

**CITY OF CENTRAL POINT
City Council Meeting Agenda
October 27, 2016**

Next Res. 1477
Next Ord. 2030

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

City Council

Mayor
Hank Williams

Ward I
Bruce Dinger

Ward II
Michael Quilty

Ward III
Brandon Thueson

Ward IV
Allen Broderick

At Large
Rick Samuelson
Tanea Browning

Administration
Chris Clayton, City
Manager
Deanna Casey, City
Recorder

**Community
Development**
Tom Humphrey,
Director

Finance
Steven Weber,
Director

Human Resources
Elizabeth Simas,
Director

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

Police
Kris Allison Chief

- I. REGULAR MEETING CALLED TO ORDER – 7:00 P.M.**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PUBLIC APPEARANCES – *Comments will be limited to 3 minutes per individual or 5 minutes if representing a group or organization.***
- V. SPECIAL PRESENTATION – Recognizing AI Workman**
- VI. CONSENT AGENDA**

- Page 2 - 7 A. Approval of October 13, 2016 Council Minutes
- 8 - 9 B. Approval of Red Ribbon Week Proclamation
- 10 - 11 C. Approval of Arbor Day Proclamation
- 12 - 19 D. Accepting September 30, 2016 Financial Report
- 20 E. Authorizing cancelation of November 24, 2016 and
December 22, 2016 Council Meetings

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. PUBLIC HEARING, ORDINANCES, AND RESOLUTIONS

- 22 - 23 A. Resolution No. _____, Resolution of Intent Declaring the City Council's Intent to Initiate an Amendment to the Central Point Comprehensive Plan (Map) and the Central Point Municipal Code Zoning Map From C-4, Tourist and Office Professional to C-5, Thoroughfare Commercial for Job Creation in the City of Central Point (Humphrey)
- 25 - 27 B. Resolution No. _____, Adopting a Sidewalk Replacement Program for the Repair and Replacement of City Public Sidewalks to Ensure Safe and Well Maintained City Sidewalks (Samitore)

IX. BUSINESS

- 29 A. ADA Play Structure at Pfaff Park and GoFundMe Account Discussion (Boardman)

- 31 - 32 B. Fun Run Report and Donation (Boardman)

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 Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.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

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-423-1026 (voice), or by e-mail at: Deanna.casey@centralpointoregon.gov .

Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta publica de la ciudad por favor llame con 72 horas de anticipación al 541-664-3321 ext. 201

Consent Agenda

**CITY OF CENTRAL POINT
City Council Meeting Minutes
October 13, 2016**

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: Bruce Dingler, Tanea Browning, and Rick Samuelson were present. Brandon Thueson, Allen Broderick, and Mike Quilty were excused.

City Manager Chris Clayton; City Attorney Sydnee Dreyer; Police Chief Kris Allison; Community Development Director Tom Humphrey; Community Planner Stephanie Holtey; Parks and Public Works Director Matt Samitore; Police Captain Dave Croft; and City Recorder Deanna Casey were also present.

IV. PUBLIC APPEARANCES - None

V. SPECIAL PRESENTATION – RVSS Annual Report

RVSS General Manager Carl Tappert explained that Rogue Valley Sewer Services would like to start giving quarterly reports about projects in and around Central Point. He stated that RVSS will be working on Table Rock Road when Jackson County is working on the road improvements in 2017. There are 25 properties along that stretch of Table Rock that will be hooked up to the sewer system. Jackson County is going to front the project and RVSS will reimburse them. Working with the County will save money and keep the costs down. He provided an update on the storm water permit for the City, and invited the Council to their 50th Anniversary celebration on October 27, 2016.

VI. CONSENT AGENDA

- A. Approval of September 22, 2016 City Council Minutes
- B. Approval of Technology Equipment Surplus List

There was discussion regarding the donation and auctioned items. Mr. Samuelson stated that the city should attempt to auction items before donating them to anyone. Staff explained that most of the items are obsolete and would only be good to recycle. It was recommended that staff should try to auction the items. If they don't get any bids we can then donate them.

Rick Samuelson moved to approve the Consent Agenda but to make an attempt to auction times before donating them. Tanea Browning seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; and Rick Samuelson, yes. Motion approved.

VII. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS

A. Resolution No. 1476, A Resolution Exercising the Power of Eminent Domain for the Table Rock Road Improvements – Biddle to Airport Road

Parks and Public Works Director Matt Samitore explained that Jackson County received funding from the State of Oregon Enhance It Program (STIP) to reconstruct Table Rock Road from 2 lanes to 5 lanes from Biddle Road to Airport Road. The project will provide two travel lanes in each direction and a center turn lane with sidewalks and bike lanes. The County is doing the majority of the right of way negotiations and easement acquisition; however, one property located at 4279 Table Rock Road requires joint acquisition between the County and the City. This property is owned by Jean Savage Trustee.

There is an existing residential structure on this property which is currently occupied by a renter. As part of this right of way acquisition process, the renter will be relocated so the house can be demolished once the property is acquired. Additionally, a septic system will remain within the City owned area until the future Federal Way construction occurs. The septic is hooked up to a legally nonconforming travel trailer that will remain on the remainder of the Savage property. Construction of this section of the future Federal Way Street will coincide with the development of the industrial property immediately to the west of the Savage property and the corresponding extension.

Mr. Samitore stated that if the property owner and city cannot agree on terms the proposed resolution would be used to acquire the property for public right of way. The City has never failed to come to terms with property owners on property acquisition, but the state requires the resolution to show intent.

Bruce Dingler moved to approve Resolution No. 1476, A Resolution Exercising the Power of Eminent Domain for the Table Rock Road Improvements – Biddle to Airport Road. Tanea Browning seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; and Rick Samuelson, yes. Motion approved.

VIII. BUSINESS

A. Planning Commission Report

Community Development Director Tom Humphrey presented the October 4, 2016 Planning Commission Report:

- The Commission continued a public hearing to consider a Conditional Use Permit application to place a Mobilitie Telecommunications Antenna in the public right of way near McDonalds. Commission members expressed concern about setting a precedent for other poles/antennas and asked the applicant if the pole could be moved, shortened or co-located. The application was asked to respond to the requests at the next meeting.

- The Commission approved a Condition Use Permit with conditions to allow a women's fitness center to occupy available commercial space in the existing Fair City Market building. The Commission determined that there is adequate parking on site and there would be no significant increase in vehicle trip generation. The CUP was approved with four conditions to satisfy the building department and three other agencies.
- The Commission was updated on the East Pine Streetscape Engineering Contract.
- The Commission was updated on Costco Conditional Use Application and the LUBA Appeal.
- There will be several changes on the Planning Commission in 2017. Chair Chuck Piland will be resigning after the first of the year. Staff will be recommending Mike Oliver to the Chair position after the first of the year.

B. Flood Plain Program Update

Community Planner II Stephanie Holtey provided an overview of the city's floodplain management program and an update on recent flood zone changes within the Twin Creeks area specifically.

She explained that the city participates in the National Flood Insurance Program (NFIP) which makes federal flood insurance available for all residents and business owners in the community. This is important because the city has seven streams with 203 acres in high risk floodplains.

The next audit of the City's CRS and Floodplain Management Program is scheduled for November 2016 and will last until mid-April 2017. The program evaluation will be based on the new rules that could affect the City's discount status. At this time it appears that the City will maintain its current status in the program; however the margin of safety is slim. Staff is doing everything possible to maintain our 20% discount, but a 5% reduction is possible.

She explained the Twin Creeks Flood Zone designations that were modified this year by a FEMA letter of map revision. These changes were a result of flood mitigation planning and project construction by Twin Creeks Development Co., LLC. Completion of the flood mitigation project is a major achievement for the residents in the city and is a result of significant time and investment by the developer. In addition to removing 61 acres and 136 properties from high risk flood hazard areas, this project strengthens the City's ability to continue earning the 20% flood insurance discount for all of Central Point residents. City staff is usually available to sit down with property owners to help evaluate their property regarding the new rates.

C. Battle of the Bones Discussion

Parks and Public Works Director Matt Samitore stated that the City felt that Battle of the Bones (BOB) was well suited for the Harvest Festival and had significantly less impact on the city's financial and human resources as in previous years. This year we saw a profit of \$4,473.70 with overtime being limited to \$2,546.21.

Over all it was a good event and staff would recommend continuing with this venue. The City would like to work with the Expo by establishing an agreement that there will be 200 tickets available at the door for the Friday and Saturday nights. There will only be 800 tickets available for Friday and 1200 for Saturday. Tentatively, we have scheduled Tri-Tip for Friday night and Pulled Pork for Saturday. We are hopeful to get an event sponsor so we could do ribs in lieu of one of meats. The ribs are too expensive for the event to turn a profit unless we have a sponsor. The City would like to take over the Sunday Chili Competition and have a small beer garden in the barbeque area. We would be responsible for some of the outside security for the event in order to help keep the BBQ team area secure at night. We would also add additional lighting to the BBQ area.

IX. MAYOR'S REPORT

Mayor Williams reported that:

- He attended two Water Commission meetings.
- He attended the Development Commission Study Session on E. Pine Streetscape.
- He attended the LOC sponsored City Hall Day in Grants Pass.
- He attended the LOC Conference in Salem. It was a good conference and the Rogue Valley Hospitality Suite was well received. There was a Governors Debate the last day of the Conference but the Oregon Governor did not attend.
- He had a tour of Del Rio winery with the City Manager and Council member Browning.
- He attended the Rogue Valley Realtors Association installation of new officer's this week.
- The Mayor's United dinner was well attended. All proceeds go to ACCESS.
- He will be starting the evaluation of the City Manager in November. He has asked the HR Director Elizabeth Simas to do a Salary Survey for the City Management Team. We need to make sure we can keep the good people we have.

X. CITY MANAGER'S REPORT

City Manager Chris Clayton reported that:

- He has already received the preliminary report for the management team salary survey and will be presenting it to Council soon.
- He is disappointed to announce that the LUBA decision in favor of the City has been appealed to the Oregon Court of Appeals. Council will receive updates when we are notified.
- The city received the 2016/17 Tax Levy Report showing our property tax revenue. It has increase over last year. This will help with the property tax compression losses which tend to be associated with our most blighted properties. This report shows that assessed values have gained over the last year.
- He will be meeting with the owners of 650 E. Pine Street to begin negotiations on a new multi-year least agreement for the Central Point Chamber of Commerce.

- He has started setting up meetings with the Council to discuss priorities for the next budget cycle.

XI. COUNCIL REPORTS

Council Member Tanea Browning reported that:

- That she attended the League of Oregon Cities in Salem and enjoyed hearing about the other cities progress and success stories in the areas we are also working on. The Conference was filled with tons of useful information.
- The final Saturday market of 2016 was a success and we are beginning the planning for next year's vendors, set up and schedule already.
- She attended the Study Session on Monday.
- She attended the Chamber Quarterly mixer on Tuesday and ribbon cutting ceremony for Mary's BBQ Place last Friday.
- On Monday she attended the Southern Oregon Educators Luncheon. They are looking for connections to industry experts to bring into their new education model and elected officials to help navigate the process.
- Greeters held at the Central Point Goodwill on October 18th.
- Several businesses are getting together to have Trick or Treat the Streets on October 31st from 4:30 to 6 pm. All ages are welcome with a costume contest, including a pet division, to be held at the Chamber office at 5:45. The winner will be announced at 6:00 pm.

Council Member Bruce Dingler reported he attended the Study Session on E. Pine Streetscape. He also attended a Red Cross Seminar regarding the Cascadia Subsection quake. It was very interesting and explained a few items that citizens can do to prepare for this disaster when it happens.

Council Member Rick Samuelson reported that he:

- Attended the RVCOG meeting where they talked about Ashland having a Quiet Zone and their issue with Marijuana grows within the city. Grants Pass will be getting a Red Robin soon.
- Attended the grand opening for Mary's BBQ.
- Attended the Study Session on October 3rd.
- Will be participating in the "Pedal it Forward" event on October 19th.

XII. DEPARTMENT REPORTS

IT Director Jason Richmond reported that the door buzzers should be installed on Friday and the Department has been working on Asset Management for Public Works.

Parks and Public Works Director Matt Samitore stated that given the weather outlook for this weekend if citizens call Council Members with issues please direct them to the non-emergency phone line for flooding or downed trees. Staff will be on call all weekend.

Police Captain Dave Croft reported that:

- We have received the FBI Crime statistics for Oregon. Medford is about 3 times higher than Central Point in property crimes. We are way below the average for a city our size in the state of Oregon.
- We have graduates back from the academy and are fully staffed at this time.
- Last week was interesting regarding the person in the Clown outfit posing at all the schools. He was on the phone all day Thursday talking to the media about this issue. Central Point was able to arrest him because of items he had posted on his Facebook page.

Community Development Director Tom Humphrey reported that:

- Construction has started on the new veterinarian clinic on E. Pine Street.
- Rogue Credit Union has submitted revisions to their site plan and should begin construction soon.
- The property next to the vet clinic has been subdivided and staff will be submitting a Resolution of intent to make zoning changes along with a resolution for a UGB Amendment.

City Attorney Sydnee Dryer stated that the Costco appeal is unfortunate. This is an expedited process similar to a LUBA appeal. Worst case scenario would be a decision in early March. Council needs to decide if we want to keep the city involved or if we want to let the Costco attorney handle this appeal. LUBA's decision is very clear and we are confident it will be upheld by the State Appeals Court. She explained the process and that we have a motion pending before LUBA for the appellant to pay our attorney fees. The Council was in favor of playing a minimal part in the proceedings, but we should still be involved.

XIII. EXECUTIVE SESSION - None

XIV. ADJOURNMENT

Bruce Dingler moved to adjourn, Tanea Browning seconded, all said "aye" and the Council Meeting was adjourned at 8:26 p.m.

The foregoing minutes of the October 13, 2016, Council meeting were approved by the City Council at its meeting of October 27, 2016.

Dated:

Mayor Hank Williams

ATTEST:

City Recorder

13 October, 2016

Dear Mayor Hank Williams,

Red Ribbon Week will take place during the week of 23 to 31 October 2016 and the Southern Oregon Young Marines are looking for your support in issuing a proclamation as we will be actively participating in this nationally recognized illicit drug awareness event. You can assist us in publicizing and promoting this week by issuing a proclamation that boldly declares our support and commitment in the fight against illegal drugs and those that promote their use.

The mission of the Young Marine program is to develop good citizenship and promote a healthy, drug-free lifestyle in our youth. Drug awareness and education are vital and key elements in the Young Marine's fight against illicit drug use and trafficking in our communities. To win this war on drugs, we must reduce the demand for illicit drugs and one of the best ways to accomplish this mission is through education and awareness. Red Ribbon Week is an excellent opportunity to promote illicit drug Awareness and we hope that you will join with us in this campaign. Young Marines will actively and aggressively participate in the Red Ribbon Week campaign. Having our Mayor's support in this Young Marine project will greatly assist us in getting our anti-drug message out. In addition to showing your support with your proclamation, your participation by wearing a red ribbon is even more important. Enclosed you will find red ribbons for you and some of your staff. Please wear your ribbon, show your support, and let's work together to rid our communities of illicit drug use and those that traffic and profit from them. The Young Marine program is having a positive impact in our youth and our communities; we are developing responsible citizenship in our youth.

You will find a sample proclamation in word document form attached for your use.

If it is possible we would also like to receive the proclamation at a future Governor's meeting for possible photo opportunities to help us when completing our after action reports.

Should you have questions, feel free to call me at 541-821-5488.

The Point of Contact and mailing address is as follows:

POC: Soren Bennett
Address: 747 S Haskell St Central Point, OR 97502
EMAIL: Meggan_bennett@yahoo.com

Sincerely yours,

Soren S. Bennett, Young Marine PVT

Red Ribbon Week Proclamation

Whereas, communities across America have been plagued by the numerous problems associated with illicit drug use and those that traffic in them; and

Whereas, there is hope in winning the war on drugs, and that hope lies in education and drug demand reduction, coupled with the hard work and determination of organizations such as the Young Marines of the Marine Corps League to foster a healthy, drug-free lifestyle; and

Whereas, governments and community leaders know that citizen support is one of the most effective tools in the effort to reduce the use of illicit drugs in our communities; and

Whereas, the red ribbon has been chosen as a symbol commemorating the work of Enrique "Kiki" Camarena, a Drug Enforcement Administration agent who was murdered in the line of duty, and represents the belief that one person can make a difference; and

Whereas, the Red Ribbon Campaign was established by Congress in 1988 to encourage a drug-free lifestyle and involvement in drug prevention and reduction efforts; and

Whereas, October 23-31 has been designated National Red Ribbon Week, which encourages Americans to wear a red ribbon to show their support for a drug-free environment;

NOW, THEREFORE, the City Council and Mayor do hereby proclaim October 23—31 as:

Red Ribbon Week

In the City of Central Point, and urge all citizens to join us in this special observance.

IN WITNESS WHEREOF, I hereby set my hand this 27th day of October, 2016.

Central Point Mayor Hank Williams



STAFF REPORT

To: Central Point City Council
From: Jennifer Boardman, Manager, Parks and Recreation Department
Subject: Arbor Week Proclamation
Date: November 10, 2016

Purpose: The purpose of this staff report is to show the importance of promoting tree awareness and for the proclamation of Arbor Week in Central Point.

Background: The Arbor Week proclamation is important to the City of Central Point in a number of aspects chiefly in securing the re-certification for the fourth year of the Tree City USA designation for 2017.

To qualify as a Tree City USA community, a town or city must meet the required standards established by The Arbor Day Foundation and the National Association of State Foresters.

The standards help to ensure that every qualifying community no matter the size has a viable tree management plan which includes the celebration of Arbor Day/Week.

In addition to accomplishing one the Tree City USA goals, establishing an Arbor Day/Week celebration will help to raise awareness of the importance of trees in Central Point, expand the tree canopy by planting additional trees, and enhance the parks and open spaces where the trees are planted.

Recommendation: That the Council approves the Arbor Week proclamation, the celebration of Arbor Week 2016 was held on April 3-9.

Arbor Week Proclamation

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Week is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a sources of joy and spiritual renewal,

NOW, THEREFORE, I _____ Mayor of the City of
_____ Central Point, _____ do hereby proclaim
_____ April 3-9, 2016 _____ as

Arbor Week

in the City of Central Point , and I urge all citizens to celebrate Arbor Week and to support efforts to protect our trees and woodlands and

Further, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this _____ Day of _____ in the year _____

Mayor _____



Staff Report

Finance Department
Steve Weber, Finance Director

To: Honorable Mayor and Council
From: Steve Weber, Finance Director
Date: October 27, 2016
Subject: September 30, 2016 Financial Statements

Background:

Attached are the City's financial statements for the period ending September 30, 2016 which represents 15 months of the biennium.

Revenues – continue to come in as expected for the period. Budgeted transfers for the 2016-17 fiscal year will be recorded in the upcoming quarter, closer to the timing of the related expenditures.

In the General Fund, a couple of revenue areas have dipped below the expected range as we roll into the second year of the biennium, Taxes and Intergovernmental. This will be resolved in the coming quarter as property tax receipts will pick up in mid-November and the first quarter State Revenue Sharing distribution should be received in early November.

Street, Water and Stormwater Fund revenues are in line with this point in the biennium with the exception of Charges for Services in the Street Fund. This category reflects the ongoing appeals process of the Costco project.

Expenses – operational expenses (pg. 7) across all funds are well within budgeted appropriations. Annual payments at the beginning of the new fiscal year (insurance premiums, software license and maintenance agreements, etc.) have caused certain department budget to look abnormal (Technical Services and Interdepartmental) but that is due to the timing of the aforementioned expenditures.

Overall, the City is in a very good financial position.

Recommended Action:

That the Mayor and Council accept the September 30, 2016 financial statements as presented.

City of Central Point
Council Financial Statements
For period ending September 30, 2016

% of biennial budget 62.50%

	2015/17 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
General Fund				
Revenues				
Taxes	\$13,163,000	\$6,894,085	\$6,268,915	52.37%
Licenses & Fees	120,550	\$124,043	-\$3,493	102.90%
Intergovernmental	1,185,990	\$677,556	\$508,434	57.13%
Charges for Service	2,320,700	\$1,530,622	\$790,078	65.96%
Fines and Forfeitures	180,000	\$91,548	\$88,452	50.86%
Interest Income	35,000	\$44,313	-\$9,313	126.61%
Miscellaneous	589,395	\$353,749	\$235,646	60.02%
Transfers In	20,000	\$20,000	\$0	100.00%
Total Revenues	17,614,635	9,735,916	7,878,719	55.27%
Expenditures by Department				
Administration	1,518,200	886,462	631,738	58.39%
City Enhancement	408,000	191,988	216,012	47.06%
Technical Services	1,134,050	729,310	404,740	64.31%
Mayor & Council	123,100	68,053	55,047	55.28%
Finance	1,617,300	965,139	652,161	59.68%
Parks	2,037,065	1,172,173	864,892	57.54%
Recreation	1,109,350	517,494	591,856	46.65%
Planning	1,126,150	581,250	544,900	51.61%
Police	8,786,750	5,029,372	3,757,378	57.24%
Interdepartmental	265,000	243,807	21,193	92.00%
Transfers Out	212,850	106,250	106,600	49.92%
Contingency	180,000	0	180,000	0.00%
Total Expenditures by Department	18,517,815	10,491,296	8,026,519	56.66%
Net Change in Fund Balance		(755,380)		
Beginning Fund Balance	2,526,250	2,841,749	315,499	
Ending Fund Balance	<u>1,623,070</u>	<u>2,086,369</u>	<u>463,299</u>	

City of Central Point
Council Financial Statements
For period ending September 30, 2016

% of biennial budget 62.50%

	2015/17 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
High Tech Crime Unit Fund				
Revenues				
Intergovernmental Revenue	\$0	\$0	\$0	0.00%
Charges for Services	0	0	0	0.00%
Miscellaneous	0	0	0	0.00%
Interfund Transfers	0	0	0	0.00%
Total Revenues	0	0	0	0.00%
Expenditures				
Operations	108,525	0	0	0.00%
Transfers	20,000	20,000	0	100.00%
Contingency	0	0	0	0.00%
Total Expenditures	128,525	20,000	0	15.56%
Net Change in Fund Balance		(20,000)		
Beginning Fund Balance	128,525	126,600	(1,925)	
Ending Fund Balance	0	106,600	106,600	

City of Central Point
Council Financial Statements
For period ending September 30, 2016

% of biennial budget 62.50%

	2015/17 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Street Fund				
Revenues				
Franchise Tax	\$485,000	\$300,000	\$185,000	61.86%
Charges for Services	2,304,000	\$893,279	1,410,721	38.77%
Intergovernmental Revenue	1,996,800	\$1,290,371	706,429	64.62%
Interest Income	16,000	\$13,808	2,192	86.30%
Miscellaneous	385,000	\$34,983	350,017	9.09%
Transfers In	0	\$0	0	0.00%
Total Revenues	5,186,800	2,532,441	2,654,359	48.82%
Expenditures				
Operations	4,284,009	2,225,668	2,058,341	51.95%
SDC	1,224,800	138,052	1,086,748	11.27%
Transfers	45,800	23,000	22,800	50.22%
Contingency	157,000	0	157,000	0.00%
Total Expenditures	5,711,609	2,386,720	3,324,889	41.79%
Net Change in Fund Balance		145,720		
Beginning Fund Balance	1,983,860	1,949,927	-33,933	
Ending Fund Balance	<u>1,459,051</u>	<u>2,095,647</u>	<u>636,596</u>	
Capital Improvement Fund				
Revenues				
Intergovernmental	\$60,000	\$0	\$60,000	0.00%
Charges for Services	258,400	\$180,210	78,190	69.74%
Interest Income	1,400	\$2,087	-687	149.11%
Total Revenues	319,800	182,297	137,503	57.00%
Expenditures				
Parks Projects	80,000	0	80,000	0.00%
Parks Projects - SDC	55,000	0	55,000	0.00%
Transfers Out	143,900	71,950	71,950	50.00%
Total Expenditures	278,900	71,950	135,000	25.80%
Net Change in Fund Balance		110,347		
Beginning Fund Balance	157,955	217,144	59,189	
Ending Fund Balance	<u>198,855</u>	<u>327,491</u>	<u>128,636</u>	

City of Central Point
Council Financial Statements
For period ending September 30, 2016

	2015/17 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	% of biennial budget <u>62.50%</u> Percentage Received/Used
Reserve Fund				
Revenues				
Interest	\$6,000	\$4,640	\$1,360	77.34%
Transfers In	50,000	\$25,000	25,000	50.00%
Total Revenues	56,000	29,640	25,000	52.93%
Expenditures				
Facility Improvements	0	0	0	0.00%
Total Expenditures	0	0	0	0.00%
Net Change in Fund Balance		29,640		
Beginning Fund Balance	572,850	572,816	(34)	
Ending Fund Balance	<u>628,850</u>	<u>602,456</u>	<u>(26,394)</u>	
Debt Service Fund				
Revenues				
Charges for Service	\$469,400	\$282,159	\$187,241	60.11%
Interest Income	500	\$891	(391)	178.23%
Intergovernmental	325,728	\$325,727	1	100.00%
Special Assessments	44,000	\$63,434	-19,434	144.17%
Miscellaneous Revenue	0	\$0	0	0.00%
Transfers In	467,250	\$233,200	234,050	49.91%
Total Revenues	1,306,878	905,412	401,466	69.28%
Expenditures				
Debt Service	1,283,880	621,052	662,828	48.37%
Total Expenditures	1,283,880	621,052	662,828	48.37%
Net Change in Fund Balance		284,360		
Beginning Fund Balance	14,769	18,490	3,721	
Ending Fund Balance	<u>37,767</u>	<u>302,850</u>	<u>265,083</u>	
Building Fund				
Revenues				
Charges for Service	\$371,200	\$333,200	\$38,000	89.76%
Interest Income	2,400	\$3,236	-836	134.82%
Miscellaneous	0	\$1,673	(1,673)	0.00%
Total Revenues	373,600	338,109	35,491	90.50%
Expenditures				
Personal Services	353,020	152,988	200,032	43.34%
Materials and Services	53,900	27,709	26,191	51.41%
Contingency	4,500	0	4,500	0.00%
Total Expenditures	411,420	180,697	230,723	43.92%
Net Change in Fund Balance		157,412		
Beginning Fund Balance	214,625	277,214	62,589	
Ending Fund Balance	<u>176,805</u>	<u>434,626</u>	<u>257,821</u>	

City of Central Point
Council Financial Statements
For period ending September 30, 2016

% of biennial budget 62.50%

	2015/17 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Water Fund				
Revenues				
Charges for Services	\$6,134,200	\$4,586,121	\$1,548,079	74.76%
Interest Income	12,000	\$14,470	-2,470	120.58%
Miscellaneous	16,000	\$48,468	-32,468	302.93%
Total Revenues	6,162,200	4,649,059	1,513,141	75.44%
Expenditures				
Operations	6,681,650	3,118,502	3,563,148	46.67%
SDC Improvements	150,000	1,276	148,724	0.85%
Contingency	151,100	0	151,100	0.00%
Total Expenditures	6,982,750	3,119,778	3,862,972	44.68%
Net Change in Fund Balance		1,529,281		
Beginning Fund Balance	1,860,995	1,918,453	57,458	
Ending Fund Balance	<u>1,040,445</u>	<u>3,447,734</u>	<u>2,407,289</u>	
Stormwater Fund				
Revenues				
Charges for Services	\$1,787,700	\$1,095,975	\$691,725	61.31%
Interest Income	7,000	\$7,398	-398	105.68%
Miscellaneous	2,000	\$1,688	312	84.40%
Total Revenues	1,796,700	1,105,061	691,639	61.51%
Expenditures				
Operations	1,863,740	1,001,893	861,847	53.76%
SDC	113,460	51,045	62,415	44.99%
Contingency	46,500	0	46,500	0.00%
Total Expenditures	2,023,700	1,052,938	970,762	52.03%
Net Change in Fund Balance		52,123		
Beginning Fund Balance	934,860	989,361	54,501	
Ending Fund Balance	<u>707,860</u>	<u>1,041,484</u>	<u>333,624</u>	

City of Central Point
Council Financial Statements
For period ending September 30, 2016

% of biennial budget 62.50%

	2015/17 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Internal Services Fund				
Revenues				
Charges for Services	\$2,474,000	\$1,540,249	\$933,751	62.26%
Interest Income	1,000	\$2,455	(1,455)	245.45%
Miscellaneous	2,000	\$11,967	(9,967)	598.35%
Total Revenues	2,477,000	1,554,671	922,329	62.76%
Expenditures				
Facilities Maintenance	559,500	232,200	327,300	41.50%
PW Administration	1,192,600	557,385	635,215	46.74%
PW Fleet Maintenance	762,600	315,395	447,205	41.36%
Interfund Transfers	50,000	25,000	25,000	50.00%
Total Expenditures	2,564,700	1,129,980	1,434,720	44.06%
Net Change in Fund Balance		424,691		
Beginning Fund Balance	153,380	199,587	46,207	
Ending Fund Balance	<u>65,680</u>	<u>624,278</u>	<u>558,598</u>	

City of Central Point
Budget Compliance Report
For period ending September 30, 2016

% of biennial budget 62.50%

Fund	Department/ Classification	2015/17 Biennial Budget	Biennium to Date Expenditures	Percent Used	Difference
General	Administration	\$1,518,200	\$886,462	58.39%	\$631,738
	City Enhancement	408,000	191,988	47.06%	216,012
	Technical Services	1,134,050	729,310	64.31%	404,740
	Mayor and Council	123,100	68,053	55.28%	55,047
	Finance	1,617,300	965,139	59.68%	652,161
	Parks	2,037,065	1,172,173	57.54%	864,892
	Recreation	1,109,350	517,494	46.65%	591,856
	Planning	1,126,150	581,250	51.61%	544,900
	Police	8,786,750	5,029,372	57.24%	3,757,378
	Interdepartmental	265,000	243,807	92.00%	21,193
	Transfers	212,850	106,250	49.92%	106,600
	Contingency	180,000	0	0.00%	180,000
		Total Expenditures	18,517,815	10,491,296	56.66%
HTCU	Materials and Services	128,525	20,000	15.56%	108,525
	Total Expenditures	128,525	20,000	15.56%	108,525
Street	Operations	4,284,009	2,225,668	51.95%	2,058,341
	SDC Improvements	1,224,800	161,052	13.15%	1,063,748
	Contingency	157,000	0	0.00%	157,000
	Total Expenditures	5,665,809	2,386,720	42.12%	3,279,089
Capital Projects	Park Projects - SDC	135,000	0	0.00%	135,000
	Transfers	143,900	71,950	50.00%	71,950
	Total Expenditures	278,900	71,950	25.80%	206,950
Debt Service	Total Expenditures	1,283,880	621,052	48.37%	662,828
Building	Personnel Services	338,020	200,858	59.42%	137,162
	Materials and Services	53,900	34,648	64.28%	19,252
	Contingency	4,500	0	0.00%	4,500
	Total Expenditures	396,420	235,506	59.41%	160,914
Water	Operations	6,681,650	3,792,719	56.76%	2,888,931
	SDC Improvements	150,000	15,907	10.60%	134,093
	Contingency	151,100	0	0.00%	151,100
	Total Expenditures	6,982,750	3,808,626	54.54%	3,174,124
Stormwater	Operations	1,863,740	1,001,893	53.76%	861,847
	SDC Improvements	113,460	51,045	44.99%	62,415
	Transfers	125,000	0	0.00%	125,000
	Contingency	46,500	0	0.00%	46,500
	Total Expenditures	2,148,700	1,052,938	49.00%	1,095,762
Internal Services	Facilities Maintenance	559,500	279,003	49.87%	280,497
	PW Administration	1,192,600	692,580	58.07%	500,020
	PW Fleet Maintenance	762,600	378,054	49.57%	384,546
	Transfers	50,000	25,000	50.00%	25,000
	Total Expenditures	2,564,700	1,374,637	53.60%	1,190,063
	Total City Operations	\$37,967,499	\$20,062,726	52.84%	\$17,904,773

Staff Report



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

TO: Honorable Mayor and City Council
FROM: Deanna Casey, City Recorder
SUBJECT: Cancellation of Council Meetings
DATE: October 20, 2016

Cancellation of November 24, 2016 Council Meeting

Staff is recommending cancelling the November 24, 2016 City Council meeting. This meeting is scheduled for the evening of Thanksgiving and City Hall will be closed.

Cancellation of December 22, 2016 Council Meeting

Staff is recommending cancelling the December 22, 2016 Council Meeting. This time of year many people are out of town on vacations or busy getting ready for Christmas.

RECOMMENDED MOTION:

Approve the Consent agenda as presented.

Resolution

Intent to Amend the Comp Plan and Zone Map



STAFF REPORT

STAFF REPORT

October 28, 2016

AGENDA ITEM:

Consideration of a Resolution of Intent to Amend the Central Point Comprehensive Plan (Map) and the Central Point Municipal Code (Map) to for Job Creation in the City of Central Point.

STAFF SOURCE:

Tom Humphrey AICP, Community Development Director

BACKGROUND:

The Community Development Department continues to meet with companies and property owners who would like to develop employment land in Central Point. The City has received two land use applications requesting that the City consider changing the land use and zoning on the East Pine Street (Biddle) corridor in order to accommodate one such business. The change involves replacing existing commercial land with another commercial land use category better suited to the business being proposed. The City adopted an updated Economic Element in 2014 and it is being used to determine the need for more *thoroughfare commercial* land.

ISSUES:

The Council is being presented with the above background information in order to determine whether it wants the City to proceed with an Amendment of its Comprehensive Land-Use Plan.

As the Council is aware, the Department of Land Conservation and Development (DLCD) needs to be notified whenever a city proposes changes to its Comprehensive Plan. If the Council is in support of the changes being proposed with this staff report, and would like to proceed, then a Resolution of Intent (Attachment A) can be adopted to start the amendment process. The specifics of the amendment need not be discussed at this time but opinions can be offered, direction can be given to staff and an amendment can be initiated.

ATTACHMENTS:

Attachment "A" – Resolution No. ____ A Resolution Declaring the City Council's Intent to Initiate an Amendment to the Comprehensive Plan (Map) and the Central Point Municipal Code zoning (map) for Job Creation in the City of Central Point.

ACTION:

Discuss Comprehensive Plan Amendment and Zone Change and initiate the Amendment by Resolution using the provisions in Chapter 17.96.020.

RECOMMENDATION:

Deliberate and 1) Approve a Resolution of Intention to Amend the Comprehensive Land-Use Plan; 2) Defer a Resolution of Intention to a later date; 3) Decline the Letter of Assertion.

RESOLUTION NO. _____

RESOLUTION OF INTENT DECLARING THE CITY COUNCIL’S INTENT TO INITIATE AN AMENDMENT TO THE CENTRAL POINT COMPREHENSIVE PLAN (MAP) AND THE CENTRAL POINT MUNICIPAL CODE ZONING (MAP) FROM C-4, TOURIST AND OFFICE PROFESSIONAL TO C-5, THOROUGHFARE COMMERCIAL FOR JOB CREATION IN THE CITY OF CENTRAL POINT

RECITALS:

- A. An amendment of the Central Point Comprehensive Land Use Plan may be initiated by adoption of a resolution of intention by the City Council (Chapter 17.96.200.B); and
- B. The City has received an application for a Comprehensive Plan (map) amendment and a zone (map) change for property located in the City limits.
- C. The City Council has reason to believe that changes to the Comprehensive Plan (map) will facilitate the relocation and growth of a prominent regional business and promote job creation in the city consistent with the development objectives identified in the Economic Element of the City’s Comprehensive Plan.
- D. The City Council determines that it is in the City’s economic interest and that the public necessity and convenience and general welfare support such an amendment.

The City of Central Point resolves:

Section 1: By this resolution the City Council authorizes the Community Development Department to proceed with consideration of Comprehensive Plan (Map) Amendment and related zone change applications.

Section 2: Unless otherwise authorized by the City Council the Comprehensive Plan (map) amendment shall be limited to the standing application.

Section 3: Prior to formal application for the actions cited in Section 1 of this resolution the requirements of Section 17.96 of the City of Central Point Municipal Code shall be met.

PASSED by the Council and signed by me in authentication of its passage this 28th day of October, 2016.

Mayor Hank Williams

ATTEST:

City Recorder

Resolution

Sidewalk Replacement Program



DATE: October 19, 2016
TO: Honorable Mayor and City Council
FROM: Matt Samitore, Parks & Public Works Director
SUBJECT: Sidewalk Replacement Policy

PURPOSE:

Adopt a resolution clarifying the City's existing sidewalk replacement program.

SUMMARY:

The City has an established sidewalk replacement policy that we have been using for several years. The policy is that when someone calls the City and makes a complaint about a sidewalk the City investigates the complaint and if out of compliance the resident or business is informed they need to correct the issue. The only exception is that for City projects we do the inspections and replacements annually, such as Pine Street, North 99, West Pine Street.

The internal policy has never been vetted with City Council. Unfortunately, across the country and our state there have been lawsuits against the government agencies where people have tripped on sidewalks and hurt themselves. Even though we have an existing ordinance stating that sidewalks are the responsibility of the adjacent property owner, 12.04, having an adopted policy allows for a second defense.

In reviewing other Cities rules on sidewalk replacement most have policies similar to the one presented. Some Cities do offer incentives and financing options for those property owners who do not have the ability to pay for the replacement. We could explore that option if the Council would like to have additional information.

RECOMMENDATION: Approve the resolution approving the City of Central Point Sidewalk Replacement Policy.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF CENTRAL POINT, OREGON ADOPTING A
SIDEWALK REPLACEMENT PROGRAM FOR THE REPAIR AND REPLACEMENT
OF CITY PUBLIC SIDEWALKS TO ENSURE SAFE AND WELL MAINTAINED CITY
SIDEWALKS**

RECITALS:

1. The City desires to have a clear policy as to the City's sidewalk replacement program.
2. Due to budget constraints and limited resources, the City does not have a program for routine inspection of sidewalks. Sidewalks are inspected on a complaint driven basis only, in residential and commercial areas. Street Maintenance Division employees will inspect the specific address reported, and also inspect the general area for hazards. If City employees determine the sidewalk is a hazard and/or not ADA compliant, the City will follow-up with property owners for sidewalk maintenance.
3. Central Point Municipal Code 12.04 enables the City to confer with the abutting property owner regarding the cost for repair and maintenance of a public sidewalk.
4. Safe and well maintained sidewalks promote the public health and attractiveness of the City, minimize risk of liability and aim to attract citizens to using foot travel as a means of travel.

THE CITY OF CENTRAL POINT RESOLVES AS FOLLOWS:

Section 1. Sidewalk Replacement Policy: The attached Sidewalk Replacement Policy effective as of December 1, 2016 is approved.

Passed by the Council and signed by me in authentication of its passage this _____ day of _____, 2016.

Mayor Hank Williams

ATTEST:

City Recorder



City of Central Point Sidewalk Replacement Program

Approved by City Council Resolution No. _____

Determining Hazardous Sidewalks

1. At the direction of the Parks and Public Works Director, the Street Maintenance Division inspects sidewalks based upon city initiation or citizen complaint. Due to budget constraints and limited resources, sidewalks are now inspected on a complaint driven basis only, in residential and commercial areas. Street Maintenance employees will inspect the specific address reported, and also inspect the general area for hazards. When a sidewalk is determined to be non ADA compliant the city issues a notice to the property owner in accordance with Central Point Municipal Code 12.04.

The notice explains why the sidewalk must be repaired, the time allowed for the repair, information about permit requirements and general information on the city's Hazardous Sidewalk Repair Program.

2. The property owner is to obtain estimates to repair the hazards and the property owner obtains a Sidewalk Permit (no work is allowed in the right-of-way without an encroachment permit) and a tree permit (if a tree has caused the damage). A tree permit is needed to obtain permission to cut roots or to evaluate a tree for possible removal.
3. Property owner repairs the sidewalk within the standards set forth in the Central Point Public Works Standards and Specifications latest adopted version.
4. If the property owner elects to ignore the notice and takes no action, the city may repair or alter the sidewalk and full cost and expense of the repair or alteration and assess the property for such expenses, which such assessments will become a lien on the property subject to the provisions of the Central Point Municipal Code.
5. If the property owner becomes delinquent in making payment on their assessment the balance, including accrued interest, will become due and the City may seek to foreclose the lien pursuant to City code.

Discussion

ADA Compliant Play Structure

STAFF REPORT

DATE: 10/27/16
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JENNIFER BOARDMAN, MANAGER

SUBJECT: ADA play structure at Pfaff Park and gofundme account

BACKGROUND:

Central Point Parks and Recreation Foundation has determined that their priority one project for the coming year will be raising funds to help install a fully ADA accessible play structure at Robert Pfaff Park replacing the current equipment that is nearing the end of its life cycle.

The play structure would feature zero entry access features to ensure those with wheelchairs can access the play structure without being removed from their chairs. It would also feature our first park that has pour in place or tiled fall material that further provides easy access for those with accessibility limitations. These types of parks help folks of all ages with accessibility limitations. While these are designed to provide the most accessibility as possible, they are fun for all ages and ability levels to interact on one play structure. It is a way to break down barriers to play that may stop people from enjoying the parks fully.

The Foundation presented the information regarding cost and need for this play structure at the Parks Commission in September. The Parks Commission gave their support for this project and will look into adding it to the upcoming two year budget cycle for 2017-2019. In addition they expressed their support of setting up the gofundme website to raise donations for the project. While they do not need permission to set up the account they do need the Park Commission and City Council to approve this project as a priority in the coming years.

Anticipated project cost would be \$160,000 to \$180,000 to fully fund the project. They have found several possible granting agencies that would support this type of project and anticipate needing to raise match funds. The current foundation budget does have some funding, but additional match monies would provide assurance of this projects success.

RECCOMENDATION:

The Parks Commission and Parks Foundation ask that City Council give support for setting up the gofundme account and to list this to as a priority project in the upcoming budget cycle.

Discussion

Fun Run and Donation



STAFF REPORT

DATE: OCTOBER 27, 2016
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JENNIFER BOARDMAN, MANAGER

SUBJECT: RUN 4 FREEDOM REPORT

The Central Point Parks and Recreation Department in conjunction with Anytime Fitness held the 6th annual Run 4 Freedom and Kids Fun Run on July 4, 2016. Below are the details regarding event including costs.

First, the run was very successful and numbers were up over last year. We had many positive comments, and got families out exercising, which makes this event worthwhile. The runners were enthusiastic and everyone seemed to have a great time.

The kids run had a total of 125 which was up 9 over last year. The 5k/1 mile run had 193 runners, of these only 126 were paid entries. The remainder of the entries (67) were kids 16 and under who got free entry. Last year we had only 139 entries total so numbers were higher. The higher numbers were due in large part to offering all 16 and under free entry to the run. It was fantastic to see so many kids and families out running.

Total revenue for the run was \$2800 including sponsorships. Total expense for goods and materials was \$1236.15. Employee time and expenses were \$1296.00. Figuring in all expenses our donation would only come to \$267. 85. The largest expense continues to be the employee time. A donation of the employee costs would allow the funds provided to the Crater Boosters to be: \$1563.85

Recommendation: City Council provides a donation of \$1563.85 to the Crater Boosters for the funds raised. This would include a donation of the City employee time as part of the donation.

Adult Run Budget 2014

Revenue

online Revenue	\$ 1720.00
Cash Pre Reg	\$ 136.00
Cash Day of Race	\$ 850
Total Revenue	\$ 2706.00
Expenses	
Cone Rental	\$ 240.00
Stuffers/water	\$ 320.00
Toilet	\$ 40.00
Bibs/bags	\$ 57.00
Bling for Runners	\$ 150.00
Shirts	\$ 1293.00
Prizes	\$ 92.35
Employee PW	\$ 432.00
Employee Parks	\$ 864.00
Expenses	\$ 2259.35
Parks Donation	\$ 299.35
Total expenses	\$ 1960.00
Net revenue	\$ 746.00

Kids Run

Kids Shirts	\$ 580.00
Ribbons	\$ 57.81
Expenses	\$ 637.81
Donation Grange	\$ 1000.00
Net Revenue	\$ 365.00

Total Donation- \$1,108.19

Adult Run Budget 2015

Revenue

Online/Race	\$ 2508.00
Sponsor	\$ 292.00
Total Revenue	\$ 2,800.00
Expenses	
Cone Rental	\$ 225.00
Stuffers/water	\$ 300.00
Toilet	\$ 00.00
Shirts	\$ 339.25
Prizes all races	\$ 371.90
Employee Costs	\$ 1296.00
Expenses	\$ 2,532.15
Net revenue	\$ 267.85

Kids R

Kids Shirts	\$ 1000.00
Ribbons	\$ 0.00
Expenses	\$ 1000.00
Donation Grange	\$ 0.00
Net Revenue	\$ -1000.00

Proposed Donation- \$1563.85

Runners 2016

1 Mile/5K Pay	126
5K Track Kids-No Pay	67
Kids Run	125

Total Runners 318

Runners 2015

1 Mile/5K Pay	139
5K Track Kids-No Pay	13
Kids Run	116

Total Runners 268

Increase 50