

**CITY OF PHOENIX  
CITY COUNCIL MEETING  
PUBLIC WORKS OFFICE  
1000 S. "B" STREET  
TUESDAY, JANUARY 19, 2016  
6:30 P.M.**

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**No Executive Session Scheduled.**

- 6:30 p.m. **1) Call to order/Roll call**
- 6:31 p.m. **2) Pledge of Allegiance**
- 6:33 p.m. **3) Election of Council President and Vice President**
- 6:38 p.m. **4) Mayor's Comments**
- 6:43 p.m. **5) Citizens Comments:** of any matter not on the agenda, with each speaker allowed three minutes unless Presiding Officer extends time  
Note: Comments on agenda items will be allowed when these items come before Council  
*(Persons wishing to address Council on any matter are encouraged to do so. Please sign up, and if applicable, indicate the agenda item you want to discuss. When your name is called, step up to the podium, state your name and address for the record and limit your comments to the time allowed by the Presiding Officer. In accordance with state law, copies of the complete recording of this meeting will be available at City Hall. If you are hearing impaired and need accommodation, please give 48 hours prior notice to City Hall).*
- 6:50 p.m. **6) Updates/Reports:**  
a) PHURA  
b) Parks Commission
- 7:00 p.m. **7) Presentations:**  
a) New Website Design by Steffen Roennfeldt  
b) 2015 Annual Police Report by Chief Bowker  
c) Financial Contribution for Phoenix Community Kitchen by Mike Foster
- 7:30 p.m. **8) Public Hearing(s)**
- 7:30 p.m. **9) Ordinances, including reading and/or adoption**  
a) First Reading of an Ordinance Repealing the Moratorium Placed on Recreational Commercial Cannabis Cultivation
- 7:35 p.m. **10) Consent Calendar:**  
a) Approval of Minutes from December 7, 2015 Regular City Council Meeting  
b) Approval of Minutes from January 4, 2016 Regular City Council Meeting
- 7:40 p.m. **11) New Business:**  
a) Approve City of Phoenix Organizational Chart  
b) Resolution to Establish a Municipal Court Amnesty Program for 2016  
c) Resolution Authorizing the City Manager to Negotiate Agreement for Parks Master Plan
- 7:55 p.m. **12) Unfinished Business:**  
a) Discussion of Council Representation on the PHURA Board

8:15 p.m. 13) **Questions for Staff:**

- a) Attorney's report
- b) City Manager's report

8:25 p.m. 14) **Council items, comments/reports** *(any councilor may bring before the Council any business not on the agenda the councilor feels should be deliberated upon by the Council, but the Council may decline formal action on such matters or defer them to a subsequent meeting)*

9:30 p.m. 15) **Adjournment**

### **Next City of Phoenix Scheduled Meetings:**

**January 20<sup>th</sup>, City Council Executive Session**

**January 25<sup>th</sup>, Planning Commission Meeting**

**February 1<sup>st</sup>, City Council Meeting**

**February 8<sup>th</sup>, Planning Commission Meeting**

**February 9<sup>th</sup>, Phoenix Urban Renewal Board Meeting**

**February 15<sup>th</sup>, City Council Meeting**

**February 22<sup>nd</sup>, Planning Commission Meeting**

**March 7<sup>th</sup>, City Council Meeting**

**AGENDA BILL**

AGENDA ITEM: 9a

AGENDA TITLE: First Reading of an Ordinance  
Repealing Ordinance No. 965

DATE: January 13, 2016

**ACTION REQUIRED:**

ORDINANCE: XX

RESOLUTION: \_\_\_\_\_

MOTION: \_\_\_\_\_

INFORMATION: \_\_\_\_\_

**EXPLANATION:**

On May 18, 2015, City Council passed Ordinance No. 965, placing a moratorium on the growing and cultivation of recreational marijuana excepting growing and cultivation for personal recreational use, within the city limits of Phoenix Oregon. Recently, state law has changed and imposed certain restrictions of licensed activities regarding marijuana. Due to the new state laws in effect, it is in the best interest of the City to repeal Ordinance No. 965.

**FISCAL IMPACT:**

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

Move this to a second reading for adoption.

**MOTION: "I MOVE TO HAVE THIS ORDINANCE BE READ BY TITLE ONLY AND SCHEDULED FOR A SECOND READING AND PUBLIC HEARING ON FEBRUARY 1, 2016."**

PREPARED BY: Janette Boothe

REVIEWED BY: \_\_\_\_\_

**CITY OF PHONEIX  
PHOENIX, OREGON**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF PHOENIX  
REPEALING ORDINANCE NO. 965**

**RECITALS:**

**WHEREAS**, the City of Phoenix has enacted an ordinance, ordinance number 965;

**WHEREAS**, state law has changed and imposed certain requirements on local prohibitions of licensed activities regarding marijuana;

**WHEREAS**, the City of Phoenix determines it to be in the City's best interest to repeal Ordinance No. 965;

**NOW, THE CITY OF PHOENIX ORDAINS AS FOLLOWS:**

1. Ordinance No. 965 is hereby repealed.

PASSED AND ADOPTED by the City Council and signed by me in authentication thereof on this \_\_\_\_\_ day of January, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager/Designee

**City of Phoenix  
City Council Meeting  
Public Works Office  
1000 S. "B" Street  
Monday, December 7, 2015**

**DRAFT**

**CALL TO ORDER**

Mayor Jeff Bellah called the regular meeting of the City Council to order on Monday, December 7, 2015 at 6:30 p.m. in the Public Works Office.

**ROLL CALL**

**PRESENT:** Stan Bartell, Bruce Sophie, Karen Jones, Carolyn Bartell, Terry Helfrich, Chris Luz, Jeff Bellah

**Staff Present:** Steve Dahl, City Manager  
Janette Boothe, City Recorder  
Derek Bowker, Chief of Police  
Steve Weber, Finance Director  
Kevin Caldwell, Public Works Superintendent  
Matt Brinkley, Planning Director  
J. Ryan Kirchoff, City Attorney

**PLEDGE OF ALLEGIANCE**

**PRESENTATIONS:**

1) Update on Fern Valley Interchange Project by Gary Leaming. Mr. Leaming expressed the project is expected to be complete in 10 months. He further described the timeline, noting when the significant changes are scheduled to take place. He noted there will be a partial opening of the on and off ramps in early 2016. He added that prior to the partial opening, there will be signs posted and more information concerning the ramps. He added that the scheduled events are as follows:

- Concrete Luman intersection
- Partial Interchange open
- Demolition of old bridge
- Final paving by the end of summer

Mr. Leaming added that the construction that has begun on the East side of 99 will most likely take a month to complete and the west side scheduled to begin in the spring. He further added that the traffic lights should be complete in the spring. Additional discussion followed, as he took questions from Council.

- 2) Phoenix Urban Renewal Agency Project. Mr. Sharp announced PHURA is sponsoring 13 days of Christmas for Phoenix businesses and distributed a flyer (on file) describing the event. As discussion continued, he distributed a construction schedule and reviewed the outline with Council. He noted that electrical poles between 1<sup>st</sup> and 3<sup>rd</sup> Street will be moved underground. Councilor S. Bartell inquired about whether that would mean increased electrical capacity. Mr. Sharp confirmed that it would.

Mayor Bellah inquired about the construction schedule for starting the plaza building. Jim Sharp replied that he is hopeful for June or July, but it may be as late as the third quarter of 2016. Mayor Bellah further went on to express his disappointment with the contractor and their treatment of the businesses along Main Street. Continued discussion followed regarding the striping on Main Street and Bear Creek.

#### **UPDATES/REPORTS:**

- 1) Parks Commission – Councilor C. Bartell reported the next scheduled meeting is on January 21, 2016. Councilor Helfrich brought up the parade for discussion. Councilor C. Bartell explained that the high school alumni are meeting with the Parks Commission early in 2016 to discuss additional parade festivities. She added that there has been discussion regarding the possibility of a different route as well.

#### **ORDINANCES:**

- 1) Second Reading and Public Hearing of an Ordinance Adopting Amendments to Title 13 of the City Municipal Code by Adding Section 13.17, Water Rate Discount for Extreme Hardship. Mayor Bellah explained that Council has reviewed this program. Mayor Bellah opened the public hearing at 7:18 p.m.

#### **THOSE IN FAVOR OF THE ORDINANCE:**

No one spoke in favor of the ordinance.

#### **THOSE IN OPPOSITION TO THE ORDINANCE:**

No one spoke in opposition of the ordinance.

Mayor Bellah closed the public hearing at 7:19 p.m.

#### **COUNCIL DELIBERATION:**

**MOVED BY SOPHIE, SECONDED BY LUZ, TO ADOPT ORDINANCE NO. 969, AMENDING TITLE 13 OF THE CITY MUNICIPAL CODE BY ADDING SECTION 13.17.** There was no further discussion.

#### **ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, C. Bartell, Jones and S. Bartell**

**MOTION APPROVED WITH SIX AYES**

- 2) Second Reading and Public Hearing of an Ordinance Amending the Phoenix Municipal Code, by Removing Section 14.01.040 (b) of the Motor Vehicle Diesel Fuel Tax. Mayor Bellah explained the amendment was due to Council's request. Mayor Bellah opened the public hearing at 7:20 p.m.

**THOSE IN FAVOR OF THE ORDINANCE:**

No one spoke in favor of the ordinance.

**THOSE IN OPPOSITION TO THE ORDINANCE:**

No one spoke in opposition of the ordinance.

Mayor Bellah closed the public hearing at 7:21 p.m.

**COUNCIL DELIBERATION:**

**MOVED BY SOPHIE, SECONDED BY JONES, TO ADOPT ORDINANCE NO. 970, AMENDING THE PHOENIX MUNICIPAL CODE, BY REVISING SECTION 14.010.040 (b) OF THE MOTOR VEHICLE DIESEL FUEL TAX.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, C. Bartell, Jones and S. Bartell**

**MOTION APPROVED WITH SIX AYES**

- 3) First Reading of an Ordinance Amending Chapter 2.28 of the Phoenix Municipal Code: Council Rules of Procedure. Mayor Bellah expressed that this was the first reading by title only and that Attorney Kirchoff prepared the amendment per Council request. Councilor C. Bartell inquired about the addition on page 21 regarding Councilors not in attendance. Attorney Kirchoff confirmed he would remove that language from the amended version. Additionally, Councilor C. Bartell questioned the time for citizen comments, as the consensus of the Council was to provide three minutes for comments. Additionally, instead of the majority of Council extending time, it should reflect the decision should be left to the presiding officer. Attorney Kirchoff confirmed he would make the corrections. Mayor Bellah offered some suggested changes as well, as Attorney Kirchoff noted all the changes to be made before the second reading.

**COUNCIL DELIBERATION:**

**MOVED BY SOPHIE, SECONDED BY C. BARTELL, TO APPROVE BY TITLE ONLY THE FIRST READING OF AN ORDINANCE AMENDING CHAPTER 2.28 OF THE PHOENIX MUNICIPAL CODE.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, C. Bartell, Jones and S. Bartell**

**MOTION APPROVED WITH SIX AYES**

- 4) Emergency Ordinance Removing Cannabis Facility Tax. Mayor Bellah suggested changing the effective date to state immediately. Further discussion followed. Mayor Bellah opened the public hearing at 7:45 p.m.

**THOSE IN FAVOR OF THE ORDINANCE:**

No one spoke in favor of the ordinance.

**THOSE IN OPPOSITION TO THE ORDINANCE:**

No one spoke in opposition of the ordinance.

Mayor Bellah closed the public hearing at 7:46 p.m.

**COUNCIL DELIBERATION:**

**MOVED BY SOPHIE, SECONDED BY JONES, TO ADOPT EMERGENCY ORDINANCE NO. 971, AMENDING CHAPTER 3.17 OF THE PHOENIX MUNICIPAL CODE TO REPEAL THE CANNABIS FACILITY TAX ON THE SALE OF CANNABIS AND CANNABIS CONTAINING AND DERIVED PRODUCTS.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, C. Bartell, Jones and S. Bartell**

**MOTION APPROVED WITH SIX AYES**

**CONSENT CALENDAR:**

- 1) Approval of the Minutes of the November 9, 2015 City Council Meeting.
- 2) Acceptance of the Minutes from the Planning Commission.
- 3) October 2015 Financial Report. Mayor Bellah requested approval of the minutes separate from the rest of the consent calendar. **MOVED BY JONES, SECONDED BY SOPHIE, TO APPROVE THE NOVEMBER 9, 2015 CITY COUNCIL MINUTES.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**

**MOTION APPROVED WITH SIX AYES**

Acceptance of the Minutes from the Planning Commission. Mayor Bellah inquired whether Council had any questions regarding the Planning Commission minutes. No questions were raised.

October 2015 Financial Report. Mr. Weber explained that in the General fund, the professional and contract services, along with temporary personnel are areas of concern and will need to be monitored for the remainder of the year, as it is trending high. He further described the significant differences from actual to budgeted amounts for all the funds. Continued discussion followed as the PERS increase was deliberated on and whether to set aside funds to soften the impact in 2017. **MOVED BY JONES, SECONDED BY C. BARTELL, TO APPROVE THE REST OF THE CONSENT CALENDAR.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**  
**MOTION APPROVED WITH SIX AYES**

Mayor Bellah recessed the meeting for a break at 8:05 p.m.

**MAYOR'S COMMENTS:**

Mayor Bellah commented on Kings Highway and the TAP evaluation. He discussed holding a study session soon to regarding the previous water loss. Additionally, he noted he was unaware that the City had a water master plan and suggested Council review the plan.

**NEW BUSINESS:**

- 1) Resolution Proclaiming, Accepting and Certifying the Election Results of the November 3, 2015 Special Election. Mayor Bellah explained this is simply a resolution certifying the election results. **MOVED BY SOPHIE, SECONDED BY JONES, TO ADOPT RESOLUTION NO. 944, ACCEPTING, PROCLAIMING, AND CERTIFYING THE ELECTION RESULTS OF THE NOVEMBER 3, 2015 SPECIAL ELECTION FOR THE CITY OF PHOENIX 2015 CITY CHARTER.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**  
**MOTION APPROVED WITH SIX AYES**

- 2) Discussion on City of Phoenix Organizational Chart. Mayor Bellah explained he would like the Council to discuss whether to eliminate the vacant position from the union contracts. Continued discussion followed regarding the various positions that were unfilled. Council's consensus was to direct Mr. Dahl to prepare a list of vacant positions that are not in the budget to be eliminated at the next City Council meeting.
- 3) Approval of Job Description. Mayor Bellah explained there is a job description for a new position, titled Human Resources Director/City Recorder. Councilor S. Bartell expressed concern for the need for an HR director in a City of this size. Mr. Dahl explained that this position would provide another level for personnel issues. He further explained the training involved with this position. Mayor Bellah expressed concern regarding the potential for needing another lower level staff member if this position is created. Councilor C. Bartell suggested there would not be enough human resources duties to add it to the title for the position. Further concerns were raised, as Mayor Bellah suggested a vote on whether to table this item for a later discussion with more information provided from staff regarding this position. **MOVED BY SOPHIE, SECONDED BY JONES, TO TABLE THE APPROVAL OF THE HUMAN RESOURCE/CITY RECORDER JOB DESCRIPTION.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Jones, Helfrich, Bellah**

**Nays: C. Bartell, S. Bartell, and Luz**

**MOTION APPROVED WITH THE MAYOR'S VOTE TO BREAK THE TIE**

**EXTENSION OF MEETING:**

**MOVED BY SOPHIE, SECONDED BY JONES, TO EXTEND THE MEETING UNTIL 9:30 P.M.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, C. Bartell, Jones and S. Bartell**

**MOTION APPROVED WITH SIX AYES**

- 4) Resolution Amending Schedule of Land Use Permit Fees. Mr. Brinkley expressed the need for the amendment, explaining the City does not want to deter future development by having a charge that is exorbitant. He reviewed his staff report presented in the agenda packet. Mayor Bellah expressed concerns about the possibility of not charging enough for a future project. Continued discussion followed, as Council debated whether to collect an additional deposit or bond up front. As discussion continued, Council debated whether to table this resolution until January with the additional deposit or bond added to the resolution. Council's consensus was to revisit the fees again at a later date. **MOVED BY JONES, SECONDED BY C. BARTELL, TO ADOPT RESOLUTION NO. 945, AMENDING THE CURRENT PLANNING DEPARTMENT SCHEDULE OF FEES.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, C. Bartell, Jones and S. Bartell**

**MOTION APPROVED WITH SIX AYES**

- 5) Approve Contract with Marquess to Construct a Capital Improvement Plan. *Tabled until the following meeting.*
- 6) Approve Contract with Marquess to Prepare a Construction Design and Cost Analysis for Church Street. *Tabled until the following meeting.*
- 7) Approve Contract with Marquess to Prepare a Construction Design and Cost Analysis for Pine Street. *Tabled until the following meeting.*
- 8) Approval of Contract with Taurus Controls for Upgrades to the SCADA System. Mayor Bellah reviewed the staff report and expressed there is a difference of close to \$25,000 from the budgeted amount. Council discussed the variance in cost. Continued discussion followed, as Council's consensus was to prepare this item in resolution form and approve the contract as such. **MOVED BY SOPHIE, SECONDED BY JONES, TO ADOPT RESOLUTION NO. 946, APPROVING THE CONTRACT WITH TAURUS CONTROLS FOR UPGRADES TO THE SCADA SYSTEM IN THE AMOUNT OF \$88,122.04.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, C. Bartell, Jones and S. Bartell**

**MOTION APPROVED WITH SIX AYES**

**EXTENSION OF MEETING:**

**MOVED BY JONES, SECONDED BY SOPHIE, TO EXTEND THE MEETING UNTIL 10:00 P.M.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Luz, Helfrich, C. Bartell, Jones and S. Bartell**

**MOTION APPROVED WITH SIX AYES**

**STAFF REPORTS:**

1) City Attorney's Report:

- a) Attorney Kirchoff distributed PHURA's IGA and plan as requested by Council. He reviewed how the agreement was set up and how the plan was designed.

2) City Manager's Report:

- a) Mr. Dahl noted he updated the Action Log and distributed it to Council.
- b) He discussed the slurry seal that was suggested for Main Street.
- c) He commented on sending out the updated version of the Personnel Manual, along with a copy of noted changes that were made, inquiring whether Council would like to hold a study session for review of the suggested changes.

**COUNCIL ITEMS, COMMENTS/REPORTS:**

- 1) Councilor C. Bartell requested the Action Log be printed in larger font.
- 2) Councilor Sophie suggested a Goal Setting session regarding the Action Log.
- 3) Councilor Jones reminded everyone that Green Bag Day will be held on Saturday.

The meeting adjourned at 9:42 p.m.

Respectfully submitted,

Janette Boothe

Assistant Finance Director/ City Recorder

**City of Phoenix  
City Council Meeting  
Public Works Office  
1000 S. "B" Street  
Monday, January 4, 2016**

**DRAFT**

**CALL TO ORDER**

Mayor Jeff Bellah called the regular meeting of the City Council to order on Monday, January 4, 2016 at 6:30 p.m. in the Public Works Office.

**ROLL CALL**

**PRESENT:** Stan Bartell, Bruce Sophie, Karen Jones, Carolyn Bartell, Terry Helfrich, Chris Luz, Jeff Bellah

**Staff Present:** Steve Dahl, City Manager  
Derek Bowker, Chief of Police  
Steve Weber, Finance Director  
Kevin Caldwell, Public Works Superintendent  
J. Ryan Kirchoff, City Attorney

**PLEDGE OF ALLEGIANCE**

**SWEAR IN COUNCIL UNDER NEW CITY CHARTER:**

Attorney Kirchoff swore in the Mayor and Council under the new City Charter.

**UPDATES/REPORTS:**

- 1) PHURA – Mr. Sharp explained he will not be available to provide an annual report at the second meeting in January, as he will be out of the area. He confirmed with Council that this report can be given at the first meeting in February. Additionally, he noted that he would provide a brief summary, rather than a report at this time. He noted all the effort from City staff that assists with his work is much appreciated. He went on to list the accomplishments of everyone involved with PHURA over the past year. Continued discussion followed.
- 2) Parks Commission – Councilor C. Bartell mentioned there will be a subcommittee meeting next week for the Eater Egg Hunt. Additionally, she noted that the Greenway Commission will be meeting Thursday to discuss the next five year plan. She further noted that one of the topics of discussion will be the share for maintenance for all of the cities involved along the Greenway.

**ORDINANCES:**

- 1) Second Reading and Public Hearing of an Ordinance Amending Chapter 2.28 of the Phoenix Municipal Code. Mr. Dahl noted the changes in the ordinance from the first reading. Continued discussion followed regarding the suggested changes. **MOVED BY SOPHIE,**

**SECONDED BY JONES, TO ADOPT ORDINANCE NO. 972, AMENDING CHAPTER 2.28 OF THE PHOENIX MUNICIPAL CODE; CITY COUNCIL RULES OF PROCEDURE.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**  
**MOTION APPROVED WITH SIX AYES**

**CONSENT CALENDAR:**

November 2015 Financial Report. Mr. Weber reviewed the financial report he prepared and noted the highlights in each of the funds. Mayor Bellah inquired about the taxes received for the year. Mr. Weber explained the difference between the current year revenue and the prior year's revenue and noted that overall the revenue exceeds the revenue received in November from the prior year. Continued discussion followed, as he took further questions from Council about the remaining funds. **MOVED BY JONES, SECONDED BY SOPHIE, TO APPROVE THE CONSENT CALENDAR.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**  
**MOTION APPROVED WITH SIX AYES**

**UNFINISHED BUSINESS:**

- 1) Approve Proposal with Marquess to Construct a Capital Improvement Plan. Mr. Dahl explained the plan will be similar to RH2's plan with an updated listing of projects. Continued discussion followed, as Councilor C. Bartell inquired whether Council would be given an update at certain intervals during the preparation of the final plan. Mr. Dahl confirmed that Council would be given updates and asked for direction during the process. Additional discussion followed, as Mayor Bellah suggested waiting to begin the study until after a goal setting process with the Council. Mr. Caldwell explained that the engineering services would be constructing a Capital Improvement Plan from a list of project goals provided by the City. Following further discussion, Council's consensus was to bring back a resolution for approval for the capital improvement plan following a goal setting session.
- 2) Approve Proposal with Marquess to Prepare a Construction Design and Cost Analysis for Church Street. Mr. Dahl explained that Church and Pine streets improvements have been discussed as a couple of Council's priorities and these proposals would provide the services to go out for bid for these projects. Discussion followed, as Council debated whether to begin these projects at this time. Council's consensus was to table the Church and Pine Street projects until further goals are developed. As discussion continued, Council directed staff to contact the contractor to get an estimate on the cost of chip sealing the two streets rather than resurfacing the streets.
- 3) Approve Proposal with Marquess to Prepare a Construction Design and Cost Analysis for Pine Street. *See above.*

**NEW BUSINESS:**

- 1) Discussion of ODOT Contract 2285-03. Mr. Dahl explained this contract states the amount of the difference owed to the City from ODOT after taking into consideration what the City owes. Mayor Bellah noted that on the second page under c needs to be removed, as the City has already paid \$730,000. Councilor S. Bartell inquired whether Mr. Weber agrees with the amounts stated in the contract. Mr. Weber explained that he has not had the opportunity to sit down with Mr. Brinkley to determine what the exact amounts are regarding future IDCs. Council requested a summary of all amounts paid by both agencies to be provided at the following meeting.
- 2) Approval of a Liquor License for Iron Skillet. Mr. Dahl explained this license would authorize them to serve beer and wine in the dining room. **MOVED BY LUZ, SECONDED BY JONES, TO APPROVE THE LIQUOR LICENSE FOR PETRO/IRON SKILLET.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**

**MOTION APPROVED WITH SIX AYES**

- 3) Resolution for Providing for the Receipt and Expenditure of Unexpected Monies. Mr. Dahl explained this resolution would allow the City to receive the insurance money received for a police vehicle and spend the money to replace the vehicle. **MOVED BY SOPHIE, SECONDED BY LUZ, TO ADOPT RESOLUTION NO. 947, ALLOWING A BUDGET INCREASE PURSUANT TO ORS 294.338 PROVIDING FOR A RECEIPT AND EXPENDITURE OF UNEXPECTED MONIES FOR FISCAL YEAR 2015-2016.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**

**MOTION APPROVED WITH SIX AYES**

- 4) Recommendations from City Manager on Vacant Positions. Mr. Dahl explained the only two vacant positions he would like to remain is the Code Enforcement Officer and Utility Worker. After further discussion, Mr. Dahl explained he would like to visit the idea of a combined position that would be part-time Code Enforcement and part-time Utility Worker, if the City is unable to fill the Code Enforcement position by the beginning of March. Further discussion followed, as Mayor Bellah suggested Mr. Dahl send a letter to the union notifying them the City has removed all of the other vacant positions from the City's organizational chart. Continued discussion followed, as Council debated whether to remove the fourth Utility Worker position. Council's consensus was to bring this to the union's attention during the next labor negotiations and to revise the organizational chart to reflect the correct title for the City Recorder/Assistant Finance Director position and to remove the fourth Utility Worker position.

**STAFF REPORTS:**

1) City Attorney's Report:

a) Attorney Kirchoff reported he has an update on the PHURA quorum question. He distributed written documentation and went onto explain, as long as an individual shows up and engages only during the citizen comments, and not as a Council member, it would be acceptable.

Mayor Bellah announced a Council member has expressed interest in a position on the PHURA board and he is going to contact each of the three current members from Council to inquire whether they would voluntarily give up their position on the PHURA board. He added that this would be an item on the next agenda. Councilor Luz suggested placing an item on the agenda reflecting the nomination of combining PHURA with City Council.

2) City Manager's Report:

a) Mr. Dahl announced there will be a City Council Workshop on January 13, 2016 at 6:30 p.m. regarding a review of the updated Personnel Manual, commercial recreational marijuana cultivation, and the City of Talent's water loss issues.

b) He announced that Mr. Brinkley is in the process of applying for a \$10,000 grant from the Jackson County Water District to assist with repairing the vegetation in the couplet area and the addition of paving stones.

c) He noted the City has gone out for bid on the Rose Street Water project. He further noted the 1<sup>st</sup> Street Storm water project has had to be moved to the next fiscal year, due to other priorities. Further discussion followed.

d) He distributed information regarding a failing storm drain on 1<sup>st</sup> Street that is in need of repair, and if the cost exceeds his budget authority, he will bring this item to Council for approval.

**MAYOR'S COMMENTS:**

Mayor Bellah announced the City Manager's annual review is upcoming, and he is seeking direction for whether to hold an executive session or discuss this in open session. Council debated the advantages and disadvantages of each option. When asked, Mr. Dahl expressed his indifference to either decision, and noted he is comfortable with Council's preference. Council's consensus was to conduct the review in open session. Council further decided to place this item on the next agenda.

**COUNCIL ITEMS, COMMENTS/REPORTS:**

1) Councilor Jones announced that Luman Road will be closed the coming weekend for construction.

2) Councilor C. Bartell expressed she appreciated the list of accomplishments of the prior year that Mr. Dahl prepared for Council; however, she did not feel tearing down the Furry House should have been listed as an accomplishment. Mr. Dahl explained he was expressing the events that took place in the past year and it was not intended in that way.

The meeting adjourned at 8:49 p.m.

Respectfully submitted,

Janette Boothe  
Assistant Finance Director/City Recorder

**AGENDA BILL**

**AGENDA ITEM:** 11 (a)

**AGENDA TITLE:** City of Phoenix Organizational Chart

**DATE:** 1/19/16

**ACTION REQUIRED:**

**ORDINANCE:** \_\_\_\_\_

**RESOLUTION:** \_\_\_\_\_

**MOTION:** XX

**INFORMATION:** XX

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**EXPLANATION:**

Council has asked staff to develop an organizational chart of the City. The organizational chart was reviewed by the Council at the December 7<sup>th</sup> and January 4<sup>th</sup> meetings. The final draft of the chart was sent to the Council with the weekly notes the week of January 8<sup>th</sup>.

Attached is the organizational chart as sent to the Council on January 8<sup>th</sup>.

**FISCAL IMPACT:**

None

**ALTERNATIVES:**

None

**STAFF RECOMMENDATION:**

To approve as presented.

**MOTION:** "I MOVE TO Approve the City of Phoenix Organizational Chart as presented."

**PREPARED BY:** Steve Dahl

**REVIEWED BY:** \_\_\_\_\_

# City of Phoenix Organizational Chart

|                                       |                             |  |   |
|---------------------------------------|-----------------------------|--|---|
|                                       |                             | MAYOR/CITY COUNCIL                                       |   |
|                                       |                             | CITY MANAGER<br>(Steve)                                  |   |
|                                       | FINANCE DIRECTOR<br>(Steve) | ASSISTANT FINANCE<br>DIRECTOR/CITY RECORDER<br>(Janette) | PUBLIC WORKS<br>SUPERINTENDENT<br>(Kevin)   |
| POLICE CHIEF<br>(Derek)               |                             | ADMINISTRATIVE<br>ASSISTANT/COURT CLERK<br>(Janie)       | UTILITY WORKER<br>(Matias)                  |
| POLICE LIEUTENANT<br>(Price)          |                             |  | UTILITY WORKER<br>(Heidi)                   |
| SCHOOL SAFETY OFFICER<br>(Patchett)   |                             |  | UTILITY WORKER<br>(Chad)                    |
| POLICE OFFICER<br>(Hull)              |                             |  | PW ADMINISTRATIVE<br>ASSISTANT<br>(Theresa) |
| POLICE OFFICER<br>(Lewis)             |                             |  |   |
| POLICE OFFICER<br>(Richmond)          |                             |  |   |
| POLICE OFFICER<br>(Bailey)            |                             |  |   |
| POLICE OFFICER<br>(Kell)              |                             |  |   |
| POLICE OFFICER<br>(Hall)              |                             |  |   |
| POLICE CLERK<br>(Paula)               |                             |  |   |
| CODE ENFORCEMENT<br>OFFICER<br>(open) |                             |  |   |

**AGENDA BILL**

**AGENDA ITEM:** 11 (b)

**AGENDA TITLE:** Consider a Resolution to Establish a City of Phoenix Municipal Court Amnesty Program for 2016.

**DATE:** January 11, 2016

**ACTION REQUIRED:**

**ORDINANCE:** \_\_\_\_\_

**RESOLUTION:** XX

**MOTION:** XX

**INFORMATION:** \_\_\_\_\_

**EXPLANATION:**

The City of Phoenix Municipal Court currently has approximately 1,300 active suspension requests with the Oregon Department of Motor Vehicles and in collection with Southern Oregon Credit. The City of Phoenix Municipal Court wishes to participate in the Amnesty Program effective February 1 through April 30, 2016. The Amnesty Programs offers any individual paying an outstanding assessment in full, a 25% discount on all fines and a 50% discount on interest assessed to those fines which are in collections.

This resolution offers the City the opportunity to receive monies that otherwise may not be paid, as many of the active suspensions have outstanding citations over 10 years old. During the Amnesty Program of 2015, the City of Phoenix recovered the full amount of the original citations totaling over \$7,300. Please see the attached statistics sheet.

**FISCAL IMPACT:**

Increased Revenue.

**ALTERNATIVES:**

Council discretion.

**STAFF RECOMMENDATION:**

Staff recommends Council approve the Resolution.

**MOTION: "I MOVE TO APPROVE RESOLUTION NO. \_\_\_\_\_, ESTABLISHING A CITY OF PHOENIX MUNICIPAL COURT AMNESTY PROGRAM FOR 2016."**

**PREPARED BY:** Janette Boothe

**REVIEWED BY:** \_\_\_\_\_

# Amnesty Program 2015

|                        |         |
|------------------------|---------|
| Oldest violation       | 1991    |
| No. of Citations       | 12      |
| Total amount collected | \$7,323 |

The program was very successful, recovering over \$7,300 in fines that were written off and may never have been received otherwise.

**CITY OF PHOENIX  
PHOENIX, OREGON**

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION TO ESTABLISH A CITY OF PHOENIX MUNICIPAL COURT  
AMNESTY PROGRAM.**

**RECITALS:**

**WHEREAS**, the City's Municipal Court currently has approximately 1,800 active suspension requests with the Oregon Department of Motor Vehicles; and

**WHEREAS**, in an effort to assist and encourage citizens to reinstate their licenses, the City of Phoenix Municipal Court wishes to participate in an Amnesty Program which will be in effect from February 1, 2016 through April 30, 2016; and

**WHEREAS**, during which time any citizen paying an outstanding assessment in full will receive a 25% discount on all fines and a 50% discount on interest assessed to those fines on cases with suspensions and are in collection action; and

**WHEREAS**, the program will be advertised through local media and other sources available to reach as many of the defendants possible;

**WHEREAS**, other cities within the Rogue Valley are currently participating in the Amnesty Program;

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Phoenix grants approval to establish an Amnesty Program for the City of Phoenix Municipal Court from February 1, 2016 through April 30, 2016.

**PASSED AND APPROVED** by the City Council of the City of Phoenix and signed in authentication thereof at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Jeff Bellah, Mayor

ATTEST:

\_\_\_\_\_  
Janette Boothe, City Recorder

**AGENDA BILL**

**AGENDA ITEM:**

11C

**AGENDA TITLE:** A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR THE 2016 PARKS, RECREATION, AND OPEN SPACE MASTER PLAN.

**DATE:** January 18, 2015

**ACTION REQUIRED:**

ORDINANCE: N/A

MOTION: N/A

RESOLUTION: XX

INFORMATION: N/A

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**EXPLANATION:** The City was awarded a planning grant by the Oregon Parks and Recreation Department for the purposes of updating the parks and recreation element of the City's Comprehensive Plan. In late 2015, the City issued an RFP for consultants to produce a new Parks, Recreation, and Open Space Master Plan. The City received 3 proposals, all of which were reviewed by a panel composed of the Chair of the Parks Committee, Public Works Superintendent, Assistant Planner, and a City Councilor. The proposal received from the Community Planning Workshop was ranked the highest during the review and was selected by the review panel for recommendation. A proposed professional services contract with the University of Oregon, within which the Community Planning Workshop is housed, has been prepared and has been determined to be acceptable by the City Attorney and Planning Director. No further revision of the contract is anticipated to be needed.

**FISCAL IMPACT:** The proposed total cost not-to-exceed for the contract is \$47,000. The grant awarded to the City is \$35,000, and the City has a local match of \$15,000. Expenditure of these funds for this purpose was anticipated (Resolution 941, passed November 2, 2015).

**STAFF RECOMMENDATION:** Approve the enclosed resolution which will authorize the Planning Director to negotiate and execute the grant agreement.

**MOTION:** "I MOVE TO ADOPT RESOLUTION NUMBER \_\_\_\_\_ AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES CONTRACT WITH THE COMMUNITY PLANNING WORKSHOP THAT SUBSTANTIALLY CONFORMS TO THAT PRESENTED."

**PREPARED BY:** M. Brinkley

**REVIEWED BY:**

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## Parks, Recreation, and Open Space Master Plan 2015 RFP Selection Committee Proposal Rating Guidance

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Date: December 8, 2015  
To: Selection Committee  
From: Matt Brinkley, Planning Director  
Re: Rating/ranking proposals & selection process

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The following is intended to guide the rating of the 3 proposals received in response to the 2015 Parks, Recreation, and Open Space RFP.

1. **Completeness of Application.** Applications should include all information required by application forms and any additional information that is deemed necessary to clearly describe the consultant's ability to complete the provisional scope of work defined in Section 3.0 of this RFP.
  - Did the respondent provide required information, including "Authorized Signature" specified in Section 2?
2. **Project Understanding.** A competitive proposal will demonstrate a strong understanding of the context in which this project is to occur. Consultants should be familiar with Phoenix's current Parks and Recreation Comprehensive Plan Element and the Greater Bear Creek Regional Problem Solving Plan.
  - Does the proposal demonstrate an understanding of Phoenix's needs for a P, R & OS master plan? Is there any evidence that the respondent is familiar with the City's current P&R facilities, P&R comprehensive plan element, Regional Problem Solving Plan, etc.?
  - Is the proposal directed toward any needs or goals that may be specific to Phoenix, or is this a boilerplate response that could have been submitted for any community issuing a RFP?
  - Has the respondent proposed a work plan that addresses the "Provisional Scope of Work" described in Section 3.0 of the RFP? Has the respondent recommended additional or different tasks that would improve or diminish the value of the final plan?
3. **Organizational Capacity.** A competitive proposal will demonstrate the consultant's access to resources necessary to complete the project within the proposed schedule. All relevant personnel should be identified with their respective roles and responsibilities and related experience and qualifications. Include resumes and references as needed.
  - Keep in mind that junior staff (not the principals usually) may do most of the work, and they should because their billable rates will be lower. Their qualifications are very important.
  - Has the respondent indicated that, given the demands of their current workflow, this project can be completed within the proposed project completion schedule?
  - Are any of the key personnel certified members of the American Institute of Certified Planners, American Society of Landscape Architects, etc.?
4. **Experience with Similar Projects.** A competitive proposal will demonstrate successful conclusion to other similar projects. Examples of recent work are required, including project budget, client



## Parks, Recreation, and Open Space Master Plan 2015 RFP Selection Committee Proposal Rating Guidance

references, and descriptions of the scope of work and services provided by the firm or team. Photographs and other visual media that document completed projects are encouraged.

5. A competitive proposal will be appropriately priced relative to the breadth and depth of a proposed scope of work. Proposals should include a proposed project budget that assigns estimated costs to each task defined in Section 3, Provisional Scope of Work. It should also provide a fee structure, including billing rates for key personnel.
  - Does the respondent propose any additional work, for example a site specific park plan, which would be completed within the project budget?

### Additional considerations

- Comprehensive plans in Oregon MUST meet State Planning Goals, the first of which is public involvement. Which proposal might most vigorously promote community involvement?
- Would an interview of the respondent be beneficial? Interviews of references?

**CITY OF PHOENIX**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR THE 2016 PARKS, RECREATION, AND OPEN SPACE MASTER PLAN.**

**WHEREAS**, the City of Phoenix was awarded a grant by the Oregon Parks and Recreation Department to plan for current and future parks, recreation, and open space facilities and programs; and

**WHEREAS**, the Population Research Center at Portland State University has projected that the City's population will grow by at least 40% from its current level over the next 20 years; and

**WHEREAS**, the eventual annexation of the Urban Reserve Area known as PH-3 will add another 2,000 residents to the City's population; and

**WHEREAS**, the City's current Comprehensive Plan Parks and Recreation element has not been updated since 1998 and does not account for projected population growth and changes in community preferences and needs; and

**WHEREAS**, the City of Phoenix has begun an initiative to update its entire Comprehensive Plan and expand its Urban Growth Boundary to address the future need for residential, employment, and recreational and open space lands; and

**WHEREAS**, the Community Planning Workshop submitted a proposal to the City to produce a Parks, Recreation, and Open Space Master Plan; and

**WHEREAS**, a review panel ranked this proposal highest among all other proposals and recommended that the Community Planning Workshop be selected to produce the Parks, Recreation, and Open Space Master Plan.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Phoenix City Council hereby authorizes the City Manager to negotiate and execute a professional services agreement that substantially conforms to that presented in Exhibit "A".

**APPROVED** by the City of Phoenix this 18<sup>th</sup> day of January, 2016.

**Attest:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

Attachment A  
City of Phoenix Oregon  
Parks, Recreation, and Open Space Master Plan  
Professional Services Contract

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by and between the City of Phoenix, hereinafter referred to as the CITY, and the University of Oregon, a governmental entity of the State of Oregon, hereinafter referred to as the CONSULTANT.

RECITALS

The CITY issued a Request for Proposals (RFP) for a Parks, Recreation, and Open Space Master Plan to which the CONSULTANT responded. Upon review and careful consideration, the CITY selected the CONSULTANT to perform work described in Exhibit "A" SCOPE OF WORK.

In consideration of the mutual promises contained herein, the CITY and the CONSULTANT agree as follows:

AGREEMENT

ARTICLE 1 – SERVICES

- A. The professional services to be performed for the CITY in the Scope of Work involve production of a Parks, Recreation, and Open Space Master Plan to be provided by CONSULTANT
- B. In the event of conflict between provisions set forth in this Agreement and those described in the Scope of Work concerning the project tasks to be completed, the provisions of the Scope of Work shall control.
- C. Services of the CONSULTANT shall be under the general direction of Matt Brinkley, City of Phoenix Planning Director and Steve Dahl, City of Phoenix City Manager.

ARTICLE 2 – SCHEDULE

The Date of Commencement for the CONSULTANT's work is estimated to be on or about January, 2016. Date of Completion for this project shall be on or about August 30, 2016.

ARTICLE 3 – PAYMENTS TO CONSULTANT

- A. The CITY shall pay to the CONSULTANT for services satisfactorily performed on a time and materials basis with a total cost not to exceed \$47,967.00. Invoices shall be prepared by the CONSULTANT no more frequently than once a month. Payment is due within 30 days of receipt of invoice. CONSULTANT invoice shall include a detailed accounting describing the nature of work performed and its necessity to complete a particular Task within the Scope of Work.
- B. CONSULTANT shall submit a weekly "Look Ahead Report" to CITY describing work scheduled within the subsequent 2 week period and identify progress made toward the completion of tasks described in the Scope of Work.

ARTICLE 4 – PERSONNEL AND EQUIPMENT

The CONSULTANT represents that it has, or will secure at its own expense all necessary personnel and equipment required to perform its portion of the services specified in this Agreement.

ARTICLE 5 – FEDERAL AND STATE TAX

The CONSULTANT, as an independent contractor described in shall be responsible for payment of its own FICA (Social Security) and other payroll and related expenses incurred with respect to the Agreement.

#### ARTICLE 6 – INSURANCE

CONSULTANT is self-insured under ORS 352.107, with adequate levels of excess general liability and commercial auto liability insurance, and maintains workers' compensation insurance for its employees in conformance with ORS 656.017.

#### ARTICLE 7- INDEMNITY PROVISIONS

- A. To the degree permitted by the Oregon Tort Claims Act and the Oregon Constitution, Article XI, §7, CONSULTANT shall indemnify, defend, and hold CITY harmless from and against all claims, demands, liabilities and losses, damages, costs and expenses, including without limitation, reasonable attorneys' fees and court or proceeding costs, that may be incurred or suffered by CITY and which arise solely from CONSULTANT's negligent acts or omissions.
- B. CITY shall indemnify, defend, and hold CONSULTANT harmless from and against all claims, demands, liabilities and losses, damages, costs and expenses, including without limitation, reasonable attorneys' fees and court or proceeding costs, that may be incurred or suffered by CONSULTANT and which arise solely from CITY'S negligent acts or omissions.

#### ARTICLE 8 – CONFLICT OF INTEREST

The CONSULTANT represents that it and its sub-consultants presently have no interest, economic or otherwise, and shall acquire no such interests, either direct or indirect, which would conflict in any manner with the performance of services required hereunder.

#### ARTICLE 9 –INDEPENDENT CONTRACTOR RELATIONSHIP

The CONSULTANT is, and shall be, in the performance of all work services and activities under this Agreement, an Independent Contractor, and not an employee, agent or servant of the CITY. This shall be true even though persons employed by CITY are to be utilized in the work, and at times subject to the direction and control of CONSULTANT as to the manner and mode of performance of the work. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT's relationship and the relationship of its employees to the CITY shall be that of an Independent Contractor and not as employees or agents of the CITY.

#### ARTICLE 10 – ACCESS AND AUDITS

The CONSULTANT and its sub-consultants shall maintain adequate records including canceled checks, bank statements, payroll records, vendor invoices, mileage records, and other source documents which evidence expenditures, to justify all charges, expenses and costs incurred in performing the work for at least three (3) months after completion of this Agreement. The CITY shall have access to, and the right to examine, such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the CITY'S cost, upon five (5) days written notice.

#### ARTICLE 11 – ENTIRETY OF CONTRACTUAL AGREEMENT

The CITY and the CONSULTANT agree that this Agreement, including the Exhibits, sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this

Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

#### ARTICLE 12 – AMENDMENTS AND MODIFICATION

No amendments and/or modifications of this Agreement shall be valid unless in writing and signed by each of the authorized representatives of the parties.

The CONSULTANT reserves the right to make changes in the services to be provided, so long as the proposed change in the service has been approved by the CITY, or its duly authorized agent, which approval shall not be unreasonably denied. Upon receipt by the CONSULTANT of the CITY's notification of a contemplated change, the CONSULTANT shall (1) provide an estimate for the increase or decrease in cost and fees due to the contemplated change, (2) notify the CITY of any estimated change in the completion date, and (3) advise the CITY in writing if the contemplated change shall affect the CONSULTANT's ability to meet the completion date or schedules of this Agreement.

If the CITY so instructs in writing, the CONSULTANT shall suspend work on that portion of the work affected by a contemplated change, pending the CITY's decision to proceed with the change.

If the CITY elects to make the change, the CITY shall have an Amendment and the CONSULTANT shall not commence work on any such change until the written amendment has been signed by each of the parties and a Notice to Proceed has been issued.

#### ARTICLE 15 – CERTIFICATION AND LIABILITY

The CONSULTANT certifies that its services under this Agreement shall be performed in accordance with the CITY approved Scope of Work subject to the inspection and final approval of the CITY AND REGULATORY AGENCIES, which approval will not be unreasonably denied.

#### ARTICLE 16 – NOTICE TO PROCEED

The CONSULTANT shall not commence work upon any Task or Subtask as defined within the Scope of Work, including changes, until it receives a written Notice to Proceed.

#### ARTICLE 17 – AUTHORITY

Each person placing his or her name on the signature line below on behalf of a party expressly represents that he or she is authorized to execute this Agreement on behalf of the party, and that all necessary preconditions to a grant of authority to execute the Agreement and bind the party thereto have occurred.

CONSULTANT

\_\_\_\_\_

CITY OF PHOENIX

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
City Manager

Approved as to form:

\_\_\_\_\_  
City Attorney

DRAFT

# 2016 Parks, Recreation, and Open Space Master Plan Ranking Summary

| Name of Respondent          | Completeness | Understanding | Capacity | Experience | ROI   | Total |
|-----------------------------|--------------|---------------|----------|------------|-------|-------|
|                             | 10           | 25            | 20       | 25         | 20    |       |
| Community Planning Workshop | 7.75         | 21.25         | 17.50    | 22.50      | 18.00 | 87.00 |
| Galbraith/CSA               | 3.25         | 8.25          | 11.75    | 4.25       | 7.50  | 35.00 |
| Design Perspectives         | 8.75         | 19.50         | 15.00    | 12.50      | 13.75 | 69.50 |

## CPW

|            | Completeness | Understanding | Capacity | Experience | ROI   | Total | Under/Over Avg | % U/O  |
|------------|--------------|---------------|----------|------------|-------|-------|----------------|--------|
| Reviewer 1 | 8.00         | 20.00         | 18.00    | 25.00      | 20.00 | 91.00 |                |        |
| Reviewer 2 | 8.00         | 15.00         | 12.00    | 20.00      | 15.00 | 70.00 |                |        |
| Reviewer 3 | 7.00         | 25.00         | 20.00    | 20.00      | 17.00 | 89.00 |                |        |
| Reviewer 4 | 8.00         | 25.00         | 20.00    | 25.00      | 20.00 | 98.00 |                |        |
| Avg        | 7.75         | 21.25         | 17.50    | 22.50      | 18.00 | 87.00 | 23.17          | 36.29% |

## Galbraith/CSA

|            | Completeness | Understanding | Capacity | Experience | ROI   | Total | Under/Over Avg | % U/O   |
|------------|--------------|---------------|----------|------------|-------|-------|----------------|---------|
| Reviewer 1 | 3.00         | 3.00          | 10.00    | 2.00       | 10.00 | 28.00 |                |         |
| Reviewer 2 | 2.00         | 5.00          | 10.00    | 5.00       | 5.00  | 27.00 |                |         |
| Reviewer 3 | 3.00         | 15.00         | 12.00    | 5.00       | 5.00  | 40.00 |                |         |
| Reviewer 4 | 5.00         | 10.00         | 15.00    | 5.00       | 10.00 | 45.00 |                |         |
| Avg        | 3.25         | 8.25          | 11.75    | 4.25       | 7.50  | 35.00 | 28.83          | -45.17% |

## Design Perspectives

|            | Completeness | Understanding | Capacity | Experience | ROI   | Total | Under/Over Avg | % U/O |
|------------|--------------|---------------|----------|------------|-------|-------|----------------|-------|
| Reviewer 1 | 10.00        | 20.00         | 15.00    | 10.00      | 10.00 | 65.00 |                |       |
| Reviewer 2 | 5.00         | 15.00         | 15.00    | 10.00      | 15.00 | 60.00 |                |       |
| Reviewer 3 | 10.00        | 23.00         | 15.00    | 15.00      | 15.00 | 78.00 |                |       |
| Reviewer 4 | 10.00        | 20.00         | 15.00    | 15.00      | 15.00 | 75.00 |                |       |
| Avg        | 8.75         | 19.50         | 15.00    | 12.50      | 13.75 | 69.50 | 5.67           | 8.88% |

Avg 3 respondents 63.83

**AGENDA BILL**

**AGENDA ITEM:** 12 (a)

**AGENDA TITLE:** Discussion of Council  
Representation on the Urban Renewal Board

**DATE:** 1/19/16

**ACTION REQUIRED:**

**ORDINANCE:** \_\_\_\_\_

**RESOLUTION:** \_\_\_\_\_

**MOTION:** \_\_\_\_\_

**INFORMATION:** xx

**EXPLANATION:**

For the last year the council has had three representatives on the Urban Renewal Board. With the change of the year it is traditional that new committee assignments are requested or appointed to each councilor.

This year there has been more request to be on the Urban Renewal Board then there are positions available. The question becomes how to choose who will be on the Urban Renewal Board or as another option should the Council as a whole join the Urban Renewal Board?

The Mayor will bring a list of ideas to the meeting.

**FISCAL IMPACT:**

None

**ALTERNATIVES:**

The Mayor and Council will bring some

**STAFF RECOMMENDATION:**

**MOTION:**

**PREPARED BY:** Steve Dal **REVIEWED BY:** \_\_\_\_\_