

CITY OF GRANTS PASS  
 COUNCIL AGENDA  
 July 20, 2016  
 6 p.m. City Council Meeting  
 Council Chambers - 101 N.W. "A" Street



MAYOR: Darin Fowler

CITY COUNCIL MEMBERS:

<b>Ward 1</b>	<b>Ward 2</b>	<b>Ward 3</b>	<b>Ward 4</b>
Dan DeYoung Roy Lindsay	Valerie Lovelace Rick Riker	Ken Hannum Dennis Roler	Vacant Vacant

Invocation

Flag Salute

Roll Call

1. **PUBLIC COMMENT** This is a courtesy the Chair provides for citizens to address the Council regarding any item or issue that is not on tonight's agenda. The intent is to provide information that is pertinent to the City's jurisdiction. Each speaker will be given three minutes to address the Council as one body, not to individuals. Council may consider items brought up during this time later in our agenda during Matters from Mayor, Council and Staff.

This meeting will proceed in an effective and courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free from slander, threats, or other personal attacks. Signs or placards, outbursts of applause, campaigning for public office, or other disruptive behavior will not be tolerated.

If you have a question regarding any government provided service or a current City policy, please contact the City Manager's office in an attempt to resolve the matter.

2. **PUBLIC HEARINGS**
  - a. Ordinance making certain determinations and findings relating to and approving the Grants Pass Urban Renewal Plan - 2016 and directing that notice of approval be published. **Pgs. 1-84**
3. **CONSENT AGENDA** (Items included are of such routine nature or without controversy so that they may be approved with a single action).  
***\*Indicates short Staff presentation and Council comment.***
  - a. Resolution authorizing the City Manager to enter into an intergovernmental agreement for juvenile justice services. **Pgs. 85-88**

- b. Resolution authorizing the City Manager to enter into a contract for the Bridge and Burgess Alley (Oak to Pine Street) Sanitary Sewer Replacement Project; Project No. SE6064. **Pgs. 89-92**
- c. Resolution authorizing the City Manager to enter into a contract for the FY'17 Overlays, a local government improvement project; Project No. TR6201. **Pgs. 93-96**
- d. Resolution authorizing a street closure for the Back to School Carnival. **Pgs. 97-110**
- e. Resolution authorizing a grant to UCAN to assist in demolition of the hop barn. **Pgs. 111-114**
- f. Motion acknowledging the receipt of the monthly financial report for May 2016. **Pgs. 115-124**
- g. Motion approving the minutes of the City Council meeting of July 6, 2016. **Pgs. 125-130**
- h. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of June 13, 2016. **Pgs. 131-132**

4. COUNCIL ACTION

- a. Ordinance amending Grants Pass Municipal Code Chapter 4.10 Competition Permits and declaring an emergency. **Pgs. 133-144**
- b. Ordinance amending Grants Pass Municipal Code Chapter 4.08 ~ Solicitor/Peddler Mobile Vending, Mobile Delivery and Temporary Merchant Licenses. **Pgs. 145-168**
- c. Resolution authorizing the City Manager to enter into an agreement with Piper Jaffray for municipal financial advisor services. **Pgs. 169-176**
- d. Resolution adopting the Collection System Master Plan. **Pgs. 177-196**
- e. Resolution authorizing the City Manager to execute Task Order No. 25 with Carollo Engineers, Inc. for Water Restoration Plant phase 2 expansion design-build owner's representative services. **Pgs. 197-210**
- f. Resolution authorizing the City Manager to complete an application for law enforcement funding. **Pgs. 211-224**

5. APPOINTMENTS

- a. Appoint two members to the Bikeways and Walkways Committee. **Pgs. 225-233**

6. MATTERS FROM MAYOR, COUNCIL AND STAFF

a. Review Mayor/Council emails. None.

b. Committee Liaison reports.

7. EXECUTIVE SESSION 192.660 (2) (Executive session is held to discuss one of the following subjects: (a) Employment of Public Officers, (b) Dismissal or discipline of Public Officers/Employees, (c) Public Medical Staff, (d) Labor negotiations (news media not allowed without specific permission), (e) Real property transactions-negotiations, (f) To consider information or records that are exempt by law from public inspection, (h) With city attorney re: rights/duties, current-likely litigation, (i) Performance Evaluations of Public Officers, (j) Public Investments...)

None Anticipated

8. ADJOURN

*ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate person with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder at (541) 450.6000.*

Ordinance making certain determinations and findings relating to and approving the Grants Pass Urban Renewal Plan - 2016 and directing that notice of approval be published.

Date: July 20, 2016

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**SUBJECT AND SUMMARY:**

The Grants Pass City Council is being asked to hold a hearing to gain input regarding the Council's consideration and potential adoption of the proposed Grants Pass Urban Renewal Plan - 2016 (Plan) and to vote on the ordinance to adopt the Plan.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goals of **ECONOMIC OPPORTUNITIES, SUSTAINABLE GROWTH** and **INFRASTRUCTURE** by providing a financing tool to build infrastructure that is key to growth in the city and providing assistance to businesses to improve their facilities and expand in the city.

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**CALL TO ACTION SCHEDULE:**

In order to have this action effective before October 1, 2016 through a non-emergency Ordinance, the call to action is July 20, 2016. Implementing the Plan prior to October 1, 2016 will establish an increment (Agency revenue) that will start the Plan with first year financial resources.

The last possible date for preserving this favorable position would be to adopt the ordinance in a special meeting on or before August 29, 2016.

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**BACKGROUND:**

The City of Grants Pass conducted a Feasibility Study for an urban renewal area to serve industrial and commercial areas in the city in the spring of 2016. This Feasibility Study was guided by an Urban Renewal Task Force that reviewed the boundary, projects and financial assumptions for the proposed urban renewal area. The intent of the urban renewal area is to provide tools to help incentivize economic growth and job creation. The Grants Pass City Council reviewed the study in March of 2016 and thereafter gave direction to staff to pursue the preparation of an urban renewal plan. The Plan is designed for the Grants Pass Urban Renewal Area (Area), an area of 1,364.10 acres that includes the commercial corridor of the city, underdeveloped industrial properties, and properties down Redwood Highway and Redwood Avenue to Dowell Road. The reason for urban renewal is to cure blight by providing a financing mechanism to fund improvements including utility, transportation and public amenity improvements, spurring economic activity in the Area.

The Plan contains goals, objectives, and projects for the development of the Area.

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ITEM: 2.a. ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE GRANTS PASS URBAN RENEWAL PLAN - 2016 AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED.

Staff Report (continued):

Ordinance Adopting the Plan

The ordinance adopting the Plan requires the City Council to make certain findings, which are listed in the last "Whereas" paragraph. These findings are based on various documents and events. The findings are as follows:

1. The process for the adoption of the proposed Plan (see attached ordinance and exhibits) has been conducted in accordance with the provisions of Chapter 457 of the Oregon Revised Statutes. The City has followed the procedures as outlined by ORS 457.
2. The area designated in the Plan as the Area is blighted, as defined by ORS 457.010(1) and is eligible for inclusion within the Plan because of conditions described in Section II of the Report including inadequate streets and other rights of way, open spaces and utilities, and a prevalence of depreciated values resulting from underdevelopment and underutilization of property within the Area; This is the basic justification for the Plan and the Council's finding is meant to make that justification explicit.
3. The rehabilitation and redevelopment described in the Plan to be undertaken by the Agency is necessary to protect the public health, safety and welfare of the City because absent the completion of the urban renewal projects, the Area will fail to contribute its fair share of property tax revenues to support City services and will fail to develop and/or redevelop according to the goals of the comprehensive plan. This finding states the public purpose of the Plan which is for the property in the Area to develop and redevelop according to the Grants Pass Comprehensive Plan. Property which is not developed, or not fully developed and occupied, does not contribute as much property taxes as fully developed property. The improvement of property in the Area will add to the tax base in the Area and further support additional economic activity in the Area.
4. The Plan conforms to the Comprehensive Plan as a whole, and provides an outline for accomplishing the projects described in the Plan, as more fully described in Chapter XI of the Plan. This finding is supported by Chapter XI of the Plan and the Urban Area Planning Commission's recommendation that the Plan conforms to the Grants Pass Comprehensive Plan.
5. The Plan conforms to the Economic Development Strategic Plan as more fully described in the Plan. This finding is supported by Chapter XI of the Plan.
6. In connection with any residential displacement occurring as a result of the acquisition and disposition of land, provision has been made for displaced persons in the Relocation Section of the Report as required under applicable state and federal law. The Plan does not contemplate acquisition of property that would displace residents or businesses. Should the Plan be amended to include such acquisition, the Agency would be obligated to provide relocation assistance.
7. The acquisition of real property provided for in the Plan is necessary for the development of infrastructure improvements including utility and transportation improvements in the redevelopment of the Area. The Plan does not authorize acquisition of property at this time.

Staff Report (continued):

8. Adoption and carrying out the Plan is economically sound and feasible in that funds are available to complete the Plan projects using urban renewal tax increment revenues derived from a division of taxes pursuant to Section 1c, Article IX of the Oregon Constitution and ORS 457.440, and other available funding as shown in Sections V, VI, VII, and VIII of the Report. The Report contains information on the projected revenues and projected expenditures under the Plan and supports a finding that the Plan is economically sound and feasible.
9. The City of Grants Pass shall assume and complete activities prescribed to it by the Plan. The Plan does not prescribe any specific activities to the City.
10. The Agency consulted and conferred with affected overlapping taxing districts prior to the Plan being forwarded to the City Council. The Agency sent an informal copy of the Plan and the Report to the affected overlapping taxing districts on July 1, 2016 and a formal copy of the Plan and Report on July 7, 2016. The letter included an invitation to provide comments in writing on the Plan and Report on the Amendment. To date, the City has not received written recommendations from the affected taxing districts. If such recommendations are received, the Council will be required to “accept, reject or modify” the recommendations and language to that effect will be added to the ordinance for its second reading and adoption.

The ordinance calls for publication of a notice that the Council has adopted the ordinance, for the recording of the Plan by the Josephine County Clerk and for transmitting the Plan to the Josephine County Assessor.

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COST IMPLICATION:

Revenue Source: The revenue source for the urban renewal area comes from tax increment revenues. These revenues will mean a reduction in future city tax revenue increases that will be directed to the City of Grants Pass Urban Renewal Agency for use in the urban renewal area. This impact is identified in the Report accompanying the Grants Pass Urban Renewal Plan.

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ALTERNATIVES:

1. Council can approve the Grants Pass Urban Renewal Plan – 2016 by adopting the Ordinance
2. Council can request more time or information prior to considering the plan. (There are potential negative cash-flow impacts);
3. Council can defer action to a later date.

Staff Report (continued):

RECOMMENDED ACTION:

It is recommended Council hold a public hearing and take testimony, deliberate on that testimony and the urban renewal plan, and approve the Grants Pass Urban Renewal Plan - 2016.

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POTENTIAL MOTION:

I move to approve the ordinance adopting the Grants Pass Urban Renewal Plan - 2016.

## ORDINANCE NO.

### AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE GRANTS PASS URBAN RENEWAL PLAN - 2016 AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED.

#### WHEREAS:

1. The City of Grants Pass Urban Renewal Agency ("Agency"), as the duly authorized and acting Urban Renewal Agency of the City of Grants Pass, Oregon, is proposing to undertake certain urban renewal activities in a designated area within the City pursuant to ORS Chapter 457; and
2. The Agency, pursuant to the requirements of ORS Chapter 457, has caused the preparation of the Grants Pass Urban Renewal Plan - 2016 dated July 20, 2016 and attached hereto as Exhibit 'A' ("Plan"). The Plan authorizes certain urban renewal activities within the Grants Pass Urban Renewal Area; and
3. The Agency has caused the preparation of a certain Urban Renewal Report dated July 20, 2016, attached hereto as Exhibit 'B' ("Report"), to accompany the Plan as required under ORS 457.085(3); and
4. The Agency forwarded the Plan and Report to the City's Urban Area Planning Commission for review and recommendation. The Urban Area Planning Commission considered the Plan and Report on July 13, 2016 and made a recommendation that the Plan conformed with the Grants Pass Comprehensive Plan; and
5. The Plan and the Report were informally forwarded on July 1, 2016 and formally forwarded on July 7, 2016 to the governing body of each taxing district affected by the Plan, and the Agency has thereafter consulted and conferred with each taxing district, and
6. On July 13, 2016, the City met with representatives of Josephine County to review the Plan, including proposed maximum indebtedness for the Plan; and
7. The City Council has not received written recommendations from the governing bodies of the affected taxing districts; and
8. On June 28, 2016, the City caused notice of the hearing to be held before the Council on the Plan, including the required statements of ORS 457.120(3), to be mailed to owners of real property that is located in the municipality; and
9. On July 20, 2016, the City Council held a public hearing to review and consider the Plan, the Report, the recommendation of the Urban Area Planning Commission and the public testimony received on or before that date and to receive additional public testimony; and
10. After consideration of the record presented through this date, the City Council does by this Ordinance desire to approve the Plan.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

**Section 1.** The Plan, which is attached hereto and incorporated herein as Exhibit 'A', complies with all requirements of ORS Chapter 457 and the specific criteria of 457.095(1) through (7), in that, based on the information provided in the Report, the Urban Area Planning Commission Recommendation and the public testimony before the City Council:

1. The process for the adoption of the Plan, has been conducted in accordance with the provisions of Chapter 457 of the Oregon Revised Statutes;

2. The area designated in the Plan as the Grants Pass Urban Renewal Area - 2016 ("Area") is blighted, as defined by ORS 457.010(1) and is eligible for inclusion within the Plan because of conditions described in the Report in the Section "Existing Physical, Social, and Economic Conditions and Impacts on Municipal Services," including the existence of inadequate streets and other rights of way, open spaces and utilities and underdevelopment of property within the Area (ORS 457.010(1)(e) and (g));

3. The rehabilitation and redevelopment described in the Plan to be undertaken by the Agency is necessary to protect the public health, safety or welfare of the City because absent the completion of urban renewal projects, the Area will fail to contribute its fair share of property tax revenues to support City services and will fail to develop and/or redevelop according to the goals of the City's Comprehensive Plan;

4. The Plan conforms to the Grants Pass Comprehensive Plan and provides an outline for accomplishing the projects described in the Plan, as more fully described in the Plan and in the Urban Area Planning Commission recommendation as forwarded by the Parks & Community Development Director. The memorandum will be attached as Exhibit 'C', which is forthcoming;

5. The Plan conforms to the Economic Development Strategic Plan as more fully described in the Plan;

6. No residential displacement will occur as a result of the acquisition and disposition of land and redevelopment activities proposed in the Plan and therefore the Plan does not include provisions to house displaced persons;

7. No acquisition of property is anticipated as a result of the Plan. If property is acquired for right of way improvements, it will be added to the Plan as property to be acquired;

8. Adoption and carrying out the Plan is economically sound and feasible, in that eligible projects and activities will be funded by urban renewal tax revenues derived from a division of taxes pursuant to Section 1c, Article IX of the Oregon Constitution and ORS 457.440 and other available funding as more fully described in the Section "Financial Analysis of the Plan" of the Report;

9. The City shall assume and complete any activities prescribed it by the Plan;  
and

10. The Agency consulted and conferred with affected overlapping taxing districts prior to the Plan being forwarded to the City Council.

**Section 2.** The Grants Pass Urban Renewal Plan - 2016 is hereby approved based upon review and consideration by the City Council of the Plan and Report, the Grants Pass Urban Area Planning Commission recommendations, each of which is hereby accepted, and the public testimony in the record. The Report Accompanying the Grants Pass Urban Renewal Plan – 2016 is attached hereto and incorporated herein as Exhibit 'B'.

**Section 3.** The City Manager or designee shall forward forthwith to the Agency a copy of this Ordinance.

**Section 4.** The Agency shall thereafter cause a copy of the Plan to be recorded in the Records of Josephine County, Oregon.

**Section 5.** The City Manager or designee, in accordance with ORS 457.115, shall publish notice of the adoption of the Ordinance approving the Plan including the provisions of ORS 457.135, in the Daily Courier no later than four days following adoption of this Ordinance.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July 2016, with the following specific roll call vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this 20<sup>th</sup> day of July, 2016.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney 

# Grants Pass Urban Renewal Plan - 2016

Adopted by the City of Grants Pass

Date

Ordinance No.

If Amendments are made to the Plan, the resolution or Ordinance Number and date will be listed here. The amendment will be incorporated into the Plan and noted through a footnote.

List of Participants

Mayor  
City Council

Darin Fowler  
Dan DeYoung, Council President  
Ken Hannum  
Roy Lindsay  
Valerie Lovelace  
Rick Riker  
Dennis Roler

Urban Area Planning Commission

Gerald Firzgerald, Chair  
Jim Coulter, Vice Chair  
Loree Arthur  
David Kellenbeck  
Lois MacMillan  
Blair McIntire  
Dan McVay  
Robert Wiegand

City Manager  
Assistant City Manager  
Parks and Community Development Director  
Finance Director  
Business Advocate  
GIS

Aaron Cubic  
David Reeves  
Lora Glover  
Jay Meredith  
Susan Seereiter  
Eric Wade

Consultant Team

Elaine Howard Consulting LLC, Elaine Howard  
ECONorthwest, Nick Popenuk, Ali Danko

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## **I. DEFINITIONS**

“Agency” means the City of Grants Pass Urban Renewal Agency. This Agency is responsible for administration of the urban renewal plan. In Grants Pass, the Agency board is the Grants Pass City Council.

“Annual report” means annual report on impacts to taxing jurisdictions and former year and following year budgets as required in ORS 457.460.

“Blight” is defined in ORS 457.010(1)(A-E) and identified in the ordinance adopting the urban renewal plan.

“City” means the City of Grants Pass, Oregon.

“City Council” or “Council” means the City Council of the City of Grants Pass.

“Commission” means the Josephine County Commission.

“Comprehensive Plan” means the City of Grants Pass comprehensive land use plan and its implementing ordinances, policies and standards.

“County” means Josephine County.

“Fiscal year” means the year commencing on July 1 and closing on June 30.

“Frozen base” means the total assessed value including all real, personal, manufactured and utility values within an urban renewal area at the time of adoption. The county assessor certifies the assessed value after the adoption of an urban renewal plan.

“Increment” means that part of the assessed value of a taxing district attributable to any increase in the assessed value of the property located in an urban renewal area, or portion thereof, over the assessed value specified in the certified statement.

“Maximum indebtedness” means the amount of the principal of indebtedness included in a plan pursuant to ORS 457.190 and does not include indebtedness incurred to refund or refinance existing indebtedness.

“ORS” means the Oregon revised statutes and specifically Chapter 457, which relates to urban renewal.

“Planning Commission” means the Urban Area Planning Commission, composed of both city and county representatives.

“Tax increment financing (TIF)” means the funds that are associated with the division of taxes accomplished through the adoption of an urban renewal plan.

“Tax increment revenues” means the funds allocated by the assessor to an urban renewal area due to increases in assessed value over the frozen base within the area.

“Under-levy” means taking less than the available tax increment in any year as defined in ORS 457.455.

“URA” means the properties and rights of way located with the Grants Pass urban renewal boundary.

“Urban renewal agency” or “Agency” means an urban renewal agency created under ORS 457.035 and 457.045. This agency is responsible for administration of the urban renewal plan.

“Urban renewal plan” or “Plan” means a plan, as it exists or is changed or modified from time to time, for one or more urban renewal areas, as provided in ORS 457.085, 457.095, 457.105, 457.115, 457.120, 457.125, 457.135 and 457.220.

“Urban renewal project” or “Project” means any work or undertaking carried out under ORS 457.170 in an urban renewal area.

“Urban renewal report” or “Report” means the official report that accompanies the urban renewal plan pursuant to ORS 457.085(3).

“Grants Pass Transportation Systems Plan (TSP)” means the Transportation System Plan adopted by the Grants Pass City Council.

## II. INTRODUCTION

The City of Grants Pass Oregon conducted a feasibility study for an urban renewal area to serve industrial and commercial areas in the city in the spring of 2016. This Feasibility Study was guided by an Urban Renewal Task Force who reviewed the boundary, projects and financial assumptions for the proposed urban renewal area. The intent of the urban renewal area is to provide tools to help incentivize economic growth and job creation in the urban renewal area. The Grants Pass City Council reviewed the study in March of 2016 and thereafter gave direction to staff to pursue the preparation of an urban renewal plan.

The City of Grants Pass Urban Renewal Plan – 2016 (Plan) contains goals, objectives, and projects for the development of the Grants Pass Urban Renewal Area (URA). The overall purpose of the Plan is to use tax increment financing to overcome obstacles to the proper development of the URA.

The purpose of urban renewal is to improve specific areas of a city that are poorly developed or underdeveloped, called blighted areas in ORS 457. These areas can have old or deteriorated buildings, public spaces that need improvements, streets and utilities in poor condition, a complete lack of streets and utilities altogether, or other obstacles to development. The URA has infrastructure needs as identified in the Report accompanying the Grants Pass Urban Renewal Plan – 2016 and specifically cited in the ordinance for adoption of the Plan.

Urban renewal allows for the use of tax increment financing (TIF), a financing source that is unique to urban renewal, to fund its projects. Tax increment revenues – the amount of property taxes generated by the increase in total assessed values in the urban renewal area from the time the urban renewal area is first established – are used to repay borrowed funds. The funds borrowed are used to pay for urban renewal projects.

In general, urban renewal projects can include construction or improvement of streets, utilities, and other public facilities; assistance for rehabilitation or redevelopment of property; acquisition and re-sale of property (site assembly) from willing sellers; and improvements to public spaces. The specific projects to be approved in this Plan are outlined in Sections IV and V.

Urban renewal is put into effect when the local government (the City of Grants Pass, in this case) adopts an urban renewal plan. The urban renewal plan defines the urban renewal area, states goals and objectives for the area, lists projects and programs that can be undertaken, provides a dollar limit on the funds borrowed for urban renewal projects, and states how the plan may be changed in the future.

The URA shown in Figure 1, consists of approximately 1,364.10 total acres: 1,207.79 acres of land in tax lots and 156.31 acres of public right-of-way.

The Plan will be administered by the City of Grants Pass Urban Renewal Agency (Agency), which was established by the Grants Pass City Council as the City's Urban Renewal Agency. Substantial changes to the plan must be approved by the City Council as outlined in Section IX of this Plan.

A public meeting was held on July 13 at which approximately      citizens participated. The public meeting included presentation boards and other materials to educate the public about

the impacts of the proposed urban renewal district and to receive their input. Staff and representatives of the consultant team were in attendance to answer questions from the public.

In addition, city staff briefed the Josephine County Commission on July 13, 2016.

The Plan is accompanied by an Urban Renewal Report (Report) that contains additional information, as required by ORS 457.085. The technical information in the Report includes:

- A description of the physical, social, and economic conditions in the area;
- Expected impact of the Plan, including fiscal impact in light of increased services;
- Reasons for selection of the Plan area;
- The relationship between each project to be undertaken and the existing conditions;
- The total estimated cost of each project and the source of funds to pay such costs;
- The estimated completion date of each project;
- The estimated amount of funds required in the area and the anticipated year in which the debt will be retired;
- A financial analysis of the Plan;
- A fiscal impact statement that estimates the impact of tax increment financing upon all entities levying taxes upon property in the urban renewal area; and
- A relocation report.

It is anticipated that the Plan will take 30 years of tax increment collections to implement. The maximum amount of indebtedness (amount of tax increment financing for projects and programs) that may be issued for the Plan is \$105,000,000.

Future amendments will be listed numerically in this section of the Plan and then incorporated into the Plan document and noted by footnote as to amendment number and date adopted.

### III. GOALS AND OBJECTIVES

The goals and objectives of the Urban Renewal Area plan support the City Council's Mission, Vision and Strategic Goals. The goals of the Plan represent the basic intents and purposes. Accompanying each goal are objectives, which generally describe how the Agency intends to achieve the goals. The urban renewal projects identified in Sections IV and V of the Plan are the specific means of meeting the objectives. The goals relate to adopted plans, as detailed in Section XI. The goals and objectives will be pursued as economically as is feasible and at the discretion of the Agency. The goals and objectives are not ranked by priority.

#### Goal 1: ECONOMIC DEVELOPMENT AND EMPLOYMENT

Create conditions that are attractive to the growth of existing business and attract new businesses to Grants Pass to create new jobs. Provide an adequate number of sites of suitable sizes, types, and locations to accommodate a variety of economic opportunities. Increase property values so that the URA will contribute its fair share to the costs of public services provided.

##### Objectives:

1. Build utility infrastructure to support existing businesses and accommodate growth in the URA.
2. Assist in the improvement of transportation infrastructure to support existing development and allow for future development.
3. Leverage the Agency's financial resources to the maximum extent possible with other public and private investments and other public and private funding sources.
4. Develop a Convention Center to attract visitors to the URA, creating jobs, supporting existing businesses and providing opportunities for new businesses.

#### Goal 2: PUBLIC INVOLVEMENT

Maintain a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the urban renewal implementation process.

##### Objectives:

1. Provide opportunities for public input throughout the implementation of the Plan.
2. Utilize an Advisory Group or Council appointed Task Force to review substantial amendments to the Plan.

Goal 3: REDEVELOPMENT/DEVELOPMENT

Strengthen a lively storefront retail character with a pedestrian emphasis, supporting an active downtown. Complement, protect and promote the continued growth and vitality of current businesses and attract new businesses.

Objectives:

1. Create a tool kit to assist existing businesses with their growth and vitality, including a building rehabilitation program.
2. Create a tool kit to invest in new catalyst projects that leverage public-private partnerships, incentives, and other tools.
3. Provide opportunities such as a Maker's Space or Business Incubator to help start new businesses in the URA.
4. Redevelop or remove underdeveloped and/or blighted properties in the URA.
5. Provide and improve public amenities such as plazas and parks to create an attractive environment for residents while also providing an environment that supports existing and new businesses.

Goal 4: FISCAL STEWARDSHIP

Work with taxing jurisdictions to both inform them of the annual project and financial activities of the urban renewal area and to evaluate opportunities to use tax increment revenues for mutual benefit.

Objectives:

1. Send a copy of the annual project required by ORS 457.460 and financial report to all taxing jurisdictions, informing them of the activities of the urban renewal area.
2. Notify taxing jurisdictions of revenue sharing responsibilities and the timing of those responsibilities.
3. Reimburse city for annual costs in administering the urban renewal area.



## IV. OUTLINE OF MAJOR URBAN RENEWAL PROJECT ACTIVITIES

The projects within the URA include:

### A. *Capital Improvements*

*Public infrastructure including transportation and utility improvements*

*Development Assistance to promote new development and rehabilitation*

### B. *Debt service and plan administration*

## V. URBAN RENEWAL PROJECTS

Urban renewal projects authorized by the Plan are described below. Public improvements authorized under the Plan include upgrading infrastructure including transportation and utilities to encourage development.

### A. *Capital Improvements*

#### 1. Sewer Plant

This project would support the \$20,000,000 water restoration plant expansion. This project benefits the entire city, with only 18% of the area being included in the URA. The funding for the URA contribution would be a percentage of the total acreage of the city.

#### 2. Water Plant

This project would support the \$56 million project of replacing the water treatment plant. This project benefits the entire city, with only 18% of the area being included in the URA. The funding for the URA contribution would be a percentage of the total acreage of the city.

#### 3. North end improvements

Water, sewer, and transportation improvements are needed in the NW Industrial area prior to further development in the area. The estimated costs identified in the various capital improvement plans total \$16 million dollars. Proposed URA participation at 25% could open this industrial area for development and expansion.

#### 4. Water, Sewer, Transportation (SE Industrial)

The area around the Spalding Industrial Park needs infrastructure to adequately function as an industrial area. On the east side of Jones Creek, the topology will require a sewer lift station in order to provide sewer services. Water fire flow requirements will require a new reservoir and a booster station. Development costs for Sewer (\$8.2 million), Water (\$8.3 million) and Transportation (\$3.5 million) will exceed \$19 million. Assistance from the URA or another source will be required to make development of this area feasible. Proposed URA participation at 25% could open this industrial area for development and expansion.

#### 5. North 6th and 7th Street corridor

The north entry way to the City comes down 6th and 7th streets. Visitor's first impressions of Grants Pass are made as they come into the City through this area. There is a need for façade

improvements, landscaping, and improvements that would visually enhance this corridor and add to the appeal of downtown and the City.

#### 6. Blighted building removal and/or replacement

There are several blighted buildings (South Y area and F Street & 9th) that are prime real estate opportunities being underutilized. The removal and restructuring of some key development areas would attract new investment in the community. Incentives could influence the property owner's future development.

#### 7. Southern section of NW industrial area

Water, sewer, and transportation improvements are needed in the southerly end of this industrial area prior to further development. The estimated costs identified in the various capital improvement plans total \$13 million dollars. Proposed agency participation at 25% could open this industrial area for development and expansion.

#### 8. Infrastructure - Vine Street - water, sewer, transportation

Water, sewer, and transportation improvements are needed in the Vine Street area in order to support further development. The estimated costs identified in the various capital improvement plans total \$2.3 million dollars. Proposed agency participation at 25% could open this industrial area for development and expansion.

#### 9. Building Rehab Program

This project would focus on rehabilitating unsightly or uninhabitable buildings. The program could be set up as a low or no-interest loan program, or it could include grant elements. The purpose would be to encourage private investments improving façade and storefronts, interior building improvements, and perhaps the associated public infrastructure and access spaces connected to the buildings.

#### 10. Business Incubator

This project would support a business incubator where small businesses could have access to resources that would assist them in developing their business plan. The incubator would serve as a catalyst for starting new businesses. Partnering with the local schools, the community college and the Small Business Development Center (SBDC) would likely improve business successes.

#### 11. Convention Center

This project could explore a partnership with a developer or major hotel chain to locate a convention center in Grants Pass.

#### 12. Town Center Plaza

This has been identified as an area that needs improvement. The buildings and surrounding parking are not consistent with the balance of the historical district. Though there are some successful retail outlets in the plaza, the potential exceeds what is currently there. Retail construction costs are estimated at \$140/per square foot. Incentives provided by the agency could influence the property owner's future development of this site.

### 13. Riverside Park

This would add amenities to Riverside Park. It could include an amphitheater, stage area, restrooms, spray park, meeting space and other features that could improve the park, benefiting citizens and attracting more visitors to the park and Grants Pass.

### 14. Underdeveloped land

There are properties included within the URA that are being underutilized. Higher and better uses, including business park use, lodging, commercial uses and/or uses consistent with current zoning would benefit the City, its residents and its visitors. The agency could participate in planning, development, and installing of public infrastructure to improve these areas. Priority properties would be along 6th Street, Redwood Highway, and along the riverfront.

### 15. Study Streetscape/Streetscape Implementation

Aesthetic improvements to the streetscape in the Southeast Industrial Area.

## ***B. Debt Service and Plan Administration***

This project will allow for the repayment of costs associated with the preparation and implementation of the Grants Pass Urban Renewal Plan. It also includes ongoing administration and any financing costs associated with issuing long- and short-term debt, relocation costs and other administrative costs.

## **VI. PROPOSED LAND USES, MAXIMUM DENSITIES AND BUILDING REQUIREMENTS**

The proposed land uses, densities and building requirements for the URA will comply with the Grants Pass Comprehensive Plan and Grants Pass Development Code as stated in those documents and incorporated herein by reference. If those documents change, those changes will be automatically incorporated into this Plan. The specific zones within the URA are:

### **Moderate Density Residential**

The purpose of the R-2 District is to encourage, accommodate, maintain and protect a suitable environment for residential living at moderate densities.

### **Moderate-High Density Residential**

The purpose of the R-3(R-3-1) and R-3-2 Districts is to encourage, accommodate, maintain and protect a suitable environment for residential living at moderate-high densities. Maximum densities in these districts are typically representative of 2-story housing such as attached or multi-family.

### **High Density Residential**

The purpose of the R-4(R-4-1), R-4-2, and R-5 Districts is to encourage, accommodate, maintain and protect a suitable environment for residential living at higher densities, and for professional uses that typically support residential areas; such as professional offices; hospitals, clinics and other suitable uses, but only in a manner designed to support and protect residential livability. Maximum densities in these districts are typically representative of 3-story housing such as attached or multi-family. Some districts only allow non-residential uses when in conjunction with residential use to ensure the residential land supply is not exclusively consumed by other uses.

### **General Commercial**

The purpose of the General Commercial District is to provide for all commercial and professional uses, excepting those uses requiring on-site manufacture or assembly. Performance development standards are designed to protect adjacent uses and development from impact, and the market factors of supply, demand, location and cost are expected to provide commercial development in appropriate types, amounts and relationships.

### **Central Business District**

The purpose of the Central Commercial District is to provide appropriate commercial and professional uses for the Central Business District of Grants Pass. Performance development standards are designed to encourage mixed commercial, professional and high-rise residential uses. The Central Business District recognizes and encourages viable and economic uses, while

performance development standards and the Downtown Plan act to maintain and enhance the District's unique architecture and historic qualities.

### **Riverfront Tourist Commercial II**

The RTC-II District is located next to the downtown and Central Business District of Grants Pass. The purpose of this sub-district is to encourage both high quality building density and visitor-serving activities which allow the beauty of the river to be seen. The scale and architectural character must have an urban ambience and sophistication. Mixed-use developments with residential units located above ground floor commercial are encouraged.

### **Riverfront Tourist Commercial III**

The RTC-III District is directly related to the County Fairgrounds/Race Track and the Riverside West All Sports Park. Affordable visitor-serving activities and commercial recreation development are desired. These activities should occur in a park-like setting. Mixed-use developments with residential units located above ground floor commercial are encouraged.

### **Business Park**

The purpose of the Business Park District is to provide a mixed-use zone for light industrial and commercial uses. Retail trade is permitted as an accessory use or when determined to be compatible with, or can be made compatible with, light industrial or wholesale trade uses via a discretionary review process. Performance Development Standards are designed to ensure the compatibility of the light industrial uses with the commercial uses, and the compatibility with adjacent Commercial and Residential Zoning Districts.

### **Industrial**

The purpose of the Industrial District is to provide for those industrial uses with heavier impacts upon their surroundings and the need for outdoor functions. Performance standards are less than required for other industrial districts and graduated buffering standards ensure compatibility with neighboring zones of lesser intensity of use. It is the express intent of the Industrial District to maintain lands for industrial use, with commercial and residential uses limited to those uses accessory to industrial development.

### **Industrial Park**

The purpose of the Industrial Park District is to provide for light industrial uses in a campus-like setting. High Performance Development Standards assure compatibility among Industrial Park users and the compatibility with adjacent commercial and residential uses.

## **VII. PROPERTY ACQUISITION AND DISPOSITION**

The Plan authorizes the acquisition and disposition of property as described in this section. Property includes any and all interests in property, including fee simple ownership, lease, easements, licenses, or other rights to use. If property is acquired it will be identified in the Plan through a Minor Amendment. Identification of property to be acquired and the anticipated disposition of the property is required by ORS 457.085(g).

### ***A. Property acquisition for public improvements***

The Agency may acquire any property within the URA for the public improvement projects undertaken pursuant to the Plan by all legal means, including use of eminent domain. Good faith negotiations for such acquisitions must occur prior to institution of eminent domain procedures.

### ***B. Property acquisition – from willing sellers***

The Plan authorizes Agency acquisition of any interest in property within the URA that the Agency finds is necessary to support private redevelopment, but only in those cases where the property owner wishes to convey such interest to the Agency. The Plan does not authorize the Agency to use the power of eminent domain to acquire property from a private party to transfer property to another private party for private redevelopment. Property acquisition from willing sellers may be required to support development of projects within the URA.

### ***C. Land disposition***

The Agency will dispose of property acquired for a public improvement project by conveyance to the appropriate public agency responsible for the construction and/or maintenance of the public improvement. The Agency may retain such property during the construction of the public improvement.

The Agency may dispose of property acquired under Subsection B of this Section VI by conveying any interest in property acquired. Property shall be conveyed at its fair reuse value. Fair reuse value is the value, whether expressed in terms of rental or capital price, at which the urban renewal agency, in its discretion, determines such land should be made available in order that it may be developed, redeveloped, cleared, conserved, or rehabilitated for the purposes specified in such plan. Because fair reuse value reflects limitations on the use of the property to those purposes specified in the Plan, the value may be lower than the property's fair market value.

Where land is sold or leased, the purchaser or lessee must agree to use the land for the purposes designated in the Plan and to begin and complete the building of its improvements within a period of time that the Agency determines is reasonable.

## VIII. RELOCATION METHODS

When the Agency acquires occupied property under the Plan, residential or commercial occupants of such property shall be offered relocation assistance, as required under applicable state law. Prior to such acquisition, the Agency shall adopt rules and regulations, as necessary, for the administration of relocation assistance. No specific acquisitions that would result in relocation benefits have been identified; however, there are plans to acquire land for infrastructure which may trigger relocation benefits in the future in the URA.

## IX. TAX INCREMENT FINANCING OF PLAN

Tax increment financing consists of using annual tax increment revenues to make payments on debt, usually in the form of bank loans or revenue bonds. The proceeds of the bonds are used to finance the urban renewal projects authorized in the Plan. Bonds may be either long-term or short-term.

Tax increment revenues equal most of the annual property taxes imposed on the cumulative *increase* in assessed value within an urban renewal area over the total assessed value at the time an urban renewal plan is adopted. (Under current law, the property taxes for general obligation (GO) bonds and local option levies approved after October 6, 2001 are not part of the tax increment revenues.)

### **A. *General description of the proposed financing methods***

The Plan will be financed using a combination of revenue sources. These include:

- Tax increment revenues;
- Advances, loans, grants, and any other form of financial assistance from the federal, state, or local governments, or other public bodies;
- Loans, grants, dedications, or other contributions from private developers and property owners, including, but not limited to, assessment districts; and
- Any other public or private source.

Revenues obtained by the Agency will be used to pay or repay the costs, expenses, advancements, and indebtedness incurred in (1) planning or undertaking project activities, or (2) otherwise exercising any of the powers granted by ORS Chapter 457 in connection with the implementation of this Plan.

### **B. *Tax increment financing and maximum indebtedness***

The Plan may be financed, in whole or in part, by tax increment revenues allocated to the Agency, as provided in ORS Chapter 457. The ad valorem taxes, if any, levied by a taxing district in which all or a portion of the URA is located, shall be divided as provided in Section 1c, Article IX of the Oregon Constitution, and ORS 457.440. Amounts collected pursuant to ORS 457.440 shall be deposited into the unsegregated tax

collections account and distributed to the Agency based upon the distribution schedule established under ORS 311.390.

The maximum amount of indebtedness that may be issued or incurred under the Plan, based upon good faith estimates of the scope and costs of projects in the Plan and the schedule for their completion is \$105,000,000 (one hundred five million dollars). This amount is the principal of such indebtedness and does not include interest or indebtedness incurred to refund or refinance existing indebtedness or interest earned on bond proceeds. It does include initial bond financing fees and interest earned on tax increment proceeds, separate from interest on bond proceeds.

## **X. FUTURE AMENDMENTS TO PLAN**

The Plan may be amended as described in this section.

### ***A. Substantial Amendments***

Substantial Amendments, in accordance with ORS 457.085(2)(i), shall require the same notice, hearing, and approval procedure required of the original Plan, under ORS 457.095, including public involvement, consultation with taxing districts, presentation to the Agency, the Planning Commission, and adoption by the City Council by non-emergency ordinance after a hearing. Notice of such hearing shall be provided to individuals or households within the City of Grants Pass, as required by ORS 457.120.

Substantial Amendments are amendments that:

1. Add land to the urban renewal area, except for an addition of land that totals not more than 1% of the existing area of the urban renewal area; or
2. Increase the maximum amount of indebtedness that can be issued or incurred under the Plan.

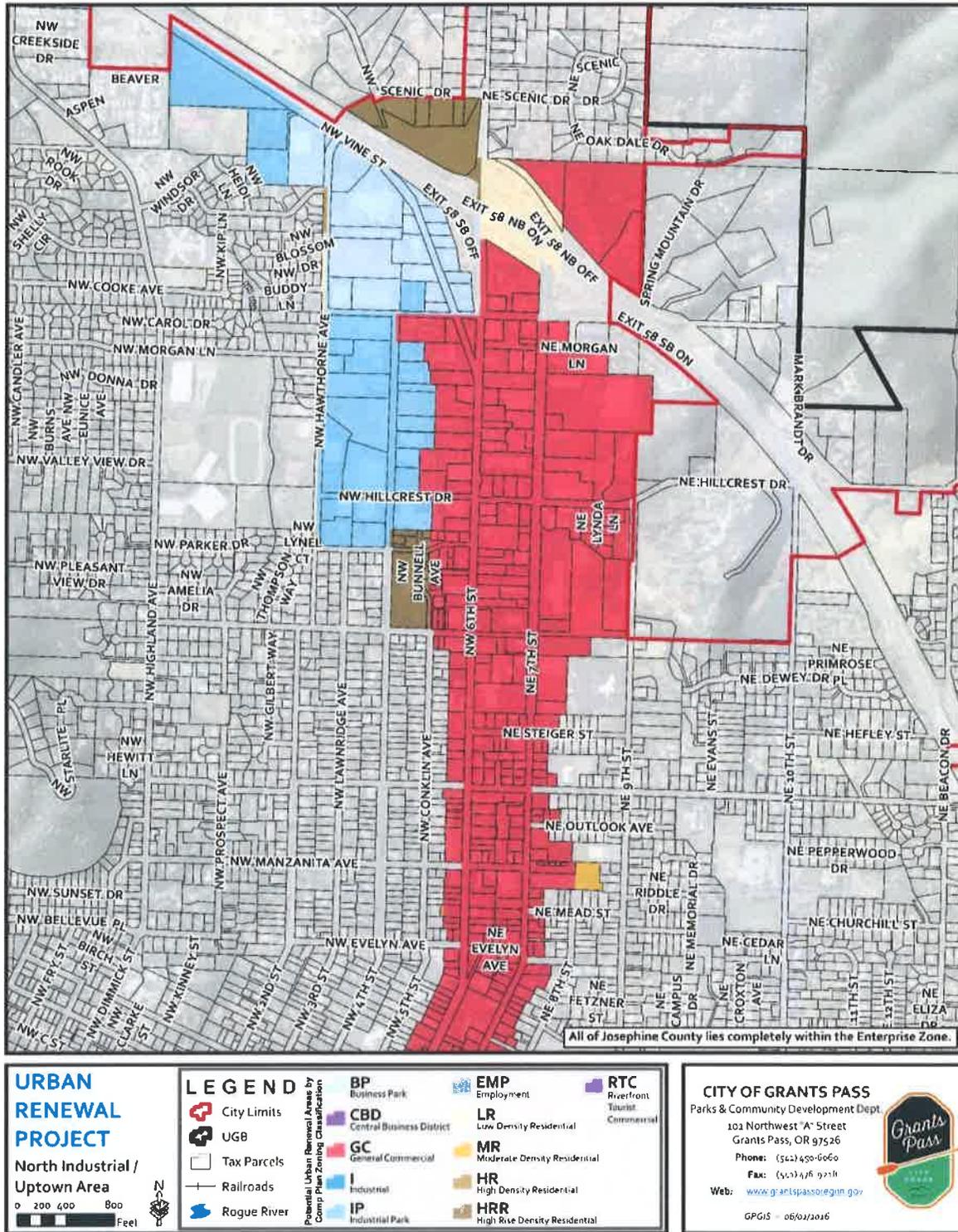
### ***B. Minor Amendments***

Minor Amendments are amendments that are not Substantial Amendments as defined in this Plan and in ORS 457. Minor Amendments require approval by the Agency by resolution.

### ***C. Amendments to the Grants Pass Comprehensive Plan and/or Grants Pass Development Code/Zoning Ordinance***

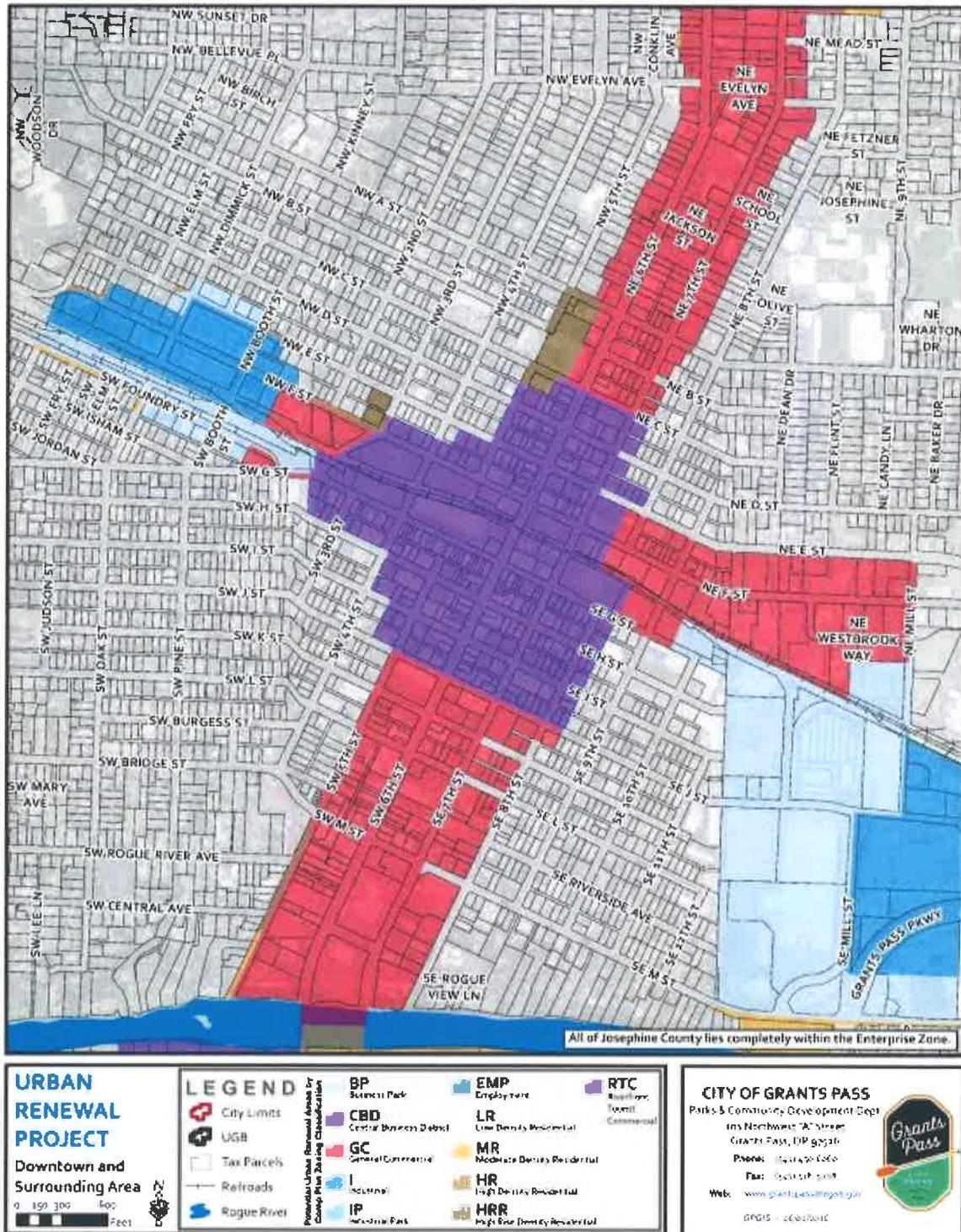
Amendments to the Grants Pass Comprehensive Plan and/or Grants Pass Development Code/ Zoning Ordinance that affect the Urban Renewal Plan and/or the Urban Renewal Area shall be incorporated automatically within the Urban Renewal Plan without any separate action required by the Agency or the City Council.

Figure 2a – Comprehensive Plan Designations



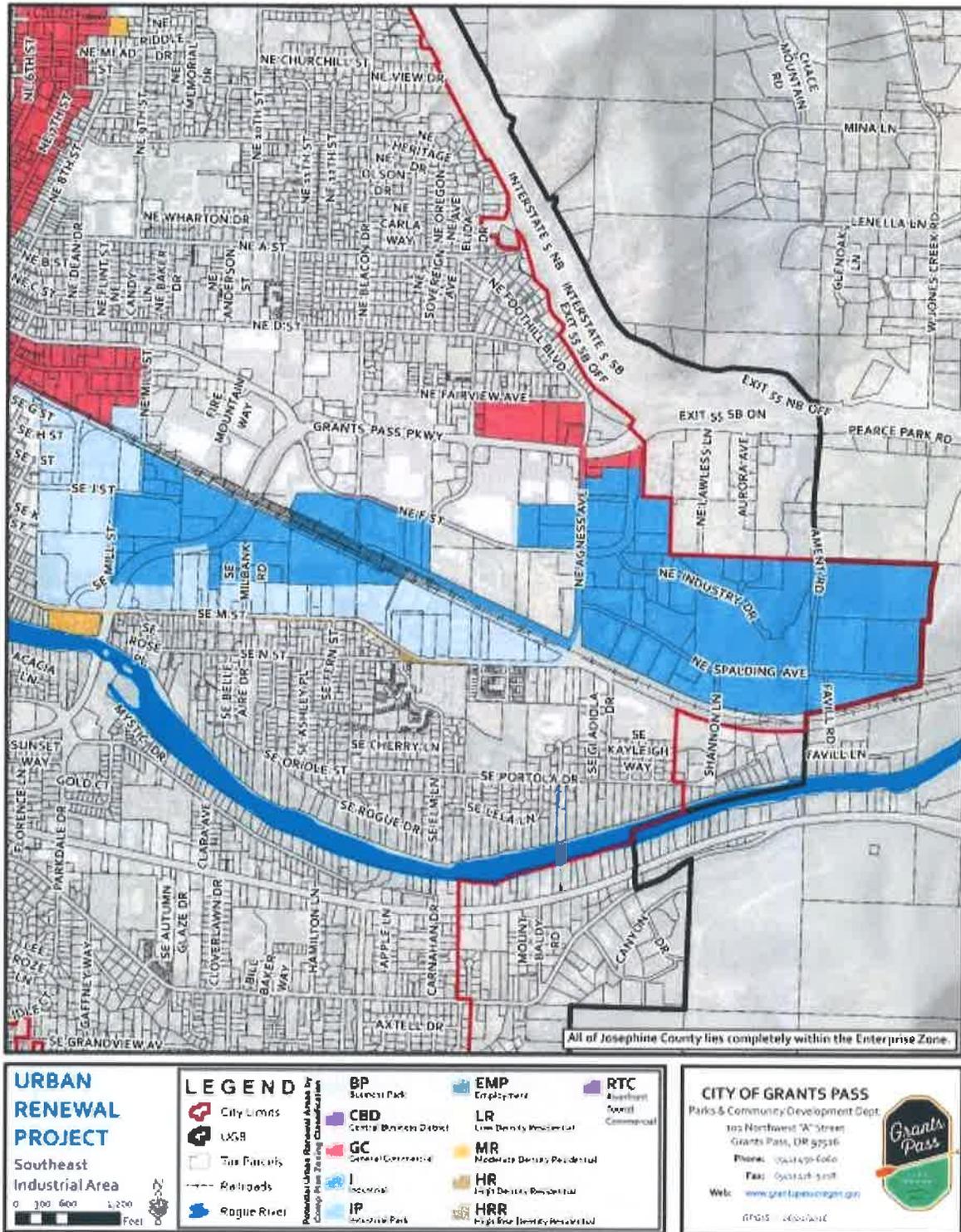
Source: City of Grants Pass

Figure 2b – Comprehensive Plan Designations



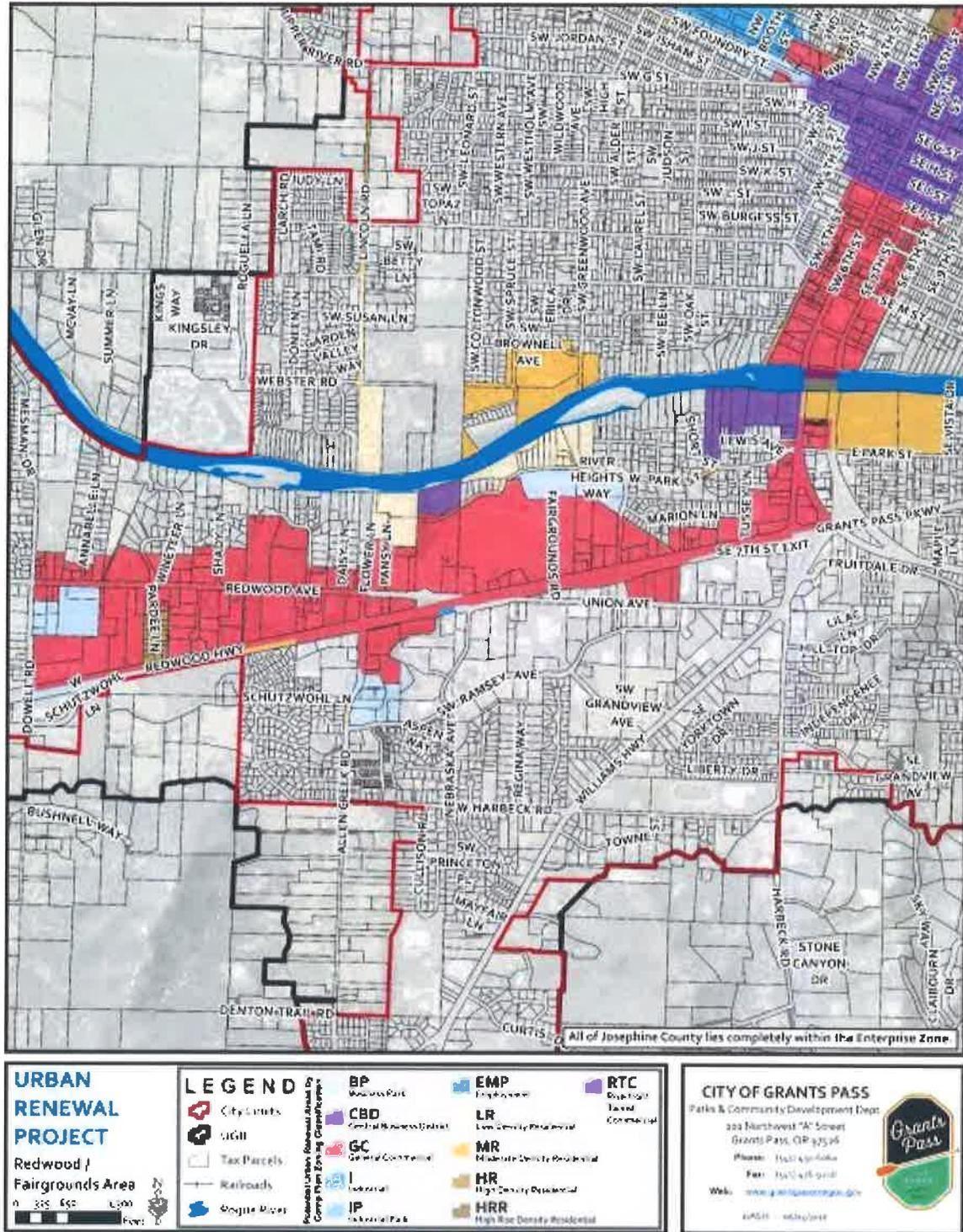
Source: City of Grants Pass

Figure 2c – Comprehensive Plan Designations



Source: City of Grants Pass

Figure 2d – Comprehensive Plan Designations



Source: City of Grants Pass

## **XI. RELATIONSHIP TO LOCAL OBJECTIVES**

The Plan relates to local planning and development objectives contained within the Grants Pass Comprehensive Plan, called the Grants Pass Comprehensive Community Development Plan (Comprehensive Plan), the Grants Pass Development Code, and the Comprehensive Park and Recreation Master Plan. The following section describes the purpose and intent of these plans, the particular goals and policies within each planning document to which the proposed Plan relates, and an explanation of how the Plan relates to these goals and policies. The numbering of the goals, policies, and implementation strategies will reflect the numbering that occurs in the original document, so the numbering may look out of order in this document. Italicized text is text that *has* been taken directly from an original planning document.

The Comprehensive Plan designations are shown in Figures 2a-2d. The maximum densities and building requirements are contained in the Grants Pass Development Code. The proposed land uses conform to Figure 2, the comprehensive plan designations and the maximum densities and building requirements can be found in the Grants Pass Development Code, Article 12 Zoning Districts.

This is not a comprehensive list of all parts of the Grants Pass Comprehensive Plan that are supported by this Plan. This list includes the major Goals and Policies from the comprehensive plans that are supported through the urban renewal plan however, there may be other Goals and Policies that are not specifically listed, which support and are in conformance with the Grants Pass Comprehensive Plan.

### ***A. City of Grants Pass Comprehensive Community Development Plan***

The Plan conforms to the Citizen Involvement, Recreation, Parks and Open Space, Economy, Housing, Public Facilities and Services, Energy Conservation, and Land Use Elements as it contains projects to upgrade the transportation and utility infrastructure, to support existing business and allow for development of new businesses to create jobs, utilizing underutilized and/or blighted sites.

#### ***2. Citizen Involvement***

*Goal: To develop a citizen involvement program that insures the ongoing involvement of citizens in all phases of the land use planning process.*

The Plan conforms to the Citizen Involvement Element as a citizen advisory group assisted in the development and review of the feasibility study. In addition, citizens were provided opportunities for input at the Open House, the Planning Commission meeting and the City Council meeting.

#### ***7. Recreation, Parks & Open Space Element (As contained in the Comprehensive Parks and Recreation Plan)***

*Goal: To provide for the Recreation and Park and Open Space needs of the residents of and visitors to the Grants Pass Urban Growth Boundary area. The provisions shall: ensure the availability of sufficient open spaces for all areas of the UGB; meet the recreational needs of all*

*age groups and types of recreation activities; locate open spaces in a manner that shall protect and enhance natural resources, and minimize hazard to life and property.*

*Element 7 of the Comprehensive Plan, the Recreation, Parks, and Open Space Element is now provided by the January 2010 Comprehensive Park and Recreation Master Plan, adopted on February 3, 2010.*

*Vision Statement:*

*We envision a safe, interconnected, and sustainable system of vibrant parks, thriving green spaces, and quality recreation opportunities that enhance our community and its economic vitality.*

*Sustainability:*

*The City of Grants Pass will sustain City assets and environmental resources for future generations through effective management and maintenance. The City will use conservation measures to develop and care for parks, green space, and recreation facilities with an eye to the future.*

*Accessibility:*

*The City of Grants Pass will strive to make all parks, facilities, and green spaces geographically, physically, and economically accessible to all members of the community. The Division will plan and design inclusive facilities, serving residents of all ages, abilities, family compositions, and economic and cultural backgrounds*

*Quality Parks and Facilities:*

*The City of Grants Pass will provide safe, clean, and inviting parks and facilities that foster community pride and encourage recreation and outdoor play. The City will strive to provide close-to-home recreation opportunities that are conveniently located for residents citywide and within an expanded Urban Growth Boundary.*

*Connectivity:*

*The City of Grants Pass will connect community members together via a network of parks, recreation facilities, trails, and green spaces. This system will support community health and active transportation, by linking key destinations within planning area.*

The Plan conforms to the Comprehensive Park and Recreation Master Plan as there are projects that will improve Riverside Park.

#### *7.14 Fairgrounds*

*The County Fairgrounds is an especially valuable asset to the people of the community. The City, County and Fair Board shall take care to preserve the fairgrounds for recreation activity, to protect the site from the encroachment of other public uses which may detract from its basic function, and shall act to enhance and extend the recreational capacity of the site. The City and County shall cooperate with the Fair Board to develop a Master Plan for the development of the County Fairgrounds.*

The Plan conforms to this provision as the Fairgrounds is included in the URA. No projects will be undertaken on the Fairgrounds without coordination with the County and the Fair Board.

Funding could be available to assist with a Master Plan for the development of the County Fairgrounds.

### *Economy Element*

*Goal: To improve, expand, diversify and stabilize the economic base of the community.*

#### *Policies:*

*8.1 The City and County shall endeavor to improve, expand, diversify and stabilize the economic base of the community:*

*(d) by insuring that an adequate quality and quantity of industrial land is available, properly zoned and serviced.*

*8.4 The acquisition and development of park and recreation facilities, as well as the conservation of natural resources and open space, shall be considered a vital part of the economic development an economic well-being of the area, the region and the State, and appropriate efforts shall be made to keep both recreation development and natural resource conservation abreast of growth.*

*8.7 The City and County will encourage commercial development at major commercial nodes, which includes the East Grants Pass area around the existing Grants Pass Shopping Center; the Redwood Commercial Triangle South of the Rogue River area and the Downtown area. The City will also encourage infill commercial and office development along Sixth and Seventh Streets, and in the North City commercial area.*

*8.8 The City shall assist in maintaining the Downtown commercial area as a vital business and office district by:*

*(a) following the adopted Downtown Improvement Program, giving high priority to Downtown Improvement projects in its Capital Improvement Program.*

*(e) encouraging private building owners to maintain and improve their buildings.*

*8.9 The City shall promote tourism, a significant element in the local economy by:*

*(b) creating a financial mechanism and completing landscaping & improvements to the North Interchange area.*

The Plan conforms to the Economy Element as there are projects in the Plan to support infrastructure development, both utilities and transportation, to allow for economic growth. In addition, there are programs to assist existing and new businesses within the URA.

### *Housing*

*Goal: To encourage the provision of adequate numbers of housing units within the urban growth boundary at price ranges and rent levels commensurate with the financial capabilities of area households, and to allow for flexibility of housing type, density, location and design.*

The Plan conforms to the Housing Element as there are programs to assist in development within the URA, including mixed use development to help support the downtown commercial core.

### *Public Facilities and Services*

*Goal: To provide needed facilities and services for the Urban Growth Boundary area in a timely, orderly, efficient, economic and coordinated manner.*

*10.1.3 Services shall be provided in an orderly and economic manner. Services provided at public expense should be provided first to those areas most heavily committed to urban development and those areas most actively developing, before extension to less committed areas or to those areas less actively developing. The extension of services with similar physical and/or programmatic requirements should be coordinated where economies will result. The involvement of the private sector is essential in the provision of services, and will determine to a great extent the timing, location and financing means of service extensions.*

*10.1.7 The City and County recognize that the provision of necessary services to accommodate the projected growth and land-use allocations is a mutual responsibility. The city and county will continue to cooperate with each other and with the private sector and the development and use of financial mechanisms and programs that are effective, efficient and equitable.*

The Plan conforms to the Public Facilities and Services Element as there are projects in the Plan to support infrastructure development, both utilities and transportation, to allow for economic growth.

### *10.2 Water Service Policies*

*10.2.1 The City and County shall follow the adopted Water Facilities Plan for the Urban Growth Boundary area when extending and improving water service. Key factors to be utilized in growth management include:*

- (a) the number, size, location and approximate costs of water treatment, storage and distribution facilities deemed necessary to serve the expected population within the Urban Growth Boundary;*
- (b) water sources and treatment and distribution modes;*
- (c) continued input from all segments of the community;*
- (d) implementation and financing strategies for acquiring, developing and maintaining needed water treatment, storage and distribution; and*
- (e) determination of the areas of greatest need, including techniques of funding and prioritization for these areas of need.*

The Plan conforms to the Water Services Policies as there is a project in the Plan to help finance the development of a Water Plant in the URA.

### *10.3 Sewer Service Policies*

*10.3.1 The City and County shall follow adopted Sanitary Sewer Facility and Management Plans for the Redwood, Fruitdale-Harbeck and City service districts, including all parts of the Urban Growth Boundary area. The Sanitary Sewer Facility and Management Plans:*

- (a) determine the number, size, location and approximate costs of sanitary sewer facilities and improvements deemed necessary to serve the expected population within the Urban Growth Boundary;*
- (b) base the facilities and improvements determination upon a thorough analysis of the Urban Growth Boundary service districts, including present treatment plan capacity, treatment levels and Department of Environmental Quality requirements, collection system age, construction and function, and infiltration and inflow characteristics of the system;*
- (c) recommend implementation and financing strategies for acquiring, developing and maintaining needed sanitary sewage facilities;*
- (d) demonstrate continuity with past sanitary sewer plans, as adopted and developed by the City and County;*
- (e) provide for adequate coordination between the City and County as needed in the expansion and maintenance of the sewer service districts;*
- (f) determine the areas of highest priority.*

The Plan conforms to the Sewer Services Policies as there is a project in the Plan to help finance the development of a Sewer Plant in the URA.

#### *10.4 Storm Drain Policies*

*10.4.1 The City and County shall follow the adopted Master Storm Drainage Facilities and Management Plan for the <sup>1</sup>Grants Pass Urban Growth Boundary area when extending the improving drainage service. Key factors to be utilized in growth management include:*

- (a) the number, size, location and approximate costs of storm drainage facilities and improvements deemed necessary to serve the expected population within the Urban Growth Boundary;*
- (b) the analysis of the UGB drainage basins, using generally accepted runoff projection techniques, including appropriate computer modeling, if possible;*
- (c) implementation and financing strategies for acquiring, developing and maintaining needed storm drainage facilities;*
- (d) maintaining continuity with past drainage plans, as adopted and developed by the City and County; and*
- (e) determination of the areas of highest priority, including techniques of funding and prioritization for these high priority areas.*

The Plan conforms to the Storm Drain Policies as there are projects in the Plan to support the development of infrastructure in the URA.

The Plan conforms to the Public Facilities and Services Element as there are projects in the Plan to support infrastructure development to allow for economic growth within the URA.

*Energy Conservation Element*

*Goal: To promote the wise and efficient use of all forms of energy.*

*Policies:*

*12.6 The City and County shall pursue a more energy-efficient urban form by:*

*(a) locating higher densities in close proximity to major streets, potential public transit locations, the central business district, shopping and employment centers, schools and parks.*

*(c) encouraging infill development within Established and Developing areas of the Urban Growth Boundary.*

The Plan conforms to the Energy Conservation Element as there are programs to assist in development within the URA, including mixed use development to help support the downtown commercial core. These programs will help encourage infill development and higher densities within the downtown area.

*Land Use Element*

*Goal: to provide a vision of the future through maps and policies that shall guide and inform the land-use decisions of the present, in such a manner that:*

*(e) provides adequate amounts of industrial, commercial and residential lands to meet growth needs over the planning period.*

The Plan conforms to the Land Use Element as there are projects in the Plan to support infrastructure development, increasing the amount of developable lands and allowing for economic growth within the URA.

**XII. APPENDIX A: LEGAL DESCRIPTION**

**INSERT TEXT LEGAL DESCRIPTION OF URBAN RENEWAL DISTRICT BOUNDARY THAT IS CONSISTENT WITH THE ENCLOSED MAP**

# REPORT ACCOMPANYING THE GRANTS PASS URBAN RENEWAL PLAN

Adopted by the City of Grants Pass

DATE

Ordinance No. \_\_\_\_\_

## Grants Pass Urban Renewal Area

Consultant Team

**Elaine Howard Consulting, LLC**

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**ECONorthwest**

Nick Popenuk  
Ali Danko  
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## I. INTRODUCTION

The Report on the City of Grants Pass Urban Renewal Plan - 2016 (Report) contains background information and project details that pertain to the City of Grants Pass Urban Renewal Plan - 2016 (Plan). The Report is not a legal part of the Plan, but is intended to provide public information and support the findings made by the City Council as part of the approval of the Plan.

The Report provides the analysis required to meet the standards of ORS 457.085(3), including financial feasibility. The format of the Report is based on this statute. The Report documents not only the proposed projects in the Plan, but also documents the existing conditions in the Grants Pass Urban Renewal Area - 2016 (URA).

The Report provides only guidance on how the urban renewal plan might be implemented. As the City of Grants Pass Urban Renewal Agency (Agency) reviews revenues and potential projects each year, it has the authority to make adjustments to the assumptions in this Report. The Agency may allocate budgets differently, adjust the timing of the projects, decide to incur debt at different timeframes than projected in this Report, and make other changes, as allowed in the amendments section of the Plan.

The URA is shown in Figure 1. It encompasses under-performing industrial areas, the commercial core of Grants Pass, and the Josephine County Fairgrounds. The sub-areas can be seen more clearly on the zoning maps that break them out by sub-districts. This is done only for clarity in mapping, with no area having a larger priority than other areas.

The sub-areas are:

**North Industrial/Uptown (Zoning Map 2a):** This area encompasses 6<sup>th</sup> and 7<sup>th</sup> Street in the north part of the city and the NW Vine Street industrial area. The area has properties that are under-developed and blighted. The northern section of the area does not present a positive picture to visitors or residents of Grants Pass. As one of the key entrances to the city, the blight should be removed and properties should be developed to a higher standard. There are also underdeveloped industrial properties that could provide increased employment in the future. The area needs infrastructure upgrades to be able to develop. The 6<sup>th</sup> and 7<sup>th</sup> Street Corridor area represents key commercial properties in the city. There are many properties that could benefit from redevelopment and upgrading, including both commercial development and mixed-use development with housing.

**Downtown and Surrounding Area (Zoning Map 2b):** This area encompasses the 6<sup>th</sup> and 7<sup>th</sup> Street areas in the central part of the city. It also takes in properties to the east and west of the central business district. This area represents the key commercial properties in the city, including the downtown. There are many properties that could benefit from redevelopment and upgrading, including both commercial development and mixed-use development with housing. The downtown could benefit from streetscape improvements, parking, increased transportation access, upgraded infrastructure and additional facilities at the parks in the area. There is also mention of additional parks/plazas in the downtown core.

**SE Industrial Area (Zoning Map 2c):** This area is north of M Street and includes the Spalding Industrial Park. It represents business park and key industrial properties suitable for

economic development and job development. The area needs infrastructure upgrades to be able to develop.

**Redwood/Fairgrounds (Zoning Map 2d):** This area includes Redwood Highway and properties to the north, and a few properties to the southwest of Allen Creek Road. The Josephine County Fairgrounds is located on property that could be key to future development in the city. The Winter Farmers' Market is currently being held in one of the pavilions. The area is underdeveloped and could provide key land for future development of a hotel/convention center/Farmers' Market/business park or other commercial and mixed-use development. The area would also be in close proximity to a potential 4<sup>th</sup> Bridge. This area also includes the south entrance to the downtown (known as the South Y). It has blighted and under-developed properties. Improvements to these properties will present a better welcome to visitors and residents.



## II. EXISTING PHYSICAL, SOCIAL, AND ECONOMIC CONDITIONS AND IMPACTS ON MUNICIPAL SERVICES

This section of the Report describes existing conditions within the URA and documents the occurrence of “blighted areas,” as defined by ORS 457.010(1).

### A. Physical Conditions

#### 1. Land Use

The URA shown in Figure 1, contains 1,245 parcels consisting of 1,207.79 acres and 156.31 acres of existing right of way, for a total of 1364.10 acres.

An analysis of property classification data from Josephine County FY 2015/16 Assessment and Taxation database provided by Grants Pass GIS was used to determine the land use designation of parcels in Grants Pass. By acreage, commercial accounts for the largest land use within the area (63%). This is followed by exempt (21%), and industrial uses (5%). The total land uses of the Grants Pass, by acreage and parcel, are shown in Table 1.

Table 1 – Existing Land Use of URA

Existing Land Use	Parcels	Acres	Percent of Acres
Commercial	902	757.95	62.76%
Exempt	164	258.45	21.40%
Industrial	24	59.61	4.94%
Farm	3	47.61	3.94%
Residential	112	45.13	3.74%
Multi-family	30	34.39	2.85%
Miscellaneous	10	4.65	0.39%
<b>Total</b>	<b>1,245</b>	<b>1,207.79</b>	<b>100.00%</b>

Source: Information from Grants Pass GIS

## 2. Zoning Districts

As illustrated in Table 2 and Figures 2a-d, 31% of the URA by acreage is zoned as General Commercial, with another 22% zoned as Central Business District and 9.5% as Industrial. Other zoning districts are shown in Table 2.

Table 2 – Existing Zoning Districts of URA

Zoning	Parcels	Acres	% Total Acres
General Commercial	688	377.05	31.22%
Central Business District	223	269.93	22.35%
Industrial	87	114.79	9.50%
Residential 4-1	25	75.71	6.27%
Business Park	120	71.67	5.93%
Riverfront Tourist Commercial-2	8	59.52	4.93%
Residential 3-1	19	56.78	4.70%
Residential 1-6	13	53.36	4.42%
Industrial Park	30	46.78	3.87%
Residential 2	7	33.66	2.79%
Residential 1-12	18	31.44	2.60%
Residential 1-8	6	10.7	0.89%
Riverfront Tourist Commercial-3	1	6.4	0.53%
<b>Total</b>	<b>1,245</b>	<b>1,207.79</b>	<b>100.00%</b>

Source: Information from Grants Pass GIS

### 3. Comprehensive Plan Designations

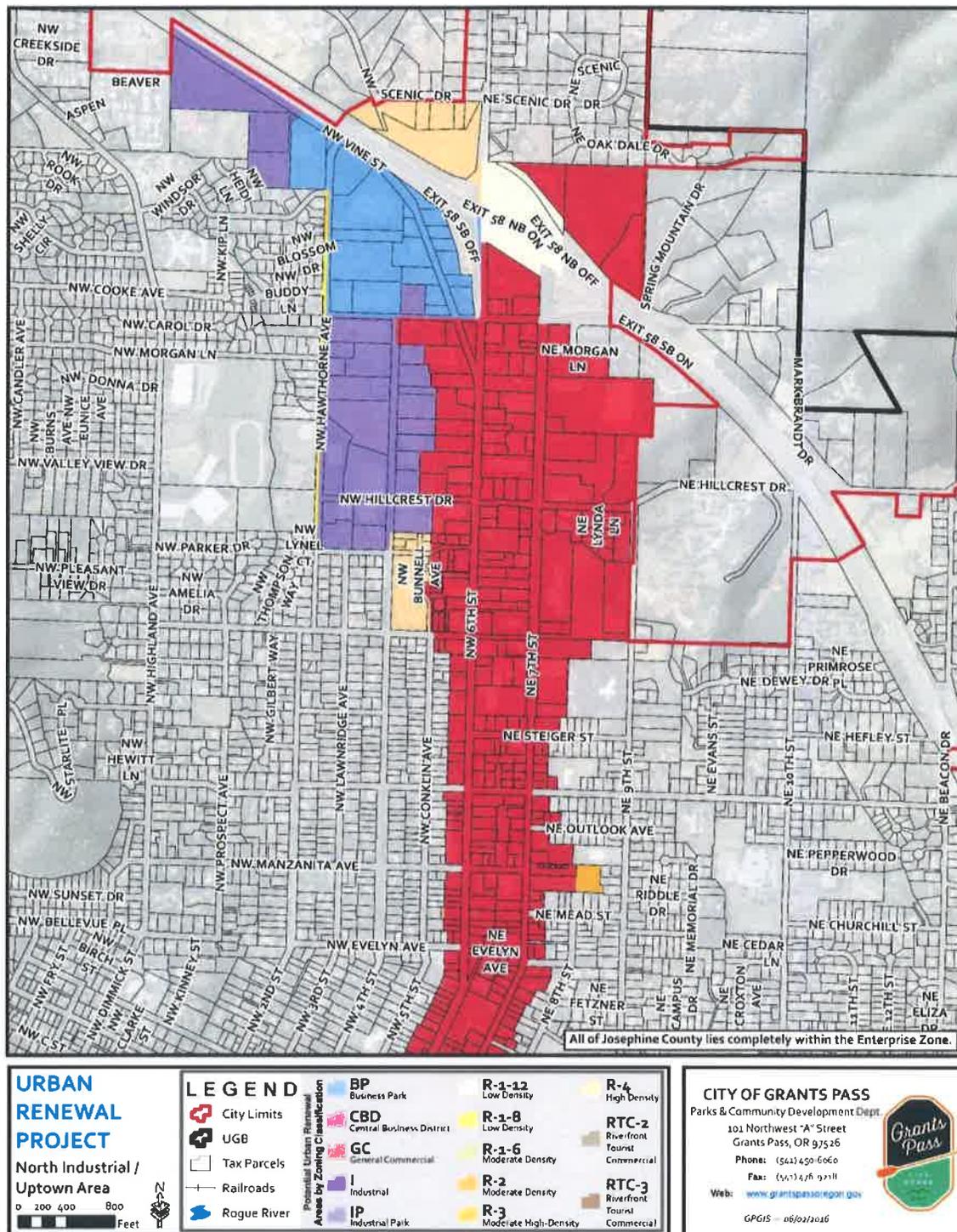
As illustrated in Table 3, 31% of the URA by acreage is designated as General Commercial, with another 22% designated as Central Business District and 9.5% as Industrial. Other comprehensive plan designations are shown in Table 3.

Table 3 – Existing Comprehensive Plan Designations of URA

Comprehensive Plan	Parcels	Acres	% Total Acres
General Commercial	688	377.05	31.22%
Central Business District	223	269.93	22.35%
Industrial	87	114.79	9.50%
Moderate Density Residential	20	87.02	7.20%
High Density Residential	25	75.71	6.27%
Business Park	120	71.67	5.93%
Riverfront Tourist Commercial	9	65.92	5.46%
Moderate-High Density Residential	19	56.78	4.70%
Industrial Park	30	46.78	3.87%
Low Density Residential	24	42.14	3.49%
<b>Total</b>	<b>1245</b>	<b>1207.79</b>	<b>100.00%</b>

Source: Information from Grants Pass GIS

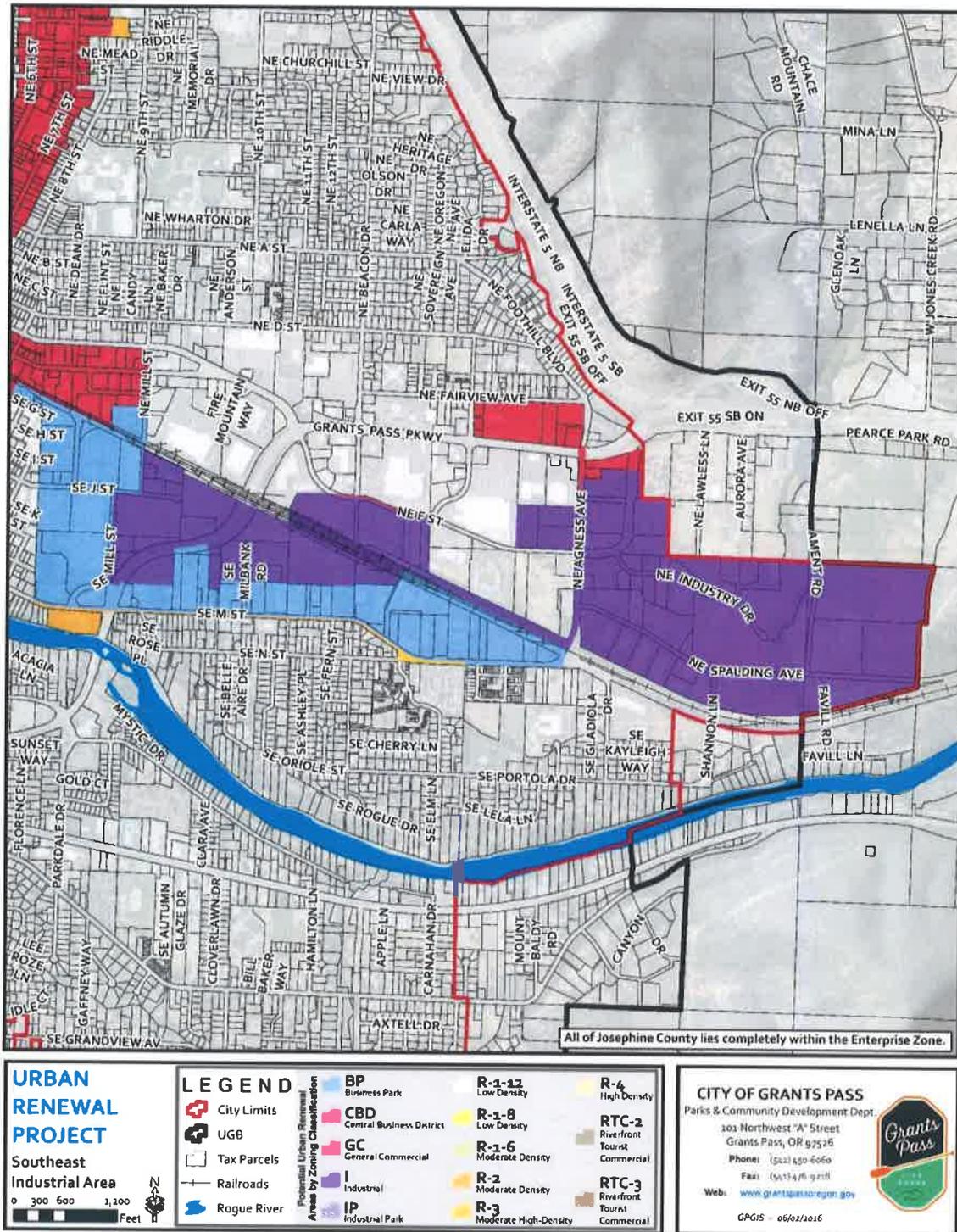
Figure 2a – URA Zoning Districts



Source: City of Grants Pass GIS

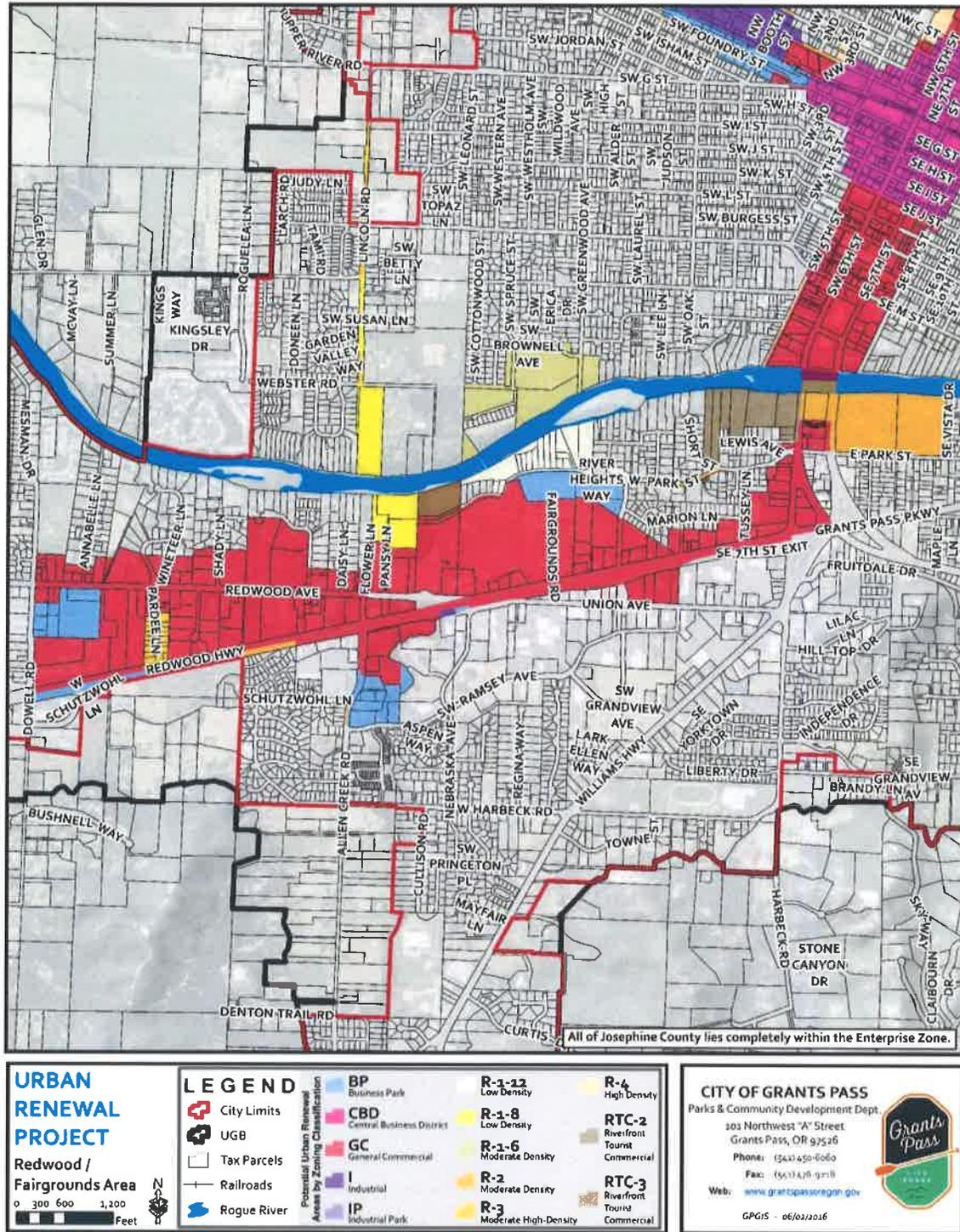


Figure 2c – URA Zoning Districts



Source: City of Grants Pass GIS

Figure 2d – URA Zoning Districts



DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.

Source: City of Grants Pass GIS

## **B. Infrastructure**

This section identifies the existing conditions in the URA to assist in establishing blight. Blight is defined in ORS 457.010(1)(a-i) and included the existence of inadequate streets and other rights of way, open spaces and utilities. There are projects listed in City of Grants Pass master plans that include and identify some of these existing conditions throughout the URA. Blight does not have to be evident on every parcel in the URA. A blighted area is characterized by the existence of one or more of the statutorily defined blighting conditions. **The listing of these projects below does not mean all of these projects are included in the urban renewal plan.** The specific projects to be included in the urban renewal plan are listed in Sections IV and V of this document.

### ***1. Transportation***

The Grants Pass Transportation Systems Plan (Grants Pass Urban Area Master Transportation Plan)<sup>1</sup> details the transportation needs within the URA. It was adopted in 1997 and was most recently revised in 2008. Appendix F lists transportation needs in the URA. There are specific needs on Hillcrest Drive 9<sup>th</sup> to 10<sup>th</sup> to Beacon, J Street sidewalk M Street sidewalk, small sections of Morgan Lane sidewalk, Redwood Highway – Allen Creek Road east to South Y, Savage Street sidewalk on east and west ends, and no sidewalks on Vine Street in the Area. The projects include reconstruction, bike lanes, sidewalks, and widening.

### ***2. Water***

The water system needs for the URA are identified in the pending City of Grants Pass Water Distribution System Master Plan (WDSMP), being considered by the City Council. A new water plant is recommended

Water distribution systems are divided into pressure zones in order to provide adequate service pressure to customers at different elevations. Each pressure zone is served by specific facilities, such as, reservoirs or pump stations and related piping which supply pressure to customers. The City's existing distribution system is divided into 5 pressure zones served by 8 gravity storage reservoirs and 13 booster pump stations.<sup>2</sup>

Estimates of future growth and related water demand are developed using the best available information for the City's service area including the Population Research Center's (PRC's) June 2015 Coordinated Population Forecast for Josephine County, buildable lands inventory from the City's Comprehensive Plan 2014 Update and current water demand data. Future water demands are forecast at 10-years, 20-years and at saturation development. For the purposes of this WDSMP, saturation development is assumed to occur at 30 years.<sup>3</sup>

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<sup>1</sup> Grants Pass Transportation System Plan 2013. Project descriptions on page 86.

<sup>2</sup> Grants Pass Water Distribution System Master Plan, Executive Summary, February 2016, p1

<sup>3</sup> Ibid, p2

Additional storage reservoirs are recommended to serve anticipated future growth in the potential industrial development in the Spalding Industrial Area.<sup>4</sup> In addition, Pressure Reducing Valves and Distribution Mains (Zone 2 expansion, Zone 1 area loop) are required in the Spalding Industrial Area as indicated in the Capital Improvement Program for water system needs.<sup>5</sup>

These are the water distribution needs within the URA:

Table 4 – Water Distribution Needs

Improvement Category	CIP No.	Project Description	CIP Schedule and Project Cost Summary			Project Cost	Preliminary Cost % to Growth	
			5-Year through 2021	10-year 2022-2026	20 year 2027-2036			
Distribution Mains	M-13 to 22	Spalding Industrial Area - Zone 2 expansion				\$3,181,000	\$3,181,000	100%
		Zone 3 Vine Street Loop - Highland to Hawthorne				\$996,000	\$996,000	52%
	M-45,46	Zone 1 Spalding Industrial Area loop				\$1,362,000	\$1,362,000	100%
	M53 to M57							

Source: Grants Pass Water Distribution System Master Plan, pg. 5-12 or Appendix E

### 3. Water Restoration Plant<sup>6</sup>

Recommended improvements for major liquid stream unit processes are summarized below:

- Raw Sewage Pump Station. The current pump station has sufficient capacity through 2035. No upgrades are needed.
- Screening System. The two existing screens and screenings handling system have adequate capacity for 2035 loadings. However, channel modifications are required to allow all flow to go through the headworks under Peak Hour Flow (PHF) conditions Primary Sedimentation Tanks. To operate effectively with 2035 flows, two additional primary sedimentation tanks of equivalent size to the two existing rectangular units are needed. To meet the Maximum Month Wet Weather Flow (MMWWF) capacity criterion, one new tank is required immediately, while the second will be needed by 2030.
- Grit Removal System. The existing grit removal system has adequate capacity for 2035 loadings. However, based on the condition assessment the system should be replaced as soon as feasible.
- Activated Sludge System. The activated sludge system is nearing current capacity during both the partial nitrification and winter secondary treatment seasons. Construction of two new aeration tanks with associated appurtenances is recommended. Additionally, the capacity of the existing secondary clarifiers is inadequate for current PHF loadings at the desired loading rate of 1250 gallon per

<sup>4</sup> Ibid, p4

<sup>5</sup> Ibid, p6

<sup>6</sup> Grants Pass Water Restoration Plant Facilities Plan Update, June 2014, p8-9

- day/square feet. A new 100-foot diameter clarifier is recommended to provide treatment capacity for the majority of the planning period.
- Ultraviolet (UV) Disinfection. Alternatives to upgrade the existing medium pressure UV system with a more energy efficient system with an estimated lower maintenance cost were investigated. Replacement of the equipment in either one or both UV channels is recommended. UV equipment in one channel was replaced in FY 2015/16. These upgrades may be eligible for energy efficiency grants from Energy Trust of Oregon. The recommended solid stream improvements are as follows:
    - Gravity Thickeners. Construction of one 25-ft diameter gravity thickeners with 17 foot walls and rehabilitating the existing gravity thickener is recommended. Two progressive cavity pumps for underflow pumping and scum pumps are also included in the upgrade. As the current gravity thickener is in poor condition, it is assumed the upgrades will be constructed immediately.
    - Waste Activated Sludge (WAS) Diversion Pipeline and Mixing Upgrades. The WAS diversion pipeline includes the installation of a pipeline to provide a thickened waste activated sludge (TWAS) bypass for the digester. This pipeline connects the Gravity Belt Thickeners (GBT) to the sludge holding tank. Mixer and basin upgrades are also recommended for the sludge holding tank and chlorine contact basin to allow sludge storage in the event of a catastrophic failure of the Belt Filter Press (BFP). The mixer and basin upgrades include replacing the existing sludge mechanism in the sludge holding tank with a mixer, as it is in poor condition, and removing the baffle walls and installing a mixer in the chlorine contact basin. The pipeline and basin upgrades are not necessary until year 2021.
  - Seismic Upgrades. In addition to the liquid and solid stream processes the following seismic upgrades are recommended since several structures at the Water Restoration Plant (WRP) do not meet the Life Safety Level performance objectives as defined by American Society of Civil Engineers Standard 31 (ASCE 31-03). These upgrades include the following:
    - Operations Building: Adding straps, wall anchors, equipment anchorage, pipe bracing, roof collector element, anchor face brick, and replacing glass.
    - Digester Control Building: Upgrades in the digester control building include adding wall anchors, replacing glass, adding equipment anchorage, and pipe bracing.
    - Headworks Electrical Building: This project element includes replacing roofing, adding straps, adding wall anchors, equipment anchorage, bracing duct and pipes.
    - Plant Drain Pump Station: Adding equipment anchorage.
    - Oil Storage House: The task under this project will include adding anchorage and removing and infilling access door.
    - Gravity Thickener Sludge Pump Building: Replacing damaged plywood, complete nailing, and adding wall anchorage.

#### **4. *Water-Treatment Plant***

Information from the Grants Pass Water-Treatment Plant Facility Plan Update <sup>7</sup> adopted in February 2014, is detailed below:

The Water Treatment Plant (WTP), located at 821 Southeast “M” Street, was originally built in 1931 and has undergone several upgrades and expansions to serve a growing population and to meet more stringent treatment standards. Capacity upgrades were completed in 1950, 1961, and 1983. The plant’s current hydraulic capacity is approximately 20 million gallons a day (mgd).

Several structures at the WTP continue to show increasing signs of deterioration as many parts of the WTP have reached or exceeded their expected service life. The deterioration includes:

- Exposed rebar and concrete failure in sections of the clearwell.
- Spalling and cracking concrete in older primary process components of the WTP.
- Failure of submerged structural elements.

All of these elements are critical in supplying a reliable quantity and quality of drinking water to the citizens of Grants Pass.

A seismic and structural review of the Grants Pass WTP was completed in 2011 in response to the observed structural deteriorations. The review concluded that the WTP is at a high seismic risk and is susceptible to collapse in a strong earthquake.

In February 2013, the Oregon Resilience Plan (OR Plan) was completed, highlighting the real risk of a major Cascadia Subduction Zone earthquake with a magnitude of 9.0. One of the key recommendations of the OR Plan is the completion of comprehensive assessment and mitigation plans for critical water system infrastructure. For the City of Grants Pass, the WTP, as the City’s sole source of water supply with no emergency backup, is the most critical facility in the water system. The age and condition of the WTP, as described in the Grants Pass Water Treatment Plant Facility Plan Update, emphasizes how vulnerable this facility is to catastrophic damage in a major earthquake.

Given the condition of the present WTP facility, the recommendations of the Grants Pass Water-Treatment Plant Facility Plan Update are to build a new WTP. <sup>8</sup>

#### **5. *Storm Water***

As detailed in the pending Grants Pass Stormwater Master Plan, being considered by the City Council, the following projects are identified in the Capital Improvement Plan:

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<sup>7</sup> Grants Pass Water Treatment Plant Facility Plan Update, January 2014, Executive Summary

<sup>8</sup> Ibid, p ES4

- **Priority 1A Project G-1 5<sup>th</sup> Street, 6<sup>th</sup> Street.** <sup>9</sup>The improvement needed is upsizing the pipes along 5<sup>th</sup> Street as shown below and upsizing the outfall on 6<sup>th</sup> Street to 18 inches.

South of G Street H Street 18-inch  
 H Street South of J Street 24-inch  
 South of J Street South of L Street 27-inch  
 South of L Street M Street 30-inch  
 M Street River 36-inch
- **Priority 1A Project G-6 Hilcrest Drive, 6<sup>th</sup> Street, 7<sup>th</sup> Street.** <sup>10</sup>The improvement needed is upsizing and regrading the line along Hilcrest from 6<sup>th</sup> Street to Hawthorne Ave, upsizing and regrading the 6<sup>th</sup> Street crossing to 42-inch, upsizing and regrading the line north along 7<sup>th</sup> Street to 27-inch, upsizing the segment just downstream of the ‘Y’ on 7<sup>th</sup> Street to 21-inch, and adjusting the pond outfall behind the trailer park by adding an additional 24-inch outlet pipe.
- **Priority 1B Project SJ-1 F Street.** <sup>11</sup>This improvement needed consists of upsizing the two pipe segments behind Walmart along F Street to 33-inch and regrading. The next segment downstream should be replaced with a smooth pipe and regraded. The remaining pipes up to Beacon Drive should be upsized to 42-inch and regraded. Continuing south on Beacon, the next segment should be upsized to 42-inch, and the next segment should be regraded to match other proposed improvements. The line continuing west beside the railroad tracks should be converted to an overflow pipe, with a new diversion structure that will send the majority of the flows south through other proposed improvements. Another portion of this improvement is a new flow division structure and 24-inch spill pipe along Agness Avenue from F Street to the existing line. A new 24-inch overflow pipe should be installed on the eastern end of F, connecting the end of the upstream end of the line to the creek.
- **Priority 1B Project SJ-8- Spill Northwest of I-5 and Hilcrest Drive to 7<sup>th</sup> Street.** <sup>12</sup>

This improvement needed consists of surveying the spill northwest of I-5 and Hilcrest Drive all the way to Hilcrest Drive. During field investigations the spill was completely inundated with blackberries, so it could not be accessed, so the best available records were used to determine what was there. After a survey, the model should be reassessed to determine what, if any, changes would improve spill. The pipe downstream crossing Hilcrest Drive should be upsized to a 21-inch pipe and regraded. The next segment down Hillcrest Drive to the west, should be upsized to 21-

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<sup>9</sup> Grants Pass Stormwater Master Plan, February 2016, P62

<sup>10</sup> Ibid, p63

<sup>11</sup> Ibid, p67

<sup>12</sup> Ibid, p68

inch, followed by two segments continuing west, then North, should be upsized to 27-inch.

## **6. Sewer**

The Grants Pass Industrial Area is located entirely within the Grants Pass Interceptor Sewer Basin. As described in the pending City of Grants Pass Wastewater Collection Master Plan, that is being considered by the City Council. The following projects indicate deficiencies in the URA:

- **5.5.2.14 Project 14 – NE 7<sup>th</sup> Street<sup>13</sup>**

Portions of the existing trunk sewer that runs along NE 7<sup>th</sup> Street, south of A Street, are capacity deficient which results in surcharging above the planning criteria during build-out Peak Wet Weather Flow (PWWF). This deficiency is a Long-Term period issue that should be address when development occurs upstream and the flows are augmenting.

Project 14 consists of replacing the existing 1,531 feet of 12-inch with an 18-inch pipeline along NE 7<sup>th</sup> Street between NE F Street and NE A Street. For the improvements located along NE 7<sup>th</sup> Street between NE A Street and the train tracks, the d/D (pipe diameter) criteria for the 18-inch improvement is exceeded in some locations. This is mainly due to the existing low pipe slopes in these areas. During design of the improvements, it will be important to maximize pipe slopes in this area to minimize d/D values.

- **5.4.1.3.1. Spalding Area<sup>14</sup>**

This area is located in the east of the City's conveyance system, just north of the Rogue River. Carollo, the consulting engineer on the City of Grants Pass Wastewater Collection Master Plan, completed a technical memorandum in 2015 to provide an opinion of the capital cost to provide wastewater service to the Spalding industrial area. This analysis confirmed that a pump station located approximately west of Jones Creek on the eastern edge of the Urban Growth Boundary (UGB) and a force main are needed to convey flows from the Spalding industrial area to the existing sewer in Portola Drive. Appendix G to the Grants Pass Wastewater Collection System Master Plan is a technical memorandum detailing the analysis performed by Carollo in 2015 for the Spalding Area.

Due to the expected partial development of this area in the short-term planning period (2025), the proposed pump station will need to be constructed before 2025 when the area is scheduled to start developing. However, the infrastructure will be sized to handle projected build-out 2035 PWWFs. High-level planning analysis revealed that the estimated build-out. Average Dry Weather Flow (ADWF) is 55 gallon per minute (gpm), while the projected PWWF is 110 gpm under build-out conditions.

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<sup>13</sup> Grants Pass Wastewater Collection System Master Plan, p5-26

<sup>14</sup> Ibid, p5-8

- **5.4.1.3.1. South Highway<sup>15</sup>**

This growth area is located south of the Redwood Highway. Most of the area is planned to connect to the sewer pipe located along Willow Lane. Eight-inch gravity pipes are recommended to collect flows in this area. This improvement will trigger required capacity upgrades to the Darneille pump station (4.2.6.5 below)

- **5.4.1.3.1. North I-5<sup>16</sup>**

The growth area located north of I-5 is challenging to connect to the existing system for several reasons:

1. Growth occurs on the other side of the highway from where the existing piping system is located.

2. Topology in the area varies significantly. Highway crossings and a new pump station are recommended to connect these areas to the existing collection system. Figure 5.5 illustrates the proposed infrastructures. Due to the cost and complexity of crossing I-5, it is recommended that a large diameter crossing be constructed to tie into the existing system.

Three crossings are proposed in order to route all the flow from these to the existing system:

- At the intersection of Highland Avenue with I-5,
- Across I-5 at the latitude of Cherokee Ln dead-end, and
- At the intersection of Heidi Lane with I-5.

A typical Jack and Bore is the recommended technology to cross I-5. Jack and Bore is a trenchless method of horizontal boring construction. Pipe ramming can also be considered, but is not recommended due to potential impacts of vibration on the highway during construction.

A new pump station is necessary to capture flows coming from the north-west, as the slope gradient in this area is towards the west, and the flow needs to be routed to the east to the existing system. High-level planning analysis was performed to size both pump station and force main. The new pump station and force main will need to be able to handle projected build-out flows from this area. Build-out ADWF for the area is estimated at 35 gpm, while the projected PWWF is 95 gpm.

- **5.4.1.4 Short-Term Planning Period (Year 2025)<sup>17</sup>**

The 2025 system analysis was performed in a similar manner to the existing system analysis.

The Short-Term scenario evaluated whether or not the sewers are adequately sized to convey the 2025 PWWFs. The additional projected flows from the future 2025 development intensify the capacity issue, exacerbating the existing deficiency. The additional pockets of deficiencies are located in basins A, V, F, H, T; and J.

Deficiencies observed in Basin A are mostly due to the fact that the Webster No. 1 Pump

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<sup>15</sup> Ibid, p5-8

<sup>16</sup> Ibid, p5-11

<sup>17</sup> Ibid, p5-11

Station becomes capacity deficient and the flow that this pump station cannot handle backs up in the system upstream causing the Hydraulic Grade Line (HGL) to raise above the recommended criteria. The additional deficiencies located in Basin J are mainly due to the connection of part of the Spalding industrial area to the existing collection system.

- **5.4.1.5 Long-Term Planning Period (Year 2035)<sup>18</sup>**

The 2035 system analysis was performed in a similar manner to the existing and 2025 system analyses. The purpose of the 2035 system evaluation is to verify that the existing system improvements were appropriately sized to convey build out PWWFs, and to identify the locations of sewers that are adequately sized to convey existing PWWFs, but cannot convey build out PWWFs. It is to be noted that it is assumed that the study area will be completely build-out in 2035. At build out, the City's wastewater flows are expected to almost double compared to existing conditions. As such, there are some areas of the existing collection system that cannot convey the build out PWWF without flows backing up above allowable levels. The observed additional deficiencies in 2035 are located in the same basins as the existing and 2025 deficient spots. The deficiencies worsen due to additional flows in the system and the connection of all growth areas in the upstream of the collection system. No new area is flagged under build-out conditions.

Pipe Replacement recommendations<sup>19</sup>:

- **Project 3 – NW Midland Avenue** – Along Midland Avenue between NW 6<sup>th</sup> Street and NW Washington Boulevard (portions in URA).

#### **5.5.2.3 Project 3 – NW Midland Avenue**

The existing interceptors that run along NE 7<sup>th</sup> Street and NE 6<sup>th</sup> Street shows surcharging above the performance criteria and lacks the hydraulic capacity to convey modeled peak flows. Field observations collected by City maintenance staff showed that the existing sewers on NE 6<sup>th</sup> Street and NE 7<sup>th</sup> Street surcharge in the manholes during high flows, which confirms the results obtained using hydraulic modeling.

- **Project 4 – NE A Street** – Along NE A Street between NE 7<sup>th</sup> Street and NE 7<sup>9h</sup> Street (portions in URA).

#### **5.5.2.4 Project 4 – NE A Street**

The existing trunk sewer that runs along NE A Street, between NE 7<sup>th</sup> Street and NE 9<sup>th</sup> Street, is flagged as capacity deficient in the hydraulic model starting under existing conditions, which results in surcharging above the planning criteria during PWWF.

Project 4 consists of replacing approximately 844 feet of existing 12-inch pipe with a new 18-inch pipeline. Resolving the surcharging issue in this segment along NE A Street removes the flow bottlenecking issue in this trunk, resulting in higher peak flows through the NE 7<sup>th</sup> Street interceptor. Therefore, it will be strategic to coordinate construction of the NE A Street

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<sup>18</sup> Ibid, p5-13

<sup>19</sup> Ibid, p5-21

improvements with the NE 7<sup>th</sup> Street interceptor improvements (see Project 14 – NE 7<sup>th</sup> Street) to ensure sufficient downstream capacity in the system to convey design peak flows.

- **Project 14 – NE 7<sup>th</sup> Street** – Along NE 7 Street between NE A Street and NW F Street.

#### **5.5.2.14 Project 14 – NE 7<sup>th</sup> Street**

Portions of the existing trunk sewer that runs along NE 7<sup>th</sup> Street, south of A Street, are capacity deficient which results in surcharging above the planning criteria during build-out PWWF. This deficiency is a Long-Term period issue that should be address when development occurs upstream and the flows are augmenting.

Project 14 consists of replacing the existing 1,531 feet of 12-inch with an 18-inch pipeline along NE 7<sup>th</sup> Street between NE F Street and NE A Street.

For the improvements located along NE 7<sup>th</sup> Street between NE A Street and the train tracks, the d/D criteria for the 18-inch improvement is exceeded in some locations. This is mainly due to the existing low pipe slopes in these areas. During design of the improvements, it will be important to maximize pipe slopes in this area to minimize d/D values.

- **Project 17 – NW Morgan Land** – Along Morgan Lane between NW 6<sup>th</sup> Street and NW Washington Boulevard. (portions in URA)

#### **5.5.2.17 Project 17 – NW Morgan Lane**

Flows from part of the North I-5 area (wastewater basin GG on Figure 4.2) is planned to be connected to the NE 6<sup>th</sup> Street trunk, significantly increasing future flows in this collector. Project 17 consists of constructing 208-feet of new 8-inch sewer between manholes G113 and G58. This improvement is located along NW Morgan Lane. This project consists of creating a new diversion from NE 6<sup>th</sup> Street to NW Washington Boulevard to relieve both NE 6<sup>th</sup> Street and NE 7<sup>th</sup> Street, and free capacity in the NE 6<sup>th</sup> Street sewer trunk.

- **4.2.6.5 Darneille Pump Station<sup>20</sup>**

The Darneille Pump Station is the largest of the City's pump stations. It receives flows from the southwest portion of the City as well as some areas outside the UGB, within the county abutting the service line. The total existing capacity of this pump station is 4,380 gpm (6.3 mgd) and the firm capacity is 2,920 gpm (4.2 mgd). The station is a wet pit/dry pit type station with above-grade electrical panels, generator, and chemical feed system (similar to the Redwood Pump Station). Darneille has adequate capacity to convey both the inflow to Darneille and the inflow from the Redwood force main. However, when flows exceed the Darneille pumping capacity and the upstream diversion is used, the operation of the pump stations essentially creates a circular pumping pattern from Redwood, to the diversion upstream of the Darneille wet well, and back to the Redwood Pump Station. This circular pumping scenario employs the available storage in the 24-inch interceptor, which has a limited volume. When the interceptor volume is consumed, capacity-related Sanitary Sewer Overflows (SSOs) frequently occur at the Redwood Pump Station.

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<sup>20</sup> Ibid, p4-12

## ***7. Parks and Open Space***

The URA contains Riverside Park, portions of the West Park Street Trail, the Fairgrounds and the Skate Park within its boundaries. The Capital Improvement project listed in the Grants Pass Comprehensive Park and Recreation Master Plan is:

Riverside Park: Add sport court, develop pedestrian/bicycle entry at 6<sup>th</sup> Street, Move disc golf, improve restrooms.

### C. Social Conditions

Social conditions are summarized with data from the US Census Bureau. The geographies used by the Census Bureau to summarize data do not strictly conform to the boundary of the URA. Therefore, the Census Bureau geographies that most closely align with the Urban Renewal Area boundary are used. Within the URA, there are 142 tax lots shown as residential use. According to the US Census Bureau, ACS 2009-2013, this area is part of Census Tract 3605, 3606, 3607.01, 3606.02, and 3611 and includes blocks 1, 2, 3, 4, and 5. In these blocks, there were 8,951 residents. In these census blocks, 87% of the residents are white.

Table 5 – Race in the URA

Race	Number	Percent
White Alone	7,746	87%
Black or African American Alone	43	0%
American Indian and Alaska Native Alone	369	4%
Asian Alone	15	0%
Native Hawaiian and Other Pacific Islander Alone	8	0%
Some Other Race Alone	443	5%
Two or More races	327	4%
<b>Total</b>	<b>8,951</b>	<b>100%</b>

Source: Social Explorer, American Community Survey 2010-2014 5-Year Estimates

The largest percentage of residents is between 35-44 years of age (12%), with 83% under 65 years of age.

Table 6 – Age in the URA

Age	Number	Percent
Under 5 Years	834	9%
5 to 9 Years	657	7%
10 to 14 Years	760	8%
15 to 17 Years	348	4%
18 to 24 Years	931	10%
25 to 34 Years	1,006	11%
35 to 44 Years	1,032	12%
45 to 54 Years	971	11%
55 to 64 Years	949	11%
65 to 74 Years	790	9%
75 to 84 Years	317	4%
85 Years and over	356	4%
<b>Total</b>	<b>8,951</b>	<b>100%</b>

Source: Social Explorer, American Community Survey 2010-2014 5-Year Estimates

14% of residents have earned a bachelor’s degree or higher, another 42% have some college education without a degree, and 90% of the residents have graduated from high school.

Table 7 – Educational Attainment in the URA

Educational Attainment	Number	Percent
Less Than High School	566	10%
High School Graduate (includes equivalency)	1,820	34%
Some college	2,276	42%
Bachelor's degree	561	10%
Master's degree	156	3%
Professional school degree	29	1%
Doctorate degree	13	0%
<b>Total</b>	<b>5,421</b>	<b>100%</b>

Source: Social Explorer, American Community Survey 2010-2014 5-Year Estimates

The majority of residents (73 percent) travel less than 19 minutes to work, including those who worked at home.

Table 8 – Travel Time to Work in the URA

Travel Time to Work	Number	Percent
Less than 10 minutes	1,022	35%
10 to 19 minutes	1,109	38%
20 to 29 minutes	152	5%
30 to 39 minutes	352	12%
40 to 59 minutes	87	3%
60 to 89 minutes	77	3%
90 or More minutes	37	1%
Worked at home	68	2%
<b>Total</b>	<b>2,904</b>	<b>100%</b>

Source: Social Explorer, American Community Survey 2010-2014 5-Year Estimates

The majority of residents (85 percent) drove alone to work.

Table 9 – Mode of Transportation to Work in the URA

Means of Transportation to Work	Number	Percent
Drove Alone	2,465	85%
Carpooled	166	6%
Public transportation (Includes Taxicab)	43	1%
Motorcycle	0	0%
Bicycle	3	0%
Walked	103	4%
Other means	56	2%
Worked at home	68	2%
<b>Total</b>	<b>2,904</b>	<b>100%</b>

Source: Social Explorer, American Community Survey 2010-2014 5-Year Estimates

## D. Economic Conditions

### 1. Taxable Value of Property within the URA

The estimated total assessed value of the URA from the FY 2015/16 Josephine County tax rolls, including all real, personal, personal manufactured, and utility properties, is estimated to be \$505,646,097.

### 2. Building to Land Value Ratio

An analysis of property values can be used to evaluate the economic condition of real estate investments in a given area. The relationship of a property’s improvement value (the value of buildings and other improvements to the property) to its land value is generally an accurate indicator of the condition of real estate investments. This relationship is referred to as the “Improvement to Land Value Ratio,” or “I:L.” The values used are real market values. In urban renewal areas, the I:L is often used to measure the intensity of development or the extent to which an area has achieved its short- and long-term development objectives.

Table 4 below shows the improvement to land ratios for properties within Grants Pass. Exempt properties account for 4% of the total, 23% have no improvements at all. The majority of parcels in the URA (52% of the acreage) has I:L ratios of less than 1.0. In other words, the improvements on these properties are worth less than the land they sit on. ECONorthwest identifies a target I:L ratio of 2-3.0:1 for properties in this URA. Commercial properties would be in the 3:1 range while industrial properties may be in the 2:1 range. Only 182 parcels in the area, including 20% of the acreage have I:L ratios of 3.0 or more in FY 2015-16.

Table 10 – I:L Ratio of Parcels in the URA

Improvement/Land Ratio	Parcels	Acres	Percent of Acres
Exempt	12	46.11	3.82%
No Improvement Value	234	276.06	22.86%
0.01-0.50	293	226.45	18.75%
0.51-1.00	175	127.42	10.55%
1.01-1.50	128	123.42	10.22%
1.51-2.00	99	78.14	6.47%
2.01-2.50	79	69.32	5.74%
2.51-3.00	43	20.42	1.69%
3.01-4.00	76	74.58	6.17%
> 4.00	106	165.87	13.73%
<b>Total</b>	<b>1245</b>	<b>1207.79</b>	<b>100.00%</b>

Source: Information from Grants Pass GIS

Calculated by ECONorthwest with source data from Josephine County Office of Assessment and Taxation

## E. Impact on Municipal Services

The fiscal impact of tax increment financing on taxing districts that levy taxes within the URA (affected taxing districts) is described in Section IX Impact of Tax Increment Financing of this Report. This subsection discusses the fiscal impacts resulting from potential increases in demand for municipal services.

The projects being considered for future use of urban renewal are utility and transportation projects and projects to help encourage development in the URA. Future development is constrained until these facilities are upgraded. The use of urban renewal funding for these projects allows the City to match other funding sources to actually construct the improvements. It also allows the City to tap a different funding source besides the City of Grants Pass's general fund, and the City's system development charges (SDC) to make these improvements.

It is anticipated that these improvements will catalyze development on the undeveloped and underdeveloped parcels. This development would not occur if the infrastructure is not upgraded. This development will require city services. However, since the property is within the city limits, the city has anticipated the need to provide infrastructure to the URA. As the development will be new construction or redevelopment, it will be up to current building code and will aid in any fire protection needs. An upgraded transportation system will also assist in fire prevention to the URA.

The financial impacts from tax increment collections will be countered by providing future jobs to the Grants Pass area and, in the future, placing property back on the property tax rolls with future increased tax bases for all taxing jurisdictions.

### **III. REASONS FOR SELECTION OF EACH URBAN RENEWAL AREA IN THE PLAN**

The reason for selecting the URA is to provide the ability to fund improvements necessary to cure blight within the URA.

### **IV. THE RELATIONSHIP BETWEEN URBAN RENEWAL PROJECTS AND THE EXISTING CONDITIONS IN THE URBAN RENEWAL AREA**

The projects identified for the URA are described below, including how they relate to the existing conditions in the URA.

#### ***A. Projects***

##### ***1. Sewer Plant***

This project would support the \$20,000,000 water restoration plant expansion. This project benefits the entire city with only 18% of the city acreage being included in the URA. The maximum amount of urban renewal resources that could be directed to this project would be 18% of the project cost.

#### **Existing Conditions:**

The following upgrades are needed in the water restoration plant: raw sewage pump station, screening system, grit removal system, activated sludge system, ultraviolet disinfection, gravity thickeners, waste activated sludge diversion pipeline and mixing upgrades, and seismic upgrades.

##### ***2. Water Plant***

This project would support the \$56 million project of replacing the water treatment plant. Only 18% of the benefiting properties are located within the URA so the maximum amount of urban renewal resources that could be directed to this project would be that percentage of the total cost.

#### **Existing Conditions:**

There is deterioration in the water treatment plant (WTP) including exposed rebar and concrete failure in sections of the clearwell, spalling and cracking concrete in older primary process components of the WTP, and failure of submerged structural elements. The WTP is also at high seismic risk and is susceptible to collapse in a strong earthquake.

### ***3. North end improvements***

Water, sewer, and transportation improvements are needed in the NW Industrial area prior to further development in the area. The estimated costs identified in the various capital improvement plans total \$16 million dollars. Proposed agency participation at 25% could open this industrial area for development and expansion.

#### **Existing Conditions:**

There are deficiencies in the infrastructure to serve this area. Specifically water, sewer, and transportation improvements are needed prior to further development.

### ***4. Water, Sewer, Transportation (SE Industrial)***

The area around the Spalding Industrial Park needs infrastructure to adequately function as an industrial area. On the east side of Jones Creek, the topology will require a sewer lift station in order to provide sewer services. Water fire flow requirements will require a new reservoir and a booster station. Development costs for Sewer (\$8.2 million), Water (\$8.3 million) and Transportation (\$3.5 million) will exceed \$19 million. Assistance from the urban renewal agency or another source will be required to make development of this area feasible. Proposed agency participation at 25% could open this industrial area for development and expansion.

#### **Existing Conditions:**

There are deficiencies in the infrastructure to serve the Spalding Industrial Area. A new lift station is required as well as new reservoir and booster station. The transportation system will also need to be upgraded to allow for full development.

### ***5. North 6th and 7th Street corridor***

The north entry way to the City comes down 6th and 7th streets. Visitor's first impressions of Grants Pass are made as they come into the City through this area. There is a need for façade improvements, landscaping, and improvements that would visually enhance this corridor and add to the appeal of downtown and the City.

#### **Existing Conditions:**

There are buildings along this corridor that are in disrepair or could benefit from façade improvements. There are also needs for landscaping improvements to make the corridor more visually appealing for visitors to Grants Pass. There is no existing funding source to assist in these improvements.

### ***6. Blighted building removal and/or replacement***

There are several blighted buildings (South Y area and F St. & 9th) that are prime real estate opportunities being underutilized. The removal and restructuring of some key development areas would attract new investment in the community. Incentives could influence the property owner's future development.

**Existing Conditions:**

There are several blighted buildings (South Y area and F St. & 9th) that are prime real estate opportunities being underutilized. There is no existing funding source to assist in these improvements.

**7. *Southern section of NW industrial area***

Water, sewer, and transportation improvements are needed in the southerly end of this industrial area prior to further development. The estimated costs identified in the various capital improvement plans total \$13 million dollars. Proposed agency participation at 25% could open this industrial area for development and expansion.

**Existing Conditions:**

There are parcels in this area that are undeveloped or underdeveloped and require infrastructure improvements to allow for further development.

**8. *Infrastructure - Vine Street - water, sewer, transportation***

Water, sewer, and transportation improvements are needed in the Vine Street area in order to support further development. The estimated costs identified in the various capital improvement plans total \$2.3 million dollars. Proposed agency participation at 25% could open this industrial area for development and expansion.

**Existing Conditions:**

There are deficiencies in the infrastructure to serve the Vine Street area. The water, sewer, and transportation system will need to be upgraded to allow for full development of the area.

**9. *Building Rehabilitation Program***

This project would focus on rehabilitating unsightly or uninhabitable buildings. The program could be set up as a low or no-interest loan program, or it could include grant elements. The purpose would be to encourage private investments improving façade and storefronts, interior building improvements, and perhaps the associated public infrastructure and access spaces connected to the buildings.

**Existing Conditions:**

There are buildings in need of upgrading throughout the URA. There is presently no funding source for these improvements.

**10. *Business Incubator/Maker's Space***

This project would support a business incubator where small businesses could have access to resources that would assist them in developing their business plan. The incubator would serve as a catalyst for starting new businesses. Partnering with the local schools, the community college and the Small Business Development Center (SBDC) would likely improve business successes.

**Existing Conditions:**

Grants Pass does not have a business incubator/Maker’s Space to help facilitate the growth of new businesses.

***11. Convention Center***

This project could explore a partnership with a developer or major hotel chain to locate a convention center in Grants Pass.

**Existing Conditions:**

There is no Convention Center in Grants Pass.

***12. Town Center Plaza***

This has been identified as an area that needs improvement. Though there are some successful retail outlets in the plaza, the potential exceeds what is currently there. Retail construction costs are estimated at \$140/per square foot. Incentives provided by the agency could influence the property owner’s future development of this site.

**Existing Conditions:**

The buildings and surrounding parking are not consistent in quality with the balance of the historical district. The area needs additional resources to help facilitate redevelopment.

***13. Riverside Park***

This would add amenities to Riverside Park. It could include an amphitheater, stage area, restrooms, spray park, meeting space and other features that could improve the park, benefiting citizens and attracting more visitors to the park and Grants Pass.

**Existing Conditions:**

The Parks Master Plan has identified specific projects in their Capital Improvement Plan. There are desires for uses at the park that could be addressed by having an additional funding source for adding new amenities. There is a need for additional restrooms at Riverside Park. It is the prime location for events in Grants Pass and needs to be able to accommodate a large number of visitors. There are presently 8 male and 10 female bathrooms and the need for additional facilities has been identified in the Parks master plan. There isn’t a facility like a Splash Park anywhere in Grants Pass and Riverside park would be an excellent location for this kind of facility.

***14. Underdeveloped land***

There are properties included within the URA that are being underutilized. Higher and better uses, including business park use, lodging, commercial uses and/or uses consistent with current zoning would benefit the City, its residents and its visitors. The agency could participate in planning, development, and installing of public infrastructure to improve these areas. Priority properties would be along 6th Street, Redwood Highway, and along the riverfront.

**Existing Conditions:**

There are properties included within the URA that are being underutilized. The I:L chart in this document indicates that 73% of the properties do not meet the threshold for a healthy development of the area.

***15. Study Streetscape/Streetscape Implementation***

Aesthetic improvements to the streetscape in the Southeast Industrial Area.

**Existing Conditions:**

There are no streetscape improvements in the Southeast Industrial Area. These improvements can improve the image of the area and of the City.

***B. Debt Service and Administration***

This project will allow for the repayment of costs associated with the implementation of the Grants Pass Urban Renewal Plan. It also includes ongoing administration and any financing costs associated with issuing long- and short-term debt, relocation costs and other administrative costs.

**Existing Conditions:**

As there is currently no urban renewal program, therefore these needs do not exist.

## V. THE ESTIMATED TOTAL COST OF EACH PROJECT AND THE SOURCES OF MONEYS TO PAY SUCH COSTS

The costs of the projects are shown in Table 11. The sources of funds in the project costs column are a combination of tax increment funds and other funds. There will be other funding sources sought to leverage urban renewal funds. These sources include City of Grants Pass general funds, system development funds, state funding, or other sources of funding the City may identify, including private developer contributions.

The allocations are the best estimates of expenditures at the time of preparation of the urban renewal plan. The Agency will be able to review and update the allocations on an annual basis when they prepare the annual budget. Nominal dollars are year of expenditure dollars, adjusted by 3% annually to account for inflation.

Funding for the Sewer Plant and Water Plant are shown as allocations to debt service on Table 15. These projects may be started earlier than there is funding through urban renewal, but urban renewal may pick up their share of the project funding by contributing to debt service in the future.

Table 11 – Projects to be Completed Using Urban Renewal Area Funds

Projects	Project Costs	
	2016 Dollars	Nominal Dollars
Sewer Plant Loan	shown in debt service 18% of cost	
Water Plant Loan	shown in debt service 18% of cost	
Water, Sewer, Transportation (SE Industrial)	\$5,000,000	\$5,304,500
Infrastructure - Vine Street - water, sewer, transportation	\$575,000	\$610,000
Building Rehab Program	\$2,000,000	\$2,244,700
North 6th and 7th Street Corridor	\$4,000,000	\$4,776,400
North end improvements	\$4,000,000	\$5,219,200
Southern end of NW Industrial Area	\$3,250,000	\$4,240,600
Blighted building removal and/or replacement	\$250,000	\$465,100
Business Incubator / Maker's Space	\$3,150,000	\$5,859,900
Riverside Park: bathrooms, splash park and other amenities	\$1,700,000	\$3,162,500
Town Center Plaza	\$1,000,000	\$1,860,300
Underdeveloped land	\$6,000,000	\$11,161,800
Streetscape Study/Implementation: SE Industrial Area	\$150,000	\$279,000
Convention Center	\$18,000,000	\$37,688,400
URA Administration	\$1,421,584	\$2,401,260
Finance Fees	\$483,095	\$731,000
<b>Total</b>	<b>\$50,979,679</b>	<b>\$86,004,660</b>

Source: City of Grants Pass, ECONorthwest forecasts

## **VI. THE ANTICIPATED COMPLETION DATE FOR EACH PROJECT**

The schedule for construction of infrastructure projects will be based on the availability of funding and the specific infrastructure needs from proposed new development. The projects will be ongoing and will be completed as directed by the Agency.

Projected project dates are in Table 12. The Agency may change the completion dates in their annual budgeting process or as project decisions are made in administering the urban renewal plan. The first year of tax increment collections is FY 2017/18. The final year of tax increment collections is anticipated to be FYE 2047.

Table 12 – Projects and Costs in Year of Expenditure Dollars

PROJECT FUND	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	<b>Resources</b>									
Beginning Fund Balance	\$0	\$211,650	\$172,606	\$15,842	\$48,333	\$298,562	\$934,371	\$1,802,497	\$0	\$0
Pay-as-you-go (Transfer from TIF Fund)	\$305,050	\$276,798	\$450,173	\$658,512	\$472,687	\$695,816	\$926,754	\$583,190	\$67,200	\$69,200
Bond/Loan Proceeds	\$6,500,000	\$0	\$0	\$0	\$5,000,000	\$0	\$0	\$7,260,301	\$0	\$0
Interest Earnings	\$0	\$1,058	\$863	\$79	\$242	\$1,493	\$4,672	\$9,012	\$0	\$0
<b>Total Resources</b>	<b>\$6,805,050</b>	<b>\$489,506</b>	<b>\$623,642</b>	<b>\$674,433</b>	<b>\$5,521,262</b>	<b>\$995,871</b>	<b>\$1,865,797</b>	<b>\$9,655,000</b>	<b>\$67,200</b>	<b>\$69,200</b>
<b>Expenditures (nominal \$)</b>										
Water, Sewer, Transportation (SE Industrial)										
Infrastructure: Vine Street: water, sewer, transpo	-\$5,304,500									
Building Rehab Program	-\$610,000									
North 6th and 7th Street Corridor	-\$530,500	-\$273,200	-\$562,800	-\$579,700	-\$298,500					
North End Improvements					-\$4,776,400					
Southern Section of NW Industrial Area								-\$5,219,200		
Blighted Building Removal and/or Replacement								-\$4,240,600		
Business Incubator / Maker's Space										
Riverside Park										
Town Center Plaza										
Underdeveloped Land										
Streetscape Study/Implementation										
Convention Center										
Admin	-\$42,400	-\$43,700	-\$45,000	-\$46,400	-\$47,800	-\$61,500	-\$63,300	-\$65,200	-\$67,200	-\$69,200
Finance Fees	-\$106,000				-\$100,000			-\$130,000		
<b>Total Expenditures</b>	<b>-\$6,593,400</b>	<b>-\$316,900</b>	<b>-\$607,800</b>	<b>-\$626,100</b>	<b>-\$5,222,700</b>	<b>-\$61,500</b>	<b>-\$63,300</b>	<b>-\$9,655,000</b>	<b>-\$67,200</b>	<b>-\$69,200</b>
<b>Ending Fund Balance</b>	<b>\$211,650</b>	<b>\$172,606</b>	<b>\$15,842</b>	<b>\$48,333</b>	<b>\$298,562</b>	<b>\$934,371</b>	<b>\$1,802,497</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Source: ECONorthwest

Table 12 – Projects and Costs in Year of Expenditure Dollars, page 2

PROJECT FUND	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38
<b>Resources</b>											
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,840
Pay-as-you-Go (Transfer from TIF Fund)	\$71,300	\$73,400	\$75,600	\$77,900	\$80,200	\$82,600	\$85,100	\$87,700	\$90,300	\$3,238,440	\$2,976,521
Bond/Loan Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,850,000	
Interest Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$104
<b>Total Resources</b>	<b>\$71,300</b>	<b>\$73,400</b>	<b>\$75,600</b>	<b>\$77,900</b>	<b>\$80,200</b>	<b>\$82,600</b>	<b>\$85,100</b>	<b>\$87,700</b>	<b>\$90,300</b>	<b>\$23,088,440</b>	<b>\$2,997,465</b>
<b>Expenditures (nominal \$)</b>											
Water, Sewer, Transportation (SE Industrial)											
Infrastructure: Vine Street: water, sewer, transpo											
Building Rehab Program											
North 6th and 7th Street Corridor											
North End Improvements											
Southern Section of NW Industrial Area											
Blighted Building Removal and/or Replacement											
Business Incubator / Maker's Space											
Riverside Park											
Town Center Plaza											
Underdeveloped Land											
Streetscape Study/Implementation											
Convention Center											
Admin	-\$71,300	-\$73,400	-\$75,600	-\$77,900	-\$80,200	-\$82,600	-\$85,100	-\$87,700	-\$90,300	-\$93,000	-\$95,800
Finance Fees											
<b>Total Expenditures</b>	<b>-\$71,300</b>	<b>-\$73,400</b>	<b>-\$75,600</b>	<b>-\$77,900</b>	<b>-\$80,200</b>	<b>-\$82,600</b>	<b>-\$85,100</b>	<b>-\$87,700</b>	<b>-\$90,300</b>	<b>-\$23,067,600</b>	<b>-\$95,800</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$20,840</b>	<b>\$2,901,665</b>								

Source: ECONorthwest

Table 12 – Projects and Costs in Year of Expenditure Dollars, page 3

PROJECT FUND	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44	2044-45	2045-46	2046-47
<b>Resources</b>									
Beginning Fund Balance	\$2,901,665	\$6,702,472	\$10,919,827	\$100	\$102	\$101	\$103	\$104	\$105
Pay-as-you-Go (Transfer from TIF Fund)	\$3,884,999	\$4,285,443	\$2,727,774	\$97,000	\$103,000	\$106,000	\$109,200	\$109,200	\$116,460
Bond/Loan Proceeds	\$0	\$0	\$24,300,000	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$14,508	\$33,512	\$54,599	\$1	\$1	\$1	\$1	\$1	\$1
<b>Total Resources</b>	<b>\$6,801,172</b>	<b>\$11,021,427</b>	<b>\$38,002,200</b>	<b>\$97,101</b>	<b>\$103,103</b>	<b>\$106,104</b>	<b>\$109,305</b>	<b>\$109,305</b>	<b>\$116,566</b>
<b>Expenditures (nominal \$)</b>									
Water, Sewer, Transportation (SE Industrial)									
Infrastructure: Vine Street: water, sewer, transp									
Building Rehab Program									
North 6th and 7th Street Corridor									
North End Improvements									
Southern Section of NW Industrial Area									
Blighted Building Removal and/or Replacement									
Business Incubator / Maker's Space									
Riverside Park									
Town Center Plaza									
Underdeveloped Land									
Streetscape Study/Implementation									
Convention Center									
Admin	-\$98,700	-\$101,600	-\$37,688,400	-\$97,000	-\$100,000	-\$103,000	-\$106,000	-\$109,200	-\$116,460
Finance Fees			-\$104,700						
			-\$209,000						
<b>Total Expenditures</b>	<b>-\$98,700</b>	<b>-\$101,600</b>	<b>-\$38,002,100</b>	<b>-\$97,000</b>	<b>-\$100,000</b>	<b>-\$103,000</b>	<b>-\$106,000</b>	<b>-\$109,200</b>	<b>-\$116,460</b>
<b>Ending Fund Balance</b>	<b>\$6,702,472</b>	<b>\$10,919,827</b>	<b>\$100</b>	<b>\$101</b>	<b>\$102</b>	<b>\$103</b>	<b>\$104</b>	<b>\$105</b>	<b>\$106</b>

Source: ECONorthwest

## **VII. THE ESTIMATED AMOUNT OF TAX INCREMENT REVENUES REQUIRED AND THE ANTICIPATED YEAR IN WHICH INDEBTEDNESS WILL BE RETIRED**

Table 15 shows the tax increment revenues, interest earnings, and their allocation to loan repayments, reimbursements, and debt service.

It is anticipated that all debt will be retired by FYE 2048 (any outstanding bonds will be defeased). The maximum indebtedness is \$105,000,000 (one hundred and five million dollars).

The estimated total amount of tax increment revenues required to service the maximum indebtedness of \$105 million is \$137,207,115 and includes both tax increment revenues from permanent rate levies and division of tax revenues from the general obligation bond of the Three Rivers School District as explained in Section IX.

The interest rate for the loans and bonds are estimated at 5% with varying terms. Some loans are assumed to have a period of interest only payments. Some loans are assumed to have a period of up to three years for funds to be drawn down. With few exceptions, the assumed financing plan maintains a debt service coverage ratio of at least 1.25 x total annual debt service payments.

The time frame of urban renewal is not absolute; it may vary depending on the actual ability to meet the maximum indebtedness. If the economy is slower, it may take longer; if the economy is more robust than the projections, it may take a shorter time period. The Agency may decide to issue bonds or take on loans on a different schedule, and that will alter the financing assumptions. These assumptions show one scenario for financing and this scenario is financially feasible.

All property within the boundary options is located within tax code areas 01, 03, and 05, and therefore have somewhat different tax rates. Tax rate information was obtained from Josephine County Assessor. Details of the applicable tax rate are shown below in Exhibit 13. Some of these taxing districts also have rates for general obligation (GO) bonds. The majority of these bonds were approved after 2001, and Oregon statutes preclude new URAs from including GO bond rates for all bonds approved after 2001. The Three Rivers School District in Tax code Area 05, representing one quarter of one percent of the total assessed value of property within the proposed Area, has one bond that will expire in FYE 2021. More information o the impacts on bonds is found in Section IX.

Table 13 – Applicable Tax Rates, FY 2016/17

Taxing District	Rate
Josephine County	0.5867
City of Grants Pass	4.1335
4H Extension	0.0459
Grants Pass School District	4.5248
Rogue Community College	0.5128
Southern Oregon Education Service District	0.3524
Total	10.1561
Three Rivers School District	4.2677

Note: Some of the properties are in the three Rivers School District, which has a different property tax rate.

Calculating tax increment revenue is done by forecasting assessed value, based on assumed assessed value growth as described in Step 4, and then subtracting the initial assessed value (the frozen base) to determine the “excess value”. Excess value is any assessed value above the frozen base. This excess value is multiplied by the applicable tax rate to determine the total amount of tax increment revenue. The “exception value” shown in Table 14 is that value that is new development or substantial rehabilitation that is above and beyond the 3% limitation. These are the estimates of building permits issued in the URA that have not yet gone on the property tax rolls. The real market value of these increased values was adjusted by the Josephine County Assessor’ Change Property Ratio (CPR) for the different types of uses, industrial and commercial. Permit values are estimates and the assessor will determine the exact assessed values.

Table 14 - Permit Estimates of Exception Value

Permits	Commercial	Industrial	Total
2013	\$500,000		\$500,000
2014	\$844,690		\$844,690
2015	\$38,727,168	\$1,436,281	\$40,163,449
Total	\$40,071,858	\$1,436,281	\$41,508,139

Source: City of Grants Pass

Table 15 – Tax Increment Revenues and Allocations to Debt Service

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>TIF DEBT SERVICE FUND</b>										
<b>Resources</b>										
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TIF for URA	\$630,050	\$798,375	\$971,750	\$1,180,089	\$1,395,477	\$1,618,606	\$1,849,544	\$2,088,565	\$2,335,952	\$2,591,996
<b>Total Resources</b>	<b>\$630,050</b>	<b>\$798,375</b>	<b>\$971,750</b>	<b>\$1,180,089</b>	<b>\$1,395,477</b>	<b>\$1,618,606</b>	<b>\$1,849,544</b>	<b>\$2,088,565</b>	<b>\$2,335,952</b>	<b>\$2,591,996</b>
<b>Expenditures</b>										
<b>Debt Service</b>										
New Loan FYE 2018	-\$325,000	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577
New Loan FYE 2022				-\$401,213	-\$401,213	-\$401,213	-\$401,213	-\$401,213	-\$401,213	-\$401,213
New Loan FYE 2025								-\$582,585	-\$582,585	-\$582,585
Sewer Plant Loan, FYE 2017									-\$763,377	-\$1,017,421
Water Plant Loan, FYE 2020									\$0	\$0
New Loan FYE 2037										
New Loan FYE 2041										
Etc										
<b>Total Debt Service</b>	<b>-\$325,000</b>	<b>-\$521,577</b>	<b>-\$521,577</b>	<b>-\$922,790</b>	<b>-\$922,790</b>	<b>-\$922,790</b>	<b>-\$922,790</b>	<b>-\$1,505,375</b>	<b>-\$2,268,752</b>	<b>-\$2,522,796</b>
<b>Coverage Ratio</b>	<b>1.94</b>	<b>1.53</b>	<b>1.86</b>	<b>2.26</b>	<b>1.51</b>	<b>1.75</b>	<b>2.00</b>	<b>1.39</b>	<b>1.03</b>	<b>1.03</b>
Transfer to Project Fund	-\$305,050	-\$276,798	-\$450,173	-\$658,512	-\$472,687	-\$695,816	-\$926,754	-\$583,190	-\$67,200	-\$69,200
Early Repayment of Principal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>-\$630,050</b>	<b>-\$798,375</b>	<b>-\$971,750</b>	<b>-\$1,180,089</b>	<b>-\$1,395,477</b>	<b>-\$1,618,606</b>	<b>-\$1,849,544</b>	<b>-\$2,088,565</b>	<b>-\$2,335,952</b>	<b>-\$2,591,996</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Source: ECONorthwest

Table 15 – Tax Incremental Revenues and Allocations to Debt Service, page 2

	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38
<b>TIF DEBT SERVICE FUND</b>											
<b>Resources</b>											
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$635,737	\$0
TIF for URA	\$2,857,003	\$3,131,285	\$3,415,168	\$3,708,984	\$4,013,085	\$4,327,830	\$4,653,590	\$4,990,753	\$5,339,716	\$5,700,893	\$6,074,711
<b>Total Resources</b>	<b>\$2,857,003</b>	<b>\$3,131,285</b>	<b>\$3,415,168</b>	<b>\$3,708,984</b>	<b>\$4,013,085</b>	<b>\$4,327,830</b>	<b>\$4,653,590</b>	<b>\$4,990,753</b>	<b>\$5,339,716</b>	<b>\$6,336,630</b>	<b>\$6,074,711</b>
<b>Expenditures</b>											
<b>Debt Service</b>											
New Loan FYE 2018	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577	-\$521,577
New Loan FYE 2022	-\$401,213	-\$401,213	-\$401,213	-\$401,213	-\$401,213	-\$401,213	-\$401,213	-\$401,213	-\$401,213	-\$401,213	-\$401,213
New Loan FYE 2025	-\$582,585	-\$582,585	-\$582,585	-\$582,585	-\$582,585	-\$582,585	-\$582,585	-\$582,585	-\$582,585	-\$582,585	-\$582,585
Sewer Plant Loan, FYE 2017	-\$1,280,328	-\$1,552,510	-\$726,364	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Plant Loan, FYE 2020	\$0	\$0	-\$1,107,829	-\$2,125,709	-\$2,427,510	-\$2,739,855	-\$3,063,115	-\$3,397,678	-\$3,108,304	-\$1,592,815	-\$1,592,815
New Loan FYE 2037											
New Loan FYE 2041											
Etc											
<b>Total Debt Service</b>	<b>-\$2,785,703</b>	<b>-\$3,057,885</b>	<b>-\$3,339,568</b>	<b>-\$3,631,084</b>	<b>-\$3,932,885</b>	<b>-\$4,245,230</b>	<b>-\$4,568,490</b>	<b>-\$4,903,053</b>	<b>-\$4,613,679</b>	<b>-\$3,098,190</b>	<b>-\$3,098,190</b>
Coverage Ratio	1.03	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.16	1.84	1.96
Transfer to Project Fund	-\$71,300	-\$73,400	-\$75,600	-\$77,900	-\$80,200	-\$82,600	-\$85,100	-\$87,700	-\$90,300	-\$3,238,440	-\$2,976,521
Early Repayment of Principal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>-\$2,857,003</b>	<b>-\$3,131,285</b>	<b>-\$3,415,168</b>	<b>-\$3,708,984</b>	<b>-\$4,013,085</b>	<b>-\$4,327,830</b>	<b>-\$4,653,590</b>	<b>-\$4,990,753</b>	<b>-\$4,703,979</b>	<b>-\$6,336,630</b>	<b>-\$6,074,711</b>
<b>Ending Fund Balance</b>	<b>\$0</b>										

Source: ECONorthwest

Table 15 – Tax Increment Revenues and Allocations to Debt Service, page 3

	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44	2044-45	2045-46	2046-47
<b>TIF DEBT SERVICE FUND</b>									
<b>Resources</b>									
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TIF for URA	\$6,461,612	\$6,862,056	\$7,276,513	\$7,705,479	\$8,149,457	\$8,608,975	\$9,084,576	\$9,576,821	\$9,808,204
<b>Total Resources</b>	<b>\$6,461,612</b>	<b>\$6,862,056</b>	<b>\$7,276,513</b>	<b>\$7,705,479</b>	<b>\$8,149,457</b>	<b>\$8,608,975</b>	<b>\$9,084,576</b>	<b>\$9,576,821</b>	<b>\$9,808,204</b>
<b>Expenditures</b>									
<i>Debt Service</i>									
<i>New Loan FYE 2018</i>									
<i>New Loan FYE 2022</i>	-\$401,213	-\$401,213	-\$401,213						
<i>New Loan FYE 2025</i>	-\$582,585	-\$582,585	-\$582,585						
<i>Sewer Plant Loan, FYE 2017</i>									
<i>Water Plant Loan, FYE 2020</i>									
<i>New Loan FYE 2037</i>	-\$1,592,815	-\$1,592,815	-\$1,592,815	-\$1,592,815	-\$1,592,815	-\$1,592,815	-\$1,592,815	-\$1,592,815	-\$1,592,815
<i>New Loan FYE 2041</i>				-\$1,949,895	-\$1,949,895	-\$1,949,895	-\$1,949,895	-\$1,949,895	-\$1,949,895
<i>Etc</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Debt Service</b>	<b>-\$2,576,613</b>	<b>-\$2,576,613</b>	<b>-\$4,526,508</b>	<b>-\$4,125,295</b>	<b>-\$4,125,295</b>	<b>-\$4,125,295</b>	<b>-\$3,542,710</b>	<b>-\$3,542,710</b>	<b>-\$3,542,710</b>
<i>Coverage Ratio</i>	2.51	2.66	1.61	1.87	1.98	2.09	2.56	2.70	2.77
<i>Transfer to Project Fund</i>	-\$3,884,999	-\$4,285,443	-\$2,727,774	-\$97,000	-\$100,000	-\$103,000	-\$106,000	-\$109,200	-\$116,460
<i>Early Repayment of Principal</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$29,637,931
<b>Total Expenditures</b>	<b>-\$6,461,612</b>	<b>-\$6,862,056</b>	<b>-\$7,254,282</b>	<b>-\$4,222,295</b>	<b>-\$4,225,295</b>	<b>-\$4,228,295</b>	<b>-\$3,648,710</b>	<b>-\$3,651,910</b>	<b>-\$33,297,401</b>
<b>Ending Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,231</b>	<b>\$3,505,526</b>	<b>\$7,447,216</b>	<b>\$11,865,132</b>	<b>\$17,360,324</b>	<b>\$23,372,037</b>	<b>\$0</b>

Source: ECONorthwest

## VIII. FINANCIAL ANALYSIS OF THE PLAN

The estimated tax increment revenues through FY 2046/47, as shown above, are based on projections of the assessed value of development within the URA and the total tax rate that will apply in the URA. The assumptions include new development projects, as identified by the City of Grants Pass and minimum growth rates of existing assessed value at 3.5% starting in FYE 2021 for real property, personal property, utility property, and for manufactured property. There is substantial acreage in the URA that is undeveloped where the full future development value will add to the incremental assessed value of the URA.

Table 16 shows the projected incremental assessed value, projected tax rates that would produce tax increment revenues, and the annual tax increment revenues (adjusted for under-collection, penalties, and interest). These projections of increment are the basis for the projections in Tables 12 and 15. The first year of tax increment collections is FY 2017/2018. Gross TIF is calculated by multiplying the tax rate times the excess value. The tax rate is per thousand dollars of value, so the calculation is “tax rate times excess value divided by one thousand”. Adjustments are from undercollections and delinquencies. The tax rate includes permanent rates and the Three Rivers School District general obligation bond. In FYE 2022 the tax rate reduces, due to the expiration of the Three Rivers School District general obligation bond.

Table 16 – Projected Incremental Assessed Value, Tax Rates, and Tax Increment Revenues

FYE	Assessed Value	Frozen Base	Excess Value	Tax Rate	Gross TIF	Adjustments	Net TIF	Cumulative TIF
2018	\$569,604,583	\$505,646,097	\$63,958,486	10.1556	\$649,536	\$19,486	\$630,050	\$630,050
2019	\$586,692,721	\$505,646,097	\$81,046,624	10.1555	\$823,067	\$24,692	\$798,375	\$1,428,425
2020	\$604,293,504	\$505,646,097	\$98,647,407	10.1554	\$1,001,804	\$30,054	\$971,750	\$2,400,175
2021	\$625,443,776	\$505,646,097	\$119,797,679	10.1553	\$1,216,586	\$36,497	\$1,180,089	\$3,580,264
2022	\$647,334,308	\$505,646,097	\$141,688,211	10.1535	\$1,438,637	\$43,160	\$1,395,477	\$4,975,741
2023	\$669,991,009	\$505,646,097	\$164,344,912	10.1534	\$1,668,666	\$50,060	\$1,618,606	\$6,594,347
2024	\$693,440,694	\$505,646,097	\$187,794,597	10.1534	\$1,906,747	\$57,203	\$1,849,544	\$8,443,891
2025	\$717,711,120	\$505,646,097	\$212,065,023	10.1533	\$2,153,160	\$64,595	\$2,088,565	\$10,532,456
2026	\$742,831,010	\$505,646,097	\$237,184,913	10.1533	\$2,408,198	\$72,246	\$2,335,952	\$12,868,408
2027	\$768,830,096	\$505,646,097	\$263,183,999	10.1532	\$2,672,161	\$80,165	\$2,591,996	\$15,460,404
2028	\$795,739,150	\$505,646,097	\$290,093,053	10.1532	\$2,945,364	\$88,361	\$2,857,003	\$18,317,407
2029	\$823,590,020	\$505,646,097	\$317,943,923	10.1531	\$3,228,129	\$96,844	\$3,131,285	\$21,448,692
2030	\$852,415,671	\$505,646,097	\$346,769,574	10.1531	\$3,520,791	\$105,623	\$3,415,168	\$24,863,860
2031	\$882,250,220	\$505,646,097	\$376,604,123	10.1531	\$3,823,695	\$114,711	\$3,708,984	\$28,572,844
2032	\$913,128,978	\$505,646,097	\$407,482,881	10.1531	\$4,137,201	\$124,116	\$4,013,085	\$32,585,929
2033	\$945,088,492	\$505,646,097	\$439,442,395	10.1530	\$4,461,680	\$133,850	\$4,327,830	\$36,913,759
2034	\$978,166,590	\$505,646,097	\$472,520,493	10.1530	\$4,797,516	\$143,926	\$4,653,590	\$41,567,349
2035	\$1,012,402,421	\$505,646,097	\$506,756,324	10.1530	\$5,145,106	\$154,353	\$4,990,753	\$46,558,102
2036	\$1,047,836,506	\$505,646,097	\$542,190,409	10.1530	\$5,504,862	\$165,146	\$5,339,716	\$51,897,818
2037	\$1,084,510,783	\$505,646,097	\$578,864,686	10.1530	\$5,877,209	\$176,316	\$5,700,893	\$57,598,711
2038	\$1,122,468,661	\$505,646,097	\$616,822,564	10.1530	\$6,262,589	\$187,878	\$6,074,711	\$63,673,422
2039	\$1,161,755,066	\$505,646,097	\$656,108,969	10.1530	\$6,661,456	\$199,844	\$6,461,612	\$70,135,034
2040	\$1,202,416,492	\$505,646,097	\$696,770,395	10.1530	\$7,074,284	\$212,228	\$6,862,056	\$76,997,090
2041	\$1,244,501,069	\$505,646,097	\$738,854,972	10.1530	\$7,501,560	\$225,047	\$7,276,513	\$84,273,603
2042	\$1,288,058,607	\$505,646,097	\$782,412,510	10.1529	\$7,943,792	\$238,313	\$7,705,479	\$91,979,082
2043	\$1,333,140,660	\$505,646,097	\$827,494,563	10.1529	\$8,401,502	\$252,045	\$8,149,457	\$100,128,539
2044	\$1,379,800,583	\$505,646,097	\$874,154,486	10.1529	\$8,875,232	\$266,257	\$8,608,975	\$108,737,514
2045	\$1,428,093,603	\$505,646,097	\$922,447,506	10.1529	\$9,365,542	\$280,966	\$9,084,576	\$117,822,090
2046	\$1,478,076,879	\$505,646,097	\$972,430,782	10.1529	\$9,873,012	\$296,191	\$9,576,821	\$127,398,911
2047	\$1,529,809,569	\$505,646,097	\$1,024,163,472	10.1529	\$10,398,246	\$311,947	\$10,086,299	\$137,485,210

Source: ECONorthwest

Notes: TIF is tax increment revenues

Tax rates are expressed in terms of dollars per \$1,000 of assessed value.

Changes in total tax rates are due to general obligation bonds with variable rates. These bonds are scheduled to be retired in FYE 2019, after which the total tax rate for the area will stabilize as the sum total of all permanent rates for affected taxing districts.

Revenue sharing is part of the 2009 legislative changes to urban renewal and means that, at thresholds defined in ORS 457.470, the impacted taxing jurisdictions will receive a share of the incremental growth in the URA. The share is a percentage basis dependent upon the tax rates of the taxing jurisdictions. The first threshold is 10% of the original maximum indebtedness. At the 10% threshold, the Agency will receive the full 10% of the initial maximum indebtedness plus 25% of the increment above the 10% threshold and the taxing jurisdictions will receive 75% of the increment above the 10% threshold. The second threshold is set at 12.5% of the maximum indebtedness. If this threshold is met, revenue for the district would be capped at 12.5% of the maximum indebtedness, with all additional tax revenue being shared with affected taxing districts. **Neither threshold is anticipated to be reached prior to the termination of this district.** If tax increment revenues increase to meet these thresholds, then revenue sharing will occur.

## IX. IMPACT OF THE TAX INCREMENT FINANCING

This section describes the impact of tax increment financing of the new maximum indebtedness, both until and after the indebtedness is repaid, upon all entities levying taxes upon property in the urban renewal area.

The impact of tax increment financing on overlapping taxing districts consists primarily of the property tax revenues foregone on permanent rate levies as applied to the growth in assessed value in the URA. These projections are for impacts estimated through FYE 2047, and are shown in Table.

The Grants Pass School District, the Three Rivers School District and the Southern Oregon Education Service District are not *directly* affected by the tax increment financing, but the amounts of their taxes divided for the urban renewal plan are shown in the following tables. Under current school funding law, property tax revenues are combined with State School Fund revenues to achieve per-student funding targets. Under this system, property taxes foregone, due to the use of tax increment financing, are substantially replaced with State School Fund revenues, as determined by a funding formula at the State level.

Table 17a shows the projected impacts to permanent rate levies of taxing districts as a result of this Plan. It assumes the growth as projected in Table 14 in this Report, in addition to general appreciation in real property assessed value.

General obligation bonds and local option levies are impacted by urban renewal only if they were originally approved by voters in an election prior to October 6, 2001. There are no local option levies approved prior to October 6, 2001 that are in effect in the Grants Pass URA. There is, however, one general obligation bond that will be impacted. For general obligation bonds, the impact is on the property owner, not on the taxing district. The assessor must assess a slightly higher rate to all properties in the taxing district to account for the division of taxes of the general obligation bond.

Table 17b shows the projected impact to the property owner as a result of a general obligation bond issued by the Three Rivers School District prior to 2001. As a result of urban renewal, a property tax owner will pay an additional 2 cents per \$100,000 of value over the

life of the district. This impact is until FYE 2021, when the Three Rivers School District Bond is set to expire. Any bonds issued after October of 2001 are not subject to urban renewal division of taxes.

Table 17a – Projected Impact on Taxing District Permanent Rate Levies

FYE	Josephine County	Grants Pass City	HI / Extension	Grants Pass SD #7	Rogue CC	SO Oregon ISD	Three Rivers SD	Total
	Perm	Perm	Perm	Perm	Perm	Perm	Perm	
2018	-\$36,399	-\$256,441	-\$2,848	-\$280,127	-\$31,814	-\$21,863	-\$486	-\$629,978
2019	-\$46,124	-\$324,956	-\$3,608	-\$354,820	-\$40,314	-\$27,704	-\$740	-\$798,266
2020	-\$56,140	-\$395,526	-\$4,392	-\$431,752	-\$49,069	-\$33,721	-\$1,002	-\$971,602
2021	-\$68,177	-\$480,328	-\$5,334	-\$524,201	-\$59,589	-\$40,950	-\$1,316	-\$1,179,895
2022	-\$80,634	-\$568,098	-\$6,308	-\$619,884	-\$70,478	-\$48,433	-\$1,641	-\$1,395,476
2023	-\$93,528	-\$658,940	-\$7,317	-\$718,917	-\$81,748	-\$56,178	-\$1,978	-\$1,618,606
2024	-\$106,873	-\$752,961	-\$8,362	-\$821,415	-\$93,412	-\$64,193	-\$2,327	-\$1,849,543
2025	-\$120,686	-\$850,274	-\$9,442	-\$927,501	-\$105,485	-\$72,490	-\$2,688	-\$2,088,566
2026	-\$134,982	-\$950,992	-\$10,560	-\$1,037,301	-\$117,979	-\$81,077	-\$3,061	-\$2,335,952
2027	-\$149,778	-\$1,055,235	-\$11,717	-\$1,150,943	-\$130,911	-\$89,964	-\$3,448	-\$2,591,996
2028	-\$165,092	-\$1,163,126	-\$12,915	-\$1,268,562	-\$144,297	-\$99,162	-\$3,848	-\$2,857,002
2029	-\$180,942	-\$1,274,795	-\$14,155	-\$1,390,298	-\$158,151	-\$108,682	-\$4,262	-\$3,131,285
2030	-\$197,347	-\$1,390,372	-\$15,439	-\$1,516,296	-\$172,489	-\$118,536	-\$4,691	-\$3,415,170
2031	-\$214,325	-\$1,509,992	-\$16,767	-\$1,646,702	-\$187,329	-\$128,734	-\$5,134	-\$3,708,983
2032	-\$231,898	-\$1,633,801	-\$18,142	-\$1,781,673	-\$202,689	-\$139,289	-\$5,593	-\$4,013,085
2033	-\$250,086	-\$1,761,943	-\$19,566	-\$1,921,369	-\$218,586	-\$150,214	-\$6,068	-\$4,327,832
2034	-\$268,911	-\$1,894,568	-\$21,038	-\$2,065,953	-\$235,039	-\$161,520	-\$6,560	-\$4,653,589
2035	-\$288,395	-\$2,031,837	-\$22,562	-\$2,215,598	-\$252,069	-\$173,224	-\$7,069	-\$4,990,754
2036	-\$308,560	-\$2,173,910	-\$24,140	-\$2,370,480	-\$269,694	-\$185,336	-\$7,596	-\$5,339,716
2037	-\$329,431	-\$2,320,955	-\$25,773	-\$2,530,784	-\$287,936	-\$197,872	-\$8,141	-\$5,700,892
2038	-\$351,033	-\$2,473,147	-\$27,463	-\$2,696,698	-\$306,817	-\$210,847	-\$8,706	-\$6,074,711
2039	-\$373,391	-\$2,630,666	-\$29,212	-\$2,868,419	-\$326,359	-\$224,277	-\$9,289	-\$6,461,613
2040	-\$396,532	-\$2,793,698	-\$31,022	-\$3,046,150	-\$346,585	-\$238,176	-\$9,894	-\$6,862,057
2041	-\$420,481	-\$2,962,435	-\$32,896	-\$3,230,102	-\$367,519	-\$252,561	-\$10,519	-\$7,276,513
2042	-\$445,270	-\$3,137,079	-\$34,836	-\$3,420,492	-\$389,185	-\$267,450	-\$11,167	-\$7,705,479
2043	-\$470,926	-\$3,317,835	-\$36,843	-\$3,617,546	-\$411,609	-\$282,861	-\$11,837	-\$8,149,457
2044	-\$497,480	-\$3,504,918	-\$38,920	-\$3,821,496	-\$434,819	-\$298,810	-\$12,531	-\$8,608,974
2045	-\$524,964	-\$3,698,549	-\$41,070	-\$4,032,585	-\$458,840	-\$315,318	-\$13,249	-\$9,084,575
2046	-\$553,409	-\$3,898,956	-\$43,295	-\$4,251,062	-\$483,703	-\$332,404	-\$13,992	-\$9,576,821
2047	-\$566,780	-\$3,993,159	-\$44,342	-\$4,353,744	-\$495,389	-\$340,436	-\$14,354	-\$9,808,204
Total	-\$7,928,574	-\$55,859,492	-\$620,284	-\$60,912,870	-\$6,929,903	-\$4,762,282	-\$193,187	-\$137,206,592

Source: ECONorthwest

Table 17c – Projected Impact on Property Tax Payers Due to General Obligation Bonds

FYE	GO Bond Tax Rate			Property Tax Paid per \$100,000 AV		
	without UR	with UR	Impact of UR	without UR	with UR	Impact of UR
2018	0.5542	0.5542	0.0000	\$55.42	\$55.42	\$0.00
2019	0.5512	0.5512	0.0000	\$55.12	\$55.12	\$0.00
2020	0.5498	0.5499	0.0001	\$54.98	\$54.99	\$0.01
2021	0.5479	0.5480	0.0001	\$54.79	\$54.80	\$0.01
2022	0.0000	0.0000	0.0000	\$0.00	\$0.00	\$0.00
<b>Total</b>				<b>\$330.25</b>	<b>\$330.27</b>	<b>\$0.02</b>

Source: ECONorthwest. Please refer to the explanation of the impacts of GO bonds in the preceding section

Table 18 shows the projected increased revenue to the taxing jurisdictions after tax increment proceeds are projected to be terminated. These projections are for FYE 2048.

Table 18 – Additional Revenues Obtained after Termination of Tax Increment Financing

Taxing District	Tax Rate	Tax Revenue in FYE 2048 (year after expiration)		
		From Frozen Base	From Excess Value	Total
<b>General Government</b>				
Josephine County	0.5867	\$296,663	\$632,290	\$928,953
Grants Pass City	4.1335	\$2,090,088	\$4,454,701	\$6,544,789
4H / Extension	0.0459	\$23,209	\$49,467	\$72,676
<i>Subtotal</i>		\$2,409,960	\$5,136,458	\$7,546,418
<b>Education</b>				
Grants Pass SD #7	4.5248	\$2,277,955	\$4,856,932	\$7,134,887
Rogue CC	0.5128	\$259,295	\$552,648	\$811,943
SO Oregon ESD	0.3524	\$178,189	\$379,784	\$557,973
Three Rivers SD	3.7262	\$8,229	\$16,038	\$24,267
Three Rivers SD (Bond)	0.0000	\$0	\$0	\$0
<i>Subtotal</i>		\$2,723,668	\$5,805,402	\$8,529,070
<b>Total</b>		<b>\$5,133,628</b>	<b>\$10,941,860</b>	<b>\$16,075,488</b>

Source: ECONorthwest

## **X. COMPLIANCE WITH STATUTORY LIMITS ON ASSESSED VALUE AND SIZE OF URBAN RENEWAL AREA**

State law limits the percentage of both a municipality’s total assessed value and the total land area that can be contained in an urban renewal area at the time of its establishment to 25% for municipalities under 50,000 in population. As noted below, the frozen base, including all real, personal, personal, manufactured, and utility properties in the URA, is projected to be \$505,646,097. The total assessed value of the City of Grants Pass is \$2,901,485,719. Excess value is the assessed value created above the frozen base in the urban renewal area. The total urban renewal assessed value is 17.43% of the total assessed value of the City, below the 25% statutory limitation.

The Grants Pass Urban Renewal Area contains 1,364.10 acres, including right-of-way, and the City of Grants Pass contains 7,476.94 acres, therefore 18.24% of the City’s acreage is in an urban renewal area, below the 25% statutory limitation.

Table 19 – Urban Renewal Area Conformance with Assessed Value and Acreage Limits

	Acreage	Assessed Value
Urban Renewal Area	1,364.10	\$505,646,097
City of Grants Pass	7,476.94	\$2,901,485,719
% in Urban Renewal	18.24%	17.43%

Source: City of Grants Pass, Josephine County Assessor

## **XI. RELOCATION REPORT**

There is no relocation report required for the Plan. No specific acquisitions that would result in relocation benefits have been identified, however, there are plans to acquire land for infrastructure which may trigger relocation benefits in the future in the URA.

Item: Resolution authorizing the City Manager to enter into an intergovernmental agreement for juvenile justice services.

Date: July 20, 2016

---

**SUBJECT AND SUMMARY:**

This resolution would purchase additional juvenile justice services from Josephine County Juvenile Justice Department.

---

**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goal of providing cooperative shared **LEADERSHIP** by partnering with an existing agency for the provision of vital community services.

---

**CALL TO ACTION SCHEDULE:**

Call to action schedule: July 20, 2016.

---

**BACKGROUND:**

The City of Grants Pass is eligible to receive \$17,547 in funds from the US Department of Justice Edward Byrne Memorial Justice Assistance Grant Program (JAG). These funds are allocated on an annual basis to local governments and counties based on various factors and criteria. If there is a disparity of funds available to either jurisdiction, the agencies must collaborate to provide a mutually agreed upon method that supports JAG objectives. In the current fiscal year, Josephine County was not allocated any funds from the JAG program.

Representatives from City and County staff conferred on the available JAG funds and recommend that they be allocated to implement a juvenile drug and alcohol probation pilot project through the Josephine County Juvenile Justice Department. In order to memorialize this arrangement, the agencies must enter into an intergovernmental agreement (IGA) that describes the roles and responsibilities of the parties.

---

**COST IMPLICATION:**

There is no match required of the JAG program; however, the City and County have agreed that the City, as the recipient of JAG funds, will retain 4% of the grant award (\$702) to partially cover the costs associated with managing the grant program. The remaining 96% (approximately \$17,000) will be available for use by the Juvenile Justice Department for the provision of 601 hours of additional staff time.

---

ITEM: 3.a. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT FOR JUVENILE JUSTICE SERVICES.

Staff Report (continued):

ALTERNATIVES:

The City is not required to accept funding from the JAG program. However, if it does, it must work with Josephine County to deliver a project that meets JAG objectives. Collaboration with Josephine County Juvenile Justice is the most efficient method to meet those requirements.

---

RECOMMENDED ACTION:

It is recommended the Council adopt the resolution.

---

POTENTIAL MOTION:

I move to approve the resolution authorizing the City Manager to enter into an intergovernmental agreement for the provision of additional juvenile justice community services.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL  
AGREEMENT FOR JUVENILE JUSTICE SERVICES.**

**WHEREAS:**

1. The City was allocated \$17,547 in direct funding from the Edward Byrne Memorial Justice Assistance Grant Formula Program; and
2. The City and Josephine County received disparate funding allocations, which, by JAG program guidelines, requires the two agencies to work collaboratively on a project meeting common goals; and
3. Funding additional non-adjudicative programs provided by Josephine County Juvenile Justice meets the interests of both agencies; and
4. An interagency agreement will define the roles and responsibilities of both the City and the County to implement the proposed program.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to enter into an intergovernmental agreement with Josephine County Juvenile Justice for the provision of additional juvenile justice programming.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of July 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_





Resolution authorizing the City Manager to enter into a contract for the Bridge and Burgess Alley (Oak to Pine Street) Sanitary Sewer Replacement Project; Project No.

Item: SE6064.

Date: July 20, 2016

---

SUBJECT AND SUMMARY:

This project will install approximately 460 LF of new 8" sewer main and associated appurtenances in the alley between Bridge and Burgess streets (Oak to Pine Street) and abandon the old main lines.

---

RELATIONSHIP TO COUNCIL GOALS:

This action implements Council's goals to maintain, operate and expand our **INFRASTRUCTURE** to meet community needs and promote facilitate **SUSTAINABLE, MANAGEABLE GROWTH** by protecting the environment and providing for a working wastewater system which is constructed and operated in a fiscally sound manner.

---

CALL TO ACTION SCHEDULE:

A notice of intent to award letter was issued by the Engineering Division on July 8, 2016. City Council has 30 days to award the bid. Call to action schedule: August 8, 2016.

---

BACKGROUND:

This project will replace very old, structurally deficient sewer pipe. The structural defects include cracks, holes, broken pipe and extensive root encroachment. This project will install approximately 460 LF of 8" sewer main and associated appurtenances in the alley between Bridge and Burgess streets (Oak to Pine Street) and abandon old main lines. The project also includes existing sanitary sewer lateral reconnections, sidewalk replacement where removed, a chip seal alley surface and asphalt paving if applicable.

Bids for the work were advertised on the City's website and in the Grants Pass Daily Courier and the Daily Journal of Commerce. The bid opening for this project was July 7, 2016. Three bids were received ranging from \$88,633 to \$114,249.

The lowest responsible bidder is KOGAP Enterprises, Inc. This bid is below the Engineers Estimate of \$108,407.50 and Staff recommends awarding the bid to KOGAP Enterprises, Inc.

---

ITEM: 3.b. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE BRIDGE AND BURGESS ALLEY (OAK TO PINE STREET) SANITARY SEWER REPLACEMENT; PROJECT NO. SE6064.

Staff Report (continued):

COST IMPLICATION:

Revenue Source: This project is budgeted and funded as part of Project No. SE6064 Sewer Main Structural Repairs in the Wastewater Capital Fund.

---

ALTERNATIVES:

Council can choose to install the sewer main lines as proposed. An alternative is to delay the sewer improvements until the lines fail or to continue making repairs indefinitely, both of which do not resolve the frequent and difficult cleaning and maintenance.

---

RECOMMENDED ACTION:

It is recommended the contract for the Bridge and Burgess (Oak to Pine Street) Sanitary Sewer Replacement Project be awarded to the lowest responsible bidder, KOGAP Enterprises, Inc.

---

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to enter into a contract with KOGAP Enterprises, Inc.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR  
THE BRIDGE AND BURGESS ALLEY (OAK TO PINE STREET) SANITARY SEWER  
REPLACEMENT; PROJECT NO. SE6064.**

**WHEREAS:**

1. The City of Grants Pass advertised and received four bids for construction for the Bridge and Burgess Alley (Oak to Pine Street) Sanitary Sewer Replacement Project; and
2. The bid from KOGAP Enterprises, Inc. has been determined to be the lowest responsible bid, its bid is complete and responsive; and
3. The City of Grants Pass has sufficient funds for the project within the Wastewater Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to contract with KOGAP Enterprises, Inc. for the work as described in the contract documents entitled the Bridge and Burgess Alley (Oak to Pine Street) Sanitary Sewer Replacement Project; Project No. SE6064 in the amount of \$88,633.00. The bid tab is attached to and incorporated herein as Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July, 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_\_ day of July, 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_



City of Grants Pass

Bridge and Burgess Alley (Oak to Pine Street) Sanitary Sewer Replacement

Project No. SE6064

Item No.	Description of Item	Quantity	Unit	City of Grants Pass (Engineers Estimate)		KOGAP Enterprises, Inc.		Moser Paving, Inc.		Copeland, Sand & Gravel, Inc. <sup>1</sup>		Timber Mountain Construction, Inc.	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization, move in of equipment and materials per APWA/ODOT Sec. 00210, complete.	1	LS	\$15,000.00	\$15,000.00	\$18,500.00	\$18,500.00	\$15,000.00	\$15,000.00	\$4,500.00	\$4,500.00	\$11,400.00	\$11,400.00
2	Work Zone Traffic Control, includes TCD, TCM and TCP per approved plans, M.U.T.C.D., and APWA/ODOT Sec. 00225 and 00225.90 (b), complete.	1	LS	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$3,450.00	\$3,450.00	\$1,700.00	\$1,700.00
3	Erosion & Sediment Control, per approved plans and APWA/ODOT Sec. 00280.00 Inlet Protection, Dust Control, Sediment Fence, Biofilter Bags, installed complete.	1	LS	\$500.00	\$500.00	\$100.00	\$100.00	\$200.00	\$200.00	\$700.00	\$700.00	\$650.00	\$650.00
4	Removal of Structures and Obstructions: includes removal and proper disposal of existing AC, concrete, curb & gutter and sidewalk and saw cutting or other methods of cutting pavement, per approved plans and APWA/ODOT Sec. 00310 and 00291.20(c), <i>dangerous waste, complete.</i>	1	LS	\$7,500.00	\$7,500.00	\$1,000.00	\$1,000.00	\$2,800.00	\$2,800.00	\$2,940.00	\$2,940.00	\$4,000.00	\$4,000.00
5	48" Eccentric Sanitary Sewer Manhole, per approved plans and, GPSD #301 and APWA/ODOT Sec. 00470. Includes manhole, excavation, bedding and compacted backfill per APWA/ODOT Sec. 00405, adjustment to finish grade, concrete collars and pipe connections, installed, complete.	2	EA	\$3,000.00	\$6,000.00	\$2,600.00	\$5,200.00	\$4,300.00	\$8,600.00	\$3,725.00	\$7,450.00	\$5,600.00	\$11,200.00
6	Connect to existing Sanitary Sewer, per approved plans. APWA/ODOT Sec. 00470. Includes excavation, bedding and compacted backfill, per APWA/ODOT Sec.00405, pipe connections, installed, complete.	1	EA	\$500.00	\$500.00	\$500.00	\$500.00	\$650.00	\$650.00	\$895.00	\$895.00	\$1,100.00	\$1,100.00
7	8" Sanitary Sewer Main, PVC 3034, per approved plans and, GPSD #304 and APWA /ODOT Sec. 00445. Includes pipe, trench excavation, bedding and backfill per GPSD #107 and APWA/ODOT Sec. 00405, installed, complete.	342	LF	\$80.00	\$27,360.00	\$59.00	\$20,178.00	\$75.00	\$25,650.00	\$103.50	\$35,397.00	\$100.00	\$34,200.00
8	8" Sanitary Sewer Main, PVC C-900, per approved plans and, GFSO #304 and APWA /ODOT Sec. 00445. Includes pipe, trench excavation, bedding and backfill per GFSO #107 and APWA/ODOT Sec. 00405, installed, complete.	119	LF	\$90.00	\$10,710.00	\$51.00	\$6,069.00	\$77.00	\$9,163.00	\$64.90	\$10,103.10	\$100.00	\$11,900.00
9	8" Pipe Bursting and HDPE Slip Lining, per approved plans and APWA/ODOT Sec. 00411. Includes furnishing and placing all materials and furnishing all equipment, labor, and incidentals necessary to complete the work.	33	LF	\$300.00	\$9,900.00	\$300.00	\$9,900.00	\$414.00	\$13,662.00	\$500.00	\$16,500.00	\$100.00	\$3,300.00
10	4" Sanitary Sewer Lateral, per approved plans and APWA/ODOT Sec. 00445. Includes pipe, trench excavation, bedding, backfill and cleanouts, per GFSO #107 and APWA/ODOT Sec. 00405, installed, complete to ROW.	15	EA	\$1,000.00	\$15,000.00	\$1,200.00	\$18,000.00	\$1,580.00	\$23,700.00	\$1,610.00	\$24,150.00	\$1,500.00	\$22,500.00
11	Concrete Commercial Driveway Apron (Match Existing), per approved plans, GFSO #105-A and APWA/ODOT Sec. 00759, installed, complete.	52	SF	\$10.00	\$520.00	\$25.00	\$1,300.00	\$12.00	\$624.00	\$7.50	\$390.00	\$20.00	\$1,040.00
12	Concrete Curb & Gutter, Type "A" (Match Existing), per approved plans, GFSO #102 and APWA/ODOT Sec. 00759, installed, complete.	10	LF	\$30.00	\$300.00	\$50.00	\$500.00	\$40.00	\$400.00	\$16.50	\$165.00	\$40.00	\$400.00
13	Asphalt Pavement, 3/4" dense, Level 2 mix, 2" compacted thickness, per APWA/ODOT Section 00744. Includes any minor valve or manhole adjustments. Installed complete.	3	TN	\$130.00	\$390.00	\$975.00	\$975.00	\$300.00	\$900.00	\$200.00	\$600.00	\$270.00	\$810.00
14	Chip Seal Alley, graded medium chip seal application, per APWA/ODOT Section 00710. Includes any minor valve or manhole adjustments. Installed complete.	7730	SF	\$1.75	\$13,527.50	\$0.70	\$5,411.00	\$0.75	\$5,797.50	\$0.70	\$5,411.00	\$1.30	\$10,049.00
				<b>Total (Bid Items 1-14):</b>		<b>\$86,633.00</b>		<b>\$108,146.50</b>		<b>\$112,651.10</b>		<b>\$114,249.00</b>	

Bids were opened 07/07/2016 at 3:05 p.m. in the City Manager's Conference Room.

<sup>1</sup> Copeland Sand & Gravel's Total Bid Amount Adjusted Due to Error on Extended Amount on Bid Item #1

Resolution authorizing the City Manager to enter into a contract for the FY'17 Overlays, a local government improvement project; Project  
Item: No. TR6201.

Date: July 20, 2016

---

**SUBJECT AND SUMMARY:**

This project will consist of a grind and asphalt overlay to Cherry Lane, Marjean Drive, Rogers Court, and sections of Camelot Drive, Portola Drive and Hawthorne Avenue.

---

**RELATIONSHIP TO COUNCIL GOALS:**

This supports the Council's goals to maintain, operate, and expand our **INFRASTRUCTURE** to meet community needs and **KEEP CITIZENS SAFE** by providing a smooth, safe road surface

---

**CALL TO ACTION SCHEDULE:**

A notice of intent to award letter was issued by the Engineering Division on July 1, 2016. City Council has 30 days to award the bid. Call to action schedule: August 1, 2016.

---

**BACKGROUND:**

This project will include grinding existing asphalt and placement of approximately 3,100 tons of new asphalt on Cherry Lane, Marjean Lane, Rogers Court, and sections of Camelot Drive, Portola Drive and Hawthorne Avenue.

Bids for the work were advertised on the City's website, and in the Grants Pass Daily Courier and the Daily Journal of Commerce. The bid opening for this project was June 30, 2016. Two bids were received, ranging from \$356,262.95 to \$421,521.

The lowest responsible bidder is Copeland Paving, Inc. at \$356,262.95. This bid is above the Engineers Estimate of \$330,719.50, however, Staff recommends awarding the bid to Copeland Paving, Inc.

---

ITEM: 3.c. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE FY'17 OVERLAYS, A LOCAL GOVERNMENT IMPROVEMENT PROJECT; PROJECT NO. TR6201.

Staff Report (continued):

COST IMPLICATION:

Revenue Source: This project is budgeted and funded under Project No. TR6201 in the Transportation Capital Construction Fund.

---

ALTERNATIVES:

- 1) Make the improvements to the aforementioned streets as proposed and award the contract to the lowest bidder; or
  - 2) Reject all bids and delay the improvements until a future date.
- 

RECOMMENDED ACTION:

It is recommended the contract for the FY'17 Overlays, Project No. TR6201 be awarded to the lowest responsible bidder, Copeland Paving, Inc.

---

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to enter into a contract with Copeland Paving, Inc. for the FY'17 Overlay project.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE FY'17 OVERLAYS; PROJECT NO. TR6201.**

**WHEREAS:**

1. The City of Grants Pass advertised and received 2 bids for construction of the FY'17 Overlays; and
2. The bid from Copeland Paving, Inc., has been determined to be the lowest responsible bid, its bid is complete and responsive; and
3. The City of Grants Pass has sufficient funds for the project within the Transportation Capital Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to contract with Copeland Paving, Inc. for a local government improvement project, the work as described in the contract documents entitled, "FY'17 Overlays, Project No. TR6201" in the amount of \$356,262.95, which the bid tab is attached to and incorporated herein as Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July, 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_\_ day of July, 2016 to be effective on the date indicated as adopted by the City Council.

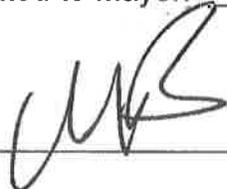
\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney



**City of Grants Pass  
Overlays/Maintenance FY'17  
Project No. TR6201**

**EXHIBIT**

A



**BID SUMMARY**

Item No.	Description of Item	Bidder		City of Grants Pass (Engineers Estimate)		Copeland Paving, Inc.		LTM, Inc. dba Knife River Materials		
		Quantity	Unit	Address CSZ Phone Addenda Acknowledged (No. 1) Bid Security	101 NW "A" Street Grants Pass, OR 97526 (541) 450-6060 NA NA	PO Box 220 Murphy, OR 97533 (541) 862-2390 YES 10%	PO Box 1145 Medford, OR 97501 (541) 770-2960 YES 10%	Unit Price	Amount	Unit Price
1	Remove Existing Pavement	80165	SF		\$0.30	\$24,049.50	\$0.23	\$18,437.95	\$0.35	\$28,057.75
2	Asphalt Pavement, 1/2" Dense, Level 2 Mix	3100	TN		\$80.00	\$248,000.00	\$87.00	\$269,700.00	\$82.00	\$254,200.00
3	Major Utility Valve Adjustment	13	EA		\$200.00	\$2,600.00	\$275.00	\$3,575.00	\$775.00	\$10,075.00
4	Minor Manhole Adjustment	16	EA		\$100.00	\$1,600.00	\$300.00	\$4,800.00	\$965.00	\$15,440.00
5	Major Manhole Adjustment	2	EA		\$1,800.00	\$3,600.00	\$2,000.00	\$4,000.00	\$1,900.00	\$3,800.00
6	Erosion & Sediment Control	1	LS		\$500.00	\$500.00	\$200.00	\$200.00	\$23,048.25	\$23,048.25
7	Traffic Control, in compliance with M.U.T.C.D.	1	LS		\$2,500.00	\$2,500.00	\$6,435.00	\$6,435.00	\$24,200.00	\$24,200.00
8	Pre-Level	200	TN		\$80.00	\$16,000.00	\$78.00	\$15,600.00	\$110.00	\$22,000.00
9	Concrete Sidewalk Ramp with Truncated Domes (Yellow)	12	EA		\$2,000.00	\$24,000.00	\$1,584.50	\$19,014.00	\$1,800.00	\$21,600.00
10	Concrete Sidewalk (Match Existing)	750	SF		\$4.50	\$3,375.00	\$7.00	\$5,250.00	\$10.00	\$7,500.00
11	Concrete Curb & Gutter, Type "A" (Match Existing)	290	LF		\$15.50	\$4,495.00	\$31.90	\$9,251.00	\$40.00	\$11,600.00
						<b>\$330,719.50</b>		<b>\$356,262.95</b>		<b>\$421,521.00</b>

\*\*\*BIDS WERE OPENED ON 06/30/16 AT 3:05 PM IN THE CITY OF GRANTS PASS CITY MANAGERS CONFERENCE ROOM.\*\*\*

Item: Resolution authorizing a street closure for the  
Back to School Carnival.

Date: July 20, 2016

---

SUBJECT AND SUMMARY:

This resolution would approve a street closure for this event.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal of LEADERSHIP by allowing an event to be planned safely.

---

CALL TO ACTION SCHEDULE:

Advanced notice of approval given to the applicant will allow the applicant to properly advertise their event. Call to action schedule: July 20, 2016.

---

BACKGROUND:

The Back to School Carnival will benefit local school-aged children and Gospel Rescue Mission programs. The Gospel Rescue Mission is requesting SW Foundry Street be closed on August 5, 2016 by 2 pm and the carnival will be from 4 – 8 pm. There will be a bounce house, barbecue, live music, carnival games, prizes, a raffle, haircuts, health screenings and art displays.

The event application is attached as Exhibit "B". This request has been reviewed and approved by the adjoining property owners as well as Public Safety.

---

COST IMPLICATION:

Revenue Source: None.

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ALTERNATIVES:

1. Approve the event as proposed; or
2. The event could be held in a different location, such as a City park.

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RECOMMENDED ACTION:

It is recommended Council authorize the City Manager to close SW Foundry Street between G and Booth streets on August 5, 2016 from 2 – 8 pm.

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POTENTIAL MOTION:

I move to approve the street closure for the Back to School Carnival.

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ITEM: 3.d. RESOLUTION AUTHORIZING A STREET CLOSURE FOR THE BACK TO SCHOOL CARNIVAL.

SUMMARY OF EVENT DESCRIPTION

Received

JUL 05 2016

Event Title Back to School Carnival

Detailed description of your event, including a timeline:  
Bounce house, BBQ, live music, carnival games,

Will there be an admission charge?  Yes  No

If yes, what will the admission charge be? \_\_\_\_\_

Location (be specific, park name and location, street name, etc.):

540 SW Foundry St. Grants Pass

Event Category (Check all that apply)

- Art Show
- Athletic/Recreation
- Block Party
- Carnival
- Circus
- Concert/Performance
- Cultural
- Dance
- Educational
- Exhibits/Misc.
- Fair
- Farmer/Outdoor Market
- Festival/Celebration
- Flea Market
- Live Animals
- Museum Special Attraction
- Parade/Procession/March
- Sidewalk event
- Other (be specific) \_\_\_\_\_

Participants Estimated Total \_\_\_\_\_ Per Day 1

DATE/TIME

Event Starts Date 8/5/16 Time 4pm Day of Week Friday

Event Ends Date 8/5/16 Time 8pm Day of Week Friday

CONTACTS

Host Organization: Gospel Rescue Mission

Contact Name (Required): Ken Emilio

Second Contact: Farah Guthrie

Telephone: 530-253-5555 Cell Phone: \_\_\_\_\_

Web Address: www.gospelrescuemissiongp.org

E-mail address: Ken@gospelrescuemissiongp.org

Yes  No  Is this an annual event?

Yes  No  Do you anticipate this to be an annual event?

How many years have you been holding this event? First time

Previous Location(s) \_\_\_\_\_

Contact Number: \_\_\_\_\_

## ORGANIZATION STATUS/PROCEEDS/REPORTING

- Yes  No  Is the Host Organization a commercial entity?
- Yes  No  Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status to your application.
- Yes  No  Will there be vendors at the event?  
If yes, what fees will you charge the vendors? \_\_\_\_\_

You will be required to provide a list with the name of each vendor and contact information for the vendor no later than 48 hours prior to the start of the event. This information shall be provided to Utility Customer Service.

Vendors who will be serving food or beverages will be required to provide Certificates of Insurance naming the City as an additional named insured. Likewise, vendors providing activity items such as bounce houses, climbing walls and similar activities are also required to provide the City with a Certificate of Insurance.

You are encouraged to provide the vendor list and required Certificates of Insurance as early as possible. You can update the list up to 48 hours prior to the start of your event.

## APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization Gospel Rescue Mission

Chief Officer of Host Organization Ken Emilio

Applicant Name: Farah Guthrie

Address 540 Sw Foundry St.

City Grants Pass State OR Zip 97526

Telephone Day \_\_\_\_\_ :ning \_\_\_\_\_ Fax \_\_\_\_\_ C \_\_\_\_\_

## SAFETY AND SECURITY PLAN:

The safety and security of event participants, spectators and others is your paramount concern. Please provide a safety and security plan, which shall address the items described below. The plan should include specifics as to numbers and location of security personnel and traffic control.

## STREET CLOSURE INFORMATION

Will your event require closing a public street or public parking lot? Yes  No

If yes, is this a parking lot? Yes  No

Is this a public street? Yes  No

## SITE PLAN/ROUTE MAP

Your **attached** event site plan/route map should include the information requested below. If an item does not apply to your event, please indicate so.

- Yes  No  An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- Yes  No  The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. If available, the Streets Department will loan out barricades. Pick up and drop off times should be arranged at least 1 week prior to your event. Contact Steve Scrivner, Streets Department, at 541-450-6125.
- Yes  No  **Adequate number of garbage cans, recycle containers, parking, restroom/porta-toilet facilities, and waste stations. Indicate a legend for the above items, how many and where they are to be placed. Also indicate adequate parking provisions and provisions for the clean up and removal of the above items.**
- Yes  No  Other related event components not listed above.

## ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of law [www.grantspassoregon.gov](http://www.grantspassoregon.gov). Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance.

The City reserves the right to impose reasonable conditions and restrictions upon events using sound amplification equipment, horns, sirens, or similar noise making equipment or devices, including without limitation, conditions and restrictions relating to noise levels, time of day, duration, and location relative to residential zones, hospitals, schools, churches, or assisted living facilities.

Yes  No  Are there any musical entertainment features related to your event?  
If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Yes  No  Will sound amplification be used?  
If yes, start time 4 pm Finish time 8 pm

What is the approximate distance between the amplified sound source and nearby residences?

Yes  No  Do you plan to have a dance component to either live or recorded music at your event?  
If yes, please describe: There will be a line dance performance

Please describe the sound equipment that will be used for your event

Same as live music

Yes  No  Will inflatables, hot air balloons, bounce houses, climbing walls or similar devices be used at your event? If yes, please describe

Bounce house

Certificates of insurance may be required for bounce houses, climbing walls, hot air balloons and similar activities.

Yes  No  Will your event be held during the evening hours.

**ENTERTAINMENT AND RELATED ACTIVITIES (cont).**

Yes  No  Is lighting necessary? Yes  No  Is lighting provided?

Yes  No  Will you require electricity or water? If yes, describe your needs and sources for electrical power and water. Water to fill dunk tank. Electrical for bounce house

Yes  No  Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?  
(Hose)

If yes, please describe \_\_\_\_\_  
Please be aware that the use of these items must be under the supervision of a licensed pyrotechnic and require a permit or approval from the Oregon State Fire Marshall. For more information, contact Fire Prevention at 541-450-6200.

Yes  No  Will your event include the use of any signs, banners, decorations, or lighting?  
If yes, please describe possibly signs announcing carnival  
Please be aware that the use of any of these items may require additional permits

**SANITATION, TRASH REMOVAL AND HYGIENE PLAN.**

Please describe your plan for providing that adequate bathroom facilities, hand washing stations, and trash collection and removal will be provided during your event. D&D Sanitation (outhouses) trash cans placed throughout carnival area

Yes  No  Do your event plans include any casino games, bingo games, drawings or lottery opportunities? If yes, please describe  
Raffle

**MARKETING AND PUBLIC RELATIONS**

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue.

Yes  No  Is this event marketed, promoted, or advertised in any manner?  
If yes, please describe flyers (8 1/2 by 11)

Yes  No  Will there be live media coverage during the event?  
If yes, please describe possible local media

Yes  No  Will media vehicles be parked within the event venue?  
If yes, please describe safety plan Unsure

Yes  No  Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?  
If yes, please describe yes, just flyers

## ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State and City. Alcohol is permitted only under limited circumstances in City Parks. For more information regarding alcohol in City Parks contact: Parks and Recreation at 1750 NW Hawthorne Avenue, Grants Pass, OR 97526, 541-471-6435. For more information regarding alcohol permits and licenses, contact: City Finance Department at 541-450-6020.

Yes  No  Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Host and Sale Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Certificates of insurance will be required from all alcohol vendors.

Please describe your safety and security plan to ensure the safe sale or distribution of alcohol at your event.

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## FOOD CONCESSIONS OR PREPARATION

Food facilities and handling must meet state, county, and city laws and regulations. Food handler permits are provided by the county. For information regarding food handler permits, contact the Health Department at 541-474-5325.

Yes  No  Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared.

we are BBQ-ing

---

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Yes  No  Do you intend to cook food in the event area?

If yes, please specify method:

- Gas
  - Electric
  - Charcoal
  - Other (specify) BBQ
- 
- 

***Certificates of insurance will be required from all food vendors.***

## MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on park landscapes, pedestrian and vehicular traffic, other users, adjoining property owners and neighbors that may be affected by your activities. Your plan should identify all mitigating measures which you intend to utilize to avoid or minimize the impacts your event will generate and which will provide a safe and secure environment.

The City requires that adjoining property owner, residents and businesses be notified at least one week prior to your event.

Off pavement driving is prohibited without prior written permission. Organizers will be liable for all damages caused by the event.

Yes  No  Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. This list shall be provided prior to the issuance of your permit. If no, please explain \_\_\_\_\_

Yes  No  Do you have a sample of any notice that you propose to distribute at least one week prior to your event?

If yes, please attach. If no, please explain

only a couple nearby residents. Dont feel the need for written notice.

## NEIGHBORHOOD BLOCK PARTY

Applications shall be accompanied by the signed consents of 75 percent of the neighbors located adjacent to any portion of the roadway to be closed.

## HOLD HARMLESS

Applicant agrees to defend, pay, save and hold harmless the City, its officers and employees, from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event, except any claims arising solely out of the negligent acts of the City, its officers and employees.

## INSURANCE REQUIREMENTS

Most special events will be required to provide evidence of insurance coverage. Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as Additional Insured, the "City of Grants Pass, its officers, employees, and agents" and any other public entities (e.g. County, etc.) impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

An original Certificate of Insurance in the amount satisfactory to the City must be received by the City of Grants Pass prior to the issuance of your Special Event Permit. Mail to: City of Grants Pass, 101 N.W. A Street, Grants Pass, Oregon 97526. Certificates of insurance from food and beverage concessionaires/vendors and vendors providing such things as bounce houses, climbing walls and similar activities will also be required.

Name of Insurance Agency: Ministry Insurance Associates LLC  
Address: 106 NW F St. # 986  
City Grants Pass State OR Zip 97526

# AFFIDAVIT OF APPLICANT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it to:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Grants Pass Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply will all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Grants Pass.

Organization: Gospel Rescue Mission

Print Name of Applicant/Host: Ken Emilio

Applicant Title: Executive Director

Applicant Signature: \_\_\_\_\_ Date: July 8, '16

Print Name of Professional Event

Organizer: Farah Guthrie Title: Coordinator

Event Organizer Signature: \_\_\_\_\_ Date: 7/5/16



## Street Closure Petitioner Form

### SIGNATURES AND ADDRESSES OF ALL PETITIONERS

The attached map shows the street(s), day and time of the street(s) we would like to close for our event. Please sign below and check either YES or NO. YES would indicate that you are willing to close the street for the day. NO would indicate that you are opposed to this idea.

**One Signature per Business/Household from 75% of Business/Residents on the Street is Required for Approval.**

(Use Additional Sheets if Necessary)

**PLEASE REVIEW DATES ON FRONT OF APPLICATION BEFORE SIGNING THE PETITION**

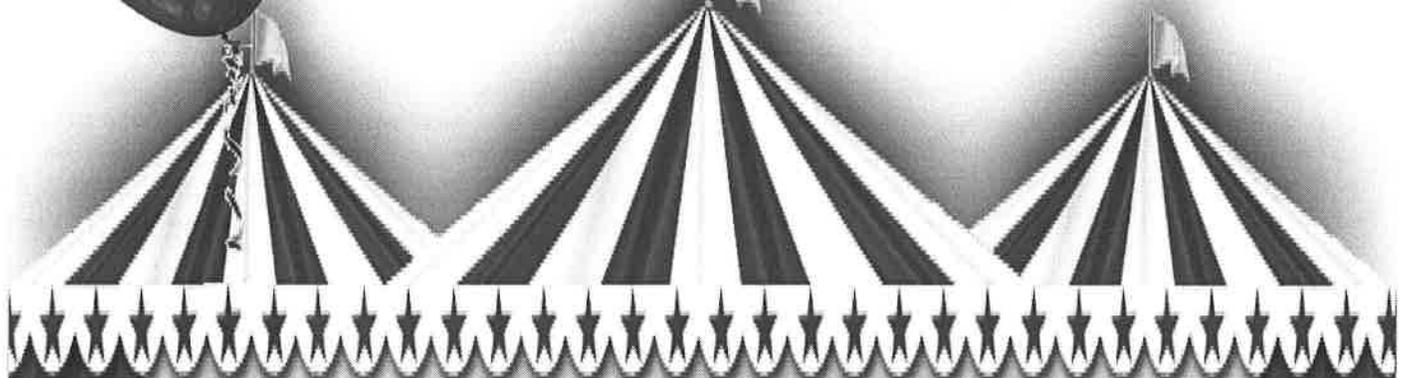
Number of Businesses or Houses on Street	4	Number of Vacant Businesses/Houses on Street	1	Number of Signatures	3
--	---	--	---	----------------------	---

**PLEASE PRINT AND SIGN LEGIBLY WHEN COMPLETING INFORMATION BELOW**

Name	Signature	Address	Yes	No
1. DON SCARR	<i>[Signature]</i>	564 FOUNDRY	X	
2. R.A.J.	<i>[Signature]</i>	556 G ST	X	
3. Nathaniel Buntain	Nathaniel Buntain	541 SW FOUNDRY ST.	X	
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# At the CARNIVAL



## BACK TO SCHOOL CARNIVAL BENEFITS LOCAL SCHOOL-AGED CHILDREN AND GOSPEL RESCUE MISSION PROGRAMS

AUGUST 5<sup>TH</sup> 2016 4-8PM  
540 SW FOUNDRY ST

# 541 476-0082



HAIR CUTS ICE CREAM



ART DISPLAYS



CASH TORNADO



COTTON CANDY



HEALTH SCREENINGS



BBQ





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/06/2016

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Ministry Insurance Associates LLC 106 NW F Street #986 Grants Pass OR 97526	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 800.604.8019      FAX (A/C, No): 877.314.5382 E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Gospel Rescue Mission Inc PO Box 190 Grants Pass OR 97528	<b>INSURER A :</b> Brotherhood Mutual Insurance Company      NAIC # 13528	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			36M338558	07/24/2016	07/24/2017	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 In accordance with the Additional Insureds provision endorsed to the policy in the Liability and Medical Coverage Form (BGL-11), City of Grants Pass is named as additional insured on the policy #36M338558 in relation to the ministry event held on August 5, 2016.

<b>CERTIFICATE HOLDER</b> City of Grants Pass 101 NW A Street Grants Pass OR	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/07/2016

<b>PRODUCER</b> Amusement And Event Planners Insurance Specialists 25422 Trabuco Rd Suite 105-406 Lake Forest, CA 92630 Phone: (866) 380-3372	<b>THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b>  Crimi, LLC DBA: Big Air Productions & Walkin On Air 560-A NE F St. #145 Grants Pass, OR 97526	INSURER A: United States Fire Insurance	21113
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES**

CERTIFICATE NUMBER: USP216988

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	SRPGP-101-0715	06/30/2016	06/30/2017	EACH OCCURRENCE	\$ 1,000,000.00
							FIRE DAMAGE	\$ 300,000.00
							MED EXP (Any one person)	\$ 5,000.00
							PERSONAL & ADV INJURY	\$ 1,000,000.00
							GENERAL AGGREGATE	\$ 2,000,000.00
							PRODUCTS - COMP/OP AGG	\$ 2,000,000.00
								\$
			<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
			<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
							OTHER THAN EA ACC	\$
							AUTO ONLY: AGG	\$
			<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
			<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
			OTHER					

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Certificate Holder is added as additional insured but only with respect to liability arising out of operations of the named insured.

Inflatables and Amusements

**CERTIFICATE HOLDER**City of Grants Pass  
101 NW A St  
Grants Pass, Or 97526**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
Mike Lowry

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING A STREET CLOSURE FOR THE BACK TO SCHOOL CARNIVAL.**

**WHEREAS:**

1. The Back to School Carnival is an event that will benefit local school-aged children and Gospel Rescue Mission programs; and
2. The City Council finds the closure of the roadways for the time and in the location listed is in the best interest of the residents of Grants Pass.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to close SW Foundry Street between 'G' and Booth streets from 2 – 8 pm, Friday, August 5, 2016 as shown on Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon the passage and signature by the Mayor in accord with the Grants Pass City Charter.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July, 2016.

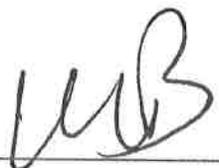
**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of July, 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_  




Item: Resolution authorizing a grant to UCAN to assist in demolition of the hop barn.

Date: July 20, 2016

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SUBJECT AND SUMMARY:

This resolution would provide United Community Action Network (UCAN) with a grant for \$10,000 to assist in the demolition of the hop barn on the leased property on Upper River Road (River Road Reserve).

---

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of providing cooperative shared **LEADERSHIP** by partnering with UCAN to demolish and remove the hop barn.

---

CALL TO ACTION SCHEDULE:

To ensure UCAN has sufficient time to seek matching grant funds, a call to action schedule of July 20, 2016 would be of assistance.

---

BACKGROUND:

The City and UCAN have entered into a long-term lease that is being used by the Food Bank. One of the elements of the lease is that UCAN is to demolish and remove the hop barn. The hop barn has not been demolished yet. A notice of default was sent to UCAN and Mike Fieldman, Executive Director for UCAN responded acknowledging the responsibility. UCAN is requesting additional time and asking for assistance in the form of a grant for \$10,000 which can be used as matching funds for other grants UCAN will seek.

The Council discussed this request at its June 6, 2016 workshop and directed staff to prepare a resolution to bring before the Council.

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COST IMPLICATION:

Revenue Source: General Capital Projects.

\$10,000 to help UCAN seek matching grants to assist in the demolition and removal of the hop barn on the leased property.

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ITEM: 3.e. RESOLUTION AUTHORIZING A GRANT TO UCAN TO ASSIST IN DEMOLITION OF THE HOP BARN.

Staff Report (continued):

ALTERNATIVES:

Council can pass the resolution providing \$10,000 in grant funds.  
Council can amend the resolution providing a different amount.  
Council can take no action at this time.

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RECOMMENDED ACTION:

This action is at the Council's discretion.

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POTENTIAL MOTION:

I move to approve the resolution authorizing a grant to UCAN.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING A GRANT TO UCAN TO ASSIST IN DEMOLITION OF THE HOP  
BARN.**

**WHEREAS:**

1. The City and UCAN have entered into a long-term lease for property located at 3658 to 3680 Upper River Road; and
2. The City and UCAN identified specific responsibilities in the lease including UCAN's responsibility to demolish the "barrel-roofed hop barn;" and
3. UCAN has requested and the City has granted additional time to complete the demolition (completion date on or before April 15, 2017); and
4. UCAN has requested financial assistance and support to enable them seek additional grant funding for the demolition and removal project; and
5. The Council discussed the request and its desire to support UCAN and this project.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to enter into an agreement with UCAN to grant funds in the sum of \$10,000 to be paid upon removal of the 'hop barn'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of July 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_





Item: Motion acknowledging the receipt of the  
monthly financial report for May 2016.

Date: July 20, 2016

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SUBJECT AND SUMMARY:

Monthly financial reports are prepared and acknowledged by Council to convey information about the City's budget and current financial condition.

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RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by ensuring financial records and systems are effective and that Council has the opportunity to access the City's financial information.

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CALL TO ACTION SCHEDULE:

Call to action schedule: N/A.

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BACKGROUND:

A summary monthly report is prepared to convey information about the City's budget, the current financial condition, and seasonal or unique financial transactions throughout the year for the various funds of the City.

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COST IMPLICATION:

None.

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RECOMMENDED ACTION:

It is recommended the Council acknowledge the receipt of the monthly financial report for May 2016.

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POTENTIAL MOTION:

I move to acknowledge the monthly financial reports.

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**CITY OF GRANTS PASS**  
**MONTHLY FINANCIAL REPORT**  
**May 2016**  
**Discussion & Analysis**



As is typical, most of the percentages that look like variances in this month's report are due to seasonal factors or transactions that are not regularly spaced throughout the months in the fiscal year. The following text describes some of the operating conditions facing the City this year that may not be apparent from this high level monthly view of the City's financial picture.

As of May, with the exception of the Building Division, all of the major operational budgets are still on track to spend within legal budget appropriations. An appropriations transfer was made in June to move \$25,000 from Building's Contingency appropriation to the regular expenditure appropriation for additional services. Due to the higher than expected levels of residential and commercial development, contractual services for electrical and plumbing inspections was higher than original estimates.

A couple areas where monthly expenditures for May appear to be high compared to a typical month are the General Fund Council/General Operations and the Wastewater Fund. In the General Fund, General Operations there was a quarterly payment made for the provision of jail services to Josephine County and in the Wastewater Fund the annual bond principal/interest payments were made in the month of May.

On the revenue side, the Building Division is on track to achieve more than 200% of its total revenue budget for the full fiscal year. This is the largest contributor to General Fund revenues from Licenses and Permits being at 223% for percentage of year-to-date budget. Revenue from Fees & Charges for Services in the General Fund is also trending above budgeted expectations. In addition to an uptick in planning and plan check fees, Code Enforcement clean-up efforts have been slightly higher than normal this year.

Engineering revenue, which appears to be trending at 143% of its year-to-date budget expectations, has several noteworthy factors. First, fees from developers are higher than anticipated due to the increase development activity already discussed. Additionally, revenue from capital projects is budgeted conservatively and in some cases has a lagging effect. In this case, some of the revenue received this year would have been anticipated last year but wasn't fully realized until the completion of certain capital projects in the new fiscal year. This creates some challenges with matching revenue and expenses but management works together closely to manage the fund balance. This is a prime example of why the Engineering Fund, General Fund, and many other funds have established fund balance policies to keep the budgets in balance with steady levels of services during seasonal or annual fluctuations in revenue.

Financial policies, particularly fund balance policies, have helped the City maintain expected levels of services and also maintain high grade bond ratings for its outstanding bonds. This will also help the City to issue bonds at attractive interest rates in coming years for needed utility infrastructure projects. In recent months, both rating agencies that maintain a rating on the City's bonds have reaffirmed their AA- equivalent ratings. In the most recently issued report dated July 5th, 2016, S&P Global Ratings affirmed the City's Full Faith and Credit Bond rating at AA-/Stable. The report stated that S&P anticipates the rating to remain stable as long as the City's General Fund balance also remains stable.

We hope this discussion and analysis provided some insight into the City financial activities. Should you have additional comments or questions please feel free to contact the Finance Department.

Jay Meredith, CPA  
Finance/Fleet Director  
phone: 541-450-6021

**City of Grants Pass**  
101 NW A Street  
Grants Pass, OR 97526  
[www.GrantsPassOregon.gov](http://www.GrantsPassOregon.gov)



CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
 May 31, 2016

*unaudited Budget to Actuals*

ANNUAL BUDGET				% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL***	% OF YEAR- TO-DATE BUDGET
	May BUDGET	May ACTUAL***					

**General Fund:**

<b>Revenues</b>								
Beginning Balance	\$	10,899,226			\$	10,899,226	\$	12,620,673
Property Tax	\$	16,494,350	\$	1,374,529	\$	123,678	9%	\$ 15,119,821 \$ 16,148,052 107%
Franchise & Other Taxes	\$	3,350,944	\$	279,245	\$	129,470	46%	\$ 3,071,699 \$ 2,742,119 89%
Licenses & Permits	\$	290,960	\$	24,247	\$	30,634	126%	\$ 266,713 \$ 595,737 223%
Inter-Governmental & Grants	\$	1,660,303	\$	138,359	\$	85,966	62%	\$ 1,521,944 \$ 1,180,509 78%
Fees & Charges for Service	\$	1,723,514	\$	143,626	\$	168,985	118%	\$ 1,579,888 \$ 1,909,245 121%
Interest Income (misc)	\$	72,750	\$	6,063	\$	2,284	38%	\$ 66,688 \$ 92,464 139%
Other Revenue	\$	174,225	\$	14,518.75	\$	1,574	11%	\$ 159,706 \$ 46,799 29%
Transfers	\$	1,041,900	\$	86,825	\$	124,046	143%	\$ 955,075 \$ 1,041,929 109%
<b>TOTAL RESOURCES</b>	<b>\$</b>	<b>35,708,172</b>	<b>\$</b>	<b>2,067,412</b>	<b>\$</b>	<b>666,637</b>	<b>32%</b>	<b>\$ 33,640,760 \$ 36,377,527 108%</b>

<b>Expenditures</b>								
Council and General Operations	\$	1,684,568	\$	140,381	\$	267,208	190%	\$ 1,544,187 \$ 1,304,324 84%
Public Safety	\$	19,139,953	\$	1,594,996	\$	1,392,103	87%	\$ 17,544,957 \$ 15,495,561 88%
Parks & Recreation	\$	2,101,657	\$	175,138	\$	147,337	84%	\$ 1,926,519 \$ 1,595,723 83%
Community Development	\$	1,359,473	\$	113,289	\$	103,069	91%	\$ 1,246,184 \$ 1,153,329 93%
Economic Dev/Tourism/Downtown Dev.	\$	985,518	\$	82,127	\$	74,385	91%	\$ 903,392 \$ 821,024 91%
Transfers out	\$	2,185,500	\$	182,125	\$	0	0%	\$ 2,003,375 \$ 1,784,986 89%
Contingency & Ending Balance (Budgetary)	\$	7,884,388						\$ 7,884,388 \$ 13,177,188
Ending Balance Building (Budgetary Basis)	\$	367,115						\$ 367,115 \$ 1,045,392
<b>TOTAL REQUIREMENTS</b>	<b>\$</b>	<b>35,708,172</b>	<b>\$</b>	<b>2,288,056</b>	<b>\$</b>	<b>1,984,102</b>	<b>87%</b>	<b>\$ 33,420,116 \$ 36,377,527</b>

Fund Balance End of Period GAAP Basis (Includes Interfund Loans Out \$1,460,000) \$ 15,682,580

**Transient Room Tax:**

Beginning Balance	\$	-	\$	-	\$	-		
Revenues	\$	1,254,500	\$	104,542	\$	78,573	75%	\$ 1,149,958 \$ 1,395,243 121%
Expenditures	\$	10,900	\$	908	\$	625	69%	\$ 9,991.67 \$ 10,275 103%
Transfers out	\$	1,193,600	\$	99,467	\$	146,895	148%	\$ 1,094,133 \$ 1,193,600 109%
Ending Balance/Contingency (Budgetary)	\$	50,000						\$ 50,000 \$ 191,368 Budgetary Balance**

CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
 May 31, 2016

*unaudited Budget to Actuals*

ANNUAL BUDGET	May BUDGET	May ACTUAL***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL***	% OF YEAR- TO-DATE BUDGET
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**Street Utility:**

Beginning Balance	\$ 662,426				\$ 662,426	\$ 1,360,714	
Revenues	\$ 3,048,500	\$ 254,042	\$ 273,595	108%	\$ 2,794,458	\$ 2,673,268	96%
Transfers in	\$ 385,500	\$ 32,125	\$ -	0%	\$ 353,375	\$ -	0%
Expenditures	\$ 2,337,793	\$ 194,816	\$ 153,513	79%	\$ 2,142,977	\$ 1,883,552	88%
Transfers out	\$ 1,310,000	\$ 109,167	\$ 9,618	9%	\$ 1,200,833	\$ 1,299,726	108%
Ending Balance/Contingency (Budgetary)	\$ 448,633				\$ 448,633	\$ 850,704	Budgetary Balance**

**CD Block Grant / HUD:**

Beginning Balance	\$ 1,137,317				\$ 1,137,317	\$ 1,142,715	
Revenues	\$ 373,415	\$ 31,118	\$ 1,225	4%	\$ 342,297	\$ 30,610	9%
Expenditures	\$ 660,000	\$ 55,000	\$ -	0%	\$ 605,000	\$ 8,429	1%
Transfers out	\$ 211,000	\$ 17,583	\$ -	0%	\$ 193,417	\$ 200,497	104%
Ending Balance/Contingency (Budgetary)	\$ 639,732				\$ 639,732	\$ 964,399	Budgetary Balance**

**Debt Service, Gen Obligation and Bancroft:**

Beginning Balance	\$ 152,880				\$ 152,880	\$ 171,245	
Revenues	\$ 1,758,200	\$ 146,517	\$ 68,462	47%	\$ 1,611,683	\$ 1,164,220	72%
Expenditures	\$ 1,269,600	\$ 105,800	\$ 1,016,634	961%	\$ 1,163,800	\$ 1,114,844	96%
Transfers out	\$ 500,000	\$ 41,667	\$ -	0%	\$ 458,333	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ 141,480				\$ 141,480	\$ 220,621	Budgetary Balance**

**Transportation Capital Projects:**

Beginning Balance	\$ 6,409,451				\$ 6,409,451	\$ 5,545,798	
Revenues	\$ 3,956,750	\$ 329,729	\$ 68,573	21%	\$ 3,627,021	\$ 397,301	11%
Transfers in	\$ 2,109,000	\$ 175,750	\$ 9,618	5%	\$ 1,933,250	\$ 2,088,223	108%
Expenditures	\$ 12,385,201	\$ 1,032,100	\$ 462,313	45%	\$ 11,353,101	\$ 3,352,410	30%
Transfers out	\$ 90,000	\$ 7,500	\$ -	0%	\$ 82,500	\$ 90,000	109%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 4,588,912	Budgetary Balance**

CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
 May 31, 2016

*unaudited Budget to Actuals*

ANNUAL BUDGET				% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL***	% OF YEAR- TO-DATE BUDGET
	May BUDGET	May ACTUAL***					

**Solid Waste and Capital Projects:**

Beginning Balance	\$ 1,513,671				\$ 1,513,671	\$ 1,528,777	
Revenues	\$ 645,240	\$ 53,770	\$ 91,606	170%	\$ 591,470	\$ 447,220	76%
Transfers in	\$ 5,000	\$ 417	\$ -	0%	\$ 4,583	\$ 5,000	109%
Expenditures	\$ 1,916,858	\$ 159,738	\$ 43,855	27%	\$ 1,757,120	\$ 480,266	27%
Transfers out	\$ 29,000	\$ 2,417	\$ -	0%	\$ 26,583	\$ 29,000	109%
Ending Balance/Contingency (Budgetary)	\$ 218,053				\$ 218,053	\$ 1,471,731	Budgetary Balance**

**Storm Drain and Capital Projects:**

Beginning Balance	\$ 261,810				\$ 261,810	\$ 311,393	
Revenues	\$ 25,500	\$ 2,125	\$ 13,290	625%	\$ 23,375	\$ 114,477	490%
Transfers in	\$ 120,000	\$ 10,000	\$ -	0%	\$ 110,000	\$ 116,404	106%
Expenditures	\$ 407,310	\$ 33,943	\$ 3,342	10%	\$ 373,368	\$ 201,478	54%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 340,796	Budgetary Balance**

**Lands and Buildings Capital Projects:**

Beginning Balance	\$ 3,537,696				\$ 3,537,696	\$ 4,155,599	
Revenues	\$ 5,011,036	\$ 417,586	\$ 22,887	5%	\$ 4,593,450	\$ 154,797	3%
Transfers in	\$ 2,492,700	\$ 207,725	\$ 22,850	11%	\$ 2,284,975	\$ 1,381,253	60%
Expenditures	\$ 11,041,432	\$ 920,119	\$ 59,519	6%	\$ 10,121,313	\$ 1,004,973	10%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 4,686,676	Budgetary Balance**

**Wastewater Fund:**

Beginning Balance	\$ 1,738,431				\$ 1,738,431	\$ 2,639,000	
Revenues	\$ 6,093,000	\$ 507,750	\$ 519,652	102%	\$ 5,585,250	\$ 5,733,633	103%
Expenditures	\$ 4,857,085	\$ 404,757	\$ 1,182,144	292%	\$ 4,452,328	\$ 4,050,794	91%
Transfers out	\$ 1,719,000	\$ 143,250	\$ -	0%	\$ 1,575,750	\$ 1,719,000	109%
Ending Balance/Contingency (Budgetary)	\$ 1,255,346				\$ 1,255,346	\$ 2,602,839	Budgetary Balance**

**Wastewater Capital Projects:**

Beginning Balance	\$ 4,024,896				\$ 4,024,896	\$ 5,578,009	
Revenues	\$ 200,000	\$ 16,667	\$ 40,796	245%	\$ 183,333	\$ 871,299	475%
Transfers in	\$ 1,874,000	\$ 156,167	\$ -	0%	\$ 1,717,833	\$ 1,874,000	109%
Expenditures	\$ 6,098,896	\$ 508,241	\$ 205,300	40%	\$ 5,590,655	\$ 1,332,514	24%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 6,990,794	Budgetary Balance**

CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
 May 31, 2016

*unaudited Budget to Actuals*

	ANNUAL BUDGET	May BUDGET	May ACTUAL***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL***	% OF YEAR- TO-DATE BUDGET
<b>Water Fund:</b>							
Beginning Balance	\$ 2,136,390				\$ 2,136,390	\$ 3,426,315	
Revenues	\$ 6,734,650	\$ 561,221	\$ 483,069	86%	\$ 6,173,429	\$ 5,728,619	93%
Expenditures	\$ 4,307,537	\$ 358,961	\$ 338,075	94%	\$ 3,948,576	\$ 3,495,038	89%
Transfers out	\$ 3,413,000	\$ 284,417	\$ -	0%	\$ 3,128,583	\$ 3,413,000	109%
Ending Balance/Contingency (Budgetary)	\$ 1,150,503				\$ 1,150,503	\$ 2,246,896	Budgetary Balance**
<b>Water Capital Projects:</b>							
Beginning Balance	\$ 3,473,468				\$ 3,473,468	\$ 4,587,394	
Revenues	\$ 167,000	\$ 13,917	\$ 20,500	147%	\$ 153,083	\$ 662,008	432%
Transfers in	\$ 3,413,000	\$ 284,417	\$ -	0%	\$ 3,128,583	\$ 3,413,000	109%
Expenditures	\$ 7,053,468	\$ 587,789	\$ 31,848	5%	\$ 6,465,679	\$ 1,194,408	18%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 7,467,994	Budgetary Balance**
<b>Vehicle Maintenance</b>							
Beginning Balance	\$ 368,691				\$ 368,691	\$ 531,926	
Revenues	\$ 732,022	\$ 61,002	\$ 65,612	108%	\$ 671,020	\$ 691,673	103%
Loan	\$ 600,000	\$ 50,000	\$ -	0%	\$ 550,000	\$ -	0%
Expenditures	\$ 1,011,073	\$ 84,256	\$ 61,952	74%	\$ 926,817	\$ 763,805	82%
Transfers out	\$ 600,000	\$ 50,000	\$ -	0%	\$ 550,000	\$ -	0%
Ending Balance/Contingency (Budgetary)	\$ (510,360)				\$ (510,360)	\$ 459,794	Budgetary Balance**
<b>Vehicle &amp; Equipment Replacement</b>							
Beginning Balance	\$ 3,248,463				\$ 3,248,463	\$ 3,783,170	
Revenues	\$ 591,820	\$ 49,318	\$ 49,112	100%	\$ 542,502	\$ 544,904	100%
Transfers in	\$ 1,874,000	\$ 156,167	\$ -	0%	\$ 1,717,833	\$ 1,874,000	109%
Expenditures	\$ 1,454,200	\$ 121,183	\$ 5,253	4%	\$ 1,333,017	\$ 592,281	44%
Ending Balance/Contingency (Budgetary)	\$ 2,386,083				\$ 2,386,083	\$ 3,735,793	Budgetary Balance**
<b>Information Technology:</b>							
Beginning Balance	\$ 132,564				\$ 132,564	\$ 201,152	
Revenues	\$ 718,028	\$ 59,836	\$ 59,756	100%	\$ 658,192	\$ 657,666	100%
Expenditures	\$ 828,835	\$ 69,070	\$ 54,574	79%	\$ 759,765	\$ 690,138	91%
Ending Balance/Contingency (Budgetary)	\$ 21,757				\$ 21,757	\$ 168,680	Budgetary Balance**

CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
 May 31, 2016

*unaudited Budget to Actuals*

	ANNUAL BUDGET		May BUDGET	May ACTUAL ***	% OF MONTH BUDGET		YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
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**Property Management:**

Beginning Balance	\$ 248,164						\$ 248,164	\$ 354,755	
Revenues	\$ 704,080	\$ 58,673	\$ 62,656	107%		\$ 645,407	\$ 646,598	100%	
Expenditures	\$ 729,670	\$ 60,806	\$ 44,757	74%		\$ 668,864	\$ 526,056	79%	
Transfers out	\$ 40,000	\$ 3,333	\$ -	0%		\$ 36,667	\$ 40,000	109%	
Ending Balance/Contingency (Budgetary)	\$ 182,574					\$ 182,574	\$ 435,297		Budgetary Balance**

**Engineering:**

Beginning Balance	\$ 286,558					\$ 286,558	\$ 539,389		
Revenues	\$ 838,750	\$ 69,896	\$ 201,512	288%		\$ 768,854	\$ 1,102,854	143%	
Expenditures	\$ 944,039	\$ 78,670	\$ 72,169	92%		\$ 865,369	\$ 799,961	92%	
Ending Balance/Contingency (Budgetary)	\$ 181,269					\$ 181,269	\$ 842,282		Budgetary Balance**

**Community Dev. Management:**

Beginning Balance	\$ 141,325					\$ 141,325	\$ 270,158		
Revenues	\$ 1,024,124	\$ 85,344	\$ 94,620	111%		\$ 938,780	\$ 966,592	103%	
Expenditures	\$ 1,041,786	\$ 86,816	\$ 72,276	83%		\$ 954,971	\$ 846,061	89%	
Ending Balance/Contingency (Budgetary)	\$ 123,663					\$ 123,663	\$ 390,689		Budgetary Balance**

**Insurance Funds & PERS Reserve Funds:**

Beginning Balance	\$ 4,191,418					\$ 4,191,418	\$ 3,897,230		
Revenues	\$ 1,088,955	\$ 90,746	\$ 143,050	158%		\$ 998,209	\$ 1,210,512	121%	
Expenditures	\$ 1,121,379	\$ 93,448	\$ 17,898	19%		\$ 1,027,931	\$ 836,289	81%	
Ending Balance/Contingency (Budgetary)	\$ 4,158,994					\$ 4,158,994	\$ 4,271,453		Budgetary Balance**

**Administrative Services Fund:**

Beginning Balance	\$ 770,508					\$ 770,508	\$ 1,395,712		
Revenues	\$ 3,535,417	\$ 294,618	\$ 299,433	102%		\$ 3,240,799	\$ 3,243,551	100%	
Expenditures	\$ 3,638,466	\$ 303,206	\$ 274,588	91%		\$ 3,335,261	\$ 2,858,171	86%	
Transfers out	\$ 150,000	\$ 12,500	\$ -	0%		\$ 137,500	\$ 150,000	109%	
Ending Balance/Contingency (Budgetary)	\$ 517,459					\$ 517,459	\$ 1,631,092		Budgetary Balance**

CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
 May 31, 2016

*unaudited Budget to Actuals*

ANNUAL BUDGET				% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL***	% OF YEAR- TO-DATE BUDGET
	May BUDGET	May ACTUAL***					

**Jos. County/City of GP Solid Waste Agency:**

Beginning Balance	\$	2,049,312					\$	2,049,312	\$	2,132,854			
Revenues	\$	293,000	\$	24,417	\$	32,674		134%	\$	268,583	\$	285,052	106%
Expenditures	\$	458,700	\$	38,225	\$	19,256		50%	\$	420,475	\$	148,645	35%
Ending Balance/Contingency (Budgetary)	\$	1,883,612					\$	1,883,612	\$	2,269,261			Budgetary Balance**

\* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

\*\* Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.

\*\*\* Actual columns represents the expenditures and revenues received in the month for the current fiscal year. Depending on the program these results may run approximately 1/2 month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a typical month (barring seasonality issues and a handful of revenue items received in August). At fiscal year-end, any revenues due at June 30th received by August 31st in Governmental Funds will be recognized as revenue in the prior fiscal year. In this same manner, all expenditures due at June 30th (which are generally paid by July 31st) are also recorded to the prior fiscal year. Thus the July and August report may not reflect a typical month and the June report will have higher than average revenues and expenditures.

Investments:			
		Average Yield	
Oregon State LGIP	\$	42,533,226	0.88%
Bank Savings & Money Market	\$	211,696	0.10%
Federal Government Bonds	\$	10,976,148	1.24%
Bank Time Deposits	\$	7,251,834	1.17%
<b>TOTAL</b>	<b>\$</b>	<b>60,972,904</b>	<b>0.97% Overall Average</b>

Debt Outstanding:		
Public Safety General Obl. Bonds	\$	2,875,000
City Wastewater Utility and RSSSD - 2009 Refunding Bonds	\$	2,910,000
City Water General Obl. Bonds	\$	3,490,000
Total Non-Bonded Debt	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>9,275,000</b>
Bonded Debt % of Legal Limit (est.)		3.11%



The Council of the City of Grants Pass met in regular session on the above date with Mayor Fowler presiding. The following Councilors were present: DeYoung, Hannum, Lindsay, Lovelace, Riker, Roler. Also present and representing the City were City Manager Cubic, Assistant City Manager Reeves, Accounting Services Supervisor Canady, Public Safety Director Landis, Parks & Community Development Director Glover, Public Works Director Canady, City Attorney Mark Bartholomew, and City Recorder Frerk. Absent: Finance Director Meredith.

Mayor Fowler opened the meeting and led the invocation followed by the Pledge of Allegiance.

Presentations: Honor former Councilor Shonna Bouteller  
Government Finance Officers Association Award

1. PUBLIC COMMENT:

2. PUBLIC HEARINGS

- a. Ordinance amending a public installed Advance Financing District (TR4360) for Grandview Avenue Improvements.

ORDINANCE 16-5688

Councilor Riker moved that the ordinance be read for the first reading, title only. The motion was seconded by Councilor Hannum. The vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The ordinance is read.

Councilor Lindsay moved that the ordinance be read by title only, second reading. The motion was seconded by Councilor Roler. The vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed. The ordinance is read.

Councilor Lovelace moved that the ordinance be adopted. The motion was seconded by Councilor Lindsay. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: DeYoung – yes, Hannum – yes, Lindsay – yes, Lovelace – yes, Riker – yes, Roler – yes. The ordinance was adopted.

3. CONSENT AGENDA:

- a. Resolution acknowledging voter approval of Ordinance No. 16-5670, annexing properties to the municipal boundaries.

## RESOLUTION NO. 16-6443

Councilor DeYoung moved and Councilor Lindsay seconded that Resolution 16-6443 be adopted and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

b. Motion approving the minutes of the City Council meeting of June 15, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the City Council meeting of June 15, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

c. Motion approving the minutes of the City Council special meeting of June 20, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the City Council special meeting of June 20, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

d. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of June 8, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Urban Area Planning Commission meeting of June 8, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

e. Motion acknowledging the minutes of the Parks Advisory Board meeting of March 10, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Parks Advisory Board meeting of March 10, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

f. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of May 9, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Urban Tree Advisory Committee meeting of May 9, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

g. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of May 10, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Bikeways and Walkways Committee meeting of May 10, 2016 be approved and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

#### 4. COUNCIL ACTION:

- a. Ordinance amending Grants Pass Municipal Code Chapter 9.21 Sign Standards, Sections 9.21.610, 9.21.630 and 9.21.640, 9.21.650 ~ Temporary Political Signs.

Councilor DeYoung stepped down due to potential conflict. Council did not act on this ordinance.

- b. Resolution authorizing the City Manager to amend the franchise agreement with Southern Oregon Sanitation.

#### RESOLUTION NO. 16-6444

Councilor Lindsay moved and Councilor Riker seconded that Resolution 16-6444 be adopted and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

- c. Resolution authorizing the City Manager to enter into an agreement with the FCS Group for utility rate and system development charge studies.

#### RESOLUTION NO. 16-6445

Councilor Lovelace moved and Councilor Riker seconded that Resolution 16-6445 be adopted and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

- d. Resolution authorizing the City Manager to proceed with the Reinhart Volunteer Park Irrigation System Conversion project.

#### RESOLUTION NO. 16-6446

Councilor Lindsay moved and Councilor Lovelace seconded that Resolution 16-6446 be adopted and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

Councilor Lindsay moved and Councilor Riker seconded to extend the meeting past 9 p.m. and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

- e. Resolution authorizing the City Manager to release budgeted FY'17 funds to "Hearts With A Mission" youth shelter.

RESOLUTION NO. 16-6447

Councilor Lovelace moved and Councilor Lindsay seconded that Resolution 16-6447 be adopted and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

- f. Resolution authorizing the City Manager to release budgeted FY'17 funds to the Grants Pass Sobering Center.

RESOLUTION NO. 16-6448

Councilor Lindsay moved and Councilor Roler seconded that Resolution 16-6448 be adopted and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

5. APPOINTMENTS

- a. Appoint a member to the Historical Buildings and Sites Commission.

Councilor Lindsay moved and Councilor Hannum seconded to appoint Kathy Marshbank to the Historical Buildings and Sites Commission and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

6. ADJOURN THE CITY COUNCIL MEETING AND CONVENE THE URBAN RENEWAL AGENCY MEETING.

- a. Resolution of the City of Grants Pass Urban Renewal Agency sending the proposed Grants Pass Urban Renewal Plan – 2016 out for public review.

RESOLUTION NO. 16-0001

Councilor Lindsay moved and Councilor Riker seconded that Resolution 16-0001 be adopted and the vote resulted as follows: "Ayes": DeYoung, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

7. ADJOURN THE URBAN RENEWAL AGENCY MEETING AND RECONVENE THE CITY COUNCIL MEETING.

8. MATTERS FROM MAYOR, COUNCIL AND STAFF:

- a. Review Mayor/Council emails.

None.

b. Committee Liaison reports.

9. EXECUTIVE SESSION: None

10. ADJOURN:

There being no further business to come before the Council, Mayor Fowler adjourned the meeting at 10:00 p.m.

The ordinances, resolutions and motions contained herein and the accompanying votes have been verified by:

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City Recorder



**GRANTS PASS URBAN TREE ADVISORY COMMITTEE**  
**Meeting Minutes – June 13, 2016 at 7:00 PM**  
**Courtyard Conference Room**

**Committee Members:**

Dave Russell (Chair) - Absent  
James Love (Vice Chair) - Absent  
Stormy Ballenger - Absent  
Dan McBerty  
William Reinert  
Clifford Ostermeier  
Michael Holzinger  
Willow Burnett-DePew

**City/Staff/Council Liaisons:**

Jeff Nelson (City Liaison) - Absent  
Dan DeYoung (City Council)  
Ken Garrison (City Parks)

**Guests:**

**I. Business – Continuing**

- **Member McBerty was acting chair for this meeting as Chair Russell and Vice Chair Love were both absent.**

**A. Approval of Minutes from May 9, 2016.**

**MOTION/VOTE**

**Committee Member Holzinger moved and Committee Member Burnett-DePew seconded the motion to approve the minutes from the May 9, 2016 meeting as presented. The vote resulted as follows: “AYES”: Committee Members McBerty, Reinert, Ostermeier, Holzinger, and Burnett-DePew. “NAYS”: None. Abstain: None. Absent: Russell, Love and Ballenger. The motion passed.**

**II. Business - New**

**A. Announcements**

- Ken let the committee know that they will be removing eleven cottonwood trees on the Allen Creek Trail as the trail is being repaved and they are causing damage to the trail with their root systems.
- The City pruned the large oak that was lying partially on the old fire station building at Baker Park.
- The committee let Ken know about the cottonwood by the walking path at Baker Park that has fire damage. IT is starting to break up and could be a hazard. IT is near the old Texas property.
- The committee mentioned that the sick fir tree on A and 7<sup>th</sup> was removed.
- The tree at the Methodist church had a break. The City street department went and cleared the mess.

**B. May 15<sup>th</sup> Spring Tree Walk Discussion**

- The Spring Tree Walk coincided with several other events and there was little to no turnout. The minutes reflect that the tree walk will be moved to April next year and that may increase attendance.
- It was mentioned that South Middle School does a nature project each year and pulls weeds, etc. The committee might be able to get some kids from the middle schools if the tree walk was held during the school day.

Notice would need to be given to the schools to plan it into their curriculum.

- The committee asked if it would be possible for a member of city staff to come out and teach about trees if there were to do a school event. It would need to be approved by Jeff/Lora and would likely just come down to man power.

#### **C. Master Gardener Booth Update**

- The committee members present all agreed that they like the idea of sharing a booth to promote the \$50 tree program. It was suggested to do it in the fall.
- Ken let the committee know that the trees are usually available in September. It may be possible to borrow two trees similar to what we would plant to show at the booth.
- It was suggested that the two trees used at the booth be used to replace the dead trees on H Street near Napa.
- The committee had a discussion about where the responsibility lies and the process to replace trees in the downtown/historic area.
- It was requested that one of the committee members either call or go down to growers market to discuss sharing a booth with the Master Gardeners.

#### **D. Event Calendar Review**

- This has been moved to the next meeting.

#### **E. Updates**

- Ken let the committee know that the twelve tree have all been planted.
- The committee is going before the City Council to discuss what the committee is currently working on. Councilor DeYoung suggested that the committee discuss how the trees in Grants Pass make it differ from the surrounding area and how the trees make Grants Pass great. He would love to see Grants Pass become a bedroom community to Medford and the business there and the canopy and park-like atmosphere of Grants Pass makes it ideal for that purpose.

#### **F. Comments**

- None.

**Next Meeting: July 11, 2016**

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.

Ordinance amending Grants Pass Municipal  
Code Chapter 4.10 Competition Permits and  
Item: declaring an emergency.

Date: July 20, 2016

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SUBJECT AND SUMMARY:

This ordinance would amend Chapter 4.10 of the Municipal Code in various respects.

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RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal to **KEEP CITIZENS SAFE** by providing for carefully planned events and helping to fund adequate law enforcement presence.

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CALL TO ACTION SCHEDULE:

No fixed timeline, but ideally before another promoter seeks to hold a competition. Call to action schedule: July 20, 2016.

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BACKGROUND:

Chapter 4.10 currently regulates "Competition Permits," which pertain to mixed martial artists/Ultimate Fighting type events. It has been staff's experience that the current ordinance does not provide enough of a deposit to cover the increased Public Safety costs associated with these events. The ordinance also provides for a fairly small period of time in which to process the applications and ensure that adequate security plans are implemented.

The proposed amendments provide for the following: (a) an increase in the time before an event that an application must be submitted; (b) an increase in the cash deposit required; (c) explanation of the costs for which the promoter is liable and that will be taken from the deposit; (d) an increase in staff time to review applications; (e) an express ability for the Department of Public Safety to shut down an event if it is not in compliance with the approved security plan or is otherwise a safety threat; (f) various housekeeping and clarifications. A marked up version is attached as Exhibit 'B'.

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COST IMPLICATION:

The proposed amendment increases the required deposit from \$2,000 to \$5,000, potentially preventing taxpayers from having to subsidize the event.

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ITEM: 4.a. ORDINANCE AMENDING CHAPTER 4.10 COMPETITION PERMITS OF THE GRANTS PASS MUNICIPAL CODE AND DECLARING AN EMERGENCY.

Staff Report (continued):

ALTERNATIVES:

Council can choose to amend Chapter 4.10 as presented; or Council can choose to retain the current language in Chapter 4.10.

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RECOMMENDED ACTION:

It is recommended Council adopt the ordinance.

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POTENTIAL MOTION:

I move to adopt the ordinance amending Chapter 4.10 Competition Permits.

Chapter 4.10

COMPETITION PERMITS

Sections:

- 4.10.100 Competition Permit Required
- 4.10.105 Competition Permit Requirements
- 4.10.110 Grant of Event Permit
- 4.10.120 Denial of Competition Permit
- 4.10.130 Appeal
- 4.10.140 Additional Penalties
- 4.10.150 Authority

#### 4.10.100 Competition Permit Required

The sponsor **or promoter** of any event where 2 or more participants will be engaged in an exhibition or competition where they attempt to achieve dominance over one another with the intent to render a person unable to continue a contest, and which allows all of a variety of permitted techniques including striking, grappling, and submission holds that is not approved by School District 7 or Three Rivers School District must apply for a Competition Permit from the City. This includes, but is not limited to, those combative sporting events commonly referred to as “**mixed martial arts**,” “ultimate fighting,” or “cage fighting.”

#### 4.10.105 Competition Permit Requirements

- A. The non-refundable application fee for a Competition Permit is \$100.00, which shall be increased by \$5 on January 1<sup>st</sup> of each year beginning January 1, 2008. A permit shall not be granted by the City if the applicant currently owes money to the City related to a previous Competition Permit.
- B. An application for a Competition Permit shall be submitted to the City at least ~~45~~ **90** days before the event is to be held. ~~The City may accept applications within 45 days of the event (at the sole discretion of the City) upon good cause shown. If the City accepts an application less than 45 days before the scheduled event, the applicant waives all time periods and appeal rights referenced in this chapter.~~
- C. The application shall include a ~~statement of financial responsibility confirming the sponsor has obtained~~ **certificate of general liability insurance, naming the City as an additional insured and first loss payee**. Liability insurance requirements shall be set forth by resolution. The applicant shall also post a cash deposit to the City in the amount of ~~\$2,000~~ **\$5,000.00 with the application**. The deposit shall be retained by the City for the actual costs incurred by the City for any additional Public Safety personnel above the scheduled service level which the City deems necessary to adequately address any safety issues related to the event. Within ~~40~~ **15** business days ~~after~~ of the conclusion of the event, the City shall return to the ~~sponsor~~ **applicant** any unused portion of the deposit. Payment of the deposit shall not relieve the ~~sponsor~~ **applicant** of liability for additional costs above the deposit amount or any other expenses, injuries, or damages incurred by the City or third persons. **The applicant shall be liable for the City’s actual costs incurred (including staffing costs, damages, injuries, or other expenses) that exceed the deposit. In the event such costs exceed the deposit, the City shall invoice the applicant within 15 days of the conclusion of the event. The applicant shall pay the balance of the invoiced amount within 30 days.**

- D. The application shall include a security plan providing detailed information demonstrating **that** safety will be maintained during the event and **that** the safety of areas immediately surrounding the event are not likely to be unreasonably compromised. Any private security provided by the ~~sponsor~~ **applicant** or their agents shall be certified as Security Officers by the Oregon Department of Public Safety Standards and Training. **The Public Safety Director or designee shall have the discretionary authority to shut down any event if it is determined that the applicant is not in strict compliance with the approved security plan or if the event is otherwise unsafe for the public or Public Safety personnel. In such event, the applicant shall be liable for all costs as if the event had concluded without early termination.**
- E. The application shall include the name, date of birth, and driver's license number of each person hired or volunteering to work the event for any of the following duties: permit applicant, security, crowd control, control of entry or exit points, ~~escort,~~ or bodyguard services, search or "pat downs" of attendees, identification checks, parking control, traffic or pedestrian control, or food or beverage services. By supplying the above information, the applicant understands the information will be used for investigative purposes and agrees to **indemnify and** hold the City of Grants Pass harmless for any claim related to the investigation or disclosure of information provided for or discovered by the investigation.

#### 4.10.110 Grant of Event Permit

The City Manager shall review the Competition Permit application with the Public Safety Director. If both the Manager and Director are satisfied **that** the safety and welfare of the community and attendees are adequately protected based on the application information and criminal history check of persons hired or volunteering, the Manager shall issue a Competition Permit within ~~42 business~~ **30** days from receipt of a completed application. The issuance of a Competition Permit will not relieve applicant's responsibility to comply with any other legal requirements necessary for the event.

#### 4.10.120 Denial of Competition Permit

- A. If after reviewing the application and examining the criminal records of the persons hired or volunteering for the event, the City Manager or Public Safety Director determines **that** the permit should not be issued because of the safety and welfare of the community or the attendees, the Manager shall cause the ~~sponsor~~ **applicant** to be notified of the denial either by personal contact or by written notice by first class mail. Said contact or deposit of written notice in **the** mail to **the** address provided by the ~~sponsor~~ **applicant** on application shall occur within ~~42 business~~ **30** days from receipt of a completed application and shall include a statement of the reasons for denial.

- B. The City Manager and Public Safety Director may, at their discretion, allow the applicant to cure any application deficits to their satisfaction. If so satisfied a Competition Permit shall be issued by the Manager.

#### 4.10.130 Appeal

An applicant who has been denied a Competition Permit may file an appeal with the City Manager specifying the reasons the denial should be overturned by the Council. The appeal shall be filed not less than 30 days prior to the date of the event. The Council shall hear the appeal prior to the date of the event. The applicant shall have the opportunity to provide evidence to the City Council and shall have the burden of proving by clear and convincing evidence the safety and welfare of the community and the attendees are adequately protected and the application should be granted.

#### 4.10.140 Additional Penalties

Said event may not occur unless the applicant complies with all of the terms and conditions of any Competition Permit issued. If it is determined that the applicant failed to strictly comply with any terms and conditions within the Competition Application/Permit, in addition to any other penalties, the applicant's right to obtain a Competition Permit shall be suspended for up to 5 years, as determined by the City Council.

#### 4.10.150 Authority

To the extent that any portion(s) of City of Grants Pass Municipal Code Sections 4.10.100 – 4.10.140 directly conflicts with existing State law or are otherwise specifically regulated by authority of the State of Oregon, that portion and only that portion of this code shall be superseded by the relevant State law or authority. The remainder of this Chapter shall be enforceable.

**ORDINANCE NO.**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING GRANTS PASS MUNICIPAL CODE CHAPTER 4.10 COMPETITION PERMITS AND DECLARING AN EMERGENCY.**

**WHEREAS:**

1. Combative sports events, commonly referred to as "ultimate fighting" or "cage fighting," have created security and safety problems in the recent past; and
2. The requirements of a Competition Permit would ensure event organizers will provide adequate safety before, during, and after the event while relieving taxpayers of undue financial burden.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

Section 1. The language of Chapter 4.10 of the Grants Pass Municipal Code is hereby stricken in its entirety and replaced with the text set forth in Exhibit 'A', which is attached to and incorporated herein.

Section 2. This ordinance shall take effect upon passage.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July, 2016 with the following specific roll call vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of July, 2016.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney

  
\_\_\_\_\_

Chapter 4.10

COMPETITION PERMITS

Sections:

- 4.10.100 Competition Permit Required
- 4.10.105 Competition Permit Requirements
- 4.10.110 Grant of Event Permit
- 4.10.120 Denial of Competition Permit
- 4.10.130 Appeal
- 4.10.140 Additional Penalties
- 4.10.150 Authority

#### 4.10.100 Competition Permit Required

The sponsor or promoter of any event where 2 or more participants will be engaged in an exhibition or competition where they attempt to achieve dominance over one another with the intent to render a person unable to continue a contest, and which allows all of a variety of permitted techniques including striking, grappling, and submission holds that is not approved by School District 7 or Three Rivers School District must apply for a Competition Permit from the City. This includes, but is not limited to, those combative sporting events commonly referred to as “mixed martial arts,” “ultimate fighting,” or “cage fighting.”

#### 4.10.105 Competition Permit Requirements

- A. The non-refundable application fee for a Competition Permit is \$100.00, which shall be increased by \$5 on January 1<sup>st</sup> of each year beginning January 1, 2008. A permit shall not be granted by the City if the applicant currently owes money to the City related to a previous Competition Permit.
- B. An application for a Competition Permit shall be submitted to the City at least 90 days before the event is to be held.
- C. The application shall include a certificate of general liability insurance, naming the City as an additional insured and first loss payee. Liability insurance requirements shall be set forth by resolution. The applicant shall also post a cash deposit to the City in the amount of \$5,000.00 with the application. The deposit shall be retained by the City for the actual costs incurred by the City for any additional Public Safety personnel above the scheduled service level which the City deems necessary to adequately address any safety issues related to the event. Within 15 business days of the conclusion of the event, the City shall return to the applicant any unused portion of the deposit. Payment of the deposit shall not relieve the applicant of liability for additional costs above the deposit amount or any other expenses, injuries, or damages incurred by the City or third persons. The applicant shall be liable for the City’s actual costs incurred (including staffing costs, damages, injuries, or other expenses) that exceed the deposit. In the event such costs exceed the deposit, the City shall invoice the applicant within 15 days of the conclusion of the event. The applicant shall pay the balance of the invoiced amount within 30 days.  
(Ord. 5517/Res 5682 §02, 2010)
- D. The application shall include a security plan providing detailed information demonstrating that safety will be maintained during the event and that the safety of areas immediately surrounding the event are not likely to be unreasonably compromised. Any private security provided by the applicant or their agents shall be certified as Security Officers by the Oregon Department of Public Safety Standards and Training. The Public Safety Director or designee shall have the discretionary authority to shut

down any event if it is determined that the applicant is not in strict compliance with the approved security plan or if the event is otherwise unsafe for the public or Public Safety personnel. In such event, the applicant shall be liable for all costs as if the event had concluded without early termination.

- E. The application shall include the name, date of birth, and driver's license number of each person hired or volunteering to work the event for any of the following duties: permit applicant, security, crowd control, control of entry or exit points, bodyguard services, search or "pat downs" of attendees, identification checks, parking control, traffic or pedestrian control, or food or beverage services. By supplying the above information, the applicant understands the information will be used for investigative purposes and agrees to indemnify and hold the City of Grants Pass harmless for any claim related to the investigation or disclosure of information provided for or discovered by the investigation.

#### 4.10.110 Grant of Event Permit

The City Manager shall review the Competition Permit application with the Public Safety Director. If both the Manager and Director are satisfied that the safety and welfare of the community and attendees are adequately protected based on the application information and criminal history check of persons hired or volunteering, the Manager shall issue a Competition Permit within 30 days from receipt of a completed application. The issuance of a Competition Permit will not relieve applicant's responsibility to comply with any other legal requirements necessary for the event.

#### 4.10.120 Denial of Competition Permit

- A. If after reviewing the application and examining the criminal records of the persons hired or volunteering for the event, the City Manager or Public Safety Director determines that the permit should not be issued because of the safety and welfare of the community or the attendees, the Manager shall cause the applicant to be notified of the denial either by personal contact or by written notice by first class mail. Said contact or deposit of written notice in the mail to the address provided by the applicant on application shall occur within 30 days from receipt of a completed application and shall include a statement of the reasons for denial.
- B. The City Manager and Public Safety Director may, at their discretion, allow the applicant to cure any application deficits to their satisfaction. If so satisfied a Competition Permit shall be issued by the Manager.

#### 4.10.130 Appeal

An applicant who has been denied a Competition Permit may file an appeal with the City Manager specifying the reasons the denial should be overturned by the Council. The appeal shall be filed not less than 30 days prior to the date of the event. The Council shall hear the appeal prior to the date of the event. The applicant shall have the opportunity to provide evidence to the City Council and shall have the burden of proving by clear and convincing evidence the safety and welfare of the community and the attendees are adequately protected and the application should be granted.

#### 4.10.140 Additional Penalties

Said event may not occur unless the applicant complies with all of the terms and conditions of any Competition Permit issued. If it is determined that the applicant failed to strictly comply with any terms and conditions within the Competition Application/Permit, in addition to any other penalties, the applicant's right to obtain a Competition Permit shall be suspended for up to 5 years, as determined by the City Council.

#### 4.10.150 Authority

To the extent that any portion(s) of City of Grants Pass Municipal Code Sections 4.10.100 – 4.10.140 directly conflicts with existing State law or are otherwise specifically regulated by authority of the State of Oregon, that portion and only that portion of this code shall be superseded by the relevant State law or authority. The remainder of this Chapter shall be enforceable.

Ordinance amending Grants Pass Municipal  
Code Chapter 4.08 ~ Solicitor/Peddler Mobile  
Vending, Mobile Delivery and Temporary  
Merchant Licenses.

Date: July 20, 2016

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SUBJECT AND SUMMARY:

The proposed ordinance would amend Municipal Code Chapter 4.08 by referencing mobile food delivery as well as mobile food vending. This will provide clarification for food delivery programs.

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RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **KEEPING CITIZENS SAFE** by providing designated areas for food delivery programs.

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CALL TO ACTION SCHEDULE:

Call to action schedule: N/A

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BACKGROUND:

The Chapter 4.08 provides the procedures for Solicitor/Peddler, Mobile Vending/Delivery and Temporary Merchant licenses.

This amendment focuses on the inclusion of food "delivery" as well as food "vending" for mobile food trucks. Local organizations are interested in developing a food "delivery" program to serve the community. This amendment introduces the term "food delivery" as part of the "Mobile Food Truck" permit, clarifying where food delivery trucks are allowed and the permit process required for food delivery operators.

The Municipal Code includes a Mobile Vending/Delivery Zone and criteria for establishing additional Mobile Vending/Delivery Zones (Section 4.08.140).

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COST IMPLICATION:

None.

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ITEM: 4.b. ORDINANCE AMENDING GRANTS PASS MUNICIPAL CODE  
CHAPTER 4.08 ~ SOLICITOR/PEDDLER MOBILE VENDING, MOBILE  
DELIVERY AND TEMPORARY MERCHANT LICENSES.

Staff Report (continued).

ALTERNATIVES:

1. Approve the Ordinance;
  2. Disapprove the Ordinance;
  3. Approve the Ordinance with modifications;
  4. Continue the hearing.
- 

RECOMMENDED ACTION:

It is recommended the Council adopt the Ordinance.

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POTENTIAL MOTION:

I move to adopt the Ordinance amending Grants Pass Municipal Code Chapter 4.08 as reflected in Exhibit 1.

Chapter 4.08SOLICITOR/PEDDLER, MOBILE VENDING, **MOBILE DELIVERY**, AND  
TEMPORARY MERCHANT LICENSESSections:

- 4.08.010 Purpose
- 4.08.020 Definitions
- 4.08.030 License – Required
- 4.08.040 License Application - General
- 4.08.041 License Application – Solicitor/Peddler and Ice Cream Truck
- 4.08.042 License Application – Mobile Vending Cart and Mobile Food Truck
- 4.08.043 License Application – Temporary Merchant
- 4.08.050 Exempt
- 4.08.060 Location for Various Uses
- 4.08.070 General Standards of Operation
- 4.08.080 Ice Cream Trucks
- 4.08.090 Mobile Vending Cart
- 4.08.100 Mobile Food Truck
- 4.08.110 Temporary Merchant
- 4.08.120 Soliciting/Peddling
- 4.08.140 Mobile Vending/**Delivery** Zones
- 4.08.150 Use of Streets
- 4.08.160 Denial or Revocation of License
- 4.08.170 Appeal by Applicant
- 4.08.180 Appeal by Others
- 4.08.190 Endorsement of Application
- 4.08.200 Term of License
- 4.08.210 Transfer of License
- 4.08.220 Other Permits
- 4.08.230 Enforcement

#### 4.08.010 Purpose

The purpose of this ordinance is to provide guidance and regulation for the orderly operation of those uses which are commonly referred to as “temporary” or “itinerant.” The Mobile Vending, ***Mobile Delivery*** ordinance (Grants Pass Municipal Code, Chapter 4.08) provides location and performance criteria for the aforementioned uses in an attempt to better regulate the operation of those uses that are not fixed to one location. The ordinance also provides for the licensing of said uses and persons to further protect all residents from illegal, inferior or misrepresented products and services provided by uses or persons operating on a temporary or itinerant basis within the City.

#### 4.08.020 Definitions

For the purposes of this chapter, unless the context clearly requires otherwise, the singular includes the plural and the following words shall have the meanings set forth below: (Ord. 15-5645 2015)

- A. “*Business*” shall have the meaning set forth in Grants Pass Municipal Code Section 4.04.020.
- B. “*Ice Cream Truck*” means a motor vehicle utilized as the point of retail sales of pre -wrapped or prepackaged ice cream, frozen yogurt, frozen custard, or similar frozen dessert products.
- C. “*Mobile Vending Cart*” means a push cart movable under human power that is operated by a vendor standing on the sidewalk for the sale of food ready to eat.
- D. “*Mobile Vending Trailer*” means a mobile trailer operated by a vendor standing on or within the frame of the trailer operating either as a temporary use or within an off-street mobile vending zone.
- E. “*Mobile Food Truck*” means a motorized vehicle operated by a vendor ***an operator*** standing on or within the frame of the vehicle either on the public rights-of-way between the curb lines in a designated on-street mobile vending/***delivery*** zone for the sale ***or delivery*** of food served ready to eat.
- F. “*Mobile Vending **Food Vehicle***” shall mean the collective of Ice Cream Trucks, Mobile Vending Carts, Mobile Food Trucks and Mobile Vending Trailers.
- G. “*Mobile Vending Zone, Off-street*” means a private property or designated public property where mobile food trucks, mobile vending trailers or mobile vending carts may operate compliant with standards contained within this title, health code and other applicable codes, ordinances and regulations.
- H. “*Mobile Vending/**Delivery** Zone, On-street*” means an area of public right-of-way between the curb lines designated by ordinance where only those operators or

vendors licensed as mobile food trucks may operate compliant with standards contained within this title, health code and other applicable codes, ordinances and regulations.

- I. *"Mobile Vending Zone, Sidewalk"* shall mean an area of improved public sidewalk designated by ordinance where only those operators or vendors licensed as mobile vending carts may operate compliant with standards contained within this title, health code and other applicable codes, ordinances and regulations.
- J. *"Sidewalk Vending"* means the peddling, vending, selling, displaying, or offering for sale any item of tangible personal property or other thing of value from a mobile vending cart by a vendor to persons on the public rights of way including sidewalks.
- K. *"Solicitor/Peddler"* is defined as an individual, including an employee or agent of a group of individuals, partnership, or corporation, whether a resident of the City or not, who is taking or attempting to take, whether in person or by telephone, orders for sale of food, beverages, goods, merchandise or services to be furnished or performed in the future, whether he is collecting advance payments on such sales or not.
- L. *"Street Vending"* means the peddling, vending, selling, displaying, or offering for sale any item of tangible personal property or other thing of value from a mobile food truck situated on the public rights of way between the curb lines by a licensed mobile food truck vendor to persons on the sidewalk.
- M. *"Temporary Merchant"* is defined as any person, whether owner or otherwise, whether a resident of the City or not, who, for a time limited to 10 days per calendar month, engages in a temporary business of selling and delivering goods, wares, merchandise and services within the City, and who, in furtherance of such purpose, hires, leases, uses or occupies any private property within the City for the exhibition and sale of food, beverages, goods, merchandise or services.

A.

#### 4.08.070 General Standards of Operation

- A. All uses licensed under this chapter shall comply with all relevant standards contained in this section.
  - 1. Hours of operation. Vendors, **operators** and temporary merchants except ice cream trucks and solicitors shall be allowed to engage in their licensed business between 7:00 a.m. and 11:00 p.m., Monday - Sunday.

2. Removal of mobile vending/delivery vehicle during non-operating hours. All mobile vending vehicles must be removed from public or private property during non-vending hours. If a Special Event Permit is sought in accordance with Title 4 of the Municipal Code, the City may make an exception to the usual hours of operation and the requirement to remove vending vehicles each night.
3. Public health codes. Vendors, operators, solicitors, and temporary merchants shall comply with all applicable Josephine County Department of Public Health requirements.
4. Building and fire codes. Vendors, operators, solicitors, and temporary merchants shall comply with all applicable City Building and Fire Code.
5. General location. Unless positioned on private property, a mobile vending vehicle shall not be located:
  - a. Where the public sidewalk is less than five feet wide;
  - b. In an alley not designated as an off street mobile vending zone
  - c. Within a midblock crosswalk area;
  - d. On the portion of a public sidewalk crossed by a public or private driveway or within ten feet of either side of the driveway;
  - e. Within any street corner area.
  - f. Within five (5) feet from a perpendicular line drawn to the curb from either side of a doorway;
  - g. In a manner in which the movement or visibility of vehicles using the street or other public rights of way, including alley ways, is obstructed in accordance with all state and municipal vehicle codes.
6. ADA. The proposed vending activity shall not violate the Americans with Disabilities Act.
7. Waste receptacle. Vendors, operators, solicitors, and temporary merchants shall keep the area of operation free of debris. Vendors or operators selling or delivering food or beverages must provide trash receptacles and removal of associated waste adjacent to or as a part of their operations. All spilled food, beverages, grease, or other trash or debris accumulating within twenty (20) feet of any mobile vending/delivery vehicle shall be cleaned and collected by the vendor or operator and deposited in the vendor's or operator's trash receptacle. The vendor or operator is prohibited from depositing its waste, ice, and any grey or waste water into sidewalk waste receptacles, privately owned dumpster, City planters, gutters or the street drainage system.

8. Maintenance of vehicle. Mobile vending/delivery vehicles shall be maintained in such a manner that prevents the spilling or splattering of grease, water, food, or trash on any public right of way where the vehicle is located. The vehicle owner shall be responsible for the cleaning and repair of any public right of way affected by their use.
9. Alcoholic beverages. Vendors, operators and temporary merchants shall not offer alcoholic beverages for purchase except as licensed by a special event permit or community event license.
10. Display of license. The permittee shall obtain and maintain in effect all required permits and business licenses and display the permit or license at the vending site in a manner approved by the Finance Department.
11. Amplified music. Vendors, operators and temporary merchants shall not use amplified music in conjunction with their use.
12. Cooking mechanism. Mobile vending/delivery vehicles must have the BBQ grill, stove or other cooking mechanism enclosed and permanently built into the structure of the mobile vending/delivery vehicle.
13. Pedestrian zone. A mobile food truck and associated customer queues and approved accessory units shall not impair pedestrian passage and shall be sited to provide at least four feet of clear pedestrian path through sidewalks.
14. Mobile vending/delivery operations shall be prohibited from employing flashing, blinking or strobe lights or any other light emitting devices that are designed to draw attention to the use from the public rights of way, including sidewalks.
15. Mobile vending/delivery vehicle support equipment must not extend more than four (4) feet from the edge of the mobile vehicle and shall only be located on the sidewalk side for mobile food trucks.
16. Signs advertising the mobile vending/delivery vehicle, Christmas tree lots, and fireworks stands are subject to current sign standards.

4.08.100 Mobile Food Truck

- A. The Parks & Community Development Department may issue a permit for a Mobile Food Truck authorizing use of a street side curb parking space for vending food or nonalcoholic beverages within approved on-street mobile vending zones.
- B. In addition to the applicable General Standards of Operation contained in 4.08.070, Mobile Food Trucks shall be subject to the following standards:
1. Vending/delivery shall only occur from a street side curb parking space where an on-street mobile vending/delivery zone has been authorized by ordinance of the City Council; or, at approved off-street locations;
  2. The permittee shall only sell food and beverages that are capable of immediate consumption;
  3. All signage, lights and other appurtenances ancillary to the mobile food truck for the purpose of display are required to be either displayed from inside of the vehicle or securely attached to the outside of the vehicle. All associated vending activity, excluding customer queues and a refuse/recycling can, shall be prohibited from being located on the sidewalk;
  4. Vending/delivery shall only occur from the side of a food vehicle that is parked abutting and parallel to the curb;
  5. A mobile food truck shall comply with all state and municipal vehicle codes and posted parking standards in mobile vending/delivery zones and shall not locate on-street in one place for more than a maximum of three hours;
  6. Vehicles shall not be locked or chained to a parking meter, tree, street light or other street furniture;
  7. Utility service connections are not permitted;
  8. Mobile food truck generators shall be fully contained within the vehicle.

C. Grouping of Mobile Food Trucks

The Parks & Community Development Department may issue a permit for a grouping of mobile food trucks authorizing use of private or public property for vending/delivery food or nonalcoholic beverages within approved off-street mobile vending/delivery zones.

1. Notwithstanding anything to the contrary in 4.08.120 (B), and in conjunction with the General Standards of Operation contained in 4.08.070, a group of mobile food trucks may operate on private or public property subject to the following standards.
2. Submit an application for a Minor Site Plan Review to the Parks & Community Development Department when the private or public property either contains a primary business or is paved if the site is vacant.
3. Submit an application for a Major Site Plan Review to the Parks & Community Development Department when the private or public property is vacant and is not paved at a minimum.
4. Mobile food truck groups shall:
  - a. Be limited to sales/or delivery of food and produce served ready to eat.
  - b. Provide facilities on site for dining associated with the group of mobile food trucks.
  - c. Be limited to improved lots where applicable transportation system development charges fees have already been paid.
  - d. Provide accessibility for patrons by foot, motor and bicycle and shall provide facilities for parking of motor vehicles and bicycles.
  - e. Be required to remove each individual mobile food truck prior to 11:00 PM every day, or at the close of business.
  - f. Be allowed to utilize utility connections for power only.
  - g. Be required to provide restroom facilities for vendors, employees and patrons.
  - h. Provide adequate on-site parking and circulation for vehicles entering and exiting the site.
5. Mobile food truck groups may operate without restriction on the frequency of the days of operation within a given month.
6. The number of mobile food trucks grouped together on public or private property may be limited based on site conditions of the proposed property.

#### 4.08.140 Mobile Vending/**Delivery** Zones

- A. The City Council may, from time to time, review designated mobile vending/delivery zones and sidewalk vending zones and may, at their discretion, reduce, add or amend mobile vending/delivery and sidewalk vending zones by ordinance.

B. A citizen or business owner may request the review of mobile vending/delivery and sidewalk vending zones by the City Council for addition.

C. Creation of mobile vending/delivery zones:

1. The following criteria shall be used for the designation of mobile vending/delivery zones:
  - a. The proposed area is located on an arterial or collector street with public street parking adjacent to the curb line;
  - b. The proposed public parking area does not have parking restrictions of 30 minutes or less;
  - c. The proposed area has adequate sidewalks in good repair and no less than five feet in width for service of food from the mobile food truck;
  - d. The proposed area is not located adjacent to property zoned R-1 or R-2.

D. Creation of sidewalk vending zones.

1. The following criteria shall be used for the designation of sidewalk vending zones:
  - a. The sidewalk width is a minimum of eight (8) feet wide with a minimum four (4) foot clear pedestrian path;
  - b. The site is located in a pedestrian alley where there is adequate space to site a cart and provide a minimum four (4) foot clear pedestrian path;
  - c. Only two (2) sidewalk vending locations shall be permitted on any street block. (An example of a street block for purposes of this section is Sixth Street between 'G' and 'H' Streets); or
  - d. Other site criteria such as distances from curbs, driveways, street furniture, and business entrances will be considered by the City Council when creating a sidewalk vending zone.

E. **Mobile** Food Zones Established. (Ord. 5565 §5, 2012)

1. On Street Zones:
  - a. West side of Mill Street (between J Street and driveway of Masterbrand Cabinets)
  - b. E Street (between 9<sup>th</sup> and Mill Streets)
  - c. F Street (between 9<sup>th</sup> and Mill Streets)
  - d. Ramsey Avenue (between Nebraska and Union) only where parking is permitted.
2. Sidewalk Vending Zones: None.

3. Other Off-Street Vending Zone:

- a. Growers' Market parking lot Monday-Friday (less than 1/8 of the lot shall be occupied by mobile vending vehicles)

4.08.150 Use of Streets

No solicitor/peddler, mobile vending vehicle, or temporary merchant has an exclusive right to a particular location on permitted public rights of way, sidewalks, or designated public property, or shall operate in a congested area where the operations impede or inconvenience the public. For the purpose of this chapter, the judgment of the Department of Public Safety Department is conclusive as to whether the area is congested, the public impeded or inconvenienced. (Ord. 2977 §7, 1961)

4.08.160 Denial or Revocation of License

A. Grounds for Denial of a License

1. A license application may be denied by the City for the following reasons:
  - a. Fraud, misrepresentation, or false statement contained in the application for a license;
  - b. Applicant has a pending citation violating this title and/or the parking regulations in Title 6 of the Municipal Code;
  - c. Applicant does not possess a valid Oregon motor vehicle operator's license (when applicable to the license being sought);
  - d. Conviction of any of the following crimes or any similar crimes in any degree:
    - i. Any felony crime committed against another person (ORS 163 & OAR 213-003-0001)
    - ii. Any person who is a registered sex offender
    - iii. Any felony crime involving use of a weapon
    - iv. Any felony property crime (ORS 164) within ten (10) years of the date of the application
    - v. Any drug crime within five (5) years of the date of the application
    - vi. Any misdemeanor property crime (ORS 164) within five (5) years of the date of the application
    - vii. Any misdemeanor crimes against public order (ORS 166) within two (2) years of the date of the application
    - viii. The ORS citations above may be amended from time to time and are listed for convenience only.

B. Grounds for Revocation of a License

1. A license application may be revoked for the following reasons:

- a. Fraud, misrepresentation, or false statement contained in the application for a license;
- b. Fraud, misrepresentation, or false statement made in the course of carrying on the licensed activity;
- c. Two or more violations of this ordinance within a twelve month period;
- d. Two or more violations of the parking regulations in Title 6;
- e. Conducting the licensed activity in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public. (Ord. 2977 § 11(1), 1961)

#### 4.08.170 Appeal by Applicant

- A. Any person aggrieved by the action of the designated City Department staff in denying or revoking an application for a license as provided in this title shall have the right of appeal to the City Council. The applicant shall file a written statement with the Finance Department identifying the grounds for appeal within twelve (12) days from the date the license was denied or revoked.
- B. The appeal shall be set before the City Council for a public hearing at a regularly scheduled Council meeting. The applicant shall be given at least seven (7) days' notice of the date and time of the scheduled hearing. The applicant has the burden of providing evidence to the City Council regarding why the license should be granted. The City Council shall review all relevant information and criteria in rendering their decision on the granting of a license.

#### 4.08.180 Appeal by Others

- A. Any person aggrieved by the approval of a license as set forth herein shall have the right to appeal to the City Council. The aggrieved shall file a written statement to the Finance Department identifying the grounds for appeal.
- B. The appeal shall be set before the City Council for a public hearing at a regularly scheduled Council meeting. The appellant and licensee shall be given at least seven (7) days' notice of the date and time of the scheduled hearing. The appellant has the burden of providing evidence to the City Council regarding why the license should be revoked. The City Council shall review all relevant information and criteria in rendering their decision on the revocation of a license.

#### 4.08.190 Endorsement of Application

- A. If, as a result of the limited background check, the applicant shall be found without a criminal conviction of the nature specified in Section 4.08.150, then upon payment of the prescribed license fee, the City shall deliver the license to the applicant.

- B. The license shall contain the signature and seal of the issuing officer and shall show the name and address of the licensee, the type of goods to be sold there under or services provided, the amount of fee paid, the date of issuance and length of time the license is operative, the license number and other identifying description of the vehicle to be engaged in the soliciting/peddling, mobile vending, or temporary activities.
- C. The Finance Department shall keep a record of all licenses issued. (Ord. 2977 §4(3), 1961; Ord. 4353 §1(part), 1980)
- D. The Department of Public Safety shall either approve or disapprove of the application within ten (10) business days of receipt of the limited background check paper work. (Ord. 2977 §4(4), 1961; Ord. 4353 §1(part), 1980)
- E. Except as provided below, a person applying for a solicitor/peddler, ice cream truck, mobile vending cart, mobile food truck, temporary merchant, community event or seasonal sales license shall pay a background check fee, application fee, and an annual license fee. The amount of the fees shall be set by Council resolution. (Ord. 2977 §5(1), 1961; Ord. 4353 §2(part), 1980)
- F. No limited background check fee, application fee, or license fee is required of a person selling products of the farm or orchard actually produced by the seller. However, a limited background check, an application and license is required. (Ord. 2977 §5(2), 1961; Ord. 4353 §2(part), 1980)

#### 4.08.200 Term of License

- A. The term of a peddler/solicitor and ice cream truck license is from July 1 to June 30, inclusive. A person licensed after the first day of January shall pay one-half of the annual license fee. (Ord. 2977 §5(3), 1961; Ord. 4353 §2(part), 1980)
- B. The term of a temporary merchant license on private property is for a maximum of ten (10) days in a calendar month per property unless the temporary merchant is operating a Christmas tree lot or fireworks stand.
- C. The term of a mobile vending cart license in a designated approved on-street mobile vending zone is valid from July 1 to June 30, inclusive. A person licensed after the first day of January shall pay one-half of the annual license fee.
- D. The term of a mobile food truck license in a designated off-street or on-street mobile vending zone is valid from July 1 to June 30, inclusive. A person licensed after the first day of January shall pay one-half of the annual license fee.
- E. The term of a seasonal sales license is valid for ninety (90) days in a twelve (12) month period from July 1 to June 30.
- F. The term of the community event license is valid for the days the applicant has

identified he or she is participating in the event.

#### 4.08.210 Transfer of License

No solicitor/peddler, ice cream truck, mobile vending cart, mobile food truck, temporary merchant, community event or seasonal sales license issued under the provisions of this chapter shall be used by a person other than the one to whom the license is issued. The license issued is non-transferable to other family members, employees, or the like associated with the same business.

#### 4.08.220 Other Permits

Nothing in this ordinance shall eliminate the obligation of the solicitor/peddler, ice cream truck, mobile vending cart, mobile food truck, temporary merchant, community event or seasonal sales applicant to comply with other federal, state or local laws or regulations, Nothing in this ordinance shall eliminate the obligation of the applicant to obtain any other license or permits as may be required by any federal, state or local statute, ordinance or regulation, including, without limitation, any liquor license or food handler permits.

#### 4.08.230 Enforcement

The Public Safety Department acting on behalf of the City Manager shall be authorized to enforce this ordinance.

**ORDINANCE NO.**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING GRANTS PASS MUNICIPAL CODE CHAPTER 4.08 ~ SOLICITOR/PEDDLER MOBILE VENDING, MOBILE DELIVERY AND TEMPORARY MERCHANT LICENSES.**

**WHEREAS:**

1. Chapter 4.08 provides the procedures for Solicitor/Peddler, Mobile Vending and Temporary Merchant licenses. The Code focuses specifically on "vending/vendors" which describes the sale of items. The Code does not provide for the "delivery" or the furnishing of such items; and
2. The ordinance amends portions of Chapter 4.08 by including the terms "delivery" and "operators" in reference to Mobile Food Trucks and Mobile Food Zones. The specific sections being amended are: Section 4.08.020 ~ Definitions; Section 4.08.070 ~ General Standards of Operation; Section 4.08.100 ~ Mobile Food Truck; Section 4.08.140 ~ Mobile Vending/Delivery Zones; and Section 4.08.150 ~ Use of Streets; and
3. The amendment will provide clarification and procedures for mobile food truck operators who desire to furnish food items and/or meals to the community.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

Section 1. The language in Grants Pass Municipal Code Chapter 4.08, as set forth in Exhibit "1", is hereby adopted and incorporated herein.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July, 2016.

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of July, 2016.

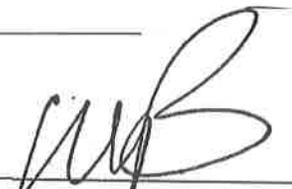
\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_



Chapter 4.08SOLICITOR/PEDDLER, MOBILE VENDING, MOBILE DELIVERY, AND  
TEMPORARY MERCHANT LICENSESSections:

- 4.08.010 Purpose
- 4.08.020 Definitions
- 4.08.030 License – Required
- 4.08.040 License Application - General
- 4.08.041 License Application – Solicitor/Peddler and Ice Cream Truck
- 4.08.042 License Application – Mobile Vending Cart and Mobile Food Truck
- 4.08.043 License Application – Temporary Merchant
- 4.08.050 Exempt
- 4.08.060 Location for Various Uses
- 4.08.070 General Standards of Operation
- 4.08.080 Ice Cream Trucks
- 4.08.090 Mobile Vending Cart
- 4.08.100 Mobile Food Truck
- 4.08.110 Temporary Merchant
- 4.08.120 Soliciting/Peddling
- 4.08.140 Mobile Vending/Delivery Zones
- 4.08.150 Use of Streets
- 4.08.160 Denial or Revocation of License
- 4.08.170 Appeal by Applicant
- 4.08.180 Appeal by Others
- 4.08.190 Endorsement of Application
- 4.08.200 Term of License
- 4.08.210 Transfer of License
- 4.08.220 Other Permits
- 4.08.230 Enforcement

#### 4.08.010 Purpose

The purpose of this ordinance is to provide guidance and regulation for the orderly operation of those uses which are commonly referred to as “temporary” or “itinerant.” The Mobile Vending, Mobile Delivery ordinance (Grants Pass Municipal Code, Chapter 4.08) provides location and performance criteria for the aforementioned uses in an attempt to better regulate the operation of those uses that are not fixed to one location. The ordinance also provides for the licensing of said uses and persons to further protect all residents from illegal, inferior or misrepresented products and services provided by uses or persons operating on a temporary or itinerant basis within the City.

#### 4.08.020 Definitions

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- C. *“Mobile Vending Cart”* means a push cart movable under human power that is operated by a vendor standing on the sidewalk for the sale of food ready to eat.
- D. *“Mobile Vending Trailer”* means a mobile trailer operated by a vendor standing on or within the frame of the trailer operating either as a temporary use or within an off-street mobile vending zone.
- E. *“Mobile Food Truck”* means a motorized vehicle operated by an operator standing on or within the frame of the vehicle either on the public rights-of-way between the curb lines in a designated on-street mobile vending/delivery zone for the sale or delivery of food served ready to eat.
- F. *“Mobile Food Vehicle”* shall mean the collective of Ice Cream Trucks, Mobile Vending Carts, Mobile Food Trucks and Mobile Vending Trailers.
- G. *“Mobile Vending Zone, Off-street”* means a private property or designated public property where mobile food trucks, mobile vending trailers or mobile vending carts may operate compliant with standards contained within this title, health code and other applicable codes, ordinances and regulations.
- H. *“Mobile Vending/Delivery Zone, On-street”* means an area of public right-of-way between the curb lines designated by ordinance where only those operators or

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- J. *“Sidewalk Vending”* means the peddling, vending, selling, displaying, or offering for sale any item of tangible personal property or other thing of value from a mobile vending cart by a vendor to persons on the public rights of way including sidewalks.
- K. *“Solicitor/Peddler”* is defined as an individual, including an employee or agent of a group of individuals, partnership, or corporation, whether a resident of the City or not, who is taking or attempting to take, whether in person or by telephone, orders for sale of food, beverages, goods, merchandise or services to be furnished or performed in the future, whether he is collecting advance payments on such sales or not.
- L. *“Street Vending”* means the peddling, vending, selling, displaying, or offering for sale any item of tangible personal property or other thing of value from a mobile food truck situated on the public rights of way between the curb lines by a licensed mobile food truck vendor to persons on the sidewalk.
- M. *“Temporary Merchant”* is defined as any person, whether owner or otherwise, whether a resident of the City or not, who, for a time limited to 10 days per calendar month, engages in a temporary business of selling and delivering goods, wares, merchandise and services within the City, and who, in furtherance of such purpose, hires, leases, uses or occupies any private property within the City for the exhibition and sale of food, beverages, goods, merchandise or services.

#### 4.08.070 General Standards of Operation

- A. All uses licensed under this chapter shall comply with all relevant standards contained in this section.
  - 1. Hours of operation. Vendors, operators and temporary merchants except ice cream trucks and solicitors shall be allowed to engage in their licensed business between 7:00 a.m. and 11:00 p.m., Monday - Sunday.

2. Removal of mobile vending/delivery vehicle during non-operating hours. All mobile vending vehicles must be removed from public or private property during non-vending hours. If a Special Event Permit is sought in accordance with Title 4 of the Municipal Code, the City may make an exception to the usual hours of operation and the requirement to remove vending vehicles each night.
3. Public health codes. Vendors, operators, solicitors, and temporary merchants shall comply with all applicable Josephine County Department of Public Health requirements.
4. Building and fire codes. Vendors, operators, solicitors, and temporary merchants shall comply with all applicable City Building and Fire Code.
5. General location. Unless positioned on private property, a mobile vending vehicle shall not be located:
  - a. Where the public sidewalk is less than five feet wide;
  - b. In an alley not designated as an off street mobile vending zone
  - c. Within a midblock crosswalk area;
  - d. On the portion of a public sidewalk crossed by a public or private driveway or within ten feet of either side of the driveway;
  - e. Within any street corner area.
  - f. Within five (5) feet from a perpendicular line drawn to the curb from either side of a doorway;
  - g. In a manner in which the movement or visibility of vehicles using the street or other public rights of way, including alley ways, is obstructed in accordance with all state and municipal vehicle codes.
6. ADA. The proposed vending activity shall not violate the Americans with Disabilities Act.
7. Waste receptacle. Vendors, operators, solicitors, and temporary merchants shall keep the area of operation free of debris. Vendors or operators selling or delivering food or beverages must provide trash receptacles and removal of associated waste adjacent to or as a part of their operations. All spilled food, beverages, grease, or other trash or debris accumulating within twenty (20) feet of any mobile vending/delivery vehicle shall be cleaned and collected by the vendor or operator and deposited in the vendor's or operator's trash receptacle. The vendor or operator is prohibited from depositing its waste, ice, and any grey or waste water into sidewalk waste receptacles, privately owned dumpster, City planters, gutters or the street drainage system.

8. Maintenance of vehicle. Mobile vending/delivery vehicles shall be maintained in such a manner that prevents the spilling or splattering of grease, water, food, or trash on any public right of way where the vehicle is located. The vehicle owner shall be responsible for the cleaning and repair of any public right of way affected by their use.
9. Alcoholic beverages. Vendors, operators and temporary merchants shall not offer alcoholic beverages for purchase except as licensed by a special event permit or community event license.
10. Display of license. The permittee shall obtain and maintain in effect all required permits and business licenses and display the permit or license at the vending site in a manner approved by the Finance Department.
11. Amplified music. Vendors, operators and temporary merchants shall not use amplified music in conjunction with their use.
12. Cooking mechanism. Mobile vending/delivery vehicles must have the BBQ grill, stove or other cooking mechanism enclosed and permanently built into the structure of the mobile vending/delivery vehicle.
13. Pedestrian zone. A mobile food truck and associated customer queues and approved accessory units shall not impair pedestrian passage and shall be sited to provide at least four feet of clear pedestrian path through sidewalks.
14. Mobile vending/delivery operations shall be prohibited from employing flashing, blinking or strobe lights or any other light emitting devices that are designed to draw attention to the use from the public rights of way, including sidewalks.
15. Mobile vending/delivery vehicle support equipment must not extend more than four (4) feet from the edge of the mobile vehicle and shall only be located on the sidewalk side for mobile food trucks.
16. Signs advertising the mobile vending/delivery vehicle, Christmas tree lots, and fireworks stands are subject to current sign standards.

4.08.100 Mobile Food Truck

- A. The Parks & Community Development Department may issue a permit for a Mobile Food Truck authorizing use of a street side curb parking space for vending food or nonalcoholic beverages within approved on-street mobile vending zones.
- B. In addition to the applicable General Standards of Operation contained in 4.08.070, Mobile Food Trucks shall be subject to the following standards:
  - 1. Vending/delivery shall only occur from a street side curb parking space where an on-street mobile vending/delivery zone has been authorized by ordinance of the City Council; or, at approved off-street locations;
  - 2. The permittee shall only sell food and beverages that are capable of immediate consumption;
  - 3. All signage, lights and other appurtenances ancillary to the mobile food truck for the purpose of display are required to be either displayed from inside of the vehicle or securely attached to the outside of the vehicle. All associated activity, excluding customer queues and a refuse/recycling can, shall be prohibited from being located on the sidewalk;
  - 4. Vending/delivery shall only occur from the side of a food vehicle that is parked abutting and parallel to the curb;
  - 5. A mobile food truck shall comply with all state and municipal vehicle codes and posted parking standards in mobile vending/delivery zones and shall not locate on-street in one place for more than a maximum of three hours;
  - 6. Vehicles shall not be locked or chained to a parking meter, tree, street light or other street furniture;
  - 7. Utility service connections are not permitted;
  - 8. Mobile food truck generators shall be fully contained within the vehicle.

C. Grouping of Mobile Food Trucks

The Parks & Community Development Department may issue a permit for a grouping of mobile food trucks authorizing use of private or public property for vending/delivery food or nonalcoholic beverages within approved off-street mobile vending/delivery zones.

- 1. Notwithstanding anything to the contrary in 4.08.120 (B), and in conjunction

with the General Standards of Operation contained in 4.08.070, a group of mobile food trucks may operate on private or public property subject to the following standards.

2. Submit an application for a Minor Site Plan Review to the Parks & Community Development Department when the private or public property either contains a primary business or is paved if the site is vacant.
3. Submit an application for a Major Site Plan Review to the Parks & Community Development Department when the private or public property is vacant and is not paved at a minimum.
4. Mobile food truck groups shall:
  - a. Be limited to sales/or delivery of food and produce served ready to eat.
  - b. Provide facilities on site for dining associated with the group of mobile food trucks.
  - c. Be limited to improved lots where applicable transportation system development charges fees have already been paid.
  - d. Provide accessibility for patrons by foot, motor and bicycle and shall provide facilities for parking of motor vehicles and bicycles.
  - e. Be required to remove each individual mobile food truck prior to 11:00 PM every day, or at the close of business.
  - f. Be allowed to utilize utility connections for power only.
  - g. Be required to provide restroom facilities for vendors, employees and patrons.
  - h. Provide adequate on-site parking and circulation for vehicles entering and exiting the site.
5. Mobile food truck groups may operate without restriction on the frequency of the days of operation within a given month.
6. The number of mobile food trucks grouped together on public or private property may be limited based on site conditions of the proposed property.

#### 4.08.140 Mobile Vending/Delivery Zones

- A. The City Council may, from time to time, review designated mobile vending/delivery zones and sidewalk vending zones and may, at their discretion, reduce, add or amend mobile vending/delivery and sidewalk vending zones by ordinance.
- B. A citizen or business owner may request the review of mobile vending/delivery and sidewalk vending zones by the City Council for addition.

C. Creation of mobile vending/delivery zones:

1. The following criteria shall be used for the designation of mobile vending/delivery zones:
  - a. The proposed area is located on an arterial or collector street with public street parking adjacent to the curb line;
  - b. The proposed public parking area does not have parking restrictions of 30 minutes or less;
  - c. The proposed area has adequate sidewalks in good repair and no less than five feet in width for service of food from the mobile food truck;
  - d. The proposed area is not located adjacent to property zoned R-1 or R-2.

D. Creation of sidewalk vending zones.

1. The following criteria shall be used for the designation of sidewalk vending zones:
  - a. The sidewalk width is a minimum of eight (8) feet wide with a minimum four (4) foot clear pedestrian path;
  - b. The site is located in a pedestrian alley where there is adequate space to site a cart and provide a minimum four (4) foot clear pedestrian path;
  - c. Only two (2) sidewalk vending locations shall be permitted on any street block. (An example of a street block for purposes of this section is Sixth Street between 'G' and 'H' Streets); or
  - d. Other site criteria such as distances from curbs, driveways, street furniture, and business entrances will be considered by the City Council when creating a sidewalk vending zone.

E. Mobile Food Zones Established. (Ord. 5565 §5, 2012)

1. On Street Zones:
  - a. West side of Mill Street (between J Street and driveway of Masterbrand Cabinets)
  - b. E Street (between 9<sup>th</sup> and Mill Streets)
  - c. F Street (between 9<sup>th</sup> and Mill Streets)
  - d. Ramsey Avenue (between Nebraska and Union) only where parking is permitted.
2. Sidewalk Vending Zones: None.
3. Other Off-Street Vending Zone:

- a. Growers' Market parking lot Monday-Friday (less than 1/8 of the lot shall be occupied by mobile vending vehicles)

#### 4.08.150 Use of Streets

No solicitor/peddler, mobile vending/delivery vehicle, or temporary merchant has an exclusive right to a particular location on permitted public rights of way, sidewalks, or designated public property, or shall operate in a congested area where the operations impede or inconvenience the public. For the purpose of this chapter, the judgment of the Department of Public Safety Department is conclusive as to whether the area is congested, the public impeded or inconvenienced. (Ord. 2977 §7, 1961)

Resolution authorizing the City Manager to  
enter into an agreement with Piper Jaffray  
Item: for municipal financial advisor services.

Date: July 20, 2016

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SUBJECT AND SUMMARY:

Consider a resolution approving the agreement for municipal financial advisor services.

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RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goals of providing shared **LEADERSHIP** and **INFRASTRUCTURE** by ensuring the most fiscally responsible financing structure for pending infrastructure projects.

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CALL TO ACTION SCHEDULE:

Adoption will allow the municipal advisor to coordinate with the commencing utility rate/system development charge study that was approved on July 6, 2016. Call to action schedule: Contract should be approved by the end of August, 2016.

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BACKGROUND:

The City has identified a series of major infrastructure needs in the Utility Facility and System Master Plans. Among the significant projects currently identified are a Wastewater Plant expansion which will require an estimated \$8 million to \$10 million in bond financing and a Water Plant replacement which will require an estimated \$35 million - \$45 million in bond financing.

The City has contracted with a rate study consultant to assist with the evaluation of appropriate utility rates, which will include the need to cover utility revenue backed bonds. A municipal financial advisor can help the City and the rate study consultant determine reliable estimates of financing timing and costs.

Many cities utilize the services of a municipal financial advisor to assist them in navigating the sale of bonds. Municipal advisors act in a fiduciary capacity, aid in the selection of underwriters and bond counsel, develop financing plans and related transaction timetables, and advise on the method and timing of sale. They also assist with negotiated or competitive bid sales.

The City issued a request for information for a municipal advisor in May 2016. Three responses were received and evaluated. Piper Jaffray was deemed the firm with the right combination of experience, firm stability and rate structure value. The City will contract for the specific bond work on the fixed fee structure attached as Exhibit 'A' to the resolution. There is an hourly rate available for advisory work outside the scope of this proposal (no hourly rate work is anticipated at this time).

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ITEM: 4.c. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PIPER JAFFRAY FOR MUNICIPAL FINANCIAL ADVISOR SERVICES.

Staff Report (continued):

COST IMPLICATION:

Revenue Source: Municipal advisor services associated with specific bond financing would be covered by the project being financed. The cost of bond advisory services will be covered by project budgets (SE4964 in the Wastewater Fund and WA6207 in the Water Fund), however under the fixed fee structure the cost for services are usually not paid and incurred until the bond transaction has been completed.

The fixed fee structure that would likely apply for coming Wastewater and Water bond issues are Revenue Bonds – a base fee of \$35,000 per bond issue, plus \$0.50 per \$1,000 of principal issued. The City may utilize the firm at hourly rates ranging from \$225 - \$325 or may negotiate a fixed rate not-to-exceed fee for specific bond sales services, however, at this time the City does not anticipate any work outside of the proposed fixed fee schedule.

While the final cost for this contract will be based on the amount of bonds issued, the estimated cost for the Municipal Advisor for the next bond issue for the Wastewater Utility using the attached fixed fee schedule will be approximately \$40,000. If the City chose to continue using this firm/contract for the Water Plant project, the cost would be greater as the bond issue for that project would be significantly larger and more complex. Additional professional costs will also be incurred to structure the bonds including but not limited to underwriting costs, bond rating costs, and bond counsel costs. Most of these upfront bond issuance costs are not incurred until the financed capital project moves forward into design/construction and are usually paid when the bonds are issued.

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ALTERNATIVES:

1. Council can approve the resolution authorizing the City Manager to enter into an agreement with Piper Jaffray;
2. Council could decide to direct staff to negotiate a different fixed fee schedule or a contract with one of the two other firms that responded to the Request for Information; or
3. Council could decide not to utilize the services of a municipal financial advisor.

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RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to enter into an agreement with Piper Jaffray for municipal financial advisor services.

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POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to enter into an agreement with Piper Jaffray for municipal financial advisor services.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH  
PIPER JAFFRAY FOR MUNICIPAL FINANCIAL ADVISOR SERVICES.**

**WHEREAS:**

1. The City will require bond financing for major water and wastewater infrastructure needs; and
2. Current estimates of likely bond issues range from \$8 million - \$10 million in the short-term and another \$35 million - \$45 million by 2020; and
3. Appropriately structuring bond financing can save the City significantly in financing/interest costs in the long-term; and
4. City staff evaluated three responses to a request for information with Piper Jaffray ranking as the most qualified municipal advisory firm; and
5. The City of Grants Pass has sufficient funds budgeted for municipal financial advisor services within the capital programs for the Water and Wastewater Utilities.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to enter into an agreement with Piper Jaffray for Municipal Financial Advisor work under the pricing terms as described in Exhibit 'A', attached to and incorporated herein.

**EFFECTIVE DATE** of this Resolution shall be immediate upon the passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July, 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of July, 2016.

\_\_\_\_\_  
Darin Fowler, Mayor

ATTEST:

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to form Mark Bartholomew, City Attorney \_\_\_\_\_



## EXHIBIT A

### SECTION 1. GENERAL RFI QUESTIONS

The following section covers the Scope of Services outlined in Section 4.6 and related questions in Section 4.7.

#### 4.7 PROJECT SCHEDULE AND WORKPLAN

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*Elaborate on Consultant's ability to provide requested scope of services during the anticipated project period of August 2016 through the bond issuance expected in 2017.*

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**Plan for Providing Services.** If we are retained as the City's municipal advisor, our first step would be to get together and discuss your specific needs and desires. For example, how does the first financing fit in with the City's overall capital plan? How does the timing of the City's other capital needs affect this first issue and the documentation associated therewith? Should these obligations be structured wholly as revenue bonds, or should the City consider adding its full faith and credit as it has in the past? What policies does the City have regarding debt financings, and are they appropriate to meet the City's needs, or are revisions desirable? These are the types of issues we would discuss with City staff to ensure your financial needs are met.

More specifically, following is an itemization of the types of services we provide for bond financings and to meet general financial needs.

**Bond-Related Services.** For bond-related activities we would anticipate providing the following services:

- **Assisting Rate Study Consultant.** We would work with your selected consultant on projecting cash flows at different rate levels, and determining viable bond structures from that information. Piper has developed proprietary programs that enable us to model multiple structuring options and provide quick and accurate assessments of cost for the City, including impacts on ratepayers, taxpayers, or other sources.
- **Determination of Security Structure.** As mentioned above, the City has, in recent years, used its "Full Faith and Credit" for utility financings. Whether that is the optimal approach going forward, particularly as the city enters into a new era of financing significant utility needs, is worth considering. Of late, investors have tended to treat high quality 'essential purpose' utility revenue-backed financings as equivalent to Full Faith and Credit obligations, so it may make sense to revert to a pure revenue bond structure and preserve the City's FFC capacity for non-self-supporting endeavors. We will assist the City in thinking through the implication of its choices.
- **Coordination of Financing.** We see ourselves as equivalent to the "captain" of the financing team, the one who organizes the different service providers on behalf of the City (bond counsel, underwriters, paying agents, rating agencies, etc.) and ensures that all the necessary steps occur as efficiently and smoothly as possible. Coordination activities include drafting a detailed schedule of events, organizing conference calls, creating term sheets, overseeing disclosure documentation, managing the ratings process, etc.
- **Assistance with Preparation and Review of Documents.** We assist the City and its bond counsel to prepare and/or review authorizing documentation, indentures, trust agreements, financing RFPs and term sheets, as appropriate to the transaction.
- **Official Statement Oversight.** Our office has extensive infrastructure in place for the preparation of disclosure documents (called "official statements" in the municipal bond industry) which makes the completion of these City documents much easier and the quality control significantly higher. In addition to databases of revenue sources, property tax and pension information, we have established templates for various security types.

- **Recommendation on Method of Sale.** We explore the choices between competitive and negotiated sales and public sales vs. private placements and make a recommendation as to the best course of action.
- **Ratings Analysis and Presentations.** We prepare all ratings documents, coordinate rating presentation schedules, and host preparatory sessions for City officials to review anticipated questions.
- **Management of Sale.** For a competitive sale, Piper will develop appropriate bid parameters for the Notice of Sale to ensure the most aggressive bid while maintaining needed flexibility on structuring. We will arrange for the sale to be advertised and bids “opened” via online bidding, which includes the old-fashioned, but critical contacting of all potential bidders by telephone in advance of the sale to ensure awareness and generate enthusiasm. We will then coordinate with the ultimate winner of the bid to ensure the deposit of good faith amounts, finalizing of the official statement, arranging the wiring of funds and ensuring closing specifications are handled smoothly and correctly.

For a negotiated sale, we will assist the City in selecting the underwriter, including drafting an RFP and reviewing responses. Once the underwriter has been selected, we will work on behalf of the City to negotiate the most cost-effective transaction possible given the City’s priorities and parameters.

- **Miscellaneous.** Following a bond sale, Piper can provide assistance in complying with any arbitrage rebate requirements, in complying with secondary market disclosure requirements; in monitoring your issues for refinancing opportunities; and in monitoring national and state legislative developments that may affect your debt.

**Other Services.** As the largest public finance firm in the Pacific Northwest, Piper has many additional resources to bring to an engagement with the City:

- **Policies and Best Practices.** We have assisted multiple clients with the development of debt-related policies and other financial planning policies. For better or worse, Oregon’s legal framework restricts local governments on certain types of debt, on debt mechanisms such as derivatives or swaps, investments, advance refundings and other various issues, so jurisdictions already have a natural framework for managing their financial operations. We can assist the City with refining policies, where appropriate, to strengthen its financial management practices both in keeping with GFOA guidelines and reflecting the local context. We recently assisted Multnomah County in thinking through its debt policies. We also helped the Hillsboro Utilities Commission in adopting Financial Policies and Guidelines for Water Rate Setting including such issues as bond reserves, rate stabilization funds, debt issuance and use of SDCs to pay debt service. Piper was also involved in drafting both the League of Oregon Cities’ Debt Issuance Manual and the Oregon School Boards’ Association Bond Manual, which serve as resources for local officials on public finance and debt issues in Oregon.
- **Specialty Expertise.** Piper has a large number of professionals who specialize in highly technical fields and offer unusual skill sets. For example, we have dedicated specialists in housing, transportation, health care and energy finance. We have a dedicated private placement desk that specializes in such placements, and assists many of our clients in placing debt to financial institutions outside of the local area that are eager to buy municipal bonds. We also have the only remaining underwriter operating out of Portland, who is responsible for more underwriting activity for Oregon municipalities than any other individual. Because he is in the market on a daily basis, he has a keen understanding as to how investors perceive offerings from Oregon jurisdictions. Together, these professionals can help guide the City through any situations that arise in these key areas.
- **PERS Consulting.** In recent years, Piper has become an acknowledged expert on PERS-related information. We offer workshops and training to staff and elected officials on the dynamics of PERS, provide advice on actuarial valuations, assist with consideration of legislative initiatives, assist with evaluating the

implications of recent Court rulings, and help issuers consider whether pension obligation bonds are an appropriate tool to defray increasing costs. We have organized an employer network and assisted PERS in developing a standing Employer Advisory Group. Specific services we could offer in this area include:

- Reviewing and understanding the soon to be released 2015 PERS valuation and the related implications of the Supreme Court's Moro decision on PERS rates in the 2017-19 biennium;
  - Discussing potential options for managing these payroll rate increases;
  - Developing training materials and holding workshops for City staff on PERS and other subjects, at the City's request;
- **Legislative Assistance.** Piper has been at the forefront of Oregon legislative efforts associated with local government finance. As noted above, we have been one of the key players in PERS-related legislation in recent years, and are currently working with the League of Oregon Cities (LOC) on property tax reform legislation. We historically have also been involved in revisions to debt statutes and working on urban renewal-related legislation. Our staff has extremely strong contacts in Salem at the legislative, administrative, and association (OGFOA, LOC, AORA, AOC, SDAO, OSBA) level. Finally we retain the lobbying assistance of Nicole Palmateer Hazelbaker, an individual with a substantial municipal finance background who provides our "window" on what is happening in the legislative arena, and is available to help clients meet their needs.
  - **Investment Services.** As one of the leading brokers in the Northwest, Piper has a full service investment group that can assist municipalities with investments of operating funds. The Piper team works closely with multiple Oregon jurisdictions, and has developed innovative and customized portfolio solutions that match each entity's specific needs.
  - **Escrow Bidding.** Piper has one of the premier groups in the City providing escrow bidding services for refundings, a highly specialized service. We have developed a proprietary bidding web site that allows us to control the entire bidding process and provides for the dissemination of documentation, immediate feedback on requirements from potential bidders, and the receipt of firm bids from providers.

## SECTION 2. PRICING

The following section covers questions in Section 4.8

### 4.8 AGREEMENT TERMS AND CONDITIONS

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*Consultant Commitment: Consultants must state their commitment to maintain and provide requested Municipal Advisor services for at least the term of the contract.*

*Consultant Responsibility: Notwithstanding the contents of the RFI, it is the responsibility of CONSULTANT to verify the completeness, accuracy, and suitability of CONSULTANT's proposal to meet the requirements of CITY.*

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Piper Jaffray commits to maintain and provide requested Municipal Advisor services for the term of the contract and beyond, if so retained. We also state that this proposal is complete and accurate and that we meet the requirements to serve as municipal advisor to the City.

Please see Appendix B for proposed changes to "Exhibit A: Professional Services Agreement," and required insurance provisions.

## PRICING SHEET

*Provide various pricing parameters and alternatives (if any) that includes estimated hours, hourly or daily rates, and estimated overall price in a time and materials format. If desired, a total fixed price contract or fee schedule based on the bond issuance amount would also be deemed an acceptable alternative but all responses must include a price disclosure in a time and materials format (time inputs should be hourly or daily).*

- *Professional Services. Identify any fee schedule for services, including the duration of price protection over the course of the agreement. Describe the price for any and all Municipal Advisor services.*
- *Other Charges. Identify and list all charges applicable. Include the cost of applicable travel or other incidental costs.*
- *Overall Costs. Provide a pro-forma covering projected costs during the project period.*
- *Optional Fixed Cost proposal. If a fixed price contract alternative is provided for the project period, list the total price in a not to exceed format including all applicable travel or other costs. Also list the amount of days or hours consultant will be available onsite and offsite during the project period under a fixed price contract.*

Although we have provided hourly fees below, we find that many of our clients prefer fixed fee charges that are paid out of bond proceeds for bond-related activities. **In a fixed fee regime, the City would incur no fee-related costs if a transaction does not proceed.** While this format does expose Piper's team to some risk that work will not be compensated, we are comfortable with that level of risk given our understanding of type of activities the City contemplates.

We have therefore provided both a proposal on an hourly and a fixed fee alternative basis for bond-related tasks. For any other tasks that the City may add to the engagement, we support the notion of hourly billings, and those would be charged at the same rates as identified below.

**Hourly Fees.** We propose the following hourly rates:

Officers:	\$325
Associates/Analysts:	\$275
Administrative support:	\$225

Hourly fees would apply to time spent travelling to the City for site visits.

**Fixed Debt Fee Alternative.** Our proposed fixed bond fees would be as follows. These fees are tied to the issuance of bonds, and will be paid out of bond proceeds; if the transaction should not proceed for any reason, no fees would be due. Note that we have provided pricing only on the bond types that we would anticipate the City could choose to use for its utility financings; should the City opt to expand the contract for other types of financings (such as urban renewal, LID, pension bonds, or refinancings, we would provide updated pricing at that time).

- **General Obligation Bonds** – a base fee of \$30,000 per bond issue plus \$0.15 per \$1,000 of principal issued. Assuming the City chose to sell its Wastewater bonds on this basis, the not-to-exceed fee for an \$8 million issue would be \$31,200.
- **Full Faith & Credit Obligations (general fund secured)** – a base fee of \$35,000 per obligation issue plus \$0.25 per \$1,000 of principal issued. Assuming the City chose to sell its Wastewater bonds on this basis, the not-to-exceed fee for an \$8 million issue would be \$37,000.

- **Revenue Bonds (includes FFCO with additional revenue pledge)** – a base fee of \$35,000 per bond issue, plus \$0.50 per \$1,000 of principal issued. Assuming the City chose to sell its Wastewater bonds on this basis, the not-to-exceed fee for an \$8 million issue would be \$39,000.

**Incidental Expenses.** The fixed fees cited above would include two site visits; any additional requests for travel to the City would be billed on a reimbursement basis. Hourly fees do not include the cost of travel for site visits. Further, Piper would expect to be reimbursed at cost for reasonable and necessary out-of-pocket expenses, including such items as overnight delivery, and courier fees. These fees have typically been negligible in recent years.

The fees set forth above shall be subject to annual adjustment by the CPI index.

**Overall Costs.** Our best estimate of pro-forma costs for the first issuance of Wastewater bonds is the fixed fee matrix provided above. This does not include costs associated with other service providers, such as bond counsel, underwriters, rating agencies, paying agents, insurance companies, etc.

## SECTION 3. COMPANY INFORMATION

This section presents responses to questions 4.2, 4.3, 4.4 and 4.5

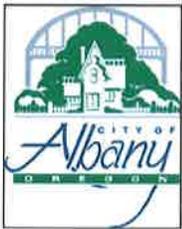
### 4.2 REFERENCES

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*Provide three (3) customer references for similar Municipal Advisor services. At least one of the references provided should be an entity of similar size and with a comparable scope of operations as City (i.e., a similar sized full service City such as Grants Pass or a similar size and complexity of upcoming bond offerings).*

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Following are summaries of three MA relationships with contact information for individuals who can attest to the quality of service we provide. Please feel free to contact any of the individuals below. Additional references can be supplied upon request.



**City of Albany**  
**Stewart Taylor, Finance Director**  
**(541) 917-7534; Stewart.Taylor@cityofalbany.net**

The Piper team has maintained a relationship with the City of Albany since 1991. We have completed market sales of general obligation bonds, water system revenue bonds, sewer revenue obligations, urban renewal bonds and other interim financings, as well as bank placements and assistance with State agency loan programs over the years. In the past few years, we have worked with the City's redevelopment agency to finance projects within the Central Albany Revitalization Area, assisted with a refinancing, and a new money general obligation bond. We are currently assisting the City with an urban renewal borrowing through the State's Infrastructure Finance Authority.



**Hillsboro**  
**OREGON**

**City of Hillsboro**  
**Suzanne Linneen, Finance Director**  
**(503) 681-6404; suzanne.linneen@hillsboro-oregon.gov**

Our relationship as the City of Hillsboro stretches back to 1997. We have assisted the City with the issuance of over \$82 million of full faith and credit obligations, water revenue bonds, Recovery Zone Bonds issued under the federal stimulus act, and limited tax assessment bonds via both market sales and bank placements. In recent years we helped the City finance the stadium

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SUBJECT AND SUMMARY:

Consider a resolution adopting the City of Grants Pass Collection System Master Plan.

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RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to maintain, operate and expand our **INFRASTRUCTURE** to meet community needs by planning for our wastewater collection system infrastructure in a fiscally sound, efficient, and regulatory compliant manner.

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CALL TO ACTION SCHEDULE:

This is one of three Master Plans Council expressed a desire to review and adopt individually. Call to action schedule will allow Council to review and approve the remaining two Master Plans currently scheduled to be presented to Council on August 3 and September 7. The only time constraint is that the rate study is anticipating Council's calendar of action on the three Plans. Call to action schedule: July 20, 2016.

---

BACKGROUND:

On October 13, 2014, the City of Grants Pass and Carollo Engineers, Inc. entered into a 3-year Wastewater Master Services Agreement for Professional Engineering and Permitting Services (MSA). Using this MSA, Task Order No. 16 was executed in February 2015 for an update to the Collection System Master Plan (CSMP) last updated in September 2004.

The CSMP update identified:

- Upgrades needed to provide reliable service through an assessment of collection system assets;
- Collection system expansions needed to serve areas added since the 2004 Master Plan. These areas include the past Redwood Sanitary Sewer Service District area, the added Urban Growth Boundary area and the Urban Reserve areas.

The Capital Improvement Plan (CIP) consists of multiple-year time frames; 0-5 years, 5-10 years and 10-20 years. The single largest project type identified in the CIP is pipeline line replacement. This accounts for 60% of the cost identified in the CIP. Pipeline replacement will be needed as approximately 55% of the existing pipes are at, or will reach, the end of their useful life within the next 20 years. Assuming 50% of the ancient pipe is replaced, this equates to approximately 12,000 linear feet of pipe per year, or 47 miles of pipe replacement in the next 20 years.

Staff Report (continued):

COST IMPLICATION:

Adoption of the Collection System Master Plan in and of itself will cost the City nothing. However, recommendations for maintenance and capital improvements are substantial.

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ALTERNATIVES:

1. Council can approve the resolution adopting the Collection System Master Plan as prepared by Carollo Engineers, Inc.
  2. Council could decide not to approve the resolution and direct staff to work with Carollo Engineers, Inc. (or another consultant) to revise the Master Plan.
- 

RECOMMENDED ACTION:

It is recommended that Council approve the resolution adopting the Collection System Master Plan as prepared by Carollo Engineers, Inc.

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POTENTIAL MOTION:

I move to approve the resolution adopting the Collection System Master Plan as prepared by Carollo Engineers, Inc.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS ADOPTING THE COLLECTION SYSTEM MASTER PLAN.**

**WHEREAS:**

1. The currently adopted Collection System Master Plan was completed in September, 2004; and
2. In February, 2015, the City contracted with Carollo Engineers, Inc. to prepare a new Collection System Master Plan; and
3. Carollo Engineers, Inc. has completed the Master Plan; and
4. The conclusion of the Master Plan is the identification of existing collection system condition and capacity-deficient infrastructure with corresponding solutions, and potential options for new service areas.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the Collection System Master Plan prepared by Carollo Engineers, Inc. dated June, 2016 is adopted. The Collection System Master Plan Executive Summary is attached to and incorporated herein as Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon the passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July, 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of July, 2016.

\_\_\_\_\_  
Darin Fowler, Mayor

ATTEST:

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to form Mark Bartholomew, City Attorney



**Wastewater Collection System Master Plan****EXECUTIVE SUMMARY****ES.1 INTRODUCTION**

The City of Grants Pass (City) owns and maintains a sanitary sewer system to convey wastewater from residential, commercial, and industrial areas for treatment at the Water Restoration Plant (WRP). The collection system has evolved over time through a series of upgrades and expansions. Currently the system consists of nearly 175 miles of conveyance pipes and five pump stations. The oldest pipes on record in the system date from 1920.

To manage collection system assets and plan for improvements needed to accommodate growth, the City updates its Wastewater Collection System Master Plan (CSMP) on a regular basis. This provides information that allows the City to achieve its strategic goal to "Maintain, Operate and Expand our Infrastructure to Meet Community Need" relative to the wastewater collection system.

This 2016 CSMP update proceeds from the last update, adopted in 2004. A number of the recommended collection system improvements from the 2004 CSMP have been implemented. Additionally, the City has expanded and adopted new Urban Growth Boundary (UGB) and Urban Reserve Area (URA) in 2014. This update takes the system in its current condition (2015) and projects requirements for the short-term planning year of 2025 and on through the long-term planning year of 2035. The CSMP update also evaluates build-out conditions of the wastewater system service area. The City intends to use this as a guide for operation, maintenance, and expansion of the sewer system through the planning period.

This 2016 update of the CSMP included the five primary work elements:

1. Basis of Planning.
2. Flow Projections.
3. Condition of Existing Assets.
4. Collection System Analysis.
5. Capital Project Development Plan.

Each of these work elements are summarized in this section, including a summary of the capital improvement plan.

**ES.2 BASIS OF PLANNING**

The City is located in the Rogue River Valley in the Klamath Mountain Range of Oregon. The City owns, maintains, and operates sanitary sewer pipelines and pump stations within their service area which includes areas inside the City's current Urban Growth Boundary (UGB) and

Redwood service area that is outside the UGB. The total service area encompasses approximately 8,522 acres with a population of 44,500<sup>1</sup>. The City collects wastewater from residential, commercial, institutional, and industrial customers within this service area. Figure ES.1 illustrates the City's existing sewer service area, Urban Growth Boundary (UGB), Study Area, and Urban Reserves.

The Study Area comprises of the following collection systems:

- The City of Grants Pass sewer collection system which includes historic Fruitdale - Harbeck collection system and Redwood Sanitary Sewer Service District (RSSSD).
- Several expansion areas such as the area located North of Interstate 5 (I-5) and the Spalding area that were included as part of UGB expansion in 2014.

The total Study Area is approximately 9,892 acres (1,370 acres increase from existing service area). The CSMP Update team worked collaboratively with City's Wastewater Engineering and Planning Group to develop existing and future land use information. This information was used to project wastewater generation within the Study Area. Maps of the City's existing and future land use within the Study Area are presented in Chapter 1.

In addition to the land use, this CSMP also presents Policies and Criteria (Chapter 2) that guide the development and financing of the infrastructure required to provide wastewater service, and document the City's commitments to current wastewater system customers, as well as those considering service from the City. These policies and criteria align with City's current Municipal Code, Development Code, Comprehensive Community Development Plan, and Sanitary Sewer Standards and Specifications.

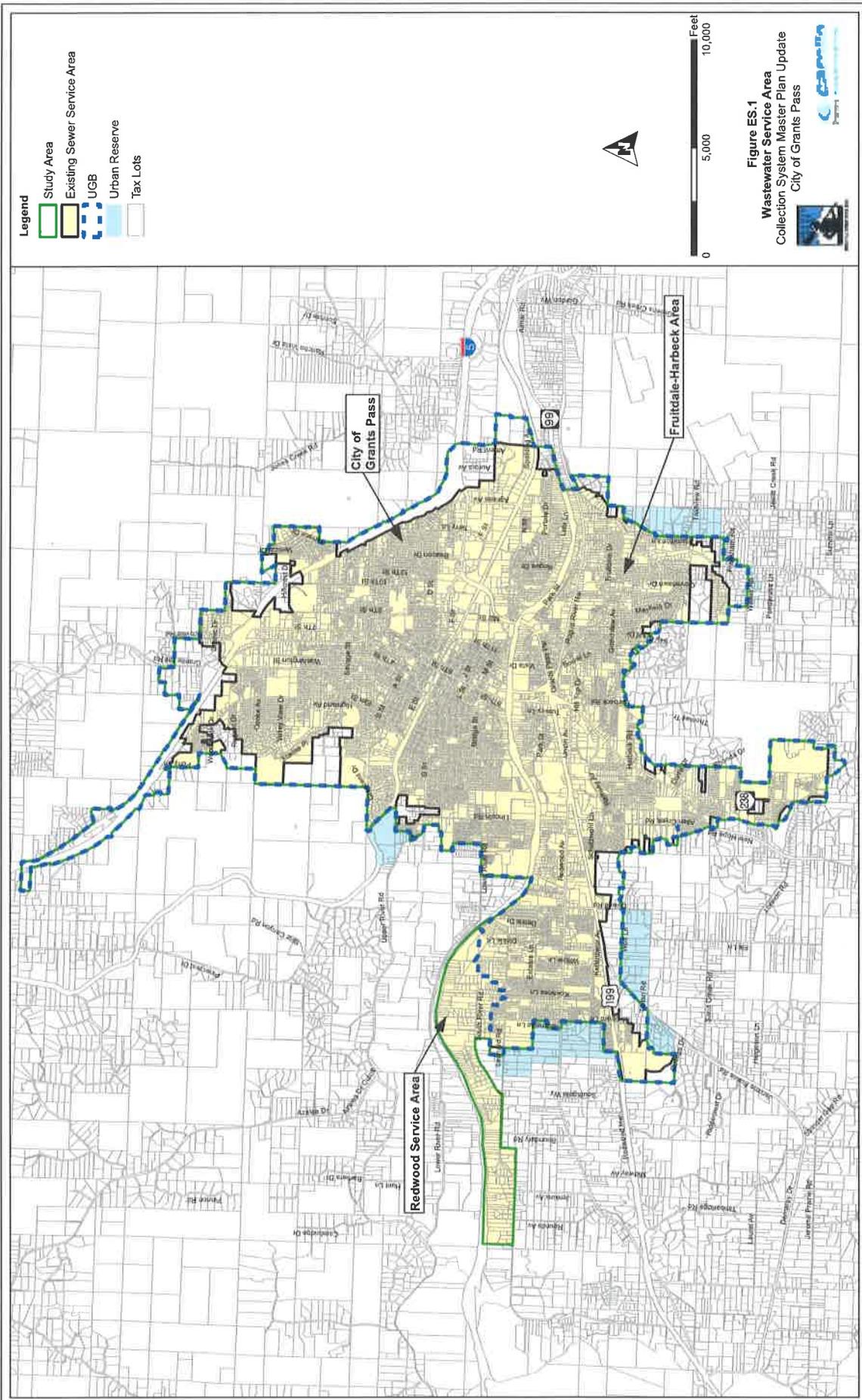
### ES.3 FLOW PROJECTIONS

A flow monitoring program was performed by the City from October 2011 through the beginning of February 2012. Data from the flow monitoring program was used to characterize both dry weather and wet weather flows in the City's service area. Flow monitoring data was also used to calibrate the City's collection system hydraulic model and identify areas with high inflow and infiltration (I/I).

The purpose of the flow monitoring program is to determine average dry weather flow (ADWF), define the collection system's weekday and weekend diurnal flow patterns, and develop land use flow factors that facilitate the development of flow projections.

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<sup>1</sup> Source: Population estimate for the existing service area (2015) from City of Grants Pass Water Restoration Plant Facilities Plan Update, 2014.



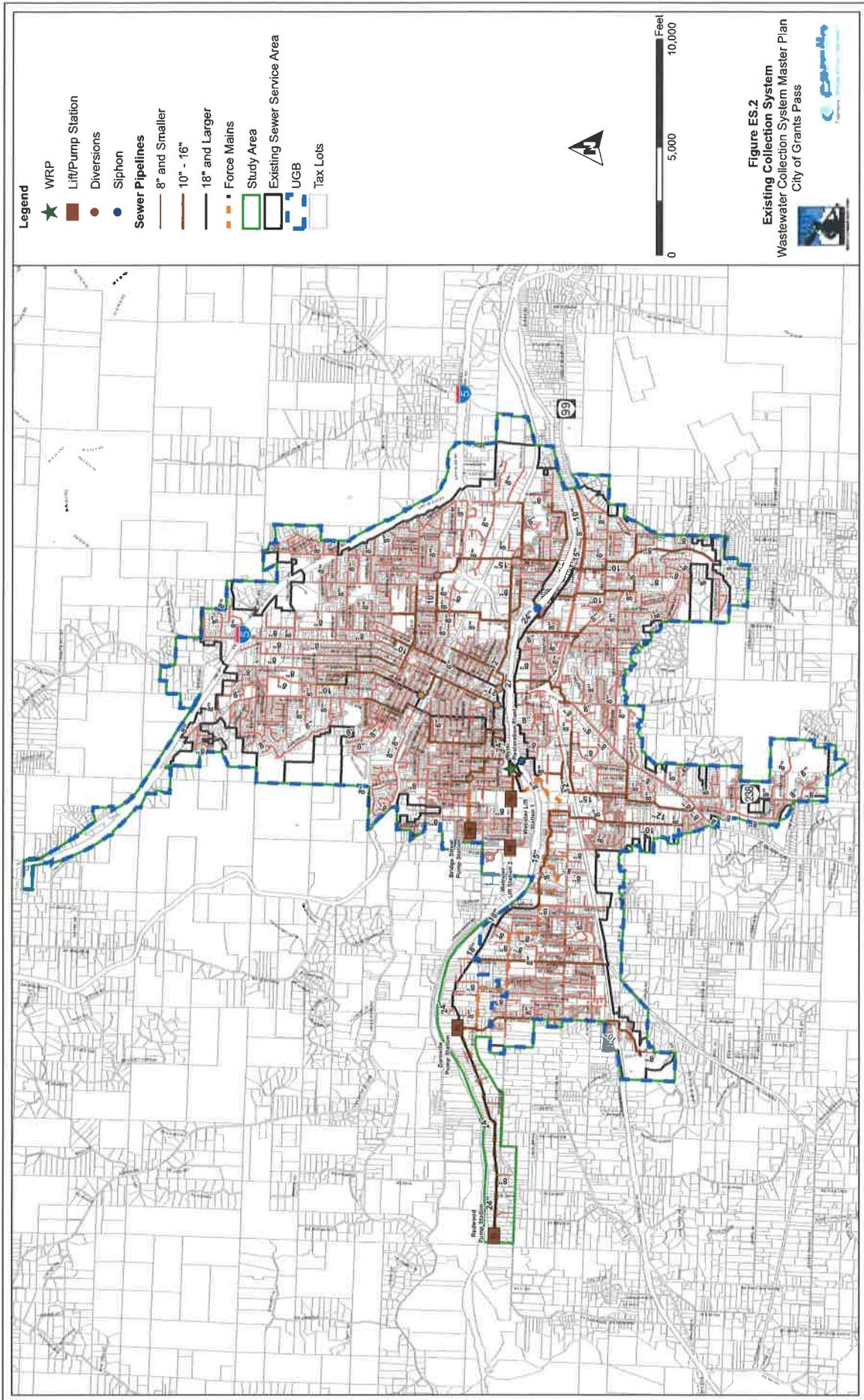
Peak hour flows were developed by using the City's hydraulic model, which was calibrated against the flow metering data. Peak hour flows are used to evaluate the capacity of the current wastewater system for conveying existing and future flows, and thereby identify necessary capacity improvements. Peak hour flows for each basin were derived for a 5-year, 24-hour custom design storm based on historical storm events that have occurred in Grants Pass. Current peak hour flows into the WRP during the design storm amount to 27.2 mgd. Year 2035 PHF during the design storm are projected to be 37.6 mgd, as shown in Table ES.1.

<b>Table ES.1 Existing and Projected Wastewater Flows to WRP Wastewater Collection System Master Plan City of Grants Pass</b>			
<b>Condition<sup>(3)</sup></b>	<b>Average Dry Weather Flow (ADWF) (mgd)</b>	<b>Peak Wet Weather Flow (PWWF)<sup>(1)</sup> (mgd)</b>	<b>Peaking Factor (PWWF:ADWF)<sup>(2)</sup></b>
Existing - Year 2015	5.2	27.2	5.2
Short-Term - Year 2025	7.0	32.9	4.7
Long-Term - Year 2035	9.1	37.6	4.1
<b>Notes:</b>			
(1) The PWWF flow (design flow) is the peak hourly flow.			
(2) Peaking factor is the Peak Wet Weather Flow divided by the Average Dry Weather Flow.			
(3) These conditions represent the flows to the WRP with capacity deficiencies; PWWF truly represents the peak hour flow, without dampening due to upstream capacity deficiencies.			

## ES.4 EXISTING SYSTEM AND CONDITION ASSESSMENT

Throughout the entire sewer system, the City maintains approximately 175 miles of gravity mains up to 48-inch in diameter, 6 miles of force mains, and 5 pump stations that collect and convey wastewater to the Water Restoration Plant (WRP) located at 1200 SW Greenwood Ave. The pump stations were originally constructed between 1967 and 2000. Firm pump station capacities range from 100 to 2,920 gallons per minute (gpm). Figure ES.2 presents the City's existing collection system.

A pipeline remaining useful life assessment was performed for the entire sewer system. In total, approximately 522,578 LF of pipes, or 54.5 percent of the existing collection pipes with known installation year are expected to reach the end of their useful life by 2035.



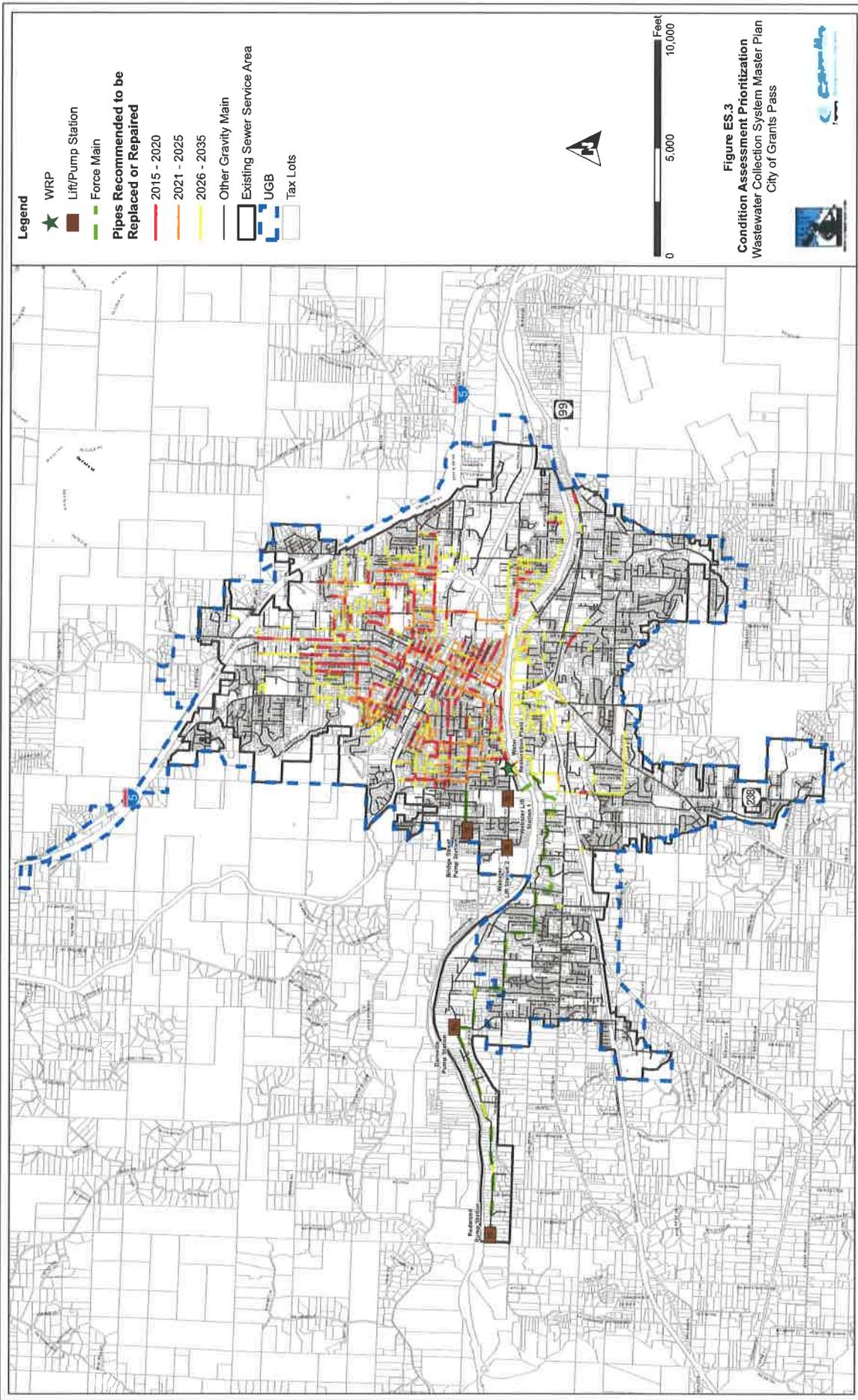
The City keeps track of maintenance and structural data using a GIS database. Data from 2010 through 2015 was evaluated to assess collection system condition. As part of the previous Master Plan, the City developed a customized scoring method using weighting factors to rank pipe defects and issues based on its magnitude. Both method and factors were updated to match the new data provided by the City. Data evaluated includes:

- 6-Month Cleaning.
- Rocks and Sand.
- Grease.
- Roots.
- Structural Holes.
- Structural Cracks.
- Corrosion.

Approximately 250,000 LF of collection system pipes will need to be replaced over the next 20 years; about 6.5 percent (%) of the collection system per year. Table ES.2 compares the linear feet of pipes reaching its RUL by planning period with the combined maintenance and structural score. Cells highlighted in red are recommended to be replaced in the next 5 years, the pipes in orange, between 2021 and 2025 and the pipes in yellow in the Long-Term planning period (after 2025). All pipes highlighted in either red, orange, or yellow on Figure ES.3 are included in the CIP under the repair and replacement program (Chapter 6 - CIP).

A summary of condition assessment rating for each pump station is presented in Table ES.3. Each pump station was assessed on six categories based on a rating scale of 1 to 5 (1 being poor condition/least favorable and 5 is most favorable). These were based on visual inspection of the facilities, input from the City, and existing pump station records.

Based on these assessments, Webster Lift Station No. 1 and Bridge Street Pump Station will be replaced and rehabilitated, respectively within the current 5-year Capital Improvement Plan (CIP). The Webster Lift Station No. 2 is recommended to be replaced in the short-term (before 2025). Darneille Pump Station alternative analysis is recommended to be completed within the current 5-year CIP. Further discussion on Darneille Pump Station recommendation is located in Chapter 5 - Capacity Analysis.



- Legend**
- ★ WRP
  - Lift/Pump Station
  - Force Main
  - Pipes Recommended to be Replaced or Repaired**
  - 2015 - 2020
  - 2021 - 2025
  - 2026 - 2035
  - Other Gravity Main
  - ▭ Existing Sewer Service Area
  - ▭ UGB
  - ▭ Tax Lots



**Figure ES.3**  
**Condition Assessment Prioritization**  
Wastewater Collection System Master Plan  
City of Grants Pass



**Table ES.2 Weighting Factors for Condition Assessment  
Wastewater Collection System Master Plan  
City of Grants Pass**

Combined Maintenance and Structural Score										
	0	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	Total (ft)
<b>RUL Score</b>										
Over 20 years of RUL	394,765	43,353	10,276	4,297	0	339	0	210	0	452,516
Between 10 and 20 years of RUL	129,246	67,246	52,722	20,024	8,336	3,489	1,341	462	0	283,159
Between 0 and 10 years of RUL	32,119	28,721	18,855	7,108	4,396	1,542	445	343	543	94,481
0 years of RUL	28,674	32,909	24,124	21,892	14,938	10,344	7,007	1,215	1,477	142,590
Total Length (ft)	584,804	172,228	105,976	53,321	27,671	15,714	8,793	2,230	2,020	972,745
Percentage (%)	60.1%	17.7%	10.9%	5.5%	2.8%	1.6%	0.9%	0.2%	0.2%	100.0%
<b>Proposed Replacement Year</b>		Length (ft)	Percent System (%)							
After 2035		722,267	74.3%							
2026-2035		121,745	12.5%							
2021-2025		64,141	6.6%							
2015-2020		64,604	6.6%							
<b>Total (ft)</b>		<b>972,745</b>	<b>100.0%</b>							

**Table ES.3 Pump Station Condition Assessment Summary  
Wastewater Collection System Master Plan  
City of Grants Pass**

Pump Station	Structural	Mechanical	Electrical	I&C	Site/ Civil	O&M	Rehab Anticipated During Planning Period?
Webster No. 1	1	1-2	1	1	2	1	Yes, under construction
Webster No. 2	1	1-2	1	1	3	1	Yes, before 2025
Bridge Street	4	2	4	4	5	3	Yes, Before 2020
Redwood	5	5	5	5	4	4	No
Darnelle	1 (wet well) 2 (superstructure)	2-4	5	5	4	2	Yes, Before 2025
<p><b>Rating Scale:</b>                      (1) Poor condition.                      (2) Needs work.                      (3) Can live with it.                      (4) Performs well.                      (5) Want to see this at all our sites.</p>							

## ES.5 HYDRAULIC MODEL DEVELOPMENT

The hydraulic model of the City's collection system uses Innowyze's H2OMapSWMM software package and includes pipelines 8-inches and larger plus force mains. The model was used to assess the conveyance capacity of the existing collection system and perform "what if" scenarios to assess the impacts of future developments and land use changes.

The model was calibrated against field measured data recorded during the City's flow monitoring program for both dry and wet weather conditions. The dry weather flow (DWF) calibration ensures an accurate depiction of base wastewater flow generated within the study area and the wet weather flow (WWF) calibration consists of calibrating the hydraulic model to a specific storm event or events to simulate the peak and volume of infiltration/inflow (I/I) into the sewer system.

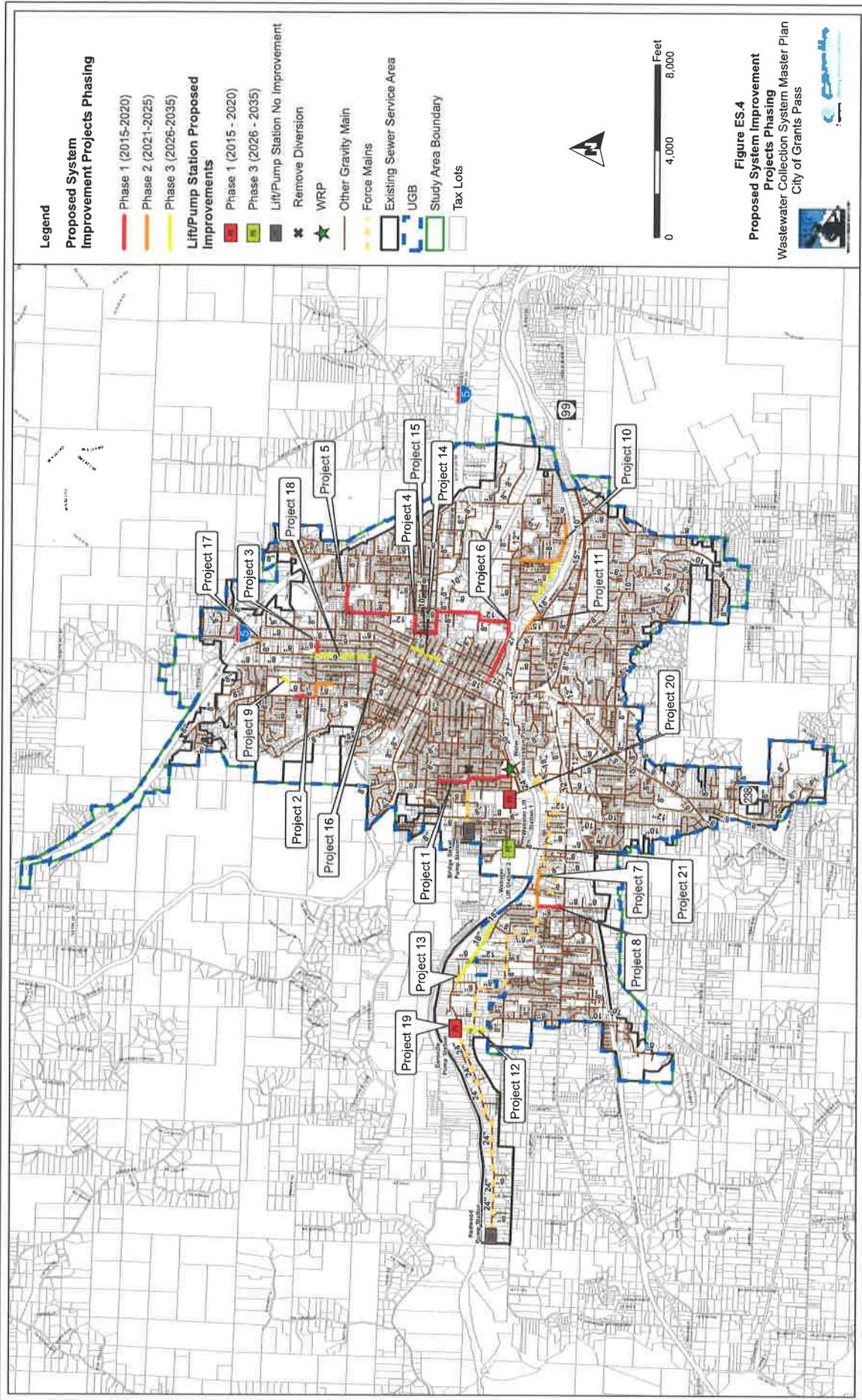
The baseline wastewater loads were allocated based on land use data provided by the City and wastewater flow coefficients developed for each land use type into the calibrated model. The flow coefficients and land use data provide a means to transform a specific land use category into an average dry weather flow.

## ES.6 CAPACITY EVALUATION AND PROPOSED IMPROVEMENTS

A capacity evaluation of the collection system was performed using the calibrated hydraulic model and system evaluation criteria established in the Basis of Planning task (Chapters 1 and 2). The capacity analysis identified areas in the existing sewer system where flow restrictions occur or where pipe capacity is insufficient to convey design flows. Sewers that lack sufficient capacity to convey design flows create bottlenecks in the collection system that can potentially cause sanitary sewer overflows (SSOs). In addition to the existing system, short-term (Year 2025) and long-term (Year 2035) scenarios were performed.

A total of about 40,744 linear feet of pipes ranging from 12-inch to 27-inch are recommended to alleviate capacity deficiencies identified for all three planning conditions (existing, 2025, and 2035). Additionally, three pump station capacity deficiencies for conveying future flows were identified. It is projected that the capacity of Darneille pump station will need to be increased within the Phase 1 planning period. The Webster No. 1 is currently under construction for the anticipated capacity required through the planning period. The Webster No. 2 lift station is expected to require additional capacity by 2035.

Figure ES.4 illustrates the improvements recommended to mitigate capacity deficiencies in the existing sewer collection system and improvements to accommodate future growth as identified by the hydraulic analysis. Details of each improvement are provided in Chapter 5 - System Analysis.



## ES.7 CAPITAL IMPROVEMENTS PLAN

The existing system condition assessment and capacity analysis through the planning period identified several improvements throughout the Study Area as presented in Chapters 4 and 5. The proposed City's Capital Improvement Plan (CIP) takes these recommended improvements and prioritizes based on the following factors:

- Upgrading existing facilities to mitigate current capacity deficiencies, and
- Building new trunks necessary to serve future users.

It is recommended that improvements to mitigate existing deficiencies be constructed as soon as possible. The deficiencies in the future system have a significant total capital cost that is best distributed based on the order in which the City develops. The resulting CIP provides the City with a guideline for planning and budgeting of its sewer system.

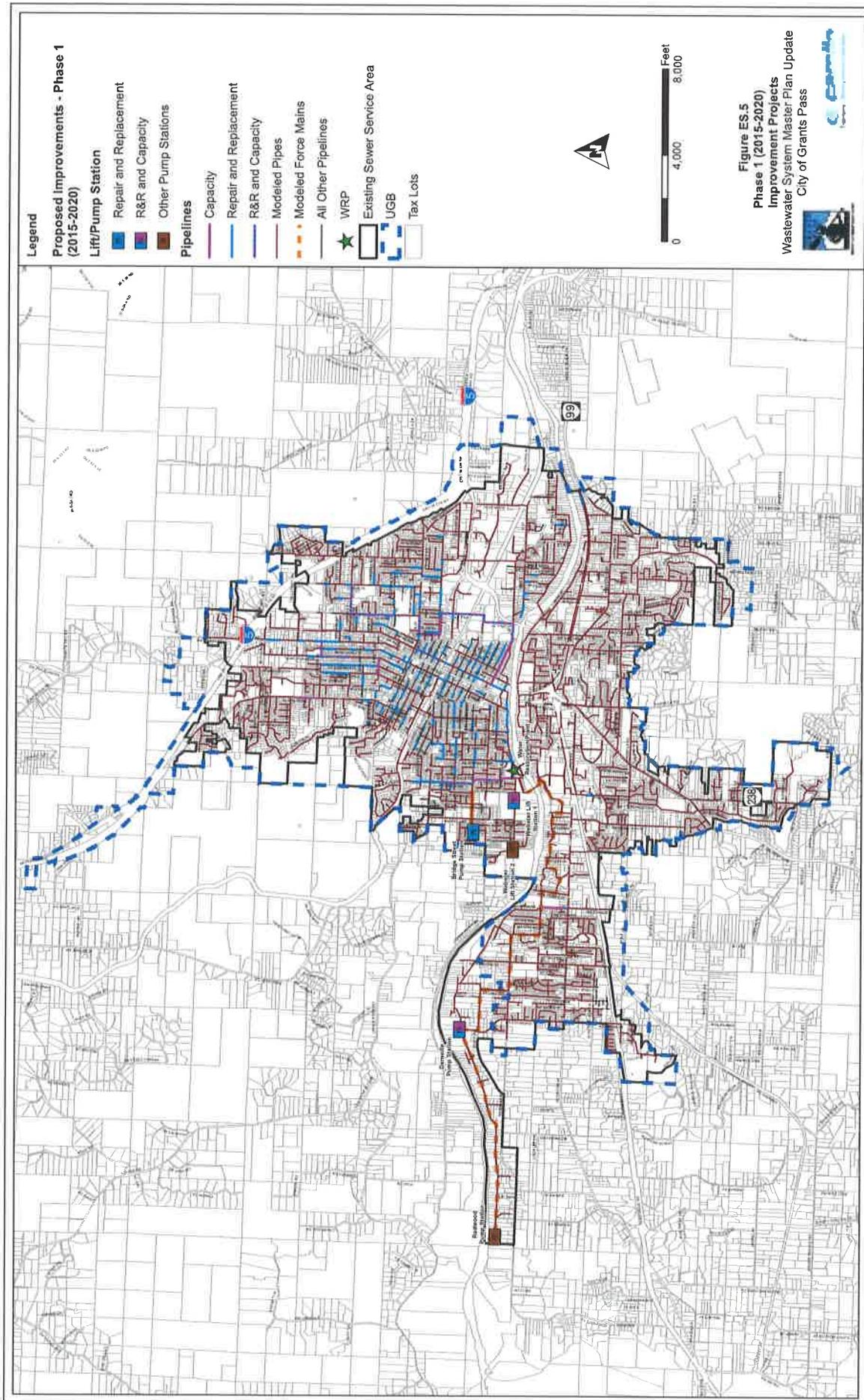
The cost estimates presented in the CIP have been prepared for general master planning purposes and for guidance in project evaluation and implementation. Final costs of a project will depend on actual labor and material costs, competitive market conditions, final project scope, implementation schedule, and other variable factors such as preliminary alignment generation, investigation of alternative routings, and detailed utility and topography surveys.

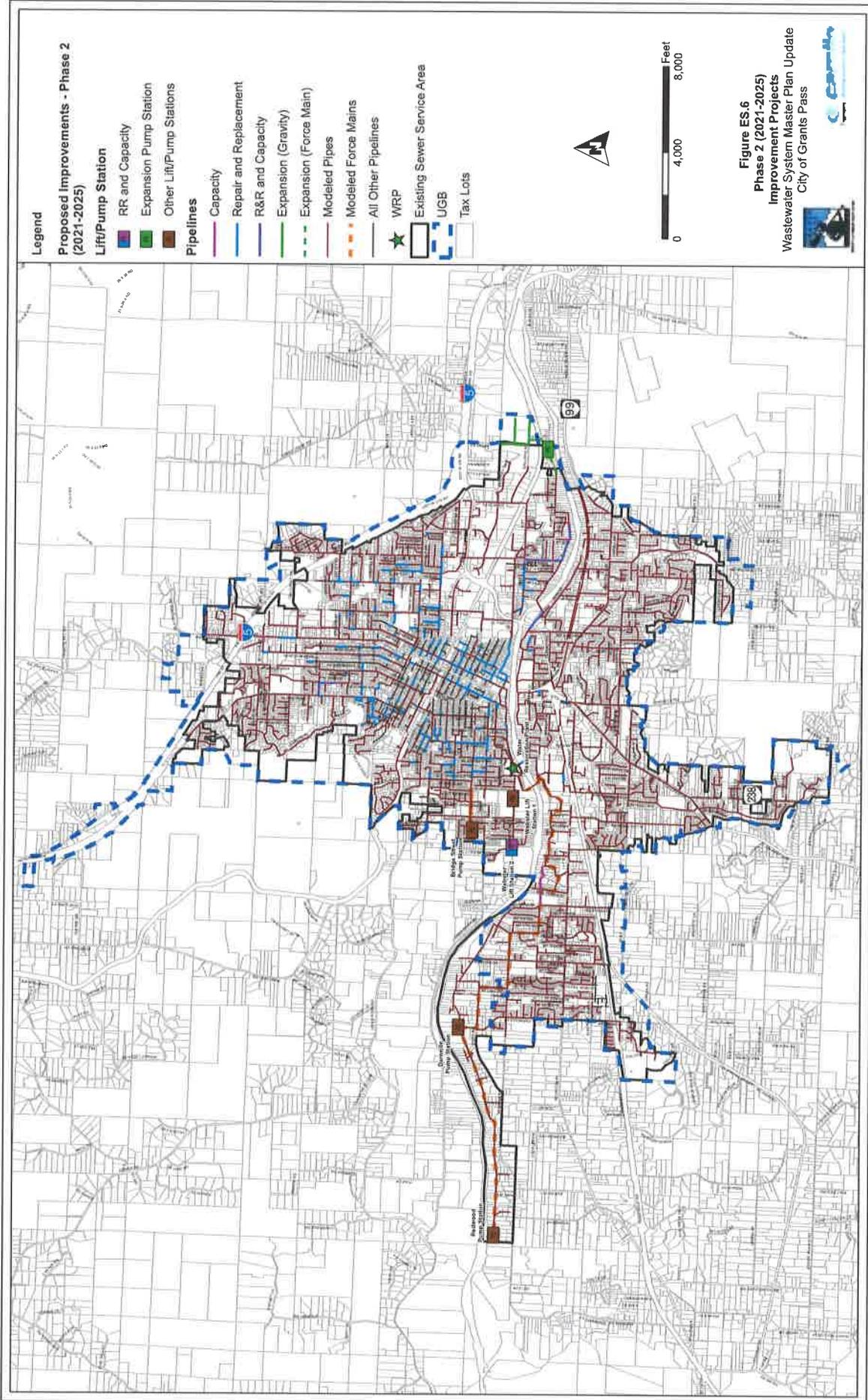
The Association for the Advancement of Cost Engineering (AACE) defines an Order of Magnitude Estimate, deemed appropriate for master plan studies, as an approximate estimate made without detailed engineering data. It is normally expected that an estimate of this type would be accurate within plus 50 percent to minus 30 percent.

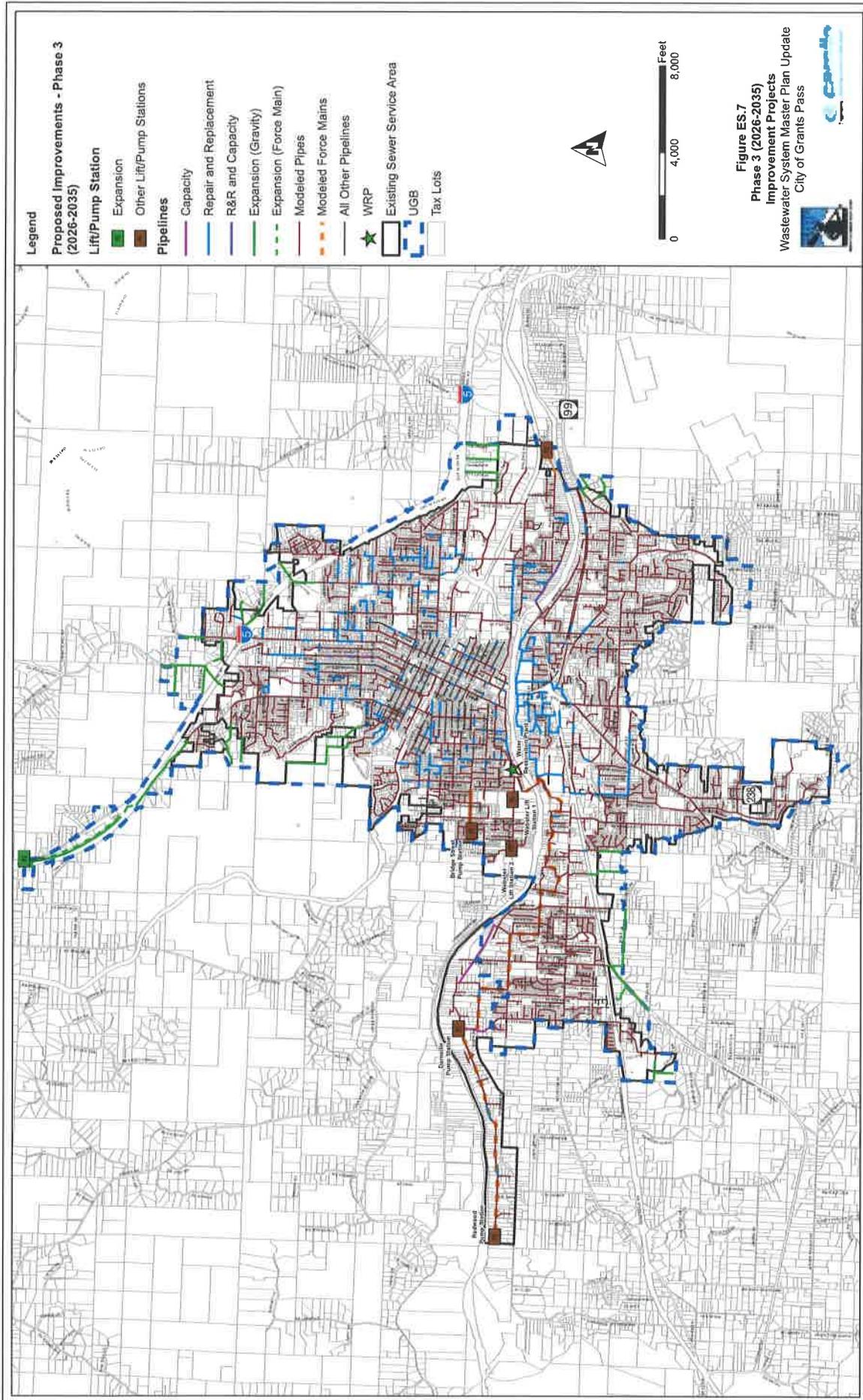
Table ES.4 provides a summary of the existing and future user cost share for the proposed projects by phase. The CIP is split into four categories: repair/replacement, capacity, expansion, and general projects. Throughout the planning period \$65,286,000 (60.0%) is budgeted for repair and replacement projects, \$22,327,000 (20.5 percent) is budgeted for capacity and R&R projects, \$20,373,000 (18.7%) is budgeted for expansion projects, and \$750,000 (0.7%) is budgeted for general projects. Figures ES.5 to ES.7 illustrate the Phase 1, Phase 2, and Phase 3 improvement projects, respectively, for all repair and replacement, capacity, and expansion projects.

<b>Table ES.4 CIP Summary by Implementation Phase Wastewater Collection System Master Plan City of Grants Pass</b>				
<b>Project Type</b>	<b>Phase 1 (2015-2020)</b>	<b>Phase 2 (2021-2025)</b>	<b>Phase 3 (2026-2035)</b>	<b>Total Capital Cost (\$)</b>
Repair & Replacement	\$ 16,977,000	\$ 16,130,000	\$ 32,179,000	\$ 65,286,000
Capacity and R&R	\$ 13,135,000	\$ 4,946,000	\$ 4,246,000	\$ 22,327,000
Expansion	\$ —	\$ 2,971,000	\$ 17,220,000	\$ 20,373,000
General	\$ 150,000	\$ 300,000	\$ 300,000	\$ 750,000
<b>Total (\$)</b>	<b>\$ 30,262,000</b>	<b>\$ 24,529,000</b>	<b>\$ 53,945,000</b>	<b>\$ 108,736,000</b>
<b>Annual Total (\$)</b>	<b>\$ 5,044,000</b>	<b>\$ 4,906,000</b>	<b>\$ 5,395,000</b>	<b>\$ 5,178,000</b>

As seen in Table ES.4, the CIP recommends investing \$30.3M into the wastewater system for Phase 1 (2015-2020). This high cost includes several critical programs, including \$13.9M for capacity improvements (also benefiting system condition) to reduce surcharging manholes, and \$17M in repair projects to address aging infrastructure. The annual Phase 1 cost for all recommended programs is approximately \$5.0M per year from 2015 to 2020. For the Phase 2 (2021-2025), the CIP recommended an additional \$24.5M be invested to continue these programs. The annual Phase 3 cost is approximately \$5.4M per year from 2026 to 2035. The total CIP cost, including contingencies and allied costs, is approximately \$108.7M.









Resolution authorizing the City Manager to execute Task Order No. 25 with Carollo Engineers, Inc. for Water Restoration Plant phase 2 expansion design-build owner's representative services.

Date: July 20, 2016

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SUBJECT AND SUMMARY:

Consider a resolution authorizing the execution of Task Order No. 25 with Carollo Engineers, Inc. for design-build owner's representative services related to the phase 2 expansion of the Water Restoration Plant (WRP).

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RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to maintain, operate and expand our **INFRASTRUCTURE** to meet community needs by initiating the critical expansion of our WRP in a fiscally sound, efficient, and regulatory compliant manner.

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CALL TO ACTION SCHEDULE:

Phase 2 expansion of the WRP is anticipated to use a progressive design-build (PDB) alternative delivery process. Execution of this task order is the first step in ensuring the PDB project can be delivered in a timely fashion; ensuring regulatory compliance and providing much needed system redundancy. Call to action schedule: July 20, 2016.

---

BACKGROUND:

The Strategic Plan for Water and Wastewater Utility Programs dated October 2015 cited a 'Critical Recommendation' of using a design-build procurement alternative for the WRP expansion. After an evaluation of legal requirements and the design-build process, it was determined the best alternative delivery method for the WRP expansion is to use a PDB approach.

The PDB delivery will be completed in two steps. In step one, a PDB contractor will be selected for the initial design (to approximately 60%), and development of the cost to complete the final design and construct the improvements.

Under Task Order No. 25 the consultant will assist the City to undertake the PDB delivery process, secure the design-builder through a competitive process, oversee design-builder's work during initial design, price development and provide assistance during negotiations of the terms, conditions, scope and pricing for final design, permitting, construction commissioning and warranty services. To ensure the timeliness of the PDB delivery, early coordination with City Planning, Building and Department of Environmental Quality are necessary.

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ITEM: 4.e. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER NO. 25 WITH CAROLLO ENGINEERS, INC. FOR WATER RESTORATION PLANT PHASE 2 EXPANSION OWNER'S REPRESENTATIVE SERVICES.

Staff Report (continued):

On October 13, 2014, the City of Grants Pass and Carollo Engineers, Inc. entered into a 3-year Wastewater Master Services Agreement for Professional Engineering and Permitting Services (MSA). Under this MSA, a number of individual task orders will be assigned, negotiated and executed to undertake a variety of assignments on the City's wastewater system.

Using our MSA with Carollo Engineers, Inc., Task Order No. 25 has been developed to assist the City with the PDB delivery process. Task Order No. 25 has been negotiated in an amount not to exceed \$357,783 with Carollo Engineers, Inc.

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COST IMPLICATION:

Revenue Source: Wastewater Capital Fund under Project No. SE4964 – WRP Phase 2 Expansion. The maximum fee for Task Order No. 25 of \$357,783.

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ALTERNATIVES:

1. Council can approve the resolution authorizing the City Manager to execute Task Order No. 25 with Carollo Engineers, Inc. for WRP phase 2 Design-Build owner's representative services.
2. Council could decide not to approve the resolution and direct staff to work with Carollo Engineers, Inc. to revise the Task Order.
3. Council could decide not to use an alternative delivery process for the WRP phase 2 expansion.

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RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to execute Task Order No. 25 with Carollo Engineers, Inc.

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POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to execute Task Order No. 25 with Carollo Engineers, Inc. for Water Restoration Plant phase 2 expansion owner's representative services.

**RESOLUTION NO.**

**RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER NO. 25 WITH  
CAROLLO ENGINEERS, INC. FOR WATER RESTORATION PLANT PHASE 2  
EXPANSION DESIGN-BUILD OWNER'S REPRESENTATIVE SERVICES.**

**WHEREAS:**

1. The Strategic Plan for Water and Wastewater Utility Programs, dated October 2015, cited a critical recommendation of using a design-build procurement alternative for the Water Restoration Plant expansion; and
2. On October 13, 2014, the City of Grants Pass and Carollo Engineers, Inc. entered into a 3-year Wastewater Master Services Agreement for Professional Engineering and Permitting Services; and
3. Task Order No. 25 has been negotiated to provide owner's representative services for a progressive design-build procurement alternative for the phase 2 expansion of the Water Restoration Plant; and
4. The City of Grants Pass has sufficient funds for the Task Order within the Wastewater Capital Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to execute Task Order No. 25 with Carollo Engineers, Inc. for the work as described in Task Order No. 25, which is attached to and incorporated herein as Exhibit 'A', in the amount of \$357,783.

**EFFECTIVE DATE** of this Resolution shall be immediate upon the passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July, 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of July, 2016.

\_\_\_\_\_  
Darin Fowler, Mayor

ATTEST:

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to form Mark Bartholomew, City Attorney \_\_\_\_\_

Exhibit 'A'  
SUPPLEMENT  
MASTER SERVICE AGREEMENT FOR PROFESSIONAL  
ENGINEERING AND PERMITTING SERVICES

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**City of Grants Pass**

THE AGREEMENT made and entered into by and between the City of Grants Pass, Oregon and Carollo Engineers, Inc. dated October 13, 2014 is herewith amended as follows:

**I**

**OBJECTIVE AND SCOPE OF WORK**

The scope of professional services to be performed by the CONSULTANT shall be amended to include work outlined in the attached **Task Order No. 25 – Water Restoration Plant - Phase 2 Expansion and Upgrade Project, Owner's Representative Services for Phase 1 of Progressive Design Build Delivery (City Project SE 4964)**.

**II**

**PAYMENT**

The CONSULTANT shall be paid by the CITY for any work completed in **Task Order No. 25 – Water Restoration Plant - Phase 2 Expansion and Upgrade Project, Owner's Representative Services for Phase 1 of Progressive Design Build Delivery (City Project SE 4964)**, in accordance with the attached Scope of Work, a maximum fee of \$357,783 in accordance with the attached labor resource spreadsheet attached as EXHIBIT "A". Payment shall be made in accordance with Section VI of the Master Agreement for Professional Engineering and Permitting Services.

**III**

**TERMS AND CONDITIONS**

All other provisions in the Master Agreement dated October 13, 2014, shall remain in full force and effect, unless they conflict with this task order.

In WITNESS THEREOF, the parties hereto have executed this Supplement as of the day and year written below.

**CAROLLO ENGINEERS, INC.**

BY: \_\_\_\_\_  
H. Wayne Gresh, PE  
Associate Vice President

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Brian Matson, PE  
Senior President

DATE: \_\_\_\_\_

**CITY OF GRANTS PASS,  
STATE OF OREGON**

BY: \_\_\_\_\_  
Jason Canady  
Public Works Director

\_\_\_\_\_  
Aaron K. Cubic  
City Manager

ATTESTED: \_\_\_\_\_  
Karen Frerk  
City Recorder

DATE: \_\_\_\_\_

Approved as to form: \_\_\_\_\_  
Mark Bartholomew, City Attorney

## **Task Order No. 25**

### **Water Restoration Plant - Phase 2 Expansion and Upgrade Project Owner's Representative Services for Phase 1 of Progressive Design Build Delivery (City Project 4964)**

#### **INTRODUCTION**

A progressive design build (PDB) delivery method will be used to implement the Water Restoration Plant - Phase 2 Expansion and Upgrade project (WRP Phase 2 project). The PDB delivery will be completed in two phases. In the first phase a Design-Builder will be selected to perform initial design and prepare a proposal for services required to complete the PDB delivery (final design, permitting, material and equipment procurement, construction, commissioning, and warranty services). If the terms, conditions, scope, and contract price prepared in the first phase are mutually acceptable to the City and the Design-Builder, the Design-Builder will complete the WRP Phase 2 project in the second phase of the PDB delivery.

Under this task order, Consultant will assist the City undertake the PDB delivery process, secure the Design-Builder through a competitive selection process, oversee Design-Builder's work during initial design and price development, and provide assistance during negotiation of the terms, conditions, scope, and pricing for final design, permitting, construction, commissioning, and warranty services. Consultant will assist the City during the second phase of the PDB delivery under a separate task order; prepared when the Project elements and schedule for completion are known.

#### **SUSTAINABILITY CHARACTERISTICS OF THE PROJECT**

Sustainable features will be incorporated in the WRP Phase 2 project, including, but not be limited to, using high efficiency motors and equipment to reduce power requirements, re-use of existing facilities and equipment when cost-effective, and using on-site stormwater management. Under this task order, Consultant will assist the City in identifying sustainability goals for the Project. During performance of services, Consultant and the City will incorporate sustainable features that reduce carbon fuel consumption and use resources more efficiently. This will include using teleconference calls for project communications and document review meetings, using email for information transmittals, and using electronic versions for data and document submittals.

#### **SCOPE OF WORK**

Consultant shall provide services to assist the City for the first phase of a two phase PDB delivery of the WRP Phase 2 project. Services shall be performed such that the City can utilize the Water Design Build Counsel model documents for selection of the Design-Builder and for the Design-Build contract. Assistance shall be provided under six primary work tasks as follow:

- Task 1 - Project Planning,
- Task 2 - Permitting Support,
- Task 3 - Design-Builder Selection,
- Task 4 - PDB Phase 1 Support,

Task 5 - PDB Phase 2 Contract Negotiation Support,

Task 6 - Project Oversight & Management

### **Task 1 - Project Planning**

The purpose of this task is to establish a plan for staffing the project, provide the basis for exempting the project from competitive bidding and using progressive design build to comply with the Oregon regulations, finalize the PDB Phase 2 project scope of work, and establishes design criteria to be followed by the Design-Builder. Consultant shall perform the following work in Task 1:

- Task 1.1. Prepare a Project Staffing Plan for the first phase of the PDB project delivery, including:
  - a. An organization chart showing City, Consultant, and Design-Builder roles,
  - b. Staffing plan that identifies roles, responsibilities, and decision authority of City, Consultant, and Design-Builder team members, and
  - c. An estimate of the time requirements for City team members.
- Task 1.2. Assist the City with compliance of ORS 279C.335 for exemption from competitive bidding by providing services to:
  - a. Prepare a memorandum that addresses the following fourteen items under ORS 279C.335 and provides criteria for measuring and/or monitoring achievement of each item for use in preparing the post-construction report required under ORS 279C.355:
    - i. Are there sufficient qualified and interested Design-Builders for the project (this task includes requesting letters of interest from prospective Design-Builders to support the finding),
    - ii. How PDB could reduce construction budget and operating costs substantially,
    - iii. Public benefits resulting from the exemption,
    - iv. How value engineering can reduce project costs,
    - v. Cost and availability of special expertise needed for the project,
    - vi. How PDB could increase public safety,
    - vii. How PDB could reduce risks to the City related to the public improvement,
    - viii. How PDB could affect project funding sources,
    - ix. How PDB could provide better control over the impact of market conditions,
    - x. How PDB could better able to address size and technical complexity,
    - xi. How PDB could better addresses issues with new construction, renovation, or remodel of existing processes and facilities,
    - xii. How PDB could address issues with work in occupied or unoccupied facilities,

- xiii. How PDB could better address project construction phasing, and
      - xiv. Does the City have the resources or has it retained the resources needed to use PDB.
    - b. Respond to comments to the draft findings memorandum from the City, including City's legal counsel. Prepare a final version of the technical findings memorandum incorporating City review comments.
    - c. Assist the City in holding a public hearing to allow comments to the findings as required under ORS (279C.335(5)):
      - i. Assist the City in posting the findings for review by the public,
      - ii. Prepare a presentation summarizing the findings for the public hearing,
      - iii. Attend the public hearing,
      - iv. Respond to comments received at the public hearing as requested by the City. This subtask assumes comments will be limited to technical issues, not the overall justification for using PDB or as protest of the exemption.
- Task 1.3. Assist the City identify the project scope, design criteria, facility performance criteria, and performance tests for the WRP Phase 2 project by providing the following:
- a. Prepare a memorandum that identifies the project scope for the WRP Phase 2 project by summarizing information from the 2105 WRP Facilities Plan Update, 2015 SCADA master plan, 2016 blower study, 2016 electrical master plan, and 2016 vacuum truck unloading study; and meeting with City team members. Documents shall be prepared for use in initiating the land use permitting process for the project and include:
    - i. Summary description of each project element,
    - ii. Site plan showing the proposed project elements, and
    - iii. Update of the capital improvement cost estimate included in the 2015 Facilities Plan Update
  - b. Meet with City staff to review and refine the list of WRP Phase 2 project scope of work.
  - c. Develop baseline design criteria, facility performance criteria, and performance tests for each element of the project scope for use in the Design-builder selection documents:
    - i. Conduct one, 4-hour baseline design criteria planning meeting with the City discussing the details associated with completing the preliminary design.
    - ii. Provide preliminary design documents that set forth the baseline design criteria, facility performance criteria, and performance tests for each element of the project scope for use in the Design-builder selection documents and to support the selected Design-Builder's Phase 1 work. It is assumed that the level of design development will be approximately five

percent completion of design documents for the project that include:

1. WRP discharge permit requirements,
2. Planning Code and building permit requirements,
3. Hydraulic and process criteria,
4. Sustainability features and requirements,
5. Equipment and material requirements for quality, similarity with existing, and City preference,
6. Building aesthetic requirements,
7. Site and landscape requirements, and
8. Preliminary topographic survey of critical elevations and to identify improvements needed to flood-proof existing facilities (based on survey conducted in Task 2),
9. Existing geotechnical information, this task assumes no new geotechnical explorations will be provided in the PDB selection documents,
10. Ancillary work requirements and/or restrictions (erosion control, work hours, noise, traffic, etc.),
11. Facility performance criteria, and
12. Performance tests.

d. Meet with City staff to review and revise the preliminary design documents.

*Task 1 Deliverables:*

1. Staffing Plan
2. Findings Memorandum
3. Preliminary Design Documents (Owner's Project Scope and Criteria)
4. Meeting agenda, materials, and notes

**Task 2 - Permitting Support**

The purpose of this task is to identify planning and zoning and building permit requirements for the WRP Phase 2 project and those requirements that will be included in the Design-Builder's scope of work. It is assumed that the Design-Builder will be responsible for obtaining and maintaining all construction-related permits. Consultant shall perform the following work in Task 2:

Task 2.1. Planning Code Requirements.

- a. Consultant shall retain the professional services of Gerlitz Engineering Consultants to assist the City in securing a Site Plan review for the planned WRP Phase 2 facilities. Services to be performed by Consultant under this task shall be as set forth in Attachment A.

Task 2.2. Building Permits.

- a. Prepare a building permitting plan that identifies building permits applicable to the WRP Phase 2 project and how the building permit review process will be managed, which will be included in the PDB scope of work:
  - i. Identify building permits, including building category for seismic design.
  - ii. Conduct a meeting with City staff and the City Building Division to discuss the PDB delivery process and how building permits will be managed.
  - iii. Prepare a building permitting plan to be included in the Design-Builder scope of work.

**Task 2.3. Department of Environmental Quality (DEQ) Review.**

- a. Prepare a plan that identifies how the DEQ review process will be managed, which will be included in the PDB scope of work:
  - i. Conduct a meeting with City staff and the DEQ to discuss the PDB process and how the plan review process will be managed for the PDB delivery.
  - ii. Prepare a DEQ review plan to be included in the Design-Builder scope of work.

*Task 2 Deliverables:*

1. Permitting Plan, including:
  - a. Planning Code/Site Plan Review
  - b. Building Permit Reviews
  - c. DEQ Plan Review
2. Pre-application and Site Plan Review submittals
3. Responses to Site Plan Review comments and/or conditions
4. Materials and notes for meetings with Planning Division, Building Division, and DEQ agencies

**Task 3 - Design-Builder Selection**

The purpose of this task is to assist the City select a Design-Builder through a two-step (proposal and interview) selection process. Selection will be based on Design-Builder's qualifications, project understanding and approach, cost for PDB Phase 1 services, and markup(s) on the cost of PDB Phase 2 services. This task assumes the Water Design Build Counsel model documents will be used for the selection documents and the Design-Build contract. Consultant shall perform the following work in Task 3:

Task 3.1. Prepare for and conduct one, 4-hour procurement planning meeting with the City discussing the details associated with completing the design-build procurement process.

Task 3.2. Prepare the Request for Proposal (RFP) documentation that will be used for soliciting proposals from Design-Builders, and that will serve as the basis for evaluating proposals.

Consultant will coordinate with the City's legal counsel for developing the Design-Build contract that will be included in the RFP. It is assumed that the draft RFP will be reviewed and approved by the City's legal counsel prior to issuance, and that the City's legal counsel will be available to discuss the legal requirements of the RFP.

The RFP document shall include:

- a. Introduction
- b. Owner's Project Scope and Criteria,
- c. Design-Builder services to be provided,
- d. Procurement process,
- e. Proposal submission requirements,
- f. Proposal evaluation and selection criteria, and
- g. Draft Design-Build contract.

Task 3.3. Provide examples of PDB selection criteria to the City, meet with City staff to discuss PDB selection criteria, and prepare a technical memorandum setting forth the criteria to be used.

Task 3.4. Meet with City staff to review and respond to City comments to the draft RFP.

Task 3.5. Assist the City with advertisement of the RFP.

Task 3.6. Assist the City in conducting a pre-submittal meeting with interested Design-Builders.

Task 3.7. Respond to questions regarding the RFP from interested Design-Builders.

Task 3.8. Prepare addenda to the RFP when determined to be required by Consultant and assist the City in issuing the addenda.

Task 3.9. Prepare scoring matrices for use by the evaluation team members, and conduct a meeting with the City RFP team to assist in identifying the preferred Design-Builder.

Task 3.10. Review RFPs received by the City to confirm that all information requested was submitted, and assist in determining if any clarifications are required from proposers.

Task 3.11. Assist the City during interviews of the Design-Builder by preparing baseline questions to ask Design-Builders and attending the interview sessions.

Task 3.12. Meet with the City selection team to review rankings and identify the preferred Design-Builder.

Task 3.13. Provide the City with a recommendation to award to the selected Design-Builder based on the evaluation performed in accordance with the criteria set forth in the RFP and prepare a notice of intent to award letter for distribution by the City.

Task 3.14. Assist the City in its negotiations with the selected Design-Builder by providing:

- a. Review of the scope and fee proposed by selected Design-Builder and provide City review comments.
- b. Attending and supporting the City in negotiation sessions. The assumption is that there will be two, 3-hour negotiation sessions. It is assumed that the City's legal

counsel will be responsible for responding to any negotiation issues related to the terms and conditions of the PDB Contract.

Task 3.15. Assist the City in preparation and execution of the PDB Contract.

*Task 3 Deliverables:*

1. Selection Criteria Memorandum
2. Request for Proposal
3. Pre-proposal meeting materials
4. Addenda to RFP
5. Baseline interview questions
6. Scoring matrix
7. Recommendation regarding award of the PDB contract
8. Review comments to proposed scope and fee

#### **Task 4 - PDB Phase 1 Support**

This task provides assistance to the City during Phase 1 of the PDB delivery to review submittals for conformance with the Owner's Project Scope and Criteria and Design-Builder Phase 1 scope of services. Consultant shall perform the following work in Task 4:

Task 4.1. Review design-related submittals and other relevant documents that are developed and submitted by the Design-Builder throughout the PDB Phase 1. It is assumed that the Consultant will review the following intermediate design submittals by the design-build team: (a) Basis of Design Report; (b) 30 percent design submittal; and (c) 60 percent design submittal.

Consultant will participate in design review workshops/meetings with the Design-Builder team and the City. Consultant will coordinate with the Design-Builder team regarding the design, as necessary, during the design development.

Task 4.2. Oversee value engineering review of the design at 30 percent completion:

- a. Organize and oversee a two-day value engineering session. This task assumes the value engineering team will consist of Consultant process experts, Consultant design experts, an outside process/design expert, outside constructability expert, and City staff. This task assumes a two-day value engineering session with City participation
- b. Provide value engineering suggestions to the Design-Builder team. This task assumes preparation of up to 10 formal value engineering suggestions to the Design-Builder.
- c. Review Design-Builder responses to the value engineering suggestions and conduct a meeting with the City and Design-Builder to identify value engineering suggestions that will be incorporated in the project design.

Task 4.3. Assist City with review of cost submittals and the pricing proposal submitted by the Design-Builder during the initial design:

- a. Review cost proposals, conduct a cost review workshops with the Design-Builder and City, consolidate Consultant and City comments, and provide review comments to Design-Builder. It is assumed that review cost submittals at (a) Basis of Design Report; (b) 30 percent design; and (c) 60 percent design.

*Task 4 Deliverables:*

1. Written design review comments, including City's comments
2. Value engineering session agenda, materials, and notes
3. Value engineering suggestions to the Design-Builder
4. Value engineering memorandum for post-construction report
5. Written cost review comments, including City's comments
6. Meeting agenda, materials, and notes

**Task 5 - PDB Phase 2 Contract Negotiation Support**

This task provides assistance to the City during negotiation with Design-Builder for the scope of work, pricing, performance guarantees, and risk allocation for Phase 2 of the PDB delivery; including final design, construction, commissioning, and warranty services. This task assumes the Water Design Build Counsel model documents will be used for the Design-Build contract. Consultant shall perform the following work in Task 5:

- Task 5.1. Meet with the City to plan for negotiating with the Design-Builder, outline goals, roles, and responsibilities.
- Task 5.2. Review Design-Builder proposed scope of work, pricing, performance guarantees, and risk allocation for Phase 2 of the PDB delivery:
- a. Provide review comments to the City
  - b. Consolidate City, City legal counsel, and Consultant review comments and provide comments to the Design-Builder,
  - c. Conduct two, 3-hour negotiation sessions between the City and Design-Builder to resolve items. It is assumed that the City's legal counsel will be responsible for responding to any negotiation issues related to the terms and conditions of the contract
- Task 5.3. Provide a letter of recommendation on acceptance or rejection of the technical terms of the Design-Builder's final proposal for Phase 2 of the PDB delivery.
- Task 5.4. Prepare a Staffing Plan for Phase 2 of the PDB delivery.

*Task 5 Deliverables:*

1. Review comments
2. Negotiation session agenda, materials, and notes
3. Letter of recommendation or rejection of Design-Builder's final contract offer
4. Staffing plan for Phase 2 of the PDB delivery

**Task 6 - Project Oversight & Management**

The objective of this task is to manage the project for its successful completion and communicate project performance to the City. Under Task 6 Consultant shall perform the following subtasks:

- Task 6.1. Prepare a Project Management Plan (PMP) that includes organization, roles, responsibilities, schedule, budget, a quality assurance/quality control (QA/QC) plan, and a staff plan required for execution of the project.
- Task 6.2. Monitor project progress, including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion; manage activities within total project budget.
- Task 6.3. Monitor project activities for potential changes, anticipate changes whenever possible, and with City approval, modify project tasks, task budgets, and approach to keep the overall project within budget and on schedule.
- Task 6.4. Manage the quality control review of all work activities and project deliverables; note that execution of the QA/QC program will be completed under the appropriate tasks.
- Task 6.5. Prepare and submit monthly narrative report, invoice, and schedule.

*Task 6 Deliverables:*

- 1. Project management plan
- 2. Monthly progress reports and invoices

#### **TIME OF PERFORMANCE**

Work under this task order is anticipated to begin August 2016 and continue through May 2017, a ten month period. Consultant shall begin services upon receipt of a notice to proceed. Services are scheduled to occur as shown on EXHIBIT B.



Item: Resolution authorizing the City Manager to complete an application for law enforcement funding.

Date: July 20, 2016

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SUBJECT AND SUMMARY:

The resolution would authorize an application for funds from the Edward Byrne Memorial Justice Assistance Grant (JAG) FY 2016 Local Solicitation program. Funds will be dedicated to the provision of additional Juvenile Justice programs provided through an intergovernmental agreement with Josephine County. The draft application is attached to this background for Council and public review.

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RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **KEEPING CITIZENS SAFE** by providing additional law enforcement services aimed at the community's at-risk youth.

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CALL TO ACTION SCHEDULE:

Call to action schedule: July 20, 2016.

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BACKGROUND:

The US Department of Justice Edward Byrne Memorial Justice Grant (JAG) Formula Program provides funding to support local law enforcement efforts. These funds are awarded directly to units of local government based on a formula employing population and crime statistics. This program guarantees a set amount of money to eligible jurisdictions provided the applicant creates a program that meets the goals of the grant program. The City of Grants Pass is eligible to receive a direct allocation of \$17,547. The JAG program recognizes that both local governments, such as Grants Pass, and counties have an interrelated role in providing justice programs. The City and County, as disparate jurisdictions, must work together to create a joint program that serves local needs while supporting the JAG objectives.

In the previous JAG funding cycle, the City and County worked together to assist in the early identification, intervention, and appropriate restorative justice program provided through a contract with the county's Juvenile Justice Department. The City and County propose to dedicate the \$17,547 FY 2016 grant allocation to implement a youth probation pilot project provided by Juvenile Justice. The funds will enable Juvenile Justice to provide approximately 600 hours of probation and case-management services tailored to first-time youth offenders adjudicated with alcohol or drug-related offenses. The goal of this project is to provide first-time youth offenders the opportunity to take responsibility for their actions, avoid a financial hardship, and access to a

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ITEM: 4.f. RESOLUTION AUTHORIZING THE CITY MANAGER TO COMPLETE AN APPLICATION FOR LAW ENFORCEMENT FUNDING.

Staff Report (continued):

degree of mentorship that is frequently lacking from home and peers. Josephine County will request probation for first-time youth offenders charged with drug or alcohol crimes and, if awarded by the court, will provide probationary and supportive services to an estimated 15-20 youth for the program period. This court-ordered intervention will enable the juvenile justice system to work with community youth on drug or alcohol problems before they grow out of hand. Previous voluntary intervention and diversion programs have been successful; however, it is believed that the mandatory nature of the pilot project will take intervention to the next level and provide a brand-new service to the community.

Josephine County Juvenile Justice serves as the pre-adjudicative custody program for Josephine County. The department provides for the intake of law enforcement referrals, including informal intervention, diversion, and adjudication; juvenile court investigation; risk/need assessments; juvenile probation; counseling; and juvenile custody, which, due to the closure of the Josephine County Juvenile Justice Center, is provided through a contract with the Douglas County Juvenile Justice Department in Roseburg. Loss of local law enforcement funding has forced Juvenile Justice to triage its services and focus on repeat or "troubled-youth" offenders. Currently, youth who enter the juvenile justice system for drug or alcohol offenses are assessed a financial penalty which, often, goes unpaid and becomes another mark on the youth's record. If a youth, with an unpaid fine, is contacted again by local law enforcement, he or she is again thrust into the legal system yet the root cause of the initial conviction remains unaddressed.

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COST IMPLICATION:

Funding from the JAG program will pay hourly wages for a Juvenile Court Counselor position, needed to provide a family counseling component that involves meetings with youth who are at risk of further penetrating the Juvenile Justice System and their family members. The program will fund an additional 600 hours of staff time above and beyond what is currently budgeted by the County. No local match is required; however, the City and County agree that 4% of the available funds (\$702) will be retained by the City to partially cover project administration costs.

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ALTERNATIVES:

Council can choose to: 1) Approve the application as proposed; 2) Submit an application for a different justice program; or 3) Do not submit an application.

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RECOMMENDED ACTION:

It is recommended the Council authorize the application as proposed.

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POTENTIAL MOTION:

I move to approve the application for 2016 JAG funds to provide additional community service programming.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS AUTHORIZING THE CITY MANAGER TO COMPLETE AN APPLICATION FOR LAW ENFORCEMENT FUNDING.**

**WHEREAS:**

1. The City of Grants Pass is eligible to receive funding for law enforcement programs through the annual US Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Grant Program; and
2. The purpose of this funding is to enhance law enforcement activities that emphasize smart and effective approaches to offender re-entry into the community; and
3. Collaboration with the Josephine County Juvenile Justice Department will make available additional community service programs for at-risk youth.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to complete an application for funding through the Edward Byrne Memorial Justice Assistance Program and utilize awarded funds to expand juvenile justice treatment programs available through the Josephine County Juvenile Justice Department.

**EFFECTIVE DATE** of this Resolution shall be immediate upon the passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 20<sup>th</sup> day of July 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of July 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to form, Mark Bartholomew, City Attorney \_\_\_\_\_  


## **ATTACHMENT 1 – ABSTRACT**

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FY 2016 LOCAL SOLICITATION  
Youth Probation Pilot Project, Josephine County, Oregon

The City of Grants Pass is applying for funding from the Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2016 Local Solicitation to expand the offerings of the Josephine County Juvenile Justice Department, specifically funding a new pilot project that will offer probation and case management services to community youth involved with alcohol or drug offenses. The \$17,547 allocation will enable the City to purchase approximately 600 hours' worth of probation and case-management services from the Josephine County Juvenile Justice Division specifically tailored to first-time youth offenders adjudicated with alcohol or drug-related offenses. This approach is in contrast to current practice, whereby the youth, if adjudicated, is assessed a financial penalty that, in many cases, goes unpaid until a later encounter with local law enforcement.

The goal of this project is to provide first-time youth offenders the opportunity to take responsibility for their actions, avoid a financial hardship, and access to a degree of mentorship that is frequently lacking from home and peers. Josephine County will request probation for first-time youth offenders charged with drug or alcohol crimes and if awarded by the court, will provide probationary and supportive services to an estimated 15-20 youth for the program period. Project identifiers used include: adjudication, alcohol, case management, drugs, place-based programs, and prevention – delinquency.

## **ATTACHMENT 2 – PROGRAM NARRATIVE**

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FY 2016 LOCAL SOLICITATION  
Youth Probation Pilot Project, Josephine County, Oregon

The City of Grants Pass proposes to use funding from the FY 2016 Edward Byrne Memorial Justice Assistance Grant to establish a probation and case-management program focused on youth with first-time adjudications of drug or alcohol offenses. These services will be provided by the Josephine County Juvenile Justice division with collaboration from the City of Grants Pass and the Josephine County Family Court. The City of Grants Pass, which is a disparate jurisdiction with Josephine County, recognizes the importance of a program that will attempt to provide court-directed early intervention to community youths convicted of low-level drug or alcohol offenses. The City proposes to dedicate its \$17,547 FY 2016 grant allocation fund youth probation and case management pilot project provided through a contract with the Josephine County Juvenile Justice division.

Josephine County Juvenile Justice serves as the pre-adjudicative custody program for Josephine County. The department provides for the intake of law enforcement referrals, including informal intervention, diversion, and adjudication; juvenile court investigation; risk/need assessments; juvenile probation; and counseling. Custody of juveniles awaiting adjudication is provided through a contract with the Douglas County Juvenile Justice Department in Roseburg since the Josephine County Juvenile Justice Center was closed by budget cuts. Loss of local law enforcement funding has forced Juvenile Justice to triage its services and focus on repeat or “troubled-youth” offenders. This triage is ultimately self-defeating, as studies consistently show that youth respond favorably to early identification, intervention, and behavioral rehabilitation, which lessens the likelihood of recidivism. In other words, early intervention with at-risk youth provides a better return on the community’s investment than

focusing on more retributive punishment for repeat offenders. Currently, youth who enter the juvenile justice system for drug or alcohol offenses are assessed a financial penalty which, often, goes unpaid and becomes another mark on the youth's record. If a youth with an unpaid fine is contacted again by local law enforcement, he or she is again thrust into the legal system yet the root cause of the initial conviction remains unaddressed.

In order to provide first-time youth offenders the opportunity to take responsibility for their actions, avoid a financial hardship, and access to a degree of mentorship that is frequently lacking from home and peers, Josephine County Juvenile Justice is preparing to implement a pilot project that focus on supervised probation and case management services for youth adjudicated with their first drug or alcohol-related offense. This court-ordered intervention will enable the juvenile justice system to work with community youth on drug alcohol problems before they grow out of hand. Previous voluntary intervention and diversion programs have been successful; however, it is believed that the mandatory nature of the pilot project will take intervention to the next level and provide a brand-new service to the community.

The City proposes to dedicate its JAG allocation to the Josephine County Juvenile Justice Department. The City and County will enter into an intergovernmental agreement for the provision of probation and case management services.

### **ATTACHMENT 3 – BUDGET AND BUDGET NARRATIVE**

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FY 2016 LOCAL SOLICITATION  
Youth Probation Pilot Project, Josephine County, Oregon

#### Budget Detail Worksheet

##### **A. Administration**

<u>Task</u>	<u>Computation</u>	<u>Cost</u>
Project coordination	4% of grant award	\$702

##### **B. Personnel –**

<u>Position</u>	<u>Computation</u>	<u>Cost</u>
Juvenile Court Counselor	601 hours of time @\$28.01/hour	\$16,834
	<b>Total</b>	<b>\$17,536</b>

#### Budget Narrative

Funding from the Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation will pay hourly wages for Juvenile Court Counselor positions necessary to provide probation and case management services in conjunction with the pilot project. Funding from the Byrne Grant will provide an additional 601 hours of personnel time over the project period. As a disparate jurisdiction partnering with Josephine County, the City of Grants Pass is proposing to retain 4% of the overall grant award (\$702) to help offset costs associated with project administration, including project coordination, contracting, invoicing, project budgeting and auditing, and grant reporting requirements.

## **ATTACHMENT 4 – REVIEW NARRATIVE**

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FY 2016 LOCAL SOLICITATION  
Youth Probation Pilot Project, Josephine County, Oregon

- A. Include the date that the JAG application was made available for review by the governing body. This governing body notification must occur no less than 30 days before submission to BJA.**

The City of Grants Pass has not yet made its Fiscal Year 2016 JAG application available to the City Council of Grants Pass for its review. The City will accept the attachment of a specific condition at the time of award that will prevent the drawdown of funds until the required public review of the application is conducted.

- B. Include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.**

A city resolution authorizing the City Manager to submit this application to the JAG program will be presented to the City of Grants Pass City Council during a regularly scheduled public meeting. The application and background information about the project will be made public at that time. The City Council will provide an opportunity for the public to comment on the project before a vote on the resolution is conducted.

**ATTACHMENT 5 – DISCLOSURE OF PENDING APPLICATIONS**  
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FY 2016 LOCAL SOLICITATION  
Youth Probation Pilot Project, Josephine County, Oregon

The City of Grants Pass does not have pending applications submitted within the last 12 months for federally funded assistance that includes requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
THE CITY OF GRANTS PASS, OREGON AND COUNTY OF JOSEPHINE, OREGON**

**2016 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD**

This Agreement is made and entered into this \_\_\_\_ day of July, 2016, by and between the City of Grants Pass, acting by and through its City Manager, hereinafter referred to as the City, and the County of Josephine, by through its Juvenile Justice Department, hereinafter referred to as the COUNTY, both of Josephine County, State of Oregon, witnesseth:

**WHEREAS**, intergovernmental agreements are authorized under the provisions of Oregon Revised Statutes, Chapter 190; and

**WHEREAS**, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

**WHEREAS**, each governing body finds that the performance of the Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement; and

**WHEREAS**, the CITY was allocated \$17,547 from the Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2016 Local Solicitation; and

**WHEREAS**, the CITY and COUNTY, as disparate jurisdictions, recognize the interrelated nature of CITY and COUNTY law enforcement programs; and

**WHEREAS**, the CITY agrees to provide the COUNTY \$16,834 from the its JAG award to fund a juvenile drug and alcohol probation and case management pilot project provided through the Josephine County Juvenile Justice Department; and

**WHEREAS**, the CITY and COUNTY believe it to be in their best interest to allocate the JAG funds in accordance with this Agreement;

**NOW THEREFORE, the CITY and COUNTY agree as follows:**

**Section 1.**

CITY agrees to pay COUNTY a total of \$16,834 in JAG funds.

**Section 2.**

COUNTY agrees to use \$16,834 of JAG funds for implementing a new youth probation and case management program for youth adjudicated with their first drug and/or alcohol-related crime, provided through the Josephine County Juvenile Justice Department, as described in CITY's JAG application, which is included in the agreement by reference. COUNTY shall provide the services within the course and scope of its regular provision of juvenile justice services, as an Independent Contractor, and not as an employee or agent of CITY. COUNTY will, at the request of CITY, provide same with complete and accurate program information that CITY will utilize to meet reporting obligations of the JAG program.

**Section 3.**

The funding for these services is contingent upon approval by the US Department of Justice of an Edward Byrne Memorial Justice Assistance Grant (JAG) Program award. Any work performed prior to acceptance by DOJ or outside the scope of work will be considered nonparticipating and paid for at COUNTY expense.

**Section 4.**

The term of this Agreement shall begin on the date CITY receives authorization to proceed from the US Department of Justice and shall terminate when all grant funds have been expended or two (2) calendar years following the date CITY receives authorization to proceed, whichever is sooner.

**Section 5.**

CITY shall defend, indemnify and hold harmless COUNTY, its officers, agents and employees, from any and all claims, liabilities, demands, damages, actions or proceedings arising from or relating to the negligence, wrongful acts, or omissions of CITY in connection with the performance of any services under this Agreement.

**Section 6.**

COUNTY shall defend, indemnify and hold harmless CITY, its officers, agents and employees, from any and all claims, liabilities, demands, damages, actions or proceedings arising from or relating to the negligence, wrongful acts, or omissions of COUNTY in connection with the performance of any services under this Agreement.

**Section 7.**

Neither party shall be deemed an agent of the other party under the Oregon Tort Claims Act.

**Section 8.**

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

**Section 9.**

This Agreement may be terminated by mutual written consent of the parties.

**Section 10.**

CITY may terminate this Agreement effective upon delivery of written notice to COUNTY, or at such later date as may be established by CITY, under any of the following conditions:

- a. If COUNTY fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
- b. If CITY fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow CITY, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
- c. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if CITY is prohibited from paying for such work from the planned funding source.

**Section 11.**

This Agreement constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of the CITY to enforce any provision of this Agreement shall not constitute a waiver by COUNTY of that or any other provision.

**Section 12.**

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF GRANTS PASS, OREGON

COUNTY OF JOSEPHINE, OREGON  
BOARD OF COMMISSIONERS

---

Aaron K. Cubic  
City Manager

---

K. O. Heck  
Commissioner Liaison Director

---

Date

---

Date

JUVENILE JUSTICE DIVISION

---

James Goodwin  
Juvenile Justice Director

APPROVED AS TO FORM:

APPROVED AS TO FORM:

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Mark Bartholomew  
City Attorney

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Wally Hicks  
County Legal Counsel





5.a. Appointment to the Bikeways and Walkways Committee

There are two openings on this Committee and two candidates have applied for this position. They are listed in alphabetic order.

Paul Hart (re-applying)  
Bob Lange

**Karen Frerk**

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 28, 2016 11:52 AM  
**To:** Karen Frerk  
**Subject:** Online Form Submittal: City Committee / Commission Appointment Application

**City Committee / Commission Appointment Application**

**Step 1**

Select the Board, Commission, or Committee applying for **Bikeways/Walkways Committee**

Wait List *Field not completed.*

**Personal Information**

First Name **Paul**

Last Name **Hart**

Address

Mailing Address (if different) *Field not completed.*

Home Phone Number

Business Phone Number

Years as City Resident **9**

Email Address

Occupation and Employer **Financial Advisor for Edward Jones**

May we contact you at work? **Yes**

**Educational Background**

High School **Graduated**

College **Bachelor Degree**

Trade or Business School *Field not completed.*

Have you ever been convicted of a felony?	No
Relevant Job History	Business owner for 20 plus years
Previous Volunteer/Committee Experience	Vice Chair of Bikeways/Walkways committee, renewing my position.
Community Involvement	bikeways committee, pee wee baseball coach, church, Allen Dale Elementary

**Authorization Waiver**

*I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I maybe subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Grants Pass may decline my volunteer application or volunteer services at any time.*

Verification I verify the information in my application.

Applicant's Name Paul W. Hart

Date 6/28/2016 11:45 AM

**Step 2**

**City Committee / Commission Appointment Questionnaire**

Statement of your reasons for desiring to serve: Simply renewing my position

Statement of any relevant concerns or goals to be achieved while serving in this position: Stay active and involved in making wise improvements for our city and county when it involves biking/walking.

What do you think are the most critical issues facing this local government in the next three years? as GP grows, keeping open pathways and awareness of biking/walking for a sage GP.

Are there some things about the City of Grants Pass that you have a special interest in? *Field not completed.*

Additional Information *Field not completed.*

**Step 3**

**Responsibilities of Volunteers**

*As a volunteer with the City of Grants Pass, you are covered by the City of Grants Pass for liability and personal injury. Please read the following and sign:*

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*What if I am accused of doing something wrong?*

*The city provides you with protection from liability for bodily injury or property damage you cause to someone else. We refer to this coverage as "Tort Liability." The coverage is subject to the following conditions:*

- 1. You limit your actions to only the duties assigned in your job description, or assigned by an authorized supervisor.*
  - 2. You perform your assigned duties in good faith, and do not act in a manner that is reckless or with intention to cause harm to others.*
- 

*You are personally responsible when:*

- 1. Your actions are contrary to the duties assigned in your job description, or assigned by an authorized supervisor.*
- 2. You act maliciously, with the intent to cause unlawful damage or injury, or with gross recklessness.*
- 3. You are accused of a crime.*
- 4. You fail to cooperate with Risk Management or the City Attorney; or you act in such a way as to harm the City's defense against the claim.*

*The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.*

---

*What if I have an accident while driving a City vehicle?*

*The City of Grants Pass will pay and defend claims against you for injury to people or property caused while operating a City owned vehicle to perform assigned duties. We refer to this coverage as "Vehicle Liability." The City will also pay for damages to the City vehicle.*

*Your insurance company will be responsible for the defense and payment of claims against you for injury to people or property caused while operating your personal vehicle.*

*The coverage is subject to the following conditions:*

- 1. You report an accident that happens on City business to your supervisor immediately.*
  - 2. You cooperate fully with Risk Management and the City Attorney.*
  - 3. You have a valid driver's license, and follow all laws and rules while operating the vehicle.*
- 

*You are not covered for an accident while driving when:*

- 1. You operate your personally owned vehicle to perform City business. The City does not provide any protection for your vehicle. You are expected to have liability insurance, comprehensive & collision insurance for any personally owned vehicle that you use on City business. It is up to you to carry insurance on your vehicle.*
-

2. You use a City vehicle or any other vehicle for personal use. The City does not provide any coverage if you drive a City vehicle or any other vehicle contrary to your job description or the directions of your supervisor.

The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.

---

**What if I get hurt?**

The City does not provide Workers' Compensation benefits for Registered Volunteers. The City provides an accident insurance policy for Registered Volunteers. It is limited only to injuries due to an accident while performing assigned volunteer duties. The coverage is subject to the following conditions:

1. Coverage pays after any available insurance which may apply to the same injury.
2. If your are injured in a private vehicle, the vehicle owner's insurance is responsible for your medical bills.
3. The amount of Insurance applicable per Registered Volunteer is as follows:
  - a. Principal Sum - \$2,500
  - b. Capital Sum - \$2,500
  - c. Medical Indemnity - \$25,000

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**Reporting an Accident**

Any time you are involved in an accident, or have knowledge about a potential liability situation while performing assigned duties, you must notify your supervisor immediately.

---

Verification	I have read and understood the insurance limitations.
Volunteer's Signature	Paul Hart
Date	6/28/2016 11:45 AM

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**From:** noreply@civicplus.com  
**Sent:** Saturday, June 18, 2016 9:25 PM  
**To:** Karen Frerk  
**Subject:** Online Form Submittal: City Committee / Commission Appointment Application

## City Committee / Commission Appointment Application

### Step 1

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Select the Board, Commission, or Committee applying for      Bikeways/Walkways Committee

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Wait List      Put me on a wait list if there are no current openings

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#### Personal Information

---

First Name      Bob

---

Last Name      Lange

---

Address

---

Mailing Address (if different)      *Field not completed.*

---

Home Phone Number

---

Business Phone Number      *Field not completed.*

---

Years as City Resident      Grants Pass

---

Email Address

---

Occupation and Employer      Hydrologist, Bureau of Land Management

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May we contact you at work?      No

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#### Educational Background

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High School      Graduated

---

College      Advanced Degree

---

Trade or Business School      Bureau of Land Management

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Have you ever been convicted of a felony?	No
Relevant Job History	I have helped plan and implement trails on BLM lands.
Previous Volunteer/Committee Experience	Volunteered with planning in Meeker Colorado and served as a permit review board member for about one year
Community Involvement	Wrote for the Herald-Times in Meeker on educational issues.
<b>Authorization Waiver</b> <i>I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I maybe subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Grants Pass may decline my volunteer application or volunteer services at any time.</i>	
Verification	I verify the information in my application.
Applicant's Name	Bob Lange
Date	6/18/2016 9:15 PM

## Step 2

### City Committee / Commission Appointment Questionnaire

Statement of your reasons for desiring to serve:	I feel that improving quality of life is essential to the economic health of Grants Pass and that biking and hiking trails are a fairly low cost way to improve the community and quality of life in Grants Pass.
Statement of any relevant concerns or goals to be achieved while serving in this position:	Help maintain and enhance the value of current city resources and help set the stage for future expansion of recreational opportunities in and around Grants Pass.
What do you think are the most critical issues facing this local government in the next three years?	Maintain adequate funding for necessary services. Maintain and improve the quality of life for both Grants Pass and Josephine County.
Are there some things about the City of Grants Pass that you have a special interest in?	Yes, I am a husband, father, an avid mountain biker as well as a sometimes bike commuter and have a strong desire to maintain and improve our communities recreational opportunities for my family as well as our future health as a community.
Additional Information	<i>Field not completed.</i>

### Step 3

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#### Responsibilities of Volunteers

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- 

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- 2. You act maliciously, with the intent to cause unlawful damage or injury, or with gross recklessness.*
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---

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  - 3. You have a valid driver's license, and follow all laws and rules while operating the vehicle.*
- 

#### You are not covered for an accident while driving when:

- 1. You operate your personally owned vehicle to perform City business. The City*
-

does not provide any protection for your vehicle. You are expected to have liability insurance, comprehensive & collision insurance for any personally owned vehicle that you use on City business. It is up to you to carry insurance on your vehicle.

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Verification	I have read and understood the insurance limitations.
Volunteer's Signature	Bob Lange
Date	6/18/2016 9:30 PM

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