9:58 p.m.

Respectfully submitted by,

Bonnie Pickett  
City Recorder

## Suggestions for Phoenix City Council Social Equity Resolution

- Whereas: The City of Phoenix condemns the murder of George Floyd at the hands of the Minneapolis Police Department. We acknowledge and condemn excessive use of force by police which has disproportionately impacted black and brown communities nationwide.
- Whereas: As publicly elected officials we recognize the importance of using this moment for reflection and critical examination of the entrenched bias that pervade our intuitions. We accept the responsibility of being responsive to community concerns.
- Whereas: As a city we wish to support and, where possible, invest in new and existing social programs and services that assist that divert those in need of services away from the criminal justice system. This includes those in need of service related to mental health, addiction and homelessness.
- Whereas: We acknowledge that law enforcement aren't always the most appropriate first responders for every situation and that we must have other social supports in place.
- Whereas: We recognize that the issue of bias and racism are deeply ingrained into all aspects of American culture including our government.
- Whereas: A large portion of Phoenix residents are lantino/a, we recognize that lack of translation services can create a barrier to participation.

Therefore be it resolved that:

- We commit ourselves to critically engaging in difficult conversations around police accountability and seeking opportunities to change and improve in our own community.
- We will support local efforts to establish and supporting funding a community-based (Non-law enforcement based) mobile crisis intervention program in the Rogue Valley similar to the Eugene-Based CAHOOTS model (Crisis Assistance Helping Out on the Streets).
- The city of Phoenix will commit to securing annual training on implicit bias for ALL city staff and elected city officials so that we can learn more about how to challenge oppression in our everyday environments.
- The city of Phoenix will explore the Spanish translation services for written notices and public meetings.

## Phoenix Statement

1 - The Phoenix City Council condemns the actions of the Minneapolis Police officers involved in the horrific and senseless death of George Floyd on May 26, 2020. Our thoughts and prayers are with his family and friends, and the people and communities across the country who are demanding renewed focus on racial equity and policing.

2 - We stand in solidarity with those who hold the values of equality and compassion in high regard, and we recognize this moment as a critical time for reflection and discourse about how to further promote these values.

3 - We are grateful to our Police Department and Police Chief Bowker for the respect and professional decorum with which they carry out their work of protecting our city. The kind of inhumane behavior demonstrated by Mr. Floyd's assailants has no place in any police department, and will not be tolerated under any circumstances in the City of Phoenix. We complement our police force for its commitment to continued education, training and practices to prevent escalation and violence.

2, 3 - We believe that each year we should bring residents and police department leadership together to have community conversations about our police department's successes, challenges and accountability. Discussions about the opportunities for improvement are always vital and necessary.

We appreciate the great works of our City's public servants who serve on our police force. Although we do not believe that the members of our police force would engage in the use of excessive force, we ask that the men and woman of our police force continue to police responsibly and avoid the use of excessive force.

6 - Although we recognize that our city employees act with the best of intentions, without bias and racism, we recognize that bias and racism may at times be practiced by some people. The City of Phoenix is committed to securing training on implicit bias for city staff and elected officials with a goal of having all its employees and elected officials continue to interact toward others in a fair and equal manner.

As a city we will work to support and, where possible, invest in new and existing social programs. We will prioritize connecting community members with services instead of police intervention wherever possible. This includes those in need of services related to mental health, addiction and homelessness.

We acknowledge that police aren't always the most appropriate first responders for every situation and that we must have other social supports in place. Although we recognize that Phoenix is a small city with limited resources, we will support local efforts to establish and fund community-based (non-law enforcement based) mobile crises intervention programs similar to the Eugene-based CAHOOTS model (Crises Assistance Helping Out on the Streets).

## Bonnie Pickett

---

**From:** Clarkie <clarkie@realskate.com>  
**Sent:** Friday, July 17, 2020 6:09 PM  
**To:** angie.vermillion@phoenixoregon.gov; jim.snyder@phoenixoregon.gov; sarah.westover@phoenixoregon.gov; stuart.warren@phoenixoregon.gov; chris.luz@phoenixoregon.gov; eric.swanson@phoenixoregon.gov; robert.crawford@phoenixoregon.gov; Bonnie Pickett; Derek Bowk  
**Subject:** Fwd: Resolution No. 1059 – City of Phoenix Social Equity Policy

I am forwarding you, again my public input on the Social Equity Policy I sent to be included in the cancelled meeting. Adding to this discussion, you may or may not be aware of the legislative action taking place at the state level. Before drafting a city proclamation, I think it is very important to evaluate the higher level order so as to not conflict, duplicate, or otherwise override which can not be done anyway. I mentioned Ashland's proposal. Since, it has become quite a heated issue for the same reasons that worry me. There was not enough public involvement but also they felt the people of color community was not reached out to enough to be included in the process.

I also have concerns about removing police presence at the Talent/Phoenix school district. I have not seen anything from them concerning this. I also wonder what the parents feel, and if they were included or if this just came as a duplicate proposal in Talent put forth by Sarah's organizations, Rogue Action Center/Rogue Climate. These organizations quite obviously are on the anti-cop bandwagon plain to see. My feel from parents in light of all the school shootings and particularly in Talent with the child porn offender gaining access to the girls dressing room is that they were quite unnerved. Is it really smart to have a reduction in police services? Is it smart to wear down police morale? I think not at this time.

Thank you for your careful consideration of these matters.

Clarkie Clark  
Phoenix resident

----- Forwarded Message -----

**Subject:**Resolution No. 1059 – City of Phoenix Social Equity Policy

**Date:**Mon, 6 Jul 2020 09:30:16 -0700

**From:**Clarkie <clarkie@realskate.com>

**Reply-To:**[clarkie@realskate.com](mailto:clarkie@realskate.com)

**To:**[robert.crawford@phoenixoregon.gov](mailto:robert.crawford@phoenixoregon.gov), [angie.vermillion@phoenixoregon.gov](mailto:angie.vermillion@phoenixoregon.gov), [jim.snyder@phoenixoregon.gov](mailto:jim.snyder@phoenixoregon.gov), [sarah.westover@phoenixoregon.gov](mailto:sarah.westover@phoenixoregon.gov), [stuart.warren@phoenixoregon.gov](mailto:stuart.warren@phoenixoregon.gov), [chris.luz@phoenixoregon.gov](mailto:chris.luz@phoenixoregon.gov), [eric.swanson@phoenixoregon.gov](mailto:eric.swanson@phoenixoregon.gov)

Please include for discussion and in council minutes per Phoenix Rules of Procedure:

City Mayor, Councilmembers, and Staff:

I am opposing moving ahead with the Social Equity Policy, not that I don't want one, but because of the rapid movement through without proper community involvement. A study session on the same night as action, I am not sure is proper procedure. There should be a great deal of public involvement and input prior to a study session. Then on subsequent meeting as an action item, first reading. Then a second reading. Is this correct? This is not a matter of urgency.

Too often the public is overlooked in Phoenix. There are some highly educated community members with all kinds of backgrounds and experience with social equity involvement. Many are of the age where we all fought and contributed to the Civil Rights Movement of the late 60's. Please tap in to our experience. What's happening today is not new. Also, it is not something written to represent us all should be written by only a few in office. You only represent what we want, nothing more.

In Ashland, Tonya Graham is making a huge effort to get community input prior to writing of their resolution, a very easy to be involved format, plenty of time, rough drafts, and encouragement announced on all the local social media resources. This would be a good model to follow. All citizens of every race and background would make for a more intelligent resolution in Phoenix.

Perhaps out of the community meetings AI is hoping to organize, this inclusiveness can be obtained to write a proclamation well assured had community involvement.

Thank you,  
Clarkie Clark

## Bonnie Pickett

---

**From:** Ethan Gans-Morse <ethangm@gmail.com>  
**Sent:** Monday, July 20, 2020 12:52 PM  
**To:** Chris Luz; Sarah Westover; Stuart Warren; Angie Vermillion; Robert Crawford  
**Cc:** bonnie.pickett@phoenixoregon.gov; Tiziana DeRovere  
**Subject:** Public comments to Phoenix City Council

Dear Mayor Luz and Phoenix City Council,

We have lived in Phoenix for nearly 20 years, and in this time we have hoped the city would take more direct action to protect the safety and well-being of our community members of color, particularly the Latino community. Therefore, we were heartened to learn of the Social Equity Resolution recommendations put forward on July 6th by Councilor Sarah Westover.

As Phoenix residents, homeowners, taxpayers, and voters, we are submitting this letter to formally voice our support for the following:

1. We urge the City to adopt the Social Equity Resolution
2. We support the appointment of Mike Shunk and Al Muelhofer to the City Council, given their support for this measure.
3. We request that Mayor Luz take direct and immediate action to foster a spirit of unity and harmony in our community, given the discord created by his recent refusal to apologize to the young woman whom he allegedly struck with his car, and given his apparent invitation to armed militia members to attend the Council meeting where she made her comments, thereby fostering an atmosphere of fear and conflict in our town.

Thank you.

Sincerely,  
Ethan Gans-Morse and Tiziana DeRovere  
Phoenix, Oregon

Tony Chavez 210 n. Church st

Thank you for hearing what I have to say, To say I am concerned is an understatement. The events that have lead up to where we are now have been building up for the entire time Chris Luz has been mayor and started before that when he was a city councilor and we will get back to that.

First ,in response to Chris Luz's public statement.

Chris was not Cleared of any wrong doing, he was cleared of 1 Criminal act and that's it. To claim he was cleared of any wrong doing is a clear display of Chris's unwillingness to be accountable and take ownership for his own actions.

As to the events that happened at the BLM protest, People have been focused on the Video and whether or not he hit the Girl in question. That was a criminal issue and not what we should be focused on. What we should be seriously focused on are 2 things That are not acceptable nor Ethical behavior for any elected official of Phoenix

1.Chris Luz intentionally placed himself in a BLM Political Protest and escalated the situation by laying on his horn repeatedly, then getting out of his car and yelling the F word multiple times at protesters.

2. After his Negative interaction, Chris Luz was worried the Black lives matter people going to "come after him". He then involved himself with the 2nd amendment Patriot group who were requested to bring guns to a city council meeting and fill seats so the opposition would have to wait outside. I personally witnessed Chris walk in, smile and say hello to a few of them in such a manner that they were familiar to him.

These actions are horrendous and inexcusable, but more importantly they put every citizen, every councilor and staff member in extreme danger, not to mention it also undermined the phoenix police dept. Chris Luz's actions are an embarrassment to the community, the city and have painted Phoenix in a negative light locally and nationally.

Chris Luz was forced to resign in august 2011 from city council, which cost the city around \$100,000. in payouts due to accusations naming Chris Luz.

Chris has been asked to resign at least 3 times by city councilors in the last year and a half. Chris Luz has also been asked to resign by dozens of citizens as well in response to the latest event.

Chris your actions over the years and in recent times have proven that you do not have the city's best interest at heart. In fact you continually press your own agenda at all costs ,usually at the expense of tax payers, abuse your position as mayor on a regular basis with council, staff and citizens.

It is clear Chris, you are not what Phoenix needs, it is time to go. If you truly care about Phoenix you will step down now.

Chris, we all lose with you as mayor, PLEASE RESIGN!

Thank you for listening, Tony Chavez

## Bonnie Pickett

---

**From:** Jason R. Couch <farmboy@mind.net>  
**Sent:** Sunday, July 19, 2020 1:02 PM  
**To:** sarah.westover@phoenixoregon.gov; Stuart Warren; Angie Vermillion;  
robert.crawford@phoenixoregon.gov  
**Cc:** Bonnie Pickett; Al Muelhoefer; Mike Stitt; Tony Chavez  
**Subject:** The business at hand

Greetings Phoenix CC members and friends;

“Mayor” Luz needs to be censured. There is no question about it; not every bad decision is against the law, but every bad decision has an effect on our City’s operation, morale and future.

Like everyone else, I have watched the videos closely, many times. I understand why C. Luz was not charged, but his accountability to us is on a different scale. He could have gone around...should have gone around.

That said, it is his invitation to untrained armed thugs that is the absolute last straw for me. We are positively blessed to have such a great Police Chief for such a small town but our “Mayor” did not feel safe in his care. That speaks volumes. So, you know where I stand if my previous communications were not clear enough.

Now, about new CC members. I was asked by many in the community to serve, but my life at this point simply does not allow it. In the future my health may improve and I will gut it out for your little town again, but not while despots sit in the big chairs of CC and PC.

I am hoping that we get some educated and deeply invested people; Al Muelhoefer and Mike Shunk are both top notch.

You see, this is not just about leadership now and I hope you realize that. We are smack in the middle of rebuilding our town or the whole PHURA thing was for naught. Every potential person who might invest in our town to get things rolling again will know about your decisions. Will Phoenix allow the goings on of late to continue? A town that shows that its citizenry is firmly behind accountability and fairness for all will help draw the investors we need. They will know that when we show up to support justice we will show up to support local business, making tangible and diminishment of their risk in investing . If we do not show the courage to take care of the business at hand with a forward looking frame of mind.....well, they will see that too. For this reason alone I support the statement for social justice, but am of a mind that it is gentle and I would support and even firmer statement. We stand at a crossroads in History has been said by many, but in this case it applies and it rests firmly in your hands. Be brave and choose well.

Jason

Jason R. Couch MFA  
Native American ~ Veteran ~ Filmmaker  
[farmboy@mind.net](mailto:farmboy@mind.net)

## Bonnie Pickett

---

**From:** Lorraine Eileen <andreanhigh@live.com>  
**Sent:** Saturday, June 13, 2020 11:39 PM  
**To:** bonnie.pickett@phoenixoregon.gov  
**Subject:** Re: Council meeting

Hi Bonnie. !

FYI. The tree next to the bench was cut down. So. Never mind on that one. ❖

Thanks.

Sent from my iPad  
Lorraine Eileen

> On Jun 9, 2020, at 12:34 AM, Lorraine Eileen <andreanhigh@live.com> wrote:

>

> Hi Bonnie.

>

> There are two comments for the meeting since I am still isolating.

>

> 1. The dog park is FANTASTIC ! It's big enough for big dogs. There's a spot for littles. There's equipment and water ..  
The fences are high enough. Just great.

>

> Since we're trying to keep social distance it would be great to have more chairs in the small dog area. Ashland has  
these plastic kind and we move them around.

>

> 2. Great. There are 3 gates. ! The one leading to the small dog area needs a sign reminding big dogs to use the other  
gates. Big dogs get in and jump on little dogs. They are playing but too heavy for my dog .

>

> When I go there I put up a sign. See below. Thanks.

>

> <image1.JPG>

>

>

> One more. The tree next to the bench on the little side is dying. Birds still perch there and poop on the bench. Can it  
be trimmed ?

>

> Thank you.

>

> Sent from my iPad

> Lorraine Eileen

## Bonnie Pickett

---

**From:** Brian Stephens <concernedphxcitizen@gmail.com>  
**Sent:** Monday, July 6, 2020 9:13 AM  
**To:** bonnie.pickett@phoenixoregon.gov  
**Subject:** Public Comment

I think it is wrong to hire a planner aide for three times what the position pays. You approved a union contract that has the position pay scale. You then approved a contract for 60 an hour. The position pays \$20! You contract for accounting and hr for more than you paid a regular employee, you contract for planner aide for three times more than a regular employee. A part time employee makes more than a full time employee would have made. What a waste of taxpayer money. Please explain that.

# Jackson County Finance Services to the City of Phoenix

## BENEFITS

### Best Practices

- Segregation of Duties
  - Ensures oversight and review to catch errors
  - Helps prevent fraud or theft
- Efficiency
  - Benefits from economies of scale
  - Leverage County's established procedures and best practices
  - Subject matter experts in payroll, accounting, billing and revenue recognition and treasury (15 FTE to pull from)
  - Management team in Finance team all have expertise in governmental accounting, audits, financial reporting and budget preparation. Annual audit deficiencies will be remedied with the Secretary of State.
  - County has automated payment processing systems for property tax and provides these services to Curry, Douglas and Klamath counties. Processing of water payments for the city using these system is a natural fit.
- Increased efficiency = reduced cost for the city
  - Only pay for time needed to complete necessary finance tasks on an hourly rate
  - No vacation or sick pay
  - All hours billed are productive hours

I support and stand firmly with the kind hearted, loving people of Phoenix. From our seniors at Bear Lake Estates, RV South, Creekside and Greenway Village to the apartment dwellers on Cheryl and Bolz, to the residents of the Barnum and Phoenix Hills sub divisions I stand with you. To all those in every neighborhood in Phoenix I stand with you and for you. We will not allow our small city to be tarnished. We love and care for all our neighbors and for the men and woman that provide for the public's safety. My fellow wonderful citizens, hold your heads high and continue to be proud of our city. Be kind and love one another.

Chris Luz  
Phoenix Mayor



City of Phoenix  
*Heart of the Rogue Valley*

## Agenda Report to Mayor and Council

**Agenda item title:** Resolution No. 1060 Declaring a Local State of Emergency in the City of Phoenix as a Result of the COVID-19 Pandemic

**Meeting Date:** August 3, 2020

**From:** Eric Swanson, Interim City Manager

**Action:**  Motion,  Ordinance,  Resolution,  Information only,  Other

### SUMMARY

Consideration of a resolution to extend the local state of emergency resulting from the ongoing COVID-19 pandemic.

### BACKGROUND AND DISCUSSION

Council passed Resolution No. 1054 on May 13, 2020, declaring a local emergency state of emergency in the city of Phoenix as a result of COVID-19 pandemic. The local state of emergency is set to expire August 3, 2020, unless extended through resolution. The proposed resolution would extend the local state of emergency until October 5, 2020.

The conditions present in May, prompting the Council to declare the original state of emergency, are still present today. Governor Brown has twice extended the state of emergency on a State level through executive order and to date, Governor Brown has issued 24 executive orders (see list attached) related to the COVID-19 pandemic. The executive orders have impacted many facets of life in Oregon including mandates affecting childcare facilities and schools, limitations on gatherings, required social distancing and requirements for masks or face coverings. These orders have been made to protect public health and safety and to slow the spread of COVID-19.

City operations have also been affected by COVID-19 and the Governor's orders. One employee has had to miss work due to COVID-19 quarantine and city management is taking every necessary precaution to continue to limit the amount of staff illness and to keep the public safe. The City has been encouraging online and other forms of remote communication, bill pay, etc.. While City Hall remains open to the public, we encourage the use of phone, email, and the City's website to answer questions, take payments, review plans, issue permits, etc., as much as possible. If business must be done in person, we ask that an appointment be made in advance as we can only have one person (or one group if from the same household) in the City Hall lobby at one time. We are directing building and planning customers to the front counter/lobby until a screen can be placed along the planning/building counter to protect customers and employees. Per the Governor's order, we require masks for all customers and employees in public spaces and when social distancing cannot be maintained in "non-public" indoor areas and outdoors.

With some recent staff turnover since the beginning of the COVID-19 pandemic, city management has taken the opportunity to consider staffing levels and operations in an

effort to provide for new efficiencies and customer service delivery that helps to protect both staff and the public. These changes include reduced hours of availability to the public. City management is in the process of formalizing a schedule for these reduced hours and will be making this information available on the City's website, Facebook page and voicemail outgoing messages. The reduced hours of operation will also be posted on the City Hall building.

### **COUNCIL GOALS SUPPORTED**

**Goal 3:** Provide safe, productive and professional workspaces for employees.

**Goal 12:** Proactively reassure residents and businesses we care about their needs and concerns.

### **FISCAL IMPACT**

The full financial impact of COVID-19 is not yet known. The City has not been able to assess late fees or terminate utility service due to lack of payment. The City has also suspended the rental of venues for private gathering. There is money available through the CARES act to pay employees who must miss work due to COVID-19 and to reimburse the City for lost revenue and additional expenditures brought on by COVID-19.

### **RECOMMENDATION**

Approve the proposed resolution declaring a local state of emergency in the city of Phoenix as a result of COVID-19 pandemic.

### **PROPOSED MOTION**

I move to approve the proposed resolution declaring a local state of emergency in the city of Phoenix as a result of COVID-19 pandemic.

### **ATTACHMENTS**

**List of Oregon Executive Orders Related to COVID-19**  
**Draft Resolution No. 1060**

## **Oregon Executive Orders Related to COVID-19 as of July 29, 2020**

- **Executive Order 20-03** Declaration of Emergency due to Corona Virus (COVID-19) outbreak in Oregon
- **Executive Order 20-05** Prohibiting Large Gatherings Due to Coronavirus (COVID-19) Outbreak in Oregon
- **Executive Order 20-06** Declaration of Abnormal Disruption of the Market due to COVID-19
- **Executive Order 20-07** Prohibiting On-Premises Consumption of Food or Drink and Gatherings of More Than 25 People
- **Executive Order 20-08** School Closures and the Provision of School-based and Child Care Services in Response to Coronavirus (COVID-19) Outbreak
- **Executive Order 20-09** Suspension of In-Person Instructional Activities at Higher Education Institutions in Response to Coronavirus (COVID-19) Outbreak
- **Executive Order 20-10** Preserving Personal Protective Equipment and Hospital Beds, Protecting Health Care Workers, Postponing Non-urgent Health Care Procedures, and Restricting Visitation in Response to Coronavirus (COVID-19) Outbreaks
- **Executive Order 20-11** Temporary Moratorium on Residential Evictions for Nonpayment, in Response to Coronavirus (COVID-19) Outbreak
- **Executive Order 20-12** Stay Home, Save Lives: Ordering Oregonians to Stay at Home, Closing Specified Retail Businesses, Requiring Social Distancing Measures for Other Public and Private Facilities, and Imposing Requirements for Outdoor Areas and Licensed Childcare Facilities
- **Executive Order 20-13** Temporary Moratorium on Certain Evictions and Terminations of Rental Agreements and Leases, in Response to Coronavirus (COVID-19) Outbreak
- **Executive Order 20-14** Extending the Duration of Executive Order No. 20-07 (Prohibiting On-Premises Consumption of Food or Drink)
- **Executive Order 20-15** Extending the Duration of Executive Order No. 20-06 (Declaration of Abnormal Disruption of the Market Due to COVID-19)
- **Executive Order 20-16** Keep Government Working: Ordering Necessary Measures to Ensure Safe Public Meetings and Continued Operations by Local Governments During Coronavirus (COVID-19) Outbreak
- **Executive Order 20-17** Extending Executive Order No. 20-09 (Suspension of In-Person Instructional Activities at Higher Education Institutions)
- **Executive Order 20-18** Protecting Cares Act Recovery Rebate Payments from Garnishments, so those Funds can be Used for Essential Needs
- **Executive Order 20-19** Extending Directives Regarding Closure of Licensed Childcare Facilities, in Response to Coronavirus (COVID-19) Outbreak
- **Executive Order 20-20** Continued Suspension of In-Person K-12 Instructional Activities and the Provision of School-Based Services in Response to Coronavirus (COVID-19) Outbreak
- **Executive Order 20-22** Allowing Measured Resumption of Non-Urgent Health Care Procedures using Personal Protective Equipment, and Continuing Restrictions on Visitation in Response to Coronavirus (COVID-19) Outbreaks
- **Executive Order 20-24** Extending the COVID-19 Declaration of Emergency (Executive Order No. 20-03) for an Additional 60 Days, through July 6, 2020

- Executive Order 20-25 A Safe and Strong Oregon: Maintaining Essential Health Directives in Response to COVID-19, and Implementing a Phased Approach for Reopening Oregon's Economy
- Executive Order 20-27 A Safe and Strong Oregon (Phase II): Maintaining Essential Health Directives in Response to COVID-19, and Continuing to Implement a Phased Approach for Reopening Oregon's Economy
- Executive Order 20-28 Operation of Higher Education Institutions during Coronavirus Pandemic
- Executive Order 20-29 Ready Schools, Safe Learners: K-12 Instructional Activities and the Provision of School-based Services During 2020-2021 Academic Year in the Face of the Ongoing Coronavirus (COVID-19) Outbreak
- Executive Order 20-30 Second Extension of Executive Order 20-03 and COVID-19 State of Emergency; Rescinding Executive Order 20-13 and Executive Order 20-18

**CITY OF PHOENIX  
PHOENIX, OREGON**

**RESOLUTION NO. 1060**

**A RESOLUTION OF THE CITY OF PHOENIX  
DECLARING A LOCAL STATE OF EMERGENCY  
IN THE CITY OF PHOENIX AS A RESULT OF COVID-19 PANDEMIC**

**WHEREAS**, Chapter II, Section 4 of the City of Phoenix 2015 Phoenix Charter provides:

Powers. The city has all powers that the constitutions, statutes, and common law of the United States and of this state now or hereafter expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers; and

**WHEREAS**, the following conditions have resulted in the need for a local state of emergency declaration.

COVID-19 (novel coronavirus) was declared a pandemic by the World Health Organization on March 11, 2020.

Coronavirus are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life for individuals with underlying health conditions.

COVID-19 requires a significant amount of resources at the local level to keep the public and community informed and as safe as possible.

On March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1). Governor Brown also issued guidance regarding group gatherings and social distancing to minimize potential opportunities for the COVID-19 to spread (Executive Order No. 20-05). Governor Brown has since issued 2 extensions of the COVID-19 Declaration of Emergency (Executive Order No. 20-24 and No. 20-30). To date, Governor Brown has issued 24 executive orders related to the COVID-19 pandemic.

The unknown duration of the COVID-19 pandemic will have significant financial impact to the community.

The office of the city manager of the City of Phoenix has been closely monitoring updated information for the state through the Oregon Health Authority (OHA), and the Centers for Disease Control (CDC) for U.S. updates. The primary focus at the City is to restrict the spread of COVID-19 and to maintain the health of our workforce so the City can continue to provide crucial City services.

Pursuant to ORS 401.309(1), the governing body of a city may declare, by ordinance or resolution, that a state of emergency exists within the city. The City Council has further adopted an Emergency Operations Plan (August 2013) (the "EOP") in coordination with the state, county, and other local governments within Jackson County.

Pursuant to the 2015 Phoenix Charter, Chapter IV, the City Council may exercise its administrative authority through adoption of resolution.

The City Council and its Mayor, through this resolution, have determined that a state of emergency exists that requires a "coordinated response of all government levels to save the lives and protect the property of a large portion of the population" EOP 1.6.1.; and

**WHEREAS**, the Council passed Resolution No. 1054 on May 13, 2020, declaring a local state of emergency in the city of Phoenix as a result of COVID-19 pandemic through August 3, 2020. The ongoing COVID-19 pandemic makes the extension of the local state of emergency necessary; and

**NOW, THEREFORE, THE CITY OF PHOENIX RESOLVES AS FOLLOWS:**

**SECTION 1. Findings.** The City Council hereby adopts as findings and conclusions the foregoing recitals.

1. The Mayor and City Council declare that a Local State of Emergency exists throughout the City of Phoenix.

**SECTION 2. Order.** This Declaration of Local State of Emergency is effective immediately and shall remain in effect until October 5, 2020, so long as COVID-19 continues to pose an ongoing, immediate, and substantial threat to life, safety, health, or property in the City of Phoenix.

1. The declaration by the City Council states the emergency:

- (a) The nature of the emergency is as defined in the recitals;
- (b) The geographical boundaries of the area subject to the emergency procedures are within the boundaries of the City of Phoenix more specifically defined by Figure 2-1 in the EOP;
- (c) The duration of time during which the area so designated shall remain an emergency area is as provided above in this Order, and
- (d) Any special regulations imposed as a result of the state of emergency are as provided herein and as future needs require and all will be made based rationally upon specific need as clearly apparent by the circumstances presented.
- (e) The city manager or his designee is authorized to institute special regulations as specifically needed and provided herein, such special regulation to be ratified by the City Council at the next legally scheduled meeting thereafter.

2. To protect the health and safety of City employees, with input from the City Human

Resource department, IT, legal and other city department heads, City Council directs the city manager or his designee to have and continue to develop emergency policies and guidance on the use of sick leave, vacation leave, telecommuting, meeting protocol, identification of essential and non-essential staff for ongoing presence at City facilities, and other policies that will be in effect for the duration of the emergency.

3. To eliminate exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, the City of Phoenix is canceling a number of programs and public meetings through October 5, 2020, at which time the City will review the information from the CDC and Jackson County Health for updated decisions.

- At this time, scheduled City Council meetings will continue to occur, but with modifications including reduced meeting length and encouragement of live streaming options.

4. To respond to the COVID-19 Pandemic, the City may procure needed goods and services in accordance with ORS 279B.080 and without compliance with normal procurement procedures, redirect any necessary City funds for emergency purposes, and take any other action set forth in PMC 3.04, including any actions necessary for the protection of health and safety.

6. Sign ordinances will be suspended during this emergency.

7. The City will take all necessary steps authorized by law to coordinate the response and recovery of this emergency, including but not limited to, requesting assistance from the State of Oregon and Jackson County.

PASSED AND ADOPTED by the City Council and signed by me in authentication thereof on this 3<sup>rd</sup> day of August 2020.

---

Mayor, Chris Luz

ATTEST:

---

Bonnie Pickett, City Recorder

Approved as to form:

---

City Attorney  
Douglas M McGeary, OSB 880793



City of Phoenix  
Heart of the Rogue Valley

## Agenda Report to Mayor and Council

**Agenda item title:** City of Phoenix Sponsored Community Conversations/Town Hall Events

**Meeting Date:** August 03, 2020

**From:** Eric Swanson, Interim City Manager

**Action:**  Motion,  Ordinance,  Resolution,  Information only,  Other

### SUMMARY

This is a follow on to the recent success on June 9<sup>th</sup> with Police Chief Bowker addressing citizens at the Phoenix Civic Center about community policing and training issues. We received great feedback and would like to build on that success. Approval of this motion to proceed with future City of Phoenix sponsored community conversations/town hall events would authorize citizens, city council and staff to proceed within a framework to make arrangements to schedule and plan these future events. Approval of this motion will increase transparency and improve good governance initiatives.

### BACKGROUND AND DISCUSSION

There have been previous city-sponsored town hall meetings which have been well received in the past.

The following are topics and tentative timelines for future City of Phoenix sponsored Community Conversations/Town Hall events, beginning mid- September 2020.

The timing of these public gatherings will occur shortly after the bi-monthly distribution of the Phoenix Community Voice to residents, providing an overview of the upcoming Community Conversations/Town Hall topics.

Al Muelhoefer has agreed to facilitate these discussions with City Council/Staff providing presentations as appropriate.

City Staff will also provide information regarding city volunteer opportunities to participate on community advisory committees at these events.

#### Police Department/Public Safety

- New Police Station Project (9/2020)
- Neighborhood Watch (TBD)

#### Downtown

- Update Main Street—transition to double lane road (9/2020)
- Use of Open Spaces and PHURA development around Civic Center (9/2020)

#### Parks and Recreation

- Herbicide Use (TBD)
- Bear Creek Restoration (TBD)
- Blue Herron Parking Lot Expansion (TBD)

#### General Government

- Use of Ad Hoc Committees for upcoming city projects and issues (TBD)
- Re-establish Community Advisory Committee (TBD)

#### **COUNCIL GOAL SUPPORTED**

Goal 14 – Improve community engagement, communication, and Council outreach to the public.

#### **FISCAL IMPACT**

The cost to facilitate these future meetings would be minimal and can be absorbed in the existing 2020-21 Executive budget.

#### **RECOMMENDATION**

City staff recommends approval of a motion to proceed with planning efforts.

#### **PROPOSED MOTION**

“I move approval of City of Phoenix Sponsored Community Conversations/Town Hall Events planning as presented and modified during city council deliberations.”

#### **ATTACHMENTS**

N/A



City of Phoenix  
Heart of the Rogue Valley

## Agenda Report to Mayor and Council

**Agenda item title:** Standards, Criteria and Policy Directives for hiring of a Chief Executive Officer, the City Manager

**Meeting Date:** August 03, 2020

**From:** Eric Swanson Interim City Manager

**Action:**  Motion,  Ordinance,  Resolution,  Information only,  Other

### SUMMARY

The Council has established an IGA with RVCOV to recruit for the City Manager position. In the agreement were standards and criteria the city agreed with RVCOG to utilize in their search for persons to fill the City Managers position. One item is required before making the final hiring decision is contained within the public meetings law, ORS 192.660(7)(d). The statute states the important part of an executive session to hire the chief executive officer or City Manager is not permitted unless the governing body has adopted hiring standards, criteria and policy directives in meeting open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives. The hearing is designed to provide that public process enhance your consideration in the hiring decision.

### BACKGROUND AND DISCUSSION

The process to recruit the next City Manager has been similar to previous processes. RVCOG has advertised, received, and screened applicants and has provided a recommendation to the City Council to determine the finalists. It will be up to the City Council to interview and make a selection.

### COUNCIL GOALS SUPPORTED

Goal 21 Implement standardized hiring and personnel practices that result in staff retention and job satisfaction.

### FISCAL IMPACT

RVCOG estimates that the total costs for these services to be \$4K-\$5K. We have budgeted recruiting costs in the upcoming 2020-21 budget.

### PROPOSED MOTION

I move approval of the standards, criteria, and policy directives for the hiring of the chief executive officer, the City Manager.

### ATTACHMENTS

Recruitment materials.

**CITY OF PHOENIX, OREGON**  
**CITY MANAGER POSITION DESCRIPTION**

As the chief executive officer and under the supervision of the City Council, the City Manager plans, organizes and directs all phases of the activities and operations of the City to ensure the most effective use of financial and human resources in the provision of City services to the public. Performs related duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develops, plans and implements goals and objectives for the City and receives input from the Mayor and the City Council. Recommends and administers policies and procedures necessary to provide municipal services. Approves major new or modified programs, systems, or policies that have a high impact or high visibility in the community.
2. Ensures adherence to and enforcement of all ordinances of the city and the laws of the state, as well as city policies and procedures. Ensures that the provisions of the franchises, contracts, leases, permits and privileges granted by the City are fully observed and reports to the Council any violations thereof.
3. Provides highly responsible administrative staff assistance to the City Council; directs specific and comprehensive analyses of a wide range of municipal policies; prepares and submits to City Council reports of financial and administrative activities. Communicates effectively and frequently with the City Council and keeps the Council informed of issues, trends and other matters of citywide interest.
4. Directs the development, presentation and administration of the City budget. Prepares and oversees the financial forecast of funding needed for staffing, equipment, materials and supplies; monitors revenues and expenditures; implements mid-year adjustments as necessary.
5. Participates in and supports development of the City's Executive Team, as well as the personal and professional development of department directors. Facilitates, leads and participates in the meetings and activities of the Executive Team.
6. Selects, appoints, supervises and evaluates department directors and meets with them individually to review the status of department operations and projects. Consults with and advises directors in matters that include problems, methods, alternative actions, staffing and planning.
7. Represents the City in the community and at professional meetings; participates on a variety of boards, commissions and groups; attends all City Council meetings; provides leadership and guidance for various community clubs and civic groups; appoints administrative committees for coordination of services and activities.
8. Meets with media representatives and provides information for feature articles and publicity releases. Responds to and resolves difficult/sensitive citizen inquiries, complaints and concerns.
9. Facilitates and proposes solutions on a variety of administrative, fiscal and high-profile projects. Administers specific program activities by planning, organizing and supervising activities. Establishes and/or implements operating policies and procedures.

10. Confers with residents, businesses and other individuals, groups and outside agencies having an interest in the affairs of the community or City government; interprets, analyzes and explains policies, procedures and programs. Reviews difficult or sensitive customer relations issues and implements corrective actions, as necessary, in a timely manner.
11. Negotiates contracts and solutions on a variety of administrative, fiscal and special projects, including collective bargaining agreements with City labor unions.
12. Coordinates the implementation of effective processes and models to maintain and promote organization-wide morale and a respectful, productive workplace.
13. Phoenix Urban Renewal Agency Executive Director: Oversees appropriate commercial and other development. Prepares agendas and budgets. Provides guidance to the Agency. Works with property owners within the urban renewal district along with state and county officials to provide the most meaningful economic development possible. Carries out the policies and directives of the urban renewal plan and the Agency board of directors.
14. Performs all duties as may be prescribed by City Council action.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's degree in Public Administration, Business Administration, Finance, Human Resource Management or closely related field. A Master's Degree in Public Administration is preferred. An equivalent combination of education, management and supervisory experience and training providing the knowledge, skills and abilities necessary to perform the essential functions of the position may be substituted on a case-by-case basis. A minimum of two years of city, county or special district management experience is desired.

#### **SKILLS AND ABILITIES:**

1. Advanced analytical and data management skills.
2. Advanced written and oral communication skills.
3. Strong presentation and speaking skills.
4. Ability to communicate and serve as a strong partner with the City Council.
5. Attention to detail while maintaining a "big picture" vision of the long-term needs of the City.
6. Ability to quickly grasp new concepts and laws related to public agency management.

#### **KNOWLEDGE NEEDED:**

1. Modern and highly complex principles and practices of municipal administration, organization and economic development functions and services.
2. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
3. In-depth knowledge of public meetings and public records law, as well as parliamentary rules of procedure.
4. Principles and practices of municipal government budget preparation and administration, and working knowledge of Oregon tax and budget law.
5. Principles and practices of organization, administration and personnel management.
6. Research and reporting methods, techniques and procedures.
7. Principles of effective public relations and interrelationships with community groups and agencies, private business and other levels of government.

8. Sources of information related to a broad range of municipal programs, services and administration.
9. Pertinent Federal, State and local laws, codes, and regulations.
10. Principles of supervision, training and performance evaluation.
11. Principles of risk management and loss prevention.
12. Principles and practices of public procurement, including Oregon public contracting law.

**PHYSICAL DEMANDS OF THE POSITION:**

- Mobility: frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: occasionally up to 30 pounds.
- Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision.
- Dexterity: and frequent use of keyboard and repetitive motion (e.g. data entry).
- Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone.
- Emotional/Psychological: constant coworker and/or public contact.

**WORKING CONDITIONS:**

Work is performed primarily in an office environment with regular work site visits.

**SUPERVISION RECEIVED:**

Works under the general supervision of the City Council with significant latitude to complete assignments and program responsibilities independently.

**ACCOMMODATIONS:**

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.



career opportunity

## CITY MANAGER

City of Phoenix, Oregon

**Salary: \$90,000 - \$105,000 DOE/DOQ**

**The City of Phoenix seeks a City Manager** who embraces the values of honesty, integrity and transparency and will model these values while working with City Council, staff, business partners and the community. The ideal candidate will be a team player and an experienced public administration professional who is well-grounded in the practices and principles of human resource management, fiscal management, budget development, growth management and staff leadership. If this sounds like you, and you are an excellent communicator with superior interpersonal and listening skills, this is a great opportunity for you!

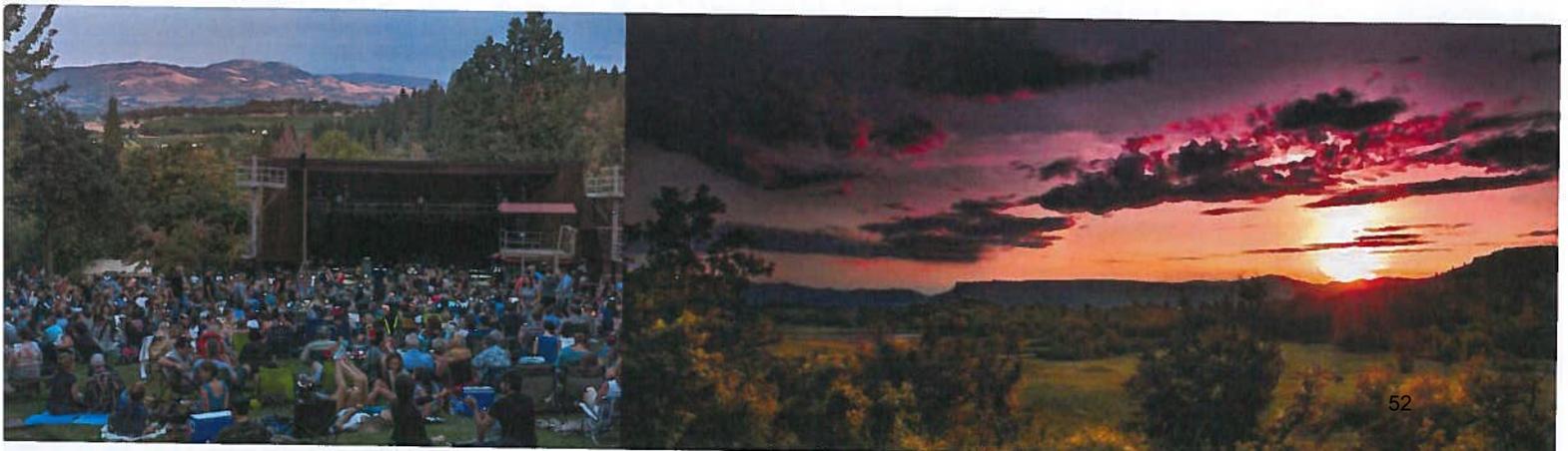


# City of Phoenix

A GREAT PLACE TO WORK, LIVE & PLAY

The City of Phoenix City Council is focused on building partnerships and trust while engaging the community, and seeks a new City Manager who is committed to those ideals. Phoenix operates under a Council-Manager form of government. The Council consists of a mayor and six councilors who establish the policy direction for the City, appoint the City Manager and City Attorney, appoint the members of the City's advisory boards and commissions, adopt the annual budget and serve as the communication link to the citizens of Phoenix. The Council is also the board of directors of the Phoenix Urban Renewal Agency and the City Manager serves as the Agency's executive director.

The City is located in the heart of the beautiful Rogue Valley in Southern Oregon. Nestled between the Siskiyou and Cascade Mountain ranges, the City of Phoenix (pop. 4,600) offers affordable, small-city charm, a mild climate and easy proximity to world-class cultural and recreational amenities. The nearby Rogue River offers renowned fishing and rafting adventures, the Mount Ashland Ski Area is just 20 miles south of the City, and Rogue Valley golf courses are open year-round. The internationally acclaimed Oregon Shakespeare Festival is located nearby, as is the Britt Festival, which brings A-list musical artists to the Rogue Valley every summer. Phoenix is a family-friendly and diverse community with a top-notch school system. The City's growth and development potential is unmatched in Southern Oregon. Phoenix now seeks a City Manager with the energy and acumen to guide that growth and development and to propel the City to the bright future that awaits.



# The Job & Ideal Candidate

The City Manager will work under the supervision of the City Council, leading a staff of 22 and overseeing an approximate budget of \$11 million (\$3.5 million in the general fund). This position serves as the chief executive officer of the City and executive director of the Urban Renewal Agency and is responsible for coordinating and directing all phases of city operations, projects and programs. This position oversees human resource management, budget preparation, fiscal oversight and supervision of the City's four department heads in Police, Public Works (Water, Streets and Parks), Planning, and Administration (Finance and Human Resources). Sewer services and fire protection are provided by special districts that are independent of the City. The City Manager will develop policy and procedures and engage and work closely with constituents, businesses and City Council members.

## CHALLENGES & OPPORTUNITIES

- ▶ Master planning for the urban growth expansion area that will be Southern Oregon's next major commercial/industrial hub.
- ▶ Updating the City's Urban Renewal Plan and master planning for the development and redevelopment of downtown Phoenix.
- ▶ Working with the City Council on initiatives to build community partnerships with City government.
- ▶ Major capital projects, including street reconstruction and water line replacement.
- ▶ Executing plans for City space needs, including a new police station and City Hall remodeling.

**THE IDEAL CANDIDATE** is an experienced public administrator well-grounded in the practices and principles of human resource management, fiscal management, budget development and staff leadership. A calm demeanor under pressure is a must, as is a passion for public service. Excellent communication skills and the ability to be a team player and have an open-door policy with staff, the City Council, and the public are required. The ideal candidate also has the ability to think flexibly and strategically, but act decisively to achieve results. Other required skills include the ability to engage, motivate and build trust, and be comfortable relying on the expertise of the city's department heads.



## CANDIDATE REQUIREMENTS:

- ▶ Bachelor's degree in Public Administration, Business Administration, Finance, Human Resource Management or closely related field. (Master's degree in Public Administration preferred.)
- ▶ Knowledge and understanding of public meetings and public records law and experience working in a union environment.
- ▶ Prior experience as the manager or assistant manager of a city, county or special district is preferred. Experience with Urban Renewal Agency management is highly desirable.
- ▶ Knowledge of: modern and highly complex principles and practices of municipal administration, organization, and economic development functions and services; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; municipal tax and budget law; Oregon land use law and growth management policies; risk management and loss prevention; effective public relations and interrelationships with community groups, business and other municipal organizations and agencies.
- ▶ An equivalent combination of education, management and supervisory experience and training providing the knowledge, skills and abilities necessary to perform the essential functions of the position may be substituted on a case-by-case basis.

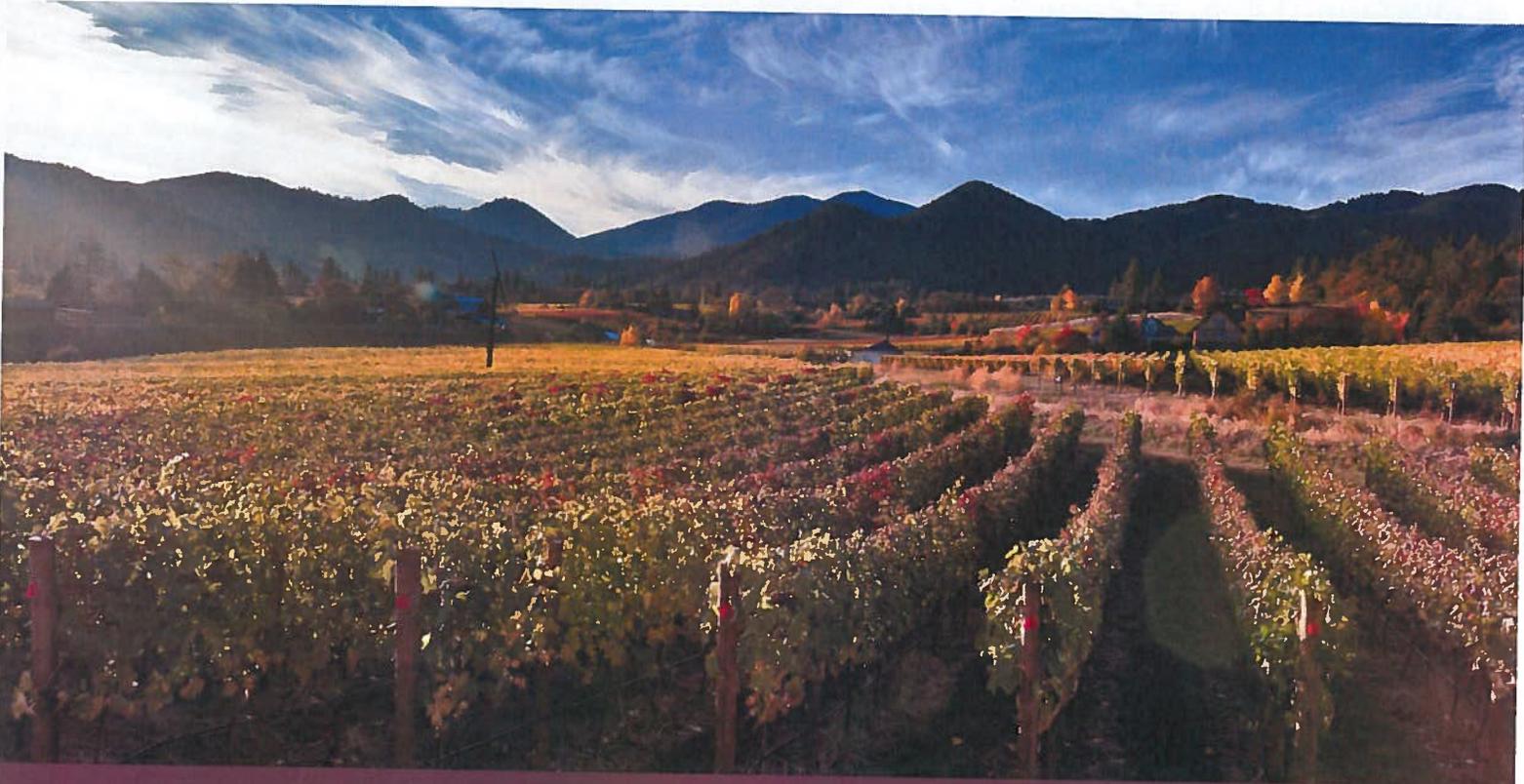


## In Addition, the City Manager Will...

- ▶ Support and oversee the work of others, and provide staff opportunities for professional growth.
- ▶ Empower others and promote interdepartmental teamwork and collaboration.
- ▶ Have excellent communication and presentation skills.
- ▶ Provide fiscal oversight and accountability of a \$11 million budget and \$150 thousand urban renewal budget, and oversee budget development, revenue forecasting, and grants and loans.
- ▶ Perform long-term financing for the City's operational and capital needs, and provide financial analysis for the City Council/Urban Renewal Board, executive team, and Budget Committee.
- ▶ Be a big picture visionary to advance the City's goals and objectives.
- ▶ Ensure the effective and efficient implementation of Council policy direction.
- ▶ Be responsible for enforcement of city ordinances, policies, contracts, franchises and leases.
- ▶ Keep the Council informed of issues, trends and matters of city-wide interest and other matters that may rise to the Council's level of attention.
- ▶ Select, appoint, supervise, and evaluate department directors.
- ▶ Represent the City in the community and at professional meetings; participate on a variety of boards, commissions, and groups; attend all City Council meetings.
- ▶ Confer with residents, businesses, and other individuals, groups, and outside agencies having an interest in the affairs of the community or City government.
- ▶ Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects, including collective bargaining agreements with City labor unions.

# Salary & Benefits

The city of Phoenix offers an excellent compensation and benefits package. The starting salary for the position is **\$90,000-\$105,000**, depending on experience and qualifications. The City offers an outstanding health benefits package including vision and dental (City pays 90% of the premium cost and contributes \$1,200 annually to an HRA-VEBA account). Retirement benefits are provided by Oregon PERS and contributions are paid 100% by the City of Phoenix.



## — How to Apply —

*For consideration, please refer to application instructions at [www.RVCOG.org/how-do-i/apply-for-a-job](http://www.RVCOG.org/how-do-i/apply-for-a-job). Application materials are due by **JULY 27, 2020**.*

**Questions:** Contact Human Resources at Rogue Valley Council of Governments  
541.664.6674 or [HumanResources@RVCOG.ORG](mailto:HumanResources@RVCOG.ORG)