

**CITY OF CENTRAL POINT
City Council Meeting Agenda
January 25, 2018**

Next Res. 1526
Next Ord. 2043

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

City Council

Mayor
Hank Williams

Ward I
Bruce Dingler

Ward II
Michael Quilty

Ward III
Brandon Thueson

Ward IV
Tanea Browning

At Large
Rob Hernandez
Vacant

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

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. CONSENT AGENDA

Page 2 - 8 A. Approval of January 11, 2018 City Council Minutes

VI. ITEMS REMOVED FROM CONSENT AGENDA

VII. PUBLIC HEARING, ORDINANCES, AND RESOLUTIONS

- 10 - 20 A. Resolution No. _____, Authorizing the City Manager to Sign a contract with Mueller Systems, Inc., for the Advanced Metering Integration of the City's Water System (Samitore)
- 22 - 25 B. Resolution No. _____, A Resolution of the City of Central Point Setting a Water Rate Adjustment Effective March 21, 2018 (Samitore)
- 27 - 30 C. Resolution No. _____, Acceptance of Award for Cops Hiring Program Grant; Authorizing Expenditure of Funds; and authorizing City Manager to Execute Award Documents (Allison)
- 32 - 38 D. Resolution No. _____, Authorizing the City Manager to Sign a Memorandum of Understanding with the United States Marshals Service for Violent Offender Task Force (Allison)

VIII. BUSINESS

40 - 53 A. Reddaway Differed Improvement Agreement (Samitore)

IX. MAYOR'S REPORT

X. CITY MANAGER'S REPORT

XI. COUNCIL REPORTS

XII. DEPARTMENT REPORTS

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 Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

XIV. 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
January 11, 2018**

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, Rob Hernandez, and Mike Quilty were present. Brandon Thueson was excused.

Allen Broderick resigned from the Council on December 15, 2017.

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

IV. PUBLIC APPEARANCES - None

V. CONSENT AGENDA

A. Approval of December 14, 2017 City Council Minutes

Rob Hernandez pointed out a grammatical error on page 9.

Mike Quilty moved to approve the Consent Agenda with the recommended correction. Tanea Browning seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

VI. ITEMS REMOVED FROM CONSENT AGENDA - None

VII. PUBLIC HEARINGS

A. Public Hearing – Resolution No. 1523, Declaring Certain Real Property at 75 Bush Street/466 South First Street Surplus and Authorizing the Sale of Such Property.

Finance Director Steven Weber explained that the residential property at 466 S. First Street and related commercial business at 75 Bush Street was purchased by the City in order to clean a chronic nuisance property. The City purchased the property at a foreclosure sale for \$50,000 and has expended significant funds in cleaning up the property and demolishing the buildings.

Staff recommends the city obtain an appraisal of the property and/or use a comparative market analysis conducted by a licensed realtor to determine fair market value. The value for similar property is \$9 to \$12 per square foot, with an estimated fair market value of \$70,875 to \$94,500. Jackson County currently lists the real market value at \$102,630, but that included the buildings which we assume had not been seen by the appraiser in years.

Staff feels we need at least \$80,000 to recoup our costs. Any money acquired from the conveyance of this property would go into the general fund.

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

Mike Quilty moved to approve Resolution No. 1523, Declaring Certain Real property at 75 Bush Street and 466 S. 1st Street Surplus and Authorizing the Sale of Such Property. Rob Hernandez seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

VIII. ORDINANCES AND RESOLUTIONS

A. **Ordinance No. 2042, An Ordinance Amending the Central Point Municipal Code Section 17.05.600(H) Regarding City Council Review Provisions**

Community Development Director Tom Humphrey explained that this is the second reading of an Ordinance revising City Council Review Provisions. There were no recommended changes at the first reading of this ordinance.

There was discussion regarding the process and if there would be enough time for the Council to review the project and submit a request for call up to the Council. Mr. Humphrey and City Attorney Sydnee Dreyer explained the process. The Council would get the same summary report that the applicant receives. Council is usually aware of big projects and should have some back ground before the Planning Commission has made a decision.

Tanea Browning moved to approve Ordinance No. 2042, An Ordinance Amending the Central Point Municipal Code Section 17.05600(H) Regarding City Council Review Provisions. Mike Quilty seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

B. **Resolution No. 1524, Approving the 2018 City Council Rules**

City Attorney Sydnee Dreyer explained that the Council discussed and reviewed recommended Council Rules by the LOC at the November Study Session. The recommendations made during the Study Session have been incorporated. The City Recorder made additional recommendations in regards to how the city

currently conducts meetings and other processes. Those recommendations are also incorporated in the document tonight.

We are including in the Council Rules how the presiding officer will handle someone who is disruptive at a public meeting. There will also be changes to the Municipal Code to include the penalties when a person is removed for disorderly conduct. That ordinance will be brought to Council in the near future.

Rob Hernandez moved to approve Resolution No. 1524, Approving the 2018 City Council Rules. Mike Quilty seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

C. Resolution No. 1525, Authorizing Staff to Enter into an Agreement Between the City of Central Point and the Rogue Valley Council of Governments (RVCOG) to Participate in the Brownfields Assessment Coalition

Mr. Humphrey explained that RVCOG has been awarded a Brownfield Communitywide Assessment Grant and as part of that award EPA requested that all members of the coalition sign a Memorandum of Agreement. Staff attended a meeting in December to kick off the Brownfield assessment project and to discuss what the region would accomplish in the application. We developed a general schedule and talked about our priorities. RVCOG will host a webpage with updates on the project.

Several Council Members expressed their interest in the final results regarding Central Point Properties.

Rob Hernandez moved to approve Resolution No. 1525, Authorizing Staff to Enter into an Agreement Between the City of Central Point and the Rogue Valley Council of Governments (RVCOG) to Participate in the Brownfields Assessment Coalition. Tanea Browning seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved

VIII. BUSINESS

A. Planning Commission Report

Community Development Director Tom Humphrey reported that the Planning Commission was presented with the draft Land Use Element which included text, mapping, goals and policies. The Planning Commission conducted a public hearing, proposed minor revisions by staff and recommended approval by the City Council.

B. 2018 Utility Rate Discussion

Parks and Public Works Director Matt Samitore stated that the Medford Water Commission recently completed an annual rate review/analysis and determined that the "other cities" water rate category should be increased by 11% beginning March 1, 2018. This adjustment equates to an additional \$77,000 in estimated cost for the purchase of bulk water during the course of 2018.

In analyzing the recommended rates, the city needs a 4.5% to offset the cost of inflation and the most recent increase from the MWC. He presented two options:

1. The entire increase would be on the base rate only. This equals a \$0.60 increase on the base rate with no increase on the tier rates.
2. The option splits the increase between the base rate and the tier rates.

The Council decided not to increase the water rates last year because MWC decreased rates in March, 2017. If Council is not in favor of either option they can direct staff to return with alternative options.

Tanea Browning moved to direct staff to prepare a Resolution for a Water Rate Increase with Option 2 for Council Consideration. Rob Hernandez seconded. Roll call: Hank Williams, yes; Bruce Dingle, yes; Tanea Browning, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved

IX. MAYOR'S REPORT

Mayor Williams reported that:

- He attended the Medford Water Commission meeting where they talked about the water rate increases. He thinks their new Manager will be a benefit to the organization.
- He attended the Medford Chamber Forum.
- He attended the fair board meeting.
- He attended a TRADCO meeting, they were all impressed with the lack of major traffic issues with the Costco opening on Table Rock.
- He attended the Central Point Greeters at City Hall.

X. CITY MANAGER'S REPORT

City Manager Chris Clayton reported that:

- The other cities water group discussed the MWC SDC's. The new manager will be doing an SDC Study in the near future.
- The January 26th Study Session will be a tour of the ESCO building. Please let the City Recorder know if you will be attending.
- Staff has been involved in a few discussions regarding the Country Crossings Festival. The City will be requiring that a foot bridge be installed for the use of the Gebhard Property.
- He wanted to give Kudos to Mr. Samitore and Mr. Humphrey for a well-run CAC meeting. It is great to get the citizens involved in projects like the intersection at Hamrick and Beebe.

- IT Director Jason Richmond is still working on the Clock in the plaza.
- Council Member Tanea Browning is now an LOC Board Member. Her biography and photo are in the recent Local Focus.

XI. COUNCIL REPORTS

Council Member Mike Quilty reported that:

- He knew the CHP Officer who was killed on Christmas Eve by an intoxicated driver. We need to remember how our officers put their lives on the line every day.
- He attended an Aviation meeting in Salem this morning to talk about grant options in our area.

Council Member Rob Hernandez reported that he attended the Medford Chamber Forum, and the School District meeting this week. He also asked when the Community Center Committee would start meeting. Mr. Samitore stated that they should be able to start planning those meetings anytime.

Council Member Bruce Dingler reported that he attended the Citizens Advisory Committee meeting. The Citizens were all very respectful of the process.

Council Member Tanea Browning reported that:

- She attended the Fire District 3 Board meeting. Adroit Construction was awarded the contract for RCC Classrooms. Jacksonville has requested the district to provide a cost proposal of coverage for their jurisdiction on a contract basis.
- She is looking forward to the ESCO tour later this month.
- The Greeters at City Hall was very well attended. She wanted to thank the staff for being available to the business community. They were impressed with the thought and care put into the projects that were presented.
- She and City Manager Clayton met with LOC Representatives to discuss training for the City.
- She attended the Medford Chamber Forum Lunch.
- Pear Valley will host a Hard Hat Hello in February.
- The Chamber Banquet and Awards ceremony is in February. The City will be hosting two tables. If Council members are interested in attending please RSVP to the City Recorder.

XII. DEPARTMENT REPORTS

Parks and Public Works Director Matt Samitore reported that:

- He has had several conversations this week regarding Country Crossing issues. They have decided not to contract for GA Parking this year. They have been talking to the School District regarding their parking spaces in town. They have decided to move the Handicap and VIP Parking to the Gebhard location. This will not work for the City unless they install the pedestrian bridge.

- Pine Street Construction is moving along at a good pace now that the weather is not freezing. The signal lights at 4th Street will not be turned back on until the new signals are installed.
- Construction started on the Twin Creeks Rail Crossing this week.
- Mr. Humphrey did a great job at the CAC meeting. Once he explained the relaxed structure of the meeting everyone was at ease and ready to express their views on the intersection.

Police Chief Kris Allison reported that:

- Explained that she is on the Executive Committee for the Oregon Police Chief Associations. She was invited to attend a meeting in Salem last week to discuss several law enforcement concerns with Governor Brown.
- The Police Department has been discussing the option to waive Record Request Fees for victims. As it is now victims have to pay for a police report even though the report is about them. If needed asset forfeiture funds can go to cover any loss in revenue from this decision.
- Central Point Police did not have DUI arrests or citations issued over the Christmas/New Year holidays. This is a rare event. Most jurisdictions in the valley had similar or lower than average issues with DUI.
- The City will be working with the US Marshals office in 2018 to increase sex offender registration compliance. We will be working to get all sex-offenders compliant in the valley.
- The Federal Government rescinding of the marijuana memo was a surprise to most in Law Enforcement. We are not sure yet how this will affect our State or our Cities.

Finance Director Steven Weber reported that:

- This month's water bill statements will look different. We have a new vendor we decided to go with a new look.
- There will be an article in the newsletter this month with a breakdown of where Central Point taxes go.

Community Development Director Tom Humphrey reported that:

- The Planning Commission will have a meeting in February to discuss the Conceptual plan for CP – 6. There will be some continued discussion if this process is necessary in order to submit for our UGB Expansion.
- He met with representatives from the Creamery this week to start planning the Cheese Festival. This will be Francis Plowman's last year planning the event. He plans to retire sometime in 2018.
- Fire District No. 3 and the Housing Authority are looking at property along Scenic. In each case the city would need to make adjustments to the zoning code.

XIII. EXECUTIVE SESSION - None

XIV. ADJOURNMENT

Mike Quilty moved to adjourn, Tanea Browning seconded, all said "aye" and the Council Meeting was adjourned at 8:21 p.m.

The foregoing minutes of the January 11, 2018, Council meeting were approved by the City Council at its meeting of January 25, 2018.

Dated:

Mayor Hank Williams

ATTEST:

City Recorder

Resolution

Authorizing Contract for Advanced Metering Integration



City of Central Point
Staff Report to Council

ISSUE SUMMARY

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MEETING DATE: 1-25-2018 | STAFF MEMBER: Matt Samitore |
| SUBJECT: AMI Contract | DEPARTMENT: Public Works |
| ACTION REQUIRED: <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Ordinance 1 st Reading <input type="checkbox"/> Ordinance 2 nd Reading <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information/Direction <input type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Other | RECOMMENDATION: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not applicable Comments: Seeking Council approval for Mueller Systems for upgrade of all water meters and software for customer online portal. |

BACKGROUND INFORMATION:

City staff has been looking to upgrade the City water meters for several years as there has been a big change in the technology associated with them. During the 2017-19 budget the first phase on the upgrade was budgeted. The technical term for the upgrade is called AMI, or Advanced Metering Integration. The technology allows for water meters to be read almost continuously via a set of small towers throughout the city. One of the main benefits of the system is a streamlined water metering system which allows for all customers to see their actual water usage in real time. Additionally the technology allows for variety of city maintenance needs including meter shutoff electronically, reduction or elimination of meter reading, advanced leak detection and advanced backflow detection. The technology is typically lumped into the terminology “smart city”, which is a technological term for using technology to create better efficiencies within the utility systems.

City staff consulted with a company called Isle, Inc. to help identify the City’s needs and work with the 29 different AMI vendors. Isle interviewed staff and came up with the overall desires of the City for this upgrade. The primary characteristics of what the City was looking for were:

1. AMI service providers compatible with existing meters
2. Compatibility with existing billing software
3. Adequate data management capabilities
4. Strong sales and service support based on the City’s location

A combination of city staff including public works, finance and technology interviewed four companies on October 31, 2017. The final report which is attached. After hearing from the four companies, staff concluded unanimously to recommend Mueller Systems, Inc. for the contract. Mueller Systems, Inc. will be giving council an overview of the product and customer portal at the Council meeting.

FINANCIAL ANALYSIS:

The overall contract with Mueller Systems Inc. will be for \$733,004.71. That cost includes the towers, software and new meters. The cost for the 2017-19 FY Budget will be \$220,000. The remaining cost will be spread over the next 5 years. Staff anticipates changing out one meter route per year until finished.

LEGAL ANALYSIS:

Not Applicable

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

This was identified as a goal during the 2017-19 FY Budget.

STAFF RECOMMENDATION:

Staff recommends approving the resolution authorizing staff to sign a contract with Mueller Systems, Inc. for the Advanced Metering Integration to be incorporated into the City Water System over the next five years.

RECOMMENDED MOTION:

Make a motion to approve Resolution. ___ a Resolution authorizing the City Manager to sign a contract with Mueller Systems, Inc. for the Advanced Metering Integration System.

ATTACHMENTS:

Isle Final Report
Resolution



City of Central Point AMI Technology Benchmarking Workshop Summary Report

Workshop Overview

The City of Central Point's AMI Technology Benchmarking Project evaluated available solutions to support the transition to advanced metering infrastructure (AMI). The project consisted of three phases: a global technology scan to identify qualified solutions; a comparative analysis of the selected technologies based on performance metrics selected by the City; and a workshop facilitated by Isle to further evaluate the four vendors identified as most qualified based on the benchmarking results.

The benchmarking analysis presented each technology in common terms and compared parameters of interest across qualified vendors. Each technology was scored based on the high priority benchmarking metrics and four AMI vendors were invited to present at the workshop. The workshop included technical presentations with the goal of highlighting core competencies and addressing the City's priority criteria. The vendors were asked to cover the following key topics in their workshop presentations:

1. Overview of technology key points
2. What makes their product the best for the City of Central Point
3. Long term viability of system; will collectors, endpoints, radio signals etc., last 20 years without needing replacement or becoming obsolete
4. Any issues or extra steps required due to proximity to the airport
5. Advantages/Disadvantages
6. Capital and lifecycle costs overview
7. Identify anything not included in the costs that is the responsibility of Central Point.
8. Warranty

Each company was given 20-minutes for their presentation followed by 20-minutes for Q&A / discussion. The following report includes the participant feedback summaries.

Workshop Agenda and Attendees

Date

October 31st, 2017 (9 AM – 1 PM)

Location

City Council Chambers, 140 S 3rd St, Central Point, OR 97502

Agenda

| | | |
|-----------------|----------------------------|----------------------------------------|
| 9:00 AM | Introduction | Nicole Kaiser, Steven Farabaugh |
| 9:20 AM | Neptune | Tim Loosier |
| 10:00 AM | Mueller | John Cobb |
| 10:40 AM | Sensus | Erik Ongstad |
| 11:20 AM | Master Meter | Neal Farmer |
| 12:00 PM | Internal Discussion | City of Central Point |

Attendees

| | | | |
|-----------------------|-----------------------|------------------|-------------------------|
| Max Woody | City of Central Point | Rob Jackson | Consolidated Supply Co. |
| Troy Tibbets | City of Central Point | Jon Koch | Consolidated Supply Co. |
| Mike McClenathan | City of Central Point | Erik Ongstad | Xylem (Sensus) |
| Matt Samitore | City of Central Point | Todd Mitchell | Ferguson |
| Rachel Neuenschwander | City of Central Point | Pat Hart | Ferguson |
| Jason Richmond | City of Central Point | Neal Farmer | Master Meter |
| Julio Flores | Neptune | Ted Kearn | Master Meter |
| Tim Loosier | Neptune | Ed Pettett | H.D. Fowler |
| Jered Lindstrom | Core & Main | Nicole Kaiser | Isle Inc. |
| John Cobb | Mueller Systems | Steven Farabaugh | Isle Inc. |

Technology Synopses & Feedback Forms

Below are the technology descriptions and collated feedback for the four vendor presentations from the workshop. Comment forms were transcribed, and the feedback shown below has been edited to represent key information recorded by participants. Copies of the original comment forms will be provided to the client along with other project documentation at the completion of the project or upon request.

Neptune

R900 AMI system

Presenter: Tim Loosier / tloosier@neptunetg.com / 509-202-5686

Technology Evaluation Summary – Neptune

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| <p>Strengths</p> <ul style="list-style-type: none"> ● Consistent signal ● AMR/AMI/truck with same equipment ● Not much variance with battery life because there is no two-way communication to drain battery ● Claim to be most accurate meters on the market ● Flexible AMI/AMR (Backwards compatible) ● Soft shut-off ● MIU connects to current meters | <p>Key Points</p> <ul style="list-style-type: none"> ● 125-year history, 40 years of AMR ● 25 million install base ● 900mhz – non-licensed channels ● 14 second reads/watt output every 7.5 seconds ● Backhaul can be cellular or hardwired ● Support virtual server ● No mention of integration with billing software ● AMR and AMI signal start from the factory |
| <p>Weaknesses</p> <ul style="list-style-type: none"> ● Systems are water only ● No two-way communication ● Cannot program radios from the tower ● Remote shut-off is additional to meter and lay length is longer for auto shut off than standard meter ● Not a lot of features that have an edge over competition ● Partnerships for Smart City – integrate with Comcast and also Verizon | <p>Threats</p> <ul style="list-style-type: none"> ● No ability to update or program end points ● 60 ft tower for collector |
| <p>General comments</p> <ul style="list-style-type: none"> ● Raised a good point about turning off the wrong meter with remote shut-offs ● Installations in Oregon: Newport and Fairview ● Four models of MIUs: V1 – V4: V4 is the current model ● Estimated 6 gateways to be conservative – prop study said 4 gateways | |

Mueller Systems

Mi.Net® system

Presenter: John Cobb / jcobb@muellersystems.com / 503-910-3830

Technology Evaluation Summary – Mueller Systems

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Strengths</p> <ul style="list-style-type: none"> ● Customer Service: NOC help center, one tech is assigned to each client ● Remote disconnect (5 yrs of history), lay length same as standard meter ● Partners with Consolidated Supply for 30 yrs ● Lora system for street lights ● Addressed RFP questions ● Springbrook integration interface files ● Software as a Service (SaaS) ● Firmware can be updated over network | <p>Key Points</p> <ul style="list-style-type: none"> ● Web-based ● Non-licensed frequency (902-928 mhz) ● 150 years ● Echologics - acoustic leak detection technology ● Largest water infrastructure company in the country ● Backhaul is 3G ● 5 collectors ● Installations: Ashland, Eagle Point, Nob Hill, Sammamish Plateau (connecting to Cartegraph) |
| <p>Weaknesses</p> <ul style="list-style-type: none"> ● 10-year full warranty, years 11 to 20 prorated ● No local distributor – Eugene closest ● Coordinating integration with Springbrook is the responsibility of the city | <p>Threats</p> <ul style="list-style-type: none"> ● Battery life with 2-way radio |
| <p>General comments</p> <ul style="list-style-type: none"> ● 3-day software training (big on training, could be more than 3 days) ● LoRa technology ● Internap is partner for secure data storage ● AES encrypted ● Partners for 30 years – Consolidated Supply ● Mueller – over 150 years ● Hosted software server ● 4 tier support system | |

Sensus

Sensus FlexNet

Presenter: Erik Ongstad / erik.ongstad@xylem.com / 206-331-1228

Technology Evaluation Summary – Sensus

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strengths <ul style="list-style-type: none">● Licensed frequency would be owned by Central Point● Hold prices on meters● Can integrate with Cartegraph● 2-way communication for updates to endpoint● 2 collectors since licensed frequency = more power● Encryption● Ease of integration due to existing Sensus system, possibly faster installation● Sensus handles their own analytics● Shut off meter has trickle capabilities | Key Points <ul style="list-style-type: none">● 3 million endpoints nationwide● 40 ft tower for collector● Remote shut-off● SaaS● Application program interface (API) integration● Have the ability to put an endpoint on any infrastructure such as a gate or overflow with 4-20mA● More advanced analytics with better resolution, flow of 1 cubic foot or better● Existing touch readers will connect to radio |
| Weaknesses <ul style="list-style-type: none">● Expensive/upgrade● Years 1-10 years - full warrant, years 11-20 prorated warranty● File transfer – extra fee● Additional fee for cellular backhaul● Current customer service experience | Threats <ul style="list-style-type: none">● Backhaul |
| General comments <ul style="list-style-type: none">● Didn't include costs in presentation● In house or hosted customer portal● Sensus infrastructure already in place | |

Master Meter

Allegro System

Presenter: Neal Farmer / nfarmer@mastermeter.com / 817-842-8106

Technology Evaluation Summary – Master Meter

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Strengths</p> <ul style="list-style-type: none"> ● Licensed radio frequency ● 2-way communication allows for programming ● Customer portal is part of cloud-based utility system ● Integration on Springbrook is done mostly by Master Meter ● 20-year service or replacement of hardware ● Local representation ● In-house engineering ● 1-2 collectors ● Custom interface to Springbrook ● My water advisor (analytics) Harmony Customer Engagement | <p>Key Points</p> <ul style="list-style-type: none"> ● In business since 1980, youngest company of the four ● 45% of Israel is Meter Master AMI ● Data transmitted twice daily ● Cellular backhaul or can use ethernet ● Proposed collector at city hall ● World-wide company |
| <p>Weaknesses</p> <ul style="list-style-type: none"> ● 3rd party required for Smart City applications ● No instant data reads ● Replace concrete lids with plastic or composite ● Requires replacing all registers ● No remote shut-off meter, use 3rd party | <p>Threats</p> <ul style="list-style-type: none"> ● 70 ft height of collectors and 40 ft high repeaters |
| <p>General comments</p> <ul style="list-style-type: none"> ● Costly ● Need to exercise remote shut-off meters or they won't work when needed ● Repeater can run on solar cell ● AMR for backup | |

Key Takeaways from Workshop

At the time of the workshop, the four vendors had already provided detailed information related to the city’s benchmarking metrics. The workshop provided an opportunity for Central Point to delve further into areas of interest and ask for additional information related to specific issues. Table 1 summarizes vendor responses to key questions from workshop participants.

Table 1. Summary of Workshop Priority Topics

| Vendor | Collector Height (ft) (Variance needed above ~30 ft) | Remote Shutoff | Security | Smart City (Street lights) |
|--------------|------------------------------------------------------|---------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------|
| Neptune | 60 | Separate valve required and longer lay length | One-way communication, no updates to endpoints | Third party required |
| Mueller | 30 | Shutoff valve /meter required, lay length same as meter | No issues identified | LORA technology available in early 2018 will allow for Smart City applications |
| Sensus | 40 | Shutoff valve /meter required | No issues identified | Third party required |
| Master Meter | 70 | Third party required | No issues identified | Third party required |

The vendors were permitted to update costs for the workshop. Table 2 presents a summary of the vendor's costs along with whether key components are included in each vendor's costs.

Table 2. Summary of Vendor Proposal Costs

| Company | Equipment Costs | Total Life Cycle Cost (includes equipment cost) | Includes collector installation | Includes backhaul communication cost | Add-on Annual Customer Portal Fee |
|--------------|-----------------|-------------------------------------------------|---------------------------------|--------------------------------------|-----------------------------------------|
| Neptune | \$1,151,000* | \$1,400,000* | No | No | Not Provided |
| Mueller | \$733,000 | \$1,200,000 | Yes | Yes | \$19,000 |
| Sensus | \$1,580,000 | \$2,100,000 | No | No | Year 1: \$25,000 Years 2-5: ~\$7,000 |
| Master Meter | \$1,541,000 | \$2,200,000 | No | No | \$9,500 |

**Costs originally submitted by Neptune were based on 6,700 endpoints, costs presented here were calculated based on 8,000 endpoints for comparison with other vendors.*

The list below identifies potential additional costs for Central Point's AMI system that are not included in vendors' cost proposals:

1. Installation of endpoints and collectors
2. Replace all two-wire registers with Sensus three-wire registers or replace the meters
3. Fee to contract with Springbrook Utilities to execute CIS Billing-side interfaces necessary
4. Power to collectors
5. Installation of endpoints
6. Fee paid to Springbrook for integration
7. Automatic shutoff valves (as required)

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH MUELLER SYSTEMS, INC. FOR THE ADVANCED METERING INTEGRATION OF THE CITY'S WATER SYSTEM.

Recitals:

- A. The Advanced Metering Integration (AMI) is budgeted for two phases in the 2017-2019 FY Budget.
- B. Staff conducted a Qualified Based Selection (QBS) process with collaboration from Isle, Inc. to find the most appropriate company to meet the City's needs from the 29 different vendors who do this work currently.
- C. City Staff interviewed four companies and selected Mueller Systems, Inc. as the vendor to replace and upgrade the City water meter system to AMI over the next five years based on a determination that it was best able to meet the City's needs.

The City of Central Point resolves as follows:

Section 1. The Council authorizes the City Manager or his designee to sign a contract with Mueller Systems, Inc . for the advanced metering integration of the City's water metering system.

Passed by the Council and signed by me in authentication of its passage this ____ day of January, 2018.

Mayor Hank Williams

ATTEST:

City Recorder

Resolution

Setting Water Rate Adjustment



City of Central Point
Staff Report to Council

ISSUE SUMMARY

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MEETING DATE: 1-25-2018 | STAFF MEMBER: Matt Samitore |
| SUBJECT: Water Rate Increase 2018 | DEPARTMENT: Public Works |
| ACTION REQUIRED: <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Ordinance 1 st Reading <input type="checkbox"/> Ordinance 2 nd Reading <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information/Direction <input type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Other | RECOMMENDATION: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not applicable Comments: Seeking approval of a water rate increase to adjust for increases from the Medford Water Commission and Inflation in the water market. |

BACKGROUND INFORMATION:

The Medford Water Commission recently completed an annual rate review/analysis (analysis performed by HDR Engineering) and determined that the “other cities” water rate category, which includes the City of Central Point, should be increased by 11% beginning March 1, 2018. Subsequent to HDR’s recommendation—during a December 2017 Water Commission Board meeting—the Board approved the recommended increase effective March 1, 2018. This adjustment equates to an additional \$77,000 in estimated cost for the purchase of bulk water during the course of 2018.

The Water Commission’s rates have a direct impact upon the City’s water rate structure. Moreover, the City’s long-term rate plan indicates a 4% increase for the 2017-2018 budget year, which includes an increase from the Medford Water Commission. The 2010 study (long-term analysis performed by FCSG Consulting) considers several assumptions regarding annual employee costs, water infrastructure debt service and annual Medford Water Commission rate increases. In analyzing the recommended rates and adding in the ENR Construction Price Index for 2017 of 1.8%, the City needs a 4% increase for the 2018-2019 budget year, matching the rate model, to offset the cost of inflation and the most recent increase from the Medford Water Commission.

FINANCIAL ANALYSIS:

Central Point’s current rates consist of several cost components including: bulk water purchase (MWC), infrastructure maintenance, capital replacement, personnel costs and general overhead/administration. At the January 11, 2018 City Council hearing, staff presented options for how to handle the increases. Council recommended staff brings back a rate increase which increases the spread on both the base rate and the consumptive tier rates. The increase equates to a \$0.21 increase in the base rate and increase of \$0.02, \$0.02 and \$0.07 to Tier 1, 2 and 3 respectively. The Commercial Rate increases from \$11.65 to \$11.84, a \$0.19 increase.

Residential

| Meter Size | Monthly Base Charge | Monthly R & R Charge | Total Monthly Fixed Charge | Volume Charge First 8 ccf | Volume Charge 8 - 22 ccf | Volume Charge Over 22 ccf |
|------------|---------------------|----------------------|----------------------------|---------------------------|--------------------------|---------------------------|
| 5/8" | 13.36 | 1.00 | 14.36 | 0.92 | 1.77 | 2.91 |
| 1" | 18.44 | 2.45 | 20.89 | 0.92 | 1.77 | 2.91 |
| 1.5" | 23.52 | 8.15 | 31.67 | 0.92 | 1.77 | 2.91 |
| 2" | 33.68 | 11.15 | 44.83 | 0.92 | 1.77 | 2.91 |
| 3" | 54.00 | 25.25 | 79.25 | 0.92 | 1.77 | 2.91 |
| 4" | 74.32 | 43.85 | 118.17 | 0.92 | 1.77 | 2.91 |
| 6" | 140.36 | 86.00 | 226.36 | 0.92 | 1.77 | 2.91 |
| 8" | 216.56 | 139.50 | 356.06 | 0.92 | 1.77 | 2.91 |

Commercial & Standby

| Meter Size | Monthly Base Charge | Monthly R & R Charge | Total Monthly Fixed Charge | Volume Charge First 8 ccf |
|------------|---------------------|----------------------|----------------------------|---------------------------|
| 5/8" | 11.84 | 1.00 | 12.84 | 1.61 |
| 1" | 14.88 | 2.10 | 16.98 | 1.61 |
| 1.5" | 19.96 | 4.00 | 23.96 | 1.61 |
| 2" | 25.04 | 7.15 | 32.19 | 1.61 |
| 3" | 40.28 | 14.10 | 54.38 | 1.61 |
| 4" | 58.57 | 21.70 | 80.27 | 1.61 |
| 6" | 104.80 | 44.00 | 148.80 | 1.61 |
| 8" | 163.73 | 68.00 | 231.73 | 1.61 |

LEGAL ANALYSIS:

Not Applicable

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Not applicable.

STAFF RECOMMENDATION:

Staff recommends approving the resolution.

RECOMMENDED MOTION:

Make a motion to approve Resolution. ___ a Resolution of the City of Central Point Setting a Water Rate Adjustment effective March 21, 2018.

ATTACHMENTS:

Resolution and Attachment "A" thereto depicting full rate increase

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF CENTRAL POINT
SETTING A WATER RATE ADJUSTMENT EFFECTIVE MARCH 21, 2018**

Recitals:

- A. The City has received information from the Medford Water Commission that March 1, 2018 the rate for bulk water purchase will increase by 11%, an estimated additional cost of \$77,000.
- B. The City of Central Point conducted an update based on inflationary cost increases and determined that a 1.8% increase is needed to handle the increased cost of supply costs.
- C. The combined increases equate to a 4% increase which would be split between the base and tier rates.

The City of Central Point resolves as follows:

Section 1. Effective March 21, 2018, the City of Central Point Water Rates shall be as set forth on the attachment A.

Passed by the Council and signed by me in authentication of its passage this _____ day of January 2018.

Mayor Hank Williams

ATTEST:

City Recorder

Attachment A - 2018/19 Utility Rates

Cost of Service - Water Rates (Per hundred cubic feet)

Res. No.

(Into effect Feb 21 or March 21, 2018)

Residential

| Meter Size | Monthly Base Charge | Monthly R & R Charge | Total Monthly Fixed Charge |
|------------|---------------------|----------------------|----------------------------|
| 5/8" | 13.36 | 1.00 | 14.36 |
| 1" | 18.44 | 2.45 | 20.89 |
| 1.5" | 23.52 | 8.15 | 31.67 |
| 2" | 33.68 | 11.15 | 44.83 |
| 3" | 54.00 | 25.25 | 79.25 |
| 4" | 74.32 | 43.85 | 118.17 |
| 6" | 140.36 | 86.00 | 226.36 |
| 8" | 216.56 | 139.50 | 356.06 |

| Volume Charge | Volume Charge | Volume Charge |
|---------------|---------------|---------------|
| First 8 ccf | 8 - 22 ccf | Over 22 ccf |
| 0.92 | 1.77 | 2.91 |
| 0.92 | 1.77 | 2.91 |
| 0.92 | 1.77 | 2.91 |
| 0.92 | 1.77 | 2.91 |
| 0.92 | 1.77 | 2.91 |
| 0.92 | 1.77 | 2.91 |
| 0.92 | 1.77 | 2.91 |
| 0.92 | 1.77 | 2.91 |

Senior-Housing

| Units | Monthly Base Charge | Monthly R & R Charge | Total Monthly Fixed Charge | Volume Charge |
|-------|---------------------|----------------------|----------------------------|---------------|
| | | | | First 8 ccf |
| 5 | 18.54 | 1.25 | 19.79 | 1.61 |
| 10 | 37.08 | 2.50 | 39.58 | 1.61 |
| 15 | 55.63 | 3.75 | 59.38 | 1.61 |
| 20 | 74.17 | 5.00 | 79.17 | 1.61 |
| 25 | 92.71 | 6.25 | 98.96 | 1.61 |
| 30 | 111.25 | 7.50 | 118.75 | 1.61 |
| 35 | 129.79 | 8.75 | 138.54 | 1.61 |
| 40 | 148.34 | 10.00 | 158.34 | 1.61 |

Multi-Family Residential

| Units | Monthly Base Charge | Monthly R & R Charge | Total Monthly Fixed Charge | Volume Charge |
|-------|---------------------|----------------------|----------------------------|---------------|
| | | | | First 8 ccf |
| 3 | 21.03 | 4.50 | 25.53 | 1.61 |
| 4 | 28.04 | 6.00 | 34.04 | 1.61 |
| 5 | 35.05 | 7.50 | 42.55 | 1.61 |
| 6 | 42.06 | 9.00 | 51.06 | 1.61 |
| 7 | 49.07 | 10.50 | 59.57 | 1.61 |
| 8 | 56.08 | 12.00 | 68.08 | 1.61 |
| 9 | 63.09 | 13.50 | 76.59 | 1.61 |
| 10 | 70.10 | 15.00 | 85.10 | 1.61 |

Commercial & Standby

| Meter Size | Monthly Base Charge | Monthly R & R Charge | Total Monthly Fixed Charge | Volume Charge |
|------------|---------------------|----------------------|----------------------------|---------------|
| | | | | First 8 ccf |
| 5/8" | 11.84 | 1.00 | 12.84 | 1.61 |
| 1" | 14.88 | 2.10 | 16.98 | 1.61 |
| 1.5" | 19.96 | 4.00 | 23.96 | 1.61 |
| 2" | 25.04 | 7.15 | 32.19 | 1.61 |
| 3" | 40.28 | 14.10 | 54.38 | 1.61 |
| 4" | 58.57 | 21.70 | 80.27 | 1.61 |
| 6" | 104.80 | 44.00 | 148.80 | 1.61 |
| 8" | 163.73 | 68.00 | 231.73 | 1.61 |

Irrigation

| Meter Size | Monthly Base Charge | Monthly R & R Charge | Total Monthly Fixed Charge | Volume Charge | Volume Charge | Volume Charge |
|------------|---------------------|----------------------|----------------------------|---------------|---------------|---------------|
| | | | | First 8 ccf | 8 - 22 ccf | Over 22 ccf |
| 5/8" | 13.36 | 1.50 | 14.86 | 0.92 | 1.77 | 2.91 |
| 1" | 18.44 | 4.15 | 22.59 | 0.92 | 1.77 | 2.91 |
| 1.5" | 23.52 | 8.65 | 32.17 | 0.92 | 1.77 | 2.91 |
| 2" | 33.68 | 14.00 | 47.68 | 0.92 | 1.77 | 2.91 |
| 3" | 54.00 | 28.00 | 82.00 | 0.92 | 1.77 | 2.91 |
| 4" | 74.32 | 44.00 | 118.32 | 0.92 | 1.77 | 2.91 |
| 6" | 140.36 | 88.00 | 228.36 | 0.92 | 1.77 | 2.91 |
| 8" | 216.56 | 139.00 | 355.56 | 0.92 | 1.77 | 2.91 |

| | | | | |
|---------|-------|-------|-------|------|
| Hydrant | 27.08 | 20.00 | 47.08 | 3.22 |
| Expo | 0.00 | 0.00 | 0.00 | 1.60 |

| | | | | |
|---------------------|--|--|------|------|
| Hardship Discount | | | 50% | 50% |
| Outside City Factor | | | 200% | 200% |

2017/18 Street Fee

\$6.00

2017/18 Stormwater Fee

\$6.50

2017/18 Stormwater Quality Fee

\$1.00

Notes:

Backflow Fee

\$1.00 w/backflow
\$0.25 w/o backflow

Damage Recovery

Minimum \$150 + cost of materials, extra for more than one hour of a PW employee, + 10% admin fee

Resolution

Authorizing Award of COPS Grant



City of Central Point
Staff Report to Council

ISSUE SUMMARY

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MEETING DATE: January 25, 2018 | STAFF MEMBER: Kris Allison, Police Chief |
| SUBJECT: Acceptance of Award for Cops Hiring Program Grant; Authorizing Expenditure of Funds; And Authorizing City Manager To Execute Award Documents | DEPARTMENT: Police Department |
| ACTION REQUIRED: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Ordinance 1 st Reading <input type="checkbox"/> Ordinance 2 nd Reading <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information/Direction <input type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Other | RECOMMENDATION: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not applicable Comments: |

BACKGROUND INFORMATION:

In response to a grant application that was submitted by the City of Central Point to the U.S. Department of Justice, Office of Community Oriented Policing Services requesting funding for 2 new officers, the U. S. Department of Justice approved the grant. The grant awards federal funds in the amount of \$250,000 over a 3-year period awarded to support the base salaries and a portion of the fringe benefits of the 2 new officers. The City's local grant match is \$297,889.00. The City is responsible for withholdings, health insurance, life insurance and retirement benefits. The City must retain the funded positions for at least one year after the grant ends, per the condition of the award.

FINANCIAL ANALYSIS:

The impact to the 2017-18 budget year with one officer hired would be additional cost of \$28,450 of which \$12,980 would be covered by the grant. The City's portion of \$15,470 is currently projected to fall within the total amount budgeted under personnel services. If additional funds are needed to cover the costs of the new officer, proceeds of \$45,825 from City of Lake Oswego reimbursing the City for training of an officer that joined their force could be used. The impact to the 2018-19 budget year with the addition of the second officer would be additional costs of \$176,480 of which \$80,526 would be covered by the grant. The City's portion of \$95,954 could be covered by any portion of the City of Lake Oswego reimbursement that wasn't used in the 2017-18 budget year and/or by Marijuana Tax proceeds of \$52,320 received during the current fiscal year.

Hiring of additional police officers was discussed at the Budget Committee meetings during the 2017-19 biennial budget presentation; however, it was decided to hold off on adding costs to the budget unless a funding source could be identified.

LEGAL ANALYSIS:

The City reviewed the Certs and Assurances and determined that the City is not required to sign such document as the City does not operate a jail or detain individuals. The City Attorney is attempting to discuss this issue further with the grant specialist for the State of Oregon, to confirm the City's position. At present, the City believes it is in full compliance with all grant requirements.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

N/A

STAFF RECOMMENDATION:

Make a motion to approve the resolution.

RECOMMENDED MOTION:

I move to approve Resolution No. _____ a Resolution accepting a 3-year grant from the COPS hiring program; approving the expenditure of funds; and authorizing the City Manager to execute the grant award and related documents.

ATTACHMENTS:

Resolution
Award Letter

**A RESOLUTION ACCEPTING A 3-YEAR GRANT FROM THE COPS HIRING PROGRAM;
APPROVING THE EXPENDITURE OF FUNDS; AND AUTHORIZING THE CITY
MANAGER TO EXECUTE THE GRANT AWARD AND RELATED DOCUMENTS**

Recitals:

- A. The City submitted a grant proposal to COPS Hiring Program to fund 2 newly-hired, full-time sworn law enforcement officers for a 36-month period.
- B. On November 1, 2017 the City was awarded the COPS Grant for 2 officer positions and \$250,000 in federal funds over a 3-year period. The grant requires the City match the award in the amount of \$297,889.00. Additional costs beyond the entry-level salary would remain the responsibility of the City.
- C. In order to receive the award, the City must execute the award document attached hereto and comply with all conditions specified therein. In particular, the City must employ the funded positions for at least 1-year after the grant ends.
- D. The City Council finds it would be in the best interest of the public to accept the COPS Hiring Program Award and authorizes the City Manager to execute the Award Document and any other documents necessary to effectuate this award.

The City of Central Point resolves as follows:

Section 1. That the \$250,000 grant from COPS Hiring Program is hereby accepted to fund two (2) newly-hired full-time sworn law enforcement officers.

Section 2. That the City shall provide the local cash match in the amount of \$297,889.00.

Section 3. That the City Manager is authorized to execute the Award Document and any other documents necessary to effectuate this award.

Section 4. That the Central Point Police Department will retain two (2) newly hired sworn law enforcement officers for no less than 12-months after the expiration of the 3-year grant term.

Passed by the Council and signed by me in authentication of its passage this _____ day of January, 2018.

Mayor Hank Williams

ATTEST:

City Recorder

Resolution

Authorizing MOU with US Marshals



City of Central Point
Staff Report to Council

ISSUE SUMMARY

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MEETING DATE: January 25, 2018 | STAFF MEMBER: Kris Allison, Police Chief |
| SUBJECT: MOU USMS Violent Offender Task Force | DEPARTMENT: Police Department |
| ACTION REQUIRED: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Ordinance 1 st Reading <input type="checkbox"/> Ordinance 2 nd Reading <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information/Direction <input type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Other | RECOMMENDATION: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not applicable Comments: |

BACKGROUND INFORMATION:

The US Marshals Service has created a Violent Offender Task Force to locate unregistered sex offenders in our jurisdiction. The City has been asked to participate in this task force, the primary purpose of which is to investigate and arrest persons who have active state and federal warrants for their arrest in order to improve public safety and reduce violent crime.

As background, in the U.S., Oregon ranks at the top of having the most registered sexual offenders out of compliance in the states. The Department of Justice is allowing extra funding to Oregon to help the US Marshals locate and register out of compliance sex offenders in our State. Currently, Central Point has 15% of its registered sex offenders out of compliance (which is the lowest in the area) but still of concern. The US Marshals would pay overtime for City officers assigned to assist with residential checks, and to purchase equipment to help us locate these sex offenders. Such funding is dependent upon the US Marshals having sufficient forfeiture assets to make such reimbursement payments.

The US Marshals does not do any locating of immigration status offenders and does not have any affiliation with ICE except for being under the umbrella of the DOJ. The MOU may be terminated upon 30-days prior written notice, and as such if funding does not come through or other issues arise, the City could withdraw its participation. The City has entered into similar MOU's in the past with Federal Law enforcement (FBI, DEA).

FINANCIAL ANALYSIS:

LEGAL ANALYSIS:

The City is authorized to enter into agreements with units of local government or other governmental bodies for the performance of any or all of its functions or activities that a party to the agreement, its officers, or agents have the authority to perform under ORS 190.110 et. seq.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

N/A

STAFF RECOMMENDATION:

Make a motion to approve the resolution.

RECOMMENDED MOTION:

I move to approve Resolution No. _____ a resolution authorizing the City Manager to sign a Memorandum of Understanding with the United States Marshals Service for Violent Offender Task Force

ATTACHMENTS:

Resolution
MOU

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING WITH THE UNITED STATES MARSHALS SERVICE FOR VIOLENT OFFENDER TASK FORCE

Recitals:

- A. The City is authorized to enter into agreements with units of local government or other governmental bodies for the performance of any or all of its functions or activities that a party to the agreement, its officers, or agents have the authority to perform under ORS 190.110 et. seq.
- B. The United States Marshals Service (“USMS”) is authorized by federal law to direct and coordinate a permanent USMS Violent Offender Task Force consisting of federal, state and local law enforcement agencies for the purpose of locating and apprehending fugitives.
- C. The primary purpose of the Task Force is to investigate and arrest persons who have active state and federal warrants for their arrest in order to improve public safety and reduce violent crime.
- D. As a participating agency, the City would refer cases to the task force (primarily violent crimes, weapons offenses, felony drug offenses and failure to register as a sex offender). Investigative teams will work together to resolve these cases.
- E. In consideration for the City’s participation, the USMS would agree to fund overtime incurred by the City for full-time support of the task force or reimburse for travel, training, purchase, or lease of police vehicles, fuel, and supplies pursuant to the terms of the MOU. Reimbursement would be based in part upon availability of USMS Asset Forfeiture Funds.

The City of Central Point resolves as follows:

Section 1. The Memorandum of Understanding between the USMS and the City of Central Point for participation in the Violent Offender Task Force attached hereto as Exhibit “A” incorporated herein by reference, is hereby adopted by the City Council and approved for signature by the City Manager.

Passed by the Council and signed by me in authentication of its passage this _____ day of January, 2018.

Mayor Hank Williams

ATTEST:

City Recorder

United States Marshals Service
Violent Offender Task Force – Memorandum of Understanding

PARTIES AND AUTHORITY:

This Memorandum of Understanding (MOU) is entered into by the

and the United States Marshals Service (USMS) pursuant to 28 U.S.C. § 566(e)(1)(B). As set forth in the Presidential Threat Protection Act of 2000 and directed by the Attorney General, the USMS has been granted authority to direct and coordinate permanent USMS Violent Offender Task Forces consisting of Federal, state, and local law enforcement authorities for the purpose of locating and apprehending fugitives. The authority of the USMS to investigate fugitive matters as directed by the Attorney General is set forth in 28 USC § 566. The Director's authority to direct and supervise all activities of the USMS is set forth in 28 USC § 561(g) and 28 CFR 0.111. The authority of United States Marshals and Deputy U.S. Marshals, "in executing the laws of the United States within a State . . . [to] exercise the same powers which a sheriff of the State may exercise in executing the laws thereof" is set forth in 28 USC § 564. Additional authority is derived from 18 USC § 3053 and Office of Investigative Agency Policies Resolutions 2 & 15. (*See also*) "Memorandum for Howard M. Shapiro, General Counsel, Federal Bureau of Investigation" concerning the "Authority to Pursue Non-Federal Fugitives", issued by the U.S. Department of Justice, Office of Legal Counsel, dated February 21, 1995. (*See also*) Memorandum concerning the Authority to Pursue Non-Federal Fugitives, issued by the USMS Office of General Counsel, dated May, 1, 1995. (*See also*) 42 U.S.C. § 16941(a)(the Attorney General shall use the resources of federal law enforcement, including the United States Marshals Service, to assist jurisdictions in locating and apprehending sex offenders who violate sex offender registration requirements).

MISSION:

The primary mission of the task force is to investigate and arrest, as part of joint law enforcement operations, persons who have active state and federal warrants for their arrest. The intent of the joint effort is to investigate and apprehend local, state and federal fugitives, thereby improving public safety and reducing violent crime.

Each participating agency agrees to refer cases for investigation by the VOTF (Violent Offender Task Force). Cases will be adopted by the VOTF at the discretion of the District Chief Deputy. Targeted crimes will primarily include violent crimes against persons, weapons offenses, felony drug offenses, failure to register as a sex offender, and crimes committed by subjects who have a criminal history involving violent crimes, felony drug offenses, and/or weapons offenses. Upon receipt of a written request, the VOTF may also assist non-participating law enforcement agencies in investigating, locating and arresting their fugitives. Task force personnel will be assigned federal, state, and local fugitive cases for investigation. Investigative teams will consist of personnel from different agencies whenever possible. Participating agencies retain responsibility for the cases they refer to the VOTF.

Federal fugitive cases referred to the task force for investigation by any participating agency will be entered into the National Crime Information Center (NCIC) by the USMS or originating agency, as appropriate. State or local fugitive cases will be entered into NCIC (and other applicable state or local lookout systems) as appropriate by the concerned state or local agency.

SUPERVISION:

The VOTF will consist of law enforcement and administrative personnel from federal, state, and local law enforcement agencies. Agency personnel must be approved by the District Chief Deputy prior to assignment to the VOTF. Agency personnel may be removed at any time at the discretion of the District Chief Deputy.

Direction and coordination of the VOTF shall be the responsibility of the USMS District Chief Deputy. Administrative matters which are internal to the participating agencies remain the responsibility of the respective agencies. Furthermore, each agency retains responsibility for the conduct of its personnel.

A Task Force Advisory Committee, consisting of representatives of participating agencies and USMS district personnel, may be established at the discretion of the District Chief Deputy and will meet and confer as necessary to review and address issues concerning operational matters within the VOTF.

PERSONNEL:

In accordance with Homeland Security Presidential Directive 12, personnel assigned to the task force are required to undergo background investigations in order to be provided unescorted access to USMS offices, records, and computer systems. The USMS shall bear the costs associated with those investigations. Non-USMS law enforcement officers assigned to the task force will be deputized as Special Deputy U.S. Marshals.

Task force personnel may be required to travel outside of the jurisdiction to which they are normally assigned in furtherance of task force operations. State or local task force officers traveling on official business at the direction of the USMS shall be reimbursed directly by the USMS for their travel expenses in accordance with applicable federal laws, rules, and regulations.

REIMBURSEMENT:

If the Marshals Service receives Asset Forfeiture funding for either 1) overtime incurred by state and local investigators who provide full time support to USMS VOTF joint law enforcement task forces; or 2) travel, training, purchase or lease of police vehicles, fuel, supplies or equipment for state and local investigators in direct support of state and local investigators, the USMS shall, pending availability of funds, reimburse your organization for expenses incurred, depending on which category of funding is provided.

Reimbursement of overtime work shall be consistent with the Fair Labor Standards Act. Annual overtime for each state or local law enforcement officer is capped at the equivalent of 25% of a GS-1811-12, Step 1, of the general pay scale for the RUS. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted quarterly on a fiscal year basis, and which provides the names of the investigators who incurred overtime for the VOTF during the quarter; the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator, and the total quarterly cost.

The request for reimbursement must be submitted to the District Chief Deputy, who will review the request for reimbursement, stamp and sign indicating that services were received and that the request for reimbursement is approved for payment. Supporting documentation must accompany requests for reimbursement for equipment, supplies, training, fuel, and vehicle leases.

VEHICLES AND EQUIPMENT:

Notwithstanding the above, pending the availability of asset forfeiture funding and approval by the USMS in advance of any purchase, the USMS may acquire vehicles and equipment purchased in support of full time state and local investigators assigned to the VOTF involved in joint law enforcement operations. Such vehicle and equipment purchases are to be titled to the state or local law enforcement agency and must comply with requirements prescribed by the USMS pursuant to this MOU and applicable policies of the United States Department of Justice. Vehicles and equipment provided to state and local law enforcement agencies with asset forfeiture monies provided by the USMS must remain available for exclusive use of the task force officers assigned to the VOTF by the undersigned participant agency for the duration of the task force. Upon termination of the agreement, usage and disposition of such vehicles are at the discretion of the undersigned state or local law enforcement agency.

Pending the availability of funds and equipment, the USMS will issue USMS radios, telephones, and other communication devices to each task force officer to be used for official VOTF business. All equipment used by or assigned to task force officers by the USMS or an agency will remain the property of the agency issuing the equipment and will be returned to that agency upon termination of the task force, or upon agency request.

RECORDS AND REPORTS:

Original reports of investigation, evidence, and other investigative materials generated, seized, or collected by the VOTF shall be retained by the agency in the VOTF responsible for the case. However, evidence may be turned over to other law enforcement agencies as appropriate. Copies of investigative reports and other materials may be provided to other agencies in accordance with applicable laws, rules, and regulations. Task force statistics will be maintained in the USMS Justice Detainee Information System (JDIS) - Warrant Information Network (WIN). Statistics will be made available to any participating agency upon request.

INFORMANTS:

Pending the availability of funds, the USMS may provide funding for the payment of informants. However, all payments of informants utilizing USMS funding shall comply with USMS policy.

USE OF FORCE:

All members of the VOTF will comply with their agencies' guidelines concerning the use of firearms, deadly force, and less-than-lethal devices, to include completing all necessary training and certification requirements. All members of the VOTF and their parent agencies will read and adhere to the DOJ Policy Statement on the Use Of Less-Than-Lethal Devices, dated May 16, 2011. Copies of all applicable firearms, deadly force, and less-than-lethal policies shall be provided to the District Chief Deputy and each concerned task force officer. In the event of a shooting involving task force personnel, the incident will be investigated by the appropriate agency(s).

NEWS MEDIA

Media inquiries will be referred to the District Chief Deputy. A press release may be issued and press conference held, upon agreement and through coordination with participant agencies' representatives. All press releases will exclusively make reference to the task force.

RELEASE OF LIABILITY:

Each agency shall be responsible for the acts or omissions of its employees. Participating agencies or their employees shall not be considered as the agents of any other participating agency. Nothing herein waives or limits sovereign immunity under federal or state statutory or constitutional law.

EFFECTIVE DATE AND TERMINATION:

This MOU is in effect once signed by a law enforcement participant agency. Participating agencies may withdraw their participation after providing 30 days advanced written notice to the District Chief Deputy U.S. Marshal.

District: _____

United States Marshal:

_____ Signature _____ Date _____

Participant Agency:

Name: _____

Location (City & State): _____

Phone: _____

Participant Agency Representative:

_____ Signature _____ Date _____

Assistant Director, Investigative Operations Division:

_____ Signature _____ Date _____

Discussion

Reddaway Site Plan



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

ISSUE SUMMARY

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| MEETING DATE: 1-25-2018 | STAFF MEMBER: Matt Samitore |
| SUBJECT: Reddaway Deferred Improvement Agreement | DEPARTMENT: Public Works |
| ACTION REQUIRED: <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Ordinance 1 st Reading <input type="checkbox"/> Ordinance 2 nd Reading <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information/Direction <input type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Other | RECOMMENDATION: <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not applicable Comments: Discussion of information found. |

BACKGROUND INFORMATION:

In June of 1998 the City of Central Point approved a resolution allowing for construction of then called USF Reddaway a trucking distribution company at the 90-degree turn of Hamrick Road just south of Pine Street. The staff report and conditions stated the need for construction of needed improvements on the south side of Haskell. Those improvements were deferred via a Deferred Improvement Agreement (DIA). City staff marked on several maps over the years that an improvement agreement had been signed by the developer and the city for a future improvement.

In December 2017 Staff asked Council to investigate pulling the DIA because of development and construction in and around the area. Staff subsequently went back and could not find an executed agreement. Several drafts were found as well as a development agreement and construction plans. Upon review, the Planning Commission Resolution contains the following condition of approval:

- A. *The applicant will enter into a Deferred Improvement Agreement for the sidewalks on the south side of the property along Hamrick Road with the wording added " to be done only if determined to be needed jointly by City and Developer".*

In reviewing old files it appears that the Developers Agent, Craig Stone, met with the City Manager at that time, Jim Bennet and determined that it was not needed. We do not have any record on why that determination.

FINANCIAL ANALYSIS:

City Staff estimates the improvement to be around \$50,000 in today's dollars to put in the curb, gutter and sidewalk as originally designed. Staff had intended on collaborating with the developer to pay for the storm drain that is also needed to complete the project. Staff will bring back in the

future a completed scope and budget for the entire section for council approval in a subsequent budget.

LEGAL ANALYSIS:

Not Applicable

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Not Applicable

STAFF RECOMMENDATION:

No recommendation.

RECOMMENDED MOTION:

No recommendation

ATTACHMENTS:

Planning Commission Resolution No. 423.

PLANNING COMMISSION RESOLUTION NO. 423

A RESOLUTION APPROVING A SITE PLAN
APPLICATION AND CONDITIONAL USE PERMIT
(Applicant (s): USF Reddaway Incorporated)
(37 2W 01C Tax Lot 800)

Recitals

1. This matter came before the Planning Commission for hearing on June 2, 1998, on applicant's site plan application and conditional use permit to establish a truck terminal near the intersection of East Pine and Hamrick Roads in an M-1, Industrial District of the City. The Planning Commission reviewed the application and the City staff reports, and received comments from all persons wishing to be heard in favor of and opposed to the application.

Now, therefore;

BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF CENTRAL POINT, OREGON, AS FOLLOWS:

Section 1. Criteria Applicable to Decision. The following chapters of the Central Point Municipal Code apply to this application:

- A. Chapter 17.48, M-1, Industrial District;
- B. Chapter 17.72, Site Plan, Landscaping and Construction Plan Approval;
- C. Chapter 17.76 Conditional Use Permit.

Section 2. Findings and Conclusions. The Planning Commission hereby adopts by reference all finding of fact set forth in the City staff reports, and concludes that, except where addressed in the conditions to approval, the application and proposal comply with the requirements of the following chapters of the Central Point Municipal Code:

- A. Chapter 17.48 relating to uses, lot size, lot coverage, setback, building height and screening in the M-1 district;
- B. Chapter 17.72 relating to site plan requirements;
- C. Chapter 17.76 Relating to Conditional Use Permits.

Section 3. Conditional Approval. The application for conditional use permit and site plan approval is hereby approved, subject to the conditions set forth on Exhibit "A", which is attached hereto and by this reference incorporated herein. In addition:

- A. The applicant will enter into a Deferred Improvement Agreement for the sidewalks on the south side of the property along Hamrick Road with the wording added "to be done only if determined to be needed jointly by City and Developer".
- B. Add to the Public Works Staff Report page 50, paragraph 1, second sentence under *Water System*, the wording: "or as approved by Fire District No. 3".

Passed by the Planning Commission and signed by me in authentication of its passage this 2 day of June, 1998.

Claude E. Pilon
Planning Commission Chairman

ATTEST:

Danna Seguy
City Representative

Approved by me this 2nd day of June, 1998.

Claude E. Pilon
Planning Commission Chairman

EXHIBIT A

RECOMMENDED PLANNING DEPARTMENT CONDITIONS OF APPROVAL

1. The approval of the Conditional Use Permit and Site Plan shall expire in one year on June 2, 1999 unless an application for a building permit or an application for extension has been received by the City. The applicant shall submit a revised site plan depicting any changes discussed and approved at the public hearing within 30 days of Planning Commission approval
2. The project must comply with all applicable local, state and federal regulations including, but not limited to, the Oregon Uniform Fire Code and Structural Specialty Code.
3. Final approval of the conditional use permit is contingent upon City Council approval of Comprehensive Plan Policy 9 revisions to the Central Point/ Jackson County Urban Growth Boundary and Policy Agreement.
4. The applicant shall submit final parking, landscaping and sign plans to the Planning, Public Works and Building Departments for approval and shall implement these plans prior to obtaining a permit to operate.
5. The applicant's design Engineer shall contact BCVSA to establish design requirements, fees and permits for sewer extension and hook-up.

CITY OF CENTRAL POINT
DEPARTMENT OF PUBLIC WORKS
STAFF REPORT
for
USF REDDAWAY, INC.
TRUCK TERMINAL FACILITY
PW#98002

Date: May 27, 1998
Applicant: USF Reddaway Inc.
2890 Nansen Drive, Medford, Oregon 97504,
Agent: Craig A. Stone, 708 Cardley Ave., Medford, OR 97504
Project: Phased Commercial/Industrial Development
Location: Southeast of Hamrick/Biddle Road Intersection, along Hamrick Road.
Legal: T37S, R2W, Section 1C, Tax Lot 800
Zoning: M-1
Area: 34.4 Acres: Truck Terminal to occupy approximately 20 acres.
Units: Phase I: 20 acres occupied by truck terminal. Other acreage potentially occupied by hotel and professional office space.
Plans: 1 page entitled "USF REDDAWAY COMMERCIAL SITE PLAN", dated 4/24/98, prepared by Hardey Engineering and Associates, Inc.
Report By: Lee N. Brennan, Public Works Director

Purpose

Provide information to the Planning Commission and Applicant (hereinafter referred to as "Developer") regarding City Public Works Department (PWD) standards, requirements, and conditions to be included in the design and development of the proposed industrial facility. Gather information from the Developer/Engineer regarding proposed development:

Special Requirements

1. **Existing Infrastructure:** The Developer shall demonstrate that all connections to existing infrastructure (i.e. streets; water, sanitary sewer, storm drain systems; natural drainage systems; etc.) will not interfere with or provide for the degradation of the existing effective level of service or operation of the infrastructure facilities, and that the existing infrastructure facilities have either adequate capacities to accommodate the flows and/or demands imposed on the existing infrastructure as the result of the connection of the proposed development's infrastructure, or will be improved by and at the expense of the Developer to accommodate the additional flows and/or demands; while maintaining or improving the existing level of service of the affected facility, as approved by (as applicable), the regulatory agency, utility owner, and/or property owner involved.
2. **Master Plans:** In association with City PWD staff, the Developer shall prepare master plans for the storm drain collection, retention, and conveyance system, the sanitary sewer collection and conveyance system, and the water distribution system for this area of the City. The master plans should take into account the flows or demands of the proposed development, any future development on neighboring portions of the subject tax lot, on neighboring properties, and any areas deemed by the City that will need to connect-into the proposed development's or existing neighboring infrastructure. The prepared master plans should take into account any previous master plans that have been prepared and approved by the City and Jackson County.

3. **Water Distribution System:** The water distribution system shall not be as shown on the tentative plan, and shall be designed and constructed to facilitate keeping as much of the water distribution system within the City's rights-of-way as possible. The water distribution system will need to be constructed along Hamrick Road to (as a minimum) the extent of the subject tax lot's frontages with Hamrick Road. The water mains will be of such diameter that facilitate water demands for projected future development in the surrounding areas, and for completion of the City's water main distribution system in this portion of the City. On other recent development projects, the City has or is proposing to reimburse the developer for a portion of the costs for up-sizing of water lines above the minimum water line diameter of 8-inches. The proposed water line reimbursement is only for projects where the required up-sizing was not the result of the flow demands of the development, but is the direct result of providing additional capacity for the supplemental demands that may be placed on the water distribution system caused by additional surrounding future development. The proposed reimbursement methodology for water line up-sizing includes payment of the estimated material cost differences for the 8-inch-diameter versus 12-inch-diameter pipe and appurtenances. This reimbursement methodology is similar to the methodology used by the Medford Water Commission for this same type of water-line up-sizing. We would propose this same type of reimbursement methodology for the proposed development. The water distribution system serving the truck terminal and the remaining proposed development on this tax lot shall be of "reinforced loop design", where feasible.

4. **Rights-of-Way and Easements:** Provide dedication for expansion of the right-of-way along Hamrick Road to a minimum of 72-feet in width (36-feet each side of centerline). Since the existing right-of-way width for Hamrick Road is 60 feet, the City will require an additional 6-foot dedication for right-of-way along the Developer's property frontage with Hamrick Road. Additional right-of-way dedication will likely be needed at the southwest corner of the proposed development for the construction of improvements on Hamrick Road to accommodate the expected type of truck and vehicular traffic on Hamrick Road. Additional right-of-way dedication will also likely be required from the tax lot in the vicinity of the Hamrick Road/Pine Street intersection when this portion of the tax lot is developed.

The Developer shall provide suitable and acceptable easements for any public works infrastructure located outside the public rights-of-way. A separate 10-foot minimum width public utilities easement (P.U.E.) should also be required for utility installation outside the Hamrick Road right-of-way along the property's exterior frontage with Hamrick Road.

5. **Traffic Study:** There have been several recent traffic studies performed by Hardey Engineering, Inc. regarding the potential impacts to the neighboring major street intersections of this development, as the result of operation of the proposed truck facility. In summary, the traffic studies have indicated that "the re-location of USF Reddaway will not have a significant impact on the street system". However, due to the wide variety in unknowns associated with future development on this tax lot and on surrounding properties that would take access to Hamrick Road (or otherwise impact the studied intersections), we feel that additional traffic studies will likely be warranted in the future when the nature of the surrounding development is known.

As stated in the traffic studies, USF Reddaway predicts that peak hourly traffic flows from the truck terminal will not exceed 16 vehicles and 11 trucks per hour. If it is determined that traffic flows from the truck terminal exceed these predicted flows by more than 20%, then it is

suggested that the Developer would be required, as requested by the City, to reevaluate the effects that the increased traffic flows have on Hamrick Road and the applicable intersections, and as applicable, be responsible for financially participating in the implementation and construction of any necessary improvement to the street infrastructure system to accommodate the increased traffic flows generated from the truck facility, to maintain or improve the level of services of the streets and intersections.

6. **Improvements to Hamrick Road:** Hamrick Road along the frontage of the subject tax lot is a rural road that does not meet City or County urban standards. The road will need to be improved, as a minimum, to meet City standards. The Developer will be responsible for, as a minimum, all "half-street" improvements to Hamrick Road along the proposed development's property frontage with Hamrick Road, and any applicable taper or end sections. The improvements include, but are not limited to, street section, curbs, gutters, sidewalks, bikeways, street lighting, storm drainage, and traffic control and delineation, which shall be coordinated and approved by the JC Roads and the City PWD, and designed and constructed at the expense of the Developer as part of the development of the proposed truck terminal. The planned street section shall have a curb-to-curb width of 54 feet, and include adjoining 6-foot wide sidewalks.

As may be requested by the Developer, and as approved by the City Administrator and/or JC Roads, the Developer may defer any or all of the required improvements along the east-west portion of Hamrick Road (along the southern boundary of the subject development) until a later date. If any or all of the improvements are to be deferred to a later date, then the Developer will be required to enter into a suitable deferred improvement agreement with the City and/or Jackson County for the "half-street" improvements.

7. **Erosion Control Plan:** If applicable, a suitable erosion control plan must be prepared and submitted to the Oregon Department of Environmental Quality (DEQ) for the construction of any improvements associated with this development. The construction plans associated with this development will not be approved by the City PWD until the City PWD receives a copy of the written approval of the erosion control plan by the DEQ.
8. **Water Distribution System and New Water Master Meter:** The proposed development and surrounding development has necessitated the installation of a new water master meter (including a suitable connection to the Medford Water Commission's water main line, and other associated appurtenances), which is being installed on the north side of the corner intersection of Hamrick and Vilas Roads. Large diameter (greater than 12-inch-diameter) water distribution lines are also being installed to facilitate new development in this area of the City. It is the City's intent to have this master meter and large diameter water lines installed as part of this and other currently approved development, and to be installed at the expense of the Developers and surrounding land owners, determined on a per acre of development basis as established by the City. Thus the Developer will be responsible for paying a pro-rated share of the costs for implementation and construction of these facilities.
9. **Storm Drainage System:** The storm drain system shall be designed to accommodate the storm water run-off from and run-on onto the proposed development (either surface run-on or culvert or creek/ditch conveyance); any future development on adjacent properties; conveyed storm drainage or surface water flow, and any flows from areas deemed by the City that will

need to connect-into the proposed development's SD System. It appears that the majority of surface water flows from the properties east of the subject tax lot drain across the subject tax lot. The proposed storm drainage system will need to be designed to accommodate these existing "run-on" flows. However, the City is requesting that the developer design the storm drain conveyance system to accommodate projected post-development flows from these eastern properties. City would propose reimbursement to the Developer for up-sizing the applicable up-sized portion(s) of the storm water conveyance system to accommodate the future development on properties to the east of the subject tax lot. The City is currently developing a schedule for the cost differences for up-sizing storm drain pipe and manholes. Once the cost table is developed, the cost differences will be multiplied against the lineal feet of storm drain pipe for the various pipe up-sizing, and the number of manholes up-sized, to determine the total reimbursement that would be due the Developer. Once the amount of the reimbursement is determined, it is proposed that the City would enter into an agreement with the Developer that calls for payment of the determined reimbursement amount (which would likely be designated as the "Hamrick Road/Pine Street storm drainage project fee") as it is collected from the developers of the affected properties.

10. **Off-Site Storm Drainage Infrastructure:** For any storm drainage infrastructure constructed or improved outside the City's rights-of-way or easements for drainage of surface waters from the subject development, the Developer shall provide a suitable document or documents which contain approvals for the implementation of such connection and/or improvements and which describe:
- Who is responsible for the operation, maintenance, and repair of the infrastructure facilities to maintain the original design parameters associated with the infrastructure. If the City is to operate and maintain the infrastructure, the applicable funding mechanism that will be created (i.e local improvement district) for the associated City expenditures;
 - How will access be afforded and maintained indefinitely to maintain and repair the infrastructure facilities;
 - That an easement or other suitable conveyance document has been granted, as necessary, to provide suitable access on private property for the inspection, maintenance, and repair work to be performed on the infrastructure facilities. The easement shall include a statement which allows access by City personnel for inspection and maintenance purposes; and

General

1. All construction of public improvements shall conform to the City's PWD Standards, the conditions approved and stipulated by the Planning Commission, and other special specifications, details, standards, and/or upgrades as may be approved by the City Administrator or his designee prior to the approval of the construction plans for the proposed development. During construction, changes proposed by the Developer shall be submitted in writing by the Developer's engineer to the City PWD for approval prior to implementation.
2. Developer shall provide copies of any permits, variances, approvals, and conditions as may be required by other agencies, including, but not limited to, the Oregon Department of

Environmental Quality (DEQ), affected irrigation districts, and JC Roads.

3. Prior to approval and acceptance of the project, the Developer's engineer or surveyor shall provide the Public Works Department with "as-built" drawings. If feasible, the Developer's engineer or surveyor should provide the drawings in both a "hard copy" form (produced on Mylar[®]) and in a "digital" format compatible with AutoCAD[®], or other form as approved by the City PWD.

As-built drawings are to be provided to the City which provide "red-line" changes to final approved construction plans which identify the locations and or elevations (as appropriate) of actual installed items, including, but not limited to, invert, inlet, and rim or lip elevations; spot elevations identified on drawings; road alignment; water lines, valves, and fire hydrants; water and sewer lateral stationing; modifications to street section; manhole and curb inlet locations; street light locations; other below grade utility line locations and depths; etc. Provide a "red-line" hard copy (on Mylar[®]), or an approved alternative format, of construction drawings, and if feasible, an acceptable AutoCAD[®] compatible drawing electronic file to the City at completion of construction and prior to acceptance of public infrastructure facilities completed as part of the proposed development, or as otherwise approved by the City Administrator or his designee.

4. All elevations used on the construction plans, on temporary benchmarks, and on the permanent benchmark shall be tied into an established City approved benchmark and be so noted on the plans. At least one permanent benchmark shall be provided for the proposed development, the location of which shall be as jointly determined by the City PWD and the Developer.
5. If applicable, all existing concrete, pipe, building materials, structures, clear and grub materials, and other deleterious materials shall be removed from the site and either recycled or properly disposed of in accordance with the requirements of the DEQ.
6. Easements for City infrastructure (i.e. sanitary sewer, water, and storm drain [if applicable]) should be a minimum of 15-feet wide, and should not split lot lines. Easements for public storm drainage, sanitary sewer, and water lines should be dedicated to the City and not just a P.U.E. Centerline of buried infrastructure shall be aligned a minimum of five (5) feet from the edge of the easement. If two or more City owned utilities are located within an easement, then a minimum of 20-foot width should be required. Easement dedications in final deeds or CC&Rs need a statement which should clearly indicate that easements must be maintained with suitable, driveable vehicular access to City public infrastructure facilities, as determined by the City PWD.
7. Prior to the City PWD final approval of the construction plans for the proposed improvements, the following should be submitted:
 - A copy of written approval from Fire District 3 of the final street and driveway layout, site access, fire hydrant placement, and water system improvement plans for the proposed development.
 - The plans relating to the sanitary sewers should be approved in writing by BCVSA, and the appropriate signature blocks should be completed on the plans.

- A copy of written approval from JC Roads regarding Hamrick Road improvements and driveway connections to Hamrick Road.
- 8. Field verify all existing infrastructure elevations and locations (i.e. pipe inverts, curb elevations, top of banks, ditch/channel inverts, street elevations, etc.), to which the proposed development's infrastructure will connect into existing improvements, prior to final construction plan design and submittal for final approval.
- 9. Overhead power lines. If applicable, coordinate efforts with Pacific Power and Light, US West, and TCI Cable, to convert any overhead electrical power, telephone, or cable facilities within the proposed development to underground facilities, prior to the acceptance by the City PWD of the public improvements associated with the proposed development. All agreements and costs associated with the conversion of these facilities from overhead to underground facilities, shall be by and between the utility owners and the Developer.
- 10. The accurate locations of any existing underground and above ground public infrastructure, and the location of the associated easements with these facilities, shall be accurately portrayed (both horizontally and vertically) on the construction plans and as-built drawings.

Streets/Traffic

Existing Improvements - Hamrick Road - Current ROW 60' wide, increasing near intersection with Pine Street/Biddle Road, varying street width. Right-of-Way required: 72-foot width; 36-feet on either side of centerline. Jurisdiction - Jackson County.

1. Construction drawings for this Tentative Plan shall include a Street Lighting Plan and Traffic Control Plan in accordance with the requirements of the City PWD. Street lights shall be placed in a "zig-zag" pattern along the streets and at maximum 200-foot spacing (as measured from light post to light post) to afford better lighting of the public rights-of-way. Street lights shall be of 22,500 lumen design. Indicate location of street lights on plans, with table indicating stationing and offsets.
2. The City PWD shall, at the cost of the Developer, evaluate the strength of the native soils and determine the street section designs in accordance with the City PWD Standards. The City's engineering staff or selected engineering consultant (at Developer's expense), shall evaluate the strength of the native soils and determine the street section designs in accordance with the City PWD Standards. Minimum street section shall be as follows:
 - 4-inches Class "B" A.C.
 - 8-inches of 3/4"-0" crushed rock
 - 12-inches of 4"-0" crushed rock (City of Medford specifications),
 - Woven geotextile fabric over compacted subgrade.

Street section (excluding the asphalt concrete portion) shall be extended, as a minimum, underneath and one foot beyond the curb and gutter portion of the street section to provide better structural support for the curb, gutter, and sidewalk section.

3. The construction drawings shall include clear vision areas (i.e. sight triangles) designed to meet the City's PWD requirements at the driveway entrances to the truck terminal, and at the corner of Hamrick Road. For the purposes of sight triangle determination, Hamrick Road will be considered to be a "collector" type road.
4. The Developer shall evaluate the strength of the native soils and determine the access road and parking section designs to handle the expected loads (including fire equipment) to be traveled on these private driveways, access roads, and parking areas.

Storm Drainage, Irrigation Improvements

Existing Improvements - Orchard surface water drain to ditches on Hamrick and Biddle Roads.

1. During the design of the storm drain collection and conveyance system (SD System) which provides for storm water run-off from and run-on onto the proposed development (either surface run-on or culvert or creek/ditch conveyance), the Developer shall demonstrate that the storm water flows from the completion of the proposed development (and at any time prior to completion of development) do not exceed predevelopment flows; or that allowances or provisions have been made (and approval of the applicable properties owners and regulatory agencies has been obtained), which accommodate any additional flow which exceed predevelopment flows. The Developer and the City PWD shall agree on the applicable run-off coefficients, curve numbers, retardance, etc., to be used in the engineering calculations.
2. Developer's engineer shall provide a site drainage plan with the facilities being designed, at a minimum, to accommodate a 10 year storm event. Th SD system must be designed to adequately drain the 10-year storm event without surcharging or must be provided with adequate storage to prevent surcharging; and be designed to not impact existing public storm drainage facilities. Catch basins and area drains shall be designed for on-site sediment and petroleum hydrocarbon retention. The private storm drain system shall be designed to directly connect to the public storm drain system, and shall not be designed to discharge to the street surfaces. Surface drainage from the fuel storage and dispensing facilities shall not be directly connected to the storm drainage system without prior approval by the DEQ and City PWD.
3. Roof drains and underdrains shall not be directly connected to public storm drain lines, and shall drain to the on-site private storm drain system.
4. Any discharge points of the storm water facilities shall be designed to provide an aesthetically pleasing, useful, and low maintenance facility, that are designed to mitigate erosion, damage, or loss during a 100 year storm event; and that mitigate the "attractive nuisance" hazards associated with these types of facilities.
5. Prior to City PWD construction plan review, the Developer shall provide the City PWD with a complete set of hydrologic and hydraulic calculations and profile plots for sizing the SD system, which shall incorporate the use of the City PWD's rainfall/intensity curve, and City approved run-off coefficients, curve numbers, retardance, pipe roughness coefficients, etc., that are used in the engineering calculations.

6. Storm drain pipe materials shall be PVC, HDPE, or reinforced concrete, with water-tight joints. Provide concrete or sand-cement slurry encasement where required in areas of minimum cover.
 7. If inlets/catch basins are to exceed 4.5 feet in depth from the lip of the inlet, then the inlets and catch basins shall be designed to afford suitable "man" entry into the inlets/catch basin for maintenance/cleaning purposes.
 8. Developer's engineer shall provide hydrology and hydraulic calculations and flow line plots for private and public storm drains. Plot HGL on profile or provide a separate profile drawing that indicates the HGL on the profile. Pipes should maintain cleaning velocity (minimum 2.0 feet per second) and have adequate capacities without surcharging during the design storm.
 9. The Developer may wish to incorporate the use of a perforated SD system. If so, then the perforated storm drain system shall be designed to have adequate capacities to:
 - Convey the collected groundwater and storm water with the minimum cleaning velocities and without surcharging the collection and conveyance piping; and
 - Minimize silts, sands, gravels, and fines migration from the native soils into the SD system.
- The plotted HGL shall include both the groundwater infiltration, and the storm water run-off and run-on inflows into the SD system.
10. Maintain a minimum 0.2-foot drop between inlet and outlet pipe inverts in manholes and curb inlets, unless flow-through velocities during the design storm event exceed 3.0 feet per second (fps). If flow velocities exceed 3.0 fps and the inlet pipe is in relatively direct (i.e. 180 ± 5 degree) horizontal alignment with the outlet pipe, then as a minimum the pipe slope shall be maintained through the base of the manhole or curb inlet. If flow velocities exceed 3.0 fps, and there is other than relatively direct horizontal alignment between the inlet and outlet pipes, then a minimum of a 0.1-foot drop between inlet and outlet pipe inverts in manholes or curb inlet must be maintained. A bottom channel shall be formed in the manhole or curb inlet base to mitigate transitional losses and enhance flow through the manhole or curb inlet.
 11. Sheet flow surface drainage from the property onto the public rights-of-way or onto neighboring properties is unacceptable. The storm drainage system shall include the storm drainage from the bordering streets (i.e. Hamrick Road), as applicable.

Sanitary Sewer

1. All sanitary sewer collection and conveyance system (SS System) design, construction and testing shall conform to the standards and guidelines of the Oregon DEQ, 1990 APWA Standards, Oregon Chapter, Bear Creek Valley Sanitary Authority (BCVSA), and the City PWD Standards, where applicable.
2. The construction plans and the as-built drawings shall identify lateral stationing for construction of sewer laterals.

3. The City upon completion of initial construction plan review and preliminary approval, will forward the plans to BCVSA for completion of the review process. Upon completion of the review by BCVSA, completion of final revisions to the plans by the Developer's engineer, and following the final approval and signature on the construction plans by BCVSA, the Public Works Director will approve the plans in final form.
4. All testing and video inspection of lines and manholes shall be done in accordance with BCVSA requirements, at Developer's expense. The Developer shall provide BCVSA and the City with test reports, TV reports and certification of the sewer system construction prior to final acceptance.

Water System

1. The water system shall be designed to provide the required fire flow demand capacities for the proposed facility, which meet Fire District 3 requirements. Maximum spacing of fire hydrants shall be 300 feet. The water system shall be of reinforced flow ("looped") design. Water service lateral connection stationing and size shall be provided on construction plans and as-built drawings.

Site work, Grading, and Utility Plans

1. Grading plans should have original/existing grades and final grades plotted on the plan. Typically, existing grade contour lines are dashed and screened back, and final grade contour lines are overlaid on top of the existing grades and are in a heavier line width and solid. Contour lines should be labeled with elevations.
2. All structures shall have roof drains, area drains, and/or crawl spaces with positive drainage away from the building.
3. Provide City with a utility plan approved by each utility company which reflects all utility line locations, crossings, transformer locations, valves, etc.
4. Utility locations must be accurately included on the as-built drawings, or as a separate set of drawings attached to the as-built drawings.

Rights of Ways/Easements

1. If applicable, Developer shall provide a Statement of Water Rights (on a City approved form), for any affected properties. For properties determined to have water rights, the developer will coordinate with the State Watermaster the re-allocation of any waters attached to lands no longer irrigable as a result of the proposed development.