



Medford City Council Meeting

Agenda

August 3, 2017

12:00 Noon

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

10. **Roll Call**

20. **Approval or Correction of the Minutes of the July 20, 2017 Regular Meeting**

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

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

30.1 Medford Parks and Recreation Foundation Scholarship Presentation

40. **Consent Calendar**

40.1 COUNCIL BILL 2017-86 SECOND READING – An ordinance authorizing execution of Amendment No. 1 to the Hope Village Operational Agreement with Rogue Retreat to allow for expansion of the Hope Village area.

40.2 COUNCIL BILL 2017-89 An ordinance awarding a contract in an amount of \$208,252 to Johnny Cat, Inc. for the purchase of concrete through June 30, 2019.

40.3 COUNCIL BILL 2017-90 An ordinance authorizing the adoption of a Rules and Regulations Handbook for Executive Staff.

50. **Items Removed from Consent Calendar**

60. **Ordinances and Resolutions**

60.1 COUNCIL BILL 2017-91 An ordinance authorizing execution of Intergovernmental Agreement No. 31801 with the Oregon Department of Transportation to design and construct safety upgrades on East Jackson Street, East McAndrews Road, and at the intersection of South Riverside Avenue and Stewart Avenue.

60.2 COUNCIL BILL 2017-92 A resolution authorizing the City Manager to proceed with the sale of surplus City-owned property consisting of a manufactured dwelling located at Fire Station #4.

60.3 COUNCIL BILL 2017-93 A resolution authorizing the City Manager to issue a Request for Proposals for use of the Carnegie Building located at 413 W. Main Street.

70. **Council Business**

80. **City Manager and Other Staff Reports**

80.1 Old Fire Station #2

80.2 Public Works website

80.3 Red Light Camera

80.4 Livestock Limits

80.5 Further reports from City Manager

90. Propositions and Remarks from the Mayor and Councilmembers

90.1 Proclamations issued: None

90.2 Further Council committee reports

90.3 Further remarks from Mayor and Councilmembers

100. Adjournment to the Evening Session

The evening meeting has been cancelled as there are no items for Council consideration.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 40.1

www.ci.medford.or.us

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

AGENDA SECTION: Consent Calendar
MEETING DATE: August 3, 2017

COUNCIL BILL 2017-86

SECOND READING. An ordinance authorizing execution of Amendment No. 1 to the Hope Village Operational Agreement with Rogue Retreat to allow for expansion of the Hope Village area.

SUMMARY AND BACKGROUND

On July 20, 2017 the City voted on Ordinance No. 2017-86, an Ordinance authorizing the execution of Amendment No. 1 to the Hope Village Operational Agreement with Rogue Retreat to allow for expansion of the Hope Village area. There were two no votes on the Ordinance. According to the Medford City Charter, Chapter VIII, Section 28(2) if there are more than two dissenting votes on an Ordinance the Ordinance must be heard at a second reading of the City Council. As such, Ordinance No. 2017-86 must be heard on August 3, 2017 for a second reading.

PREVIOUS COUNCIL ACTIONS

See "Summary and Background" section above.

ANALYSIS

Ordinance No. 2017-86 authorizes the City to enter into an agreement with Rogue Retreat for their operation of Hope Village. Ordinance No. 2017-86 before you at second reading hasn't changed since the first reading on July 20, 2017. However, Amendment No. 1 to the Operational Agreement was amended by Council action on July 20th. The Council approved an amendment to Section 5.5 of the Operational Agreement adding language specifying that the paving and landscaping waiver on the Hope Village site would only apply for one year. Should Rogue Retreat seek a renewal of the Operational Agreement the need for paving and landscaping would be analyzed at that time.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

None.

TIMING ISSUES

None.

COUNCIL OPTIONS

Approve, modify or deny Ordinance No. 2017-86.

STAFF RECOMMENDATION

Staff recommends approval Ordinance No. 2017-86.

SUGGESTED MOTION

I move to approve Ordinance No. 2017-86 authorizing the execution of Amendment No. 1 to the Hope Village Operational Agreement with Rogue Retreat to allow for expansion of the Hope Village area.

EXHIBITS

Ordinance
Clean Copy of Amended Operational Agreement with Rogue Retreat

ORDINANCE NO. 2017-86

AN ORDINANCE authorizing execution of Amendment No. 1 to the Hope Village Operational Agreement with Rogue Retreat to allow for expansion of the Hope Village area.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. That execution of Amendment No. 1 to the Hope Village Operational Agreement with Rogue Retreat to allow for expansion of the Hope Village area, which is on file in the City Recorder's office, is hereby authorized.

Section 2. To the extent that any of the services provided by Rogue Retreat might otherwise be bid pursuant to ORS Chapter 279, the City Council acting in its capacity as the Local Contract Review Board hereby declares this contract to be exempt.

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

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2017.

Mayor

HOPE VILLAGE OPERATIONAL AGREEMENT

AMENDMENT NO. 1

This is Amendment No. 1 (the "Amendment") to the Hope Village Operational Agreement effective January 18, 2017 (the "Agreement") executed by and between the City of Medford, an Oregon Municipal Corporation and Rogue Retreat, a non-profit organization registered with the State of Oregon Federal Tax ID No.: 93-1261999.

For good and sufficient consideration including the terms and conditions of the Amendment, the parties agree as follows:

The Agreement is hereby amended (new language is indicated by underlining and deleted language is indicated by [brackets]).

Recitals

A. Medford City Council authorized the City Manager to take the steps necessary to site a pilot project for transitional housing for homeless individuals [on City-owned land at 820 N. Columbus ("the Site")] using the Tiny House Village model.

B. The following map lots and areas make up the entirety of Hope Village, known as the "Site":

- a. Area known as the City Service Center located at 821 N. Columbus Ave, Medford OR, 0.45 acres;
- b. All of 372W24CD Tax Lot 8900, 0.26 acres
- c. All of 372W24CD Tax Lot 9100, 0.20 acres
- d. A portion of 372W24CD Tax Lot 9200 0.70 acres

[The Site encompasses an approximately .45 acre] The area owned by the City in the vicinity of the area known as the City Service Center located at 821 N. Columbus Ave, Medford OR is hereinafter known as "City-owned property". All of 372WCD Tax Lots 8900 and 9100 and a portion of 372W24CD Tax Lot 9200 shall be known as "Private Property." The Site, totaling 1.61 acres, is depicted in attached Exhibit A.

D. In consideration of one dollar (\$1.00) per year paid by Contractor to City, receipt of which is hereby acknowledged, the parties agree as follows:

3. Relationship of Parties:

The operation shall be the sole business of Contractor and not a joint venture or endeavor with City. Contractor is an independent contractor and shall never be deemed to be engaged in any partnership with City or to be performing services for the benefit of City. Contractor is not to be deemed an employee or agent of City and has no authority to make any binding commitments or obligations on behalf of City except to the extent expressly provided herein. Further, by execution of this Agreement, the City does not acquire any obligations, except those specifically identified in this Agreement related to the use of the

property by Contractor, granting Contractor the right to use city-owned property for the purposes set forth below.

Nothing in this agreement supersedes the relationship between the lessee and lessor of the maplots known as 372W24CD8900, 372W24CD9100, and 372W24CD9200.

4. Services:

4.5 City's Right to Do Work. City reserves the right to do work as required on the City-owned property [within the Contract area]. The work referenced herein may include but is not limited to capital improvements intended to maintain the property for use as may be needed after the termination of this Agreement. Every effort will be made by City to coordinate such work with Contractor to minimize any adverse effect to the operations of Contractor.

5. Improvement and Maintenance of Site:

5.1.1 Unauthorized Permanent Changes Prohibited. Contractor shall not make any permanent structural changes or additions to the [Site] City-owned property without first obtaining written consent of the City of Medford City Manager.

5.3 Site and Grounds Maintenance. During the term of this Agreement, Contractor shall operate and maintain the Village in a safe and sanitary condition, including providing routine and on-going cleaning of the grounds and undertaking all necessary repairs and maintenance as provided by City Code, regulations or administrative orders. All maintenance costs, except for those expressly assumed (in writing) by City, shall be paid by contractor. If Contractor fails to maintain the [Site] City-owned property in safe and sanitary conditions, per this agreement, City may, at its discretion, perform the maintenance work and bill Contractor at normal City rates, or cause the maintenance work to be done and bill Contractor for the actual cost. During the term of this Agreement, Contractor shall be responsible for performing regular, scheduled preventative maintenance. If Contractor fails to maintain private property in safe and sanitary condition, per this agreement, City may invoke Section 9.3 Termination for Cause, of this agreement.

5.5 Waiver of City Requirements: Parking Lot Paving and Landscaping. Section 10.746 of the Medford Municipal Code which requires parking lot paving and parking lot landscaping is waived for one year from first occupancy. The waiver will be reevaluated by the City Council upon request for Agreement renewal by Rogue Retreat.

6. Internal Regulations:

6.3.1 Contractor will construct fencing around the perimeter of the [property] Site per the attached Site Plan (Exhibit "A"). The fencing shall be of a type which provides privacy to Village residents and screens the Village from view from public-rights-of-way and neighboring properties, such as chain link fencing with slats. [The main gate shall be the sole] There shall be no more than two gates for entrance and exit to the Village, will be monitored by the village resident assigned to the Gate House and will be locked between the hours of 10 pm to 8 am. All visitors or guests must sign in on the security log and be accompanied by a village resident or member of the Hope Village Steering Committee.

7. City's Right of Access:

7.2 City of Medford Public Works employees shall have the right to access the [Site] City-owned property at all times for on-going, routine, and frequent maintenance of public infrastructure on-site.

9. Termination. Notwithstanding any other provisions hereof to the contrary, the Contract may be terminated as follows:

9.6 No Notice Required. The Contract terminates automatically, without notice, one year from the date of first occupancy. City may terminate the Contract prior to that date without prior notice upon 1) Contractor's abandonment of any property associated with the Site [the site], 2) Contractor's failure to have in force any insurance required by the Contract, 3) if Contractor breaches the City's security requirements, or 4) if Contractor fails to maintain any certificate or license required for performance of the Services.

11. Remedies and Parties' Obligations upon Termination:

11.2.1 Contractor shall vacate the Site as quickly as is reasonably possible, but in no event more than 45 days following notice of termination or, where notice is not required, upon actual termination; remove any property of Contractor, including any and all temporary structures that it owns; perform any cleanup, alterations or other work required to leave the [Site] City-owned property in clean and usable condition; and deliver any and all keys to City.

11.2.2 Pertaining only to the City-owned property: On the 46th day following notice of termination, or actual termination where no notice is required, City may re-enter, take possession of the operating areas, and remove any persons' property by legal action or by self-help with the use of reasonable force and without liability for damages. City may deny access to all residents, except for the limited purposes of removing their personal property. Access may be limited to regular business hours. Any personal property of Contractor and/or residents remaining [on Site] forty five (45) days after termination of this Agreement for any reason shall be deemed abandoned by Contractor, title to such property shall vest in City, and City may make any disposition of such personal property as it deems appropriate. City may charge Contractor for the reasonable costs incurred in disposing of such personal property.

11.5 Upon termination of the Agreement the Site shall cease to be a campground per ORS 446.265.

12. Indemnity and Insurance Obligations:

12.3.3 Property Insurance. City shall continue to provide "All Risk" property insurance coverage for all buildings and personal property owned by City and located at the [Site] City-owned property. However, City reserves the right to pursue the recovery of expenses from Contractor for any damage to the building or personal property resulting from Contractor's negligence on City-owned property. City does not assume responsibility for any damage to property owned by Contractor.

13. Security Requirement: Prior to commencement of work on the [Site] City-owned property, Contractor shall provide a Letter of Credit, approved by City, in the amount of \$20,000, to insure the adequate clean-up of the [Site] City-owned property following Termination.

Except as expressly amended above, all other terms and conditions of the Agreement remain in full force and effect.

1. The parties expressly affirm and ratify the Agreement as herein amended.

City of Medford

Gary Wheeler, Mayor

Date: _____

Rogue Retreat

Thomas Fischer, Rogue Retreat Board Chairman

Date: _____



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.2

www.ci.medford.or.us

DEPARTMENT: Public Works
PHONE: (541) 774-2600
STAFF CONTACT: Cory Crebbin - PW Director

AGENDA SECTION: Consent Calendar
MEETING DATE: August 3, 2017

COUNCIL BILL 2017-89

An ordinance awarding a contract in an amount of \$208,252 to Johnny Cat, Inc. for the purchase of concrete through June 30, 2019.

SUMMARY AND BACKGROUND

City of Medford maintenance crews require concrete delivered to some job sites in order to maintain curb, gutter and storm drainage infrastructure. This ordinance provides for the purchase of concrete materials for the biennium.

PREVIOUS COUNCIL ACTIONS

On June 18, 2015, Council Bill 2015-62 was approved for the purchase of concrete materials delivery with a duration of two years.

ANALYSIS

Maintaining the current curb, gutter and drainage structures often requires the delivery of concrete to the job site. A single procurement contract for concrete results in more competitive pricing, ensures materials are delivered timely, and eliminates the administrative burden of many small purchases.

This was a formal, line item invitation to bid distributed through BidSync. Responses were received from Johnny Cat, Knife River Materials, and Southern Oregon Ready Mix. With a line item bid, respondents are not obligated to bid on each line item, only that which they produce; as a result, multiple contracts can result due to low bids from various suppliers.

The results of the bid include this contract to Johnny Cat as well as a separate contract for Southern Oregon Ready Mix that will be processed through the City Manager's signing authority. The attached bid tab shows, in bold, which line items are being contracted with each company as well as their respective totals. Knife River did not receive any line items and therefore does not have a total.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Expenditure of \$208,252.00 which is included in the 2018/2019 biennium budget for the Street Utility Fund (Fund 500).

TIMING ISSUES

The approved contract must be in place to ensure the supply of needed concrete for curb, gutter, sidewalk and drainage maintenance.

COUNCIL OPTIONS

Approve, modify or deny the ordinance

STAFF RECOMMENDATION

Approve the ordinance awarding Johnny Cat Inc. a contract to supply concrete materials for the 2018-2019 biennium in the amount of \$208,252.00.

SUGGESTED MOTION

I move to approve the ordinance awarding the two year concrete supply contract to Johnny Cat, Inc.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY
www.ci.medford.or.us

Item No: 40.2

EXHIBITS

Ordinance

Bid Tab

Contract on file in the City Recorder's office.

ORDINANCE NO. 2017-89

AN ORDINANCE awarding a contract in an amount of \$208,252 to Johnny Cat, Inc. for the purchase of concrete through June 30, 2019.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That a contract in an amount of \$208,252 for the purchase of concrete through June 30, 2019, which is on file in the City Recorder's office, is hereby awarded to Johnny Cat, Inc.

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

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2017.

Mayor

BID TABS CONCRETE
 BID NUMBER: 17-005 PW

DATE OF OPENING: 04/26/2017 2:00 PM

- | ITEM | DESCRIPTION |
|------|--|
| 1 | Approx 1,000 cu yds, Concrete 5.3 Sack, ¾" |
| 2 | Approx 100 cu yds, Concrete, 6.5 Sack ¾" 4000 PSI/28 Day |
| 3 | Approx 300 cu yds, Concrete, 7 Sack, ¾" w/Water Reducers, Fiber-Mesh, and Plasticizer 2500 PSI in 24 hrs |
| 4 | Approx 300 cu yds, Concrete, 8.5 Sack, ¾" w/Water Reducers, Fiber-Mesh and Plasticizer. 4000 PSI in 72 hrs |
| 5 | Approx 1800 cu yds, Sand-Slurry, 100 lb Concrete Mix |
| 6 | Approx 100 cu yds CLSM, Controlled Density Fill |
| 7 | Additional Cost, if any cost per CY for Hot Water (estimated @ \$250/cu yd) |

Item	Johnny Cat		Knife River		SO Ready Mix	
	Unit Price	Total	Unit Price	Total	Unit Price	Total
1.	94.41/cu yd	94,410	112.00/cu yd	112,000	106.12/cu yd	114,620
2.	106.71/cy yd	10,671	121.00/cu yd	12,100	115.30/cu yd	11,530
3.	No bid		165.00/cu yd	49,500	142.00/cu yd	42,600
4.	No bid		165.00/cu yd	49,500	158.14/cu yd	47,442
5.	53.49/cu yd	96,282	68.00/cu yd	122,400	No bid	
6.	58.89/cu yd	5,889	85.00/cu yd	8,500	No bid	
7.	4.00/cu yd	1000	4.00/cu yd		4.00/ cu yd	
TOTAL		208,252				90,042



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 40.3

www.ci.medford.or.us

DEPARTMENT: Human Resources
PHONE: 541-774-2010
STAFF CONTACT: Mike Snyder, Director

AGENDA SECTION: Consent Calendar
MEETING DATE: August 3, 2017

COUNCIL BILL 2017-90

An ordinance authorizing the adoption of a Rules and Regulations Handbook for Executive Staff.

SUMMARY AND BACKGROUND

The proposed Rules and Regulations Handbook for Executive Staff for 2017-2019 provides consistency with Council direction regarding the wages, hours, fringe benefits and other working conditions. Currently, executive staff are included within the Rules and Regulations for Management Staff. It was determined, based upon this employee group's at-will status, a separate handbook should be developed.

Executive staff positions include: Building Director; City Attorney; Deputy City Manager; Finance Director; Fire Chief; Human Resources Director; Planning Director; Police Chief; Parks, Recreation and Facilities Director; Public Works Director; and Technology Services Director.

PREVIOUS COUNCIL ACTIONS

On June 14, 2016 – Council Bill 2016-79 was approved authorizing the update of the Rules and Regulations for Management Staff 2016-2017, which included the executive staff positions at the time.

ANALYSIS

The proposed agreement provides for:

1. Salary increases: 1.25% effective July 1, 2017 and 1.5% effective July 1, 2018.
2. Health insurance: the cap for the City contribution to insurance premium would be set at \$1,575 per month effective August 1, 2017, and \$1,625 per month effective July 1, 2018. The current cap for health insurance is \$1,550 per month.
3. HRA VEBA: there will be a reduction of the City contribution to HRA VEBA accounts from 3.5% of gross wages to \$150 per pay period.
4. Deferred compensation: the City will match a 1% contribution of base wages by employees to the deferred compensation plan.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The total compensation cost of the proposed action has been estimated by the Finance Department to be approximately \$32,700 for the first year, and \$34,400 for the second year of the agreement. Funds for the increases are available in the proposed 2017-2019 biennial budget.

TIMING ISSUES

If the Council chooses not to approve this proposed agreement, the current Rules and Regulations for Management Staff will continue to be in effect for the executive group.

COUNCIL OPTIONS

Approve or deny the ordinance.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 40.3

www.ci.medford.or.us

STAFF RECOMMENDATION

Staff recommends approval of the ordinance, authorizing adoption of Rules and Regulations Handbook for Executive Staff.

SUGGESTED MOTION

I move to approve the ordinance authorizing adoption of Rules and Regulations Handbook for Executive Staff.

EXHIBITS

Ordinance

Agreement on file in City Recorder's office.

ORDINANCE NO. 2017-90

AN ORDINANCE authorizing the adoption of a Rules and Regulations Handbook for Executive Staff.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

Section 1. That the adoption of a Rules and Regulations Handbook for Executive Staff, on file in the office of the City Recorder, is hereby authorized.

Section 2. The Rules and Regulations Handbook for Executive Staff supersedes the existing Rules and Regulations for Executive, Supervisory, and Confidential-Professional employees insofar as they apply to Executive Staff.

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

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2017.

Mayor



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.1

www.ci.medford.or.us

DEPARTMENT: Public Works

PHONE: (541) 774-2100

STAFF CONTACT: Cory Crebbin, Public Works Director

AGENDA SECTION: Ordinances and Resolutions

MEETING DATE: August 3, 2017

COUNCIL BILL 2017-91

An ordinance authorizing execution of Intergovernmental Agreement No. 31801 with the Oregon Department of Transportation (ODOT) to design and construct safety upgrades on East Jackson Street, East McAndrews Road, and at the intersection of South Riverside Avenue and Stewart Avenue.

SUMMARY AND BACKGROUND

An ordinance authorizing the City of Medford to execute Intergovernmental Agreement No 31801 with ODOT to design and construct safety upgrades on E. Jackson Street, between N Central Avenue and Crater Lake Avenue, on E. McAndrews Road, between Court Street and Crater Lake Avenue, and at the intersection of S. Riverside Avenue and Stewart Avenue. Under the agreement, Highway Safety Improvement Program (HSIP) and All Road Transportation Safety (ARTS) federal funds are to be exchanged for state funds. The total project cost was estimated at \$1,253,000 for federal funding. The state will reimburse the City of Medford 100% of the project cost up to \$1,123,944.85. The exchange of federal funds to state funds removes federal requirements and staff believes the projects can be delivered without additional funding from the City of Medford.

PREVIOUS COUNCIL ACTIONS

On May 5, 2016, Council Bill 2016-54 was passed authorizing execution of Intergovernmental Agreement No. 30817 with the Oregon Department of Transportation for the HSIP project funding.

ANALYSIS

The HSIP and ARTS programs both use federal money to fund safety projects on local streets. ODOT selected HSIP projects a year ago and awarded Medford funds to upgrade signal equipment on Jackson Street, between Central Avenue and Crater Lake Avenue, and on McAndrews Road, between Court Street and Crater Lake Avenue. The ARTS projects selected this year include funds to convert Jackson Street from a 4-lane roadway to a 3-lane roadway, between Central Avenue and Biddle Rd, improve the sight distance at Court St and McAndrews Rd by hardscaping a planted area, and install an actuated advanced flashing beacon on Stewart at Riverside as advance warning for the signalized intersection. Two of these three ARTS projects overlap geographically with the HSIP projects that are already funded. Exchanging the federal funding for state funding and combining the projects allows for delivery methods and geographical synergies that will simplify the project management and reduce the overall cost of the projects.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The total project cost is currently estimated at \$1,123,944.85 to be paid entirely with state funds. These funds were estimated and are contained in the 2017-19 Biennial Budget under Project Number TSM0000 Traffic Signal Modifications page 8-57.

TIMING ISSUES

This project cannot start or proceed until the agreement is approved.

COUNCIL OPTIONS

Approve, modify or deny the ordinance.

STAFF RECOMMENDATION

Approve the ordinance.



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: 60.1

www.ci.medford.or.us

SUGGESTED MOTION

I move to approve the ordinance authorizing Intergovernmental Agreement 31801 with Oregon Department of Transportation.

EXHIBITS

Ordinance

Exhibits A and B of Agreement No. 31801

Intergovernmental Agreement 31801 is on file in City Records Office.

ORDINANCE NO. 2017-91

AN ORDINANCE authorizing execution of Intergovernmental Agreement No. 31801 with the Oregon Department of Transportation to design and construct safety upgrades on East Jackson Street, East McAndrews Road, and at the intersection of South Riverside Avenue and Stewart Avenue.

THE CITY OF MEDFORD ORDAINS AS FOLLOWS:

That execution of Intergovernmental Agreement No. 31801 with the Oregon Department of Transportation to design and construct safety upgrades on East Jackson Street, East McAndrews Road, and at the intersection of South Riverside Avenue and Stewart Avenue, which is on file in the City Recorder's office, is hereby authorized.

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

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2017.

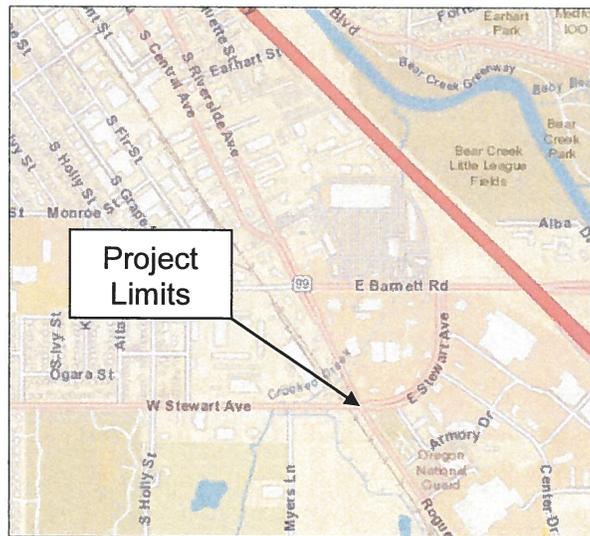
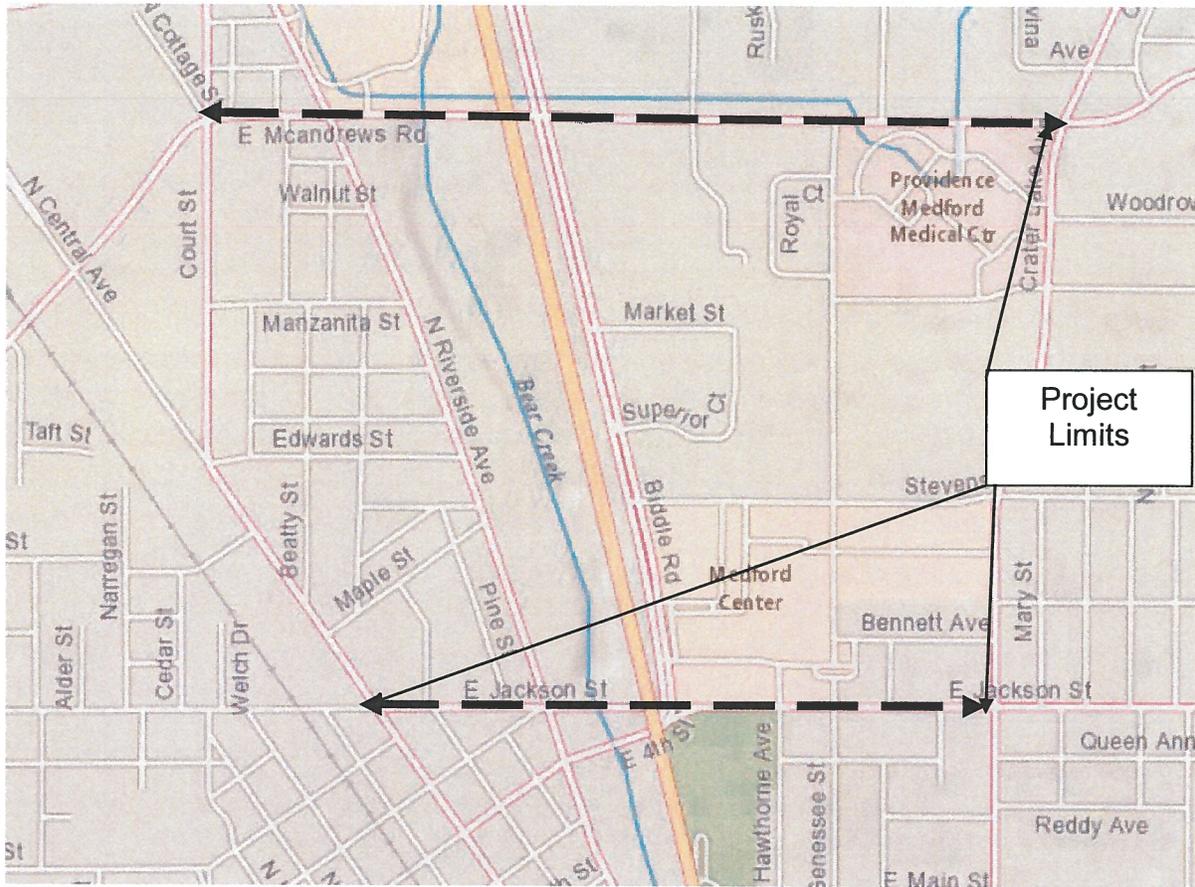
Mayor

EXHIBIT A

Hwy/Intersection	ARTS Improvements
COURT ST @ MCANDREWS RD	I2 - Improve Signal Hardware: Lenses, Reflectorized Back plates, Size, and Number H39 - Flatten Horizontal Curve (Increase Radius) I10 - Increase Triangle Sight Distance
CENTRAL AVE @ JACKSON ST	I2 - Improve Signal Hardware: Lenses, Reflectorized Back plates, Size, and Number I4 - Replace Urban Permissive or Protected/Permissive Left Turns to Protected Only H48 - Convert 4-Lane Roadway to 3-Lane Roadway with Center Turn Lane (Road Diet) on Jackson St from Central Ave to Riverside Ave
RIVERSIDE AVE @ STEWART AVE	I2 - Improve Signal Hardware: Lenses, Reflectorized Back plates, Size, and Number I9 - Install Actuated/Coordinated Flashing Beacons as Advance Warning for Signalized Intersections
JACKSON ST @ RIVERSIDE AVE	I4 - Replace Urban Permissive or Protected/Permissive Left Turns to Protected Only I2 - Improve Signal Hardware: Lenses, Reflectorized Back plates, Size, and Number H48 - Convert 4-Lane Roadway to 3-Lane Roadway with Center Turn Lane (Road Diet) on Jackson St from Riverside Ave to Biddle Road

Corridor	HSIP Improvements
Medford Signalized Intersection Improvements	
JACKSON ST: CENTRAL AVE TO CRATER LAKE AVE	Signalized (All) - as listed in the ODOT Federal Highway Safety Improvement Program (HSIP) Transition Process report dated October 2013.
MCANDREWS RD: COURT ST TO CRATER LAKE AVE	Signalized (All) - as listed in the ODOT Federal Highway Safety Improvement Program (HSIP) Transition Process report dated October 2013.

EXHIBIT B – Project Location Maps





CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.2

www.ci.medford.or.us

DEPARTMENT: City Manager's Office

PHONE: (541) 774-2009

STAFF CONTACT: Kelly Madding, Deputy City Manager

AGENDA SECTION: Ordinances and Resolutions

MEETING DATE: August 3, 2017

COUNCIL BILL 2017-92

A resolution authorizing the City Manager to proceed with the sale of surplus City-owned property consisting of a manufactured dwelling located at Fire Station #4.

SUMMARY AND BACKGROUND

Staff is seeking action by the City Council to dispose of a City-owned manufactured dwelling.

A three-bedroom manufactured home was purchased by the Fire Department in October 2015 for \$66,950. The manufactured dwelling was used as the Department's reserve fire station during the construction phase of the new station #4. Crews were in the manufactured dwelling about 180 days and it housed three personnel each day during that period. The Fire Department has no need for the manufactured dwelling nor does any other department within the City. As such, staff is requesting that the City Council determine the best course of action to take with the manufactured dwelling.

PREVIOUS COUNCIL ACTIONS

On April 20, 2017 the Medford City Council adopted Ordinance Number 2017-43. This Ordinance added Section 2.197 to the Medford Municipal Code setting standards and procedures for the disposal of real property by the City.

ANALYSIS

Manufactured dwellings are considered personal (not real) property, since they are typically not permanently affixed to the ground. While Section 2.197 of the Medford Municipal Code does not specifically pertain to this type of surplus property, as it is more relevant to lots or parcels either developed or undeveloped, it sets a structure for disposal of city-owned property that staff recommends using in this situation. If the Council directs the sale of the manufactured dwelling, staff will likely use GovDeals.com. GovDeals.com is a website the City has used before to sell surplus property. This website allows governmental agencies to sell property to other governmental agencies, without expending numerous staff hours administering a Request for Proposal.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The manufactured dwelling was purchased for \$66,950 in 2015 with General Fund monies. Whatever is earned from the sale, will be credited to the General Fund.

TIMING ISSUES

None.

COUNCIL OPTIONS

Approve, modify or deny the motion.

STAFF RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to sell the manufactured dwelling currently located at Fire Station #4.

SUGGESTED MOTION

I move to approve authorizing the City Manager to sell the manufactured dwelling currently located at Fire Station #4.

EXHIBITS

Resolution

Photo

RESOLUTION NO. 2017-92

A RESOLUTION authorizing the City Manager to proceed with the sale of surplus City-owned property consisting of a manufactured dwelling located at Fire Station #4.

WHEREAS, the City Council determines that the manufactured dwelling located at Fire Station #4 is surplus to the needs of the City of Medford; now, therefore,

BE IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that the City Manager is hereby directed to proceed with the sale of the City-owned manufactured dwelling located at Fire Station #4.

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

ATTEST: _____
City Recorder

Mayor

Manufactured Dwelling Currently Located at Fire Station #4





CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.3

www.ci.medford.or.us

DEPARTMENT: City Manager's Office

PHONE: (541) 774-2009

STAFF CONTACT: Kelly Madding, Deputy City Manager

AGENDA SECTION: Ordinances and Resolutions

MEETING DATE: August 3, 2017

COUNCIL BILL 2017-93

A resolution authorizing the City Manager to issue a Request for Proposals for use of the Carnegie Building located at 413 W. Main Street.

SUMMARY AND BACKGROUND

Staff is seeking direction and possible approval from the Council on a proposal to lease the Carnegie historic library (hereinafter referred to as the Carnegie), located at 413 W. Main Street.

Built in 1911 and listed on the National Register of Historic Places, the Carnegie served as Medford's only public library for more than 80 years. The building reverted to the control of the City in 2005. According to the "Facility Study: The Carnegie Building" produced in 2004, the Carnegie has a gross floor area of 15,262 square feet and a footprint of 7,608 square feet.

Currently the majority of the Carnegie sits vacant. Various City departments use the space sporadically. City/County Insurance Services (CCIS) leases rooms 122, 123, and 124 which total 756 square feet of office space. They lease the rooms on a month-to-month basis.

PREVIOUS COUNCIL ACTIONS

Through a variety of Council actions, in 2008 to 2010 the City expended over \$1.5 million to renovate the Carnegie.

ANALYSIS

There are several reasons that staff is bringing forward the concept of leasing the Carnegie.

- It is a City asset that is being grossly underutilized. There is only one tenant, CCIS, utilizing 756 square feet of the 15,262 square foot building or approximately five percent of the building. Staff has spoken to CCIS representatives about the City letting a Request for Proposal (RFP) to possibly lease the Carnegie. The representative explained that CCIS staff using the space travel extensively and are out of the office for the better part of their work week. He stated he would be willing to move if the City wanted to lease out the entire building to one tenant or if the tenant the City chose was incompatible with their operation. Various City departments use the Carnegie for meetings and to house staff working on temporary projects. Should the Council direct staff to proceed with a lease RFP, those departments will have to make other space arrangements;
- The lease of the property may provide enough rental income to offset some or all of the cost of maintaining the building; and
- Leasing the building will ideally bring more people downtown to further invigorate the city's downtown core.

Should the Council direct staff to lease the Carnegie, staff will prepare an RFP. The City Council may want to guide the RFP process. Answering the questions below will assist staff as they craft the RFP:

- Should City Councilors participate in the RFP selection process, and if so which Councilors?
- Does the City Council wish to give preference to a certain type of use to be specified in the RFP? If so how many points should that type of use get? For example, priority could be given to a non-profit entity, or an entity that serves a certain population, etc.
- Does the City Council wish to provide graduated points depending on the lease payment?



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 60.3

www.ci.medford.or.us

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Currently the City receives \$653.50 per month in lease payments from CCIS. Staff recommends leasing the Carnegie such that City regular routine maintenance can be paid for as well as longer term capital improvements.

TIMING ISSUES

There is no immediate timing issue.

COUNCIL OPTIONS

Approve the resolution authorizing the City Manager to issue an RFP for the possible lease of the Carnegie building.

Not approve the resolution and to retain the current use of the Carnegie Building.

STAFF RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to issue an RFP for the possible lease the Carnegie building located at 413 W. Main Street. Such lease would be brought back to Council for approval.

SUGGESTED MOTION

I move to approve authorizing the City Manager to issue a Request for Proposals to lease the Carnegie building located at 413 W. Main Street and such lease would be reviewed and approved by Council.

EXHIBITS

Resolution

RESOLUTION NO. 2017-93

A RESOLUTION authorizing the City Manager to issue a Request for Proposals for use of the Carnegie Building located at 413 W. Main Street.

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

The City Manager is authorized to issue a Request for Proposals for use of the Carnegie Building at 413 W. Main Street.

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

ATTEST: _____
City Recorder

Mayor

APPROVED _____, 2017.

Mayor



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.1

www.ci.medford.or.us

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

AGENDA SECTION: City Manager Reports
MEETING DATE: August 3, 2017

SUMMARY AND BACKGROUND

The purpose of this agenda item is for the Council to decide whether to declare the old Fire Station #2 surplus and hold a future public hearing on the sale of the property or to direct the City Manager to sell or lease the property.

During the month of February, 2017 the Fire Department moved out of Fire Station #2 (referred to as "old station #2) located at 1241 8th Street and into the new Fire Station #2 located at 1107 Stewart Avenue. Since that time the old fire station has sat idle except for the occasional use by the Police Department to train police dogs.

PREVIOUS COUNCIL ACTIONS

On April 20, 2017 the Medford City Council adopted Ordinance No. 2017-43. This Ordinance added Section 2.197 to the Medford Municipal Code setting standards and procedures for the disposal of real property by the City.

On May 6, 2010 the Medford City Council adopted Ordinance No. 2010-87 adding Section 2.504 Authority of City Manager to Purchase or Lease Real Property by Agreement.

ANALYSIS

The property is 0.33 acres and is zoned Multi-Family Residential (MFR), 20 units per gross acre with a General Land Use Plan of Urban High Density Residential (UH). The density range for MFR-20 is 15-20 dwelling units per gross acre. This would allow for between five and nine units if the parcel was vacant. There are a variety of other residential uses that are permitted in this zone. They are described in the attached Land Development Code (LDC) Section 10.314.

The City has been approached by agencies who may be interested in using the old fire station for community purposes. The City Council has the ability, through the surplus property Ordinance to determine how staff will proceed with either leasing, selling, or doing nothing with the old station #2.

The City Council has the option of declaring the property surplus and selling it, leasing it, or not taking action at this time. If the Council wishes to sell the property, staff will come back to the City Council to initiate the following process:

Declaring Surplus Property

Medford Municipal Code Section 2.197(2) classifies real property owned by the City as follows:

2) Classification

Real property owned by the City is classified as stated below. At the time of a proposed sale of real property by the City, the City Manager or the Manager's designee shall determine the classification of the property.

- A. Substandard Undeveloped Property. Lots or parcels without structures that are not of minimum buildable size for the zone in which they are located or that cannot be developed for other reasons;
- B. Standard Undeveloped Property. Lots or parcels without structures that are of minimum or greater buildable size for the zone in which they are located and that can be developed;
- C. Developed Property. Lots or parcels of any size with structures;



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.1

www.ci.medford.or.us

D. Special-Case Property. Any real property that, notwithstanding subsections (A), (B), and (C) of this section, was acquired by the City subject to an agreement restricting the use, transfer, or disposition of the property.

Selling the Property

This property is considered "Developed Property." At this time there is no future use identified for the building. As such, there are Council options as to the disposal of this property. The applicable options, related to selling City-owned properties, are summarized below:

Option 1 - MMC Section 2.197(4)(A-I)

1. Public hearing and City Council to consider the sale of a property;
2. If Council considers property to be surplus, they can decide whether to offer the property for sale and establish minimum acceptable terms;
3. If a sale is authorized by the Council an appraisal would be required, and the Council may direct the property to be listed with an agent or property may be sold by bid; and
4. City Manager is authorized to approve the sale if the minimum acceptable terms by the Council are met.

Option 2 - MMC Section 2.197(K)

1. Public hearing and City Council to consider the sale of a property;
2. If Council considers property to be surplus, they can decide to sell property to a certain non-profit organization for a nominal consideration;
3. Council may use a Request for Proposal process to solicit proposals for sale of surplus property to non-profit entities; and
4. Properties sold to such organizations must be used for the purposes of the organization. Title to the property shall revert back to the City if the property is used in violation of the restriction. Non-profit organizations which may acquire property from the City in this manner include organizations that principally provide educational, recreational, medical, or social services to the public.

The Real Market Value of the land is \$62,970 and the improvement value is \$62,510 for a total of \$125,480.

Leasing the Property

The City Council may choose to lease the property. Medford Municipal Code Section 2.504(4) illustrates the process and parameters for leasing city-owned property.

2.504 Authority of City Manager to Purchase or Lease Real Property by Agreement

(1) The City Manager (Manager) is hereby authorized to purchase real property with a negotiated value up to \$50,000, whether by mutual agreement, or in circumstances where the Council has authorized eminent domain.

(2) Prior to purchasing any real property with a negotiated value over \$10,000, the Manager shall obtain a preliminary title report and an opinion letter from a licensed realtor; or an appraisal performed by a certified real estate appraiser.

(3) The Manager may delegate his authority to obligate the City to one or more subordinates designated in writing. Authority so delegated may not exceed \$10,000 on a single obligation.



CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 80.1

www.ci.medford.or.us

(4) Notwithstanding Section 2.185(7), the Manager is authorized to lease as lessor or lessee real property not to exceed 10 years in duration, including renewals. The Manager's authority in this section is limited to the above process for the above dollar limits as for purchasing real property. The total City expense or income over the life of the lease including potential renewals shall be used when determining the dollar limits for a lease.

Section 2.504(4) allows the City Manager to serve as a Lessor and lease City-owned property if the lease agreement does not exceed 10 years in duration, including renewals and the dollar amount is less than \$50,000 over that time. If the lease is beyond these criteria, the lease would go to the City Council for review and action.

If the Council chooses to direct the City Manager to lease the property, the City Manager will prepare a Request for Proposal (RFP). The City Council may want to provide direction to staff such as:

- Should City Councilors participate in the RFP selection process;
- Does the City Council wish to give preference to a certain type of use to be specified in the RFP. For example, priority to a non-profit entity, or an entity that serves a certain population, etc.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

According to Jackson County assessment records the subject property's real market value is \$125,480. An appraisal of the subject property has not been conducted. At this time Staff does not have an estimate of a monthly leased value.

TIMING ISSUES

The structure has been mostly vacant for the past six months and if the Council chooses to sell or lease the building it would be beneficial to have this accomplished before the winter.

COUNCIL OPTIONS

Approve a Resolution to declare this item as Surplus Property and direct staff to sell.

Approve a Resolution to declare this item as Surplus Property and direct staff to advertise an RFP for lease.

Deny any Resolution and provide direction to staff on the disposition of this property.

STAFF RECOMMENDATION

Staff does not have a recommendation related to either selling or leasing the property. However, the City Council may want to consider that real property typically increases in both monetary value and usefulness to the City and the public, and that public entities often regret disposing of real property.

SUGGESTED MOTION

1. I move to authorize the City Manager to lease the property located at 1241 8th Street, also known as old Station #2. Motion may include priorities to be included in the RFP.
2. I move to initiate the surplus property process for the property located at 1241 8th Street, also known as old Station #2.

EXHIBITS

Medford Municipal Code Section 2.197

Medford Municipal Code Section 2.504

Tax Lot and Aerial Map

2.197 Real Property

(1) This code section provides procedures and standards for the disposal of real property by the City.

(2) Classification

Real property owned by the City is classified as stated below. At the time of a proposed sale of real property by the City, the City Manager or the Manager's designee shall determine the classification of the property.

A. Substandard Undeveloped Property. Lots or parcels without structures that are not of minimum buildable size for the zone in which they are located or that cannot be developed for other reasons;

B. Standard Undeveloped Property. Lots or parcels without structures that are of minimum or greater buildable size for the zone in which they are located and that can be developed.

C. Developed Property. Lots or parcels of any size with structures;

D. Special-Case Property. Any real property that, notwithstanding subsections (A), (B), and (C) of this section, was acquired by the City subject to an agreement restricting the use, transfer, or disposition of the property.

(3) Disposal of Substandard Undeveloped Property.

The City Manager or the Manager's designee is authorized to sell substandard undeveloped property by direct negotiation with an adjoining property owner. The City Manager or Manager's designee may, but is not required to, use a real estate broker to assist the transaction.

(4) Disposal of Standard Undeveloped Property and Developed Property.

A. Any proposed sale of standard undeveloped property or developed property shall be set for a hearing before the Council. The Council may consider the sale of multiple properties at the hearing.

B. The City Recorder shall cause notice of the hearing to be published once in a newspaper of general circulation in the City at least five days prior to the hearing describing the property proposed for sale. Notice shall also be mailed to property owners within 200 feet of the subject property.

C. Public testimony shall be solicited at the hearing to determine if a sale of the property or any portion of it is in the public interest.

D. After the hearing, the Council shall decide whether to offer the property for sale and shall establish minimum acceptable terms. The Council may consider appraisal(s) or other evidence of market value in establishing the minimum acceptable terms. The Council may decide to offer the property for sale only if it determines that the property is surplus to the City's needs.

E. The City shall obtain an appraisal or other evidence of market value before concluding any sale to a private entity. No appraisal is required for property which has a fair market value of less than \$100,000, but other evidence of market value of such properties must be provided prior to sale to a private entity.

F. If a sale is authorized by the Council, it may direct that the property be listed with the City's real estate agent of record or direct that it be sold by bids. If sale is to be by a bidding process, a notice soliciting sealed bids shall be published at least once in a newspaper of general circulation in the City at least two weeks prior to the bid deadline date. The notice shall describe the property to be sold, the minimum acceptable terms of sale, the person designated to receive bids, the last date bids will be received, and the date, time, and place that bids will be opened.

G. The City Manager or Manager's designee is authorized to approve the sale of the property if the minimum acceptable terms set by Council are met.

H. If one or more bids are received at or above the minimum acceptable terms, the highest bid shall be accepted and the City Manager or Manager's designee shall complete the sale.

- I. If no acceptable bids are received, the Council may:
 1. Accept the highest bid among those received;
 2. Direct staff to hold another sale, with the same or amended minimum terms;
 3. Direct the property to be listed with the City's real estate agent of record, or if the City does not have a real estate agent of record, with a local real estate broker on a multiple listing basis;
 4. Decide to keep the property.
- J. Notwithstanding the provisions of this section, the Council may adopt, after public notice and hearing, a resolution establishing a procedure for the sale of individual parcels of a class of City-owned real properties, or any interest in the properties, under a single program established within the City for the sale of that class of properties. The City may thereafter sell any parcel under that adopted procedure in lieu of the procedure established in this section, as allowed by state statute.
- K. Notwithstanding the provisions of this section, the Council may authorize, after public notice and hearing, sale or lease of property not needed for a public purpose to certain non-profit organizations for nominal consideration. The Council may use a Request for Proposal process to solicit proposals for sale or lease of surplus property to non-profit entities. Properties sold or leased to such organizations must be used for the purposes of the organization and not for commercial business, trade, or manufacturing. If the properties are used in violation of this restriction, title to the property shall revert back to the City or the lease shall be terminated. Non-profit organizations which may acquire or lease property from the City in this manner include organizations that principally provide educational, recreational, medical, or social services to the public.

(5) Broker Selection.

The City may retain a real estate broker of record or retain real estate brokers on a case-by-case basis.

(6) Transfer of an Interest Other Than Fee Title.

The transfer of an interest in real property by the City is not a sale of surplus real property if the City retains title to the property. The City may transfer an easement or other interest in real property less than fee title.

(7) Transfer to Governmental or Non-Profit Entity.

The City Council may authorize transfer of real property of any type to another governmental entity or to a nonprofit entity, with or without consideration, for so long as the property is used for public purposes by the entity to which it is transferred. The agreement shall provide for return of the property to the City if the property is no longer used by the transferee for public purposes.

(8) Special-Case Property.

The City shall comply with all agreements and restrictions applicable to special-case property. The City may transfer special-case property following any of the applicable procedures provided by this chapter, subject to the restrictions imposed by deed or agreement. If the deed or agreement provides a procedure for transfer by the City, the City may transfer the property as provided by the deed or agreement.

(9) Exchange of Real Property.

- A. The City Council may authorize the trade or exchange of real property with other governmental entities or with private parties.
- B. The City shall exchange real property with private entities only if the City receives at least equivalent value for the property it transfers. Payments may be made to compensate for any imbalance in the value of the property exchanged.
- C. For exchanges with private entities, the City shall require or obtain an appraisal or other evidence of market value if the value of the property transferred by the City or received by

the City exceeds \$100,000.

D. In determining the relative value of the properties exchanged, in addition to the factors normally considered in determining the value of property, the City may consider the following factors:

1. Whether the property is adjacent to or otherwise enhances the value of other property the City owns.
2. The suitability of the property for City use.
3. Whether the transfer of the property being transferred by the City to a private party will result in a benefit to the City or community. Potential benefits may include allowing more cohesive development of an area, providing needed housing or employment opportunities, or increasing the City's tax base.

(10) Procedures for Specific Types of Properties.

The Council may by resolution establish procedures for the sale of specific types or categories of real property that differ from the procedures required by this chapter.

[Added, Sec. 1, Ord. No. 2017-43, April 20, 2017.]

2.504 Authority of City Manager to Purchase or Lease Real Property by Agreement

(1) The City Manager (Manager) is hereby authorized to purchase real property with a negotiated value up to \$50,000, whether by mutual agreement, or in circumstances where the Council has authorized eminent domain.

(2) Prior to purchasing any real property with a negotiated value over \$10,000, the Manager shall obtain a preliminary title report and an opinion letter from a licensed realtor; or an appraisal performed by a certified real estate appraiser.

(3) The Manager may delegate his authority to obligate the City to one or more subordinates designated in writing. Authority so delegated may not exceed \$10,000 on a single obligation.

(4) Notwithstanding Section 2.185(7), the Manager is authorized to lease as lessor or lessee real property not to exceed 10 years in duration, including renewals. The Manager's authority in this section is limited to the above process for the above dollar limits as for purchasing real property. The total City expense or income over the life of the lease including potential renewals shall be used when determining the dollar limits for a lease.

[Added, Ord. No. 2010-87, May 6, 2010.]

Maps of Old Fire Station #2

