



CITY OF CENTRAL POINT

Oregon

City Council Meeting Agenda Thursday, August 13, 2020

Mayor
Hank Williams

Ward I
Neil Olsen

Ward II
Kelley Johnson

Ward III
Melody Thueson

Ward IV
Taneea Browning

At Large
Rob Hernandez

At Large
Michael Parsons

Next Res(1635) Ord (2068)

I. REGULAR MEETING CALLED TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PUBLIC COMMENTS

Public comment is for non-agenda items. If you are here to make comments on a specific agenda item, you must speak at that time. Please limit your remarks to 3 minutes per individual, 5 minutes per group, with a maximum of 20 minutes per meeting being allotted for public comments. The council may ask questions but may take no action during the public comment section of the meeting, except to direct staff to prepare a report or place an item on a future agenda. Complaints against specific City employees should be resolved through the City's Personnel Complaint procedure. The right to address the Council does not exempt the speaker from any potential liability for defamation.

V. CONSENT AGENDA

A. Approval of July 9, 2020 City Council Minutes

B. Transfer of Ownership of Glock Model 19 for Retired Officer

VI. ITEMS REMOVED FROM CONSENT AGENDA

VII. PUBLIC HEARING

Public comments will be allowed on items under this part of the agenda following a brief staff report presenting the item and action requested. The presiding officer may limit testimony.

VIII. ORDINANCES, AND RESOLUTIONS

A. Resolution No. _____, A Resolution of the City of Central Point Approving a 2019-21 Supplemental Budget for the Receipt and Expenditure of Grant Funds (Weber)

B. Ordinance No. _____, An Ordinance Amending the Central Point Municipal Code Sections 5.04.050 and 5.04.090 Regarding Business License Term (Weber)

C. Resolution No. _____, Authorizing a Contribution of \$8,600 to the Jackson County Continuum of Care to Support Their Community-Wide Effort to End Homelessness (Weber)

IX. BUSINESS

A. Acceptance of June 30, 2020 Financial Statements (Weber)

B. Planning Commission Report (Humphrey)

C. Discussion regarding update to Official Compensation Policy (Dreyer)

X. MAYOR'S REPORT

XI. CITY MANAGER'S REPORT

XII. COUNCIL REPORTS

XIII. DEPARTMENT REPORTS

XIV. EXECUTIVE SESSION

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 Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.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

CITY OF CENTRAL POINT

Oregon

City Council Meeting Minutes Thursday, July 9, 2020

I. REGULAR MEETING CALLED TO ORDER

The meeting was called to order at 7:00 PM by Mayor Hank Williams

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Neil Olsen	Ward I	Present	
Kelley Johnson	Ward II	Excused	
Melody Thueson	Ward III	Present	
Taneeea Browning	Ward IV	Present	
Rob Hernandez	At Large	Present	
Michael Parsons	At Large	Present	

Staff members present: City Manager Chris Clayton; City Attorney Assistant Jackie Bunick; Finance Director Steve Weber; Police Chief Kris Allison; Principle Planner Stephanie Hotley; Police Captain Dave Croft; Accounting Business Services Coordinator Rachel Neuenschwander; and City Recorder Deanna Casey

IV. SPECIAL PRESENTATIONS

1. Police Officer Swearing In - Police Department Lawn Area

Everyone proceeded to the lawn area in front of the Police Department for the swearing in of Officers Cassidy Walters and Alyssa Herron.

Capatin Croft presented awards to various officers.

V. PUBLIC COMMENTS - None

VI. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Taneeea Browning, Ward IV
AYES:	Williams, Olsen, Thueson, Browning, Hernandez, Parsons
EXCUSED:	Kelley Johnson

A. Approval of June 25, 2020 City Council Minutes

Michael Parsons moved to approve the Consent Agenda as presented.

Minutes Acceptance: Minutes of Jul 9, 2020 7:00 PM (CONSENT AGENDA)

VII. ITEMS REMOVED FROM CONSENT AGENDA - None

VIII. PUBLIC HEARING

A. First Reading/Public Hearing An Ordinance Amending the Central Point Municipal Code Sections 5.04.050 and 5.04.090 Regarding Business License Term

Finance Director Steven Weber presented the first reading of an Ordinance to change the business license validity of current business licenses to September 30, 2020 and to amend municipal code sections to change the business license term to the twelve month period beginning October 1st of each year and ending September 30th. This change was recommended to extend the time for businesses to get back in business because of the shut down and hardship that COVID-19 is causing them. This will help the city because our fiscal year begins July 1st and staff is usually busy with year-end and beginning of year financials.

Mayor Williams opened the public hearing, no one came forward and the public hearing was closed.

Michael Parsons moved to second reading an Ordinance Amending the Central Point Municipal Code Sections 5.04.050 and 5.04.090

RESULT:	1ST READING [UNANIMOUS]
	Next: 8/13/2020 7:00 PM
MOVER:	Michael Parsons, At Large
SECONDER:	Taneeea Browning, Ward IV
AYES:	Williams, Olsen, Thueson, Browning, Hernandez, Parsons
EXCUSED:	Kelley Johnson

IX. ORDINANCES, AND RESOLUTIONS

A. Resolution No. _____, A Resolution appointing official designee of the City of Central Point for purposes of approving traffic controls.

City Manager Chris Clayton explained Central Point Municipal Code 10.04.020 provides that the Council, or its designee, may approve traffic controls for the best use of the city streets. In the past the Council had extended this authority to a City Traffic Control Committee, however there were not many requests for the committee and it was disbanded in 2011. At that time all minor traffic control changes have been brought to the Council for review. These requests have been mostly related to new stop signs.

After reviewing the code recently with regard to parking enforcement in certain areas, staff discovered that no other designee has been authorized to act on the Council's behalf in approving traffic controls. Staff is recommending that the Public Works Director be named the designee in order to streamline some of these decisions. It would be the Public Works Director's intention to review such decisions with the City Engineer or City Traffic Engineer for any issues that may arise regarding minor traffic revisions.

There was discussion regarding a current issue at the Holiday Inn Express. The city has been working with the property manager regarding the concerns. There was discussion about the type of issues that would come before the Council for authorization.

Rob Hernandez moved to approve Resolution No. 1633, A Resolution Appointing official designee of the City of Central Point for purposes of approving traffic controls.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rob Hernandez, At Large
SECONDER:	Taneea Browning, Ward IV
AYES:	Williams, Olsen, Thueson, Browning, Hernandez, Parsons
EXCUSED:	Kelley Johnson

B. Resolution No. _____, A Resolution authorizing the City Manager to sign the application applying for a Transportation Growth Management Grant from the Oregon Department of Transportation for the Development of a Transportation System Plan.

Mr. Clayton presented a resolution authorizing the City Manager to sign the Transportation Growth Management Grant application. Staff has been working on updating the City’s Urban Growth Boundary (UGB) as well as coordinating the fellow Rogue Valley entities to produce a Rogue Valley Active Transportation Plan. Both of these projects are slated to be completed in the next six to eight months. These amendments will require the city to update our Transportation System Plan (TSP) to incorporate new objectives and capital projects.

The City last updated the TSP in December 2008. The current plan needs to be amended to reflect the new areas of growth, and the associated demands within the system. The City has been an active participant in the Rogue Valley Active Transportation Planning process that will identify projects within the city that will contribute to a regional transportation system.

The estimated cost of the project is \$200,000. The grant requires a minimum of a 12% match. The city will be matching 15% or approximately \$30,000 from the Street Maintenance Fund.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Taneea Browning, Ward IV
SECONDER:	Melody Thueson, Ward III
AYES:	Williams, Olsen, Thueson, Browning, Hernandez, Parsons
EXCUSED:	Kelley Johnson

X. BUSINESS

A. League of Oregon Cities Legislative Priorities

Mr. Clayton explained that the League of Oregon Cities have been working to identify and propose specific actions as part of the LOC's effort to develop a pro-active legislative agenda for the 2021 session. They have identified legislative objectives to span a variety of issues and differ in the potential resources required to seek their

achievement. It is desirable to prioritize them to ensure that efforts are focused where they are most needed.

The Council discussed the list of priorities they felt were the most important for the City of Central Point and the State of Oregon. The top priorities for the Central Point City Council are:

- B. Broadband Infrastructure and Technical Assistance Funding.
- H. Housing and Services Investment.
- J. Infrastructure Financing and Resilience.
- Q. Mental Health Service Delivery

He will also add an additional comment that Property Tax Reform has been, and continues to be a long standing priority.

RESULT: FOR DISCUSSION ONLY

B. Planning Commission Report

Stephanie Holtey presented the Planning Commission report for July 7, 2020:

- The Commission received an update on the 2040 Strategic Plan in an effort to promote public participation and receive feedback on the draft document. The Commission was complimentary of the City's planning effort but would like to engage in more discussion regarding adding diversity as a Principal Value to reflect the City's commitment to promoting diversity and being inclusive of a population with varied backgrounds and abilities. It was also suggested that we add lessons learned in regards to a pandemic and the requirement of social distancing in our public buildings.
- The Commission was updated on the Regional Plan that was approved by the Council on June 25th.
- The Commission was updated on development projects and planning applications.

XI. MAYOR'S REPORT

Mayor Williams reported that:

- He has been attending zoom meetings at both the state and local levels.
- He has attended the LOC weekly meetings. They have been discussing the regional divide.
- The 2020 Mayor's conference will be held virtually, he has been working on the leadership award committee.
- He participated in the Freedom cruise on the 4th of July. It was well attended with over 300 vehicles, the route was confusing and the cross traffic of the cruise didn't work. There were lots of people out showing their patriotism and supporting the cruise.

XII. CITY MANAGER'S REPORT

City Manager Chris Clayton reported that:

- Accounting Business Services Coordinator Rachel Neuenschwander is cross training for Council and Committee meetings.
- He will provide an Oregon Health update with graphs in tomorrow's email. In March the council passed resolutions for State of Emergency which expired on June 15th. He does not believe we need to reinstate the State of Emergency at this time. He would like to extend the closure of city hall to the public and reevaluate every two weeks. We are still providing great service and not had any complaints from citizens.
- City of Medford has laid off several employees and will not fill several more. At this time we do not see a need to take this step.
- The August Study Session will be about the Cemetery. Parks Planner Dave Jacob has worked hard to create a data base of plots in the cemetery. We will present the information to the council in August about purchasing and managing the cemetery.
- The July Study Session and second Council meeting in July have been cancelled.
- He signed off on the quarterly payment of school excise tax.
- He provided a brief update on TYLNN. They wanted to wait until COVID-19 is over to have mediation. We are asking them to do some via zoom.

XIII. COUNCIL REPORTS

Council Member Michael Parsons reported that he watched as 374 cars drove through The Meadows for the Freedom Cruise. He enjoyed the patriotism of all the participants in the cruise and watching the cruise. He also attended the Planning Commission meeting.

Council Member Tanea Browning reported that:

- She attended the League of Oregon Cities virtual round table hosted by President Jake Boon.
- She virtually attended the League of Oregon Cities Diversity, Equity and Inclusion committee and DEI lens development sub-committee. As incoming Vice President of the LOC it is important to be up to speed on the status of where we are as a league and how our partner cities are navigating these difficult situations around racial tension, police policy and access to essential services during a pandemic to see how we may fit ourselves (LOC) to be of maximum service to our member cities.
- She thanked the City Manager for mentioning the statistics released today from the Oregon Health Authority noting 389 new cases, 7 in Jackson County, and thanking my fellow councilors who are wearing masks during this meeting.

Council Member Rob Hernandez watched the Freedom Cruise, it was a great thing to watch, he is proud that we were able to help facilitate it.

Council Member Melody Thueson reported that the fireworks and the sense of community on the 4th of July was awesome this year.

Council Member Neil Olsen reported that they welcomed a new grandchild to the world.

XIV. DEPARTMENT REPORTS

Finance Director Steven Weber reported that:

- This month we will begin to suspension of water accounts. We sent out termination letters today. The number was a little higher today than in previous months.
- We have recently implemented an automated system for phone payments. This will enable us to send out phone messages to those who are about to be turned off along with the letters.

Police Chief Kris Allison the cruise route was a little crazy, but everyone enjoyed the event. We didn't have a huge amount of phone calls over the 4th of July because of fireworks.

Principal Planner Stephanie Holtey updated the Council on UGB amendment application. They are waiting on the final draft of traffic analysis. The next steps are a joint Planning Commission meeting with Jackson County. The Citizens Advisory Commission is going to be reviewing the plan at a Public Hearing on August 11, 2020.

XV. EXECUTIVE SESSION - None

XVI. ADJOURNMENT

Rob Hernandez moved to adjourn at 8:25 p.m. Melody Thueson seconded.

The foregoing minutes of the July 9, 2020, Council meeting were approved by the City Council at its meeting of _____, 2020.

Dated:

Mayor Hank Williams

ATTEST:

City Recorder

Minutes Acceptance: Minutes of Jul 9, 2020 7:00 PM (CONSENT AGENDA)



City of Central Point
Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Police Department
FROM:	Kris Allison, Police Chief		
MEETING DATE:	August 13, 2020		
SUBJECT:	Transfer of Ownership of Glock Model 19 for Retired Officer		
ACTION REQUIRED:	Consent Agenda Item		RECOMMENDATION:

On September 1, 2020 Detective Mike Wojack will be retiring from the Central Point Police Department after thirty one years of service with our City and thirty seven years in law enforcement. In 2004 the Law Enforcement Officers Safety Act allows qualified current law enforcement officers and qualified retired law enforcement officers to carry a concealed firearm in any jurisdiction in the United States. The Law Enforcement Officers Safety Act was drafted to allow current and retired police officers who are professionally trained and qualify annually to protect citizens and themselves in the event of a critical incident within the United States.

The Central Point Police Department will issue Detective Mike Wojack his retired police identification and retired police badge on September 1, 2020. The Central Point Police Department will also transfer Detective Wojack's service Glock Model 19, Serial Number #ZGA534 through federal and state law to his possession. The real market value of the firearm is \$400.00.

I am asking the Council to approve the transfer of the city owned Glock Model 19, Serial Number #ZGA534 to Detective Mike Wojack and congratulate him on his thirty seven years of service to his community.



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Finance
FROM:	Steven Weber,		
MEETING DATE:	August 13, 2020		
SUBJECT:	Resolution No. _____, A Resolution of the City of Central Point Approving a 2019-21 Supplemental Budget for the Receipt and Expenditure of Grant Funds		
ACTION REQUIRED:	Resolution	RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

ORS 294.471 (1) (c) allows the governing body to adopt a supplemental budget when funds are made available by another of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period. The City applied for and was awarded an emergency small business assistance grant through Business Oregon to help local businesses that have been affected by the coronavirus pandemic. The Central Point Development Commission approved a \$50,000 grant to the City as the matching funds for the grant program. The matching funds are an eligible use of the City's allocation of CARES Act funding passed through the State of Oregon and will be returned to the Central point Development Commission after being reimbursed by the State.

FINANCIAL ANALYSIS:

Grant revenue will be increased by \$100,000 with a corresponding increase to the expenditures in the City Enhancement section of the General Fund budget. The \$100,000 will be disbursed to local business as grants.

LEGAL ANALYSIS:

N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

N/A

STAFF RECOMMENDATION:

Approve resolution as presented.

RECOMMENDED MOTION:

I move to approve Resolution No. _____, a resolution of the City of Central Point approving a 2019-21 supplemental budget for the receipt and expenditure of grant funds.

ATTACHMENTS:

1. RESO Supplemental Budget #2 - 2019-21

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF CENTRAL POINT
APPROVING A 2019-21 SUPPLEMENTAL BUDGET FOR THE RECEIPT AND
EXPENDITURE OF GRANT FUNDS

Recitals:

- A. ORS 294.471 (1) (c) allows the governing body to adopt a supplemental budget when funds are made available by another of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period.
- B. The City of Central Point applied for and was awarded an emergency small business assistance grant through Business Oregon to assist local businesses that have been affected by the coronavirus pandemic.
- C. The Central Point Development Commission approved \$50,000 to be used as the matching funds for the small business assistance grant program.
- D. The matching funds are an eligible use of the City of Central Point’s allocation of CARES Act funding passed through the State of Oregon and will be returned to the Central Point Development Commission after being reimbursed by the State.

The City of Central Point resolves as follows:

Section 1.

	<u>Appropriation</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Adjusted Appropriatio</u>
General Fund		\$ 32,730,575	\$ 32,730,575	
Government Grants	\$ 50,000	\$ 100,000		\$ 150,000
City Enhancement	\$ 422,000		\$ 100,000	\$ 522,000
General Fund - Revised		\$ 32,830,575	\$ 32,830,575	

Passed by the Council and signed by me in authentication of its passage this 13th day of August 2020.

Mayor Hank Williams

Attachment: RESO Supplemental Budget #2 - 2019-21 (1301 : Supplemental Budget #2 2019-21)

ATTEST

Deanna Casey, Recorder



City of Central Point **Staff Report to Council**

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:
		Finance
FROM:	Steven Weber,	
MEETING DATE:	August 13, 2020	
SUBJECT:	Ordinance No. _____, An Ordinance Amending the Central Point Municipal Code Sections 5.04.050 and 5.04.090 Regarding Business License Term	
ACTION REQUIRED:	Ordinance 2nd Reading	RECOMMENDATION:
		Approval

BACKGROUND INFORMATION:

During a discussion of the COVID-19 financial impact update at the May 18th City Council study session, options were presented as ways to help those in the community that are being impacted by the pandemic. One item in particular was extending the validity of current business licenses from June 30, 2020 to September 30, 2020. During the discussion it was also noted that the change in term is beneficial in that it avoids conflict with additional duties of the finance department during fiscal year end. Council directed staff to extend the validity of current business licenses to September 30, 2020 and to bring forward an ordinance to amend the municipal code sections to change the business license term to the twelve-month period beginning October 1st of each year and ending September 30th of the calendar year next following.

The City Council held a public hearing on July 9, 2020 and invited comment on the code amendment. There were no recommended changes to the Ordinance. The Council moved the Ordinance to a second reading the adoption.

FINANCIAL ANALYSIS:

N/A

LEGAL ANALYSIS:

N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

N/A

ACTION:

Consider the second reading of the proposed amendments to Central Point Municipal Code sections 5.04.050 and 5.04.090 regarding business license terms, and 1) approve the Ordinance; 2) Approved Ordinance with revisions, or 3) deny the ordinance.

RECOMMENDATION:

Approve Ordinance No. _____, An Ordinance Amending the Central Point Municipal code Sections 5.04.050 and 5.04.090 Regarding Business License Term.

ATTACHMENTS:

1. Ordinance Amending Business License Term

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CENTRAL POINT MUNICIPAL CODE SECTIONS 5.04.050 AND 5.04.090 REGARDING BUSINESS LICENSE TERM

RECITALS:

- A.** Pursuant to CPMC, Chapter 1.01.040, the City Council, may from time to time make revisions to its municipal code which shall become part of the overall document and citation.
- B.** The City Council extended the validity of current business licenses to September 30, 2020 as a result of the COVID-19 Pandemic.
- C.** Upon review, the staff and city attorney for the City of Central Point determined that amendment to CPMC 5.04.050, Issuance of Business License, and CPMC 5.04.090 Fee-Term, is advisable for consistency with the extension to current business licenses. Further the new calendar term is beneficial in that it avoids conflicts with additional duties of the finance department during fiscal year end.
- D.** Words ~~lined through~~ are to be deleted and words **in bold** are added.

THE PEOPLE OF CENTRAL POINT DO ORDAIN AS FOLLOWS:

SECTION 1. Chapter 5.04.050, is amended as set forth below and incorporated herein by reference.

5.04.050 Issuance.

Upon receipt of a business license application and the required fee, the same shall be forwarded to the city designee who will cause the application to be reviewed by the appropriate members of the city staff for compliance by the proposed business with all applicable charter and ordinance provisions including, but not limited to, building, zoning and public safety ordinances. Upon approval for compliance, the application will then be forwarded to the city designee who shall issue a business license to the applicant. Licenses so issued shall be valid until the thirtieth day of ~~June~~ **September** following the date of issuance of the license (licenses issued before September 30, 1995 shall be valid). In the event an application is denied for noncompliance of the proposed business with city charter or ordinance provisions, the applicant shall have the right to appeal said denial to the city council at the next regularly scheduled council meeting.

Ordinance No. _____ (July 9, 2020)

SECTION 2. Chapter 5.04.090, is amended as set forth below and incorporated herein by reference.

5.04.090 Fee--Term.

A. The business license term shall be the twelve-month period beginning on ~~July~~ **October** 1st of each year and ending ~~June~~ **September** 30th of the calendar year next following.

B. If any business subject to the provisions of this chapter comes into existence, or for the first time commences its operations within the city at any time after January 1st of any business license period, the license fee payable in connection with that business for the current business license period shall be prorated as of the beginning date of the semi-annual period during which the activity begins. The semi-annual periods for the purposes hereof shall begin on the first day of January of each year.

C. The license fee for any business taxed hereunder shall be computed using the city of Central Point business license fee schedule to include a basic fee and an additional fee for each employee over two employees, but no fee hereunder shall exceed the maximum annual amount set forth in the city of Central Point business license fee schedule. For the purposes of this subsection, the term "employee" means and includes:

1. A person having no ownership interest in the business other than the ownership of shares in a corporate owner of the business and who is regularly employed by, and under the supervision and control of, the owner or owners of the business or their representative in the course of the business activities; or
2. A natural person having an ownership interest in the business, who actively works in and for the business on a full-time basis;
3. Any person who is not subject to state and federal employment and withholding taxes by the business shall not be deemed an employee under this chapter.

SECTION 2. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any recital clauses and boilerplate provisions (i.e. Recitals A-D) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

Ordinance No. _____ (July 9, 2020)

SECTION 3. Effective Date. The Central Point City Charter states that an ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

PASSED by the Council and signed by me in authentication of its passage this ____ day of July, 2020.

Mayor Hank Williams

ATTEST:

City Recorder

Ordinance No. _____ (July 9, 2020)



City of Central Point **Staff Report to Council**

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:
		Finance
FROM:	Steven Weber,	
MEETING DATE:	August 13, 2020	
SUBJECT:	Resolution No. _____, Authorizing a Contribution of \$8,600 to the Jackson County Continuum of Care to Support Their Community-Wide Effort to End Homelessness	
ACTION REQUIRED:		RECOMMENDATION:
Motion Resolution		Approval

BACKGROUND INFORMATION:

The City of Central Point is committed to improve the lives of its most vulnerable citizens. Two programs that show the City's commitment is the *Water Rate Discount for Extreme Hardship*, which originated as a discount for senior citizens but was replaced through Ordinance 1845 in 2004 to cover a broader spectrum of vulnerable citizens allowing eligible households to receive a discount of 50% of the regular water rate, and the *St. Vincent de Paul Social Services program*, where an annual \$20,000 contribution originated through Resolution 1520 in 2017 is used to provide rental and utility assistance to Central Point residents in need.

The homeless issue, though, is a growing concern at a county-wide level. There is an opportunity to partner with the Jackson Continuum of Care which is looking to bring other municipalities and non-profit agencies together to seek an end to homelessness in Jackson County through collaborative efforts and resources.

The City of Central Point supported the Jackson County Continuum of Care program in 2018 with a contribution of \$8,600. The group is asking for support in the same amount for 2020.

Support for this program would be an eligible cost to be reimbursed through the State's Coronavirus Relief Funding as part of the Federal CARES Act.

FINANCIAL ANALYSIS:

Additional expenditure of \$8,600 from the City Enhancement section of the General Fund budget which is an eligible cost for reimbursement through the State's Coronavirus Relief Fund (CRF) that is part of the Federal CARES Act.

LEGAL ANALYSIS:

N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

The City of Central Point is committed to improving the lives of its most vulnerable citizens.

STAFF RECOMMENDATION:

Approve the resolution as presented.

RECOMMENDED MOTION:

I move to approve Resolution No. _____, a resolution authorizing a contribution of \$8,600 to the Jackson County Continuum of Care to support their community-wide effort to end homelessness.

ATTACHMENTS:

1. Jackson County Continuum of Care 2020 Resolution

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A CONTRIBUTION OF \$8,600 TO THE JACKSON COUNTY CONTINUUM OF CARE TO SUPPORT THEIR COMMUNITY-WIDE EFFORT TO END HOMELESSNESS

RECITALS:

1. The City of Central Point is committed to improve the lives of the most vulnerable citizens.
2. Two programs that show the City's commitment is the *Water Rate Discount for Extreme Hardship*, which allows eligible households to receive a discount of 50% of the regular water rate, and the *St. Vincent de Paul Social Services Program*, where an annual contribution of \$20,000 by the City is used to provide rental and utility assistance to Central Point residents in need.
3. The programs have been very successful within the City of Central Point, however, there is a growing homelessness issue at a county-wide level.
4. The City of Central Point supported the Jackson County Continuum of Care program in 2018 with a contribution of \$8,600. The group is asking for support in the same amount for 2020.
5. Support for this program would be an eligible cost to be reimbursed through the State's Coronavirus Relief Funding as part of the Federal CARES Act.

The City of Central Point resolves as follows:

Section 1.

Authorizing a contribution of \$8,600 from the City Enhancement area of the General Fund budget to the Jackson County Continuum of Care to support their community-wide effort to end homelessness.

Passed by the Council and signed by me in authentication of its passage this 13th day of August, 2020.

Mayor Hank Williams

ATTEST:

City Recorder

Attachment: Jackson County Continuum of Care 2020 Resolution (1302 : Jackson County Continuum of Care Support)



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Finance
FROM:	Steven Weber,		
MEETING DATE:	August 13, 2020		
SUBJECT:	Acceptance of June 30, 2020 Financial Statements		
ACTION REQUIRED:	Motion	RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

Attached are the City's financial statements for the period ending June 30, 2020 which represents 12 months of the biennium. The next 6 pages are the Revenue and Expenditure statements for each of the respective funds while the last page is the Budget Compliance report which recaps expense by department.

General Fund non-capital project financed totals revenues are 49.33% of budget (\$10,225,134 vs. \$20,728,820) with expenditures of 47.86%. Revenues have been impacted by a lower than expected property tax collection (94.46% vs. 96%) as well as hotel/motel tax receipts at 68% of budget. These declines have been offset by franchise fee revenue (102%), planning services (138%) and recreation fees (126%) receipts being higher than anticipated for the first year of the biennium. The sale proceeds from the Upton Road property is helping the General fund revenue % as well. Some expenditure line items are higher than anticipated half way through the biennium due to the computer virus attack in November and COVID-19 but those costs are pending reimbursement from cyber liability insurance and the State's Coronavirus Relief Fund. Otherwise General Fund expenditures are in line with expectations.

Street Fund non-capital project financed total revenues are 67.65% of budget (\$2,699,075 vs. \$5,251,840) with expenditures at 58.89%. Intergovernmental revenues have been impacted by a decline in State Gas Tax receipts (16% decrease) but offset by a larger than anticipated Charge for Services revenues (44% increase) due to SDC fees from development. Higher than anticipated costs associated with the Twin Creeks Rail Crossing project has led overall fund expenditures to be high through the current period.

The Building Fund continues to show strong revenues totals that exceed overall budgeted revenues to this point in the biennium thanks to all of the development projects within the City.

Water Fund non-capital project financed revenues are 40.14% of budget (\$3,444,841 vs. \$8,852,600) with expenditures at 44.85%. Charge for Services revenues (which includes water sales) is trending lower than expected at 39.85% however that should get back on track with the warmer weather.

Both the Stormwater non-capital project financed revenue and expenditures as well as Internal Service Fund revenue and expenditures are in line with this point in the biennium.

Overall, total City operations expenditures are at 50.56% for the first 12 months of the biennium. We will continue to monitor the revenue impacts from COVID-19 as well as certain operating expenditure areas moving forward.

FINANCIAL ANALYSIS:

N/A

LEGAL ANALYSIS:

N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

N/A

STAFF RECOMMENDATION:

Staff recommends approving the June 30, 2020 financial statements as presented

RECOMMENDED MOTION:

I move to approve the June 30, 2020 financial statements

ATTACHMENTS:

1. June 30, 2020 Financial Statements

City of Central Point
Council Financial Statements
For period ending June 30, 2020

% of biennial budget 50.00%

	Biennium to Date			Percentage Received/Used
	2019/21 Biennial Budget	Revenues & Expenditures	Difference	
General Fund				
Revenues				
Taxes	\$15,864,500	\$7,428,622	\$8,435,878	46.83%
Licenses & Fees	\$160,020	\$95,456	\$64,564	59.65%
Intergovernmental	\$1,426,920	\$634,763	\$792,158	44.48%
Charges for Service	\$2,491,600	\$1,161,652	\$1,329,948	46.62%
Fines and Forfeitures	\$172,000	\$64,377	\$107,623	37.43%
Interest Income	\$174,500	\$84,976	\$89,524	48.70%
Miscellaneous	\$439,280	\$755,289	-\$316,009	171.94%
Community Center Financing	\$8,000,000	\$0	\$8,000,000	0.00%
Transfers In	\$0	\$0	\$0	0.00%
Total Revenues	28,728,820	10,225,134	18,503,686	35.59%
Expenditures by Department				
Administration	1,732,570	817,050	915,520	47.16%
City Enhancement	422,000	221,065	200,935	52.39%
Technical Services	1,279,910	689,174	590,736	53.85%
Mayor & Council	183,780	67,091	116,689	36.51%
Finance	1,687,630	861,563	826,067	51.05%
Parks	2,109,300	1,160,359	948,941	55.01%
Recreation	1,066,140	481,775	584,365	45.19%
Planning	1,395,060	619,710	775,350	44.42%
Police	10,672,360	5,251,876	5,420,484	49.21%
Interdepartmental	408,000	268,254	139,746	65.75%
Transfers Out	671,485	0	671,485	0.00%
Contingency	180,000	0	180,000	0.00%
Total Expenditures by Department	21,808,235	10,437,916	11,370,319	47.86%
Net Change in Fund Balance		(212,782)		
Beginning Fund Balance	4,001,755	3,982,987	-18,768	
Ending Fund Balance	10,922,340	3,770,205	(7,152,135)	

Attachment: June 30, 2020 Financial Statements (1303 : June 30, 2020 Financial Statements)

**City of Central Point
Council Financial Statements
For period ending June 30, 2020**

% of biennial budget 50.00%

	Biennium to Date		Difference	Percentage Received/Used
	2019/21 Biennial Budget	Revenues & Expenditures		
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	0	0	0	0.00%
Transfers	0	0	0	0.00%
Contingency	0	0	0	0.00%
Total Expenditures	0	0	0	0.00%
Net Change in Fund Balance		0		
Beginning Fund Balance	0	0	0	
Ending Fund Balance	0	0	0	

Attachment: June 30, 2020 Financial Statements (1303 : June 30, 2020 Financial Statements)

City of Central Point
Council Financial Statements
For period ending June 30, 2020

% of biennial budget 50.00%

	Biennium to Date		Difference	Percentage Received/Used
	2019/21 Biennial Budget	Revenues & Expenditures		
Street Fund				
Revenues				
Franchise Tax	\$486,000	\$243,000	\$243,000	50.00%
Charges for Services	\$1,662,200	\$1,283,238	378,962	77.20%
Intergovernmental Revenue	\$2,966,640	\$1,134,989	1,831,651	38.26%
Interest Income	\$135,000	\$27,797	107,203	20.59%
Miscellaneous	\$2,000	\$10,051	-8,051	502.54%
Corporation Yard Financing	\$1,000,000	\$0	1,000,000	0.00%
Transfers In	\$0	\$0	0	0.00%
Total Revenues	6,251,840	2,699,075	3,552,765	43.17%
Expenditures				
Operations	6,610,470	4,426,228	2,184,242	66.96%
SDC	867,200	479,235	387,965	55.26%
Transfers	152,000	0	152,000	0.00%
Contingency	700,000	0	700,000	0.00%
Total Expenditures	8,329,670	4,905,463	3,424,207	58.89%
Net Change in Fund Balance		(2,206,387)		
Beginning Fund Balance	4,650,000	3,415,294	-1,234,706	
Ending Fund Balance	<u>2,572,170</u>	<u>1,208,907</u>	<u>(1,363,263)</u>	
Capital Improvement Fund				
Revenues				
Intergovernmental	\$150,000	\$168,000	-\$18,000	112.00%
Charges for Services	\$312,500	\$285,403	27,097	91.33%
Interest Income	\$21,000	\$7,495	13,505	35.69%
Total Revenues	483,500	460,898	22,602	95.33%
Expenditures				
Parks Projects	485,000	615,187	-130,187	126.84%
Parks Projects - SDC	32,000	0	32,000	0.00%
Transfers Out	143,500	0	143,500	0.00%
Total Expenditures	660,500	615,187	-98,187	93.14%
Net Change in Fund Balance		(154,289)		
Beginning Fund Balance	360,462	431,365	70,903	
Ending Fund Balance	<u>183,462</u>	<u>277,076</u>	<u>93,614</u>	

Attachment: June 30, 2020 Financial Statements (1303 : June 30, 2020 Financial Statements)

City of Central Point
Council Financial Statements
For period ending June 30, 2020

	2019/21 Biennial Budget	Biennium to Date Revenues & Expenditures	% of biennial budget Difference	50.00% Percentage Received/Used
Reserve Fund				
Revenues				
Interest	\$29,000	\$14,591	\$14,409	50.31%
Transfers In	\$50,000	\$0	50,000	0.00%
Total Revenues	79,000	14,591	50,000	18.47%
Expenditures				
Facility Improvements	417,560	250,466	167,094	59.98%
Total Expenditures	417,560	250,466	167,094	59.98%
Net Change in Fund Balance		14,591		
Beginning Fund Balance	631,204	804,204	173,000	
Ending Fund Balance	292,644	818,795	526,151	
Debt Service Fund				
Revenues				
Charges for Service	\$881,300	\$382,104	\$499,196	43.36%
Interest Income	\$2,600	\$667	1,933	25.67%
Intergovernmental	\$0	\$0	0	0.00%
Special Assessments	\$0	\$0	0	0.00%
Miscellaneous Revenue	\$0	\$43,190	-43,190	0.00%
Transfers In	\$966,985	\$0	966,985	0.00%
Total Revenues	1,850,885	425,962	1,424,923	23.01%
Expenditures				
Debt Service	1,676,655	1,336,670	339,985	79.72%
Total Expenditures	1,676,655	1,336,670	339,985	79.72%
Net Change in Fund Balance		(910,708)		
Beginning Fund Balance	101,336	52,097	-49,239	
Ending Fund Balance	275,566	(858,611)	(1,134,177)	
Building Fund				
Revenues				
Charges for Service	\$523,000	\$362,817	\$160,183	69.37%
Interest Income	\$25,000	\$18,321	6,679	73.28%
Miscellaneous	\$0	\$375	-375	0.00%
Total Revenues	548,000	381,513	166,487	69.62%
Expenditures				
Personal Services	475,390	204,085	271,305	42.93%
Materials and Services	127,600	78,550	49,050	61.56%
Contingency	6,000	0	6,000	0.00%
Total Expenditures	608,990	282,636	326,354	46.41%
Net Change in Fund Balance		98,877		
Beginning Fund Balance	408,782	603,303	194,521	
Ending Fund Balance	347,792	702,180	354,388	

Attachment: June 30, 2020 Financial Statements (1303 : June 30, 2020 Financial Statements)

City of Central Point
Council Financial Statements
For period ending June 30, 2020

% of biennial budget 50.00%

	Biennium to Date		Difference	Percentage Received/Used
	2019/21 Biennial Budget	Revenues & Expenditures		
Water Fund				
Revenues				
Charges for Services	\$8,527,600	\$3,398,495	\$5,129,105	39.85%
Interest Income	\$55,000	\$9,306	45,694	16.92%
Miscellaneous	\$0	\$37,041	-37,041	0.00%
Corporation Yard Financing	\$1,000,000	\$0	1,000,000	0.00%
Total Revenues	9,582,600	3,444,841	6,137,759	35.95%
Expenditures				
Operations	8,486,565	3,948,427	4,538,138	46.53%
SDC Improvements	511,100	378,978	132,122	74.15%
Contingency	651,100	0	651,100	0.00%
Total Expenditures	9,648,765	4,327,406	5,321,359	44.85%
Net Change in Fund Balance		-882,565		
Beginning Fund Balance	2,707,325	2,807,325	100,000	
Ending Fund Balance	2,641,160	1,924,760	-716,400	
Stormwater Fund				
Revenues				
Charges for Services	\$1,915,315	\$930,262	\$985,053	48.57%
Interest Income	\$40,000	\$32,963	7,037	82.41%
Miscellaneous	\$0	\$1,479	-1,479	0.00%
Corporation Yard Financing	\$1,000,000	\$0	1,000,000	0.00%
Total Revenues	2,955,315	964,704	1,990,611	32.64%
Expenditures				
Operations	2,247,670	991,903	1,255,767	44.13%
SDC	0	63,768	-63,768	0.00%
Contingency	546,500	0	546,500	0.00%
Total Expenditures	2,794,170	1,055,671	1,738,499	37.78%
Net Change in Fund Balance		(90,967)		
Beginning Fund Balance	1,099,275	1,536,389	437,114	
Ending Fund Balance	1,260,420	1,445,422	185,002	

Attachment: June 30, 2020 Financial Statements (1303 : June 30, 2020 Financial Statements)

**City of Central Point
Council Financial Statements
For period ending June 30, 2020**

% of biennial budget 50.00%

	Biennium to Date		Difference	Percentage Received/Used
	2019/21 Biennial Budget	Revenues & Expenditures		
Internal Services Fund				
Revenues				
Charges for Services	\$2,989,600	\$1,447,015	\$1,542,585	48.40%
Interest Income	\$12,000	\$4,669	7,331	38.91%
Miscellaneous	\$5,000	\$16,135	(11,135)	322.71%
Total Revenues	3,006,600	1,467,819	1,538,781	48.82%
Expenditures				
Facilities Maintenance	537,350	236,621	300,729	44.03%
PW Administration	1,677,840	643,278	1,034,562	38.34%
PW Fleet Maintenance	980,710	571,017	409,693	58.22%
Interfund Transfers	50,000	0	50,000	0.00%
Total Expenditures	3,245,900	1,450,916	1,794,984	44.70%
Net Change in Fund Balance		16,903		
Beginning Fund Balance	354,607	305,638	-48,969	
Ending Fund Balance	115,307	322,541	207,234	

Attachment: June 30, 2020 Financial Statements (1303 : June 30, 2020 Financial Statements)

City of Central Point
Budget Compliance Report
For period ending June 30, 2020

% of biennial budget 50.00%

Fund	Department/ Classification	2019/21 Biennial Budget	Biennium to Date Expenditures	Percent Used	Difference
General	Administration	\$1,732,570	\$817,050	47.16%	\$915,520
	City Enhancement	422,000	221,065	52.39%	200,935
	Technical Services	1,279,910	689,174	53.85%	590,736
	Mayor and Council	183,780	67,091	36.51%	116,689
	Finance	1,687,630	861,563	51.05%	826,067
	Parks	2,109,300	1,160,359	55.01%	948,941
	Recreation	1,066,140	481,775	45.19%	584,365
	Planning	1,395,060	619,710	44.42%	775,350
	Police	10,672,360	5,251,876	49.21%	5,420,484
	Interdepartmental	408,000	268,254	65.75%	139,746
	Transfers	671,485	0	0.00%	671,485
	Contingency	180,000	0	0.00%	180,000
		Total Expenditures	21,808,235	10,437,916	47.86%
HTCU	Materials and Services	0	0	0.00%	0
	Total Expenditures	0	0	0.00%	0
Street	Operations	6,670,470	4,426,228	66.36%	2,244,242
	SDC Improvements	959,200	479,235	49.96%	479,965
	Contingency	700,000	0	0.00%	700,000
	Total Expenditures	8,329,670	4,905,463	58.89%	3,424,207
Capital Projects	Park Projects	170,000	321,135	188.90%	(151,135)
	Park Projects - SDC	347,000	294,053	84.74%	52,947
	Transfers	143,500	0	0.00%	143,500
	Total Expenditures	660,500	615,187	93.14%	45,313
Debt Service	Total Expenditures	1,676,655	1,336,670	79.72%	339,985
Reserve Fund	Total Expenditures	417,560	250,466	59.98%	167,094
Building	Personnel Services	475,390	204,085	42.93%	271,305
	Materials and Services	127,600	78,550	61.56%	49,050
	Contingency	6,000	0	0.00%	6,000
	Total Expenditures	608,990	282,636	46.41%	326,354
Water	Operations	8,486,565	3,948,427	46.53%	4,538,138
	SDC Improvements	511,100	378,978	74.15%	132,122
	Contingency	651,100	0	0.00%	651,100
	Total Expenditures	9,648,765	4,327,406	44.85%	5,321,359
Stormwater	Operations	2,247,670	991,903	44.13%	1,255,767
	SDC Improvements	8,000	63,768	797.10%	(55,768)
	Contingency	546,500	0	0.00%	546,500
	Total Expenditures	2,802,170	1,055,671	37.67%	1,746,499
Internal Services	Facilities Maintenance	537,350	236,621	44.03%	300,729
	PW Administration	1,677,840	643,278	38.34%	1,034,562
	PW Fleet Maintenance	980,710	571,017	58.22%	409,693
	Transfers	50,000	0	0.00%	50,000
	Total Expenditures	3,245,900	1,450,916	44.70%	1,794,984
Total City Operations		\$48,780,885	\$24,662,330	50.56%	\$24,369,021

Attachment: June 30, 2020 Financial Statements (1303 : June 30, 2020 Financial Statements)



City of Central Point **Staff Report to Council**

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Community Development
FROM:	Tom Humphrey, Community Development Director		
MEETING DATE:	August 13, 2020		
SUBJECT:	Planning Commission Report		
ACTION REQUIRED:	Information/Direction	RECOMMENDATION:	Not Applicable

The following items were presented by staff and discussed by the Planning Commission at its regular meeting on August 4, 2020.

- A. Public hearing to consider a Conditional Use Permit application to allow Rogue Valley Pet to operate a commercial retail use at 400 Federal Way. The 0.72 acre site is within the M-1 Industrial zoning district and is identified on the Jackson County Assessor's Map as 37S 2W 12B Tax Lot 200. File No. CUP-20001. Owner/Applicant: Legacy Enterprises, LLC. Planning staff explained that the applicant requested this item be continued to enable him to produce additional evidence and findings to support his request for a Conditional Use in this zoning district. The Planning Commission opened the public hearing and then unanimously supported the applicant's request. The hearing was continued to the next regular meeting on Tuesday, September 1, 2020.
- B. Public hearing to consider a Site Plan and Architectural Review application for the construction of a 6,424 square foot warehouse and retail store, including parking and landscape areas, at 400 Federal Way. The 0.72 acre site is within the M-1 Industrial zoning district and is identified on the Jackson County Assessor's Map as 37S 2W 12B Tax Lot 200. File No. SPAR-20006. Owner/Applicant: Legacy Enterprises, LLC. Planning staff explained that because this item is directly linked to the Conditional Use proposal, the applicant requested that it also be continued to next regularly scheduled meeting. The Planning Commission opened the public hearing and unanimously supported the applicant's request. The hearing was continued to Tuesday, September 1, 2020.
- C. Public Hearing to consider a Site-Plan and Architectural Review application to construct a mixed-use development on 2.19 acres in the Twin Creeks TOD. The project includes 6,132 square feet of commercial first floor space, 10 furnished first floor VRBO spaces and 56 residential units consisting of a mixture of apartments and townhouses. The site is within the High Mix Residential (HMR) zone and is identified on the Jackson County Assessor's Map as 37 2W 03CA, Tax Lot 1100. Applicant: Smith Crossing LLC; Agent: Scott Sinner Consulting, Inc. Planning staff introduced this proposal in the context of the original concepts of the Twin Creeks Master Plan (TCMP) for mixed-use residential and

commercial development. Unique architecture, building heights and deliberate commercial uses are envisioned and proposed for the 2.19 acre site without any intensification of subdivision. The residential unit density minimums and parking requirements are met without being excessive. Four issues were highlighted including Access/Traffic; Architecture/Scale; use of VRBO and On-Site Lighting. The Planning Commission determined that this proposal was consistent with the intent of the TCMP and the HMR zoning district. They approved the proposal and imposed conditions to address the VRBO use, On-site lighting and the requests of the Fire District.



City of Central Point **Staff Report to Council**

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	City Attorney
FROM:	Sydnee Dreyer, City Attorney		
MEETING DATE:	August 13, 2020		
SUBJECT:	Discussion regarding update to Official Compensation Policy		
ACTION REQUIRED:	Information/Direction	RECOMMENDATION:	None Forwarded

The City currently provides the following benefit to City employees, as adopted in its personnel policies: one free park gazebo rental per year and a 40% discount on all recreation classes/programs. This benefit applies to the City employee and their immediate family living in the same residence (spouse/domestic partner or child). All class and gazebo registrations are subject to availability on a first-come, first-serve basis.

City staff has discussed making this same benefit available to the Mayor, Council, Planning Commission, Citizens Advisory Committee, Parks Commission and Parks Foundation as part of its official compensation policy.

Such a proposal, if adopted as part of an official compensation policy (similar to the stipend for Council members) is consistent with ORS 244.040. However, in an abundance of caution because the Council has an actual conflict of interest in approving any financial benefit for itself, the City is confirming with the Oregon Government Ethics Commission whether Council members may vote on such a package based upon the rule of necessity, which we believe to be the case.

Options: 1) consider placement of this item for future Council vote; 2) do not move this item forward; or 3) apply such benefit for commissions and foundation members but not Council. Note: due to conflicts the Council should not vote on how to proceed. This item is for discussion purposes only.