



## Medford City Council Meeting

# Agenda

**February 16, 2017**

**12:00 Noon**

**Medford City Hall, Council Chambers  
411 West 8<sup>th</sup> Street, Medford, Oregon**

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### 10. Roll Call

#### Employee Recognition

### 20. Approval or Correction of the Minutes of the February 2, 2017 Regular Meeting

### 30. Oral Requests and Communications from the Audience

Comments will be limited to 4 minutes per individual, group or organization. PLEASE SIGN IN.

### 40. Consent Calendar

### 50. Items Removed from Consent Calendar

### 60. Ordinances and Resolutions

60.1 COUNCIL BILL 2017-16 A resolution adopting the ninth Supplemental Budget for the 2015-17 biennium.

60.2 COUNCIL BILL 2017-17 An ordinance amending section 2.503 of the Medford Municipal Code pertaining to the purchasing authority of the City Manager.

### 70. Council Business

### 80. City Manager and Other Staff Reports

80.1 Alba Sister City report by Julie Barry

80.2 SOREDI Quarterly Economic Development update by Colleen Padilla

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 to the Evening Session

#### EVENING SESSION

**7:00 P.M.**

There are no items for Council consideration.



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

Item No: 60.1

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**DEPARTMENT:** Finance **AGENDA SECTION:** Ordinances and Resolutions  
**PHONE:** (541) 774-2030] **MEETING DATE:** February 16, 2017  
**STAFF CONTACT:** Alison Chan, Finance Director

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**COUNCIL BILL 2017-16**

A resolution adopting the ninth Supplemental Budget for the 2015-17 biennium.

**SUMMARY AND BACKGROUND**

The Finance Department is presenting a supplemental budget which will affect the General Fund, the Police Public Safety Fund, the Fire Public Safety Fund, the Park Dedication Fund, the Federal Forfeitures Fund and the Revenue Bond Fund. ORS 294.471 provides for a Supplemental Budget process.

**PREVIOUS COUNCIL ACTIONS**

The biennium budget was approved in June of 2015. This is the ninth supplemental budget of the biennium. The eight supplemental budget was approved on December 15, 2016.

**ANALYSIS**

**General Fund:**

The City Manager's Office is requesting to recognize and appropriate a \$4,020 grant awarded by the Oregon Military Department Office of Emergency Management Homeland Security. The corresponding appropriation is for the purchase of communication and medical equipment.

The Parks and Recreation Department is requesting to recognize and appropriate \$23,960 of program income from the Neighborhood Stabilization Program -1 (NSP). The corresponding appropriation is to increase grants for the same program. The specific project that will benefit from this appropriation is the acquisition and rehabilitation of a residence. Habitat for Humanity is leading the project and the City of Medford is providing a portion of the funding with NSP-1 funds.

**Police Public Safety Fund:**

The Police Department is requesting to reduce the Police Headquarters and Secure Parking projects by \$1,136,000 and increase transfers by \$1,136,000. The transfer is to the Fire Public Safety Fund.

**Fire Public Safety Fund:**

The Fire Department is requesting to recognize and appropriate a \$1,136,000 transfer from the Police Public Safety Fund. The corresponding appropriation is for the Fire Station #3 project.

The Fire Department is requesting to reduce appropriations of \$347,000 from the Fire Station #2 project and increase the appropriations for the Fire Station #3 project.

Both the Police and Fire funding sources were identified for use to complete Fire Station #3 at the City Council study session on January 19, 2017.

**Park Dedication Fund:**

The Parks and Recreation Department is requesting to recognize and appropriate a \$15,000 donation from the Parks Foundation. The corresponding appropriation is for the purchase of fitness equipment for Hawthorne Park.



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**Federal Forfeitures Fund:**

The Police Department is requesting to recognize and appropriate \$140,400 of unbudgeted Federal forfeiture revenue. Federal forfeiture funds are restricted to being spent for law enforcement purposes only and may not be used to pay the salaries and benefits of sworn or non-sworn law enforcement personnel except in specific circumstances. Additionally, funds shall not be used to replace or supplant the appropriated resources of a recipient agency. The appropriations being requested are as follows:

- \$90,400 - The purchase of 3D imaging equipment. The equipment will be used throughout Jackson County by the Medford Area Drug Gang Enforcement Unit (MADGE) and their partners.
- \$50,000 – The purchase of an undercover van and radio repeater equipment. The van will be used throughout Jackson County by the Medford Area Drug Gang Enforcement Unit (MADGE) and their partners.

**Revenue Bond Fund:**

The Finance Department is requesting to recognize \$250,000 of revenue from MURA and increase bond payments in the Revenue Bond Fund by \$250,000. The City received \$250,000 more than budgeted from MURA for early pay off of the debt.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The proposed resolution will increase appropriations as follows:

General Fund	\$ 27,980
Fire Public Safety Fund	1,136,000
Park Dedication Fund	15,000
Federal Forfeitures Fund	140,400
Revenue Bond Fund	<u>250,000</u>
Total	<u>\$1,569,380</u>

**TIMING ISSUES**

None

**COUNCIL OPTIONS**

Approve, modify or deny the resolution.

**STAFF RECOMMENDATION**

Staff recommends approval of the resolution.

**SUGGESTED MOTION**

I move to approve the resolution as outlined in the attached exhibit.

**EXHIBITS**

Resolution

RESOLUTION NO. 2017-16

A RESOLUTION adopting the ninth Supplemental Budget for the 2015-17 biennium.

WHEREAS, a supplemental budget is required to change appropriations in certain circumstances under ORS 294.471; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

SECTION 1. The City Council hereby adopts the ninth Supplemental Budget for the 2015-17 biennium.

SECTION 2. The City Council hereby makes the new appropriations and transfers of appropriations for the 2015-17 biennium in the amounts and for the purposes shown on the Supplemental Budget Adjustment form which is attached hereto as Exhibit A and incorporated herein by reference.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST: \_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

Requesting Department: Finance

Biennium **FY15/16 - FY16/17**

Date of Proposed Council Action: 2/16/17

Date **February 3, 2017**

Explanation of Requested Transfer: See AIC

Account Number	Description	Project Number	Debit	Credit
001-1109-611.24-50	Small Equipment	EM002	4,020	
001-0000-330.01-04	Federal Grants	EM002		4,020
001-0102-663.27-99	NSP	PG0050	23,960	
001-0000-330.01-05	Federal Grants	PG0050		23,960
010-1608-614.70-11	Transfer to Fund 11		1,136,000	
010-3310-641.51-00	Police Station CIP	PD0076		454,900
010-3310-641.51-00	Police Parking CIP	PD0077		681,100
011-3705-642.51-00	Fire S#3 CIP	BR0072	1,483,000	
011-3705-642.51-00	Fire S#2 CIP	BR0071		347,000
011-0000-470.10-00	Transfer Revenue			1,136,000
015-5208-652.51-04	Capital Improvement	PR0105	15,000	
015-0000-400.03-00	Parks Foundation Donation	PR0105		15,000
027-3304-641.40.06	General Equipment	PD0071	90,400	
027-3304-641.40.04	Motive Equipment	PD0071	50,000	
027-0000-330.01-13	Federal Forfeitures	PD0071		140,400
062-1603-614.60-01	Principal		250,000	
062-0000-350.13-00	Misc Revenue			250,000
<b>TOTALS</b>			<b>3,052,380</b>	<b>3,052,380</b>

*W. W. W.*

*2-3-17*

*[Signature]*

*2-6-17*



# CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.2

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**DEPARTMENT:** Purchasing/Legal  
**PHONE:** 774-2027/774-2021  
**STAFF CONTACT:** Jennifer Huston, Purchasing Agent  
Lori Cooper, City Attorney

**AGENDA SECTION:** Ordinances and Resolutions  
**MEETING DATE:** February 16, 2017

## **COUNCIL BILL 2017-17**

An ordinance amending section 2.503 of the Medford Municipal Code (MMC) pertaining to the purchasing authority of the City Manager.

## **SUMMARY AND BACKGROUND**

The language of Medford Municipal Code 2.503 needs to be clarified, since it has caused confusion. In addition, the City Manager's delegation authority is increasing.

## **PREVIOUS COUNCIL ACTIONS**

Section 2.503 was last updated in April of 2013.

## **ANALYSIS**

MMC 2.503 defines the contracting and purchasing authority of the City Manager. Changes are as follows:

- 1) Clarifying that Council approval is required on change orders for contracts which were within the City Manager's authority in their original amounts, but exceed the Manager's authority once the amount of the change order or cumulative change orders are added to the original contract amount.
- 2) Clarifying that the City Manager has authority to approve change orders on a contract which had originally been approved by Council, provided the individual or cumulative change order does not exceed 25% of the original contract.
- 3) Amend the MMC to increase the City Manager's delegation authority from \$10,000 to \$25,000. This increase in authority was discussed at Department Head meetings, and Department Heads agreed that increasing the delegated authority from \$10,000 to \$25,000 would improve the workflow and efficiency of city departments.

## **FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

None.

## **TIMING ISSUES**

None.

## **COUNCIL OPTIONS**

Approve, modify, or deny the ordinance.

## **STAFF RECOMMENDATION**

Staff recommends approval of the ordinance.

## **SUGGESTED MOTION**

I move to approve the ordinance approving the amendment to Medford Municipal Code section 2.503.

## **EXHIBITS**

Ordinance

ORDINANCE NO. 2017-17

AN ORDINANCE amending section 2.503 of the Medford Municipal Code pertaining to the purchasing authority of the City Manager.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

SECTION 1. Section 2.503 of the Medford Municipal Code is amended to read as follows:

2.503 Authority of the Manager.

\*\*\*

(C) For a single obligation not exceeding \$100,000 for public improvement contracts. As used herein **this section 2.503**, "single obligation" includes the original contract ~~or~~ **and any individual or cumulative change orders.**

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(3) All purchases exceeding the manager's obligation authority must be authorized by ~~special~~ ordinance, except as provided in Section 2.589 for insurance contracts. **The manager may authorize a change order on a contract approved by council provided the individual or cumulative change orders do not exceed 25% of the original contract, or do not exceed the manager's contracting and purchasing authority.**

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(5) The manager may delegate his authority to obligate the City to one or more subordinates designated in writing. Authority so delegated may not exceed ~~\$10,000~~ **\$25,000** on a single obligation, except that, in the manager's absence, the acting city manager may exercise all of the manager's authority.

PASSED by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST: \_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

NOTE: Matter in **bold** in an amended section is new. Matter ~~struck-out~~ is existing law to be omitted. Three asterisks (\* \* \*) indicate existing law which remains unchanged by this ordinance but was omitted for the sake of brevity.