

AGENDA
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MEDFORD CITY COUNCIL MEETING

March 5, 2015
Noon

Council Chambers, Medford City Hall
411 W. 8th Street, Medford

Students of the Month

20. Approval or correction of the minutes of the February 19, 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.

40. Consent calendar

50. Items removed from consent calendar

60. Ordinances and resolutions

60.1 COUNCIL BILL 2015-17 A resolution authorizing the transfer of \$140,000 from the Risk Management Contingency Account to the Risk Management Materials and Services Account for legal fees and workers compensation claims.

60.2 COUNCIL BILL 2015-18 An ordinance authorizing execution of Amendment No. 1 to the 2004 Regional Sewer Agreement with Rogue Valley Sewer Services to delete Section III.C.6, *Information of Projected Growth*.

60.3 COUNCIL BILL 2015-19 An ordinance granting a Revocable Right-of-Way Permit to the property owner of 422 East Barnett Road.

60.4 COUNCIL BILL 2015-20 An ordinance awarding a contract in an amount not to exceed \$118,570 to SWCA Environmental Consultants to conduct a local wetland inventory on land within the City of Medford Urban Reserve.

60.5 COUNCIL BILL 2015-21 A resolution authorizing Jackson County to enforce its parking regulations at the Jackson County Health & Human Services Building parking garage, located at 160 S. Holly Street.

70. Council Business

70.1 Boards & Commissions

a. Parks & Recreation Commission Vacancy

b. Site Plan & Architectural Commission Vacancy

70.2 Council Officers Meeting Update

80. City Manager and other staff reports

80.1 Consideration of options for upgrades to the Medford Room audio/video.

80.2 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 to the evening session

THE EVENING SESSION HAS BEEN CANCELLED



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.1

www.cityofmedford.org

DEPARTMENT: Finance

AGENDA SECTION: Ordinances & Resolutions

PHONE: (541) 774-2033

MEETING DATE: March 5, 2015

STAFF CONTACT: Alison Chan, Finance Director

COUNCIL BILL 2015-17

A resolution authorizing the transfer of \$140,000 from the Risk Management Contingency Account to the Risk Management Materials and Services Account for legal fees and workers compensation claims.

ISSUE STATEMENT & SUMMARY:

A resolution authorizing a transfer within the Risk Management Fund (03). The transfer is for \$140,000 from Contingency to Materials & Services. The Risk Management fund has experienced greater than budgeted legal fees and greater than budgeted workers compensation claims.

BACKGROUND:

Both legal fees and workers compensation claims are estimated based on past experience, however these expenses can fluctuate from year to year. The fiscal year 2014-2015 has been a higher than average year and additional appropriations are needed.

A. Council Action History

None.

B. Analysis

A transfer from contingency does not require supplemental budget as a transfer does not increase appropriations.

C. Financial and/or Resource Considerations

There is no increase in appropriations, only a transfer of an existing appropriation within the General Fund.

D. Timing Issues

None.

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. Modify the resolution
3. Deny the resolution

STAFF RECOMMENDATIONS:

Staff recommends approval of the resolution

SUGGESTED MOTION:

I move to approve the resolution authorizing a transfer of \$140,000 from Risk Management Fund Contingency to Risk Management Mat ices.



EXHIBITS:

Budget transfer

CITY OF MEDFORD Appropriation Modifications per ORS 294.338(2)

Requesting Department: Risk Management

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

Date of Proposed Council Action: 03/04/2015 *old*

Date **February 20, 2015**

Explanation of Requested Transfer: See AIC

Account Number	Description	Project Number	Debit	Credit
003-1604-614.22-08	Legal Services		100,000	
003-1604-614.21-19	Workers Comp		40,000	-
003-1609-614.99-00	Contingency			140,000
TOTALS			140,000	140,000

Requested by *Allen*
 Department Head

Approved by *[Signature]*
 City Manager
Arina



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.2

www.cityofmedford.org

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

AGENDA SECTION: Ordinances & Resolutions
MEETING DATE: March 5, 2015

COUNCIL BILL 2015-18

An ordinance authorizing execution of Amendment No. 1 to the 2004 Regional Sewer Agreement with Rogue Valley Sewer Services to delete Section III.C.6, *Information of Projected Growth*.

ISSUE STATEMENT & SUMMARY:

An ordinance authorizing execution of Amendment No. 1 to the 2004 Regional Sewer Agreement by removing Section III.C.6 *Information of Projected Growth*. This amendment was approved by the Regional Rate Committee on November 14, 2005. Both parties of the Regional Rate Committee have been adhering to this change since that time.

BACKGROUND:

- A. This modification removes the requirement for Parties of the Agreement to provide annual estimated new connection projections to the City of Medford and Rogue Valley Sewer Services.
- B. **Council Action History**
There has been no previous council action on the item.
- C. **Analysis**
This action will officially formalize a practice which has been in place since 2005 and has been observed by both parties of the agreement since that time.
- D. **Financial and/or Resource Considerations**
There is no financial impact from this action
- E. **Timing Issues**
There are no timing issues

STRATEGIC PLAN:

Theme:
Goal :
Objective :
Action :

COUNCIL OPTIONS:

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

STAFF RECOMMENDATIONS:

Approve the removal of Section III.C.6 from the 2004 Regional Sewer Agreement.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY
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Item No: 60.2

SUGGESTED MOTION:

I move to approve the removal of Section III.C.6 from the 2004 Regional Sewer Agreement.

EXHIBITS:

Amendment No. 1 is available in the City Recorder's office.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.3

www.cityofmedford.org

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

AGENDA SECTION: Ordinances & Resolutions
MEETING DATE: March 5, 2015

COUNCIL BILL 2015-19

An ordinance granting a Revocable Right-of-Way Permit to the property owner of 422 East Barnett Road.

ISSUE STATEMENT & SUMMARY:

An ordinance authorizing the City Manager to approve a revocable right-of-way permit so that the existing pylon sign can remain in its current location within the proposed right-of-way of Stewart Avenue. This area is depicted on the attached Exhibit 'A'.

BACKGROUND:

This site was previously used as a gas station which included a large pylon sign located off Stewart Avenue. Included in the conditions of approval for the Del Taco project is the requirement to dedicate additional public right-of-way (ROW) along Stewart Avenue. Once the ROW is dedicated, the existing pylon sign will be encroaching into the ROW by approximately 3-feet, as shown on Exhibit 'A'.

A. Council Action History

None.

B. Analysis

Public Works does not anticipate that this will interrupt pedestrian traffic or future vehicular traffic.

C. Financial and/or Resource Considerations

\$376.00 in revenue from the permit fee.

D. Timing Issues

Construction may be delayed if a decision is not provided to the developer.

STRATEGIC PLAN:

Theme: Quality Public Services

Goal 11: Provide efficient and state-of-the-art development application review.

Objective 11.1: Reduce development application cycle time.

COUNCIL OPTIONS:

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

STAFF RECOMMENDATIONS:

Approve the ordinance authorizing the City Manager to execute a revocable permit to the property owner at 422 East Barnett Road to allow their pylon sign to remain within the proposed public right-of-way as shown on Exhibit 'A'.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.3

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SUGGESTED MOTION:

I move to approve the ordinance authorizing the City Manager to execute a revocable permit to the property owner at 422 East Barnett Road to allow their pylon sign to remain within the proposed public right-of-way as shown on Exhibit 'A'.

EXHIBITS:

Exhibit 'A' – Map of site and location of the pylon sign in relation to the proposed right-of-way. Revocable Permit for 422 East Barnett Road, available in the City Recorder's office.

EXHIBIT 'A'

STREET DEDICATION MAP

LYING SITUATE IN

NORTHEAST QUARTER OF SECTION 31,
TOWNSHIP 37 SOUTH, RANGE 1 WEST, W.M.
JACKSON COUNTY, OREGON

FOR

City of Medford Public Works

422 East Barnett Road
Medford, Oregon 97501

E A S T B A R N E T T R O A D

N.W. CORNER D.L.C. 50

982.64'

R/W PER
O.R. 94-04183

R/W PER
O.R. 00-036937

S 89°59'30" W - 212.00'

-- N 89°59'30" E - 166.96' --

170.65'

5.00'

5.00' WIDE
STREET DEDICATION
TO MEDFORD

5.00'

6.23'

20.5'

24'

9.27'

5.50'

5.50' WIDE
STREET DEDICATION
TO MEDFORD

20.5'

24'

1158.55'

S 00°10'01" E

S
T
E
E
T

A
V
E
N
U
E

S 00°10'00" E - 169.90'

O.R. 2009-027360

3.00' x 3.00'
SIGN PYLON EASEMENT

SIGN PYLON
(TYPICAL)

144.12'

N 00°10'00" W - 136.68'

R/W PER O.R. 94-04182

N 00°10'00" W

21.50'

20.5'

24'

186.00'

S 89°59'30" W - 191.50'



SCALE: 1" = 40'

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Shawn Kampmann

OREGON
JULY 14, 1998
SHAWN KAMPMANN
2883 LS

RENEWAL DATE: 6/30/2015

SURVEYED BY:
POLARIS LAND SURVEYING LLC
P.O. BOX 459
ASHLAND, OREGON 97520
(541) 482-5009

DATE: NOVEMBER 18, 2014
PROJECT NO. 866-14

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Assessor's Map No. 37 1W 31 A, Tax Lot 800

POLARIS LAND SURVEYING



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.4

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DEPARTMENT: Planning

AGENDA SECTION: Ordinances & Resolutions

PHONE: (541) 774-2380

MEETING DATE: March 5, 2015

STAFF CONTACT: James E. Huber, AICP, Planning Director

COUNCIL BILL 2015-20

An ordinance authorizing a contract in an amount not to exceed \$118,570 to SWCA Environmental Consultants to conduct a local wetland inventory on land within the City of Medford Urban Reserve.

ISSUE STATEMENT & SUMMARY:

The Planning Department requests award of a consulting/personal services contract to SWCA Environmental Consultants. This contract is for technical services to conduct a local wetland inventory on land within the City of Medford Urban Reserve. A local wetland inventory is one of the components needed before land can be annexed into the City from the Urban Growth Boundary.

BACKGROUND:

A. Council Action History

There is no prior Council action on this project.

B. Analysis

The City of Medford prepared and advertised a Request for Qualifications (RFQ) for completion of a local wetland inventory for wetlands and riparian corridors within the City's Urban Reserve consistent with Oregon Administrative Rules.

The City received seven proposals through this RFQ process. The selection committee members reviewed each proposal and scored them in accordance with the advertised criteria. The following are the criteria used to score the proposals:

- Consultant's knowledge and understanding of the project – 30 points
- Consultant's approach to completing the project – 20 points
- Consultant's demonstrated ability to complete similar projects on time and within budget – 30 points
- Experience of consultant's key staff persons proposed for the project – 10 points
- References and recommendations from past clients – 10 points
- Maximum possible points – 100 points

The scoring by the selection committee resulted in the final ranking of the firms:

Firm	Total Points (0-100)
SWCA Environmental Consultants	90.8
PBS Engineering Environmental Inc.	88.6
Tetra Tech	88.1
Terra Science	84.6
Turnstone Environmental Consultants Inc.	83.8
Rabe Consulting	79.0
Schott & Associates	0 (Disqualified)



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.4

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C. Financial and/or Resource Considerations

The proposed contract amount of \$118,570 including contingency is for completion of a local wetland inventory in the City's Urban Reserve as outlined in the contract under Project PL0010. The Planning Department has \$60,000 available in the current budget for the project with an additional \$48,570 proposed in the next biennium. The Parks and Recreation Department has agreed to pay up to \$10,000 of the contract for investigation of wetlands at Prescott and Chrissy Parks.

D. Timing Issues

Staff recommends approval of the contract in order to begin critical wetland field work during the coming spring season.

STRATEGIC PLAN:

Theme: Responsive Leadership
Goal 13: Preserve natural resources within the City of Medford and its Urban Growth Boundary, as applicable.
Objective 13.1: Protect waterways and wetlands which are unique components of the urban landscape.

COUNCIL OPTIONS:

1. Approve the ordinance.
2. Deny the ordinance.

STAFF RECOMMENDATIONS:

Staff recommends approval of the award to SWCA Environmental Consultants for completion of a local wetland inventory for the City's Urban Reserve.

SUGGESTED MOTION:

I move to approve the award of a consulting/personal services contract to SWCA Environmental Consultants in the amount not to exceed \$118,570 for completion of a local wetland inventory for the City's Urban Reserve.

EXHIBITS:

Contract is on file with the City Recorder.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.5

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STAFF RECOMMENDATIONS:

Staff recommends adopting the resolution as presented.

SUGGESTED MOTION:

I move to approve the resolution authorizing Jackson County to enforce its parking regulations at the Jackson County Health & Human Services Building parking garage, located at 160 S. Holly St., Medford Oregon 97501.

EXHIBITS:

None.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 80.1

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DEPARTMENT: City Manager's Office

AGENDA SECTION: City Manager Reports

PHONE: (541) 774-2000

MEETING DATE: March 5, 2015

STAFF CONTACT: Eric Swanson, City Manager

Consideration of options for upgrades to Medford Room audio/video.

ISSUE STATEMENT & SUMMARY:

Staff was requested to research the options to address the audio/video capabilities within the Medford Room. The request included the ability to provide improved audio recordings along with video of presentations to assist when reviewing missed study sessions and other presentations. Additionally, staff researched options for improving the sound quality during meetings and the ability to utilize the conference room for video conferencing.

BACKGROUND:

A. Council Action History

Councilmember Stine requested staff look into options to provide higher quality audio/video recordings. Staff was also interested in upgrading the room capabilities to include video conferencing.

B. Analysis

Several options are available for upgrades to the Medford room audio/video and video conferencing. There are a number of potential opportunities for outreach that could be achieved with the improvements proposed.

1. Improved sound system (microphones and speakers):

- a. Provides increased collaboration and communication as everyone will be heard
- b. Can integrate into existing digital phone system to ensure conference calls are more effective as all participants will be heard clearly
- c. System can be expanded into any networked City location (ie. Carnegie Building, Annex, Santo Community Center)

2. Webcasting/Room Recording:

- a. Web conferencing
- b. Provides for both live-streaming and web-based viewing of previously recorded videos
- c. Could be extended to facilitate recording at remote locations (ie. Carnegie Building, Annex Conf. Room)
- d. Creates citizen outreach opportunities
 - i. Virtual Town Hall meetings
 - ii. Video overviews of upcoming Council agenda items
 - iii. Hot topic video production and publishing
 - iv. Training videos (citizen and staff)
 - v. Employee video messages
 - vi. Virtual citizen discussion/feedback



CITY OF MEDFORD
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Item No: 80.1

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C. Financial and/or Resource Considerations

PROJECT COSTS (\$45,000 TOTAL)

\$10,000	Sound system to include networked speakers to reinforce audio during meeting
\$ 3,000	Microphones (mounted to table w/mute buttons & wireless microphone for presenters)
\$ 2,000	Cameras (2 hard mounted in room) to capture video of meetings and facilitate video conferencing
\$15,000	Software for recording, broadcasting and storing recorded video
\$ 5,000	Electrical/wiring needs (estimated)
\$10,000	Conference Table (executive boardroom design/required for hard wired microphones)

FUNDING SOURCES:

- a. Audio/Video equipment cost of \$15,000 covered within 2013-15 Technology Services capital outlay budget
- b. Electrical improvements cost of \$5,000 (estimated) covered within 2013-15 Building Facilities budget BR0068 – City Hall Electrical Modifications
- c. Conference Table cost of \$10,000 covered within 2013-15 Parks & Recreation Project budget BR0078 - Alba/Medford Room Floors Project
- d. \$15,000 cost for annual webcasting/recording software to be covered in 2015-17 Citizen Outreach-Mayor/City Council budget

D. Timing Issues

Proposal for sound system and video cameras for the Carnegie Building will be included in the 2015-17 budget proposals.

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 14.5: Provide adequate opportunities for public input.

Action 14.5a: Provide and promote various methods of communication to enhance opportunities for citizen education and interaction.

COUNCIL OPTIONS:

- 1. Direct staff to pursue options to improve Medford Room audio/video capabilities.
- 2. Do not pursue upgrades to Medford Room at this time.

STAFF RECOMMENDATIONS:

Staff recommends upgrades to Medford Room as presented.

SUGGESTED MOTION:

I move to direct staff to pursue upgrade options for Medford Room audio/video capabilities.

EXHIBITS:

None