

**CITY OF PHOENIX  
CITY COUNCIL MEETING  
PUBLIC WORKS OFFICE  
1000 S. "B" STREET  
MONDAY, FEBRUARY 1, 2016  
5:45 P.M. / 6:30 P.M.**

5:45 p.m. 1) **Call to order/Roll call**

**5:46 p.m. Executive Session:**

**Executive Session:** To discuss City Manager Evaluation

The City Council of Phoenix will now meet in executive session for the purpose of reviewing and evaluating the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. The executive session is held pursuant to ORS 192.660 (2)(i), which allows the City Council to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open meeting.

Representatives of the news media, designated staff and specified persons shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

Executive Session adjourns

6:30 p.m. **DOORS WILL OPEN TO THE PUBLIC**

6:30 p.m. 1) **Call to order/Roll call**

6:31 p.m. 2) **Pledge of Allegiance**

6:33 p.m. 3) **Mayor's Comments**

6:43 p.m. 4) **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).*

6:53 p.m. 5) **Updates/Reports/Appointments:**

- a) PHURA
- b) Parks Commission
- c) Reappoint Lyla Heigl to the Parks Commission
- d) Reappoint Laura Bellah to the Parks Commission

- 7:00 p.m. **6) Presentations:**  
a) 2015 Annual Fire District 5 Report by Fire Chief Darin Welburn  
b) New Website Design by Steffen Roennfeldt
- 7:30 p.m. **7) Public Hearing(s)**
- 7:30 p.m. **8) Ordinances, including reading and/or adoption**  
a) Second Reading and Public Hearing on an Ordinance Repealing the Moratorium Placed on Recreational Commercial Cannabis Cultivation
- 7:40 p.m. **9) Consent Calendar:**  
a) Approval of Minutes from January 19, 2016 Regular City Council Meeting  
b) Acknowledge Minutes from Parks Commission  
c) December 2015 Financial Report
- 7:45 p.m. **10) Unfinished Business:**
- 7:45 p.m. **11) New Business:**  
a) Resolution establishing City Officials for the purpose of signing on behalf of the City of Phoenix for City Funds  
b) Resolution Authorizing the City Manager to Execute an Agreement for a Grant From the Jackson Soil and Water Conservation District  
c) Rose St Waterline Project  
d) Discussion of How to Process Requests for Funding by Nonprofits
- 8:05 p.m. **12) Questions for Staff:**  
a) Attorney's report  
b) City Manager's report
- 8:15 p.m. **13) 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)*
- 8:25 p.m. **14) Adjournment**

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

- 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**  
**March 14<sup>th</sup>, Planning Commission Meeting**  
**March 15<sup>th</sup>, Phoenix Urban Renewal Board Meeting**  
**March 21<sup>st</sup>, City Council Meeting**  
**March 28<sup>th</sup>, Planning Commission Meeting**

**AGENDA BILL**

**AGENDA ITEM:** 5c

**AGENDA TITLE:** Re-appointment of Lyla Heigl to a three-year term on the Parks and Greenway Commission.

**DATE:** January 26, 2016

**ACTION REQUIRED:**

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

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

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

**INFORMATION:** XX

**EXPLANATION:**

With Council consensus, the Mayor will re-appoint Lyla Heigl to a three-year term on the Parks and Greenway Commission.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

**STAFF RECOMMENDATION:**

N/A

**MOTION:** "

**PREPARED BY:** Janette Boothe

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

**AGENDA BILL**

AGENDA ITEM: 5d

AGENDA TITLE: Re-appointment of Laura Bellah to a three-year term on the Parks and Greenway Commission.

DATE: January 26, 2016

**ACTION REQUIRED:**

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

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

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

INFORMATION: XX

**EXPLANATION:**

With Council consensus, the Mayor will re-appoint Laura Bellah to a three-year term on the Parks and Greenway Commission.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

**STAFF RECOMMENDATION:**

N/A

MOTION: “”

PREPARED BY: Janette Boothe

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

**AGENDA BILL**

AGENDA ITEM: 8a

AGENDA TITLE: Second Reading and Public Hearing  
of an Ordinance

Repealing Ordinance No. 965

DATE: January 13, 2016

**ACTION REQUIRED:**

ORDINANCE: XX

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

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

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

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**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:**

Adopt the Ordinance.

**MOTION: "I MOVE TO ADOPT ORDINANCE NO. , REPEALING ORDINANCE NO. 965."**

PREPARED BY: Janette Boothe REVIEWED BY: \_\_\_\_\_

**CITY OF PHOENIX  
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 February, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

**DRAFT**

**CALL TO ORDER**

Mayor Jeff Bellah called the regular meeting of the City Council to order on Tuesday, January 19, 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  
Janette Boothe, City Recorder  
Derek Bowker, Chief of Police  
Steve Weber, Finance Director  
J. Ryan Kirchoff, City Attorney

**PLEDGE OF ALLEGIANCE**

**ELECTION OF COUNCIL PRESIDENT AND VICE PRESIDENT**

Councilor S. Bartell nominated Bruce Sophie for Council President.

**ROLL CALL VOTE AS FOLLOWS:**

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

Councilor Sophie nominated Carolyn Bartell for Council Vice President.

**ROLL CALL VOTE AS FOLLOWS:**

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

**UPDATES/REPORTS:**

- a) PHURA – Amy Weiser, Assistant Director, distributed the PHURA report and reviewed the highlights of the report. She noted that PHURA received a \$50,000 grant for RVS. She also noted there are two new tenants along Main Street. She added that a citizen survey is scheduled along with an open house. Councilor Sophie requested the results of the survey be sent out via email before the next Council meeting.
- b) Parks Commission – Councilor C. Bartell gave a brief update and noted the Easter Egg Hunt is scheduled for March 26, 2016.

## **PRESENTATIONS:**

- 1) New Website Design by Steffen Roennfeldt. Rescheduled for February 1, 2016.
- 2) Financial Contribution for Phoenix Community Kitchen by Mike Foster. Pastor Foster of the First Presbyterian Church explained the Phoenix Community Kitchen is in the process of becoming a nonprofit and they are examining costs associated with running the nonprofit. He claimed that if the facility needed to relocate, the cost would be quite extensive for the same amount of space currently being utilized by the Community Kitchen at the First Presbyterian Church, which is approximately 4,200 square feet. He further explained the nonprofit is seeking assistance for renting the space currently being held at a lower cost than what charged at another facility.

He gave statistics regarding the people served and requested Carolyn Marshall present information regarding the Phoenix Community Kitchen free dinners. Ms. Marshall explained she volunteers at the Community Kitchen and she shared some stories and statistics regarding the free dinners that are held the second and fourth Thursday every month. Pastor Foster followed up by explaining they are requesting \$20,000 to sustain the Community Center.

Mayor Bellah expressed how valuable the Community service is to the City of Phoenix. He suggested Council discuss these types of proposals at the next Council meeting. Councilor Sophie requested the Finance Director look into funding sources for these donations.

## **CITIZEN COMMENTS:**

- 1) Lyla Heigl, Phoenix, addressed Council and invited everyone to join in the festivities for the Easter Egg Hunt coming up. She added she is proposing a partnership with the Armadillo Tech Institute to create a program where teachers would host one class a month at the parks and the proceeds would benefit the school and the City parks. Mr. Dahl requested she come in within the next couple of days to review and formalize a proposal.
- 2) Chuck Reiling, Board member of PHURA, expressed he noted the cooperation between the City Council and the PHURA Board. He explained the relationship is working well as it is and it is very balanced with the size of the Board currently.
- 3) Louis Jungans, Phoenix, reported he would like to see the marijuana cultivation be limited like the City of Jacksonville. He further requested that any funds obtained from this source be used for a dog park in the City.
- 4) Tony Chavez, owner of Gypsy Trader, expressed he is concerned about disrupting the momentum of PHURA, if they were to combine the City Council with the Board.

## **PRESENTATIONS (continued):**

- 3) 2015 Annual Police Report by Chief Bowker. Chief Bowker distributed copies of the financial report he prepared and reviewed the highlights. He summarized the report, noting that citations have increased due to the new traffic officer position. He followed up with questions from Council.

**ORDINANCES:**

First Reading of an Ordinance Repealing the Moratorium Placed on Recreational Commercial Cannabis Cultivation. Mayor Bellah reviewed the potential areas within the City limits for this type of growth and questioned whether to remove the moratorium now or wait to lift it.

Councilor Sophie suggested the business license qualifications be revised before moving forward with lifting the moratorium. Mr. Brinkley clarified that Councilor Sophie's concerns are already in consideration with the current regulations.

Councilor S. Bartell expressed concern about the odor and feels the City may lose \$30,000 in revenue; however, the citizen's do not want to deal with the smell.

Mr. Brinkley spoke about a growing professionalism within this industry. He added that from a practical standpoint, it is very limited where anyone could potentially grow commercial recreational marijuana.

Further discussion continued regarding concerns about the strong odor; however, it was noted that recreational cultivation is limited to indoor and a proper filtration system, and it is much easier to enforce compliance with recreational growth. **MOVED BY LUZ, SECONDED BY SOPHIE, TO HAVE THIS ORDINANCE BE READ BY TITLE ONLY AND SCHEDULED FOR A SECOND READING AND PUBLIC HEARING ON FEBRUARY 1, 2016.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, Jones, Luz, and Helfrich**

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

**MOTION APPROVED WITH FOUR AYES TO TWO NAYS**

**CITIZEN COMMENTS (continued):**

- 1) Student of Armadillo Tech Institute (name inaudible), he explained he recently moved to the City and is discouraged by the fact that the City of Phoenix does not have a skate park. He encouraged Council to build a skate park, noting that if there is not a designated place for skateboarders to ride, they are forced to skate in undesirable areas in the neighborhoods.

**CONSENT CALENDAR:**

- 1) Approve Minutes of December 7, 2015 Regular City Council Meeting
- 2) Approve Minutes of January 4, 2016 Regular City Council Meeting. Councilor C. Bartell noted a change on page two of the minutes, requesting to remove the part about the High School Alumni meeting with the Parks Commission. **MOVED BY SOPHIE, SECONDED BY JONES, TO APPROVE THE CONSENT CALENDAR AS CORRECTED.** 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'S COMMENTS:**

Mayor Bellah requested the amount outstanding owed to ODOT. Mr. Dahl expressed the City owes \$450,000 for Phoenix IDCs for specific townships and tax lots and \$1,800,000 for Phoenix IDCs for future development charges to be collected by ODOT.

Mayor Bellah recessed the meeting for a five minute break at 8:04 p.m.

**NEW BUSINESS:**

- 1) Approve City of Phoenix Organizational Chart. Mayor Bellah requested adding a signature line for the Mayor and City Recorder with the date to the chart. **MOVED BY S. BARTELL, SECONDED BY JONES, TO APPROVE THE CITY OF PHOENIX ORGANIZATIONAL CHART WITH SIGNATURE BLOCKS ADDED.** 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) Resolution to Establish a Municipal Court Amnesty Program for 2016. Mayor Bellah reviewed the staff report presented and noted this program was very effective in the previous year. **MOVED BY SOPHIE, SECONDED BY JONES, TO APPROVE RESOLUTION NO. 948, ESTABLISHING A CITY OF PHOENIX MUNICIPAL COURT AMNESTY PROGRAM FOR 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**

- 3) Resolution Authorizing the City Manager to Negotiate Agreement for Parks Master Plan. Before presenting his staff report, Mr. Brinkley announced David Lewin will be stepping down from the Planning Commission due to serious health concerns. Council expressed their concern and noted he needs to be recognized for his lengthy involvement with the City and the Planning Commission.

He briefed Council on the RFP process and results, as he suggested Council adopt the resolution to authorize the City Manager to negotiate and execute an agreement with the University of Oregon for the Parks Master Plan. **MOVED BY C. BARTELL, SECONDED BY JONES, TO ADOPT RESOLUTION NO. 949, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES CONTRACT WITH THE COMMUNITY PLANNING WORKSHOP THAT SUBSTANTIALLY CONFORMS TO THAT PRESENTED.** 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:**

Discussion of Council Representation on the PHURA Board. Mayor Bellah explained Councilor S. Bartell has expressed interest in being on the PHURA Board for the past 2 years and suggested the person from Council with the most time on the Board step aside for Councilor S. Bartell. Based on the 5 years Councilor Jones has been on the UR Board, he asked the Council to consider replacing her with Councilor Stan Bartell. He asked for discussion.

Councilor Helfrich expressed that experience should be a factor, and her experience should be considered and viewed accordingly.

Councilor Jones noted she has been on the PHURA Board since she was originally voted onto Council five years ago and she would like to keep her position on the Board. Further discussion followed as Mayor Bellah called for a vote as to whether remove Councilor Jones from the Board and replace her with Councilor S. Bartell.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Luz**

**Nays: Helfrich**

**Abstained: Jones, S. Bartell**

**MOTION APPROVED WITH THREE AYES, ONE NAY, AND TWO ABSTENTIONS**

**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**

Mayor Bellah presented a list of talking points regarding the potential pluses and minuses of combining the City Council with the UR Board. He suggested discussion around an equal board made up of 6 Councilors and 6 Citizen/Business Owners with the Mayor as non-voting. He stated that the board could be chaired by citizen/business owner with the vice chair also from that group. He emphasized the biggest plus would be in trying to form a team that could promote projects and share resources.

Councilor Luz expressed he is in favor of combining the Council with the PHURA Board. Mayor Bellah expressed there are advantages and disadvantages to this action, and he distributed a list outlining reasons for both.

**Citizen Comments:**

- 1) Al Muelhoefer, Chair of PHURA Board, commented the position of strength of PHURA is due to the Board and how things are now and he doesn't see the need for change. He added that if it's not broke, why change it and questioned why it would be better for the

community. Additionally, expressed concern for being able to find additional citizens to volunteer to be on the Board.

- 2) Diana Nelson, PHURA Board, gave a brief background of PHURA and urged Council to be careful that citizen's feel needed and to not give the impression that Council has more weight than the other Board members.
- 3) Chuck Reiling, PHURA Board, noted that PHURA has a current plan to execute and the need to look to the future, rather than combining. He added the importance of addressing long term planning.

Councilor Luz expressed he wants more opinions brought to the table, and it would eliminate the need for Mr. Sharp to prepare a report for Council. He added that it would provide better communication.

Councilor Sophie expressed the focus should be on the future and what is best for the City and he does not want to create animosity or lose citizens from the Board.

Councilor Helfrich noted he likes having different boards and that everything is working well. He added he doesn't feel combining the boards would make PHURA stronger.

- 4) Mike Foster, First Presbyterian Church, expressed there should be more citizen involvement than Council. He added that if the boards are combined, he recommends adding more citizen positions and proposed always having the Board consist of citizen's making up the majority.
- 5) Dave van de Velde, Phoenix, expressed that too many people may not allow for enough individual input. He also noted Council already has a lot of responsibility and it may not be a good idea to add to it.

Councilor S. Bartell noted he feels it would work to enhance PHURA's goals to have Council on the Board.

- 6) Tony Chavez, Gypsy Trader, questioned what is not working and asked how much faster would things need to be progressing for Council to feel it is working. He added that accountability would be lost if the boards were combined.

Al Muelhoefer announced the PHURA Board will discuss the suggestion of combining the boards at their next regularly scheduled meeting. Mayor Bellah announced there would not be a decision at tonight's meeting and suggested tabling further discussion for now.

#### **STAFF REPORTS:**

- 1) City Attorney's Report:
  - a) Attorney Kirchoff had nothing to report.
- 2) City Manager's Report:
  - a) Mr. Dahl announced he terminated the contract with the Public Works Superintendent.
  - b) He announced he scheduled a long-term planning session for February 5<sup>th</sup> and 6<sup>th</sup> along with individual interviews scheduled.

- c) He noted he attended the Fire District 5 meeting and they are working on changes for modifications to the current agreement with the City.
- d) He announced that students from SOU will be conducting two surveys on the City's behalf. One survey is for water customers and the other is for long range planning.

Mayor Bellah inquired about how best to discuss the decision to terminate the Public Works Superintendent and whether it had to be in executive session. Councilor S. Bartell commented that this action was a shock to the Council and he is not sure what Mr. Dahl's plan is regarding what to do in the interim. Mr. Dahl attempted to address his immediate concerns regarding Mr. Caldwell. Due to the direction of these comments and the emotions involved, Mayor Bellah interrupted and asked Attorney Kirchoff whether this can be discussed in open meeting. Attorney Kirchoff replied that it is not a good idea and suggested contacting him the following morning to discuss how and what can be discussed regarding the termination. This discussion was tabled until further notice.

Councilor Sophie noted the time and expressed he will not vote to extend the meeting.

The meeting adjourned at 9:32 p.m.

Respectfully submitted,

Janette Boothe  
City Recorder/Assistant Finance Director

**City of Phoenix  
Parks and Greenway Commission Meeting  
Public Works Office  
1000 S. 'B' Street  
November 5, 2015  
6:30pm**

The meeting was called to order at 6:30 by David VandeVelde

Members Present: David VandeVelde, Dempsey Haller, Nancy Peterson, Carolyn Bartell and Lyla Heigl.

Members Absent: Laura Bellah (excused)

Visitors Present: Louis Junghans, Sarah Crawford, Alan Ringo and Chuck Smith

Staff Present: Theresa Syphers, Secretary

David reported that Pam Cooper had resigned from the Parks Commission. He said he was going to ask if she would continue to help with the Dog Days and Easter events.

Dempsey reported he had moved and wanted to make sure he was still able to serve on the Parks Commission. Theresa said the Parks Commission could have one member outside the city limits. The commissioners expressed their appreciation for Dempsey still wanting to serve on the commission.

**Approval of Minutes**

Lyla made a motion to accept the minutes of the July 9, 2015 meeting as presented. Nancy seconded the motion. The motion passed.

**Citizen Comments**

There were none.

**New Business**

a) Talent Show at Blue Heron Park

Dave asked Mr. Junghans to address the Commission. Mr. Junghans discussed his concern for the band shell not being used very often. He shared his idea of having a combined Phoenix and Talent talent show and discussed everything that would go into putting a talent show on. He said the Parks Commission could not do it alone and would need the help of the City Council, schools and local businesses. There was discussion. Mr. Junghans said he was also concerned with the lack of parking and lighting. Carolyn pointed out that more lights had been ordered to be placed in the park. There was continued discussion regarding parking. Carolyn shared with the commissioners the plan for temporary parking for Blue Heron Park and passed out maps showing where the temporary parking would be. Discussion continued. There was a general consensus that large events could not be planned at the band shell until the parking issue was addressed. Discussion continued. Carolyn said she would bring up the parking issue at the next City Council meeting.

Dave moved e) CRP Horseshoe Pits up on the agenda.

e) CRP Horseshoe Pits

Dave introduced Alan Ringo to the commissioners and asked him to address the commission. Mr. Ringo explained that he was a member of the Rogue Valley Pitchers and introduced Chuck Smith who was with him and is also a member of the Rogue Valley Pitchers. Mr. Ringo passed out a paper to each of the commissioners outlining what he was asking of the commission. He explained how the horseshoe pits at Colver Rd Park came to be, who built them and how often they were used. There was discussion. He went on to explain more about the Rogue Valley Pitchers. He continued with the safety improvements and maintenance that was needed at the horseshoe pits. He said some of the improvements needed were:

1. Replacement of the backboards in all the courts.
2. A 4-foot fence on the south side of the courts with 1-2 gates.
3. Fence in the east and west ends – leaving a drive through gate on the west end.
4. Add a second gate on the north side near the basketball courts.
5. Cement walkways redone in some or all courts.
6. Make all pits surrounded by cement with imbedded angle iron on the foul line.
7. Proper drainage and upgrade of the material covering the infield between pits.

There was discussion regarding the suggested improvements with the commissioners asking Mr. Ringo which improvements were most important. Mr. Ringo said items 2 and 4 were the improvements he would like to see first. There was discussion. Carolyn said she would talk to the City Manager and ask him to look into setting money aside in the next budget year for the improvements. Discussion continued with the commissioners thanking Mr. Ringo

b) Easter Egg Hunt Planning

Dave asked to have a sub-committee form and meet separately to begin the planning of the next years Easter egg hunt. The date for the event was set for Saturday, March 26<sup>th</sup>. There was discussion with Lyla agreeing to contact the principal of PES to confirm they wanted to help with the event and to contact the school district to confirm the date of the event. It was agreed that the sub-committee would meet after the date and place had been confirmed. Nancy, Lyla and Dave said they would serve on the sub-committee. Lyla said she would also contact the Iron Skillet to confirm they wanted to participate in the event again. Dave said he would contact Fire District 5 about them participating again. There was discussion with the commissioners each sharing what they thought went right and what needed to be changed at the last event. The commissioners all agreed a good sound system was needed to make the event more successful. Carolyn said that the city had purchased a new sound system that worked very well. Carolyn then shared some donations received from Karen Jones for next year's event. The commissioners were impressed with the items donated and excited for next year's Easter egg hunt. Discussion continued.

c) Beginning of Summer Event

The commissioners agreed that until the parking issue was resolved a Beginning of Summer event could not be planned. This item was tabled until the next Parks Commission meeting to learn more about the parking issue to see if a Beginning of Summer event would be planned this year.

d) BHP Community Stage Use

This item was discussed during the talent show discussion.

e) Proposed Park Projects – BHP Temporary Parking, Swings at CRP, Dog Park, Splash Pad.

As temporary parking had already been discussed the commissioners began the discussion with swings at CRP. There was discussion as to where in the CRP the swings could be placed. Carolyn showed on a map she passed out to the commissioners where she envisioned them being placed. There was discussion. The commissioners then discussed the idea of a dog park at CRP. After much discussion the commissioners agreed to discuss the idea more at the next meeting. The idea of a splash park was discussed next. Carolyn shared information she had received regarding splash parks in different cities. Sara Crawford expressed support for a splash pad in Phoenix, citing that

Talents splash pad get a lot of use. Discussion continued with the commissioners agreeing they needed more information to make an informed decision. Carolyn asked everyone to e-mail her questions they would like answered and she would get as much information as she could. Theresa said she would talk to the PW staff and forward their questions and concerns to her also. The commissioners agreed to table this discussion until the next meeting.

### **Unfinished Business**

#### a) Dog Days of Summer Re-Cap

The commissioners discussed how the event went this year and what needed to be done differently next year. Discussion continued with the commissioners agreeing that due to the time this item would be held over to the next meeting.

#### b) Sprinkler Nights

Carolyn reported the sprinkler nights were well attended with a few regulars. It was noted that it was very smokey this summer and that may have affected attendance. Discussion continued with the commissioners agreeing to look at putting the sprinkler nights again closer to summer.

There was discussion as to how the parks budget works, how projects are funded and staffing available to maintain the parks.

### **Park Commission Member Comments/Reports**

Lyla– Said she knows some retired teachers who would like to do nature activities in the park for children. The commissioners thought it was a great idea with Lyla saying she would have more information at the next meeting. Lyla also said that the Armadillo Tech School Board would like to address the Parks Commission with some ideas for use of the community stage.

Dempsey– Said he was glad he could stay on the Parks Commission after moving out of the city.

Nancy – Had no comments.

Carolyn – Reported she had heard there was going to be a “Fiesta Festival” on May 7<sup>th</sup> in Phoenix. There was discussion.

Dave – Asked Theresa to bring a report on park rentals to the next meeting. Theresa said she would. Dave reported the bulb planting had been cancelled until all the road construction was done. There was discussion. Dave reported there were two open positions on the Parks Commission. He also reported that Nancy and Laura’s terms were up this year and they would need to be re-appointed. There was discussion. Theresa said she would let Steve know whose terms were up so they could be on the next city council agenda for re-appointment.

### **Set Next Meeting Date**

The next meeting was scheduled for January 21, 2016.

### **Adjournment**

The meeting was adjourned at 9:15 pm.

**AGENDA BILL**

**AGENDA ITEM:** 9C

**AGENDA TITLE:** Financial Report for Period Ending December 31, 2015.

**DATE:** January 26, 2016

**ACTION REQUIRED:**

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

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

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

**INFORMATION:** XX

**EXPLANATION:**

Attached is summary report for City financial statements for the period ending December 31, 2015.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

**STAFF RECOMMENDATION:**

That Council accepts the December 31, 2015 financial statements as presented

**MOTION:**

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



To: Mayor and Council  
 From: Steve Weber, Finance Director  
 Date: January 22, 2016  
 Subject: December 2015 Financial Statements

**Background:**

The December 31, 2015 financial statements reflect the first half of the fiscal year. Following a review of the activity for the first six months of the fiscal year, I am pleased to report that, for the most part, revenues are coming in as expected and that expenditures are in line with the period. There are no issues that raise red flags at this point in the fiscal year.

<u>General Fund</u>	<u>Year-to-Date</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Prior Year</u>
Revenues	\$ 1,294,384	\$ 1,789,615	72%	\$ 1,204,629
Expenditures				
Executive	\$ 52,310	\$ 89,150	59%	\$ 45,718
Admin	\$ 65,797	\$ 127,455	52%	\$ 51,363
Police	\$ 585,818	\$ 1,192,590	49%	\$ 575,160
Planning	\$ 43,996	\$ 133,010	33%	\$ 64,943
Building	\$ 47,881	\$ 102,110	47%	\$ 37,756
Parks	\$ 48,797	\$ 99,160	49%	\$ 29,140
Interdepartment	\$ 28,695	\$ 52,730	54%	\$ 37,563
Transfers	\$ -	\$ 2,000	0%	\$ -
Contingency		\$ 154,280	0%	\$ -
Total Expenditures	\$ 873,294	\$ 1,952,485	45%	\$ 841,643
Revenues over/(under)				
Expenditures	\$ 421,090	\$ (162,870)		\$ 362,986

**General Fund:** Year to date, revenues exceed expenditures by \$421,090 (\$1,295,384 vs. \$873,294). This has been aided by Property Tax receipts coming in at 91.32% as well as Fines & Forfeiture receipts coming in at 66.8%. Other revenue items are coming in as expected for the time period. Overall, revenues are at 72.33% for the year. Although total general fund expenditures are at 44.77% for the year we continue to monitor certain expenditure line items to get them back in line with amounts expected for the time period. Overall, the General Fund is where we expected it to be through the first half of the fiscal year.

<b>Street Fund</b>	<b>Year-to-Date</b>	<b>Budget</b>	<b>% of Budget</b>	<b>Prior Year</b>
<b>Revenues</b>	\$ 285,275	\$ 804,780	35%	\$ 227,145
<b>Expenditures</b>				
<b>Operating</b>				
Personal Services	\$ 82,291	\$ 174,085	47%	\$ 68,292
Materials & Supplies	\$ 130,300	\$ 250,985	52%	\$ 82,012
Capital Outlay	\$ 10,837	\$ 12,500	87%	\$ -
<b>Non-Operating</b>				
Transfers	\$ -	\$ 123,886	0%	\$ -
Contingency	\$ -	\$ 75,000	0%	\$ -
<b>Total Expenditures</b>	\$ 223,428	\$ 636,456	35%	\$ 150,304
<b>Revenues over/(under)</b>				
<b>Expenditures</b>	\$ 61,847	\$ 168,324		\$ 76,841

**Street Fund:** Revenues overall show below the 50% expected for the time period. Primary factors contributing to this variance are proceeds from ODOT from the jurisdictional exchange (\$250,000) as well as SCA grant revenue (\$50,000). These two items represent 38% of overall fund revenue. Although total street fund expenditures are at 35.11% for the year, there are several line items will need to be monitored during the remainder of the fiscal year. These factors contribute to the revenues exceeding expenditures year to date by \$61,847 (\$285,275 vs. \$223,428). Operating Expenditures are higher this year compared to last year due to the crack sealing project on Main Street and Bear Creek Drive, consultant fees for review of chip seal project and the purchase of a truck.

<b>Water Fund</b>	<b>Year-to-Date</b>	<b>Budget</b>	<b>% of Budget</b>	<b>Prior Year</b>
<b>Revenues</b>	\$ 679,976	\$ 1,472,855	46%	\$ 800,731
<b>Expenditures</b>				
<b>Operating</b>				
Personal Services	\$ 203,558	\$ 387,835	52%	\$ 194,860
Materials & Supplies	\$ 334,567	\$ 525,205	64%	\$ 269,605
Capital Outlay	\$ 10,837	\$ 12,500	87%	\$ 10,020
Debt Service	\$ 100,829	\$ 134,160	75%	\$ 134,160
<b>Non-Operating</b>				
Transfers	\$ -	\$ 134,179	0%	\$ -
Contingency	\$ -	\$ 100,000	0%	\$ -
<b>Total Expenditures</b>	\$ 649,791	\$ 1,293,879	50%	\$ 608,645
<b>Revenues over/(under)</b>				
<b>Expenditures</b>	\$ 30,185	\$ 178,976		\$ 192,086

**Water Fund:** Although revenues overall show just below the 41.67% expected for the time period, water sales revenue is coming in at just over 52%. Materials and Services expenditures continue to be above the levels expected for the time period; due to paying our general liability and property insurance premiums, the annual maintenance charges for the Lost Creek Reservoir, as well as the purchase of new meters approved by Council in September. Several line items will be monitored throughout the remaining months of the fiscal year. Despite the effects of the items mentioned above, revenues exceed expenditures for the year by \$30,185 (\$679,976 vs. \$649,791).

**AGENDA BILL**

AGENDA ITEM: 11a

AGENDA TITLE: A Resolution establishing City Officials for the purpose of signing on behalf of the City of Phoenix for City Funds.

DATE: January 22, 2016

**ACTION REQUIRED:**

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

RESOLUTION: XX

MOTION: XX

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

**EXPLANATION:**

At the January 19, 2016 City Council meeting, Councilor Carolyn Bartell was elected Council Vice President. Adoption of the attached resolution authorizes the new Council Vice President to be a signer on behalf of the City for City Funds, as well as all existing signors. All signors must sign the Resolution.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends Council adopt the Resolution as submitted.

**MOTION: "I MOVE TO ADOPT RESOLUTION NO. \_\_\_\_\_, A RESOLUTION ESTABLISHING CITY OFFICIALS FOR THE PURPOSE OF SIGNING ON BEHALF OF THE CITY OF PHOENIX FOR CITY FUNDS."**

PREPARED BY: Steve Weber

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

**CITY OF PHOENIX  
PHOENIX, OREGON**

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

**A RESOLUTION ESTABLISHING CITY OFFICIALS FOR THE  
PURPOSE OF SIGNING ON BEHALF OF THE CITY OF PHOENIX  
FOR CITY FUNDS.**

**RECITAL:**

**WHEREAS**, the City Council of the City of Phoenix deems it necessary to designate depositories for city funds and who shall sign on behalf of the city for city funds:

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Phoenix, Oregon designates the following as depositories for city funds:

Umpqua Bank, Phoenix, Oregon  
U S Bank, Medford, Oregon  
Oregon State Local Government Investment Pool

**BE IT FURTHER RESOLVED** that the City Council of the City of Phoenix, Oregon hereby designates the elected and appointed officials listed below by name, title and signature, as authorized to sign on behalf of the City of Phoenix, for city funds:

Jeff Bellah, Mayor \_\_\_\_\_  
Bruce Sophie, Council President \_\_\_\_\_  
Carolyn Bartell, Council Vice President \_\_\_\_\_  
Steve Dahl, City Manager \_\_\_\_\_

**PASSED AND APPROVED** by the City of Phoenix, Oregon, this 1st day of February 2016.

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

**ATTEST:**

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

**AGENDA BILL**

**AGENDA ITEM:**

11b

**AGENDA TITLE:** A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR A GRANT FUNDING FROM THE JACKSON SOIL AND WATER CONSERVATION DISTRICT

**DATE:** February 2, 2016

**ACTION REQUIRED:**

ORDINANCE: N/A

MOTION: N/A

RESOLUTION: XX

INFORMATION: N/A

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**EXPLANATION:** The City applied for a grant to support installation of pervious pavers and other Low Impact Development (LID) stormwater management Best Management Practices (BMPs) through the Jackson County Soil and Water Conservation District. The City was awarded the grant on January 20, 2016.

**FISCAL IMPACT:** The grant will provide \$10,000 toward the Phoenix Plaza project expenses described above. The City's match is provided through Phoenix Urban Renewal Agency's prior commitment of funds to the project. The City and PHURA have secured \$60,000 toward the installation of pervious pavers and other LID facilities. Grant funds will be disbursed to the City upon completion of the installation.

**STAFF RECOMMENDATION:** Approve the enclosed resolution which will authorize the City Manager to execute the grant agreement.

**MOTION:** "I MOVE TO ADOPT RESOLUTION NUMBER \_\_\_\_\_ AUTHORIZING THE CITY MANAGER TO EXECUTE THE GRANT AGREEMENT WITH THE JACKSON SOIL AND WATER CONSERVATION DISTRICT.

**PREPARED BY:** M. Brinkley

**REVIEWED BY:**

---

# CITY OF PHOENIX

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

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN  
AGREEMENT FOR A GRANT FUNDING FROM THE JACKSON SOIL AND WATER  
CONSERVATION DISTRICT**

**WHEREAS**, the City of Phoenix has been awarded a grant to partially fund the installation and construction of Low Impact Development (LID) stormwater management Best Management Practices (BMPs) by the Jackson Soil and Water Conservation District; and

**WHEREAS**, the amount of funding provided by the grant is \$10,000; and

**WHEREAS**, City staff have reviewed the terms and conditions of the "District Funds Agreement" and find them acceptable; and

**WHEREAS**, local match for the grant is provided through funds already committed to the Phoenix Plaza project.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Phoenix hereby authorizes its City Manager to execute the District Funds Agreement presented in Exhibit "A".

**APPROVED** by the City of Phoenix this 1<sup>st</sup> day of February, 2016.

\_\_\_\_\_  
Mayor

**Attest:**

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



Client # Brinkley 15-12-21/95F  
Name: City of Phoenix  
Project Name: Phoenix Plaza LID  
Demonstration Project  
Date Recommended for Funding: 1-20-16  
Project Completion Deadline: 2-1-2017

## Jackson Soil and Water Conservation District

### DISTRICT FUNDS AGREEMENT

This Client Agreement (“Agreement”) is entered into by and between the Jackson Soil and Water Conservation District (“District”) and the City of Phoenix, OR. (“Client”), and shall be effective upon signing by both the parties hereto. This document incorporates by reference any documents attached hereto, which together comprise the entire agreement between the District and the Client.

**I. Purpose.** This Agreement establishes the respective rights, duties, and obligations of District and Client in carrying out a project (“Project”) using funds and/or materials provided by or through the District. The Project is more particularly described in the attached documents, which are attached hereto and incorporated herein by this reference.

**II. Term.** Work on the Project is anticipated to take place between:

Start Date: January 25, 2016 End Date: February 1, 2017

This Agreement shall terminate at midnight on February 1, 2017 unless earlier terminated, or unless extended by mutual agreement of the parties.

**III. Value Provided.** The District has provided to the Client the following for the purpose of completing the Project:

Monetary funding in an amount not to exceed \$ 10,000.00

Materials valued at \$ N/A

Monetary funding shall be awarded on a reimbursement basis, based on written documentation acceptable to the District of Client’s actual costs. In order to be eligible for reimbursement, such funds may be used only for purposes approved by the District.

Materials are provided subject to the conditions described in Section V, “Return of District Funds” and Section VI “Additional Terms and Conditions.”

Jackson SWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.

#### **IV. Project and/or Program Responsibilities.**

Client: The Client is responsible for managing the Project and/or Program. The Client shall:

1. Determine the need for and obtain any necessary permits before beginning work.
2. Purchase or otherwise obtain any materials needed for the installation/completion of the Project and/or Program, subject to District approval.
3. Carry out, hire or contract for, at the Client's sole risk, the installation/completion of the Project and/or Program. The Client shall be responsible for the employment, supervision, and work assignments of its employees and/or contractors, and for executing and enforcing any contracts and agreements entered into by Client to carry out the Project. The Client shall indemnify and hold harmless the District for and against any and all claims related thereto.
4. Rent or otherwise provide any equipment needed for the completion of the Project and or Program.
5. If the District provides specifications for materials or installation/completion, ensure that practices and or activities are installed/completed according to specifications provided by or agreed to by the District.
6. Provide the District with all receipts and invoices (original or photocopy) within 30 days after Project and/or Program completion.
7. Provide documentation of the Client's in-kind contribution of labor and materials.
8. Complete project and/or program within the time period described in this Agreement.
9. Manage the property and maintain the funded practices for their design life and/or program, as described in the District Fund Application, Natural Resource Stewardship Plan, Job Sheets, Planning Agreement and this District Funds Agreement.
10. Repair or replace work that is damaged by normal use or ordinary natural events. (The Client is not responsible for repair or replacement due to catastrophic natural events.)
11. For the design life of the Project and/or Program, permit the District, its officers, agents, employees, contractors and invitees to enter onto the property where the Project and or Program is located for purposes of inspecting the work as it is carried out, and to monitor the condition and effectiveness of the Project and or Program following completion. The District shall provide reasonable notice to Client of such entry, which shall be at times agreeable to the Client.
12. Indemnify and hold harmless the District from any and all claims resulting from, or related to, project and/or program design specifications, product defects, installation, or engineering services, when such products and services are not provided by the District.

Jackson SWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.

District: The District is responsible for providing technical assistance and funding to the Client to carry out the Project and/or Program. The District shall:

1. Provide technical assistance regarding the planning and/or implementation of the Project and/or Program.
2. Reimburse the Client for agreed-upon Project and/or Program-related costs, in the maximum amounts provided in this Agreement.
3. Monitor the progress and effectiveness of the work as described in section IV. Number 11 above.
4. Prepare reports about the Project and/or Program, including but not limited to the results and condition of the work, which shall be public records.
5. Any time it is determined that the work to be completed under this Agreement is not being done in the prescribed time and manner, advise the Client of any issues or concerns and request, if necessary, an amendment to this Agreement to reflect any adjustments, including the contract amount.

#### **V. Return of District Funds.**

1. Failure to protect and maintain. If any of the Project and/or Program practices and/or activities funded under this Agreement fail within their Project and/or Program design life due to circumstances within the Client's control (e.g., neglect, failure to protect and maintain the practices and/or activities, destruction of the practice before the expiration of its design life, or other actions which cause the cost-shared Project and or Program practice and/or to become non-viable), the Client hereby agrees to refund to the District some or all of the funds provided for those practices and/or activities, as determined by the District.
2. Failure to complete Project and/or Program. Upon signing this Agreement, the Client assumes responsibility for the monetary cost of any materials provided, as stated herein. If, for any reason outside of the District's control, the Project and/or Program is not completed within the stated termination date of this Agreement, the Client shall reimburse the District for the full value of the all costs as described herein.
3. If the Client fails to reimburse the District for such value within 60 days of issuance of a written demand therefor, the Client agrees that District may seek to collect payment therefor, including, but not limited to, legal action to collect any amounts owed, recording a lien on any real or personal property of the Client, foreclosing on such lien, or any other method or combination of methods permitted by law.

Jackson SWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.

## VI. Additional Terms and Conditions.

1. Ownership. After completion of the Project, all improvements funded with District funds and affixed to the land shall become the property of the Client. Improvements not affixed to the land and funded with District funds, such as excess materials and portable equipment, shall become the property of the District.
2. Compliance with applicable law. The Client will comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement.
3. Indemnification: Client and District shall each be solely responsible for any damage or any third-party liability which may arise from that party's respective acts or omissions under this Agreement, subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and the Oregon Constitution.

In carrying out its duties and obligations under this Agreement, the Client shall indemnify and hold harmless the District, its officers, directors, agents and employees, against any and all losses, claims (including third-party claims), damages and expenses, including reasonable and necessary attorney's fees, to the extent any such losses, claims, damages and expenses are due to the acts or omissions of the Client, its officers, directors, agents and employees. The Client shall have no obligation to indemnify the District should any such losses, claims, damages and expenses result, in whole or in part, from acts, omissions, willful misconduct or gross negligence of the District, its affiliates, officers, directors, agents and employees.

4. Nondiscrimination For work related to this Agreement, the Client agrees to comply with the District's policy of prohibiting discrimination on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual's income is derived from any public assistance program.
5. Force Majeure. The Client shall not be responsible for, and the District shall not be obligated to replace, failed or incomplete projects caused by force majeure (e.g., catastrophic weather events, earthquake, wildfire, drought or other acts of God, acts of war, or other significant events beyond either party's control).
6. Termination of Agreement. The District or the Client may terminate this Agreement at any time by giving thirty (30) days written notice to the other. If a notice of termination is given, the Client shall halt work and shall make all reasonable efforts to cancel any commitments that are dependent on District funds. Client also shall return to District any funds or materials due, pursuant to Section V above, "Return of District Funds."
7. Attorney's Fees. If either party seeks to enforce this Agreement through legal action, including but not limited to any action seeking to collect monies owed under this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs therefor, including fees and costs to appeal a prior ruling.

Jackson SWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.

8. Authorization to Sign. By signing below, the signing party warrants that he or she either holds record title to the property on which the Project is to be performed, or, if the property is owned by a private or municipal corporation, that he or she is authorized to bind such corporation to the terms described herein.
9. Sale of the Property. After receiving reimbursement under paragraph 3, Client will notify the JSWCD at least 30 days before Client conveys the Property and will facilitate communication between the JSWCD and the purchaser of the Property to help ensure continued maintenance of the Project.
10. Signage; Public Access; Publicity. The District, at its own cost and in consultation with the Client, may place and maintain appropriate signage on the Property identifying and describing the Project and informing the public of its purposes. On reasonable notice to Client, JSWCD representatives may accompany members of the public onto the Property to view the Project from time to time. This agreement does not create any right of public entry onto Client's property except as coordinated with Client and accompanied by a JSWCD representative. In communicating to funding or oversight agencies or in public communications about JSWCD programs, the JSWCD may cite the Project and its location and may depict the Project in text, photographs or other media.

Jackson SWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.



Related Materials

District Funds Application

Jackson SWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.

**AGENDA BILL**

AGENDA ITEM: 11c  
AGENDA TITLE: Rose St Waterline Project  
DATE: \_\_\_\_\_

**ACTION REQUIRED:**

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

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

MOTION: X

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

**EXPLANATION:**

The Public Works Department went out for bid for waterline replacement on Rose St and waterline connections on Hwy 99. Bids were opened at the Public Works office on January 13, 2016, with three bids received. The bids were as follows:

Pilot Rock	-	\$92,326.00
KOGAP	-	\$110,361.00
West Coast Pipeline	-	\$112,701.00

**FISCAL IMPACT:**

Majority of funds to come from the Street Maintenance line item with the balance to come from the Streets Capital Reserve Fund.

**ALTERNATIVES:**

None offered.

**STAFF RECOMMENDATION:**

Staff recommends awarding the bid for the Rose St Waterline Replacement project to Pilot Rock in the amount of \$92,326.00 and have the City Manager sign the contract.

**MOTION: "I MOVE TO AWARD THE BID FOR THE ROSE ST WATERLINE PROJECT TO PILOT ROCK IN THE AMOUNT OF \$92,326.00 AND HAVE THE CITY MANAGER SIGN THE CONTRACT."**

PREPARED BY: Theresa Syphers

REVIEWED BY: Steve Dahl

## Janette Boothe

---

**From:** Steve Dahl <steve.dahl@phoenixoregon.gov>  
**Sent:** Wednesday, January 27, 2016 8:15 AM  
**To:** janette@phoenixoregon.gov  
**Subject:** FW: Rose Street Waterline  
**Attachments:** Bid Tabulation - Rose Street Waterline.pdf; Recommendation of Award - jab\_012616.pdf

Please also add email.  
Thanks  
steve

---

**From:** Jeff Ballard [<mailto:jballard@rh2.com>]  
**Sent:** Tuesday, January 26, 2016 5:44 PM  
**To:** Steve Dahl <[steve.dahl@phoenixoregon.gov](mailto:steve.dahl@phoenixoregon.gov)>  
**Subject:** Rose Street Waterline

Steve,  
Please find the attached documentation for the Rose Street Waterline Connection. As you are aware the price is higher than expected. As the economy turns and work becomes more and more available prices generally begin to climb as you can see in these results. Judging by the range of the bids I still believe that the low bid is a respectable price for the work since it is 20k lower than the other two bidders. You are also aware that we will be negotiating the price lower with the recent information that we have learned about the existing facilities. I cannot foresee what the reduction will be at this point until we enter into active negotiation. Please let me know if you need any additional information.  
Thanks,

Jeff Ballard, P.E. | RH2 Engineering, Inc.  
P: 541.665.5233 ext.5412  
D: 425.951.5412  
C: 541.301.1555  
[www.rh2.com](http://www.rh2.com)



RH2 ENGINEERING, INC.  
www.rh2.com  
mailbox@rh2.com  
1.800.720.8052

WASHINGTON  
LOCATIONS

BOTHELL  
MAIN OFFICE  
22722 29<sup>th</sup> Drive SE, Suite 210  
Bothell, WA 98021

BELLINGHAM

EAST WENATCHEE

ISSAQUAH

RICHLAND

TACOMA

OREGON  
LOCATIONS

NORTHERN OREGON  
MAIN OFFICE  
6500 SW Macadam Ave. Suite 125  
Portland, OR 97239

SOUTHERN OREGON  
Central Point

CENTRAL OREGON  
Bend

January 26, 2016

Mr. Steve Dahl  
City Manager  
City of Phoenix  
PO Box 330  
Phoenix, OR, 97535

*Sent via: Email*

**Subject: Recommendation of Bid Award**

Dear Mr. Dahl:

The bids for the Rose Street Waterline project were opened at the Phoenix Public Works Department on January 12<sup>th</sup>, 2016 at 2:00 p.m. Of the three bids received, Pilot Rock Excavation, Inc. submitted the lowest bid.

The bids for this project are as follows.

Pilot Rock Excavation, Inc.	\$92,326.00
KOGAP Enterprises	\$110,361.00
West Coast Pipeline Inc.	\$112,701.00

The engineer's estimate was \$73,148.00 which is 26.0% percent below Pilot Rock Excavation's bid. Attached is a tabulation of all bids received along with the engineer's estimate. The work required associated with the highway crossing and the pipe pricing is higher than expected causing the higher pricing. RH2 Engineering, Inc., has worked with Pilot Rock Excavation, Inc. on several previous projects which have all been very successful. Based on the favorable past experiences and the responsiveness of their bid, we recommend that they be awarded the contract for this project. If you have any questions regarding this recommendation, please feel free to contact me at (541) 665-5233 ext. 5412.

Sincerely,  
**RH2 ENGINEERING, INC.**

Jeff Ballard, P.E.  
Managing Engineer

Attachments: Bid Tabulation



**Bid Tabulation**

**ROSE STREET WATERLINE**

AGENCY  
City of Phoenix  
12-Jan-16

ITEM NO./ SPEC. NO.	ITEM DESCRIPTION	UNIT	AMOUNT	ENGINEER'S ESTIMATE		PILOT ROCK EXC.		KOGAP ENTERPRISES		WEST COAST PIPELINE	
				UNIT COST	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>200 - TEMPORARY FEATURES AND APPURTENANCES</b>											
10 - 00210	MOBILIZATION	LS	1	\$ 7,000.00	\$ 7,000.00	\$ 3,500.00	\$ 3,500.00	\$ 17,000.00	\$ 17,000.00	\$ 6,000.00	\$ 6,000.00
20 - 00225	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 4,200.00	\$ 4,200.00	\$ 5,500.00	\$ 5,500.00	\$ 5,000.00	\$ 5,000.00
30 - 00280	EROSION CONTROL	LS	1	\$ 500.00	\$ 500.00	\$ 1,200.00	\$ 1,200.00	\$ 200.00	\$ 200.00	\$ 1,175.00	\$ 1,175.00
<b>300 - ROADWORK</b>											
40 - 00305	CONSTRUCTION SURVEY WORK	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 750.00	\$ 750.00	\$ 425.00	\$ 425.00	\$ 961.00	\$ 961.00
<b>400 - DRAINAGE AND SEWERS</b>											
50 - 00485	TRENCH RESURFACING	SY	225	\$ 45.00	\$ 10,125.00	\$ 32.00	\$ 7,200.00	\$ 40.00	\$ 9,000.00	\$ 30.00	\$ 6,750.00
<b>700 - WEARING SURFACES</b>											
60 - 00759	CONCRETE WALKS	SF	150	\$ 20.00	\$ 3,000.00	\$ 9.00	\$ 1,350.00	\$ 9.50	\$ 1,425.00	\$ 10.00	\$ 1,500.00
70 - 00759	CONCRETE CURB, CURB AND GUTTER	LF	25	\$ 40.00	\$ 1,000.00	\$ 25.00	\$ 625.00	\$ 42.00	\$ 1,050.00	\$ 40.00	\$ 1,000.00
80 - 00759	HIGHWAY 99 RESTORATION	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	\$ 17,800.00	\$ 17,800.00	\$ 41,274.00	\$ 41,274.00
<b>1100 - WATER SUPPLY SYSTEMS</b>											
90 - 01140	8 INCH POTABLE WATER PIPE, FITTINGS AND COUPLINGS WITH CLASS E BACKFILL	LF	513	\$ 55.00	\$ 28,215.00	\$ 79.00	\$ 40,527.00	\$ 77.00	\$ 39,501.00	\$ 60.00	\$ 30,780.00
100 - 01140	8 INCH POTABLE WATER PIPE, FITTINGS AND COUPLINGS WITH RESTRAINED JOINTS AND CLASS E BACKFILL	LF	56	\$ 68.00	\$ 3,808.00	\$ 54.00	\$ 3,024.00	\$ 85.00	\$ 4,760.00	\$ 65.00	\$ 3,640.00
110 - 01140	8 INCH CONNECTION TO 8 INCH EXISTING MAIN	EACH	1	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00
120 - 01140	8 INCH CONNECTION TO 24 INCH EXISTING MAIN	EACH	1	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00	\$ 4,971.00	\$ 4,971.00
130 - 01140	8 INCH GATE VALVE	EACH	1	\$ 1,300.00	\$ 1,300.00	\$ 1,150.00	\$ 1,150.00	\$ 1,100.00	\$ 1,100.00	\$ 1,700.00	\$ 1,700.00
140 - 01140	RECONNECTING EXISTING WATER SERVICES, 1 INCH	EACH	5	\$ 800.00	\$ 4,000.00	\$ 1,200.00	\$ 6,000.00	\$ 920.00	\$ 4,600.00	\$ 750.00	\$ 3,750.00
150 - 01140	RECONNECTING EXISTING WATER SERVICES, 2 INCH	EACH	1	\$ 1,200.00	\$ 1,200.00	\$ 3,800.00	\$ 3,800.00	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$ 73,148.00</b>	<b>\$ 92,326.00</b>	<b>\$ 110,361.00</b>	<b>\$ 112,701.00</b>	<b>\$ 112,701.00</b>	<b>\$ 112,701.00</b>	<b>\$ 112,701.00</b>

**AGENDA BILL**

**AGENDA ITEM:** 11d

**AGENDA TITLE:** Discussion of how to handle requests for funding by not-for-profit groups

**DATE:** 2/1/16

**ACTION REQUIRED:**

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

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

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

**INFORMATION:** XX

**EXPLANATION:**

The City of Phoenix has had multiple requests for assistance with funding worthy projects throughout the City. The City currently does not have a process in place to handle these requests. Staff is looking for the Council to give direction on the best way to set up a program to handle these requests.

Some suggestions on what this program could look like: 1) Handle it through the budget process, where each group asking for financial assistance would be able to make a presentation. 2) Set up a specific amount of money from the general fund and give it out on a first come first serve basis. 3) Set up a separate board made out of community members to set priorities for the not-for-profit projects.

These are only ideas the council can accept one of the ideas or none of the ideas. They are only suggestions to get the conversation started.

**FISCAL IMPACT:**

Unknown at this time

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

N/A

**MOTION:**

N/A

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