

**CITY OF CENTRAL POINT
City Council Meeting Agenda
May 12, 2016**

Next Res. 1450
Next Ord. 2026

**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
Allen Broderick

At Large
Rick Samuelson
Tanea Browning

Administration
Chris Clayton, City
Manager
Deanna Casey, City
Recorder

**Community
Development**
Tom Humphrey,
Director

Finance
Bev Adams, Director

Human Resources
Elizabeth Simas,
Director

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

Police
Kris Allison Chief

- I. **REGULAR MEETING CALLED TO ORDER – 7:00 P.M.**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **PUBLIC APPEARANCES – *Comments will be limited to 3 minutes per individual or 5 minutes if representing a group or organization.***
- V. **SPECIAL PRESENTATION**
- VI. **CONSENT AGENDA**
 - Page 2 - 8 A. Approval of April 26, 2016 Council Minutes
 - 9 B. Approval to transfer ownership of Retirement Service Weapon
 - 10 - 11 C. Approval of Proclamation designating July 2016 as Parks and Recreation Month
- VII. **ITEMS REMOVED FROM CONSENT AGENDA**
- VIII. **PUBLIC HEARING, ORDINANCES, AND RESOLUTIONS**
 - 13 - 16 A. Ordinance No. _____, An Ordinance Amending Chapter 2.57 of the Central Point Municipal Code Pertaining to the Membership of the Multicultural Committee (Clayton/Casey)
 - 18 - 23 B. First Reading, Public Hearing – An Ordinance Amending CPMC Chapter 15.04, Building Code to Comply with Updates and References to New State Code (Humphrey)
 - 25 - 33 C. Resolution No. _____, A Resolution Adopting the Official Compensation Policy of City Officials which includes Sponsorship Gifts and Fringe Benefits to be Included in the Compensation Package (Clayton)

IX. BUSINESS

- 35 A. Planning Commission Report (Humphrey)
- 37 B. Skyrmann Park Bid Award (Samitore)
- 39 - 40 C. Discussion of Re-Appropriating Funds for Event/Name Approval
(Boardman)
- 42 - 43 D. Discussion and update on LID Properties (Samitore)

X. MAYOR'S REPORT

XI. CITY MANAGER'S REPORT

XII. COUNCIL REPORTS

XIII. DEPARTMENT REPORTS

XIV. EXECUTIVE SESSION

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 Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

XV. ADJOURNMENT

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
April 14, 2016

I. REGULAR MEETING CALLED TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL: Mayor: Hank Williams
Council Members: Allen Broderick, Bruce Dingler, Brandon Thueson, Tanea Browning, Rick Samuelson, and Mike Quilty were present.

City Manager Chris Clayton; City Attorney Sydnee Dreyer; Police Lieutenant Brian Day; Community Development Director Tom Humphrey; Human Resource Director Elizabeth Simas; Parks and Public Works Director Matt Samitore; and City Recorder Deanna Casey were also present.

IV. PUBLIC APPEARANCES – None

V. SPECIAL PRESENTATION

Community Development Director Tom Humphrey and Mayor Williams presented a Certificate of Appreciation to Susan Szczesniak. Mrs. Szczesniak has been a Planning Commission member for the past four years. She resigned her position because she has moved out of the city limits.

V. CONSENT AGENDA

- A. Approval of March 24, 2016 City Council Minutes
- B. Approval to Cancel April 28, 2016 City Council Meeting

Mike Quilty moved to approve the Consent Agenda as presented. Tanea Browning Seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rick Samuelson, yes; and Mike Quilty, yes. Motion approved.

VI. ITEMS REMOVED FROM CONSENT AGENDA

VII. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS

- A. **First Reading – An Ordinance Amending Chapter 2.57 of the Central Point Municipal Code Pertaining to the Membership Requirements of the Multicultural Committee**

City Manager Chris Clayton presented the staff report explaining the background of the Multicultural Committee and the decline in membership over the last few years. The proposed amendment is intended to help with membership recruitment by allowing two members to live outside the city limits. In order to be considered these two members would have to show mutual interest in the purpose of the committee which helps promote the dreams and goals of Dr. Martin Luther King Jr. This Committee provides an annual scholarship for \$500 to a Crater High School Senior. There was discussion of the reasons to open up committee appointments to members who do not live within the Central Point Boundaries.

Mayor Williams opened discussion up to audience members.

Fran Cordeiro – Settel, previous Committee Chair

Mrs. Settel spoke on behalf of the committee. She moved out of the area about a year ago but continues to attend the meetings and participate in Central Point events. She is a strong supporter of the committee and continues to stay involved. This committee could be useful to the entire area and it would be nice to have outside members participating. She explained all the difference cultures located within the boundaries of Central Point and the Rogue Valley.

Council Member Tanea Browning feels there is a need for the committee in our area and the proposed amendment could help bring in more members. She explained the outreach potential to Central Point Schools to get students involved.

City Recorder Deanna Casey explained that the city has received two applications for the committee but wanted to wait for appointment until the Council had a chance to review these changes.

Council Member Allen Broderick would like to see this option for most of our committees, allowing them to live outside of the city. Community Development Director Tom Humphrey explained that the purpose of the committee should be taken into consideration before making this change. If the committee is to consider specific Central Point issues the committee should be limited to Central Point citizens.

Brandon Thueson moved to second reading An Ordinance Amending 2.57 of the Central Point Municipal Code Pertaining to the Membership Requirements of the Multicultural Committee. Rick Samuelson seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rick Samuelson, yes; and Mike Quilty, yes. Motion approved.

VIII. BUSINESS

A. Discussion of Local Improvement District Properties

Parks and Public Works Director Matt Samitore explained two local improvement districts (LID) in Central Point. These two groups approached the City regarding improvements in their specific areas.

The Meadows Community.

The Meadows asked for a public water system for 320 properties to replace their older private water system that was failing and required excessive maintenance. After approval of the Council the city formed the LID transforming the system to a public water system with individually metered service connections. Each property was assessed. All but one property has paid their assessment. There is one outstanding property that has not paid their assessment.

555 Freeman Road #86 – owes \$2,355.52

This house is inside the Meadows Community. The owner made payments until 2011. The property is currently a rental.

Snowy Butte Lane.

Snowy Butte Lane residents wanted the city to create a public street from Joseph to Beall Lane which was a county access road. At the time of the LID formation there was quite a bit of pressure from the development community to expand the street for development within the area. Each property was assessed based upon their approved development plans and what development could potentially occur on the lots. Five properties have not paid their assessment for this area.

884 Holley Way – owes \$16, 254.71

This property was created by the Snowy Butte Meadows PUD. No payment has been made on this parcel and it has two weed abatement liens associated with it. This property is adjacent to Griffin Creek and has limited development potential because of flood plain changes.

895 Holley Way – owes \$15, 754.71

No payments have been made on this account and there is one weed abatement lien against the property. There are several more liens against the property including a federal tax lien from 2008.

3303 Snowy Butte Lane – owes \$12,878.67

This property was an existing house that was created as part of the Snowy Butte Meadows PUD. It has direct frontage on Snowy Butte Lane. Payments were discontinued in 2009. The property is subject to two deeds of trust, over which the city liens take priority.

3336 Snowy Butte Lane – owes \$5,065.05

Payments were made from 2008 to 2011 then stopped. The property is currently a rental and is pending foreclosure from Wells Fargo Bank.

3268 Snowy Butte Lane – owes \$65,521.87

This property was one of the original properties on Snowy Butte Lane. It was assessed at \$44,242.05 because of the potential to develop 5 parcels. The property owner makes a \$200 - \$400 quarterly payment towards a \$1,490.69

quarterly bill. The property is currently a rental. This property has a perfected lien from 2002 in the amount of \$50,000 however the city lien takes priority. If the existing home is demolished five lots could be created.

Discussion regarding two options for the City regarding the above mentioned properties. The city could continue to budget the money to make the annual payments for these properties, the assessed penalties and liens will continue to grow. Another option is to proceed with foreclosures of the properties.

City Attorney Sydnee Dryer explained the process of adopting a resolution, then noticing the owners on record. Once foreclosed on the city could then sell the properties.

Mr. Samitore stated that the city has been making the payments on these properties. There was discussion of using the properties along the creek for green space; the others could be sold for development in the area.

Council agreed to move forward with the resolutions of intent to foreclose. They are estimating a cost of \$1,500 per notice on each property. We would give the owners a 6 month notice to pay in full or our intent would be to foreclose on the property. When the 6 months are up we can review each property to see if we can recoup any money.

Mike Quilty made a motion directing staff to prepare resolutions for each property along with notices that the liens are due and the City will proceed with foreclosure unless paid in full. Rick seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rick Samuelson, yes; and Mike Quilty, yes. Motion approved.

B. 3rd to 4th Street – E. Pine Alley Project

Mr. Samitore explained that the Public Works Department would like to use a portion of the money scheduled for the 6th Street Pedestrian crossing to build the alley between 3rd and 4th Streets between East Pine Street and Manzanita Street.

The Development Commission hired Adkins Engineering for development of the Downtown Refinement Plan. The timing of the plan is expected to take 6 to 9 months and will miss this summer's construction window. Part of the plan was potentially to move forward with one project to be funded by the Street Fund for the Pedestrian crossing at 6th Street and East Pine.

Staff would like to use a portion of funds budgeted for the pedestrian crossing on Pine Street to install the alley behind the businesses on East Pine from 3rd to 4th Street. The project is already designed and construction could commence immediately. The estimated cost is \$35,000. Pilot Rock is ready to go on this project once direction is received from Council.

There was discussion of the time frame for the Pedestrian crossing. Mr. Samitore assured the Council that the Pedestrian Crossing is still a high priority. That

section of Pine Street is part of the Downtown Refinement Plan. He explained the proposed time line for the crossing at 6th Street. The Council will have the opportunity to vote and evaluate the priority of each project when the plan is complete.

Council Member Rick Samuelson stated that he has an actual conflict of interest and would be abstaining from voting on this item. His business is located along this alley.

Mike Quilty made a motion directing staff to reallocate money to switch the projects for the Pine Street Pedestrian Crossing and the Alley between 3rd and 4th Street and begin the Alley improvements. Brandon Thueson Seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rick Samuelson, Abstain; and Mike Quilty, yes. Motion approved.

C. Planning Commission Report

Community Development Director Tom Humphrey presented the Planning Commission report for April 5, 2016:

- The Commission reviewed a draft of the CP-3 Conceptual Plan which is a product of planning charrettes held previously by the Planning Commission and Citizens Advisory Committee (CAC). The Commission offered their advice for alternative circulation plans and two additional policies for the Council to consider. They directed staff to circulate the draft to affected agencies and the public and return in May for a recommendation to the City Council.
- The Commission was informed of the Council's motion to deny two appeals and uphold the Planning Commission's decision to approve. They were also made aware of the possibility of a pending appeal to LUBA.
- The Commission was informed about the selection of an engineering firm to prepare a streetscape design and engineering plans for East Pine Street. Interested members are invited to participate in stakeholder meetings.
- The Commission was informed about the decisions the Community Development Director has made to facilitate the development of a new veterinary clinic east of the freeway.

IX. MAYOR'S REPORT

Mayor Williams reported that he attended:

- A meeting with staff and the Expo to roll Battle of the Bones BBQ competition into the Harvest Fair.
- The Medford Water Commission meeting.
- The Medford Chamber Forum where they talked about the growth of Bend and Medford. Bend has grown faster than Medford.

- A TRADCO meeting where they talked about the Rogue Valley Transit District Levy. There would be no increase in service levels for Central Point if this levy is approved by the voters.

X. CITY MANAGER'S REPORT

City Manager Chris Clayton reported that:

- He attended the Medford Chamber Forum where Project A did a presentation. He will be scheduling Project A for a presentation at a future Study Session for the Council.
- He attended an MPO TAC meeting.
- He will be providing information in his weekly update about neighborhood problems around Crater High School.
- Jackson County is reviewing a mass gathering permit. The city will be involved in the planning stages of this future event.
- There will be an Executive Session tonight to discuss labor negotiations and property negotiations under ORS 192.660(2)(d) and (2)(e).

XI. COUNCIL REPORTS

Council Member Michael Quilty reported that:

- He attended a legislative meeting in Salem regarding transportation.
- He met with Airport Director Bern Case regarding a .02 cent per gallon tax on aviation fuel. The proposed tax will help provide grants for airports. March was the 19th month in a row where airport travel has increased. They are up 11% for the year.

Council Member Brandon Thueson reported that:

- He attended a school board meeting, their revenues are up. They have closed the open enrollment period. The district is very concerned about the increase in PERS for next year.
- He attended the League of Oregon Cities regional meeting tonight. They updated the region on a public meeting ruling from the Circuit Court in Lane County.
- He met with a citizen who has had a couple of meetings with Officer Fulmer recently. They had good things to say about the Central Point Police and how they handle situations.

Council Member Rick Samuelson reported that he has been working with the Central Point Police Department. It is great to see how they respond to citizens.

Council Member Bruce Dingler had no report.

Council Member Tanea Browning reported that:

- She attended the Eggstravaganza in Twin Creeks Park. She was pleased with the attendance considering the bad weather.
- The Central Point Chamber quarterly mixer was well attended at the Pacific Healthcare Training Center. The next mixer will be in May at

Quality Tire for their 25th Anniversary and celebration of moving to Central Point.

- She attended the Bliss Animal Eye Care open house and ribbon cutting ceremony on Wednesday. Dr. Bliss is the only animal ophthalmologist within 150 mile radius. Dr. Bliss recently performed cataract surgery on an eagle from Wild Life Images. The Eagle was at the open house, it was pretty cool. Channel 5 did a nice news piece on Doctor Bliss and the Central Point businesses.
- Channel 10 gave a shout out to Central Points upcoming Saturday Market which will begin in May and run through October. They will be the second Saturday of each month from 10 – 2 in Pfaff Park.
- The next Central Point Greeters will be held at Yo Twist the 19th of April from 8:30 a.m. to 9:30 a.m. She encouraged fellow councilors to attend to see what's happening with businesses in Central Point.

Council Member Allen Broderick reported that:

- He attended a SOREDI Board meeting this week. There was discussion about the cost of construction being so high. We are in a building frenzy right now.
- Rogue Community College hired a new College President.
- There have been discussions in the area about the need for large buildings to hold big events. There is a need for an events center in our valley.
- He would like to see the discussion brought back to the Council regarding excess right of ways in the core downtown areas. Property owners cannot build what the land could actually hold because of excess right of ways on some of the older streets in town. Mr. Clayton stated that a blanket fix could cause problems. This is an item that staff has been reviewing for several years.

XII. DEPARTMENT REPORTS

Human Resource Director Elizabeth Simas had no report.

Parks and Public Works Director Matt Samitore reported that:

- The Cities Arbor Day event went very well. They planted trees along the old mill district.
- The student drop off/pick up lane at Mae Richardson will be opening next week.
- The Grange Coop will be fined for dumping fertilizer on the street for 6 blocks. The driver of the truck did not realize that the nozzle was open as he drove around town. This caused city crews to scramble to clean up the fertilizer that spilled.
- He will be meeting with the Expo Director regarding Battle of the Bones and Harvest Fair. The City will be sponsoring the BBQ competition.
- There was a kick off meeting for the Twin Creeks Crossing yesterday. They are making sure there are no endangered plants or animals in the area.

- We have started the RFP process for Skyrman Arboretum. The bid opening will be May 10, 2016 at 2:00 pm.

Police Lieutenant Brian Day stated that:

- Chief Allison is in Bend at the Oregon's Police Chiefs Conference.
- There was a Community meeting tonight in the Police Department. This is turning into a positive adventure for citizens and the Police Department.
- The Department is working on a policy to implement registration of surveillance cameras as a resource in case of crime in our area.

Community Development Director Tom Humphrey reported that:

- The MPO TAC Support for Central Point helped ODOT move the I-5 off ramp improvements up on their project list.
- OMPAC is coming to town and they have asked him to provide a tour of the Rogue Creamery and surrounding area during their conference.
- He will be giving a presentation to Fire District No. 3 regarding future growth in Central Point. He will be explaining the Urban Reserve areas as they would pertain to the Fire District.
- There is a couple looking to renovate the Merit Building and create a sit down coffee shop. They are hoping to be similar to a sit down Starbucks.

City Attorney Sydnee Dryer updated the Council on the Costco LUBA appeal. Costco will be submitting a brief to LUBA in support of the project. She will be attending the Oregon Attorney Conference in May and will be missing a meeting in May.

XIII. EXECUTIVE SESSION

Mike Quilty moved to adjourn to Executive Session under ORS 192.660 (2)(d) Labor Negotiations and 192.660 (2)(e) Property Negotiations. Brandon Thueson seconded. All said "aye" and the Council Meeting was adjourned to Executive Session at 8:25 p.m.

Council returned to regular session at 9:45 pm.

Mike Quilty moved to direct staff to negotiate with the property owners and bring back an Intergovernmental agreement for joint acquisition of a portion of parcel 372W12B, Tax Lot 901, 4279 Table Rock Road. Rick Samuelson seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rick Samuelson, yes; and Mike Quilty, yes. Motion approved.

XIV. ADJOURNMENT

Mike Quilty moved to adjourn, Brandon Thueson seconded, all said "aye" and the Council Meeting was adjourned at 9:48 p.m.

The foregoing minutes of the April 14, 2016, Council meeting were approved by the City Council at its meeting of May 12, 2016.

Dated:

Mayor Hank Williams

ATTEST:

City Recorder



155 South Second Street • Central Point, OR 97502

Kristine Allison

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

Chief

June 1, 2016

The City Council for the City of Central Point
140 S. 3rd ST.
Central Point, Oregon 97502

SUBJECT: Transfer of ownership of Glock Model 19 Serial #ZDF 986

This letter is a request to transfer a Central Point Police service weapon to Officer Jeff Britton who is retiring in good standing. Jeff Britton will be issued a Central Point Police retiree identification that allows him to carry his retirement service weapon as per the federal law, HR 218, "Law Enforcement Officers Safety Act".

Sincerely,

CENTRAL POINT POLICE DEPARTMENT

Kristine Allison, Chief of Police

"Dedicated To Service, Committed To Excellence"



STAFF REPORT

To: Central Point City Council
From: Cory Shaw, Recreation Coordinator Special Events/Marketing
Subject: Designation of July as Parks and Recreation Month
Date: May 12, 2016

Purpose: The purpose of this staff report is to show the community benefits of both parks and recreational opportunities in declaring July as Park and Recreation Month.

Background: Through efforts by the National Recreation and Park Association (NRPA), the U.S. House of Representatives passed an official resolution for Parks and Recreation Month in 2009. The NRPA supports the National and Community Parks and Recreation agencies by serving the general public in promoting summer programming.

Parks and Recreation programs have become integral parts of our community and are vitally important in establishing and maintaining the quality of life in our community. Parks and Recreation areas and programs also serve as a means of increasing a community's perceived and realistic economic values, and can serve to increase the desirability of a community.

By declaring July as Parks and Recreation Month we stand to increase community awareness of programs and activities available to them, as well as potentially increasing local business and community involvement in our foundation.

By designating July as Parks and Recreation Month, Central Point joins a national campaign for the promotion of community awareness and involvement in National and local parks as well as community recreation programs.

Recommendation: That the Council approve the designation of July as Parks and Recreation Month and join the Central Point Parks and Recreation Department in celebration of Park and Recreation Month; July 2016 and ongoing.

140 South Third Street • Central Point, OR 97502 • 541.664.3321 • Fax 541.664.4056

Proclamation Designating July as Park and Recreation Month

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including Central Point, Oregon; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS Central Point, Oregon recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, I, Hank Williams, Mayor of Central Point, do hereby declare July 2016, as

“Park and Recreation Month”

IN WITNESS WHEREOF, I hereby set my hand this _____, day of _____, 2016.

Mayor Hank Williams
City of Central Point

Ordinance

Multicultural Committee Amendments



ADMINISTRATION DEPARTMENT

140 South 3rd Street · Central Point, OR 97502 · (541) 664-3321 · www.centralpointoregon.gov

STAFF REPORT

May 12, 2016

AGENDA ITEM: Appointment to City Committees

STAFF SOURCE:

Chris Clayton, City Manager
Tanea Browning, Council Member
Deanna Casey, City Recorder

BACKGROUND/SYNOPSIS:

Multicultural Committee

The proposed Ordinance will allow two members to live outside the city limits, but requires them to show mutual interest in the purpose of the committee. Moreover, at least five of the members must maintain their city residence during the course of their terms..

The Central Point Multicultural Committee provides a Multicultural Awareness Youth Award (MAYA). This \$500.00 scholarship is offered to Crater High School students and will be awarded to the student who best promotes the dreams and/or goals of Dr. Martin Luther King, Jr. They have not received any applications for the MAYA this year.

The City has received two applications for the committee and will return with recommended appointments if the proposed amendments are approved.

Current members are: Amy Sweet Christina Garrett Dolores Cadwallader

FISCAL IMPACT:

There is no financial impact to the City with the recommended amendments.

PUBLIC HEARING REQUIRED:

No Public Hearing is required.

RECOMMENDATION:

- 1) Approve the Ordinance Amending Chapter 2.57 of the Central Point Municipal Code Pertaining to the Membership Requirements of the Multicultural Committee.
-

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 2.57 OF THE CENTRAL POINT MUNICIPAL CODE PERTAINING TO THE MEMBERSHIP OF THE MULTICULTURAL COMMITTEE

Recitals:

- A. The Multicultural Committee is dedicated to promoting diversity within the City of Central Point by providing guidance to the City.
- B. Due to the challenges getting a full membership for the committee they would like to allow appointment of members from outside city limits.
- C. Two of the seven member committee could be considered if they can show an established commitment to promoting the purpose of the committee.
- D. Words ~~lined through~~ are to be deleted and words **in bold** are added.

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

Section 1. Section 2.27.020 will be amended to read as follows:

CHAPTER 2.57

MULTICULTURAL COMMITTEE

Sections:

<u>2.57.010</u>	<u>Established</u>
<u>2.57.020</u>	<u>Membership</u>
<u>2.57.030</u>	<u>Purpose</u>
<u>2.57.040</u>	<u>Meetings</u>
<u>2.57.050</u>	<u>Chairperson – Removal of members</u>
<u>2.57.060</u>	<u>Staff Services</u>
<u>2.57.070</u>	<u>Compensation</u>

2.57.010 Established: A Multicultural Committee is established in order to represent and reflect issues of economic, social, and cultural interest for Central Point’s growing multicultural community.

2.57.020 Membership: A. The Multicultural Committee shall consist of seven members who shall be selected through an open public process and formally appointed by the Mayor with approval of the City Council.

B. **At least five of the m**Members must maintain their city residence during the course of their terms to continue to hold office. **Two members may live outside the city limits but shall have established mutual interest in the purpose of the committee as stated in 2.57.030.**

C. Members will be appointed for terms of three years. Three of the initial members shall be appointed for two year terms to assure that all appointments do not expire at the same time. Terms will expire December 31st of each year.

D. The committee shall include one City Council Liaison who may report to the City Council.

2.57.030 Purpose: A. The purpose of the multicultural committee is to organize, coordinate, research, make recommendations and manage actions regarding diverse cultural, economic, and social issues within our community.

B. The multicultural committee shall act as an advisor to the City Council on all matters affecting the multicultural community of the City of Central Point.

2.57.040 Meetings: A. Committee members shall adopt rules of procedure and review them every two years. If changes are made they will be presented to the City Council for adoption by Council Resolution.

B. Regular meetings shall be held the second Monday of each month. Meetings may be added, cancelled or rescheduled by the Committee Chair or staff liaison.

2.57.050 Chairperson – Removal of members: A. The chairperson shall be appointed by the committee at large for a term of one year starting the first meeting of each year. The Chairperson shall be a voting member. The Committee Chair will have the responsibility of reporting to the City Council on an annual basis.

1. The Committee shall appoint a vice chair who will act as presiding officer in the absence of the chairperson.

2. The committee shall appoint a secretary who will be responsible for recording the meeting and providing official minutes to the City Recorder for retention.

B. Any member of the Multicultural Committee may be removed by the Mayor, with the approval of the Council for misconduct or nonperformance of duty. A member who is absent from three consecutive meetings without an approved absence from the chairperson is presumed to be in nonperformance of duty and may be replaced by the Mayor and Council.

2.57.060 Staff services: The City Administrator shall provide such staff and consultation services to the Multicultural Committee as shall be appropriate. A record shall be kept of committee proceedings. The official minutes of the committee shall be maintained in the City Records office.

2.57.070 Compensation: Multicultural Committee members shall receive no compensation other than expenses as authorized by the City Administrator or Mayor and Council.

SECTION 2. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word Ordinance may be changed to “code”, “article”, “section”, “chapter”, or other word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions need not be codified and the City Recorder is authorized to correct any cross references and any typographical errors.

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

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

Mayor Hank Williams

ATTEST:

City Recorder

Ordinance

Chapter 15.04 Amendments regarding Building Codes



STAFF REPORT

May 12, 2016

AGENDA ITEM:

Municipal Code Amendments to Title 15 Buildings and Construction Code to Conform to State Building Code Revisions and Updates. **Applicant:** City of Central Point

STAFF SOURCE:

Tom Humphrey, Community Development Director

BACKGROUND:

The Community Development Department periodically updates sections of the Municipal Code Titles for which it is responsible. Title 15, Buildings and Construction is one such code section that should be updated based on changes and revisions at the state and national level.

In this case, all of the changes update and correct numerical code references to the Residential Specialty Code, the Electrical Specialty Code, the Plumbing Specialty Code, the Oregon Fire Code and the International Fire Code.

ISSUES:

The proposed changes are being advocated by the City's Building Official, Derek Zwagerman who compared the City's Code with the latest updates to the Oregon Building Code. The City Building program will be evaluated and graded for current references to the Oregon State Codes.

EXHIBITS/ATTACHMENTS:

Attachment "A" – Ordinance No. ____ An Ordinance Amending CPMC Chapter 15.04, Building Code to comply with updates and reference to new state code.

ACTION:

Consider proposed amendments and 1) forward the ordinance to a second reading, 2) make revisions and forward the ordinance to a second reading or 3) deny the ordinance.

RECOMMENDATION:

Discuss ordinance proposal and forward ordinance and amendments to a second reading.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CPMC CHAPTER 15.04, BUILDING CODE TO COMPLY WITH UPDATES AND REFERENCES TO NEW STATE CODE

RECITALS:

- A.** Pursuant to CPMC, Chapter 1.01.040, the City Council, may from time to time make revisions to its municipal code which shall become part of the overall document and citation.
- B.** On May 12, 2016, the Central Point Community Development Department initiated and recommended approval of a code amendment to CPMC Chapter 15.04 bringing the City's municipal code into conformance with State Building Code Revisions and Updates.
- C.** On May 12, 2016, the City of Central Point City Council held a properly advertised public hearing; reviewed the Staff Report; heard testimony and comments, and deliberated on approval of the Municipal Code Amendment.
- D.** Words ~~lined through~~ are to be deleted and words in **bold** are added.

THE PEOPLE OF CENTRAL POINT DO ORDAIN AS FOLLOWS:

SECTION 1. Amendments to CPMC Chapter 15.04, revises language in the City's Building and Construction Code to conform with the State Building Code.

**Chapter 15.04
BUILDING CODE**

Sections:

15.04.010 Standards applicable to building.

15.04.020 City code administration.

15.04.030 Local interpretation.

15.04.040 Board of appeals.

15.04.050 Certificate of occupancy.

15.04.060 Change of occupancy.

15.04.070 Re-inspection fee.

15.04.080 Violations and penalties.

15.04.010 Standards applicable to building.

All construction, building, and related activities within the city shall comply with all ordinances of the city and with the following specialty codes, which by this reference are expressly adopted and incorporated into this code:

A. The 2014 Oregon Structural Specialty Code based on the International Building Code, 2012 Edition, as published by the International Code Council and amended by the Building Codes Division; specifically adopting and including Section 109, Fees; permit and plan review fees shall be as per the building fee schedule as adopted by the city of Central Point; Section 112, Service Utilities; Section 116, Unsafe Structures and Equipment; Appendix G, Flood-Resistant Construction; Appendix H, Signs; Appendix I, Patio Covers; and Appendix J, Grading.

B. The 2014 Oregon Mechanical Specialty Code based on the 2012 International Mechanical Code and the 2012 International Fuel Gas Code, as published by the International Code Council, Inc., amended by the Oregon Building Codes Division, with fees as per the mechanical fee schedule adopted by the city of Central Point.

C. **The 2014 Oregon** ~~State of Oregon 2014~~ Residential Specialty Code based on the 2009 Edition of the International Residential Code, as published by the International Code Council, Inc., specifically adopting Section R104.8, Liability.

D. **The 2014 Oregon** ~~State of Oregon 2008~~ Electrical Specialty Code based on the **2014** ~~2008~~ Edition of the National Electrical Code as published by the National Fire Protection Association, Inc.

E. **The 2014 Oregon** ~~State of Oregon 2011 Edition~~ Plumbing Specialty Code based on the 2009 Edition of the Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials.

F. 1994 Edition of the Uniform Abatement of Dangerous Buildings as published by the International Conference of Building Officials.

G. The 2010 Edition Oregon Manufactured Dwelling and Installation Specialty Code.

H. The **2014** ~~2010~~ Oregon Fire Code based on the **2012** ~~2009~~ International Fire Code with Oregon amendments.

I. 2014 Oregon Energy Efficiency Specialty Code based on 2012 International Energy Conservation Code.

15.04.020 City code administration.

A. The city shall provide for the administration of a department of building safety, which shall include plan checking, issuance of permits and inspection programs for structural, mechanical, plumbing and electrical work. This city program is applicable to public buildings, including state buildings as well as private buildings.

B. The city shall perform fire and life safety plans examinations in such cases where a partial exemption for such purposes has been granted to the city by the State Fire Marshal's office.

15.04.030 Local interpretation.

In addition to the provisions of Section 104.11 of the Structural Specialty Code and similar provisions of other specialty codes, the building official may approve a material or a method of construction not specifically prescribed by the ordinance codified herein, provided he finds that the proposed design is satisfactory and that the material, method or work offered is for the purpose intended at least the equivalent of that specifically prescribed by the ordinance codified herein, in quality, effectiveness, fire resistance, durability, safety and energy conservation, and that the Director of the Building Codes Division has not issued a report disapproving the material or method for the purpose.

15.04.040 Board of appeals.

A person aggrieved by a decision made by a building official under authority established pursuant to ORS [455.148](#), [455.150](#) or [455.467](#) may appeal the decision following the rules as outlined in ORS [455.475](#).

15.04.050 Certificate of occupancy.

No building or structure including residential shall be used or occupied and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until all public works improvements are complete and approved by the public works director, or his designee and the building official has issued a certificate of occupancy.

15.04.060 Change of occupancy.

No change shall be made in the character of occupancies or use of any building which would place the building in a different division of the same group of occupancy or in a

different group of occupancies, unless such building is made to comply with the requirements of the adopted codes for such division or group of occupancy. No change of occupancy shall be granted by the building official unless a change of occupancy inspection is conducted. The change of occupancy fee shall be in accordance with the fee schedule established by this jurisdiction. The payment of this fee shall not exempt any person from compliance with all other provisions of the codes adopted herein nor from any penalty prescribed by law.

15.04.070 Re-inspection fee.

A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. To obtain a re-inspection, the applicant shall file an application therefor in writing on a form furnished for that purpose and pay a re-inspection fee in accordance with the fee schedule established by this jurisdiction

15.04.080 Violations and penalties.

It is unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, convert or demolish, equip, use, occupy or maintain any building or structure in the city, or cause the same to be done, contrary to or in violation of any of the provisions of the ordinance codified in this chapter. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The minimum investigation fee shall be in accordance with the fee schedule established by this jurisdiction. The payment of this fee shall not exempt any person from compliance with all other provisions of the codes adopted herein nor from any penalty prescribed by law.

SECTION 2. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word Ordinance may be changed to “code”, “article”, “section”, “chapter”, or other word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions need not be codified and the City Recorder is authorized to correct any cross references and any typographical errors.

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

PASSED by the Council and signed by me in authentication of its passage this ____ day of May 2016.

Mayor Hank Williams

ATTEST:

City Recorder

Resolution

Financial Policy Revisions



ADMINISTRATION DEPARTMENT

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

STAFF REPORT

May 12th, 2016

AGENDA ITEM: Resolution No. _ A resolution adopting the official compensation policy for City of Central Point officials which includes sponsorship gifts and fringe benefits to be included in the total compensation package

Consideration of Resolution No. _____ Recommending: the creation/adoption of an official compensation policy for city officials.

STAFF SOURCE:

Chris Clayton, City Manager
Sydnee Dreyer, City Attorney
Elizabeth Simas, Human Resources Director
Deanna Casey, City Recorder

BACKGROUND/SYNOPSIS:

At the March 2016 City Council study session both council members and management staff received training from the Oregon Ethics Commission. During the training and associated discussion, council/staff requested information on how to be proactive in avoiding a conflict of interest related to city sponsored events. More specifically, when a city budget committee or council decision provides direct financial support for community events like the Central Point Wild Pro Rodeo or the Red, White & Boom Fourth of July event, is it possible to remain compliant with Oregon Revised Statute if the city is receiving and distributing event tickets, associated food/beverages and related entertainment to public officials?

After discussing the issue with Oregon Ethics Commission personnel, the city received follow-up correspondence indicating that the city could eliminate any conflict related to this situation by adopting an official compensation policy for city officials. Moreover, by including sponsorship fringe benefits in the total compensation package of the policy any conflict would be nullified as described by ORS 244.040 (2)(a).

An additional question related to this topic involves whether the council would be subject to the official compensation policy because they are the governing body initially enacting the policy. This question is satisfied in two areas. First, the official compensation policy does not directly supply Central Point's public officials with guaranteed sponsorship fringe benefits/compensation. It only places the council members equally among other participating parties including city volunteers, city staff, etc. Secondly, it places the discretion of distributing these fringe benefits with the City Manager, who again, has the authority to offer these benefits to city employees, city volunteers, city council members and the Mayor. Placing this discretion with the City Manager and treating the council members equally amongst possible recipients, prevents the council from being excluded for their role as the decision makers.

FISCAL IMPACT:

1. The decision to sponsor community events and activates remains under the authority of the Central Point Budget Committee/City Council.
2. Any fringes benefits associated with the official compensation policy will be classified as de minimis and are excluded from the recipient's taxable income.
3. A record of all gifts received and distributed by the City shall be retained by the City Recorder per Oregon records retention statute.

ATTACHMENTS:

1. Correspondence between the City Recorder and Oregon Ethics Commission Personnel
2. Oregon Revised Statue 244.040.
3. Resolution adopting official compensation policy.
4. Proposed official compensation policy.

RECOMMENDATION:

1. The proposed resolution is consistent with the guidelines of Oregon Revised Statute 244.040
2. The proposed resolution will eliminate conflicts of interest associated with city sponsored community events and activities.
3. Per Oregon records retention requirements, the City Recorder will maintain an official record of the receipt/distribution of all fringe benefits.

City Staff Recommendation: City staff is recommending adoption of the attached resolution and policy regarding official compensation.

PUBLIC HEARING REQUIRED:

No

SUGGESTED MOTION:

I move to approve resolution number ____ adopting the Official Policy of City Officials which includes sponsorship gifts and fringe benefits to be included in the compensation package.

Chris Clayton

From: Deanna Casey
Sent: Thursday, May 5, 2016 2:51 PM
To: Chris Clayton
Subject: FW: Policy recommendation

Importance: High

You may want to add this to the discussion on the policy. I thought I sent it to you but just to be sure.

Deanna Casey, MMC
City Recorder
City of Central Point

From: HEDRICK Tammy R * OGEC [mailto:Tammy.R.HEDRICK@oregon.gov]
Sent: Wednesday, April 27, 2016 8:12 AM
To: Deanna Casey
Subject: RE: Policy recommendation
Importance: High

Good morning Deanna,

In a recent training a discussion ensued regarding the City of Central Point sponsorship of an event. At the time of training, information was provided in which it appeared that the City of Central Point paid a sponsorship fee to support the Central Point Wild Rogue Pro Rodeo. It appeared that as a sponsor, the City of Central Point receives tickets to attend the rodeo. The question that arose out of this conversation was whether any Government Ethics issues arise with regard to the City of Central Point offering free tickets to council/staff to attend the rodeo.

The relevant statute guiding this issue is ORS 244.040, which essentially prohibits public officials, their relatives and household members, and businesses with which any of them are associated, from using the public position in order to obtain a private financial benefit that would not otherwise be available if not for holding the position. City Council/Employees of the City of Central Point are considered public officials under the definition provided at ORS 244.020(14), so the law described above would be applicable to them. It is my understanding that the tickets are sold to the general public, so the cost savings in not having to buy a ticket would constitute a personal financial benefit (or avoidance of a loss/expenditure), and it's a benefit (free ticket(s)) that would not be available if not for holding a position as an City Councilor/Employee.

That being said though, you all could get around it by incorporating such a policy into the "official compensation package" of the City of Central Point council/employees (or at least the ones you want to get free tickets). Whomever is responsible for recommending/approving employee benefits would just have to craft a writing to document its addition to the benefits package. This would be an option because it's one of the few express exceptions under ORS 244.040 that is not a prohibited private financial gain. You have asked recently in your email correspondence whether the Oregon Government Ethics Commission would be able to provide the City of Central Point with example(s) of policies written by other jurisdictions that would assist in the writing of a policy. The answer is no, OGE does not have record of policies. I have provided you with the text of the provisions discussed, in relevant part, below:

ORS 244.040 Prohibited use of official position or office; exceptions; other prohibited actions. (1) Except as provided in subsection (2) of this section, a public official may not use or

attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

(2) Subsection (1) of this section does not apply to:

(a) Any part of an official compensation package as determined by the public body that the public official serves.

OAR 199-005-0035 Guidelines for Compliance with ORS 244.020(6), 244.025, 244.040, 244.042 and 244.047

(3) An "official compensation package" means the wages and other benefits provided to the public official. To be part of the public official's "official compensation package", the wages and benefits must have been specifically approved by the public body in a formal manner, such as through a union contract, an employment contract, or other adopted personnel policies that apply generally to employees or other public officials. "Official compensation package" also includes the direct payment of a public official's expenses by the public body, in accordance with the public body's policies.

I hope this information is somewhat helpful, sorry that I could not provide you with the information you were seeking.



Tammy R. Hedrick Program Analyst/Trainer
Oregon Government Ethics Commission
(503) 378-6802 ogec.training@oregon.gov

Disclaimer

This staff advice is provided under the authority given in ORS 244.284(1). This opinion offers guidance on how Oregon Government Ethics law may apply to the specific facts described in your request. This opinion is based on my understanding and analysis of the specific circumstances you described and should not be applied to circumstances that differ from those discussed in this request.

From: Deanna Casey [<mailto:Deanna.Casey@centralpointoregon.gov>]
Sent: Tuesday, April 26, 2016 3:43 PM
To: OGEC Mail * OGEC <OGEC.Mail@oregon.gov>
Subject: Policy recommendation

Hello,

We had OGEC come to Central Point for ethics training with our staff and Council members a month or so ago. During our discussions we came across a potential issue regarding the Wild Rogue Pro Rodeo.

As a City we sponsor events at the rodeo, this money is taken from Hotel Motel tax. As a sponsor we receive several entrance tickets for each night at the rodeo. In the past the tickets have been given to

me to give to the Council and City employees. This is the same as any other business would receive if they sponsor at the same level. The Rodeo organizers have no direct contact with those that receive the tickets. The tickets sell for \$19 for each adult.

It was suggested that we have a policy in place to guide us on how we distribute the rodeo tickets or other items or events that the city provides sponsorship for.

I have not found any other cities that sponsor this type of event. Do you have a suggestion on where I could find a sample of a policy that would be good for us? I called Pendleton, they don't sponsor the Pendleton Roundup.

Deanna Casey, MMC,
City Recorder
City of Central Point
140 South 3rd Street
Central Point, OR 97502
Desk: 541-664-3321 (x231)
Fax: 541-664-6384
www.centralpointoregon.gov



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§ ORS 244.040¹

Prohibited use of official position or office

- exceptions
- other prohibited actions

(1) Except as provided in subsection (2) of this section, a public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public officials holding of the official position or office.

(2) Subsection (1) of this section does not apply to:

(a) Any part of an official compensation package as determined by the public body that the public official serves.

(b) The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS [244.042 \(Honoraria\)](#).

(c) Reimbursement of expenses.

(d) An unsolicited award for professional achievement.

(e) Gifts that do not exceed the limits specified in ORS [244.025 \(Gift limit\)](#) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.

(f) Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.

(g) The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of gift in ORS [244.020 \(Definitions\)](#).

(h) Contributions made to a legal expense trust fund established under ORS [244.209 \(Application to establish fund\)](#) for the benefit of the public official.

(3)A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

(4)A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

(5)A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

(6)A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the persons employer, business partner or other associate.

(7)The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS **244.120 (Methods of handling conflicts)**. [1974 c.72 §3; 1975 c.543 §2; 1987 c.566 §9; 1989 c.340 §3; 1991 c.146 §1; 1991 c.770 §6; 1991 c.911 §4; 1993 c.743 §9; 2007 c.877 §17; 2009 c.68 §4]

RESOLUTION NO. _____

**A RESOLUTION ADOPTING THE OFFICIAL COMPENSATION POLICY
OF CITY OFFICIALS WHICH INCLUDES SPONSORSHIP GIFTS
AND FRINGE BENEFITS TO BE INCLUDED IN THE
COMPENSATION PACKAGE.**

RECITALS:

- A. the City of Central Point sponsors community special events such as Wild Rogue Pro Rodeo and Red, White, and BOOM; and
- B. the City receives gifts from the event sponsors such as event tickets, special seating, prizes, food and beverage, etc. as part of the sponsor package; and
- C. the City receives other small gifts from constituents and/or local businesses such as holiday food baskets; and
- D. ORS 244.040 (2)(a) permits public official's to receive gifts as long as they are included in the official's official compensation package approved by the governing body; and
- E. City of Central Point Public Officials include: City of Central Point employees, volunteers, Council Members, the City Manager, and the Mayor; and
- F. the City intends to authorize the City Manager or designee to distribute the gifts and the City Recorder to keep a record of gifts received and distributed.

THE CITY OF CENTRAL POINT OREGON resolves that the City hereby adopts the Official Policy attached hereto as Exhibit "A", incorporated herein by reference.

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

Mayor Hank Williams

ATTEST:

City Recorder Deanna Casey MMC



City of Central Point

Title: Official Compensation Policy

Date of Issue: May 12, 2016

City of Central Point employees', volunteers', City Manager's, Council Member's, and the Mayor's compensation package is adopted through City Personnel Policy, departmental policy, collective bargaining agreements, and/or the Management Compensation Plan.

Oregon Ethics Law:

ORS 244.040 prohibits a public official or a relative or member of the household of the public official from obtaining financial gain or avoidance of financial detriment, if that gain would not otherwise be available but for the public official's holding of the official position or office, except where the gift is part of an official compensation package, as determined by the public body that the public official serves. Central Point employees, the City Manager, Council Members, the Mayor, and City volunteers are public officials.

Sponsorship Gifts:

The City of Central Point sponsors various community events such as Wild Rogue Pro Rodeo, and Red, White, and BOOM. As part of the sponsor package the event organizers often provide the City of Central Point sponsor gifts including but not limited to event tickets, prizes, food, reserved seating, etc.

Public Official's Compensation package:

The official City of Central Point compensation package is intended to attract, retain, reward and motivate talented employees and volunteers. An employee's salary is the primary component of the City's compensation package for employees, but the compensation package for employees, officers, elected officials and volunteers may also include stipends, education/certification incentive pay, health insurance, life and long-term disability insurance, retirement, reimbursement for expenses, which are included in City policy, departmental policy, collective bargaining agreements, or the Management Compensation Plan and miscellaneous fringe benefits such as holiday gifts (not cash) with low fair market value, occasional parties, meals, theatre or event tickets, etc. Sponsorship gifts that are distributed to City public officials and their relatives or members of their household shall be considered part of the official compensation package of the City public official. The fringe benefits described herein are classified as de minimis and are excluded from the recipient's taxable income.

Distribution of gifts:

The City Manager or designee shall distribute miscellaneous fringe benefits, including sponsorship gifts to City employees, City Council members, or the Mayor, and their relatives, at the City Manager or designee's discretion. A record of all gifts received and distributed by the City shall be retained per Oregon records retention statute.

Business

**Planning Commission
Report**

PLANNING DEPARTMENT MEMORANDUM

Date: May 12, 2016
To: Honorable Mayor & Central Point City Council
From: Tom Humphrey AICP, Community Development Director
Subject: Planning Commission Report

The following item was presented by staff and discussed by the Planning Commission at a meeting on May 3, 2016. This item was considered as a business item and other information was discussed as questions and the status of projects came up.

A. Consideration of a draft Conceptual Land Use and Transportation Plan for Urban Reserve Area (URA) CP-3. The Commission reviewed a draft of the CP-3 Conceptual Plan which is a product of planning charrettes held previously by the Planning Commission and Citizen's Advisory Committee (CAC). The Commission recommended approval of Resolution No. 830 supporting the Conceptual Plan for CP-3. They offered their advice for two alternative circulation plans for the Council to consider. The Council can expect some outside input from Jackson County, the EXPO and the MPO at their hearing later this month.

- **Costco Conditional Use Application Update** – The Commission was informed of the status of the LUBA Appeal..
- **Urban Renewal – East Pine Street Streetscape Engineering Contract** – The Commission was informed about the surveying and data gathering that is underway as part of the engineering contract with Adkins.
- **Mass Gathering Permit – Country Music Concerts/Jackson County** - The Commission was informed about the mass gathering permit that was approved by the county for a once per year music festival.

Business

Skyrman Park Bid Award



May 5, 2016

TO: Honorable Mayor and City Council
FROM: Matt Samitore, Parks & Public Works Director
SUBJECT: Skyrman Park Arboretum

PURPOSE:

The Parks & Public Works Department recently sent a Request for Proposal (RFP) for the construction of Skyrman Arboretum.

SUMMARY:

Staff is currently advertising for bids for the construction of the Skyrman Park Arboretum. The construction will be paid for by the Oregon Community Foundation thru a grant to the City once final bid prices are known. The bid opening is scheduled for Wednesday May 18, 2016. Staff will bring the final bids to the Council Meeting.

RECOMMENDATION:

Approve the low bid for construction of Skyrman Park Arboretum pending grant approval from the Oregon Community Foundation.

Discussion

5K Run Discussion



STAFF REPORT

To: Parks and Recreation Commission
From: Jennifer Boardman, Manager, Parks and Recreation Department
Subject: Re- Appropriate of Funds for Event/Name Approval
Date: 5/3/16

Purpose: The purpose of this report is to provide information on a new event opportunity and possible utilization of some of the funds budgeted for Battle of the Bones for the event expenses (see proposed budget numbers on next page).

Background: Fun runs and fundraising athletic events are on the rise. The Surgeon General at the last NRPA gave all attending the challenge to find ways to increase exercise in our communities. We currently offer one fitness event in conjunction with the 4th of July festivities. In an effort to promote a healthier community through parks and fitness Central Point Parks and Recreation is proposing a new 5K run/walk. The run will be held in conjunction with the final I Love My Market event at Robert Pfaff Park on October 8th. The run will be a harvest theme and be called “Grow a Pear 5K” and will benefit the Central Point Parks and Recreation Foundation. These runs promote health and wellness in communities and bring people from all over the Rogue Valley to Central Point. If marketed right we can bring people from Southern Oregon and Northern California. This is a great draw for tourism in Central Point. The “Grow A Pear 5K” would be a family friendly event to promote pear harvest, the market and fitness.

Fiscal Inputs: Putting on a run is fairly inexpensive with sponsorships and watching costs closely. CP Parks and Rec is requesting the use some of funds from the Battle of the Bones line item to help pay for upfront expenses and then revenue would go to offset expenses. Staff will be bringing back a separate proposal for a Battle of the Bones at the Harvest Fair in June.

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Recommendation: Staff is asking for approval of the naming of this annual event “Grow A Pear 5K” and recommends that we utilize some of the funds from the Battle of the Bones line item for expenses with revenue being used to offset expenses. Profits will be given to the Central Point Parks and Recreation Foundation for race equipment to help improve future fitness and race events.

Proposed Budget for the Grow A Pear 5K

Participants	200-500
Entry Fee	\$25.00
Expenses	\$3,000-\$5,000
Revenue	\$5000-\$10,000
Sponsorships	\$1,000-\$2,000
Net Profit	\$2,000-\$5000

Discussion

Snowybutte LID Properties



May 5, 2016

TO: Honorable Mayor and City Council
FROM: Sydnee Dreyer, City Attorney/Matt Samitore, Parks & Public Works Director
SUBJECT: Discussion of LID properties

Update:

In the early 2000's the City was asked by two local groups to form Local Improvement Districts (LID) to solve infrastructure issues associated with their specific areas. The first was for the Meadows Community. The second LID was formed for the creation of a public street. Snowy Butte Lane from Joseph to Beall Lane was a county access road that was approximately 18' wide with limited improvements.

At the April City Council Meeting a discussion occurred with a recommendation to bring back resolutions initiating foreclosure proceedings. Since that time staff has met with the City Attorney and determined that the monies owed could be collected via the standard city collection proceedings. Additionally, two of the property owners are now moving forward with selling/foreclosing their interests in the property.

3336 Snowy Butte Ln \$5,065.05 - 37S02W10DA06400

This property was an existing home on Snowy Butte Lane. It was assessed the base amount \$8,848.41. Payments were made from 2006-2011. This is currently a rental property. This property has a pending foreclosure from Wells Fargo Bank.

Update: Foreclosure has commenced. The Bank will be listing the property soon.

3268 Snowy Butte Ln \$65,521.87 - 37S02W10DD02700

This property was one of the original properties on Snowy Butte Lane. It is the last remaining property to be assessed that never developed. It was assessed \$44,242.05 because of the opportunity to develop 5 parcels. The property owner makes a \$200-400 quarterly payment. The actual quarterly bill is \$1,490.69. The property is currently a rental.

This property has a perfected lien from 2002 in the amount of \$50,000. However the City lien will take priority. A map of the potential development is Exhibit D. The Exhibit shows a conservative approach by keeping the existing home. If the existing home is demolished five lots could be created.

Update: Property is now actively listed for sell.

UPDATED RECOMMENDATION:

As per Council's previous direction, staff will bring to Council at its May 26 meeting resolutions providing notice to owners that the properties are in default and declaring the whole sum, both principal and interest, due and payable at once. The resolution will provide that if the amounts are not paid in full within 6-months of the date of the resolution, the debt will be turned over to collections.