**Agenda Report**

Date: January 17, 2017
To: Mayor and Council
From: PHURA
Subject: Information from PHURA Board Meeting
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

Attached are documents reviewed and approved by the Phoenix Urban Renewal Agency (PHURA) at their January 11, 2017, Board meeting.

Per PHURA's Interim Executive Director, the highlights of the meeting include:

- The PHURA board appointed Genetta Hughes as Acting Executive Director.
- A motion was approved to ask Al Muelhoefer and Chris Luz to begin negotiations with Evergreen Bank and Umpqua Bank for a commercial loan to PHURA to complete the financing package for the Plaza project.
- The board approved offering a contract to Buffy Pollack to spend up to 10 hours to research and write grants for the Agency for the Plaza project. Buffy will research grants available to Urban Renewal Agencies, and also any grants available to City of Phoenix for helping with the project. The City will be contacted if potential City grants are identified or before we move ahead with any applications.
- The board granted an extension to Superior Carpet for their rehab grant (awarded in December 2015), so they can complete asphalt work once the weather warms up.
- The Board directed staff to write a letter to City of Phoenix requesting support for wetland park, Plaza building lighting, ADA ramp resolution, question on potential removal of 4th street trees, above ground water equipment identification on 4th street lot, and requirements for soil excavation (moving debris) on two PHURA lots. That letter and action log should be forwarded to the City by next week.
- The Board approved price reductions on two PHURA properties, and to get quotes on removing debris from two PHURA properties.

PHURA Administration Report
January 11, 2017

Financial Director – Steve Weber will continue in this role

Office Location – continue discussion with City staff

PHURA interface with City staff

First week of each month, City Manager, PHURA Chair and Admin Assist will meet to address PHURA/City projects

PHURA chair or board member will be present at City Council's first monthly meeting to answer any questions

PHURA Action Log will be revised to reflect City format and be divided into two sections: internal PHURA items and PHURA/City items

Implement monthly PHURA Acting Executive Director's Report for PHURA Board meeting and forwarding to City Staff for inclusion in City Council's second monthly meeting packet

PHURA Chair or board member will address City Council's second monthly meeting to provide more detail on Executive Director's Report/answer questions on PHURA programs

PHURA Administrative Assistant

Appoint as Acting Executive Director to sign documents with PHURA Chair review and approval

PHURA pay for Professional Liability insurance since Admin Assist is a consultant; estimated annual cost is \$ 750

Increase pay for Admin Assist from \$ 18/hour to \$ 22/hour

Plaza Building Report
January 11, 2017

Awaiting formal loan proposals from Umpqua and Evergreen Banks

KSW architects on hold while PHURA works financing options

PHURA Design Committee

Current committee members are Chuck Reiling and Diana Nelson

Add Chris Luz as a citizen member

Add a PHURA board member chosen from the City Council Representatives on the board

Meet with KSW and designate a Chair of the Design Committee to address ongoing issues

Grants

Hire Buffy Pollack as a grant researcher/writer for \$ 35/hour for 10 hours.

PHURA Property Report
January 11, 2017

Based on a Jan 9, 2017 meeting, the following is a property report from Jeff Rodgers, our commercial real estate broker. Starting February 1, 2017, Jeff will provide a written monthly report to the PHURA board.

Jeff uses Loop Net, selling to internet feeder sites, online advertising and local networking to market PHURA properties. He has brought PHURA two offers. One of the offers resulted in selling 312 N. Main St.

4345 S. Pacific Hwy

Reduce price from \$ 299,000 to \$ 275,000. Rationale: no interest in property at current price; usability of property due to wetlands behind house, condition of house. PHURA purchased property for \$ 324,000.

Main and 2nd St

Remove timber and grade lot to provide a more marketable property
Chair Muelhoefer: PHURA will get quote for excavation work and contact Jackson County Fuels Committee for free timber removal; if necessary, request City approval for excavation work.

Reduce price from \$ 280,000 to \$ 250,000. Rationale: no interest in property at current price. Small size: one half acre

4th St. Lots

Remove concrete and tree stumps to provide a more marketable property
Chair Muelhoefer: PHURA will get a quote for excavation work and contact Jackson County Fuels Committee for free timber removal; if necessary, request City approval for excavation work.

Determine status of the trees on the lots as a buyer will probably want to remove for development.

Chair Muelhoefer: PHURA will request City pre approval for removal of trees.

Determine status of above ground water equipment.

Chair Muelhoefer; PHURA will request City to determine status of water equipment and recommendation for removal.

Continue with selling price of \$ 250,000 as this is desirable development land

Determine status of proposed road extension and parking facilities between 312 N. Main St and 4th St. Lots

Chair Muelhoefer: PHURA will request City to determine status since this has been informally proposed to a potential buyer of 4th St. Lots.

PHURA requirements for Outside Support
Jan 11, 2017

Wetland Park/Stormwater management facilities

Plaza Building lighting/Oregon Energy Trust grants

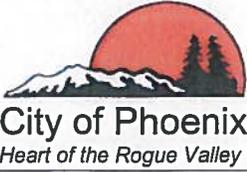
Plaza Road and South Couplet ADA ramp resolution

Road extension and parking facilities between 312 N. Main St
and 4th St. Lots

4th St. Lots trees for potential removal by developer

Above ground water equipment on 4th St. Lots

Excavating soil on 4th St. Lots and Main and 2nd St. Lot



City of Phoenix
Heart of the Rogue Valley

Agenda Item #: _____

Agenda Report

Date: January 17, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Replacement of Damaged Guardrail on Bear Creek Drive
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

Last year, as part of the Fern Valley Interchange project, the City of Phoenix took over jurisdiction of Bear Creek Drive. The responsibility of taking over jurisdiction includes repair and maintenance of the guardrails. There are six (6) sections of guardrail at several locations on Bear Creek Drive that have been damaged and are in need of repair.

Staff contacted the Oregon Department of Transportation (ODOT) regarding repairing the guardrails. ODOT is unable to do the repairs for the city at this time, however, they gave staff the contact information for Reed Construction, who they use for guardrail repairs.

The City Manager may approve an allocation of up to \$7,500 without the approval of Council, unless the allocation establishes new precedent for allocation of city resources. This expenditure falls within the purview of the City Manager and standard maintenance and/or repair of public facilities is not considered establishes new precedent. The City Manager has authorized approval to contract with Reed Construction for repair of six sections of guardrail.

ADVANTAGES & DISADVANTAGES OF ISSUE

Repairing and maintaining the guardrail on Bear Creek Drive is a matter of public safety. Not maintaining the guardrail increases the city's liability on Bear Creek Drive.

FISCAL IMPACT

The City currently collects a Hwy 99 Utility Maintenance Fee (fee schedule attached) to cover maintenance costs of the City's portion of Hwy 99 and Bear Creek Drive. To date, the City has received \$16,229.95 in Hwy 99 Utility Maintenance Fee monies (Street Fund) for this fiscal year. The attached quote from Reed Construction to repair the six sections of guardrail is for \$2,800. Including staff time, the total cost for repairs is estimated to be around \$3,000.

Prepared by: Theresa Syphers

Approved by: Ray DiPasquale, PW Director

REED CONSTRUCTION

PO BOX 166

EAGLE POINT, OREGON 97524

(541) 826-1704

FAX: (541) 826-2000

CELL (541) 890-8871

CCB# 114243

Date: 12/28/16

To: City of Phoenix

Attn: Matias Mendez

Fax: 541-535-9594

Re: Guardrail Repairs @ E. 1st Street

Steve,

We propose to repair/replace the existing damaged guardrail at East 1st Street near Ben Creek in Phoenix, Oregon for the sum of \$2,800.00.

Materials and labor to include (6) metal guardrail sections, (1) radius rail section, apx. (4) posts, (4) blocks, (1) Type C End Piece, (1) Anchor cable and box. We will work through two runs of guardrail tightening, replacing materials as needed, nailing off blocks and aligning rail.

Price includes traffic control.

Thank you,

Penney Reed
Reed Construction

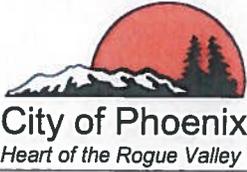
HIGHWAY 99 RATES

CATEGORY OF USE AND (UNIT OF MEASURE)	CHARGE DAILY TRIP-ENDS	COST PER TRIP -END	# OF UNITS	FEE PER MONTH
Single Family (D.U.)	10.3140	\$0.04868		\$0.50
Multi-Family (D.U.)	6.9876	\$0.04868		\$0.34
Mobile Home Park (D.U.)	5.1948	\$0.04868		\$0.25
Senior Housing (D.U.)	2.1500	\$0.04868		\$0.10
Church/Inst. (1000SF)	6.5240	\$0.04868		\$0.32
Lodging (OCC ROOM)	13.5527	\$0.04868		\$0.66
RV Parks (IMP ACRE)	67.3911	\$0.04868		\$3.28
Industry (1000SF)	7.5276	\$0.04868		\$0.37
Mini-Warehouse (ST INIT)	2.6100	\$0.04868		\$0.13
Warehouse/Furn. (1000SF)	4.8800	\$0.04868		\$0.24
Business Park (1000SF)	12.2145	\$0.04868		\$0.59
Offices (1000SF)	20.9100	\$0.04868		\$1.02
Low Vol. Comm. <10,000 to 50,000 Sq ft (1000SF)	67.3685	\$0.04868		\$3.28
Low Vol. Comm. 10,000 to 50,000 Sq ft (1000SF)	36.8500	\$0.04868		\$1.79
Low Vol. Comm. >50,000 Sq ft (1000SF)	28.4080	\$0.04868		\$1.38
High Vol. Comm. (1000SF)	94.2087	\$0.04868		\$4.59
Med. Clinic/Office (1000SF)	29.2617	\$0.04868		\$1.42
Vehicle Sales (1000SF)	32.0997	\$0.04868		\$1.56
Elem. School (STUDENT)	0.7630	\$0.04868		\$0.04
High School (STUDENT)	0.9660	\$0.04868		\$0.05
Comm. Coll. (STUDENT)	0.9310	\$0.04868		\$0.05

Ordinance No. 746 establishes the transportation utility fee. The City of Phoenix is responsible for the maintenance, minor improvements, repairing and installing of local streets which includes paved city roads, alleys, bridges, sidewalks, street lighting, traffic signals, street sweeping, bike paths, pedestrian facilities and trees within the public right of way.

Highway 99 rates are used for improvements and repairs of Highway 99.

Street User and Highway 99 rates generally go up September 1st of every year.



City of Phoenix
Heart of the Rogue Valley

Agenda Item #: _____

Agenda Report

Date: January 17, 2017
To: City Manager for Mayor and Council
From: Sarah Lind, Administrative Coordinator
Subject: Liquor License Application for Wine and Brush
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

In late December of 2016, Matthew Spurlock submitted a liquor license application for Wine and Brush for limited on premise sales at a new outlet. The business is located at 205 North Phoenix Road Suite F. The application is for on premise liquor sales. A copy of his application was sent to the Police Chief and Planning Department. The application was reviewed and approved by both the Chief of Police and the Assistant Planner in December of 2016.

ADVANTAGES & DISADVANTAGES OF ISSUE

Providing for local business to be in compliance with state law, enabling staff to review and Council to consider the application.

FISCAL IMPACT

Minor increase in sales tax.

ALTERNATIVES

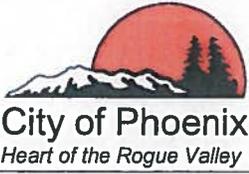
1. Authorize the Mayor to sign the liquor license application for Wine and Brush for limited on premise sales.
2. Do not approve the liquor license application.
3. Refer item back to City Manager for further action (please specify).
4. Note and file information without direction further action on the item.

RECOMMENDATION

Option 1. Proposed motion: "I move to authorize the Mayor to sign the liquor license application for Wine and Brush for limited on premise sales on January 17, 2017."

Prepared by: Sarah Lind

Reviewed by: Jamie McLeod



Agenda Report

Date: January 17, 2017
To: City Manager for Mayor and Council
From: Sarah Lind, Administrative Coordinator
Subject: Temporary Liquor Sales Application for the Phoenix Clubhouse
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

On January 10, 2017, Christine Totten submitted an application for a temporary liquor sales license for the Phoenix Clubhouse, 310 North Main Street. The event takes place from 7:00-11:30 p.m. on Sunday, February 12, 2017. The liquor sales will be on premises only. A copy of her application was reviewed by the Planning Department and Police Chief on January 10, 2017.

Because this is a temporary liquor sales application, it only requires the City Manager's signature. The City Manager has reviewed this application and authorized approval of the temporary liquor sales license for the Phoenix Clubhouse event.

ADVANTAGES & DISADVANTAGES OF ISSUE

This event promotes a local business and provides opportunities for social events in the City of Phoenix.

FISCAL IMPACT

Since this is an application for a temporary sales license, there is no associated fee from the City of Phoenix. The applicant will pay their fees to the Oregon Liquor Control Commission (OLCC).

Prepared by: Sarah Lind

Reviewed by: Jamie McLeod



TEMPORARY SALES LICENSE APPLICATION

Manning OK SR
Police OK AL

The Temporary Sales License (TSL) allows you to sell distilled spirits, malt beverages, wine, and cider for drinking within the special event licensed area, manufacturer-sealed containers of malt beverage, wine, and cider for drinking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container (i.e. growlers) for taking out of the special event licensed area.

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 1 to 3 weeks before the first event date listed in #11 below. Some events may need extra processing time. OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **License Fee:** \$50 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #11 below, you may apply for a maximum of seven license days per application form.

PLEASE PRINT

1. Applicant Name: The Phoenix Clubhouse 2. E-Mail: thephoenixoregon@gmail.com
3. Mailing address: P.O. Box 2033
4. City: Phoenix 5. State: OR 6. Zip Code: 97535 7. Fax: N/A
8. Contact Person: Christine Totten 9. Contact Phone: _____
10. Event Name: "As You Wish": A burlesque tribute to The Princess Bride.
11. Date(s) of event (no more than seven days): February 12th, 2017
12. Start/End hours of alcohol service: 7:00 AM PM to 11:30 AM PM
13. Address of **Special Event** Licensed Area: 310 N Main Street Phoenix/97535
(Street) (City/Zip)
14. Is the event outdoors? Yes No
- 14a. If no, in what area(s) of the building is the event located? suite H, venue /main room
- 14b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.
15. List the primary activities within the licensed area: Valentine's Day, burlesque show
16. Will minors be allowed at the event? Yes No
17. If yes, will minors and alcohol be allowed in the same area? Yes No
18. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 49 persons

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #18 is 501 or more, in addition to your answers to questions 19, 20, and 21, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

19. Describe your plan to prevent problems and violations.
Trained staff + volunteers. No out-side food/drinks/alcohol. No on-duty consumption. Taxi \$15 on hand, coffee/soda/water/food available on-site.
20. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors. ID everyone at the door AND at the bar, use TLA & UCARD methods to check IDs, use wristbands that cannot be transferred to minors.
21. Describe your plan to manage alcohol consumption by adults.
We will have a limited supply of Beer + Wine Available on-site. Food, coffee, water, and snacks will be available during alcohol service. Drinking is NOT the primary activity and we will be charging a high admission for entry (\$15-\$18)

Limit 1 drink per person / No last call announcement.

A nonprofit or charitable organization with a Registry Number issued by the Oregon Secretary of State's office (see TSL Application Guide) may use servers who don't hold a service permit. These servers must attend training provided by the applicant and read, sign, and date the OLCC provided brochure What Every Volunteer Alcohol Server Needs to Know.

22. Nonprofit or Charitable Organization Oregon Registry Number (or "N/A" if not applicable): N/A

23. List name(s) and service permit number(s) of alcohol manager(s) on duty and in the licensed area:

Christine Totten # 535655

Andrea Adams # 535646

LIQUOR LIABILITY INSURANCE: If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage as required by ORS 471.168.

24. Insurance Company: N/A 25. Policy #: N/A 26. Expiration Date: N/A

27. Name of Insurance Agent: N/A 28. Phone: N/A

29. Will you serve distilled spirits by the drink? Yes No

If yes, list three different substantial food items; if no, list two:

1) burritos 2) tacos 3) nachos

GOVERNMENT RECOMMENDATION: Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #30 below before submitting this application to the OLCC.

30. Name the city if the event address is within a city's limits or name the county if the event address is outside the city's limits:

City of Phoenix

I affirm that I am authorized to sign this application on behalf of the applicant.

31. Applicant Name (please print): ~~Christine Totten~~ Christine Totten

32. APPLICANT SIGNATURE: Christine Totten 33. Date: 1/10/17

CITY OR COUNTY USE ONLY

The city/county named in #30 above recommends:

Grant Acknowledge Deny (attach written explanation of deny recommendation)

City/County Signature: _____ Date: _____

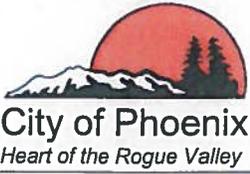
FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY

Fee Paid: _____ Date: _____ Receipt #: _____

License is: Approved Denied

OLCC Signature: _____ Date: _____

**Agenda Report**

Date: January 17, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Consideration of City-Related Boards, Commissions, and Agencies
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

Boards, commissions, committees, and agencies (a.k.a. Commissions for this report) provide citizens, residents, and businesses the opportunity to engage in local government and to advise the on matters related to government business.

The City of Phoenix has a number of city Commissions, and representatives of the city serve – or have the opportunity to serve – on numerous local and regional Commissions. City Commissions provide the City Council with the opportunity to receive advise from people engaged in issues of interest to the City. The city's involvement in local and regional Commissions enables the City Council to promote issues of interest to the City. When local residents or businesses serve on city Commissions, they represent their own interests. When the Mayor, Councilors, or city staff serve on Commission on behalf of the City, they represent the City's interests and are responsible for advocating on behalf of the City.

Staff has prepared a summary of the current local and regional Commissions related to business involving the City of Phoenix (attached). The summary highlights the purpose, type, meeting frequency, and eligibility requirements for these Commissions.

Per the Phoenix Municipal Code, "The council may create committees to assist in the conduct of its charter duties with such assignments as the council may specify." This review of the current city Commissions, provides the City Council with an opportunity to consider current Commissions, modify a Commission's charge or eligibility requirements, add Commissions deemed necessary for city business, or sunset Commissions that have fulfilled their charge. Some Commissions, such as the Arts Commission, are in a formative stage and have not yet been approved by the City Council.

According to the Phoenix City Charter, "With the consent of council, the Mayor appoints members of commissions and committees established by ordinance or resolution." City commissioners are appointed by Mayor and Council to a commission after staff review their application. The Phoenix Municipal Code states, "The mayor shall appoint members to such committees to serve until the special purpose for which the committee was created

has been accomplished or the committee is abolished by the council.” Similar to City Council, if a vacancy arises in a commission, that vacancy may be filled by appointment by the Mayor and that appointee shall serve the unexpired portion of the term. An example of a city Commission application is attached.

Interested members of the public may be notified of current vacancies in the city’s Commission through the media, advertisements, and city’s website.

ADVANTAGES & DISADVANTAGES OF ISSUE

City boards and commissions enable the public to be involved in local government and help to make decisions that positively affect their community. Commissions promote volunteerism, enable people to make a difference in their community, and bridge the gap between government and citizens.

FISCAL IMPACT

Councilors and commissioners are volunteer positions. However, staff resources are required for city-related Commissions; city Commissions require public noticing and staff resources to prepare for, attend meetings, and conduct Commission business. Notifying the public of Commission vacancies involves costs related to staff time and advertising.

SOURCE OF FUNDS

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

ALTERNATIVES

1. Affirm or modify the current list of boards, commissions, committees, and agencies related to city business.
2. Direct staff to solicit applications from city residents, businesses, and other interested parties to participate in the city’s advisory commissions.
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 affirm the current list of boards, commissions, committees, and agencies (as modified) related to city business.”

AND

Option 2. “I Move to direct staff to solicit applications from city residents, businesses, and other interested parties to participate in the city’s advisory commissions.”

Prepared by: Jamie McLeod

City	Purpose/Charge	Standing or Ad-hoc	Meeting Frequency	Eligibility Requirements	Established Rules/Formation
City Council	To enrich the quality of life for all citizens, create a community which draws people in and is a good place to live, and encourage informed decision making that is in the best interests of the city and residents.	Standing	1st and 3rd Mondays	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. No person may be a candidate at a single election for more than one elective city office.	The county court shall submit the proposition for incorporation determined as provided in ORS 221.040 to the electors registered in the area proposed to be incorporated. At the same election, five (six) city council members for the proposed city shall be elected.
Planning Commission	The commission shall control the subdivision of land and may make recommendations to the City Council, to public officials and to individuals regarding land use; location of thoroughfares; public buildings; park and other public facilities; and regarding any other matter relating to the planning and development of the city and surrounding area.	Standing	2nd and 4th Mondays	Not more than two members may be city officers. The PC shall consist of 7 members to be appointed by the mayor. Two members may live outside the city limits of Phoenix, but must live within the city's acknowledged urban growth boundary. No more than two voting members of the commission may engage principally in the buying, selling, or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling, or developing of real estate for profit.	Municipal code 2.12.010: Pursuant to ORS 227.010 through 227.090, there is hereby created a commission to be primarily involved in community planning and development issues and to have those powers and duties specified in ORS 227.090 and more specifically outlined in the city of Phoenix Land Development Code and other city regulations. This commission shall be known as the planning commission.
Citizen Advisory Committee (CAC)	The Citizen Advisory Committee (CAC) acts as a steering committee, advising the Planning Department staff and consultants. The CAC will assist the City in drafting, in this case, amendments to the housing, economic, urbanization, and land use elements in the comprehensive plan.	Standing (<i>at this time, as needed</i>)	Approximately 5-10 hours a month to attend 2 regular 1 hour meetings on alternate Friday afternoons and the preparation required for those meetings. There may be times when that commitment may involve an additional meeting.	The CAC will consist of two residents, one city councilor, one planning commissioner, and one business representative.	The State of Oregon Planning Goals and Guidelines (OAR 660-015) requires vigorous civic involvement in the creation and amendment of comprehensive plans.

Goals Committee	The committee will be responsible for setting goals and a monitoring process for established goals; reports progress made and any modification of goals to Council in September.	Standing	Twice per year (once in Jan/Feb, once in Sept)	Planning Commissioners and City Council members comprise the goals committee	Formed by the City Council to designate a committee to discuss goals biannually.
Budget Committee	Review proposed budgets and hold meetings which provide the public an opportunity to comment on the budget or ask questions.	Standing	Annually	As referenced in ORS 294.414 , the budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee. Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.	Based on ORS 294.414 requirements, the City of Phoenix formed a budget committee.

<p>Parks and Greenway Commission</p>	<p>To enrich the lives of Phoenix residents by encouraging the betterment and utilization of parks. The Parks and Greenway Commission shall have all the powers which are granted to it by ordinances of the City. The Parks and Greenway Commission may make studies, hold hearings and prepare reports and recommendations on its own initiative or at the request of the City Council. Any policies adopted by the Parks and Greenway Commission must be expressly approved in advance by the City Council.</p>	<p>Standing</p>	<p>Quarterly</p>	<p>The parks and greenway commission shall consist of three to seven members appointed by the mayor. Not more than two members of the parks and greenway commission may live outside the city limits of Phoenix. The mayor shall appoint an ex officio member of the parks and greenway commission. Parks and greenway commission members shall receive no compensation.</p>	<p>Formed by ordinance no. 894, passed December 3, 2007, adding a new chapter, 2.13 to the Phoenix Municipal Code creating a Parks and Greenway Commission.</p>
<p>Bee City USA Commission</p>	<p>Creating sustainable habitats for pollinators and educating communities on how to create their own bee friendly habitats</p>	<p>Standing</p>	<p>As needed</p>	<p>Community members</p>	<p>Bee City USA is a sub-committee of the Parks and Greenway Commission.</p>
<p>Phoenix Urban Renewal Agency (PHURA)</p>	<p>The purpose of the Urban Renewal Plan [adopted by the City in 2005] is to eliminate blighting influences found in the Urban Renewal Area, implement goals and objectives of the City of Phoenix Comprehensive Plan, and assist in meeting the City's economic development objectives through redevelopment of key sites, property rehabilitation, improving infrastructure in the urban renewal area, and assisting with the construction of needed public facilities.</p>	<p>Standing</p>	<p>Second Wednesday of each month at 6:30 p.m.</p>	<p>The Board of Directors consists of appointed representatives from the citizen and business community, and appointed representatives from the Phoenix City Council.</p>	<p>The City Council adopted Ordinance No. 922, transferring the powers of the Urban Renewal Agency to a separate Board of Directors, effective March 8, 2010.</p>
<p>Emergency Management</p>		<p>Standing</p>			

City Charter Review Committee	The purpose of the City Charter Review Committee is to review proposed changes to the City Charter.	Ad-Hoc	As needed	This committee consists of three Councilors and three citizens.	The City Charter Review Committee was defined at the January 5, 2015 City Council meeting.
Safety Committee	Prevent occupational injuries and illnesses	Standing	Once per month with inspections every third month	City Staff	
City Water Commission	To oversee the future development, fairness and cost/effectiveness of the city water program	Standing	Not less than quarterly	Two ex officio members: one from City Council and one from Public Works, and five other members	
Phoenix Arts Council	To enrich the community with art in public spaces	in formation	TBD	Residents of Phoenix, or residents of areas within the city's acknowledged urban growth boundary. Individuals who have a background in art or community engagement are encouraged.	
Room Tax Promotion Committee	(physical files)	Ad-Hoc			
Community/Regional	Purpose/Charge	Standing or Ad-hoc	Meeting Frequency	Eligibility Requirements	
Phoenix Chamber of Commerce	To reach out to the public, visitors, and our Chamber Members through educational programs, networking, advertising, and advocating on behalf of Phoenix businesses.	Standing	Board meetings are held every 3rd Wednesday of the month at 6:30 pm	People interested in helping the community of Phoenix to grow and be involved. They do not have to be residents of Phoenix.	
Medford Water Commission	The sole responsibility of the Board of Water Commissioners is the operation of the community's water system. The Water Commission functions independently from other City of Medford operations.	Standing	Board meetings, which are open to the public, are held twice monthly, on the first and third Wednesdays unless otherwise scheduled.	Board members are appointed by the Mayor of the City of Medford with the consent of the Medford City Council.	
Rogue Valley Council of Governments (RVOG)	(see RVMPO below)				

<p>Rogue Valley Metropolitan Planning Organization (MPO)</p>	<p>The role of the RVMPO includes establishing a local forum for transportation decision making; evaluating transportation alternatives; developing and updating a long-range regional transportation plan; developing a Transportation Improvement Program (TIP); and getting the public involved.</p>	<p>Standing</p>	<p>Frequently. See rvmpo.org for scheduling.</p>	<p>The RVMPO Policy Committee is the organization's decision-making board and consists of elected officials from Jackson County and each of the seven cities, along with representatives from the Rogue Valley Transportation District (RVTD), which is the area's public transit provider, and the Oregon Department of Transportation (ODOT), which is the state agency that oversees transportation planning in Oregon, as well as the allocation of federal funds.</p>
<p>Phoenix-Talent School District Safe Schools Cities Water Coalition</p>				
<p>Rogue Valley Sewer Services (RVSS) Budget Committee</p>	<p>Review and approval of RVSS budgets.</p>	<p>Standing</p>	<p>Annually and as needed.</p>	<p>Two vacancies at this time - person from Phoenix (either a Council member or person recommended by Council). The Budget Committee is composed of the five members of the District Board and five citizen members appointed by the governing board. The appointed members must live in the District but cannot be employees of the District. The appointed members serve three year terms that are staggered so that approximately one third of the terms end each year.</p> <p>Oregon Revised Statutes require that the Budget Committee meet in order to hear the budget message, receive the budget document, hear persons, and approve the budget document sufficiently in advance of June 30, to allow adoption of the budget by June 30.</p>

Application for Boards/Commission



Contact Information

Name:
Street Address:
Mailing Address:
City/State/Zip:
Home Phone:
Work Phone:
E:Mail Address:

Background

Years of Residence in Phoenix:
Place of Employment:
Occupation:
City/State/Zip:
Educational Background:
Prior Civic Activities:

Boards/Commissions of Interest

Please check all of the following that interest you:

- City Council Planning Commission Community Events Committee
- Budget Committee Parks and Greenway Commission
- Other short-term task or focus groups that meet for a specific purpose and then disband when the business is complete

Special Skills or Qualifications

Motivation

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual Statement of Economic Interest with the State of Oregon. A sample reporting form is available at City Hall.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions or other misrepresentations made by me on the application may result in my immediate dismissal.

Name (printed): _____

Date: _____

Signature: _____

Our Policy

It is the policy of the City of Phoenix to provide equal opportunities without regard to race, color, religion, nation origin, gender, sexual preference, age or disability. The City of Phoenix accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

**Agenda Report**

Date: January 17, 2017
To: City Manager for Mayor and Council
From: Theresa Syphers, Bee City USA-Phoenix Staff Liaison
Subject: Consideration of Application Renewal for Bee City USA
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

On June 3, 2015, the City of Phoenix was notified that it was the 9th city in the United States to be certified as a Bee City USA city. After that notification, Bee City USA – Phoenix, a sub-committee of the Parks Commission was formed.

Bee Cities are required to re-apply annually by January 31st, to continue with their Bee City USA status.

The application lists members of the commission as well as the accomplishments of the Bee City USA – Phoenix committee members, who have worked tirelessly to educate the community on the importance of pollinators to the ecosystem.

The application requires the Mayor's approval to be submitted, however, the Mayor's signature is not required. Attached is the completed application. Staff is requesting approval to submit the application.

ADVANTAGES & DISADVANTAGES OF ISSUE

Submitting the application ensures Phoenix's continued designation as a Bee City USA city.

If the application is not submitted, Phoenix will lose its designation as a Bee City USA city.

FISCAL IMPACT

Currently Bee City USA – Phoenix is allocated \$500 from the Parks Commission budgeted funds for its activities.

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 staff to re-apply for Bee City USA status.
2. Direct staff not to re-apply and lose our Bee City USA status.
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. Proposed motion: "I move to approve the City Manager to direct staff to re-apply to Bee City USA for continued Bee City USA status."

Prepared by: Theresa Syphers

Reviewed by: Sarah Lind

Bee City USA®

RENEWAL APPLICATION

Please email this completed renewal application saved as a Word document with requested attachments to **beecityusa@gmail.com** with RENEWAL APPLICATION in the subject line. *Bee City USA* recertification recognizes work completed by the community during the previous year. All renewal applications are due in January. Communities initially certified between July and December 31 are requested to request renewal the first January after they have been certified for a full year. Thank you for your efforts to sustain pollinators. We look forward to sharing your annual reports with all Bee City USA affiliates and on the website.

As Mayor of Phoenix, Oregon, I herewith make application for this community's certification as *BEE CITY USA* to be renewed for 2017, having met the *Bee City USA* commitments noted below.

1: Publicly Acknowledge Your Bee City USA Certification

- Install at least one *Bee City USA* street sign using artwork provided by *Bee City USA*. Attach photo(s) of and provide location(s) of *Bee City USA* street sign(s). Bee City USA signs are posted on both the North and South entrances to the city.
- Maintain a page on the municipality's website indicating at minimum your *Bee City USA* liaison(s), linking to your signed resolution and the *Bee City USA* website, and summarizing the pollinator-friendly activities the municipality has undertaken or accomplished the previous year (or linking to the report of the same). Provide URL for website (which we will link to the national *Bee City USA* website): www.phoenixoregon.gov/bee.

2: Designate a municipal department as the municipality's Bee City USA sponsor and an employee from that department as the *Bee City USA* "**local government liaison;**" and **assign facilitation of the local Bee City USA program** either to (a) a new or existing city commission or (b) a non-profit organization, to encourage and coordinate local pollinator habitat and awareness activities.

The members of the commission or the facilitators of the program are identified below as "Committee Members."

Name of commission or non-profit organization City of Phoenix Parks Commission

If new, date the commission or organizational committee was first convened: _____

Meeting dates for past year: _____

List of Committee Members (use additional sheet if necessary; Word or Excel format preferred)

NAME	AFFILIATION	EMAIL ADDRESS
Sharon Schmidt	Bee City USA – Phoenix	oregonhoneyfestival@outlook.com
Annie Drager	Bee City USA – Phoenix	Drager830@gmail.com
Judy Grillo	Bee City USA – Phoenix	judithdarenartist@gmail.com
Marcia Monceaux	Bee City USA – Phoenix	monceauxme@yahoo.com
Mary Venable	Bee City USA – Phoenix	
Lorraine Eileen	Bee City USA – Phoenix	andreanhigh@live.com
Theresa Syphers	City of Phoenix Liaison	theresa.syphers@phoenixoregon.gov

This body serves as the intermediary between the citizenry and the municipality on matters of enhancing pollinator awareness, health and habitat, fulfilling the following commitments:

**CITY OF PHOENIX OREGON
PROCLAMATION**

WHEREAS, pollinator species such as thousands of species of bees are essential partners in producing much of our food supply; and

WHEREAS, pollinator species provide significant environmental benefits that are necessary for maintaining healthy, diverse urban and suburban ecosystems; and

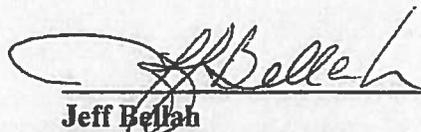
WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic developmental opportunities; and

WHEREAS, the City of Phoenix manages urban landscapes and public lands that include municipal parks and greenways as well as wildlife habitats; and

WHEREAS, the City of Phoenix has committed to promoting wise conservation stewardship, including the protection of pollinators and maintenance of their habitats in urban and suburban environments;

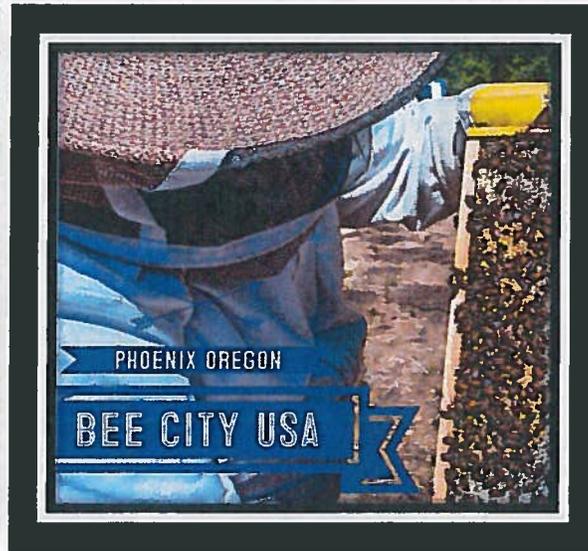
NOW, THEREFORE, I, Jeff Bellah, Mayor of Phoenix, Oregon, do hereby proclaim the week of June 20 – 26, 2016 as our city's observance of **National Pollinator Week** and, Phoenix, Oregon as an affiliate of **Bee City USA®**, urges all citizens to recognize this observance.

**IN WITNESS WHEREOF, I
hereunto set my hand and
cause the seal of the City of
Phoenix to be affixed this
20th day of June, 2016**



Jeff Bellah
Mayor, City of Phoenix

BeeCityUSA Phoenix, Oregon 2016 Report



BeeCityUSA Phoenix members achieved their number one goal this year by augmenting the membership of BCU-P! Sharon Schmidt, Annie Drager and Judy Grillo continued as members of the Committee. We also added 3 new Phoenix Residents, Marcia Monceau, Lorraine Eileen and Mary Venable, who bring diverse talents and sincere intention to help pollinators and the City of Phoenix, Oregon.

The committee recognizes that pollinators suffer poor forage, pesticides, pests and pathogens. We also recognize them as an indicator species which reflect the condition of our environment and hope to intervene.

To that end, here are some of the activities we supported and hosted:

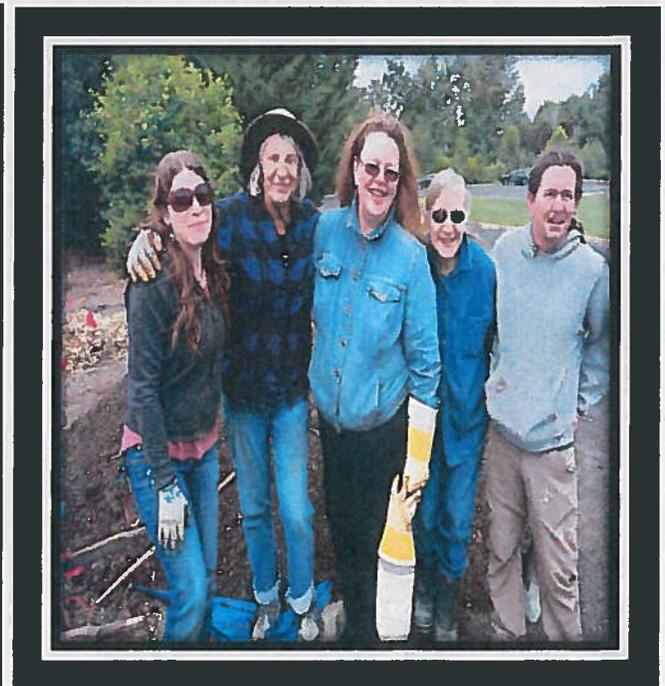
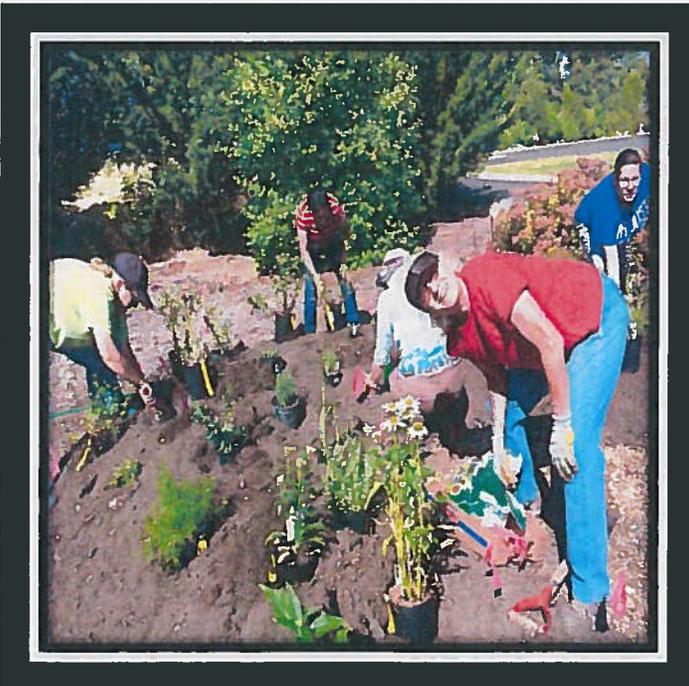
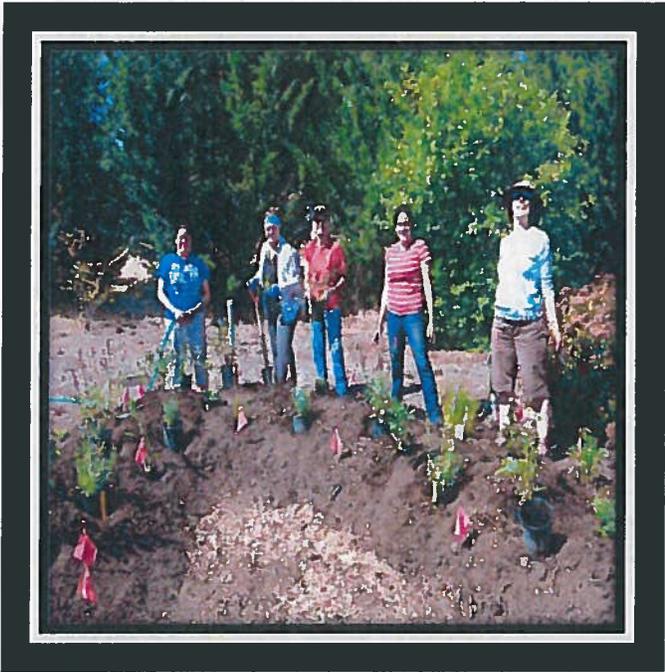
BCU-P members presented information at the annual "Dog Days of Summer" on July 26 and educated people who came out to the park by providing pollinator specific seeds for kids and adults, telling them about pollinator health and pollinator nutritional needs. We repeated this activity at the annual Easter Egg hunt where we had access to about 800 kids and adults.

We collaborated with the Talent and Ashland, Oregon BCU groups by holding a joint meeting with them on February 3, 2016 and later helping to facilitate a meeting with the National Director, Phyllis Stiles. Phyllis traveled from North Carolina to Medford and met with members of Phoenix Government on April 14, 2016 during a reception for her at the Phoenix Library. This was attended by Bruce Sophie who continues on the City Council this year. At the meeting, Phyllis discussed forage, pesticides and environment as variables in pollinator and citizen health.



The following day, BCU-P Chairperson, Sharon Schmidt participated with Phyllis by presenting at a conference held at Southern Oregon University. Director Stiles was also able to tour the Southern Oregon University campus which has made a resolution to become free of unhealthful and damaging pesticides in an effort to avoid harm to the children, adults, animals, birds and pollinators who come in contact with the grass or drinking water on their vast campus. At this conference, SOU staff, Mike Oxendine demonstrated alternatives to glyphosate and other pesticides for spot treatment.

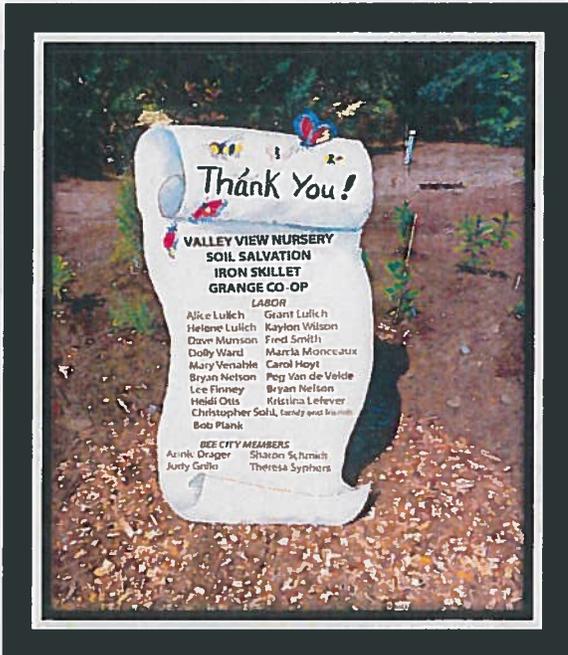
On May 14, 2016, the BCU-P group was pleased to welcome a mild, spring day and to commence with planting a pollinator garden at Blue Heron Park. The planting was planned and guided by BCU-P member, Annie Drager. This was attended by several community members, some of whom later became BCU-P members!



On March 23, 2016, Annie met with Phoenix High School students at the community garden and discussed our recent plantings at Blue Heron and how they contribute to Pollinator Health. Diversity of forage as well as bloom period, irrigation, soil composition and freedom from harmful pesticides were considered in the creation of the garden. Many community members contributed through donations of time and effort to achieve these three garden plots.

In contrast to the Community Garden which also provides forage for pollinators, the BCU-P garden provides community members the opportunity to identify plants via signage so that they can replicate these plantings in their own gardens. Thus, we have an exemplar for residents to build from.

The Pollinator Garden plots were dedicated by Phoenix, Oregon Mayor, Jeff Bellah on June 25, 2016 during which members of the community were invited to attend and to feast on cake donated by local business, The Iron Skillet.



Additionally two community members, Annegret Topel and Ingrid Moore were presented with certificates of recognition for their superb efforts in gardening which follow standards set forth by BCU-P including 1) freedom from harmful pesticides and 2) effort to practice organic standards, 3) access to public view, 4) diversity of foliage and consideration of bloom period, allowing food for pollinators on a year-round basis.



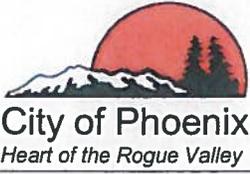
On July 5, 2016, the BCU-P members participated in a national Bee City USA Conference call, becoming familiar with activities of all of the BeeCityUSA and BeeCampusUSA hosts in the Nation.

Local artist and BCU-P member, Judy Grillo constructed a pollinator coloring book and has offered some of the monies raised by the coloring book as a donation to BCU-P. Her efforts also contributed to BCU-P's mission through the creation and execution of colorful signage for the Pollinator Garden. Additionally, Judy participated in the Oregon Honey Festival in August, 2017 at which she helped kids make their own coloring books using her pollinator drawings.

This year, BCU-P will continue to support the City's efforts to become more aware of pesticides and their effects upon pollinators and people by inviting officials to the February 11, 2017 "Protecting Pollinators" conference to which we will contribute. Phoenix Commissioners and Staff will receive email invitations to attend this conference located at 569 Hanley Rd, Central Point, Oregon at the OSU Extension Center. It will host nationally recognized pesticide expert, Susan Kegley, Ph.D. BCU-P Chairperson, Sharon Schmidt will present on the presence of pesticides in foods, including honey. Tickets are available on Eventbrite.

We continue to value the City's support to educate the public about what can be done to help pollinators and support the health of citizens. This year, we will offer more social, creative and educational opportunities and hope for more engagement with the school system. We also hope to promote an appreciation of naturally occurring flowers which are good for pollinators. After all, the dandelion was specifically brought to America by German Immigrants specifically for the purpose of feeding their bees. It is their first food after the long winter hibernation.

The BCU-P acknowledges the assistance of Carolyn Bartell and Dave Van de Veld from Parks Commission as well as the Mayor and Phoenix City Councilors who have helped clear the way for this BCU to participate meaningfully in the community and to encourage more natural and healthful standards. The group also extends thanks to the Phoenix Garden Club which has helped with donations and by supporting citizen interest in the environment in their activities. We also extend sincere thanks to City Staff member, Theresa Syphers whose knowledge of the City Government continues to help us navigate the beautiful pollinator landscape.

**Agenda Report**

Date: January 17, 2017
To: City Manager for Mayor and Council
From: Sarah Lind, Administrative Coordinator
Subject: Authorization to Pursue Grants
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

The Mayor and Council have expressed interest in pursuing as many grants as possible. Many grant applications require signoff on the behalf of the City and a financial match. This involves the City Manager obtaining authority for funding allocations prior to submitting grants and potentially delays the process. In order to expedite opportunities to submit grant applications, staff would like to request Council give authority to the City Manager to allocate funds and sign applications. Council will be updated on grant applications quarterly and has the power to retroactively deny applications, resulting in the application being pulled.

If so authorized, Council would not review each grant application prior to submittal; however, Council would retain the ability to retroactively deny any grant application or commitment to matching funds prior to allocation. If a grant is approved, Council approval will be necessary to allocate matching funds through approval of a resolution.

ADVANTAGES & DISADVANTAGES OF ISSUE

Council giving authority to the City Manager to sign or allocate funds for grant applications will help to expedite the grant application process. It would also allow the City to apply for grants with a limited application window.

FISCAL IMPACT

Matching funds would be allocated from the appropriate funding source depending on the type of project.

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. Authorize the City Manager to: (1) sign grant application on behalf of the City of Phoenix, and (2) commit the City to matching funds for grant applications, with the requirement to provide Council with a quarterly review of grant applications and Council retaining final approval authorization prior to allocation of matching funds.
2. Authorize the City Manager to: (1) sign grant application on behalf of the City of Phoenix, and (2) commit the City to matching funds for grant applications up to a designated amount, with the requirement to provide Council with a quarterly review of grant applications and Council retaining final approval authorization prior to allocation of matching funds
3. Authorize the City Manager to sign grant application on behalf of the City of Phoenix, but not to commit the City to matching funds for grant applications.
4. Refer item back to City Manager for further action (please specify).
5. Note and file information without direction further action on the item.

RECOMMENDATION

Option 1. Proposed motion: "I move to authorize the City Manager to: (1) sign grant application on behalf of the City of Phoenix, and (2) commit the City to matching funds for grant applications, with the requirement to provide Council with a quarterly review of grant applications and Council retaining final approval authorization prior to allocation of matching funds."

Prepared by: Sarah Lind

Reviewed by: Jamie McLeod

Agenda Report

Date: January 17, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Proposed Slip Ramp off Interstate-5
Action: ___ Motion, ___ Ordinance, ___ Resolution, ___ Information only, ___ Other

EXECUTIVE SUMMARY

In 2013, the Oregon Department of Transportation (ODOT) began construction of the ODOT Fern Valley Interchange (FVI) project off Interstate-5 (I-5). The project changed the configuration of the roads and access points in the vicinity (see attached map).

The FVI public review process included an Environmental Assessment (EA) and consideration of numerous configuration alternatives. The considered configurations included a "slip ramp" off the north-bound section of I-5, in addition to the current configuration, and providing direct access to the businesses located along the eastern side of the I-5.

Representatives of two businesses located along the eastern side of the I-5 have approached ODOT, requesting that installation of the slip-ramp be reconsidered. The FVI project is nearing completion and ODOT has expressed to city staff that it is their intent to finalize the project in 2017. Installation of a slip ramp would be costly and involve new environmental studies, project designs, and construction. Representatives of two businesses have suggested that businesses located along the eastern portion of I-5, in the vicinity of FVI, would be willing to bear the cost of installation of a slip ramp.

The issue before the Council is NOT whether the city will install or authorize installation of a slip ramp. The issue before the Council is to conduct a public discussion on:

- 1) Cost and/or benefits of the proposed slip ramp,
- 2) The conceptual scope and feasibility of the project,
- 3) The level of commitment from local businesses and/or residents, and
- 4) The level of ODOT's assistance and/or involvement regarding the project.

Following the discussion, Council may or may not decide to make a specific request of ODOT and/or to direct staff to pursue the issue further.

FISCAL IMPACT

Staff time in preparing documents and working on a new project. Potential fiscal impacts if the city incurs costs associated with any roadway changes.

ALTERNATIVES

1. Direct staff to prepare a letter requesting ODOT to _____ and authorize the Mayor to sign the letter on behalf of the city.
2. Direct staff to provide work with ODOT and the businesses in the area to _____.
3. Note and file the request, having given it due consideration.

Prepared by: Jamie McLeod



Map Features

- Roadway Alignment
- Interchange Alignment
- Traffic Signals



Build Alternative

Figure 2-1
February 2010



This figure reflects conceptual design, and is subject to change. As the project is refined, some changes may occur.

**Agenda Report**

Date: January 17, 2017
To: City Manager for Mayor and Council
From: Sarah Lind, Administrative Coordinator
Subject: Modification of City Council Meeting Locations and/or Format
Action: Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

Council recommended holding meetings at various locations within the City of Phoenix in order to make them more accessible to the public. Examples of locations include the high school, the grange, and in the future, the Phoenix Plaza community center. Staff have contacted some of the locations to inquire about the processes for using their spaces. Staff resources would be utilized in order to ensure proper equipment at meetings regardless of location.

The Mayor and Councilors have also proposed conducting city meetings with different formats, such as a town hall format, either prior to or in lieu of standard council meetings.

ADVANTAGES & DISADVANTAGES OF ISSUE

The advantages of holding City Council meetings in different areas of the city and in different formats could make them more accessible to the community. Disadvantages include potential confusion based on location and due to preparation and set up for meetings and the use of staff time.

FISCAL IMPACT

If Council chose to rent a space for the meeting, there would be a fiscal impact in the form of reservation and rental fees. However, there may be potential for community spaces being willing to partner with City Council. In addition, the staff time utilized to prepare for and set up for meetings would be impacted.

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 contact community venues for hosting City Council meetings in the future.
2. Maintain the location of 1000 S "B" Street for future City Council meetings.
3. Direct staff to develop alternative formats for conducting city council meetings and return to Council for consideration.
4. Refer item back to City Manager for further action (please specify).
5. Note and file information without direction further action on the item.

RECOMMENDATION

Proposed motion: "I move to direct the City Manager to contact community venues for hosting City Council meetings in the future."

AND

Proposed motion: "I move to direct the City Manager to develop alternative formats for conducting city council meetings and return to Council for consideration."

Prepared by: Sarah Lind

Reviewed by: Jamie McLeod



Agenda Report

Date: January 17, 2017
To: City Manager for Mayor and Council
From: Sarah Lind, Administrative Coordinator
Subject: Electronic Equipment for Mayor and City Councilors
Action: X Motion, Ordinance, Resolution, Information only, Other

EXECUTIVE SUMMARY

The previous City Council discussed the relative benefits of the Mayor and Councilors using electronic equipment (tablets) instead of paper packets for meetings. The tablets would be used for their city email and for reading, reviewing, and viewing packets in a portable, easily accessible format. Packets would be viewable in pdf format, allowing Councilors to highlight and make notes within the document.

Staff discussed Council's potential use of tablets with the city's Information Technology (IT) consultant, David Forrest. Mr. Forrest recommended an android based tablet as it will work well for the purposes of viewing packets (pdf's) and government email.

Staff prepared the following table, including two android-based and one Apple-based products, to provide a comparison between three commonly used tablets. Most tablets users also use accessory equipment, such as a keyboard and/or stylus pen, which cost an additional \$20 to \$100, depending on type of equipment.

Tablet Model	Cost Per Unit (+ Accessory Equip)	Total Approx. Cost for 7 Units + Accessory Equipment
Apple iPad Pro (9.7" display or 12.9" display)	\$600 to \$800 (+ \$70 to \$100)	\$4,690 to \$6,300
Samsung Galaxy Tab (8", 10.1", or 18.4" display)	\$120 to \$500 (+\$30 to \$35)	\$1,050 to \$3,745
Lenovo TAB2 (10.1" display)	\$125 (\$+20 to \$30)	\$1,050 to \$1,085

If Council decides to use the equipment and directs staff to purchase it, staff recommends adopting an electronic equipment usage policy. Tablet usage polices from two other cities are attached as examples.

ADVANTAGES & DISADVANTAGES OF ISSUE

The advantage of using electronic tablets may reduce Councilor's use of paper for reports and meeting packets. Councilors could readily review current and previous council meeting packets digitally, at their convenience, before and during meetings. Access to city tablets would enable the Mayor and Councilors to have access to their city email without having to use their personal electronic equipment, given that use of personal electronic equipment for email access may make all of the information on or accessed by their personal equipment subject to a public records search.

The disadvantage of purchasing tablets is the initial purchase cost; however, the cost may be recovered over time based on the reduction of paper purchase for council packets.

FISCAL IMPACT

The impact is dependent on the type of equipment selected, as provided in the comparison table.

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 purchase seven Lenovo TAB2 electronic tablets for City Council meetings.
2. Direct City Manager to purchase seven other type of electronic tablet (please specify) for City Council meetings.
3. Direct City Manager to prepare a draft technology usage agreement for Council consideration at a future meeting.
4. Refer item back to City Manager for further action (please specify).
5. Note and file information without direction further action on the item.

RECOMMENDATION

Proposed motion: "I move to direct the City Manager to purchase seven Lenovo TAB2 (or equivalent) electronic tablets for City Council meetings."

AND

Proposed motion: "I move to direct the City Manager to prepare a draft technology usage agreement for Council consideration at a future meeting."

Prepared by: Sarah Lind

Reviewed by: Jamie McLeod

Tablet Computer Acceptable Use Policies and Guidelines

The focus of Mayor/Council tablet use for the City of Hudson is to limit the amount of paper used and increase efficiencies for the Mayor and City Council. The tablets are issued to Mayor/Council members and staff as applicable but remain property of the City of Hudson. The member is responsible for care and good judgment when using the tablet. All members are required to adhere to the following technology Acceptable Use Policies and Guidelines that are specific to the tablet.

1. The laptop is assigned to the Mayor/Council/staff member for the duration of his/her employment/term with the City of Hudson. The tablet must be surrendered to the City of Hudson in appropriate working condition immediately upon end of elected term/termination of employment or at the request of the City of Hudson.
2. No modification of the operating system application or other software will be installed on a City tablet without the authorization of the City.
3. Notification of each authorized installation must be given to City designee.
4. The tablet may be taken home by member.
5. The tablet is sensitive to moisture and extreme heat. It must not be left in a car or location where it will be damaged and must be kept dry away from sources of water such as sinks, bathtubs and pools.
6. Every effort will be made to prolong the condition of the tablet. For example, to extend the battery life of the tablet, do not constantly charge it. It is best to let the battery drain before recharging.
7. Any physical damage, intentional or not, to the tablet will be reported to City Hall staff immediately.
8. The member listed below understands that if she/he is found to be the cause of deliberate damage or loss of the tablet she/he will be responsible for repair/replacement cost not to exceed the amount of \$500.00.
9. The member understands and acknowledges that all information on the tablet is subject to the Open Records Law. It may be withheld from public disclosure only if it falls under an exemption from disclosure in the Open Records Law.

Council/Staff User Agreement:

I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions. I further agree to comply with the City's Computer Usage Policies and Guidelines as currently adopted and as may be amended from time to time.

Serial Number and model number of the tablet I am now responsible for and in possession of:

Serial #: _____ Model #: _____

Member Signature _____ Date: _____

Member Name: (PLEASE PRINT) _____

Assigned Department: (Circle one)

MAYOR COUNCILMAN CITY ATTORNEY CITY CLERK OTHER: _____

G:Agreements/Computer Agreements

**CITY OF PACIFICA
TABLET COMPUTER USE POLICY FOR CITY COUNCIL MEMBERS**

PURPOSE

Use of a tablet computer ("tablet") will assist the Council Members in the efficient performance of their duties as Council Members. The use of the tablet will also reduce paper and photocopying costs. This Policy is adopted by the City Council and constitutes its mutual statement of what are, and are not, appropriate uses for this important technology tool and its care and maintenance.

This Policy does not attempt to cover every situation that may arise in connection with the use of the tablet. The City Council acknowledges that the tablets are only to be used to conduct City business, and that a Council Member's use of the tablet for personal matters is prohibited. The City will no longer provide paper meeting packets to the Council Member if the Council Member chooses to accept a tablet. One hard copy of the paper meeting packet will still be available at every City Council meeting. Qualifying productivity applications may be installed and used for processing City e-mail, file management (ie: Dropbox), and documents (ie: Quickoffice Pro, Iannotate).

POLICY

Section 1. Receipt of Tablets

The City Clerk's office or Information Systems will issue each Council Member a tablet and charger along with a cover or case. Any additional tablet accessories, such as keyboards, styluses, screen protectors, cables or adapters, shall be at an individual Council Member's own expense and shall remain the property of the Council Member at the end of the Council Member's term and service. Council Members have already been issued separate City e-mail accounts. Applications for e-mail, file management and document processing will be installed by Information Systems on the tablet and shall be used to send Council Members official City documents, including, but not limited to, City Council agendas, staff reports, and meeting packets. Council Members may also use the tablet to send e-mails relating to City business.

Section 2. Care of Tablets

Each Council Member is responsible for the general care of the tablet that he or she has been issued. Tablets must remain free of any writing, drawing, stickers or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen. Tablets that malfunction or are damaged must be reported to the City Clerk. The City will be responsible for having the malfunctioning unit repaired. If, due to the Council Member's misuse or neglect, the tablet is stolen or lost, the Council Member shall pay the full replacement value.

Tablets that have been damaged from misuse, neglect or accidental damage, in the sole and exclusive judgment of the City Manager, will be repaired by the City, with the cost borne by the Council Member. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. If the cost to repair the tablet exceeds the cost of purchasing a new device, the Council Member shall pay the full replacement value.

Section 3. Software on Tablets

The software and applications installed by the City must remain on the tablets in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications for use by City Council such that City Council may be required to check in their tablets with the City Clerk for periodic updates and syncing. Council Members should report any malfunction in software and applications to the City Clerk. Any software, e-mail messages or files downloaded via the Internet into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. If technical difficulties occur or illegal software is discovered, the tablet computers will be remotely wiped clean and restored to factory default. The City does not accept responsibility for the loss of any software, electronic content or documents deleted due to a remote wipe and restore.

Section 4. Acceptable Use

The tablets, Internet and e-mail access provided are tools for conducting City business. Thus, Council Members' use of such tools will be solely for City business related purposes. All of the City's computer systems, including the tablets, are considered to be public property. All documents, files and e-mail messages created, received, stored in, or sent from any City tablet are considered public records, subject to disclosure to the public pursuant to the California Public Records Act (with only limited exceptions), and are considered the property of the City of Pacifica.

The tablet and all data and applications contained on the tablet are intended for City business and are the property of the City, regardless of the content and including any personal communications or personal data. As a result, Council Members should be aware, and by signing this Policy and accepting a City tablet agree, that they understand that the tablet and all data and applications contained on the tablet are not private or confidential. The Council Members should have no expectation of privacy with respect to any use of the tablet or the applications installed on the tablet.

Administrative Policy #57 Electronic Media Use and Telephone Policy will continue to apply to a Council Member's conduct on the Internet and in the use of e-mail. A Council Member's use of the tablets could constitute actions on behalf of the City and thereby expose the City to risk of liability. Therefore, Administrative Policy #57 applies to a Council Member's tablet use.

Council Members shall not use the tablets in any way as to violate federal, state, or local laws, including but not limited to, the public meeting requirements of the Brown Act. Council Members shall not use the tablets in any way that would violate a City Policy that applies to the City Council and/or to Council Members.

Council Members shall not use the tablets for personal business or any other purpose not related to City business.

Council Members shall not use the tablets to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Section 5. Return of Tablets

Council Members shall return their tablet to the City Clerk when the Council Member's term and service on the City Council has ended. Upon return of the tablet to the City and following the preparation of any appropriate backup files, the tablet will be wiped clean of any and all information at the end of a Council Members term and service.

Section 6. Compliance with Policy

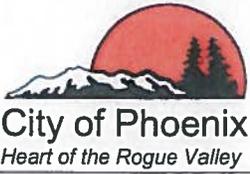
The City reserves the right to inspect any and all files stored on tablets that are the property of the City in order to ensure compliance with this Policy. Council Members do not have any personal privacy right in any matter created, received, stored in, or sent from any City issued tablet, and the City Council shall institute appropriate practices and procedures to ensure compliance with this Policy as outlined in the Electronic Communications and Data Devices policy.

I, the undersigned City Council Member of the City of Pacifica, have been provided a copy of the City of Pacifica's Tablet Computer Use Policy for City Council Members and understand its contents fully. I understand and accept the terms of this Policy and agree to abide by all terms contained in it.

City Council Member Name (please print)

City Council Member Signature

Date

**Agenda Report**

Date: January 17, 2017
To: Mayor and Council
From: Jamie McLeod, City Manager
Subject: Inclement Weather and Exceptional Circumstances Policy
Action: ___ Motion, ___ Ordinance, ___ Resolution, ___ Information only, ___ Other

EXECUTIVE SUMMARY

The first week of January 2017, southern Oregon experienced the “storm of the half-century” with record snowfall, cold, and ice.

The severity of the storm, which began in earnest the evening of January 3rd, caused both incoming and outgoing Mayors to concur that evening’s city council meeting should be postponed. The following day, snow fall was at least 12-inches in most part of Rogue Valley. Many roads were impassible and Interstate-5 was closed for several hours due to the excessive snowfall. To ensure the safety of staff, and after a discussion with the Mayor, the City Manager informed all staff who were not critical to public safety or clearing of the roads to stay home from work. Those who were needed at work – Public Safety and Public Works roads crews – brought distinction to the city for their commendable efforts in clearing the roads and keeping our residents and businesses safe.

While the Council Leadership Team agreed that the right steps had been taken to promote the safety of staff, residents, and businesses, the city does not have existing policy to provide for the actions taken and provide direction on how to compensate staff based on the direction given by the City Manager.

The attached proposed Inclement Weather and Exceptional Circumstances Policy is proposed to use retroactively to administratively address the recent storm event and to provide guidance in the future. The proposed policy provides for:

- In the event of an exceptional circumstance (inclement weather or major safety-related incident), the City Manager or designee may authorize staff not to report to work if their duties are not essential for public health and safety.
- Staff authorized not to report to work shall be paid at their regular rate.
- Staff asked to report to work, whose duties are deemed by the City Manager to be essential for public health and safety, shall be paid at their regular rate. And the City Manager shall have the discretion to authorize a floating holiday for those who report to work and discharge their duties in an exceptional manner.

- Any staff who do not feel safe reporting to work due to the exceptional event may, at their discretion, choose not to report to work for all or part of their work day even if not authorized by the City Manager. In such a case, the time they are absent shall be charged to vacation time, compensatory time, or considered leave without pay. Once the exceptional event has passed, based on a reasonable standard, time away from work duties shall be considered a failure to return from leave.

The proposed policy was discussion with the Teamsters Local 223 liaison with the city and he concurred with the proposed policy.

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 proposed Inclement Weather and Exceptional Circumstances Policy, and retroactively authorize the related actions taken by the City Manager in response to the January 2017 snow storm.
2. Approve a modified version of the proposed Inclement Weather and Exceptional Circumstances Policy (please specify), and retroactively authorize the related actions taken by the City Manager in response to the January 2017 snow storm.
3. Refer item back to City Manager for additional options or review.
4. Note and file without further direction on the item.

RECOMMENDATION

Option 1. Proposed motion: "I move to approve the proposed Inclement Weather and Exceptional Circumstances Policy, and retroactively authorize the related actions taken by the City Manager in response to the January 2017 snow storm."

Prepared by: Jamie McLeod

**Personnel and Administrative
Policy and Procedure**

Subject: Inclement Weather and Exceptional Circumstances
Effective Date:

Purpose: To establish procedures for covering work duties when weather conditions are severe or during other natural or manmade disasters.

Definition: Inclement weather and exceptional circumstances include when severe weather or other events cause hazardous driving conditions for both public and private transportation, when the presence of hazardous materials or chemicals poses a clear health or safety risk, or when unsafe driving or stay-at-home (shelter in place) warnings are issued by the appropriate agencies. Such events include, but are not limited to, ice storms, exceptional snowfall, blizzards, earthquakes, wildfires, floods, extreme wind conditions, or chemical spills.

Scope: All city employees.

Policy: The residents and businesses of Phoenix expect the City to offer services related to public safety during periods of inclement weather and exceptional circumstances. All departments and offices of the City will be open for regularly scheduled business during inclement weather and/or exceptional circumstances; however, in extreme circumstances, the City Manager or her/his designee may authorize employees to not report to work if their duties are deemed to not be essential for public health and safety.

If the City Manager or designee authorizes some city staff to not report to work due to extreme circumstances, all employees shall be paid at their standard rate. The City Manager shall have discretion to authorize a floating holiday for employees who report to work during extreme circumstances and discharge their duties in an exceptional manner.

Procedures:

- a) Employees are encouraged to prepare for seasonal inclement weather conditions early in the season by weatherizing their vehicles as appropriate and/or arranging for alternative means of transportation. This policy is not

intended to suggest that employees should risk danger or injury in order to travel to and from work, and employees must use their own judgment in determining their ability to travel to work safely.

- b) In the event of an exceptional circumstance related to inclement weather or major safety-related incident, the City Manager or designee has the responsibility for making a determination regarding the closure of city facilities and/or suspension of city services, for all or part of a regular work day. In making such a decision, both the continuance of service to the public and the safety of employees shall be taken into consideration.
- c) If such a determination is made, the City Manager or designee shall attempt to contact all city staff with duties deemed to not be essential for public health and safety. City staff with duties deemed essential for public health and safety will be expected to report to work.
- d) Employees shall be paid at their standard compensation rate.
- e) Employees have the responsibility for verifying that their duties have been deemed by the City Manager or designee to not be essential for public health and safety.
- f) Employees who report to work and perform their duties in an exceptional manner may, at the discretion of the City Manager, be granted a floating holiday, to be used under the standard conditions for such a holiday (i.e. with the timing at the discretion of their supervisor).
- g) Any staff who does not feel safe reporting to work due to the exceptional event may, at their discretion, choose not to report to work for all or part of their work day. In such circumstances, the employee is responsible for notifying their supervisor and the City Manager or designee prior to the time they are expected to be present at work and with sufficient time for their supervisor to provide coverage for their absence from work.
- h) An employee who (1) does not report for work, (2) reports to work, and/or (3) leaves work early due to inclement weather and exceptional circumstances, without prior authorization by the City Manager or designee, must use their accrued vacation time or compensatory time to cover their time lost, or have their times absent be allocated to leave without pay. Sick leave may not be used for time lost under these circumstances. Once the exceptional event has passed, based on a reasonable standard, time away from work duties shall be considered a failure to return from leave.