

Bev A. Power

Subject: FW: CAPRA ~~1.3~~ 1.4

From: Sue A. McKenna
Sent: Tuesday, April 11, 2017 9:24 AM
To: Bev A. Power
Subject: CAPRA ~~1.3~~ 1.4

The most recent review by City Council was in October 2016, it was listed in the Leisure Service Plan and the council approved the plan.

Sue McKenna
Staff person assigned ~~1.3~~ 1.4

Attached:

Resolution 2016-130; signed copy which amends the Comprehensive Plan to include the Parks Leisure Services Plan (accepting the LSP essentially)
City Council Meeting Minutes, signed, October 20, 2016, Item 40.1 showing the voting of the resolution.
Leisure Services Plan Introduction with the mission statement on page 3

MISSION STATEMENT

City of Medford:
Continuous improvement and customer service.

Parks and Recreation
Create healthy lives, happy people and a strong community.

RESOLUTION NO. 2016-130

A RESOLUTION initiating a minor amendment to the City of Medford *Comprehensive Plan* to include the updated Parks Leisure Services Plan (PLSP).

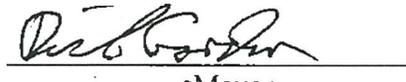
WHEREAS, the City Council's initiation of this process is required to include the PLSP in the City of Medford *Comprehensive Plan* and to accept the proposed capital improvements projects outlined in the 10 year Plan; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that the initiation of a minor amendment to include the updated PLSP into the City of Medford *Comprehensive Plan* is hereby authorized.

PASSED by the Council and signed by me in authentication of its passage this 20 day of October, 2016.

ATTEST:


City Recorder


Mayor
Council President

Council minutes
Oct. 20, 2016
Item 40.1



Medford City Council Meeting

Minutes

October 20, 2016

12:00 Noon

Medford City Hall, Council Chambers
411 West 8th Street, Medford, Oregon

The regular meeting of the Medford City Council was called to order at 12:00 noon in the Medford City Hall Council Chambers on the above date with the following members and staff present:

Acting Mayor Dick Gordon; Councilmembers Clay Bearnson, Daniel Bunn, Chris Corcoran*, Tim Jackle, Eli Matthews, Kevin Stine, Michael Zarosinski

City Manager Brian Sjothun; City Attorney Lori Cooper; City Recorder Karen Spoons

Mayor Gary Wheeler was absent.

*Arrived as noted.

Employee Recognition

Employees from the Finance, Fire, Planning, Police and Public Works Departments were recognized for their years of service. Employees from the City Manager's Office, Planning and Public Works Department were recognized for promotions. Terry Smith, WRD Operator, was recognized for his retirement. David Pastizzo, from Technology Services, was recognized as Employee of the Quarter.

20. Approval or Correction of the Minutes of the October 6, 2016 Regular Meeting

There being no additions or corrections, the minutes were approved as presented.

30. Oral Requests and Communications from the Audience

30.1 Councilmember Gordon read the Red Ribbon Week proclamation. Young Marines Sergeant Matthew Hoff was present to receive the proclamation.

30.2 Ellen Holub, Buttercloud Bakery, stated she had spoken before Council about a month ago regarding their food truck. She requested Council re-evaluate the current Code on food trucks. Ms. Holub provided examples of the regulations from various cities. She suggested revising the size limitations on food trucks based on where they are parked.

Councilmember Gordon questioned the process for changing the Code. City Manager Brian Sjothun explained that if Council approved, the issue would be forwarded to the Planning Department for consideration.

*Councilmember Corcoran arrived.

Motion: Direct staff to review the Code regarding food trucks, prepare beneficial language for small business owners to be successful downtown and bring back historical information for Council consideration and discussion.

Moved by: Clay Bearnson

Seconded by: Eli Matthews

Councilmember Bearnson believed food trucks foster diversity, bring additional people to the downtown area, improves downtown revitalization and does not impact the brick and mortar establishments.

After discussion, Council clarified the motion's intent is to direct staff to bring back information to the Council to consider any type of zone change. Council requested the history of the current food truck Code language as well.

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.

Motion carried and so ordered.

40. Consent Calendar

40.1 COUNCIL BILL 2016-130 A resolution initiating a minor amendment to the City of Medford *Comprehensive Plan* to include the updated Parks Leisure Services Plan (PLSP).

40.3 COUNCIL BILL 2016-132 An ordinance authorizing execution of a Deed Declaration to clarify use restrictions on airport property.

Motion: Adopt Council Bills 40.1 and 40.3.

Moved by: Kevin Stine

Seconded by: Daniel Bunn

Councilmember Corcoran thanked Parks Department for their work updating the Parks Leisure Services Plan.

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.

Resolution 2016-130 and Ordinance 2016-132 were duly adopted.

50. Items Removed from Consent Calendar

40.2 Councilmember Jackle requested 40.2 be removed from the consent calendar.

COUNCIL BILL 2016-131 A resolution initiating the vacation of unimproved portions of Yamsay Drive and Farmington Avenue within the northerly portion of the Cedar Landing Planned Unit Development, lying north of Cedar Links Drive and west of Foothill Road.

Councilmember Jackle noted his growing concerns with the common areas of this development. He has received complaints from residents regarding access to the common areas and whether they were public or not. Councilmember Jackle stated his understanding was the builders were to create a homeowner's association and it could have prevented these issues. He wanted clarity on this issue prior to voting on the proposed vacation in January.

Motion: Adopt the Council Bill 40.2.

Moved by: Tim Jackle

Seconded by: Daniel Bunn

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.

Resolution 2016-131 was duly adopted.

60. Ordinances and Resolutions

- 60.1 COUNCIL BILL 2016-133 An ordinance authorizing execution of the Oregon Public Works Emergency Response Cooperative Assistance Agreement between the City of Medford and various government agencies.

Councilmember Bunn requested a staff report; Public Works Director Cory Crebbin noted this agreement has been in place for the last 10 to 15 years. He explained it is a statewide intergovernmental agreement with most of the jurisdictions in Oregon, including ODOT, agreeing to assist each other during emergency situations and ensure staff will be paid our usual and customary rates for services provided to outside agencies.

Councilmember Bunn questioned whether it compelled us to provide our services to outside agencies; Mr. Crebbin noted we are obligated to assist if we have the resources available. Councilmember Corcoran questioned whether the County was the agency of record in the event of a disaster; Mr. Crebbin explained the procedure on requesting equipment in the event of a disaster versus an emergency.

Motion: Adopt the ordinance.

Moved by: Daniel Bunn

Seconded by: Clay Bearnson

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.

Ordinance 2016-133 was duly adopted.

- 60.2 COUNCIL BILL 2016-134 An ordinance awarding a contract in an amount of \$144,138.14 to West Coast Pipeline for the construction of the Storm Water Treatment Wetland Project Phase I and Phase II.

Councilmember Gordon requested a staff report; Mr. Crebbin explained the Department of Environmental Quality requested additional storm water treatment; instituting the process took time and the City is approaching the deadline to complete the project. Council previously approved the supplemental budget with excess money in the event the project runs over, as there isn't time to go through the supplemental budget process again.

Motion: Adopt the ordinance.

Moved by: Michael Zarosinski

Seconded by: Daniel Bunn

Councilmember Zarosinski noted the bid and the estimates indicate the project should be within budget.

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.

Ordinance 2016-134 was duly adopted.

- 60.3 COUNCIL BILL 2016-135 An ordinance authorizing execution of an Intergovernmental Agreement with the Medford Rural Fire Protection District #2 for the City to provide fire department services to the District through June 30, 2027.

Motion: Adopt the ordinance.

Moved by: Chris Corcoran

Seconded by: Kevin Stine

Councilmember Corcoran thanked everyone involved, noting this agreement provides the best use of patron dollars. Councilmember Gordon noted the relationship between Fire District #2 and the City of Medford is important and it serves the citizens in both areas.

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.

Ordinance #2016-135 was duly adopted.

- 60.4 COUNCIL BILL 2016-136 An ordinance authorizing execution of a Letter of Agreement with Teamsters Local Union No. 223 to modify Article 7 of the current agreement by eliminating the Certification Differential for Irrigation Backflow Tester and including Certified Landscape Irrigation Auditor.

Motion: Adopt the ordinance.

Moved by: Chris Corcoran

Seconded by: Michael Zarosinski

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.

Ordinance 2016-136 was duly adopted.

- 60.5 COUNCIL BILL 2016-137 A resolution adopting the seventh Supplemental Budget for the 2015-17 biennium.

Councilmember Gordon requested a staff report; Finance Director Alison Chan noted we are recognizing unbudgeted revenue including Neighborhood Stabilization funds paid to the City, funds from equipment sales, rebates as well as fund transfers.

Motion: Approve the resolution.

Moved by: Michael Zarosinski

Seconded by: Daniel Bunn

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.

Resolution 2016-137 was duly adopted.

70. Council Business

- 70.1 Councilmember Stine discussed his concerns regarding incoming Councilmembers being involved in the budget process within the first few months of service. He researched the budget process for the 16 largest cities in Oregon; 14 have annual budgets, but Medford and Bend do not.

Councilmember Stine noted Mr. Sjothun agreed to provide information and discuss the idea during the budget meeting of November 10, 2016. Councilmember Corcoran agreed with Councilmember Stine's concerns.

Mr. Sjothun noted he has discussed the possibility of a one-year budget and then reverting back to a biennial budget cycle with Finance Director Alison Chan. This would help address Councilmember Stine's concerns. Mr. Sjothun also stated he will reach out to cities that have moved from annual to a biennial budget. Ms. Chan noted the State of Oregon is on a biennial budget.

80. City Manager and Other Staff Reports

- 80.1 MODA Playground – Interim Parks and Recreation Director Rich Rosenthal
Rich Rosenthal stated the ribbon cutting for the all-abilities playground ceremony is this Saturday, October 22, 2016, at Fichtner-Mainwaring Park. Representatives from MODA Health will be attending and free basketball clinics will be held.
- 80.2 Further reports from City Manager
- a. Mr. Sjothun thanked Councilmembers Bunn and Jackle for their work with the IPMC. The topic was expected to be ready to present to Council in November, but staff has requested an extension until December.

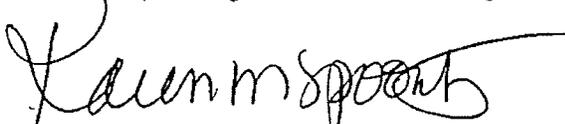
90. Propositions and Remarks from the Mayor and Councilmembers

- 90.1 Proclamations issued:
Red Ribbon Week – October 23 – 31, 2016
Extra Mile Day – November 1, 2016
- 90.2 Further Council committee reports
- a. Councilmember Corcoran noted that Water Commission Director Larry Rains has resigned and Mr. Eric Johnson has been appointed as Interim Director.
- b. Councilmember Bearson stated that Medford Arts Commission continues to search for art for the police station. He believed the new art would honor Mr. Prescott.
- c. Councilmember Zarosinski reported on the Oregon Metropolitan Planning Organization Consortium quarterly meeting in Bend. He stated that recommendations regarding the transportation plan were discussed, but no decision was made.
- 90.3 Further remarks from Mayor and Councilmembers
- a. Councilmember Gordon thanked Councilmember Matthews for his work with Travel Medford.

100. Adjournment to the Evening Session

The evening meeting was been cancelled as there were no items for Council consideration. Council adjourned at 1:06 p.m. Councilmember Gordon noted there an executive session was scheduled at 6:00 p.m. and a study session at 6:45 p.m. tonight.

The proceedings of the City Council meeting were recorded and are filed in the City Recorder's Office. The complete agenda of this meeting is filed in the City Recorder's Office.



Karen M. Spoonts, MMC
City Recorder



PURPOSE OF THE PLAN

This 2016-2025 Medford Leisure Services Plan (LSP) creates a vision for an innovative, inclusive and interconnected system of parks and open spaces that promotes outdoor recreation, health and environmental stewardship as integral elements of a livable community. The Plan is a document that will guide City elected and appointed officials, management and staff when making decisions or taking actions regarding planning, acquiring, developing or implementing parks, open space, paths and trails, recreation programs or recreational facilities. The Plan, which is an update to the 2006 LSP, is intended to be updated periodically to remain current with the community's recreational interests and provide supporting documentation for the City in its pursuit of grants and alternative funding.

The 2016-2025 LSP will establish a path forward to guide the City's efforts to provide community-driven parks, paths, trails, natural areas and recreation services throughout Medford. The Plan considers the park and recreation needs of residents citywide. It provides updated inventories, demographic conditions, growth projections, community needs analyses, revenue forecasts and capital project phasing. The Plan establishes specific goals, objectives, recommendations and actions for developing, conserving and maintaining high-quality parks, trails, facilities and programs across the City.

PLANNING PROCESS OVERVIEW

The LSP is a reflection of the community's interests and needs for park and recreational facilities, trails and programming. The planning process was aimed to encourage and enable public engagement in the choices, priorities and future direction of the City's park and recreation system. The LSP project team conducted a variety of public outreach activities to solicit feedback and comments, in concert with the refinement of the park system inventory, level of service review and the current and future needs assessment.

Efforts to update the Medford LSP began in spring 2015. Current community interests surfaced through a series of public outreach that included mail and online surveys, open house meetings, stakeholder meetings, mySidewalk online engagement and Parks and Recreation Commission meetings. The updated inventory became the basis for determining the current performance of the system to the adopted standards for park and trails. An overarching needs analysis was conducted for recreation programs and facilities, parks, trails and open space to assess current demands and project future demand to account for population growth and expanding cultural demographics. To implement the goals of the Plan, a capital facilities plan was developed with a set of strategies that identified costs and potential funding sources. Together this process is represented in the planning document that will be reviewed by the public and elected officials. Once adopted, the Plan can become a component of the City's Comprehensive Plan and direct park and recreation service delivery for the next 6 - 10 years.

OVERVIEW OF THE PARKS & RECREATION DEPARTMENT

The Medford Parks and Recreation Department (MPRD) is Southern Oregon's largest provider of recreation services. The Department provides a comprehensive system of facilities and programs to meet the parks and recreation needs of the community. The Department acquires, plans and develops parks and recreation facilities, operates and maintains parks and facilities, and provides a wide variety of affordable recreation activities and programs for all age groups.

The Department is responsible for the care, maintenance and programming of 25 city parks, including the U.S. Cellular Community Park (USCCP) and the Santo Community Center. Its staff coordinates over 300 programs, services and events each year.

MPRD is well known locally and regionally for coordination of youth and adult sports leagues and tournaments. Medford boasts the largest adult softball program in Oregon. Participation is tied to the 2008 opening of USCCP, which is the largest synthetic turf sports park in the United States.

In 2012, the Department became only the 125th agency in the United States (and only the second in Oregon) to earn national accreditation through the National Recreation and Parks Association. Its Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation demonstrates to policy makers and taxpayers that the Department operates according to best practices in the recreation industry.

The Department has a total of 58 labor positions of which 29 are full-time positions and approximately 29 temporary staff positions. In total, the Department has a general fund biennium budget of \$17.9 million (FY15/17). The largest portion of this budget, \$7.4 million (41%), is attributed to labor. Operating costs, such as materials and supplies, account for \$5 million (33%) of the total budget. Capital outlays for construction and renovation projects represent 31% of the total biennial budget. The Department is funded through several sources, including user fees, general fund property tax revenue, park utility fees, system development charges, transient lodging tax, car rental tax and grants.

VISION STATEMENT

The City of Medford Parks and Recreation Department Vision Statement is as follows.

“We provide a system of attractive, safe, clean, accessible, interconnected parks throughout the city and coordinate a variety of passive and active recreational activities.”

MISSION STATEMENT

The City of Medford Parks and Recreation Department mission statement is to:

Create healthy lives, happy people and a strong community.

This departmental mission statement is held in the context of the City of Medford’s mission statement for ***“Continuous improvement and customer service”*** inspiring the department to evolve over time to greater service to the citizens of Medford.

CORE VALUES

The Department’s Core Values constitute the fundamental beliefs of the organization.

As a primary parks and recreation program and service provider in the Rogue Valley, the Medford Parks and Recreation Department makes every effort to adhere to the following core values:

- I – Innovation
- C – Community Enrichment
- E – Excellence
- E – Exceptional Customer Service

Innovation – The Department encourages an organizational culture that values new ideas and is not afraid of change or a different way of doing things. We're nimble enough to move resources to meet the changing needs of our customer, community and staff.

Community Enrichment – We provide opportunities for activities, life-long learning and stewardship of quality public spaces that enhance the lives of the community we serve. We work, so many can play.

Excellence – We're laser focused and consistently challenge ourselves to perform every task at the highest level capable by each team member, inspired to do better and be better. We enlist national accreditation standards, which enable the Department to implement best practices in all functions of the organization.

Exceptional Customer Service – Our staff is empowered to make informed decisions and provide creative solutions for our customers. Many of these decisions are gained through experience and creating a culture based on listening and balancing needs in order to exceed our customer's expectations.

ACCOMPLISHMENTS SINCE 2006

The previous Leisure Services Plan was prepared in 2006, and it was a strong guide for City officials, management and staff in making decisions about planning, acquiring, developing and implementing parks, recreation programs and recreation facilities. The following represents a short list of the major accomplishments realized following the adoption of the previous plan.

- Completed Phases 1-4 of U.S. Cellular Community Park
- Pear Blossom Park completed
- Hawthorne Park rehabilitation completed
- Completed Summerfield Park
- Acquired Cedar Links Park
- Acquired land for future greenway trail in SE Area
- Acquired new SE Area Park site
- Prescott Park Management Plan updated to include maintenance and protection of natural resources
- Completed gymnasium and facility improvements to Santo Community Center
- Completed Aquatics Master Plan with recreation center elements

- Expanded Park Utility Fee and created Car Rental Tax in order to cover debt service payments for U.S. Cellular Community Park and Santo Community Center
- Partnerships with Rogue Valley Council of Governments, Oregon Stewardship, Lomakatsi and Watershed Council has led to enhancements in the Bear Creek corridor
- Entered into facility use agreements with St. Mary's, Cascade Christian and Phoenix-Talent schools that provide gym and classroom access for community recreation programs
- Negotiated a facility use agreement with Medford School District that allows programs to operate at McLoughlin M.S.
- Established Heritage Tree Award program

CONTENTS OF THE PLAN

The remainder of the Medford LSP is organized as follows:

- Chapter 2: Community Profile – provides an overview of the City of Medford and its demographics.
- Chapter 3: Community Engagement – highlights the methods used to engage the Medford community in the development of the Plan.
- Chapter 4: Classifications & Inventory – describes the various classifications for parks, trails and open space and highlights information about the current inventory of parks.
- Chapters 5 - 8: Needs Assessment & Recommendations – discusses survey results, community feedback and other recreation trend data and provides context to the identification of potential park, path and recreation system enhancements.
- Chapter 9: Goals & Objectives – provides a policy framework for the parks and recreation system grouped by major functional or program area.
- Chapter 10: Capital Facilities Plan – details a 10-year program for addressing park and recreation facility enhancement or expansion projects.
- Chapter 11: Implementation Strategies – describes a range of strategies and alternatives to consider in the implementation of the Plan.
- Appendices: Provides technical or supporting information to the planning effort and includes a summary of the community survey, stakeholder notes, funding options, among others.