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**Central Point  
City Hall  
541-664-3321**

**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

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

**Community  
Development**  
Tom Humphrey,  
Director

**Finance**  
Bev Adams, Director

**Human Resources**  
Barb Robson, Director

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

**Police**  
Kris Allison Chief

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**CITY OF CENTRAL POINT  
City Council Meeting Agenda  
April 25, 2013**

Next Res. 1357  
Next Ord. No. 1973

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

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. PUBLIC APPEARANCES - *This time is reserved for citizens to comment on items that are not on the agenda.***

**V. SPECIAL PRESENTATION**

- A. Swearing in Master Police Officer
- B. Crater Foundation

**VI. CONSENT AGENDA**

- Page 2 – 6 A. Approval of April 11, 2013 Council Minutes
- 7 B. Crater Foundation Proclamation
- 8 C. Street Closure Request from Bobbio's Pizza
- 9 - 11 D. Appointment of Silvia Rangel to Multicultural Committee
- 12 - 14 E. Appointment of Chairperson and Patrick Smith to Citizen Advisory Committee

**VII. ITEMS REMOVED FROM CONSENT AGENDA**

**VIII. BUSINESS**

- A. Fire District No. 3 Quarterly Report

**IX. PUBLIC HEARING, ORDINANCES, AND RESOLUTIONS**

- 16 - 23 A. Resolution No. \_\_\_\_\_, Amending Resolution No. 1138, Providing for Public Procedures and Guidelines for Naming Public Lands and Facilities (Samitore)

- 25 - 27 B. Resolution No. \_\_\_\_\_, Accepting the Hidden Grove/Green Valley Water System (Samitore)
  
- 29 - 32 C. First Reading, An Ordinance Adding Section 11.16.095 to the Central Point Municipal Code to Include Provisions for Stormwater Utility Fee Credits for the School District (Samitore)
  
- 34 - 42 D. Public Hearing, Resolution No. \_\_\_\_\_, Annexing 0.92 Acres, West Vilas Right-of-Way and Land Located at 214 W. Vilas Road and Identified on the Jackson County Assessor's Map as 37 2W 01BA, Tax Lot 1000. (Humphrey)
  
- 44 - 59 E. Resolution No. \_\_\_\_\_, City Council Agreement to Support Operations of a Community Center (Samitore)

**X. MAYOR'S REPORT**

**XI. CITY MANAGER'S REPORT**

**XII. COUNCIL REPORTS**

**XIII. DEPARTMENT REPORTS**

**XIV. 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.

**XV. ADJOURNMENT**

# Consent Agenda

**CITY OF CENTRAL POINT  
City Council Meeting Minutes  
April 11, 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, Kelly Geiger, Rick Samuelson, and David Douglas were present. Bruce Dingler and Ellie George were excused.

Interim City Manager Chris Clayton; City Attorney Paul Nolte; Police Captain Brian Day; Community Development Director Tom Humphrey; and City Recorder Deanna Casey were also present.

**IV. PUBLIC APPEARANCES**

Megan Vaughan, 1815 Marys Way

Mrs. Vaughan addressed the council regarding bamboo that is growing wild from her neighbor's yard. She has done research on the different varieties of bamboo and they should be planted in a container so that they do not take over your landscape or your neighbor's yard. She stated that these spikes become hard and brittle and are a danger to her children. She had talked with the neighbor who offered to come into her yard and cut the opposing branches when they appear, but she stated they grow so fast he would be on her property daily. She provided photos and samples of the baby growth and a full size branch that continues to fall into her yard. She would like the city to ban the planting of bamboo in the City limits unless they are in containers to prevent the invasion on surrounding property.

City Manager Chris Clayton explained that several cities are addressing these types of invasive species. They are afraid that any action taken by the city would be regulation for future plants, and will not help the current situation. There is concern about regulation and enforcement. Council directed staff to research this issue and bring it back to them with options.

**V. CONSENT AGENDA**

**A. Approval of March 28, 2013 City Council Minutes**

**Allen Broderick made a motion to approve the consent agenda as presented.** Kelly Geiger seconded. Roll call: Mayor Williams, yes; Allen Broderick, yes; David Douglas, yes; Kelly Geiger, yes; and Rick Samuelson, yes. Motion approved.

**VI. ITEMS REMOVED FROM CONSENT AGENDA -None**

**VII. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS**

**A. Resolution No. 1355, A Resolution of the Central Point City Council Authorizing the Collection of Signatures for the Formation of the Rogue Valley Heritage District (Clayton)**

Mr. Clayton explained the proposed Resolution authorizes the collection of signatures for the formation of the Rogue Valley Heritage District. The Council approved a similar resolution in 2009 but the petitioners were not able to gather enough signatures at that time.

Mr. Tam Moore, Our Heritage PAC representative.

Mr. Moore explained that Central Point is the final city to approve a resolution allowing signature gathering for the Heritage District. The state of Oregon mandates the process for the creation of a district that would have taxing authority. The resolution will allow the citizens to vote on the district formation. All ten cities in the district have approved the request.

**Kelly Geiger made a motion to approve Resolution No. 1355, A Resolution of the Central Point City Council Authorizing the Collection of Signatures for the Formation of the Rogue Valley Heritage District** Roll call: Mayor Williams, yes; Allen Broderick, yes; David Douglas, yes; Kelly Geiger, yes; and Rick Samuelson, yes. Motion approved.

**B. Second Reading – Ordinance No. 1972, Amending Chapter 17.24 of the Central Point Municipal Code by Adding Sections 17.24.020(K) and 17.24.050(H) (Humphrey)**

Community Development Director Tom Humphrey presented the second reading of an Ordinance amending chapter 17.24 in regards to the R-2 zoning districts. He presented options for a current project in a multi-family district using the R-2 zone and the LMR proposed zone change. There was discussion regarding set back requirements and concern regarding parking issues. Mr. Humphrey explained that the changes do not change parking requirements. There are standards in both zoning district options in regards to setbacks.

**Allen Broderick made the motion to approve Ordinance No. 1972, Amending Chapter 17.24 of the Central Point Municipal Code by Adding Sections 17.24020 (K) and 17.24.050 (H).** Rick Samuelson seconded. Roll call: Mayor

Williams, yes; Allen Broderick, yes; David Douglas, yes; Kelly Geiger, yes; and Rick Samuelson, yes. Motion approved.

**C. Resolution No. 1356, A Resolution to Annex 1.80 Acres, Located at 4445 Table Rock Road and Identified on the Jackson County Assessor's Map as 37 2W 01CA, Tax Lot 200, Applicant: C.W. Tower Industries, LTD. (Humphrey)**

Mr. Humphrey stated that the annexation is being requested by the property owner and meets all the criteria. The zoning will be changed to M-1 Industrial when annexation is complete. It is currently zoned light industrial by county designation.

Blaze Signs has done business at this location for a number of years and is expected to remain in operation after annexation. In 2012 the property was given the M-1, Industrial city zoning.

City staff sent letters to adjacent property owners inviting their participation in the annexation process. No requests have been received and none of the properties immediately adjacent to Blaze Signs were on record as having signed consent to annex agreements with the City.

Mayor Williams opened the public hearing.

Nathan Ruf, representative

Mr. Ruf stated that they have been working with the city and encourages the council to approve the annexation.

Mayor Williams closed the public hearing.

**Kelly Geiger moved to approve Resolution No. 1356, A Resolution to Annex 1.80 Acres, Located at 4445 Table Rock Road and Identified on the Jackson County Assessor's Map as 37 2W 01CA, Tax Lot 200.** David Douglas seconded. Roll call: Mayor Williams, yes; Allen Broderick, yes; David Douglas, yes; Kelly Geiger, yes; and Rick Samuelson, yes. Motion approved.

## **VIII. BUSINESS**

### **A. Pine Street TGM Project Update**

Mr. Humphrey explained that this agenda item was requested by the City Council. He presented the Pine Street refinement plan executive summary. The recommendation is to keep the four lanes but make them skinnier allowing for wider sidewalks and streetscape options. This plan could help make the down town more viable but it will not be a fix all. It will ultimately be the responsibility of the businesses to get traffic downtown and into their businesses.

There was discussion of the amount of time it is taking to make improvements to the downtown area. There has been no money to make any recommendations

happen. The signals will be a huge expense. Urban Renewal will eventually be able to fund the improvements. Several Council members expressed a concern that Pine Street always seems to be put on a back burner while other projects are funded. They would like to see this item in the forefront and moved along.

Mr. Clayton explained that there will be a Development Commission Study Session in May where the Commission will be able to prioritize the projects according to projected income. Staff will return with phasing options.

## **IX. MAYOR'S REPORT**

Mayor Williams reported that he attended a Medford Water Commission meeting and explained some of the issues currently facing that commission and the City of Central Point. He also stated that he attended a town hall with Senator Merkley where there was discussion regarding a state wide fix for water issues.

Mayor Williams also explained that he will be out of town for the second meeting in April. Council President Bruce Dinger is unavailable for council duties until further notice. He asked for a recommendation for a temporary Chairperson. The consensus was that the next senior Council Member Allen Broderick would be Temporary Chairperson.

## **X. CITY MANAGER'S REPORT**

City Manager Chris Clayton stated that there will be no study session in April but there will be two budget meetings. The RFP for a City Attorney will be posted in the paper this weekend and on our website. He hopes to have a recommendation by the first meeting in May.

Each Council Member was presented a copy of the proposed Budget. Please bring it with you on Monday when attending the meeting. Dinner will be available at 5:30 p.m. with the meeting starting at 6:00 p.m.

## **XI. COUNCIL REPORTS**

Council Member Kelly Gieger reported that he attended the SOREDI meeting where they talked about enterprise zones. He will be out of town for the second Budget Committee meeting.

Council Member David Douglas reported on the Central Point Chamber board meeting regarding the move to the Malot Building.

## **XII. DEPARTMENT REPORTS**

Community Development Director Tom Humphrey reported on the Citizens Advisory Committee meeting. They reviewed the economic element of the Comp plan getting ready to expand the Urban Growth Boundary.

Police Captain Brian Day reported that Chief Allison is at a Chiefs Conference in Bend.

**XIII. EXECUTIVE SESSION - None**

**XIV. ADJOURNMENT**

Allen Broderick moved to adjourn, all said "aye" and the Council Meeting was adjourned at 8:23 p.m.

The foregoing minutes of the April 11, 2013, Council meeting were approved by the City Council at its meeting of April 25, 2013.

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Mayor Hank Williams

ATTEST:

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City Recorder

# CRATER FOUNDATION PROCLAMATION

**Whereas:** The Crater Foundation was officially organized in August of 1992 to serve the students of Jackson County School District #6.

**Whereas:** The Crater Foundation Mission is twofold: (1) to establish a self-perpetuating foundation that will assist District #6 students and schools in the area of scholarships, extra-curricular activities, capital improvements, advanced technology and human needs and (2) to establish a Crater Alumni Association.

**Whereas:** The main focus of the Crater Foundation is in the area of post high school student scholarships.

**Whereas:** Since 2000, every Crater High School senior who applies for a scholarship, receives one at a minimum of \$500.

**Whereas:** Since 2000, approximately 2,780 students have received in excess of 2.7 million dollars in scholarships through the Crater Foundation.

***NOW, THEREFORE, the City Council and Mayor on behalf of the citizens of Central Point hereby proclaim May 2013 as:***

## CRATER FOUNDATION MONTH

***And urge all citizens to celebrate and support the continued efforts of the Crater Foundation to serve the students of our school district.***

***IN WITNESS WHEREOF, I hereby set my hand this 25<sup>th</sup> day of April, 2013.***

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***Mayor, Hank Williams  
City of Central Point***

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STAFF REPORT

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**DATE:** APRIL 18, 2013  
**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** MATT SAMITORE, DIRECTOR

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**SUBJECT:** Temporary Street Closure for Bobbio's Block Party

**SUMMARY:** Bobbio's Pizza is requesting shut down of Oak street between 3<sup>rd</sup> and 4<sup>th</sup> Streets on Saturday May 4, 2013, between 12 and 4:00 PM for a block party. They will be providing jump houses and music to the public. City staff will leave signs on Friday and pick them up on Monday for the owners. Owners will be responsible for setup of all signage for street closures.

**RECOMMENDED MOTION:** Staff recommends the temporary street closure.



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TO: Honorable Mayor and City Council  
FROM: City Recorder Deanna Casey  
SUBJECT: Appointment to the Multicultural Committee  
DATE: 4/25/2013

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The Multicultural Committee is a seven member committee with three year terms. Adam McCarthy had to resign when he moved out of the area in March. Upon his resignation Mr. McCarthy recommended Silvia Rangel who is bi-lingual and works with the Hispanic community. Fran Cordeiro-Settell is chairperson and has reviewed the attached application and recommends appointment.

Current members are: Fran Cordeiro-Settell Christina Garrett Jill Gregg  
Cheri Reeves-Rutledge Amy Sweet

**Staff recommends appointment of Silvia Rangel to the Multicultural Committee with a term expiring December 31, 2015.**

Recommended Action:

Approve Consent Agenda as presented.



**APPLICATION FOR APPOINTMENT TO  
CITY OF CENTRAL POINT COMMITTEE**

Name: Silvia M. Rangel Date: 4/7/2013

Address: 417 S. Grand Ave Central Point OR 97502

Home Phone: 541-582-7905 Business Phone: 541-864-2483 Cell Phone: 541-499-9192

Fax: \_\_\_\_\_ E-mail: srangel1@hotmail.com

Are you a registered voter with the State of Oregon? Yes x No \_\_\_\_\_

Are you a city resident? Yes x No \_\_\_\_\_

Which committee(s) would you like to be appointed to: Multicultural Committee

*(Please make sure the dates below work with your schedule before applying. Council and Planning Commission members are required to file an Annual Statement of Economic Interest to the State of Oregon.)*

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

- Citizens Advisory Committee: 2<sup>nd</sup> Tuesday of every quarter
- Council Study Sessions: 3<sup>rd</sup> Monday of each month
- Multicultural Committee: 2<sup>nd</sup> Monday of every quarter
- Planning Commission: 1<sup>st</sup> Tuesday of each month
- Parks and Recreation Committee/Foundation: Meeting dates vary

Employment, professional, and volunteer background:

I am currently employed at Harry and David. My title is : Human Resources Business Partner- Orchards  
I am a volunteer for SMART reading program @ Sam's Valley Elementary.

Community affiliations and activities:

None . Moved here from Las Vegas Nevada.

Previous City appointments, offices, or activities:

No previous appointments. Member of the Parent Advisory Committee for Twin Lakes Elementary and Brinley Middle School Las Vegas Nevada.

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. My interest is to assist with the continuing effort of educating our community about diversity. To respect and celebrate our cultural difference will help us to grow and be good neighbors to one another. As a Human Resources professional, I offer over 18 years of management, integrity and the experience of interaction with people from many different cultures.

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

As a new resident of Central Point, I am most concerned about tolerance of diversity. At a local store I was told by a customer "to go back to Mexico". My only guess is due to the fact that I was speaking Spanish to my daughter. This is ignorance on the person who said this to me. However, it has inspired me to get into action and change this attitude for many who think like him. I think it's time to make a difference.

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

I feel I have ideas to contribute to the committee and as a city we should take advantage of any resources available to us to make Central Point a city that does not tolerate prejudices of any kind and will embrace and celebrate cultural diversity. I would like to volunteer to help make a difference through participation in my community.

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

No conflicts.

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.

Signature: 

Date: 4/15/2013

## **PLANNING DEPARTMENT MEMORANDUM**

**Date:** April 25, 2013

**To:** Honorable Mayor & Central Point City Council

**From:** Tom Humphrey AICP, Community Development Director

**Subject:** Citizen Advisory Committee (CAC) Appointments

The Central Point CAC met for a quarterly scheduled meeting on April 9, 2013 and makes the following recommendations to the City Council relative to its membership.

- A. Annual Appointment of a Chair** – Under CPMC 2.17.060 Chairperson, the chairperson of the citizen’s advisory committee shall be appointed by the mayor with the approval of the council, for a term of one year. The chairperson shall be a voting member of the citizen’s advisory committee. Upon the resignation of former Chair Herb Farber, the CAC discussed his replacement among themselves and recommended that the Mayor and Council appoint David Painter to the Chair of the Committee. Mr. Painter has been a member of the CAC for over six years.
- B. Appointment of a New CAC Member** – Under CPMC 2.17.060 Removal, any member of the citizen’s advisory committee, including the chairperson, may be removed by the mayor, with the approval of the city council. CAC Member Jeff Pfeifer is unable to fulfill his role on the committee and has asked to be replaced. Planning staff recommends the Mayor and Council appoint Mr. Pat Smith to fill this position. Mr. Smith was one of two candidates who previously applied to serve on the CAC but was not selected because only one position was available.



APPLICATION FOR APPOINTMENT TO  
CITY OF CENTRAL POINT COMMITTEE

Not  
Appointed  
PC

Name: PATRICK L. SMITH Date: 3 DEC 2012

Address: 278 BRANDON ST

Home Phone: <sup>541</sup> 664-7902 Business Phone: <sup>541</sup> 878-2255 Cell Phone: <sup>541</sup> 840-4257

Fax: \_\_\_\_\_ E-mail: clsmith@ccountry.net

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: PLANNING COMMISSION / ADVISORY <sup>CITIZENS</sup>  
(Please make sure the dates below work with your schedule before applying. Council and Planning  
Commission members are required to file an Annual Statement of Economic Interest to the State of Oregon.)

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

- 2  Citizens Advisory Committee: 2<sup>nd</sup> Tuesday of every quarter
- Council Study Sessions: 3<sup>rd</sup> Monday of each month
- Multicultural Committee: 2<sup>nd</sup> Monday of every quarter
- 1  Planning Commission: 1<sup>st</sup> Tuesday of each month
- Parks and Recreation Committee/Foundation: Meeting dates vary

Employment, professional, and volunteer backgrounds:  
1999-PRESENT ARMY CORPS OF ENGINEERS, POWER PLANT OPERATOR  
1997-1999- USBR - POWER PLANT OPERATOR  
1984-1987 RETAIL SALES BOSE, ID  
1969-1989- U.S. NAVY, CHIEF WARRANT OFFICER, OPERATIONAL ENGINEER  
CURRENT- BOARD OF DIRECTORS, ACELS GROUP, SEATTLE

Community affiliations and activities:  
NONE

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 HAVE VERY MUCH ENJOYED THE 12 YEARS here in CENTRAL POINT. I CAN BRING A VERY PRAGMATIC AND OPEN MIND TO THE TABLE. I WANT THE CITY TO MOVE FORWARD IN A CONTROLLED AND DIRECT PATH, AND WOULD BE PROUD TO BE PART OF THE COMMUNITY'S FUTURE.

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

SUSTAINED & CONTROLLED GROWTH - IMPROVE INFRASTRUCTURE WITH AN EYE NOT ONLY FORWARD BY IMPROVING EXISTING AREAS. IE. PINE STREET FROM MINE RICHARDSON WEST W/ NEW SIDEWALKS & UNDERGROUND UTILITIES.

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

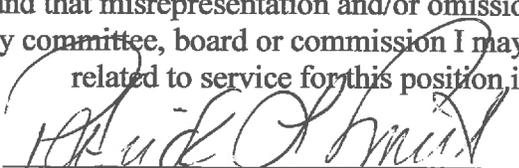
I AM AN HONEST PRAGMATIC INDIVIDUAL. AT THIS POINT OF MY LIFE, NEAR TOTAL RETIREMENT, I WANT TO GIVE BACK TO A COMMUNITY. I CHOSE CENTRAL POINT.

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

NO

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.

Signature:



Date:

3 DEC 2012

# **Resolution**

## **Procedures and Guidelines for Naming Public Lands**



STAFF REPORT

**To:** Parks and Recreation Commission  
**From:** Jennifer Boardman, Manager, Parks and Recreation Department  
**Subject:** Changes to Procedures and Guidelines for Naming Public Lands and Facilities  
**Date:** April 25, 2013

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**Purpose:** The purpose of this report is to provide information to clarify items in the current naming ordinance and more clearly specify benefactors to the Parks.

**Background:** The current naming ordinance was completed in 2006 and went a long way in ensuring that park naming was defined. After several questions arose on sponsorship, benefactors and naming of park amenities it was decided to bring revisions to the Parks Commission to more clearly define the ordinance.

The changes that were done all by addition of words to help clarify present ordinance wording. The changes were only added in section 3 of the naming criteria and are highlighted in yellow below:

**Section 3. Naming Criteria:**

**A.** City of Central Point public lands, facilities **and amenities** may be named after a person(s), **corporate sponsor(s)**, after a place or location, or after an event that has created an important legacy or achievement. A person’s name is eligible for consideration after two years of their death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:

1. A noteworthy public figure or official; **(a person that made a significant contribution to the City of Central Point or Central Point Parks.)**
2. A person, place, or event of historical or cultural significance;
3. Special benefactor(s) [living or dead or dead]**(benefactor will be recognized as a person or group that provides funding of 50 percent or greater value of the park, or a person or group that provides “substantially all” of a structure or amenity that they wish to carry their name.)**
4. A person, group, place, or feature, particularly identified with the public land or facility;
5. The wishes of the community in which the park or facility is located will be considered;

6. Exceptions to the naming criteria can be approved by City Council if an occasion to recognize the outstanding contributions of a living person is determined. The following criteria may be considered:
  - a. When 50 percent of the value of the park or facility is donated, or
  - b. When “substantially all” of the development is donated.
  - c. When public individuals have made a significant contribution over a long period of time to, or have special interest in the park, facility, and/or other civic programs.

**Recommendation:** Central Point Parks and Recreation Commission approved the name change clarifications and are forwarding the recommendation to City Council for final approval and adoption.

**RESOLUTION NO. \_\_\_\_\_**

**AMENDING RESOLUTION NO. 1138 PROVIDING FOR PUBLIC PROCEDURES AND GUIDELINES FOR NAMING PUBLIC LANDS AND FACILITIES**

Recitals:

- A. The City of Central Point adopted consistent guidelines with Resolution No. 1138 and outlined a public process for naming public lands and facilities.
- B. There are no guidelines for sponsorships or benefactors included in the current guidelines.
- C. The city hereby adds the language in **bold** lettering to Section 3. Naming Criteria to the Procedures and guidelines for naming public lands and facilities.
- D. The public procedures and guidelines for naming public lands is here by amended as set forth in Exhibit A.

Section 3. Naming Criteria:

- A. City of Central Point public lands, facilities **and amenities** may be named after a person(s), **corporate sponsor(s)**, after a place or location, or after an event that has created an important legacy or achievement. A person's name is eligible for consideration after two years of their death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:
  - 1. A noteworthy public figure or official; **(a person that made a significant contribution to the City of Central Point or Central Point Parks.)**
  - 2. A person, place, or event of historical or cultural significance;
  - 3. Special benefactor(s) [living or dead](benefactor will be recognized as a person or group that provides funding of 50 percent or greater value of the park, **or a person or group that provides “substantially all” of a structure or amenity that they wish to carry their name.**)
  - 4. A person, group, place, or feature, particularly identified with the public land or facility;
  - 5. The wishes of the community in which the park or facility is located will be considered;
  - 6. Exceptions to the naming criteria can be approved by City Council if an occasion to recognize the outstanding contributions of a living person is determined. The following criteria may be considered:
    - a. When 50 percent of the value of the park or facility is donated, or
    - b. When “substantially all” of the development is donated.

- c. When public individuals have made a significant contribution over a long period of time to, or have special interest in the park, facility, and/or other civic programs.

B. Because temporary “working” designations tend to be retained, the Parks and Recreation Director will carry out the naming process for a new park facility as early as possible after its acquisition or development.

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

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder

# City of Central Point Procedures and Guidelines For Naming Public Lands and Facilities

**Section 1. Purpose:** To provide procedures and guidelines whereby City of Central Point public lands and facilities may be officially named by the City Council.

**Section 2. Definitions**

Public Land - Lands which are owned or controlled in use by the City of Central Point for the long-term benefit of the community. These lands may be within or outside of the corporate limits. Examples include, but are not limited to, parks, open space, and plazas.

Public Facilities - Physical facilities owned or controlled in use by the City of Central Point for the long-term benefit of the community. Examples include buildings, bridges, rooms, and ball fields. Street-naming procedures are covered by a separate City Council policy.

**Section 3. Naming Criteria:**

A. City of Central Point public lands, facilities and amenities may be named after a person(s), corporate sponsor(s), after a place or location, or after an event that has created an important legacy or achievement. A person’s name is eligible for consideration after two years of their death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:

1. A noteworthy public figure or official; (a person that made a significant contribution to the City of Central Point or Central Point Parks.)
2. A person, place, or event of historical or cultural significance;
3. Special benefactor(s) [living or dead](benefactor will be recognized as a person or group that provides funding of 50 percent or greater value of the park, or a person or group that provides “substantially all” of a structure or amenity that they wish to carry their name.)
4. A person, group, place, or feature, particularly identified with the public land or facility;
5. The wishes of the community in which the park or facility is located will be considered;
6. Exceptions to the naming criteria can be approved by City Council if an occasion to recognize the outstanding contributions of a living person is determined. The following criteria may be considered:

- a. When 50 percent of the value of the park or facility is donated, or
  - b. When “substantially all” of the development is donated.
  - c. When public individuals have made a significant contribution over a long period of time to, or have special interest in the park, facility, and/or other civic programs.
- B. Because temporary “working” designations tend to be retained, the Parks and Recreation Director will carry out the naming process for a new park facility as early as possible after its acquisition or development.

#### **Section 4. Procedures:**

##### **A. Initiation of Proposed Name**

1. Preliminary consideration of naming proposals by City Council may be initiated by a citizen, Council Advisory Committee, Commission, or City Task Force, or elected or appointed official. Naming proposals for public facilities which have not originated from an advisory committee or task force shall be given directly to the City Council through the City Administrator. The City Council will then direct the request to the appropriate advisory committee or task force for the public notification and review.
2. Prior to naming proposals being forwarded to City Council for preliminary review, naming proposals shall be formally reviewed by the appropriate advisory committee(s) or task forces(s), as determined by the City Council, in public meetings with opportunity provided for citizen input requested through advanced meeting advertisement. The City Council, through the appropriate department, will solicit public input prior to making a decision on a naming request not assigned to a committee or task force for preliminary review.
3. Meeting minutes or staff reports shall be prepared that fully document input received from citizens, committee or task force discussions, and a specific naming recommendation(s) for preliminary review of City Council.

##### **B. Preliminary City Council Review and Formal Decision**

1. The item will be placed on the City Council meeting agenda for discussion and action. Minutes from committee or task force meetings which include a naming recommendation, or an appropriate department staff report, will be transmitted to the City Council for review.
2. City Council, after consideration, by motion and majority vote may:
  - a. Formally name a public land or facility, or
  - b. Formally reject a naming proposal, or

- c. Hold a public hearing.
3. The decision of City Council to name or reject a recommendation to name, public lands or facilities at preliminary review is subject to review by appeal.

### **C. Additional Public Input and Public Hearing**

1. If additional public input is needed, the City Council, prior to making a formal decision on a naming proposal, will hold a public hearing no sooner than 30 days following the Council meeting at which recommendations were received by the Council. That public hearing will be announced at least 10 days in advance by a block advertisement in a local newspaper.
2. The purpose of the public hearing is to provide opportunity for additional public input.
3. City council will do one of two things at this time:
  - a. Formally name a public land or facility, or
  - b. Formally reject a naming proposal.

**D. Formal City Council Decision:** A formal decision of a naming recommendation may be made at the time of:

1. Preliminary review or following;
2. Additional public input and public hearing.
3. Any decision to name a public land or facility or reject a recommendation to name a public land or facility, is subject to review by appeal.

### **E. Appeal Procedure**

1. Any decision to name or reject a recommendation to name a public land or facility is subject to review by City Council through appeal. Appeals must be filed in writing with the City Recorder within 30 days of the formal Council decision.
2. Written appeals shall include:
  - a. Name and address of persons requesting reconsideration,
  - b. A statement of specific grounds for appeal,
  - c. A specific naming recommendation for the subject public land or facility.
3. If written appeal is filed in the appropriate time period, the public land or facility-naming decision at issue will be suspended until that name is reaffirmed, modified, or deleted by City Council.

4. Properly filed appeals shall be forwarded to City Council. In considering appeals, the Council, by motion and majority vote may:
  - a. Dismiss the appeal with no further review,
  - b. Act on the appeal upon review without further input, or
  - c. Set a public hearing date for additional citizen input regarding the appeal, and then modify, reaffirm or delete the public land or facility name.
5. Once formal action on an appeal has been completed by City Council, the public land or facility name shall become effective immediately, as applicable and as determined upon City Council decision. The City Administrator shall determine the appropriate
6. There is no fee associated with an appeal. All citizens are considered to have a standing in public land and facility naming matters, regardless of residency.

#### **F. Public Notifications**

1. The City Council finds widespread public involvement essential in considering naming of public lands and facilities. It is the intent of this policy that committee or task force meetings and individual citizen recommendations are adequately advertised and opportunity exists for citizen input prior to developing recommendations for preliminary Council review. Advertisements shall specify the public land or facility being discussed and any proposed recommendations which may exist.
2. If additional input is desired by Council, advance notice will be provided for City Council public hearings.
3. Chairs of the advisory committees, task forces, and appropriate city departments, on behalf of the City Council, are charged with the responsibility of ensuring adequate opportunity is provided for citizen input throughout the process.
4. The City Council may amend the naming procedures at any time to facilitate appropriate levels of citizen involvement.

# **Resolution**

## **Accepting the Hidden Grove/Green Valley Water System**



April 16, 2013

TO: Honorable Mayor and City Council  
FROM: Matt Samitore, Parks & Public Works Director  
SUBJECT: Acceptance of the Hidden Grove/Green Valley Water System

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**PURPOSE:**

City formally accept the donation of the Hidden Grove/Green Valley Water System.

**SUMMARY:**

The City has been negotiating with the Hidden Grove/Green Valley Home Owners Association (HGGV HOA) for the purpose of accepting their private water system and converting it to a public system with individually billed water meters. Currently the city has a large master meter that services the entire complex. The HGGV HOA has sub-metering of each unit for billing purposes. The system is the only one in the city where individual parcels can be bought and sold that is not served by a city water system.

Upon investigation of their system it was determined that the main line was constructed of C-900 plastic pipe. Though not City Standard, they type of pipe is typical and is accepted by many municipalities in the west. The system was built in two phases in 1998 and 2002. The water division has reviewed the as-builts and has field verified the pipe and connection points and they system was installed correctly and shows minimal aging. The sub-water meters are not acceptable for city metering system and will need to be upgraded. All upgrades to a City system are estimated to cost approximately \$30,000. Annual income from transferring them from commercial to residential rate are anticipated to generate \$20,000 more annually.

If approved the city will start work on upgrading their meters in May and completed no later than June 30, 2013

**RECOMMENDATION:**

Accept the Hidden Grove/Green Valley Homeowners Association Water System. .

**RESOLUTION NO. \_\_\_\_\_**

**ACCEPTING THE HIDDEN GROVE/GREEN VALLEY WATER SYSTEM**

Recitals:

- A. The Hidden Grove/Green Valley Homeowners Association (HOA) has a private water system that was installed in 1998 thru 2002.
- B. The water system was constructed of C-900 plastic pipe.
- C. The City Water Division has investigated the system and found it in good working condition.
- D. Meters within the system will need to be changed out to match existing city infrastructure. Change out will occur within two months of the adoption of this resolution.
- E. The Hidden Grove/Green Valley HOA has met with the city and made a formal request to take over the system and has voted to relinquish the system to the City of Central Point.
- F. All units within the Hidden Grove/Green Valley HOA will be billed as residential units except for the club house area which would be billed as commercial.

Section 1. To approve the acceptance of the Hidden Grove/Green Valley Water System.

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

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder

April 15, 2013

City of Central Point City Council  
City Hall  
140 South 3<sup>rd</sup> Street  
Central Point, OR 97502

Re: Hidden Grove/Green Valley Homeowner's Association Water Distribution System

Dear City of Central Point City Council Members:

For the past several months members of our Board of Directors have been working with the City Finance Director, Bev Adams, and City Director of Public Works, Matt Samitore, regarding our water distribution system. These discussions have included questions regarding billing for our water use; the maintenance of our water system; and the metering of the water used by our individual residences as well as our common areas.

It is our understanding that the city Public Works Department has inspected our water lines and water distribution system and the City of Central Point is prepared to take over the maintenance and billing without requiring Hidden Grove/Green Valley Homeowner's Association to make any repairs or incur any expense.

Our CC&R's currently state all water lines and water distribution systems outside each lot are part of the "common area" of the Association.

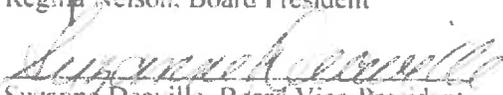
After extensive discussion among the Board of Directors, the Board had a meeting on April 15th, 2013 and has voted in favor of the transfer of our water distribution system, its maintenance and repair, meter reading and billing over to the City of Central Point. The Board of Directors agrees that this benefits our Association in that the City of Central Point is better equipped to manage the long term maintenance of the water system. The City of Central Point can also provide our residents with more billing consistencies for the years to come.

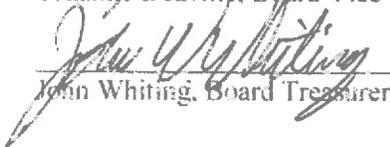
There shall be no proceeds paid in the transfer of the water distribution system.

**This vote and subsequent action was made in accordance with O.R.S. 94.665**

Sincerely,

  
Regina Nelson, Board President

  
Suzanne Deaville, Board Vice-President

  
John Whiting, Board Treasurer

  
Carol Rosenberg, Board Secretary

  
Paul Rydings, Board Member at Large

Water System Transfer Letter to City.doc

4901 Hamrick Road, Central Point, OR 97502 • (541) 664-3996 • hgghoa@clearwire.net

# **Ordinance**

## **First Reading – Stormwater Credit for School District**

April 25, 2013

## Agenda item

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Consideration of proposed amendments to Central Point Municipal Code Chapter 11.16, Stormwater Utility Fees, to add provisions for a stormwater utility rate discount for public school districts.

**Applicant: City of Central Point.**

## Background

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The City established a storm utility fee in 2008 to fund storm drain maintenance and capital improvement needs associated with the city's natural and constructed surface water management system, including seven streams and storm drainage infrastructure. The municipal code allowed provisions that granted credits for facilities designed to infiltrate water to reduce flooding and stormwater pollution; however, credits were not provided for implementation of water resources curriculum as part of K-12 education. This prompted School District 6 to request amendments to Chapter 11.16 that would allow rate reductions for implementation of activities that benefit the City's surface water management program.

The proposed amendments establish activities that may qualify for a rate discount upon approval by the City Manager. The activities include:

- Implement curriculum specific to the issues and problems of surface and stormwater management, such as water quality, flooding, and mitigation;
- Facilitate student participation in events that help restore, monitor or enhance the surface and stormwater system;
- Identify and implement projects, maintenance protocols or other programs on School District properties in the City that improve water quality and reduce flooding; and
- Implement other beneficial activities, programs or projects approved by the City Manager.

To qualify, the school district must submit a written request for the discount that identifies the qualified activities proposed, expected benefits, the estimated number of students engaged in the activities and a summary of how the anticipated discount will be used. An annual report submitted to the City will describe the actual benefits of the activities implemented and will support the City's obligations to

maintain compliance with State and Federal programs including the Bear Creek TMDL for temperature and bacteria pollution remediation, the National Pollution Discharge Elimination System (NPDES) Phase II program for stormwater pollution prevention, and the FEMA Community Rating System recertification requirements to support continued flood insurance discounts.

## **Issues**

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None.

## **Recommendation**

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Approve and move to a second reading of Ordinance No. \_\_\_\_\_ An Ordinance adding section 11.16.095 to the Central Point Municipal Code to include provisions for stormwater utility credits for the School District.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ADDING SECTION 11.16.095 TO THE CENTRAL POINT MUNICIPAL CODE TO INCLUDE PROVISIONS FOR STORMWATER UTILITY CREDITS FOR THE SCHOOL DISTRICT

Recitals:

- A. The single largest payer of storm water utility fees in the city is School District No. 6.
- B. The school district teaches a variety of classes and curriculum from K-12 on the importance of environmental stewardship and benefits of clean water.
- C. School District No. 6 has 4 facilities immediately adjacent to streams in Central Point.
- 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. Section 11.16.095 of the Central Point Municipal Code is added to read:

**11.16.095 Stormwater rate discount for public school district**

- A. **Parcel(s) owned or leased by a public school district, which provides activities that directly benefit the surface and storm water management program may receive a stormwater rate discount. Activities that qualify for stormwater rate discount include:**
  - 1. **Teaching curriculum specific to the issues and problems of surface and storm water management;**
  - 2. **Engaging students in community activities that expose students to the efforts required to restore, monitor, or enhance the surface and storm water management system;**
  - 3. **Conducting and implementing a storm and surface water assessment of school district parcel(s) that identifies projects, maintenance protocols or other programs that align with the City's surface and stormwater program goals of improving water quality and reducing flooding; and**
  - 4. **Implementing any other activity, program or project approved by the City Manager that demonstrates benefits to the surface and stormwater program.**

- B. The school district shall provide a written request for a stormwater charge adjustment allowed pursuant to this section include:**
- 1. A description of the activities to be implemented;**
  - 2. The expected benefits of each proposed activity as it relates to the goals of reducing localized flooding and protecting water quality;**
  - 3. The estimated number of students who will participate in proposed activities; and,**
  - 4. A summary of how the funds saved by the service charge adjustment will be used, including the amount to be used for surface and stormwater improvement if applicable.**
- C. The amount of the service charge adjustment shall be a maximum of twenty-five percent and will be determined by the City Manager based on an evaluation of the school district's proposed program pursuant to Section 11.16.090(B).**
- D. The service charge adjustment for the school district activity may be applied to any parcel in the service area which is owned or operated by the school district.**
- E. The School District shall submit an annual report on the results of the activities implemented, how funds were used, and any proposed changes to the program for the next fiscal year.**
- F. The stormwater rate adjustment shall be reviewed for effectiveness on an annual basis to ensure mutual benefit of the stormwater rate adjustment.**

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

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Mayor Hank Williams

ATTEST:

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City Recorder

# **Resolution**

**Annexing 0.92 Acres  
located at  
214 W. Vilas**



**STAFF REPORT**  
April 25, 2013

**AGENDA ITEM: FILE NO: 13009**

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Annexation of the Don Jones Park Community Garden, a portion of West Vilas Right-of-way and two property boundary adjustments comprising 0.92 acres. Concurrent with annexation, the R-1 Residential Single-Family zone designation will be applied to Area 1, the Garden. The R-2 Residential zone will be applied to Areas 2 and 3, the boundary adjustments. The Garden's physical address is 241 W. Vilas Road and is identified on the Jackson County Assessor's map as 37 2W 01BA Tax Lot 1000. **Applicant: City of Central Point; Agent: Neathamer Surveying, Inc.**

**STAFF SOURCE:**

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Tom Humphrey AICP, Community Development Director

**BACKGROUND:**

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**West Vilas Right-of-way:** The City was granted jurisdiction of and has maintenance responsibilities for West Vilas Road. This is a remaining section of right-of way not within the city limits.

**Area 1:** In 2008 the City of Central Point purchased the 0.32 acre property adjacent to Don Jones Park. The Parks Department is operating new Community Garden plots on this property and it should be annexed to the city.

**Areas 2 and 3:** In 2011 during preparation for construction of the City's water reservoir project, a Rogue River Valley Irrigation District canal was relocated since the canal transected the reservoir site. Property boundary line adjustments were done to facilitate the irrigation line and easement. The relocated underground irrigation line is now situated along the east property line of the reservoir and adjacent property owned by Dennis and Sailee Patterson.

The Planning Department sent letters to adjacent property owners inviting their participation in this annexation. No others wish to participate and none of the properties immediately adjacent to the Community Garden or the property adjustments were on record as having signed consent-to-annex agreements with the City. The subject properties are adjacent to the city limits along the east, south and west property lines as illustrated by the site map in Attachment A.

Currently the subject properties are zoned by Jackson County as Light Industrial, designated residential in the Urban Growth Boundary (UGB) and when annexed, they will have residential City zoning. A park is a permitted use in the R-1 zoning district.

**AUTHORITY:**

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ORS 222.125 authorizes annexation of property contiguous to cities when all of the owners of land and majority of electors consent. CPMC 1.20 vests the City Council with the authority to order the annexation of unincorporated territory in the Urban Growth Boundary into the City of Central Point. This annexation is a ‘full consent annexation’ since the property being annexed is owned by the City of Central Point and Dennis and Sailee Patterson. The owners have initiated and consented to the annexation.

**Annexation Criteria:**

1. **Written Consents:** The annexation application includes written consent to annex from 100% of the property owners and a majority of the electors within the annexation territory, who have signed the annexation petition, which is evidence of written consent to annexation (Exhibit C). Accordingly, pursuant to ORS 222.125 and CPMC 1.24.020, the City Council may order the annexation without notice, hearing or election.
2. **Contiguous to City Limits:** Pursuant to ORS 222.111, territory proposed for annexation must be contiguous to the City or separated from it only by a public right-of-way or a stream, lake or other body of water. The subject annexation area is contiguous to Central Point to the east, south and west.
3. **Within Urban Growth Boundary (UGB):** The annexation territory is within the Urban Growth Boundary of Central Point and is in compliance with the City-County Urban Growth Boundary and Policy Agreement of September 1984 and amended in 1998.
4. **Orderly Provision of Public Facilities:** The City-County Urban Growth Boundary and Policy Agreement requires that, in considering an annexation, urban facilities and services must be adequate in condition and capacity to accommodate the additional level of growth allowed by the Comprehensive Plan within the annexation area prior to or concurrent with the development. Public Works has reviewed the existing public facilities and their proximity to the annexation area and concluded that public facilities can be provided or extended to the site. Any future enhancements of these facilities made necessary by development of the annexation area will be the responsibility of the property owner and regulated through the City’s land use application process. This will result in an orderly provision of public facilities to the annexation area.
5. **Duly noticed and advertised notice of public hearing:** Pursuant to ORS 222.120 notice of the April 25, 2013 hearing before the City Council was published twice on April 11, 2013 and April 18, 2013 in the Mail Tribune newspaper and notice was posted in four (4) public locations. In addition, on April 5, 2013 notice was mailed to each property owner of record within 100 feet of the proposed annexation.

**ISSUES:**

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None

**ATTACHMENTS:**

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- Attachment "A"- Graphic Illustration of the subject property
- Attachment "B"- Resolution No. \_\_\_\_ Ordering Annexation
  - Exhibit A: Written Description
  - Exhibit B: Annexation Depiction Map
  - Exhibit C: Annexation Petition

**ACTIONS:**

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Consider the request to annex approximately 0.92 acres of land and right-of-way located at 241 W. Vilas Rock Road.

**RECOMMENDATION:**

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Approve Resolution \_\_\_\_.



Legend

City Limits
  Annex Areas

City of Central Point

Don Jones Park Community Garden  
 and Boundary Line  
 Annexation  
 241 W. Vilas Road

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION TO ANNEX 0.92 ACRES,  
WEST VILAS RIGHT-OF-WAY AND LAND LOCATED AT 214 W. VILAS ROAD AND  
IDENTIFIED ON THE JACKSON COUNTY  
ASSESSOR’S MAP AS 37 2W 01BA, TAX LOT 1000.  
APPLICANT: CITY OF CENTRAL POINT.**

**RECITALS:**

- A. The City of Central Point and Dennis and Sailee Patterson own approximately 0.92 acres generally described in Exhibit A, which is not located within the City of Central Point city limits. The Central Point City Council (the Council) is authorized under ORS 222.120 to hold a public hearing for annexation proceedings without an election for annexation.
- B. On April 25, 2013, the Council conducted a duly noticed public hearing on the annexation application, at which time it reviewed the City staff report, heard testimony and comments on the application to annex the 0.92 acre property specifically described in attached Exhibit “A” Written Description and Exhibit “B” Annexation Depiction Map.
- C. The City Manager, or designee, will transmit a copy of this resolution to the Oregon Secretary of State, and this annexation is effective when filed with the Oregon Secretary of State pursuant to ORS. 222.180.
- D. This annexation is a full consent annexation as the City of Central Point and Dennis and Sailee Patterson have petitioned for and consented to the annexation, attached petition Exhibit “C”.

The City of Central Point resolves as follows:

**Section 1:** The West Vilas right-of-way and property at 241 West Vilas Road, described in the above recitals and set forth in attached Exhibits “A” and “B” is proclaimed to be annexed to the City of Central Point.

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

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder

Resolution No. \_\_\_\_\_

## EXHIBIT "A"

### ANNEXATION BOUNDARY DESCRIPTION SHEET AREA TO BE ANNEXED INTO THE CITY OF CENTRAL POINT:

#### AREA 1

An area of land lying in the Northwest One-quarter of Section 1, Township 37 South, Range 2 West of the Willamette Meridian, Jackson County, Oregon, being a portion of West Vilas Road and that property described in that certain deed recorded on May 9, 2008 as Instrument No. 2008-017769, Official Records of Jackson County, Oregon. The exterior boundary of said area being more particularly described as follows:

Commencing at the North One-quarter corner of Section 1 of said township, range and meridian; thence North 89°46'20" West, along the north line thereof, a distance of 1332.94 feet to the Northwest One-sixteenth corner of Section 1 of said township, range and meridian, also being on the northerly right-of way of West Vilas Road, and the **TRUE POINT OF BEGINNING**; thence leaving said section line and northerly right-of-way, South 00°04'13" West, along the westerly line of said Northeast One-quarter of the Northwest One-quarter, a distance of 130.00 feet to the northwest corner of that property described in Instrument Number 2008-017769, Official Records of Jackson County, Oregon; thence continuing along said west line and along said boundary the following courses: South 00°04'13" West, a distance of 100.00 feet; thence leaving said west line, South 89°46'20" East, a distance of 100.00 feet; thence North 00°04'13" East, a distance of 153.04 feet to the northerly right-of-way of West Vilas Road, being the beginning of a non-tangent curve to the right having a radius of 542.96 feet and a central angle of 21°34'56" (the long chord of said curve bears North 79°01'24" East, a distance of 203.31 feet); thence leaving said boundary, along the arc of said curve and said right-of-way, a distance of 204.52 feet; thence continuing along said right-of-way, North 89°48'52" East, a distance of 4.02 feet; thence leaving said right-of-way North 00°04'13" East, a distance of 37.43 feet to said north line of said section; thence along said north line, North 89°46'20" West, 303.57 feet to the Point of Beginning.

Area to be annexed contains 0.76 acres, more or less.

#### AREA 2

A strip of land variable in width lying in the Northwest One-quarter of Section 1, Township 37 South, Range 2 West of the Willamette Meridian, Jackson County, Oregon, being a portion of that property described as Tract 1 in that certain deed recorded on October 27, 2010 as Instrument No. 2010-035567, Official Records of Jackson County, Oregon. The exterior boundary of said strip being more particularly described as follows:

Commencing at the North One-quarter corner of Section 1 of said township, range and meridian; thence North 89°46'20" West, along the north line thereof, a distance of 675.57 feet; thence leaving said section line, South 00°04'13" West, 34.88 feet to the southerly right of way of Vilas Road, and the northeast corner of Tract 1 per Instrument Number 2010-035567, Official Records

of Jackson County, Oregon, also being the **TRUE POINT OF BEGINNING**; thence along the boundary of said tract, South 00°04'13" West, a distance of 605.04 feet; thence North 89°55'45" West, a distance of 7.00 feet; thence leaving said boundary, North 00°03'39" East, a distance of 605.01 feet to said right-of-way, also being a point on the northerly boundary of said tract; thence along said right-of-way and boundary North 89°48'52" East, a distance of 7.10 feet to the Point of Beginning.

Area to be annexed contains 0.10 acres, more or less.

### AREA 3

A strip of land variable in width lying in the Northwest One-quarter of Section 1, Township 37 South, Range 2 West of the Willamette Meridian, Jackson County, Oregon, being a portion of that property described as Tract 2 in that certain deed recorded on October 27, 2010 as Instrument No. 2010-035568, Official Records of Jackson County, Oregon. The exterior boundary of said strip being more particularly described as follows:

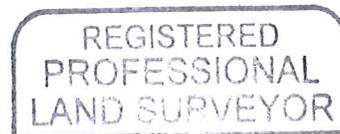
Commencing at the North One-quarter corner of Section 1 of said township, range and meridian; thence North 89°46'20" West, along the north line thereof, a distance of 675.57 feet; thence leaving said section line, South 00°04'13" West, 34.88 feet to the southerly right of way of Vilas Road, and the northeast corner of Tract 1 per Instrument Number 2010-035567, Official Records of Jackson County, Oregon; thence along the boundary of said tract, South 00°04'13" West, a distance of 605.04 feet; thence North 89°55'45" West, a distance of 7.00 feet to the northeast corner of Tract 2 per Instrument Number 2010-035568, said official records; thence leaving the boundary of said Tract 1, South 00°03'39" West, along the boundary of said Tract 2, a distance of 184.00 feet to the **TRUE POINT OF BEGINNING**; thence continuing along said Tract 2 the following courses: South 89°55'44" East, a distance of 14.90 feet; thence South 01°05'56" East, a distance of 147.35 feet; thence South 89°58'55" West, a distance of 17.88 feet; thence leaving said boundary, North 00°03'39" East, a distance of 147.35 feet to the Point of Beginning.

Area to be annexed contains 0.06 acres, more or less.

Basis of bearings for this description is the north line of the Northeast One-quarter of the Northwest One-quarter of Section 1, Township 37 South, Range 2 West of the Willamette Meridian, as depicted on Survey Number 15762, filed in the office of the Jackson County Surveyor.

Prepared By:  
**Neathamer Surveying, Inc.**  
3126 State Street, Suite 203  
Medford, Oregon 97501  
Phone: (541) 732-2869  
FAX: (541) 732-1382  
Project Number: 09002-T-3

Date: March 19, 2013



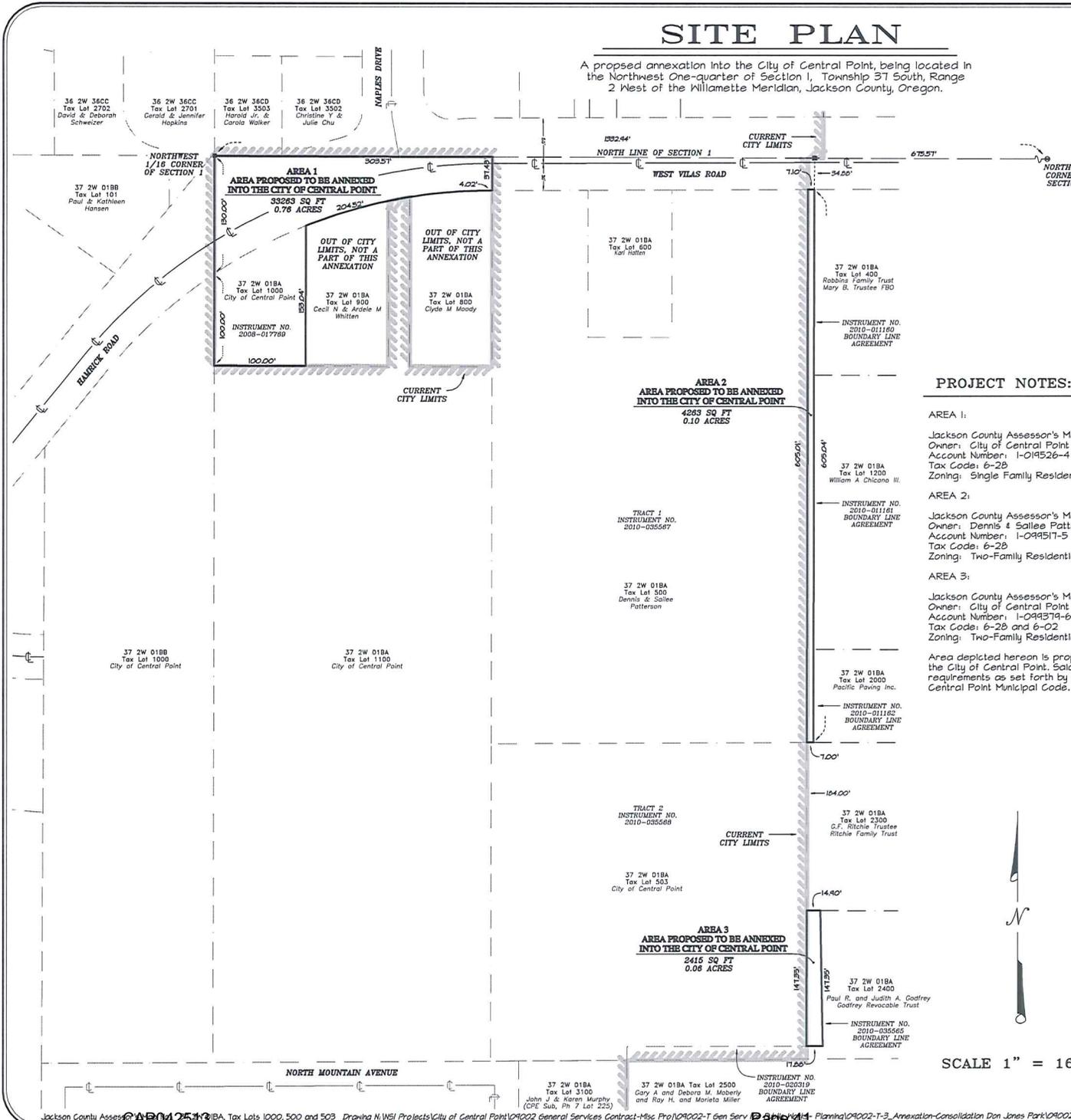
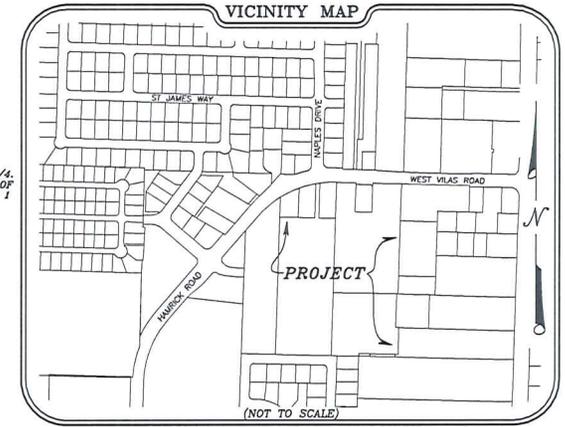
*Robert V. Neathamer*



RENEWAL: DEC. 31, 2014

## SITE PLAN

A proposed annexation into the City of Central Point, being located in the Northwest One-quarter of Section 1, Township 37 South, Range 2 West of the Willamette Meridian, Jackson County, Oregon.



### PROJECT NOTES:

- AREA 1:**  
 Jackson County Assessor's Map No: 37 2W 018A, Tax Lot 1000  
 Owner: City of Central Point  
 Account Number: 1-019526-4  
 Tax Code: 6-2B  
 Zoning: Single Family Residential, 6,000 (R-1-6)
- AREA 2:**  
 Jackson County Assessor's Map No: 37 2W 018A, Tax Lot 500  
 Owner: Dennis & Sallee Patterson  
 Account Number: 1-094511-5  
 Tax Code: 6-2B  
 Zoning: Two-Family Residential (R-2)
- AREA 3:**  
 Jackson County Assessor's Map No: 37 2W 018A, Tax Lot 503  
 Owner: City of Central Point  
 Account Number: 1-094514-6  
 Tax Code: 6-2B and 6-02  
 Zoning: Two-Family Residential (R-2)

Area depicted hereon is proposed to be annexed into the City of Central Point. Said depiction is to satisfy the requirements as set forth by Section 1.20.020 of the Central Point Municipal Code.

### PREPARED FOR:

**CITY OF CENTRAL POINT**  
 140 South Third Street  
 Central Point, OR 97502

REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

*Robert V. Neathamer*

OREGON  
 JULY 19, 1994  
 ROBERT V. NEATHAMER  
 2675

Renewal Date 12/31/14

PREPARED BY: **Neathamer Surveying, Inc.**  
 3126 State St, Suite 203  
 P.O. Box 1584  
 Medford, Oregon 97501  
 Phone (541) 732-2869  
 FAX (541) 732-1382

PLOT DATE: March 19, 2013 PROJECT NUMBER: 09002-T-3

Sheet 1 of 1 © NR

SCALE 1" = 160'

# EXHIBIT C

## ANNEXATION PETITION

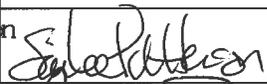
The undersigned hereby request and consent to the annexation to the City of Central Point, Oregon, of the real property contiguous thereto described in Exhibit "A" attached hereto and by this reference made a part of the within petition.

By their signature hereto, the undersigned certify that they are either "owners" of land in the territory proposed to be annexed as described in Exhibit "A", or are "electors" registered in the territory proposed to be annexed as described in Exhibit "A".

This petition, containing the request and consent to said annexation, must be filed with the Central Point City Council on or before the date of the public hearing to be held upon the proposed annexation pursuant to ORS 222.120.

"Owner" is defined by ORS 222.120 as meaning the legal owner of record or, where there is a recorded land contract which is in force, the purchaser thereunder. If there is multiple ownership in a parcel of land, each consenting owner shall be counted as a fraction of the same extent as the interest of the owner in the land bears in relation to the interest of the other owners, and the same fraction shall be applied to the parcel's land mass for purposes of the consent petition. If a corporation owns land in a territory proposed to be annexed, the corporation shall be considered to be the individual owner of that land.

"Elector" is defined in said statute as an individual qualified to vote under Article II, Section 2 of the Oregon Constitution, which in turn requires that the individual be 18 years of age or older, a resident of the area in question, and registered to vote as required by applicable state law. Furthermore, ORS 222.270(2) requires that electors petitioning for annexation be registered in the territory proposed to be annexed.

<b>Name/Address</b>	<b>Elector Or Property Owner?</b>	<b>Signature</b>	<b>Date</b>
City of Central Point 140 S. Third St.	City of Central Point		3-19-13
Dennis Patterson PO Box 1410 Eagle Point, OR 97524	Dennis/Sailee Patterson		3-25-2013
			3-25-2013

**Resolution**

**City Council**

**Agreement to Support**

**a Community Center**



April 16, 2013

TO: Honorable Mayor and City Council  
FROM: Matt Samitore, Parks & Public Works Director  
SUBJECT: Community Center Ad-Hoc Committee Recommendations

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**PURPOSE:**

Recommendation from the Community Center Ad-Hoc Committee on construction phasing and operations estimates for a potential community center.

**SUMMARY:**

The Central Point Community Center Ad-hoc committee met twice with the purpose of splitting the potential community center into three funding levels and having an preliminary operations budget to go with each potential phase. The recommendation is needed for applying for state grants, state bonds and private grant opportunities. A business/operations plan was done in 2012 by City Staff. The operations plan was used for each option depending on the what features are within each phase.

The Committee made the following recommendations:

1. The Hospital/VA Center would not be constructed unless there is a partner at the construction phase. Add-on's for them would be planned, but not implemented without a formal agreement.
2. Fitness Component – Would only be built with an agreement with local business owner to provide a partnership workout component, and is only planned currently if full funded is obtained.
3. Try to limit community center/park utility fees.
4. All Recreation Budget outside of special events will be used to run center.
5. Review General Fund Contributions - Funding for capital and debt payments could be shifted to community center operations to make up some, if center comes online after 2017-18 FY.
6. If outside funding is obtained community outreach and detailed cost analysis will be completed and accepted by council prior to acceptance of any funds.

The Committee split the center into three phasing options:

- A. Option 1: \$5 to 8 Million dollars construction costs.
- B. Option 2: \$8 to \$12 Million dollars construction costs.
- C. Option 3: \$12 to \$18 Million dollars construction costs.

## Option 1: Features

- A. Administrative and Parking, two class rooms = \$880,000
- B. First Floor Gym uses (two gyms, racquetball, locker rooms) – \$2,350,000
- C. Family Pool – \$1,200,000
- D. Pre-k/After School/Kitchen - \$573,000
- E. Senior Center/Teen Center/Kitchen - \$700,000

Sub-Total: \$5,700,000

Total: \$7,967,870 with HVAC and soft costs included.

### *Operations Phase 1:*

Expected Operating Costs: \$900,000 annually

Expected Revenue: \$650,000 annually

General Fund Potential \$550,000

Utility fee: **0.00 to \$1.00 (0.00 to \$100,000)**

### *Option 2: Features*

Here are the features and cost break down:

- A. All of Phase 1, plus second multipurpose room– 5.8 Million
- B. Competition Pool – 3.6 Million

Sub-Total: \$8,500,000 Million

Total: \$11,696,780 with HVAC and soft costs included.

### *Operations Phase 2:*

Expected Operating Costs: \$1,400,000 annually

Expected Revenue: \$900,000 annually

General Fund Potential \$550,000

Utility fee: **\$1.00 to \$2.00 (\$100,000-200,000)**

The cost recovery from the competitive pool is unknown because of not having a more detailed analysis of competitions revenue.

### *Option 3: Features*

This option incorporates all aspects of the center from the original open house designs, including two stories, pools, gyms, fitness center, senior center, etc.

Sub-Total: \$11,100,000 Million

Total: \$14,407,979 with HVAC and soft costs included.

### Operations Phase 3

Operational Costs: \$1,760,000

Revenue: \$1,130,000

General Fund Potential: \$550,000

Utility Fee: **\$1.50 to \$3.00 (\$150,000-300,000)**

The cost recovery from the competitive pool is unknown because of not having a more detailed analysis of competitions revenue.

### **RECOMMENDATION:**

Approve the resolution setting the three construction phases, preliminary operations plan and funding levels.

**RESOLUTION NO. \_\_\_\_\_**

**CITY COUNCIL AGREEMENT TO SUPPORT OPERATIONS OF A  
COMMUNITY CENTER**

Recitals:

- A. The City of Central Point conducted a master plan for a potential community center in 20012-13.
- B. Costs for the Community center were established by a local architect.
- C. City staff prepared a business plan that detailed the cost to operate the center at full build out.
- D. The business operations plan indicated a funding gap where additional public revenue would be needed to support operations of the fully built out community center.
- E. An Ad-Hoc committee was established in 2013 to review the phasing of the community center and make recommendations on funding.
- F. Ad-Hoc Committee recommended three funding levels for amenities and features in the community center with operational needs for each.
- G. The Ad-Hoc Committee recommends that if outside funding is obtained with any option that additional community outreach and City Council approval of the operations plan be completed prior to acceptance of any funds.

**The City of Central Point resolves as follows:**

Section 1. The City of Central recognizes three options for a Community Center based on amenities, features and operational needs as detailed below.

Section 2. Each option requires a different funding level. If outside funding is obtained for any of the three options, prior to acceptance of such funding,

- A. The City will conduct additional community outreach.
- B. Approval of the operations plan by City Council will be required.

**A. Funding Level 1: 5 to 8 million dollars**

**Construction Costs:**

Feature	Option 1	Cost	Circulation/HVAC	Engineerin/Arch	
Administration		\$ 276,180	\$ 33,142	\$ 69,045	
Large & Small Gym & Locker		\$ 1,680,000	\$ 201,600	\$ 420,000	
Aerobics/Yoga/Rac Ball		\$ 176,000	\$ 21,120	\$ 44,000	
Family Pool		\$ 605,000	\$ 72,600	\$ 151,250	
Pool Admin/Storage/Seating		\$ 855,350	\$ 102,642	\$ 213,838	
Senior Center		\$ 283,560	\$ 34,027	\$ 70,890	
Pre-K/After School		\$ 348,280	\$ 41,794	\$ 87,070	
1 multipurpose rooms		\$ 125,000	\$ 15,000	\$ 31,250	
Catering Suite		\$ 189,000	\$ 22,680	\$ 47,250	
Mech/Elec/Custodial		\$ 92,400	\$ 11,088	\$ 23,100	
Teen Room		\$ 117,000	\$ 14,040	\$ 29,250	
Parking Phase 1		\$ 600,000		\$ 90,000	
Site Development Phase 1		\$ 200,000	\$ -	\$ -	
<b>Sub-Total</b>		<b>\$ 4,747,770</b>	<b>\$ 569,732</b>	<b>\$ 1,276,943</b>	<b>\$ 6,594,445</b>
VA Suite		\$ 192,500	\$ 23,100	\$ 48,125	
Hospital Suite		\$ 600,000	\$ 72,000	\$ 150,000	
Therapy Spa		\$ 210,000	\$ 25,200	\$ 52,500	
<b>Sub-Total</b>		<b>\$ 1,002,500</b>	<b>\$ 120,300</b>	<b>\$ 250,625</b>	<b>\$ 1,373,425</b>
<b>Total</b>					<b>\$ 7,967,870</b>

Expected Operating Costs: \$900,000 annually (Exhibit A)

Expected Operating Revenue: \$650,000 annually (Exhibit A)

General Fund Contribution on Administration and other costs: \$550,000

Utility fee: **0.00 to \$1.00 (0.00 to \$100,000), depending on annual operating costs.**

**B. Funding Level 2: 8 to 12 million dollars**

**Construction Costs:**

Feature	Option 2	Cost	Circulation	Engineerin/Arch	
Administration		\$ 276,180	\$ 33,142	\$ 69,045	
Large & Small Gym & Locker		\$ 1,680,000	\$ 201,600	\$ 420,000	
Aerobics/Yoga/Rac Ball		\$ 176,000	\$ 21,120	\$ 44,000	
Family Pool		\$ 605,000	\$ 72,600	\$ 151,250	
Pool Admin/Storage/Seating		\$ 855,350	\$ 102,642	\$ 213,838	
Senior Center		\$ 283,560	\$ 34,027	\$ 70,890	
Pre-K/After School		\$ 348,280	\$ 41,794	\$ 87,070	
<b>2 multipurpose rooms</b>		<b>\$ 220,000</b>	<b>\$ 26,400</b>	<b>\$ 55,000</b>	
Catering Suite		\$ 189,000	\$ 22,680	\$ 47,250	
Mech/Elec/Custodial		\$ 92,400	\$ 11,088	\$ 23,100	
Teen Room		\$ 117,000	\$ 14,040	\$ 29,250	
Parking Phase 1		\$ 600,000		\$ 90,000	
Site Development Phase 1		\$ 200,000	\$ -		
Sub-Total		\$ 4,842,770	\$ 581,132	\$ 1,300,693	\$ 6,724,595
VA Suite		\$ 192,500	\$ 23,100	\$ 48,125	
Hospital Suite		\$ 600,000	\$ 72,000	\$ 150,000	
Therapy Spa		\$ 210,000	\$ 25,200	\$ 52,500	
Sub-Total		\$ 1,002,500	\$ 120,300	\$ 250,625	\$ 1,373,425
Competition Pool		\$ 1,800,000	\$ 216,000	\$ 450,000	
Spectator Viewing		\$ 248,000	\$ 29,760	\$ 62,000	
Parking Phase 2		\$ 600,000	\$ 72,000	\$ 90,000	
Site Development Phase 2		\$ 30,000			
Sub-Total		\$ 2,678,000	\$ 317,760	\$ 602,000	\$ 3,597,760
Total					<b>\$ 11,695,780</b>

Expected Operating Costs: \$1,400,000 annually

Expected Revenue: \$900,000 annually

General Fund Contribution on Administration and other costs: \$550,000

Potential Utility fee: **\$1.00 to \$2.00 (\$100,000-200,000)**

C. Funding Level 3: 12 – 18 Million

Feature	Option 3	Cost	Circulation/HVAC	Engineerin/Arch		
Administration		\$ 276,180	\$ 33,142	\$ 69,045		
Large & Small Gym & Locker		\$ 1,680,000	\$ 201,600	\$ 420,000		
Aerobics/Yoga/Rac Ball		\$ 176,000	\$ 21,120	\$ 44,000		
Family Pool		\$ 605,000	\$ 72,600	\$ 151,250		
Pool Admin/Storage/Seating		\$ 855,350	\$ 102,642	\$ 213,838		
Senior Center		\$ 283,560	\$ 34,027	\$ 70,890		
Pre-K/After School		\$ 348,280	\$ 41,794	\$ 87,070		
2 multipurpose rooms		\$ 220,000	\$ 26,400	\$ 55,000		
Catering Suite		\$ 189,000	\$ 22,680	\$ 47,250		
Mech/Elec/Custodial		\$ 92,400	\$ 11,088	\$ 23,100		
Teen Room		\$ 117,000	\$ 14,040	\$ 29,250		
Parking Phase 1		\$ 600,000	\$ 72,000	\$ 90,000		
Site Development Phase 1		\$ 200,000	\$ -			
Sub-Total		\$ 4,842,770	\$ 653,132	\$ 1,300,693		\$ 6,796,595
VA Suite		\$ 192,500	\$ 23,100	\$ 23,100		
Hospital Suite		\$ 600,000	\$ 72,000	\$ 72,000		
Therapy Spa		\$ 210,000	\$ 25,200	\$ 25,200		
Sub-Totaal		\$ 1,002,500	\$ 120,300	\$ 120,300		\$ 1,243,100
Competition Pool		\$ 1,800,000	\$ 216,000	\$ 216,000		
Spectator Viewing		\$ 248,000	\$ 29,760	\$ 29,760		
Parking Phase 2		\$ 600,000	\$ -	\$ 90,000		
Site Development Phase 2		\$ 30,000				
Sub-Total		\$ 2,678,000	\$ 245,760	\$ 335,760		\$ 3,259,520
Fitness Center		\$ 280,500	\$ 33,660	\$ 33,660		
Running Track		\$ 216,000	\$ 25,920	\$ 25,920		
Child Watch/Support		\$ 102,600	\$ 12,312	\$ 12,312		
2nd Story Locker Rooms		\$ 336,000	\$ 40,320	\$ 40,320		
Aerobic/Dance/Yoga Room		\$ 264,000	\$ 31,680	\$ 31,680		
Elevator		\$ 50,000	\$ 6,000	\$ 6,000		
3 classrooms		\$ 264,000	\$ 31,680	\$ 31,680		
Parking Phase 3		\$ 700,000	\$ -	\$ 105,000		
Site Development Phase 3		\$ 120,000				
2nd Viewing Deck		\$ 248,000	\$ 29,760	\$ 29,760		
Sub-Total		\$ 2,581,100	\$ 211,332	\$ 316,332		\$ 3,108,764
<b>Total</b>						<b>\$ 14,407,979</b>

Operational Costs: \$1,760,000

Revenue: \$1,130,000

General Fund (Current Recreation & DJ) \$550,000

Potential Utility Fee: **\$1.50 to \$3.00 (\$150,000-300,000)**

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

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder

**Southern Oregon Regional Rehabilitation, Recreation, and Community Center  
Proposed Operating Budget  
January 2012**

**Operating Budget**

The operational budget planning for the Southern Oregon Regional Rehabilitation, Recreation, and Community Center uses a conservative approach to estimating reasonable expenses and a moderate approach to projecting revenues and is based on an understanding of the conceptual project, the best available market area information, and the current practices of the City of Central Point.

A line item operation budget is provided below. While this initial budget provides a baseline, it is anticipated that revenues during the first year of operation may exceed these projections for these reasons:

- Leading up to, and during the first year of operation, marketing and promotion efforts and costs will be elevated to attract an expanded population.
- Particularly in year one and two, the attraction of the facility will be higher than in subsequent years when the “newness” of the spaces declines and interest in participation weakens.

There is no guarantee that the estimates and projections will be met, and there are many variables that cannot be accurately determined during this conceptual planning stage or are subject to change during the actual design and implementation process.

Expenditures and revenues have been developed based on the typical costs that occur in the operation of a community center type facility. Expenses and revenues are based on the overall size of the facility, the specific components within the building and the projected hours of operation. Actual costs were utilized whenever possible and estimates for other expenses were based on similar facilities in other areas. All expenses and revenues were calculated as accurately as possible though actual cost may be more or less as final component design occurs and facility begins operation.

**Site Description**

As initially conceived, the Southern Oregon Regional Rehabilitation, Recreation, and Community Center will have the following components: a large and small gymnasium, group exercise room, community pool, competition pool, therapy pool, racquetball courts, weight/cardiovascular area, track, senior center, commercial kitchen, class rooms, hospital/medical offices, Veterans Administration therapy suite, preschool classrooms, lobby/lounge/vending area, locker rooms and administrative area. **Approximately 91,895 square feet.**

### Budget Summary

<i>Facility Size</i>	<i>Revenue All Sources</i>	<i>Operational Expenses</i>	<i>Operating Cost per Square Foot</i>	<i>Subsidy/ Investment</i>	<i>Cost Recovery</i>
91,895 SF	\$1,579,615	\$1,758,588	\$19.14	\$178,973	90%

### Parks and Recreation User Fee

Although, as is shown in the Budget Summary above, cost recovery is estimated to be relatively high at 90%, there will need to be a mechanism to make up for the difference between expected revenues and expenditures. Staff suggests the implementation of a \$3.00 a year Parks and Recreation user fee that will offset this operational deficit. The fee will be analyzed yearly, during the budget process, to ensure that the fee is accurate and meets the needs of the Southern Oregon Regional Rehabilitation, Recreation, and Community Center.

### Expenditures

Expenses are based on the overall size of the facility, the specific components within the building and the projected hours of operation. Actual costs were utilized whenever possible and estimates for other expenses were based on similar facilities in other areas. All expenses were calculated as accurately as possible though actual cost may be more or less as final component design occurs and facility begins operation. Generally, personnel costs make up the single highest expense for most multi-purpose recreation facilities, often 60% of the operational budget. For the Southern Oregon Regional Rehabilitation, Recreation, and Community Center personnel costs are projected to be around 61%. An estimate of staff levels is provided below.

<i>Expenditures</i>		<b>Costs</b>	<i>Notes</i>
Facility Size in Square Feet	91,895		
<b>Personnel Service</b>			
Full-Time Recreation Salaries (w/benefits)		\$345,000.00	
Part-Time Recreation Salaries		\$735,746.00	
<b>Subtotal Personnel</b>		<b>\$1,080,746.00</b>	
<b>Utilities, Supplies, Repairs</b>			
Operational Supplies		\$25,000.00	
Utilities		\$ 150,000.00	
Maintenance Supplies		\$ 25,000.00	
Equipment Repair		\$10,000.00	
Aquatics Supplies		\$30,000.00	
<b>Subtotal Supplies</b>		<b>\$240,000.00</b>	

<b><i>Programs</i></b>			
General Recreation		\$125,000.00	General operating funds
KidVenture		\$7,350.00	excluding salaries
Discover Afterschool		\$24,526.00	excluding salaries
Scholarships		\$25,000.00	
Fitness & Specialty Classes		\$16,000.00	Exercise supplies other than equipment
	<b><i>Subtotal Services</i></b>	<b><i>\$197,876.00</i></b>	
<b><i>Contracted Service / Miscellaneous</i></b>			
Bank card, printing, contracted services		\$43,000.00	
Advertising, dues, telephone, equipment rental		\$48,800.00	
Janitorial Services		\$96,945.00	
	<b><i>Subtotal Services</i></b>	<b><i>\$188,745.00</i></b>	
<b><i>Capital</i></b>			
Buildings & Improvements		\$34,147.34	Budgeted at 2% of operating budget
Machinery & Equipment		\$17,073.67	Budgeted at 1% of operating budget
	<b><i>Subtotal Capital</i></b>	<b><i>\$51,221.01</i></b>	
	<b>Grand Total Expenditures</b>	<b>\$1,758,588.01</b>	
	<b>Operating cost per square foot</b>	<b>\$19.14</b>	

## Revenues

Revenues are forecast based on anticipated drop-in fees and annual memberships, rentals around anticipated scheduled programming, as well as information from the City of Central Point Parks and Recreation staff. This takes into account program and facility components, multiple admission and age discounts, as well as political and economic realities. The revenue categories include both traditional and alternative sources:

- Daily admissions and annual memberships
- KidVenture Preschool program
- Discovery Afterschool program
- Recreation and exercise classes
- Aquatics lessons
- Child care
- Facility rentals
- Vending/Concessions
- Lease Agreements
- City of Central Point Contribution

Revenue forecasts are based on the space components included in the facility, the demographics of the local service area, the current status of alternative providers in the service area, and a comparison to other facilities with similar components in the surrounding communities and around the country. Actual figures will vary based on the final design of the facility and the activity spaces included, the market at the time of opening, the designated facility operating philosophy, the aggressiveness of fees and use policies adopted, and the type of marketing effort undertaken to attract potential users to the facility. The revenue forecast will require a developed marketing approach by staff to meet revenue goals.

<i>Revenues</i>				<i>Notes</i>
<b>Admission Fees</b>	Daily/ Annual Fees	Total Day Passes / Memberships	Total Fees	
Day Pass - Adult	\$5	3370	\$16,850.00	
Day Pass - Youth/Senior	\$4	2118	\$8,472.00	
Adult Individual Annual Memberships	\$384	290	\$111,360.00	
Family Annual Memberships - 4 members (\$75 each additional)	\$804	420	\$337,680.00	
Senior/Youth Annual Membership	\$264	52	\$13,728.00	
<b><i>Subtotal admission revenue</i></b>			<b><i>\$488,090.00</i></b>	

<b>Facility Rentals &amp; Concessions</b>				
Locker rentals, towels, etc.			\$12,600.00	
Facility Rentals			\$62,400.00	
Aquatic Rentals			\$20,280.00	
Drop-In Daycare			\$21,960.00	
<b><i>Subtotal facility operations</i></b>			<b><i>\$117,240.00</i></b>	
<b>Programs/Classes</b>				
KidVentures			\$72,900.00	
Discovery Afterschool			\$172,625.00	
Specialty Classes			\$6,000.00	
Fitness Classes			\$65,160.00	
Aquatic Lessons			\$93,600.00	
<b><i>Subtotal programs</i></b>			<b><i>\$410,285.00</i></b>	
<b>Leased Space</b>				
Concessions & Vending			\$ 9,600.00	Lease @ \$800 per month
Hospital			\$90,000.00	@ \$1.50 per sq. ft. per month - 5000 sq. ft.
Veterans Administration			\$14,400.00	Utilities only
<b><i>Sub total leased space</i></b>			<b><i>\$114,000.00</i></b>	
<b>City of Central Point</b>				
City of Central Point			<b><i>\$450,000.00</i></b>	City Contribution
<b><i>GRAND TOTAL REVENUE</i></b>			<b><i>\$1,579,615.00</i></b>	

**Proposed Hours of Operation**

Daily operational hours do not reflect hours for rentals of meeting rooms, after hour activities, etc. These hours will be agreed upon time beyond hours open to the public. The facility is closed eleven holidays and may also have reduced hours on the eves of some holidays. We expect that the center will also be closed seven days per year for annual maintenance and deep cleaning.

The total operating hours per week equal 96.5 and the operating budgets are based on staffing for these hours. Additional hours will be available for programs, rentals, special events, etc. Facilities are intended to be designed to allow after hour rentals of components that are in high demand such as conference/banquet rooms, multi-use courts, while having the ability to minimize staffing and control access to unused parts of the center.

***Hours of Operation***

<b><i>Operational Hours</i></b>	<b><i>Public/Program Hours</i></b>	<b><i>Total Hours</i></b>
Monday – Friday	5:30 am to 9:00 pm	77.5
Saturday	7:30 am to 6:30 pm	11
Sunday	10:00 am to 6:00 pm	8
<b><i>Total hours of operation per week</i></b>		<b><i>96.5</i></b>

**Estimated Staffing Levels**

The construction and operation of the Central Point Community Center will require the addition of fulltime and several part-time personnel to supplement staffing needs. The details of the staffing plan and schedule are below. New positions have been bold/italicized. Personnel costs are budgeted at 61% of the total community center budget. Please note that potential hospital and VA staffs are not included below.

***Full Time Staff***

<b><i>Title</i></b>	<b><i>Description</i></b>	<b><i>Wages</i></b>
Facility/Aquatics Manager	Responsible for overall operation and management of the facility.	\$80,000
Facility Coordinator	Coordinate staff and activities, schedule rentals, and have supervision responsibilities and limited management responsibilities. This position will work an opposing schedule from the Program Coordinator, providing nearly around the clock full time supervision and management for the Community Center.	\$70,000
Program Coordinator	Coordinate Community Center programs and work in conjunction with the Facility Coordinator to provide supervision and management for the Community Center.	\$70,000
<b><i>Aquatics Coordinator</i></b>	<b><i>Coordinate with staff and activities in the aquatics portion of the facility, schedule aquatic rentals and have supervision responsibilities and limited management responsibilities.</i></b>	<b><i>\$60,000</i></b>

<b>Maintenance Coordinator</b>	<b>Coordinate all site maintenance and janitorial activities. May also be responsible for special event coordination and maintenance.</b>	<b>\$65,000</b>
<b>Total Full Time Salaries</b>		<b>\$345,000</b>

*Part Time Staff*

Title	Number of Positions	Wages for all positions
<b>Guest Service/Receptionist</b>	<b>4+</b>	<b>\$49,500</b>
<b>Life Guards</b>	<b>15</b>	<b>\$119,100</b>
<b>Head Life Guards</b>	<b>4+</b>	<b>\$61,020</b>
<b>Maintenance Staff<sup>d</sup></b>	<b>2+</b>	<b>\$39,700</b>
Instructors <sup>2</sup>	20-30	\$144,000
<b>Fitness Trainers</b>	<b>4+</b>	<b>\$72,000</b>
Senior Coordinator	1	\$24,816
Preschool Teachers	8+	\$64,750
<b>Discovery After School Staff</b>	<b>10-12</b>	<b>\$160,860</b>
<b>Total Part Time Salaries</b>		<b>\$735,746</b>

<sup>1</sup>These positions could be outsourced. National average for wages is \$10 to \$14 per hour.

<sup>2</sup>National average for wages is \$12 to \$50 per hour depending on certification

**Total Staffing**

	Positions	Wages/Salaries
Total Full Time	5	\$345,000
Total Part Time	69	\$717,556
<b>Grand Totals</b>	<b>74</b>	<b>\$1,080,746</b>

**Southern Oregon Regional Rehabilitation, Recreation, and Community Center  
Organization Chart**

