

**CITY OF CENTRAL POINT
City Council Meeting Agenda
February 28, 2013**

Next Res.1351
Next Ord. 1968

**Central Point
City Hall
664-3321**

City Council

Mayor
Hank Williams

Ward I
Bruce Dingler

Ward II
Kelly Geiger

Ward III
Ellie George

Ward IV
Allen Broderick

At Large
David Douglas
Rick Samuelson Jr.

Administration
Chris Clayton, Interim
City Manager
Deanna Casey, City
Recorder

**Community
Development
Department**
Tom Humphrey, Director

Finance Department
Bev Adams, Director

Human Resources
Barb Robson, Director

**Parks and Public Works
Department**
Matt Samitore, Director
Jennifer Boardman,
Manager

Police Department
Kris Allison, Chief

I. REGULAR MEETING CALLED TO ORDER – 7:00 P.M.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PUBLIC APPEARANCES

V. CONSENT AGENDA

- Page 2-7 A. Approval of January 24, 2013 Council Minutes
8-9 B. Approval of OLCC Application for Crown Market and
Deli
10-12 C. Appointment of Cherie Reeves-Rutledge to the Multi
cultural Committee
13 D. Approval of Surplus Vehicle List

VI. ITEMS REMOVED FROM CONSENT AGENDA

VII. PUBLIC HEARING, ORDINANCES, AND RESOLUTIONS

- 15-20 A. Resolution No. _____, A Resolution of the City of
Central Point Setting Water Rates (Samitore)
- 22-24 B. First Reading - An Ordinance Amending Chapter
13.04.010 of the Central Point Municipal Code Regarding
Water Rates (Samitore)
- 26-27 C. Second Reading - Ordinance No. _____, Amending all
Sections in the Central Point Municipal Code Using the
Term “City Administrator” to read “City Manager”
(Clayton)

VIII. BUSINESS

- 29 A. Planning Commission Report (Humphrey)
- 31 B. Bid Award for North Front Water Line (Samitore)
- 33-34 C. Approval of City Manager Agreement (Mayor)

VIII. MAYOR'S REPORT

IX. CITY MANAGER'S REPORT

X. COUNCIL REPORTS

XI. DEPARTMENT REPORTS

XII. EXECUTIVE SESSION

The City Council may adjourn to executive session under the provisions of ORS 192.660. Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

XIII. ADJOURNMENT

Consent Agenda

CITY OF CENTRAL POINT
City Council Meeting Minutes
January 24, 2013

I. REGULAR MEETING CALLED TO ORDER

Mayor Williams called the meeting to order at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL: Mayor: Hank Williams
Council Members: Allen Broderick, Bruce Dingler, Rick Samuelson, David Douglas, and Ellie George were present. Kelly Geiger was absent.

Interim City Manager Chris Clayton; City Attorney Paul Nolte; Police Chief Kris Allison; Community Development Director Tom Humphrey; Finance Director Bev Adams; Parks and Public Works Director Matt Samitore; and City Recorder Deanna Casey were also present.

IV. SPECIAL PRESENTATION

- Presentation of Multicultural Awareness Youth Award

Multicultural Committee Chair Fran Cordeiro-Settell presented a \$500 scholarship to Crater High School Senior Madison Layton in recognition of promoting the dreams and goals of Dr. Martin Luther King Jr.

- Officer Swearing in

Police Chief Kris Allison swore in Police Office Manager Bobby Pomeroy, Lieutenant Greg Bruce and HTCU Lieutenant Mike Anderson.

- Presentation of Awards for D.A.R.E. Cruise

Chief Allison presented D.A.R.E. Cruise recognition awards to: Rogue Federal Credit Union; Rays Food Place; Bob and Janice Webber; Central Point Rotary Club; Rogue Regency; Action Radiator; and Talent Lube. Without the sponsorship and support of people and organizations like these the Central Point D.A.R.E. project would not be successful.

V. PUBLIC APPEARANCES - None

VI. CONSENT AGENDA

- A. Approval of January 10, 2013 City Council Minutes.
- B. Approval of OLCC Application for BobbiO's Pizza

Allen Broderick made a motion to approve the consent agenda as presented. Bruce Dinger seconded. Roll call: Allen Broderick, yes, Bruce Dinger, yes; David Douglas, yes; Rick Samuelson, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

VII. ITEMS REMOVED FROM CONSENT AGENDA - None

VIII. BUSINESS

A. Fire District 3 Quarterly Presentation and Report

Fire Chief Peterson presented the quarterly report for the Fire District. He explained the improvements of the last year to the Gold Hill station and response times. The plans to build a station on Table Rock Road will be put on hold. The current budget and economy will not allow the funds for a new station at this time. They will be making improvements to the current stations to help with response times for the east side of Central Point.

The district is working with RCC on training and obtaining volunteers to help with staffing. They have also entered into an Intergovernmental Agreement with the Medford Fire District for maintenance of their fleet.

B. Appointment of City Committee Members

Mayor Williams explained that there are several vacancies on City Committees. The Council Packet provides applications from city residents interested in several of those positions.

- Planning Commission: Mayor Williams recommended appointment of Kay Harrison to the Planning Commission. She has the back ground that is important to this committee and several of the important changes that the City will be making in the near future.

Ellie George made a motion to appoint Kay Harrison to fill Planning Commission Position No. 2 with a term expiration date of December 31, 2014. Allen Broderick seconded. Roll call: Allen Broderick, yes, Bruce Dinger, yes; David Douglas, yes; Rick Samuelson, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

- Citizen Advisory Committee: Mayor Williams recommended Linda Reel to be appointed to the Citizen Advisory Commission.

Bruce Dinger made a motion to appoint Linda Reel to the Citizens Advisory Commission. Ellie George seconded. Roll call: Allen Broderick, yes, Bruce Dinger, yes; David Douglas, yes; Rick Samuelson, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

- Parks and Recreation Commission: Mayor Williams stated that there are two vacancies on the Parks and Recreation Commission. These are three

year terms. He recommends appointing Lee Orr and Carl Orndoff to the Parks and Recreation Commission.

Ellie George made a motion to appoint Lee Orr and Carl Orndoff to the Parks and Recreation Commission with terms to expire December 31, 2014 completing the current terms. Bruce Dingler seconded. Roll call: Allen Broderick, yes, Bruce Dingler, yes; David Douglas, yes; Rick Samuelson, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

- Budget Committee: Mayor Williams stated that he would like to recommend Kay Harrison for the vacant Budget Committee position. She has the back ground of the city projects and can continue to help guide the city.

Bruce Dingler made a motion to appoint Kay Harrison to the Budget Committee with a term ending December 31, 2015. Ellie George seconded. Roll call: Allen Broderick, yes, Bruce Dingler, yes; David Douglas, yes; Rick Samuelson, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

C. December Financials/Mid-Year Report

Finance Director Bev Adams presented the financial statement ending December 31, 2012. She stated that funds and expenditures are all within the recommendations for this time of year. The City plans to stay status quo regarding employees for the next year. There should be no new positions recommended during the budget process.

IX. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS

A. First Reading - An Ordinance amending all Sections in the Central Point Municipal Code Using the Term "City Administrator" to read "City Manager"

Interim City Manager Chris Clayton explained that we need to make some housekeeping changes to the Central Point Municipal Code. This ordinance will change all references to City Administrator in our Municipal Code to City Manager as it now states in the Charter.

Bruce Dingler made a motion to move to second reading an Ordinance amending all Sections of the Central Point Municipal code Using the term "City Administrator" to read "City Manager". Allen Broderick seconded. Roll call: Allen Broderick, yes, Bruce Dingler, yes; David Douglas, yes; Rick Samuelson, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

B. Resolution No. 1350, A Resolution Requesting a Public Hearing before the City of Central Point Municipal Court for the Purpose of Seeking Authority to Order the Demolition of a Derelict Structure Owned by Clyde and Susan Olson Located at 332 N. Second Street, Central Point, Oregon

Parks and Recreation Director Matt Samitore explained the progress letter submitted by Mr. and Mrs. Olson and the work they have completed. They are requesting a 6 month extension in order to clean up the property and make enough improvements to sell the property.

The council discussed various properties around the city that have been declared derelict and destroyed by the City. There is concern that if the resolution is not approved tonight the progress on the property will slow down and the city will have to start all over again with public hearings and notices. It would be best to approve the resolution and extend the court date if progress is continuing. Staff would not be able to schedule a court date earlier than mid April.

Council has sympathy for the owners but they also have to take into consideration the surrounding property owners. The Judge will most likely converse with the Mayor and Council before final sentencing. There was discussion regarding the cost of demolishing the structure. It would be cost efficient for the owners to have someone do it other than the city.

Mr. Samitore stated that he will write the owners a letter outlining the rest of the process and that they can still appeal to the court. He will also provide a copy of the letter to the City Council so they are aware of what the owners have been told. If the City is forced to demolish the structure a lien will be placed on the house. The Finance Department has the ability to place a memo on the lien records so that any future owner will be aware of the concerns of the Council.

Bruce Dingler made a motion to approve Resolution No. 1350, A Resolution Requesting a Public Hearing before the City of Central Point Municipal Court for the Purpose of Seeking Authority to Order the Demolition of a Derelict Structure Owned by Clyde and Susan Olson Located at 332 N. Second Street, Central Point, Oregon. Ellie George seconded. Roll call: Allen Broderick, yes, Bruce Dingler, yes; David Douglas, yes; Rick Samuelson, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

X. MAYOR'S REPORT

Mayor Williams reported that he attended the Medford Water Commission meeting and updated the Council on their rate study. Peoples Bank has asked for updates to the sign code. They would like to use an LED sign for their business on Pine Street. Mayor Williams asked for the Council to go into Executive Session after regular business under ORS 196-660 (2)(i) Employee Evaluations.

XI. CITY MANAGER'S REPORT

Interim Manager Chris Clayton reported that he attended the RVMPO meeting. They have recommended a list for approval. The Central Point Rail Crossing in 3rd on the list and it is likely that funds will be allocated for that project. Mike Quilty will be happy to represent the City of Central Point on the MPO and

transportation commissions. He is trying to plan the Council Retreat for March. Please let Mrs. Casey know what dates will work.

XII. COUNCIL REPORTS

Council Member Allen Broderick reported that he attended the Study Session on water rates. He attended the Parks and Recreation meeting where they made recommendations for naming parks and discussed the cemetery.

Council Member Rick Samuelson reported that he attended the RVCOG meeting, Kay Harrison will be appointed to the Executive Board.

Council Member Bruce Dingler reported that he attended the Study Session and the employee recognition breakfast.

Council Member David Douglas reported that he attended the Study Session, Chamber of Commerce board meeting and met with staff to begin the 4th of July event planning.

XIII. DEPARTMENT REPORTS

Community Development Director Tom Humphrey reported that:

- Staff is working on the East Side TOD recommendation for the February 28th Council meeting.
- He has been working with the MPO on Central Point project recommendations for funding.
- He has been selected as the only city representative for an RPS task force.
- He will have an update on the Pine Street Study in February once they finalize the document.

Police Chief Kris Allison reported that they have an officer graduating from the Police Academy tomorrow and another beginning on Monday.

Parks and Public Works Director Matt Samitore presented the Parks and Recreation Commission report. He asked the Council to approve a surplus property list regarding several vehicles that the city no longer needs. Once approved the surplus property will be listed on propertyroom.com.

Bruce Dingler made a motion to approve the surplus list as presented. David Douglas seconded. Roll call: Allen Broderick, yes, Bruce Dingler, yes; David Douglas, yes; Rick Samuelson, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

XIV. EXECUTIVE SESSION – ORS 192.660 (2)(i) Employee Evaluations

Bruce Dingler moved to adjourn to executive session under ORS 192.660 (2)(i) Employee Evaluations. Rick Samuelson seconded. All said aye and the meeting was adjourned at 8:44 p.m. into executive session.

Council returned to regular session at 9:00 p.m.

Mayor Williams explained that Council has directed him to work on a contract with the Human Resource Director to make Chris Clayton the official City Manager removing the Interim from his title. The Contract will come before the City Council at the February 28, 2013 meeting for review. The contract will be effective March 1, 2013 if approved by Council.

XV. ADJOURNMENT

Allen Broderick moved to adjourn, Ellie George seconded, all said "aye" and the Council Meeting was adjourned at 9:07 p.m.

The foregoing minutes of the January 24, 2013, Council meeting were approved by the City Council at its meeting of February 28, 2013.

Dated:

Mayor Hank Williams

ATTEST:

City Recorder

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155 South Second Street • Central Point, OR 97502

Ph: (541) 664-5578 • Fax: (541) 664-2705 • www.centralpointoregon.gov

Kristine Allison

Chief

Date: 02/01/2013
From: Chief Kristine Allison
To: Honorable Mayor Williams
Subject: Request for OLCC License

RE: Crown Market and Deli/Persons associated therewith

Files of the Central Point Police Department contain no information pertinent to the request.

Respectfully,

A handwritten signature in black ink that reads "Kristine Allison". The signature is written in a cursive, flowing style.

Kristine Allison
Chief of Police
Central Point Police Department



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
- Commercial Establishment
- Caterer
- Passenger Carrier
- Other Public Location
- Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: Jan 16, 2013

The City Council or County Commission:

Central Point
(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: Hank Williams

Title: Mayor

OLCC USE ONLY

Application Rec'd by: AW

Date: 11-30-12

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

- ① JIT HOLDING LLC ③ _____
- ② _____ ④ _____

2. Trade Name (dba): CROWN MARKET AND DELI 200

3. Business Location: 507 SOUTH FRONT STREET, UNIT 10, CENTRAL POINT, JACKSON, OR 97502
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: SAME
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-514-9661
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: N/A Type of License: _____

8. Former Business Name: N/A

9. Will you have a manager? Yes No Name: AMRIK SINGH BAGRI
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? CITY OF CENTRAL POINT, JACKSON
Bagri
(name of city or county)

11. Contact person for this application: AMRIK SINGH 541-514-9661
(name) (phone number(s))
507 SOUTH FRONT STREET, UNITE 10, CENTRAL 541-295-3059
(address) (fax number) RICK9661@GMAIL.COM
(e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Amarjit Vasu Date Nov 29, 2012 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____



ADMINISTRATION DEPARTMENT

140 South 3rd Street · Central Point, OR 97502 · (541) 664-7602 · www.centralpointoregon.gov

STAFF REPORT

April 12th, 2012

AGENDA ITEM: Committee Appointment

Consent Agenda Item to Appoint a Member to the Multicultural Committee

STAFF SOURCE:

Deanna Casey, City Recorder

BACKGROUND:

The Multicultural Committee is a seven member committee with five members. The City has received an application from Cherie Reeves-Rutledge who is interested in being appointed to the Multicultural Committee or the Arts Commission. The Arts Commission has been disbanded due to lack of items and lack of members.

The Current Multicultural members are:

Fran Cordeiro-Settell	Adam McCarthy	Christina Garrett
Jill Gregg	Amy Sweet	

FISCAL IMPACTS: None

ATTACHMENTS:

1. Committee Application

RECOMMENDATION:

Approve Cherie Reeves-Rutledge to the Multicultural Committee for a three year term.

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APPLICATION FOR APPOINTMENT TO
CITY OF CENTRAL POINT COMMITTEE

Name: HERIE REEVES-RUTLEDGE Date: FEB 5, '13

Address: 934 JUANITA WAY

Home Phone: 727-7333 Business Phone: 774-6046 Cell Phone: _____

Fax: _____ E-mail: 14THEWILD@gmail.com

Are you a registered Voter with the State of Oregon? Yes No _____

Are you a city resident? Yes No _____

Which Committee(s) would you like to be appointed to: ARTS OR MULTI-CULT.
(Dates of meetings are listed at the end of this application. Please make sure those dates work with your schedule before you apply. Council and Planning Commission members are required to file Ethics reports to the State of Oregon.) OR...

Employment, professional, and volunteer background:
• CURRENTLY EMPLOYED BY JACKSON COUNTY, THE ASSESSOR'S OFFICE
• PREVIOUSLY, A TEACHER @ SACRED HEART
• VOLUNTEER IN THE CLASSRM MEDFORD OR. ELEM + H.S. COMPUTER LAB; @ METHODIST CHURCH; SR CL PROJECTS

Community affiliations and activities:
• MEDFORD VISION COMMITTEE: ARTS + PARKS/REC

Previous City appointments, offices, or activities:
NONE

As additional background for the Mayor and City Council, please answer the following questions.

1. Please explain why you are interested in the appointment and what you would offer to the community.

I RECENTLY PURCHASED MY 1ST HOME (FINALLY) + WOULD LIKE TO BE ACTIVELY INVOLVED IN THE COMMUNITY. IT'S GROWTH + DIRECTION

2. Please describe what you believe are the major concerns of the City residents and businesses that this committee should be concerned about.

PROBABLY, AS WITH ANYWHERE ELSE, MOST ARE CONCERNED W/ECONOMICS, BUT GROWTH, HISTORIC PRESERVATION, AESTHETICS + A SAFE, PRODUCTIVE ENVIRONMENT ARE IMPORTANT TOO.

3. Please provide any additional information or comments which you believe will assist the City Council in considering your application.

I'M A FAIRLY INTELLIGENT, CREATIVE, INSIGHTFUL INDIVIDUAL, SOMEWHAT TALENTED AND A PRINCIPAL CALLED ME THEIR "PEACE-MAKER". I'M OPENMINDED + PRAGMATIC.

4. Do you anticipate that any conflicts of interest will arise if you are appointed; and if so, how would you handle them?

I CAN'T IMAGINE ANY OTHER THAN MY HOME, I HAVE NO VESTED INTERESTS IN THE CITY.

Meeting Dates (All meeting dates are subject to change or additions, times vary for each committee):

- Arts Commission: Meeting dates vary
- Citizens Advisory Committee: 2nd Tuesday of every quarter.
- Council Meetings: 2nd and 4th Thursday of each month
- Council Study Sessions: 3rd Monday of each month
- Multicultural Committee: 2nd Monday of each month
- Planning Commission: 1st Tuesday of each month
- Parks and Recreation Committee/Foundation: Meeting dates vary

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation and/or omission of facts are cause for removal from any council, advisory committee, board or commission I may be appointed to. All information/documentation related to service for this position is subject to public record disclosure.

Date: 02/05/19 Signature: [Handwritten Signature]



STAFF REPORT

February 20, 2013

AGENDA ITEM:

The City would like to surplus the following vehicles

STAFF SOURCE:

Matt Samitore, Director

SUMMARY:

The City has updated its fleet and equipment purchases from the approved 2012-2013 budget and one from the upcoming 2013-2014 budget (dump truck). The cost to repair the dump truck is greater than its current value. The bucket truck can no longer be repaired and needs a complete rebuild or use only the truck portion only. The lawnmower was replaced in July 2012. The Street Sweeper was replaced with the newer machine (CMAQ Grant) in October 2012.

#2080 – 2000 New Holland commercial mower – 1157 hours – still runs, replaced by Hustler mower in 2011.

#3168 – 1998 International 4700 Bucket truck – 140,330 miles – truck runs fine, self-leveler does not function properly, deemed unsafe.

#3175 – 1995 GMC Topkick – 4 yd dump truck – 158,837 miles – dead cylinder and needs fuel injectors. \$2900.00 repair bill.

#3161 – 1988 – International F600 Tymco sweeper – 17,956 miles – Still runs, replaced with Schwarze sweeper in October 2012

RECOMMENDATION

Approve the surplus property list.

Resolution

Setting Water Rates



STAFF REPORT

February 19, 2013

AGENDA ITEM:

Water Rate Increases

STAFF SOURCE:

Matt Samitore, Director

SUMMARY:

In November of 2009,, the FCS Group completed a water rate study which confirmed that a water rate increase was necessary to meet current and future needs and to maintain water distribution service levels currently provided by the City of Central Point. The principal project manager for FCS group, John Ghilarducci, presented a comprehensive rate analysis and future rate recommendations to the City Council in early 2010. After careful deliberation, the City Council adopted a “cost of service” rate plan which included an inverted block rate structure to be implemented over a period of 10 years; a plan which included annual water rate adjustments and a gradual increase of the repair and replacement fees.

Following Council adoption of the new “cost of service” rate plan which was implemented in February 2010, a series of variables has proceeded to negatively impact the revenue projections contained in the 2009 water rate analysis. The City Council then made changes in January 2011 to increase the base fee to \$10.00 in an effort to match the projected fund needs.

However, several factors have played a significant role in the fund not meeting its revenue projections and needs.

Current Variables:

1. Unusually wet/cold winter & spring.

2. Unusually short summer weather period.
3. Debt Financing/Payment for Vilas Water Reservoir
4. The new rate structures impact on conservation.
5. Limited growth within the system – Recession.
6. 2006-2008 CIP Plan with limited return on investment.

The attached updated/revised “cost of service” plan (attachment “A”) is based upon two primary factors. 1) The need to stabilize the fund so it no longer has a negative fund balance and 2) Councils goal of rebuilding a reserve over the next 10 years.

Possible Future variables:

1. Water reservoir capital project – Tolo/Exit 35 Planning
2. Medford Water Commission’s future policy decisions.

PROPOSAL:

1. Staff has prepared a resolution adopting a new rate schedule per the revised attachment (Attachment “B”) If adopted, the revised rate schedule will increase the average single family residential base rate from \$11.00/month to \$13.00/month, a net increase \$2.00 per month. There is a proposed 8% change to consumption rates.
2. Hidden Grove system would be billed at the same as standard single family homes, with the City potentially taking over the system in next 6 months based upon budget committee/city council directive.
3. Residential Irrigation Meters would be billed the residential rate.
4. All residential meters will be billed on the number of units associated with the type of housing instead of the meter size.

FISCAL IMPACTS

1. Adoption of the revised rates will strengthen the integrity of the water fund and start creating a fund reserve.

RECOMMENDATION:

Approve the attached Resolution with the revised rate plan as proposed.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF CENTRAL POINT
SETTING WATER RATES

Recitals:

- A. In November 2009, the City of Central Point conducted a comprehensive water rate study. Based on the findings of that study it was determined that in the best interest of the City's water utility service business water rates will be amended annually.
- B. March 2011 revenue requirements were reviewed and an update was made to the water study and rates. This update to the water rate master plan includes Medford Water Commission's current rate increase and forecasting for the next two years of water purchases, and provided sufficient funding for debt service on the water reservoir project to be completed in 2013.
- C. Since 2011 the water fund has had a negative fund balance because of factors with low growth within the city, seasonal low in temperatures and construction of the Vilas water reservoir have all contributed to the negative fund effect.
- D. In January 2013 a study by Financial Consultant Services (FCS) Group, Inc. determined rates that are needed to stabilize the fund.
- E. The rate adjustment will affect the fixed monthly base charges for service as well as an increase consumption rates.
- F. Multi-Family base rates will be based upon 50% of the residential 5/8" meter size.
- G. Senior Housing base rates will be based upon 25% of the residential 5/8" meter size.

The City of Central Point resolves as follows:

Section 1. Effective March 20, 2013, the City of Central Point Water Rates shall be as set forth on the attached schedule

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Residential						
Meter Size	Monthly Base Charge	Monthly R & R Charge	Total Monthly Fixed Charge	Volume Charge First 8 ccf	Volume Charge 8 - 22 ccf	Volume Charge Over 22 ccf
5/8"	12.00	1.00	13.00	0.86	1.67	2.75
1"	17.00	2.45	19.45	0.86	1.67	2.75
1.5"	22.00	8.15	30.15	0.86	1.67	2.75
2"	32.00	11.15	43.15	0.86	1.67	2.75
3"	52.00	25.25	77.25	0.86	1.67	2.75
4"	72.00	43.85	115.85	0.86	1.67	2.75
6"	137.00	86.00	223.00	0.86	1.67	2.75
8"	212.00	139.50	351.50	0.86	1.67	2.75

Commercial & Standby						
Meter Size	Monthly Base Charge	Monthly R & R Charge	Total Monthly Fixed Charge	Volume Charge First 8 ccf		
5/8"	10.50	1.00	11.50	1.51		
1"	13.50	2.10	15.60	1.51		
1.5"	18.50	4.00	22.50	1.51		
2"	23.50	7.15	30.65	1.51		
3"	38.50	14.10	52.60	1.51		
4"	55.50	21.70	77.20	1.51		
6"	102.00	44.00	146.00	1.51		
8"	160.00	68.00	228.00	1.51		

Irrigation						
Meter Size	Monthly Base Charge	Monthly R & R Charge	Total Monthly Fixed Charge	Volume Charge First 8 ccf	Volume Charge 8 - 22 ccf	Volume Charge Over 22 ccf
5/8"	11.00	1.50	12.50	0.86	1.67	2.75
1"	17.00	4.15	21.15	0.86	1.67	2.75
1.5"	27.00	8.65	35.65	0.86	1.67	2.75
2"	39.00	14.00	53.00	0.86	1.67	2.75
3"	72.00	28.00	100.00	0.86	1.67	2.75
4"	108.00	44.00	152.00	0.86	1.67	2.75
6"	208.00	88.00	296.00	0.86	1.67	2.75
8"	330.00	139.00	469.00	0.86	1.67	2.75
Hydrant	27.00	20.00	47.00	3.02		
Hidden Grove	2,376.00	198.00	2,574.00	1.51		
Expo	0.00	0.00	0.00	1.46		
Hardship Discount			50%	50%		
Outside City Factor			200%	200%		

Multi-Family						
Units	Monthly Base Charge	Monthly R & R Charge	Total Monthly Fixed Charge	Volume Charge		
3	18.00	4.50	22.50	1.51		
4	24.00	6.00	30.00	1.51		
5	30.00	7.50	37.50	1.51		
6	36.00	9.00	45.00	1.51		
7	42.00	10.50	52.50	1.51		
8	48.00	12.00	60.00	1.51		
9	54.00	13.50	67.50	1.51		
10	60.00	15.00	75.00	1.51		

Senior-Housing

Units	Monthly Base Charge	Monthly R & R Charge	Total Monthly Fixed Charge	Volume Charge		
5	15.00	1.25	16.25	1.51		
10	30.00	2.50	32.50	1.51		
15	45.00	3.75	48.75	1.51		
20	60.00	5.00	65.00	1.51		
25	75.00	6.25	81.25	1.51		
30	90.00	7.50	97.50	1.51		
35	105.00	8.75	113.75	1.51		
40	120.00	10.00	130.00	1.51		

Passed by the Council and signed by me in authentication of its passage this _____ day of February, 2013.

Mayor Hank Williams

ATTEST:

City Recorder

Ordinance

First Reading

Amending

Chpt 13.04.010

Regarding water

rates



STAFF REPORT

To: City Council
From: Matt Samitore, Director, Parks & Public Works
Subject: Water Rate Ordinance Revisions
Date: February 13, 2012

AGENDA ITEM:

Amendments to Chapter 13.04.010 regarding water rates

STAFF SOURCE:

Matt Samitore, Director

SUMMARY:

The current municipal code still has some language related to the cost of water fees. The ordinance revision would eliminate all the fee schedules from the ordinance and allow for council to approve changes via a resolution.

Staff has also added language defining that the number of units can also be a factor in determining the water rate.

Lastly, the amount charged to outside customers was changed to 200% per recommendations from council at the January study session.

If Council approves of the second reading a resolution will be introduced replacing the miscellaneous fees.

RECOMMENDATION:

Approved the first reading of the amendments to changer 13.04.010 and schedule a second reading.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 13.04.010 OF THE CENTRAL POINT MUNICIPAL CODE REGARDING WATER RATES.

Recitals:

- A. The current ordinance allows for inequities in residential billing.
- B. Billings for residential meters shall be based upon the number of units and not the meter size.
- C. Rates and fees shall be adjusted by City Council via resolution.
- D. Words ~~lined through~~ are to be deleted and words in **bold** are added.

THE PEOPLE OF THE CITY OF CENTRAL POINT DO ORDAIN AS FOLLOWS:

Section 1. Chapter 13.04.010 of the Central Point Municipal Code is amended to read:

13.04.010 Water rates.

- A. Water rates, which are adopted by resolution, are based on a cost of service structure and are defined by the following categories: residential, commercial and standby, and irrigation. Special rate considerations are also established for Hidden Grove, Jackson County Expo, hardship discounts, and an outside city factor.

Water rates will generally include the following: a monthly fixed base charge, a fixed monthly repair and replacement fee, and usage rates based on consumption. Rates are also defined by meter size, **number of residential units** and water usage rates are based on an inclining scale.

- B. Any amount of water used shall be paid for at the rate specified in the schedule above per one hundred cubic feet or fraction thereof.
- C. The rate for use of water outside the city limits shall be ~~one and one-half~~ **two** times the rate charged to users within the city.
- D. Water rates and associated fees may be modified annually as deemed necessary by the city council.

- E. All water connections will be billed a nonrefundable account maintenance fee of ~~ten dollars~~ **set by resolution**.
- F. Water connections or reconnections made on regular work days between the hours of four-thirty p.m. and eight a.m., weekends, or holidays are considered after hours and will be assessed an additional ~~seventy-five dollar~~ **fee set by resolution**.
- G. Water connection charges for bulk water drawn from fire hydrants will be charged according to the current rate schedule, ~~plus a one hundred fifty dollar account set up fee~~ **adopted by resolution**.
- H. Standby water service or fire protection water service charges will be according to the water rate schedule adopted by resolution.
- I. Accounts turned off for nonpayment will be assessed a ~~thirty-five dollar~~ fee, **set by resolution**, upon reconnection.
- J. A ~~thirty-five dollar~~ fee **set by resolution** will be charged for all dishonored payments.
- K. A water meter fee of ~~two hundred fifty dollars~~ **set by resolution** will be charged for each meter.
- L. A water tap fee of ~~two thousand seven hundred dollars~~ **set by resolution** will be charged for each new connection from the meter to the city water line.
- M. Compound meters will be assessed a monthly base charge plus repair and replacement fees according to the largest sized compound meter, with the smaller bypass meters charged for water consumption only. **The base charge and replacement fees will be set by resolution.** (Ord. 1932 §1(part), 2010).

Passed by the Council and signed by me in authentication of its passage this _____ day of _____, 2013.

Mayor Hank Williams

ATTEST:

Return to Agenda

Ordinance

Second Reading Changing references of City Administrator to City Manager in CPMC Book



ADMINISTRATION DEPARTMENT

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STAFF REPORT February 28, 2013

AGENDA ITEM: Ordinance Amending CPMC Changing “City Administrator” to read “City Manager”

Second Reading of an Ordinance Amending all Sections in the Central Point Municipal Code using the Term “City Administrator” to read “City Manager”

STAFF SOURCE:

Chris Clayton, Interim City Manager
Deanna Casey, City Recorder

BACKGROUND:

The 2010 City Charter changed the title of the City Administrator to City Manager. The Central Point Municipal Code refers to a City Administrator in multiple sections throughout the code. The proposed Ordinance is needed in order to keep current with the City Charter and will allow the Municipal Code to be codified using the term City Manager rather than City Administrator.

The City Council moved this Ordinance to second reading on January 24, 2013 with no recommended changes.

FISCAL IMPACTS: None

ATTACHMENTS:

Ordinance Amending all Sections in the Central Point Municipal Code using the Term “City Administrator” to read “City Manager”

RECOMMENDATION:

Approve Ordinance No. _____ Amending all Sections in the Central Point Municipal Code using the Term “City Administrator” to read “City Manager”

ORDINANCE NO. _____

AN ORDINANCE AMENDING ALL SECTIONS
IN THE CENTRAL POINT MUNICIPAL CODE USING THE TERM
“CITY ADMINISTRATOR” TO READ “CITY MANAGER”

Recitals:

- A. Section 33 of the City of Central Point Charter of 2010 provides that the Office or City Manager is established as the administrative head of the city government.
- B. Prior to the adoption of the 2010 charter, section 21 of the 1982 charter provided that the City Administrator will be the administrative head of the government of the City.
- C. The Central Point Municipal Code in a multitude of places utilizes the term City Administrator or Administrator instead of the term City Manager or Manager. The authority and duties and other references to the City Administrator are the same for the City Manager. The code should be amended to so indicate.

The people of the City of Central Point do ordain as follows:

Section 1. Any and all sections of the Central Point Municipal Code that use the term City Administrator are amended by substituting City Manager for City Administrator.

Section 2. Where the context requires, any and all sections of the Central Point Municipal Code that use the term Administrator, standing alone, are amended by substituting Manager for Administrator.

Section 3. The City Recorder is directed to make such changes in the Central Point Municipal Code.

Passed by the Council and signed by me in authentication of its passage this _____ day of _____, 20____.

Mayor Hank Williams

ATTEST:

City Recorder

Return to Agenda

Business Planning Commission Report



PLANNING DEPARTMENT MEMORANDUM

Date: February 28, 2013 Return to Agenda
To: Honorable Mayor & Central Point City Council
From: Tom Humphrey AICP, Community Development Director
Subject: Planning Commission Report

The following items were presented by staff and discussed by the Planning Commission at a regularly scheduled meeting on February 5, 2013.

A. Deliberation for East Side Transit Oriented Development (TOD) District (File No. 12003) – *Continued Public Hearing to consider adoption of an Eastside TOD District and Amendments to the Comprehensive Plan (map), Zoning Code (map), Transportation System Plan (TSP) and the Zoning Ordinance for TOD Districts and Corridors, Application Review and Design Standards.* The Planning Commission continued its discussion of TOD-related land use planning that staff is performing at the direction of the City Council. Planning staff responded to public input from previous meetings and made changes to various zoning code sections in an effort to safeguard land owners and residents of the area who may wish to continue farming in the Urban Growth Boundary. Staff prepared findings to address these issues and those that have been brought up by the Oregon Department of Transportation.

An ODOT representative was present at the meeting to listen only since the public hearing was closed. Planning staff prepared and presented findings from further traffic analysis that has been done and from conversations with RVCOG and ODOT staff. Staff presented a resolution for approval of the East Side TOD with findings supporting that conclusion. The Commission voted unanimously to approve the resolution and forward a recommendation of approval to the City Council.

B. Public Hearing to Amend Central Point Municipal Code R-2, Residential Two-Family District, CPMC Section 17.24 (File No. 13005) – *Public Hearing to consider legislative Land Use Regulation amendments to Section 17.24. The text amendment would allow an applicant a choice to develop using the Transit Oriented Development Low Mix Residential (TOD-LMR) standards of Section 17.65 or the existing R-2 standards.* The Planning Commission understood and was supportive of making these changes in order to afford Central Point property owners more design and development options for R-2 zoned property throughout the City. The Commission unanimously recommended approval of this code amendment.

Business

**Bid Award for North
Front Street Water
Line Project**



STAFF REPORT

DATE: FEBRUARY 19, 2013
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MATT SAMITORE, DIRECTOR

SUBJECT: North Front Waterline

SUMMARY: The City received bids from seven construction companies for the project. The engineer's estimate for the work was \$337,000. Unfortunately the apparent low bidder and one other bidder failed to include the second addenda which added another cost item. The specifications for the construction bidding required that all addenda be submitted at the time of the bid opening. This allows for fair bidding from all interested parties. The low bidder, Central Pipeline was rejected because of this error. With the two companies excluded the City received five bids. The qualified low bid is from Pilot Rock Construction, Inc. They have done numerous projects in Central Point including most recently the Sandra/Hopkins Storm Drain (2012) and the underground portion of the water reservoir (2012-13).

RECOMMENDATION: Staff recommends City Council approve the low bid to Pilot Rock Construction.

Name	Bid			
Pilot Rock	\$329,721.00			
KoGap	\$352,282.00			
Central Valley Pipel	\$379,997.00			
Pacific Pipeline	\$380,847.00			
Batzer Inc.	\$408,404.60			
*Central Pipeline and Ledford Construciton bids were rejected				

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Business

Approval of City Manager Employment Agreement/Contract



ADMINISTRATION DEPARTMENT

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STAFF REPORT
February 28, 2013

AGENDA ITEM: Approval of City Manager Employment Agreement/Contract

Set a salary range for the position of City Manager for the City of Central Point of \$100,000 - \$130,000 and authorize the Mayor to negotiate a contract codifying the terms of the agreement including, at a minimum, specifics regarding duties, compensation, benefits, duration and severance.

STAFF SOURCE:

Hank Williams, Mayor and Barbara Robson, Human Resources Director

BACKGROUND:

In August 2012, Phil Messina gave his notice to terminate his employment as City Manager for the City of Central Point effective October 12, 2012. At the October 11, 2012 meeting of the Central Point City Council, a motion was made to appoint Assistant City Manager Chris Clayton as Interim City Manager and authorize the Mayor to negotiate a contract. The terms of the interim contract specify that, "The City Council may, at any time during the life of this agreement, vote to remove the interim status from INTERIM CITY MANAGER'S title, at which times the terms of this agreement will be extended until the parties negotiate an employment agreement."

The Mayor has proposed that removal of interim status from Mr. Clayton's title be considered by the Council and that a new contract be negotiated. The Mayor requested that staff research the salaries of city managers for comparison.

FISCAL IMPACTS:

When the Council filled the City Manager vacancy internally, the resulting vacancy in the position of Assistant City Manager was not filled. Contracting with the City Manager within the range proposed will not have an increased fiscal impact on the City.

FINDINGS:

- 1) A survey of city managers of comparable cities revealed that total compensation averages \$133,930 per year, with salaries ranging from a low of \$108,824 to a high of \$139,734.

- 2) With additional benefits, commensurate with what the Interim City Manager contract currently provides (excluding insurance), a salary range for Central Point of between \$100,000 and \$130,000 annually would provide a total compensation package comparable to similarly situated Oregon cities.
- 3) Mr. Clayton has served the City of Central Point loyally and well for more than 14 years, holding multiple positions of increasing responsibility, including Assistant City Manager and Interim City Manager. Mr. Clayton has a broad-based knowledge spanning all aspects of city operations. He is liked and respected by staff, allowing the city's leadership transition to occur very smoothly.

RECOMMENDATION:

Approve a motion to remove the interim status from the City Manager title and authorize the Mayor to negotiate a contract.

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