

**AGENDA**  
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**MEDFORD CITY COUNCIL MEETING**

**February 19, 2015  
Noon**

**Council Chambers, Medford City Hall  
411 W. 8<sup>th</sup> Street, Medford**

**10. Roll Call**

**Employee of the Quarter**

**Employee Recognition**

**20. Approval or correction of the minutes of the February 5, 2015 regular meeting**

**30. Oral requests and communications from the audience**

Comments will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. PLEASE SIGN IN.

30.1 Medford Chamber Leadership Presentation

30.2 Quarterly Update by SOREDI, Ron Fox

30.3 Quarterly Travel Medford Update by Anne Jenkins

**40. Consent calendar**

**50. Items removed from consent calendar**

**60. Ordinances and resolutions**

60.1 COUNCIL BILL 2015-13 A resolution authorizing the donation of surplus wood to the Jackson County Fuel Committee, a non-profit organization, for distribution to families in the Medford area.

60.2 COUNCIL BILL 2015-14 An ordinance authorizing execution of Intergovernmental Agreement No. 28655 with the Oregon Department of Transportation requiring the City to maintain three segments of Crater Lake Avenue between Ford Drive and Vilas Road.

60.3 COUNCIL BILL 2015-15 A resolution adopting a tenth Supplemental Budget for 2013-15 biennium.

60.4 COUNCIL BILL 2015-16 A resolution adopting the City of Medford Strategic Plan for 2015-2020.

**70. Council Business**

70.1 Consider authorizing the donation of \$25,000 to the Salvation Army to provide improvements to assist in the distribution of food and services to homeless individuals.

**80. City Manager and other staff reports**

80.1 Capital Improvement Project Update by Brian Sjothun

80.2 Quarterly Financial Report by Alison Chan

80.3 Further reports from City Manager

**90. Propositions and remarks from the Mayor and Councilmembers**

90.1 Proclamations issued:  
None

90.2 Further Council committee reports.

90.3 Further remarks from Mayor and Councilmembers.

**100. Adjournment**

**EVENING SESSION HAS BEEN CANCELLED**



**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: **60.1**

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**DEPARTMENT:** Parks and Recreation  
**STAFF PHONE:** 541-774-2690  
**STAFF CONTACT:** Adam Airoidi

**AGENDA SECTION:** Ordinances & Resolutions  
**MEETING DATE:** February 19, 2015

**COUNCIL BILL 2015-13**

A resolution authorizing the donation of surplus wood to the Jackson County Fuel Committee, a non-profit organization, for distribution to families in the Medford area.

**ISSUE STATEMENT & SUMMARY:**

A resolution authorizing the donation of wood to the Jackson County Fuel Committee, a local non-profit organization, for distribution to families in the Medford area.

**BACKGROUND:**

**A. Council Action History**  
None

**B. Analysis**

During the course of its day-to-day operations, the Parks and Recreation Department's Park Maintenance and Tree Program Divisions prune and remove trees on City property. The pruning and removal is often routine, but is also a result of park development or major storm events. Over the years, the wood generated from the pruning and removal of trees has been donated to Living Opportunities for use by their members. However, they no longer wish to receive this donation.

The Jackson County Fuel Committee (JFC) has expressed interest in receiving the wood. JFC is a non-profit group that provides fuel sources for heating during the winter months to families in the Medford area. The Parks and Recreation Department would like to donate any available wood to JFC for this purpose.

The approximate dollar value of this donation is \$3,000.00 and, in accordance with Medford Municipal Code 2.619 Donations of Personal Property, Council approval is required for such donation to a recognized non-profit.

**C. Financial and/or Resource Considerations**

No known financial impact, as department has always donated this resource to a local non-profit group in the past.

**D. Timing Issues**

Staff is requesting approval in order to meet the demand for heating wood during the winter months.

**STRATEGIC PLAN:**

Theme: Responsive Leadership

Goal 14: In an open and transparent manner effectively deliver municipal services that Medford citizens need, want and are willing to support.

Objective 14.4: Maintain sufficient resources to meet service levels as set by policy makers.



**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: **60.1**

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**COUNCIL OPTIONS:**

1. Approve the resolution.
2. Deny the resolution.

**STAFF RECOMMENDATIONS:**

Staff recommends adopting the resolution as presented.

**SUGGESTED MOTION:**

I move to approve the resolution allowing the City to donate wood to the Jackson County Fuel Committee for donation to families in the Medford area.

**EXHIBITS:**

None

**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: **60.2**

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**DEPARTMENT:** Public Works  
**PHONE:** (541) 774-2100  
**STAFF CONTACT:** Cory Crebbin, Director

**AGENDA SECTION:** Ordinances & Resolutions  
**MEETING DATE:** February 19, 2015

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**COUNCIL BILL 2015-14**

An ordinance authorizing execution of Intergovernmental Agreement No. 28655 with the Oregon Department of Transportation requiring the City to maintain three segments of Crater Lake Avenue between Ford Drive and Vilas Road.

**ISSUE STATEMENT & SUMMARY:**

An ordinance authorizing Intergovernmental Agreement (IGA) No. 28665 between the City of Medford and the Oregon Department of Transportation (ODOT) for maintenance of three segments of Crater Lake Avenue between Ford Drive and Vilas Road.

**BACKGROUND:**

This Maintenance Agreement will obligate the City of Medford to maintain three segments of Crater Lake Avenue between Ford Drive and Vilas Road. Maintenance includes, but is not limited to, construction, reconstruction, repair, operation, and access permitting. The total length is approximately 2,300 feet. If approved, this will create a continuous segment, approximately 7,800 feet in length which the City of Medford will maintain between Ford Drive and Vilas Road.

**A. Council Action History**

Intergovernmental Agreement (IGA) No. 23589 between City of Medford and ODOT was approved September 2008. IGA 23589 authorized realignment of Crater Lake Avenue at Owen Drive and Coker Butte and obligated the City to maintain the realigned sections, a.k.a. "jug handles", thereafter.

**B. Analysis**

Approval of this ordinance will transfer maintenance responsibilities of approximately 2,300 feet of Crater Lake Avenue from ODOT to the City.

**C. Financial and/or Resource Considerations**

Following execution of IGA 28665, ODOT will provide the City of Medford a one time payment of \$250,000.

**D. Timing Issues**

Maintenance responsibilities for the described segments of Crater Lake Avenue will not be transferred until IGA No. 28665 is approved.

**STRATEGIC PLAN:**

Theme: Quality Public Services

Goal 9: Provide a safe, multi-modal, efficient and well planned transportation system.

**COUNCIL OPTIONS:**

1. Approve the ordinance.
2. Modify the ordinance.
3. Deny the ordinance.

**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: **60.2**

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**STAFF RECOMMENDATIONS:**

Approve an ordinance authorizing IGA No. 28665 between the City of Medford and ODOT for maintenance of three segments of Crater Lake Avenue between Ford Drive and Vilas Road.

**SUGGESTED MOTION:**

I move to approve an ordinance authorizing IGA No. 28665 between the City of Medford and ODOT for maintenance of three segments of Crater Lake Avenue between Ford Drive and Vilas Road.

**EXHIBITS:**

IGA No. 28665 is available in the Recorder's office for review.

**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: **60.3**

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**DEPARTMENT:** Finance  
**STAFF PHONE:** 541-774-2030  
**STAFF CONTACT:** Alison Chan, Director

**AGENDA SECTION:** Ordinances & Resolutions  
**MEETING DATE:** February 19, 2015

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**COUNCIL BILL 2015-15**

A resolution adopting a tenth Supplemental Budget for 2013-15 biennium.

**ISSUE STATEMENT & SUMMARY:**

ORS 294.471 provides for a Supplemental Budget process. A supplemental budget is required to increase appropriations.

**BACKGROUND:**

The Finance Department, on behalf of two departments, is presenting a supplemental budget.

The Parks and Recreation Department is requesting to recognize and appropriate a transfer from the Medford Urban Renewal Agency of \$194,000. The funds are for the Hawthorne Park Renovation (PR0105).

The Fire Department is requesting to transfer an appropriation of \$65,000 in the Public Safety Fund (10) from the Materials and Service category to the Capital Outlay category. This transfer requires a supplemental budget because no appropriation existed in Capital Outlay category. The \$65,000 is available due the radio replacement project being completed at less than the budgeted amount.

**A. Council Action History**

The biennium budget was approved in June of 2013 and this is the tenth supplemental budget of the biennium.

**B. Analysis**

ORS 294.471 provides for a Supplemental Budget process. A supplemental budget is required to increase appropriations and to create a new budget category.

**C. Financial and/or Resource Considerations**

The requested approval of the Resolution will increase appropriations in the General Fund (01) and the Public Safety Fund (10).

General Fund (01)	\$ 194,000
Public Safety Fund (10)	65,000

**D. Timing Issues**

Approval of the resolution is necessary before June 30, 2015.

**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: **60.3**

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**STRATEGIC PLAN:**

Theme: Responsive Leadership

Goal 12: Ensure financial stewardship and long-term municipal financial stability for City services, assets and facilities.

**COUNCIL OPTIONS:**

1. Approve the resolution.
2. Deny the resolution.

**STAFF RECOMMENDATIONS:**

Staff recommends approval of the resolution.

**SUGGESTED MOTION:**

I move to approve the resolution which recognizes and appropriates \$194,000 within the General Fund (01) and transfers \$65,000 of appropriation within the Public Safety Fund (10).

**EXHIBITS:**

Supplemental Budget Request is attached

**CITY OF MEDFORD Appropriation Modifications per ORS 294.338(2)**

Requesting Department: Finance

Biennium **FY13/14 - FY14/15**

Date of Proposed Council Action: 02/19/2014

Date **February 5, 2015** *dl*

Explanation of Requested Transfer: See AIC

Account Number	Description	Project Number	Debit	Credit
001-5208-652.51-08	CIP	PR0105	194,000	
001-0000-370.11-00	MURA Revenue	PR0105		194,000
010-3702-642.40-06	Capital Equipment		65,000	
010-3702-642.24-50	Small Equipment			65,000
<b>TOTALS</b>			<b>259,000</b>	<b>259,000</b>

Requested by *A. Chen*  
 Department Head

Approved by *P. C. Swanson*  
 City Manager



**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: **60.4**

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**DEPARTMENT:** City Manager's Office  
**STAFF PHONE:** 541-774-2000  
**STAFF CONTACT:** Eric Swanson, City Manager

**AGENDA SECTION:** Ordinances & Resolutions  
**MEETING DATE:** February 19, 2015

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**COUNCIL BILL 2015-16**

A resolution adopting the City of Medford Strategic Plan for 2015-2020.

**ISSUE STATEMENT & SUMMARY:**

Resolution will adopt the 2015-2020 City of Medford Strategic Plan. The Plan outlines themes, goals, objectives and action items to guide the future budget and planning processes.

**BACKGROUND:**

**A. Council Action History**

City Council adopted the first (2013-2018) Strategic Plan on December 20, 2012 and the 2014-2019 Strategic Plan in February 2014. In November 2014, staff implemented the process to update the Plan and public comments regarding revision of the Plan were sought. Staff has reviewed the public comments and provided a revised draft. The revised Plan was reviewed by the City Council at the January 27, 2015 and February 3, 2015 Goal Setting meetings.

**B. Analysis**

Adoption of the revised Strategic Plan will establish the Plan as the guiding document for future fiscal and planning decisions for the organization. Once adopted by Council, the Plan will be made available to the public via the City's website. In addition, the document will be presented by the Mayor, City Council, City Manager and other staff at public meetings such as Rotary, Chamber Forum, etc. The Plan will continue to be updated on an annual basis to demonstrate progress and completion of actions and to include additional action items or other revisions.

**C. Financial and/or Resource Considerations**

N/A

**D. Timing Issues**

N/A

**VISION STATEMENT/COUNCIL GOAL:**

Responsive Leadership

**COUNCIL OPTIONS:**

1. Approve the resolution adopting the Strategic Plan.
2. Modify the Strategic Plan.
3. Deny the resolution.

**STAFF RECOMMENDATIONS:**

Staff recommends adoption of the resolution.



**SUGGESTED MOTION:**

I move approval of the resolution adopting the Strategic Plan for 2015-2020.

**EXHIBITS:**

Strategic Plan to be distributed separately.



**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: **70.1**

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**DEPARTMENT:** Parks and Recreation  
**STAFF PHONE:** 541-774-2400  
**STAFF CONTACT:** Brian Sjothun, Director

**AGENDA SECTION:** Council Business  
**MEETING DATE:** February 19, 2015

Consider authorizing the donation of \$25,000 to the Salvation Army to provide improvements to assist in the distribution of food and services to homeless individuals.

**ISSUE STATEMENT & SUMMARY:**

This item is for consideration of a request by the Salvation Army and City representative to the Homeless Task Force to provide improvements to a current food distribution site.

**BACKGROUND:**

**A. Council Action History**

On September 18, 2014 Council Bill 2014-124 was approved. This resolution adopted recommendations from the Parks and Recreation Commission pertaining to the distribution of food and services in City facilities. This action also provided funding from the Mayor/Council Vision Fund in the amount of \$900 in order to provide portable canopies to be used at the Salvation Army site where food and services are provided to the homeless.

**B. Analysis**

The Salvation Army made available a vacant lot located on Beatty Street and adjacent to their Thrift Store to agencies wishing to provide food and services to the homeless. Friends Helping Friends along with the Salvation Army provide meals seven days per week at this site. Both had previously utilized Hawthorne Park to provide such services.

On January 27, a meeting was held with Captain Martin Cooper, Rich Hansen (Parks and Recreation Commission and Council appointee to the Homeless Task Force), Brian Sjothun and Deputy Police Chief Brett Johnson (Salvation Army Board Member). The meeting was held to determine what additional needs the Salvation Army may have for the site and how the City may be able to assist.

Captain Cooper requested the following items for consideration:

- 20' x 30' concrete slab for the picnic tables that have been supplied by the City.
- Fence surrounding the area which can be locked when distribution is not being held.
- Port-a-potties, which would be enclosed within the fenced area.

**C. Financial and/or Resource Considerations**

Staff has not completed a full cost estimate for the concrete slab or fence. However, utilizing pricing from current projects places a rough estimate at \$25,000. The placement and monthly service fees for a port-a-potty are \$75 per month.

There are currently no funds budgeted within the Parks and Recreation Department resources for these improvements. The previous expenditure for the portable canopies was provided through the Mayor/Council Vision Fund.



**CITY OF MEDFORD**  
**AGENDA ITEM COMMENTARY**

Item No: **70.1**

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**D. Timing Issues**

Staff is seeking direction on the request by the Salvation Army in order to move forward with their request.

**STRATEGIC PLAN:**

Theme: Responsive Leadership

Goal 14: In an open and transparent manner effectively deliver municipal services that Medford citizens need, want and are willing to support.

Objective 14.4: Maintain sufficient resources to meet service levels as set by policy makers.

**COUNCIL OPTIONS:**

Approve the request and provide funding direction to staff.

Deny the request.

**STAFF RECOMMENDATIONS:**

Staff recommends approving the request if funding options are available.

**SUGGESTED MOTION:**

I move to approve the request by the Salvation Army for the installation of the improvements listed and direct staff to bring forward a recommendation for funding.

**EXHIBITS:**

None

## Agenda Item 80.1

### Capital Improvement Project Update



***City of Medford  
Capital Improvement  
Projects Update***

***February 12, 2015***



**Our Mission:**  
**On Time & Under Budget**

**City of Medford – Capital Improvement Projects Update**  
**February 12, 2015**

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**Bond Projects:**

**BR0071 – Fire Station #2**

Project Goal: Construction of a new Fire Station #2.

Recent Project Milestones:

- **Corrected and Completed SPAC package re-submitted.**
- **Long-lead Tap-Out alert system ordered from Motorola. Coming from Israel.**

Upcoming Project Milestones:

- 100% Design Development (DD), construction cost estimate, Value Engineering Session.
- Construction Drawing Phase (CD) delayed due to incomplete DD phase.
- SPAC Review and Approval (March 2015).
- Long lead procurements.
- Planning, permitting and GMP phases.
- June 2015 Construction scheduled to begin as a result of delays in DD and other design processes.

Funds Budgeted	\$2,976,808
Funds Expended	(\$63,989)
Encumbrances	(\$186,656)
Balance Remaining	\$2,726,163

**BR0072 – Fire Station #3**

Project Goal: Construction of a new Fire Station #3.

Recent Project Milestones:

- **Corrected and Completed SPAC package re-submitted.**
- **Long-lead Tap-Out alert system ordered from Motorola. Coming from Israel.**

Upcoming Project Milestones:

- 100% Design Development (DD), construction cost estimate, Value Engineering Session.
- Construction Drawing Phase (CD) delayed due to incomplete DD phase.
- SPAC Review and Approval (March 2015).
- Long lead procurements.
- Planning, permitting and GMP phases.
- June 2015 Construction scheduled to begin as a result of delays in DD and other design processes.

Funds Budgeted	\$3,827,326
Funds Expended	(\$79,172)
Encumbrances	(\$232,612)
Balance Remaining	\$3,515,542

**BR0073 – Fire Station #4**

Project Goal: Construction of a new Fire Station #4.

Recent Project Milestones:

- **Corrected and Completed SPAC package re-submitted.**
- **Long-lead Tap-Out alert system ordered from Motorola. Coming from Israel.**

Upcoming Project Milestones:

- 100% Design Development (DD), construction cost estimate, Value Engineering Session.
- Construction Drawing Phase (CD) delayed due to incomplete DD phase.
- SPAC Review and Approval (March 2015).
- Long lead procurements.
- Planning, permitting and GMP phases.
- June 2015 Construction scheduled to begin as a result of delays in DD and other design processes.

Funds Budgeted	\$3,827,326
Funds Expended	(\$79,702)
Encumbrances	(\$228,423)
Balance Remaining	\$3,519,201

**PD0076 – Police Station**

Project Goal: Construction of a new police department facility with associated secure parking and storage areas.

Recent Project Milestones:

- **February 5, 2015 - IGA for use of County bio swale was approved by Council.**
- **February 9, 2015 – Permit application filed for early work package.**

Upcoming Project Milestones:

- DD construction cost estimate, Value Engineering Session (**Continuing**)
- **March 3, 2015 - Early work package proposals due (building shell, Long-lead items, earthwork, and utilities).**
- **February 25 - IGA use of County swale before County Commission for approval**
- Construction Design Phase completion.
- Planning, permitting, and GMP phases.
- April 2015 Construction scheduled to begin

Funds Budgeted	\$14,574,580
Funds Expended	(\$348,367)
Encumbrances	(\$618,447)
Balance Remaining	\$13,607,766

**PD0077 – Police Station Secured Garage**

Project Goal: Construction of a new police department facility with attached secure parking and storage areas.

Recent Project Milestones:

- February 5, 2015 - IGA for use of County bio swale was approved by Council.
- February 9, 2015 – Permit application filed for early work package.

Upcoming Project Milestones:

- DD construction cost estimate, Value Engineering Session (Continuing)
- March 3, 2015 - Early work package proposals due (building shell, Long-lead items, earthwork, and utilities).
- February 25 - IGA use of County swale before County Commission for approval
- Construction Design Phase completion.
- Planning, permitting, and GMP phases.
- April 2015 Construction scheduled to begin

Funds Budgeted	\$7,508,120
Funds Expended	(\$178,946)
Encumbrances	(\$318,594)
Balance Remaining	\$7,010,580

**PR0056 - U.S. Cellular Community Park – Phase IV (5-47)**

Project Goal: The completion of three additional playing fields along with associated parking and infrastructure as described in the approved master plan.

Recent Project Milestones:

Upcoming Project Milestones:

- March 2015 – Complete finish grading, landscape and irrigation, as weather permits.
- March 2015 – Project completed, contingent on weather.
- March 2015 – Grand Opening Ceremony.
- June 2015 – Completion of dog park and trail connecting east side of project.

<b>Funds Budgeted</b>	<b>\$6,385,540</b>
<b>Funds Expended</b>	<b>(\$5,854,427)</b>
<b>Encumbrances</b>	<b>(\$53,709)</b>
<b>Balance Remaining</b>	<b>\$477,404</b>

**General Fund Projects:**

**BR0062 – Cemetery Improvements (5-30)**

Project Goal: To provide renovations and repairs to the Mausoleum located at the IOOF/Eastwood Cemetery.

Recent Project Milestones:

- **February 2015 – Mausoleum lighting cancelled to proceed with painting.**

Upcoming Project Milestones:

- May 2015 – Mausoleum building exterior paint

Funds Budgeted	\$75,000
Funds Expended	(\$48,324)
Encumbrances	(\$0)
Balance Remaining	\$26,676

**BR0064 – Annex Energy Management Replacement (5-31)**

Project Goal: Replace antiquated Energy Management System (EMS) for building automation of HVAC at the Lausmann Annex.

Recent Project Milestones:

- August 25, 2014 - Construction/Project Begin.

Upcoming Project Milestones:

- April 2015 – Completion.

Funds Budgeted	\$110,000
Funds Expended	<b>(\$97,163)</b>
Encumbrances	<b>(\$7,550)</b>
Balance Remaining	\$5,287

**BR0068 – City Hall Electrical Modifications (5-33)**

Project Goal: To provide general electrical modifications to departments requiring space upgrades.

Recent Project Milestones:

Upcoming Project Milestones:

- On-going throughout the biennium for City Hall offices.
- June 2015 – Project completed.

Funds Budgeted	\$15,000
Funds Expended	(\$3,703)
Encumbrances	(\$0)
Balance Remaining	\$11,297

**BR0070 – Citywide Card Access Upgrade (5-35)**

Project Goal: Upgrade and expand automatic locking systems on all administrative buildings to a windows based system.

Recent Project Milestones:

- **January 2015 - Card/badge machine moved to HR and training process started**

Upcoming Project Milestones:

- April 2015 – Completion.

Funds Budgeted	\$446,000
Funds Expended	(\$98,803)
Encumbrances	<b>(\$329,865)</b>
Balance Remaining	<b>\$17,332</b>

**BR0074 – Fire Station #5 (5-40)**

Project Goal: Provide renovations to Fire Station 5 building in order to address multiple maintenance items necessary for operational sustainability.

Upcoming Project Milestones:

- **April 2015 – Bid project.**
- **June 2015 – Award contract.**
- **Project will be carried forward to the 2015/17 biennium.**

Funds Budgeted	\$25,000
Funds Expended	(\$0)
Encumbrances	(\$0)
Balance Remaining	\$25,000

**BR0075 – Fire Station #6 (5-40)**

Project Goal: Provide renovations to Fire Station 6 building in order to address multiple maintenance items necessary for operational sustainability.

Upcoming Project Milestones:

- **April 2015 – Bid project.**
- **June 2015 – Award contract.**

- **Project will be carried forward to the 2015/17 biennium.**

Funds Budgeted	\$395,000
Funds Expended	(\$143)
Encumbrances	(\$0)
Balance Remaining	\$394,857

**BR0076 – Police Property Control (5-41)**

Project Goal: Construction of an addition to the existing property control area located at the Service Center.

Upcoming Project Milestones:

- February 2015 – Completion extended 41 days due to construction processes and long lead procurement beyond contractor control.

Funds Budgeted	\$523,400
Funds Expended	(\$404,008)
Encumbrances	(\$119,392)
Balance Remaining	\$0

**BR0081 – New Oakdale West Parking Lot**

Project Goal: Completion of an expansion of the Red Parking Lot to replace parking that will be lost due to the construction of the new police facilities.

Recent Project Milestones:

- December 2014 – Construction began.

Upcoming Project Milestones:

- **February 17 2015 – Asphalt Installation begins**
- April 2015 Completion.

Funds Budgeted	\$450,000
Funds Expended	(\$186,651)
Encumbrances	(\$228,931)
Balance Remaining	\$34,418

**BR0086 – Fire Station #4 Temporary Bay**

Project Goal: Construction of a metal facility to house fire trucks and equipment during the construction of a new Fire Station #4. Facility will be utilized as a logistic center after construction is complete for the new station.

Recent Project Milestones:

- November/December 2014 apparatus building design.

Upcoming Project Milestones:

- **March 2015 – SPAC review/approval**
- **April 2015 - Apparatus building construction to begin.**
- **May 2015 - Apparatus building completed.**

Funds Budgeted	\$250,000
Funds Expended	(\$0)
Encumbrances	(\$0)
Balance Remaining	\$250,000

**BR0087 – Fire Station #4 Temporary Living Quarters**

Project Goal: Installation of temporary living quarters that will be utilized during the construction of the new Fire Station #4. Once the new station is completed, the living quarters will be relocated to U.S. Cellular Community Park and utilized as a resident caretaker facility.

Recent Project Milestones:

- January/February 2015 modular building procurement.

Upcoming Project Milestones:

- March 2015 – modular installation scheduled.
- April 2015 - modular building scheduled for installation.

Funds Budgeted	\$65,000
Funds Expended	(\$0)
Encumbrances	(\$0)
Balance Remaining	\$65,000

**PR0071 – Fichtner-Mainwaring Tennis Court Renovation** (5-51)

Project Goal: Rebuild four (4) courts and resurface all eight (8) tennis courts at Fichtner-Mainwaring Park.

Recent Project Milestones:

- December 2014 – Grant to be awarded by Medford Parks & Recreation Foundation.

Upcoming Project Milestones:

- March 2015 – Surface coating and striping.
- April 2015 - Scheduled completion.

Funds Budgeted	\$265,000
Funds Expended	(\$207,895)
Encumbrances	(\$56,166)
Balance Remaining	\$939

**PR0093 – Neighborhood Street Tree Program (5-58)**

Project Goal: Identify and coordinate the planting of trees within planter strips and rights-of-ways in partnership with private homeowners.

Recent Project Milestones:

- September 2014 – Identify additional areas for planting.
- December 13, 2015 – Street tree planting on two streets.

Upcoming Project Milestones:

- Winter 2015 – Complete plantings for the fiscal period.

Funds Budgeted	\$25,000
Funds Expended	(\$20,425)
Encumbrances	(\$0)
Balance Remaining	\$4,575

**PR0094 – Hilfiker Wall Replacement (5-59)**

Project Goal: Continue with restoration necessary to the Hilfiker wall located just south of U.S. Cellular Community Park, along the Bear Creek Greenway.

Recent Project Milestones:

- **January 2015 – Galli Group provided cost estimates for revised project work.**

Upcoming Project Milestones:

- **February/March – Funding will be sought for project through various grants and requests in the 2015/17 Biennial Budget.**

Funds Budgeted	\$20,000
Funds Expended	(\$9,771)
Encumbrances	(\$0)
Balance Remaining	\$10,229

**PR0098 – Howard & Jackson Parking Lot Repave (5-63)**

Project Goal: Upgrades to the parking lots located at Howard and Jackson Parks.

Upcoming Project Milestones:

- March 2015 – Develop bid documents.
- April 2015 – Advertise and award bid.
- May 2015 – Construction\Project Begin.
- June 2015 – Completion.

Funds Budgeted	\$60,000
Funds Expended	(\$0)
Encumbrances	(\$0)
Balance Remaining	\$60,000

**PR0099 – Railroad Park Improvements (5-64)**

Project Goal: Complete necessary repairs to the parking lot, lighting and signage.

Recent Project Milestones:

- December 2014 – Completed the addition of lighting upon the pavilion.
- **January 2015 – Adding parking lot lighting**

Upcoming Project Milestones:

- May 2015 – Completed Irrigation, electrical and lighting modifications.

Funds Budgeted	\$20,000
Funds Expended	(\$4,970)
Encumbrances	<b>(\$9,840)</b>
Balance Remaining	<b>\$5,190</b>

**PR0105 (MUR018) – Hawthorne Park**

Project Goal: Implementation of master plan items in order to rehabilitate Hawthorne Park.

Recent Project Milestones:

- **January 2015 – Completed installation of dog park fences, wood fiber, water line, decomposed granite path, electrical conduit installation.**
- **February 2015 – Completed dog park wood fiber installation.**

Upcoming Project Milestones:

- **February 2015 – Engineering Dept. complete parking lot construction plan review.**
- **February 2015 – complete dog park lighting system installation.**
- **February 2015 – complete dog park paving**
- **February 2015 - Develop phase II contract for parking lot, restroom and courts**

- **March – Develop phase III construction drawings for water play, playground, landscaping and irrigation**
- **March - Develop phase III contract**
- June 2015– Completion of funded items.

Funds Budgeted	<b>\$1,800,000</b>
Funds Expended	<b>(\$148,719)</b>
Encumbrances	<b>(\$214,701)</b>
Balance Remaining	<b>\$1,436,580</b>

**BR0083 (MUR023) – Riverside South Parking Lot – (Dollar GMC)**

Project Goal: Acquisition and development of a parking lot to increase parking in downtown.

Recent Project Milestones:

- December 2014 – Awarded contract to Vitus Construction.

Upcoming Project Milestones:

- **May 2015 – Construction to be completed.**

Funds Budgeted	\$674,000
Funds Expended	<b>(\$164,694)</b>
Encumbrances	<b>(\$481,922)</b>
Balance Remaining	<b>\$27,384</b>

**BR0084 (MUR025) – Riverside North Parking Lot – (Red Lion)**

Project Goal: Acquisition and development of a parking lot to increase parking in downtown.

Recent Project Milestones:

- **February 2015 – Award bid for construction.**

Upcoming Project Milestones:

- **June 2015 – Scheduled completion date.**

Funds Budgeted	\$975,000
Funds Expended	<b>(\$11,393)</b>
Encumbrances	<b>(\$15,368)</b>
Balance Remaining	<b>\$948,239</b>

**CA1823 - 4<sup>th</sup> & Central Intersection Improvements – Public Works**  
**Project Goal: Renovation of 4<sup>th</sup> and Central intersection.**

Recent Project Milestones:

- December 2014 – Construction complete (striping, and punch-list will be weather dependent).

Upcoming Project Milestones:

- TBD – Final Striping.

Funds Budgeted	\$990,000
Funds Expended	(\$678,794)
Encumbrances	(\$72,503)
Balance Remaining	\$238,703

Completed General Fund Projects:

Project #	Project	Completed	Budget	Actual	Savings
BR0065	Server Room HVAC Replacement	06/06/14	\$28,000	\$27,954	\$46
BR0069	SC Floor Replacement	03/20/14	\$40,000	\$29,043	\$10,957
BR0077	CMO Interior Modifications	01/02/15	\$25,000	\$24,448	\$552
BR0078	Alba/Medford Room Floors	10/31/13	\$25,000	\$12,408	\$12,592
BR0079	HR Floor & Updates	10/31/13	\$15,000	\$10,267	\$4,733
BR0085	Fire Transaction Window	09/30/14	\$16,000	\$15,648	\$352
PR0061	Pedestrian Path Repairs	09/30/14	\$60,000	\$60,000	\$0
PR0097	Holmes Park Sewer Line	04/11/14	\$20,000	\$18,307	\$1,693
		Totals	\$229,000	\$188,075	\$30,925

## Park Dedication Fund Projects:

### **PR0022 – Leisure Services Plan Update**

Project Goal: Begin update to various components of the department’s Leisure Services Plan. This phase is to develop recommendations from the University of Oregon Sustainability program regarding cost recovery for Recreation Division programming.

#### Recent Project Milestones:

- **January 2015 – Parks & Recreation Commission approved six-year Capital Improvement Plan update.**

#### Upcoming Project Milestones:

- **February/March – Final development of Community Needs Survey.**
- **April-June – Community Needs Survey conducted.**
- **Project will be carried forward to 2015/17 biennium.**

Funds Budgeted	\$20,000
Funds Expended	(\$143)
Encumbrances	(\$0)
Balance Remaining	\$19,857

### **PR0069 – Prescott Park (5-50)**

Project Goal: Continue with the implementation of the master plan that was approved in January 2009. Funding will be used to obtain proper land-use approvals and designs for trail construction.

#### Recent Project Milestones:

- **February 5, 2015 – Anticipated acceptance of grant award by Council.**

#### Upcoming Project Milestones:

- **On-Going – Fundraising for construction by Rogue Valley Mountain Bike Association.**
- **March-June 2015 – Land use approvals sought via Jackson County.**

Funds Budgeted	\$75,000
Funds Expended	(\$3,278)
Encumbrances	(\$0)
Balance Remaining	\$71,722

### **PR0073 - Playground Development/Replacement (5-52)**

Project Goal: Remove and replace outdated play structures at Union Park and Donahue-Frohnmayr Park.

Recent Project Milestones:

- January 2015 Contract award for Donahue-Frohnmyer park play structure installation

Upcoming Project Milestones:

- March 2015 Playground installations complete

Funds Budgeted	\$133,000
Funds Expended	(\$100,910)
Encumbrances	(\$32,340)
Balance Remaining	(\$250)

**PR0076 - Chrissy Park** (5-53)

Project Goal: Begin development of the current Chrissy Park property as outlined in the community development master plan completed by staff and approved by the Parks & Recreation Commission in 2006.

Upcoming Project Milestones:

- Staff does not anticipate action on this project during the current biennium.

Funds Budgeted	\$290,000
Funds Expended	(\$0)
Encumbrances	(\$0)
Balance Remaining	\$290,000

**PR0079 – Trail & Pathway Development** (5-54)

Project Goal: Continue development of phases for trail development within current or to be constructed facilities as outlined by the Leisure Services Plan.

Recent Project Milestones:

- **November 12 – Notification of intent to award a \$75,000 grant through the Recreational Trails Program for trail development at Prescott Park.**

Upcoming Project Milestones:

Funds Budgeted	\$112,500
Funds Expended	(\$0)
Encumbrances	(\$0)
Balance Remaining	\$112,500

**PR0080 – Oregon Hills Park (5-55)**

Project Goal: Continue with the implementation of the approved master plan for this East Medford park site, as outlined in the Leisure Services Plan.

Upcoming Project Milestones:

- Project will be carried forward to 2015/17 biennium.

Funds Budgeted	\$400,000
Funds Expended	(\$88,399)
Encumbrances	(\$2,525)
Balance Remaining	\$309,076

**PR0092 – Aquatic Facilities (5-57)**

Project Goal: To develop aquatic facilities as outlined in the Leisure Services Plan.

Upcoming Project Milestones:

- Staff is does not anticipate action on this project during the current biennium.

Funds Budgeted	\$6,800
Funds Expended	(\$0)
Encumbrances	(\$0)
Balance Remaining	\$6,800

**PR0095 – SE Area Plan (5-60)**

Project Goal: Acquisition and development of parks and trails within the SE Area Plan.

Upcoming Project Milestones:

- Staff is does not anticipate additional action on this project during the current biennium.

Funds Budgeted	\$387,000
Funds Expended	(\$399,434)
Encumbrances	(\$0)
Balance Remaining	(\$12,434)

**PR0096 - Cedar Links Park (5-61)**

Project Goal: Development of a community based master plan and approval of a Conditional Use Permit for future construction of this neighborhood park.

Upcoming Project Milestones:

- **Project will be carried forward to 2015/17 Biennium.**

Funds Budgeted	\$33,500
Funds Expended	(\$23,934)
Encumbrances	(\$1,473)
Balance Remaining	\$8,093

Completed Park Dedication Fund Projects:

Project #	Project	Completed	Budget	Actual	Savings
PR0007	Kennedy Park	09/30/14	\$30,000	\$13,850	\$16,150
PR0063 & PH0072	Liberty Park	06/30/14	\$262,115	\$241,599	\$20,516
PR0102 & PH0067	Union Park	08/01/14	\$190,500	\$191,274	(\$774)
PR0104	Pear Blossom Park	07/15/14	\$150,000	\$156,007	(\$6,007)
		Totals	\$632,615	\$603,423	\$29,885