



City Council Study Session

Agenda

February 14, 2019

6:00 p.m.

City Hall, Medford Room

411 W. 8th Street, Medford, Oregon

1. Council Training
2. Rental Registration Program



Office of the Mayor & City Council

Agenda

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6:00 p.m.

Medford Room 330

COUNCIL TRAINING

1. Welcome to the City Council – Brian Sjothun, City Manager
 - a. City Manager Office Overview
2. Medford's Form of Government – Lori Cooper, City Attorney
 - a. Medford Charter
 - b. Medford Municipal Code
3. City Council Meetings / MURA – Karen Spoonts
 - a. General Information
 - i. Council Chambers setup – any special needs?
 - ii. Council Materials
 - b. Parliamentary Procedures
4. Meeting Ground Rules & Decorum – Mayor Wheeler, Council Officers
 - i. Recognizing Councilors during a hearing
5. City Departments – Brian Sjothun
 - a. Council Communication with Staff
 - b. Department Head Introductions
6. City Policies – Lori Cooper, City Attorney
 - a. Violence Free Workplace
 - b. Harassment and Non-Discrimination
7. Legal Review – Lori Cooper, City Attorney
 - a. Public Meetings & Records Law
 - b. Ethics and conflicts of interest
8. Budget Calendar – Ryan Martin, Chief Financial Officer/ Asst. City Manager
9. Visioning – Brian Sjothun

411 West 8th Street, Medford, OR 97501

email: mayor@cityofmedford.org, council@cityofmedford.org

Tel. 541.774.2000 • Fax 541.618.1700

www.cityofmedford.org



City of Medford

City Attorney's Office

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MEMORANDUM

TO: Mayor and Council

FROM: Katherine Zerkel, Senior Assistant City Attorney

RE: Rental Registrations Study Session- February 14 @ 6 pm

DATE: February 7, 2019

Providing Council Information

Staff is providing Council Information on the background and future of the Rental Registration Program, which is governed by Medford Municipal Code (MMC) section 8.030 (2).

Presentation Outline

- Introduction and Background
- Current Information and Uses
- Future Utilization

Background

The Residential Rental Registration license was put into the code in October 2006 with the goal of providing the City an opportunity to assess the location, quantity, existing structures and utilization of the housing stock with the City of Medford, as well as to provide information regarding tenant and landlord rights and responsibilities. This code change request came as a unanimous recommendation from the Problem Properties Committee and the Housing and Community Development Commission. Prior to this change, commercial and residential property owners who leased or rented their property were required to obtain a business license. Those who owned four rental units or less were exempt from the business license requirement. According to minutes from a 2006 Council study session, this exemption led to an unknown inventory of rental stock, as many "individual" landlords owned less than 4 homes. Therefore, the Council

411 West 8th Street, Medford, OR 97501

Tel. 541.774.2020 • email: cityattorney@cityofmedford.org • Fax 541.774.2567

www.cityofmedford.org

implemented MMC 8.030(2) and 8.060 to establish the requirement and set license fees.

Since 2006, the license fee has been a basic fee of \$40 plus \$1 per unit for owners of 2 or more units (those with only one rental unit pay no fee).

Due to the passage of time, shifting of department responsibilities, and staff turnover, rental registration information was not being consistently collected and used by the City and the program is not being operated as efficiently as it could be. After an internal review by many city departments, a new and more efficient model will be created this spring.

Future Utilization

The program has two data sets which are contained in linked software systems:

- TRAKiT - The tracking of Rental Registration licenses and their renewal will be moved to TRAKiT, a new software system, when it goes live March 4, 2019. Issuing rental registrations, taking payments, and tracking renewals will be done by Business Licensing, through a designated Rental Registration portion of TRAKiT.

Planning and Code Enforcement will have access to TRAKiT to monitor any data or information they need from the Rental Registration Program.

- Geographic Information System (GIS) - Rental property data will also be contained in the City's GIS database. This database will be accessible to create reports and maps for various City departments. Additionally, GIS has the ability to print a prepopulated renewal form that contains the rental registration information already contained in the database. Therefore, upon annual license renewal, property owners can review the registration for all their properties at once and make revisions to the information, if necessary.

The Planning Department plans to use the enhanced Rental Registration Program in several ways to address Council goals. A primary objective will be to improve community outreach through access to accurate rental housing data. Working closely with rental owners and operators will help Planning develop solutions to provide more affordable rental housing. Housing stock data will also assist the department in updating the Medford Comprehensive Plan and Five-Year Consolidated Plan; strengthen administration of the City's Community

Development Block Grant (CDBG) and Construction Excise Tax (CET) programs; and bolster grant applications for new programs such as the federal Lead-Based Paint Hazard Control Grant program.

The Police Department anticipates using the Rental Registration Program to enhance its ongoing operations moving forward. The Investigations Division will continue to use the information as needed in their investigations. The Patrol Division will be given access to the GIS layer via an application on officers' department-issued cell phones, as well as on the computers in their patrol cars. As additional assistance to Patrol, Emergency Communications of Southern Oregon (ECSO Dispatch) will be granted access to this GIS layer in order to access information quickly. Finally, Code Enforcement will be able to use the information both for code violation cases as well as for enforcing the rental registration requirement.

After the Rental Registration Program is transitioned to TRAKiT, there is an opportunity for the program to be promoted to increase city-wide knowledge of the program and code requirement. A multi-faceted approach to increase awareness and participation by property owners is planned. Options being considered at this time include an insert in utility bills, a social media campaign, and a news announcement on the City's website.

Closing

We have provided you with an overview of the rental registration program and how it is moving forward into 2019 using new software which will enable the program to be more efficient and used by more rental property owners. If there is any additional information desired, please contact my office and we will make every effort to get the items to you in advance of the study session.

Thank you - Katie Zerkel

Exhibits

- Medford Municipal Code Sections 8.005(2), 8.030(2), and 8.060

8.030 Applications.

(1) **Business License:** An application for business license shall be submitted on a form provided by the City Manager, shall be signed by the owner or his duly authorized agent and shall contain the following information:

- (a) Name of person or persons owning business;
- (b) Assumed business name, if any;
- (c) Address of business premises and business mailing address;
- (d) Nature of business, including the primary or predominant business activity;
- (e) Number of employees (full time and part time), if applicable;
- (f) Number of living or space-rental units, if applicable;
- (g) Whether any state and federal licenses and permits are required for the business and satisfactory proof that all such licenses and permits have been issued and are currently in effect; and
- (h) Where the business premises of an applicant are situated outside of the city, the number of employees to be engaged in the transaction of the business within the city. The license issued on the basis of the application shall be valid only to permit the specified number of employees to transact business within the city at any one time; and
- (i) Any other information pertinent to the application required by City Manager; and
- (j) A verification by signature of the person submitting the application that the facts stated thereon are true as he reasonably believes.
- (k) Whether there are any age-based restrictions on customer access to any portion of the premises or sales.

(2) **Residential Rental Registration.** The submission of the residential rental registration shall be on a form provided by the City Manager, shall be signed by the owner or his duly authorized agent and shall contain the following information:

- (a) Property address of the rental dwelling(s);
- (b) Number of bedrooms;
- (c) Year built;
- (d) Type of dwelling;
- (e) Contact information;
- (f) Owner information (including all owner names, percentage of ownership, phone, contact name, i.e., general partner or trustee, and mailing address);
- (g) Type of ownership.

(3) License taxes shall be computed on the basis of information contained in the application and any other reliable information known to the Finance Director. No person shall knowingly sign or submit a business license application containing false information.

(4) The applicant shall notify the city within 30 days of any change of any information contained in the application. The application form shall contain a notice informing the applicant of this requirement. Failure to notify the city shall be treated as a misrepresentation.

(5) The Finance Director or any designee may examine during normal business hours the books, papers and other records of any person to determine the accuracy of such information.

[Amd. Sec. 1, Ord. No. 7346, Apr. 1, 1993; Amd. Sec. 7, Ord. No. 1998-233, Oct. 15, 1998; Amd. Sec. 4, Ord. No. 2006-229, Oct. 19, 2006.]

8.060 License Tax.

(1) Except as provided in Subsection (3), the license tax for any business taxed hereunder shall be as follows:

Basic Fee

\$100.00

(2) The types of businesses listed below shall pay the basic fee, or may, at the option of the owner, be taxed in accordance with the following schedule:

Type	License Fee
Home Occupation Fee	\$60.00
Secondary Licensee Fee	\$60.00
Temporary 60-day License	\$40.00

Residential Rental Registration (in lieu of business license, effective January 1, 2007):

0-1 Units \$0.00

2+ Units Basic Fee \$40.00, Plus \$1.00 for each unit

(3) The tax imposed by this section shall be in addition to any regulatory or other permit fee or other tax imposed by the city.

[Amd. Sec. 2, Ord. No. 5645, Apr. 17, 1986; Amd. Ord. No. 5928, Aug. 6, 1987; Amd. Sec. 4, Ord.

No. 2000-72, April 20, 2000; Amd. Sec. 2, Ord. No. 2003-178, June 19, 2003; Amd. Sec. 2, Ord. No. 2005-174, Aug. 18, 2005. Fee effective Oct. 1, 2005; Amd. Sec. 8, Ord. No. 2006-229, Oct. 19, 2006. Fee effective Nov. 1, 2006, except for the Residential Rental Registration, which shall be effective Jan. 1, 2007; Amd. Sec. 4, Ord. No. 2007-98, June 7, 2007 (effective July 1, 2007.)]