

**Agenda Report**

Date: January 3, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Resolution Authorizing Allocation of Matching Funds for Infrastructure Finance Authority Safe Drinking Water Revolving Loan Fund Application
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

Staff has been directed to pursue grant funding to accomplish city priorities, such as updating the city's Water System Master Plan (WSMP). Council has previously identified updating the WSMP as a priority for the city but has not directed staff to proceed given limited available city funds. The Infrastructure Finance Authority (IFA) is a good option for low cost loans for major water system infrastructure improvements, such as the WSMP and/or the water storage tank on the east side of the city needed to support inclusion of Urban Growth Boundary (UGB) areas into the city boundaries. To qualify for the IFA's Safe Drinking Water Revolving Loan Fund Application, the city is required to allocate matching funds.

As reported at the December 19, 2016, Council meeting, the city recently submitted a Safe Drinking Water Revolving Loan Fund Application. IFA accepted the city's application but deemed it incomplete, requiring a Letter of Commitment for non-IFA matching funds, in addition to other information, by December 30, 2016, for a completed application.

As a potential source of matching funds for the match, staff identified the city's settlement with the City of Talent regarding a correction to water charges through the cities shared water system (Resolution 972 attached, approved August, 1, 2016). The Council Leadership Team concurred that these water-related funds were an appropriate source of potential funding to enable the city to apply for \$20,000 in IFA funds to update the city's WSMP. Given the December 30, 2016, deadline, the Mayor signed a Letter of Commitment of the city's commitment to fund up to \$40,000 of the update to the WSMP.

This Resolution is to retroactively authorize the Mayor to sign the Letter of Commitment (attached) on behalf of the city. If authorization is not provided, staff will withdraw the city's application for \$20,000 in IFA funds to update the city's WSMP.

ADVANTAGES & DISADVANTAGES OF ISSUE

Approving the match of up to \$40,000 in city resources enable the city to potentially secure up to \$20,000 in IFA funds to update the city's WSMP.

Not approving the matching funds will require the city to withdraw its application for IFA funds from the current funding cycle.

FISCAL IMPACT

Securing the IFA funds will save the city \$20,000. Approving this allocation will result in a city commitment of up to \$40,000 from this year's budget.

SOURCE OF FUNDS

General Fund, Water Fund, Street Fund, Capital Project Funds,
 Separate Fund for Local Option Taxes, Debt Service Funds, Reserve Funds

ALTERNATIVES

1. Approve Resolution Authorizing Allocation of Monies from Settlement With the City of Talent for Use of Water as Matching Funds for the Infrastructure Finance Authority Safe Drinking Water Revolving Loan Fund Application.
2. Approve Resolution Authorizing Allocation of Monies from other sources as Matching Funds for the Infrastructure Finance Authority Safe Drinking Water Revolving Loan Fund Application.
3. Direct staff to withdraw the city's application for IFA funding.

RECOMMENDATION

Option 1. Proposed motion: "I move approval of Resolution Authorizing Allocation of Monies from Settlement With the City of Talent for Use of Water as Matching Funds for Infrastructure Finance Authority Safe Drinking Water Revolving Loan Fund Application."

Prepared by: Jamie McLeod

CITY OF PHOENIX OREGON

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY OF PHOENIX TO APPLY FOR A SAFE DRINKING WATER REVOLVING LOAN FUND FROM THE INFRASTRUCTURE FINANCE AUTHORITY, AUTHORIZING THE CITY MANAGER TO SIGN THE APPLICATION ON BEHALF OF THE CITY, AND AUTHORIZING THE MAYOR TO SIGN A LETTER OF COMMITMENT FOR UP TO \$40,000 OF CITY FUNDS AS MATCHING FUNDS

WHEREAS, the City of Phoenix desires to update the city's Water System Master Plan to enable planning for future growth; and

WHEREAS, the City of Phoenix is seeking funding from the Infrastructure Financing Authority; and

WHEREAS, the Infrastructure Financing Authority requires a match of funds as a qualification to apply for funding through their Safe Drinking Water Revolving Loan Fund; and

WHEREAS, the City of Phoenix has available local matching funds (up to \$40,000) to fulfill its share of obligation related to this grant application should the grant funds be awarded;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PHOENIX, OREGON DOES HEREBY RESOLVE AS FOLLOWS:

- Section 1: The City Council of the City of Phoenix, Oregon demonstrates its support for the submittal of a grant application to the Infrastructure Financing Authority to update the city's Water System Master Plan (grant application).
- Section 1: The City Council of the City of Phoenix, Oregon retroactively authorizes the City Manager to sign the grant application on behalf of the city.
- Section 1: The City Council of the City of Phoenix, Oregon retroactively authorizes the Mayor to sign a Letter of Commitment of up to \$40,000 on behalf of the city for the grant application.
- Section 2: This Resolution shall be effective following its adoption by the City Council of the City of Phoenix, Oregon.

Passed by the City Council of the City of Phoenix, Oregon this 3rd day of January, 2017.

ATTEST:

Chris Luz, Mayor

Jamie McLeod, City Manager



City of Phoenix
Heart of the Rogue Valley

Office of the Mayor
P.O. Box 330
Phoenix, OR 97535
www.phoenixoregon.gov
541-535-1955

December 28, 2016

Mary Baker, Regional Coordinator
Infrastructure Finance Authority
Business Oregon
775 Summer St NE Suite 200
Salem, OR 97301-1280
email: Mary.a.Baker@oregon.gov

Re: Letter of Commitment for non-Infrastructure Financing Authority matching funds

Dear Mary Baker:

Thank you for your guidance in assisting the City of Phoenix with our submittal for Safe Drinking Water Revolving Loan Fund Application (Planning Projects) for updating our city's Water System Master Plan (WSMP).

In accordance with the Section 1 F "Financing Sources" requirements of the Infrastructure Finance Authority (IFA) application, this letter serves as the City of Phoenix's commitment to provide non-IFA matching funds to cover the balance of cost for the update to the city's WSMP. Based on initial estimates, we anticipate the total cost for the update to our WSMP to be \$60,000, resulting in a city match of \$40,000 for the requested \$20,000 in IFA funds.

The City of Phoenix is excited to support this application by providing \$40,000 in matching funds towards the project. These funds will be available as an expenditure of materials and services in our water fund during fiscal year 2015-2016.

Sincerely,

Jeff Bellah, Mayor
City of Phoenix

CITY OF PHOENIX
PHOENIX, OREGON

RESOLUTION NO. 972

A RESOLUTION ALLOWING A BUDGET INCREASE PURSUANT TO ORS 294.471 (1)(a), PROVIDING FOR THE RECEIPT AND EXPENDITURE OF UNANTICIPATED MONIES IN FISCAL YEAR 2016-2017.

WHEREAS, the City of Phoenix approved Resolution No. 969, authorizing the Mayor to execute a settlement agreement and mutual release of claims between the Cities of Phoenix and Talent; and

WHEREAS, the City of Phoenix will receive the settlement amount agreed upon by the cities; and

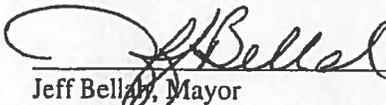
WHEREAS, this revenue was unanticipated when the fiscal year 2016-2017 budget was adopted; and

WHEREAS, ORS 294.471 (1)(a) allows budget increases after the adoption of the budget by providing for an occurrence or condition that is not ascertained when preparing the original budget and that requires a change in financial planning

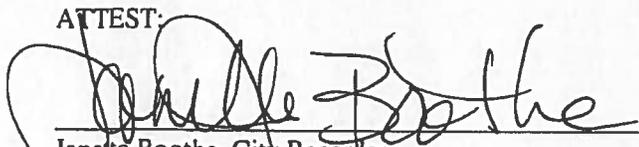
BE IT RESOLVED, by the City Council of Phoenix, Oregon, to appropriate the unanticipated \$40,000 to the following budget line items.

<u>WATER FUND</u>	<u>ADOPTED</u>	<u>INCREASE/ DECREASE</u>	<u>AS AMENDED</u>
Revenue:			
Miscellaneous	\$2,395	\$40,000	\$42,395
Expenditure:			
Materials and Services:	\$553,320	\$40,000	\$593,320

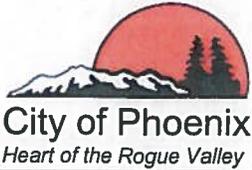
PASSED AND ADOPTED by the City Council of the City of Phoenix, Oregon, on the 1st day of August, 2016, and signed by me in authentication thereof.



Jeff Bellah, Mayor

ATTEST:


Janete Boothe, City Recorder

**Agenda Report**

Date: January 3, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Resolution Authorizing Future Application(s) for Parks Grants
Action: X Motion, Ordinance, X Resolution, Information only, Other

EXECUTIVE SUMMARY

Staff has been directed to pursue grant funding to accomplish city priorities, including grants for the city's parks system. The Oregon Parks and Recreation Department (OPRD) is accepting applications for the Local Government Grant Program.

The attached Resolution authorizes the City Manager to work with Public Works staff to apply for a grant from the OPRD for the rehabilitation and reconstruction of the parking lot and landscaping at Clover Road Park.

Alternatively, Council may want to provide general authority for the City Manager to apply for grants to improve the city's parks system as the opportunities arise and keep Council updated as applications are submitted.

ADVANTAGES & DISADVANTAGES OF ISSUE

Approving the authorization enables staff to respond to grant application more quickly. Not approving the authorization may result in grant application opportunities being missed.

FISCAL IMPACT

The fiscal impact will be determined as grants are reviewed. Grants will be providing more funding for the city's parks. It is staff's intent to only apply for grants that provide sufficient funding to enable the improvement or program to be completed and result in high value for the city.

SOURCE OF FUNDS

X General Fund, Water Fund, Street Fund, Capital Project Funds,
 Separate Fund for Local Option Taxes, Debt Service Funds, Reserve Funds

ALTERNATIVES

1. Approve the attached Resolution Authorizing the City to apply for a local government grant from the Oregon Parks and Recreation Department for the rehabilitation and reconstruction of the parking lot and landscaping at Clover Road Park and delegating the City Manager to sign the application.

2. Approve a modified Resolution Authorizing the City Manager to apply for grants in general for the park system and to sign the grant applications on behalf of the city.
3. Note and file the proposed Resolution.

RECOMMENDATION

Option 1. Proposed motion: "I move approval of Resolution ____ Authorizing the City to apply for a local government grant from the Oregon Parks and Recreation Department for the rehabilitation and reconstruction of the parking lot and landscaping at Clover Road Park and delegating the City Manager to sign the application."

Prepared by: Jamie McLeod

CITY OF PHOENIX OREGON

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY OF PHOENIX TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE REHABILITATION AND RECONSTRUCTION OF THE PARKING LOT AND LANDSCAPING AT COLVER ROAD PARK AND DELEGATING AUTHORITY TO THE CITY MANAGER TO SIGN THE APPLICATION

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Phoenix desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, City of Phoenix staff have identified the need for rehabilitation of the parking lot and parking lot landscaping at the Colver Road Park in the City of Phoenix; and

WHEREAS, City of Phoenix staff would like to overlay and reconstruct the parking lot and reconstruct the parking lot landscaping; and

WHEREAS, the City of Phoenix has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Phoenix will provide adequate funding for on-going operations and maintenance of this parking lot and landscaping should the grant funds be awarded;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PHOENIX, OREGON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1: The City Council of the City of Phoenix, Oregon demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for the rehabilitation and reconstruction of the parking lot and landscaping at Colver Road Park.

Section 2: This Resolution shall be effective following its adoption by the City Council of the City of Phoenix, Oregon.

Passed by the City Council of the City of Phoenix, Oregon this 16th day of January, 2017.

ATTEST:

Chris Luz, Mayor

Jamie McLeod, City Manager

**Agenda Report**

Date: January 3, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Phoenix Urban Renewal Agency Billing for City Resources
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

The Phoenix Urban Renewal Agency (PHURA) serves the city by addressing blight and enhancing the properties within the designated urban renewal area with funding through tax increment funding. The City of Phoenix works in partnership with PHURA to enhance the appearance and marketability of the city.

In accordance with the Intergovernmental Agreement (IGA) the City needs to provide PHURA with a billing statement for city staff time used for PHURA projects. Attached is the billing statements for 2016. If approved by Council, they will be submitted to PHURA.

ADVANTAGES & DISADVANTAGES OF ISSUE

Approval of these statement will clarify the outstanding payments owed to the city by PHURA for use of staff resources. Per the Intergovernmental Agreement with PHURA, reimbursement is not required at this time.

FISCAL IMPACT

No overall fiscal impact as the IGA anticipates full repayment to the city for staffing resources utilized by PHURA.

SOURCE OF FUNDS

General Fund, Water Fund, Street Fund, Capital Project Funds,
 Separate Fund for Local Option Taxes, Debt Service Funds, Reserve Funds

ALTERNATIVES

1. Approve the attached billing statement for use of City Resources and direct staff to submit to PHURA.
2. Approve a modified version of the billing statement from the City to PHURA (please specify).
3. Refer item back to City Manager for further action (please specify).
4. Note and file information without direction further action on the item.

RECOMMENDATION

Option 1. "I move to approve the attached billing statement for use of City Resources and direct staff to submit to PHURA."

Prepared by: Jamie McLeod



2016 Statement

City of Phoenix

Heart of the Rogue Valley

12 W 2nd Street
 PO Box 330
 Phoenix, OR 97535

Bill to: Urban Renewal Agency
 157 S Main St
 PO Box 330
 Phoenix, OR 97535

Month: December

BALANCE:

\$28,197.20 = Total Value of City Resources Used

\$11,756.27 = Total Paid to the City by PHURA

STAFF

Item	Chargeable Rate	Current Month, Quantity	Current Month, Sub-Total	Year to Date, Quantity	Year to Date, Sub-total	Year to Date - Amount Paid	Remaining Balance
City Manager	\$58.98	20.0	\$1,179.60	20.0	\$1,179.60		\$2,359.20
Interim City Manager	\$53.69			85.5	\$4,590.50		\$4,590.50
Finance Director	\$47.88	2.0	\$95.76				\$95.76
Planning Director	\$50.14	7.0	\$350.98	29.8	\$1,491.67		\$1,842.65
Public Works Director	\$57.56			2.0	\$115.12		\$115.12
Public Works Utility Worker	\$39.86			80.0	\$3,188.80		\$3,188.80
Assistant Planner	\$34.79			55.0	\$1,913.45		\$1,913.45
Totals		29.0	\$1,626.34	272.3	\$12,479.13		\$14,105.47

EQUIPMENT

Item	Chargeable Rate	Current Month, Quantity	Current Month, Sub-Total	Year to Date, Quantity	Year to Date, Sub-total	Year to Date - Amount Paid	Remaining Balance
April 2016	\$209.04	1.0	\$209.04			\$209.04	
May 2016	\$567.82	1.0	\$567.82			\$567.82	
Totals		2.0	\$776.86			\$776.86	

SUPPLIES

Item	Chargeable Rate	Year to Date - Item Quantity	Year to Date - Sub-total	Current Month - Item Quantity	Current Month - Sub-Total	Year to Date - Amount Paid	Remaining Balance
April 2016	\$202.39	1.0	\$202.39			\$202.39	
May 2016	\$3,995.67	1.0	\$3,995.67			\$3,995.67	
June 2016	\$502.54	1.0	\$502.54			\$502.54	
Totals		3.0	\$4,700.60			\$4,700.60	

ISCELLANEOUS

Item	Chargeable Rate	Year to Date - Item Quantity	Year to Date - Sub-total	Current Month - Item Quantity	Current Month - Sub-Total	Year to Date - Amount Paid	Remaining Balance
July 2016	\$3,166.97	1.0	\$3,166.97			\$3,166.97	
August 2016	\$3,111.84	1.0	\$3,111.84			\$3,111.84	
September 2016	\$2,172.46	1.0	\$2,172.46				\$2,172.46
				1.0	\$163.00		\$163.00
Totals		3.0	\$8,451.27	1.0	\$163.00	\$6,278.81	\$2,335.46



2016 Monthly Billing- April

112 W 2nd Street
 PO Box 330
 Phoenix, OR 97535

Bill to: Urban Renewal Agency
 157 S Main St
 PO Box 330
 Phoenix, OR 97535

STAFF

Staff Position	Quantity	Chargeable Rate	Totals
Planning Director	14.75	\$50.14	\$739.57
Assistant Planner	13.00	\$34.79	\$452.27
Totals	27.8	\$84.93	\$1,191.84

EQUIPMENT

Vendor	Description	Quantity	Chargeable Rate	Total
United Rentals	Scissor lift/delivery trailer	1.0	\$209.04	\$209.04
Totals		1.0	\$209.04	\$209.04

SUPPLIES

Vendor	Description	Quantity	Chargeable Rate	Total
Home Depot	Street Blockage Supplies	1.0	\$82.20	\$82.20
Home Depot	Street Blockage Supplies	1.0	\$21.55	\$21.55
Home Depot	Street Blockage Supplies	1.0	\$20.80	\$20.80
Home Depot	Street Blockage Supplies	1.0	\$77.84	\$77.84
Totals		4.0	\$202.39	\$202.39

MISCELLANEOUS

Vendor	Description	Quantity	Chargeable Rate	Total
Totals		0.0	\$0.00	\$0.00

TOTALS

Total Staff Cost	\$1,191.84
Total Equipment, Supplies, and Miscellaneous	\$411.43



2016 Monthly Billing- May

112 W 2nd Street
 PO Box 330
 Phoenix, OR 97535

Bill to: Urban Renewal Agency
 157 S Main St
 PO Box 330
 Phoenix, OR 97535

STAFF

Staff Position	Quantity	Chargeable Rate	Totals
Interim City Manager	12.00	\$53.69	\$644.28
Assistant Planner	14.00	\$34.79	\$487.06
Totals	26.0	\$88.48	\$1,131.34

EQUIPMENT

Vendor	Description	Quantity	Chargeable Rate	Total
United Rentals	Scissor lift/delivery trailer	1.0	\$209.69	\$209.69
United Rentals	Mini excavator/Trailer Equip	1.0	\$358.13	\$358.13
	Totals	2.0	\$567.82	\$567.82

SUPPLIES

Vendor	Description	Quantity	Chargeable Rate	Total
Home Depot	Landscaping Supplies	1.0	\$43.92	\$43.92
Ewing	Landscaping Supplies	1.0	\$24.92	\$24.92
Home Depot	Landscaping Supplies	1.0	\$43.92	\$43.92
Home Depot	Landscaping Supplies	1.0	\$139.90	\$139.90
Home Depot	Banner Pole Supplies	1.0	\$153.02	\$153.02
Home Depot	Banner Pole Supplies	1.0	\$72.79	\$72.79
Ewing	Landscaping Supplies	1.0	\$341.68	\$341.68
Ewing	Landscaping Supplies	1.0	\$35.72	\$35.72
Ewing	Landscaping Supplies	1.0	\$10.62	\$10.62
Ewing	Landscaping Supplies	1.0	\$2,310.22	\$2,310.22
Ewing	Landscaping Supplies	1.0	\$124.57	\$124.57
Ewing	Landscaping - CPM Return	1.0	-\$87.04	-\$87.04
Ewing	Landscaping Supplies	1.0	\$574.98	\$574.98
Ewing	Landscaping Supplies	1.0	\$206.45	\$206.45
	Totals	14.0	\$3,995.67	\$3,995.67

MISCELLANEOUS

Vendor	Description	Quantity	Chargeable Rate	Total
J & J Tree Service	Landscaping	1.0	\$1,350.00	\$1,350.00
Express Services Inc.	W/E 5/15/16 Temp Employ	1.0	\$974.60	\$974.60
Express Services Inc.	W/E 5/22/16 Temp Employ	1.0	\$842.37	\$842.37
	Totals	3.0	\$3,166.97	\$3,166.97

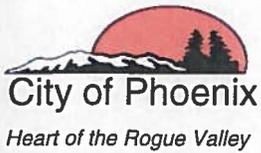
TOTALS

Total Staff Cost

\$1,131.34

Total Equipment, Supplies, and Miscellaneous

\$7,730.46



2016 Monthly Billing- June

112 W 2nd Street
 PO Box 330
 Phoenix, OR 97535

Bill to: Urban Renewal Agency
 157 S Main St
 PO Box 330
 Phoenix, OR 97535

STAFF

Staff Position	Quantity	Chargeable Rate	Totals
Interim City Manager	30.00	\$53.69	\$1,610.70
Public Works Utility Worker	80.00	\$39.86	\$3,188.80
Assistant Planner	11.00	\$34.79	\$382.69
Totals	121.0	\$178.48	\$5,182.19

SUPPLIES

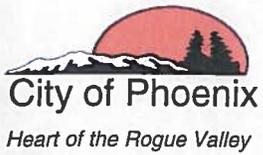
Vendor	Description	Quantity	Chargeable Rate	Total
Home Depot	Plaza Supplies	1.0	\$75.42	\$75.42
H.D. Fowler	Drain Pipe	1.0	\$14.90	\$14.90
H.D. Fowler	Drain Pipe and Supplies	1.0	\$122.22	\$122.22
Crater Sand & Gravel	Sand	1.0	\$290.00	\$290.00
Totals		4.0	\$502.54	\$502.54

MISCELLANEOUS

Vendor	Description	Quantity	Chargeable Rate	Total
Express Services Inc	W/E 5/29/16 Temp Employee	1.0	\$235.08	\$235.08
City Attorney - Kirchoff	May 2016 Services	1.0	\$661.25	\$661.25
Express Services Inc	W/E 6/5/16 Temp Employee	1.0	\$499.55	\$499.55
Express Services Inc	W/E 6/12/16 Temp Employee	1.0	\$715.04	\$715.04
Express Services Inc	W/E 6/19/16 Temp Employee	1.0	\$548.52	\$548.52
Personnel Source	City Temp Employee - Steve Hall	24.0	\$18.85	\$452.40
Totals		29.0	\$2,678.29	\$3,111.84

TOTALS

Total Staff Cost	\$5,182.19
Total Equipment, Supplies, and Miscellaneous	\$3,614.38



2016 Monthly Billing- July

112 W 2nd Street
 PO Box 330
 Phoenix, OR 97535

Bill to: Urban Renewal Agency
 157 S Main St
 PO Box 330
 Phoenix, OR 97535

STAFF

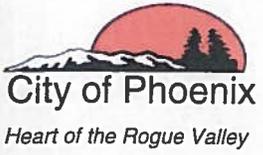
Staff Position	Quantity	Chargeable Rate	Totals
Interim City Manager	10.00	\$53.69	\$536.90
Assistant Planner	5.00	\$34.79	\$173.95
Totals	15.0	\$88.48	\$710.85

MISCELLANEOUS

Vendor	Description	Quantity	Chargeable Rate	Total
RH2 Invoice# 64877	Invoice Paid by City	1.0	\$794.38	\$794.38
RH2 Invoice# 64878	Invoice Paid by City	1.0	\$1,378.08	\$1,378.08
Totals		2.0	\$2,172.46	\$2,172.46

TOTALS

Total Staff Cost	\$710.85
Total Equipment, Supplies, and Miscellaneous	\$2,172.46



2016 Monthly Billing- August

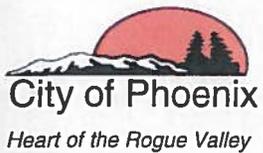
112 W 2nd Street
PO Box 330
Phoenix, OR 97535

Bill to: Urban Renewal Agency
157 S Main St
PO Box 330
Phoenix, OR 97535

STAFF

Staff Position	Quantity	Chargeable Rate	Totals
Interim City Manager	6.00	\$53.69	\$322.14
			\$0.00
Totals	6.0	\$53.69	\$322.14

TOTALS	
Total Staff Cost	\$322.14
Total Equipment, Supplies, and Miscellaneous	\$0.00



2016 Monthly Billing- September

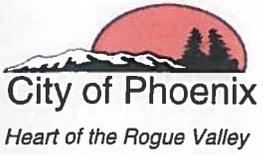
112 W 2nd Street
 PO Box 330
 Phoenix, OR 97535

Bill to: Urban Renewal Agency
 157 S Main St
 PO Box 330
 Phoenix, OR 97535

STAFF

Staff Position	Quantity	Chargeable Rate	Totals
Interim City Manager	15.00	\$53.69	\$805.35
Assistant Planner	5.00	\$34.79	\$173.95
Totals	20.0	\$88.48	\$979.30

TOTALS	
Total Staff Cost	\$979.30
Total Equipment, Supplies, and Miscellaneous	\$0.00



2016 Monthly Billing- October

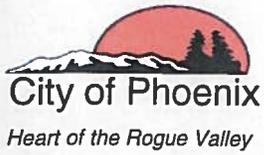
112 W 2nd Street
PO Box 330
Phoenix, OR 97535

Bill to: Urban Renewal Agency
157 S Main St
PO Box 330
Phoenix, OR 97535

STAFF

Staff Position	Quantity	Chargeable Rate	Totals
Interim City Manager	12.50	\$53.69	\$671.13
Assistant Planner	5.00	\$34.79	\$173.95
Totals	17.5	\$88.48	\$845.08

TOTALS	
Total Staff Cost	\$845.08
Total Equipment, Supplies, and Miscellaneous	\$0.00



2016 Monthly Billing- November

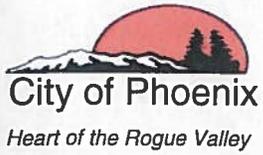
112 W 2nd Street
PO Box 330
Phoenix, OR 97535

Bill to: Urban Renewal Agency
157 S Main St
PO Box 330
Phoenix, OR 97535

STAFF

Staff Position	Quantity	Chargeable Rate	Totals
City Manager	20.00	\$58.98	\$1,179.60
Planning Director	15.00	\$50.14	\$752.10
Public Works Director	2.00	\$57.56	\$115.12
Assistant Planner	2.00	\$34.79	\$69.58
Totals	39.0	\$201.47	\$2,116.40

TOTALS	
Total Staff Cost	\$2,116.40
Total Equipment, Supplies, and Miscellaneous	\$0.00



2016 Monthly Billing- December

112 W 2nd Street
 PO Box 330
 Phoenix, OR 97535

Bill to: Urban Renewal Agency
 157 S Main St
 PO Box 330
 Phoenix, OR 97535

STAFF

Staff Position	Quantity	Chargeable Rate	Totals
City Manager	20.00	\$58.98	\$1,179.60
Planning Director	7.00	\$50.14	\$350.98
Finance Director	2.00	\$47.88	\$95.76
Totals	29.0	\$157.00	\$1,626.34

MISCELLANEOUS

Vendor	Description	Quantity	Chargeable Rate	Total
Jackson County Recording	Recording on 12/15/16	1.0	\$99.00	\$99.00
Jackson County Recording	Recording on 12/22/16	1.0	\$64.00	\$64.00
Totals		2.0	\$163.00	\$163.00

TOTALS

Total Staff Cost	\$1,626.34
Total Equipment, Supplies, and Miscellaneous	\$163.00



Agenda Report

Date: January 3, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Notice of Rate Change
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

The Medford Water Commission (MWC) has notified the city of its recently approved rate changes, which will go into effect as of March 1, 2017. While this is an incremental decrease, it is notable that the MWC has informed the cities using its system of anticipated increases in future water rates to fund infrastructure improvements. Due to the incremental nature of the MWC rate change, staff recommends no changes at this time and will keep the Council informed as rates change in the future.

ADVANTAGES & DISADVANTAGES OF ISSUE

Public notification.

FISCAL IMPACT

The fiscal impact will be incremental in the coming year. Rates are anticipated to increase in the future.

SOURCE OF FUNDS

General Fund, Water Fund, Street Fund, Capital Project Funds,
 Separate Fund for Local Option Taxes, Debt Service Funds, Reserve Funds

Prepared by: Jamie McLeod



200 South Ivy Street - Room 177 Medford, Oregon 97501
Customer Service (541) 774-2430 • Administration (541) 774-2440
Fax (541) 774-2555 • wtrcom@ci.medford.or.us
www.medfordwater.org

COPY

December 21, 2016

Mayor Jeff Bellah
City of Phoenix
P.O. Box 330
Phoenix, Oregon 97535

RE: Notice of Water Rates Decrease

The Board of Water Commissioners of the City of Medford, Oregon approved water rate changes at the regular meeting of December 21, 2016. The new rates go into effect March 1, 2017. A copy of "Schedule 6", listing Water Service Rates to Other Cities is enclosed.

Please feel free to contact our office if you need additional information.

Sincerely,

Eric Johnson

Eric C. Johnson, P.E.
Interim Manager

c: Phoenix City Manager Jamie McLeod

enc.

SCHEDULE 6

Effective March 1, 2017

OTHER CITIES

APPLICATION: This rate schedule shall apply to service to municipal customers as defined in the Regulations Governing Water Service.

Base Charges

1) Normal Monthly Fee	<u>Meter Size</u>	<u>Charges</u>
	2"	\$ 54.06
	3"	\$ 109.67
	4"	\$ 170.20
	6"	\$ 326.03
	8"	\$ 499.31
	10"	\$ 759.88

Consumption Charges

1) **Water Gallonage Charge**

Per month, all gallonage, per 1,000 gallons

Summer Season - Water billed during May through September \$ 0.74

Winter Season - Water billed during October through April \$ 0.54

Differential is based on \$0.10 for summer incentive & \$0.10 for Duff II

**City of Phoenix
City Council and Planning Commission Joint Study Session
Public Works Office
1000 S. "B" Street
Monday, December 12, 2016**

CALL TO ORDER

Mayor Jeff Bellah and Chair Summerhays called the regular meeting of the City Council to order on Monday, December 12, 2016 at 6:00 p.m. in the Public Works Office.

ROLL CALL

PRESENT: **COUNCIL:** Stan Bartell, Bruce Sophie, Carolyn Bartell, Terry Helfrich, Chris Luz, Jim Snyder, Jeff Bellah

COMMISSION: Priscilla Atkin, George "Ike" Eisenhower, Marcia Monceaux, Jason Couch, Micki Summerhays

Staff Present: Jamie McLeod, City Manager
 Matt Brinkley, Planning Director
 Steffen Roennfeldt, Assistant Planner

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENT AND PLANNING COMMISSIONER COMMENTS:

NEW BUSINESS:

a. PH-5 & PH-10 Workshop

The Oregon Department of Transportation (ODOT) has completed traffic modelling for the proposed scenarios. The Planning Director suggested discussing a draft resolution at the upcoming City Council meeting on December 19, 2016.

The Planning Director explained the organizing principles for the designs for PH-5 and PH-10; compliance with Regional Problem Solving (RPS), access to transportation, accommodating future infrastructure, and creating a development that is desirable to the community.

Commissioner Couch asked what specific types of commercial building would be allowed via the land development code. The Planning Director responded that proposed development plans need to be consistent with Comprehensive Plan elements. He suggested that the Land Development Code (LDC) could be revised to reflect RPS guidelines. The conceptual plans would be implemented over a 50-year time period and allow flexibility to accommodate future changes in the community.

Five scenarios were presented to the public at first. ODOT recommended dropping numbers 1 and 5 because they created too much congestion in certain areas. The three refined scenarios are numbers 2, 3, and 4.

Scenario 2 includes 49% of development as activity centers – walkable, multi-use areas. There would be approximately 1062 dwelling units, 2335-2655 new residents, and 5,800 workers.

Scenario 3 is made up of extensive mixed use neighborhoods. This would have room for 1,226 dwelling units, 2,697-3,065 new residents, and 5,660 workers.

Scenario 4 is mixed use with open space and would be developed in reaction to contiguity of open spaces. This option is better for trails and wildlife and would offer 1,150 dwelling units, 2,530-2,875 new residents, and about 5,300 new jobs.

The process for developing conceptual land use and transportation plans included several rounds of stakeholder meetings, public meetings, and steering committee meetings.

The plan will be presented to the Rogue Valley Metropolitan Planning Organization (RVMPO) in the near future.

Mayor Bellah inquired about pursuing PH-3 at the same time. The Planning Director responded it would be possible to pursue PH-3 as well, but the city would have to weigh the cost versus the benefit of integrating the area into the city at this time, as well as consider the cost to serving the area.

Councilor Luz asked when work can be started in PH-5. The Planning Director responded work could begin in approximately 2-3 years. An Urban Growth Boundary (UGB) amendment application would be sent in March 2017 to the county to start the process. Once approved by the County and the State, the area will have to be annexed and zoned which takes time, as well.

MOVED BY COMMISSIONER COUCH, SECONDED BY COMMISSIONER MONCEAUX, TO MAKE THE RECOMMENDATION TO CITY COUNCIL TO CONSIDER A RESOLUTION ENDORSING THE CONCEPTUAL LAND USE PLANS FOR PH-5 AND PH-10 AND TO DIRECT STAFF TO FURTHER INVESTIGATE THE INCLUSION OF PH-3 AND TO MAKE FINDINGS OF FACT AND CONCLUSIONS OF LAW.

Vote: All Ayes

MOVED BY COMMISSIONER COUCH, SECONDED BY COMMISSIONER MONCEAUX TO FURTHER INVESTIGATE THE INCLUSION OF PH-3 IN THE UGB AMENDMENT.

Vote: All Ayes

PUBLIC COMMENTS

There were no public comments.

COUNCIL AND PLANNING COMMISSIONER COMMENTS

The meeting adjourned at 7:50 P.M.

**City of Phoenix
City Council Study Session
Public Works Office
1000 S. "B" Street
Tuesday, December 13, 2016**

DRAFT

1. CALL TO ORDER

Mayor Jeff Bellah called the joint study session of the City Council to order on Tuesday, December 13, 2016 at 6:00 p.m. in the Public Works Office.

ROLL CALL

PRESENT: Bruce Sophie, Carolyn Bartell, Terry Helfrich, Chris Luz, Jim Snyder, Jeff Bellah

ABSENT: Stan Bartell

Staff Present: Jamie McLeod, City Manager
Sarah Lind, Administrative Coordinator
J. Ryan Kirchoff, City Attorney

Councilors Elect Present:

Sarah Westover
Stuart Warren
Terry Baker

2. PLEDGE OF ALLEGIANCE

3. COMMENTS FROM OUTGOING/CURRENT MAYOR AND COUNCIL

Mayor Bellah noted that because this meeting is a study session, no decisions will be made. Each councilor will have five minutes to describe what they think is the most important from their time serving on the City Council. New Council members will have time to respond with their priorities as well.

a. Observations on serving on Council and recommendations on city priorities

Councilor C. Bartell

Councilor C. Bartell thanked the incoming Council for volunteering to serve the City. She emphasized the importance of reading and researching topics prior to meetings, asking staff questions when necessary, being aware of how decisions affect the budget, and encouraging local community events at parks. She stated livability is a part of all City goals and services and that the community deserves a plaza building they can be proud of.

Councilor Helfrich

Councilor Helfrich started off by saying each Council contributes to and builds upon what the previous Councils have done and that "process takes patience." Partnering with other local

groups such as the high school and the Chamber of Commerce can be beneficial for the community. Some of the long-term goals he has for the City include a City Hall complex/administrative campus with Police, Public Works, and Administrative departments in one central, accessible location. He noted that funding will change as interchange businesses become part of the community.

Councilor Snyder

Councilor Snyder's goals include projects being completed on time or early for citizens, meeting or exceeding citizens' expectations at or under budget, being efficient in the decision-making process, fiscal responsibility, striving to represent what is best for all citizens, and leaving a legacy to the City through community events, involvement, and betterment.

Councilor Luz

Councilor Luz wants to ensure downtown meets the community's needs and draws people into Phoenix as a place to work and live, maintain a balanced budget, and focus on the completion of the plaza building and community center. He stated he would like to keep a record of and apply for grants, encourage a well prepared and organized staff, and host City Council meetings in different locations in order to make them more accessible to the community.

Councilor Sophie

Councilor Sophie noted it is important to consider how people perceive the City, maintain and rebuild infrastructure such as water and street systems, prioritize improvements, represent the changes you want to see, focus on growth in terms of the community center and PH-5 and PH-10, and forecast several years out when making decisions.

Mayor Bellah

Mayor Bellah places priority upon community involvement, maintaining a balanced budget in order to be able to fulfill opportunities for infrastructure improvements, and communication between staff, Council, and community members. He emphasized setting high expectations through prioritizing goals and projects and noted town halls are good settings in which to meet residents and communicate with the public. He would like the Council to continue working with the Phoenix Urban Renewal Agency (PHURA) to make sure their goals and the goals of Council are compatible and achieved. Ultimately, the Council represents taxpayers' dollars, so it is important to give the public a quality product and meet expectations. He would like to encourage interested individuals to become engaged in city events and organization. Lastly, focus on PH-5 and PH-10 as a campus style employment center, but make sure the developer is the right one for the project.

City Attorney

The role of the City Attorney is to legally facilitate all aspects of Council meetings

City Manager

The City Manager recognizes that both project specific and general priorities are important. She encourages staff working with and supporting Council while Council gives direction to staff.

Al Muelhoefer, Chairperson for PHURA

Mr. Muelhoefer would like the Plaza building to be a centerpiece of the community and views downtown strategic planning as part of the big picture plan for the city. He suggested involving business leaders in decision making and input.

4. COMMENTS FROM INCOMING COUNCIL

Terry Baker

As a parent in the community, Mr. Baker would like to help create a connection between the populace and leadership and work to open communication between public and government. One way to do this would be to hold meetings at different locations to draw in interest. His goals as a Councilor would include helping downtown Phoenix to grow well, encouraging Phoenix as a destination through its rich local history, and cleaning up Bear Creek.

Sarah Westover

Ms. Westover is seeking to encourage people to be active stakeholders in their community and give them decision making power. As a Councilor, she will work to help develop the City intelligently, encourage job creation via supporting existing businesses and creating new ones, gather further information to make informed decisions on water management in regards to development and climate change, and encourage meaningful citizen involvement.

Stuart Warren

Mr. Warren's priorities include supporting staff so they can do their jobs to the fullest potential, addressing the building which currently houses the Police station, and continuing work started by current Council. He also would like to focus on encouraging energy and resource wise City, cleaning up Bear Creek by working with neighboring communities such as Talent and Ashland, and awareness of projects in town, whether large like the Plaza or smaller like sidewalks.

Mayor Bellah asked how these items might fit into the budget.

Terry Baker suggested getting people involved and using funds fairly, "think twice before stepping once."

Stuart Warren noted it is good to be aware of projects, even seemingly mundane ones, when going through the budget process.

Sarah Westover said being fiscally responsible includes knowing where there's room to grow versus thinking ahead as well as setting aside for contingency.

5. ADDITIONAL COMMENTS FROM OUTGOING/CURRENT MAYOR AND COUNCIL

Councilor Helfrich

Councilor Helfrich said "Yes" on Bear Creek cleanup and there is potential for community involvement, partners, and groups "adopting" sections of Bear Creek.

The City Manager noted land trusts and funding partnerships with schools may also be worth looking into for cleanup of Bear Creek.

Councilor Snyder

Community involvement is very important and the incoming Council will need to look into ways to overcome the initial inertia of getting people involved. It is important to consider how projects and decisions will affect future generations, thinking in a "History forward" manner.

Councilor Luz

He would like to see some lights and signage welcoming people into Phoenix after they take the freeway exit

Councilor Sophie

Councilor Sophie suggesting "selling the product" (project, decision, etc.) as a "can-do" item for the City. He noted it is important to make specific goals and work to achieve them. He suggested looking at New Hampshire as an example for community involvement ideas.

Mayor Bellah

He reemphasized Council should aim to hear from the many, not the few, encourage people to get connected, and ask questions; why people are happy about or frustrated with something in the community and ask questions of staff to clarify items prior to meetings.

What steps can Council take to help people explain themselves and their perspectives on community issues? Little things can have a big impact. He would like to have a welcoming sign for the City when people take the freeway exit. In addition, it would be beneficial to build a local culture that involves people attending community events.

6. STAFF COMMENTS

a. City Manager

The City Manager concluded, noting compromise is good, however, one should not feel the pressure to always agree. It is important to deliberate respectfully, represent various areas of the community, and be transparent.

The meeting adjourned at 7:40 P.M.

Respectfully submitted,

Attest:

Sarah Lind
Administrative Coordinator

Janette Boothe
Finance Director/City Recorder

**City of Phoenix
City Council Meeting
Public Works Office
1000 S. "B" Street
Monday, December 19, 2016**

DRAFT

CALL TO ORDER

Mayor Jeff Bellah called the regular meeting of the City Council to order on Monday, December 19, 2016 at 6:30 p.m. in the Public Works Office.

1. ROLL CALL

PRESENT: Stan Bartell, Carolyn Bartell, Terry Helfrich, Chris Luz, Jim Snyder, Jeff Bellah

ABSENT: Bruce Sophie

Staff Present: Jamie McLeod, City Manager
Sarah Lind, Administrative Coordinator
Derek Bowker, Chief of Police
Ray Dipasquale, Public Works Director
J. Ryan Kirchoff, City Attorney

Mayor Bellah stated all absences were excused.

2. PLEDGE OF ALLEGIANCE

3. MAYOR'S COMMENTS:

3.a State of the City Report

Mayor Bellah gave an overview of city accomplishments he is proud of during his time as Mayor and serving on Council. He stated he is most proud of getting the City of Phoenix back on sound financial footing. This will give the next Council opportunities to look at new directions for the City. A base rate for water was established, which accounts for 80% of the city's income and helps to provide a reliable base upon which to create budgets. The current Council resolved water related issues including establishing an accurate metering system between Medford, Phoenix, and Talent. The City has been able to borrow funds on the behalf of the Phoenix Urban Renewal Agency (PHURA) at a lower rate. Council has passed two 3 year contracts with the Police and General Bargaining Units. Parks are well maintained without a direct funding source and host several local events which are helping to build a sense of community in Phoenix. Progress has been made on the Urban Growth Boundary (UGB) Amendment and the Fern Valley Interchange is nearing completion. Based on statistics for violent crime and property crime, Phoenix has been named the 18th safest city in Oregon. Council and the city have affirmed that Phoenix is a good place to live.

Councilor Luz thanked the council for their hard work.

3.b Re-Appointment of City Commissioners

3.b.1 Planning Commissioner

Micki Summerhays was reappointed to the Planning Commission. She has served on the Planning Commission for twenty years. Her experience and knowledge of local planning makes her a valuable member of the Planning Commission. **MOVED BY C. BARTELL, SECONDED BY SNYDER, TO APPOINT MICKI SUMMERHAYS TO THE PLANNING COMMISSION FOR A FOUR-YEAR TERM ENDING DECEMBER 31, 2020.**

ROLL CALL VOTE AS FOLLOWS:

Ayes: C. Bartell, S. Bartell, Luz, Helfrich, and Snyder
MOTION APPROVED WITH FIVE AYES

3.b.2 Parks and Greenway Commissioners

Laurie Jendre, Sandy Wine, and David Van De Velde each have terms which expire on December 31, 2016 and have requested reappointment to the Parks and Greenway Commission. On January 3, 2017, a new Council liaison will be appointed. **MOVED BY LUZ, SECONDED BY S. BARTELL, TO APPOINT DAVID VAN DE VELDE AND LAURIE JENDRE EACH FOR A 2-YEAR TERM AND SANDY WINE FOR A 4 YEAR TERM ON THE PARKS AND GREENWAY COMMISSION AND REFER APPOINTMENT OF A NEW COUNCIL LIAISON TO THE NEWLY ELECTED MAYOR FOR APPOINTMENT IN JANUARY 2017.**

ROLL CALL VOTE AS FOLLOWS:

Ayes: C. Bartell, S. Bartell, Luz, Helfrich, and Snyder
MOTION APPROVED WITH FIVE AYES

3.c City Staff Employee of the Year Award

This item was moved to the next agenda (1/3/17) because the staff person was not able to attend this City Council meeting.

3.d Special Recognition of Service to the City

Mayor Bellah and Council recognized Matt Brinkley, the Planning Director, for his service to the City. Because of Mr. Brinkley's efforts as Planning Director, the City is in a position to continue moving forward with projects and developing downtown. Mr. Brinkley was presented with a plaque of recognition.

4. PUBLIC COMMENTS

There were no public comments.

5. UPDATES/REPORTS:

This item was moved up in the agenda by Mayor Bellah.

5.a Phoenix Urban Renewal Agency (PHURA)

5.a.1 Budget Status

Mike Kohn spoke on behalf of PHURA because Chairperson Al Muelhoefer was out of town. PHURA has a 6-quarter running budget and funds left over at the end of each quarter. 5.a.2 Update on Finances Available for Plaza

They have received an estimate from Kistler, Small, and White (KSW) for the construction of the plaza building: 2.24 million. There has been discussion regarding the development stages for the plaza project: potentially doing the building and courtyard area in two different stages. Councilor Luz noted PHURA is approximately \$870,000 short of doing the project with a metal roof instead of a shingle roof, water feature, fire suppression, kitchen, and furnishings. It would be potentially cheaper to do the project all together rather than piece by piece. Councilor Luz suggested looking into financing from local banks to complete the project. Mayor Bellah suggested if a bank is willing to use future taxes as collateral, that would be a good way to help PHURA acquire a loan. Councilor C. Bartell noted the building ought to be constructed as it was presented to the public. Further discussion followed.

5.b. Parks and Greenway Commission

5.b.1 Annual Report

Laura Bellah, Vice Chair of the Parks and Greenway Commission (PGC), gave an overview of Parks goals and annual report. One of the goals of the Parks Commission is to have established activities and events at each park.

The Parks and Greenway Commission received a grant to update their Parks Master Plan. The University of Oregon's Planning Department students have been making updates to the plan. They considered how parks are used, landscape architecture, and other factors to create an overview and recommendations for each park. One of their suggestions included designating a staff person to parks maintenance, events, and volunteer coordination at a later time.

Lyla Heigl, Parks commissioner, is a retired teacher. She emphasized events with educational activities in the parks and said that while children need parks, parks need children in order to fulfill their purpose to the fullest extent.

Laura Bellah stated there are two openings on the Parks Commission at this time. She would like to include more volunteers in future events.

Councilor Carolyn Bartell noted they are currently finalizing the Parks Master Plan. She requested Council voice approval for the next Council to include the PGC in decisions about parks maintenance and capital improvements. Public Works would address the maintenance issues with assistance from the PGC. Community members have made requests for some improvements they would like to see in parks; for example, Colver Road Park does not have a swingset and Blue Heron Park would benefit from something for older children and additional parking.

The City Manager suggested tying parks plans into the strategic planning for next Council.

Councilor Helfrich noted it would be good to bring in more groups, such as student groups and the Chamber of Commerce, both for fresh ideas and community involvement. Mayor Bellah asked for consensus from the current Council to endorse parks as part of strategic planning.

There was Council consensus on this item.

10.a Amendment to City's Lease Agreement with the Jackson County Fire District 5

This item was moved up in the agenda by Mayor Bellah.

Fire District 5 (FD5) is currently looking for a new board member and chief. Vince Lockett is acting as interim Fire Chief. He noted FD5 will continue to be involved with local community events, such as those hosted by the PGC.

The amendment to the lease agreement between FD5 and the City includes two major changes: FD5 would take over the insurance and maintenance costs for the property. Mayor Bellah noted that one of Council's goals is to encourage FD5 to feel comfortable in investing in more maintenance costs at a later time. The lease and amendments will be reviewed by the FD5 board and come back to Council in 2017 for confirmation. Further discussion followed.

6. PRESENTATIONS

There were no presentations.

7. ORDINANCES

7.a Public Hearing for Second Reading and Adoption of an Amendment to Recreational Marijuana Sales Tax Ordinance No. 977 to Impose Penalties and Interest

Mayor Bellah opened the public hearing at 7:10 p.m.

THOSE IN FAVOR OF THE AMENDMENT TO ORDINANCE NO. 977:

No one spoke in favor of the amendment.

THOSE IN OPPOSITION TO THE AMENDMENT TO ORDINANCE NO. 977:

No one spoke in opposition to the amendment.

Mayor Bellah closed the public hearing at 7:11 p.m.

MOVED BY S. BARTELL, SECONDED BY LUZ, TO AMEND ORDINANCE NO. 977, AUTHORIZING THE IMPOSITION OF PENALTIES AND INTEREST ON LATE PAYMENTS OF THE 3 PERCENT TAX ON THE SALE OF RECREATIONAL MARIJUANA ITEMS BY A RECREATIONAL MARIJUANA RETAILER.

ROLL CALL VOTE AS FOLLOWS:

Ayes: C. Bartell, S. Bartell, Luz, Helfrich, and Snyder

MOTION APPROVED WITH FIVE AYES

8. CONSENT CALENDAR:

- 1) Approval of Minutes from December 5, 2016 Regular City Council Meeting
MOVED BY SOPHIE, SECONDED BY LUZ, TO APPROVE THE CONSENT CALENDAR. There was no further discussion.

ROLL CALL VOTE AS FOLLOWS:

Ayes: C. Bartell, S. Bartell, Luz, Helfrich, and Snyder

MOTION APPROVED WITH FIVE AYES

9. CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

No consent calendar items were pulled for discussion.

10. UNFINISHED BUSINESS:

(10.a discussed prior)

10.b Amendment to Intergovernmental Agreement with PHURA

The proposed changes in the Intergovernmental Agreement (IGA) between the City and PHURA allows PHURA to still receive support from City staff (such as the Planning Director or Finance Director). It also includes flexibility for repayment of costs incurred and allows other city facilities to be used for office or meeting spaces.

Mayor Bellah confirmed that all work would first go through the City Manager to assess the needs of the City.

MOVED BY LUZ, SECONDED BY C. BARTELL, TO APPROVE THE PROPOSED AMENDMENT TO THE MAY 2016 INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY AND PHURA.

ROLL CALL VOTE AS FOLLOWS:

Ayes: C. Bartell, S. Bartell, Luz, Helfrich, and Snyder

MOTION APPROVED WITH FIVE AYES

10.c Resolution No. 979 Establishing an Intergovernmental Agreement with the Oregon Department of Revenue for the Administration of the Tax on Retail Sales of Recreational Marijuana Items

In order to pay the Department of Revenue to collect the tax, 4% of the 3% recreational marijuana tax would be used. The Mayor noted that this tax collection won't be a surprise for the vendors because they have been duly noticed with a letter.

MOVED BY S. BARTELL, SECONDED BY LUZ, TO APPROVE RESOLUTION 979, APPROVING A MARIJUANA TAX COLLECTION INTERGOVERNMENTAL AGREEMENT WITH THE OREGON DEPARTMENT OF REVENUE.

ROLL CALL VOTE AS FOLLOWS:

Ayes: C. Bartell, S. Bartell, Luz, Helfrich, and Snyder

MOTION APPROVED WITH FIVE AYES

10.d Resolution No. 980 Endorsing Conceptual Land Use and Transportation Plans for PH-3, PH-5, and PH-10 as part of the Urban Growth Boundary Expansion

The Planning Director noted that scenario 2 for PH-5 and PH-10 includes a slight change in road design, suggesting moving a small segment of road in order to maintain more open space areas. Nothing has changed in text of the Conceptual Land Use and Transportation Plan. The plan itself is flexible to allow for changes based on community needs.

MOVED BY LUZ, SECONDED BY C. BARTELL, TO APPROVE RESOLUTION NO 980, APPROVING A CONCEPTUAL LAND USE AND TRANSPORTATION PLAN FOR PH-5 AND PH-10, URBAN RESERVE AREAS OF PHOENIX, OREGON, AND APPROVE UPDATED SCENARIO 2.

ROLL CALL VOTE AS FOLLOWS:

Ayes: C. Bartell, S. Bartell, Luz, Helfrich, and Snyder

MOTION APPROVED WITH FIVE AYES

10.e Update on Outstanding Balance from Oregon Department of Transportation Grant

The Oregon Department of Transportation (ODOT) awarded the City a "Fixit" grant in the amount of \$44,000 in 2015. The grant is intended to assist the City in repairing and replacing

Americans with Disabilities Act (ADA) curb ramps that do not comply with current ADA standards. Ramps are downtown at the intersections of Main Street and 1st, 2nd, 3rd, and 4th and Bear Creek Drive at 1st and 4th street. So far, \$27,000 of grant funds were used to replace ADA ramps at several intersections. The remaining \$17,500 should be used to replace additional ramps. Some ramps are in locations where the road is sloped, meaning the entire road would have to be redone in order to have ramps fully comply with ADA standards. A design exception application has been submitted to ODOT for such ramps. The City has one more year to complete the project.

10.f Update on Bicentennial Park Wetland Restoration/Mitigation Project

Mark Kellenbeck is the developer of a self-storage facility to be constructed at 3850 Fern Valley Road. The property has a wetland that was illegally filled more than 10 years ago. Mr. Kellenbeck has assumed legal responsibility through the purchase of the property for mitigation of the wetland. His environmental consultant, Northwest Biological, is still working to get a plan approved by the Department of State Lands (DSL). Mr. Kellenbeck received a notice to proceed prior to beginning work on the wetland on his property.

10.g Update on Value Added of Staff Roles: Traffic Safety Officer

The program was successful up until May 2016, when two officers left the City of Phoenix. At that time, the Traffic Safety Officer (TSO) was delegated to patrol. The TSO has not been reinstated at this time. Further discussion followed.

11. NEW BUSINESS:

11.a Opportunities for State Transportation and Infrastructure Funding

The city submitted a grant for up to the Infrastructure Finance Authority (IFA) for \$20,000 to upgrade the city's Water System Master Plan (WSMP). IFA required some additional information and extended the City's deadline until December 31, 2016. The Council provided their approval by consensus on submittal of the grant.

The Public Works Director discussed general funding options for infrastructure and transportation projects, including the IFA for major water system infrastructure improvements, and Connect Oregon VII may be a source of funding for bike and pedestrian projects. Mayor Bellah suggested the City could use guidance on how and when to apply for grants. Councilor Luz requested staff look into grants which may be relevant to the City.

11.b Street Lights along Grove Road

The stretch of Grove Road between North Phoenix Road and Fern Valley road is in need of streetlights. Discussion followed regarding whether lighting one side or two sides of the road would be a better option. It is less expensive to light one side with more 11-12 lights installed and more expensive to light both sides with 9-10 lights installed. This is because the latter option includes having to install conduits going under the road. The City should also consider the long-term maintenance costs for the lights. The City could use diesel tax to help fund the light installation because the road experiences a large amount of truck traffic. Council consensus was to refer this item to the new Council, for review in March of 2017.

12. STAFF REPORTS:

12.a. Finance Director

The City Manager spoke on behalf of the Finance Director at this meeting.

12.a.1 PHURA Billing for Staffing Resources

Staff suggest using this format for billing moving forward. Mayor Bellah requested having an updated invoice to send to PHURA, covering 2016 to date, and afterwards sending an invoice to PHURA each month.

12.a.2 Update on Budget Status: November 2016 Financial Report

12.a.3 Update on Annual Fines and Forfeitures

12.b City Attorney's Report:

There was nothing to report for the open meeting.

12.c City Manager's Report:

12.b.1 Notice to Businesses with Retail Sales of Recreational Marijuana

The letter was sent to the two retail marijuana businesses in Phoenix on December 9, 2016.

12.b.2 Update on Action Log

The City Manager presented the new format for the action log.

12.b.3 Update on Hiring Process for New Planning Director

The previous Planning Director, Laurel Sampson, will be available at City Hall for 2 days out of the week in January and February of 2017.

13. COUNCIL ITEMS, COMMENTS/REPORTS:

Councilor Luz noted he likes the four way stop sign at the Grove Road intersection.

Councilor S. Bartell expressed thanks to fellow Councilors for their service to the City.

Councilor C. Bartell noted she liked the binders for the packets.

The meeting adjourned at 9:30 P.M.

Respectfully submitted,

Attest:

Sarah Lind
Administrative Coordinator

Janette Boothe
Finance Director/City Recorder

**Agenda Report**

Date: January 3, 2017
To: Mayor and Council
From: Ray DiPasquale, PW Director
Subject: Bear Creek Greenway Management Plan
Action: X Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

The Bear Creek Greenway is a currently 20-mile paved, multi-use trail that connects the cities of Ashland, Talent, Phoenix, Medford and Central Point. The jurisdictions that manage the trail joined forces in 2008 and signed the Bear Creek Greenway Joint Powers Agreement (JPA), with the mission "to jointly provide for the consistent financial support, management, promotion and maintenance of the greenway." The JPA created a mechanism and set aside funding for staffing and major maintenance, and delineated responsibility boundaries for routine maintenance.

The concept for the JPA and the management and funding model was identified in the "Bear Creek Greenway Management Plan: 2005-2010," completed December of 2006 by the Rogue Valley Council of Governments. The plan also loosely identifies some management goals but doesn't specify projects or programs.

Like its predecessor, the Bear Creek Greenway Management Plan: 2017-2022 is intended to provide the background and framework for the JPA.

Staff is looking for direction from Council as to whether to sign the attached Bear Creek Greenway Management Plan: 2017-2022 (attached), or take it back to the Joint Powers Committee for further discussion and refinement.

ADVANTAGES & DISADVANTAGES OF ISSUE

The City does not have the ability to fund the required maintenance of our portion of the Greenway in a manner that is as efficient or effective as the program outlined in the JPA. The Bear Creek Greenway Management Plan fairly distributes maintenance funds, especially major maintenance funds, amongst all the jurisdictions and ensures the greenway is consistently maintained across the varying jurisdictions.

If the City does not choose to participate in the Bear Creek Greenway (BCG) Maintenance Plan, we will accept all costs and liabilities associated with maintaining our portion of the BCG, with costs that could be more than the annual cost of participating in the Maintenance Plan.

FISCAL IMPACT

Currently the City contributes \$2,485.00 annually for BCG maintenance performed under the existing JPA. Additional expenditures are funded through the Parks Fund primarily for maintenance activities. The new agreement requests a total of \$10,333.00 annually, which includes:

- \$2,830.00 - major maintenance
- \$4,320.00 - routine maintenance – Community Justice Option
- \$3,120.00 – BCG JPC staffing

Major maintenance items are outlined in the JPA which include projects typically addressed as Capital Improvements under the City’s budget process.

SOURCE OF FUNDS

General Fund, Water Fund, Street Fund, Capital Project Funds,
 Separate Fund for Local Option Taxes, Debt Service Funds, Reserve Funds

ALTERNATIVES

1. Direct the City Manager to sign the Bear Creek Greenway Management Plan: 2017-2022 and authorize \$10,333.00 annually for Joint Powers Committee staffing and routine and major maintenance.
2. Direct staff to go back to the Joint Powers Committee for further discussion and plan modification (please specify).
3. Direct staff to review conditions required for a reduction or elimination of the City’s participation in the JPA.
5. Note and file information without direction further action on the item.

RECOMMENDATION

Option 1. Proposed motion: “I move to direct the City Manager to sign the Bear Creek Greenway Management Plan: 2017-2022 and authorize \$10,333.00 annually for Joint Powers Committee staffing and routine and major maintenance.”

Prepared by: Theresa Syphers

Approved by: Ray DiPasquale, PW Director

**Bear Creek Greenway
Management Plan
2017-2022**

DRAFT

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Bear Creek Greenway Background

The Bear Creek Greenway is a currently 20-mile paved, multi-use trail that connects the cities of Ashland, Talent, Phoenix, Medford and Central Point. The Greenway is continuous from the Ashland Dog Park to the Dean Creek Frontage Road near the Seven Oaks Interchange on I-5, north of Central Point. The trail provides a separated route from cars, with only two at-grade road crossings. The trail parallels I-5, Highway 99 and Bear Creek and provides Rogue Valley residents and visitors to the area a close-in spot for bird watching and wildlife viewing, as well as exercise and general recreation.

There are benches along the trail as well as several city parks along the route that provide parking, restrooms, drinking water, and picnic tables. The Cities and County share responsibility for routine maintenance of the trail and work jointly to accomplish major maintenance and management of the Bear Creek Greenway.

The long-term goal is to extend the trail south through Ashland and on to Emigrant Lake, and to extend north to the tunnel at Kirtland Road, which provides the "golden spike" connection with the proposed 30-mile Rogue River Greenway trail, connecting to Gold Hill, Rogue River and Grants Pass.

The Bear Creek Greenway is the spine of the non-motorized transportation system in the Bear Creek Valley, providing people with an option to take trips by bike instead of by car. It provides our largest regional urban park through our most populated areas in Southern Oregon, providing a close to home place to connect with nature. It enhances the livability of the region and is often cited as an important amenity considered by people relocating to our area. An annual average of 250 trips per day are taken at any given point along the trail, making the trail as busy as many local streets and roads.

It truly is a gem that deserves the best continued care and investment possible.

Purpose & Need

The Bear Creek Greenway trail and the associated properties along the corridor represent over four decades worth of investment and labor and provide a tremendous asset to the Rogue Valley. Protecting this investment and providing the best possible maintenance and management of the resource is in the best interest of the health of our residents, our communities, and our watershed.

That being said, budgets and staff resources are limited, and investments need to be made strategically and implemented efficiently. In that light, the jurisdictions that manage the trail joined forces in 2008 and signed the Bear Creek Greenway Joint Powers Agreement (JPA), with the mission “to jointly provide for the consistent financial support, management, promotion and maintenance of the greenway.” The JPA created a mechanism and set aside funding for staffing and major maintenance, and delineated responsibility boundaries for routine maintenance.

The concept for the JPA and the management and funding model was identified in the “Bear Creek Greenway Management Plan: 2005-2010,” completed December of 2006 by the Rogue Valley Council of Governments. The plan also loosely identifies some management goals but doesn’t specify projects or programs.

Like its predecessor, the Bear Creek Greenway Management Plan: 2017-2022 is intended to provide the background and framework for the Bear Creek Greenway Joint Powers Agreement. As such, this plan addresses the following:

- **Jurisdiction boundaries:** designates each city’s and the county’s responsibility for segments of trail
- **Routine maintenance:** designates desired level of service and analyzes opportunities for collaborating on routine maintenance efforts
- **Major/facility wide maintenance:** identifies specific projects that are needed to keep the pavement and bridges in good repair
- **Facility wide improvements:** identifies projects that are facility-wide in nature (i.e. signage, amenities, etc.)
- **Staffing:** identifies staff needs
- **Funding:** identifies funding levels for each jurisdiction based on total need identified, using a formula based on population and lane miles
- **Operations:** identifies special event standards and permitting, proposes changes to ordinance
- **Implementation:** provides a framework for the Joint Powers Committee

These elements together provide a roadmap for the Greenway during the next five years that will guide maintenance, management and investments based on current needs, as well as identify roles and responsibilities for the jurisdictions.

Jurisdiction Boundaries

Under the Joint Powers Agreement, each city maintains the portions of the Bear Creek Greenway within their Urban Growth Boundaries (UGB) and the County maintains the areas outside of any UGB, with the exception of the City of Ashland, which maintains a portion of the trail parallel to their UGB.

It should be noted that trail corridor maintenance responsibility is based on jurisdiction boundaries not on property ownership. Issues outside of the 30' wide trail corridor are the responsibility of the property owner. Jurisdictions responsible for routine maintenance may want to complete projects outside of the 30' corridor and should check property ownership and consult with the property owner before doing so.

For this 2016 update, boundaries have been clearly identified and trail segment lengths measured, resulting in minor changes to the mileage. In addition, UGB's have been expanded in two areas resulting in changes to the Bear Creek Greenway jurisdiction boundary:

- Phoenix UGB expansion north of Fern Valley
- Central Point expansion north to the Blackwell Road/Highway 140 area

These revised boundaries add separate, discontinuous sections of management for Jackson County and Central Point, and also result in a very short segment for Jackson County north of Phoenix. If the current system of maintenance is retained, in areas such as these, jurisdictions should consider trading miles and/or compensating each other for work in their section to gain efficiencies.

2016 Bear Creek Greenway Management Responsibility Extents

Note: Total Central Point trail mileage=2.25; total Jackson County trail mileage=5.25.

Jurisdiction	Description	Approximate Mile Marker	Mileage (20 total)
Ashland	Dog Park to South Valley View	8.0-10.0	2.0
Jackson County	South Valley View to Welcome to Talent sign	10.0-11.5	1.5
Talent	Welcome to Talent sign to Suncrest Road	11.5-13.5	2.0
Jackson County	Suncrest Road to Anderson Creek (+1/8 th of a mile)	13.5-15.25	1.75
Phoenix	Anderson Creek to .25-miles north of Fern Valley	15.25-16.75	1.5
Jackson County	.25-miles north of Fern Valley to Glenwood Road	16.75-17.25	.5
Medford	Glenwood Road to Table Rock Road	17.25-24.25	7.0
Central Point	Table Rock Road to Pine Street	24.25-25.5	1.25
Jackson County	Pine Street to Upton Road	25.5-27.0	1.5
Central Point	Upton Road to Dean Creek Road	27.0-28.0	1.0

Routine Maintenance

Routine maintenance refers to the day-to-day activities by staff, contractors/community justice crews, and volunteers to keep the trail clear and free of debris, vegetation and damage. It is a critical element of both real and perceived safety of trail users, and can help foster positive community perceptions of the trail; people are less likely to vandalize and far more likely to utilize a well-maintained trail.

The Bear Creek Greenway is not realizing its full potential for use and community support because there is a common perception, especially in certain areas, that the trail is not safe. In order for the trail to realize its full potential of serving the region as a transportation and recreation corridor, it is critically important that maintenance issues are addressed in a timely fashion. Currently, maintenance activities are not happening consistently- vegetation often grows onto the path, litter is sometimes left for weeks at a time before being removed, and vandalism and graffiti are not consistently addressed in a timely fashion. Trail managers recognize that the level of service on the trail is not consistently as good as it could be.

As previously discussed, the current agreement gives each jurisdiction responsibility for routine maintenance and operations based on urban growth boundaries, effectively creating nine separate segments of trail (10 with the revised UGB extents). The jurisdictions have varying capacities to accomplish the variety of routine maintenance tasks and current level of service is variable between and even within jurisdictions. There is desire by the jurisdictions as well as by trail users for better consistency of level of maintenance along the entire trail.

It should also be noted that trail corridor maintenance responsibility is based on jurisdiction boundaries not on property ownership, but issues outside of the 30' wide trail corridor are typically seen as the responsibility of the property owner, not the maintenance jurisdiction.

The first task in the planning effort was to list the maintenance activities and goals for addressing complaints and/or issues on the trail. Knowing the desired level of maintenance, staff then considered alternative concepts for accomplishing the regular, routine maintenance on the trail and analyzed the costs for current activities and the proposed concepts. At the end of this section, a staff recommendation is given for consideration.

Routine Maintenance Tasks

The following *Regular Routine Maintenance Tasks* table was developed with jurisdiction staff from the county and the cities and gives a summary of regular, routine maintenance activities. The right-hand column depicts suggested guidelines not regulatory standards. This approach reflects the desire to have consistent goals and standards while allowing for flexibility to respect the varying demands and limitations of resources of jurisdictions.

Routine Maintenance Tasks

Regular Routine Maintenance Tasks	Minimum frequency/timeline to address
Routine inspections/address minor issues (vegetation, debris, litter, graffiti, reporting illegal camping, fill brochure holders, etc.)	Weekly
Remove "ladder fuel" type vegetation w/i 10x10x10 trail footprint (10' from each side of the trail and 10' tall)	As needed/within business days of report
Remove puncturevine/goathead (w/i 30' trail/shoulder footprint)	As needed/within 10 business days of report
Remove litter	As needed/ASAP
Sweep/blow trail surface	As needed/within 10 business days of report
Refill brochure holders at kiosks (brochures provided by Bear Creek Greenway Foundation)	As needed/weekly
Non-Predictable Routine Maintenance Tasks	Frequency/timeline to address
Repair/remove graffiti	As needed/ within 1 week or as otherwise required
Remove dumping sites	As needed/Address within 1 week if possible
Repair vandalism, including to signage, benches, fencing, and other amenities	As needed/Address within 1 week if possible
Remove blocking vegetation	As needed/within 48 hours
Address drainage issues, wash-outs, flood damage, etc. These items can, and often do, fall into the category of major maintenance	As needed/Signs & cones placed within 48 hours; trail passable within 48 hours of water receding; repair shoulder rock, etc. within 10 business days
Routine Maintenance Tasks Conducted Periodically by Individual Jurisdictions	<i>NOT included in options for regular, routine maintenance</i>
<i>Spray pre-emergent on shoulders & puncturevine/invasives as needed</i>	<i>Utilized in the spring and as needed at other times by some jurisdictions</i>
<i>Assess & remove hazard trees</i>	<i>Annually</i>

Cost Estimates per Mile

Routine maintenance costs for multi-use paths vary widely based on method of staffing or contracting, level of service, and various other factors. Cost estimates from trail systems around the country range anywhere from \$2,000-\$40,000 per mile. The five cities and the County reported that they currently

spend an average of \$4,000-\$6,000 per mile annually for routine maintenance of the Bear Creek Greenway.

Options to Accomplish Regular Routine Maintenance

The current system where each jurisdiction maintains the sections within their UGB's creates inconsistencies between (and sometimes within) jurisdiction segments, and there is a lack of efficiency in maintaining short segments separately instead of addressing the trail as a whole. For those reasons, three options have been identified and analyzed for completing regular routine maintenance work on the trail.

When analyzing the three options, the assumptions were:

- Maintenance activities are limited to the 30' trail corridor- the 10' trail and 10' on either side. Larger-scale mowing or other vegetation work outside of that corridor is not considered.
- The cities will continue to mow lawn areas within the 30' footprint through manicured parks.
- The duties taken on jointly in Options B & C are assumed to be limited to the Regular Routine Maintenance Tasks and minor Non-Predictable Routine Maintenance Tasks that don't require a lot of time to address. The remaining maintenance work (non-predictable tasks, spraying if applicable, and hazard tree removal) would still be the responsibility of the maintenance jurisdiction.
- Any additional presence more frequent than identified would be completed by the responsible jurisdiction.
- Work would need to be funded separately by each jurisdiction or through major maintenance funds to bring the trail up to a baseline standard that could be maintained in the times and with the resources identified.

Option A- Remain the same (Jurisdictions responsible for all maintenance)

The first alternative considered is to continue with the current model of each jurisdiction maintaining the area for which they are responsible. As previously mentioned, this model presents some challenges in the way of consistency between and sometimes even within jurisdictions and is inefficient.

Option B- Community Justice Crew

Option B would be to hire Community Justice (CJ) crews to perform a portion of or all of the regular routine maintenance along the entire trail. Per previous experience and discussions with Community Justice Managers, once established, the CJ crew could perform the routine maintenance tasks to the desired level of service on the entire trail in an average of 12 days per month. CJ Crews cost \$400 per day, the total annual cost would equal \$57,600 or \$2,880 per mile. This level of

service would allow for biweekly inspections and work on the trail. Increasing the level of service to a weekly presence could be accomplished by adding 4 more days to the month, for 16 total days per month, with a cost of \$76,800 or \$3,840 per mile. Jackson County would be responsible for monitoring the CJ Crew work and for payment to the program, and would invoice each of the other participating jurisdictions annually.

Option C- Full-time Greenway Park Worker

A full-time, regular, benefited Bear Creek Greenway Worker could be an option for accomplishing the routine maintenance duties on the trail. This person could also be a “Ranger” and have code enforcement abilities and serve as an enforcement/patrol presence. There would be times when additional workers would be needed to accomplish tasks like weed-eating, addressing puncturevine, addressing large trash issues, and major flood repair, but the person could likely complete many of the routine tasks on their own. The ranger could potentially coordinate the volunteer program.

Costs with benefits for a full time park ranger are estimated at \$65,000 annually for staffing plus \$20,000 for overhead for a total of \$85,000 annually or \$4,250 per mile. Rough estimates of additional crew work needed are approximately five days per quarter or 20 days annually for an additional \$8,000 or \$400 per mile. These crews could also conceivably be parks staff or volunteers.

Regular Routine Maintenance Options

Note: jurisdiction cost estimate includes all activities on the trail, not just those identified as regular, routine maintenance, while the costs for the CJ Crew and Greenway Worker only include costs for the items listed in the table as Regular Routine Maintenance Tasks.

Option	Approximate Annual Costs (per mile)	Benefits	Drawbacks
Jurisdiction (current)	\$4,000-\$6,000**	Jurisdiction ownership	Inconsistent Not cost-effective Several points of contact
CJ Crew	\$2,880/mile \$3,840/mile for weekly presence	Consistent and cost effective	Not as likely to foster staff ownership
Greenway Worker/Ranger	\$4,250 Plus \$400- extra help	Consistent One point of contact	More expensive than other options

Cost Implications

The table below shows what each jurisdiction would contribute for a maintenance program based on jurisdiction mileage. "Current Costs" are estimated based on \$4,000 per mile, which is the lowest of the average reported costs of the jurisdictions, and provides the best comparison to the other options since the work will only encompass the regular, routine maintenance tasks.

Routine Maintenance Option Costs for Each Jurisdiction

Jurisdiction (Cost per trail mile)	Mileage	Current Costs (\$4,000)	CJ Crew- Recommended (\$2,880)	Worker/Ranger (\$4,650)
Ashland	2.0	\$8,000	\$5,760	\$9,300
Jackson County	5.25	\$21,000	\$15,120	\$24,413
Talent	2.0	\$8,000	\$5,760	\$9,300
Phoenix	1.5	\$6,000	\$4,320	\$6,975
Medford	7.0	\$28,000	\$20,160	\$32,550
Central Point	2.25	\$9,000	\$6,480	\$10,463

Recommendation

Staff recommends a one year pilot program utilizing the Community Justice Crew bi-weekly presence option. This option is the least costly and staff feels it would address the inconsistent of level of service and be more efficient. The jurisdictions would be able to utilize their staff who are currently working on the Greenway for other activities and could conceivably shift resources around and even save funds.

Jackson County JPC Staff would coordinate and manage the effort including invoicing the cities annually accordingly and providing payment, as well as scheduling and monitoring the CJ Crew work. To measure success, staff would conduct site visits and take photos and/or videos of the trail before the pilot begins and at 3-6 month intervals. Jurisdiction staff and stakeholders should give feedback at 6 months and after the pilot year, and trail users could be surveyed at the same intervals.

It is important to note that all of the jurisdictions do not necessarily need to participate in this particular option, and cities can opt in or out depending on their needs. However, increased participation will result in better opportunities to monitor level of service and changes in efficiency and consistency.

Major/Facility-wide Maintenance

Major maintenance typically refers to large-ticket projects that are mostly related to keeping the pavement and bridges in good repair, and which are most likely to be accomplished through contractors. These projects generate from root or water damage to the pavement, pavement reaching its life expectancy, and/or natural disasters such as flooding or earthquakes. Costs for repairs can't entirely be anticipated for natural disasters, but can often be anticipated and budgeted for in cases of pavement failure due to age and root damage. Major maintenance costs also include the costs for assessment of the trail condition and ongoing costs for trail counters.

Much has been accomplished in regards to major maintenance and paving in the eight years since the Joint Powers Agreement was signed. Three sections of trail, nearly seven miles, were entirely reconstructed. A root test-plot project that included several repair options for root-heaved trail was installed, signage including map kiosks and directional signs have been installed, five trail counters are monitoring the use on the trail, and many other small repair projects have been completed.

Looking forward, work will continue to be required to keep the trail itself in a state of good repair. This section of the plan discusses pending projects for 2016/2017 which have already been approved for funding by the JPC but have not been completed yet including fog sealing, shouldering, grant match, bridge inspections and repairs, and trail counter licenses and batteries. It also identifies the major maintenance projects proposed on the Bear Creek Greenway for the 2017-2022 timeframe (highlighted in bold text). Cost estimates are based on the best information available and do not take inflation into account.

Inspections and Trail Counters

Part of the major maintenance program is inspection of the trail and bridges. The entire trail should be inspected annually to assess pavement condition by the Joint Powers staff or another qualified party, and all of the creek crossings should be inspected annually by County Bridge Crews or other qualified individuals. These inspections identify any immediate safety hazards that need to be addressed.

A more thorough inspection of the bridges by a certified bridge engineer should occur every five years, and staff should continue to consult with county and city experts to assess the 20-miles of pavement every five years. These inspections identify pavement maintenance needs on the trail.

Major maintenance funds include bridge inspection costs, which includes clearing around the bridges to allow access, and assumes staff continues the pavement inspections and reports.

Funds also include trail counter costs- the five trail counters transmit data via cell phone service, which is \$2,100 annually, and need new batteries every other year (\$500 total cost).

Bridge Inspections & Brushing: \$14,000

\$2,000 annually (4 years) for County Crews and CJ Crew brushing work

\$6,000 every 5 years for engineer inspection

Trail Counter Batteries & Transmission: \$11,500
\$500 every other year for batteries
\$2,100 annually for license/data transmission

2016/2017 Trail Counter License & Batteries: \$2,600
Total 5 Year Costs for Inspections & Counters: \$25,500

Bridge Preservation Projects

All of the bridges along the Bear Creek Greenway were inspected by an engineer in the summer of 2015 and several issues were identified, the most significant issues are joint replacements for two bridges in order to smooth the transition between the trail and the bridge structure. The JPC has committed \$5,000 to complete this work which will occur in 2016/2017.

The next structural bridge inspections scheduled for 2020 and/or any significant hydrological events may determine or result in additional bridge repair needs, and \$10,000 will be set aside for bridge maintenance for the next five years.

2016/2017 Bridge Inspections & Repairs: \$7,000
Bridge work (contingency fund): \$10,000

Pavement Preservation Projects

Maintaining the asphalt on the trail includes fog sealing to protect the investment and prolong the life of the asphalt. Fog sealing and shouldering the trail as a whole as opposed to splitting it into jurisdictional boundaries is more efficient and cost effective, therefore these items should be coordinated for the trail and considered major maintenance.

Fog sealing is scheduled to take place in 2016/2017 as soon as weather permits on the newest sections of trail: South Valley View to Suncrest, Barnett to Biddle Loops, and Pine Street to the Dean Creek frontage road, totaling nearly 10 miles of trail, using a system recently adopted by the City of Medford Public Works. The Suncrest to Barnett section should be fog sealed using the County or similar materials and method. The remaining sections (Dog Park to Valley View and Biddle to Pine) will not be fog sealed in 2016 because there are other projects recommended.

Approximately \$40,000 of funds will be expended for the fog sealing effort in 2017 under the current agreement. The fog seal will not need to be reapplied until 2022, following the schedule of sealing every 6-8 years, so no costs are anticipated for the 2017-2022 timeline.

\$60,000 has been approved by the Joint Powers Committee for shouldering work to be completed on the trail in 2016/2017. The work will address portions of trail with a 2" or greater drop, and the trail will likely need to be touched up in about 5 years, \$10,000 is dedicated to that effort.

2016/2017 Shouldering: \$60,000
2017-2022 Shouldering touch up: \$10,000

Bridge contingency & Pavement Preservation Projects Total: \$20,000

Pavement Repair Projects

The 2-mile segment from the Biddle Road Loops to Pine Street is now the oldest section of trail (built in 1996). It has very significant transverse cracking (which is not a safety issue, but is of concern) and also has some sections of longitudinal cracking (a significant safety issue), one significant slumped area and several areas of root heaves. The proposed repair for this section is to replace the longitudinal cracking and root heave issues with concrete, and to crack seal and slurry seal the remainder of the trail segment.

Biddle to Pine Street: \$110,000

The slightly newer 2-mile segment of trail from the Ashland Dog Park to South Valley View Road (built in 1998) has similar issues that should be addressed, specifically the areas with longitudinal cracking and root heaves.

Ashland Dog Park to South Valley View: \$180,000

There are many sections of trail that are damaged by root heaving, which will continue to be a maintenance issue. Staff has identified and mapped several "spot repair" pavement needs on the Bear Creek Greenway and tiered them into short term (0-5 years) and long term (5-10 years) categories based on height and location of heaves on the pavement, taller bumps on shady curves on the trail being the most urgent to repair. The repair type is suggested based on the information learned from the root repair test plot project and other efforts since.

Staff identified 10-15 short-term repair plots totaling roughly 1,300' that need to be repaired in the next five years, and several that should be ground away with the pavement grinder. Funds to complete the \$165,000 project have been secured through the 2016 Recreational Trails Program utilizing \$75,000 of JPA funds for match, and \$10,000 should be committed towards grinding the remaining root heave issues not addressed by the RTP project.

Root Repair- remove & replace: \$165,000 (FUNDED w/ 2016 RTP Grant- JPC Match \$75,000 out of current JPA agreement)

Root Repair- grind: \$10,000

Long term

When the Bear Creek Greenway Management Plan is updated in 2022, there will likely be additional root heaves on the trail that will need to be considered for repair. In addition, the 6.5-miles of trail between Suncrest Road and Barnett Road was constructed in the mid-2000's and will not likely need any major investment until 2025 or later but should be monitored, especially the transverse cracking in the ~.25-mile section just north of East Glenwood Road.

The newest sections (including the segments that were reconstructed in 2012) will not likely need major investment until 2035 or later. Spot issues will continue to arise and should be addressed as necessary.

Total Pavement Repair= \$300,000

Unanticipated Costs: Repairs due to Natural Disasters or Unforeseen Issues

It is important to maintain a contingency fund to complete repairs on the trail that are needed as a result of natural disasters like floods and earthquakes. It should be noted that most costs to repair damage from a major event will likely be covered by FEMA, so this fund could be used as match for FEMA or for smaller event repairs.

Unanticipated Repair fund for Flood, Fire, Earthquake: \$30,000

Major Maintenance 5-year costs:

Inspections & Trail Counters	\$25,500
Pavement & Bridge Preservation	\$20,000
Pavement Repair	\$300,000
Unanticipated Repair Fund	\$30,000
Total	\$375,000 (rounded)

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Facility-wide improvements

Considering the trail and the public land corridor as a whole rather than individual sections is important for elements such as signage and amenities, as well as for planning efforts like the RVCOG Greenway Vegetation Management Study, underway as of fall 2016. The JPC has discussed several ideas throughout the years and decided that the JPC funded vegetation management study and a proposed lighting study are the most important facility-wide considerations over the next five year horizon.

Lighting Feasibility Study

Along with improving routine maintenance, incorporating lighting on at least some sections of the trail has been identified by trail managers and trail users as a desired safety amenity. There are a lot of discussions and review that needs to take place in consideration of incorporating lighting including environmental and community concerns as well as costs of installation, power, and ongoing maintenance and operations. There are many options for type of lights and power sources and requests have also been made to trail managers to incorporate charging stations for electric wheelchairs.

The JPC agreed that further analysis is needed and a lighting feasibility study should be completed. The study will incorporate public input and will analyze opportunities and constraints in consideration of lighting on the Bear Creek Greenway.

2016/2017 Vegetation Management Plan: \$20,000

Lighting Feasibility Study: \$15,000

Other facility-wide improvements have been discussed but no further action has been proposed through this Management Plan effort. These items, including amenities (benches, trash receptacles, fountains, bike racks, bike fix-it stations, playgrounds, par courses/exercise areas, emergency phones, etc.), a parallel soft surface trail, and bike rental/bike share could be considered in future planning efforts.

Safety & Homelessness

There was also conversation around safety concerns and managing homelessness on the Bear Creek Greenway Corridor. Both of these issues warrant further discussion but were not in the purview of this particular plan. It is vital that conversations with trail managers, law enforcement and the community continue about how best to address the safety concerns. One model to consider is the Sunriver Police Department Bicycle Patrol, which consists of eight seasonal employees and eight community volunteers who patrol the trails of Sunriver to "ensure that Sunriver residents and many thousands of visitors enjoy their experience and exercise proper safety while riding, walking or running on the Sunriver pathways." Trail managers and law enforcement should discuss this model for the Greenway.

Staffing

Jackson County, per the Joint Powers Agreement, currently provides 24 hours per week of staffing for the Bear Creek Greenway. Work includes several critical elements of greenway maintenance and operations management, as well as planning for trail extensions and improving the connections from communities to the trail. Jackson County will continue this work at this level of service in the future and also add work not previously identified in the JPA.

JPC staff duties per the JPA include:

- Coordinate JPC meetings- minimum quarterly schedule
- Update the Management Plan and Funding Table every 5 years
- Coordinate annual bridge inspections by County crews and 5 year inspections by certified engineers
- Conduct annual pavement assessment & make recommendations for annual priority schedule for major maintenance projects
- Coordinate annual/as needed meetings with maintenance staff
- Coordinate annual/as needed meetings with police, fire & EMS
- Coordinate annual/as needed meetings with natural resources stakeholders
- *Coordinate JPC grant applications***
- *Coordinate JPC projects***

***Costs for staff time for these items can be recovered per the agreement*

Additional tasks provided by County staff:

- Serve as central clearinghouse for trail questions & issues
 - Outreach to the public for trail closures, projects, etc.
 - Consultation and review special event permits for the BCG
- Coordinate the management and maintenance of the five trail counters
- Identify and support potential expansion projects: monitor funding programs, advocate for the Bear Creek/Rogue River Greenways and projects that connect to them
 - Liaison with Bear Creek and Rogue River Greenway Foundations

JPC Staffing Costs & Contributions

Under the 2008 agreement, the County provides an employee that staffs the Greenway for 24 hours per week and contributes \$42,000 for labor costs and absorbs the overhead costs (\$18,700) and each city contributes \$2,600 annually toward the staff member. Total contributions for labor (not including overhead) are currently \$55,000. Costs for labor for the position dedicated to the JPC have increased 20% and are now an estimated \$66,000 annually for 24 hours/week. Cost increases are reflected in the revised annual contributions below.

Staffing Costs: \$3,120 per City; County= \$50,400 + Overhead (these are separate from the formula funds)

Community Engagement & Volunteer Coordinator

There is currently a lot of interest in the Adopt-a-Greenway and Greenway Host programs, but staff capacity to manage these programs is limited. To capitalize on the opportunities, a volunteer coordinator will be hired to recruit and manage volunteers and foster a robust Greenway Volunteer

program. The coordinator position will also help with existing events and develop other programs and events that focus on the Greenway and potentially raise revenue through events to offset the cost of the position. The coordinator will also help with regular, routine maintenance on the trail—the efforts of the volunteers may offset some of the maintenance costs for each jurisdiction.

This position has a great deal of potential to improve the community connection with the Bear Creek Greenway and help overcome the safety perception problems with the trail.

Costs with benefits for a half-time volunteer coordinator are an estimated \$25,000 for salary/benefits and \$15,000 for overhead (vehicle, computer, supplies) annually.

Community Engagement & Volunteer Coordinator tasks include:

- Recruiting, screening, training and managing volunteers (individuals and groups)
- Developing outreach materials including brochures and presentations, and updating the www.jacksoncounty.org/bearcreekgreenway website and Facebook page
- Tabling at events, especially related to the Bear Creek Greenway- providing participants information about the trail and about volunteering
- Hosting rides, walks, and other events on the trail

.5- FTE Community Engagement & Volunteer Coordinator: \$40,000/year=\$200,000

Operations

Ordinance Revision

There are several elements of the Bear Creek Greenway Ordinance that have been identified as needing clarification and/or updating. Jurisdiction staff should work together to discuss the following concerns and make revisions to the ordinance as necessary. It should be noted that each jurisdiction will need to go through their own individual process to update the ordinance and it's critical that the ordinance is consistent along the entire trail.

- (1) Motorized vehicles: the current ordinance prohibits use of any motorized vehicles and doesn't give exception for motorized wheelchairs/mobility devices or electric-assist bicycles, both of which should be allowed on the trail (and be subject to the speed limit and other regulations). Consideration should be given to a permitting system to allow event organizers and others to use motorized vehicles on the trail, including education about proper driving on the trail.
- (2) Trail closure at night: under the current ordinance, the trail closes between 10pm and 6am. Many of the signs say "sunrise to sunset," and regardless, many commuters use the trail outside of those hours. This may be something to revisit.
- (3) Alcohol is currently prohibited within the Greenway with no permitting option, and is often requested for special events.
- (4) Consideration may be given to incorporate other trails/trail extensions under the ordinance (i.e. Rogue River Greenway).
- (5) Concessions: the current ordinance allows for concessions (fixed or mobile) and advertising if specifically permitted by the Greenway Authority or other appropriate local government authority. This doesn't necessarily need to be revisited but a system to alert the other jurisdictions should be put into place.

Event standards & procedures

As more and more event organizers look to the Bear Creek Greenway for their venue it is important to implement a system where criteria and requirements are consistent and incorporates all jurisdictions into the review.

Jackson County, through the Community Engagement & Volunteer Coordinator/JPC Staff, will be the clearinghouse of events and take in the applications for any event on the Bear Creek Greenway trail. Event organizers anticipating 50 or more participants or charging registration fees will fill out an application and submit it to Jackson County Parks. Once the application is deemed complete, the County will notify any impacted jurisdictions and give them at least a week to comment. The County will then respond to the organizer with any additional criteria and issue the appropriate permit or agreement (based on event size and impact to the trail). It's important to note that jurisdictions with street or park impacts may still have separate permitting processes

Fees to cover staff time for processing events should be incorporated. The following guidelines are recommended as a starting point, with staff having the discretion to apply the criteria based on impacts to the trail. Note that any proposal for fees collected by Jackson County will need to go through Board of Commissioner Review and any proceeds from the fees would go towards the Bear Creek Greenway.

- Small events:
 - Less than 100 participants
 - Less than 5 miles on the trail
 - Permit is signed application
 - \$50 application fee
- Medium events:
 - 100-300 participants
 - Between 5-10 miles on the trail
 - Permit is signed application or agreement (staff discretion based on impact)
 - \$100 application fee
- Large events:
 - 300+ participants
 - 10+ miles on the trail
 - Permit is signed agreement
 - Fees minimum \$250, maximum \$500; \$75 late fee

Applications must be submitted at least 30 days prior to the proposed event (60 days for large events) and Jackson County will review applications within 15 business days. Applications will be accepted up to one year in advance. Only one event should occur on any section of trail per day (multiple events can take place, but they have to occur at different areas of the trail), and events will be considered “reserved” when the permit or agreement is signed and fees have been paid. A master calendar will be kept by Jackson County on the Greenway website.

See the attached Bear Creek Greenway Special Event Permit Application.

Bear Creek Greenway Concession Permits

As previously mentioned, permits can be used for various activities on the Bear Creek Greenway including concessions, motor vehicle use, etc. Communication between jurisdictions is recommended whenever a special permit is issued on the trail, and consideration may be given for developing a Bear Creek Greenway-specific permit.

Funding

Total Expenditures

The total expenditures for all costs except routine maintenance and JPC staffing under this plan are estimated \$610,000. Staff anticipates a beginning fund balance of \$110,000 which leaves approximately \$500,000, or \$100,000 annually to fully fund the plan as proposed. This does not include the work mentioned previously which is already funded for the 2016/2017 timeframe (\$205,000 for fog seal, shouldering, trail counters, RTP grant match, bridge inspections and repair, and the Vegetation Management Plan). The beginning fund balance of \$110,000 is accurate assuming the work is completed by July 1, 2017.

Grant funds could be pursued and/or fundraising could occur through the new Community Outreach Coordinator for several elements of the Management Plan, thus reducing the money needed to implement the plan. Any unused portion after five years could be refunded to the jurisdictions or used as a starting fund balance for the 2023 plan.

2017-2022 Expenditures

Major Maintenance	\$ 375,000.00
Facility Wide Improvements	\$ 15,000.00
Volunteer Coordinator	\$ 200,000.00
Contingency	\$ 20,000.00
Total	\$ 610,000.00
Beginning fund balance	\$ 110,000.00
Total Needed	\$ 500,000.00
Annual	\$ 100,000.00

Major Maintenance Contributions

The current JPA divides the responsibility for funding the \$67,000 annual major maintenance contribution using a formula based on lane miles of trail and population. Staff updated the lane miles and population data, the following table shows contributions weighted 90% based on population and 10% based on lane miles of trail.

Jurisdiction	% Trail Miles	% of Pop.	Annual Major Maintenance Fund Contribution	Annual BCG JPC Staffing Contribution	Total Annual Bear Creek Greenway Joint Powers Contribution
Ashland	10	10.60	\$10,538	\$ 3,120	\$13,658
Talent	10	3.26	\$3,931	\$ 3,120	\$7,051
Phoenix	7.5	2.38	\$2,893	\$ 3,120	\$6,013
Medford	35	40.33	\$39,797	\$ 3,120	\$42,917
Central Point	11.25	9.08	\$9,298	\$ 3,120	\$12,418
Jackson County	26.25	34.35	\$33,544	\$ 50,400	\$83,944
Total	100	100	\$100,000	\$ 66,000	\$166,000

DRAFT: Management & Oversight/Joint Powers Committee

The Bear Creek Greenway Joint Powers Committee plays a critical role of oversight of the funds and projects supported through the Joint Powers Agreement. The JPC currently meets approximately quarterly and is comprised of a combination of jurisdiction staff and elected officials. The JPC Bylaws are based on the JPA and were adopted shortly after JPC formation in 2008. The JPC should review their bylaws if/when a revised JPA is adopted, and the new JPA should allow the JPC some flexibility to do so. The following are suggestions that the JPC should consider if/when the bylaws are revisited.

This new Management Plan is much more prescriptive and should reduce the need for regular meetings, but it's important that the JPC stay engaged on the efforts and quarterly meetings are still recommended to monitor projects and review any changes. New information and ideas should always be considered and changing direction from the Plan should be considered when appropriate and prudent.

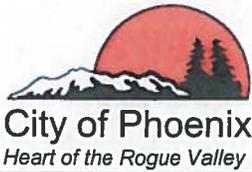
Moving forward, in order to eliminate the need for JPC approval on already approved projects, JPC staff could be allowed to move forward with any work listed within the Management Plan scope as long as it is within 10% of the budget without review from the Joint Powers Committee. Any project that has significantly changed in scope or budget should, however, be brought back to the JPC before proceeding.

Because the meetings are quarterly and sometimes decisions are needed to be made in a timely fashion, email voting should be an option for Joint Powers Committee decisions. Any revision to the bylaws should address specific criteria and process for email voting.

Committee membership should be revisited and potentially include two voting members from each jurisdiction- one staff member and one elected or appointed official (i.e. a Parks and Recreation Commissioner or City Counselor). Although this would create a fairly large committee, it's important that both elected officials and staff are engaged. Another option would be having a designated elected official member and a staff alternate. The Joint Powers Committee as a whole should make this decision.

Conclusion

This Management Plan will help provide a road map for continued joint management and maintenance of the Bear Creek Greenway. The proposed plan will bring a new and greatly improved level of service to greenway maintenance through projects that will improve the trail itself and also to greenway management through the new Community Outreach & Volunteer Coordinator position. A survey through SOU is underway as of November of 2016 and if at all possible a follow up survey should be conducted in 3-5 years to measure success of the plan.



Agenda Report

Date: January 3, 2017
To: City Manager for Mayor and Council
From: Janette Boothe, Finance Director
Subject: Update on Budget Status: November 2016 Financial Report
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

The November 30 financial statements reflect the first five months or 41.67% of the fiscal year. Following a review of the activity during this period, I am confident we are in line with anticipated results.

General Fund	Year-to-Date	Budget	% of Budget	Prior Year
Revenues	\$ 1,145,849	\$ 1,878,540	61%	\$ 1,138,323
Expenditures				
Executive	\$ 31,384	\$ 92,565	34%	\$ 44,474
Admin	\$ 47,210	\$ 133,985	35%	\$ 49,220
Police	\$ 478,466	\$ 1,188,885	40%	\$ 487,438
Planning	\$ 55,723	\$ 185,130	30%	\$ 52,869
Building	\$ 28,425	\$ 122,075	23%	\$ 39,413
Parks	\$ 36,466	\$ 106,435	34%	\$ 43,655
Interdepartment	\$ 19,941	\$ 45,335	44%	\$ 22,560
Transfers	\$ -	\$ 2,485	0%	\$ -
Contingency		\$ 100,000	0%	\$ -
Total Expenditures	\$ 697,615	\$ 1,976,895	35%	\$ 739,629
Revenues over/(under)				
Expenditures	\$ 448,234	\$ (98,355)		\$ 398,694

General Fund: Fiscal year to date, revenues exceed expenditures by \$448,234 (\$1,145,849 vs. \$697,615). The primary reason for the excess in revenues is property tax revenue received in November totaling \$887,385. Property tax revenue received is coming in as anticipated, approximately \$12,000 more than received at this point in the prior year. Overall, the revenue is coming in at 61.23% of the budget; while fines and forfeitures are lower than expected, planning and building charges for services are up, assisting in the slightly higher revenues overall compared to the prior fiscal year. Expenditures are nearly \$42,000 less than the prior year, primarily due to a decrease in personnel expenses. Monitoring expenses will continue to be a priority as we approach the second half of our fiscal year.

Street Fund	Year-to-Date	Budget	% of Budget	Prior Year
Revenues	\$ 228,373	\$ 598,025	38%	\$ 240,849
Expenditures				
Operating				
Personal Services	\$ 47,667	\$ 213,095	22%	\$ 68,790
Materials & Supplies	\$ 69,805	\$ 254,150	27%	\$ 114,949
Capital Outlay	\$ -	\$ -	0%	\$ 10,837
Non-Operating				
Transfers	\$ -	\$ 42,915	0%	\$ -
Contingency	\$ -	\$ 75,000	0%	\$ -
Total Expenditures	\$ 117,472	\$ 585,160	20%	\$ 194,576
Revenues over/(under)				
Expenditures	\$ 110,901	\$ 12,865		\$ 46,273

Street Fund: Revenues overall show slightly below the 41.67% expected for the period. The decrease in revenues received compared to the prior year is primarily due to receiving a lump sum of franchise fees from Rogue Valley Sewer Services in the first quarter of 2015. However, the expenditures are significantly lower than the prior year. The decrease is largely attributed to the crack sealing project on Main Street and Bear Creek Drive, the consultant fees for performance of review of the chip seal project, and the purchase of a truck for the PW department accomplished in the prior year. Overall, the Street Fund's progress thus far is favorable, with revenues exceeding expenditures by nearly \$111,000.

Water Fund	Year-to-Date	Budget	% of Budget	Prior Year
Revenues	\$ 642,931	\$ 1,298,615	50%	\$ 595,058
Expenditures				
Operating				
Personal Services	\$ 151,857	\$ 423,240	36%	\$ 171,500
Materials & Supplies	\$ 282,088	\$ 553,320	51%	\$ 301,462
Capital Outlay	\$ -	\$ -	0%	\$ 10,837
Debt Service	\$ 100,868	\$ 130,795	77%	\$ 100,829
Non-Operating				
Transfers	\$ -	\$ 183,296	0%	\$ -
Contingency	\$ -	\$ 100,000	0%	\$ -
Total Expenditures	\$ 534,813	\$ 1,390,651	38%	\$ 584,628
Revenues over/(under)				
Expenditures	\$ 108,118	\$ (92,036)		\$ 10,430

Water Fund: Revenues overall show above the 41.67% expected for the period. Primarily attributing to the increase over prior year at this point is the \$40,000 the City received from Talent for the settlement regarding water loss. Personal Services overall decreased compared to prior year, by approximately \$20,000, chiefly due to the position of the Public Works Director. Materials and Services expenditures appear higher than the levels expected for the period; however, these operating expenses are approximately \$20,000 less than that of the prior year comparatively. Overall, the water fund is very healthy, with revenues exceeding expenditures by \$108,118 (\$642,931 vs. \$534,813).

ADVANTAGES & DISADVANTAGES OF ISSUE

Given finance reports periodically, the Mayor and City Council are well informed of the financial status of the City. This knowledge assists in the Council's consideration of upcoming projects, areas that may be of concern, and addresses the overall budget status of the major funds in the City. Additionally, it is imperative Council receive this information in a timely manner, as it is vital to ensure funds are received and expensed within the budget parameters.

Prepared by: Janette Boothe

Reviewed by: Jamie McLeod

**Agenda Report**

Date: January 3, 2017
To: City Manager for Mayor and Council
From: Janette Boothe, Finance Director
Subject: Oregon Public Employee Retirement System (PERS) Funding
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

During the City of Phoenix City Council meeting on December 5, 2016, Councilor Bruce Sophie reported on the League of Oregon Cities (LOC) update regarding PERS, titled *Latest PERS Forecast Disconcerting*. The article explains the PERS Board received a forecast of the large employer rate increases that were adopted for the 2017-19 biennium are projected to be duplicated in the 2019-21 and 2021-23 rate cycles. System wide averages are expected to plateau at 30 percent of payroll in 2023 and begin to slowly decline in 2025, with rates falling below 20 percent 2035.

PERS Background:

PERS was established in 1946 to assist members to plan for financial security after retirement from public employment. All state agencies, including institutions of higher education, community colleges, and all public school districts are covered by PERS. Additionally, County and City governments and political subdivisions participate in PERS.

According to the PERS Employer Manual, there are approximately 910 active employers with staff totals ranging from one to over 5,900 participating in PERS.

The Public Employees Retirement Board consists of five members who are responsible for the administration and management of PERS. Appointments require state Senate ratification. Specifically, the Board consists of the following:

- three people with experience in business management, pension management, or investing who are not members of the PERS system;
- one person who is either an employee of the state in a management position or a person who holds an elective office in the governing body of a participating public employer other than the state; and
- one person representing public employees.

PERS administers two pension programs: Tier One and Tier Two and the Oregon Public Service Retirement Plan (OPSRP) Pension Program. New members become members of OPSRP upon completing their eligibility requirements. The OPSRP program consists of

two rates: General Service and Police and Fire. Tier One/Tier Two consist of members hired before August 29, 2003. Both programs include an Individual Account Program (IAP) as of January 2004. Employees contribute 6 percent of their annual wages into the IAP. Employers, at their discretion, may pay the 6 percent into the IAP on behalf of their employees.

The increase in PERS Employer Contribution Rates was issued September 30, 2016. Attached is a summary of PERS Employer Contribution Rates, the Net Employer Contribution Rate increase excluding contributions to the IAP account:

Employer Contribution Rates for 7/1/15 – 6/30/17:

- Tier One/Tier 2 7.73%
- OPSRP General Service 1.49%
- OPSRP Police and Fire 5.60%

Employer Contribution Rates for 7/1/17 – 6/30/19:

- Tier One/Tier 2 12.70%
- OPSRP General Service 5.23%
- OPSRP Police and Fire 10.00%

To better demonstrate the estimated increase in dollar amounts; please see the attached calculated rates for 2015. If the increase was implemented January 1, 2015, the overall impact is calculated at an additional contribution of \$49,758 for the year.

The LOC report further states short-term options are limited; however, mitigating the long-term liability is possible if actions are taken in the 2017 session. Measures currently being explored by legislators include: redirecting employee contributions into the pension plan and away from individual accounts; reducing the annuity or "money-match" rate to more accurately reflect market earnings; disability reform; and changing retirement calculations.

Employers participating in PERS will need to prepare for significant increases in rates over the next several years. The City should expect biennial increases at least equivalent to the 2017 increase for 2019 and 2021 and likely for 2023. However, if earnings do not come in as anticipated or the board drops the assumed rate again, the City's funded status may fall below 70% and rate increases would be even higher.

SOURCE OF FUNDS

General Fund, Water Fund, Street Fund, Capital Project Funds,
 Separate Fund for Local Option Taxes, Debt Service Funds, Reserve Funds

Prepared by: Janette Boothe

Reviewed by: Jamie McLeod

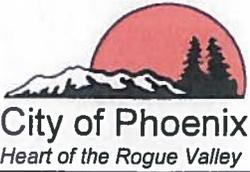
2015 PERS Contribution

	Subject Wages	Contribution Rate	Total Member Contribution
Employer	\$ 1,169,826.67	6%	\$ 70,189.60
Tier 1/Tier 2	\$ 282,177.62	7.73%	\$ 21,812.33
OPSRP General	\$ 503,466.11	1.49%	\$ 7,501.65
OPSRP Police	\$ 384,182.94	5.60%	\$ 21,514.24
			\$ 121,017.82

2015 PERS Contribution with New Rates

	Subject Wages	Contribution Rate	Total Member Contribution
Employer	\$ 1,169,826.67	6%	\$ 70,189.60
Tier 1/Tier 2	\$ 282,177.62	12.70%	\$ 35,836.56
OPSRP General	\$ 503,466.11	5.23%	\$ 26,331.28
OPSRP Police	\$ 384,182.94	10%	\$ 38,418.29
			\$ 170,775.73

Estimated increase: \$ 49,757.91

**Agenda Report**

Date: January 3, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Appointment of the 2017 Council President
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

Per the City Charter, adopted November 3, 2015, (attached) Chapter III: Form of Government:

Section 9. Council President. At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the Mayor, acts as Mayor when he/she is unable to perform his/her duties, and becomes Mayor when there is a vacancy in the office of Mayor. Upon the Council President's ascendancy to Mayor, the council vice president becomes council president and the council must elect a new council vice president from its membership.

ADVANTAGES & DISADVANTAGES OF ISSUE

Compliance with the City Charter.

RECOMMENDATION

Option 1. Proposed motion: "I move to appoint _____ to serve as the 2017 Council President."

Prepared by: Jamie McLeod

CITY OF PHOENIX CHARTER

Approved in a Special Election on November 3, 2015

PREAMBLE

We, the people of Phoenix, Oregon, in order to avail ourselves of self-determination in municipal affairs to the fullest extent now or hereafter possible under the constitutions and laws of the United States and the state of Oregon, through this charter confer upon the city the following powers, subject it to the following restrictions, prescribe for it the following procedures and governmental structure, and repeal all previous charter provisions of the city.

CHAPTER I: NAMES AND BOUNDARIES

Section 1. Title. This charter may be referred to as the 2015 Phoenix Charter.

Section 2. Name. The city of Phoenix, Oregon, continues as a municipal corporation with the name City of Phoenix.

Section 3. Boundaries. The city includes all territory within its boundaries as they now exist or hereafter are modified pursuant to state law. The custodian of the city's records shall keep an accurate, current description of the boundaries and make a copy of it available for public inspection in the city during regular city office hours.

CHAPTER II: POWERS

Section 4. 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.

Section 5. Construction of Powers. The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law. All powers are continuing unless a specific grant of powers clearly indicates the contrary.

Section 6. Distribution of Powers. Except as this charter prescribes otherwise, and as the Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters, this charter vests all other city powers in the council. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances.

CHAPTER III: FORM OF GOVERNMENT

Section 7. Council. The council consists of a Mayor and six councilors nominated and elected from the city at large.

Section 8. Mayor. The Mayor presides over and facilitates council meetings, preserves order, enforces council rules, determines the order of business under council rules, votes in case of a tie,

and has no veto authority. With the consent of council, the Mayor appoints members of commissions and committees established by ordinance or resolution. The Mayor must sign all records of council decisions and serves as the political head of the city government.

Section 9. Council President. At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the Mayor, acts as Mayor when he/she is unable to perform his/her duties, and becomes Mayor when there is a vacancy in the office of Mayor. Upon the Council President's ascendancy to Mayor, the council vice president becomes council president and the council must elect a new council vice president from its membership.

Section 10. Council Vice President. At its first meeting each year, the Council shall appoint a vice president from its membership. The vice president presides in the absence of the Mayor and council president and acts as Mayor when the mayor and Council president are unable to perform their duties.

Section 11. Rules. The Council must by resolution adopt rules to govern its meetings.

Section 12. Meetings. The Council must meet in the city regularly at least once a month at a time and place designated by Council's rules, and may meet at other times in accordance with the rules.

Section 13. Quorum. Except as provided in Section 33, (Vacancies, Filling), four Council members shall constitute a quorum and be necessary to conduct business. However, a smaller number of Council members may meet and compel attendance of absent Councilors as prescribed by Council rules. If the Mayor's inclusion is needed to establish a quorum, he/she may become a voting member for that meeting. As set forth in Section 33, (Vacancies, Filling), of this charter, a vacancy in the Council shall be filled by appointment by a majority of the remaining Council members, regardless of the actual number of remaining Councilors.

Section 14. Vote Required. Except as this charter prescribes otherwise, the express concurrence of a majority of the Council members present and constituting a quorum, is necessary to decide affirmatively a question before the Council.

Section 15. Record of Proceedings. A record of Council proceedings shall be kept by some mechanical device, as well as manually. The mechanical record shall be retained as provided for by state law.

Section 16. Ordinances. The Council will exercise its legislative authority by adopting ordinances.

Section 17. Ordinance Adoption.

- (1) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the Council at two meetings.
- (2) If it contains an emergency clause, the Council may adopt an ordinance at a single meeting by a 2/3 approval of the Council.
- (3) Any amendment to a proposed ordinance must be read aloud or made available in writing to the

public before the Council adopts the ordinance at that meeting.

(4) After the adoption of an ordinance, the vote of each member must be entered into the Council minutes.

(5) After adoption of an ordinance, the City Recorder must endorse it with the date of adoption and his or her name and title.

(6) An ordinance may be suspended pursuant to changes in Oregon State Law.

Section 18. Effective Date of Ordinance. Ordinances ordinarily take effect on the 30th day after adoption – the date approved by the City Council - or on a later date as provided in the ordinance. An ordinance that contains an emergency clause shall take effect as soon as it is adopted or on such later date specified in the ordinance.

CHAPTER IV: ADMINISTRATIVE AUTHORITY

Section 19. Resolutions. The council will normally exercise its administrative authority by approving resolutions.

Section 20. Resolution Approval

(1) Approval of a resolution or any other Council administrative decision may be approved by the Council at one meeting.

(2) Any amendment to a resolution must be read aloud or made available in writing to the public before the Council adopts the resolution at the meeting.

(3) After approval of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes.

(4) After approval of a resolution, the City Recorder must endorse it with the date of approval and his or her name and title.

Section 21. Effective date of Resolution. Resolutions and other administrative decisions take effect on the date of approval by the City Council or on a later day provided in the resolution.

CHAPTER V: QUASI-JUDICIAL AUTHORITY

Section 22. Orders. The Council will normally exercise its quasi-judicial authority by approving orders.

Section 23. Order Approval.

(1) Approval of an order or any other Council quasi-judicial decision may be approved by the Council at one meeting.

(2) Any amendment to an order must be read aloud or made available in writing to the public at the meeting before the Council adopts the order.

(3) After approval of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes.

(4) After approval of an order, the City Recorder must endorse it with the date of approval and his or her name and title.

Section 24. Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

CHAPTER VI: ELECTIONS

Section 25. State Law. Except as this charter or a city ordinance prescribes to the contrary, a city election shall conform to state law applicable to the election. All elections for city offices must be nonpartisan.

Section 26. Councilors. The term of a Councilor in office when this charter is adopted is the term for which the Councilor was elected or appointed. At each general election preceding the expiration of their terms of office, three Councilors shall be elected each for a four year term.

Section 27. Mayor. The term of the Mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At a general election preceding the expiration of the Mayor's term in office, a Mayor shall be elected for a two year term.

Section 28. Term of Office. The term of office of an elective officer who is elected at a general election begins at the first Council meeting of the year immediately after the election and continues until the successor to the office assumes the office.

Section 29. Prerequisite.

(1) An elective city officer shall be a qualified elector under the state constitution and shall have resided in the city limits during the 12 months immediately before being elected or appointed to the office.

(2) No person may be a candidate at a single election for more than one elective city office.

(3) The Council is the final judge of the election and whether its members have met the prerequisites of the position.

(4) The prerequisites of appointive officers of the city are whatever the Council prescribes or authorizes.

(5) Neither the Mayor nor a Councilor may be employed by the city.

Section 30. Nominations. The Council must adopt an ordinance prescribing the manner for a person to be nominated to run for Mayor or a city Council position.

Section 31. Oath of Office. Before assuming city office, an office holder shall take an oath or affirm

that he or she will faithfully perform the duties of the office and support the laws of the City of Phoenix.

Section 32. Vacancies, Occurrence. The office of Mayor or of a member of the City Council becomes vacant:

- (1) Upon the incumbent's:
 - (a) Death,
 - (b) Adjudicated incompetence, or
 - (c) Recall from office; or
- (2) Upon declaration by the Council of the vacancy in case of the incumbent's:
 - (a) Failure, following election or appointment to the office, to qualify for the office within ten (10) days after the time for the term of office to begin,
 - (b) Absence from the city for thirty (30) days or from all meetings of the Council within a 45-day period without the Council's consent,
 - (c) Ceasing to reside in the city,
 - (d) Ceasing to be a qualified elector under state law,
 - (e) Conviction of a public offense punishable by loss of liberty, or
 - (f) Resignation from the office.

Section 33. Vacancies, Filling

- (1) A vacancy in the Council shall be filled by appointment by a majority of the remaining Council members. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office.
- (2) A vacancy in the office of Mayor shall be filled by the Council president for the remainder of the vacated term.
- (3) A vacancy in the office of Council president will be filled by the Council vice-president for the remainder of the vacated term.
- (4) A vacancy in the position of Council vice-president will be filled by Council appointment of a Council vice-president at the next Council meeting.

CHAPTER VII: APPOINTIVE OFFICERS

Section 34. Appointive Offices. A majority of the Council may:

- (1) Create, abolish, and combine appointive city officers,
- (2) Appoint the City Manager by majority vote of the Council.

Section 35. City Manager.

- (1) The office of the City Manager is established as the administrative head of the city government. The City Manager is responsible to the Mayor and Council for the proper administration of all city business. The City Manager will assist the Mayor and Council in the development of city policies, and carry out policies established by ordinances and resolutions.
- (2) A majority of the Council must appoint and may remove the City Manager. The appointment must

be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.

(3) The City Manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the Council. The Council may fill the office by appointment as soon as possible after the vacancy occurs.

(4) The City Manager must:

(a) Attend all Council meetings unless excused by the Mayor or Council;

(b) Report and recommend to the Mayor and Council about the needs of the city;

(c) Administer and enforce ordinances, resolutions, franchises, leases, contracts, permits, and other Council decisions;

(d) Appoint, supervise and remove city employees;

(e) Organize city departments and administrative structure;

(f) Prepare and administer the annual city budget;

(g) Administer city utilities and property;

(h) Encourage and support regional and intergovernmental cooperation;

(i) Promote cooperation among Council, staff and citizens in developing city policies and fostering a sense of community.

(j) Perform other duties as directed by the Council;

(k) Delegate duties, but remain responsible for acts of all subordinates.

(5) The City Manager has no authority over the Council or over the judicial functions of the Municipal Judge.

(6) The City Manager and other employees designated by the Council may sit at Council meetings but have no vote. The City Manager may take part in all Council discussions.

(7) When the City Manager is temporarily disabled from acting as City Manager, the Council may appoint a City Manager pro tem. The City Manager pro tem has the authority and duties of the City Manager, except that a pro tem City Manager may appoint or remove employees only with Council approval.

(8) No individual City Council member may directly or indirectly attempt to coerce the City Manager or a candidate for the office of City Manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this provision is grounds for removal from office by a majority of the Council after a public hearing.

9) The Council as a whole may discuss, suggest, request or require actions of the City Manager relating to city business and in conformance with his/her contract and the boundaries of this Charter.

Section 36. City Attorney. The office of city attorney is established as the chief legal officer of the city government. A majority of the Council must appoint and may remove the City Attorney.

Section 37. Municipal Court and Judge.

(1) A majority of the Council may appoint and remove a municipal judge. A municipal judge will hold court in the city in such place as the Council directs. The court will be known as the Municipal Court.

(2) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.

(3) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.

(4) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinance. The court also has jurisdiction under state law unless limited by city ordinance.

(5) The municipal judge may:

- (a) Render judgments and impose sanctions on persons and property;
- (b) Issue and compel obedience to subpoenas;
- (c) Compel witness to appear and testify and jurors to serve for trial before the court;
- (d) Penalize contempt of court;
- (e) Issue processes necessary to enforce judgment and orders of the court;
- (f) Issue search warrants; and
- (g) Perform other judicial and quasi-judicial functions assigned by ordinance.

(6) The Council may transfer some or all of the functions of the municipal court to an appropriate state court.

CHAPTER VIII: PERSONNEL

Section 38. Compensation. The Council may review and evaluate and adjust compensation for the City Manager. The Council may authorize the compensation of city officers and non-bargaining unit employees through the evaluation of the City Manager and on his/her recommendation for other non-bargaining unit employees.

CHAPTER IX: MISCELLANEOUS PROVISIONS

Section 39. Annexation. Annexations shall be in compliance with state law through city ordinances.

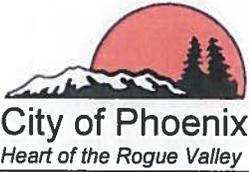
Section 40. Debt. The city's indebtedness may not exceed debt limits imposed by state law. A city officer or employee who creates or officially approves indebtedness in excess of this limitation is jointly and severally liable for the excess. A charter amendment is not required to authorize city indebtedness.

Section 41. Ordinance Continuation. All ordinances consistent with this charter in force when it takes effect remains in effect until amended or repealed.

Section 42. Repeal. All charter provisions adopted before this charter takes effect are hereby repealed.

Section 43. Severability. The terms of this charter are severable. If a part of the charter is held invalid, that invalidity does not affect another part of the charter, except as the logical relation between the two parts requires.

Section 44. Time of Effect. This charter takes effect on December 1, 2015.



Agenda Report

Date: January 3, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Appointment of the 2017 Council Vice President
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

Per the City Charter, adopted November 3, 2015, Chapter III: Form of Government:

Section 10. Council Vice President. At its first meeting each year, the Council shall appoint a vice president from its membership. The vice president presides in the absence of the Mayor and council president and acts as Mayor when the mayor and Council president are unable to perform their duties.

ADVANTAGES & DISADVANTAGES OF ISSUE

Compliance with the City Charter.

RECOMMENDATION

Option 1. Proposed motion: "I move to appoint _____ to serve as the 2017 Council Vice President."

Prepared by: Jamie McLeod

Agenda Report

Date: January 3, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Appointment of City's Representative to the Phoenix Urban Renewal Agency Board
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

The Phoenix Urban Renewal Agency (PHURA) serves the city by addressing blight and enhancing the properties within the designated urban renewal area with funding through tax increment funding. The City of Phoenix works in partnership with PHURA to enhance the appearance and marketability of the city.

The City of Phoenix may appoint up to three Council members to the PHURA Board.

Per the City Charter, adopted November 3, 2015, Chapter III: Form of Government:

Section 8. Mayor. The Mayor presides over and facilitates council meetings, preserves order, enforces council rules, determines the order of business under council rules, votes in case of a tie, and has no veto authority. **With the consent of council, the Mayor appoints members of commissions and committees established by ordinance or resolution.** The Mayor must sign all records of council decisions and serves as the political head of the city government.

ADVANTAGES & DISADVANTAGES OF ISSUE

The city's appointees to the PHURA Board provide for city involvement in PHURA's decision making.

ALTERNATIVES

1. With the consent of council, the Mayor appoint up to three Council members to the PHURA Board.
2. Defer appointment of PHURA members to a future meeting.

Prepared by: Jamie McLeod