

**CITY OF PHOENIX  
CITY COUNCIL MEETING  
PUBLIC WORKS OFFICE  
1000 S. "B" STREET  
MONDAY, JULY 18, 2016  
6:30 P.M.**

**1) Call to order/Roll call**

**2) Pledge of Allegiance**

**3) Mayor's Comments**

**4) Citizen's Comments:**

The purpose of citizen comment is to allow citizens to present information or raise an issue regarding items not on the agenda. A time limit of three minutes per individual shall apply unless the Presiding Officer extends time (*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. 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*).

**5) Updates/Reports:**

- a) PHURA
- b) Parks and Greenway Commission
- c) City Council Tracking Log.....p.1

**6) Presentations:**

None.

**7) Ordinances, including reading and/or adoption:**

- a) First Reading by Title Only of an Ordinance Amending Chapter 5.18 of the Phoenix Municipal Code. *Second Reading and Public Hearing Scheduled for August 1, 2016*.....p.3

**8) Consent Calendar:**

- a) Approval of Minutes from July 5, 2016 Regular City Council Meeting..... p.14
- b) Acknowledge Approved Minutes from June 13, 2016 Planning Commission Meeting..... p.19
- c) Acknowledge Minutes from April 14, 2016 Parks Commission Meeting ..... p.22

**9) Unfinished Business:**

- a) City manager recruitment..... p.24

**10)New Business:**

- a) Appointments to comprehensive plan CAC..... p.25
- b) Approval of contract for local economic opportunity study ..... p.29
- c) Discuss Supplemental Drinking Water Testing ..... p.36
- d) Approve New Hire for Utility Worker ..... p.38
- e) Review PHURA Invoice ..... p.39

**11) Questions for Staff:**

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

**12) 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 Council, but the Council may decline formal action on such matters or defer them to a subsequent meeting.

**13) Adjournment**

**Next City of Phoenix Scheduled Meetings:**

All meetings are at 6:30 P.M. unless otherwise noted.

July 18, 2016	City Council
July 25, 2016	Planning Commission
August 1, 2016	City Council
August 8, 2016	Planning Commission
August 9, 2016	PHURA
August 15, 2016	City Council
August 22, 2016	Planning Commission
September 6, 2016	City Council
September 12, 2016	Planning Commission

## Council Action Log

Open Issue	Action	Responsibility	Priority	Estimated Next Step Date
PW Superintendent Recruitment	4 interviews scheduled, waiting for confirmation on 2; 2 local and 2 out of area applicants	CM	High	Monday, July 18, 2016
Finance Director Recruitment	CM currently recommends appointment of Interim FD to permanent position	CM, CC	High	Monday, August 1, 2016
City Manager Recruitment	Recruitment plan to CC at July 18 mtg	CM, CC	High	Monday, July 18, 2016
3% Marijuana Tax	Submission to County for inclusion on ballot, need to confirm inclusion on ballot	CA, CM, REC	High	Friday, July 22, 2016
Negotiate Union Contracts	will review at Special CC mtg on July 13, give direction to CM	CM, Council	High	Wednesday, July 13, 2016
N. Rose Connection TAP Line	Contractor waiting for ODOT ROW permits. Project completion date is July 27. CM to follow up with ODOT on ROW permit 7-12-16	PD, CM, PWD	High	Monday, July 18, 2016
Talent/Phoenix Water Meter	Waiting for payment from Talent, expected week of July 18 or 25; CM to check status of payment (7-12-16)	CM	High	Monday, July 18, 2016
SCADA Upgrade	Skyline still needs to be competed, consultant has been working on a number of bugs in the system.	DPW, CM	High	Monday, August 1, 2016
ADA Ramps Fixing	Working with ODOT to get guidance on design deficiencies	CM, PE	High	Monday, August 1, 2016
Bridge Medallions	Have estimates for several materials, waiting for one more (metal)	CM	High	Monday, July 18, 2016
City Banners	Obtained costs for banners, also have proposed contract with banner installer that greatly reduces installation costs	CM, CC	High	Monday, July 18, 2016
Transportation system Plan	Public hearing at 8-15-16 CC meeting; recommended for approval by PC at its 7-11-16 meeting	PD	High	Monday, August 15, 2016
Urban Growth Management Plan	Need to form CAC to update City's Comp Plan (Housing, Economic, Urbanization, other elements); 4 CAC appointments on agenda for 7-18-16	Planning	High	Monday, July 18, 2016
New TAP Line Agreement	CM to review agreement, coordinate with partners; Interim CM and Interim FD will make final revisions and present to CC in August.	CM	High	Monday, August 1, 2016
Personnel Manual	Survey to be widely distributed throughout water accounts database next week	CM, FD, City Attorney	Medium	Monday, August 1, 2016
Update Parks Master Plan	Out to bid; may have to extend bid deadline	PWD, PD	Medium	Monday, August 1, 2016
First Street Sidewalk and Storm Drain	Meeting with other cities reps end of July to discuss comr	PWD, CM, PD	Medium	June 16
Medford Water Commission Other Cities	Consider FD5 proposal at CC Special Meeting on Wed., July 13	CM	Medium	Monday, August 15, 2016
Fire District Five Contract	CM to develop work plan to explore options for resurfacing Main & other City streets	CM, Council	Low	Wednesday, July 13, 2016
Main Street resurfacing	CM to develop work plan to explore options for resurfacing Main & other City streets	CM, UR, PW	Low	Thursday, September 1, 2016
List of study sessions needed for Council	List at this time for scheduling	CM	Low	ONGOING

Main Street landscaping	95% complete, 1 island not completed			Low	Thursday, September 15, 2016
Strategic Planning Session	Council has prioritized goals developed in February workshop at the March 9th workshop. CM and Staff are now working to develop processes to reach goals	CM		Low	Monday, August 1, 2016
Review of Contracts	Builders Contract needs to be reviewed if company changes.	CM, PD		Low	Sunday, July 9, 1905
City Website re-design	Council will revisit website in July	CM		Low	Ongoing
<b>COMPLETED</b>					
Recruitment for new Council Member	Council to review applicant at first meeting in July	CM		Completed	Complete
Create low income subsidy for water bills	Bills with program selection box have been completed and should go out in the June rbilling cycle.	CM FD		Completed	Complete
Water Rights	Joe Strahl forwarded file to CM and forwarded email from Water Board.	Council, CM		COmpleted	Complete

**AGENDA BILL**

**AGENDA ITEM:** *7a*

**AGENDA TITLE: FIRST READING BY  
TITLE ONLY OF AN ORDINANCE  
APPROVING THE ANNEXATION OF LAND  
WITHIN THE URBAN GROWTH BOUNDARY  
INTO THE CITY.**

**DATE: July 13, 2016**

**ACTION REQUIRED:**

**ORDINANCE:**           N/A          

**RESOLUTION:**           N/A          

**MOTION:**           XX          

**INFORMATION:**           N/A          

**EXPLANATION:** This is a public hearing on a project that involves the annexation of 2.47 acres located at 3960 Hilsinger Road and 1680 Camp Baker Road into the City of Phoenix. Upon annexation, the property would also be rezoned from the current Jackson County zoning of RR2.5 to the City’s R-1 H-O, Single Family Residential Hilsinger Overlay zone district.

Property owners within 200 feet of the subject property have been notified of the pending annexation and rezoning. At the time of writing of this Agenda Bill and during the first public hearing held on June 13, 2016, staff has not received any comments against this annexation. However, so far we have received two comments in favor of the annexation.

The Planning Commission conducted public hearings on this request at their June 13, 2016 meeting and has recommended that the City Council approve the request subject to the conditions contained in the accompanying Annexation Agreement.

**FISCAL IMPACT:** Development of the site will generate payment of System Development Charges, which will be paid at the time of issuance of building permits. There is no immediate capital expense for the City, however, the City will have to maintain any public infrastructure constructed as part of the project.

**ALTERNATIVES:** The Council may refuse to read the proposed ordinance by title and fail set a date for a Second reading and Public Hearing.

**STAFF RECOMMENDATION:** Staff recommends the Mayor read the ordinance by title only and schedule a Second Reading and Public Hearing for the next regular City Council meeting on August 1<sup>st</sup>, 2016. This will be the second evidentiary hearing and public comment will be heard.

**MOTION:** “I move that the proposed ordinance, also known as A16-01, be read by title only, and that a Second Reading and Public Hearing be set for August 1<sup>st</sup>, 2016.”

**PREPARED BY:** Steffen Roennfeldt

**REVIEWED BY:**

**CITY OF PHOENIX  
PHOENIX, OREGON  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 5.18 OF THE CITY MUNICIPAL CODE PERTAINING TO THE REGULATION OF THE TIME, PLACE, AND MANNER OF COMMERCIAL CANNABIS FACILITIES**

**WHEREAS**, the City of Phoenix duly enacted Ordinance 958 on December 14, 2014, thus establishing a Cannabis Facility License program and regulations on time, place, and manner for cannabis facilities; and

**WHEREAS**, the City will, from time to time, adjust regulations to address the effects of said regulations on the public health, safety, welfare, as well as the efficient and productive operation of commercial enterprises operating within the City of Phoenix; and

**WHEREAS**, the City does not anticipate any additional demand on the provision of public services and infrastructure related to the proposed adjustment of regulations on the time, place, and manner of operation of cannabis facilities engaged in the distribution of cannabis to the general public, whether the intended use of the cannabis is for medical or non-medical purposes; and

**WHEREAS**, the City has not observed any additional law enforcement demands associated with the operation of such cannabis facilities since they began operation in 2015.

**NOW THEREFORE**, the City of Phoenix **ORDAINS** as follows:

**Section 1.** The Municipal Code of the City of Phoenix is hereby amended as proposed in Exhibit A.

**PASSED AND ADOPTED** by the City Council and signed by me in authentication of thereof on this 1<sup>st</sup> day of August, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Recorder

**EXHIBIT A**  
**CHAPTER 5.18 OF THE CITY OF PHOENIX MUNICIPAL CODE, AS AMENDED BY**  
**ORDINANCE 967 ON OCTOBER 5, 2015, SHALL READ AS FOLLOWS:**

**Chapter 5.18 – Cannabis Facility License**

**Sections**

**5.18.010 Purpose**

**5.18.020 Definitions**

**5.18.030 License Required**

**5.18.040 Application Procedures**

**5.18.050 Standards for Review and Facility Operation**

**5.18.060 Period of Validity**

**5.18.070 Transfer of License Prohibited**

**5.18.080 Ineligibility for Noncompliance**

**5.18.090 Annual License Renewal Procedures**

**5.18.100 Revocation of License for Noncompliance**

**5.18.110 Appeal of Denial or Revocation of a Dispensary License Application**

**5.18.120 No Vested Rights**

**5.18.130 Enforcement**

**5.18.010 Purpose.**

- A. The City of Phoenix intends to protect the public health, safety, and welfare of persons and property within its jurisdiction.
- B. The City of Phoenix wishes to protect the residential character and quality of life within its predominately residential neighborhoods.
- C. The City of Phoenix endeavors to manage its public safety and other municipal resources in the most effective and efficient way possible.
- D. The City of Phoenix has planned, and desires to create a thriving, walkable City Center, that attracts visitors of all ages and backgrounds and provides goods and services to the community within which it is located.
- E. The City of Phoenix wishes to minimize potential adverse secondary effects upon children and other members of the public that may reasonably be anticipated to occur in the absence of the following regulation.

**5.18.020 Definitions.**

- A. "Cannabis" or "marijuana" means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include industrial hemp, as defined by ORS 571.300, the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.

- B. "Cannabis containing products" or "Cannabis derived products" means any compound, manufacture, salt, derivative, mixture, extract, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include industrial hemp, as defined by ORS 571.300, the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
- C. "Cannabis cultivation" means the agricultural or industrial practice of growing cannabis from seed or immature plant, as defined by the laws and administrative rules of the State of Oregon. It may include the harvesting and drying of cannabis cola and leaves that have been grown upon the same premises. Cannabis cultivation does not include the agricultural or industrial practice of growing industrial hemp, as defined by the laws and administrative rules of the State of Oregon. Nor does it include the mere incidental possession of immature cannabis plants by a cannabis processor or wholesale or retail distributor.
- D. "Cultivation area" means the area within which plants are grown. All parts of a plant grown within a cultivation area shall be contained within the perimeter of the cultivation area. No part of a plant, except for rhizomal matter, roots, etc., grown within a cultivation area shall grow past the perimeter of the cultivation area.E
- E. "Distribution of cannabis" means the physical transfer of any amount of cannabis, marijuana, or taxonomically related plant in any form by one person to any other person or persons, regardless of whether any consideration is paid or received.
- F. "Facility, cannabis" means real property, whether improved or not, whereupon cannabis, cannabis containing products, or products derived from cannabis are distributed, produced, processed, or cultivated. Premises whereupon a resident grower cultivates cannabis for personal consumption as permitted by Chapter 2 of the Phoenix Land Development Code and applicable laws and administrative rules of the State of Oregon are not cannabis facilities.
- G. "Licensed activity" shall mean any single activity for which a cannabis facility license is required including retail and wholesale distribution, production or processing of cannabis containing or derived products, and cultivation.
- H. "Operator" means the person who is the proprietor of a facility, whether in the capacity of owner, lessee, sub-lessee, mortgagee in possession, licensee or any other capacity. If the operator is a corporation, the term operator also includes each and every member of the corporation's Board of Directors whose directorship occurs in a period during which the facility is in operation. If the operator is a partnership or limited liability company, the term operator also includes each and every member thereof whose membership occurs in a period during which the facility is in operation.
- I. "Person" means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.

- J. "Premises" means real property at or in which a Cannabis Facility is located.
- K. "Production or processing of cannabis containing or derived products" means the production of substances and finished products by mixing, extraction, or other preparations of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the production of substances and finished products containing or derived from industrial hemp, as defined by ORS 571.300, the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
- L. "Purchase or sale" means the acquisition or furnishing for consideration by any person of cannabis or cannabis containing or derived products within the City.
- M. "Registry identification cardholder" means a person who has been diagnosed by an attending physician with a debilitating medical condition and for whom the use of medical marijuana may mitigate the symptoms or effects of the person's debilitating medical condition, and who has been issued a registry identification card by the Oregon Health Authority."
- N. Seller" means any person who is required to be licensed or has been licensed by the State of Oregon to provide cannabis and/or cannabis containing or derived products to purchasers for money, credit, property or other consideration.

**5.18.030 License Required.**

It is unlawful for any persons acting as principal, clerk, agent or servant to engage in the cultivation, processing, production or distribution of cannabis, cannabis containing or derived products and byproducts, otherwise permitted under State law without first obtaining a license from the City of Phoenix. This license shall be an addition to any and all other licenses and permits held by applicant.

- A. Cannabis facilities engaged in the retail distribution of cannabis must obtain separate licenses in order to engage in the retail distribution of cannabis that is intended for medicinal consumption under the OMMP and cannabis that is intended for non-medicinal, "recreational" consumption. The foregoing withstanding, only one licensed activity may be conducted at a particular cannabis facility.
- B. Cultivation of cannabis conducted by a "resident grower" as defined by Chapter 2 of Phoenix Land Development Code shall not require a cannabis facility license but must comply with the provisions of Chapter 2 and all other applicable regulations and laws.

**5.18.040 Application Procedures.**

An applicant shall complete an application for a license on a form provided by the City and containing the following information:

- A. A notarized statement that the applicant is the owner of record for the property at which the cannabis facility would operate, accompanied by proof of ownership, or, if the applicant is not the owner of record for the property, a notarized statement that the owner authorized the application for the license.

- B. The full name, mailing address, email address, and telephone number of the owner of record for the property if the applicant is not the owner of record for the property.
- C. Payment of an applicable license review fee established by resolution of the City Council.
- D. A floor plan and site plan, with accurate dimensions and drawn to scale, depicting the enclosed and locked location in the building where cannabis and cannabis containing and derived products will be stored, and detailing security measures undertaken to secure that location and the premises in general;
- E. For safety and building code requirements, a description detailing the electrical, plumbing, and any other building modifications and improvements utilized in the distribution, production, and/or cultivation of cannabis plants and cannabis containing and derived products;
- G. Documentation of any building, development, or other permits and licenses as required and issued by the City or State including a business license as required by Chapter 5.04 of the Phoenix Municipal Code and any licenses issued by the State of Oregon authorizing the distribution, cultivation, or production of cannabis and cannabis containing or derived products.
- H. The names and addresses of all persons that
  - 1. Have an ownership interest in the cannabis facility;
  - 2. Have loaned or given money or real or personal property to the applicant for use by the facility within the preceding year;
  - 3. Will act as an operator.
- I. The Chief of Police shall conduct background checks to determine whether any person named therein has been convicted in any state for the manufacture or delivery of a controlled substance listed in CFR Schedule I or Schedule II once or more in the previous five years or twice or more in the person's lifetime.
- J. Any additional information as may be deemed necessary by the Chief Law Enforcement Official or the Planning Director.
- K. The City shall issue, in writing, a decision approving, approving with conditions, or denying the requested cannabis facility license within 60 days of submission of a completed application.

#### **5.18.050 Standards for Review and Facility Operation**

In order to qualify for a cannabis facility license, the facility must meet all of the following standards:

- A. Cannabis facilities may not operate within R-1, R-2, R-3, or C-C land use districts. Production of cannabis containing and derived products is further prohibited in these districts and in the C-H district. This provision shall not be read so as to release cannabis facilities from other requirements to obtain additional land use and building permits as required by the Phoenix Land Development Code and state building and fire codes.
- B. A cannabis facility shall be located more than 250 feet from any R-1, R-2, or R-3, residential zones or a property that is legally used for residential purposes. The minimum separation between the cannabis facility or use and any and all residential property, as defined by this section, shall be calculated using the method described below in 5.18.050.F.

- C. A cannabis facility shall be located more than 250 feet from any park or recreational facility meeting the following standards:
  - 1. A public park or recreation facility that has been identified in the City's Comprehensive Plan, with the exception of the Bear Creek Greenway;
  - 2. A public library;
  - 3. A commercial or residential recreational facility, which serves children under 18 years of age;
  - 4. The minimum separation between the cannabis facility and any and all parks and recreation facilities property as defined by this section shall be calculated using the method described below in 5.18.050.F.
- D. All cannabis facilities shall be located more than 1,000 feet from any public or private school, with an average weekday attendance (during any continuous 3 month period during the preceding 12 months) of not fewer than 30 children who are under 18 years of age. This minimum separation between the cannabis facility and any and all schools shall be calculated using the method described below in 5.18.050.F.
- E. The cannabis facility shall be located at least 1,000 feet from another cannabis facility.
- F. Minimum distance shall be measured using the following method:
  - 1. The entrance to the cannabis facility that is nearest to the nearest residential, school, park or recreational facility property, as defined by this section shall be identified.
  - 2. A straight line shall be drawn from that point to the nearest point on the property line of the nearest residential, school, park or recreational facility property.
  - 3. To measure minimum distance between two cannabis facilities, the entrances to each facility closest to one another shall be identified, and a straight line shall be drawn between these two entrances.
  - 4. The distance as measured using the procedures in 5.18.050.E.1-3 must be less than the minimum spatial separation distances delineated in 5.18.050 B, C, D, and E.
- G. The cannabis facility shall be located in a permanent building and may not be located in a motor vehicle, cargo container, tent, trailer or other temporary structure.
- H. All cannabis and cannabis containing and derived products shall be contained within a secure, locked case, cabinet, safe, or similar enclosure that is not accessible without restricted means of entry.
- I. At no time shall cannabis and cannabis containing and derived products or any items, effect, paraphernalia, accessory or thing which is designed or marketed for use with cannabis and cannabis containing and derived products be visible by passers-by.
- J. Outdoor storage of cannabis, cannabis containing and derived products, or other raw materials for use in the production of cannabis containing or derived products, is strictly prohibited.
- K. The exterior of the building within which the cannabis facility is located shall be consistent in appearance with buildings in immediate vicinity and comply with any applicable architectural design standards. Any modification to the premises or exterior of a building in which a cannabis facility is located shall be subject to Chapter 4.2 of the Phoenix Land Development Code.

- L. Drive-up or drive-through facilities are expressly prohibited for cannabis facilities.
- M. Cannabis facilities shall provide for secure disposal of cannabis remnants, waste and byproducts; such materials and substances shall not be disposed of in unsecured refuse collection containers.
- N. A cannabis facility engaged in the distribution of cannabis to the general public, whether the intended use of the cannabis is for medical or non-medical purposes, shall only operate between the hours of 8:00AM and 10:00PM.
- O. Cannabis and cannabis containing or derived products shall not be consumed on the premises, unless the Cannabis Facility is registered with the State of Oregon Health Authority as a Medical Marijuana Facility, and only then may this activity occur according to applicable state statutes and the rules promulgated there from.
- P. The facility shall utilize an air filtration and ventilation system which, to the greatest extent feasible, confines all objectionable odors associated with the facility to the premises. For the purposes of this provision, the standard for judging "objectionable odors" shall be that of an average, reasonable person with ordinary sensibilities after taking into consideration the character of the neighborhood in which the odor is made and the odor is detected.
- Q. No minor is allowed on the premises unless the minor is a registry identification cardholder, is accompanied by a parent or guardian, and the Cannabis Facility is registered with the State of Oregon Health Authority as a Medical Marijuana Facility, and only then may this activity occur according to applicable state statutes and the rules promulgated there from.
- R. A person who has been convicted in any state for the manufacture or delivery of a controlled substance listed in CFR Schedule I or Schedule II once or more in the previous five years or twice or more in the person's lifetime shall not
  1. Be an operator of a cannabis facility;
  2. Have an ownership interest of 5% or more in the facility or in any entity that has a 25% or more ownership interest in the facility;
  3. Provide equity or debt financing for the facility; or
  4. Have an ownership interest of 5% or more in any entity that provides or has provided equity or debt financing for the facility.
- S. All cannabis facilities that are licensed by the State of Oregon shall provide proof of current registration as required by state law and administrative rules.
- T. A cannabis facility shall display its current permit inside the facility in a prominent place easily visible to persons conducting business in the facility.
- U. Cannabis facilities engaged in commercial cultivation shall meet the standards and requirements established in the Phoenix Land Development Code.
- V. Cannabis facilities engaged in commercial cultivation may also be required to post a performance bond or other form of financial surety, the amount of which shall be calculated by City staff to recover all reasonably anticipated costs associated with the removal and disposal of cannabis plants and related materials and equipment.

**5.18.060 Period of Validity.**

A license granted under these provisions shall be effective and valid for a period of up to one year from issuance or, in the case of facilities licensed by a State agency, until the expiration of that registration whichever occurs first.

**5.18.070 Transfer of License Prohibited.**

No license issued under the forgoing provisions may be sold, transferred, or otherwise assigned from the original license holder to another person or corporate entity.

**5.18.080 Ineligibility for Noncompliance.**

No license shall be issued to or renewed for a cannabis facility that

- A. Is not in compliance with the building and property management codes enacted by the City and the International Fire Code;
- B. Has not been issued a valid certificate of occupancy, if applicable;
- C. Is in violation of Chapter 3.17 of the Phoenix Municipal Code.

**5.18.090 Annual License Renewal Procedures.**

Prior to the expiration of the original one year license, a license renewal application fee as established by the City Council, shall be filed with the City. Any changes to the information provided on the original application shall be indicated on the license renewal application.

- A. Prior to license renewal approval, the Chief Law Enforcement Official, or designee thereof, and the City's building inspector and/or Planning Director, may inspect the licensed facility. The inspection shall include, at minimum, a review of storage areas and security measures.
- B. All requirements established in this section must be satisfied in order for a person to be eligible to renew its license to distribute cannabis and cannabis containing and derived products.
- C. The applicant must be current on all applicable Cannabis Facility Taxes and fees as established in Chapter 3.17 of the Municipal Code.
- D. If the Chief Law Enforcement Official, Planning Director, or designee thereof determines that the cannabis facility is in compliance with these requirements, a one year license renewal shall be issued.
- E. A license renewal application shall be submitted requesting renewal annually at least 30 days prior to expiration of the current permit. The premises used as a cannabis facility may be inspected by the Chief Law Enforcement Official, Planning Director, or a designee thereof, and the City's building official, to ensure compliance with this ordinance.

**5.18.100 Revocation of License for Noncompliance.**

In the event of any noncompliance with this provision after a license has been issued, the license may be revoked upon any of the following findings by order of the Chief Law Enforcement Official, a designee thereof, the Planning Director, or the City's building official, until noncompliance has been corrected as determined by the aforementioned agent(s):

- A. A violation of any state or local regulations, the provisions of this ordinance, or the provisions of the license;
- B. Operation of a cannabis facility that cultivates, distributes, produces cannabis or cannabis containing products, or otherwise assists a patient, client, or customer, in

- the use of cannabis or cannabis products in an unlawful manner or in a manner contrary to the public health, safety, and welfare;
- C. Any attempt to transfer, assign, or sell a license to another location or to use the same improperly;
  - D. The information provided with the license application was falsified, incomplete, and/or inaccurate;
  - E. Failure to pay any duly enacted fees or taxes

**5.18.110 Appeal of Denial or Revocation of a Cannabis Facility License Application.**

An application for an original or renewal license which has been denied, or an existing license that has been revoked by the Chief Law Enforcement Official, a designee thereof, the Planning Director, or the City's building official, may be appealed to the Phoenix City Council.

**5.18.120 No Vested Rights.**

A property owner shall not have vested rights or nonconforming use rights that would serve as a basis for failing to comply with this ordinance or any amendment thereto.

**5.18.130 Enforcement.**

- A. A person who violates any provision of this chapter, or the terms, conditions, or provisions of a license, is responsible for a municipal civil infraction, and shall be subject to all fines as established from time to time by resolution of the City Council.
- B. In order to secure, remove, and dispose of cannabis plants or cannabis containing or derived products that remain upon the premises of a cannabis facility after it has ceased operations, the City may enter upon the premises.
- C. Nothing in this section shall be construed to limit the remedies available to the City in the event of a violation by a person of this chapter and/or a license. Each act of violation, and each day upon which a violation exists or continues, shall constitute a separate offense.

**EXHIBIT A**  
**CHAPTER 5.18 OF THE CITY OF PHOENIX MUNICIPAL CODE, AS AMENDED BY**  
**ORDINANCE \_\_\_\_ ON AUGUST, 1, 2016, SHALL READ AS FOLLOWS:**

**Chapter 5.18 – Cannabis Facility License**

**Sections**

**5.18.010 Purpose**

**5.18.020 Definitions**

**5.18.030 License Required**

**5.18.040 Application Procedures**

**5.18.050 Standards for Review and Facility Operation**

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- C. The City of Phoenix endeavors to manage its public safety and other municipal resources in the most effective and efficient way possible.
- D. The City of Phoenix has planned, and desires to create a thriving, walkable City Center, that attracts visitors of all ages and backgrounds and provides goods and services to the community within which it is located.
- E. The City of Phoenix wishes to minimize potential adverse secondary effects upon children and other members of the public that may reasonably be anticipated to occur in the absence of the following regulation.

**5.18.020 Definitions.**

- A. "Cannabis" or "marijuana" means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include industrial hemp, as defined by ORS 571.300, the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.

**City of Phoenix  
City Council Meeting  
Public Works Office  
1000 S. "B" Street  
Tuesday, July 5, 2016**

**CALL TO ORDER**

Mayor Jeff Bellah called the regular meeting of the City Council to order on Tuesday, July 5, 2016 at 6:00 p.m. in the Public Works Office.

**ROLL CALL**

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

**Staff Present:** Matt Brinkley, Interim City Manager  
Janette Boothe, Interim Finance Director/City Recorder  
Derek Bowker, Chief of Police  
J. Ryan Kirchoff, City Attorney

Mayor Bellah convened into executive session at 6:01 p.m. under ORS 192.660 (2)(h), for the purpose of conducting deliberations concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Discussion followed and no decisions were made. Mayor Bellah closed the executive session and convened into regular meeting at 6:30 p.m.

**CALL TO ORDER**

Mayor Jeff Bellah called the regular meeting of the City Council to order on Tuesday, July 5, 2016 at 6:30 p.m. in the Public Works Office.

**PLEDGE OF ALLEGIANCE**

**MAYOR'S COMMENTS:**

Mayor Bellah gave a brief overview of the executive session topic.

**CITY COUNCIL POSITION INTERVIEWS:**

Three people applied for the vacant City Council position. The position will run through December 31, 2018. Applicants received questions from current council members prior to the meeting. Council members had the opportunity to ask follow up questions at the in person interview.

1) Nancy Flowers

Mrs. Flowers stated she is seeking a local volunteer opportunity to help improve her community. She has lived in Phoenix for four years and currently resides in Bear Lake Mobile Home Park.

2) James Snyder

Mr. Snyder has lived in Phoenix for four and a half years. He discussed his experience on the homeowner's association, military, small business, and project management.

3) Jason Couch

Mr. Couch and his wife live in a historic house which they are restoring. He has lived locally all his life and stated he feels he can communicate well with people. He has served in the military as well.

Mayor Bellah called for a vote. Councilors voted for both a first and second choice. Mr. Snyder was voted first choice by all five current councilors. **MOVED BY SOPHIE, SECONDED BY C. BARTELL, TO ELECT JAMES SNYDER TO FILL THE VACANT CITY COUNCIL POSITION THROUGH DECEMBER 31, 2018.**

**ROLL CALL VOTE AS FOLLOWS:**

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

**MOTION APPROVED WITH FIVE AYES**

Mayor Bellah encouraged the other applicants to run in the November 2016 election.

Janette Boothe swore in Mr. Snyder to the City Council with the Oath of Office.

**UPDATES/REPORTS:**

1) PHURA

Mr. Brinkley left some items for later on the agenda that relate to PHURA. He mentioned the results of the request for qualifications that ended on Friday, July 1, 2016. Six qualifications were received from architectural to construction management firms.

2) Parks and Greenway Commission

Councilor C. Bartell discussed the fliers going out for Dog Days of Summer as well as the parks meeting on July 6, 2016. The Parks Master Plan had a meeting last week and will have a booth at the Dog Days event.

3) Fire Department

Fire Chief Darin Welburn said there were five fires during the holiday. Individuals took action on four of the five fires. In terms of the fire district the call volume is up a bit. An arsonist has been caught in Talent. In Phoenix, things have been pretty quiet. Mayor Bellah asked if there were any areas of particular concern for fire danger. Chief Welburn replied that the hillside homes are a concern because of the limited access. In addition, due to the railroads running through town there needs to be more cleanup. The dead oak trees on Houston Road are a potential area of concern as well. Bear Creek Greenway can have issues with fires from transient activity. Chief Welburn also said there will be three board positions opening in March of 2017 and they would take office in July of next year.

**CONSENT CALENDAR:**

1) Approval of Minutes from June 20, 2016 Regular City Council Meeting

**MOVED BY SOPHIE, SECONDED BY LUZ, TO APPROVE THE CONSENT CALENDAR.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

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

**MOTION APPROVED WITH FIVE AYES AND ONE ABSENTION**

**UNFINISHED BUSINESS:**

1) Archangel Gabriel Church's Event Request

Mr. Brinkley suggested developing a policy to differentiate when City Council will grant the exception for alcohol at an event on city property. The municipal ordinance prohibits consumption of alcohol in city parks with exceptions provided by council. The City's concern would be liability in the case of over consumption of alcohol or consumption of alcohol by minors at such an event. The presence of an OLCC licensed distributor can help to prevent such instances from happening. At this point, if Council made some requirements for this particular event, it would be a step towards developing a policy for future events. Mayor Bellah agreed that he would like some requirements and restrictions in place and personally would not be inclined to approve the request on such short notice without those. Chief Bowker did not think there would be an issue. **MOVED BY LUZ, SECONDED BY SOPHIE, TO APPROVE ARCHANGEL GABRIEL CHURCH'S EVENT REQUESTING PERMISSION TO HAVE ALCOHOL AT THEIR ANNUAL PATRONAL FEAST AT BLUE HERON PARK WITH THE FOLLOWING TWO CAVEATS: THEY HAVE AN OLCC APPROVED SERVER AND A TWO MILLION DOLLAR INSURANCE POLICY.**

**ROLL CALL VOTE AS FOLLOWS:**

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

**Abstaining: Snyder**

**MOTION APPROVED WITH FIVE AYES AND ONE ABSTENTION**

**NEW BUSINESS:**

1) Approve Loan to Phoenix Urban Renewal

PHURA is requesting a loan of \$150,000 for operating costs for the next four to five months. \$57,000 would be a debt payment due July 27, 2016. Mayor Bellah would like the loan set up for full repayment by December 1, 2016. Mr. Brinkley pointed out that once PHURA sells property it will be in a much better financial situation and easily be able to repay the loan. Attorney Kirchoff said the loan contract would be sufficient. Further discussion followed. **MOVED BY S. BARTELL, SECONDED BY SOPHIE, TO ADOPT RESOLUTION NO. 970, AUTHORIZING THE INTERIM CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT TO LOAN THE PHOENIX URBAN RENEWAL AGENCY FUNDS FOR SHORT TERM OPERATING EXPENSES UP TO \$150,000.** Further discussion followed.

**ROLL CALL VOTE AS FOLLOWS:**

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

**Abstaining: Snyder**

**MOTION APPROVED WITH FIVE AYES AND ONE ABSTENTION**

2) Approve City Manager Job Description

Mayor Bellah revised the job description and asked if Council would approve it prior to giving staff directions for starting recruitment. Discussion followed. **MOVED BY SOPHIE, SECONDED BY LUZ, TO APPROVE THE CITY MANAGER JOB DESCRIPTION.**

**ROLL CALL VOTE AS FOLLOWS:**

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

**Abstaining: Snyder**

**MOTION APPROVED WITH FIVE AYES AND ONE ABSTENTION**

**MOVED BY SOPHIE, SECONDED BY C. BARTELL, TO APPROVE STAFF ACTION FOR STARTING RECRUITMENT FOR THE POSITION OF CITY MANAGER.**

**ROLL CALL VOTE AS FOLLOWS:**

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

**Abstaining: Snyder**

**MOTION APPROVED WITH FIVE AYES AND ONE ABSTENTION**

3) Approve Sale of Property Owned by Phoenix Urban Renewal Agency

The PHURA board considered two different proposals for the sale of property. They selected an offer from Dollar General for the sale of one of their properties. The offer is for \$350,000, \$25,000 of which has to be paid in commission to the buyer's broker. The net purchase would be for \$325,000. PHURA purchased the property for \$284,000, giving a profit of \$41,000. This allows for the back of the property to be split and developed separately. PHURA can require features to be added to the Dollar General structure to make the building useable if business occupancy changes. The property may end up having both a commercial and residential component to it. Councilor S. Bartell inquired about the close date for the sale. Mr. Brinkley replied the close date would be in 60 days. PHURA is asking for Council approval to sell the property to Dollar General.

**MOVED BY SOPHIE, SECONDED BY LUZ, TO APPROVE THE SALE OF PROPERTY OWNED BY THE PHOENIX URBAN RENEWAL AGENCY.**

**ROLL CALL VOTE AS FOLLOWS:**

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

**Abstaining: Snyder**

**MOTION APPROVED WITH FIVE AYES AND ONE ABSTENTION**

4) Request to Waive or Reduce Banner Installation Fees for Phoenix Car Show

Mayor Bellah stated the costs for installing and removing the banners tend to be about \$500. On July 30, 2016, Tony Chavez is hosting a car show in Blue Heron Park. Councilor Sophie clarified that the funding for banner installation would come from the tourist funds. Mr.

Brinkley acknowledged concerns about how to choose which events to support by waiving banner fees. Further discussion followed. **MOVED BY SOPHIE, SECONDED BY C. BARTELL, TO APPROVE THE REQUEST TO WAIVE OR REDUCE BANNER INSTALLATION FEES AND AUTHORIZE THE USE OF TOURIST USAGE FUNDS TO PAY FOR THE COST OF BANNER INSTALLATION FOR THE PHOENIX CAR SHOW.**

**ROLL CALL VOTE AS FOLLOWS:**

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

**STAFF REPORTS:**

1) City Attorney's Report:

a) Attorney Kirchoff  
Nothing to report.

2) City Manager's Report:

a) Mr. Binkley announced  
Mrs. Boothe requested Janie La Pierre receive a step increase of 5%. Her bilingual abilities aid in her roles as water clerk and court clerk. The second item is concerning staff asking for direction from Council for labor negotiations. Mayor Bellah suggested a special council meeting take place on Wednesday, July 13, 2016 at 6:30 P.M. As for public works, interviews for utility workers will take place next Wednesday. Mr. Brinkley has received several applications for the public works superintendent. The mayor suggested a council member be present at the interviews. Councilor Sophie volunteered.

3) Chief of Police

Chief Derek Bowker reported that the police department is currently going through the process of hiring two new police officers.

**COUNCIL ITEMS, COMMENTS/REPORTS:**

- 1) Councilor Snyder expressed his thanks for being elected to the Phoenix City Council.
- 2) Mayor Bellah requested Councilor Snyder receive a City Council Orientation Handbook.
- 3) Councilor Luz talked about an event with the homeowners association using a space at Colver Park.

The second executive session has been rescheduled for the next special meeting to be held on July 13, 2016.

The meeting adjourned at 8:45 P.M.

Respectfully submitted,

Attest:

Sarah Lind  
Executive Assistant

Janette Boothe  
Assistant Finance Director/City Recorder

**AGENDA ITEM**

**I. ROLL CALL**

Chair Micki Summerhays called the meeting to order at 6:30 PM. In attendance were Commissioners Eisenhauer, Atkin, and Couch. Commissioner Ben Farlow was absent. Staff in attendance were Planning Director Matt Brinkley and Assistant Planner Steffen Roennfeldt.

**II. APPROVAL OF THE AGENDA**

Item three was scratched – Chair and Vice Chair elections took place several months ago.

**III. ELECTION OF CHAIR AND VICE CHAIR**

See above item.

**IV. APPROVAL OF MINUTES**

Approval of Minutes: Minutes from the Joint Study Session on May 23, 2016. **MOVED BY COMMISSIONER COUCH, SECONDED BY COMMISSIONER ATKIN, TO APPROVE THE MINUTES WITH ONE MINOR CORRECTION.**

**A. JOINT STUDY SESSION MAY 23, 2016**

**ROLL CALL VOTE AS FOLLOWS:  
AYES: ATKIN, COUCH, EISENHAUER (4)  
NAYS: (0)  
ABSTENTIONS: SUMMERHAYS (1):**

**V. NEW BUSINESS:**

**A. PUBLIC HEARING FOR ANNEXATION AND ZONE CHANGE REQUEST ON HILSINGER ROAD AND PACIFIC LANE.**

Matt Brinkley gave a brief explanation of the requested annexation supported by some additional information by the applicant, Mr. Williams. The Williams family would retain their lot while the other lots would be divided for residential purposes.

Chair Summerhays explained the history of the Hilsinger Overlay and the reasoning behind its creation. Discussion followed on the possible zoning process.

Matt Brinkley continued his presentation by summarizing the staff report. The recommendation from staff and the planning commission would be to approve the application for annexation to city council. This is the first annexation the city has had since 2006.

In regards to the request for zone change, some elements such as population do not apply. This annexation would be well within the expected population growth boundaries. As for public facilities, the density to which the area may be developed will be limited by the ease of water access to the properties.

Discussion followed about the accessibility and availability of housing in the Phoenix area. Housing such as higher density multifamily rentals to single family detached rentals would be well within the market. The urbanization plan requires that higher density housing take place more toward the city center with access to transportation.

**PUBLIC HEARING FOR  
ANNEXATION AND ZONE  
CHANGE REQUEST (CONT.)**

The application for the property has been found to comply with standards for approval of annexation and to change land use designation.

Chair Summerhays suggested accepting Matt Brinkley's report into the public hearing.

Chair Summerhays opened the hearing to the public and asked for any conflicts of interest among the Commissioners. There were none. She also briefly explained the procedures of the public hearing.

Mr. Williams, applicant, explained his reasoning behind the annexation and zone change request. He discussed the history of the neighborhood, architecture styles, lot layouts, and CC & R's. Mr. Williams discussed the community involvement in this proposed idea as well. Krista Peterson (Tracy Lane resident) and Mike McKay (Pacific Lane resident), neighbors of Mr. Williams, spoke in favor of the annexation.

Chair Summerhays closed the hearing to the public.

Mr. Brinkley said that two Minor Lot Partition applications as well as a Type II variance were also submitted as part of the application. Those applications will be handled administratively. There was no additional deliberation on the proposed annexation A16-01

**MOVED BY COMMISSIONER EISENHAUER, SECONDED BY  
COMMISSIONER COUCH, TO RECOMMEND APPROVAL OF THE  
ANNEXATION TO CITY COUNCIL**

**ROLL CALL VOTE AS FOLLOWS:**

**AYES: SUMMERHAYS, ATKIN, COUCH & EISENHAUER (4)**

**NAYS: NONE (0)**

**ABSTENTIONS: NONE (0)**

There was no additional deliberation on the Zone Change request ZO16-01.

**MOVED BY COMMISSIONER EISENHAUER, SECONDED BY  
COMMISSIONER COUCH, TO APPROVE ZONE CHANGE APPLICATION  
ZO 16-01.**

**ROLL CALL VOTE AS FOLLOWS:**

**AYES: SUMMERHAYS, ATKIN, COUCH & EISENHAUER (4)**

**NAYS: NONE (0)**

**ABSTENTIONS: NONE (0)**

- V. **PUBLIC COMMENTS** Mr. Williams commented on the new ODOT F.U.I. signs and mentioned that they do not say Phoenix on them.
  
- VI. **COMMISSIONERS REPORT** Commissioner Couch stated he is still upset about the redwood tree that was removed recently. In the future, he'd like to have the Planning Commission involved in certain tree removal applications.
  
- VII. **PLANNING DIRECTOR'S REPORT** There will be a public hearing on the TSP on June 27. PHURA and the City Council came together on the location of the plaza. The location follows the recommendation from Matt Brinkley. He stated that the Planning Commission will need to think about the Land Development Code and Comprehensive Plan amendments; trees, homelessness, and tiny homes.
  
- VIII. **ADJOURNMENT** The meeting was adjourned at 8:15 pm.

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**Micki Summerhays, Chair**

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**Matt Brinkley, Planning Director**

**City of Phoenix  
Parks and Greenway Commission Meeting  
Public Works Office  
1000 S. 'B' Street  
April 14, 2016  
5:30pm**

The meeting was called to order at 5:30 by David VandeVelde

Members Present: David VandeVelde, Laura Bella, Carolyn Bartell and Nancy Flowers.

Members Absent: Dempsey Haller (excused), Nancy Peterson and Lyla Heigl (excused)

Visitors Present: Sharon Schmidt, BCU Phoenix (arrived at 7:15pm)

Staff Present: Theresa Syphers, Secretary

**Citizen Comments**

There were none.

**Old Business**

a) Bee City Charter and Event Preparation

Carolyn reported the Mayor, CC President and the City Manager felt the Bee City USA sub-committee needed a charter and was asking the Parks Commission input. Carolyn shared a rough draft she had with the commissioners. There was discussion. Sharon Schmidt, Chair of the Bee City USA committee stated she was glad a charter was being prepared. She reported on the activities being prepared for the National Pollinator Week in June. There was discussion. She also reported the Bee City committee was interested in placing a bee hive at public works. There was discussion with the Parks Commission directing Sharon to send more information, including where they would like to place the hive, to Carolyn who would share the information with the City Council.

b) Easter Egg Hunt Recap

The commissioners discussed the success of the Easter Egg hunt and the large turnout. There was discussion about possibly moving the event to the high school to accommodate more parking as more people take part in the event. Discussion continued with Dave saying he would get a GC from Iron Skillet to present to the PES janitor in appreciation for all his help along with thank you cards being sent to all who helped out at the event.

c) Dog Days of Summer

Laura updated the commissioners on the progress of the Dog Days event and items discussed at the sub-committee meetings. There was discussion. Laura asked if Theresa would print up "save the date" flyers and the event flyers. Theresa said she would with Laura said she would get the information to be on the flyers to her. Laura said April 21<sup>st</sup> was the date of the next sub-committee meeting and that she would up-date the commissioners at the next meeting.

d) Parks Commission Budget

Dave began discussion of the Parks Commission budget. There was discussion regarding the budget for the Bee City committee with the commissioners agreeing to budget \$500.00 for Bee City events. There was discussion as to how much money to budget for the Easter Egg Hunt event and the Dog Days of Summer event. Discussion continued with

the commissioners agreeing to request \$3,500.00 from the budget committee for the 2016/17 fiscal year. Carolyn said she would take that recommendation to the Budget Committee on behalf of the Parks and Greenway Commission.

e) Parks Master Plan

Dave reminded the commissioners about the Parks Master Plan Open House on June 4<sup>th</sup>. There was discussion.

**New Business**

There was none.

**Approval of Minutes**

Laura mad a motion to approve the February 18, 2016 Parks Commission meeting minutes as presented. Dave seconded the motion. The motion passed unanimously.

**Councilor Comments**

There were none.

**Set Next Meeting Date**

The next meeting was scheduled for July 7, 2016.

**Adjournment**

The meeting was adjourned at 8:30 pm.

**AGENDA BILL**

**AGENDA ITEM:** 9A

**AGENDA TITLE:** City Manager Recruitment

**DATE:** July 18, 2016

**ACTION REQUIRED:**

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

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

MOTION: XX

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

**EXPLANATION:**

At the last City Council meeting on July 5, 2016, the position description for City Manager was approved. The Council directed the Interim City Manager to conduct a plan for recruitment for the position.

**FISCAL IMPACT:**

The fiscal impact is undetermined and depends on if the City Council chooses to use a recruiter in the process.

**ALTERNATIVES:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends reviewing the plan presented in the informational presentation and directing the Interim City Manager to conduct a recruitment strategy.

**MOTION: "I MOVE TO DIRECT THE INTERIM CITY MANAGER TO IMPLEMENT THE RECRUITMENT STRATEGY AS DISCUSSED."**

**PREPARED BY:** Sarah Lind **REVIEWED BY:** \_\_\_\_\_

**AGENDA BILL**

**AGENDA ITEM:** 10 A

**AGENDA TITLE:** Appointments to Comprehensive Plan Citizen Advisory Committee

**DATE:** July 18, 2016

**ACTION REQUIRED:**

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

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

MOTION: XX

INFORMATION: XX

**EXPLANATION:**

In July of 2016, Krista Peterson and Sarah Westover submitted applications to be on the City's Comprehensive Plan Citizen Advisory Commission. The State of Oregon Planning Goals and Guidelines (OAR 660-015) requires vigorous civic involvement in the creation and amendment of comprehensive plans. Among other things, this is accomplished through the formation of a Citizen Advisory Committee (CAC), which 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.

The CAC will consist of two residents, one city councilor, one planning commissioner, and one business representative. George "Ike" Eisenhower from the Planning Commission has volunteered for the CAC as well as Bruce Sophie from City Council.

If Council concurs, the Mayor will appoint. Attached is a copy of Krista Peterson's Application.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends the Mayor, in consultation with the City Council, appoint the citizens and other members of the Citizen Advisory Committee.

**MOTION: "I MOVE TO APPROVE KRISTA PETERSON AND SARAH WESTOVER FOR THE CITIZEN ADVISORY COMMITTEE AS WELEL AS BRUCE SOPHIE FROM CITY COUNCIL AND GEORGE 'IKE' EISENHAUER FROM PLANNING COMMISSION."**

**PREPARED BY:** Sarah Lind **REVIEWED BY:** \_\_\_\_\_



## Citizens Advisory Committee Application

Name: \_\_\_\_\_ Krista Peterson \_\_\_\_\_

Date: \_\_\_6/11/2016\_

Address: \_\_\_\_\_ 125 Tracy Lane Medford, OR 97501

Phone: \_\_\_\_\_ 541-951-1495

Email: \_\_\_\_\_ kristalp71@hotmail.com

### I. Background

When did you move to Phoenix?

1989

Occupation?

Self employed

Educational background?

Home taught k-12

Current and previous civic and volunteer activities?

Willow tree condo – president and board member

Madrone Trail Public Charter school – Board member and volunteer

### II. Capabilities and Commitment

What personal and/or professional experience do you possess that will make you a valuable member of the Citizens Advisory Committee for the City of Phoenix?

Being on the Madrone Trail Board for 1 year I learned how to listen and vote on items that needed attention.

What do you like best about living in Phoenix?

I really love Phoenix. I have lived in Medford, Talent and Phoenix over the years. But mostly Phoenix.



## **Citizens Advisory Committee Application**

What one thing would make Phoenix a better place to live?

Keep cleaning it up.

What is an example of a great city, neighborhood, or other place, and what makes it great?

Friendly neighbors, caring about your home, and doing what you can to help.

Are there any citizen issues that most interest or concern you?

No.

Do you feel as a citizen of the community that you are able to provide objective recommendations on housing, economic, urbanization, comprehensive plan updates, and other issues?

Yes.

Do you feel you have any conflicts of interest that may arise due to your appointment to the Citizen Advisory Committee?

No.

The proper function of the Citizen Advisory Committee depends on a reliable, engaged membership. This typically requires approximately 3 hours a month to attend 1 regular meeting on a Monday night and the preparation required for those meetings. There may be times when that commitment involves an additional meeting or, only rarely, two. Given your schedule and current responsibilities, do you foresee any problems attending meetings on a regular basis?

I have a very flexible schedule. I work during the day, but have the ability to make my own hours.



## Citizens Advisory Committee Application

### III. Special Notice

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

### IV. 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 this application may result in my immediate dismissal.

Krista Peterson  
Name (printed)

Krista Peterson

Signature

6/11/2016

Date

**AGENDA BILL**

**AGENDA ITEM:** 10 b

**AGENDA TITLE:** A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT TO PRODUCE A LOCAL ECONOMIC OPPORTUNITY ANALYSIS.

**DATE:** July 18, 2016

**ACTION REQUIRED:**

ORDINANCE: N/A

MOTION: N/A

RESOLUTION: XX

INFORMATION: N/A

**EXPLANATION:** The City has begun its Urban Growth Boundary Amendment process. During that process, it must update its "Local Economic Opportunity Analysis" and employment buildable land inventory. The City will update its employment buildable lands inventory internally in collaboration with the consultant that is engaged to complete the LEOA.

E.D. Hovee completed a Regional Economic Opportunity Study for the City in early 2016, and is uniquely positioned to complete an LEOA in a timely and economically efficient manner.

**FISCAL IMPACT:** The Planning Department currently has budgeted \$47,000 for the "Comp Plan Update" line item. The contract is on a "time and materials with maximum cost not to exceed" basis, with a maximum cost of \$17,500.

**STAFF RECOMMENDATION:** Approve the enclosed resolution which will authorize the City Manager to negotiate and execute the professional services agreement.

**MOTION:** "I MOVE TO ADOPT RESOLUTION NUMBER \_\_\_\_\_ AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF A LOCAL ECONOMIC OPPORTUNITY STUDY THAT SUBSTANTIALLY CONFORMS TO THAT PRESENTED."

**PREPARED BY:** M. Brinkley

**REVIEWED BY:**

# CITY OF PHOENIX

## RESOLUTION NO. \_\_\_\_\_

### A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT TO PREPARE A LOCAL ECONOMIC OPPORTUNITY ANALYSIS.

**WHEREAS**, the City's current Comprehensive Plan Economic Element has not been updated since 1996 and does not account for changes in the local, regional, and national economies; and

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

**WHEREAS**, the ED Hovee & Company, LLC provided outstanding service in preparing the recently completed Regional Economic Opportunity Study; and

**WHEREAS**, the City desires to complete the Local Economic Opportunity Analysis as soon as possible;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Phoenix 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 August, 2016.

\_\_\_\_\_  
Mayor

**Attest:**

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

## **AGREEMENT FOR PROFESSIONAL SERVICES**

**This is an Agreement for professional services between E.D. Hovee & Company, LLC (EDH) and the City of Phoenix (CITY) to prepare a Local Economic Opportunities Analysis (LEOA) for the PH-5 area of Phoenix, Oregon.**

**WHEREAS**, CITY contracted with EDH in 2015 to prepare a Regional Economic Opportunity Study (REOS) related to proposed expansion of the Phoenix Urban Growth Boundary (UGB) into an area known as PH-5 primarily to address regional traded sector employment needs, and

**WHEREAS**, CITY is also interested in preparing a Local Economic Opportunities Analysis (LEOA) in compliance with Oregon Goal 9 EOA requirements aimed at documenting locally-oriented industrial, commercial and other related employment together with associated land needs, and

**WHEREAS**, CITY desires to retain a consultant with experience in preparing both regionally and locally focused economic opportunity analyses offering efficiencies due to common data usage and coordination between the two project assignments; and

**WHEREAS**, EDH has agreed to undertake the work tasks in a manner as described by the Scope of Services attached as Exhibit A to this Agreement;

**NOW THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD BY THE PARTIES TO THIS AGREEMENT, AS FOLLOWS:**

1. EDH will perform the Scope of Services described by Exhibit A attached hereto.
2. Specific work tasks may be revised based on discussions between EDH and CITY. Any substantive work task refinements will be documented in writing by EDH and/or CITY before proceeding.
3. For its services, CITY will pay EDH a total professional fee including expenses of not to exceed \$17,500. This amount is based on the Scope of Services attached as Exhibit A to this Agreement.
4. EDH may submit monthly invoices indicating professional services rendered and expenses incurred during the prior month. Each invoice will include a brief description of services completed through the date of the invoice. Payment shall be made by CITY to EDH within 30 days of receipt of invoice.
5. Interest at the rate of 1% per month will be added to the unpaid balance of any invoice not received within 60 days of invoice date to the CITY.
6. EDH shall at all times provide services in the capacity of an independent contractor and not as an employee of CITY. Personnel associated with EDH are not entitled to compensation or benefits of any kind other than as specifically provided herein.

7. This Agreement may be terminated by either EDH or CITY, with thirty days advance written notice. In the event of early termination, EDH shall be reimbursed for services rendered and expenses incurred to date of termination.
8. At the completion of this Agreement or upon termination, CITY shall be entitled to receive all written or other materials used or produced during the effective term of the Agreement.
9. EDH shall comply with federal regulations pertaining to Equal Employment Opportunity.
10. All notices pursuant to this Agreement will be addressed to:

**E.D. Hovee & Company, LLC (EDH):**

E.D. Hovee & Company, LLC  
P.O. Box 225  
Vancouver, WA 98666  
(360) 696-9870  
Attn: Eric D. Hovee, Principal

**City of Phoenix (CITY):**

City of Phoenix  
P. O. Box 330  
Phoenix, OR 97535  
(541) 535-2050  
Attn: Matt Brinkley, Planning Director  
and Interim City Manager

11. This Agreement shall take effect on the date of its execution, and shall be governed by the respective laws of the States of Washington and Oregon.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

**E.D. Hovee & Company, LLC (EDH):**

**City of Phoenix (CITY)**

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Eric D. Hovee, Principal

Attachment: Exhibit A – Scope of Services

## EXHIBIT A – SCOPE OF SERVICES

The following scope of services is for preparation of a Local Economic Opportunities Analysis (LEOA) on behalf of the City of Phoenix, Oregon (CITY) by the economic and development consulting firm E D. Hovee & Company, LLC (EDH). This scope of services statement provides a description of project understanding, work plan, budget and schedule.

### PROJECT UNDERSTANDING

Together with affected property owners, the City of Phoenix is currently proceeding with plans to expand the city's Urban Growth Boundary (UGB) into an area known as PH-5, with the intent of developing a major portion of the site for regionally significant traded sector employers. A review draft Regional Economic Opportunity Study (REOS) dated February 2016 has been prepared by EDH to address regional employment needs, focused on the need for traded sector industrial and ancillary business uses not readily accommodated by other jurisdictions in Jackson County or on the I-5 corridor from the Eugene area to northern California.

A parallel but separate Local Economic Opportunities Analysis (LEOA) is planned to address locally community needs for industrial, commercial and other related employment together with associated land needs. In effect, the LEOA will address employment and related land needs for other industrial and commercial properties throughout the City of Phoenix (as an addition to regional opportunities represented by the PH-5 property). The LEOA will be prepared to address community economic development objectives in accord with Goal 9 DLCD requirements for an EOA document.

### WORK PLAN

The scope of services encompasses a five-point work plan described as follows:

**Task 1 – Project Background & Orientation.** At the outset, a meeting will be scheduled with representatives of the City of Phoenix and/or project advisory committee to:

- Discuss community economic development objectives to be covered by the LEOA.
- Identify and secure important background information – including existing pertinent Phoenix Comprehensive Plan documentation, 1996 Economic Element and pertinent analysis related to other Jackson County jurisdictions as covered by the draft REOS including local/regional population and employment data/forecasts.
- Determine key assumptions to be utilized for the LEOA analysis such as the appropriate time frame for the employment and land utilization projections (proposed to be the 20-year period from 2016-36 as with the REOS).
- Identify other agency or related contacts – potentially including representatives of DLCD and local/regional economic development organizations.

At the completion of Task 1, EDH will prepare and submit a brief memorandum outlining final refinements to the scope of work including data collection and analysis methodology. EDH will then proceed with subsequent work tasks subject to prior client approval.

**Task 2 – Trend Data Compilation.** EDH will compile pertinent data to describe local, regional, statewide and national economic trends and forecasts, including:

- Pertinent population and demographic information based on sources including the U.S. Census Bureau, Portland State University Population Research Center, and proprietary national data sources such as Nielsen/Claritas.
- Detailed employment data for Jackson County and the Phoenix 97535 zip code, likely requiring the CITY to submit a zip code specific request to OED.
- Other regional, statewide and national data as consistent with the information utilized and analysis conducted with the REOS.

From this information, EDH will prepare a *base case* 20-year employment and commercial/industrial acreage projection for the Phoenix UGB – including REOS information for the PH-5 site. The Phoenix UGB forecast will reflect or reference existing forecasts available from state or local jurisdictions. Any proposed deviations will be documented based on empirically supportable data.

**Task 3 – Industrial & Commercial Lands Inventory.** Concurrent with Task 2, EDH will obtain and summarize information regarding vacant and underutilized commercial/industrial lands as obtained from the Buildable Lands Inventory (BLI) compiled by the City of Phoenix for the Phoenix UGB and other jurisdictions county-wide. Information will be provided by CITY to EDH in tabular (Excel) and mapped (PDF) formats.

It is understood that the BLI may also address constraints as for critical lands and infrastructure to the extent that CITY compiled information is readily available. As determined in consultation with the CITY, the inventory analysis will be evaluated through a supply / demand comparison. As warranted and determined in consultation with the CITY, an alternative employment land allocation scenario may considered as consistent both with locally-driven employment lands and Phoenix UGA expansion to meet regional, traded sector needs.

**Task 4 – Preliminary Draft LEOA Report.** EDH will proceed to prepare and submit a complete and relatively streamlined preliminary draft LEOA report. At a minimum, contents of the draft and final LEOA are anticipated to cover:

- Executive Summary  
(up-front 1-2 page summary of major LEOA findings and recommendations)
- LEOA introduction  
(describing analysis methodology and community economic development objectives)
- Overview of the Phoenix and regional economy  
(including geographies considered, population/demographic and economic trends)
- National, state and regional outlook  
(trends and forecast)
- Economic development potential  
(including target industries and factors affecting community and regional potential)

- Forecast employment and land needs  
(long- and short term including parcel size and suitability evaluation)
- Implementation policies  
(adequate sites and facilities, resources for public/private implementation)
- Appendices  
(for supplemental data and related information – as needed)

**Task 5 – Preliminary Draft Review & Final Draft LEOA Documentation.** EDH will meet with the CITY and project advisory committee and/or other organizations as determined by CITY to present and discuss the draft LEOA. Based on questions and comments received, EDH will make report revisions as mutually agreed, included with final draft report documentation.

*Note:* All LEOA task-specific documents will be submitted in electronic file formats (Word, PDF), suitable for reproduction and printing at the discretion of the client. CITY will be responsible for organizing project advisory committee, community meetings, or other public meetings, and for provision of BLI data and mapping.

## **BUDGET**

EDH will conduct the scope of services as described above for a total **professional fee** including expenses of not to exceed \$17,500. Hourly billing rates for personnel are:

Principal - \$195

Research Associate - \$110

Direct expenses including travel are invoiced at cost with mileage reimbursed at the IRS approved rate. The project budget includes allocation for two trips for meetings and information compilation in the Phoenix / Jackson County area. The first meeting may occur with Task 1 orientation or as otherwise determined with the CITY and the second meeting after submitting the full draft LEOA report.

This budget also assumes that all documents and data provided by the CITY and public agencies for this assignment will be made available at no charge to the consultant. This includes OED employment and assessor datasets. If requested and as may be approved by CITY, additional services may be provided on a time and materials basis. Such services may include but are not limited to additional LEOA research, report draft iterations and/or on-site meetings.

## **SCHEDULE**

Anticipated schedule is approximately 60-75 days from project authorization to preparation and submittal of a preliminary draft LEOA report. A final document will be provided within two weeks of receipt of comments on the draft.

The project schedule is predicated on timely receipt of needed and available information and project data and client feedback when requested. The schedule is also subject to revision as may be otherwise agreed between the parties.

**AGENDA BILL**

**AGENDA ITEM:** 10 C

**AGENDA TITLE:** Discuss Supplemental Drinking Water Testing

**DATE:** July 18, 2016

**ACTION REQUIRED:**

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

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

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

**INFORMATION:** XX

**EXPLANATION:**

Elevated levels of lead have been discovered in drinking water in certain neighborhoods in the City of Medford. The City of Phoenix receives its water from the Medford Water Commission; however, the elevated levels of lead are attributed to the presence of pigtailed. Pigtailed are not generally thought to be present in the City of Phoenix’s distribution system, but due to the lack of documentation we cannot be certain of the absence of lead pigtailed. Lead pigtailed were used in the early 1900s: short pieces of lead pipe sometimes used to connect the water main to customers’ service lines. The City of Phoenix has replaced nearly every residential water meter in its inventory. Lead pigtailed may have been discovered and replaced during that process. While the City of Phoenix has not found elevated levels of lead or other substances in drinking water, out of abundance of caution, we are initiating a program to do additional testing above that which is required by state law.

Homes built before 1950, hydrants at the ends of long, dead-end roads, parks and other public facilities will be tested at the water meter. Testing will begin in July and continue for the next several months or as necessary.

**FISCAL IMPACT:**

Cost of conducting tests.

**ALTERNATIVES:**

N/A

**STAFF RECOMMENDATION:**

N/A

**MOTION:** “.”

**PREPARED BY:** Sarah Lind **REVIEWED BY:** \_\_\_\_\_

Dear Customer,

Water quality has been in the national spotlight this year following news that residents of Flint, Michigan had been exposed to high levels of lead in their drinking water. Unlike in Flint, lead service lines were not used extensively within Phoenix's distribution system and the City of Phoenix's water system fully complies with state and federal rules regarding testing for lead. However, short lead pipes known as "pigtailed" may exist within our system.

What is a pigtail? In the early 1900s, short pieces of lead pipe were sometimes used to connect the water main to customers' service lines. These lead pipes could be easily bent and allowed for a flexible connection between the rigid pipes. These short runs of lead pipe were used more prevalently in some communities, and less so (or not at all) in others. And although the City has replaced many residential water meters over the past decades and would have replaced lead pigtailed during that procedure, we simply do not have records that quantify how many pigtailed have been discovered and replaced over the years.

While routine testing conducted in 2015 failed to detect levels of lead or copper in exceedance of safe drinking water standards, we want to be as certain as we possibly can be that our customers are not being exposed to harmful substances in the water that they drink. For that reason the City is choosing homes built before 1950 to test for lead and copper at the meter to ensure that the City does not have a problem with lead pigtailed in our system.

We would like to test the water going through the meter at your property. In order to do the test the water at your property can not be used for at least 6 hours. We are asking that no water be used between the hours of 12:00am and 7:00am to allow time for the water to set and then be tested.

If you have any questions please feel free to call Matias Mendez at 541-951-9028 or Theresa Syphers at 541-535-2226.

Thank you for helping us ensure we offer the best drinking water possible.

**AGENDA BILL**

AGENDA ITEM: 10d  
AGENDA TITLE: Utility Worker Hire  
DATE: 07/18/2016

**ACTION REQUIRED:**

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

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

MOTION:  X

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

**EXPLANATION:**

In the 2016/17 Budget, as presented to the Budget Committee, a new utility worker position was included. After discussion on the merits of hiring a new utility worker, the Budget Committee approved the 2016/17 Budget that included the new position. The 2016/17 was formally adopted by the City Council at the June 20<sup>th</sup> City Council meeting.

The Public Works Department advertised the position and received 20 applications. Out of the 20 applications 5 were chosen for interviews.

Interviews were held on July 13<sup>th</sup> at Public Works by Janette Boothe, Theresa Syphers and Matias Mendez.

It was a unanimous decision to offer the position of Utility Worker to Steven Hall. Mr. Hall possesses a very enthusiastic attitude with an admirable desire to serve the community. Mr. Hall has worked with the City as a temporary employee for the last 2 years. Additionally, Mr. Hall works well with staff who would be a great addition to the Public Works staff for the City of Phoenix.

**FISCAL IMPACT:**

\$61,633.00 including benefits, with 60% of wages from the Parks fund, 10% from Water fund and 30% from the Street fund.

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

Staff recommends offering employment classified as a Utility Worker at Step 3, contingent on passing background checks and employment screening to Steven Hall for the City of Phoenix, Oregon.

**MOTION: "I MOVE TO OFFER EMPLOYMENT, CONTINGENT ON PASSING BACKGROUND CHECKS AND EMPLOYMENT SCREENING, TO STEVEN HALL AS A UTILITY WORKER WITH THE CITY OF PHOENIX, OREGON."**

PREPARED BY: Theresa Syphers

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

**AGENDA BILL**

AGENDA ITEM: 10 E

AGENDA TITLE: PHURA Invoice

DATE: July 18, 2016

**ACTION REQUIRED:**

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

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

MOTION: XX

INFORMATION: XX

**EXPLANATION:**

PHURA's recent cost consists primarily of work on installation of irrigation on landscaping islands and the new parking lot as well as Planning and Development services. According to the Intergovernmental Agreement, the City provides to the Agency on at least a monthly basis an invoice made by the City in providing administrative and development services pursuant to the agreement. The City submits an invoice monthly to the Agency detailing the specific services rendered by the City and other expenses incurred by the City on behalf of the Agency.

**FISCAL IMPACT:**

\$35,000 was budgeted for this particular expense in the PHURA budget.

**ALTERNATIVES:**

The Council can ask staff to review and revise expenses as needed.

**STAFF RECOMMENDATION:**

Staff recommends Council review and direct staff to forward invoice to PHURA.

**MOTION: "I MOVE TO APPROVE THE URBAN RENEWAL INVOICE AND DIRECT STAFF TO FORWARD IT TO PHOENIX URBAN RENEWAL."**

PREPARED BY: Sarah Lind REVIEWED BY: \_\_\_\_\_



P.O. Box 330 – Phoenix, Oregon 97535 – (541) 535-1955

FAX (541) 535-5769

**City of Phoenix**

112 W Second Street  
 Phoenix, OR 97535  
 Phone: 541-535-1955  
 www.phoenixoregon.gov

**Invoice: 053116**

**May 31, 2016**

**TO:**

Phoenix Urban Renewal  
 157 S. Main  
 Phoenix, OR 97535  
 Phone: 541-512-8703

**PHURA expenses charged to City - May 2016**

VENDOR	DESCRIPTION	AMOUNT
Home Depot	Landscaping	\$ 43.92
Ewing	Landscaping	\$ 24.92
Home Depot	Landscaping	\$ 43.92
Home Depot	Landscaping	\$ 139.90
Home Depot	Banner poles	\$ 153.02
Home Depot	Banner poles	\$ 72.79
Ewing	Landscaping	\$ 2,310.22
Ewing	Landscaping	\$ 124.57
United Rentals	Scissor lift/trailer utility hydraulic	\$ 209.69
Ewing	Landscaping - CPM Return	\$ (87.04)
Ewing	Landscaping	\$ 574.98
Ewing	Landscaping	\$ 206.45
Ewing	Landscaping	\$ 341.68
Ewing	Landscaping	\$ 35.72
Ewing	Landscaping	\$ 10.62
J & J Tree Service	Landscaping	\$ 1,350.00
United Rentals	Mini excavator/Trailer Equipment	\$ 358.13
Express Services Inc.	W/E 5/15/16 Temporary Employees	\$ 974.60
Express Services Inc.	W/E 5/22/16 Temporary Employees	\$ 842.37
<b>TOTAL</b>		<b>\$ 7,730.46</b>

Please make all checks payable to "City of Phoenix"



P.O. Box 330 – Phoenix, Oregon 97535 – (541) 535-1955

FAX (541) 535-5769

**City of Phoenix**

112 W Second Street  
 Phoenix, OR 97535  
 Phone: 541-535-1955  
 www.phoenixoregon.gov

**Invoice: 053116**

**June 30, 2016**

**TO:**

Phoenix Urban Renewal  
 157 S. Main  
 Phoenix, OR 97535  
 Phone: 541-512-8703

**PHURA expenses charged to City - June 2016**

VENDOR	DESCRIPTION	AMOUNT
Home Depot	Urban Renewal/ Plaza	\$ 75.42
H.D. Fowler	Drain Pipe	\$ 14.90
H.D. Fowler	Drain Pipe and supplies	\$ 122.22
Express Services Inc.	W/E 5/29/16 Temporary Employees	\$ 235.08
Crater Sand & Gravel	sand	\$ 290.00
City Attorney - Kirchoff	May 2016 services	\$ 661.25
Express Services Inc.	W/E 6/5/16 Temporary Employees	\$ 499.55
Express Services Inc.	W/E 6/12/16 Temporary Employees	\$ 715.04
Express Services Inc.	W/E 6/19/16 Temporary Employees	\$ 548.52
PW Staff - Matias Mendez	80 hours at \$39.86/hr	\$ 3,188.80
City Temp - Steve Hall	24 hrs at \$18.85/hr	\$ 452.40
Planning Staff for 2016	Planning & Develpment Charges	\$ 5,133.75
<b>TOTAL</b>		<b>\$ 11,936.93</b>

Please make all checks payable to "City of Phoenix"