



City Council

Orientation Handbook

This handbook produced by the City Recorder's Office and is subject to change as policies are amended or modified. The City Recorder does not give legal advice and this handbook is not intended to be legal advice.

November 2014

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CITY OF MEDFORD STRATEGIC PLAN 2014-2019

Vision:

We envision Medford as an outstanding community – a vibrant place for people to live, work, and play.

Our Mission:

Continuous Improvement ~ Customer Service

Safe Community

Ensure a safe community by protecting people, property and the environment.

Provide public education regarding law enforcement, gang and drug activities and promote emergency preparedness.

Provide prevention and proactive education regarding public safety.

Provide a safe working environment for City employees.

Healthy Economy

Continue implementation of the Economic Development Strategy.

Maintain and enhance community livability.

Encourage a diverse economy.

Quality Public Services

Provide recreational activities and opportunities to improve the lives of Medford residents.

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

Provide efficient and effective sewer and storm water services.

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

Responsive Leadership

Ensure financial stewardship and long-term municipal financial stability for City services, assets and facilities.

Preserve natural resources within the City of Medford and its Urban Growth Boundary.

In an open and transparent manner effectively deliver municipal services that Medford citizens need, want and are willing to support.

Ensure qualified City workforce through ongoing training and education.

Ensure a diverse City workforce through effective outreach and recruitment practices.



CITY OF MEDFORD

Adopted by the City Council on July 15, 1999

COMMUNITY VISION STATEMENT

We, the citizens, envision Medford as an outstanding livable community — the financial, medical, tourist and business hub of Southern Oregon and Northern California, blending family, lifestyles, diverse educational, artistic and cultural resources and a strong sense of environmental stewardship with robust economic activity to create a vibrant place for people to live, work, learn, invest, grow, play and visit.

MEDFORD'S FORM OF GOVERNMENT

The City of Medford Charter establishes a council-manager form of government, which vests policy authority in a volunteer City Council and administrative authority for day-to-day operations in an appointed, professional City Manager. The Medford City Council consists of eight councilmembers who serve staggered four-year terms. The Mayor is the presiding officer for the council, is not a member of the council and serves a four-year term.

MAYOR

The Mayor serves as the City's presiding official and chairperson of the Council. He or she is elected by the city at large on a nonpartisan ballot for a four-year term of office. The Mayor serves without compensation. The Mayor is the formal representative of the City.

CITY COUNCIL

The City Council, Medford's legislative body, has eight councilmembers. The councilmembers are elected on a nonpartisan ballot for four-year terms. Like the Mayor, City Councilmembers serve without compensation.

The Council sets City goals, enacts legislation, adopts policies and plans, and determines the services the City provides. The Council adopts the City budget, which specifies how much money can be spent for each City service. The Mayor and Council also appoint volunteer committees to advise the City on a wide range of issues.

The Council elects one of its members to serve as Council President and one to serve as Council Vice-President. The President presides over the Council in the Mayor's absence and often represents the Mayor and Council on special occasions.

The Council takes official action at regular council meetings, which are held at 12:00 noon and 7:00 p.m. the first and third Thursdays of each month, in the Council Chambers at City Hall. The Council conducts study sessions at 12:00 noon on the second and fifth Thursdays of each month, in the Medford Room 151 at City Hall. The Council also schedules other meetings as needed. All Council proceedings are open to the public, except for properly called executive sessions.

CITY MANAGER

Under the council-manager form of government, the Council appoints a City Manager who manages the City's staff and departments. The City Manager is responsible for the day-to-day operations of the City of Medford organization. The Manager hires a Deputy City Manager and department heads to assist in providing city services and enforcing City ordinances.

CITY COUNCIL RULES OF PROCEDURE

Municipal Code Chapter 2

2.005 Meeting Time

Unless the council sets a different date and time for a particular meeting, the council shall meet at 12:00 noon and 7:00 p.m. on the first and third Thursdays of each month in the Council Chambers. At the evening session, if business is not finished by 10:00 p.m., the Mayor shall adjourn the meeting, unless a majority of the Councilmembers present vote to continue in session. Unfinished business shall automatically be placed on the next regular Council agenda, unless the Council specifies a different time for consideration of such items. On holidays, the Council shall meet on the Thursday next following the holiday.

2.010 Meeting Procedure

The presiding officer shall conduct all meetings of the Council in accordance with Robert's Rules of Order, Revised. However, the validity of an act of the Council shall not be affected by failure to observe Robert's Rules of Order, Revised.

2.015 Special Sessions Procedure

The rules of procedure for special sessions shall be the same as provided for regular sessions of the Council insofar as the provisions of sections 2.010 to 2.075 are applicable.

2.020 Ordinance and Resolution Procedure

Subject to the provisions of sections 2.010 to 2.075, ordinances and resolutions shall be introduced and passed at regular or special sessions of the Council. Before introduction, all proposed ordinances and resolutions shall be delivered to the City Recorder, who shall endorse on them the council bill number assigned to each. The number shall begin with the year in which the bill was introduced followed by the consecutive number identifying each bill, beginning each year with the number 1 for the first bill of that year (i.e., 1998-1, 1998-2, etc).^{*} Proposed ordinances and resolutions shall from the time of numbering be referred to in the minutes or records of the City Recorder as council bills. The proposed ordinances and resolutions then shall be introduced in open-council meeting, and the following action may be taken:

(1) A motion that the proposed ordinance or resolution be adopted as read. When seconded, the motion may be disposed of in accordance with section 2.010.

(2) A motion that no action be taken with regard to the proposed ordinance or resolution or that consideration of the ordinance or resolution be postponed until a particular subsequent meeting or until a later time during the same meeting. The motion may contain instructions relative to the preparation or modification or referral to committee of the ordinance or resolution. When seconded, the motion may be amended to specify or change the time of future consideration of the ordinance or resolution. The motion shall not be subject to any other incidental, subsidiary or privileged motion or amendment.

(3) A motion that the proposed ordinance or resolution be adopted with changes as made by the motion. The motion shall not be acted upon until the proposed change has been reduced to writing and attached to the original draft of the ordinance or resolution. When seconded, the motion may then be disposed of in accordance with section 2.010.

(4) Every resolution of the Council shall, before being put on its final passage, be read once in open Council meeting. However, in the case of a resolution of intent to rezone property, if there is more than one dissenting vote on first reading, the resolution shall require a second reading on another day before final passage. All resolutions shall be read, either in full or by title, in the manner prescribed for ordinances in section 34 of the charter. *Effective 1/1/98.

[Amd. Sec. 1, Ord. No. 8557, Dec. 18, 1997.]

2.025 Ordinance Recording

The City Recorder shall record all ordinances passed by the council and approved by the mayor in a book to be kept for that purpose.

2.030 Finance Committee

(1) The finance committee shall consist of three members of the Council, one of whom shall be the Vice-President of the Council, who shall be the chairman. Two members shall constitute a quorum of the committee for the transaction of business. The committee shall meet at such times as the committee shall determine.

(2) The Finance Director shall not approve payment of a claim submitted by the Mayor and Councilmembers for expenses incurred in the performance of their functions unless it has been reviewed and approved by the finance committee. A member shall not vote on his own claim.

(3) The Council shall prescribe by resolution the types of expenses that may be allowed by the Finance Committee.

(4) All requests for reimbursement shall be submitted on forms approved by the finance committee and shall be accompanied by receipts if possible.

(5) If the finance committee rejects all or part of a claim, the claimant may appeal the decision to the Council.

(6) The finance committee shall give public notice of its meetings, hold its meetings in public, keep written minutes of its proceedings, and file the minutes with the City Recorder.

2.035 Quorum

The Mayor, or in his absence the President or Vice-President of the Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the City Recorder shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required to enable the Council to proceed. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.

2.040 Agenda

The manager shall prepare an agenda of the business to be presented at a regular council meeting. Agenda items should be submitted at the time determined by the city manager per Administrative Regulation. The agenda shall be prepared in accordance with section 2.050. Councilmembers and the mayor shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda. The manager may set public hearings for noon sessions of the City Council, taking into consideration legal timelines and the number of pending public hearings.

2.045 Consent Calendar

In order to make more efficient use of meeting time, the Manager shall place all ordinances, resolutions and requests for minute approval which are routine in nature and concerning which no debate is expected on a "consent calendar" to be considered at the noon session. Any item placed on the consent calendar shall be removed at the request of the Mayor or a Councilmember prior to the time a vote is taken on the consent calendar items. All remaining items on the consent calendar shall be disposed of by a single motion "to adopt the consent calendar," which shall not be debatable. Adoption of the consent calendar shall be by the affirmative vote of all Councilmembers present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item on the consent calendar shall be voted upon separately in the usual manner.

2.050 Order of Business

The order of business at council meetings shall be as follows:

- (1) Noon session.
 - (a) Roll call.
 - (b) Approval or correction of the minutes of the preceding meeting.
 - (c) Oral requests and communications from the audience.
 - (d) Consent calendar.
 - (e) Items removed from the consent calendar, if any.
 - (f) Ordinances and resolutions.
 - (g) Council business.
 - (h) Manager and staff reports.
 - (i) Propositions and remarks from councilmembers.
 - (j) Adjournment to evening session.
- (2) Evening session.
 - (a) Roll call.
 - (b) Oral requests and communications from the audience.
 - (c) Public hearings.
 - (d) Ordinances and resolutions.
 - (e) Council business.
 - (f) Further reports from the Manager and staff.
 - (g) Propositions and remarks from the Mayor and councilmembers.
 - (h) Adjournment.

2.055 Voting

- (1) Only a member who is present shall be permitted to vote when the "ayes" and "nays" on a question are called for. Presence shall be determined by the following:
 - (a) When a member' name is called in the regular order, in the case of a roll call vote;
or
 - (b) In any other case, when the question is put.
- (2) The President of the Council or a Councilmember acting as President Pro-tem may vote on all questions in all cases in which he might vote if not so acting.
- (3) On a motion to adopt an ordinance, or to adopt a resolution authorizing any disposition of public funds, or in the course of special assessment proceedings, there shall be a roll call vote. On all other motions it is sufficient to put the question in the following form: "All in favor say 'aye', opposed 'nay'." If the presiding officer is then uncertain of the votes cast or if a division is called for, the presiding officer shall call for a roll call vote.
- (4) In order to carry an authorization to expend public funds, at least three members of the Council shall vote affirmatively for the proposition.

2.060 Committee Reports

All committees shall report in writing on the subject or matter referred to them. A committee report shall:

- (a) Contain the names of the persons who have appeared before or been consulted by the committee on the matter contained in the report;
- (b) Contain the recommendations of the committee;
- (c) Contain the recorded vote of the committee members on any recommendation;
and
- (d) Be signed by a majority of the committee.

2.065 Decorum

- (1) Except by permission of the presiding officer, a councilmember shall address any remarks to the Council, and not to the audience. Upon recognition and with permission of the presiding officer, a person in the audience may address the Council relative to any matter being considered by the Council at that time.
- (2) All members shall preserve order and decorum during meetings and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer.
- (3) All members shall:
 - (a) confine themselves to questions or issues then under discussion;
 - (b) not engage in personal attacks;
 - (c) not impugn the motives of any speaker;
 - (d) not chastise, denigrate, or criticize anyone;
 - (e) set an example of good ethical conduct; and
 - (f) at all times, while in session or otherwise, conduct themselves in a a manner appropriate to the dignity of their office.

2.070 Conflict of Interest

Each Councilmember shall be entitled to vote when present at a regular or special meeting of the Council, except that a Councilmember shall not vote when he has a conflict of interest. A conflict of interest exists if the action to be taken can confer on him a significant economic benefit or impose a significant economic loss not shared by the public generally. If there is such a conflict of interest, the Councilmember shall identify it before taking part in any discussion.

2.075 Suspension of Rules

A rule prescribed in sections 2.005 to 2.070 which relates to a particular item of business in a Council meeting may be temporarily suspended by the Council upon an affirmative vote of at least two-thirds of the Councilmembers present.

2.080 Study Sessions

(1) Council public study sessions shall be held on each Thursday when there is not a regular City Council meeting at 12:00 noon in City Hall. Any study session may be canceled at the discretion of the City Manager, unless the session was specifically requested by the Council. If a meeting falls on a holiday, it shall not be held.

(2) A quorum is not required for a study session and members are not under any obligation to attend.

(3) The purpose of a study session shall be for Councilmembers to informally receive background information on City business and to give Councilmembers an opportunity to ask questions and to express their individual views.

(4) Particular cases involving quasi-judicial decisions shall not be discussed at study sessions.

(5) No decision shall be made and no vote shall be taken at any study session, except on a point of order.

(6) The agenda for a study session shall be made up by the City Manager and distributed at least 24 hours in advance. The Council may, at any regular meeting, direct the City Manager to schedule appropriate matters which the Council wants discussed at study sessions. However, appropriate non-agenda items may be discussed if a majority of members present agree.

(7) Minutes of each study session shall be kept by the City Recorder or Deputy Recorder and filed in the Recorder's office. Council approval of such minutes is not required.

(8) The study session agenda shall be posted in City Hall and made available to interested persons including news media which have requested notice at least 24 hours prior to the meeting.

(9) The rules contained in this section may not be suspended.

2.085 Procedure for Filling Certain Vacancies

- (1) Before filling a vacancy in an elective office, the Council shall:
 - (a) Cause a notice of the vacancy to be published once a week for two consecutive weeks in the newspaper published in the city that has the largest local circulation. The notice shall indicate the vacant position and state the deadline for submitting a written application for the position, which shall not be less than fourteen days after first publication.
 - (b) Prescribe a form of application to be used by all applicants and a form of nominating petition to be signed by 25 electors of the applicant's ward. Until the Council directs otherwise by motion or resolution, the existing form of "Candidate Information Sheet" (CMO/101) may be used by applicants.
 - (c) Appoint a committee of five citizens from the applicants' ward to interview all applicants and make recommendations to the Council as to who is most qualified.
 - (d) Offer all eligible persons who submitted an application and a nominating petition signed by 25 electors of his or her ward before the deadline an opportunity to appear before both the citizen's committee and the Council for interviews.
- (2) No one shall be selected to fill a vacancy in elected office unless that person applied in writing, presented a nominating petition signed by 25 electors of his or her ward and appeared in person before both the citizens committee and the Council for interviews. If the Council is not satisfied with the field of applicants, it may repeat the process as many times as it deems necessary. Once an applicant has submitted an application and has been interviewed, it is not necessary to submit a new application or appear for another interview for the same position, unless specifically requested by the Council to do so.
- (3) The procedures prescribed by this section shall not be temporarily suspended.

ROLE OF MAYOR AND COUNCIL AT MEETINGS

MAYOR

The Mayor is the Presiding Officer or Chair of the Council meetings. The duties of the Chair are:

1. Open the meeting on time and call the meeting to order.
2. Request a roll call.
3. Announce in proper sequence the business on the agenda.
4. Recognize members who are entitled to the floor.
5. State and put to a vote all legitimate questions that arise during the meeting. If a motion is out of order, the Chair should rule it out of order.
6. Enforce the rules regarding debate and keep order.
7. Expedite business in a way compatible with the rights of the members.
8. Decide all questions of order.
9. Respond to inquiries of members.
10. Declare the meeting adjourned.

COUNCILMEMBERS (LEGISLATIVE BODY)

1. Effective Councilmembers understand the Council's rules of procedure as well as parliamentary procedure and abide by them.
2. Councilmembers should address all remarks through the Chair.
3. Members should use their parliamentary knowledge in a constructive manner rather than hindering or obstructing the business of the meeting.
4. Members should be knowledgeable and familiar with the issues before them so they can participate effectively.
5. Councilmembers should know how to introduce motions or second another members motion.
6. Debate the issue according to the rules or asking questions of information regarding the issues.
7. A Councilmember may vote but cannot be forced to do so. A member should not vote on questions of direct personal or pecuniary interest not common to other members. A member may change a vote before the result is announced.

ROLE OF COUNCIL OFFICERS

The role of the Council Officers has developed over time. Following are general rules concerning activities of the Council Officers.

- Council Officer Meetings includes the Council President, Council Vice-President and Mayor. Non-officer Council members are encouraged to attend, but attendance at council officers meetings may not include a quorum of the Council.
- Council Officer meeting agendas are built with input from the Council Officers, Mayor and City Manager.
- Notes from Council Officer meetings will be written and distributed to all Council members after each meeting.
- Council Officers will respond to items of request, e.g. letters of support, that do not require full council action. Copies of any responses will be forwarded to all Council members.
- Council Officers may meet with delegations, reporting details of the meeting to the full council.
- Council Officers may sign other correspondence when directed by the full Council.
- Council President manages the process to select individuals for city committees, commissions and boards as detailed in the Medford Code.
- Council President manages the process for the Council to evaluate the work performance of the City Manager.
- Council President recommends Council liaisons to Boards and Commissions.
- Council President informs the Council that individuals are needed to represent the City/Council to outside organizations. Appointments to outside organizations may be adopted by resolution of the full council.
- Council President monitors the orientation of new Council members.
- The Council Vice-President serves as the Chairperson of the Council's Finance Committee.
- Council Officers **DO NOT** establish policy.
- Council Officers **DO NOT** give direction to staff if such direction is correctly the responsibility of the Council as a whole.

COUNCIL EXPENSES

Councilmembers serve without pay, however, expenses incurred in the performance of their official duties will be reimbursed. Council Resolution #6838 establishes the standards and procedures for approving claims submitted by councilmembers for reimbursement of expenses.

Out of Town Conferences and Events: Travel, meals, lodging and other related expenses may be reimbursed for conferences and events that have been budgeted. Non-budgeted conferences and events must be approved in advance by the City Council in order for reimbursement to be allowed.

Meals at Local Meetings and Functions: Councilmembers officially designated as liaison or representative to an organization who attend local meetings and functions may be reimbursed for meals served during the meeting or function. Authorized meetings and functions include the following: meetings of boards, commissions, or other groups if the Councilmember is appointed to represent the City Council at the meeting; and any other event trip approved by the Finance Committee.

Local Travel: A Councilmember may be reimbursed for local travel mileage if the travel was necessary for the performance of the Councilmember's official duties. Authorized travel includes the following: council meetings, meetings of boards, commissions, or other groups if the Councilmember is appointed to represent the City Council at the meeting; trips to City Hall to pick up mail, as required; and any other event or trip approved by the Finance Committee. Mileage will be measured from the member's home or normal place of work.

Office Supplies, Postage and Secretarial Services: Office supplies shall be requisitioned through the City if needed by a Councilmember for the performance of his or her duties. Items to be mailed shall be delivered to the City Manager's Office for posting. City staff will perform any necessary secretarial services. No reimbursements will be allowed for these items.

Other Expenses: Other legitimate expenses incurred in the performance of official duties may be allowed at the discretion of the Finance Committee if the Committee determines it is in the best interest of the City to do so.

Lodging: Councilmembers will be reimbursed for the actual cost of lodging for the Councilmember while on official travel. If additional expense beyond the minimum room cost is incurred to accommodate family or other traveling companions, such additional expense will not be reimbursed.

Meals: Meal reimbursement for authorized events will be at the actual cost, plus gratuity not to exceed 20% and meal tax, if any, if receipts are provided. Without receipts, reimbursement shall be \$40 per diem total per day (\$8.00 for breakfast, \$12.00 for Lunch and \$26.00 for dinner). No reimbursement shall be made for the cost of alcoholic beverages. No additional reimbursement of a meal will be made if a meal is included in the conference registration or meeting agenda.

LEGISLATIVE ACTIONS

The City Council is the legislative body of the city. The Council may adopt laws or policies applicable to all persons within the City, subject to any limitations imposed by the City Charter or conflicting or preemptive provisions in state or federal law. The manner in which the Council acts depends to some degree on the subject matter under consideration. In some instances, state statutes or city code provisions dictate the form the action must take.

ORDINANCES

Ordinances constitute the City's local laws. Formal action, with adoption by a majority of the Council, is required to enact an ordinance. Under most charters, the Mayor may veto an ordinance, and the Council may override the veto by an affirmative vote of two-thirds of the councilors. If the ordinance contains an emergency clause, it becomes immediately effective upon passage by an affirmative vote of two-thirds of the councilors. An ordinance may also include provision of a specific effective date (subject to the limitations noted above) in order to implement its provisions at a time certain.

An ordinance will be utilized to add, amend, or repeal sections of a city's code (the city's compilation of local laws), and may also involve any other subject matter where the intent is to establish a permanent or long-term rule, policy or procedure. In addition, some state statutes, city charter or code provisions may require that the council act by ordinance in specific situations. Some common examples include: (a) authorizing agreements; (b) granting franchises; (c) withdrawing annexed territories from special districts (water, parks, etc.); (d) condemning real property; (e) levying assessments; and (f) amending comprehensive land use plans.

Unless an ordinance directs a specific action or contains its own expiration date, it remains in effect until amended or repealed by another ordinance. Some ordinances will contain findings that in essence provide a legislative history for the action being taken, while others, such as land use ordinances, are required to contain findings that show conformance with statewide planning goals.

RESOLUTIONS

Resolutions generally deal with matters of a special or temporary nature and reflect an expression of Council opinion or policy. As with motions, resolutions are adopted by majority vote. They are, however, separate written documents that can be readily accessed to confirm the nature of the action taken. Resolutions often contain findings or recitals that provide information about the action being taken. Resolutions may: (a) call public hearings; (b) adopt specific policies or plans (other than land use plans); (c) state an official position on global or statewide political concerns; (d) commend or honor an individual's service to the city or community; (e) adopt the budget; (f) establish city funds and authorize transfers between funds; (g) form a local improvement district; or (h) call an election.

Because resolutions generally deal with matters of a special or temporary nature, when the purpose of the resolution has been accomplished it ceases to have any further effect. However, in those instances where specific procedures of an on-going nature are involved, such as adoption of a specific program or procedures to be followed in administering a specific program, those procedures remain in effect until amended or repealed by another resolution or an ordinance.

ADMINISTRATIVE RULES AND ORDERS

As mentioned before, the City Manager is responsible for the day-to-day operations of the City, and therefore, the Medford Code grants the City Manager authority to adopt regulations to carry out the functions of that office. These regulations or rules may implement provisions of the city code or other ordinances, or may be administrative orders establishing fees or delegating duties. Specific procedures must be set forth for the manner in which rules are to be adopted to ensure adequate public notice and an opportunity to be heard before implementation. City Managers also need authority to adopt emergency or temporary rules without prior notice when necessary because of newly enacted code provisions or an imminent threat to public safety that would occur if the rules were not effective immediately.

The City Manager may also utilize administrative orders to appoint department heads, create or disband city departments, or delegate authority to others to act on the manager's behalf, such as limited contract signing authority or authority to enforce specific provisions or chapters of the code or ordinances.

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QUALIFICATIONS AND DUTIES OF THE CITY MANAGER

DESCRIPTION:

The City Manager serves as the City of Medford's chief executive with responsibility for the administration of the various functions of City government as described in the City Charter and in accordance with legislative policy established by the City Council.

DUTIES:

Leads by contributing to the vision for the city's future; balances long term strategic needs with the day to day operation needs of the city; promotes ethical practices and encourages individual integrity.

Builds an effective management team to plan, direct and coordinate a varied work program; supervises and delegates responsibility; meets with citizen groups and organizations to address concerns or opportunities; establishes and maintains effective working relationships with the community at large, the City Council, subordinate officials and employees, and public officials of other jurisdictions.

Integrates knowledge of management theory and practice; municipal organization and procedures; and laws, rules and regulations concerning the operation of municipal government into city management. Represents management of the City to appropriate labor organizations and unions.

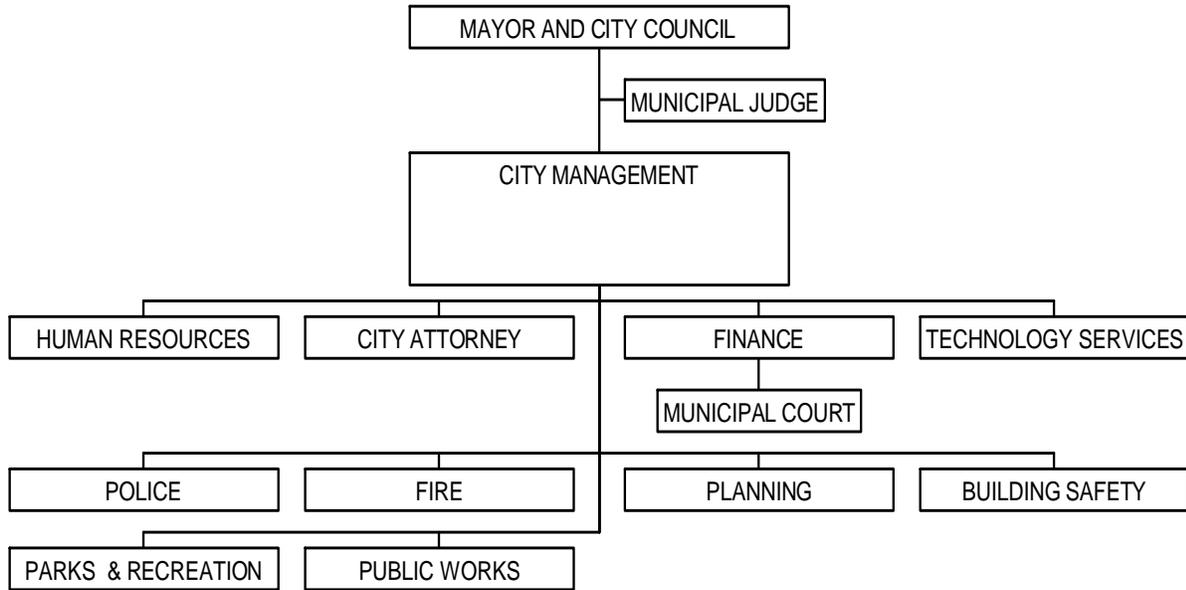
Identifies opportunities for productivity increases by implementing new processes, organization structure and individual assignments, utilizing technology, reducing or avoiding costs, and enhancing revenue.

Analyzes efficiency and productivity of work force; improves the quality of life for the work force through leadership, support, training and resources; and measures customer satisfaction with quality of work. Increases quality standards incrementally as continuous improvement is sought.

Communicates objectives and results to the work force, elected officials, and the community; and demonstrates that efforts were effective. Provides professional judgment to elected officials in identifying, analyzing and communicating policy issues significant to the community and provision of public services.

Implements processes and projects to fulfill vision, mission and goals as adopted by elected officials; and leads and motivates the work force to accomplish the same.

CITY OF MEDFORD
ORGANIZATIONAL CHART



ORGANIZATIONAL MISSION STATEMENT

C I C S

Continuous Improvement ~ Customer Service

CITY DEPARTMENTS

Building Safety Department
Sam Barnum, Director

774-2350

The Building Safety Department is responsible for administering adopted building codes and standards to protect the life, property, and health of those who work, live and visit the City of Medford. The department reviews building plans, and issues permits for all construction within the city for new buildings, additions, remodels, fences, retaining walls, swimming pools, etc. City inspectors make routine and scheduled inspections during each phase of construction. The Building Safety Department also abates dangerous buildings and structures.

City Manager's Office
Eric Swanson, City Manager

774-2000

The City Manager serves as the chief administrative officer over city operations, oversees preparation and management of the fiscal budget, and implements City Council policy. The City Manager and his staff provide direct support to the Mayor and City Council members.

All city employees except the Municipal Judge are under the City Manager's supervision. The City Manager's staff assist him by coordinating various interdepartmental projects, developing reports, reviewing the budget, and conducting financial and other analyses.

The Economic Development staff provides retention, expansion assistance to the local community, as well as support for new business locations, by providing one point of contact for development issues and inquiries.

The City Recorder is responsible for maintaining city contracts, ordinances, and resolutions. The Recorder serves as the clerk for the Council and Medford Water Commission and is responsible for recording and preparing official minutes of their meetings. Records in this office date back to 1885, when Medford was first incorporated as a city.

The City Recorder also publishes notices of official meetings and public hearings and co-signs checks and warrants issued by the city. The Recorder serves as elections officer for the city by issuing official measures to be voted on by Medford citizens, takes applications for the position of Mayor or positions on the City Council, and administers the oath of office to elected officials and police officers.

Finance Department
Alison Chan, Director

774-2030

The Finance Department includes general accounting, purchasing, and supervision of the Municipal Court. The department provides for effective fiscal management and accounting in accordance with generally accepted accounting principals and Oregon Revised Statutes.

The Administration Division provides general accounting services for the City of Medford and the Medford Urban Renewal Agency including the issuing of bonds; the processing of accounts receivable, accounts payable, special assessment collections, payrolls, banking and investments, budget preparation, and fixed asset accounting.

The Purchasing Division provides for procurement of city materials and services and equipment, processes bids and contracts, oversees management of city property and maintains an inventory of citywide office supplies.

Municipal Court staff set up court and jury trials, and process and maintain court records. Municipal Court handles citations for various city ordinance and traffic violations and issues warrants, subpoenas, summons, and driver license suspension requests.

Fire Department
Brian Fish, Chief

774-2300

The mission of the Medford Fire Department is to serve, educate, and protect its citizens from the effects of hostile fire, medical emergencies, hazardous material exposures, and natural and manmade disasters. The members of the department serve in five divisions: Administrative, Operations, Prevention, Training/EMS, and Planning.

The Administrative Division provides budget administration, management of daily business activities, and clerical support for the entire department. The Operations Division provides fire fighting and emergency medical response to save lives, limit property damage and manage emergencies. The division manages daily field activities for three shifts utilizing five fire stations. It also coordinates the regional hazardous materials efforts for the department.

The Prevention Division provides enforcement of fire and life safety codes, fire suppression systems, determination of fire causes, arson investigations and fire safety information to the public. The Training/EMS Division manages human resource development including specialized training, hiring, promotions and the department's safety program. The division also manages emergency medical services.

Human Resources Department
Michael Snyder, Director

774-2010

The Human Resources Department provides administrative support to all city departments. Responsibilities include wage and benefit administration; labor negotiations and contract administration; guidance in employee discipline and processing of labor contract grievances; worker's compensation and unemployment claims; compliance with labor law; and compensation and benefit surveys. Additional functions include recruitment, testing and certification of job candidates; equal employment opportunity; employee orientation; maintenance of position classification specifications; personnel records; administrative support for city safety programs; and advisory assistance in training.

Established in FY 2000, the Risk Management division is tasked to safeguard the physical, financial and human resources of the City of Medford. Property, liability, worker's compensation and unemployment insurances as well as employee benefits are administered by the Risk Manager.

Technology Services Department
Doug Townsend, Director

774-2050

Computer automation has now become an integral part of doing business with the City of Medford. Technology Services (TS) is very proactive in evaluating the needs of the city and formulating a plan to implement computer automation. TS manages and supports citywide information systems and services; including planning and project management, analysis and programming, network administration, and user assistance and training. The department also represents the city on multi-agency projects. The Technology Services Department is responsible for forming multi-departmental user groups that deal with major issues pertaining to financial, budgeting and other citywide computer applications, Geographic Information Systems (GIS), and Imaging Systems. TS focuses on computer automation that will cut costs, increase productivity, as well as increase the level of service to both internal and external customers.

Law Department
John Huttli, City Attorney

774-2020

The City Attorney and his staff provide legal services to city elected officials, all city departments, and boards and commissions. The City Attorney's Office represents the City Council, but not individual City Council members. The attorneys represent the city in civil litigation and administrative proceedings; review or prepare ordinances, contracts and other legal documents; and perform legal research and prepare legal opinions. This office is also responsible for prosecution of traffic and ordinance violation

cases in municipal court. The Law Department publishes and distributes the Medford Code and provides regular updates to subscribers. The Medford Code is also available to the general public on the city's website at www.ci.medford.or.us. The Law Department only handles legal questions and issues directly involving the City of Medford. The attorneys for the city cannot give legal advice to citizens. If you are seeking legal advice or representation, please consult a private attorney.

Medford Urban Renewal Agency
Eric Swanson, Executive Director

774-2000

The mission of the Medford Urban Renewal Agency is to eliminate blight and depreciating property values in the Urban Renewal Area as defined in the City Center Revitalization Plan. The authority of the Agency to implement the City Center Revitalization Plan is authorized by both state and local law.

The ultimate vision of the City Center Revitalization Plan and the Agency is to reposition Medford's Downtown Core as a thriving City Center with an inviting and appealing environment that is welcoming and full of activity with a distinct pedestrian feel. Downtown will grow once again to become the region's premier office, cultural and specialty retail center. To achieve the goals and objectives of the City Center Revitalization Plan, a total of 19 projects have been defined. These projects define the basic framework of the Agency's activities.

The Agency shall be exercised by a Board of Directors consisting of nine members made up of the Mayor and City Council.

Medford Water Commission
Lausmann Annex, Room 17
Larry Rains, Director

774-2430

Responsibility for operation of the city's water supply system lies with the Medford Water Commission. While wholly owned by the City of Medford, the Commission functions independently from other city operations. It is governed by a five-member Board of Water Commissioners, who serve five-year overlapping terms. In addition to providing water service to the citizens of Medford, the Commission also serves five water districts and the White City area. Additionally, the Commission currently provides water to the cities of Central Point, Eagle Point, Jacksonville and Phoenix on a wholesale basis with expansion to Talent expected in the near future.

The Medford Water Commission's primary source of water is the Big Butte Springs, located about thirty miles northeasterly of Medford, near Butte Falls. The springs supply the system with up to 26.4 million gallons of water per day (MGD), requiring no

treatment except disinfection. The Rogue River is used as a supplemental source during the summer months. Rogue water is withdrawn and treated through a process of coagulation, settling, filtration and disinfection at the Robert A. Duff Water Treatment Plant. Located near TouVelle Park, the Duff Treatment Plant has a current capacity of 40 MGD, with an expansion ability to meet future needs.

Parks & Recreation Department
Brian Sjothun, Director

774-2400

The mission of the Parks & Recreation Department is to provide opportunities for a full range of recreational facilities and programs for all age groups within our expanding population. Through provision of recreation and park services, the department enhances Medford's quality of life and nurtures the health and well being of its citizens, the environment, and economy.

The Parks and Recreation Department has six operating divisions: Administration, General Recreation, Arts and Cultural Events, Parks Maintenance, Street Trees, and Facilities Management.

The Administration Division is responsible for the overall direction and coordination of the entire department as well as the city's park acquisition and development program. The Recreation Division is responsible for providing opportunities year round for recreation programs, leisure activities, athletic leagues and special interest classes for youth, adults and families as well as seasonal aquatic lessons and swim activities.

The Parks Maintenance Division is responsible for the care and maintenance of all city owned park land. The Street Tree program is responsible for the trees in the right-of-way on arterial and collector streets within the city. The Facilities Management Division is responsible for the care and maintenance of all city facilities.

Planning Department
Jim Huber, Director

774-2380

The responsibilities of the Medford Planning Department include:

- Developing, maintaining, and administering the *Medford Comprehensive Plan* and Medford Land Development Code
- Assisting citizens in regard to land use regulations
- Administering development review and permit applications
- Enforcing land use regulations

The Planning Department also provides technical support to the:

- City Council
- Planning Commission (PC)
- Landmarks and Historic Preservation Commission (LHPC)
- Site Plan and Architectural Commission (SPAC)
- Citizen's Planning Advisory Committee (CPAC)
- Joint Transportation Subcommittee (JTS)
- Bicycle and Pedestrian Committee

The *Comprehensive Plan* is the official statement of the city's long-range goals and policies governing growth, development, public facilities, and environmental protection. Oregon land use law requires comprehensive plans to be consistent with the *Statewide Planning Goals*. The *Comprehensive Plan* was found to be in compliance with state planning laws in 1980. The City Council adopts periodic changes to the plan to keep it in conformance with the vision and goals of the community, as well as with changes in state land use law. The plan is implemented through the *Land Development Code*, as well as through capital improvement planning.

The Planning Department reviews land development applications and coordinates public review of proposals, including public hearings before the various commissions and the City Council. It also reviews business license and building permit applications to assure compliance with the *Land Development Code*, and enforces zoning, subdivision, and sign ordinances.

Police Department
Tim George, Chief

774-2200

The Police Department provides services to protect the life and property of Medford citizens, including patrol operations, criminal investigations, and code enforcement. Community service officers, school resource officers, and additional personnel who are responsible for property, records and statistical maintenance and retrieval further support these operations.

Public Works Department
Cory Crebbin, Director

774-2100

The Public Works Department's mission is to plan, design, build and maintain quality public facilities that will provide the citizens of Medford with a trouble-free environment in which to live.

Public Works - Engineering and Development Division

774-2100

The Engineering and Development Division provides services related to the expansion of the public infrastructure. The Development Engineering and Administration Support Section reviews all privately financed (developer) projects for compliance with city standards. It also administers the street, storm drain and sanitary sewer SDC fees and monthly utility fees. The Civil Engineering Section plans, funds, designs, contracts and inspects the city's street, storm drain, sanitary sewer and sidewalk projects. It also reviews and inspects privately financed public infrastructure projects. The Traffic Engineering Section provides for safe and efficient traffic flow through the use of transportation planning, traffic signal and street light construction, signal timing, traffic surveys and traffic accident analysis.

Public Works Operations Division

774-2600

Medford Service Center, 821 N. Columbus Avenue

The Public Works Operations division plans, coordinates and performs maintenance activities for streets and public rights of way, storm and sanitary sewer systems, traffic control systems such as signals, signing and pavement markings. The division also maintains the city's fleet of fire, police public works and parks vehicles and equipment.

Public Works - Wastewater Reclamation Division (WRD)

774-2750

**Vernon Thorpe Regional Water Reclamation Facility (RWRF)
1100 Kirtland Road, Central Point**

The WRD operates and maintains the RWRF, as well as overseeing the planning, design and construction of capital improvements. Under a regional agreement, the RWRF provides wastewater treatment for the cities of Central Point, Jacksonville, Medford, Phoenix and Talent, and for the sewered areas served by the Bear Creek Valley Sanitary Authority. The WRD also manages the regional industrial waste pretreatment program, and the application of treated bio-solids to farmland as an agricultural soil amendment.

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COORDINATION WITH COUNCIL, STAFF & OTHERS

RESPONSIBILITIES OF BOARDS AND COMMISSIONS

All boards and commissions should regularly solicit public testimony under guidelines established by the City Council and City Code. Public forums should be held for issues with major public impact.

COMMUNICATIONS TO COUNCIL

The Council relies on various boards and commissions to increase the variety of viewpoints and talents brought to bear on City problems. By concentrating on specific areas, board and commission members can expand the level of expertise and can conduct detailed analyses that Council itself may not have the time to pursue.

It is expected that boards and commissions will adopt positions of advocacy within their specific spheres of interest. However, the Council's role is to take into consideration the many varied and sometimes conflicting public needs and render its judgment of what will best serve the public good. The Council must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals and programs.

COUNCIL LIAISON

Medford Code 2.436 Council Liaison

(1) At the first regular City Council session following election of Council officers, the Council president shall appoint Council liaisons to all City Boards and Commissions. The role of Council liaison shall include the following:

- (a) Attend meetings on a regular basis as representative of City Council.
 - (i) Secure alternate if unable to attend;
 - (ii) If an alternate is attending, brief alternate regarding materials for meeting and issues that could arise;
- (b) Provide regular updates to the entire Council as to the concerns or issues for this board or commission;
- (c) Provide the communication link from the Council to the board or commission;
- (d) Relay Council direction to board or commission to assist them in fulfilling their goals and duties as defined by the Medford Code; and
- (e) Be knowledgeable regarding issues and vision of the board or commission.

(2) Council liaisons shall not be considered members of, nor count towards a quorum of the board or commission they are appointed to.

(3) Council liaisons shall not deliberate on nor vote on any matter presented to their commission or board. Liaisons are communicators between the volunteer commission/board and the City Council. Liaisons should assist with problems and clarifications which develop, but should not stifle the work of the commission/board.

(4) With respect to City boards and commissions that make quasi-judicial decisions that can be appealed to the City Council, Council liaisons shall not participate in any discussion of the matter that can be appealed. These types of Boards and Commissions include but are not limited to: Site Plan and Architectural Commission, Planning Commission, Landmarks and Historic Preservation Commission.

(5) When the City Council is sitting as the Board for the Urban Renewal Agency, no Council liaison will be appointed.

(6) Some boards and commissions are not City of Medford boards and commissions, but instead include a member from the governing body of the City as a voting member of the board or commission. In these instances, the council member may act as a voting member of the Board, not as a council liaison. Those council members, when appropriate, should obtain direction from the entire council prior to voting on a matter. Staff appointed as representatives, including alternates, to such boards and commissions shall follow the guidelines of this subsection.

SUPPORT STAFF FOR BOARDS & COMMISSIONS

Each board and commission has at least one staff person assigned to the group. City staff perform the ministerial and housekeeping functions outlined below and do not vote. These City employees have a responsibility to assure that the board or commission is aware of laws and administrative processes affecting proposed policy and operational recommendations.

Support staff must be constantly aware of the responsibility to represent overall Council priorities and administrative policies of the City. The staff coordinator's main responsibilities are to assist the board or commission in its functions and to represent the City of Medford.

Other responsibilities include the following:

- Provide professional and technical advice
- Provide clerical assistance for the preparation, duplication, and distribution of board and commission letters, reports and minutes.
- Maintain public records created by the board or commission, including minutes or action summaries, reports, recommendations, and letters as required by State law.
- Prepare the board or commission agenda in consultation with the Chair.
- Notify board and commission members of upcoming meetings.
- Secure meeting rooms for board and commission meetings.

RELATIONSHIP BETWEEN STAFF AND BOARD OR COMMISSION

City staff members should take the initiative to inform board and commission members about activities, projects, and work that is taking place elsewhere in the organization and among other boards or commissions. Staff should also present a balanced report on controversial issues, so that both positive and negative aspects can be readily identified.

If a board or commission desires information or a report that will require an excessive amount of staff time, the board or commission chairperson should request the City Manager or Department Director approval prior to pursuing the project. The board or commission chairperson should inform the staff person with regard to the urgency of the referral. Following this procedure will prevent staff from being diverted from priority projects. (See Appendix for current Staff Support listing.)

COMMUNICATION GUIDELINES

Volunteer members of City boards, commission and committees are expected to adhere to Municipal Code 2.065 - Decorum as well as the following guidelines:

- Treat everyone with respect.
- Agree to Disagree.
- Resolve issues and move on, don't re-live the same issues.
- Share information freely.
- Keep a balance of "air time" in meetings to avoid domination of ideas.
- Deal directly and respectfully if a conflict occurs.
- Share responsibility for information or decisions that come from a meeting.
- Openly support decision, once it has been made.
- Encourage and support team members at all levels.
- Query participants frequently; ask for input and feedback on issues.
- Be flexible and open for change.
- Be aware of others discomfort/anxiety.
- Take responsibility for your feelings, biases and attitudes and know how they can impact your ability to treat others with respect or make the right decision.
- Have a sense of humor; be able to laugh at the funny moments.

PUBLIC MEETINGS LAW

The Public Meetings Law, ORS 192.610-192.690 was enacted by the Oregon Legislature in 1973 and establishes the state policy that the public is entitled to know how public organizations operate. Almost all deliberations and decisions of public bodies are open to attendance by interested persons.

The Public Meetings Law applies not only to the state, but also the cities and counties despite any conflicts with their charters, ordinances or other rules. The Public Meetings Law applies to meetings of the “governing body of a public body.” A “public body” is the state or local government council, board, commission, bureau, committee, subcommittee or advisory group.

PUBLIC MEETING

The Public Meetings Law defines a meeting as the convening of any governing body “for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter”.

QUORUM REQUIREMENTS

A quorum is reached by the presence of 51% of the number of members of the governing body. For example, the Medford City Council has quorum with 5 members present (8 members total). A gathering of less than a quorum is not a meeting under the meetings law. The law applies to committees, subcommittees and other advisory groups that are charged by the council with making recommendations. The recommendations must be the result of formal votes taken at meetings at which a quorum was present.

Before calling the meeting to order, it is the duty of the Chair to know whether a quorum is present. If there is not a quorum, the meeting is called to order, the absence of a quorum is announced, and the meeting is adjourned.

**NO BUSINESS CAN BE TRANSACTED
IN THE ABSENCE OF A QUORUM.**

A recess may be called to provide time to call absent members in hope of obtaining a quorum for an important meeting. A motion may be made to fix the time to which to adjourn, which provides for a continuation of business scheduled for the meeting. The requirement of a quorum serves to protect against an unrepresented action taken by a small number of individuals on behalf of the entire meeting body. Any actions taken without a quorum can be declared null and void at the next meeting.

NOTICE OF MEETINGS

Oregon Public Meetings Law requires that public notice be given of the time and place of meetings. This requirement applies to regular, special and emergency meetings. The public notice requirements apply to any “meetings” of a “governing body” subject to the law, including committees, subcommittees and advisory groups. Staff support person will work with chair to ensure notice is given appropriately.

MEETING MINUTES

Minutes must be kept of all standing and ad-hoc board and commission meetings. Minutes shall include members present; motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition, results of all votes and the vote of each member by name, the substance of any discussion on any matter, and a reference to any document discussed at the meeting.

ROLE OF THE CHAIRPERSON

The Chairperson is the Presiding Officer of the meeting and their duties include:

- Open the meeting on time and call the meeting to order.
- Announce in proper sequence the business on the agenda.
- Recognize members who are entitled to the floor.
- State and put to a vote all legitimate questions that arise during the meeting. If a motion is out of order, the Chair should rule it out of order.
- Protect the Board or Commission from frivolous or delaying motions by refusing to recognize them.
- Enforce the rules regarding debate and keep order.
- Expedite business in a way compatible with the rights of the members.
- Decide all questions of order.
- Respond to inquiries of members.
- Declare the meeting adjourned.

ROLE OF THE BOARDS AND COMMISSION MEMBERS

- Boards and commission members should make every effort to attend every meeting and be on time.
- Effective board and commission members understand the rules of procedure as well as parliamentary procedure and abide by them.
- Members should address all remarks through the Chair.
- Members should use their parliamentary knowledge in a constructive manner rather than hindering or obstructing the business of the meeting.
- Members should be knowledgeable and familiar with the issues before them so they can participate in the meeting by:
 1. Introducing motions;
 2. Seconding another board or commission member’s motion;
 3. Debating the issue according to the rules or asking questions of information regarding issues; and

4. Voting
 - a. A member may vote but cannot be forced to do so. A member should not vote on questions of direct personal or pecuniary interest not common to other members.
 - b. A member may change a vote before the Chair announces the result of the vote. After the result is announced, a majority of the board or commission members must vote to allow the change.
 - c. A member may request a rising vote by calling "Division" when a voice vote or show of hands is in doubt.

QUESTIONS THE CHAIR OR A MEMBER CAN ASK TO IMPROVE DISCUSSIONS

To Open Discussion:

- "Could we clarify the terms connected with this topic?"
- "What do you think the general idea or problem is?"
- "What are the elements essential to understanding the topic?"
- "Would anyone care to offer suggestions on facts we need to better our understanding of the problem or topic?"

To Broaden Participation:

- "Now that we have heard from a number of our members, would others who have not spoken like to add their ideas?"
- "How do the ideas presented thus far sound to those of you who have been thinking about them?"

To Limit Participation:

- "We appreciate your contributions. However, it might be well to hear from some of the others. Would some of you who have not spoken care to add your ideas to those already expressed?"
- "You have made several good statements, and I am wondering if someone else might like to make some remarks."
- "Since all our group members have not yet had an opportunity to speak, I wonder if you could hold your comments until a little later?"

To Focus Discussion:

- "Where are we now in relation to our goal for this discussion?"
- "Would you like to have me review my understanding of the things we have said and the progress we have made in this discussion?"
- "Your comment is interesting. However, I wonder if it is quite on target for the problem we are discussing."

To Help the Group Move Along:

“I wonder if we have spent enough time on this phase of the problem. Should we move to another aspect of it?”

“Have we gone into this part of the problem far enough so that we might now shift our attention and consider this additional area?”

“In view of the item we have set for ourselves, would it not be well to look at the next question before us?”

To Help the Group Reach a Decision:

“Am I right in sensing agreement on these points?” (Chair then gives a brief summary.)

“Since we tend to be moving in the direction of a decision, should we consider what it will mean for our group if we decide the matter in this way?”

To Lend Continuity to the Discussion:

“Since we had time for a particular consideration of the problem at the last meeting, would someone care to review what we covered then?”

“Since we cannot reach a decision at this meeting, what are some of the points we should take up at the next meeting?”

“Would someone care to suggest points which need further study before we convene again?”

OREGON PUBLIC RECORDS LAW

The Oregon Public Records law represents the public's right to information. Under these laws, the written record of public business is available to any person, regardless of the person's identity, motive, or need, with some important exceptions. Thus, a basic principle behind the Public Records Law is that the burden of proof regarding no disclosure of a public record falls on the public body or public official, not on the person asking for the record. The exceptions to the Public Records Law are known as "exemptions." Despite the lengthy catalogue of exemptions contained in the Public Records law, the law must always be viewed in favor of disclosure, unless the law expressly prohibits disclosure.

The Public Records Law (ORS 192.410 to 192.505) applies to all "public bodies," including governing bodies, officers, departments, commissions, etc. Based on the above definition, all city councils are subject to the Public Records Law and the Law will by extension apply to all departments, committees and agencies of the City.

Records Covered by the Public Records Law

The Public Records Law broadly defines a public record to implement the policy that the Public Records Law is primarily a disclosure law. The definition of public record in ORS 192.414(4) makes it clear that the Public Records law applies to all government records of any kind, regardless of the medium. A "public record" is **"any writing that contains information relating to the conduct of the public's business ...regardless of physical form or characteristics."** ORS 192.410(4) a "writing" is also broadly defined to include all formats, from handwriting to electronic formats. ORS 192.410(6) Consequently, a public record includes handwritten notes taken at council meetings, and all forms of electronic communications including e-mails, so long as the record contains information relating to the *conduct of the public's business*.

Records Retention Requirements

The Oregon Public Records Law requires that public records are retain according to a schedule of retention published by the Secretary of State. The State Record Retention Manual sets the retention periods based on the information contained within the public record NOT based on the medium of the record. Most records have a minimum retention period of 1 year or more. The City Recorder is the resource person for questions regarding retention of public records.

Disclosure Obligations and Procedures

All governing bodies subject to the Public Records Law are required to designate a records officer and have a public records disclosure policy. The City Recorder is the public records officer for the City of Medford. The City of Medford has an established policy for records requests and any such requests should be forwarded to the City Recorder for processing. The records request form is available online on the City's website at www.ci.medford.or.us.

Public Records Exemptions

While there are many, the exemptions from disclosure under the Public Records Law are limited in nature and scope. These limitations flow from the emphasis on disclosure and open government. As a consequence, courts interpret public records law exemptions narrowly and presume that the exemptions do not apply.

Most of the exemptions under the Public Records Law are contained in ORS 192.501 and 192.502. All of the exemptions in ORS 192.501 are considered “conditional exemptions” because the record may be withheld from disclosure “unless the public interest requires disclosure.” The City’s decision applying a conditional exemption must show why the need for confidentiality outweighs the public interest in disclosures. The conditional exemption list in ORS 192.601 includes records pertaining to litigation, trade secrets, criminal investigations, personnel examinations, private business operations, real estate appraisals (prior to acquisition or sale), employee relations, personnel discipline actions to name a few.

ORS 192.502 lists several additional conditional exemptions that conditionally exempt from disclosure such records as internal advisory communications, information of a personal nature and confidential submissions.

The remainder of the exemptions in O(RS 192.502 are stated in absolute terms and do not require a balancing of interest because the state legislature has already determined that the confidentiality interests outweigh public disclosure interests as a matter of law.

iPad/Technology Policy

City Councilmembers are provided with technology, which is to be used for City of Medford business purposes only. Technology is defined as including cell phones, iPads, laptops, desktop computers and other devices. Technology equipment, its component parts, all hardware and software and its stored electronic memory are the sole property of the City and are subject to Oregon Record Retention rules. Therefore, no expectation whatsoever of privacy as to any communication generated, received by, sent by or stored in the technology device(s) should be assumed.

The City maintains an electronic mail (email) system and internet access. This is provided to assist in the conduct of the business of the City and should be used for City related work purposes only. Use of email and/or Internet access is prohibited for personal, recreational, or non-City business. Users of the City’s email system can have no expectations of privacy regarding email or Internet use. The City utilizes an automated archive system that captures all emails and may be accessed by the City as needed.

PARLIAMENTARY PROCEDURE

Parliamentary Procedure is the basic method of conducting business. Business is brought before an assembly by means of a motion. Business meetings are generally governed by Roberts Rules of Order, Newly Revised.

BASIC PRINCIPLES

1. All members must receive a notice of the meeting.
2. There must be quorum present at the meeting.
3. There can be only one main motion or resolution before the assembly at a time.
4. Motions have a definite and logical order of precedence. (See table 1, page 47)
5. Every member has the right to express his/her opinion fully and freely without interruption, and must be given the opportunity to do so.
6. A question must be decided by taking a vote, decided by the majority, and that vote becomes the decision of the assembly. A subject once decided may not be presented again in the same form.
7. Action cannot be taken outside the scope of the organization's object or purpose.
8. The Chair must remain impartial.

QUORUM

Before calling the meeting to order, it is the duty of the Chair to know whether a quorum is present. If there is no quorum, the meeting is called to order, the absence of a quorum is announced, and the meeting is adjourned.

No business can be transacted in the absence of a quorum. A recess may be called to provide time to call absent members in the hope of obtaining a quorum.

The requirement of a quorum serves to protect against an unrepresented action taken by a small number of individuals on behalf of the entire meeting body. Any actions taken without a quorum can be declared null and void at the next meeting.

MOTIONS

A motion is the means by which business is brought before an assembly. A motion is sometimes referred to as "the question". The following steps are essential in handling a motion.

TO OBTAIN THE FLOOR

1. Address the chair by proper title.
2. Receive recognition from the chair.
3. Then states the motion by saying "I move that"
4. Another member seconds the motion.
5. The chair repeats the motion and then says
"It has been moved and seconded that (motion) Is there any discussion?"
6. Members discuss the motion.
7. When discussion ceases, the chair requests the roll call.
8. The chair announces the result of the vote.

A motion is a formal proposal and once made and seconded, the Chair places the question before the meeting body by restating the motion. Exact wording is of the utmost importance in recording motions and amendments. Motions require a second before being opened for discussion or being put to a vote. If there was no second to the motion, the motion dies.

Types of Motions

Main Motion: A main motion is a motion brought before the body for its consideration on a particular subject. Only one main motion can be considered at a time.

Amendment: There are three basic processes of amendment, (1) to insert a word or add words; (2) to strike out words or a paragraph; and (3) to combine both of these. An amendment needs a second and is debatable. It needs a majority vote to pass. To amend a pending motion is the most widely used form of subsidiary motion. An amendment must be germane or closely related to the subject of the main motion.

Second Amendment: A secondary amendment must relate to the primary amendment and cannot introduce a totally different subject. The second amendment must be made by motion and seconded. After discussion, the Chair takes the vote on the second amendment first; announces the vote; and proceeds to take the vote on the primary amendment; and then takes the vote on the main motion as amended if the amendments pass.

Previous Question: Previous question is the motion used to bring the body to an immediate vote on one or more pending questions. It closes debate and stops further amendment. It is out of order when another has the floor. It must be seconded and is

not debatable and non-amendable. Previous question requires a two-thirds vote (super majority). If a motion for the previous question fails to gain the two-thirds vote, debate continues as if the motion had not been made.

Division of the Assembly: When a member doubts the correctness of a vote taken by voice, he or she may call for division of the assembly by calling out “Division”. No second is needed and the Chair must immediately take the vote again and ask the members to either raise their hands or to rise.

Reconsider: A motion to reconsider is in order during the meeting after a motion has been acted upon either at the same meeting or the next meeting. It must be made by a member who voted on the prevailing side, i.e. if a motion fails to pass, reconsideration must be moved by one who voted against the motion. It is debatable and requires a majority vote.

Point of Order: When a member thinks the parliamentary rules are being violated, he or she can make a “point of order” by calling upon the Chair to request the parliamentarian for the rule which the Chair should enforce.

Division of the Question: If a question contains more than one part, each of which could stand as a separate questions, a motion may be made to divide the question and vote on each part separately. The motion to divide requires a second and may be amended, but is not debatable.

Lay on the Table: The motion to “lay on the table” enables the commission to lay the pending question aside temporarily in such a way that (1) there is no set time for taking the matter up again; and (2) its consideration can be resumed at the will of the majority. By adopting the motion to “lay on the table”, a majority has the power to halt consideration of the question immediately without debate.

This motion takes precedence over all subsidiary motions. It is out of order when another has the floor. It must be seconded and is non-debatable and non-amendable, but it is appropriate for the maker of the motion to explain the reasons for the motion. It requires a majority vote.

Take from the Table: When a matter is taken from the table, everything is in the same condition as it was when laid on the table. A motion that has been taken from the table can be laid on the table again when an unforeseen matter requires immediate attention. If a matter is laid on the table, it remains there until taken from the table or until the close of the next regular meeting. If not taken up by that time, the motion dies.

To consider another motion on the same subject, it is necessary first to take the question from the table and then move the new proposal as a substitute or to make whatever other motion is appropriate to the cases.

Adjourn: This means to close the meeting immediately. It requires a second and it is non-debatable and non-amendable. It requires a majority vote. Members should not leave their seats until this motion is made. If an hour has been set by adoption of the commission, no motion to adjourn is necessary when the hour arrives. The Chair declares the meeting adjourned. When it appears there is no further business, the Chair can ask if there is any further business to be considered, instead of waiting for a motion. If there is no response, the Chair can say, "Since there is no further business, the meeting is adjourned."

Fix the time to which to Adjourn: The object of this motion is to set the time and place for another meeting to continue business of the session with no effect on when the present meeting will adjourn. It is appropriate to use this motion when there are no existing provisions for another meeting. It must be seconded and is debatable. It can be amended and a vote on it can be reconsidered.

AMENDING A MOTION

Changing the wording of a motion is amending it. The main motion and some secondary motions can be amended. Here are some rules to remember:

1. The motion to amend requires recognition and a second, and must be stated by the chair. It is debatable and may be amended. The amendment must be voted on; then another amendment is in order, each acted on in order. The fact that the amendment has been acted on does not mean that the main motion is also acted on. After all amendments are acted on, the final vote is on the main motion as amended.
2. If the amendment has failed to carry, it cannot be made again.
3. An amendment improves the main motion. The purpose is to express more clearly and definitely the intent of the motion, therefore an amendment cannot change one form into another.
4. An amendment is debatable in all cases except where the motion to be amended is un-debatable.
5. An amendment is out of order if it nullifies the proposition or if it makes it dilatory.
6. An amendment is out of order if it strikes out words NOT consecutive or if it strikes out and inserts in separate places.
7. No amendment is in order that increases the modification of the rule to be amended.
8. The word "Substitute" is used correctly when referring to a paragraph not to a word. A completely reworded motion is a substitute.

WAYS TO AMEND A MOTION

1. By adding words at the end
2. By inserting a word or consecutive words
3. By striking out a word or consecutive words
4. By striking out a word or consecutive words and inserting a word or consecutive words
5. By substitution (replacing the motion with a similar motion)

Correct way to state amendment:

"I move to amend the motion by (one of the ways listed above) ..."

MOTIONS NOT SPECIFICALLY CLASSIFIED

There are some motions that are not specifically classified. The ones most commonly used are:

1. To make a nomination: This is a motion not formally moved, but an assumed motion "That be elected". A member rises and without recognition says, "I nominate". No second is required but as an assumed motion, it is debatable.
2. To fill a blank: This is closely related to the motion to amend. While there can be only one primary and one secondary amendment pending at the same time, there are times when a number of choices would be more advantageous; such as, - selecting a date, time, place, amount, number of persons, or names, or places.

A member may move that a blank be spent for books: or a blank may be created by a motion to strike out a date, time, place, amount, number, names, etc. and insert a blank. If the motion to strike out and insert a blank has carried, then any number of members may suggest, without a second, a different date, time, amount, etc. Each suggestion can be debated if necessary. When all suggestions have been made, a vote is taken on the suggestions until one suggestion receives a majority vote, then that suggestion is placed in the blank and the remaining suggestions are not voted upon. The motion with the blank filled is then considered.

3. Call up the motion to reconsider: If the chair neglects to announce the reconsideration of a motion, any member may 'call up' the consideration by rising and obtaining the floor and saying, "I call up the motion to reconsider the vote taken on the motion (state the motion)..." No second is necessary. The chair then proceeds to state the motion by saying, "The motion to reconsider the vote on ... (state the motion).... is called up. Those in favor of reconsidering the vote on the motion will please say Aye." pause "Those opposed will please say no." If the Ayes have it, the motion is open to debate (if it is a debatable motion). After debate, a vote is taken on the motion that was reconsidered.

TABLE 1 - MOTION

MOTION	DEBATABLE	PRIVILEGED	SUBSIDIARY
Fix the time to which to adjourn *	NO	YES	
Adjourn	NO	YES	
Take a Recess *	NO	YES	
Raise a question of privilege	NO	YES	
Call for the orders of the day	NO	YES	
Lay on the table	NO		YES
Previous question (stop debate) (2/3)	NO		YES
Limit or extend debate * (2/3)	NO		YES
Postpone to a certain time *	YES		YES
Commit or refer *	YES		YES
Amend *	YES		YES
Postpone indefinitely	YES		YES
Main Motion *	YES		

* Can be amended; the others cannot be amended.

Highest ranking motion is listed at the top; lowest ranking motion is at the bottom.

When any one of them is immediately pending, the motions above it are in order and those below it are not in order.

TABLE 2 - RULES GOVERNING MOTIONS

RANKING MOTIONS Order of Precedence

PRIVILEGED MOTIONS	Can interrupt speaker	Re-quires Second	Debat-able	Amen-d-able	Vote Re-quired	Can be Recon-sidered
Fix the time TO WHICH to ad-journ	No	Yes	No	Yes	Majority	Yes
Adjourn (Unqualified)	No	Yes	No	No	Majority	No
Take a recess	No	Yes	No	Yes	Majority	No
Question of privilege	Yes	No	No	No	*	No
Orders of the Day	Yes	No	No	No	*	No
SUBSIDIARY MOTIONS						
Lay on the table (temporarily)	No	Yes	No	No	Majority	No
Previous Question (Vote immedi-ately)	No	Yes	No	No	2/3	Yes
Limit or Extend Debate	No	Yes	No	Yes	2/3	Yes
Postpone to certain time	No	Yes	Yes	Yes	Majority	Yes
Refer to committee	No	Yes	Yes	Yes	Majority	Yes
Amend	No	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely	No	Yes	Yes	No	Majority	Aff. only
MAIN MOTION	No	Yes	Yes	Yes	Majority	Yes

*Chair usually decides. Majority if put to vote.

Those marked with a (2/3) require a 2/3rds vote for adoption; the other motions require only a majority vote.

Summary of Council Voting Requirements

Medford Charter

Section

- 14 QUORUM: Majority of members of Council.
- 18 VOTE REQUIRED: Concurrence of a majority of members present is required for passage.
- 34 VOTE ON ORDINANCES: More than one dissenting vote on first reading requires a second reading.
- 19 TIE VOTE: Mayor shall not vote except in case of a tie, and he shall then cast the deciding vote.
- 19 VETO: Mayor can veto an ordinance within 10 days by returning it unsigned to the City Recorder with a signed statement of his objection. The Council may at its next regular meeting, or at a special meeting, reconsider the ordinance and if it receives 2/3 vote of council present, it becomes effective immediately. If the Mayor neither signs it nor submits his statement within the ten days, the ordinance shall take effect at the end of the 10 days.
- 22 REMOVAL OF JUDGE: Requires 2/3 vote of the whole council.
- 32 FILLING OF VACANCIES: Requires majority vote of the whole council.
- 36 PUBLIC IMPROVEMENTS: Ordinance shall be passed by a vote of at least 2/3 of the whole council.
- 37 SPECIAL ASSESSMENTS: Ordinance shall be passed by a vote of at least 2/3 of the whole council.

CODE OF MEDFORD

Section

- 2.045 CONSENT CALENDAR: Affirmative vote of all members present.
- 2.055(1) "PRESENCE": Determined when member's name is called.
- 2.055(4) EXPENDITURE OF PUBLIC FUNDS: Minimum of 3 affirmative votes.
- 2.070 CONFLICT OF INTEREST: Must be declared and explained before taking part in any discussion, voting or abstaining.
- 2.075 SUSPENSION OF RULES: Affirmative vote of at least 2/3 of members present.

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LAND USE MATTERS

Land use matters are highly regulated by state statutes. Not only is there significant substantive regulation (i.e. what use can be made of land), but there also are pervasive regulations governing how a local government must make decisions that involve the use of land.

STATE LAND USE LAWS

In 1973, the Legislature adopted Senate Bill 100 which established the standards by which local governments must make land use decisions. The legislation also established the Land Conservation and Development Commission (LCDC) to develop Statewide Planning Goals and Guidelines. Local governments were required to adopt comprehensive land use plans to implement the Goals developed by LCDC. Local governments' comprehensive plans had to be approved, or "acknowledged" by LCDC to ensure Goal compliance.

As a result of a 1973 decision by the Oregon Supreme Court, the courts began to separate land use decisions into different types: legislative, quasi-judicial, and administrative/ministerial actions. For each type of land use decision, a different procedure is required. The types and their procedures are discussed more thoroughly on page 20.

COMPREHENSIVE PLAN

The Comprehensive Plan sets out a city's goals and direction for land use and public facility planning. It must cover a planning period of 20 years. The Medford Comprehensive Plan includes provisions which implement each Statewide Planning Goal in a way that applies to the specific area covered by the Comprehensive Plan, i.e., lands within the Medford Urban Growth Boundary (UGB). It contains text and graphics which usually include data, inventories, analysis of the data, conclusions based on the analysis, policies and findings related to the conclusions, and goals. The policy provisions prevail when implementing or interpreting the plan. Other textual provisions may help to interpret the policies, but may not be given greater weight than the policies. The Comprehensive Plan also contains the General Land Use Plan (GLUP) Map which depicts the City's Urban Growth Boundary and the land use designations within that boundary.

CITY LAND USE/DEVELOPMENT CODE

In addition to a comprehensive plan, cities have a land use/development code that implements the land use policies and map contained in the comprehensive plan. The code contains specific zoning designations, consistent with the land use designations on the land use plan map. In addition, the code sets out procedures for making land use decisions, and the criteria and standards that the decision-maker must apply for each type of decision.

The Medford Land Development Code contains a description of each of the City's land use zones and what types of uses are allowed. In each zone, there may be uses that are permitted outright, without the need for a hearing. Other uses may be allowed if certain standards and criteria are found to be met after a public hearing. These may include such requirements as the proposed development not causing unreasonable street congestion or preventing access to adjoining property. The Code also contains development standards that govern how a particular use may be developed. These standards include such things as setbacks, parking, and landscaping.

The procedural provisions in the Code designate a decision-maker for each type of decision and whether or not there is an opportunity for an appeal to another local decision-maker. The Code sets out the procedures that must be applied during the initial local-level decision and the procedures that must be adhered to on appeal. These procedures must be as required by state law.

TYPES OF LAND USE DECISIONS

In general, there are four types of land use decisions. For each, there is a different procedure to follow.

MINISTERIAL DECISIONS

A ministerial decision is one that requires the decision-maker to use no discretion because the applicable standards are clear and may be applied mechanically. Examples of this type of decision include issuance of building permits and sign permits. For this type of decision, the state imposes no notice or hearing requirements.

ADMINISTRATIVE DECISIONS

An administrative decision is one that requires little discretion. City staff usually makes the initial decision, and, if appealed, a hearing will be conducted before a commission or City Council. An example of an administrative decision is a planning director approval of a minor change to a Planning Unit Development (PUD).

QUASI-JUDICIAL DECISIONS

Quasi-judicial decisions require a public hearing at which the decision-maker takes evidence and hears arguments. Common examples of quasi-judicial decisions include consideration of subdivisions zone changes, or applications for a conditional use permit. A quasi-judicial decision requires a hearing prior to the initial decision. In most cities, the hearing and decision is conducted by the Planning Commission. The City Council is the decision maker at an appeal hearing. In Medford, some quasi-judicial decisions are made by the City Council, such as a General Land Use Plan Map amendment.

Quasi-judicial decisions require the most procedure. The procedural requirements include:

1. Notification of pending decision. This may include publication, mailing and/or

- posting. There are detailed requirements for the content of the notice;
2. Providing public access to application materials and staff reports prior to the hearing;
 3. Reading of a script at the beginning of the hearing describing participants' rights at the hearing and the procedures to be used;
 4. Providing an opportunity for the applicant and general public to be heard. This includes the opportunity for the applicant to rebut evidence;
 5. Providing an impartial decision-maker whose impartiality is ensured through rules addressing conflict of interest, ex parte contacts and bias;
 6. In certain circumstances, allowing a continuance of the hearing, or leaving the record open for more evidence or argument;
 7. Adopting a decision that includes findings;
 8. Keeping a record of the hearing; and
 9. Notification of final decision.

LEGISLATIVE DECISIONS

Legislative decisions are those which result in policy-making by the City Council. They affect the community as a whole rather than a small area or a few individuals. These decisions give the government body a great deal of discretion. The most common example of a legislative decision is the adoption or amendment of an ordinance or large area plan. For these decisions, there are fewer criteria for the Council to consider. Rather, the Council makes determinations about the legislative decision's consistency with other land development code provisions (if the decision is regarding a code provision), the Comprehensive Plan and Statewide Planning Goals.

Notice is generally required through publication, although in some cases individual notices to property owners is required, with a recommendation by the Planning Commission, and a public hearing before the City Council. Because these decisions result in the adoption of policy or legislation, the final decision is made by the City Council.

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ETHICS AND CONFLICTS OF INTEREST

GOVERNMENT ETHICS

Public office is a public trust. This concept is enforced through state law in provisions that prohibit public officials from using their positions to enrich themselves, their families or businesses with which they or their close relatives are associated.

For more information, please refer to the Government Standards & Practices Manual or contact the Oregon Government Ethics Commission (www.oregon.gov/ogec).

ACTUAL AND POTENTIAL CONFLICTS OF INTEREST

Public officials may face situations in which their actions may, or will, result in pecuniary benefit for themselves, their relatives, or businesses with which they or their relatives are associated. In such cases, the state ethics law describes the proper response. The response depends upon whether the conflict is an **actual** conflict or a **potential** conflict. Keep in mind, however, that under no circumstances may an official use their office for the purpose of benefiting the official, a relative or an associated business.

ACTUAL CONFLICT OF INTEREST

An actual conflict of interest exists when a public official is faced with acting, deciding or recommending an action, and the effect of that action certainly *would* be to the private pecuniary benefit or detriment of the official, the official's relative, or any business with which the person or a relative of the person is associated.

Example: A city councilor owns one of two well-digging companies in the city. The council is voting upon whether to adopt a proposed ordinance that would impose licensing fees on well-digging companies. His vote will certainly have the effect of a financial detriment or benefit upon his company.

Example: A systems operation official approves an employment agreement with a technical support company that employs her son. The approval would be to the pecuniary benefit of a business with which her relative is associated.

ORS 244.040(6) also states "No person shall attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member".

Example: The member of a city planning commission is prohibited from appearing before that same city planning commission to represent a client for a fee, but a business partner of the city planning commission member could represent the same client for a fee.

POTENTIAL CONFLICT OF INTEREST

A potential conflict of interest exists when a public official is faced with acting, deciding

or recommending an action, and the effect of that action *could* be to the private pecuniary benefit or detriment of the official, the official's relative, or any business with which the person or a relative of the person is associated.

Example: If the public official as an independent contractor performs services for a business that comes before the public body upon which the official sits, a potential conflict exists. The decisions of the public body could result in private pecuniary benefit to the official.

CONFLICT OF INTEREST EXCEPTIONS

Actions affecting an entire class do not create a conflict of interest. In other words, no conflict exists if the public official's action would affect other members of a large class of people in the same way it would affect the public official.

For example, if a city council was voting to adopt a city-wide tax cut for retail businesses, council members who owned retail businesses would not have a conflict because of the exception.

However, if the city council was voting to adopt a tax cut for software companies, and a city councilor owned one of only three software companies in the city, the councilor would have an actual conflict of interest for which the "class" exemption would not apply. In this case, three software companies would not be considered a large enough class to gain the exemption.

Other exceptions include the following:

1. Membership in a particular class required by law as a prerequisite to holding office does not give rise to a conflict of interest. For example, a commission which recommends fees for the use of certain chemicals requires that one of its positions be filled by a representative of a company which uses such substances. That person is not faced with conflict when deliberating upon the amount of a fee.
2. No conflict exists when the pecuniary benefit or detriment arises out of unpaid membership in or membership on the board of directors of a nonprofit corporation which is tax-exempt under section 501(c) of the Internal Revenue Code.

METHODS OF HANDLING ACTUAL OR POTENTIAL CONFLICTS OF INTEREST

In every case in which a public official is met with an actual or potential conflict of interest, the official must disclose the conflict. Elected or appointed officials serving on a board or commission must publicly announce the nature of the conflict. The conflict must be recorded in the official minutes of the public body. A public official need only announce a conflict of interest once during the course of the particular meeting, even

though discussion or action may be interrupted.

When faced with an actual conflict of interest, a public official must, after disclosing the conflict, refrain from participating as a public official in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue. The public official should make certain that the minutes reflect that the public official did not participate in the discussion or vote.

Rule of Necessity: If the official's vote is necessary to meet a requirement of minimum number of votes to take official action, then the official is eligible to vote, but not to participate as a public official in any discussion or debate on the issue out of which the actual conflict arises.

CAVEAT: If voting under the "rule of necessity" would violate the code of ethics (for example, where a vote would constitute "using" the office to obtain financial gain or avoid financial detriment), then the public official may not vote.

When faced with a potential conflict of interest, a public official must announce publicly the nature of the potential conflict prior to taking any action thereon in the capacity of a public official. Following the declaration of the conflict, the official may discuss and vote on the matter.

CAVEAT: A public official may not take official action after declaring a potential conflict of interest if such action would violate any provision of the code of ethics.

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BOARD & COMMISSION SUMMARY

ARTS COMMISSION

Medford Code 2.438 adopted by the City Council on January 17, 2002.

The Commission shall consist of nine voting members (one of which shall be a student from a high school per Section 2.470(1)) and one non-voting ex-officio member, the Parks & Recreation Director or his/her designee. Voting members shall be appointed by the Mayor and City Council for terms of three years. The Commission shall adopt rules of procedure, as necessary, and shall by resolution establish either a regular meeting date or rules of procedure under which meetings may be called.

The duties of the Commission shall include, but not be limited to the following:

- (a) Act on behalf of the Council on matters pertaining to the selection, acquisition, sighting, restoration and preventive maintenance of public art for the enjoyment of the citizens;
- (b) Advise the Council concerning the acceptance and disposition of gifts of art to the City;
- (c) Act in conjunction with the City Council and City staff on matters pertaining to arts promotion, artist's recognition and encouragement of the arts and artistic performances to help foster broad participation in and understanding of the arts and their value to the Medford community;
- (d) Advise City Council of funding needs for arts to attain the desired vision for arts and culture in Medford;
- (e) Work in conjunction with the Medford Parks and Recreation Commission regarding the placement of public art and scheduling of arts and cultural events in Medford public parks.

BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

Medford Code 2.428 adopted by the City Council on October 19, 2006.

The Medford Bicycle and Pedestrian Advisory Committee is an advisory committee to the City Council on plans and issues related to non-motorized transportation. The Committee shall consist of seven members, including a mix of persons representing pedestrian interests, cycling interests, and other non-motorized transportation modes. Members shall be appointed to serve two-year terms.

The duties of the Bicycle and Pedestrian Advisory Committee shall include, but not be limited to the following:

- (a) Make recommendations to the City regarding priority bicycle and pedestrian improvements to implement the Medford Transportation System Plan (TSP);
- (b) Identify, advocate, and advise the City about issues that affect non-motorized transportation;
- (c) Advise the City on developing programs and facilities to comply with Statewide Planning Goal 12 (the Transportation Planning Rule) and to meet the TSP benchmarks regarding provision of facilities for non-motorized transportation modes;
- (d) Support communication among City officials, cycling, pedestrian and other interests by providing a forum for receiving public input and identifying appropriate avenues for resolving issues affecting these groups;
- (e) Encourage and participate in education related to non-motorized transportation;
- (f) Promote connectivity for non-motorized transportation modes on existing streets;
- (g) Make recommendations to the City Council regarding priorities and opportunities for non-motorized transportation;
- (h) Assist in gathering, reviewing and analyzing information regarding non-motorized transportation in the City;
- (i) Identify funding sources for non-motorized transportation projects and assist in obtaining funds;
- (j) Respond to requests for comments on land use applications pertinent to non-motorized transportation; and,
- (k) Foster a relationship with the Jackson County Bicycle Committee, the Oregon Bicycle and Pedestrian Committee, and other agencies that promote non-motorized modes of transportation.

BUDGET COMMITTEE

The Budget Committee was established pursuant to the provisions of ORS 294.336.

The Committee consists of the Mayor and City Councilmembers and an equal number (9) of qualified electors of the City appointed by the Mayor and Council.

As provided by ORS, the members of the Budget Committee receive no compensation for their services as members of the Committee. Appointed members of the Budget Committee may not be officers, agents or employees of the City.

Appointed members of the Budget Committee serve four-year terms. At its first meeting, the Committee is required to elect a chairman and a secretary from among its members.

The executive officer of the city (City Manager) is responsible for preparing a preliminary budget document and budget message for presentation to the Budget Committee at its first meeting to consider the proposed fiscal budget. The Budget Committee reviews the budget document and may either approve it as submitted by the City Manager or as the Committee may revise it. At its budget hearings, the Committee hears the budget presentation by the City Manager and appropriate department staff, hears persons wishing to speak on the budget, and announces the time of the next meeting. All meetings of the Budget Committee are open to the public.

The Budget Committee receives information needed for the revision of the budget document prior to forwarding its recommendation to the City Council, which may amend the budget as provided by the Budget Committee and as set forth in ORS 294.435. The Committee meets as needed to review the budget.

CEMETERY COMMISSION

Medford Code 2.204 was adopted by the City Council on March 5, 1987.

The Cemetery Commission consists of seven members appointed for three-year terms. The Commission shall meet at least quarterly and may meet as often as necessary to carry out its functions. The chairman of the Commission may call a special meeting at any time upon 24 hours notice to the members and the public.

The Cemetery Commission shall be an advisory body which shall make recommendations to the City Manager and City Council regarding the funding and operation of Eastwood Cemetery. The Commission shall also work to secure donations and bequests for the Cemetery Trust Fund.

HOSPITAL FACILITIES AUTHORITY BOARD OF DIRECTORS

The Hospital Facilities Authority of Medford, Oregon was established by Resolution No. 2061, passed by the City Council on July 18, 1974, pursuant to ORS 441.525 and 441.595.

The Authority is managed and controlled by a Board of Directors composed of seven members whose terms are four years. At least one director must also be a member of the governing body. No member may serve more than two consecutive terms. Any vacancy on the Board of Directors is filled by appointment made by the Mayor and City Council.

The Board of Directors adopts and may amend rules for calling and conducting its meetings and carrying out its business. All decisions of the Board must be by motion or resolution and are to be recorded in the Board's minute book, which is public record. A majority of the Board constitutes a quorum for the transaction of business and a majority thereof is sufficient for the passage of any such motion or resolution.

General power of authority of the Board of Directors is outlined in ORS 441.550. Except as otherwise provided by ORS, the Authority has all the power necessary to accomplish the purpose of providing hospital facilities for the people of Medford.

The Board acts as a conduit that allows nonprofit hospital facilities to float tax-free bonds.

HOUSING & COMMUNITY DEVELOPMENT COMMISSION

Medford Code 2.439 adopted by City Council on August 1, 2002.

The Commission shall consist of nine voting members appointed encouraging representation from each ward. Voting members of the Commission shall be appointed for terms of three years.

The Commission shall adopt rules of procedure, as necessary, and shall by resolution establish either a regular meeting date or rules of procedure under which meetings may be called.

The duties of the Medford Housing and Community Development Commission shall include, but not be limited to the following:

- (a) Identify and make recommendations to the Council regarding housing priorities for all income levels.
- (b) Make recommendations to Council regarding the development of new programs and the enhancement of existing programs. Advise Council on possible opportunities.
- (c) Review current land use policies and zoning regulations and promote the adoption of policies and regulations supporting housing affordability.
- (d) Serve in an advisory capacity on any and all matters pertinent to the City of Medford's Community Development Block Grant Entitlement.
- (e) Other duties as directed by Council.

JOINT TRANSPORTATION SUBCOMMITTEE

Medford Code 2.429 adopted by City Council on June 5, 1997.

The Subcommittee consists of three members of the Planning Commission selected by the Planning Commission, and four members-at-large selected by the Mayor and City Council. Planning Commission members shall serve for the balance of their terms on the originating body and the citizen members may be appointed for staggered terms of up to four years. Meetings shall be held at least quarterly with a majority constituting a quorum. The City Manager shall provide staff members from the Public Works and Planning Departments to assist the Subcommittee and may provide other staff assistance as he deems appropriate.

Purpose of the Subcommittee is to advise the City Council and the Planning Commission on all matters affecting transportation policy in the City and the surrounding area. The duties of the Subcommittee shall include, but are not limited to, the following:

- (a) Examine multi-modal transportation issues.
- (b) Evaluate demand management alternatives.
- (c) Evaluate level-of-service alternatives.
- (d) Make recommendations concerning provisions of the Comprehensive Plan and the Land Development Code that affect transportation.
- (e) Receive public input regarding transportation plans.
- (f) Participate in meetings and coordinate with other transportation related committees in the Rogue Valley.
- (g) Facilitate coordination of transportation issues with other governmental entities.

The meetings of the Subcommittee are not to be considered a part of any land use hearings process and the records of its proceedings shall not be a part of the record of any land use case. They may submit testimony and evidence in a land use matter in the same manner as any other party.

LANDMARKS & HISTORIC PRESERVATION COMMISSION

Medford Code 10.136 adopted by City Council on September 7, 2006.

The Landmarks and Historic Preservations Commission was created with the passage December 18, 1986 of the new Land Development Code.

The Commission shall consist of seven members to serve a term of four years. Membership to the Commission shall be as follows: seven citizens who are residents of the city, who have demonstrated positive interest, competence, or knowledge of historic preservation, and who have been nominated by the Mayor and the City Council. The Planning Director or designee shall serve as an ex-officio member of the Commission. All members of the Commission shall serve without compensation. Vacancies in office shall be filled in the same manner as original appointments and the appointed shall hold office for the remainder of the unexpired term. Any member who misses more than four consecutive scheduled meetings without obtaining a leave shall be removed and another member shall be nominated by the Mayor and confirmed by the City Council.

The objective of the Commission is to:

- (a) Review and investigate any building, structure, or other physical object in the City which is of historic significance;
- (b) Recommend to the Planning Commission and City Council any building, structure or other physical object, which it has determined from review, should be included in the inventory of historic places contained in the Comprehensive Plan;
- (c) Institute and support such programs and projects that will further the historic policy of the City; and
- (d) Serve as the reviewing authority for demolition of a structure in a historic site or district.

MAYOR'S YOUTH ADVISORY COMMISSION

Medford Code 2.470 was adopted by the City Council on February 5, 1987.

The Commission consists of 15-17 representatives from the following schools: South Medford, North Medford, Cascade Christian, and St. Mary's High Schools. Residence in the City is not a requirement. Members shall serve a one-year term beginning July 1 and ending June 30.

The Mayor will appoint representatives to the Commission. Applications are to be submitted to the Mayor's Office with two letters of recommendation: one from a faculty member and one from a member of the community other than a relative. The President of the City Council shall appoint a Council Liaison.

The Commission responsibilities are as follows:

- (a) Serving as an advisory body to the Medford City Council on matters concerning youth and youth activities.
- (b) Helping to find constructive activities for teens and aiding in solving problems concerning teens.
- (c) Finding ways to get students involved in the community.

MULTICULTURAL COMMISSION

Medford Code 2.437 was adopted by the City Council on April 6, 2000.

The Multicultural Commission was established to represent and reflect issues of economic, social and cultural interest for Medford's growing multicultural community.

The Multicultural Commission consists of seven members. The members shall be appointed by the Mayor and City Council for terms of three years.

The Multicultural Commission shall adopt rules of procedure, as necessary, and shall, by resolution, establish either a regular meeting date or rules of procedure under which meetings may be called.

The Commission acts as advisor to the Council on all matters affecting the multicultural community of the City of Medford.

The duties of the Multicultural Commission are:

- (a) Identify and voice concerns about issues which affect the multicultural community.
- (b) Develop positive forums for multicultural community members.
- (c) Encourage a culturally diverse and competent force of elected and appointed City officials and employees.
- (d) Support channels of communication between the multicultural community and City officials.
- (e) Provide the Mayor and City Council opportunities to speak with the multicultural community and hear its concerns.
- (f) Other duties as may be assigned by the Mayor and City Council.

PARKING COMMISSION

Medford Code 2.447 adopted by City Council on February 4, 2010.

The Parking Commission was established to advise the City Council on matters related to parking in the Central Business District, including but not limited to:

- (a) downtown parking policies;
- (b) plans for management of parking regulations and safety;
- (c) proper public use of parking;
- (d) protection of public structures and lots;
- (e) grievances, objections and suggestions regarding parking; and
- (f) requests for changes, additions and variances.

The Commission shall consist of nine members. The Mayor and City Council shall appoint seven persons who are owners or employees of businesses in the Central Business District or member-at-large of the City of Medford. No more than one member may be a member-at-large. In addition, there shall be one member who is appointed by Rogue Community College (RCC) as a representative, and one member who is appointed by Southern Oregon University (SOU) as a representative. All members shall be voting members.

Term of office. Each appointed member shall serve a term of three years, with the exception of the members appointed from RCC and SOU. The RCC and SOU representatives will not serve for a specific term limit. RCC and SOU shall appoint representatives on an annual basis each February 1.

PARKS & RECREATION COMMISSION

Medford Code 2.461 adopted by the City Council on February 6, 1992.

The Parks & Recreation Commission was originally established in 1969.

The Parks & Recreation Commission consists of ten voting members including one youth member resident of the City, and one non-voting ex-officio member, the Parks and Recreation Director.

Voting members of the Commission, other than the youth member, shall be appointed by the Mayor and Council for terms of three years. The youth member shall be appointed by the Mayor for a one-year term beginning July 1 and ending June 30. The youth member shall retain membership so long as the member is in regular attendance at a high school during the school year that falls within the one-year term.

The Parks & Recreation Commission adopts rules of procedure as necessary, and by resolution establishes either a regular meeting date or rules of procedure under which meetings may be called.

The Parks and Recreation Commission shall:

- (1) Act as advisor to the council on matters pertaining to the acquisition and development of public parks, greenways and spaces, and recreation facilities for the enjoyment of the citizens;
- (2) Make recommendations and formulate and suggest policies to assist the council in developing and preserving the aesthetic and recreational facilities values which best serve the public interest;
- (3) Act as advisor to the city council and city staff on matters pertaining to public recreation programs;
- (4) Act as advisor to the city council and city staff on matters pertaining to promotion and encouragement of the arts and artistic performances for the enjoyment of the public and pertaining to the use of monies in the Arts Fund;
- (5) Assist in obtaining gifts and grants for the Arts Fund; and
- (6) Perform such other related duties as may from time to time be assigned by the council.

PLANNING COMMISSION

The Planning Commission is established pursuant to Section 10.120 of the Medford Code, and has all the powers set forth in ORS 227.030, except as otherwise provided by ordinance of the City Council.

The Planning Commission consists of nine members appointed by the City Council for terms of four calendar years. A member may be removed by the City Council, after hearing, for misconduct or non-performance of duty. All members must be residents of the City, and, if any member ceases to be a resident, his office shall thereupon become vacant. Any vacancy in the Commission is filled by the Council for the unexpired term of the predecessor in the office.

No more than two voting members of the Commission may engage principally in the buying, selling, or developing of real estate for profit as individuals or be members of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two members may be engaged in the same kind of occupation, business, trade, or profession. The Planning Director and Planning Secretary serve as ex officio non-voting members.

At its first meeting each calendar year, the Planning Commission selects from its own membership a chairman to act as presiding officer, and a vice chairman to act in his absence.

Except as otherwise provided by law or resolution of the City Council, the Planning Commission conducts its meetings in accordance with Robert's Rules of Order, Newly Revised.

POLICE ADVISORY COMMITTEE

Medford Code 2.427 was adopted by the City Council on April 17, 1997.

The Police Advisory Committee (PAC) was created to assist the Police Department in exploring solutions to community issues and to serve as a forum for community members to seek redress for unresolved police complaints.

PAC consists of 12 members, including one from each ward; one representing the 549c School District; one representing the minority community; one representing the faith-based community; one representing the business community; one City Council member; the Chief of Police; the Deputy Police Chief of Operations, and the Deputy Police Chief of Administration.

All citizen members shall: be a law-abiding citizen with no felony convictions or convictions involving crimes of moral turpitude, be willing to commit to two years of services, be willing to serve as an advocate for the Police Department's outreach efforts and be willing to serve as an advocate on behalf of the community.

PAC shall meet quarterly, in January, April, July and October each year. Members shall attend all meetings unless excused by the committee co-chairs. Any member who has two unexcused absences within a calendar year, shall automatically forfeit the member's position.

PAC duties includes the following:

- (a) Review all comment cards and determine if complaints and problems have been addressed;
- (b) Review any departmental procedures that have resulted in repeated complaints and make recommendations to the Police Department regarding the need for policy changes; and
- (c) Compile and forward to the City Council an annual written report by January 30th. The report shall include data concerning the status of matters reported on, comment cards, written complaints, use of force and all activities PAC participated in.

SISTER CITY COMMITTEE - ALBA, ITALY

The Mayor and City Council recognize and support the Sister City Program, but it should be noted that the Alba Sister City Committee is an independent organization. The Commission has adopted its own bylaws, rules and procedures, and selects its own chairman. Any interested person has the opportunity to become a member and may contact Chair Brent Barry at (541)779-1766.

The City Council formally selected Alba, Italy as Medford's Sister City by passage of Resolution No. 1011 on February 18, 1960.

This affiliation was initiated under the "People-to-People" Program inaugurated by President Eisenhower in 1959 to promote greater friendship and understanding between the peoples of the United States and other nations through the medium of direct personal contact.

Alba, Italy was selected as Medford's Sister City because of its many similar characteristics to Medford, including location, environment, climate, agricultural economy, and other mutual interests. The relationship has led to a long and lasting friendship between the peoples of both cities.

The Committee has been active in promoting and carrying out numerous people exchanges between Alba and Medford, which have enhanced this friendship link. Official correspondence, holiday greetings, and letters of introduction for persons visiting Alba are coordinated through the Mayor's Office. The Committee, through the City of Medford, is a member of Sister Cities International, which serves as a resource center and consultant on sister city programs throughout the United States.

SITE PLAN & ARCHITECTURAL COMMISSION

Medford Code 10.132 adopted by the City Council on June 2, 1994.

The Site Plan and Architectural Commission consists of nine voting members. Members consist of one Planning Commissioner and eight members appointed from the city at large. Of the members at large, one must be a licensed architect, one a member from the landscaping profession, one a licensed engineer and one a licensed contractor.

The voting members of the Commission are appointed by the Mayor and City Council. All terms are for a period of four years, with the exception of the member from the Planning Commission, whose term is for one year.

The Commission adopts rules and regulations for the conduct of its business. Three voting members constitute a quorum. The Commission may or may not meet at regularly scheduled intervals; provided, however, that the Commission must meet as required to fulfill its responsibilities as set forth in the Code.

Site Plan and Architectural Commission review procedures, purposes, and objectives are outlined in the Medford Code. Generally, the Commission promotes the livability of the community in its review of new development projects and improvements to existing structures, including the architecture, landscaping, signing and any other improvements. The applicant or any person withstanding may file an appeal to the City Council on any ruling of the Site Plan and Architectural Commission.

TRAFFIC COORDINATING COMMITTEE

Medford Code 2.457 was adopted by the City Council on April 5, 1984.

The Committee shall be composed of five voting members and three non-voting members. Voting members shall be the Chairperson of the Transportation Committee of the Medford Chamber of Commerce or its designee, a representative appointed by School District 549C or its designee, the manager of the local branch of the American Automobile Association or its designee, and two members-at-large appointed by the Mayor and City Council. Nonvoting members shall be the Chief of Police, or his/her designee and one member designated by the Public Works Director.

A Traffic Coordinating Committee was established to:

- (a) Review and make recommendations to the City Council concerning traffic management policies;
- (b) Act as a forum to hear citizen requests with regard to traffic matters; and
- (c) Advise the Traffic Engineering Section of the Engineering Division on all matters pertaining to vehicular and pedestrian traffic on the public streets and ways of the city.

The minutes of the meetings of the Traffic Coordinating Committee shall be filed with the City Recorder.

UNIFIED APPEAL BOARD

Medford Code 2.475 was adopted by the City Council on April 15, 2010.

The Board performs the functions of those Boards created by the Uniform Building Codes, The Plumbing Code, the Electrical Code, and the Mechanical Code.

The Board membership is composed as follows: The Building Safety Director serves as an ex-officio non-voting member and is the secretary of the Board. In that capacity he is responsible for issuing and serving notices of meetings and hearings, notices of Board action, maintaining a record of the proceedings of the Board, and delivering all official records and documents of the Board to the City Recorder for maintenance as public records. The Fire Marshal serves as a non-voting ex-officio member and is notified of all meetings. The Mayor and Council appoint five members for two-year terms. These five members elect a chairman. There must be one member from each of the following categories: a licensed general contractor, a licensed engineer, a licensed architect, a member of the business community of the city, and a representative of the public not belonging to any of the foregoing categories.

In addition, a panel of six members is appointed for a two-year term, each of whom must have special knowledge in one of the following fields: building construction, heating and air conditioning, substandard and dangerous housing, the sign business, electrical installations, and plumbing installations. One member of this panel receives a call to attend each meeting of the Board at which matters dealing with his identified specialty are pending.

URBAN RENEWAL AGENCY BUDGET COMMITTEE

The Urban Renewal Agency was created in 1988. The Agency is authorized pursuant to Section 2.442 of the Medford Code to have all the powers provided in Chapter 457, Oregon Revised Statutes.

The URA Budget Committee is an advisory committee to the Medford Urban Renewal Agency Board of Directors. The committee is comprised of nine public members as well as the Agency Board of Directors.

It is the responsibility of the Committee to review the budget for consistency with the City Center Revitalization Plan and either approve or revise the budget submitted by the Executive Director and forward a recommendation to the Board of Directors for final action.

Budget Committee members shall be residents of the City of Medford who are not officers or employees of the City, and who are registered to vote.

WATER COMMISSION

The Board of Water Commissioners of the City of Medford was created in 1922. The Commission is authorized, pursuant to Section 4.110 of the Medford Code to adopt rules and regulations necessary to carry out the duties and powers that it has under the City Charter and the Medford Code.

The Commission consists of five members who are residents of the city and serve without compensation. Each Commissioner is appointed by the Mayor to serve for five years. Before assuming office, each must be confirmed by the City Council and file with the City Recorder a written oath to faithfully perform the duties of his/her office.

The Commission has the full power and authority to maintain, operate, repair and extend, and other powers necessary to fully manage and operate the water system as is necessary for the needs of the city. Authorities and duties are more specifically outlined in the Medford City Charter, Section 21. The Board of Water Commissioners is required to make full reports to the City Council of the business transacted by it and of the condition of its funds once every three months, and also makes special reports to the City Council on matters relating to the water system when called for by the City Council.

MEETING SCHEDULES

ARTS COMMISSION

2nd and 4th Mondays of each month; Santo Center; 5:30 p.m.

BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

2nd Monday of each month; Medford Room/City Hall, 5:15 p.m.

BUDGET COMMITTEE

Meets 4 to 5 times in every other spring to review preliminary budget for the coming biennium;

Medford Room/City Hall; time set by committee

CEMETERY COMMISSION

Second Tuesday of each month, Santo Center; Noon

CITY COUNCIL

1st and 3rd Thursday of each month

Council Chambers/City Hall; 12:00 noon & 7:00 p.m.

HOSPITAL FACILITIES AUTHORITY BOARD OF DIRECTORS

Meet only when called, generally once a year.

Place, date and time set when meeting is called.

HOUSING & COMMUNITY DEVELOPMENT COMMISSION

1st Wednesday of each month, Medford Room/City Hall; 5:30 p.m.

JOINT TRANSPORTATION SUBCOMMITTEE

Quarterly on the 4th Wednesday of January, April, July and October;

LANDMARKS & HISTORIC PRESERVATION COMMISSION

1st Tuesday of each month

Council Chambers/City Hall; 5:45 p.m.

MAYOR'S YOUTH ADVISORY COMMISSION

1st and 3rd Tuesday of each month

Santo Center; 5:00 p.m.

MULTICULTURAL COMMISSION

3rd Tuesday of each month

Alba Room/City Hall; 5:00 p.m.

PARKING COMMISSION
2nd Thursday of each month
City Hall in Medford Room; 8:00 a.m.

PARKS & RECREATION COMMISSION
3rd Tuesday of each month
Carnegie Building; 5:30 p.m.
Study Sessions 1st Tuesday of each month

PLANNING COMMISSION
2nd and 4th Thursdays of each month
City Hall Council Chambers; 5:30 p.m.
Study Sessions: 2nd and 4th Monday of each month at noon, Lausmann Annex,
Room 151

POLICE ADVISORY COMMITTEE
Meets quarterly in January, April, July and October

SITE PLAN & ARCHITECTURAL COMMISSION
1st and 3rd Fridays of each month
City Hall Council Chambers; 12:00 noon

TRAFFIC COORDINATING COMMITTEE
4th Wednesday of each month
Lausmann Annex, Room 151; Noon

UNIFIED APPEAL BOARD
Meet only when called per Medford Code.
Place, date and time set when meeting is called.

URBAN RENEWAL AGENCY BUDGET COMMITTEE
Meet when called, in a location to be determined.

WATER COMMISSION
1st and 3rd Wednesdays of each month

2014 COUNCIL LIAISON APPOINTMENTS

<u>Voting Members of Boards</u>	<u>Member</u>	<u>Alternate</u>
Police Advisory Committee	Bob Strosser	Dick Gordon
Hospital Facilities Authority	Eli Matthews & Dick Gordon	
JaCo Ad-Hoc Homeless Work Group	Lilia Caballero, MPD	MPD
Rogue Basin Steering Committee	Bob Strosser	Dick Gordon
RVACT	Daniel Bunn	Al Densmore
RVCOG	Dick Gordon	Karen Blair
Rogue Valley MPO	Al Densmore	Daniel Bunn
Regional Rate Comm. (Regional Sewer)	Bob Strosser & Eli Matthews	Chris Corcoran & John Michaels
SORED1	Chris Corcoran	Eli Matthews
<u>Non-Voting Members & Liaisons</u>	<u>Liaison</u>	<u>Alternate</u>
Arts Commission	Karen Blair	Eli Matthews
Bicycle & Pedestrian Advisory Committee	Daniel Bunn	Karen Blair
Cemetery Commission	Daniel Bunn	Bob Strosser
Housing & Community Development	John Michaels	Chris Corcoran
Joint Transportation Subcommittee	Tim Jackle	Daniel Bunn
Landmarks & Historic Preservation Comm.	Tim Jackle	Karen Blair
Mayor's Youth Advisory Comm.	Eli Matthews	John Michaels
Medford Water Commission	Bob Strosser	Chris Corcoran
Multicultural Commission	Chris Corcoran	Bob Strosser
Parking Commission	Karen Blair	Eli Matthews
Parks & Recreation Comm.	John Michaels	Dick Gordon
Sister City Committee	Eli Matthews	Daniel Bunn
Site Plan & Architectural Comm.	Dick Gordon	Eli Matthews
Traffic Coordinating Committee	Bob Strosser	Dick Gordon
TRADCO	Daniel Bunn	
<u>Council Standing Committees</u>		
Chamber of Commerce Board-Ex-Officio Rep.	Gary Wheeler	Daniel Bunn
Finance Committee	Eli Matthews (Chair), Chris Corcoran, John Michaels	
TravelMedford Board -	Dick Gordon	Daniel Bunn
Oregon Legislative Liaison	Karen Blair, Eli Matthews, Dick Gordon	
Medford Youth Baseball Society	Eli Matthews	

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MEDFORD CHARTER

AN ACT to provide for the government of the city of Medford in Jackson County, Oregon, and to repeal all charter provisions of the city enacted prior to the time that this charter was adopted, except Section 67-C thereof, heretofore adopted by the people, and Sections 98 and 101 of Chapter 292, Oregon Special Laws, 1905.

BE IT ENACTED by the people of the city of Medford, Jackson County, Oregon:

CHAPTER I NAME AND BOUNDARIES

Section 1. TITLE OF ENACTMENT. This enactment may be referred to as "THE MEDFORD CHARTER OF 1998."

Section 2. NAME OF CITY. The municipality of the city of Medford in Jackson County, Oregon, shall continue to be a municipal corporation with the name "CITY OF MEDFORD."

Section 3. BOUNDARIES. The city shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by voters, by the council, or by any other agency with legal power to modify them. The recorder shall maintain an official, accurate, and up-to-date description of the city boundaries in the recorder's office at the city hall.

CHAPTER II POWERS

Section 4. POWERS OF THE CITY. The city shall have all powers which the constitutions, statutes, and common law of the United States and of this state expressly or impliedly grant or allow municipalities, as fully as though this charter specifically enumerated each of those powers.

Section 5. CONSTRUCTION OF CHARTER. In this charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally construed to the end that the city may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to state laws and to the municipal home-rule provisions of the state constitution. As used in this charter, the term "whole council" means all of the present membership of the council at the time the vote is taken.

CHAPTER III FORM OF GOVERNMENT

Section 6. WHERE POWERS VESTED. Except as this charter provides otherwise, all powers of the city shall be vested in the council.

Section 7. COUNCIL. The council shall be composed of eight councilmembers. There shall be two councilmembers elected from each ward and the city shall be divided into four wards, the boundaries of said wards to be fixed by the city council by ordinance. The ward boundaries in existence on the effective date of this charter shall remain in existence until changed by ordinance.

Section 8. COUNCILMEMBERS. The councilmembers in office at the time this charter is adopted shall continue in office, each until the end of the member's term of office as fixed by the charter of the city in effect at the time this charter is adopted. At each biennial general election after this charter takes effect, four councilmembers, one from each ward, shall be elected, each for a term of four years, so that the councilmembers in each ward are biennially elected for overlapping terms. To qualify for election and to hold office, a councilmember must be and remain a resident of the ward the member represents.

Section 9. MAYOR. The mayor elected in November, 1998, shall serve the two year term for which that person was elected. At the biennial general election in the year 2000, and every four years thereafter, a mayor shall be elected for a term of four years.

Section 10. MANAGER, JUDGE, AND OTHER OFFICERS. Additional officers of the city shall be a city manager and municipal judge, and such other officers as the council, or the board of water commissioners within its jurisdiction, deem necessary. The council may combine any two or more appointive offices, except the offices of city manager and municipal judge. In no such combination shall a municipal judge be subject to supervision by any other officer in the performance of judicial duties.

Section 11. SALARIES.

(a) Appointed Officials. The compensation for the services of the city manager and of the municipal judge shall be in the amount approved by the council. The compensation for services of all other appointed city officers and employees, except employees and officers of the water commission, shall be the amount fixed by the city manager, subject to budgetary limitations and other general limits set by ordinance of the city council.

(b) Elected Officials. The mayor and councilmembers shall not receive a salary for services rendered in that capacity except for reimbursement of actual expenses incurred in carrying out the duties thereof.

Section 12. QUALIFICATIONS OF ELECTIVE OFFICERS. No person shall be eligible for an elective office of the city unless at the time of election the person is a qualified elector within the meaning of the state constitution and has resided in the city during the six months immediately preceding the election. If the person is a resident of an area annexed less than six months prior to election, total continuous residency in the area annexed shall be counted towards the 6-months requirement. The council shall be final judge of the qualifications and election of its own members.

CHAPTER IV COUNCIL

Section 13. MEETINGS. The council shall hold regular meetings at least twice each month in the city at a time and at a place which it designates. It shall, by ordinance enacted by two-thirds vote of the whole council, adopt rules for the government of its members and proceedings. The mayor or any two councilmembers may call a special meeting of the council. Notice of a special meeting shall be in such form and delivered or otherwise given in such manner as may be prescribed by the council's rules of government and state statute.

Section 14. QUORUM. A majority of members of the council shall constitute a quorum necessary for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

Section 15. PRESIDENT OF THE COUNCIL. At its first meeting of each year, the council shall elect a president and vice-president from its membership. In the mayor's absence from a council meeting, the president, or in the president's absence the vice-president, shall preside over it, but shall retain the right to vote on each question. In any event, the president or vice-president may vote only once on each question before the council. Whenever the mayor is unable to perform the other functions of the office, the president, or in the president's inability the vice-president shall act as mayor.

Section 16. VOTE REQUIRED. Except as this charter otherwise provides, the express concurrence of a majority, but not less than three, of those voting on the question shall be necessary and sufficient to decide any question before the council.

CHAPTER V
POWERS AND DUTIES OF OFFICERS

Section 17. MAYOR. The mayor shall be the presiding officer of the city council but shall not vote upon any question except in case of a tie and the mayor shall then cast the deciding vote. Except as otherwise provided herein or by ordinance, the mayor shall appoint the members of committees or commissions of the city. Within ten days after the council adopts an ordinance the mayor may sign it and shall thereupon take effect, or, the mayor may return it unsigned to the city recorder with a signed statement of objection, and the ordinance shall be deemed vetoed. If the mayor neither signs the ordinance nor submits a veto to the city recorder within ten days, the ordinance shall take effect at the end of ten days without the mayor's signature. If the mayor vetoes an ordinance, the council may at its next regular meeting, or at a special meeting called for that purpose, reconsider the ordinance and, if two-thirds of the councilmembers present vote for such ordinance, it shall become immediately operative as though approved by the mayor.

Section 18. CITY MANAGER.

Qualifications. The city manager shall be the administrative head of the government of the city. The manager shall be chosen by the council without regard to political considerations and solely with reference to executive and administrative qualifications. The manager need not be a resident of the city or of the state at the time of appointment, but promptly thereafter shall become, and during tenure remain, a resident of the city. Before taking office, the manager shall give a bond in such amount and with such surety as may be approved by the council. The premiums on such bond shall be paid by the city.

Term. The manager shall be appointed for an indefinite term and may be removed at the pleasure of the council. Upon any vacancy occurring in the office of manager, the council at its next meeting shall adopt a resolution of its intention to appoint another manager. Not later than one year after adopting the resolution, the council shall appoint a manager to fill the vacancy.

Powers and Duties. The powers and duties of the manager shall be as follows:

(a) The manager shall devote his or her entire time to the discharge of official duties, attend all meetings of the council unless excused there from by the council or the mayor, keep the council advised at all times of the affairs and needs of the city, and make reports annually, or more frequently if requested by the council, of all the affairs and departments of the city.

(b) The manager shall see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the city are observed.

- (c) The manager shall designate a city recorder, shall appoint and may remove appointive city officers and employees except as this charter otherwise provides, and shall have general supervision and control over them and their work with power to transfer an employee from one department to another. The manager shall supervise the departments to the end of obtaining the utmost efficiency in each of them. The manager shall have no control, however, over the council or over the judicial activities of the municipal judge.
- (d) The manager shall be responsible for preparing and submitting to the budget committee the annual budget estimates and such reports as that body requests.
- (e) Except as provided in Section 21 with respect to the jurisdiction of the Board of Water Commissioners, the city manager shall supervise the operation of all public utilities owned and operated by the city and shall have general supervision over all city property.

Seats at Council Meetings. The manager and such other officers as the council designates shall be entitled to sit with the council but shall have no vote on questions before it. The manager may take part in all council discussions.

Manager Pro Tem. If the office of city manager shall be vacant, the mayor shall be empowered to appoint a city manager pro tem who shall serve as city manager; provided that the city manager pro tem shall not have the power to appoint or dismiss officers or employees of the city except with the approval of the council. Provided further that the city manager pro tem shall hold office only until a city manager shall have been agreed upon and in no event to exceed a longer period of time than one year. Provided further that the city manager pro tem shall not be eligible for reappointment to the office of city manager pro tem.

Interference in Administration and Elections. No member of the council shall, in any manner, directly or indirectly, by suggestion or otherwise, attempt to coerce or influence the city manager in the making of any appointment or any removal or in the award of any contract within the manager's authority or in any disciplinary action against a city employee; nor shall any member of the council exact any promise relative to any appointment from any candidate for city manager or discuss directly or indirectly with any such candidate the matter of appointments to any city office or employments. Any violation of the foregoing provisions of this section shall work a forfeiture of the office of the offending member of the council who may be removed there from by the council or any court of competent jurisdiction. Nothing contained herein, however, shall be construed as prohibiting the council, while in open session, from discussion with or suggesting to the city manager anything pertaining to city affairs. any appointive office or employment with the city.

Ineligible Persons. Neither the manager's spouse nor any person related to the manager or the manager's spouse by consanguinity or affinity within the third degree may hold

Section 19. WATER COMMISSION.

(1) Water Commission; Appointment; Terms; Officers. The board of water commissioners of the city of Medford, created in 1922, shall continue as presently constituted and shall consist of five members who are residents of the city and serve without compensation. Each commissioner is appointed by the mayor to serve for five years or until a successor is appointed and qualified, and, before assuming office, each must be confirmed by the city council and file with the city recorder a written oath to faithfully perform the duties of the office. Each commissioner in office on the effective date of this act shall remain in office until the expiration of the term for which appointed and each successor shall serve for five years or until another successor is appointed and qualified. Vacancies in the board shall be filled in like manner for the unexpired term. The city treasurer and city recorder shall be ex-officio treasurer and clerk of the board. As clerk of the board of water commissioners, the city recorder shall be the custodian of all official documents, papers and records thereof.

(2) Authority.

(a) The board of water commissioners, in the name of the city of Medford, shall have full power and authority to construct, extend, maintain and operate facilities and water systems within and without the city for the appropriation, diversion, treatment, transmission and distribution of water from Big Butte Creek, the Rogue River and all other sources; to protect and preserve the watersheds upon which such water sources rely; to distribute, furnish, sell and dispose of waters, and provide water service, to water users and distributors, both public and private, within and without the city on such terms and conditions as the board of water commissioners determines to be in the best interests of the city; to enter into contracts for periods not to exceed twenty (20) years for the furnishing of water service, the sale of water or the operation or ownership of water systems, provided that in connection with the execution of any contract for the furnishing of such services or water outside the city, the board shall first find that the water or water service, or system's capacity, thus furnished, provided or sold, is surplus to the needs of the inhabitants of the city; to exercise all authority granted by ORS 225.030 in connection with the ownership, operation and maintenance of water works and water systems; to acquire by purchase, gift or eminent domain any and all real and personal property of every kind and character, including real property, water rights, rights-of-way and all other property rights, which it may find to be necessary or convenient for the carrying out of its powers hereunder, and to possess and to use the said property and property rights for said purposes and to dispose of such as it may from time to time find to be surplus to the needs of the city water system.

(b) Except as provided in Paragraph (3) and subject to the duties imposed in Paragraphs (4) and (5), the board of water commissioners shall have full control of the Water Fund and the power to disburse the same for the carrying out of all of the powers herein granted the board; to establish rates to be paid by water users for the use of city water service and facilities, and to collect and enforce the collection of such amounts in the name of the city of Medford; and to make all necessary rules and regulations for the sale, disposition and use of the water and water service of and from said city water system or systems.

(c) The board shall also have such other duties and powers, not inconsistent with this charter and the provisions of this chapter, as may from time to time be provided by ordinance of the city council, and authority is hereby granted to the city council to grant to said board of commissioners such additional powers as shall be necessary to enable the board of water commissioners to fully manage and operate the city water system.

(3) Water Fund. All monies received by the board of water commissioners from the sale of water service or from users of the services furnished from the water systems, or otherwise, shall be deposited in the treasury of the city to the credit of a fund to be known as the "Water Fund" and shall be kept separate and apart from other monies of the city, and money shall be drawn from said fund only upon demand previously approved by vote of three members of the board taken with "ayes" and "nays" spread on the minutes; provided that the city council shall have the power to draw upon the said water fund for the payment of interest and principal amounts of general obligation bonds of the city issued for the construction, improvement or expansion of the water system as such interest and principal payments from time to time fall due.

(4) Rate Policy. It shall be the duty of the board to fix and maintain water service rates adequate to raise funds sufficient to pay operating expenses of the system, the principal and interest on all bonds issued for the improvement and expansion of said system as the same fall due, and such replacements and additions to the water system as the board finds to be required by the needs of the users thereof. The board shall hold a public hearing sixty (60) days prior to any water service rate change.

(5) Municipal Purposes. It shall be the duty of the board to furnish water to the city of Medford for fire protection and other like public purposes, and to receive into the water fund from the general fund of the city such amount as may be mutually agreed upon by the board and the city council for said services.

(6) Reports. It shall be the duty of the board to make full reports to the city council of the business transacted by it and of the condition of its funds once every three months, and it shall also make special reports to the city council on matters relating to the water system when called for by the city council.

Section 20. MUNICIPAL JUDGE.

(1) Municipal Judge; Qualifications; Appointment; Judges Pro Tem. The municipal judge shall be the judicial officer of the city. The judge shall be admitted to practice law by the Oregon Supreme Court. The judge shall be appointed by the mayor, with the approval of the council for a term of three years, subject to being removed by a two-thirds vote of the whole council for cause as defined by ordinance in effect prior to the occurrence of the grounds for cause. The judge shall hold within the city a court to be known as the Municipal Court for the city of Medford, Oregon. The city council may provide for the appointment of municipal judges pro tem to serve in the absence or inability of the municipal judge and for compensation thereof, and may appoint such judges pro tem to thus serve, but any such appointment shall be subject to the approval of the municipal judge.

(2) Jurisdiction and Limitations. The court shall be open for the transaction of judicial business at times specified by ordinance. All area within the city and, to the extent provided by state law, area outside the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by ordinances of the city and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinances of the city. The judge shall have authority to issue process for arrest of any person accused of an offense against the ordinances of the city, to commit any such person to jail or admit him to bail, to provide for subpoenas, to compel witnesses to appear and testify in court on a hearing or trial of any cause before him, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court and to punish witnesses and others for contempt of court.

When not governed by ordinances or this charter, all proceedings in the municipal court for the violation of a city ordinance shall be governed by general laws applicable to state courts. The city manager shall execute, or cause to be executed, all lawful orders of the municipal judge or court or of any court which succeeds to its jurisdiction. Except as otherwise provided for in a special, or commitment order, an accused shall be released from custody in accordance with the terms of a general order of the municipal court. The laws of arrest, warrants, searches, seizures, rights to bail, counsel, and due process for violation of an ordinance shall be the same as those applying within the state of Oregon to misdemeanors.

(3) Transfer of Jurisdiction. If by general statute, or by constitutional amendment, the state of Oregon makes available a state court for the enforcement of all or a part of the ordinances of the city of Medford, then notwithstanding the above provisions, the city council may in its discretion, by ordinance, transfer all or any part of the jurisdiction of the municipal court to such state court on such terms as the city council may deem to be in the best interests of the citizens of Medford, but any such ordinance may be subject to referendum on petition of legal voters or by resolution of the city council as provided by law.

Section 21. RECORDER. The recorder shall serve ex officio as clerk of the council, attend all its meetings unless excused there from by the council, keep accurate record of its proceedings, and sign all orders on the treasury. In the recorder's absence from a council meeting, the manager shall appoint a clerk of the council pro tem who, while acting in that capacity, shall have all the authority and duties of the recorder.

CHAPTER VI ELECTIONS

Section 22. ELECTIONS. The city recorder shall be the elections officer of the city. A person may be nominated in a manner prescribed by general ordinance to run for an elective office of the city. City elective offices shall be filled at regular city elections held at the same times and places as biennial general state elections in accordance with applicable state election laws. The council may provide for special elections in accordance with such laws. The result of all elections shall be entered into the record of the proceedings of the council. To the extent permitted by the Constitution and the Laws of the State of Oregon and the provisions of this charter, the council may enact ordinances governing the conduct of city elections.

Section 23. COMMENCEMENT OF TERMS OF OFFICE. The term of office of a person elected at a regular city election shall commence on the day of the first council meeting of the year immediately following the election.

Section 24. OATH OF OFFICE. Before entering upon the duties of an elective office, each officer shall take an oath or shall affirm that he or she will support the constitutions and laws of the United States and of Oregon and faithfully perform the duties of the office.

CHAPTER VII VACANCIES IN OFFICE

Section 25. WHAT CREATES VACANCY. An elective office becomes vacant:

- (1) Upon the incumbent's
 - (a) death,
 - (b) adjudicated incompetence, or
 - (c) recall from the office; or
 - (d) ceasing to be a qualified elector under state law,
 - (e) conviction of a public offense punishable by loss of liberty, or
 - (f) resignation from the office.

- (2) Upon declaration by the council of a vacancy in case of the incumbent's
 - (a) failure, following election or appointment to the office, to qualify for the office within ten days after the time for his or her term of office to begin,
 - (b) absence from the city for over 30 days without the council's consent or from all meetings of the council within a 90 day period,
 - (c) ceasing to reside in the ward from which elected,

Section 26. FILLING OF VACANCIES. Vacant elective offices in the city shall be filled by a majority vote of the whole council. The appointee's term of office shall begin immediately after appointment and shall continue throughout the unexpired term of the predecessor. However, if an appointed councilmember's term begins at least thirty (30) days prior to the last day for filing nominating petitions for the general election which comes in the middle of the predecessor's unexpired term, the appointee's term shall terminate at the end of such election year, and the vacancy shall then be filled at the mid-term general election for the balance of the original term, so that the system of overlapping four-year terms in each ward shall be preserved.

CHAPTER VIII ORDINANCES

Section 27. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted shall be, "The city of Medford ordains as follows:".

Section 28. MODE OF ENACTMENT.

(1) Except as the second and third paragraphs of this section provide to the contrary, every ordinance of the council shall, before being put on its final passage, be read fully and distinctly in open council meeting on two different days.

(2) If such ordinance has been available for public inspection in the office of the city recorder not less than three days prior to the meeting, the ordinance, and any amendments thereto, may be enacted at a single meeting of the council unless there is more than one dissenting vote, upon being read first as in this chapter provided.

(3) Any of the readings may be by title only, if no councilmember present at the meeting requests to have the ordinance read in full, or if a complete copy of the ordinance is provided for each councilmember prior to the meeting.

CHAPTER IX
PUBLIC IMPROVEMENTS

Section 29. IMPROVEMENTS.

- (1) Procedure. The procedure for making, altering, vacating or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the state. Any such general procedural ordinances shall be passed by a vote of at least two-thirds of the whole council.

- (2) New Paving Based on Initiating Petitions Only. Except as provided in subsection (3), the city council shall not have power to levy special assessments for paving hereafter to be made except upon petition signed by the owners, according to the records in the office of the county recorder, of property to an aggregate amount of a majority of the lineal frontage upon the improvement to be made and of the area within the limits of the assessment district to be created therefore.

- (3) Arterial Streets. Subject to the limitations herein contained, the council may, without an initiating petition, levy special assessments for paving an arterial street, but such project may be defeated by a remonstrance signed by the beneficial and record owners of more than half of the lineal frontage of the property to be assessed, if the remonstrances are filed with the city recorder prior to the first public hearing on the proposed project; and, if so defeated, such project may not be proposed for another year on an assessment basis. Nothing herein shall be construed to compel any property owner to pay any portion of the cost of curbs or sidewalks abutting the property, where at the time of initiating the project, there are existing curbs or sidewalks in good condition abutting the property, constructed to the grade and specifications of the city. An arterial street for the purposes of this section is a street designated by the city council to be widened and improved for major traffic flow, when public funds are to be provided in an amount sufficient to provide for such additional capacity. Where an assessment project is initiated hereunder without petition, the notices of the first public hearing shall set forth the maximum amount or rate of special assessment to be levied and no special assessment in excess of said amount or rate made thereafter shall be validly levied for said project.

Section 30. SPECIAL ASSESSMENTS. The procedure for levying, collecting, and enforcing the payment of special assessment for public improvements or other services to be charged against real property shall be governed by general ordinance. Such ordinance shall be passed by a vote of at least two-thirds of the whole council.

CHAPTER X
MISCELLANEOUS PROVISIONS

Section 31. **BONDED INDEBTEDNESS.** No general obligation bonded indebtedness shall be incurred without the consent of the voters, except as otherwise authorized by state law.

Section 32. **CONTRACTS AND FRANCHISES.** The city shall not be bound by any deed or by any contract, unless the contract or deed has been authorized or ratified by ordinance of the council, or, where within the province of the board of water commissioners, by resolution of the board of water commissioners. Except leases of real property and the covenants and undertakings therein, no contract or franchise shall be entered into by the city binding it for a longer period than ten years; provided, that the city shall have authority to enter into contracts not exceeding twenty (20) years in duration with other municipal or quasi-municipal corporations for the construction, operation, or maintenance of public systems and facilities for domestic water supply or sewage collection or treatment or other public utilities to serve areas outside the city. The city shall not enter into any lease, as lessor or lessee, for a period longer than fifty years. No franchise shall grant any exclusive right or rights. This section shall not be construed to prevent the issuance of bonds of the city otherwise authorized for a longer period than ten years if, in the opinion of the council, such longer term will be for the best interests of the city, but no bonds of the city shall be issued for a longer period than thirty years.

Section 33. **EXISTING ORDINANCES CONTINUED.** All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 34. **REPEAL OF PREVIOUSLY ENACTED PROVISIONS.**

- (1) All charter provisions of the city enacted prior to the time that this charter was adopted are repealed, except as provided in Subsections (2) and (3) of this Section.
- (2) The following provisions enacted by the voters of Medford are not repealed: Section 67-C, adopted August 5, 1975, authorizing transient lodgings tax.
- (3) The following provisions contained in the legislative charter of Chapter 292, Oregon Special Laws of 1905, are not repealed:
 - (a) Section 98, relating to the authority of the city regarding county roads within the city;
 - (b) Section 101, requiring publication of information before selling city-owned utilities.

Section 35. **TIME EFFECT OF CHARTER.**

This charter shall take effect January 1, 1999.

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2.108 City Wards

The city shall be divided into the following four wards as shown on the accompanying map for illustrative purposes. The ward boundaries extend to the Urban Growth Boundary so that annexed territory will automatically become part of the appropriate ward.

ORIGIN: For the purposes of this ordinance, the origin for each ward shall be defined as the intersection of Crater Lake Avenue and Jackson Street.

WARD 1: Ward 1 shall be the northeast part of Medford described by the following lines: The western boundary: Beginning at the origin, the line shall extend north on Crater Lake Avenue to the Urban Growth Boundary. The southern boundary: Beginning at the origin, the line shall extend east on Jackson Street to Pearl Street, north on Pearl Street to Oregon Avenue, east on Oregon Avenue to Sunrise Avenue, north on Sunrise Avenue to Harrison Street, east on Harrison Street to Valley View Drive, north on Valley View Drive to Spring Street, east on Spring Street to Brookdale Avenue, north on Brookdale Avenue to McAndrews Road, east on McAndrews Road extending in a straight line to the western boundary of Section 37-Range 1 West-Township 22, north on the western boundary of Section 37-Range 1 West-Township 22 to the Urban Growth Boundary.

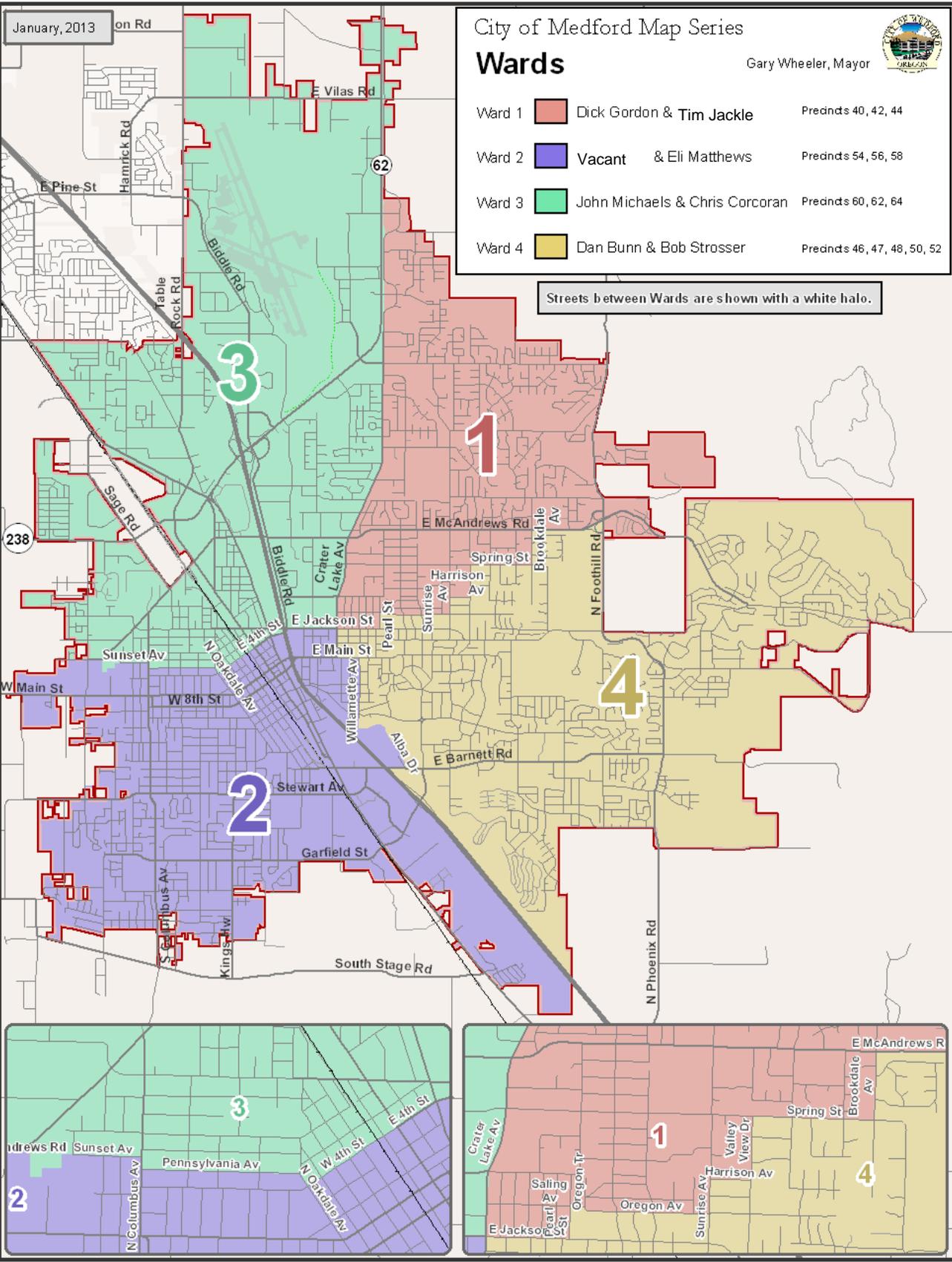
WARD 2: Ward 2 shall be the southwest part of Medford described by the following lines: The eastern boundary: Beginning at the origin, the line shall extend south on Crater Lake Avenue to East Main, east on East Main to Willamette Avenue, south on Willamette Avenue extended in a straight line to Bear Creek, south on Bear Creek to Barnett Road, west on Barnett Road to Interstate 5, south on Interstate 5 to the Urban Growth Boundary.

The northern boundary: Beginning at the origin the line shall extend west on Jackson Street to Fourth Street, west on Fourth Street to Oakdale Avenue, north on Oakdale Avenue to Pennsylvania Avenue, west on Pennsylvania Avenue to Columbus Avenue, north on Columbus Avenue to Sunset Avenue extended in a straight line to Ross Lane, south on Ross Lane to Jacksonville Highway, west on Jacksonville Highway to the Urban Growth Boundary.

WARD 3: Ward 3 shall be the northwest part of Medford and described by the following lines: The eastern boundary shall be the same as the western boundary of Ward 1. The southern boundary shall be the same as the northern boundary of Ward 2.

WARD 4: Ward 4 shall be the southeast part of Medford and described by the following lines: The northern boundary shall be the same as the southern boundary of Ward 1. The western boundary shall be the same as the eastern boundary of Ward 2.

[Added, Sec. 2, Ord. No. 2001-237, Dec. 20, 2001.]



LOCAL BUDGETING IN OREGON

Oregon's Local Budget law (ORS Chapter 294) does two important things:

- It establishes standard procedures for preparing, presenting, and administering the budget; and
- It requires citizen involvement in the preparation of the budget and public disclosure of the budget before its formal adoption.

Most local governments in Oregon must prepare and adopt an annual budget. Note: Local governments have the option of budgeting on a 24-month "biennial" budget period which is the cycle utilized by the City of Medford. The City of Medford fiscal year begins on July 1.

Citizen's rely on the elected and appointed officials to see that the budget is prepared correctly and that the programs they want and need are adequately funded. State officials check to see that the budget is prepared and administered according to law. This makes budgeting in Oregon a joint effort between the people affected by the budget and the appointed and elected officials responsible for providing the services.

To give the public ample opportunity to participate in the budgeting process, local budget law requires that a budget officer be appointed and a budget committee formed. The budget officer draws together necessary information and prepares the first draft of the budget. The budget committee then reviews and revises the proposed budget before it is formally approved. Notices are published, budgets are made available for public review, and at least two opportunities for public comment are provided. The Budget Committee consists of the Mayor and Councilmembers and nine representatives of citizens at large. The citizens are appointed by the Mayor and City Council and serve terms of three years.

Under local budget law, the budget must follow a basic format. Expenditures are broken down first by fund, then by organizational unit or program, and then, more specifically, by object classification and object. Revenues are broken down by fund. A fund is a fiscal and accounting entity with self-balancing accounts set aside to carry on a specific activity or to meet certain objectives in accordance with a specific regulation. The requirements and resources of a fund must always balance. Every budget has at least one fund (commonly called the General Fund) which is used for everyday operation of the local government. In addition to the General Fund, the City of Medford has a number of special funds. The special funds are established to account for a revenue source whose use is limited to a particular kind of expenditure. For example, debt service funds, construction funds, reserve funds, street funds, water funds, etc.

Revenues

Budget revenues are divided into two types: ensuing year property tax and non-property tax revenues. Property taxes shown in the budget will not be the same as the property tax “levy” submitted to the County assessor.

There are three reasons for this. First, not all taxpayers pay their taxes in the year billed. Second, discounts are given for timely property tax payments. Third, the Oregon Constitution sets a limit on the amount of taxes that can be collected from an individual property. The total of these amounts plus estimated taxes to be received cannot exceed the City’s taxing authority, which includes its rate limit, voter approved locale option levies, and levies to repay bonded debt. This total is the amount of tax levy that is certified to the County assessor.

Expenditures

Under the law, budget expenditures must be itemized to show all estimated expenses. The estimates may be prepared either by program or department. Within any fund each expenditure must be detailed and identified, arranged by organizational unit if applicable, and put into one of these major object classifications:

- Personnel Services includes all salaries, fringe benefits, and miscellaneous costs associated with salary expenditures.
- Materials and Services includes contractual and other services (example: audit or legal services), materials, supplies, and other charges.
- Capital Outlay includes acquisition of land, buildings, improvements, machinery and equipment.

Some expenditures do not fit into one of these classifications. These are put in special categories such as:

- Debt service includes repayment of principal and interest on bonds, interest-bearing warrants, and short term loans.
- Transfers are an amount to be given as a resource to another fund in the budget.
- General operating contingencies are special amount set aside in the upcoming year for unforeseen expenses.
- Unappropriated ending fund balance is a special amount set aside in a budget for use as a resource in the beginning of the next fiscal year after it was budgeted.

Budget Process

The staff at the City of Medford begin planning for the budget cycle in the fall of the last year of the current budget. Each department prepares a preliminary budget and presents the budget to the Department Head management team. The Department Head management team works together to review all budgets and compile a balanced

budget to be presented to the Budget Committee in public meetings. These meetings are typically held in the spring and the full budget is presented over the course of four to five meetings. Once reviewed and recommended by the Budget Committee for adoption, the City Council formally adopts the budget at a June meeting. A new budget must be adopted before the end of the current budget period.

Once the budget is adopted the City then works from appropriations. Amounts listed in the appropriation resolution provide the authority for the expenditure of public funds. However, appropriations may be made in broader categories than the detail presented in the adopted budget. Spending is limited to the schedule of appropriations but a process is available to address a situation where it is necessary to exceed the original appropriations. This is done after transferring appropriations or preparing a supplemental budget.

Appropriation Transfers

The City's spending authority in existing appropriations may be changed by: 1) transferring amounts among appropriations in the same fund, or 2) transferring from an appropriation in one fund to an appropriation in another fund. In order to transfer an appropriation, the City Council must enact a resolution or ordinance authorizing the transfer.

Supplemental Budgets

By transferring appropriations, the City usually has enough flexibility to carry out the programs prescribed in an adopted budget. But there are times when an adopted budget gives no authority to make certain expenditures or when revenues are received for which the City had no knowledge (ie. grants awarded to the City). In these cases it is possible to use a supplemental budget to authorize expenditures or spend additional revenues in a current fiscal year. Supplemental budgets cannot be used to authorize a tax levy.

Local budget law does not contemplate the involvement of the budget committee in adopting supplemental budgets. The City may adopt a supplemental budget at a regular public meeting if prior notice is given and the expenditures in the supplement budget are 10 percent or less than the budget fund being adjusted. If the expenditures are more than 10 percent of the budget fund being adjusted, the City must publish the supplemental budget and hold a public hearing.

Public officials who spend money unlawfully, in excess of authorized amounts or for purposes not provided by law are civilly liable.

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FREQUENTLY USED ACRONYMS

AASHTO	American Association of State Highway & Transportation Officials
ADAAA	Americans with Disabilities Act Amendments Act – federal statute prohibiting discrimination against those with physical/mental disabilities.
ADEA	Age Discrimination in Employment Act
ADT	Average Daily Trips
ADU	Accessory Dwelling Unit
AES	Advanced Encryption Standard – asymmetric block cipher used to encrypt sensitive data
AFSCME	American Federation of State, County and Municipal Employees
AIC	Agenda Item Commentary
AICP	American Institute of Certified Planners
AMS	Alternative Mobility Standards
AP	Access Point – a device used to connect wireless devices to a wired network
APA	American Planning Association
APCR	Agreement Processing Control Record
APWA	American Public Works Association
ArcCatalog	Desktop software product for organizing and managing spatial (GIS) information
ArcGIS	A suite of desktop and server computer software for making and using spatial (GIS) information
AGOL	ArcGIS Online – A cloud based service for making and using maps and other map related services and products
AGS	ArcGIS for Server – a server software for creating and managing spatial (GIS) web-based services
ArcMap	Desktop software product for viewing, editing and analyzing spatial (GIS) information
ArcView	Desktop software product for viewing and editing a Geographical Information System.
AS400/iSeries	IBM server used to support SunGard Naviline (also known as H.T.E.) applications including Finance, Community Development, Municipal Court, Fleet, etc.
AutoCAD	A computer aided design software package.
BCD	Building Codes Division, State Department of Consumer and Business Services.
B&C	Boards & Commissions
BPAC	Bicycle & Pedestrian Advisory Committee
BSIA	Building Site Improvement Agreement
BID	Business Improvement District
BLM	Bureau of Land Management (federal agency)

BMP	Best Management Practices
BOD	Board Of Directors (MURA)
BOLI	Bureau of Labor & Industries – Oregon state agency responsible for enforcing employment laws.
BOM	Board Officers Meeting (MURA)
CAD	Computer Aided Dispatch – used for dispatching emergency services.
CC&Rs	Conditions, Covenants and Restrictions
CDBG	Community Development Block Grant – federal grant received annually
CFR	Code of Federal Regulations
CICS	Continuous Improvement – Customer Service - city mission statement
CIP	Capital Improvement Project – Capital improvement Projects involve addition to, or enhancements of, the City’s infrastructure and include roads, buildings, sidewalks, sewers and storm drains. They frequently require phasing over multiple years because of their scope and complexity.
CMAQ	Congestion Mitigation/Air Quality (federal funding program)
CMMS	Computerized Maintenance Management System – a software package used to maintain a database of information for an organization’s assets, equipment, facilities, and maintenance operations
CMO	City Manager’s Office
CMS	Corrections Management System – software management system that is linked to the computer aided dispatch system.
COE	Corp. of Engineers
Cognos	Report writing tool used to query data and produce reports.
COM	Council Officers Meeting <i>or</i> City of Medford
COOP	Continuous Operations
CPSC	Consumer Product Safety Commission
CRM	Customer Relationship Management
CRS	Community Rating System
CUED	Council for Urban Economic Development
CUP	Conditional Use Permit; permit granting permission to conduct a use that is not normally allowed in a zone, granted only with specified conditions
CWA	Clean Water Act (federal act)
DCA	Development Code Amendment
DDA	Development and Disposition Agreement
DEQ	Oregon Department of Environmental Quality – state agency responsible for enforcing environmental laws.
DIA	Deferred Improvement Agreement
DLCD	Department of Land Conservation and Development (state agency)
DSL (ODSL)	Division of State Lands (state agency)
DU/AC	Dwelling Unit/Acre, as in SFR/10 (Single Family Residential/10 per acre)
EA	Environmental Assessment
ECC	Emergency Coordination Center – (2 nd floor, Lausmann Annex)

EEOC	Equal Employment Opportunity Commission – federal agency responsible for enforcing civil rights in employment matters.
EFU	Exclusive Farm Use (land use designation)
EGDB	Enterprise Geodatabase – a RDBMS-based format for storing spatial (GIS) datasets
EIA	Environmental Impact Analysis
EID	Economic Improvement District
EIS	Environmental Impact Statement
EMS	Emergency Medical Service
EPA	Environmental Protection Agency (federal agency)
ePlan	Electronic Plan Review application integrated with SunGard Naviline – routes drawing files to various departments for review and markup
ERB	Employment Relations Board (State of Oregon)
ERP	Enterprise Resource Planning
ESA	Endangered Species Act (federal legislation)
EZ	Enterprise Zone
FC	Feature Class – a format for storing GIS dataset layers in a geodatabase
FEMA	Federal Emergency Management Agency (federal agency)
FGDB	File Geodatabase – a file-based format for storing spatial (GIS) datasets
FHWA	Federal Highway Administration (federal agency)
FLSA	Fair Labor Standards Act
FLSD	Fire and Life Safety Division (Fire Prevention Bureau)
FMLA/OFMLA	Family Medical Leave Act (Federal)/Oregon Family Medical Leave Act – regulating employee leave for medical/family purposes.
FRMS	Fire Records Management System – software for management of fire records and reporting.
FTE	Full-time equivalent – City of Medford has approx.. 400 FTE staff
FTP	File Transfer Protocol – used to facilitate data exchange between internal and external entities.
FY	Fiscal year
GDB	Geodatabase – a database for storing spatial information
GIS	Geographical Information Systems. An organized collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information.
GPS	Geographic (graphic) Position System. An electronic device that allows for computer tracking of movement on a computer monitor and/or pinpoint location.
GLUP	General Land Use Plan
GLUPM	General Land Use Plan Map
HMA	Heart of Medford Association
H.T.E.	Obsolete name, but still frequently used for SunGard Naviline applications
HUD	Housing and Urban Development (federal agency)

IAFF	International Association of Fire Fighters
I&I	Inflow and Infiltration (into sewer system)
ICC	International Code Council
ICMA	International City/County Management Association
IGA	Inter-governmental Agreement
IOF	Immediate Opportunity Fund is a joint program between ODOT and OEDD (Oregon Economic Dev Dept) that “accesses” or “uses” state gas tax funds in an effort to capture new industrial business to Oregon and keep what we have from leaving for other states. This program offers assistance to solve transportation system problems or deficiencies.
ISO	International Organization for Standardization
JJTC	Jackson/Josephine Transportation Committee (provides technical support to Rogue Valley Area Commission for Transportation).
JTS	Joint Transportation Subcommittee – meets monthly to advise the council and Planning Commission on all matters affecting transportation policy in the city and surrounding area.
LCDC	Land Conservation and Development Commission
LDC	Land Development Code
LDP	Land Development Partition; division of a parcel into three (3) or less lots.
LDS	Land Development Subdivision; division of a parcel into four (4) or more lots
LEAH	Law Enforcement Agency Heads
LEDS	Law Enforcement Data System
LHPC	Landmarks & Historic Preservation Commission consists of five city residents. The Commission’s duties include making quasi-judicial decisions on proposed exterior modifications to buildings and sites listed on the National Register of Historic Places and all development projects within National Historic Districts.
LID	Local Improvement District
LOC	League of Oregon Cities
LOS	Level of Service
LTE/4G LTE	Long Term Evolution – current high speed data technology used by cellular providers
LUBA	Land Use Board of Appeals
LX Database	Land parcel management database used to correlate property address to assessor plat identification.
MADGE	Medford Area Drug Gang Enforcement Team
MAV	Mobile Audio Video recording system used by Medford Police
MDC	Mobile Data Computer
MFR	Multi-family Residential
MFR	Medford Fire-Rescue
MID	Medford Irrigation District

MLDC	Medford Land Development Code – Chapter 10 of the Code of Medford.
MMC	Medford Municipal Code
MPO	Metropolitan Planning Organization – an organization designated by the Governor to coordinate transportation planning in an urbanized area of the state. The Rogue Valley Council of Governments (RVCOG) has been designated as the MPO for the Rogue Valley.
MPOA	Medford Police Officers Association
MPO TAC	Metropolitan Planning Organization Technical Advisory Committee
MPRD	Medford Parks & Recreation Department
MURA	Medford Urban Renewal Agency
MWC	Medford Water Commission
Naviline	The City’s current ERP solution – also known as H.T.E.
NCIC	National Crime Information Center
NeoGov	City’s recruitment and selection web based software
NEPA	National Environmental Policy Act (federal legislation which Environmental Impact Study must comply with)
NFPA	National Fire Protection Association
NFIP	National Flood Insurance Program
NHD	National Historic Districts
NLC	National League of Cities
NPDES	National Pollutant Discharge Elimination System (federal regulations for discharge to natural water bodies)
NRHP	National Register of Historic Places
NSP	Neighborhood Stabilization Program
NTHP	National Trust for Historic Preservation
OAR	Oregon Administrative Rules: State agency rules adopted after public comment to implement the provisions of the Oregon Revised Statutes
OBOA	Oregon Building Officials Association
ODF&W	Oregon Department of Fish and Wildlife
ODOT	Oregon Department of Transportation
ODSL (DSL)	Oregon Division of State Lands
OECD	Oregon Economic and Community Development Department
OEESC	Oregon Energy Efficiency Specialty Code (International Energy Conservation Code as amended by Oregon)
OESC	Oregon Electrical Specialty Code (National Electrical Code as amended by Oregon)
OLPC	ODOT Local Policy Committee
OMSC	Oregon Mechanical Specialty Code (International Mechanical Code as amended by Oregon)
OPSC	Oregon Plumbing Specialty Code (Uniform Plumbing Code as amended by Oregon)

ORPA	Oregon Recreation and Park Association – state professional organization providing continuing education support for Parks and Recreation profession.
ORS	Oregon Revised Statutes: Oregon laws codified by legislative counsel.
ORSC	Oregon Residential Specialty Code (International Residential Code as amended by Oregon)
OS	Operating System
OSHA	Occupational Safety Health Administration (federal agency)
OSP	Oregon State Police
OSSC	Oregon Structural Specialty Code (International Building Code as amended by Oregon)
OTC	Oregon Transportation Commission
OTET	Oregon Teamsters Employers Trust
OTIB	Oregon Transportation Infrastructure Bank
OWIN	Oregon Wireless Interoperability Network
PAC	Police Advisory Committee
PC	Planning Commission consists of nine city residents appointed by the City Council. The Commission’s duties include making decisions on quasi- judicial land use actions, such as rezoning, subdivisions, and conditional use permits, and making recommendations to the City Council regarding long range planning, legislative actions, annexations, street projects, etc.
PEO	Professional Engineers of Oregon
PERS	Public Employee Retirement System: State mandated retirement system for public employees
PGDB	Personal Geodatabase
PLSO	Professional Land Surveyors of Oregon
PMS	Pavement Management System (database for pavement maintenance)
PMT	Particulate Matter per Thousand
PRMS/RMS	Police Records Management System – software program for management of police records.
PSAP	Public Safety Answering Point (911 dispatch)
PSCC	Public Safety Coordinating Council
PUD	Planned Unit Development; a plan for development of an area one (1) acre or larger that allows deviations from standard code and allows a 20% increase in density of the underlying zone.
Qrep	Software application used with H.T.E. software (primary municipal software for city operations) for generating reports.
QRT	Quick Response Team (Public Works Operations Division)
RDBMS	Relational Database Management System – database management system such as Oracle or SQL server
RFP	Request for pricing; Request for proposal
R-O-W, R/W	Right-of-way

RPS	Regional Problem Solving
RRC	Regional Rate Committee
RTP	Regional Transportation Plan
RVACT	Rogue Valley Area Commission for Transportation (advisory to Oregon Transportation Commission)
RVCOG	Rogue Valley Council of Governments- voluntary association of 16 local governments and five other jurisdictions in southwestern Oregon’s Jackson and Josephine Counties that support local and regional problem solving. It is a resource for technical expertise and project management. It acts as a collective voice for the region when working with the state or federal government. It has no legislative or enforcement authority.
RVI	Real Vision Imaging – document imaging software
RVMPO	Rogue Valley Metropolitan Planning Organization – federal law for transportation planning.
RVS	Rogue Valley Sewer Services
RVTD	Rogue Valley Transportation District is the local transit provider, which serves seven communities in the Bear Creek Valley and operates over 2.7 million annual passenger miles. It operates a fleet of 30 buses with a 300-mile, fixed-route system and a para-transit service. It also promotes alternative transportation and TDM programs.
RVPSA	Rogue Valley Public Service Academy
RVTV	Rogue Valley Television – provides management of public access and government televised programming (located at Southern Oregon University)
RWRF	Regional Water Reclamation Facility (sewage treatment plant)
SDC	System Development Charge (impact fee for new development)
SDMP	Storm Drain Master Plan
SE Plan	Southeast Medford Development Plan
SFR	Single Family Residential
SHPO	(Oregon) State Historic Preservation Office
SHP	Shapefile – format for storing GIS data layers
SIC	Standard Industrial Classification
SOCOAAA	Southern Oregon Council on American Asian Affairs
SOREDI	Southern Oregon Regional Economic Development, Inc.
SPAC	Site Plan and Architectural Commission – meets twice a month to review procedures, purposes, and objectives as outlined in the Medford Code.
SSMP	Sanitary Sewer Master Plan
STIP	State Transportation Improvement Plan
SV	Street Vacation
SunGard	Company name of enterprise software (primary municipal software for city operations) applications.
SWAT	Special Weapons and Tactics

TAG	Technical Advisory Group
TAZ	Transportation Analysis Zone
TDM	Transportation Demand Management is the use of a variety of techniques to modify transportation demand to reduce automobile usage and/or VMT. TDM can also include strategies to shift the time of automobile usage. It includes promoting such activities as walking, bicycling, transit use, carpooling, telecommuting, compressed workweeks, etc., through such methods as employer worksite evaluation, parking management, tax benefits and other incentives, and school/public education programs.
TF	Transportation Facility
TI	Tax Increment
TIA	Transportation Impact Analysis is a study of the potential impacts of proposed development on the transportation system, including the street system. It also determines the mitigation measures necessary to maintain facility adequacy and ensure safe multi-modal travel in the area. It identifies the potential traffic generation and distribution rates that a project is expected to generate.
TIF	Tax Increment Financing
TIP	Transportation Improvement Program
TIS	Traffic Impact Study (See TIA) A TIS is similar to a TIA except that the area encompassed by the study is larger.
TLA	Three Lettered Acronyms
TLBI	The Last Bond Issue
TMDL	Total Maximum Daily Load
TOD	Transit Oriented Development is development influenced by and oriented to transit service. It is characterized by a pedestrian-friendly environment, including a mix of land use types, such as retail commercial, offices, services, and higher density residential units. The hub of such development is called a Transit Activity Center. The TOD design can create an environment where, within walking/bicycling distance, residents can live, work, shop, and reach transit. TOD is also an acronym for a Transit Oriented District
TPR	Transportation Planning Rule is a State administrative rule (OAR 660-12) designed to implement Statewide Planning Goal 12 (Transportation).
TRADCO	Transportation Advisory Committee is a committee consisting of community and business members that meets to discuss transportation issues in the Rogue Valley
TS	Technology Services Department
TSP	Transportation System Plan
UAB	Unified Appeals Board
UGB	Urban Growth Boundary
USCCP	U.S. Cellular Community Park

VDI	Virtual Desktop Infrastructure – the process of running an end user desktop inside a virtual machine on a server in the datacenter. A virtual desktop is a box with no moving parts, which provides a desktop replacement for Personal Computers.
VM	Virtual Machine – using software to simulate a physical server
VMT	Vehicle Miles Traveled. A measurement of vehicle use within an area.
VPN	Virtual Private Network – allows encrypted connection between two points
WPA/WPA2	Wi-Fi security protocol for protecting access to wireless networks
WRD	Water Reclamation Division (division in Public Works Department)
ZC	Zone Change; a change of the zone designation of a parcel or parcels that is approved by the Planning Commission. The zone change must meet two conditions 1) the change is consistent with the Comprehensive Plan and 2) Category A urban services and facilities are available to adequately serve the property.

