



Medford City Council Meeting

Agenda

March 15, 2018

6:00 P.M.

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

10. Roll Call

20. Recognitions, Community Group Reports

20.1 Employee Recognition

30. Oral Requests and Communications from the Audience

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

40. Public Hearings

Comments are limited to a total of 30 minutes for applicants and/or their representatives. You may request a 5-minute rebuttal time. Appellants and/or their representatives are limited to a total of 30 minutes and if the applicant is not the appellant they will also be allowed a total of 30 minutes. All others will be limited to 4 minutes. PLEASE SIGN IN.

40.1 COUNCIL BILL 2018-14 - CONTINUED - An ordinance vacating an approximately 50 foot wide strip of public right-of-way, being a portion of Evergreen Street, running north-south from West Third Street to West Fourth Street, 300 feet in length. (SV-17-106) Land Use, Quasi-Judicial

40.2 Public hearing to consider the lease or sale of former Fire Station #2.

40.3 COUNCIL BILL 2018-25 A resolution approving the construction of street improvements and installation of a roundabout on a segment of Springbrook Road between Pheasant Lane and Cedar Links Drive, as part of the Springbrook Road Improvement Project. (TF-17-142) Land Use, Quasi-Judicial

50. Approval or Correction of the Minutes of the March 1, 2018 Regular Meeting

60. Consent Calendar

60.1 COUNCIL BILL 2018-26 An ordinance authorizing the purchase of seven new police patrol vehicles in the total amount of \$206,971.59 from Landmark Ford Lincoln of Tigard, Oregon.

60.2 COUNCIL BILL 2018-27 An ordinance awarding a contract in an amount of \$193,905.92 to California Pavement Maintenance Company, Inc. to perform slurry seal on various city streets.

60.3 COUNCIL BILL 2018-28 An ordinance awarding a contract in an amount of \$854,197 to Roxy Ann Rock for Phase II development of Kennedy Park.

70. Items Removed from Consent Calendar

80. Ordinances and Resolutions

90. Council Business

90.1 Proclamations issued:
Welcome Home Vietnam Veterans Day – March 15, 2018

90.2 Social Media Policy

90.3 Committee Reports and Communications

100. City Manager and Staff Reports

100.1 Livability Team

100.2 Utility Fee Increase Public Outreach Campaign

100.3 Further reports from City Manager

110. Adjournment



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.1

www.cityofmedford.org

DEPARTMENT: Planning Department
PHONE: (541) 774-2380
STAFF CONTACT: Matt Brinkley, AICP, CFM, Planning Director

AGENDA SECTION: Public Hearings
MEETING DATE: March 15, 2018

COUNCIL BILL 2018-14 CONTINUED – An ordinance vacating an approximately 50 foot wide strip of public right-of-way, being a portion of Evergreen Street, running north-south from West Third Street to West Fourth Street, 300 feet in length.(SV-17-106) Land Use, Quasi-Judicial

SUMMARY AND BACKGROUND

On September 14, 2017 Linda Donovan submitted an application by petition to vacate a portion of Evergreen Street right-of-way. The portion of Evergreen Street proposed to be vacated is located between West Third and West Fourth Street, bordering the railroad tracks.

At the Planning Commission hearing on January 11, 2018, the Commission couldn't come to a decision as the votes were tied at three. Commissioner McFadden, however, recused himself and submitted an email stating his opposition prior to the public hearing (Exhibit M of Staff Report). (SV-17-106)

PREVIOUS COUNCIL ACTIONS

On January 4, 2018 – Resolution No. 2018-03 – Council approved a resolution establishing a hearing date of February 15, 2018 for consideration of the matter.

At the February 15, 2018, Council discussed this application. During the hearing, a question regarding the potential future ownership of the vacated right-of-way was raised. Staff needed time to research the answer and Council decided to continue the public hearing to March 1, 2018.

At the March 1, 2018 meeting, the City Council continued the public hearing to March 15, 2018.

ANALYSIS

In order for a city to vacate right-of-way it must be determined that local and state requirements are met. Per MLDC 10.202, the applicable criteria for the subject vacation request requires that the proposal comply with the Public Facilities Element of the City of Medford's Comprehensive Plan, including the Transportation System Plan. In addition, since the application was initiated by petition under ORS 271.080, the applicant must receive signed Consent to Vacation documentation from 100% of all abutting real property owners and two-thirds of all affected real property owners.

In regards to the proposal's compliance with the City's Comprehensive Plan and Transportation System Plan, the goals and policies of the Comprehensive Plan are silent on right-of-way vacations. No pedestrian and/or bicycle projects are included in the proposed update to the Transportation System Plan Element.

In the spring of 2003, the Medford City Council approved the Downtown 2050 Plan. "Evergreen Way" was shown as a proposed Secondary Pedestrian Corridor. The project was described as "Evergreen Way's function should be restricted to that of a minor local street serving as a major pedestrian link between the In-Town Village and the City Center core area." and "Evergreen Way provides an attractive pedestrian corridor reaching from the In-Town Village and Southside to Downtown Central."

In regards to the proposal's compliance with ORS 271.080, the applicant's submitted vacation application included signed *Consent to Vacation* documentation from 100 percent of all abutting real property owners and signed *Consent to Vacation* documentation from over two-thirds of all affected real property owners, consistent with the requirements found in ORS 271.080.

Staff has determined both City and State requirements are met.

As noted above, the potential future ownership of the vacated right-of-way was discussed at the February 15 City Council meeting. At that meeting, staff indicated that ownership of the entire 50 feet of Evergreen Street would become the applicant's. After further research, it appears that the ownership may revert at



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.1

www.cityofmedford.org

the centerline, which means 25 feet would become the applicant's and the other 25 feet would become part of the railroad property. Staff requested an opinion on future ownership from the applicant's title company but had not received one at the time of publication. Staff will forward any additional information to the Council as it is received.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The vacated area would become taxable property. It is the applicant's intention to develop the area.

TIMING ISSUES

None.

COUNCIL OPTIONS

- Approve the ordinance as presented
- Modify the ordinance as presented
- Decline to approve the ordinance as presented and direct staff regarding further action

STAFF RECOMMENDATION

Since the Commission did not make a recommendation and the applicant is in compliance with all applicable criteria of MLDC Section 20.202, it is staff's recommendation to approve the street vacation request.

SUGGESTED MOTION

I move to adopt the ordinance authorizing the vacation of a portion of Evergreen Street.

EXHIBITS

Ordinance

Minutes – Planning Commission hearing from January 11, 2018

Planning Commission Staff Report, including Exhibits A through M

ORDINANCE NO. 2018-14

AN ORDINANCE vacating an approximately 50 foot wide strip of public right-of-way, being a portion of Evergreen Street, running north-south from West Third Street to West Fourth Street, 300 feet in length.

WHEREAS, the City Council of the City of Medford, Oregon, by Resolution No. 2018-03 accepted the petition initiating the vacation; and

WHEREAS, the City Council fixed 6:00 p.m. on February 15, 2018, in the Medford City Council Chambers, 411 W. 8th St., Medford, Oregon, as the time and place for hearing any objections to the proposed vacation of said area; and

WHEREAS, the date for hearing any objections to the proposed vacation of said area was continued to 6:00 p.m. on March 1, 2018, in the Medford City Council Chambers, 411 W. 8th St., Medford, Oregon, as the time and place for hearing any objections to the proposed vacation of said area;

WHEREAS, the date for hearing any objections to the proposed vacation of said area was continued to 6:00 p.m. on March 15, 2018, in the Medford City Council Chambers, 411 W. 8th St., Medford, Oregon, as the time and place for hearing any objections to the proposed vacation of said area;

WHEREAS, the City Recorder has given notice of the time and place for said hearing as required by law; and

WHEREAS, at the time and place set for hearing the City Council heard all objections to the proposed vacation; and

WHEREAS, on the basis of the facts and conclusions stated in the Staff Report dated January 4, 2018, on file in the Planning Department, the City Council has deemed it to be in the public interest that said area be vacated; now, therefore,

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. That an approximately 50 foot wide strip of public right-of-way, being a portion of Evergreen Street, running north-south from West Third Street to West Fourth Street, 300 feet in length, described in Exhibit "A" and "B" attached hereto and incorporated herein, is hereby vacated, and the ownership of the said area hereby vacated shall become vested as provided by law; and an

easement retained for any existing public utilities.

Section 2. The Council finds and determines that written objections were not received from the owners of a majority of the area affected by the vacation.

Section 3. The Council finds and determines that the vacation of said area in the City of Medford is in the public interest and does not damage or cause a deterioration of the market value of any real property of non-consenting owners (if any) abutting the same or any portion thereof and that no damage on account thereof shall be allowed.

Section 4. The City Recorder is hereby directed to cause a certified copy of this ordinance, together with any map, plat, or other record showing the area, to be filed with the County Surveyor of Jackson County, Oregon.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor

State of Oregon)
County of Jackson)

On this _____ day of _____, 2018, Gary H. Wheeler, as Mayor for the City of Medford, personally appeared before me and is known to me to be the person whose name is signed to this document, and acknowledges that he signed the document.

Notary Public for Oregon
My Commission expires:

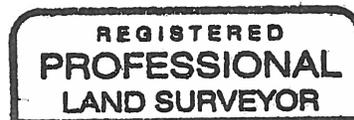
EXHIBIT 'A'

A vacation description for a portion of Evergreen Street right of way as shown on the Map of the Town of Medford, recorded May 4, 1888 now of record, located in the Northeast Quarter of Section 25, Township 37 South, Range 2 West of the Willamette Meridian, in the City of Medford, Jackson County, Oregon, more particularly described as follows:

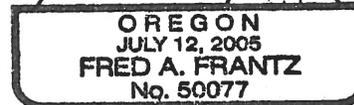
BEGINNING AT the most easterly corner of Block 34 of the City of Medford according to the Official Map thereof, now of record, located in the Northeast Quarter of Section 25, Township 37 South, Range 2 West of the Willamette Meridian, Jackson County, Oregon; thence North 35°30' West, along the northeasterly line of said block, a distance of 225.00 feet, to the most southerly corner of that tract described in Instrument Number 88-27430 of the Official Records of Jackson County, Oregon; thence North 54°30' East, along the southeasterly line of said tract, a distance of 10.00 feet, to the most easterly corner thereof; thence North 35°30' West, along the northeasterly line of said tract, a distance of 75.00 feet, to the most northerly corner thereof; thence North 54°30" East, 30.00 feet southeasterly of and parallel with the center line of Third Street, a distance of 40.00 feet to the southwesterly right of way line of the Central Oregon and Pacific Railroad; thence South 35°30' East, along said right of way, a distance of 300.00 feet, to the intersection of said right of way line and a point 30.00 feet northwesterly of, when measured at right angles from, the centerline of Fourth Street; thence South 54°30' West, 30.00 feet northwesterly of and parallel with said center line, a distance of 50.00 feet, to the POINT OF BEGINNING.

Basis of Bearing used in this description is based on the Map of the Town of Medford, according to the Official Plat thereof, now of record.

Prepared by:
Terrasurvey, Inc.
274 Fourth Street
Ashland, Oregon 97520



Fred A. Frantz

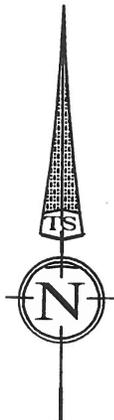
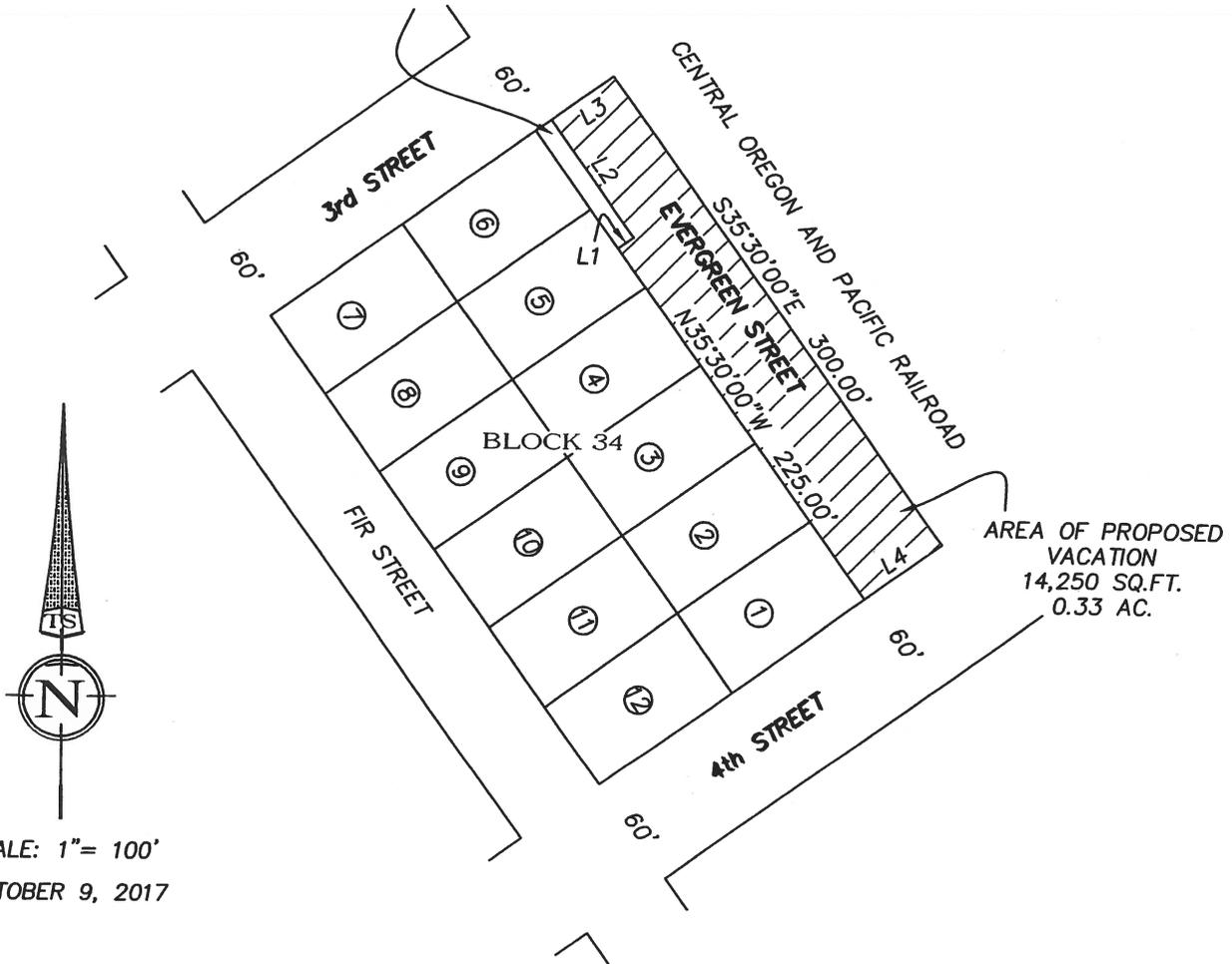


Renewal 12-31-19

EXHIBIT **X'B**
FOR

VACATION OF A PROTION OF EVERGREEN STREET
LOCATED IN THE NORTHEAST QUARTER OF SECTION 25, TOWNSHIP 37 SOUTH,
RANGE 2 WEST, IN THE CITY OF MEDFORD, JACKSON COUNTY, OREGON

PORTION OF EAVEGREEN STREET
VACATED BY CITY OF MEDFIORD ORDINANCE No. 6262
AND RECORDED AS INSTRUMENT No. 88-27430



SCALE: 1" = 100'
OCTOBER 9, 2017

REGISTERED
**PROFESSIONAL
LAND SURVEYOR**

Fred A. Frantz
OREGON
JULY 12, 2005
FRED A. FRANTZ
No. 50077

Renewal 12-31-17

LINE TABLE		
LINE	BEARING	LENGTH
L1	N54°30'00"E	10.00'
L2	N35°30'00"W	75.00'
L3	N54°30'00"E	40.00'
L4	S54°30'00"W	50.00'

TERRASURVEY, INC.
PROFESSIONAL LAND SURVEYORS
274 FOURTH STREET
ASHLAND, OREGON 97520
JOB NO. 1142-17



From Public Hearing on **January 11, 2018**

Excerpted Minutes (SV-17-106)

The regular meeting of the Planning Commission was called to order at 5:30 PM in the City Hall Council Chambers on the above date with the following members and staff in attendance:

Commissioners Present

Patrick Miranda, Chair
David McFadden, Vice Chair
David Culbertson
Joe Foley
Bill Mansfield
Mark McKechnie
Alex Poythress

Staff Present

Matt Brinkley, Planning Director
Kelly Akin, Assistant Planning Director
Eric Mitton, Deputy City Attorney
Alex Georgevitch, City Engineer
Greg Kleinberg, Fire Marshal
Terri Rozzana, Recording Secretary
Dustin Severs, Planner III
Steffen Roennfeldt, Planner III
Liz Conner, Planner II

Commissioner Absent

Jared Pulver, Excused Absence
E.J. McManus, Excused Absence

New Business

50.2 SV-17-106 Consideration of a request for the vacation of an approximate 50-foot wide strip of public right-of-way being a portion of Evergreen Street, running roughly north-south from West Third Street to West Fourth Street, 300 feet in length within the C-H, Heavy Commercial, zoning district. (Linda Donovan, Applicant; Steffen Roennfeldt, Planner).

Chair Miranda inquired whether any Commissioners have a conflict of interest or ex-parte communication they would like to disclose. Vice Chair McFadden does not have a conflict of interest or ex-parte communication but the Commissioners will find on their desk a letter that he wrote to Planning staff expressing his concern about this application. He recused himself.

Chair Miranda inquired whether anyone in attendance wishes to question the Commission as to conflicts of interest or ex-parte contacts. None were disclosed.

Steffen Roennfeldt, Planner III, stated that Vice Chair McFadden's letter will be entered into the record as Exhibit M. The street vacation criteria can be found in the Medford Land Development Code Sections 10.202. The applicable criteria were included in the staff report, property owner notices and hard copies are available at the entrance of

Council Chambers for those in attendance. Mr. Roennfeldt gave a staff report. In the staff report he stated that criterion 1. Compliance with the Public Facilities Element of the Comprehensive Plan, including the Transportation System Plan was "Satisfied". It should have read "Not Applicable". He will make that change in the Planning Commission Report.

Commissioner McKechnie is the street owned by the Medford Urban Renewal Agency (MURA) public or privately owned? Mr. Roennfeldt reported it is privately owned.

Commissioner McKechnie asked, is the block to the north public right-of-way? Mr. Roennfeldt stated it is. Commissioner McKechnie assumes there are no improvements on this side of the railroad tracks. Mr. Roennfeldt reported that the property to the north is fenced off. Commissioner McKechnie is more concerned if there is public right-of-way on the block from Third to wherever the platted Evergreen Street goes. Mr. Roennfeldt stated that it goes to Main Street.

Commissioner Mansfield asked if there was a question about the subject property being public right-of-way. Mr. Roennfeldt reported there is no question about that.

Commissioner Foley asked, the Medford Urban Renewal Agency requested some parking spaces, did he not include that in the criteria? Mr. Roennfeldt responded that is not a land use dedication. It is a private agreement between the property owners.

Commissioner Mansfield commented that if this application is passed and the public right of way is vacated then it is no longer the City's business. It belongs to the adjoining property owners.

The Public Hearing was opened.

The applicant and agent were not present.

The Public Hearing was closed.

Motion: The Planning Commission, based on the findings and conclusions that all of the approval criteria are met or are not applicable, forwards a favorable recommendation to the City Council for approval of SV-17-106 per the staff report dated January 4, 2018, including Exhibits A through M.

Moved by: Commissioner Mansfield

Seconded by: Commissioner McKechnie

Roll Call Vote: Motion failed, 3-3-1, with Commissioner Mansfield, Commissioner McKechnie and Chair Miranda voting no. Vice Chair McFadden recused himself.



STAFF REPORT

for a Class-B decision: Vacation

Project Evergreen Street Vacation
Applicant: Linda Donovan

File no. SV-17-106

To Planning Commission

for January 11, 2018 hearing

From Steffen Roennfeldt, Planner III

Reviewer Kelly Akin, Assistant Planning Director

Date January 4, 2018

BACKGROUND

Proposal

Consideration of a request for the vacation of an approximate 50-foot wide strip of public right-of-way being a portion of Evergreen Street, running roughly north-south from West Third Street to West Fourth Street, 300 feet in length within the C-H, Heavy Commercial, zoning district.

Vicinity Map



History

On September 14, 2017, the applicant submitted the subject application requesting to vacate a portion of the existing right-of-way in order to install a food-cart court like use as well as outdoor seating for the existing wine tasting use.

A resolution setting the City Council hearing date of February 15, 2018 will be on the Council's Agenda for the Council Meeting on January 4, 2017.

Authority

This proposal is a Class-B application for vacation of public right-of-way. The Planning Commission is authorized to act as the advisory agency to the City Council for vacations, providing a recommendation to the City Council, and with the City Council serving as the approving authority under Medford Municipal Code Sections 10.102–122, 10.165, and 10.185.

ISSUES AND ANALYSIS

Background

The request is being made for the vacation of Evergreen Street, a public right-of-way, bordering the applicant's property to the northeast between West Third Street and West Fourth Street.

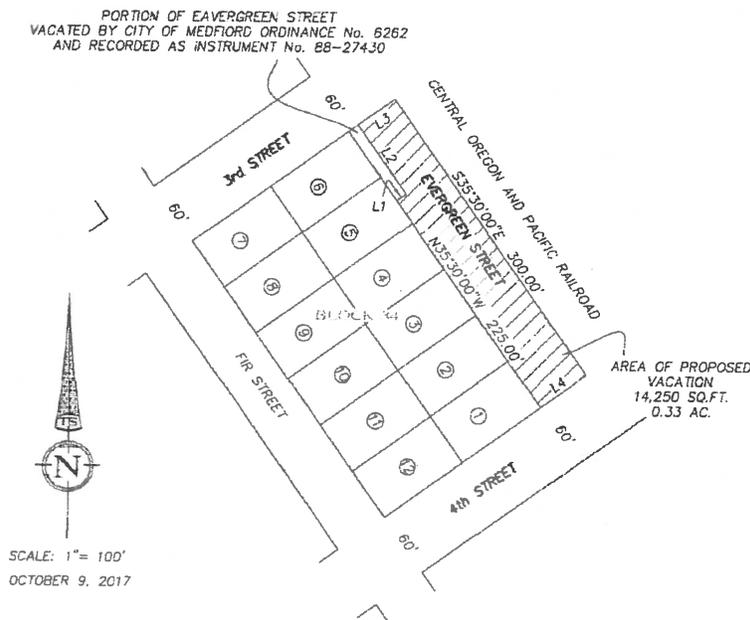


Figure 1 - Location of Proposed Vacation

As can be seen in Figure 1 above, the applicant is proposing to vacate an area located between the railroad tracks, owned and operated by the Central Oregon and Pacific Railroad, and property owned by the applicant (all of Block 34). The area to be vacated is 14,250 square feet in size. Not included in the application is a portion of Evergreen Street (750 square feet) that was already vacated by the City in 1988 (Ordinance No. 88-27430).

Analysis

Medford Land Development Code (MLDC) 10.200 states that a request to vacate a public street, in addition to the requirements of the Code, be subject to the vacation procedures outlined in ORS Chapter 271. Since the vacation request was initiated by petition, the requirements of ORS 271.080 apply: Pursuant to ORS 271.080(2), the consent of the owners of all abutting property and not less than two-thirds in area of the real property affected is required. The applicant has provided written consent of all abutting property owners, as well as 86% of the property owners of the affected area (Exhibits H & I).

Agency Comments

Per the agency comments submitted to staff (Exhibits C to G), it can be found that the submitted legal description accurately describes the area to be vacated. Also, the Rail and Public Transit Division (RPTD) of ODOT requested to be contacted prior to any work being done near the railroad crossings on W. Third Street and W. Fourth Street.

Other Agency Comments (Exhibit J)

The Medford Urban Renewal Agency (MURA) stated its support for the vacation in a memo dated December 29, 2017.

Committee Comments (Exhibit K)

The Medford Bicycle and Pedestrian Advisory Commission opposes the proposed street vacation.

FINDINGS AND CONCLUSIONS

The criteria that apply to vacations are in Medford Municipal Code Section 10.202.

Vacation Criteria. A request to vacate shall be approved by the approving authority (City Council) when the following criteria have been met:

Criterion (1): Compliance with the Public Facilities Element of the Comprehensive Plan, including the Transportation System Plan.

Findings

The goals and policies in the Comprehensive Plan that relate to public facilities, transportation and the Transportation System Plan (TSP) do not specifically address the topic of right-of-way vacation. There are no pedestrian and/or bicycle projects identified in the draft update to the Transportation System Plan.

Conclusion

Since the goals and policies of the comprehensive plan are silent on right-of-way vacations, using the Comprehensive Plan directly for approval is unnecessary in this instance. This criterion is not applicable to the project.

Criterion (2): If initiated by petition under ORS 271.080, the findings required by ORS 271.120.

Findings

The application was initiated by petition per the requirements in ORS 271.080(2).

Conclusion

The submitted application contains the requisite material and provides a petition conforming to the standards of ORS 271.080, including the signed consent to vacation documents from 100 percent of all abutting real property owners, and the signed consent to vacate documents from 86 percent of all affected real property owners (Exhibit I). This criterion is satisfied.

Criterion (3): If initiated by the Council, the applicable criteria found in ORS 271.130.

Findings

The applicant has chosen to initiate the vacation by submitting a petition as allowed per ORS 271.080; therefore, initiation by the Council is not requested.

Conclusion

This criterion is not applicable to the project.

RECOMMENDED ACTION

Based on the findings and conclusions that all of the approval criteria are met or are not applicable, forward a favorable recommendation to the City Council for approval of the vacation per the staff report dated January 4, 2018, including Exhibits A through K.

EXHIBITS

- A Legal description and Exhibit Map of vacation area, received October 10, 2017.
- B Applicant's Findings of Fact and Conclusions of Law, received October 10, 2017.
- C Medford Public Works Department Staff Report, received December 13, 2017.
- D Medford Fire Department Report, received December 13, 2017.
- E Medford Water Commission Memo and Facility Map, received December 13, 2017.
- F City Surveyor comments, received November 8, 2017.
- G ODOT Rail and Public Transit Division comments, received November 20, 2017.
- H Abutting Property Owners consent forms, received October 25, 2017.
- I Affected Property Owners consent forms, received October 25, 2017.
- J Medford Urban Renewal Agency memo, received December 29, 2017.
- K Medford Bicycle and Pedestrian Advisory Committee (BPAC) Memo, received January 3, 2018.
- L Utility Company Sign-Offs, received January 4, 2018
- M E-Mail from Commissioner McFadden, received January 11, 2018
Vicinity map

RECEIVED

OCT 10 2017

PLANNING DEPT.

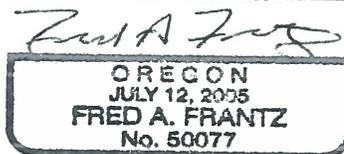
EXHIBIT 'A'

A vacation description for a portion of Evergreen Street right of way as shown on the Map of the Town of Medford, recorded May 4, 1888 now of record, located in the Northeast Quarter of Section 25, Township 37 South, Range 2 West of the Willamette Meridian, in the City of Medford, Jackson County, Oregon, more particularly described as follows:

BEGINNING AT the most easterly corner of Block 34 of the City of Medford according to the Official Map thereof, now of record, located in the Northeast Quarter of Section 25, Township 37 South, Range 2 West of the Willamette Meridian, Jackson County, Oregon; thence North 35°30' West, along the northeasterly line of said block, a distance of 225.00 feet, to the most southerly corner of that tract described in Instrument Number 88-27430 of the Official Records of Jackson County, Oregon; thence North 54°30' East, along the southeasterly line of said tract, a distance of 10.00 feet, to the most easterly corner thereof; thence North 35°30' West, along the northeasterly line of said tract, a distance of 75.00 feet, to the most northerly corner there of; thence North 54°30" East, 30.00 feet southeasterly of and parallel with the center line of Third Street, a distance of 40.00 feet to the southwesterly right of way line of the Central Oregon and Pacific Railroad; thence South 35°30' East, along said right of way, a distance of 300.00 feet, to the intersection of said right of way line and a point 30.00 feet northwesterly of, when measured at right angles from, the centerline of Fourth Street; thence South 54°30' West, 30.00 feet north westerly of and parallel with said center line, a distance of 50.00 feet, to the POINT OF BEGINNING.

Basis of Bearing used in this description is based on the Map of the Town of Medford, according to the Official Plat thereof, now of record.

Prepared by:
Terrasurvey, Inc.
274 Fourth Street
Ashland, Oregon 97520



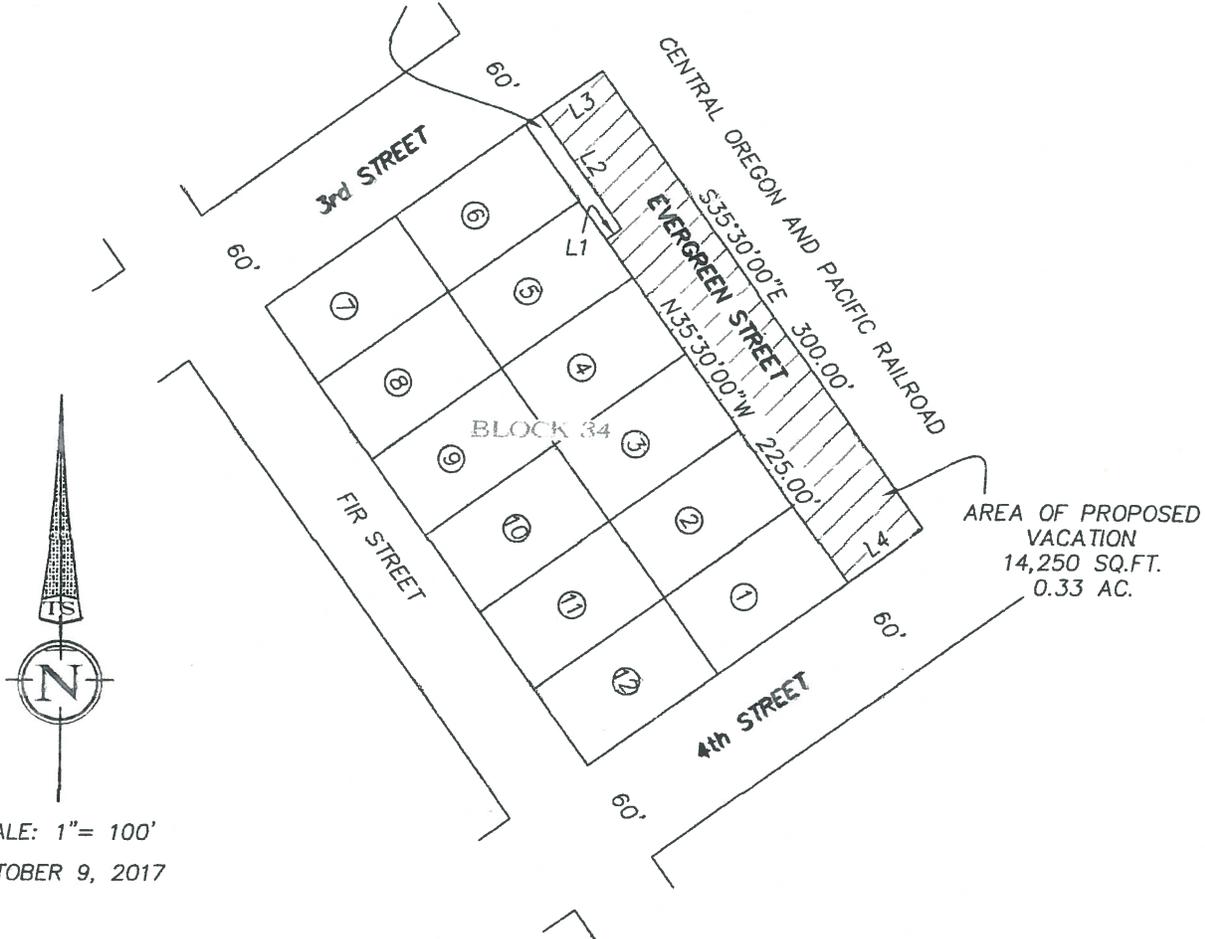
Renewal 12-31-17

CITY OF MEDFORD
EXHIBIT # A 10F2
File # SV-17-106

OCT 10 2017
PLANNING DEPT.

EXHIBIT 'B'
FOR
VACATION OF A PROTION OF EVERGREEN STREET
LOCATED IN THE NORTHEAST QUARTER OF SECTION 25, TOWNSHIP 37 SOUTH,
RANGE 2 WEST, IN THE CITY OF MEDFORD, JACKSON COUNTY, OREGON

PORTION OF EAVERGREEN STREET
VACATED BY CITY OF MEDFIORD ORDINANCE No. 6262
AND RECORDED AS INSTRUMENT No. 88-27430



SCALE: 1" = 100'
OCTOBER 9, 2017

REGISTERED
**PROFESSIONAL
LAND SURVEYOR**

Fred A. Frantz
OREGON
JULY 12, 2005
FRED A. FRANTZ
No. 50077

Renewal 12-31-17

LINE TABLE		
LINE	BEARING	LENGTH
L1	N54°30'00"E	10.00'
L2	N35°30'00"W	75.00'
L3	N54°30'00"E	40.00'
L4	S54°30'00"W	50.00'

TERRASURVEY, INC.
PROFESSIONAL LAND SURVEYORS
274 FOURTH STREET
ASHLAND, OREGON 97520
JOB NO. 1142-17

CITY OF MEDFORD
EXHIBIT # *A* 2 of 2
File # SV-17-106

FINDINGS OF FACTS

Criteria 1.

1. That the vacation complies with the Public Facilities Element of the Comprehensive plan, including the Transportation System plan.

Applicants Response:

After reviewing the Public Facilities and Transportation System plans of the Comprehensive Plan, the applicant finds the following facts to be true:

- A) The vacation lies within the City of Medford's Urban Growth Boundary.
- B) The vacation is bordered on all sides by City of Medford commercial zoned land.
- C) The physical facilities necessary to support the vacated property, including water service, sanitary sewer collection and treatment and storm water management are in place.
- D) The vacated property has access to public services that include fire protection, law enforcement, solid waste management, schools and health services.
- E) The property has access to and complies with the City of Medford's Transportation System Plan.

Criteria 2.

2. If initiated by petition under ORS 271.080 per ORS 271.120, the City Council must determine the following:
 - a. For a plat vacation or part thereof: that two-thirds of the affected property owners consent in writing. Affected property owners are all owners of property embraced within the plat or part thereof.

For a street or alley vacation: that 100 percent of the abutting property owners and two-thirds of the affected property owners consent in writing. Affected property owners are owners of all land lying on either side of the street or alley proposed to be vacated and extending laterally to the next street that serves as a parallel street not to exceed 200 feet, and within 400 feet of the terminus of the part of the street or alley to be vacated.

- b. That the required notice has been given.

Applicants Response:

The required notice has been given by way of preparing mailing labels and delivering them to the city planning department.

3. If initiated by the City Council under ORS 271.130, the City Council must determine the following:
 - a. That more than 50 percent of the affected property owners do not object in writing; and,

- b. That the vacation will not substantially affect the property value of any abutting property, or if the vacation will substantially affect the market value of any abutting property where the owner objects, the City will provide for paying damages.

Applicants Response:

As evidenced by the attached Written Consent of Owner, all lands to the West of the portion of the abandoned Evergreen Street project to be vacated represent 100% ownership of all real property deemed potentially affected by a vacation initiated by the Council under ORS 271.130. The ownership of these properties feel that the vacation will not substantially affect the market value of their property that would require the City to be responsible for any damages as required under ORS 271.130.



Medford – A fantastic place to live, work and play

CITY OF MEDFORD

LD Date: 12/13/2017
File Number: SV-17-106

PUBLIC WORKS DEPARTMENT STAFF REPORT **Evergreen Street Vacation** **Linda Donovan**

- Project:** Consideration of a request for the vacation of an approximate 50-foot wide strip of public right-of-way being a portion of Evergreen Street.
- Location:** Running roughly north-south from West Third Street to West Fourth Street, 300 feet in length within the C-H, Heavy Commercial, zoning district.
- Applicant:** Linda Donovan, Applicant; Steffen Roennfeldt, Planner.
-

Public Works concurs with the request to vacate the subject existing right-of-way, with the condition that sign-offs shall be obtained from all applicable utility companies to confirm they have relocated their facilities out of the area to be vacated or an easement over the entire area shall be reserved for public utilities that exist therein. If required, the easement shall include the right to access, maintain, and construct these utilities within the easement area. No structures shall be built over the easement area.

Prepared by: Doug Burroughs

P:\Staff Reports\SV\2017\SV-17-106 Evergreen Street Vacation (TL 3700-4000)\SV-17-106 Staff Report-LD.docx

Page 1

PUBLIC WORKS DEPARTMENT
ENGINEERING & DEVELOPMENT DIVISION

200 S. IVY STREET
MEDFORD, OREGON 97501
www.ci.medford.or.us

TELEPHONE (541) 774-2100
FAX (541) 774-2552

CITY OF MEDFORD
EXHIBIT # C
File # SV-17-106



Medford Fire Department

200 S. Ivy Street, Room #180
Medford, OR 97501
Phone: 774-2300; Fax: 541-774-2514;
E-mail www.fire@ci.medford.or.us

LAND DEVELOPMENT REPORT - PLANNING

To: Steffen Roennfeldt

LD Meeting Date: 12/13/2017

From: Fire Marshal Kleinberg

Report Prepared: 12/12/2017

File #: SV - 17 - 106

Site Name/Description:

Consideration of a request for the vacation of an approximate 50-foot wide strip of public right-of-way being a portion of Evergreen Street, running roughly north-south from West Third Street to West Fourth Street, 300 feet in length within the C-H, Heavy Commercial, zoning district; Linda Donovan, Applicant; Steffen Roennfeldt, Planner.

DESCRIPTION OF CORRECTIONS	REFERENCE
<p><u>Approved as Submitted</u> Meets Requirement: No Additional Requirements</p>	

Development shall comply with access and water supply requirements in accordance with the Fire Code in affect at the time of development submittal.

Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Specific fire protection systems may be required in accordance with the Oregon Fire Code.

This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on the information provided only.

Design and installation shall meet the Oregon requirements of the IBC, IFC, IMC and NFPA standards.



Staff Memo

TO: Planning Department, City of Medford

FROM: Rodney Grehn P.E., Water Commission Staff Engineer

SUBJECT: SV-17-106

PARCEL ID: 362W25AA TL 3700-4000

PROJECT: Consideration of a request for the vacation of an approximate 50-foot wide strip of public right-of-way being a portion of Evergreen Street, running roughly north-south from West Third Street to West Fourth Street, 300 feet in length within the C-H, Heavy Commercial, zoning district; Linda Donovan, Applicant; Steffen Roennfeldt, Planner.

DATE: December 13, 2017

I have reviewed the above plan authorization application as requested. Conditions for approval and comments are as follows:

CONDITIONS

1. No Conditions.

COMMENTS

1. Off-site water line installation is not required.
2. On-site water facility construction is not required.
3. Static water pressure is approximately 90 psi in this area.
4. MWC-metered water service does NOT exist to this property.
5. Access to MWC water lines is available. There is an existing 8-inch water line in W 4th Street, and a 6-inch water line in N Fir Street.



0 25 50 100 Feet

Scale: 1"=100'

Water Facility Map for SV-17-106

Legend

- Air Valve
- Sample Station
- Fire Service
- ◆ Hydrant
- ▲ Reducer
- Blow Off
- ⊕ Plugs-Caps

Water Meters:

- Active Meter
- On Well
- Unknown
- Vacant

Water Valves:

- Butterfly Valve
- Gate Valve
- Tapping Valve

Water Mains:

- Active Main
- - - Abandoned Main
- Reservoir Drain Pipe
- Pressure Zone Line

Boundaries:

- ▭ Urban Growth Boundary
- ▭ City Limits
- ▭ Tax Lots

MWC Facilities:

- C** Control Station
- P** Pump Station
- R** Reservoir



This map is based on a digital orthophoto supplied by Medford Water Commission from a variety of sources. Medford Water Commission cannot accept responsibility for errors, omissions, or potential liability. There are no warranties, expressed or implied.

Page 22

Steffen K. Roennfeldt

From: Jon M. Proud
Sent: Wednesday, November 8, 2017 1:32 PM
To: Steffen K. Roennfeldt
Cc: Karen M. Spoons
Subject: VACATION SV-17-106
Attachments: Scanned from a Xerox Multifunction Device.pdf

Steffen, I have no comments on the attached description and exhibit map. I do ask that if and when Council acts on the vacation that the original surveyor stamped documents are given to Karen for recordation with the county clerk. This preserves the scale and legibility of the document.

Thanks, Jon

Jon Proud, L.S.
City Surveyor
200 S. Ivy Street
Medford, Or. 97501
jon.proud@ci.medford.or.us
p.541-774-2126
f.541-774-2552

-----Original Message-----

From: Steffen K. Roennfeldt
Sent: Friday, November 03, 2017 2:52 PM
To: Jon M. Proud
Subject: FW: Scanned from a Xerox Multifunction Device

Hi Jon,
Could you please do me a favor and look at the attached legal description and verify that everything is ok!?
This is part of a street vacation application.

Thank you & have a good weekend,
Steffen

-----Original Message-----

From: planning@cityofmedford.org [mailto:planning@cityofmedford.org]
Sent: Thursday, November 2, 2017 1:19 PM
To: Steffen K. Roennfeldt <Steffen.Roennfeldt@cityofmedford.org>
Subject: Scanned from a Xerox Multifunction Device

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.

Attachment File Type: pdf, Multi-Page

Steffen K. Roennfeldt

From: HUNTER Zackary <Zackary.HUNTER@odot.state.or.us>
Sent: Monday, November 20, 2017 1:21 PM
To: Steffen K. Roennfeldt; GOODMAN Cary
Cc: SMITH David R
Subject: RE: File No. SV-17-106

Hi Steffen,

My name is Zack Hunter, Crossing Compliance Specialist and I need to chime in on is vacation. Any alterations to 3rd or 4th street within the safe stopping sight distance to the Railroad crossings will require the City to contact the Rail and Public Transit Division (RPTD). These alterations include;

- Access points onto 3rd and 4th Streets
- Adding sidewalks
- Reconfiguration of the pavement markings on 3rd or 4th Streets
- Widening of 3rd or 4th Streets

I do not have any data before me at this time to indicate plans at affect these crossing. Any future plans at or near these crossings that is planned by the City or the respective landowner owner of the vacated street between 3rd and 4th Streets please have the City contact RPTD at (503) 986 4273.

Thank you

Feel free to contact me with any questions.

Zack Hunter
Crossing Compliance Specialist
(503) 986 6780
Zackary.hunter@odot.state.or.us

From: Steffen K. Roennfeldt [<mailto:Steffen.Roennfeldt@cityofmedford.org>]
Sent: Monday, November 20, 2017 11:37 AM
To: GOODMAN Cary
Cc: HUNTER Zackary; SMITH David R
Subject: RE: File No. SV-17-106

Hi Cary,

Please see attached for the requested Property Disposition form and a vicinity map.
Please let me know if there's anything else I have to take care of at this point.

Thank you,
Steffen

From: GOODMAN Cary [<mailto:Cary.GOODMAN@odot.state.or.us>]
Sent: Wednesday, November 15, 2017 2:06 PM
To: Steffen K. Roennfeldt <Steffen.Roennfeldt@cityofmedford.org>
Cc: HUNTER Zackary <Zackary.HUNTER@odot.state.or.us>; SMITH David R <David.R.SMITH@odot.state.or.us>
Subject: File No. SV-17-106



Planning Department

OCT 25 2017

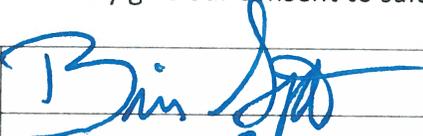
Working with the community to shape a vibrant and healthy future. **PLANNING DEPT.**

ABUTTING PROPERTY OWNER SIGNATURES (100% REQUIRED)

PETITION:

In the matter of the vacation of right of way of Evergreen St
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	Brian Spothun
Property Address:	Fourth st W Medford
Map & Tax Lot:	372 W 25 AA 12100
Date:	

Medford Urban Renewal



Planning Department

Working with the community to shape a vibrant and exceptional city

ABUTTING PROPERTY OWNER SIGNATURES (100% REQUIRED)

PETITION:

In the matter of the vacation of right-of-way of Evergreen St
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	Brian Siethun
Property Address:	Fourth St W, Medford, OR 97501
Map & Tax Lot:	372 W 25 AA 12000
Date:	

Medford Urban Renewal



Planning Department

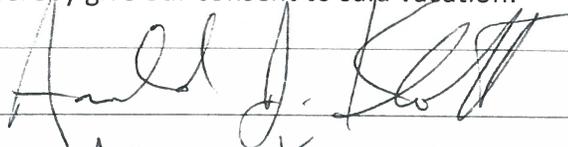
Working with the community to shape a vibrant and exceptional city

ABUTTING PROPERTY OWNER SIGNATURES (100% REQUIRED)

PETITION:

In the matter of the vacation of right-of-way of Evergreen St
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	ARNOLD KLOTT
Property Address:	335 N Front St, Medford OR 97501
Map & Tax Lot:	372W25AA 3200
Date:	

Klott Arnold J/Terri L



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

ABUTTING PROPERTY OWNER SIGNATURES (100% REQUIRED)

PETITION:

In the matter of the vacation of right-of-way Evergreen st
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	Gileen Lee
Property Address:	17 Fourth st W Medford
Map & Tax Lot:	372 W 25 AA 3600
Date:	

Ming and Lee LLC



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

ABUTTING PROPERTY OWNER SIGNATURES (100% REQUIRED)

PETITION:

In the matter of the vacation of right-of-way of Evergreen St
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	Shawn Johns
Property Address:	4 Third st W Medford
Map & Tax Lot:	372W25AA 4100
Date:	10/20/17

Southern Oregon Goodwill



Planning Department

OCT 25 2017
PLANNING DEPT.

Working with the community to shape a vibrant and exceptional city

AFFECTED PROPERTY OWNER SIGNATURES (2/3RD OF AREA REQUIRED)

PETITION:

In the matter of the vacation of right of way Evergreen St
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	<i>J Mylenek</i>
Print Name:	JENNIFER MYLENEK
Property Address:	409 Front st N Medford
Map & Tax Lot:	372 W 25 AA 3000
Date:	10.25.17

CASA



Planning Department

Working with the community to shape a vibrant and exceptional city

AFFECTED PROPERTY OWNER SIGNATURES (2/3RD OF AREA REQUIRED)

PETITION:

In the matter of the vacation of right of way Evergreen st
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	BRIAN PORTER
Property Address:	147 Front st N Medford
Map & Tax Lot:	372W25AA 11900
Date:	

Restaurant Professionals LLC

MICHAEL JONOERE

10/20/17

TIMOTHY TOLMAN

10/20/17



Planning Department

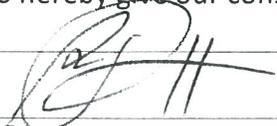
Working with the community to shape a vibrant and exceptional city

AFFECTED PROPERTY OWNER SIGNATURES (2/3RD OF AREA REQUIRED)

PETITION:

In the matter of the vacation of right of way Evergreen st
in the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	BRIAN PORTER
Property Address:	Front St N Medford
Map & Tax Lot:	372W25AA 11700
Date:	

Restaurant Professionals LLC

 10-20-17
MICHAEL HONDORE


TIMOTHY TOLMAN 10/20/17



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

AFFECTED PROPERTY OWNER SIGNATURES

(2/3RD OF AREA REQUIRED)

PETITION:

In the matter of the vacation of right of way Evergreen st
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	LOUIS J. BUDGE
Property Address:	220 Fir st N Medford
Map & Tax Lot:	372W25AA 3500
Date:	

BDL Partnership



City of Medford

Planning Department

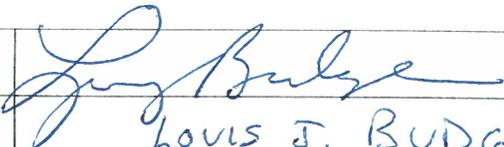
Working with the community to shape a vibrant and exceptional city

AFFECTED PROPERTY OWNER SIGNATURES (2/3RD OF AREA REQUIRED)

PETITION:

In the matter of the vacation of right of way Evergreen st
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	Louis J. BUDGE
Property Address:	160 Fir st N Medford
Map & Tax Lot:	372W 25 A A 3400
Date:	

BDL Partnership



City of Medford

Planning Department

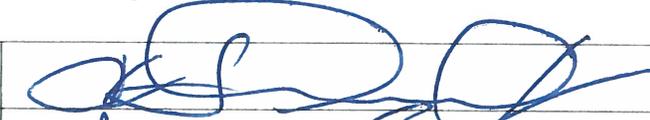
Working with the community to shape a vibrant and exceptional city

AFFECTED PROPERTY OWNER SIGNATURES (2/3RD OF AREA REQUIRED)

PETITION:

In the matter of the vacation of right of way Evergreen st
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	Jack K Schmidt
Property Address:	425 Front st N Medford
Map & Tax Lot:	372W25AA 2900
Date:	10/24/17

Jack Schmidt



Planning Department

Working with the community to shape a vibrant and exceptional city

AFFECTED PROPERTY OWNER SIGNATURES (2/3RD OF AREA REQUIRED)

PETITION:

In the matter of the vacation of right of way Evergreen st.
In the City of Medford.

We, the undersigned, do hereby give our consent to said vacation:

Owner Signature:	
Print Name:	
Property Address:	442 Fir st N Medford
Map & Tax Lot:	372W25AA 4200
Date:	

Eve Hess/Sharon Singer



City of Medford

Office of the City Manager

Continuous Improvement ~ Customer Service

To: Medford Planning Department
From: Kelly A. Madding, Deputy City Manager
Date: 12/29/2017
Re: Vacation of Public Right-of-Way: Evergreen Street from 3rd to 4th Street,
File No. SV-17-106

On December 7, 2017 the City of Medford Urban Renewal Agency (MURA) directed staff to prepare a memo to the Steffen Roennfeldt, Planner III stating support for the vacation of the City-owned right-of-way known as Evergreen Street between 3rd and 4th Streets. The MURA Board requests that the applicant provide six parking spaces on-site to mitigate the impacts that the development's parking will have on the surrounding area.

411 West 8th Street, Medford, OR 97501

Tel. 541.774.2000 • email: citymanager@cityofmedford.org • Fax 541.774.1780

www.cityofmedford.org

Page 37

CITY OF MEDFORD
EXHIBIT # J
File # SV-17-106



City of Medford

Bicycle and Pedestrian Advisory Committee

RECEIVED
JAN 3 2018
PLANNING DEPT.

MEMORANDUM

Subject Medford Bicycle and Pedestrian Advisory Committee (BPAC) comments regarding SV-17-106, Evergreen Street Vacation

To Steffen Roennfeldt, Planning III

From Joseph Smith, BPAC Chair

Date January 2, 2018

The Medford Bicycle and Pedestrian Advisory Committee passed a motion to voice its opposition to vacating the Public Right-of-Way partially based on lack of information of the exact dimensions of the land being requested. Also, this land could be used for future Evergreen Street or multi-use path connecting between 3rd and 4th streets. BPAC would support Public Works working with the property owner to utilize the land until the time needed for the future transportation extension. Thank you for the opportunity to comment.

CITY OF MEDFORD
EXHIBIT # K
File # SV-17-106

RECEIVED
JAN 04 2018
Planning Dept.

PALLET

December 27th, 2017

Utility Providers

RE: Evergreen Street vacate

Dear Utility Providers,

Attached is an exhibit of the proposed Evergreen Street vacation located in downtown Medford between 3rd and 4th street. There are currently no known easements for power, or water, etc... We are requesting that this location be vacated by the city and that no easements are remaining for the utility providers. We are attaching the surveys showing where the vacation is to take place. There are some overhead powerlines above the buildings that need not be removed at this time. If they are to be removed, it will be done at owner's expense, as would any other utilities discovered. A vacation description and legal description are also attached. If you are in agreeance with this, please sign this document below relinquishing your rights to the above noted public utility & electric easements and return to me. If you have any questions or need further information, please feel free to contact us.

Pacific Power

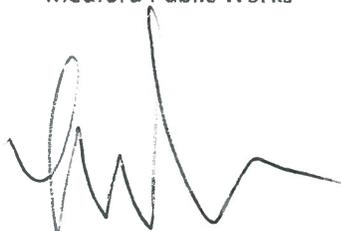

Charter Communications


Avista Utilities


Century Link

Medford Public Works

City of Medford (Water)


Linda Donovan
Pallet Wine Company
(541) 779-1788

CITY OF MEDFORD
EXHIBIT # L
File # SV-17-106

RECEIVED
JAN 04 2018
Planning Dept.



December 27th, 2017

Utility Providers

RE: Evergreen Street vacate

Dear Utility Providers,

Attached is an exhibit of the proposed Evergreen Street vacation located in downtown Medford between 3rd and 4th street. There are currently no known easements for power, or water, etc.... We are requesting that this location be vacated by the city and that no easements are remaining for the utility providers. We are attaching the surveys showing where the vacation is to take place. There are some overhead powerlines above the buildings that need not be removed at this time. If they are to be removed, it will be done at owner's expense, as would any other utilities discovered. A vacation description and legal description are also attached. If you are in agreeance with this, please sign this document below relinquishing your rights to the above noted public utility & electric easements and return to me. If you have any questions or need further information, please feel free to contact us.

A handwritten signature in black ink, appearing to read "Linda Donovan", is written over a horizontal line.

Pacific Power

Charter Communications

Avista Utilities

Century Link

Medford Public Works

City of Medford (Water)

A handwritten signature in black ink, appearing to read "Linda Donovan", is written over a horizontal line.

Linda Donovan
Pallet Wine Company
(541) 779-1788

Steffen K. Roennfeldt

JAN 11 2018

From: McFadden, David <David.McFadden@avistacorp.com>
Sent: Thursday, January 11, 2018 3:30 PM
To: cory.crebbins@cityofmedford.org; City Manager's Office
Cc: Kelly A. Akin; Steffen K. Roennfeldt
Subject: CITY PLANNING

PLANNING DEPT.

Brian and Cory

Sorry, I didn't get a chance to mention this before the end of last night's meeting. *Unfortunately, this letter also obligates me to disqualify myself from taking part in this hearing at tonight's planning commission meeting.*

On tonight planning commission agenda, there is an application for the **Vacation of Evergreen Street between W 3rd and 4th Streets. SV-17-106**

I am surprised that the application is supported by both Public Works and MURA, and I believe that the City of Medford should say no to this application.

Some of my reasoning is that the City of Medford has already spent lots of public money to improve Evergreen from 10th to 4th Streets, and there can be no doubt that it has improved the looks of downtown Medford, especially the interface between the Railroad and Downtown properties. There is no evidence at this time that the vacation request will continue to improve the looks of this interface.

Also if developed further as a roadway, it could provide the only direct North to South road way between 10th and Jackson Streets west of the railroad, until you get all the out to Columbus. Once this roadway is vacated, the City will never get it back.

It's not uncommon, but I also see no comment or evidence that this property will necessarily become owned by the applicant. That fact is usually determined by the County after the City takes action.

Might I recommend that you discuss this with your staffs this afternoon, to see if it doesn't really make sense to deny this application, and thereby keep the door open for further improvement of Evergreen as a useful and potential part of an improved downtown Medford.

Sincerely Yours
David McFadden
Medford

CITY OF MEDFORD
EXHIBIT # M
File # SV-17-106

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or an agent of the intended recipient, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments.

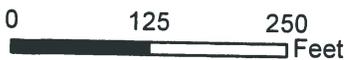


Project Name:

Evergreen Street Vacation

Map/Taxlot:

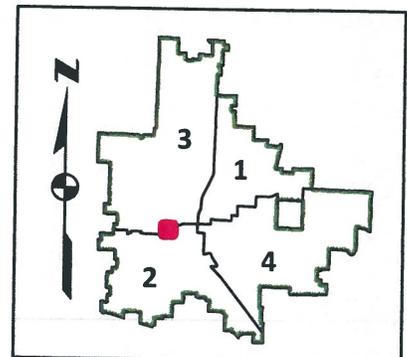
362W25AA TL 3700-4000



09/26/2017

Legend

-  Subject Area
-  Medford Zoning
-  Tax Lots





CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.2

www.cityofmedford.org

DEPARTMENT: City Manager's Office
PHONE: (541) 774-2009
STAFF CONTACT: Kelly Madding, Deputy City Manager

AGENDA SECTION: Public Hearings
MEETING DATE: March 15, 2018

SUMMARY AND BACKGROUND

The City Council is being asked to direct staff to enter into a lease or sale agreement with one of the three non-profit organizations that responded to the Solicitation of Interest for the lease or sale of the Old Fire Station #2 located at 1241 8th Street. The three respondents to the Solicitation of Interest are ACCESS, Rogue Retreat and Rogue Valley Youth for Christ.

PREVIOUS COUNCIL ACTIONS

On August 3, 2017 the City Council directed staff to proceed with a SOI for the leasing or sale of the Old Fire Station #2.

On January 11, 2018 the City Council held a study session and heard presentations from the three organizations that responded to the City's Solicitation of Interest (SOI) for leasing or purchase of the Old Fire Station #2 located at 1241 8th Street. The three respondents are ACCESS, Rogue Retreat and the Rogue Valley Youth for Christ. Staff has attached the SOI and the three responses.

ANALYSIS

A mandatory pre-proposal walk-through was held on October 26, 2017. Representatives from ACCESS, Rogue Retreat and Rogue Valley Youth for Christ attended and each submitted a response to the SOI. Staff has prepared and attached a summary of their responses to the SOI. Each respondent attended the Council Study Session on January 11, 2018 and made a presentation.

Staff understands that the structure is in need of a new roof which is estimated to cost \$20,000. Staff has requested \$15,000 in Community Development Block Grant (CDBG) funds to pay for a portion of the roof. At this time it is unknown whether the CDBG funding will come to fruition. Staff will be holding a meeting with the respondents to inform them of the building needs and associated costs.

The public hearing will begin with the SOI respondents making a presentation. The respondents will present in alphabetical order: ACCESS, Rogue Retreat, and Rogue Valley Youth for Christ. Each respondent will have a maximum of 10 minutes to make their presentation. The general public will then have an opportunity to speak for no more than four minutes. As this is not a land use hearing, there will be no rebuttal from any of those that testify.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

See summary for City lease payment revenue.

TIMING ISSUES

Please note that prior to the selected respondent beginning operations in the Old Fire Station #2 they will be required to receive a conditional use permit from the City of Medford Planning Department.

COUNCIL OPTIONS

Direct staff to enter into a lease and/or sale agreement with ACCESS, Rogue Retreat or Rogue Valley Youth for Christ.

Continue meeting and take no action.

Request additional information and take no action.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.2

www.cityofmedford.org

STAFF RECOMMENDATION

Staff recommends that the City Council direct staff to enter into a lease or sale agreement with one of the non-profit organizations that responded to Solicitation of Interest. The City Council can authorize the City Manager to sign the negotiated lease/sale agreement or can require that the lease/sale agreement come back to them for approval.

SUGGESTED MOTION

I move to direct staff to enter into a lease (or sale) agreement for the Old Fire Station #2 located at 1241 8th Street with _____ and that the lease (or sale) agreement come back to the City Council for approval.

EXHIBITS

Solicitation of Interest

Responses from ACCESS, Rogue Retreat and Rogue Valley Youth for Christ

Staff prepared summary of responses



**SOLICITATION OF INTEREST (SOI)
#17-018 CM
The City of Medford**

SALE OR LEASE OF THE OLD FIRE STATION #2 BUILDING LOCATED AT 1241 8TH STREET
MAP 372W25CA TAX LOT 11200

Issued: October 17, 2017

Submittal Deadline: FRIDAY, NOVEMBER 17, 2017 at 4:30 P.M.
NO LATE PROPOSALS WILL BE ACCEPTED

Contact: Kelly Madding, Deputy City Manager
541-774-2009
kelly.madding@cityofmedford.org



I. INTRODUCTION

The City of Medford is soliciting proposals from qualified parties interested in purchasing or entering into a lease agreement for the old Fire Station #2 (hereinafter referred to as “Fire Station”). The Fire Station is located at 1241 8th Street, Medford, Oregon.

II. PROPERTY

The Fire Station is a one-story building located at 1241 8th St., Medford, Oregon. The property known as Map 37-2W-25CA Tax Lot 11200 is bordered by West 8th Street to the north, Lincoln Street to the west and an alley connected to West 9th Street to the east. Built in the 1950’s the Fire Station was only recently vacated due to the construction of a new Fire Station #2. The Fire Station is approximately 2,219 square feet. The Fire Station parcel is approximately 0.33 acres.



III. LEASE

A. CITY GOALS - LEASING

During the September 7, 2017 City Council meeting the City Council discussed its goals for the Fire Station. The Council stated that they would consider either leasing or selling the Fire Station. While the list of goals below will be utilized by the City Council considering a lease, it is not an exhaustive list.

The list below is in no particular order.

- o The use(s) in the Fire Station will serve a broad community need.
- o The successful proposer will be in a financial position to pay for maintenance of the Fire Station and the property.
- o The entire building would be utilized.

B. REQUIREMENTS - LEASE

1. Each interested party must attend the scheduled mandatory site visit. Each interested party must sign in to record attendance at the mandatory site visit.
2. Each interested party will make a presentation of their proposal during the January 11, 2018 City Council meeting.
3. The terms of the offer and any negotiated agreements will be incorporated into the lease agreement. Lessee will be permitted to operate the Fire Station only as described in the agreement.
4. Lessee will be responsible for costs of and liabilities related to the use, operation, and security of the Fire Station.
5. Proposed use, operation, security, and maintenance of the Fire Station must be financially sustainable.
6. Lessee must comply with local, state, and federal laws, ordinances, codes, and regulations.

C. SPECIAL PROVISIONS - LEASE

1. Lessee will have exclusive rights to operate the Fire Station, conduct activities, and generate revenue from their approved use.

D. FORM OF SUBMISSION - LEASE

Section I – Executive Summary

In this section provide:

- A concise narrative summary of the proposal explaining how it meets the City’s goals and objectives.
- A table of contents.

Section II – Organization or Company Profile

Overview

Provide a brief overview and history of the organization or company. Address its structure, size, and number of years in operation. Discuss your experience in operating similar types of facility or activities.

Personnel

Provide resumes of key personnel.

Financial Statements

Provide audited financial statements and audit opinions for the organization or company for the past three years. If audited statements are not available, submit compiled financial statements for the same period.

Litigation History

Provide a ten-year litigation history, for the company or organization and its principals, describing the nature of all claims and the disposition of each.

References

Provide references for the organization or company that are relevant in demonstrating your ability to successfully operate at the Fire Station. References may be contacted by the City.

In addition the City may use data obtained from other sources as well as data provided in this Section in the evaluation of past and present performance of the organization or company.

Section III - Proposed Use, Activities, Operation and Schedule

Proposed Uses and Activities

Submit information about the intended use of the Fire Station, including anticipated users and participants, anticipated days/hours of operation, and public and private uses.

Lease Term

Specify the lease term that you are seeking.

Section IV - Financial Information

Financial or Funding Capacity

Provide evidence of financial or funding capacity.

Provide evidence of future financial support to pay for operations and maintenance of the Fire Station.

Section V - Revenue to the City

Propose a lease payment amount and provide information regarding revenue from the operation of the Fire Station that would be shared with the City.

E. SELECTION CONSIDERATIONS - LEASE

The City will select the proposal that is determined to be most advantageous to the City. The interested parties' submissions will be evaluated based on the list of considerations below, however it is not an exhaustive list. As the City Council deliberates, there may be other factors that they will consider when making their decision. The City Council will have final discretion in selecting one or more interested parties.

- o The degree to which the organization or company serves a broad community need;

The City of Medford
Solicitation of Interest – Old Fire Station #2

- o Lease payments; and
- o The likelihood of continued operation.

IV. SALE

A. FORM OF SUBMISSION – SALE

Purchase price

B. SELECTION CONSIDERATIONS – SALE

The City will select the proposal that is determined to be most advantageous to the City. The interested parties' submissions will be evaluated based on the list of considerations below, however it is not an exhaustive list. The City Council will have the final discretion in selecting one or more interested parties.

- o Purchase price amount.

V. SUBMISSION, SCHEDULE AND QUESTIONS

Mandatory Pre-proposal Walk Through: October 26, 2017 at 11:30 a.m.

Submissions are due on or before Friday, November 17, 2017 at 4:30 p.m.

Proposal Presentation to City Council, January 11, 2018 at 6:00 p.m. – for lease proposals only.

All questions must be directed to the contact below.

Submission packages shall be:

- 10 pages maximum in length;
- Delivered as 9 bound copies and 1 electronic (.PDF) to:

FIRE STATION #2 - SOLICITATION OF INTEREST
Ms. Kelly Madding
Deputy City Manager
City of Medford
411 W. 8th Street
Medford, OR 97501

(541) 774-2009

kelly.madding@cityofmedford.org

CITY OF MEDFORD GENERAL TERMS AND CONDITIONS APPLY TO ANY PROCUREMENT OF PRODUCTS OR SERVICES BY THE CITY OF MEDFORD (CITY).

1. **SOI NOTIFICATION:** The City utilizes the following procedures for notification of SOI opportunities: the Medford Mail Tribune: www.mailtribune.com. These are the only forms of notification authorized by the City. The City shall not be responsible for receipt of notification and information from any source other than those listed. It shall be the Interested Party's responsibility to verify the validity of all SOI information received by sources other than those listed.
2. **REQUIRED INFORMATION:** The City SOI packet contains various sections requiring completion. The SOI packet must be completed prior to the date and time set for SOI opening or the Interested Party may be found non-responsive.
3. **MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE INTERESTED PARTIES:** The City of Medford may request other information sufficient to determine Interested Party's ability to meet these minimum standards including but not limited to:
 - a. Have adequate financial resources, or the ability to obtain such resources as required;
 - b. Have satisfactory record of performance; and
 - c. Have a satisfactory record of integrity and ethics.
4. **PREPARATION COST:** the City will not be liable for any costs associated with the preparation, transmittal, or presentation of any SOIs or materials submitted in response to any SOI, quotation, or proposal.
5. **SOI WITHDRAWAL:** any SOI may be withdrawn at any time prior to the time fixed for receipt of responses, by providing written request to Kelly Madding at Medford City Hall located at 411 W. 8th St., Medford, OR 97501. The Interested Party or a duly authorized representative must execute the request. Withdrawal of a response will not prejudice the right of the Interested Party to file a new response. All responses shall be irrevocable for 30 calendar days from the day of the opening.
6. **NOTICE OF PUBLIC DOCUMENTS:** Any and all materials initially or subsequently submitted as part of the SOI process shall become the property of the City, and shall be treated as City documents subject to typical practice and applicable laws for public records. The Interested Party shall not copyright, or cause to be copyrighted, any portion of any said documents submitted to the City as a result of this SOI.
7. **PUBLIC INTEREST:** The City reserves the right to reject any response to the SOI not in compliance with the SOI documents, or all prescribed public solicitation procedures and requirements, and the right to reject any or all SOI when it is in the public's best interest to do so. Written notice of rejection of all responses shall be sent to all Interested Parties.
8. **ADDENDA:** Any interpretations, corrections or changes to this SOI packet will be made by addenda. Sole issuing authority shall be vested in the City. Addenda will be sent to all who are known to have received a copy of this SOI packet. Interested Parties shall acknowledge receipt of all addenda or they may be declared non-responsive. After SOI closing date, any claims or misunderstanding in regard to the nature, quality or description of the item(s) to be supplied by this SOI will be considered waived.

The City of Medford
Solicitation of Interest – Old Fire Station #2

9. **REVISED SOIS**: The SOI that is submitted last will supersede any previous versions.
10. **INSURANCE**: The City requires Lessee(s) to carry the minimum insurance as required by state laws, and insurance requirements.
11. **CLARIFICATION/PROTEST**: Any respondent requiring clarification or protesting any of the SOI requirements must submit specific questions in writing which must be received by Kelly Madding, Deputy City Manager at least five calendar days prior to the SOI opening date. Submit request in writing either by email, or delivery with envelope to the Kelly Madding, Deputy City Manager.
12. **PRESENTATION OF SOI- PAPER SUBMISSION**: Complete SOI packets must be presented to the City Manager's Office in a sealed envelope unless otherwise indicated.
13. **ALTERING SOS- PAPER SUBMISSION**: SOI prices cannot be altered or amended after submission deadline. Any inter-lineation, alteration, or erasure made before opening time must be initialed by the signer of the SOI, guaranteeing authenticity.
14. **LATE SOI - PAPER SUBMISSION**: SOI packets received in the City Manager's Office after submission deadline shall be returned unopened and will be considered void and unacceptable. The City is not responsible for the lateness of mail carrier, weather conditions, etc.
15. **SOI SUMMARY SHEET**: SOI summary results will be made available forty-eight (48) hours after SOI opening. Interested Parties desiring a copy of the SOI summary sheet may view the results forty-eight hours (48) hours after the SOI opening at City Hall located at 411 W. 8th St., Medford, OR 97501, Room 310.
16. **EVALUATION**: SOIs/proposals will be evaluated as outlined in this SOI document.
17. **REJECTION OR ACCEPTANCE OF SOI**: The City reserves the right to waive technical defects, discrepancies, and minor irregularities, or not to award a contract when it finds such action to be in the public interest. Bids may be rejected if they show any alteration of form, additions not called for, conditional bids, incomplete bids, erasures, or irregularities of any kind. ALL UNSIGNED BIDS MAY BE REJECTED.
18. **PROTESTS**: All protests regarding the SOI solicitation process must be submitted in writing to the Purchasing Manager within four (4) working days following the opening of SOIs. This includes all protests relating to advertising of SOI notices, deadlines, SOI opening, and all other related procedures under the local government code, as well as any protests relating to alleged improprieties or ambiguities in the specifications.



Firehouse on Lincoln

**Resource Center &
Continuum of Care Outreach
Collaborative**

Submitted by ACCESS

Pamela Norr, ED pnorr@accesshelps.org

November 17, 2017



FIRE STATION LEASE PROPOSAL TABLE OF CONTENTS

Section 1 – Executive Summary	Page 1
Section II – Organization or Company Profile	Page 1 and 2
Personnel/Resume of Key Personnel	Page 2-3, 6-8
Litigation History	Page 3
References	Page 3
Section III – Proposed use, activities, operation and schedule	Page 3, 4
Section IV - Financial Information	Page 5, 9
Section V – Revenue to the City	Page 5, 9
Letters of Support	Page 10-14

ACCESS City of Medford Fire Station Lease PROPOSAL

Section 1 – Executive Summary

1. A concise narrative summary of the proposal explaining how it meets the City’s goals and objectives.

City’s goals – serve a broad community need; lessee to be in a financial position to pay for maintenance of the Fire Station and the property; utilize the entire building.

ACCESS, Jackson County’s Community Action Agency, proposes entering into an agreement with the City of Medford to lease the Fire Station building located at 1241 8th Street, Medford, Oregon for the purpose of developing and operating a centrally located Community Resource Center. It will serve as the Continuum of Care (CoC) outreach hub for partners serving our community to assist individuals and families in identifying housing options and obtaining needed services. The drop-in Community Resource Center offers a new and innovative way to serve the needy in Medford.

We will provide outreach support resources and tools the homeless and at-risk need to transition to financial security including stable housing. The goal is to reduce suffering and help impoverished, motivated residents obtain the resources they need to improve their economic circumstances. Housing outreach coordinators from CoC partner agencies, in addition to our ACCESS SSVF and support services housing specialists, will ensure we are helping to meet a broad community need for people of all ages.

ACCESS will re-locate its Medical Equipment Program to this facility to provide free loans of durable medical equipment to anyone in need. This program, which saves community members hundreds of thousands of dollars every year, presently operates out of our facility on Aviation Way. The Fire Station provides a more convenient location affording more city residents the opportunity to avail themselves of this service. This program, open to all income levels, ensures ACCESS serves the entire community. The ACCESS Mobile Pantry truck will make regularly scheduled visits to this location, providing healthy food choices to the community. We will work with neighbors to ensure we are mitigating parking issues.

With these, and potentially other, services being provided, we will easily be able to utilize the entire building.

Section II – Organization or Company Profile

1. Overview: Provide a brief overview and history of the organization or company. Address its structure, size and number of years in operation. Discuss your experience in operating similar types of facilities or activities.

ACCESS was established in 1976 and The State of Oregon designated it as the Community Action Agency for Jackson County in 1985. In 1992, we formed ACCESS Community Development Corporation committed to providing decent, safe, affordable housing to low income individuals and families throughout Jackson County.

We assist economically disadvantaged citizens of the community by providing multiple programs aimed at promoting self-sufficiency, fostering independence, providing critical education, assisting with basic human service needs, and preserving/creating affordable housing. Our mission has three areas of strategic focus – to feed, warm and house low-income residents of Jackson County. The core value of ACCESS' mission is to help our neighbors in need move toward self-sufficiency.

ACCESS offers nutrition programs, energy assistance/education, supportive services to Veterans and their families, emergency and long-term rental assistance and education, weatherization programs, senior and disabled outreach and medical equipment loans. As a HUD Certified Housing Counseling Agency, our homeownership department offers pre-purchase education, pre-purchase housing counseling, first-time home buyer assistance programs, mortgage payment assistance programs and Individual Development Accounts. These services help to address the barriers low to moderate income individuals and families face in obtaining, maintaining and retaining affordable housing in Jackson County.

Through our collaborations with other human service organizations, we refer those we serve for other services to help them with issues that prevent self-sufficiency. Examples include chronic illness, lack of job skills or addiction.

ACCESS currently has 61 full-time employees and seven part-time staff members. Amazing support is provided to our organization each year by approximately 850 volunteers who donate over 56,000 hours annually or the equivalent of more than 26 full-time employees. Volunteers assist ACCESS with food repacks and distribution, food drives, pantry and garden work, client intake, data entry, senior shoebox program and the medical equipment program.

ACCESS is the lead agency for the Jackson County Continuum of Care, providing coordinated services to homeless and low-income residents. Part of this role is to prepare an annual application to the U.S. Department of Housing and Urban Development which funds local Continuum agencies.

ACCESS administers a variety of State and Federal programs including the Emergency Solutions Grant program, Home Tenant-Based Assistance program, State Housing Assistance program, Emergency Housing Assistance program and the Support Services for Veteran Families program. Each program is administered with Federal Homeless Prevention and Rapid Re-Housing requirements under the American Recovery and Reinvestment Act.

With start-up funding from the City of Ashland, ACCESS, in partnership with OHRA (Options for Homeless Residents of Ashland), opened the Ashland Community Resource Center in 2013. We were involved in the Center's operation until 2015 at which time OHRA assumed full responsibility for the facility and its programs.

1. Personnel: Provide resumes of key personnel.

This site will be overseen by our Support Services director, a senior leader at ACCESS, a position which we are in the final stages of hiring, and directly on site by our CoC Coordinator, a position which was just posted this week, thanks in part to foundational funding from the City of Medford. Ultimately, all programs and facilities are overseen by the Executive Officer of the organization – Pamela Norr, Executive Officer for ACCESS. See attached resume.

2. Financial statements: Provide audited financial statements and audit opinions for the organization or company for the past three years. If audited statements are not available, submit compiled financial statements for the same period.

See attached.

3. Litigation History: Provide a ten-year litigation history for the company or organization and its principals, describing the nature of all claims and disposition of each.

None.

4. References: Provide references for the organization or company that are relevant in demonstrating your ability to successfully operate at the Fire Station. References may be contacted by the City. In addition, the city may use data obtained from other sources as well as data provided in this section in the evaluation of past and present performance of the organization or company.

Glory Cooper, Executive Director, Southern Oregon Lion's Sight and Hearing Center, 541-779-3653
solshc@riouasa.com

Chris Mason, President/CEO, Addictions Recovery Center, 541-779-1282, ext. 126 or 541-941-0660
ChrisM@addictionsrecovery.org

Cara Carter, Director of Housing Programs, Housing Authority of Jackson County, 541-779-5785, ext. 1002,
cara@hajc.net

Audrey Berry, Food Pantry Manager, First Presbyterian Church, 85 S. Holly St., Medford, 541-779-8671

Section III – Proposed use, activities, operation and schedule

Submit information about the intended use of the Fire Station, including anticipated users and participants, anticipated days/hours of operation and public and private uses.

Center hours are anticipated to be Monday through Friday, from 9 a.m. to 6 p.m. but can be altered for the comfort of those we serve and the safety and security of the neighborhood.

Services will include a mix of the following with partners working together to solve homelessness and support our neighbors:

ACCESS to offer:

- Housing support
- Food assistance through mobile pantry and possibly food box distribution
- Durable medical equipment loaning program

- Women’s job interview clothing closet
- Employment Readiness training for women
- Legal aid services
- Credit counseling

Through on-site outreach support with our partner agencies, we will refer:

- Housing support for youth
- Mental health services
- Addiction counseling
- Education
- Job-readiness
- Rental readiness training
- LGBTQ support referrals

We will offer human service agency partners the opportunity to assist their clients from this centralized location to streamline the process for those in need to be able to obtain information and services without having to go to multiple locations. People can be more successful if their multiple needs can be addressed from one location. Community Works, Addictions Recovery Center and Maslow Project have agreed to partner with us in this endeavor. Other potential partners include On-Track, Family Nurturing Center, Housing Authority of Jackson County, Rogue Retreat and others.

The ACCESS mobile food pantry will be available on a frequent, regular basis to provide nutrition support, potentially expanding to food box distribution through this location.

In addition, future considerations also include outreach partnerships in which other agencies can provide services such as on-site medical care (La Clinica Mobile Medical and Dental Clinic), haircuts, mobile shower services and supportive employment options

Other services could include case management, internet and phone access, job search-related printing and small locker service for clients facing homelessness or domestic violence to store important papers (not valuables).

Workflow:



Specify the lease term that you are seeking.

5 plus years

Section IV – Financial Information

Provide evidence of financial or funding capacity.

Provide evidence of future financial support to pay for operations and maintenance of the Fire Station.

See attached budget. We have submitted our application for the OHCS/EHA funding for the project and do not anticipate any challenges. The dollars are allocated to ACCESS, but we need to ensure we have been clear in our project description demonstrating its innovative and flexible plan to end homelessness. We may need to refine our plan or offer more detail.

Section V – Revenue to the City

Propose a lease payment amount and provide information regarding revenue from the operation of the Fire Station that would be shared with the City.

See attached budget. Direct revenue to the City would be \$12,000 per year for a lease payment for three years. After the three years, the lease payment will be \$100 per month or \$1200 per year. Because this resource center offers so much to the City, our hope is that the financial impact to the community will be both directly and indirectly significant by helping coordinate care. As we empower individuals, our entire community becomes stronger.

6

PAMELA NORR

541.508.8386 cell norrpamela@gmail.com

Strategic leader with 27 years of progressively responsible experience, including 15 years senior management of complex organizations. Turnaround expert, dynamic leader, driven and motivated by team accomplishment with outreach, strategic planning, fund development, recruitment, organizational and board development and human resources expertise. Collaborative team leadership and motivation, and strong organizational and business development skills.

Senior Level Leadership

- ☐ Over 17 years of senior/executive level leadership of teams from 2 to 300.
- ☐ Collaborative, dynamic, motivated leadership with a fair, respectful but forward moving style.
- ☐ Dedicated to the cause, fun, hardworking, strong fiscal leader, willing to make change for progress and success.
- ☐ Servant leader perspective, demonstrating collaborative, 'work together, do whatever needs to be done' perspective

Human Resources/Recruiting/Team Leadership

- ☐ Expertise in recruiting and persuasive negotiating. Always exceeded any established goals
- ☐ Effective team leader, public speaker and service excellence trainer
- ☐ Established as a collaborative, team effort type of leader, seeing challenges as opportunities
- ☐ Honest, committed to mentoring, collaborative and supportive on lifelong learning

Business Development/Marketing/Communications/Outreach

- ☐ Motivated by challenging and persuasive opportunities.
- ☐ Extensive experience in marketing/communications and business development representing 20 years of collaterals, advertising, crisis communication, innovative programs and unique and effective marketing and public relations opportunities.
- ☐ Passionate public speaker, committed community volunteer as part of outreach

Fund Development/Board Development/Strategic Planning

- ☐ Collaborative fund development, board relations and strategic planning experience which represents the best parts of leadership.
- ☐ Ability to present clear directioning and facilitate process to engage others to ensure strategic planning as focused, clear, definable, measurable and achievable.
- ☐ Expertise and experience in developing achievable, dynamic goals and implement throughout an organization.
- ☐ Ability to work collaboratively with boards and leadership teams to develop programs which take organizations to the highest, most productive levels and foster collaborative partnerships.
- ☐ Established Foundations from the ground up. Significant grant acquisition, major gifts and special events experience

Turnaround Expertise

- ☐ Expertise in both mid-sized non-profit agencies and large healthcare organizations.
- ☐ Ability to make the difficult decisions, lead and support a board and executive team in fiscal, performance and community credibility turnaround.
- ☐ Progressive, forward motion development of clear goals and rallying a team to support change and progress.

EMPLOYMENT – Pamela Norr

- 16-present
Executive Officer
ACCESS – Community Action Agency, Medford, Oregon – Not for profit
 \$16million budget, 82 person team, governing board and two advisory councils. ACCESS is the lead organization for the Continuum of Care.
- 2015-2016
Executive Officer
Fanconi Anemia Research Fund, Eugene, Oregon – Not for profit
 Transitional leader to stabilize staff, establish fundraising program and help move board to governance model. FARF is an international rare disease organization funding research and family support with a budget of over \$5 million. During the first 6 months, a \$10 million pledge was acquired towards new \$20 million campaign.
- 2013 - 2015
Chief Executive Officer
Oregon Rural Healthcare Quality Network, Oregon – Not for profit
 Hired to help the board crystallize relevance and clarify funding. With the elimination of federal funding, it was appropriate to recommend the discontinuation of services as of fall 2015. Organization served Oregon’s 25 Critical Access Hospitals and their quality and training efforts.
- 2009 - 2013
Chief Executive Officer
Central Oregon Council On Aging, Bend Oregon – Not for profit serving seniors
 Complete agency turnaround; \$1.8 million budget; team of 24 and 500 volunteers, two advisory councils and a full board, serving 35,000 seniors. Legislative and national advocacy leadership. Agency now has assets and is thriving with strong team and engaged governing board and positive financials.
- 2008 - 2009
Provider Recruitment & Retention/Director of Marketing
Bend Memorial Clinic, Bend, Oregon - 100 provider multispecialty group
 Successfully recruited 25 physicians/midlevels in one year; physician alignment, path to shareholder process, established recruitment process and all marketing efforts for 100 provider MSO.
- 2003 - 2007
Vice President, Organizational Resources
Fremont-Rideout Health Group, Yuba City, CA – 300-bed not for profit health system
 Human resources/recruitment, employee health, education, business development, pre-design and implementation of \$67 million building project, new program development, service line expansion, strategic planning for three not-for-profit mid-sized hospitals. Established organizational-wide service excellence initiative for cultural change, instituted hospitalist/intensivist programs and a robust internal physician recruitment/orientation/retention program.
- 1999 - 2003
Senior Manager Public Relations/Fund Development/Business & Physician Development
Sutter Amador Hospital, Jackson, CA – 66-bed not for profit hospital and rural clinics
 Established physician recruitment program; strategic plan and business development; planned and executed relocation, events and communications for new \$33 million facility. Established Foundation from ground up. Directed communications and marketing.
- 1996 - 1999
 and
 1989 - 1992
Director of Marketing and Communications
San Gabriel Valley Medical Center, San Gabriel, CA – 260-bed not for profit hospital
 Began at SGVMC as Manager of Public Relations in 1989 and was recruited back by CEO in 1996
 Communications/events for hospital/system mergers. New product development and strategic planning. Implementation of marketing programs and aggressive image campaigns.

Director of Marketing and Communications

1994 - 1996

Podley Caughey & Doan, Realtors, Pasadena, CA

Established business plans and marketing strategies. Strategic development and business planning, including development of two new offices. Directed advertising department

Director of Marketing & Community Relations

1993

Holy Cross Medical Center, Mission Hills, CA – 500-bed not for profit hospital system

and

Began in 1988 as Media Specialist. Recruited back as Interim Director

1988 - 1989

Aggressive media relations, including cultivation of high-visibility stories and crisis communication as trauma center. Implementation of high visibility marketing programs for Open Heart Surgery Center and Oncology Center.

Education

University of Oregon

1987 B.A. in English

Alverno Heights Academy (college prep high school)

1983 Graduated with honors

Distinctions/Community Service (current and previous)

Professional

- National Cooperative of Healthcare Networks Board Member
- Lake County Senior Center Board Strategic Advisor/Consultancy
- Bend2030 – Board Member (community leadership organization)
- n4a – National Association of Area Agency on Aging - Board member
- n4a – 2012 and 2013 National Innovations Award winner for Ageless Magazine and TECH program
- Alzheimer’s Association of Oregon Regional Advisory Council Member
- Central Oregon Health Advisory Committee
- Nonprofit Association of Oregon advisory council member
- Developed “Ageless” 40-page publication insert to Bend Bulletin
- Women's Health Education Coalition previous Board Member
- County-wide Bioterrorism Task Force Member - Public Information Officer
- American Cancer Society previous Board Member
- Awards of Excellence* - McMurry Publishing, HealthTalk Calendar, Vital Signs
- Golden Advocate* award - Hospital Public Relations & Marketing Assoc., Annual Report

Community

- Nature of Words Literary Program volunteer
- Meals On Wheels driver/volunteer
- Bend Public Library volunteer
- COPY (Central Oregon Partnership for Youth) volunteer
- Film Oregon Alliance volunteer
- Beale Air Force Base Community Council/Honorary Commander for 9th Comm Squad

Civic

- Rotary Club (previous Board Member/Treasurer and member, Paul Harris Fellow)
- Gold Country Health & Wellness Center previous Board Member
- Domestic Violence Medical Agency previous Advisory Board Member
- University of Oregon Alumni Association past Board Member/Recruitment Chairperson/LA Chapter
- University of Oregon Alumni Association Central Oregon Chapter Board member

**ACCESS BUDGET Firehouse Lease
Community Resource Center/
Continuum of Care**

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
	1st Year	2nd Year	3rd Year	4th Year	5th Year
INCOME					
OHCS Emergency Housing Assistance Funds	\$ 284,000	\$ 246,000	\$ 100,000	\$ 89,200	\$ 89,300
Carpenter Foundation	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Jordan Cove LNG	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Ames Fluhrer Grant	\$ 7,200	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Contributions	\$ 3,200	\$ 24,000	\$ 24,500	\$ 25,000	\$ 25,500
City grant funding for capital improvements	\$ 10,000	\$ -	\$ -	\$ -	\$ -
TOTAL INCOME	\$ 324,400	\$ 277,000	\$ 131,500	\$ 121,200	\$ 121,800
EXPENSE					
Personnel	\$ 156,000	\$ 156,000	\$ 100,000	\$ 100,000	\$ 100,000
Building Lease	\$ 12,000	\$ 12,000	\$ 12,000	\$ 1,200	\$ 1,200
Utilities	\$ 10,000	\$ 10,200	\$ 10,300	\$ 10,400	\$ 10,500
Office Supplies	\$ 2,000	\$ 2,100	\$ 2,200	\$ 2,100	\$ 2,100
Building Renovation	\$ 50,000	\$ 61,700	\$ -	\$ -	\$ -
Supplies, computers, furniture	\$ 50,400	\$ 5,000	\$ -	\$ -	\$ -
Lockers	\$ 3,000	\$ -	\$ -	\$ -	\$ -
DME racking	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Pantry racking	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Resource Develop/partnership	\$ 25,000	\$ 10,000	\$ -	\$ -	\$ -
Awareness/marketing of services	\$ 5,000	\$ 5,000	\$ 1,500	\$ 1,500	\$ 1,500
Maintenance Expense	\$ 5,000	\$ 15,000	\$ 5,500	\$ 6,000	\$ 6,500
TOTAL EXPENSE	\$ 324,400	\$ 277,000	\$ 131,500	\$ 121,200	\$ 121,800

10



Addictions Recovery Center

EDUCATION • TREATMENT • COUNSELING

www.AddictionsRecovery.org

November 15, 2017

Pamela Norr
Executive Officer
ACCESS
3630 Aviation Way
Medford, OR 97504

Dear Ms. Norr:

I am writing this letter in my capacity as CEO and President of Addictions Recovery Center, Inc. (ARC) and am happy to fully support ACCESS and their vision to use the Firehouse on Franklin as a Continuum of Care hub.

As you know, the services provided by ACCESS are vital to the wellness of our community. ACCESS provides essential nutrition, medical supplies, energy assistance and housing assistance to the most vulnerable people in our community. Having a Continuum of Care Hub will allow ACCESS to essentially wrap their arms around our neighbors and provide a location for other agencies committed to ending homelessness and that provide other services so essential to our community.

Addictions Recovery Center, Inc. offers complete support of ACCESS as they continue to provide vital services to those in need in Jackson County. They are an essential and highly valued part of our community.

Sincerely,


Christine Mason
CEO and President

541.779.1282

Business Office and Mailing Address
1003 East Main Street, Suite 104
Medford, OR 97504

Walk-In Clinic and Outpatient Services
1025 East Main Street
Medford, OR

Fresh Start Detox and Sobering
338 North Front Street
Medford, OR

Inpatient Services
16 South Peach Street
Medford, OR

11



2594 E. Barnett Road Suite C
Medford, OR 97504
Phone: (541) 779-2393
Fax: (541) 779-3317
www.community-works.org

November 2, 2017

To Whom It May Concern:

Community Works is writing in support of ACCESS and their endeavor to utilize the Firehouse at Franklin and 8th Street in Medford Oregon. Community Works strengthens lives and our community through prevention, support services, and advocacy for victims of domestic violence, sexual assault, and at-risk youth and their families.

We have been in partnership with ACCESS for over 20 years, and through our collaboration we have been able to provide food, and housing for children, and families in Jackson County; who are at poverty level or near poverty level. Because of this collaboration hundreds of survivors of domestic violence receive essential resources each year.

The Firehouse would become a hub for those most vulnerable, who are in need of important resources such as health, advocacy, food, and services. This would allow us to be proactive and at a central location, which has been a gap for non-profit social services organizations such as Community Works.

We believe that ACCESS would be the best agency to bring together many organizations for our community. This location would be a critical step in providing a Continuum of Care to the homeless population who are in need of wrap around services that can be easily accessed.

Sincerely,

Barbara Johnson
Executive Director

2017-2018 Board of Directors

Robb Mayers, Chair
Patti Diehl, Development Chair
Kevin Sanders

Dawn Hartley, Vice-Chair
Dr. Lee Ayers-Preboski

Linda Butler, Secretary
Matt Moreali

Shannon Eck – Treasurer
Myra Torres

MASLOW PROJECT

stabilize • engage • thrive

November 7, 2017

Pamela Norr
Executive Officer, ACCESS
3630 Aviation Way
Medford, OR 97504

Dear Ms. Noor,

In my capacity as Executive Director of Maslow Project, the premiere provider of services to homeless children, youth, and families in Jackson County, I am writing in full support ACCESS and their vision to utilize the old Medford Firehouse as a Continuum of Care (CoC) Hub.

It is apparent that the vital services provided by ACCESS are an integral part of the wellness of our community. They provide essential nutrition, medical supplies, energy assistance, and housing assistance to the most vulnerable individuals in our community, including those we serve at Maslow Project, offering one of the region's only emergency food pantry for youth under age 18. ACCESS also financially supports our Outreach Team, allowing us to meet our highest risk youth "where they're at" in parks, on the streets, in the schools, and other public locations where young people gather. We enthusiastically support the vision of a Continuum of Care Hub, where our outreach team can connect with out outreach teams, to improve the coordination of services tot he spectrum of homeless and high need individuals we collectively serve. This collaborative effort should help streamline referrals for some of these valuable resources and services and will play an important role in supporting the CoC.

Maslow Project offers complete support of ACCESS as they continue to provide vital care to Jackson County. They are an essential and highly valued part of our community and our team welcomes this opportunity to partner more closely.

Sincerely,



Mary Ferrell
Executive Director
Maslow Project

ACCESS Continuum of Care Community Resource Center

Access has proposed leasing the former Fire Station 2 as an outreach center. This building would allow residents easier access to the agencies services.

As residents of the immediate area of the former Fire Station 2 we have a vested interest in how the building will be utilized. The Fire department has been a familiar and welcome neighbor for decades. Their presence has encouraged a sense of community. We dare say they have made us feel safe and secure in this neighborhood. It is our strong position that the future of the site be utilized by a similar tenant. A tenant with a solid reputation. An agency whose impact will be positive and welcomed.

Many are also familiar with the services provided by Access. The agency has a solid reputation of providing food, housing, warmth and other essential services to Jackson County's low income children, families, seniors and people with disabilities. As the Community Action Agency of Jackson County, OREGON, ACCESS has been helping Jackson County residents break the cycle of poverty since 1976. With a focus on education, ACCESS helps people through economic crisis by guiding them through changes in habits to help them become self-sustaining.

The proposed building will allow residents of Medford more convenient access to the agency. They are established and well known. It is our conclusion that Access would be a welcome addition to our immediate community. That their presence would encourage a similar environment of positivity, safety and security.

Eric Christman 106 Lincoln St Medford OR 97501

Eric Christman

Linda L. Rippey 176 Lincoln St Medford Or.

Linda L. Rippey " " " "

Michael ROBERT HAYWARD 106 LINCOLN ST, MEDFORD, OR 97501 APT B

Leona M Rowley 116 Lincoln St Medford Or 97501
Leona M Rowley

Mar Ann MARL Sorwerson - 106 Lincoln St
APT C

Connie Westman - 109 Lincoln St. Corin Westman

Jackie Morgan Jackie Morgan 113 Lincoln St

James Stevenson 242 West St Medford OR 97501

Melissa Allred 119^A Lincoln St. Medford
OR. 97501
Melissa Allred

Zachery Moseley ~~Fedd~~ 120 Lincoln St.
 Tabitha Aiello ~~AA~~ 120 Lincoln St.
 Sean Thomas 104 Lincoln St.
 Teresa Thomas 104 Lincoln St
 Regan Alisha Foster 106 Lincoln St Apt A
 Teresa L. Travis 210 1/2 Lincoln St
 Teresa Travis
~~Richard J. J...~~ Ryland Timothy 106 Lincoln Str Apt C
 Joseph Le Pari 1240 W 8th St Medford
 Joseph. LePari ↑
 Anna Polataivao 119 Lincoln St Apt C.
 Gabriel Gonnella 119 Lincoln Apt. B
 Jennifer Masse 119 Lincoln Apt B.
 Jimmy
 Kid Polataivao 119 Lincoln St #C
 Scott Cecilian 1223 W. 8th St Medford.
~~Scott Cecilian~~
 Katherine Kennedy 32 Lincoln St.
~~but Kelly~~
 Jonas Wolfers 28 Lincoln St Medford 97501
 Jon

**SOLICITATION OF INTEREST (SOI)
#17-018 CM Old Fire Station #2**

TABLE OF CONTENTS

ITEM	PAGE
SECTION 1	
Table of Contents	1
Executive Summary	1
SECTION 2- Organization Profile	
Overview	2
Personnel	2
Financial Statements	2
Litigation History	2
References	2
SECTION 3- Proposed Uses, Activities, Operation and Schedule	
Proposed Uses and Activities	3
Lease Term	3
SECTION 4- Financial Information	
Financial or Funding Capacity	3
SECTION 5- Revenue to the City	
Lease Proposal	3
ATTACHMENTS:	
Liz Adams, Program Director, Resume	4
2014 990	5
2015 990	6
2016 990	7
2018 Budget	8
Letter of Reference, Doug Flow, AllCare	9
Letter of Reference, Chris Mason, ARC	10

Section I – Executive Summary:

Rogue Retreat proposes using the Old Fire Station #2 as a men’s transitional addiction recovery house. It will be part of the overall Rogue Retreat continuum of care system of housing and individual case management that helps people transition from homelessness and addiction to stable, self-sufficient productive citizens of the community.

Alignment with City of Medford goals:

Providing safe housing and addressing homelessness and addiction issues match the City of Medford 2015-2020 Strategic Plan by supporting the goals of:

GOAL 6: Maintain and enhance community livability.

Objective 6.2: Ensure that the City’s codes enable developers, for-profit and nonprofit housing providers to meet the housing needs of the residents of Medford. [6.2c Support the affordability and sustainability of safe and sanitary housing for residents.]

Objective 6.7: Improve the ability of residents to become self-sustaining. [6.7a Support public service agencies to provide safety net services to residents.]

Objective 6.8: Work with community and regional partners and stakeholders to gain understanding regarding homeless issues in the community and potential opportunities to address the issues. [not an action item- but relevant to the objective.]

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

Objective 9.2: Encourage pedestrian friendly design near activity centers. [9.2b Undertake efforts to increase the percentage of new

dwelling units and new employment located in activity centers, including Transit Oriented Districts (TODs) and mixed-use areas.]

On September 21, 2017 the Medford City Council reviewed agenda item 80.4 COUNCIL BILL 2017-117 A resolution adopting 2017-19 Biennial Goals for the City of Medford. Motion #2 to amend the resolution to include housing strategies to work with the Continuum of Care to ensure homelessness mitigation strategies are developed and acted upon. When the plan would be developed was discussed and it was noted that this is a community problem. Councilmembers Berenson, Brooks, Gordon, Stine, Wallan, and Zarosinski voted yes and Resolution 2017-117 was duly adopted.

The proposed use of Old Fire Station #2 of a homeless men’s transitional recovery house, operated by Rogue Retreat, and held to the same high case management standards as the rest of the Rogue Retreat recovery housing programs, aligns with the City of Medford goals.

Section II – Organization Profile

Overview

Rogue Retreat was founded in 1998 as a non-profit organization and has operated various forms of recovery and homeless housing since 1999. Currently Rogue Retreat has a working staff of 10 full-time staff and 15 part-time employees. Rogue Retreat’s “secret sauce” is the five-level case management program that supports the homeless participants move from being “in crisis” to “thriving” in 15 life domains. All participants are tracked in the Homeless Information System software required by the State of Oregon. Currently Rogue Retreat operates 44 apartments, three recovery houses and Hope Village a homeless tiny house community of 14 tiny houses. Our current recovery houses include two women’s recovery houses (Heather’s Haven), ones men’s recovery house (Harold’s Haven) and 2 studio apartments for women who have graduated treatment that are either pregnant or parenting a child under the age of 3 (Starting Strong). These houses take people who have been in an in-house recovery program, such as the Addictions Recovery Center, and provide a safe and sober place for continued recovery. Participants in the houses have a 50-75% rate of success of not returning to drug/alcohol addiction and homelessness.

Personnel

Attached is the resume of our Program Director, Liz Adams. Liz worked for the Housing Authority of Jackson County for over 20 years and came to Rogue Retreat in 2015 to oversee our case management program. Her expertise is invaluable as we work with our participants with our case management program in all levels of housing. Liz has a staff of three full-time case managers, two part-time case managers and enrollment manager and a program assistant. All case managers are trained in dealing with the various needs of our participants which include mental health, addiction recovery and Adverse Childhood Experiences (ACE’s). All come from a background of homelessness and addiction and therefore understand the individual needs of our participants.

The men’s recovery house in the Old Fire Station will be under case management direction of our men’s case manager, Harold Nelson and he works under the direction of Liz Adams.

Financial Statements: Financial Statements attached

Litigation History: Rogue Retreat has no litigation history

References:

AllCare Health

Doug Flow
1701 NE 7th Street
Grants Pass, OR 97526
(541) 471-4106
doug.flow@allcarehealth.com

AllCare health has an ongoing contract with Rogue Retreat that helps cover the costs of serving people through our recovery/homeless houses and apartments. AllCare has also given a grant to Rogue Retreat for the operation of Hope Village. They have done research and found their clients who are part of the Rogue Retreat program have up to a 60% savings. Support Letter attached.

Jackson Care Connect

Hannah Ancel
33 N Central Ave Suite 320
Medford, OR 97501

(855) 722-8208
ancelh@careoregon.org

Jackson Care Connect has given various grants to Rogue Retreat in the past which has allowed us to open and operate our Heather's Haven houses and our two Starting Strong apartments. JCC has also given a grant to Rogue Retreat for the operation of Hope Village. JCC is currently working on a contract with Rogue Retreat for 2018.

Addictions Recovery Center

Chris Mason, COO
1025 E Main Street
Medford, OR 97504
(541) 779-1282
ChrisM@addictionsrecovery.org

Rogue Retreat has been partnering with The Addictions Recovery Center to provide housing through our Heather's Haven and Harold's Haven programs those exiting their addiction recovery residential treatment program. Often these individuals have burned every bridge in their lives before entering treatment. They have no jobs, homes, family connections, funding, etc. The cost of their treatment is funded by Oregon Health Plan dollars and is in jeopardy when they exit after 30, 60 or 90 days. By providing a safe and sober environment with case management for them to enter into we are finding a 50-75% success rate of having them not relapse and begin the process all over again costing the community an untold amount. The men's program is what we envision expanding at the Old Fire Station on 8th Street. It will house up to eight (8) men and will be part of Rogue Retreat's overall program. Support letter attached.

Section III - Proposed Use, Activities, Operation and Schedule

Proposed Uses and Activities

The Fire Station will be turned into a men's recovery house called Harold's Haven. It will house eight (8) men who will call the Fire Station a transitional home. Since this will be a home there will be no other use of the building by outside groups. The fire station is conveniently located only 2 blocks from our office, where we can keep a CLOSE eye on the building and the participants.

Lease Term

Rogue Retreat is seeking a three-year lease. We have identified three lease options we would like the City to consider and decide which is best for them.

1. We are willing to provide a monthly lease of \$2,000 for the property including responsibility for simple maintenance of the building with major maintenance such as roof replacement and major systems like plumbing and heat systems being the responsibility of the City.
2. We are willing to provide a monthly lease of \$500 for the property and the Rogue Retreat would be responsible for all maintenance and upkeep of the building.
3. We are willing to provide a monthly lease of \$1500 for the property with a lease with option to buy at fair market rate at the end of the lease term.

Section IV - Financial Information

Financial or Funding Capacity

Rogue Retreat has a fee for service contract with AllCare Health and expects to sign a similar contract with Jackson Care Connect by the end of 2017 for 2018. These contracts pay for a per person per month fee to provide our comprehensive supportive services program that includes individual one on one case management, life skills classes, housekeeping education with housing inspections and program oversight. It is the case management that helps identify the barriers of homelessness that need to be addressed and overcome to allow participants to move from being in crisis to thriving. 2018 Budget Attached.

Section V - Revenue to the City

As mentioned above we are proposing three different lease options:

1. \$2,000 a month with limited maintenance responsibility.
2. \$500 a month with all maintenance responsibility.
3. \$1,000 a month with lease option to buy at fair market rate at the end of the lease term.

Summary of Qualifications

Currently I am the Program Director for Rogue Retreat overseeing all programs and properties. Previously, professional property manager and caseworker with the Housing Authority of Jackson County for over 20 years. Accomplished in all areas with thorough knowledge of all programs administered from application process to managing large caseloads to supervising staff.

Professional Experience

Rogue Retreat Program Director: 2015-Current

- Oversee all programs administered by Rogue Retreat
- Supervise Case Management Staff, Application and Leasing Staff
- Collaborate with Administration in development of new programs
- Implement new programs including creating forms and researching laws
- Problem solving for clients and staff
- Property management

Housing Authority Section 8 Caseworker: 1994 – 1999

Public Housing Specialist: 1999 – 2008

Occupancy Specialist: 2008 - 2015

- Prepare and distribute a variety of correspondence including rent reviews, lease enforcement, verification of income and eligibility and announcements of rules and regulations.
- Enforce lease agreements including issuing warnings and eviction notices, attend tenant hearings and appear in court as necessary.
- Deter fraud and housing program services abuse and ensure compliance with all approved Housing Authority policies, federal regulations and state statutes related to housing programs.
- Facilitate the resolution of tenant related problems and complaints; as appropriate, serve as mediator and exhibit sound judgement in handling crisis and emergency situations.
- Provide clients with information about available resources; make appropriate referrals to social service agencies. Facilitates obtaining social services that will enable a client to maintain an independent home. Maintain a working relationship with a variety of social service agencies.

Compliance and training

- Nan McKay – Rent calculation and occupancy
- Pro Series – Landlord Tenant Law, Evictions, Fair Housing, Reasonable Accommodations, Mediation, Maintenance and Marketing.
- LIHTC Compliance – Spectrum, Homestead Capitol, OHCS
- Inspections
- C3P Certified
- C4P Certified
- Certified Professional of Occupancy



allcare cco

Friday, November 17, 2017

Dear Members of the Medford City Council,

Since 2015, AllCare Health has been supporting the work of Rogue Retreat in Jackson County. In that time, we have seen the Rogue Retreat help to positively change the lives of some of the community's most vulnerable members. It is fair to say that Rogue Retreat offers a unique and necessary set of services.

Their approach to housing allows them to respectfully assist people with varying needs – men, women, mothers, families – in different residences that offer a dignified and compassionate services tailored to their, specific needs. This is reinforced by Rogue Retreat's comprehensive case-management service.

We appreciate not only the work the Rogue Retreat does in the community but also the relationship and trust we have built with them over the years.

In a time when the Rogue Valley is in critical need of housing and of homeless support services, any opportunity to increase housing availability should be seriously considered.

I encourage you to fairly review Rogue Retreats proposal to use the old fire station and recognize the benefit their work makes in individual lives and to the community as a whole.

Thank you,



Doug Flom, CEO
AllCare Health



AllCare CCO, Inc., An Oregon Benefit Company

1701 NE 7th St.
Grants Pass, OR 97526
Phone (541) 471-4106
Fax (541) 471-3784
Toll free (888) 460-0185
TTY (800) 735-2900
AllCareHealth.com/Medicaid



Addictions Recovery Center

EDUCATION • TREATMENT • COUNSELING

www.AddictionsRecovery.org

November 17, 2017

Chad McComas
Rogue Retreat
1410 W. 8th Street
Medford, OR 97501

Dear Chad:

I am writing this letter in my capacity as CEO and President of Addictions Recovery Center, Inc. and am happy to fully support Rogue Retreat and their vision for Harold's Haven.

The services provided by Rogue Retreat are vital to people in our community who are recovering from addiction. We have worked with Rogue Retreat for several years and they have many times taken women who are coming out of our residential program and placed them in their Heather's Haven houses. This is a vital step for these women enabling them to have a home instead of returning to the streets and beginning the recovery process again which results in increased costs to the City and the local CCOs. Harold's Haven provides similar services and being able to expand their services to more members of the community would be a wonderful addition to the services they provide.

I look forward to working with Rogue Retreat for many years to come as partners serving Rogue Valley citizens who are being treated for addiction and empowering them to become healthy members of the community again.

Sincerely,



Christine Mason
President & CEO

541.779.1282

Business Office and Mailing Address
1003 East Main Street, Suite 104
Medford, OR 97504

Walk-In Clinic and Outpatient Services
1025 East Main Street
Medford, OR

Fresh Start Detox and Sobering
338 North Front Street
Medford, OR

Inpatient Services
16 South Peach Street
Medford, OR

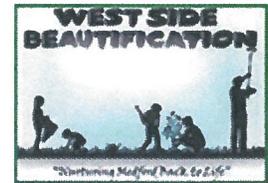
ATTACHMENTS
PROPOSAL
FOR THE FUTURE OF
THE OLD FIRE STATION #2



Presented by:



In cooperation with:



With the support of:



TABLE OF CONTENTS

1. Letter from Brian Shumate Ph.D.: Superintendent 549c
2. Letter from Linda White: Principal of McLaughlin Middle School
3. Letter from Hanna Tyler: Resident of Lincoln St. near the old fire station
4. Letter from Ryan & Kate Rhoden: Neighbors of the North Medford Youth Center operated by Rogue Valley Youth for Christ
5. Letter from Michael Anselmi: Eagle Point Police Officer (regarding the Eagle Point Youth Center operated by Rogue Valley Youth for Christ
6. Resume of Arthur R. (Bud) Amundsen Jr.: Executive Director of Rogue Valley Youth for Christ
- 7 – 13. Rogue Valley Youth for Christ financial documents for:
 - F/Y 2016/17
 - F/Y 2015/16
 - F/Y 2014/15

BUD AMUNDSEN, *Executive Director*
bud@roguevalleyyfc.org | 541.301.0897

MATT SWEENEY, *Program Director*
matt@roguevalleyyfc.org | 541.301.8552

ROGUE VALLEY YFC | office@roguevalleyyfc.org | 541.779.3275 | www.roguevalleyyfc.org

September 18, 2017

Medford City Council
411 W. 8th Street
Medford, OR 97501
RE: Fire Station 2

Dear Medford City Council Members:

I am writing in support of the Jackson County Gang Prevention Task Force proposal to turn the old Fire Station 2 into a community center serving kids and families in the surrounding neighborhoods. I believe the proposed agencies (e.g., LIFE Art, Familia Unida, Westside Beautification) that would occupy the building could provide vital after school services for students living in a low income area. This location is located within walking distance of Washington Elementary, Jackson Elementary and McLoughlin Middle School. This community center could serve these students and families in providing meaningful and positive after school activities that could not only enhance students' academic success, but shield them from potential negative opportunities.

I realize the City is considering several other options for the future of Fire Station 2 and I respect the decision before you. However, our students who live in the surrounding neighborhoods desperately need positive and supportive after school activity to keep them safe and productive during these critical after school hours. This could be a very productive use of this facility and the Medford School District is willing to partner in any way we can.

Please do not hesitate to call me if you would like to discuss the proposal.

Sincerely,



Brian T. Shumate, Ph.D.

McLoughlin Middle School

Linda White, Principal

Charity MacLeod, Assistant Principal

November 1, 2017

Medford City Council
411 W. 8th Street
Medford, OR 97501

Dear Medford City Council Members:

I am writing this letter in support of the proposal to repurpose the Fire Station on 8th street into a positive place for youth in West Medford.

The thoughtful planning of the Jackson County Gang Prevention Task Force and other community groups is impressive and thorough. The types of activities that are being proposed for the facility are the type of activities and affiliations with positive adults that we know from research help teens become positive and contributing citizens.

As an active community partner and a person who works with our teens every day, I know the challenges our kids face. Our students live in neighborhoods that desperately need positive and safe places for them to be. The facility on 8th street is within walking distance for many of our students and we would be eager to form partnerships to further develop after school and summertime activities.

I whole-heartedly support this proposal, so please feel free to contact me if I can be of further assistance.

Sincerely,



Linda White
Principal

Hannah Tyler
217 Lincoln St.
Medford, OR 97501
November 8, 2017

Medford City Council Members
411 W. 8th. St.
Medford, OR 97501
Re: Fire Station #3

Dear Medford City Council Members:

I am writing in support of the Jackson County Gang Prevention Task Force proposal to turn the old Fire Station #2 into a community center serving kids and families in the surrounding neighborhoods.

I live in the "flaglot" of Lincoln St., which is a pleasant way of saying "methamphetamine traffic alley" between Union Park and 10th St. and Lincoln and Hamilton St. I do not live in a nice neighborhood. I currently do not have pleasant neighbors. I have found used needles, used condoms and other unsavories within my padlocked, dog warned, 8-foot-high, fenced in yard. My garage doors have been spray painted with gang related writing and I was threatened a fine if I didn't clean it. About 2 years ago, there was a gang related stabbing (murder, I think) in Union Park, a park I would NEVER take my son to, even though it's only a few hundred feet from our house. Immediately after the stabbing (next day) when I was taking my dog for a walk on 10th street, I saw a decent sized group of young men, sitting outside their house in fold up chairs, all wearing blue shirts and bandanas. They did this for days in a row, and their numbers grew every day.

Gang membership (and therefore activity) is directly tied in with poverty, lack of secure resources, lack of familial stability, identity issues, etc. Why shouldn't we offer what we can for a neighborhood struggling with all of the manifestations of those latter symptoms? Isn't it our civic responsibility to create healthy opportunities for those that can't create opportunities for themselves? As a full-time worker and in the tax payer's club, I wonder how this part of town has been allowed to become so neglected and ignored... is it because if one had enough money, they'd never want to live there?

I would hope that you consider, this neighborhood, this very bad neighborhood, may need some time and attention, and healthy opportunities. It's suffering unnecessarily, and perhaps a bit unfairly.

Sincerely,



Hannah Tyler

To whom it may concern,

We own the home located at 2334 Stillwater Court, Medford, OR, 97501. Our house sits directly behind the Campus Life building in North Medford, and we share a fence with them. We 100% support any additional hours that Campus Life feels are necessary to build a safe and constructive place for teenagers to build positive community. We have a pretty quiet neighborhood, and I honestly cannot remember the last time that we heard a Campus Life gathering making any sustained noise, so we have no concern about the additional operating hours they are requesting. It's actually quite likely that our 4 children make more noise in the backyard while playing than the Campus Life gatherings ever have.

Even if they were noisy, we would still support the additional hours because we believe our growing community needs to support all organizations creating healthy connections and support for our teens however we can.

Thank you,

Ryan and Kate Rhoden
2334 Stillwater Ct
Medford, OR. 97501



January 13th, 2017

To whom it may concern,

I've grown up living in Southern Oregon and attended Eagle Point Jr. High and Eagle Point High School in my youth. Campus Life was around back then and I have many fond memories spending time with friends while attending Campus Life functions. As a Police Officer working for the City of Eagle Point, I know there are limited things for kids to do in town and Campus Life has provided a healthy environment for kids of all ages to socialize and hang out. Campus Life has also given me an opportunity to have a positive interaction with the kids and allow them to get to know me as more than just a badge.

I have personally witnessed and experienced the successful shaping of our youth through Campus Life and continue to be a strong supporter for what they do for our community.

Thank You,

A handwritten signature in black ink, appearing to be "M. Anselmi", written in a cursive style.

Officer Michael Anselmi

Eagle Point Police Department

Eagle Point Police Department
17 S. Buchanan Ave / PO Box 779
Eagle Point, OR 97524
(541) 826-9171

Arthur R. Amundsen Jr. (Bud)

- Qualifications**
- BBA-Business Management, 22 years in youth program management.
 - Strong leadership and management capabilities, with sales background.
 - Thorough understanding of youth programming- 29 years with varied experience.
 - Oversight of youth centers, mentoring and Juvenile Justice programming and related grants.
 - Innovative in problem solving with abilities to strategize and design new youth programming.

Experience 8/2009- Present Rogue Valley Youth for Christ (RVYFC) Medford, OR

Executive Director

- Manage all aspects of Rogue Valley Youth for Christ's operations.
- Strategically plan and implement organizational goals.
- Cultivate organizational funding and collaborative relationships within our community
- Develop staff and ensure their program effectiveness.
- Oversee Board Development, Community Relations, Fundraising, and Administration.
- Oversee youth outreach to over 2000 young people in Jackson and Josephine counties.
- More than doubled RVYFC's organizational assets, program footprint, and staff in 6 years.
- Effectively established 3 new youth centers in the Rogue Valley in the past 8 years.
- Created an innovative Vocational Training Program for disconnected young people
- Perform the duties of Regional Coach and Council of Delegates member for YFC/USA.

1991– 2009 Rogue Valley Youth for Christ Medford, OR

Program Coordinator

- Managed nine Area Directors and oversaw their youth programs.
- Overhauled mentoring model, effectively using community partners and mentor teams.
- Increased community awareness as spokesperson for Mentoring Task Force.
- Expanded youth programming in the county from 4 sectors to 8.
- Oversight of all High School Campus Life staff and programs.
- Began an Adventure Club, mentoring youth in adventure activities and life skills.
- Expanded from 3 to 5 the number of Campus Life programs in the county.
- Developed and directed service project trips to California, Mexico and Peru.

1988-1991 Edward D. Jones and Co. Ashland, OR

Investment Representative

- Managed a profitable branch office.
- Took over unsuccessful office and built business to profitability in two years.
- Performed duties of a troubleshooter filling in at troubled offices in the Northwest.

Education 1986–1987 Ohio University Athens, OH

- M.S., Physical Education- emphasis in Recreation Programming.
- Teaching Assistant position with the Recreation Department.

1981–1986 Ohio University Athens, OH

- B.B.A., Business Management.
- Minor in Wilderness Skills.

CELEBRATING OVER 50 YEARS IN THE ROGUE VALLEY



529 Edwards St.
Medford, OR 97501
1-541-779-3275
office@roguevalleyyfc.org
roguevalleyyfc.org



September 1993
HATS Mentoring Ministry Launched



June 2009
Opened Phoenix Youth Center



January 2014
Opened New City Life Community Center in Medford



June 1967
Jim Settle Hired and Began Campus Life Club Ministry



March 1986
First Mexican Mission Trip



October 1995
Launched Juvenile Justice Ministry



June 2001
First Mission Trip to Peru

August 2008
Purchased and Began Renovations to North Medford Youth Center



October 2014
Launched Walking Tall Ministry

1960

1970

1980

1990

2000

2010

February 1964
Rogue Valley Youth For Christ Launches Operations



June 1973
Don Hildebrand Hired as Executive Director - Club Launches

October 1985
Grants Pass Spun Off as New Chapter

September 1990
Crater Lake Avenue Building Dedicated



September 1995
Opened Eagle Point Youth Center



October 1996
Launched Teen Moms Mentoring Ministry



August 2001
Major Renovation to Eagle Point Youth Center

July 2003
Opened Gold Hill Youth Center



May 2009
Sold Crater Lake Building to Invest in More Youth Centers



January 2010
Opened Newly Remodeled North Medford Youth Center



April 2013
Launched Point Break Ministry



March 2014
Launched City Life Ministry



February 2016
Launched Campus Life in Grants Pass



Rogue Valley Youth for Christ believes that influence happens best through healthy, authentic relationships. Therefore, in each of our ministries, we are striving to connect kids with caring adults. We mobilize responsible caring adults to be engaged in authentic relationships with kids. We desire this for every kid in our valley! These relationships are the foundation for guiding young people according to the teachings of Jesus Christ, helping them to develop the mental, physical, social, and spiritual components of their lives.



529 Edwards St. | Medford, Oregon 97501 | 541.779.3275 | www.roguevalleyyfc.org

**SOLICITATION OF INTEREST
OLD FIRE STATION #2
Summary**

BROAD COMMUNITY NEED

ACCESS: Develop and operate a centrally located Community Resource Center, which will serve as the Continuum of Care outreach hub. A drop-in resource center with a place for service partners (Community Works, Addictions Recovery Center, and Maslow Project) to assist individuals and families identify housing options and services. Medical Equipment Program provided allowing loans of durable medical supplies to anyone in need. Mobile food pantry will make regular stops to provide healthy food options to the community.

Rogue Retreat: Provide men’s transitional addiction recovery housing. This is part of the overall Rogue Retreat continuum of care system of housing and individual case management.

Rogue Valley Youth for Christ (RVYFC): A unique set of services for kids and families in the surrounding area will be provided by five agencies, including: 1) Rogue Valley Youth for Christ; 2) Familia Unida Car and Bike Club; 3) Life Art; 4) Spartan Boxing; and 5) West Side Beautification. The center will serve the community between Jackson Elementary, Washington Elementary and McLoughlin Middle schools.

	ACCESS	Rogue Retreat (RR)	Rogue Valley Youth for Christ (RVYFC)
Uses	Continuum of Care outreach hub. Open M-F, 9 am – 6 pm.	Men’s transitional addictions recovery housing for 8.	RVYFC, Familia Unida, Life Art, Spartan Boxing, and West Side Beautification will provide mentoring and other services.
Organization’s Length of Operation	41 years, 32 years as Community Action Agency, & 25 years as Community Develop. Corp.	19 years	54 years
Staff on-site	1 Continuum of Care Coordinator + staff from Community Works, ARC & Maslow Project	Men’s recovery house has no staff on-site but the men will have a weekly house meeting with the case manager on site. There will also be weekly house inspections.	1.5 Full-Time equivalent – paid 2.5 Full-Time equivalent - volunteers

	ACCESS	Rogue Retreat (RR)	Rogue Valley Youth for Christ (RVYFC)
Length of Lease	5 years	3 years	25 years
Lease Payments	\$1,000/month years 1-3. \$100/month years 4-5.	*\$2,000/month RR-simple maintenance COM-Capital Improvements **\$1,500/month - lease-to-own ***\$500/month RR all maintenance & capital improvements	*\$1/year, \$15,000 in RVYFC maintenance account. And RVYFC will pay <\$12,000 to replace roof, any money over \$12,000 COM will pay. **In addition to above w/in 5 years RVYFC will have the option to purchase for \$150,000. If sold by RVYFC w/in 10 years COM option to purchase for \$150k + approx. \$350k - \$400k in improvements.
Litigation History	None	None	None

COM=City of Medford



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.3

www.cityofmedford.org

DEPARTMENT: Planning Department
PHONE: (541) 774-2380
STAFF CONTACT: Matt Brinkley, AICP, CFM, Planning Director

AGENDA SECTION: Public Hearings
MEETING DATE: March 15, 2018

COUNCIL BILL 2018-25 A resolution approving the construction of street improvements and installation of a roundabout on a segment of Springbrook Road between Pheasant Lane and Cedar Links Drive, as part of the Springbrook Road Improvement Project. (TF-17-142) Land Use, Quasi-Judicial

SUMMARY AND BACKGROUND

The project consists of street improvements and the installation of a roundabout on a segment of Springbrook Road between Pheasant Lane and Cedar Links Drive in Medford. Engineering staff have met with property owners directly affected by the project and held an open house at North Medford High School on October 4, 2017. Project plans were also sent to all applicable referral agencies/departments. The Planning Commission reviewed the proposal at a public hearing on February 8, 2018. The Commission forwarded a favorable recommendation to the City Council. (TF-17-142)

PREVIOUS COUNCIL ACTIONS

None.

ANALYSIS

Springbrook Road between Pheasant Lane and Cedar Links Drive is a substandard two-lane road that serves as a north-south Major Collector within a residential area and serving both Kennedy Elementary School and North Medford High School. The project would improve 2,300 linear feet of Springbrook Road between Pheasant Lane and Cedar Links Drive to Major Collector standards with modifications to best fit the existing neighborhood. The improvements include a travel lane in each direction, center turn lane/median, 5 foot bike lanes, planter strips, sidewalks, street lights, shared-use pathway, roundabout, and storm drain improvements. The proposal is identified in the City's Transportation System Plan (TSP) as Project Numbers 425 and 446, and categorized as Tier 1 improvements. Signalization of the intersection at Springbrook Road and Cedar Links Drive is identified in the TSP as the preferred treatment, but an independent analysis by Kittelson & Associates concluded that the safest and most efficient alternative for the intersection is a Modern Roundabout.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Project funding in the amount of \$3.873 Million is contained in the 2017-19 biennial budget (Page 8-45, project number STA1689).

TIMING ISSUES

The Public Works Department anticipates completion by Fall 2020.

COUNCIL OPTIONS

Approve the resolution as presented.

Modify the resolution as presented.

Decline to approve the resolution and provide further direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to approve the resolution authorizing the Springbrook Road improvement project as recommended by the Planning Commission.

EXHIBITS

Resolution

Commission Report, including Exhibits A through Q

RESOLUTION NO. 2018-25

A RESOLUTION approving the construction of street improvements and installation of a roundabout on a segment of Springbrook Road between Pheasant Lane and Cedar Links Drive, as part of the Springbrook Road Improvement Project.

WHEREAS, having held a duly noticed Planning Commission public hearing on February 8, 2018 and City Council public hearing March 15, 2018; and

WHEREAS, the Council has determined that the proposed project plans satisfy the applicable criteria as demonstrated by the Commission Report dated March 8, 2018, attached as "Exhibit A" and incorporated herein, and adopted as the findings and conclusions of the City Council; now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that the construction of street improvements and installation of a roundabout on a segment of Springbrook Road between Pheasant Lane and Cedar Links Drive, as part of the Springbrook Road Improvement Project, as shown in the Commission Report dated March 8, 2018, attached as Exhibit "A" and incorporated herein, are hereby approved.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

COMMISSION REPORT

for a Class-B quasi-judicial decision: **Transportation Facility Development**

Project Transportation Facility Review – Springbrook Road Improvement Project
Applicant: City of Medford

File no. TF-17-142

To City Council *for 3/15/2018 hearing*

From Seth Adams, Planner III

Reviewer Carla Angeli Paladino, Principal Planner

Date March 8, 2018

BACKGROUND

Proposal

The City of Medford Public Works Department proposes to construct street improvements on Springbrook Road from Pheasant Lane to Cedar Links Drive to Major Collector standards including: north and south travel lanes, center turn lane, bike lanes, sidewalks, street lighting, planter strips, and a roundabout at the intersection of Cedar Links Drive and Springbrook Road.



History

The proposed improvements are identified in the Transportation System Plan (TSP) as Project Numbers 425 and 446, which are categorized as Tier 1 improvements. The TSP identifies signalization of the intersection at Springbrook Road and Cedar Links Drive (Project Number 425) as the preferred treatment; however, an independent analysis by Kittelson & Associates concluded that the safest and most efficient alternative for the intersection is a Modern Roundabout, and as such the roundabout alternative is being proposed by Public Works. The Planning Commission held a hearing on the proposal on February 8, 2017, and voted 5-0 to recommend approval to the City Council.

Authority

This proposed plan authorization is a Class-B quasi-judicial approval for the development of a transportation facility. The Planning Commission is authorized to recommend and the City Council to approve transportation facilities under Medford Municipal Code Sections 10.102–122, 10.165, and 10.185.

ISSUES AND ANALYSIS

Background

Springbrook Road between Pheasant Lane and Cedar Links Drive is a substandard two-lane road that serves as a north-south Major Collector within a residential area and serving both Kennedy Elementary School and North Medford High School. The Public Works Department proposes to construct approximately 2,300 linear feet of improvements to Springbrook Road between Pheasant Lane and Cedar Links Drive to Major Collector standards with minor modifications to best fit the existing neighborhood.

The length of Springbrook Road between Pheasant Lane and Delta Waters Road was already improved to Major Collector standards in November 2013.

Project Details

The following list summarizes the proposed project. **Exhibit B**

- Improvements to bring Springbrook Road to Major Collector standards
- Roundabout at Springbrook Road and Cedar Links Drive intersection
- 11 foot travel lanes (one each way)
- 12 foot center turn lane/median
- 5 foot bike lanes each side
- Storm drain improvements
- Street lighting
- Landscaping

Modifications

Page 2 of the project summary memorandum includes a table showing the required dimensions of a Major Collector street section and the three modifications being requested therefrom. At various points the planter strip is proposed to be reduced from 10 feet wide to 5.5 feet wide, and in other locations the planter strip is proposed to be eliminated. These modifications are proposed in order to best fit in with the existing neighborhood and to create a section of 10 foot sidewalk that will double as a shared-use pathway leading to Lone Pine Creek. The third modification would be increased sidewalk widths of 7 to 10 feet in those locations where the aforementioned planter strips would be eliminated. As a result of these planter strip and sidewalk width modifications, portions of the right-of-way width would necessarily vary from the Major Collector standard of 74 feet. **Exhibit C**

Access Management

Page 3 of the project summary memorandum indicates that in order to move towards compliance with the current driveway spacing and locational standards in Medford Land Development Code Section 10.550, the project proposes that several properties with multiple driveways along the project length be reduced to single driveway approaches.

Right-of-Way Acquisition

As proposed the project will require approximately 14,000 square feet of private property to be purchased from 28 landowners along the project length. Slope and/or temporary construction easements will also be needed at various locations along the project length in order to provide transitions from back of sidewalk elevation to existing ground elevation.

Agency and Department Comments

Public Works Department: The Public Works Department has no comments on the proposed project. **Exhibit D**

Parks and Recreation Department: The Parks and Recreation Department submitted a memorandum recommending that the planter strips along the project length feature street trees with 25 foot spacing, decorative bark and no living ground cover. Parks and Recreation also proposes the inclusion of a 10 foot sidewalk on the west side of Springbrook Road, from the edge of the Ivanko Gardens property south through the roundabout, which will function as a portion of a shared-use pathway that will traverse NE Medford along Lone Pine Creek towards Foothill Road and Prescott Park. **Exhibit E**

Planning Department: The Planning Department submitted a memorandum of comments and conditions relating to the designated floodway that affects a portion of the project area. As a result of the floodway the implementation of the project will require compliance with Section 60.3 (A-D) of the National Flood Insurance Program, as well as portions of Sections 9.705 and 9.706 of the Medford Municipal Code. **Exhibit F**

The Planning Department also recommended that the roundabout center island be considered as an opportunity site for the installation of a public art piece. **Exhibit G**

Fire Department: The Fire Department commented that two new fire hydrants will be required along Springbrook Road. **Exhibit H**

Medford Water Commission: The Medford Water Commission submitted a memorandum of comments and conditions. The following list summarizes those conditions of approval. **Exhibit I**

- Water facility planning/design/construction in conformance with Water Commission’s regulations and standards.
- All existing water lines are required to be protected in place during all construction activity.
- Proposed replacement water lines must be designed to be located in proposed travel lanes for ease of future water facility maintenance.
- Water meters will be required to be relocated to accommodate street widening, and the installation of new copper water service lines to relocated water meters is required.

Jackson County Roads: Jackson County Roads submitted a letter recommending approval of the project. **Exhibit J**

Public Comments

Engineering staff have met directly with a number of the property owners whose property would be directly affected by the project. Staff also held an informational open house on the project at North Medford High School on October 4, 2017. Staff received a total of eleven written comments from participants at the open house. **Exhibit K**

Prior to the Planning Commission hearing, several members of the public submitted written comments on the proposal, and the day following the hearing one additional written comment was received. **Exhibits L – P**

At the Planning Commission hearing, oral testimony was received from six members of the public. The majority of the comments were from owners of properties directly abutting Springbrook Road. While none of the public testimony was in direct opposition to the project, a number of questions and concerns were raised regarding impacts the project would have on the adjacent residential lots (e.g. loss of yard, traffic noise, retaining walls, planter strip maintenance responsibilities, etc.) Two members of the public also questioned the effectiveness of installing a roundabout versus a traffic signal. The Planning Commission meeting minutes detail all of the public input given at the hearing. **Exhibit Q**

Planning Commission Comments

At the Planning Commission hearing, the commissioners asked several clarifying questions of staff regarding project details; however, there were no expressions of concern raised by the Commission. As mentioned above, more than one member of the public raised questions/concerns about the planter strips, and one commissioner stated that the width of the planter strips is something that the Council could, or perhaps should consider reducing or eliminating in order to create a more consistent streetscape and to reduce the amount of private property that would need to be acquired from adjacent residential yards. The Council could consider reducing the planter strip width from ten feet to five and one-half feet along the full length of the project; or alternatively, in specific locations where the proposed ten foot planter strip is along the frontage of a parcel with a single-family residence.

RECOMMENDED ACTION

The Planning Commission found the approval criteria are met and forwarded a favorable recommendation to the City Council, per the Commission Report dated March 8, 2018, including Exhibits A through Q.

EXHIBITS

- A Findings and Conclusions
- B Project Plans received January 16, 2018
- C Applicant's Project Summary Memorandum received October 27, 2017
- D Public Works Department comments received January 10, 2018
- E Parks and Recreation Department comments received January 24, 2018
- F Planning Department floodway comments received January 10, 2018
- G Planning Department comments received January 23, 2018
- H Fire Department comments received January 10, 2018
- I Medford Water Commission comments received January 10, 2018
- J Jackson County Roads comments received November 30, 2017
- K Public comments received at project open house on October 4, 2017

- L Letter from Jeanie Stark received February 5, 2018
- M Letter from Sue and Jim McKenna received February 7, 2018
- N Email from Richard Stark received February 7, 2018
- O Email from Tom Michaels received February 5, 2018
- P Email from Rochelle Michaels received February 9, 2018
- Q Planning Commission Minutes of February 8, 2018
Vicinity Map

CITY COUNCIL AGENDA:

MARCH 15, 2018

Exhibit A

Findings and Conclusions

The criteria that apply to transportation facility development are found in Medford Municipal Code §10.207).

Transportation Facility Development. The Planning Commission shall base its recommendation and the City Council its decision on the following criteria:

COMPLIANCE WITH CRITERIA

Criterion (1): Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.

Findings: Satisfied. The transportation facility project is consistent with various transportation goals and policies identified in the Comprehensive Plan. The relevant statements are identified below and are further explained as to how they relate to this project.

Goal 1: To provide a multi-modal transportation system for the Medford planning area that supports the safe, efficient, and accessible movement of all people and goods, and recognizes the area's roles as the financial, medical, tourism, and business hub of Southern Oregon and Northern California.

Policy 1-B: The City of Medford shall use the Transportation System Plan as the legal basis and policy foundation for decisions involving transportation issues.

Policy 1-C: The City of Medford's top priority for the use of transportation funds shall be to address the maintenance, operational, and safety needs of the transportation system.

Policy 1-E: The City of Medford's third priority for the use of transportation funds shall be to fund capital improvements that add capacity to the transportation system. These improvements shall be prioritized based on availability of funds, reducing reliance on the automobile, improving safety, relieving congestion, responding to growth, and system-wide benefits.

Goal 1 Criteria – Analysis

The improvements to Springbrook Road will encourage multi-modal transportation while enhancing vehicular capacity and safety to the overall transportation system. The project will include sidewalks along both sides of the street where none exist currently and will provide safe pedestrian travel between the adjacent schools and parks. Bicycle lanes will be constructed with the project, where none exist currently, and when completed will

“bridge” approximately 2.5 miles of continuous bike lanes along Springbrook/Sunrise Roads. The new roundabout intersection treatment will also provide additional safety for vehicles entering and exiting onto Springbrook Road. The Transportation System Plan was used to establish the proposed roadway dimensions with variances to the planter strip and sidewalk widths.

Goal 2: To provide a comprehensive street system that serves the mobility and multi-modal transportation needs of the Medford planning area.

Policy 2-E: The City of Medford shall design to enhance livability by assuring that aesthetics and landscaping are a part of Medford’s transportation system.

Policy 2-F: The City of Medford shall bring Arterial and Collector streets up to full design standards where appropriate, and facilitate improving existing local streets to urban design standards where appropriate.

Policy 2-I: The City of Medford shall promote transportation safety.

Goal 2 Criteria – Analysis

The improvements to Springbrook Road will encourage multi-modal transportation with construction of sidewalks and bicycle lanes along both sides of the street where none exist currently and will provide safe pedestrian travel between the adjacent schools and parks. New street lights will be installed as part of the project which will provide illumination for vehicles, pedestrians, and bicyclists. The planter strips and the center of the roundabout will be enhanced with landscaping.

Overall, the implementation of the typical Major Collector Street standards with the proposed variances will provide a safer and enhanced roadway that will benefit vehicular traffic, bicyclists, and pedestrians.

Goal 5: To facilitate the increased use of pedestrian transportation in the Medford planning area.

Goal 5 Criteria – Analysis

The construction of sidewalks along both sides of the street, where none exist currently, will provide safe pedestrian travel between the adjacent schools, parks, and residential neighborhoods.

Conclusion: The transportation facility project implements the Transportation System Plan and fulfills identified goals and policies of the Comprehensive Plan. The project satisfies Criterion 1.

Criterion (2): Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.

Findings: Satisfied. The transportation facility improvements modify an existing roadway and abut single and multi-family residential properties that have the potential to develop in the future. Existing access points to the street will be preserved and/or modified for the abutting properties.

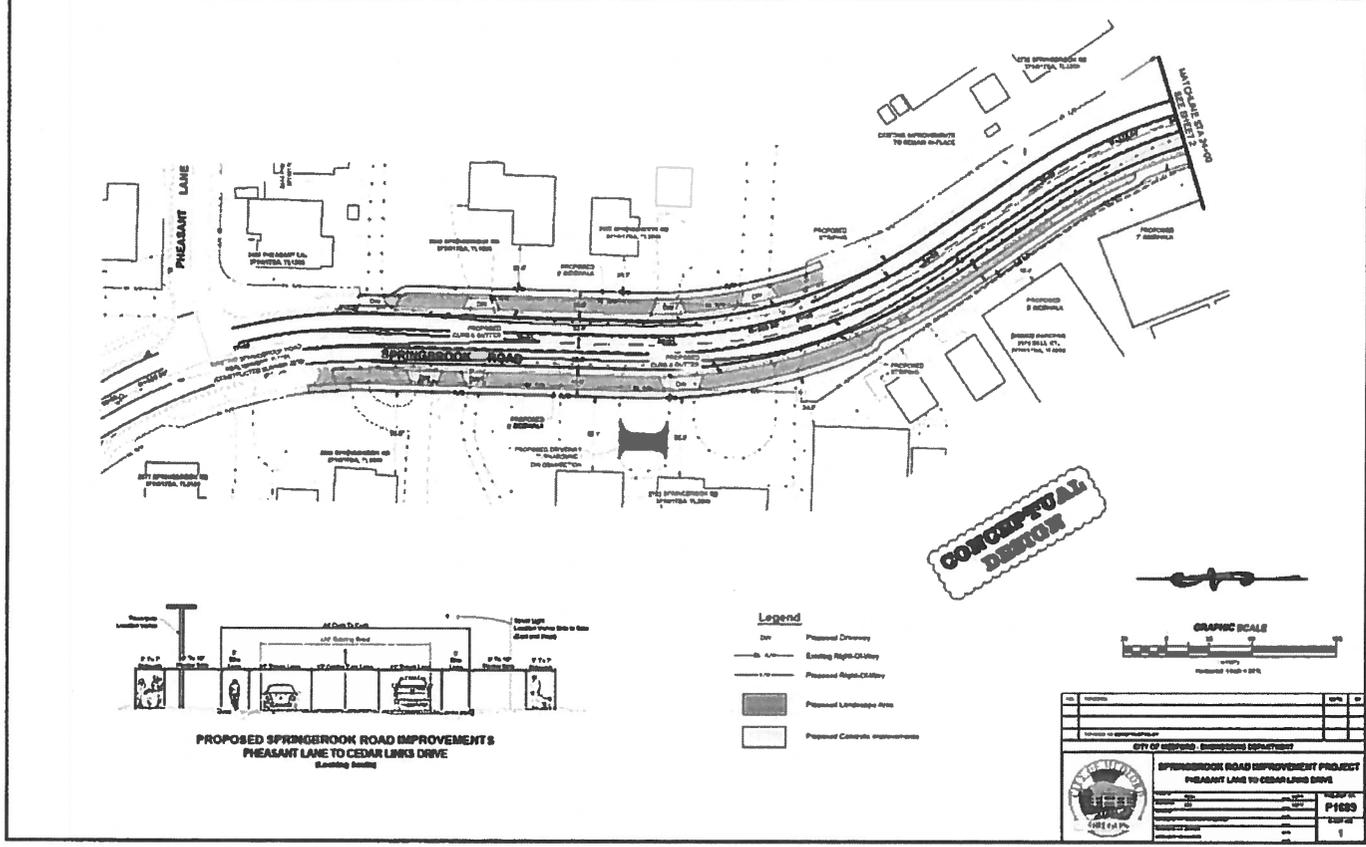
Conclusion: The proposal does not prevent development of the remainder of the property under the same ownership or development of adjoining land. This criterion is found to be satisfied.

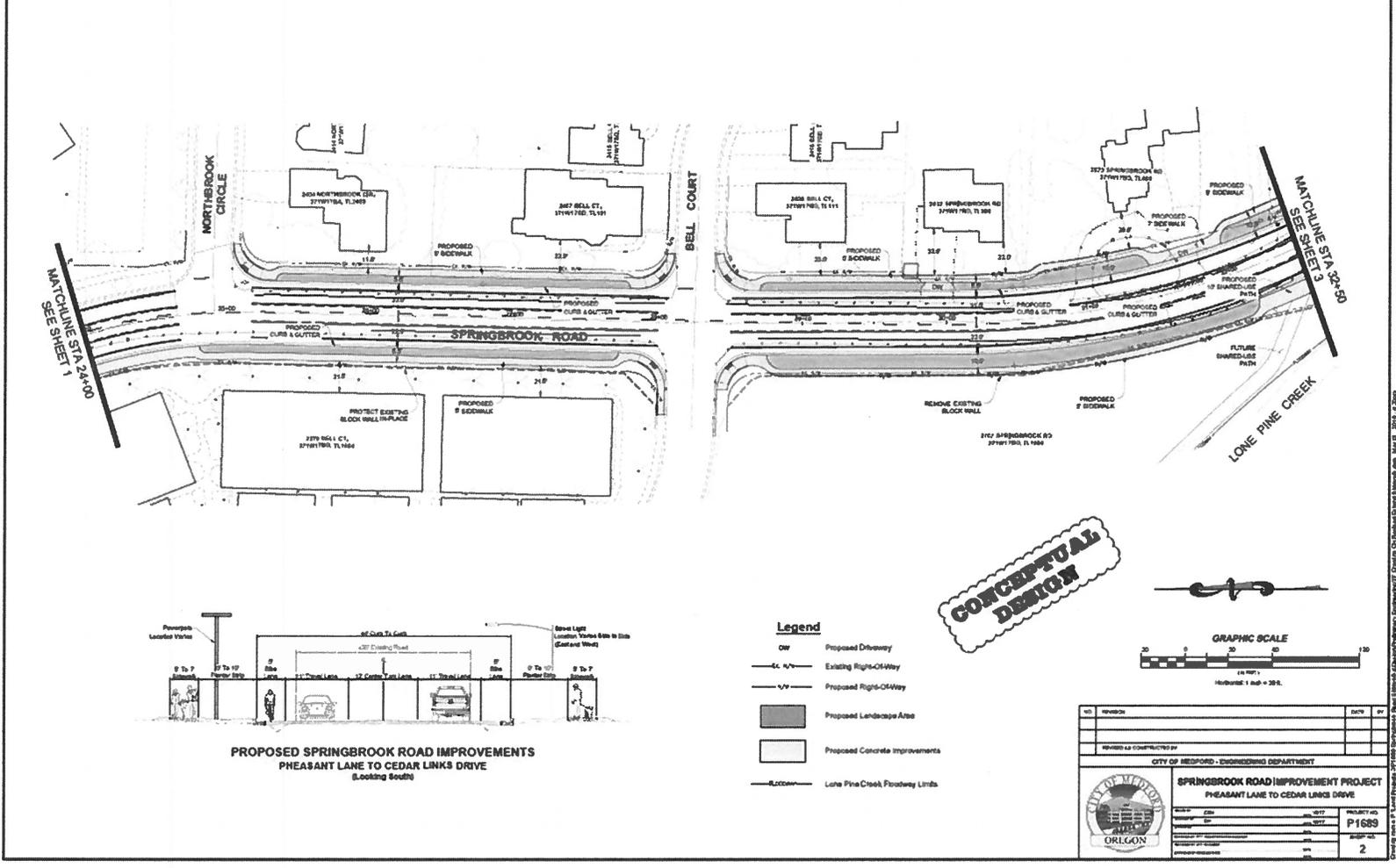
Criterion (3): If the project includes the creation of new streets, such streets should be laid out to conform with the plats of land divisions already approved for adjoining property.

Findings: Not applicable. The proposal does not create any new streets. The proposed improvements will be installed along an existing roadway.

Conclusion: As no new streets are proposed, the criterion is not applicable.

Exhibit B Project Plans





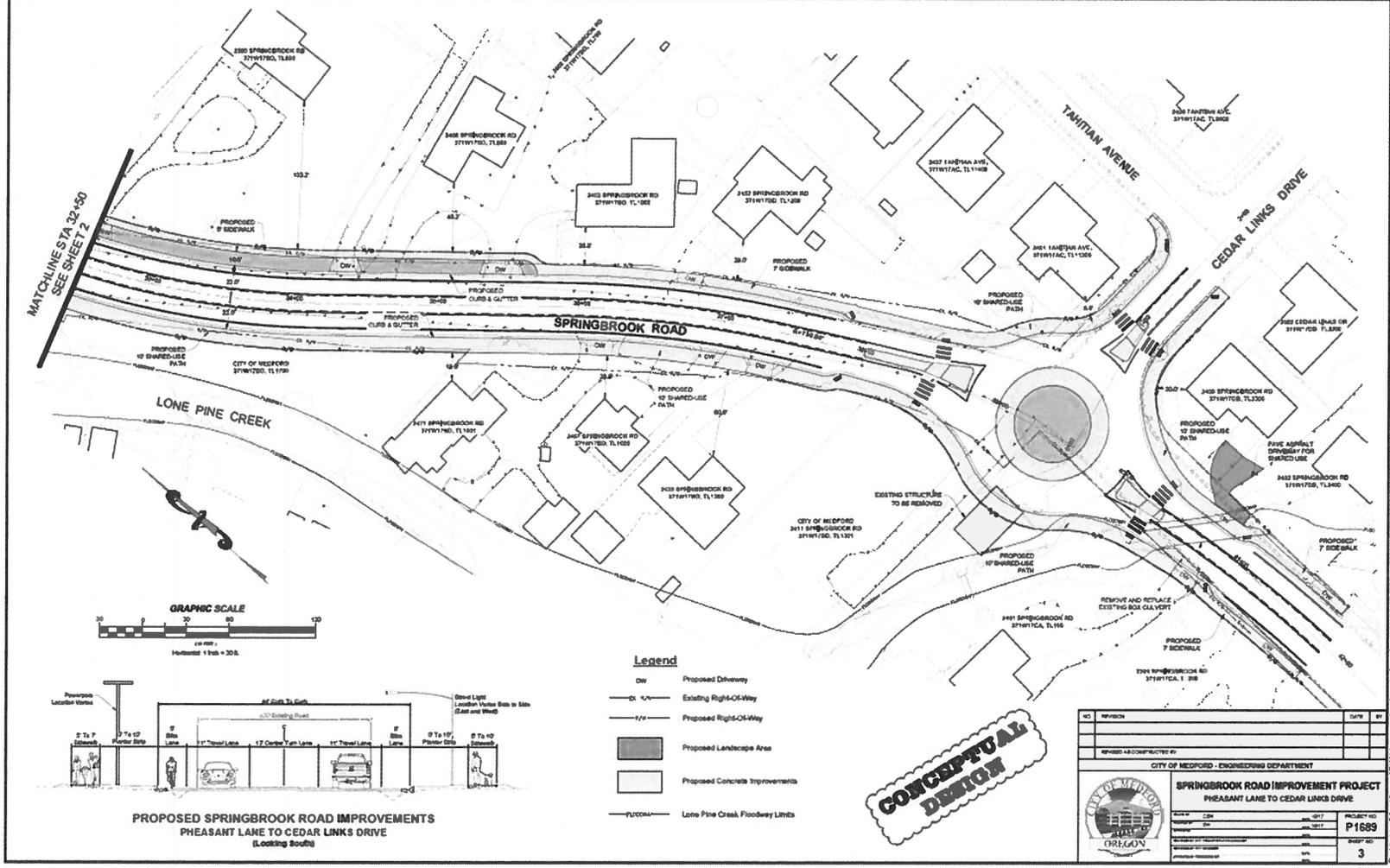


Exhibit C

Applicant's Project Summary

RECEIVED
OCT 27 2017
PLANNING DEPT.


CITY OF MEDFORD
INTER - OFFICE MEMORANDUM

TO: Planning Dept.

FROM:  Dennis Hart, Public Works/Engineering Dept.

SUBJECT: Springbrook Road Improvement Project (Pheasant to Cedar Links)

DATE: October 27, 2017

Proposal:

The Engineering Division of Public Works proposes a transportation facility project to construct street improvements on Springbrook Road from Pheasant Lane to Cedar Links Drive to major collector standards including: north and south travel lanes, a center turn lane, bike lanes, sidewalks, street lighting, planter strips with landscaping, and a roundabout at the intersection of Cedar Links Drive and Springbrook Road.

This project will provide the following:

- Springbrook Road street improvements from Pheasant Lane to Cedar Links Drive (Major Collector - 44 foot curb to curb with either a 5.5 or 10 foot planter strip and 5 foot sidewalk or 7 foot sidewalk adjacent to curb)
- Roundabout at Springbrook and Cedar Links Intersection
- 11 foot travel lanes (one each way)
- 12 foot center turn lane / median
- 5 foot bike lanes each side
- Storm Drain Improvements
- Street Lighting
- Landscaping

History:

Springbrook Road from Pheasant Lane to Cedar Links Dr. is a substandard two-lane road that serves as a north-south major collector within a residential area and serves both Kennedy Elementary School and North Medford High School.

Springbrook Road improvements as proposed, from Cedar Links Dr. to Pheasant Lane, are identified as Project Number 446 and 425 in the City of Medford's Transportation System Plan (TSP) - table 5-8 "Summary of Street System Capacity and Operations Improvements" adopted in November, 2003. Intersection signalization at Springbrook Road and Cedar Links Dr. is identified within the TSP as the preferred treatment, but an independent analysis performed by Kittelson and Associates has concluded that the safest alternative for the intersection is a Modern Roundabout.

CITY OF MEDFORD
EXHIBIT # A
File # TF-17-142

Proposed variance to City of Medford Transportation System Plan (TSP) – see shaded section(s) in table below:

- Planter strip reduced from 10 feet wide to 5.5 feet wide at various locations along Springbrook Road to best fit the existing neighborhood.
- Planter strip eliminated at various locations along Springbrook Road to best fit the existing neighborhood.
- Sidewalk width increased from 5 feet to 7 feet where elimination of planter strip is proposed.

Street Features	Features / Dimensions (From Centerline of Street)					Left or Center Turn Lane/Median	Total Paved Width	Total Right-of-Way Width
	Travel Lanes	Bike Lane	On-Street Parking	Sidewalk	Planter Strip			
Major Collector Street Section Per Table 5-6 TSP (43% of total project length)	11'	5'	None	5'	10'	12'	44'	74'
Proposed Variance Street Section "A" Springbrook Road (27% of total project length)	11'	5'	None	5'	5.5'	12'	44'	Existing width varies 61.5' - 69.5'
Proposed Variance Street Section "B" Springbrook Road (30% of total project length)	11'	5'	None	7'	None	12'	44'	Existing width varies 60' - 68'
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 10px; background-color: #cccccc; margin-right: 5px;"></div> Indicates variance from Medford Transportation System Plan </div>								

Utility impact:

Staff will coordinate with Avista, Pacific Power and Light, Charter Communications, CenturyLink, and Medford Water Commission to relocate utilities in conflict with the improvement project

Access Management:

In order to move toward compliance with the current driveway spacing and locational standards per Medford Municipal Code Section 10.550, it is proposed that properties with multiple driveways are reduced to a single driveway approach. Collaboration with the property owner will occur to best fit the single driveway approach along their frontage. The addresses where multiple driveways are reduced to one are as follows (see attached map for more detail):

- 2869 Springbrook Road: Driveway to be constructed at existing south access.
- 2793 Springbrook Road: Driveway to be constructed at existing middle access. Asphalt connection to be constructed between the middle and north access.
- 2570 Springbrook Road: Driveway to be constructed at existing southerly access.
- 2462/2466/2468 Springbrook Road: Driveway will be shared access and constructed at existing southerly access.
- 2401 Springbrook Road: Driveway to detached garage to be eliminated.
- 2402/2408 Springbrook Road: Driveway will be shared access between both properties.

Each tax lot with a single driveway on Springbrook will have a standard driveway apron constructed to best-match the existing width (up to 18 feet). A transition from the back of new driveway apron to existing driveway on private property will be provided. The transition will account for grade changes and match the same material (i.e. concrete, asphalt).

Right-of-Way Acquisition:

The project as proposed will require approximately 14,000 square feet of private property to be purchased from 28 landowners along the project area. Slope and/or temporary construction easements will be needed at locations along the project length to transition from back of sidewalk elevation to existing ground elevation. Public Works will work with property owners to acquire the right of way and easements.

Addresses are as follows:

- | | |
|----------------------------|---------------------------|
| 1. 2869 Springbrook Road | 15. 2468 Springbrook Road |
| 2. 2793 Springbrook Road | 16. 2466 Springbrook Road |
| 3. 2707 Springbrook Road | 17. 2510 Springbrook Road |
| 4. 2471 Springbrook Road | 18. 2560 Springbrook Road |
| 5. 2467 Springbrook Road | 19. 2570 Springbrook Road |
| 6. 2433 Springbrook Road | 20. 2632 Springbrook Road |
| 7. 2401 Springbrook Road | 21. 2722 Springbrook Road |
| 8. 2399 Springbrook Road | 22. 2776 Springbrook Road |
| 9. 2402 Springbrook Road | 23. 2788 Springbrook Road |
| 10. 2408 Springbrook Road | 24. 2800 Springbrook Road |
| 11. 2401 Tahitian Avenue | 25. 2802 Springbrook Road |
| 12. 2522 Cedar Links Drive | 26. 2850 Springbrook Road |
| 13. 2452 Springbrook Road | 27. 2856 Springbrook Road |
| 14. 2462 Springbrook Road | 28. 2860 Springbrook Road |

Comprehensive Plan Compliance Findings & Conclusions:

Compliance with Criteria

Criterion (1): Transportation facility development projects shall be consistent with the Transportation Goals and Policies of the Comprehensive Plan.

Findings: Satisfied. The transportation facility project is consistent with various transportation goals and policies identified in the Comprehensive Plan. The relevant statements are identified below and are further explained about how they relate to this project.

Goal 1: To provide a multi-modal transportation system for the Medford planning area that supports the safe, efficient, and accessible movement of all people and goods, and recognizes the area's roles as the financial, medical, tourism, and business hub of Southern Oregon and Northern California.

Policy 1-B: The City of Medford shall use the Transportation System Plan as the legal basis and policy foundation for decisions involving transportation issues.

Policy 1-C: The City of Medford's top priority for the use of transportation funds shall be to address the maintenance, operational, and safety needs of the transportation system.

Policy 1-E: The City of Medford's third priority for the use of transportation funds shall be to fund capital improvements that add capacity to the transportation system. These improvements shall be prioritized based on availability of funds, reducing reliance on the automobile, improving safety, relieving congestion, responding to growth, and system-wide benefits.

Goal 1 Criteria – Analysis

The improvements to Springbrook Road will encourage multi-modal transportation while enhancing vehicular capacity and safety to the overall transportation system. The project will include sidewalks along both sides of the street where none exist currently and will provide safe pedestrian travel between the adjacent schools and parks. Bicycle lanes will be constructed with the project, where none exist currently, and when completed will "bridge" approximately 2.5 miles of continuous bike lanes along Springbrook/Sunrise roads. The new roundabout Intersection treatment will also provide additional safety for vehicles entering and exiting onto Springbrook Rd. The Transportation System Plan was used to establish the proposed roadway dimensions with variances to the planter strip and sidewalk widths.

Goal 2: To provide a comprehensive street system that serves the mobility and multi-modal transportation needs of the Medford planning area.

Policy 2-E: The City of Medford shall design to enhance livability by assuring that aesthetics and landscaping are a part of Medford's transportation.

Policy 2-F: The City of Medford shall bring Arterial and Collector streets up to full design standards where appropriate, and facilitate improving existing local streets to urban design standards where appropriate.

Policy 2-1: The City of Medford shall promote transportation safety.

Goal 2 Criteria – Analysis

The improvements to Springbrook Road will encourage multi-modal transportation with construction of sidewalks and bicycle lanes along both sides of the street where none exist currently and will provide safe pedestrian travel between the adjacent schools and parks. New street lights will be installed as part of the project which will provide illumination for vehicles, pedestrians, and bicyclists. The planter strips and the center of the roundabout will be enhanced with landscaping.

Overall, the implementation of the typical Major Collector Street standards with the proposed variances will provide a safer and enhanced roadway that will benefit vehicular traffic, bicyclists, and pedestrians.

Goal 5: To facilitate the increased use of pedestrian transportation in the Medford planning area.

Goal 5 Criteria – Analysis

The construction of sidewalks along both sides of the street, where none exist currently, will provide safe pedestrian travel between the adjacent schools, parks and residential neighborhoods.

Criterion (1) Conclusion: The transportation facility project implements the Transportation System Plan and fulfills identified goals and policies of the Comprehensive Plan. The project satisfies Criterion 1.

Criterion (2): Transportation facility projects should not prevent development of the remainder of the property under the same ownership or development of adjoining land.

Findings: Satisfied. The transportation facility improvements modify an existing roadway and abut single and multi-family residential properties that have the potential to develop in the future.

Criterion (2) Conclusion: The proposal does not prevent development of the remainder of the property under the same ownership or development of adjoining land. This criterion is found to be satisfied.

Criterion (3): If the project includes the creation of new streets, such streets should be laid out to conform with the plats of land divisions already approved for adjoining property.

Findings: Not applicable. The proposal does not create any new streets. The proposed improvements will be installed along an existing roadway.

Criterion (3) Conclusion: As no new streets are proposed, the criterion is not applicable.

Exhibit D

Public Works Department Comments



Medford – A fantastic place to live, work and play

CITY OF MEDFORD

Date: 1/10/2018
File Number: TF-17-142

PUBLIC WORKS DEPARTMENT STAFF REPORT
Springbrook Road Transportation Facility Project

Project: The City proposes a transportation facility project to construct street improvements on Springbrook Road between Pheasant Lane Road to Cedar Links Drive to major collector standards including: north and south travel lanes, a center turn lane, bike lanes, sidewalks, street lighting, planter strips with landscaping, and a roundabout at the intersection of Cedar Links Drive and Springbrook Road.

Applicant: City of Medford Public Works Department

Planner: Seth Adams, Planner III, Long Range Division

Public Works has no comments on the proposed Transportation Facility project.

Prepared by: Doug Burroughs

F:\Staff Reports\TF\2017\TF-17-142 Springbrook Road Transportation Facility Project (COM)\TF-17-142 Staff Report.docx Page 1

PUBLIC WORKS DEPARTMENT ENGINEERING & DEVELOPMENT DIVISION	200 S. IVY STREET MEDFORD, OREGON 97501 WWW.CITYOFMEDFORD.ORG	TELEPHONE (541) 774-2100 FAX (541) 774-2562 CITY OF MEDFORD EXHIBIT # C File # TF-17-142
---	--	---

Exhibit E

Parks & Recreation Department Comments



HEALTHY LIVES | HAPPY PEOPLE | STRONG COMMUNITY

TO: Seth Adams - Planning Department

FROM: Tim Stevens – Assistant Director
Haley Cox – Parks Planner

SUBJECT: Springbrook Road TF-17-142

DATE: January 24th, 2018

The Assistant Director of Medford Parks, Recreation and Facilities Management Department reviewed the Springbrook Road TF Plans and had the following comment:

The Medford Parks, Recreation, & Facilities Management Department would like to recommend the following landscape plan for this Transportation Facility: *street trees planted with 25 foot spacing, decorative bark and no living ground cover*. The Parks Department currently maintains right-of-way landscaping along major collector and arterial streets across the city, and has found this standard to be preferable for long term maintenance needs.

The Parks Planner has reviewed the Springbrook Road TF Plans and had the following comment:

The Springbrook Road Transportation Facility is located near a planned shared-use pathway, as outlined in the City's Leisure Services Plan. The LSP Path and Trail Network map shows a shared-use pathway traversing NE Medford along Lone Pine Creek towards Foothill Road and Prescott Park. The narrow parcel of land along Lone Pine Creek (just west of Springbrook Road) was acquired by the Parks Department with the intention of developing it into this shared-use pathway.

Representatives from the Parks and Public Works Departments have met a number of times to discuss inclusion of the shared-use pathway into this Transportation Facility. The proposed road right-of-way and associated fill material impedes significantly into the Parks parcel, such that the intended pathway alignment is no longer feasible. The agreed-upon alternative is to develop a 10-foot sidewalk on the west side of Springbrook Road, from the edge of the Ivanko Gardens property south through the roundabout, which will function as the shared-use pathway for this extent. Additional property will need to be acquired from Ivanko Gardens in order to facilitate the pathway alignment departing from the roadway and traversing northwestward adjacent to Lone Pine Creek. The Parks Department appreciates this collaborative effort to plan for development of the city's dedicated bike and pedestrian infrastructure.

 CONTINUOUS IMPROVEMENT | CUSTOMER SERVICE
701 N COLUMBUS AVE | MEDFORD, OR 97501 | 541.774.2400
WWW.PLAYMEDFORD.COM | PARKS@CITYOFMEDFORD.ORG 

COMMUNITY ENRICHMENT | EXCELLENCE | EXCEPTIONAL CUSTOMER SERVICE | INNOVATION 

Exhibit F

Planning Department Comments



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

MEMORANDUM

Subject Springbrook Road Transportation Facility Project
File no. TF-17-142
To Seth Adams, Planner III
From Liz Conner, Certified Floodplain Manager *LC*
Date January 5, 2018

PROJECT DESCRIPTION

The City of Medford Public Works Department proposes to construct street improvements on Springbrook Road from Pheasant Lane to Cedar Links Drive to major collector standards including: north and south travel lanes, a center turn lane, bike lanes, sidewalks, street lighting, planter strips with landscaping, and a roundabout at the intersection of Cedar Links Drive and Springbrook Road.

SITE CHARACTERISTICS

- Public Right-of-Way
- Lone Pine Creek
- Special Flood Hazard Area Zone AE
- Base Flood Elevations not established
- Regulatory floodway (FW)
- FIRM panel 41029c1976F effective June 4, 2015
- Case # 15-10-0236X

FLOODPLAIN COMMENTS

The property is currently within a mapped AE zone with Base Flood Elevations and designated floodway (FW).

The proposal consists of work within the designated floodway which requires a hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community per National Flood Insurance Program (NFIP) Section 60.3 (D) 1-4.

Springbrook Road Transportation Facility
TF-17-142
January 5, 2018

FLOODPLAIN CONDITIONS

Prior to construction within the Special Flood Hazard Area and Regulatory Floodway the applicant shall comply with the following conditions:

1. Comply with National Flood Insurance Program Section 60.3 (A-D)
2. Comply with Medford Municipal Code Section 9.705 (C)(2) Construction Stage.
 - a. Copies of all necessary permits from other governmental agencies from which approval is required by Federal or state law shall be provided prior to start of construction.
 - b. Development activities shall not begin without an approved Floodplain Development Permit;
 - c. For all new construction and substantial improvements, the Floodplain Development permit holder shall provide to the Floodplain Administrator an as-built certification of the floor elevation or flood-proofing level immediately after the lowest floor or flood-proofing is placed and prior to further vertical construction; and,
 - d. Any deficiencies identified by the Floodplain Administrator shall be corrected by the Floodplain Development Permit holder immediately and prior to work proceeding. Failure to submit certification or failure to make the corrections shall be cause for the Floodplain Administrator to issue a stop-work order for the project.
3. Comply with Medford Municipal Code Section 9.705 (D) Watercourse Alterations.
 1. Development shall not diminish the flood-carrying capacity of a watercourse. If any watercourse will be altered or relocated as a result of the proposed development, the applicant must submit certification by a registered professional engineer that the flood-carrying capacity of the watercourse will not be diminished.
 2. The applicant shall be responsible for obtaining all necessary permits from governmental agencies from which approval is required by Federal or state law, including, but not limited to,

Page 2 of 4

Springbrook Road Transportation Facility
TF-17-142
January 5, 2018

Section 404 of the Federal Water Pollution Control Act Amendments of 1972 (33 USC 1334); the Endangered Species Act of 1973 (16 USC 1531–1544); and State of Oregon Department of State Lands regulations.

3. If the altered or relocated watercourse is part of an Area of Special Flood Hazard, the applicant shall notify other affected jurisdictions and Oregon Department of Land Conservation and Development (the NFIP Coordinating Agency for Oregon) prior to any alteration or relocation of the watercourse. Evidence of notification must be submitted to the Floodplain Administrator and to the Federal Emergency Management Agency as set forth in Section 9.705(E) below.
 4. The applicant shall be responsible for ensuring necessary maintenance for the altered or relocated portion of the watercourse is provided so that the flood-carrying capacity will not be diminished.
 5. The applicant shall meet the requirements to submit technical data in Section 9.705(E) below, when an alteration of a watercourse results in the expansion, relocation or elimination of the Special Flood Hazard Area.
4. Comply with Medford Municipal Code Section 9.706 (B) 1-4.
- B. Development in Regulatory Floodway
1. Encroachments are prohibited in the Regulatory Floodway unless a registered professional civil engineer provides a No-Rise Certification.
 2. Any fill permitted to be placed in the Regulatory Floodway shall be designed to be stable under conditions of flooding, including rapid rise and rapid drawdown of floodwaters, prolonged inundation, and flood-related erosion and scour.
 3. Before the City will permit an encroachment in the Regulatory Floodway that will cause any increase in the base flood elevation, applicants shall obtain a Conditional Letter of Map Revision from the Federal Emergency Management Agency, unless the

Page 3 of 4

Springbrook Road Transportation Facility
TF-17-142
January 5, 2018

development causes a temporary encroachment and the conditions in (4), below, are satisfied.

4. Temporary encroachments in the Regulatory Floodway for the purposes of capital improvement projects (including bridges) require a Floodplain Development Permit. A conditional or final Letter of Map Revision shall not be required. Up to a one-foot rise in the base flood elevation shall be allowed due to temporary encroachments associated with capital improvement projects, when:
- a. The project is limited as to duration, with the days and dates that the structure or other development will be in the Regulatory Floodway specified in the Floodplain Development Permit;
 - b. Accessory structures (i.e. construction trailers) are restricted from the Regulatory Floodway;
 - c. The project limits placement of equipment and material in the Regulatory Floodway to that which is absolutely necessary for the purposes of the project;
 - d. The project includes a flood warning system sufficient to allow equipment to be evacuated from the Regulatory Floodway and placed outside the Area of Special Flood Hazard in the event of imminent flood;
 - e. The project applicant identifies any insurable structures affected by temporary changes to the Area of Special Flood Hazard or Base Flood Elevation and notifies owners of any increased risk of flooding; and,
 - f. The project applicant is provided with written notification that they may be liable for any flood damages resulting from the temporary encroachment.

Page 4 of 4

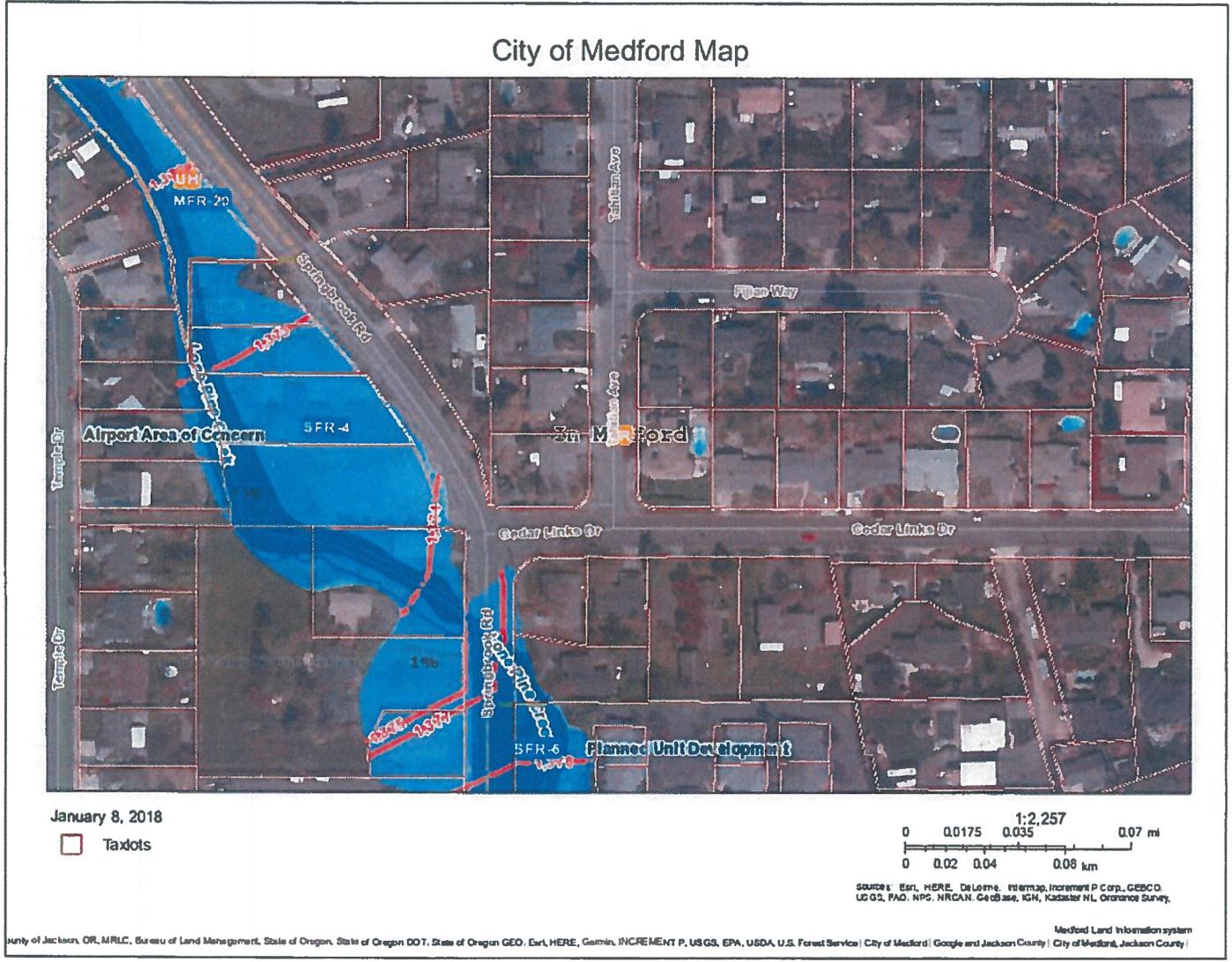


Exhibit G

Planning Department Comments



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

MEMORANDUM

Subject Transportation Facility – Springbrook Road Improvement Project
File no. TF-17-142
To Engineering Department
From Seth Adams, Planner III
Date January 23, 2018

COMMENTS

Public Art

The plans indicate a landscaped center island within the roundabout. In accordance with Policy 2-E and Implementation Measure 2-E(1) of the Transportation System Plan (see below), Planning recommends that the City consider the addition of a public art piece within the center island of the proposed roundabout. Funding for the art could be sought from the Art Commission. The design of the art piece would require close coordination between the artist, the Traffic Engineering Section of the Public Works Department, and the Parks and Recreation Department.

Medford Comprehensive Plan – Transportation System Plan Element

Policy 2-E: The City of Medford shall design to enhance livability by assuring that aesthetics and landscaping are a part of Medford's transportation system.

Implementation 2-E(1): Incorporate aesthetic streetscape features into public rights-of-way, such as street trees, shrubs, and grasses; planting strips and raised medians; street furniture, planters, special lighting, public art, and paving materials which include architectural details.

Exhibit H

Fire Department Comments



Medford Fire Department

200 S. Ivy Street, Room #180
 Medford, OR 97501
 Phone: 774-2300; Fax: 541-774-2514;
www.medfordfirerescue.org

LAND DEVELOPMENT REPORT - PLANNING

To: Seth Adams

LD Meeting Date: 01/10/2018

From: Greg Kleinberg

Report Prepared: 12/29/2017

Applicant: City of Medford

File #: TF - 17 - 142

Site Name/Description:

The City proposes a transportation facility project to construct street improvements on Springbrook Road between Pheasant Lane Road to Cedar Links Drive to major collector standards including: north and south travel lanes, a center turn lane, bike lanes, sidewalks, street lighting, planter strips with landscaping, and a roundabout at the intersection of Cedar Links Drive and Springbrook Road. City of Medford, Applicant; Seth Adams, Planner.

DESCRIPTION OF CORRECTIONS	REFERENCE
<p>Requirement FIRE HYDRANTS</p> <p>Fire hydrants with reflectors will be required for this project.</p> <p>Fire hydrant locations shall be as follows: Two fire hydrants will be required for this project: One in front of 2466/2510 Springbrook and one near the northwest corner of the 2722 Springbrook property.</p> <p>The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site.</p> <p>Plans and specifications for fire hydrant system shall be submitted to Medford Fire Department for review and approval prior to construction. Submittal shall include a copy of this review (OFC 501.3).</p>	<p>OFC 508.5</p>

Development shall comply with access and water supply requirements in accordance with the Fire Code in affect at the time of development submittal.

Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Specific fire protection systems may be required in accordance with the Oregon Fire Code.

This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on the information provided only.

Design and installation shall meet the Oregon requirements of the IBC, IFC, IMC and NFPA standards.

Exhibit I

Medford Water Commission Comments



BOARD OF WATER COMMISSIONERS

Staff Memo

TO: Planning Department, City of Medford

FROM: Rodney Grehn P.E., Water Commission Staff Engineer

SUBJECT: TF-17-142

PARCEL ID: Springbrook Road – Pheasant Lane to Cedar Links Drive

PROJECT: The City proposes a transportation facility project to construct street improvements on Springbrook Road between Pheasant Lane Road to Cedar Links Drive to major collector standards including: north and south travel lanes, a center turn lane, bike lanes, sidewalks, street lighting, planter strips with landscaping, and a roundabout at the intersection of Cedar Links Drive and Springbrook Road. City of Medford, Applicant; Seth Adams, Planner.

DATE: January 10, 2017

I have reviewed the above plan authorization application as requested. Comments are as follows:

MWC COMMENTS & CONDITIONS:

1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. There is an existing 8-inch cast iron water line located in Springbrook Road from Pheasant Lane to approximately 80-feet south of Peasant Lane. From this location the water line changes to a 6-inch cast iron water line that extends southerly primarily along the westerly side of Springbrook Road to Cedar Links Drive. Existing water lines are required to be protected in place during all construction activity.
3. At the intersection of Springbrook Road and Cedar Links Drive there is an existing 8-inch water line in Cedar Links Drive to the east, along with a 6-inch water line that extends south down Springbrook Road. A portion of these water lines in this area will be impacted by the proposed round-a-bout center island, and water lines will be required to be reconfigured during this construction project that will require coordination between MWC Engineering Staff and City of Medford Engineering staff. Existing water lines are required to be protected in place during all construction activity. Proposed replacement water lines will be designed to be located in proposed travel lanes for ease of future water facility maintenance.
4. MWC-metered water service does exist to most parcels along the both sides of Springbrook Road from the existing 6-inch water line between Pheasant Lane and Cedar Links Drive. Water meters will be required to be relocated to accommodate proposed street widening. Water meters to lots with proposed "Park Strip" along street frontage will required water meter to be located in back of Park Strip prior to the proposed 5-foot sidewalk. Installation of new copper water service lines to relocated water meters is required.
5. MWC will replace existing Fire Hydrants with new Fire Hydrants. Coordination between Medford Fire Department and MWC Engineering staff is required.
6. MWC will have an inspector on-site during water facility construction activities.

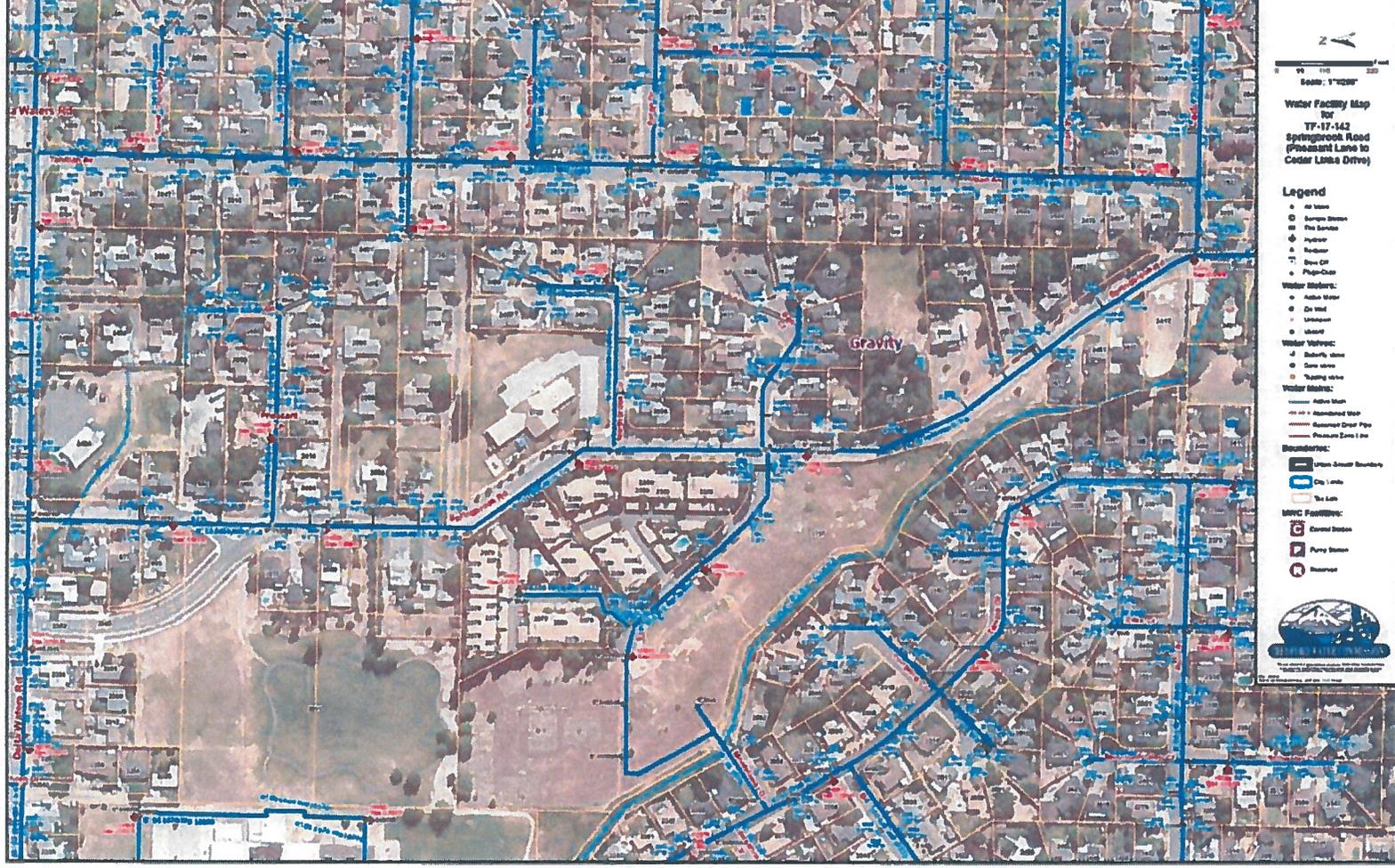


Exhibit J

Jackson County Roads Comments



JACKSON COUNTY

Roads

**Roads
Engineering**

Kevin Christiansen
Construction Manager

200 Antelope Road
White City, OR 97503
Phone: (541) 774-6255
Fax: (541) 774-6295
kchrist@jacksoncounty.org
www.jacksoncounty.org

November 28, 2017

Attention: Seth Adams
Planning Department
City of Medford
200 South Ivy Street, Lausmann Annex, Room 240
Medford, OR 97501

RE: Street Improvements for Springbrook Road
Planning File: TF-17-142.

Dear Seth:

Thank you for the opportunity to comment on the consideration of plans to build street improvements on Springbrook Road, between Cedar Links Drive and Pheasant Lane. Construction of Springbrook Road will be to Major Collector street standards with the modifications, as shown on the plans. Jackson County Roads has the following comments:

1. Jackson County recommends approval of the project.

If you have any questions or need further information feel free to call me at 774-6255.

Sincerely,

Kevin Christiansen
Construction Manager

I:\Engineering\Development\CITIES\MEDFORD\2017\TF-17-142.docx

Exhibit K

October 4, 2017 Open House

Public Comments



SPRINGBROOK RD. IMPROVEMENTS

(P1689)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

CHRIS OLIVER 2649 SNOWCREST DR. 541-201-4735

Comments:

I AM IN FAVOR OF THE ROUNDABOUT PROJECT WITH THE TSP STATING THAT CEDAR LINKS SHOULD HAVE BIKE LANES, THERE NEEDS TO BE ACCOMODATION FOR BIKES ON CEDAR LINKS PORTION OF THE PROJECT. I COMMUTE THIS ROUTE + LIVE OFF OF TAYLOR, THE PROJECT SHOULD SHOW HOW BIKES WILL NAVIGATE THE ROUNDABOUT AND ON TO CEDAR LINKS. ALSO, THERE NEEDS TO BE STREET TREES ON THE SPRING-BROOK PORTION OF THE PROJECT CONSISTANT W/ THE PREVIOUS PROJ. SEGMENT TO THE NORTH.

CHRIS OLIVER



SPRINGBROOK RD. IMPROVEMENTS

(P1689)

COMMENT SHEET

<u>NAME</u>	<u>ADDRESS</u>	<u>PH. NUMBER</u>
<i>Kimberly & Paul Anderson</i>	<i>2399 Springbrook Medford, OR 97504</i>	<i>531-821-2977</i>

Comments:

I am just concerned how this is going to affect our personal property, privacy & noise etc. Kids walking through our property etc. Will there be a driveway barrier? Very concerned about what this will do to our property values.



**SPRINGBROOK RD. IMPROVEMENTS
 (P1689)**

COMMENT SHEET

<u>NAME</u>	<u>ADDRESS</u>	<u>PH. NUMBER</u>
Sue & Jim McKenna	2401 Springbrook Rd Medford OR 97504	541-414-9646 Sue 541-696-2777 Jim

Extreme Comments:

OVER
 Extreme Comments

1. The round about will majorly impact our property and our location of our shop, Shop is extremely important to us and would like to continue working with staff to relocate it. Also have questions about access to our shop when relocated.
2. Not opposed to the round about, it will help with car and pedestrian safety.
3. In favor of sidewalks and bike lanes.
4. Concerned about noise with the street located closer to our home, will there be any type of barrier.
5. Concerned about youth cutting through the property going from Springbrook to N. Keene way (our going problem feel it will get worse with improvement).
6. Youth playing in winter retention area, have young

7. Questions about property value after complete.
8. Would like more information on flood control with the new retention pond.
9. Met with City staff ^{on one} and they have been very helpful and responsive to our questions.



SPRINGBROOK RD. IMPROVEMENTS

(P1689)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Norman Fincher PO Box 1054 541 941 3785
97501

Comments:

Would be nice to add a cross walk
to the project



SPRINGBROOK RD. IMPROVEMENTS

(P1689)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Comments:

2346 SPRINGBROOK (SIDEWALKS)
SCHOOL BUS STOP



SPRINGBROOK RD. IMPROVEMENTS

(P1689)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Paul D. 2334 D. Hwy. 737 4501 722

Comments:

Better Pens

Thanks for the info you were all very courteous
& knowledgeable.



SPRINGBROOK RD. IMPROVEMENTS

(P1689)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Hailey Bryan 2416 Bell Ct

Comments:

I like the new addition to the road.
one concern of mine is the actual road - about
It should be as flat as possible. While driving you
need to see students, bikes, and other cars. It
will make every one safer.



SPRINGBROOK RD. IMPROVEMENTS

(P1689)

COMMENT SHEET

<u>NAME</u>	<u>ADDRESS</u>	<u>PH. NUMBER</u>
<u>Greg Byron</u>	<u>2416 Bell Ct</u>	<u>541-608-7235</u>

Comments:

I really like the concept of a roundabout. I would, however, like to be able to see through a small roundabout like the one proposed. Please, don't put tall foliage or statues, walls, rocks that would obstruct the view across the intersection.



SPRINGBROOK RD. IMPROVEMENTS

(P1689)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Mike D. Sawicki 2292 Birch/Hill PM road 944546

Comments:

Want to be able to see across the
Round-a-way

— was suppose to be a light

— need a 4 way stop at springbrook



SPRINGBROOK RD. IMPROVEMENTS

(P1689)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Tom MICHAELS 1070 Callaway 591-821-7493

Comments: 3 way RNA about - SPRING BROOK
BE MAJOR TRAFFIC ROW - BUSES TOO LONG
TO MANUEVER CIRCLE.

IF PEOPLE KNEW HOW TO USE IT WOULD
BE OK BUT THEY DON'T! - Highland
@ 4- to 5 pm BACKED UP TO EYE CENTER

OPPOSED TO RNA ABOUT



SPRINGBROOK RD. IMPROVEMENTS

(P1689)

COMMENT SHEET

NAME

ADDRESS

PH. NUMBER

Lauree Boyer 24116 Bullitt 541-668-7235

Comments:

- 1- flat round about to be able to see to the other side. That would be awesome to see the kids going to school so you can stop and wait for them to cross the street. So I would put nothing in them. In Carson City NV. they are that way and it is great to be able to see ~~across~~ across to the other side. It would allow you to see bikers too.

Exhibit L

Jeanie Stark Letter

February 5, 2018

Planning Department
Attn: Seth Adams
City of Medford
Lausmann Annex
200 South Ivy Street, Room 240
Medford, OR 97501

RE: Springbrook Road Improvements
File: TF-17-142

Dear Mr. Adams:

Thank you for speaking with me this afternoon and sending the link to the more detailed drawing. Our property is on the southwest corner of Cedar Links Drive and Tahitian Avenue with Springbrook Road running behind us so we are most directly affected by the roundabout and the sidewalk improvements on Cedar Links. After I'm able to spend a little more time studying the drawing in relationship to our existing property layout I'm sure I'll have more questions but for now, I'll speak to the material contained in the proposal from your website.

Parks and Recreation Department Comments:

- The department recommended a "public art piece" for the center of the roundabout. I am adamantly opposed to this. Although the street is being improved to major collector standards, it is still in the middle of a residential area. Art is very personal and its appeal subjective so an "art piece" chosen by people that aren't directly affected by its presence (particularly those of us whose homes look at it) is inappropriate. Save the art installations for areas more public like parks or common areas downtown. If you want to add something of interest, plant a Cedar tree with some large, native boulders to represent Cedar Links Drive and Roxy Ann Peak.
- The department also recommended forgoing groundcovers in the planting strips and just having trees and bark. I concur with this recommendation. In theory drought tolerant groundcovers sound good but they still require a lot of attention to look decent. It appears from other road improvements around Medford that the City doesn't have the resources to maintain these plantings and they end up weedy, with broken irrigation systems, dead plants, and act as collection area for garbage that is either purposely placed or deposited by the wind. The only modification I'd add to the department's recommendation is to add small rock areas with the bark to add a little interest and break up the monotony of the bark.

Springbrook Road Improvements
File: TF-17-42
February 5, 2018
2 | Page

Personnel Comment from Resident on Bell Court:

- One individual thought it would be important to be able to see through the center of the roundabout so they didn't want anything in the way of landscaping or other additions preventing a clear line of sight. I strongly disagree with this statement for safety as well as aesthetic reasons. As someone who makes a left hand turn east onto Cedar Links from southbound Springbrook hundreds of times a year, often at night, I think it's important to have a physical barrier such as a raised planter and low-limbed trees in the middle of the island in order to obscure the headlights of traffic entering the roundabout from the opposite direction. This is a problem currently, especially when turning.

On a more general note, I would like to applaud the staff of the planning department for their presentations and making themselves available for questions. Although I am very much in favor of the roundabout as opposed to a signal, I'm still very apprehensive about its impact on our property. Having the property appraised and monetary adjustments made to us for the land is one thing but at best we will be losing at least four beautiful, mature trees and more likely as many as seven. How are we compensated for that? It's not like you can replace them with another mature tree. That doesn't even factor in the increased electricity usage or wear and tear on our HVAC system. We only replaced it three years ago, what if it's not sized sufficiently to cool our house any longer because of the substantial solar gain from removing the trees? How is that factored in?

I sincerely hope that impacts to property owners for this project are weighted equally, if not more so, with the other challenges faced in getting a design approved. I've accepted the loss of my trees with a heavy heart because I think the roundabout is important and I have to believe the City of Medford will make it right and work with us to restore our properties to something as good as if not better than before.

Thank you.

Sincerely,

Jeanie Stark
2401 Tahitian Avenue

Exhibit M

Sue & Jim McKenna Letter

February 5, 2018

City of Medford Planning Department
c/o Planning Commission
200 S. IVY Street
Medford, Or. 97501

RE: Springbrook Rd Project Planning Commission Public Hearing, 2/8/2018
File #TF-17-142

Staff Contact: Seth Adam

Members of the City of Medford Planning Commission,

We request that this letter serve as our public hearing testimony concerning the Springbrook Rd. improvement project.

Our property is located at 2401 Springbrook Rd. We are the property owners that will be effected the most by the road improvement. We have met twice in person with members of the Planning Department and have attended two public information and input meetings held by department staff. We have been assured by Planning staff that they will work with us on relocation of our shop which will have to be removed to accommodate the roundabout project. Our current shop faces East/West and the relocated shop would face North/South which would require a partial land exchange with the City owned piece of property located to the North of our property.

We have also been told by Planning Department staff that plans for the shop relocation can't start until the project has officially been approved by Planning Commission and City Council.

Based on the information we have been provided that our shop can be relocated we support the following improvements and consider these safety improvements:

- Sidewalks
- Bike Lanes
- Some type of traffic control at the intersection of Springbrook Rd. and Cedar Links Dr.

We don't support landscape strips next to the road. These strips can be found all over the City and often aren't kept up in our opinion due to lack of staffing within the departments required to maintain them causing more of an eyesore than a beautification/improvement. We feel that our tax dollars can be better spent keeping our parks, streets and sidewalks up. We realize that this is a current standard around the City but feel this is a good time to reconsider landscape strip standard.

Sincerely,

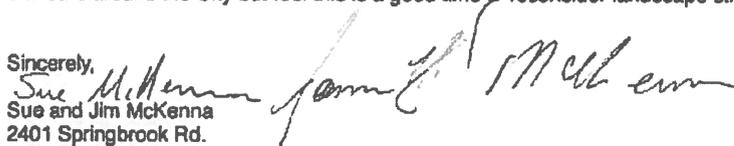

Sue and Jim McKenna
2401 Springbrook Rd.
Medford, Or. 97504
sue.mckenna@yahoo.com
541-414-9646

Exhibit N

Richard Stark Email

From: Rick Stark [mailto:richardstark@charter.net]
Sent: Tuesday, February 6, 2018 8:25 PM
To: Springbrook Cedarlinks
Subject: Springbrook Road Improvement Project

I am unable to attend this meeting but I want to express that I have very strong opposition to having a roundabout built literally in my back yard. I do not believe it will solve the intersection problem and other than your planners I have not spoken to anyone that does. I have lived in this house 25 years and do not want to lose any of my back yard to what I consider a stupid and un-necessary idea. It will put the road right out my bedroom window.

Richard Stark

Exhibit O

Tom Michaels Email

-----Original Message-----

From: Tom Michaels [<mailto:rotom@charter.net>]

Sent: Monday, February 5, 2018 12:18 PM

To: Springbrook Cedarlinks

Subject: Springbrook Road Improvement Project

NO round about!!! or teach the people how to use them just watch the other one at 4pm backs up to the eye center NO
NO NO

Exhibit P

Rochelle Michaels Email

-----Original Message-----

From: Rochelle Michaels [mailto:roxym@charter.net]

Sent: Friday, February 9, 2018 6:44 AM

To: Mayor and Council <mayor@cityofmedford.org>

Subject: Round about

Are you people serious? Have you ever been over by the Round About on Highland at peak hours?

The traffic heading north is usually backed up almost to the light on Barnett because most drivers have no idea how to merge and use the Yield sign as a stop.

The traffic on Cedar Links at peak morning doesn't backup that far. Have lived up here for about 18 years and can't imagine the traffic backup if you put in a round about. Not to mention the school buses trying to get through and deliver students on time with the drivers who are afraid to enter the round about. Seriously, people?

Rochelle Michaels

Exhibit Q

Planning Commission Minutes

February 8, 2018 (excerpt)

The regular meeting of the Planning Commission was called to order at 5:30 PM in the City Hall Council Chambers on the above date with the following members and staff in attendance:

Commissioners Present

Joe Foley, Acting Chair
Bill Mansfield
Mark McKechnie
E.J. McManus
Alex Poythress

Staff Present

Kelly Akin, Assistant Planning Director
Eric Mitton, Deputy City Attorney
Alex Georgevitch, City Engineer
Greg Kleinberg, Fire Marshal
Terri Rozzana, Recording Secretary
Dustin Severs, Planner III
Seth Adams, Planner III
Liz Conner, Planner II

Commissioners Absent

Patrick Miranda, Chair, Excused Absence
David McFadden, Vice Chair, Excused Absence
David Culbertson, Excused Absence
Jared Pulver, Excused Absence

50.2 TF-17-142 The City proposes a transportation facility project to construct street improvements on Springbrook Road between Pheasant Lane Road to Cedar Links Drive to major collector standards including: north and south travel lanes, a center turn lane, bike lanes, side-walks, street lighting, planter strips with landscaping, and a roundabout at the intersection of Cedar Links Drive and Springbrook Road. (City of Medford Public Works Department, Applicant; Seth Adams, Planner).

Acting Chair Foley inquired whether any Commissioners have a conflict of interest or ex-parte communication they would like to disclose. Commissioner Poythress reported that he lives at Springbrook and Ford. He does not believe it will be a conflict of interest for him.

Acting Chair Foley inquired whether anyone in attendance wishes to question the Commission as to conflicts of interest or ex-parte contacts. None were disclosed.

Seth Adams, Planner III, stated that the transportation facility criteria can be found in the Medford Land Development Code Section 10.207. The applicable criteria were included in the staff report, property owner notices and hard copies are available at the entrance of Council Chambers for those in attendance. Mr. Adams gave a staff report. Staff received public comments on the project since the publication of the agenda packet. The comments will be submitted into the record.

Commissioner McKechnie asked, is a property owner losing their shop building and another property owner's driveway being relocated? Mr. Adams reported that is correct. There is a shop building at 2401 Springbrook that will need to be relocated. The details of the driveway was deferred to Public Works.

Alex Georgevitch, City Engineer, reported that the box culvert south of the project and the driveway impacted will be relocated because of the proximity to the roundabout. All the final details will be worked out during final design. The roundabout will have a median island that would block southbound access. If the driveway is relocated further south it would allow entrance and backing out for the home owner.

There is a center turn lane on both sides of the roundabout and Cedar Links.

Commissioner Mansfield stated that he has heard from Public Works staff in prior years that the history of the roundabout has reduced the number of accidents. Is that generally true in roundabouts and is that part of Public Works motivation? Mr. Georgevitch stated that he does not know if accidents at Siskiyou Boulevard and Highland have been reduced. There are aspects of modern roundabouts that provide for reduction in the severity and reduction of accidents which is significant to the Public Works Department. They deal with slower moving traffic and it is pedestrian friendly.

The reason for the new location is the overall performance. The long term operational analysis showed that the roundabout would operate at a higher level of service over a twenty year period than a traffic signal.

Commissioner McManus asked, does the roundabout have to be in the center of the intersection? The alignment has to be optimal due to the limitations with the property or other environmental limits. If that is correct, because of the creek and surrounding properties, the placement of the roundabout is in the ideal location. Mr. Georgevitch reported there is a balance of placing the roundabout and dealing with entrance speeds and angles. The entire concept of a modern roundabout is lowering the entrance speed for cars to flow smoothly through the intersection without stopping. As they shift around it changes the entrance angles adding additional curvature to slow vehicles down. In this location, Public Works is balancing a combination of impacts to the surrounding neighborhood and

environmental constraints to the south. They have more flexibility since they purchased the property west of Cedar Links several years ago.

The Public Hearing was opened.

a. Alex Georgevitch, City Engineer, stated that he was present to answer questions.

Mr. Georgevitch reserved rebuttal time.

b. Lynn Campbell, 2560 Springbrook Road, Medford, Oregon, 97504. Ms. Campbell feels this project will be an improvement but she has concerns. She has the longest lot that will be cut. If 10-foot planter strips are put in and taking peoples land away, what is the point, function and purpose? She likes the turn lane. Her yard slopes down into the street. Are there going to be retaining walls? Who maintains the planter strip? Ms. Campbell cannot live with an 18-foot wide driveway because of their trailer.

c. Sid Lumpkin, 2570 Springbrook Road, Medford, Oregon, 97504. Mr. Lumpkin stated that 27 feet off the front of his lot will significantly reduce the curb appeal if he sells. Is the proposed 5-foot sidewalk, 10-foot planter strip consistent with the recently completed addition at the other end of Springbrook where it interfaces with Delta Waters?

d. Questa Knight, 2407 Bell Court, Medford, Oregon, 97504. Ms. Knight's concern is that from her house to the fence is approximately 25-feet. She is concerned with 10 more feet coming off her property. She is hoping to sell her house in the next year or two. She wants to see what is going to be cutoff her property and discuss it.

e. John Kuklenski, 2800 Springbrook Road, Medford, Oregon, 97504. Mr. Kuklenski reported that 37 years ago the City went to him asking if he would like to donate part of his property. He is glad to see this project happening. He has a rental on Springbrook that will be impacted by the project. He will have only 27 feet from the house to the street. Currently there is mature foliage that buffers the traffic noise. This will be taken out with the project. Will there be something else put there or can he put something there to help buffer the traffic noise? There are overhead electrical lines in front of the older homes on Springbrook. Will those lines be put underground and get rid of the telephone poles? He feels there will be more congestion with the roundabout because Tahitian is not far off of Springbrook. People going north turn right at Springbrook and go up Tahitian to get to Delta Waters. If there was a three-way stop light it would work well.

f. Sue McKenna, 2401 Springbrook Road, Medford, Oregon, 97504. The shop building mentioned earlier is a 24 foot by 44 foot shop they built for personal use. If the roundabout goes in, the back sidewalk of the project, will come about one-third of the way into

the shop. They have been working with the Planning Department to relocate the shop a different direction so they can continue to have it in that location.

g. Anne Farmer, 2398 Springbrook Road, #1, Medford, Oregon, 97504. Ms. Farmer asked, what affect would the roundabout have on Cedar Links? Just down the road is a signal. Will that backup each other? How is that going to work?

Mr. Georgevitch addressed the questions of the planter strip, retaining walls, who maintains the planter strips and driveway width. The question of the planter strip being consistent with what was built to the north, Pheasant to Delta Waters is consistent and with the City code to have a 10-foot planter strip and a 5-foot sidewalk. Right now they do not have final design to determine when they will need retaining walls and when they will not. There are some locations they already know that they will need them. The impacts to private property are negotiated through right-of-way acquisitions. That includes any damages to property value, moving the road closer to the front door, any additional right-of-way they will need they will be paying for at assessed value. They will begin appraisals as needed. That is a future discussion when they have a full understanding of the impacts to each property.

There was a question of a larger driveway than 18-feet. The standard is 18-feet. They can go to 24-feet depending on the needs. That would be a case-by-case basis when dealing with right-of-way negotiations.

There was a comment about taking 27-feet from the lot being too much. Once again, through negotiations or through City Council direction that Public Works reduce the impacts. Staff is required to request code required design when they can. There are locations along the project site that cannot meet that because of environmental impacts or existing structures. The testimony and the Planning Commissions direction will be passed to the City Council for the final decision of how much right-of-way Public Works will need.

Questions of steep banks will be addressed in final design and any impacts.

A question of natural foliage being replaced. If a property owner wants to start planning in advance they can. Public Works will be compensating for impacts to landscaping. That is a common practice for Public Works through their right-of-way negotiations. They have met with property owners in the past on other projects where they want to know approximate location of where the project will be so they can begin planting early before Public Works begins the project. He encouraged property owners to contact Public Works in order to get the location so they can plant early.

Public Works will not be undergrounding power. Pacific Power may choose to do so. Mr. Georgevitch recommended the property owners check with Pacific Power. Public Works

requests Pacific Power to relocate and they provide the location. What Pacific Power does with that location, whether they put it underground or stays above ground, is strictly up to Pacific Power and the property owner.

There was a concern of more congestion in close proximity to Tahitian. That distance is the same distance. There is no center turn lane and a free movement. This will be an improvement because Public Works is providing a refuge for one to two cars. It will provide some refuge for people to get out of the through movement of traffic to turn north onto Tahitian and lower exit speeds for people coming off the roundabout.

There was a comment about traffic backing up at the roundabout and how it operates with the traffic signal. Signals, when too closely spaced to a roundabout, can definitely have negative impacts. The distance from the signal to this roundabout should be sufficient to not have any backups or adverse impacts from platooning traffic.

Mr. Georgevitch is hesitate to answer the question of the functions of the planter strips. They have several functions specifically on higher order streets for pedestrians. They separate the pedestrian from the moving traffic and provides a comfortable location for pedestrians. They can also provide beautification. Public Works will be planting trees and will work with the Parks Department to find what works best in the area prior to the City Council's final decision.

The Parks Department will maintain the planter strips on higher order streets.

Commissioner McKechnie commented that it seems that the improvements are to the sides of the road. The roadway bed is going to be in the same spot. Is that a fair assessment? Mr. Georgevitch replied, generally, that is a fair assessment. The funding for this project is from Safe Routes to School. There was a bond passed several years ago by the citizens of Medford and this project was identified as a high need area due to no shoulders and deep roadside ditches. It is not a safe place for students to be walking. There are two different schools in proximity. Pedestrian activity has the potential to be high. There is an added benefit adding the center turn lane. It will allow smooth traffic to occur in the through lanes and the left turn having refuge onto or off the facility.

Commissioner McManus asked, could the exception request for the planter strips be stretched to go with the improvements? Mr. Georgevitch reported that what is in the agenda packet is staff's recommendation. It is up to the Planning Commission to determine the best decision for the community weighing all the testimony. If the recommendation is to reduce down, Public Works can do that. He recommended checking with the Parks Department if there is any negative impacts to having a long section of narrow park strips for the success and viability of the trees that are planted.

The Public Hearing was closed.

Motion: The Planning Commission adopts the findings as recommended by staff and directs staff to forward a favorable recommendation to the City Council for TF-17-142, per the staff report, dated January 25, 2018, including Exhibits A through P.

Moved by: Commissioner McKechnie

Seconded by: Commissioner Poythress

Commissioner Mansfield provided input regarding damages in a taking. The law in Oregon provides not only for the value of the parcel taken but also the reduction in damages market value to the remaining properties. Several of the property owners testified about that and it is called the taking and residual damages, that are allowed. That is the rule of law.

Commissioner McManus is in favor of the motion. All comments made were appropriate. In regards to the exceptions that have been noted through Public Works, there should be consistency to the planter strips, especially if there are property owners that have noted reasoning to have it reduced.

Roll Call Vote: Motion passed, 5-0.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.1

www.cityofmedford.org

DEPARTMENT: Police Department
PHONE: (541) 774-2200
STAFF CONTACT: Randy Sparacino, Chief of Police

AGENDA SECTION: Consent Calendar
MEETING DATE: March 15, 2018

COUNCIL BILL 2018-26 An ordinance authorizing the purchase of seven (7) new police patrol vehicles in the total amount of \$206,971.59 from Landmark Ford Lincoln of Tigard, Oregon.

SUMMARY AND BACKGROUND

Council is requesting to consider of an ordinance to allow the Medford Police Department to purchase seven new police patrol vehicles. The police department has researched the available police vehicles and has selected the Ford Police Interceptor. As a result of this year's Request for Quotes (RFQ) process, Landmark Ford Lincoln of Tigard, Oregon has submitted the lowest bid.

PREVIOUS COUNCIL ACTIONS

On June 15, 2017, Council unanimously approved Council Bill 2017-59 ordinance authorizing the purchase of ten new police patrol vehicles in the total amount of \$285,670.00 from Power Ford. Ordinance 2017-59 was duly adopted.

ANALYSIS

The Police Department's plan is to purchase the vehicles from the dealership and then obtain a separate RFQ for the vehicle outfitting. The turn key method we have used in the past caused delays in vehicle deployment and was more costly. The Ford Interceptors that were purchased in 2017 deployed to the road six months faster than the previous vehicles. This has proven to be a faster and cheaper way of purchasing and deploying our vehicles. Allowing us to purchase our patrol vehicles now as opposed to after July 1st will allow us to replace our aging fleet sooner, saving the department in aging vehicle maintenance costs.

Bids were accepted in a competitive RFQ process and three vendors submitted bids for the vehicles. All three vendors are participants in the procurement service contract with the State of Oregon.

Company	Bid
Landmark Ford Lincoln	\$ 29,567.37
Northside Ford Truck Sales, Inc.	\$ 30,010.88
Gresham Ford	\$ 30,073.62

Once the vehicles are received, a quality police vehicle builder will assemble the cars. This will be done via a separate competitive RFQ process.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Funds contained in the 2017-2019 budget. The Department has budgeted \$147,836.85 for five vehicles in account number 1002110-640-4004, (page 3-3) the police motive equipment account. The remaining two vehicles have been budgeted at \$59,134.74 in account 2012122-640-4004, project PFM 0073-201.

TIMING ISSUES

The Police Department is seeking to purchase the seven vehicles budgeted for the FY2019 prior to July 1st. This will allow receipt of the vehicles by our upfitters by the beginning of summer allowing faster deployment.



**CITY OF MEDFORD
AGENDA ITEM COMMENTARY**

Item No: 60.1

www.cityofmedford.org

COUNCIL OPTIONS

Approve the ordinance.

Modify the ordinance.

Deny the ordinance.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.

SUGGESTED MOTION

I move to adopt the resolution authorizing the purchase of seven patrol cars from Landmark Ford Lincoln of Tigard, Oregon.

EXHIBITS

Ordinance

Three bid quotations for the 2018 Utility Police Interceptor, Sport Utility

ORDINANCE NO. 2018-26

AN ORDINANCE authorizing the purchase of seven (7) new police patrol vehicles in the total amount of \$206,971.59 from Landmark Ford Lincoln of Tigard, Oregon.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That the purchase of seven (7) new police patrol vehicles in the total amount of \$206,971.59 from Landmark Ford Lincoln of Tigard, Oregon is hereby authorized.

PASSED by the Council and signed by me in authentication of its passage this ____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor



Landmark Ford Lincoln
12000 S W 66th Ave, Tigard, Oregon, 972238599
Office: 503-639-1131

Customer Proposal

Prepared by:

Diane Pohl
Office: 503-639-1131
Email: dpohl@landmarkford.com

Date: 02/16/2018

Vehicle: 2018 Police Interceptor Utility Base
AWD





Landmark Ford Lincoln
 12000 S W 66th Ave, Tigard, Oregon, 972238599
 Office: 503-639-1131

2018 Police Interceptor Utility, Sport
 Utility
 AWD Base(K8A)
 Price Level: 820

Pricing - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		
Base Vehicle Price		\$32,805.00
Options & Colors		\$1,440.00
Upfitting		\$0.00
Destination Charge		\$945.00
Subtotal		\$35,190.00
<i>Pre-Tax Adjustments</i>		
Code	Description	
GPC	Government Price Discount	-\$6,191.00
DEL	Delivery to Medford	\$275.00
Subtotal	Per State of Oregon Price Agreement 5550	\$29,274.00
<i>Sales Taxes</i>		
Code	Description	
PT	New Oregon Privilege Tax	\$146.37
Subtotal		\$29,420.37
<i>Post-Tax Adjustments</i>		
Code	Description	
E-Plates 2	E-Plates	\$147.00
<small><i>We are a licensing dealer. If you would like Oregon Exempt License Plates at the time of delivery add \$147.00 Oregon DMV fees will be going up as of January 1st 2018 from \$129.50 to \$147.00.</i></small>		
Total	Total	\$29,567.37

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: Diane Pohl Date: 02/16/2018



Landmark Ford Lincoln
 12000 S W 66th Ave, Tigard, Oregon, 972238599
 Office: 503-639-1131

2018 Police Interceptor Utility, Sport Utility
 AWD Base(K8A)
 Price Level: 820

Major Equipment

(Based on selected options, shown at right)

3.7L V-6 DOHC w/SMPI 304hp
 6 speed automatic w/OD

- * 4-wheel ABS
- * Traction control
- * Advance Trac w/Roll Stability Control
- * Tinted glass
- * Bluetooth wireless streaming
- * Rear child safety locks
- * Variable intermittent speed-sensitive wipers
- * Dual front airbags
- * Airbag occupancy sensor
- * Tachometer
- * Underseat ducts
- * 60-40 folding rear split-bench
- * Axle to end of frame: 46.5"

Exterior:Oxford White
 Interior:Charcoal Black

- * Brake assistance
- * P 245/55R18 BSW AS W-rated tires
- * Air conditioning
- * AM/FM stereo with seek-scan, single in-dash CD player, MP3 decoder, auxiliary audio input, external memory control
- * LED brakelights
- * Dual power remote mirrors
- * 18 x 8 steel wheels
- * Driver and front passenger seat mounted side airbags
- * Rear window defroster
- * Message Center
- * Reclining front bucket seats
- * Audio control on steering wheel

Fuel Economy

City
 16 mpg



Hwy
 21 mpg

Selected Options

MSRP

STANDARD VEHICLE PRICE	\$32,805.00
Order Code 500A	N/C
Engine: 3.7L V6 Ti-VCT FFV	Included
Transmission: 6-Speed Automatic	Included
3.65 Axle Ratio	Included
GVWR: 6,300 lbs	Included
Tires: P245/55R18 AS BSW	Included
Wheels: 18" x 8" 5-Spoke Painted Black Steel	Included
Unique HD Cloth Front Bucket Seats w/Vinyl Rear	Included
113" Wheelbase	STD
Monotone Paint Application	STD
Radio: MyFord AM/FM/CD/MP3 Capable	Included
Oxford White	N/C
Charcoal Black	N/C
Dark Car Feature	\$20.00
Police Engine Idle Feature	\$260.00
Driver Only LED Spot Lamp (Whelen)	\$420.00
SYNC Basic (Voice-Activated Communications System)	\$295.00
Grille LED Lights, Siren & Speaker Pre-Wiring	\$50.00
Rear-Door Handles Inoperable/Locks Inoperable	\$35.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: Diane Pohl Date: 02/16/2018



Selected Options

Code	Description	Invoice
Base Vehicle		
K8A	Base Vehicle Price (K8A)	\$31,657.00
Packages		
500A	Order Code 500A <i>Includes:</i> - Engine: 3.7L V6 Ti-VCT FFV - Transmission: 6-Speed Automatic - 3.65 Axle Ratio - GVWR: 6,300 lbs - Tires: P245/55R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel Includes center caps and full size spare. - Unique HD Cloth Front Bucket Seats w/Vinyl Rear Includes driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks. - Radio: MyFord AM/FM/CD/MP3 Capable Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.	N/C
Powertrain		
99R	Engine: 3.7L V6 Ti-VCT FFV	Included
44C	Transmission: 6-Speed Automatic	Included
STDAX	3.65 Axle Ratio	Included
STDGV	GVWR: 6,300 lbs	Included
Wheels & Tires		
STDTR	Tires: P245/55R18 AS BSW	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes center caps and full size spare.</i>	Included
Seats & Seat Trim		
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks.</i>	Included
Other Options		
113WB	113" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: MyFord AM/FM/CD/MP3 Capable <i>Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.</i>	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Landmark Ford Lincoln
 12000 S W 66th Ave, Tigard, Oregon, 972238599
 Office: 503-639-1131

2018 Police Interceptor Utility, Sport
Utility
 AWD Base(K8A)
 Price Level: 820

Selected Options (cont'd)

Code	Description	Invoice
43D	Dark Car Feature <i>Courtesy lamps disabled when any door is opened.</i>	\$19.00
60A	Grille LED Lights, Siren & Speaker Pre-Wiring	\$49.00
51T	Driver Only LED Spot Lamp (Whelen)	\$399.00
92R	2nd Row Only Solar Tint Glass <i>Includes privacy glass on rear quarter and liftgate window.</i>	\$81.00
53M	SYNC Basic (Voice-Activated Communications System) <i>Includes single USB port and single auxiliary audio input jack.</i>	\$280.00
68G	Rear-Door Handles Inoperable/Locks Inoperable	\$33.00
47A	Police Engine Idle Feature <i>This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains idling.</i>	\$248.00
76R	Reverse Sensing	\$261.00
Interior Colors		
9W_01	Charcoal Black	N/C
Primary Colors		
YZ_02	Oxford White	N/C
SUBTOTAL		\$33,027.00
Fuel Charge		\$39.80
Destination Charge		\$945.00
TOTAL		\$34,011.80

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: Diane Pohl Date: 02/16/2018

3



Landmark Ford Lincoln
12000 S W 66th Ave, Tigard, Oregon, 972238599
Office: 503-639-1131

2018 Police Interceptor Utility, Sport Utility
AWD Base(K8A)
Price Level: 820

Reverse Sensing	\$275.00
2nd Row Only Solar Tint Glass	\$85.00
<hr/>	
SUBTOTAL	\$34,245.00
Destination Charge	\$945.00
<hr/>	
TOTAL	\$35,190.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared by: Diane Pohl Date: 02/16/2018



Northside Ford Truck Sales, Inc.
6221 N E Columbia Blvd., Portland, Oregon, 972182995
Office: 503-282-7773

Customer Proposal

Prepared for:

Phil Eastman
Lieutenant, Medford Police Dept

Prepared by:

SHARON TUCKER
Office: 503-282-7773
Email: stucker@northsidetrucks.com

Date: 01/31/2018

Vehicle: 2018 Police Interceptor Utility Base
AWD

Quote ID: Med18K8A





Northside Ford Truck Sales, Inc.
6221 N E Columbia Blvd., Portland, Oregon,
972182995
Office: 503-282-7773

2018 Police Interceptor Utility, Sport
Utility
AWD Base(K8A)
Price Level: 820 Quote ID: Med18K8A

Selected Options

Code	Description	MSRP	Invoice
Base Vehicle			
K8A	Base Vehicle Price (K8A)	\$32,805.00	\$31,657.00
Packages			
500A	Order Code 500A <i>Includes:</i> - Engine: 3.7L V6 Ti-VCT FFV - Transmission: 6-Speed Automatic - 3.65 Axle Ratio - GVWR: 6,300 lbs - Tires: P245/55R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel Includes center caps and full size spare. - Unique HD Cloth Front Bucket Seats w/Vinyl Rear Includes driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks. - Radio: MyFord AM/FM/CD/MP3 Capable Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.	N/C	N/C
Powertrain			
99R	Engine: 3.7L V6 Ti-VCT FFV	Included	Included
44C	Transmission: 6-Speed Automatic	Included	Included
STDAX	3.65 Axle Ratio	Included	Included
STDGV	GVWR: 6,300 lbs	Included	Included
Wheels & Tires			
STDTR	Tires: P245/55R18 AS BSW	Included	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes center caps and full size spare.</i>	Included	Included
Seats & Seat Trim			
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks.</i>	Included	Included
Other Options			
113WB	113" Wheelbase	STD	STD
PAINT	Monotone Paint Application	STD	STD
STDRD	Radio: MyFord AM/FM/CD/MP3 Capable	Included	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Phil Eastman, Lieutenant, Medford Police Dept
By: SHARON TUCKER Date: 01/31/2018



Northside Ford Truck Sales, Inc.
6221 N E Columbia Blvd., Portland, Oregon,
972182995
Office: 503-282-7773

2018 Police Interceptor Utility, Sport
Utility
AWD Base(K8A)
Price Level: 820 Quote ID: Med18K8A

Selected Options (cont'd)

Code	Description	MSRP	Invoice
	<i>Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.</i>		
66A	Front Headlamp Lighting Solution	\$850.00	\$809.00
	Recommend using Cargo Wiring Uplift Package (67G) or Ultimate Wiring Package (67U).		
	<i>Includes base LED low beam/incandescent (halogen) high beam headlamp with high beam wig-wag function and (2) white rectangular LED side warning lights. Wiring and LED lights included. Controller not included.</i>		
	<i>Includes:</i>		
	<i>- Grille LED Lights. Siren & Speaker Pre-Wiring</i>		
43L	Police Silent Mode	\$20.00	\$19.00
	Daytime running lamps do not disable where required by law.		
	<i>When activated, courtesy lamps and Daytime Running Lamps disabled (user configurable).</i>		
942	Daytime Running Lamps	\$45.00	\$42.00
60A	Grille LED Lights, Siren & Speaker Pre-Wiring	Included	Included
51T	Driver Only LED Spot Lamp (Whelen)	\$420.00	\$399.00
92R	2nd Row Only Solar Tint Glass	\$85.00	\$81.00
	<i>Includes privacy glass on rear quarter and liftgate window.</i>		
53M	SYNC Basic (Voice-Activated Communications System)	\$295.00	\$280.00
	<i>Includes single USB port and single auxiliary audio input jack.</i>		
68G	Rear-Door Handles Inoperable/Locks Inoperable	\$35.00	\$33.00
18D	Global Lock / Unlock Feature	N/C	N/C
	<i>Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with Remote Keyless.</i>		
47A	Police Engine Idle Feature	\$260.00	\$248.00
	<i>This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains idling.</i>		
76R	Reverse Sensing	\$275.00	\$261.00
Interior Colors			
9W_01	Charcoal Black	N/C	N/C
Primary Colors			
YZ_02	Oxford White	N/C	N/C
SUBTOTAL		\$35,090.00	\$33,829.00
FDAF Assessment		\$0.00	\$0.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Phil Eastman, Lieutenant, Medford Police Dept
By: SHARON TUCKER Date: 01/31/2018



Northside Ford Truck Sales, Inc.
6221 N E Columbia Blvd., Portland, Oregon,
972182995
Office: 503-282-7773

2018 Police Interceptor Utility, Sport
Utility
AWD Base(K8A)
Price Level: 820 Quote ID: Med18K8A

Selected Options (cont'd)

Code	Description	MSRP	Invoice
	Fuel Charge	\$0.00	\$39.80
	Destination Charge	\$945.00	\$945.00
	TOTAL	\$36,035.00	\$34,813.80

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Phil Eastman, Lieutenant, Medford Police Dept
By: SHARON TUCKER Date: 01/31/2018



Northside Ford Truck Sales, Inc.
 6221 N E Columbia Blvd., Portland, Oregon,
 972182995
 Office: 503-282-7773

2018 Police Interceptor Utility, Sport
 Utility
 AWD Base(K8A)
 Price Level: 820 Quote ID: Med18K8A

Pricing - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$32,805.00
Options & Colors	\$2,285.00
Upfitting	\$0.00
Destination Charge	\$945.00
Subtotal	\$36,035.00
<i>Pre-Tax Adjustments</i>	
Code	Description
VCAF	As per state contract #5549.
Delivery	Delivery per contract \$2.25 per mile after 60.
Govt Disc	Government discount
	\$0.00
	\$0.00
	-\$6,374.42
Subtotal	\$29,660.58
<i>Sales Taxes</i>	
Code	Description
Oregon Tax	Oregon Privilege Tax
	\$148.30
Subtotal	\$29,808.88
<i>Post-Tax Adjustments</i>	
Code	Description
LTD E-plate	License, title, doc (E-Plates)
	\$202.00
Total	\$30,010.88

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Phil Eastman, Lieutenant, Medford Police Dept
 By: SHARON TUCKER Date: 01/31/2018

Fleet Price Quote

Gresham Ford - 1999 East Powell Blvd. Gresham, OR 97080

Paul Blankenship

Government and Commercial Fleet Manager
 Military Deliveries
 State of Oregon Contract #5551

Cell 503-490-6510
 FAX 503-665-0497
Paul@GreshamFord.com

Quoted to:	City of Medford			
	Phil Eastman			
Cell/Phone	541-774-2224	Date Quoted	1/31/2018	Contract FIN QS045
FAX	N/A	This Quote is per one vehicle		Contract Sale
E-Mail	phil.eastman@cityofmedford.org			

Vehicle Quoted:	Model Code	K8A AWD Police Interceptor Utility
	Model Year	2018

Quote:	Item Code	Item Description	Price
Base		K8A AWD Police Interceptor Utility	\$ 27,794.00
WB		112.6 In. Wheel Base	
Color	YZ	Oxford White	incl.
Interior	9	Cloth Buckets/Vinyl Rear	incl.
Interior Color	W	Ebony Interior	incl.
Trim	500A	Equip Group, Premium Single CD	incl.
Engine	99R	3.7L V6 TIVCT	incl.
Transmission	44C	6-Spd Automatic Transmission	incl.
Emissions	422	Calif Emissions	incl.
	18D	Global Lock and Unlock	incl.
	43D	Courtesy Lamp Disable	\$ 19.00
	47A	Engine Idle	\$ 248.00
	51T	Driver LED Spot lamp Whelen	\$ 399.00
	53M	SYNC System	\$ 280.00
	66A	Front Headlamp PKG, Grill Wiring	\$ 809.00
	68G	Rear Door Handle and Lock Inoperable	\$ 33.00
	76R	Reverse Sensing System	\$ 261.00
	92R	Solar Tint 2nd Row Only	\$ 81.00
	153	Front License Plate Bracket	incl.

Note: Options 43D and 43L are not combinable plus 43L also requires option 942 day time running lamps.

	Oregon Vehicle Privilege Tax	\$ 149.62
	E-Plates	No
	Delivered to	Medford, Oregon

	Total Vehicle Quote	\$ 30,073.62
--	----------------------------	---------------------



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.2

www.cityofmedford.org

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

AGENDA SECTION: Consent Calendar
MEETING DATE: March 15, 2018

COUNCIL BILL 2018-27 An ordinance awarding a contract in an amount of \$193,905.92 to California Pavement Maintenance Company, Inc. to perform slurry seal on various city streets.

SUMMARY AND BACKGROUND

The City Council is requested to consider awarding a contract in the amount of \$193,905.92 to California Pavement Maintenance Company, Inc. to perform slurry seal on various streets in the City of Medford. A large portion of pavement maintenance is contracted because the City does not have the specialized equipment or expertise to perform this work.

Timely maintenance of streets decreases long-term costs by postponing the need for more costly reconstructions and produces a smoother ride for the traveling public. Slurry Seal is a cost-effective option for preserving the structural integrity of a sound street section.

PREVIOUS COUNCIL ACTIONS

On March 16, 2017, Council approved Council Bill 2017-21 awarding a contract with Telfer Pavement Technologies, LLC for 70,550 square yards (SY) of Slurry Seal that was installed during the period of May through June 2017.

On June 15, 2017, the Council approved Council Bill 2017-57 adopting the Biennial Budget 2017-2019 which includes this project on page 8-34.

ANALYSIS

Four bids were received, and California Maintenance Company, Inc. was the apparent low bidder with a bid of \$193,905.92. The other three bids which were submitted were: Intermountain Slurry Seal – \$215,215.00, VSS International Inc. – \$252,828.96, and Telfer Highway Technologies LLC – non-responsive.

This project will be located on 42 street sections within the City of Medford and will total approximately 128,622.7 SY of a Type II latex modified slurry. The existing pavement condition has been analyzed and it has been determined that this maintenance action will preserve the existing pavement and produce a smoother and safer ride for the traveling public at the lowest life-cycle cost.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Expenditure of \$193,905.92, which is included on page 8-34 of the 2017/2019 Biennium Budget.

TIMING ISSUES

The work will start after May 14, 2018, and is scheduled to be complete by the end of June 2018.

COUNCIL OPTIONS

- Approve the ordinance as presented.
- Modify the ordinance.
- Deny the ordinance and provide direction to staff regarding pavement maintenance.

STAFF RECOMMENDATION

Approve the ordinance for a contract with California Pavement Maintenance Company, Inc.



**CITY OF MEDFORD
AGENDA ITEM COMMENTARY**

Item No: 60.2

www.cityofmedford.org

SUGGESTED MOTION

I move to approve the ordinance for a contract in the amount of \$193,905.92 to California Pavement Maintenance Company, Inc. for slurry seal.

EXHIBITS

Ordinance

Bid Tabulation

Work To Be Done

Contract documents are available in the City Recorder's Office

ORDINANCE NO. 2018-27

AN ORDINANCE awarding a contract in an amount of \$193,905.92 to California Pavement Maintenance Company, Inc. to perform slurry seal on various city streets.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That a contract in an amount of \$193,905.92 to perform slurry seal on various city streets, which is on file in the City Recorder's office, is hereby awarded to California Pavement Maintenance Company, Inc.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor

SPECIAL PROVISIONS

WORK TO BE DONE

The Work to be done under this Contract consists of the following all materials, labor, and equipment necessary to place a Type II latex modified Slurry Seal as specified; on forty two (42) residential street sections in the City of Medford, to total approximately 128,622.7 S.Y.

1. Remove vegetation from cracks
2. Sweep Street prior to Slurry Seal
3. Install Type II Latex Modified Slurry Seal
4. Perform additional and incidental Work as called for by the Specifications.

This project includes work at the following locations:

Slurry Seal 2018

	Street Name	From Street	To Street	SY
1	E 9TH ST	WILLAMETTE AV	ASHLAND AV	875.0
2	E 10th ST	WILLAMETTE AVE	EAST END	1185.6
3	ARTHUR AV	HERMAN AV	ELLEN AV	1532.0
4	ASHLAND AV	E 11TH ST	E MAIN ST	5446.1
5	AUSTIN ST	NIANTIC ST	PINE ST	1870.0
6	AVOCADO LN	LARKSPUR AV	Cul-de-Sac	1737.4
7	BARCLAY RD	ALDERSGATE RD	Cul-de-Sac	3827.4
8	BEATTY ST	MANZANITA ST	E MCANDREWS RD	4088.3
9	BEL AIR CT	HILLCREST RD	Cul-de-Sac	637.4
10	BESSIE ST	E JACKSON ST	STEVENS ST	4664.0
11	BLUEBONNET AV	REDBUD LN	N KEENE WAY DR	3043.3
12	CAMELLIA AV	OLEANDER ST	HONEYSUCKLE AV	6797.4
13	DAKOTA AV	S COLUMBUS AV	WEST END	3850.0
14	EFFIE ST	E JACKSON ST	STEVENS ST	4649.3
15	GRAND AV	CRATER LAKE AV	YUCCA ST	1705.0
16	HERMAN AV	ARTHUR AV	MARILEE ST	3850.0
17	HONEYSUCKLE AV	E MCANDREWS RD	CAMELLIA AV	4260.7
18	HYBISCUS ST	OLEANDER ST	HONEYSUCKLE AV	7993.3
19	N KEENE WAY DR	E MCANDREWS RD	CAMELLIA AV	5448.7
20	KENYON ST	MONROE ST	W BARNETT RD	2943.3
21	LARKSPUR AV	CAMELLIA AV	HYBISCUS ST	3648.3
22	MAE ST	E JACKSON ST	SALING AV	4642.0
23	MARIE ST	SALING AV	STEVENS ST	2332.0
24	MARILEE ST	DAN AV	ELLEN AV	1870.0

25	MARY ST	SALING AV	STEVENS ST	2317.3
26	MONROE ST	S HOLLY ST	S OAKDALE AV	7652.8
27	NIANTIC ST	MAPLE ST	EDWARDS ST	3556.7
28	OLEANDER ST	HYBISCUS ST	CAMELLIA AV	3919.7
29	ONEIDA CR	Cul-de-Sac	TIFFANY ST	956.7
30	OXFORD PL	HILLCREST RD	Cul-de-Sac	1719.0
31	PEARL ST	E JACKSON ST	STEVENS ST	5020.1
32	PICCADILLY CR	BLACK OAK DR	BLACK OAK DR	2768.3
33	PINEVIEW CT	Cul-de-Sac	BROOKDALE AV	1106.7
34	PROVINCIAL ST	DELTA WATERS RD	REGENCY CT	2200.0
35	PURDUE LN	HILLCREST RD	Cul-de-Sac	1099.4
36	QUINCE ST	W 4TH ST	W MAIN ST	2222.2
37	REDBUD LN	BLUEBONNET AV	Cul-de-Sac	1554.0
38	ROSE AVE	W 4TH ST	PENNSYLVANIA AV	916.7
39	SUMMIT AV	W 4TH ST	W 2ND ST	3116.7
40	TAHITIAN AV	DELTA WATERS RD	PAMONA WY	1100.0
41	TIFFANY ST	DELTA WATERS RD	ONEIDA CR	833.3
42	YUCCA ST	CAMELLIA AV	HYBISCUS ST	3666.7
			Total SY	128,622.7

APPLICABLE SPECIFICATIONS

The Specification that is applicable to the Work on this Project is the 2008 edition of the "Oregon Standard Specifications for Construction".

All number references in these Special Provisions shall be understood to refer to the Sections and subsections of the Standard Specifications and Supplemental Specifications bearing like numbers and to Sections and subsections contained in these Special Provisions in their entirety.

CLASS OF PROJECT

This is a City of Medford Project

APPLICABLE SPECIAL PROVISIONS

The Special Provisions booklet applicable to the above-described work, for which Bids will be opened at the time and place stated above, is that which contains the exact information as shown above on this page.

Bidders are cautioned against basing their Bids on a booklet bearing any different description, date(s), class of project, or class of work.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY
www.cityofmedford.org

Item No: 60.3

DEPARTMENT: Parks, Recreation, Facilities
PHONE: (541) 774-2483
STAFF CONTACT: Rich Rosenthal, Director

AGENDA SECTION: Consent Calendar
MEETING DATE: March 15, 2018

COUNCIL BILL 2018-28 An ordinance awarding a contract in an amount of \$854,197 to Roxy Ann Rock for Phase II development of Kennedy Park.

SUMMARY AND BACKGROUND

Council is asked to consider awarding a contract to Roxy Ann Rock in the amount of \$854,197 for Phase II development of Kennedy Park.

PREVIOUS COUNCIL ACTIONS

On February 7, 1991, Council approved Ordinance 6813, executing an agreement with School District 549C to establish Kennedy School Park.

On June 15, 2017, Council approved Council Bill 2017-57 adopting the biennial budget 2017-2019 and making appropriations thereunder, including carryforward funds for Kennedy Park Phase II development.

ANALYSIS

The proposed construction contract with Roxy Ann Rock would result in the completion of the second and final phase of Kennedy Park, an 8.4-acre City-owned neighborhood park adjacent to Kennedy Elementary School in north-central Medford serving approximately 850 residences within a half-mile radius in Ward 1.

The existing developed area was acquired in 1988, master planned in 1991, and constructed in 1994. The Springbrook Road realignment project resulted in the 1999 acquisition of additional 0.81 acres of right-of-way and parkland to the east of the developed section. As a result of the opportunity to expand and to better serve neighborhood needs, the park was re-master planned in 2008 after an extensive public-input process and a conditional use permit was issued in 2014. Park improvements involving surface drainage were completed in 2017.

The proposed contract will result in construction of a parking lot, new and refurbished asphalt paths, surface drainage systems, path and parking lot lighting, a small playground, landscaping and irrigation. The agreement specifies a September 30, 2018 completion deadline; work will commence as weather and surface conditions allow.

The City used a public low-bid procurement process. Four general contractors attended the mandatory walk-through meeting, and three companies submitted bids:

Company	Bid
Roxy Ann Rock	\$854,197
Knife River	\$956,237
JRT	\$1,103,263

A total of \$671,000 was budgeted for the project in the current biennium. The remaining \$183,197 will be requested in a future supplemental budget recognizing the Department's higher-than-budgeted ending fund balance.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.3

www.cityofmedford.org

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

\$671,000 budgeted in current biennium as a capital improvement project, p. 5-29 of the biennial budget binder, project QKS1001; \$183,197 will be requested in a supplemental budget recognizing funds from the Department's higher-than-budgeted ending fund balance.

TIMING ISSUES

If approved, construction is scheduled to be completed by September 30, 2018.

COUNCIL OPTIONS

Approve the contract as presented.

Deny the contract and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the contract.

SUGGESTED MOTION

I move to approve a construction contract with Roxy Ann Rock in the amount of \$854,197 for Kennedy Park Phase II development.

EXHIBITS

Ordinance

Kennedy Park Improvement Map

Contract on file in the City Recorder's Office

ORDINANCE NO. 2018-28

AN ORDINANCE awarding a contract in an amount of \$854,197 to Roxy Ann Rock for Phase II development of Kennedy Park.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That a contract in an amount of \$854,197 for Phase II development of Kennedy Park, which is on file in the City Recorder's office, is hereby awarded to Roxy Ann Rock.

PASSED by the Council and signed by me in authentication of its passage this _____ day of _____, 2018.

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2018.

Mayor

KENNEDY PARK
C.U.P. PLAN MAP
SITE PLAN

DELTA WATER ROAD



SCALE:
 0' 20' 40' 60' 80' 100' 120'





CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 90.2

www.cityofmedford.org

DEPARTMENT: City Manager's Office
PHONE: (541) 774-2000
STAFF CONTACT: Brian Sjothun, City Manager

AGENDA SECTION: Council Business
MEETING DATE: March 15, 2018

SUMMARY AND BACKGROUND

Given the widespread use of social media by the public and elected officials, it is advisable to establish a City Council social media use policy. This policy is intended to mitigate risks from use of this technology where possible.

PREVIOUS COUNCIL ACTIONS

A Council study session to discuss the need for a social media policy was held on January 11, 2018.

ANALYSIS

With the rapid growth of social media use by the public, as well as many local, state, and federal governmental entities, it is apparent that social media can be used effectively to enhance communication with the public. The use of social media presents opportunity and risk to individual City Councilors, as well as the City as a whole.

The proposed policy establishes a formal process for the use of social media by individual City Councilors in their capacity as elected officials. As social media creates personal contacts between individuals, this presents a new set of challenges in a professional environment.

Many governmental entities across the nation, including Oregon, have recently adopted social media policies for elected officials. The attached draft policy is modeled after the City of Bend's policy. The policy covers definitions, compliance with public records and open meetings act laws, political advocacy and campaigning, limits on blocking social media used in an official capacity, and a recommended notice to be used by elected officials when communicating their personal opinions.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

N/A

TIMING ISSUES

Given the widespread use of social media by the public and by elected officials, it would be helpful to have a policy adopted soon.

COUNCIL OPTIONS

Approve the policy as presented.
Modify the policy as presented.
Do not adopt a policy at this time.

STAFF RECOMMENDATION

Staff makes no recommendation.

SUGGESTED MOTION

I move to adopt the social media policy for elected officials.

EXHIBITS

Draft Social Media Policy for Elected Officials

Social Media Policy for Elected Officials

1. Purpose. The City maintains an official City website and other official social media, and has adopted a policy related to such media, which does not apply to Elected Officials. This policy outlines the roles, responsibilities, and best practice recommendations for use of social media by the City's elected officials ("Council members"), when they may be using personal or professional social media to communicate in their official capacity, including as a means to disseminate information or provide for engagement with constituents. It is primarily each Council member's responsibility to ensure compliance with this Policy.

2. Definitions:

Social media: Any digital platform that allows the user to create and share information, ideas or questions with other users or audiences. Social media channels include but are not necessarily limited to Facebook, Twitter, Instagram, Pinterest, and others.

Post: Any content generated or shared on social media presences. Posts can include, but are not limited to, messages, links, images, maps, videos and emoticons.

Content: The text, messages, maps, links, photos, images, or videos used in a post.

Comment: A post made in response to a post or another comment.

Political Advocacy: Only that political advocacy restricted by ORS 260.432 - supporting or opposing ballot measures, candidates, recalls, political committees, or petitions. Supporting or opposing political issues which do not fall into any of these categories is not restricted by the statute or this policy.

3. Public Records Act Compliance. Any content maintained in social media format that is related to City business, including communication between an individual Council member and constituents or the general public, or a site's listing of "friends" or "followers," may be considered a public record subject to disclosure under the Oregon Public Records Act. The Council member is responsible for maintaining records for any required retention periods.

4. Open Meetings Act Compliance. Communication between Council members via social media, as with email, may constitute a "meeting" under the Open Public Meetings Act if it involves the discussion of public business subject to open meetings laws. For this reason, Council members are discouraged from commenting or posting on each other's social media pages.

In addition, receiving or making comments regarding quasi-judicial matters via social media may violate rules for quasi-judicial proceedings. Councilors are encouraged to exercise caution in inviting any comments related to land use proceedings that may include a quasi-judicial matter, and to refrain from making comments on any pending application. Council members should also be cognizant that any statements they make on an issue that involves

or eventually involves a quasi-judicial proceeding could be raised as evidence of bias, prejudgment, or personal interest that the Council member would then be obligated to address in response to a challenge on that basis.

5. Link to City Website. A social media site used by a Council member to communicate with a constituent on City business should include a link back to the City's official website for detailed information if relevant to the specific discussion.

6. Political Advocacy and Campaigning. Council members who use social media for political advocacy may not request public employees on the job or in an official capacity to engage in political advocacy, including by editing, reviewing, or creating political advocacy content.

7. Blocking. If a Council member uses social media in their official capacity for communication with constituents, they may be creating a limited public forum subject to First Amendment speech protections. Therefore, Council members shall not deny access to social media to any individual based in whole or in part on content or viewpoint, which includes disagreement with or opposition to the Council member or their viewpoints.

8. Notice. Any Council member who uses social media for City business should include a notice on his or her platform stating the following:

This page expresses the personal opinions of the Councilor. It is not the official page for the City of Medford and does not represent the position of the City of Medford.

All content submitted by members of the public may be subject to public disclosure to third parties under Oregon Public Records law.

Comments should relate to the post and issue being discussed. Once comments are posted, the Elected Official reserves the right to determine which submissions are unacceptable for its page and delete them, including those that contain profane or obscene language, personal attacks of any kind, or language or content that targets, disparages, or discriminates against individuals or groups based on race, ethnicity, religion, color, gender, age, sexual orientation, mental or physical disability, gender identity, national origin, or other protected status under applicable law. Further, the Elected Official reserves the right to delete comments, when possible, that: (i) are spam or include links to other sites; (ii) are clearly off topic; (iii) advocate illegal activity; (iv) promote particular services, products or political organizations; (v) infringe on copyrights or trademarks; (vi) are comments in support of or opposition to current political campaigns, candidates, or ballot measures; or (vii) contain solicitations of commerce or charitable or other contributions, except for official City-sponsored activities.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 100.1

www.cityofmedford.org

DEPARTMENT: City Manager's Office
PHONE: (541) 774-2000
STAFF CONTACT: Brian Sjothun, City Manager

AGENDA SECTION: City Manager's Report
MEETING DATE: March 15, 2018

SUMMARY AND BACKGROUND

On October 5, 2017, a motion was made by Council to direct staff to develop and present an action plan to enforce City Code in the downtown Medford area and the Bear Creek Greenway, with special emphasis on eliminating intimidation and bullying. The plan will recommend funding options for all new assets and new personnel.

Councilmember Dick Gordon commented that Medford Police is stretched and we need to find out how we can cure the problem.

PREVIOUS COUNCIL ACTIONS

On December 7, 2006, City Council approved Council Bill 2006-274 authorizing an ordinance for the creation of a Public Safety Fund for the purpose of providing funding for public safety.

ANALYSIS

As a result of the Council directive of October 5, the following staff members were assigned to review current programs and practices in place and to develop recommendations for consideration:

- Brian Sjothun – City Manager
- Kelly Madding – Deputy City Manager
- Randy Sparacino – Police Chief
- Scott Clauson – Deputy Police Chief
- Brian Fish – Fire Chief
- Matt Brinkley – Planning Director
- Rich Rosenthal – Parks & Recreation Director
- Sam Barnum – Building Safety Director
- Cory Crebbin – Public Works Director

The group detailed efforts the City currently has underway to enhance the safety of the downtown area along with the Bear Creek Greenway:

- **Health and Safety Operations on the Greenway (Police)**
 - Enforcement of no camping ordinance along the Bear Creek Greenway
 - Ability to link violators to services including Veteran's
 - Cost of \$11,300 per year through combined efforts of Police and Parks & Recreation
- **Greenway Patrols and Maintenance (Parks & Recreation)**
 - Bear Creek Greenway Joint Powers Agreement
 - Jackson County provides patrols and some maintenance along the 7 miles that are within the City jurisdiction
 - Cost of \$68,000 per year and is within the Parks & Recreation budget
 - Extensive vegetation removal along the Greenway and Bear Creek corridor
- **Enhanced Police Patrol (Police)**
 - Police department provided extra patrols within the downtown core from August to November 2017 at a cost of \$11,500 through overtime



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 100.1

www.cityofmedford.org

➤ **Exclusionary Zone (Police & Municipal Court)**

- Though somewhat controversial, enforcement data from Police indicate that unwanted activities within this zone have decreased since the area expansion.

Staff discussed potential new programs for Council consideration. The team reviewed programs from other cities in developing a recommendation based on the direction provided by Council.

Creation of a Livability Team

After reviewing other similar options that have been established, staff is proposing in to create a Livability Team that is modeled closely to what is in existence in Corvallis. In 2015 the Corvallis Police Department implemented the Community Livability Unit (CLU) which was developed to address chronic criminal behaviors which negatively impact the community and to improve livability. The team was developed out of a voter approved tax levy in 2013 and was expanded in 2017 from a \$400,000 annual grant for three years from Oregon State University.

CLU focuses on addressing neighborhood and community concerns which have a negative impact on livability. The staff work in collaboration with other units within the police department, community groups, and Oregon State University to provide a safe and secure environment for all community members. The team conducts directed foot and bicycle patrols while taking a proactive approach to enforcement.

- 3 Police Officers
- 1 Code Enforcement Officer
- 1 Records Specialist
 - Total Cost = \$560,000 per year

There is an opportunity for the City to apply for funding of the police officer positions through the federal Community Oriented Policing Services (COPS) Grant program. This is a three year partial funding option, and if funded would allow for an evaluation on the effectiveness of the program before deciding on how to continue with this option.

Other Potential Programs

The following ideas are either expansion of current programs or new ideas that could be part of an effort that could be included with the Livability Team concept:

- **Additional Police Patrol** – Provided through an increase in overtime. Specific to areas and only when needed for short durations. Funding could come from an increase to the Police Utility Fee.
- **Health and Safety Operations on Greenway** – Expand to twice per month.
- **Downtown Clean-ups** – Modeled after other cities where funds are provided to non-profits or other business improvement associations to provide clean-up of trash and have a presence in the area during key days and times. Costs for this program have not been developed, but other cities have developed similar programs in the \$200K-\$300K range.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Livability Team Option = \$560,000 per year. Based on the current 38,500 billable units that have been verified by Utility Billing, the annual cost would equal \$14.52 per year or \$1.21 cents per month.

Other financial considerations for the Livability Team is to apply for a federally funded COPS Grant that would provide funding at \$125,000 per year for three years. This would reduce the cost to \$435,000 per year or equal \$11.28 per year or \$.94 cents per month on the Public Safety Fund.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 100.1

www.cityofmedford.org

TIMING ISSUES

There is no immediate timing issue. If Council directs staff to apply for funding this program via COPS Grant and an application would be submitted in the third quarter of 2018.

COUNCIL OPTIONS

- Options A: Direct staff to move forward with preparing the necessary items to increase the Police Public Safety Fund in order to establish a Livability Team.
- Options B: Place on hold all options, but direct staff to apply for COPS Grant funding. If awarded, Council would then increase the Police Public Safety Fund by the necessary amount to cover the entire cost of the program.
- Option C: Refer all matters of discussion to a future study session and provide direction to staff on other information that Council would like to review.
- Option D: Refer program to the Budget Committee for review as a budget issue for the 2019-21 biennial budget.

STAFF RECOMMENDATION

Staff is recommending Option B as CFM Strategic Communications, contract lobbying firm, has indicated that such grant application for COPS Grant funding should score highly and addresses many of the priority areas for the program.

SUGGESTED MOTION

Based on the discussion and direction provided by Council to staff.

EXHIBITS

None