



# CITY OF CENTRAL POINT

Oregon

## City Council Meeting Agenda Thursday, November 18, 2021

Next Res(1689) Ord (2083)

- I. **REGULAR MEETING CALLED TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **PUBLIC COMMENTS**

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

- V. **CONSENT AGENDA**
  - A. **Approval of October 28, 2021 City Council Minutes**
  - B. Parks and Rec Commission Appointment

- VI. **ITEMS REMOVED FROM CONSENT AGENDA**

- VII. **PUBLIC HEARING**

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

- VIII. **ORDINANCES, AND RESOLUTIONS**

- A. Resolution No. \_\_\_\_\_, A Resolution Approving Intergovernmental Agreement with Central Point School District 6 for School Resource Officer and Authorizing Police Chief to Execute Same (Dreyer)

- IX. **BUSINESS**

- A. Classification Pay Plan Analysis (Simas)
- B. Central Point Chamber Office Update (Clayton)
- C. Potential Changes to Backflow Prevention Devices (Samitore)
- D. Planning Commission Report (Holtey)

- X. **MAYOR'S REPORT**

**Mayor**  
Hank Williams

**Ward I**  
Neil Olsen

**Ward II**  
Kelley Johnson

**Ward III**  
Melody Thueson

**Ward IV**  
Tanea Browning

**At Large**  
Rob Hernandez

**At Large**  
Michael Parsons

**XI. CITY MANAGER'S REPORT**

**XII. COUNCIL REPORTS**

**XIII. DEPARTMENT REPORTS**

**XIV. EXECUTIVE SESSION**

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 Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

**XV. ADJOURNMENT**

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

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

# CITY OF CENTRAL POINT

*Oregon*

**City Council Meeting Minutes**  
**Thursday, October 28, 2021**

## I. REGULAR MEETING CALLED TO ORDER

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

## II. PLEDGE OF ALLEGIANCE

## III. ROLL CALL

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

Staff members present: City Manager Chris Clayton; City Attorney Sydnee Dreyer; Finance Director Steve Weber; Police Captain Dave Croft; Parks and Public Works Director Matt Samitore (Virtual); Planning Director Stephanie Holtey (Virtual), and City Recorder Deanna Casey.

## IV. SPECIAL PRESENTATIONS

### 1. Introduction of New City Employees

New Employees to Central Point. This is normally be done during our Employee Breakfast but we have not been able to do that for two years.

Finance Director Steve Weber introduced two new to the Finance Department:

- James Alvarez
- Clairisia Farney-Fisher

Mike Maclenathan introduced the new Public Works Department:

- Ed Casaday
- Jaci Cobb
- Wil Bateman
- Morgan Kelley
- Huntyr Croy

Police Department Employees are introduced when they are sworn in.

## V. PUBLIC COMMENTS

Mr. Tony Peterson, Grant Road resident

Minutes A cceptance: Minutes of Oct 28, 2021 7:00 PM (CONSENT AGENDA)

Mr. Peterson stated that he is frustrated with the United States and how it treats retired non-government citizens. He is concerned about the government stealing their Social Security. He proposed an idea to make things equal for non-government retirees who have owned businesses. It is too expensive for Sr. Citizens to live. His recommendation is to have reduced tax burden for retired individuals starting at 65 and ending with no taxes at all for those who live to the age of 95. The tax structure needs to be changed to help the elderly survive in this economy.

## VI. CONSENT AGENDA

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Parsons, At Large
<b>SECONDER:</b>	Melody Thueson, Ward III
<b>AYES:</b>	Williams, Olsen, Johnson, Thueson, Browning, Parsons
<b>EXCUSED:</b>	Rob Hernandez

### A. Approval of October 14, 2021 City Council Minutes

Michael Parsons moved to approve the consent agenda as presented.

## VII. ITEMS REMOVED FROM CONSENT AGENDA

## VIII. BUSINESS

### A. Update on Dennis Richardson Memorial and War Memorial Construction Schedule

Recreation Coordinator Nikki Peterson explained that due to retirement of John Galbraith the city had to re-start the design process for Dennis Richardson Memorial. Jim Love, Tarrain Landscape, is a former associate of John Galbraith. The design has changed from the original plan with a smaller water feature, keeping the same color schemes, benches, and overall concept.

Design for the War Memorial is complete, and the Dennis Richardson Design is scheduled to be complete by the end of the year. The city is going to advertise for both projects together hoping to begin construction in the spring of 2022. The goal is to have the War Memorial completed in time for Memorial Day.

Mr. Clayton stated that we are exploring options for using the American Rescue Plan funds for this project. Both projects are included in the current budget.

<b>RESULT:</b>	<b>FOR DISCUSSION ONLY</b>
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### B. 2022 Transportation System Plan Update

Planning Director Stephanie Holtey presented a Transportation System Plan (TSP) update to include the newly expanded Urban Growth Boundary (UGB). The new plan will go through 2030. She explained the Oregon transportation planning process and the different transportation modes that are involved in this process. This includes working with other jurisdictions like Jackson County, Jacksonville, and Medford. Jackson County has recently updated their TSP and Medford is currently in the process of updating theirs. We need to make sure our standards are up to date for keeping our community moving. This TSP will consider emergency evacuation routes

making sure that our citizens have safe passage away from emergencies like wild fires. The project will kick off in March and estimate adoption in mid to late 2023.

Council asked about active transportation in the plan including bicycle lanes and paths. There will be a bike lane element in our new plan. They would like to see a way to connect all of our parks with paths and ways to safely bike between each area. There was discussion of new construction and incentives for them to include pedestrian and bike paths.

Council members Kelley Johnson and Neil Olsen would be interested in participating on the Planning Advisory Committee. The Council should inform staff of transportation issues around town, and will receive regular updates on the process.

**RESULT: FOR DISCUSSION ONLY**

**C. Plan of Action Letter**

Finance Director Steven Weber explained that as part of the Audit presentation it was stated that a deficiency was found in the processes used to reconcile the City's bank accounts. Because a deficiency was found, the city is required to implement processes to avoid the issue in the future. The proposed action plan meets the criteria of ORS 297.466(2).

**Melody Thueson moved to approve the Letter of Plan of Action for the City of Central Point.**

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

**D. RRVID Letter of Support Request**

City Manager Chris Clayton explained the vision for Water for Irrigation, Streams, and Economy (WISE) is to develop a regional plan for increasing irrigation water reliability and availability while also improving instream conditions in the Rogue Valley.

Larry Martin, a representative of Rogue River Valley Irrigation District (RRVID) stated that RRVID is ready to engage on a joint System Canal Piping project and presented photos of what the project will consist of. The aging canal infrastructure is at risk from catastrophic failures, known as "blow-outs", which can cause flooding with impacts to downslope properties and structures. The earthen canal system currently loses 13 percent of its water due to evaporation and seepage. RRVID is asking local jurisdictions for letters of support for these projects.

**Tanea Browning moved to authorize the city manager to issue a letter of support for the RRVID Joint System Canal Piping Project.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Taneea Browning, Ward IV
<b>SECONDER:</b>	Neil Olsen, Ward I
<b>AYES:</b>	Williams, Olsen, Johnson, Thueson, Browning, Parsons
<b>EXCUSED:</b>	Rob Hernandez

## IX. MAYOR'S REPORT

Mayor Williams reported that:

- He attended the Cottage Housing tour in Ashland. He is surprised at what these tiny houses cost. They do not seem to be affordable housing.
- He attended Central Point Chamber Meeting.
- He attended several LOC business meetings.
- He attended Liams Trunk or Treat at Twin Creeks Park. He had not realized how many people attended this event.

## X. CITY MANAGER'S REPORT

City Manager Chris Clayton reported that:

- Prior to tonight's meeting he met with the CP Little League Board and explained our challenges to make sure we can use ARP funds on this project. He is drafting a use agreement in the hopes that this project will move forward.
- A serious traffic accident happened on Hazel Street earlier this week.
- He attended an emergency management meeting with Holly Powers this week.
- The Public Works operation facility is moving forward. We plan to take a tour of the facility for the November Study Session. As reported earlier there have been some issues with some of the larger projects because of lack of products.
- Dan O'Conner has our signed agreement for the Greenway property transfers. He will work with Medford and Jackson County to get the transfers complete.
- Public Works Director Matt Samitore is working with ODOT regarding the Highway 99 Road Diet concerns that Council expressed displeasure in at the last meeting.

## XI. COUNCIL REPORTS

Council Member Taneea Browning reported that:

- She was sworn in as LOC President.
- She attended the Cottage Housing tour Study Session.
- She has been preparing for the annual LOC Board Meeting. It has been interesting to see how LOC has been looking for areas of improvements over the last two years. She is excited to see Southern Oregon representation on the LOC Board.
- She attended Liams Trunk or Treat in Twin Creeks.

Council Member Neil Olsen attended the Cottage Housing Tour.

Council Member Kelley Johnson reported that:

- The Fire District finalized adoption of their Strategic Plan.
- She attended the RVCOG Board meeting.
- She attended the Chamber Board of Directors meeting. The Visitor Center was closed for a few weeks because of staffing issues. They have reopened with a new staff member.

Council Member Michael Parsons reported that:

- He attended the Study Session field trip to Ashland for the Cottage Housing Tour.
- He attended the October RVSS virtual meeting. They are implementing a storm water management plan and discussing additional staffing needs.
- He attended the Jackson County Public Safety Coordinating Council meeting. They discussed Measure 110 and Senate Bill 755. In regards to Measure 110 it seems they approved the measure but failed to provide funding for it.
- He attended a community forum "Hemp/Cannabis in Southern Oregon presented by State Representative Pam Marsh. They discussed the issues regarding illegal grows in Southern Oregon and how we can identify and eradicate the illegal grows.

Council Member Melody Thueson reported that:

- She attended the Cottage Housing Study Session Tour.
- The three Schools at Crater High are finally on the same bell schedule.

## **XII. DEPARTMENT REPORTS**

Captain Dave Croft updated the Council on the accident at Hazel/6th Street involving six juveniles. Traffic studies have been done regarding speeds on Hazel Street and they do not warrant additional controls. Ultimately, it is a drivers responsibility to drive safe.

Finance Director Steven Weber stated that Debbie Dunlap has retired after 19 years with the city. She chose to retire quietly without a retirement party.

## **XIII. EXECUTIVE SESSION - ORS 192.660 (2)(e) Real Property Transactions**

Mr. Clayton stated that the Council will adjourn to executive session under ORS 192.660(2)(e) Real Property Transactions. No further action will be required of the Council at the close of the executive session and the meeting will be adjourned upon completion.

**Michael Parsons moved to adjourn to Executive Session at 8:36 p.m.** Tanea Browning seconded. All said aye and the meeting was adjourned to executive session.

**XIV. ADJOURNMENT**

**The meeting was adjourned at 9:03 p.m.**

The foregoing minutes of the October 28, 2021, Council meeting were approved by the City Council at its meeting of \_\_\_\_\_, 2021.

Dated:

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

ATTEST:

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

Minutes Acceptance: Minutes of Oct 28, 2021 7:00 PM (CONSENT AGENDA)





## City of Central Point Staff Report to Council

### ISSUE SUMMARY

**TO:** City Council **DEPARTMENT:** Administration

**FROM:** Chris Clayton, City Manager

**MEETING DATE:** November 18, 2021

**SUBJECT:** Parks and Rec Commission Appointment

**ACTION REQUIRED:** Consent Agenda Item **RECOMMENDATION:**

On October 26, 2021 Parks and Recreation Commission member Sharon Rogers sent an email stating that she is resigning from the Parks and Recreation Commission. She has purchased a new home in Medford. She thanked the Commission and staff members stating that they are doing everything right in making improvements and keeping our small town feel.

Last June staff interviewed Ronald Woodhead for the Citizens Advisory Commission. He was not appointed to that Commission. Parks and Public Works Director Matt Samitore expressed interest at the time to appoint Mr. Woodhead to the next available Parks and Recreation vacancy.

City Recorder Deanna Casey reached out to Mr. Woodhead to see if he would be interested and received an affirmative email which is attached along with his original application.

**RECOMMENDED ACTION:**  
Approve Consent Agenda

**ATTACHMENTS:**

1. Email Ron Woodhead
2. Parks Application Ronald Woodhead\_Redacted

**Deanna Casey**

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**From:** Ron Woodhead <[REDACTED]@[REDACTED].com>  
**Sent:** Tuesday, October 26, 2021 3:04 PM  
**To:** Deanna Casey  
**Cc:** Matt Samitore; Dave Jacob  
**Subject:** RE: Central Point Committee Vacancy

Hello, Deanna.

Thanks for your email.

Yes, I remain willing and able to volunteer for consideration by Council.

However, on Nov. 18<sup>th</sup> my wife & I will be visiting our younger daughter's family (& grandkids!) in San Jose CA. So in advance of that Council meeting, please let me know if you need any updated documents or forms – or if our travel will change the appointment schedule.

Thanks again & take care.

RON

PS. A special thanks to Matt for allowing me this opportunity.

~~~~~

Ronald J. Woodhead  
 [REDACTED] Brandon St.  
 Central Point, OR 97502-3702  
 [REDACTED]

**From:** Deanna Casey [mailto:Deanna.Casey@centralpointoregon.gov]  
**Sent:** Tuesday, October 26, 2021 2:21 PM  
**To:** Ron Woodhead <[REDACTED]@[REDACTED].com>  
**Cc:** Matt Samitore <Matt.Samitore@centralpointoregon.gov>; Dave Jacob <Dave.Jacob@centralpointoregon.gov>  
**Subject:** Central Point Committee Vacancy

Hello Ron,

Parks and Public Works Director Matt Samitore has asked me to reach out to you regarding a vacancy coming up on our Parks and Recreation Commission. He was very impressed with your Parks background and we think you would be a great asset to the Commission.

Let me know if you would be interested in being appointed to the Parks and Recreation Commission and we will schedule the appointment for the November 18<sup>th</sup> Council meeting.

Deanna Casey, City Recorder  
 City Administration  
 City of Central Point  
 140 South Third Street  
 Central Point, OR 97502  
 Desk: 541-664-3321 (x231)  
 Fax: 541-664-6384  
[www.centralpointoregon.gov](http://www.centralpointoregon.gov)

Attachment: Email Ron Woodhead (1477 : Parks and Rec Commission Appointment)

Updated 22 Jun 2021

City of Central Point, Oregon  
140 S 3rd Street, Central Point, OR 97502  
541.664.3321 Fax 541.664.6384  
[www.centralpointoregon.gov](http://www.centralpointoregon.gov)



Administration Department  
Chris Clayton, City Manager  
Deanna Casey, City Recorder  
Elizabeth Simas, Human Resource Director

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

Name: Ronald J. Woodhead Date: 22 Jun 2021

Address: ████ Brandon St., Central Point, OR 97502-3701

Home Phone: - Business Phone: - Cell Phone: ██████████

Fax: - E-mail: ██████████@n

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

Are you a city resident? Yes  No  If Yes, How long: 15 mo. (since Mar. 2020)

Which committee(s) would you like to be appointed to: *(Please make sure the dates below work with your schedule before applying. Council and Planning Commission members are required to file an Annual Statement of Economic Interest to the State of Oregon.)*

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

- Budget Committee: Meetings vary in April Bi-Annually
- Citizens Advisory Committee: 2<sup>nd</sup> Tuesday of quarterly
- Planning Commission: 1<sup>st</sup> Tuesday of each month
- Parks and Recreation Committee/Foundation: Meeting dates vary

**Employment, professional, and volunteer background:**

Retired since Sept. 2016. Age 67. My wife & I moved to CP in Mar. 2020 to be closer to 5 grandkids (3 here in CP + 2 in CA). Former municipal Parks & Recreation Director in Pennsylvania for 3 departments: (1) 1997-2016: Centre Region Council of Gov'ts. for 5 municipalities & 92,000 residents with cooperatively-funded operation & maintenance of 44 municipal parks, 2 outdoor pools, regional nature center, regional senior center & 3 new "regional parks." Located at State College, the home of Penn State Univ. (2) 1980-1997: Upper Moreland Twp. for the operation & maintenance of 16 municipal parks with diverse recreational facilities for 25,000 residents. (3) 1976-1980 Wellsboro Area Parks & Rec. 4 parks + pool for 13,000 residents.

**Community affiliations and activities:**

None yet locally (thanks largely to COVID restrictions), except frequent (masked) visits to local parks & playgrounds with the grandkids. In PA: Former President of the Mount Nittany Conservancy, Treas. for Main Line Fly Tyers Club, Treas. for Phila. Area Computer Society. Through 2016: Active member with the National Rec. & Park Assn. (plus CPRP & CPSI certifications) and the PA Rec. & Park Society. Regular conference presenter for those organizations regarding the processes of financing capital improvements, operations & programs.

**Previous City appointments, offices, or activities:**

None yet locally. In PA: Served as a Peer Consultant for PA Dept. of Conservation & Natural Resources to assist other municipalities to grow P&R opportunities.

Attachment: Parks Application Ronald Woodhead\_Redacted (1477 : Parks and Rec Commission Appointment)

To provide additional background for the Mayor and City Council, please answer the following questions.

1. Please explain why you are interested in the appointment and what you would offer to the community.

To assist & support community leaders with respect to maintaining the high quality of life in Central Point, exploring various service options and promoting community engagement. I enjoy working with community stakeholders to identify a path forward.

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

To assist with maintaining the identity & individuality of Central Point, while acknowledging our role in the Rogue Valley. Maintaining safety & the quality of life in Central Point is a priority.

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

My wife & I are very pleased to be homeowners in Central Point and appreciate the services provided by the City & regional entities. I would be honored to contribute to & assist with those efforts.  
A complete resume and letters of reference are available if needed.

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

I have submitted Financial Disclosure Forms annually, as required by the Commonwealth of PA, for over 20 years. I would also refrain from providing any input on issues that involve our interests, or those that appear to involve personal interests.

*Please feel free to use additional sheet if you have more information to help the Council make a final decision.*

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation and/or omission of facts are cause for removal from any council, advisory committee, board or commission I may be appointed to. All information/documentation related to service for this position is subject to public record disclosure.

Signature: \_\_\_\_\_



Date: 22 June 2021 \_\_\_\_\_

Attachment: Parks Application Ronald Woodhead\_Redacted (1477 : Parks and Rec Commission Appointment)



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

### ISSUE SUMMARY

|                         |                                                                                                                                                                                        |                        |               |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|
| <b>TO:</b>              | City Council                                                                                                                                                                           | <b>DEPARTMENT:</b>     | City Attorney |
| <b>FROM:</b>            | Sydnee Dreyer, City Attorney                                                                                                                                                           |                        |               |
| <b>MEETING DATE:</b>    | November 18, 2021                                                                                                                                                                      |                        |               |
| <b>SUBJECT:</b>         | Resolution No. _____, A Resolution Approving Intergovernmental Agreement with Central Point School District 6 for School Resource Officer and Authorizing Police Chief to Execute Same |                        |               |
| <b>ACTION REQUIRED:</b> | Motion<br>Resolution                                                                                                                                                                   | <b>RECOMMENDATION:</b> | Approval      |

#### **BACKGROUND INFORMATION:**

For several years the District and the City have worked together to support the District's School Resource Officer Program ("SRO Program") to provide a safe learning environment for the District's students, to improve collaboration with law-enforcement and to provide additional resources. The District has requested that the SRO Program be expanded to ensure the presence of a full-time SRO at Crater High School, and to provide a 2<sup>nd</sup> SRO for additional coverage as-needed at the elementary and middle schools and during after-school events.

The Agreement sets forth the relationship between the parties, the duties of the SRO, the City Police Department's ultimate control over the employment, hiring and discipline of the SRO and coverage requirements in the event of absences. During any time in which the SRO is not directly engaged in District functions, the SRO will be utilized for City law-enforcement purposes.

The Agreement provides that in consideration for the SRO Program, the District would essentially cover the City's costs for one full-time officer based on 9-months of the year. If it is determined that the District requires the 2<sup>nd</sup> SRO on a more regular basis, the parties will confer in the future to determine what additional costs, if any, the District should pay to support this program.

#### **FINANCIAL ANALYSIS:**

The 2021-2023 Central Point Police Department personnel budget exceeds 9.61 million for the 2021-2023 fiscal cycle.

The cost of a new entry level police officer position—including "roll-up costs"—is \$97,520 per year, or \$199,921 (includes moving to step B for the second year) over the 24-month agreement.

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The proposed IGA with SD6 suggests that their costs for the SRO program during the 2021-2022 school year will be approximately \$135,000. This amount includes \$62,140 for the existing SRO program, and 75% of the cost of the new position created by the proposed IGA.

If an unforeseen circumstance prevents the current PD personnel budget from absorbing the above-described amount, a supplemental budget process would be required/recommended.

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**LEGAL ANALYSIS:**

The City Attorney has worked directly with the School District's attorney to negotiate the terms of this agreement. At the time this agenda item was prepared, the District and the City were still formalizing the final terms of the Agreement, and as such, the final version for execution may contain minor revisions from the draft published with this agenda.

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**COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:**

2040 Strategic Plan – Strategic Priority – Community Engagement.

GOAL 1 - Build strong relationships between government and its citizens.

STRATEGY 6 – Leverage community partnerships to increase public safety staffing, reduce crime rates per capita, and enhance community relations with the city.

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**STAFF RECOMMENDATION:**

Approve the Resolution.

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**RECOMMENDED MOTION:**

I move to approve Resolution No. \_\_\_\_\_, a Resolution approving Intergovernmental Agreement with Central Point School District 6 for School Resource Officer and Authorizing Police Chief to execute same.

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**ATTACHMENTS:**

1. Reso - IGA School Resource Officer
2. SRO IGA

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

A RESOLUTION APPROVING INTERGOVERNMENTAL AGREEMENT WITH CENTRAL POINT SCHOOL DISTRICT 6 FOR SCHOOL RESOURCE OFFICER AND AUTHORIZING POLICE CHIEF TO EXECUTE SAME

Recitals:

- A. The City and the District have authority to enter into intergovernmental agreements pursuant to ORS Chapter 190.
- B. The District seeks to facilitate its School Resource Officer Program to provide a safe learning environment for its students, improve collaboration with law-enforcement, and provide additional resources.
- C. The City, through its police department desires to provide policing and community-oriented services to the District’s schools within the boundaries of the City of Central Point.
- D. It is in the best interest of the City and the District to continue this program and expand its services and to formally set forth the obligations of the parties hereto.

The City of Central Point resolves as follows:

Section 1. The Central Point Police Chief, or her designee, is authorized to execute the Intergovernmental Agreement Between Central Point School District 6 and the City of Central Point Regarding School Resource Officer attached hereto as Exhibit “A” and to execute such further documents as necessary to effectuate this agreement.

Passed by the Council and signed by me in authentication of its passage this \_\_\_\_ day of November, 2021.

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

ATTEST:

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

Attachment: Reso - IGA School Resource Officer (1478 : Resolution - IGA - School Resource Officer)

INTERGOVERNMENTAL AGREEMENT BETWEEN  
 CENTRAL POINT SCHOOL DISTRICT 6 and THE CITY OF CENTRAL POINT REGARDING SCHOOL RESOURCE  
 OFFICER  
 FOR  
 2021/22 AND 2022/23 SCHOOL YEARS

This Intergovernmental Agreement (“this Agreement”) is entered into by and between CENTRAL POINT SCHOOL DISTRICT 6 (herein referred to as the "District"), and the City of Central Point, Oregon (herein referred to as the "City"), effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

RECITALS:

- A. The District and the City have the authority to enter into this Agreement pursuant to the provisions of ORS Chapter 190; and
- B. The Purpose of the District’s School Resource Officer (“SRO”) Program is to: (a) provide a safe learning environment and help reduce school violence; (b) improve school-law enforcement collaboration on issues impacting students, staff and the local community; (c) improve the perceptions and relations between students, school faculty, parents and law enforcement officials; and, (d) provide a resource for students, school faculty, parents, law enforcement and other governmental agencies.
- C. The District and the City, through its police department (“Central Point Police Department”) desire to provide policing and community-oriented services to the District’s schools located within the jurisdictional boundaries of the City of Central Point, Oregon.
- D. It is in the best interest of the District and the City, the citizens within the boundaries of the District, and the citizens of Central Point to initiate and continue this program.

NOW, THEREFORE, in consideration of mutual promises and covenants herein contained, the District and the City agree as follows:



## AGREEMENT:

## ARTICLE I

## Term

The term of this Agreement is for the 2021-22 school year, as reflected on the school calendar adopted by the District and attached hereto as Exhibit "A", as well as for the 2022-23 school year, as reflected on the school calendar to be adopted by the District. Notwithstanding the adoption of school calendars, the parties acknowledge and agree that the school dates are subject to change by District for unforeseen circumstances.

## ARTICLE II

## Rights and Duties of the City

The City, through the Central Point Police Department, shall provide the District with 2 School Resource Officers (each an "SRO") as follows:

1. The Central Point Police Department shall assign one school resource officer to the Crater High School campus. A 2nd SRO will be assigned to the District's other elementary and middle schools within the City limits, and to Crater High School as needed and for patrol coverage needs in support of the 1<sup>st</sup> SRO.
2. The City's Chief of Police, or their designee, shall be responsible for the supervision of each SRO and shall perform scheduled and non-scheduled visits to the District's schools for the purpose of evaluating the performance of the SROs as deemed appropriate by City's Chief of Police (hereinafter the "SRO Supervisor").
3. Regular Duty Hours of the 1st SRO shall be as follows:
  - a. The 1st SRO shall be assigned to Crater High School in a full-time basis (8:00 a.m. to 4:00 p.m.) on those days and during those hours that the school is in regular session. Subject to staffing availability as determined by the SRO Supervisor in their sole discretion, other law enforcement personnel will be available upon reasonable request of the District for law enforcement coverage at after-school activities such as football games, basketball games, dances, and other special events ("After School Events"). The SRO Supervisor will assist the District in coordinating the activities and assignments of the SRO and other law enforcement personnel at these After School Activities.
  - b. When school is closed due to in-service training, the SRO will perform City law-enforcement duties as needed by the Chief of Police or designee.
  - c. During extended non-school periods, the SRO will be assigned to other City law enforcement duties as needed by the Chief of Police or designee.
  - d. The 1<sup>st</sup> SRO will make every effort to schedule time off for vacations and floating holidays during periods when school is not in session.
  - e. The 1<sup>st</sup> SRO will submit time off requests in accordance with their CBA to the Central Point Police Department. A SRO Supervisor, or designee, will notify the District in advance of the 1<sup>st</sup> SRO's absence for scheduled time off and will provide as much advance notice of the 1<sup>st</sup> SRO's absence in emergency situations. In all instances where the 1<sup>st</sup> SRO will be unavailable during the Regular Duty Hours, the 2<sup>nd</sup> SRO will perform the duties of the 1<sup>st</sup> SRO. In the event the 2<sup>nd</sup> SRO is unavailable for any reason to

cover the duties of the 1<sup>st</sup> SRO, the City will attempt to provide a temporary replacement for the 2<sup>nd</sup> SRO as expeditiously as possible.

f. The 1<sup>st</sup> SRO may be temporarily reassigned by the City during a law enforcement emergency or to participate in mandatory police training necessary to maintain the officer's proficiency as required by the Oregon Department of Public Safety and Standards (DPSST).

4. Duties of 2<sup>nd</sup> SRO.

The 2<sup>nd</sup> SRO will be available on an as-needed basis during any absence of the 1<sup>st</sup> SRO, as needed at other District schools within the City, and/or for After School Events, subject to availability. It is intended that the 2<sup>nd</sup> SRO will be available such that at all times that school is in session, the District may rely upon coverage by at least one full-time SRO.

5. In the performance of their duties under this Agreement, an SRO shall/will:

a. Wear the established patrol uniform unless special circumstances require another form of dress as approved by District supervisor.

b. Make classroom presentations when requested by a teacher on such topics as the role of policing in the community, search and seizure, laws of arrest, traffic laws, crime prevention, victim's rights, community involvement, drug and alcohol issues, youth programs and the like.

c. Participate in discussions during class to establish rapport with students.

d. Take appropriate law enforcement action in and around the school as required by law and consistent with the policies and procedures of the City's police department and District. Appropriate law enforcement action includes all those duties normally performed by a police officer, such as issuing traffic citations, investigating crimes and motor vehicle accidents, conducting interviews of suspects, victims and witnesses, collecting evidence, making arrests and writing reports.

e. Engage in information sharing with the District and its school administrators to the extent necessary to ensure the safety of students, staff and visitors, so long as such sharing does not violate or compromise any privileges or confidentiality rights, any criminal investigations or the identity of confidential informants in accordance with State and Federal law.

f. Notify the District as soon as practical of any violations or actions which impact school discipline, order or safety and such other violations and actions as the District reasonably requests to be reported.

g. Assist other law enforcement personnel in conducting investigations involving students or employees of the District when requested and required to do so.

h. Obtain prior permission, advice and guidance from school administrators before enacting any program within the school.

i. Provide assistance to school administrators, faculty and staff, upon request, in developing emergency procedures and emergency management plans to include prevention and/or minimization of dangerous situations that may result from students' unrest, unauthorized intruders, terrorist acts, bombs threats, active shooters, etc.

j. Be thoroughly familiar with District policies and regulations related to safety and student conduct and discipline issues, including the District's Code of Conduct.

- k. Assist the District, its administrators, faculty and staff with violations of such policies as requested by District administrative personnel. However, SROs shall not be expected to, or asked, to detain or take into physical custody any student or other individual who has only violated a District policy or the District's Code of Conduct. It shall be understood and agreed upon that SROs, as law enforcement officers, can only detain or take into physical custody those students or other persons for whom there is reasonable suspicion or probable cause that they have committed a crime as defined under Oregon Revised Statute or Federal laws. SROs shall not be used for regularly assigned lunchroom duties, hall monitoring or other monitoring duties. If there is a temporary problem or emergency, SROs may assist the school, if the SRO's duties permit, until the problem is resolved.
- l. Be familiar with and abide by all relevant District policies and regulations while on District property.
- m. Work to develop rapport with students and a working relationship with student organizations, faculty, staff members, district administrators, parents, law enforcement, other governmental agencies and community members.
- n. Maintain detailed, accurate and up to date records as required by the Central Point Police Department and District.
- o. Meet regularly with juvenile authorities concerning information of juvenile delinquency issues and problems as well as work proactively with all law enforcement agencies and other governmental agencies that service the District's community.
- p. Attend parent, faculty, student, administration and other meetings upon request and subject to availability to provide information regarding the SRO program and provide opportunities for involvement and support.
- q. Provide information regarding community programs so that proper referrals can be made and appropriate assistance can be accessed by students in need of such services. These programs may include mental health programs, drug treatment programs, etc. SROs may refer students to such agencies, when necessary, thereby acting as a resource person to the students, staff faculty, parents and administration. SROs may also refer students to school counselors as needed. Referral guidelines shall be determined by the District.
- r. Maintain confidentiality of any and all information obtained during investigations and interviews and shall not disclose the information, except as provided by law or court order, or as deemed necessary to ensure the safety of students and staff and the physical security of the District's schools.
- s. Maintain confidentiality of District records and information, discussions, etc., in accordance with District policies and State and Federal law. Without limiting the foregoing, the City and the SROs acknowledge and agree that student education records are subject to the provisions of the Family Educational Rights to Privacy Act (FERPA), that SROs are deemed to be "school officials" under FERPA, that SROs are under the direct control of District with respect to the use and maintenance of education records by SROs, and that SROs will only use personally identifiable information from education records in connection with the purposes of this Agreement and will not redisclose any such personally identifiable information, including but not limited to any other employees of the Central Point Police Department who are not also SROs, without the consent required by FERPA unless such disclosure is otherwise exempt from the FERPA consent requirements.

- t. Perform other duties that will promote the purpose of the SRO program and which are mutually agreed upon by the District and the City.

The Chief of Police and the District must mutually agree upon any additions or changes to the above instructions.

### ARTICLE III

#### District Obligations

The District shall provide the SROs with the following materials, facilities and assurances that are deemed necessary for the performance of the SRO Program:

1. A private, secure office to conduct interviews, investigations, and other law enforcement activities in a confidential environment and access to records that are deemed necessary and appropriate by the District in order for the SROs to successfully accomplish their assigned tasks. SROs shall maintain the confidentiality of all such activities. The school administrator, or his/her designee, shall be apprised of any information of a sensitive nature once the SRO has conferred with the Chief of Police or designee if there is a possibility of any impact upon the school, faculty or students. The school administrator shall discuss such information only with those necessary on a "need to know" basis.
2. The District shall provide a desk, filing cabinet with locking system, telephone, computer with peripherals, internet access, office supplies and office furniture for the use of each SRO.
3. Assure that all District employees cooperate in investigations and interviews consistent with District policies and procedures in those cases where the District employee is not a suspect in a criminal investigation.

### ARTICLE IV

#### Funding

The City shall be responsible for paying the salary and benefit package of the SROs, as provided in Article VI, below, and for supplying all law enforcement equipment to the SROs, including but not limited to a marked patrol car. The estimated costs are set forth on a different document titled Exhibit "B". The parties anticipate that the cost to the District for the SROs for the 2021/22 school year will be approximately \$135,000.00, and that the cost to the District for the 2022/23 school year will be subject to increase based upon any corresponding increase in the consumer price index (CPI); provided, however, that any such increase will be capped at the lesser of (a) the actual percentage increase in the CPI, or (b) five percent (5%). The City of Central Point will be responsible for billing School District 6 in July of each year.

## ARTICLE V

## Appropriations

The obligations of each party under this Agreement are contingent upon adequate funds for that purpose being available, budgeted, appropriated and otherwise made available.

## ARTICLE VI

## Employment Status of SRO

Each SRO shall remain at all times an employee of the City and shall not be an employee of the District. The City shall be responsible for paying all salary and other compensation to the SROs and shall be responsible for providing workers compensation to the SROs. The District and the City acknowledge that each SRO is a law enforcement officer who shall uphold the law under the direct supervision and control of the Central Point Police Department. No SRO may be considered to be an official, employee, agent, educational service provider, or representative of the District, and no SRO may make any representation to the contrary. The City maintains full control over the peace officers it employs and is solely responsible for all employment and administrative functions related its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers' compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances. The SRO shall remain responsive to the chain of command of the Central Point Police Department.

Subject to the City's employment, control and responsibility for managing, training and employing an SRO, each SRO shall be accountable to the District Superintendent or their designee (i.e. school principal) for his/her behavior and conduct while at the school. The District has the rights and responsibilities to report any alleged misconduct, malfeasance or nonfeasance of office, non-compliance with the District's policies or other questionable behavior on the part of a SRO to the Chief of Police or their designee. Such reports shall be made in writing unless circumstances dictate making such reports in person or by phone. All such reports, either written or verbal, shall have, as a minimum, a statement of the allegations, a description of any supporting documentation and/or evidence and a list of all witnesses that have any knowledge of such allegations.

The Chief of Police, or their designee, and the District Superintendent, or their designee, shall meet annually to complete a performance evaluation for each SRO.

## ARTICLE VII

## Qualifications of the School Resource Officer

1. SROs must meet all of the following requirements and perform in accordance with the attached position description:
  - a. Must be a full-time permanent certified police officer with the Central Point Police Department.

- b. Must have maintained the requirements necessary for employment as a police officer with the Central Point Police Department and State of Oregon.
- c. For hiring after November 1st 2021, the SRO must agree that if voluntarily assigned for the position of School Resource Officer, he/she will not seek a transfer from the position until the end of the school year and that he/she will make every effort to not schedule time off or vacations during the periods when school is in session.
- d. Among additional criteria for consideration for the position of SRO are job knowledge, experience, training, education, appearance, attitude, communication skills and bearing, ability to deal with difficult individuals, ability to mediate disputes and engage in conflict resolution.
- e. If and when it becomes necessary to replace an SRO due to transfer, promotion, resignation or other causes, the Chief of Police or their designee shall notify the District of the impending vacancy within five (5) working days of becoming aware of such pending vacancy.

#### ARTICLE VIII

##### Termination of Agreement

Any party may terminate this Agreement by giving the other party sixty (60) days prior written notice. The District may also terminate this Agreement for cause as provided in Article IX, Section 2, of this Agreement.

#### ARTICLE IX

##### Dismissal or Replacement of the School Resource Officer

1. In the event that the District believes an SRO is not effectively performing his/her duties and responsibilities, the District shall recommend to the Chief of Police, or their designee, that the SRO be removed from the program and shall state the reasons in writing. The Chief of Police, or their designee, shall formally meet with the SRO and the District to mediate or resolve any problems that may exist. At such meeting, specified school staff will be invited to be present and offer pertinent information as necessary. If, within thirty (30) days after the commencement of such mediation, the problem cannot be resolved or mediated, or in the event, the Chief of Police does not seek mediation, the SRO shall be removed from the program.
2. The District may terminate this Agreement without prior notice or demand the immediate removal and replacement of an SRO based upon acts of flagrant misconduct by an SRO.
3. The Chief of Police may dismiss or reassign an SRO based upon violation of departmental rules, regulations, and/or departmental directives, or when it is in the best interest of the Central Point Police Department to do so in emergency situations.

4. In the event of resignation, dismissal or reassignment of an SRO, or in the case of long-term absences by an SRO, the Central Point Police Department will attempt to provide a temporary replacement for the SRO within thirty (30) days of receiving notice of such absence. A permanent replacement for the SRO shall be attempted to be made as soon as practical.

5. An SRO may be transferred from his/her position, for administrative reasons, during the school year at the discretion of the Chief of Police.

ARTICLE X

Good Faith

The parties, their agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. The parties agree that they will attempt to resolve any disputes concerning the interpretation of this Agreement and unforeseen questions and difficulties that may arise by good faith negotiations before resorting to any litigation.

ARTICLE XI

Modification

This Agreement constitutes the full understanding of the parties, and no terms, conditions, understanding or agreement purported to modify or vary the terms of this Agreement shall be binding, unless hereafter made in writing and signed by the affected parties.

ARTICLE XII

Non-Assignment

This Agreement, and each and every covenant herein, shall not be capable of assignment except with prior consent of all parties.

ARTICLE XIII

Indemnification

Each party is responsible, to the extent required by the Oregon Tort Claims Act (ORS 30.260 through 30.300), only for the acts, omissions, or negligence of its own officers, employees or agents. Each party shall maintain at its own expense and keep in effect during the term of this Agreement comprehensive general liability insurance or self-insurance including contractual liability, with minimum limits that are not less than the limits stated in ORS 30.270. The City shall be included as additional insured on the District's policy, and the District shall be included as additional insured on the City's policy. To the extent permitted by the Oregon Tort Claims Act, each party (the Indemnifying Party) shall be responsible for an shall indemnify, defend and hold the other (the Indemnified Party) free and harmless from any and all costs, claims, losses, expenses (including but not limited to attorneys' fees), actions or causes of action, and liability of any nature including, without limitation, liability for any damages to property (whether real or personal) and injury (up to and including death) to persons, suffered by the Indemnified Party directly or from a third-party claim arising out of or relating to the actions of the Indemnifying Party under this Agreement.

Attachment: SRO IGA (1478 : Resolution - IGA - School Resource Officer)

ARTICLE XIV

Relationship of the Parties

Nothing in this Agreement may be construed to create a partnership or joint venture between the District and the City. Neither party has any authority or power to take any unilateral action that could legally bind the other party.

WHEREFORE, this Agreement has been executed by the parties effective as of the Effective Date set forth above.

By: \_\_\_\_\_ Walt Davenport, Superintendent Central Point School District 6

Date: \_\_\_\_\_

By: \_\_\_\_\_ Hank Williams, Mayor City of Central Point, Oregon

Date: \_\_\_\_\_

By: \_\_\_\_\_ Chris Clayton, City Manager, City of Central Point.

Date: \_\_\_\_\_

Attachment: SRO IGA (1478 : Resolution - IGA - School Resource Officer)



## 2021-2022 School Calendar

| July 2021 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 | 31 |

| August 2021 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |

| September 2021 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | Sa |
|                |    |    | 1  | 2  | 3  | 4  |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 |
| 26             | 27 | 28 | 29 | 30 |    |    |

| October 2021 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| November 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 |    |    |    |    |

| December 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 | 31 |    |

| January 2022 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

| February 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 |    |    |    |    |    |

| March 2022 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 | 31 |    |    |

| April 2022 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |

| May 2022 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 | 31 |    |    |    |    |

| June 2022 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 |    |    |

- Regular School Day
- No Students - Schools Open
- No Students - Schools Closed

- District Closed
- No Students - Conferences
- 2 Hour Early Release

- End-of-Trimester
- End-of-Semester
- School Board/Budget Meeting

|              |                                   |
|--------------|-----------------------------------|
| July 5       | District Closed                   |
| Aug 30-Sep 2 | No Students - Inservice/Prof Dvlp |
| Sep 6        | District Closed - Labor Day       |
| Sep 7        | First Day of Instruction          |
| Oct 8        | No Students - State Inservice     |
| Oct 13-15    | No Students - Fall Conferences    |
| Nov 11       | District Closed - Veteran's Day   |
| Nov 24       | 2 Hour Early Release              |
| Nov 25-26    | No Students - Thanksgiving        |
| Dec 3        | End of Trimester 1                |
| Dec 6        | No Students - Inservice/Prof Dvlp |
| Dec 20-31    | No Students - Winter Break        |

|           |                                             |
|-----------|---------------------------------------------|
| Jan 17    | District Closed - Martin Luther King Jr Day |
| Jan 28    | End of Semester 1                           |
| Jan 31    | No Students - Inservice/Prof Dvlp           |
| Feb 21    | District Closed - President's Day           |
| Mar 17    | End of Trimester 2                          |
| Mar 18    | No Students - Inservice/Prof Dvlp           |
| Mar 21-25 | No Students - Spring Break                  |
| May 30    | District Closed - Memorial Day              |
| Jun 8     | Crater Graduation                           |
| Jun 16    | Last Day of School / 2 Hour Early Release   |
| Jun 17    | No Students - Inservice/Prof Dvlp           |

Adopted 5/4/2021

| DATE           | EVENT                      |                      |
|----------------|----------------------------|----------------------|
| October 8      | State Inservice            | No School            |
| October 13-15  | Parent/Teacher Conferences | No School            |
| November 11    | Veterans' Day              | No School            |
| November 24    | Day Before Thanksgiving    | 2 Hour Early Release |
| November 25-26 | Thanksgiving Break         | No School            |
| December 6     | Inservice / Prof Dvlp      | No school            |
| December 20-31 | Winter Break               | No School            |
| January 17     | Martin Luther King Jr. Day | No School            |
| January 31     | Inservice / Prof Dvlp      | No School            |
| February 21    | Presidents' Day            | No School            |
| March 18       | Inservice / Prof Dvlp      | No School            |
| March 21-25    | Spring Break               | No School            |
| May 30         | Memorial Day               | No School            |
| June 16        | Last Day of School         | 2 Hour Early Release |

**SCHOOL START DATES**

|                                      |                             |
|--------------------------------------|-----------------------------|
| <b>Tuesday</b> , September 7, 2021   | Grades 1 through 6, and 9th |
| <b>Wednesday</b> , September 8, 2021 | Grades 7-8 and 10-12        |
| <b>Monday</b> - September 13, 2021   | Kindergarten                |

**CENTRAL POINT ELEMENTARY**

|                         | <b><u>Monday – Friday</u></b> | <b><u>Wednesday</u></b> |
|-------------------------|-------------------------------|-------------------------|
| Kindergarten (full day) | 7:55 am 2:20 pm               | 7:55 am 1:20 pm         |
| Grades 1 – 3            | 7:55 am 2:20 pm               | 7:55 am 1:20 pm         |
| Grades 4 – 5            | 7:55 am 2:25 pm               | 7:55 am 1:25 pm         |

**JEWETT ELEMENTARY**

|                         | <b><u>Monday – Friday</u></b> | <b><u>Wednesday</u></b> |
|-------------------------|-------------------------------|-------------------------|
| Kindergarten (full day) | 7:55 am 2:20 pm               | 7:55 am 1:20 pm         |
| Grades 1 – 3            | 7:55 am 2:20 pm               | 7:55 am 1:20 pm         |
| Grades 4 – 5            | 7:55 am 2:25 pm               | 7:55 am 1:25 pm         |

**RICHARDSON ELEMENTARY**

|                         | <b><u>Monday – Friday</u></b> | <b><u>Wednesday</u></b> |
|-------------------------|-------------------------------|-------------------------|
| Kindergarten (full day) | 7:55 am 2:20 pm               | 7:55 am 1:20 pm         |
| Grades 1 – 3            | 7:55 am 2:20 pm               | 7:55 am 1:20 pm         |
| Grades 4 – 5            | 7:55 am 2:25 pm               | 7:55 am 1:25 pm         |

**PATRICK ELEMENTARY**

|                         | <b><u>Monday – Friday</u></b> | <b><u>Wednesday</u></b> |
|-------------------------|-------------------------------|-------------------------|
| Kindergarten (full day) | 7:55 am 2:20 pm               | 7:55 am 1:20 pm         |
| Grades 1 – 3            | 7:55 am 2:20 pm               | 7:55 am 1:25 pm         |
| Grades 4 – 5            | 7:55 am 2:25 pm               | 7:55 am 1:25 pm         |

**SAMS VALLEY ELEMENTARY**

|                         | <b><u>Monday – Friday</u></b> | <b><u>Wednesday</u></b> |
|-------------------------|-------------------------------|-------------------------|
| Kindergarten (full day) | 7:45 am 2:10 pm               | 7:45 am 1:10 pm         |
| Grades 1 – 3            | 7:45 am 2:10 pm               | 7:45 am 1:10 pm         |
| Grades 4 – 5            | 7:45 am 2:15 pm               | 7:45 am 1:15 pm         |

**HANBY MIDDLE SCHOOL**

|  | <b><u>Monday – Friday</u></b> | <b><u>Wednesday</u></b> |
|--|-------------------------------|-------------------------|
|  | 8:00 am 2:35 pm               | 8:00 am 1:35 pm         |

**SCENIC MIDDLE SCHOOL**

|  |                 |                 |
|--|-----------------|-----------------|
|  | 8:45 am 3:25 pm | 9:45 am 3:25 pm |
|--|-----------------|-----------------|

**CRATER CAMPUS**

|                      | <b><u>Monday – Friday</u></b> | <b><u>Wednesday</u></b> |
|----------------------|-------------------------------|-------------------------|
| 7:50 am – Early Bird | 8:50 am 3:45 pm               | 9:50 am 3:45 pm         |

Attachment: SRO IGA (1478 : Resolution - IGA - School Resource Officer)

Exhibit "B"

Costs

**Cost for full time School Resource Officer at Crater High School for the 2021/22 school year.**

|                                                                   |                  |
|-------------------------------------------------------------------|------------------|
| Entry level Officer wages                                         | \$58,956         |
| Entry level Officer benefits                                      | \$38,563         |
| Total Compensation                                                | \$97,519         |
| <br>                                                              |                  |
| Total Compensation of \$97,519 x .75 for 9 months                 | \$73,139         |
| District 6 current payment                                        | \$62,140         |
| <br>                                                              |                  |
| Adjusted compensation of Entry level plus Dist. 6 Current Payment | <b>\$135,279</b> |

**Cost for full time School Resource Officer at Crater High School for the 2022/23 school year.**

|                                                  |                 |
|--------------------------------------------------|-----------------|
| Total District 6 payment for 2021/22 school year | \$135,279       |
| Consumer Price Index (CPI)                       | TBD             |
| Total Cost for 2022/23                           | \$135,279 + CPI |

Attachment: SRO IGA (1478 : Resolution - IGA - School Resource Officer)



## City of Central Point Staff Report to Council

### ISSUE SUMMARY

**TO:** City Council **DEPARTMENT:** Human Resources

**FROM:** Elizabeth Simas, Human Resources Director

**MEETING DATE:** November 18, 2021

**SUBJECT:** Classification Pay Plan Analysis

**ACTION REQUIRED:** **RECOMMENDATION:**

#### BACKGROUND/HISTORY:

The City's Management Compensation plan is designed to align with the City's mission, vision, values and 2040 Strategic Plan.

December 2010, the council adopted a Management Compensation Plan (MCP). The plan specifies that to maintain a competitive compensation plan that minimum and maximum salary bands will increase based on the US City Average CPI-U July to July effective January of the following year. In most cases, a change to the minimum or maximum salary does not change a manager's salary as increases are performance based. At a minimum, management salaries are to be reviewed regularly, at least every three years which was done in 2017, 2020 and again in 2021. The previous four years the City increased wages by the CPI-U July - July, with a maximum of 2.5%; 2018 CPI-U and salary range increase of 1.7%, 2019 CPI-U was 2.9% with the salary range increase capped at 2.5%; 2020 CPI-U and salary range increase was 1.8%, 2021 CPI-U was 1% with an increase of 2.5% per approval of Council.

The City delayed requesting Council to approve market adjustments to the Management Compensation plan last year due to the unknown impacts COVID-19 would have on the City's budget.

The salary study found that Department Directors are between 3-8% below the average of the comparable market and 8%-26% behind the highest paid comparable jurisdiction. Central Point is 8%-23% below the average of our local jurisdictions; 20%-28% low below the highest paid local jurisdiction. Adjustments need to be made to provide competitive salaries to our Directors.

Mid-level manager salary scheduled will continue to be competitive and maintaining internal pay equity applying current CPI-U increases to all mid-level manager salary bands.

The Management Compensation Plan and Strategic Plan 2040 has priorities of providing a

competitive compensation package however it does not define what is competitive; is it below the midpoint (median/average), at mid-point, or above the mid-point and how much above the mid-point? The compensation analysis, Section 7 Recommendation, offers suggestions on how the City can bring managers/directors salary schedule to the mid-point of other jurisdictions.

*Any adjustments to the pay plan are to the salary range minimums and maximums, not to individual salaries, unless an increase to the minimum brings an individual manager below the minimum. Pay changes for management employees are tied to performance and limited to the parameters set by the Management Compensation Plan.*

**RECOMMENDATION:**

Staff is requesting the Council provide direction on necessary amendments to the Central Point Management Compensation Plan (MCP).

**ATTACHMENTS:**

1. MCP Compensation Analysis with Appendix - November 2021



**City of Central Point**  
**Management Compensation Plan**

Compensation Analysis  
November 2021

Attachment: MCP Compensation Analysis with Appendix - November 2021 (1482 : Classification Pay Plan Analysis)

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## EXECUTIVE SUMMARY

The City's mission is "Creating a family-friendly community that provides a better experience for those living, working and doing business in Central Point." As a City, we recognize that to provide "a better experience" to our clients, the citizens of Central Point, we must seek to have a management team that shares the mission, vision, values, and expectations of the City.

The City's Strategic Plan 2040 addresses the importance of recruiting, training, and retaining quality employees. The following strategic priorities that directly apply to our compensation plan includes the following:

### Responsible Governance

- Goal 3 – Strengthen our organization by investing in our human capital.
  - Strategy 1 – Training employees well enough so they can leave, treat them well enough so that they will stay.
  - Strategy 2 – Continue to invest in a tuition reimbursement program that offers personal and professional growth for our employees.
  - Strategy 3 – Promote higher levels of educational attainment throughout the entire organization by offering incentives and professional encouragement.
- Goal 3A – Hire and retain quality employees who are skilled, solution-oriented and people minded.
  - Strategy 1 – Establish a competitive compensation (salary and benefits) package.

To that end, an aligned management compensation plan has been created to encourage current and future managers of the City of Central Point to work as a team to create a government organization that puts the needs and desires of the citizens of Central Point above their own preferences, and strive to provide the necessary services in the most efficient and effective manner possible.

This compensation analysis shows the need to make upward adjustments to our current compensation plan to meet the strategic priorities of the Strategic Plan 2040.



## Section 1. Introduction

The City of Central Point has 85 budgeted positions, 37 in the General Services bargaining group, 26 in the Police Bargaining group, 21 in the non-represented management group, and the City Manager. This analysis is for the non-represented management group.

The City completed a salary survey of 17 jurisdictions. We surveyed 11 that met the definition outline in the Management Compensation Plan for comparable jurisdictions. We also surveyed six local jurisdictions because that is our local candidate pool that we typically get applicants.

Participating Comparable Jurisdictions per the Management Compensation Plan:

- City of Coos Bay
- City of The Dalles
- City of Troutdale
- City of Dallas
- City of Pendleton
- City of Lebanon
- City of Hermiston
- City of Milwaukie
- City of Klamath Falls
- City of Roseburg
- City of Newberg

Participating Local Jurisdictions:

- City of Ashland
- City of Grants Pass
- City of Klamath Falls
- City of Roseburg
- City of Medford
- Jackson County

## Section 2. The Management Team

### Management Team

The City's Management Team is comprised of the Executive Management Team and First and Second Tier Managers and confidential employees. The Management Team's job duties include: governmental accounting; budget; records management; city governance; public safety and law enforcement; public works including street construction, water distribution, storm water and flood hazard management; land use and urban planning; parks maintenance and recreation programming; human resources management; risk management; information technology; and facilities management.

The City's Management Team is composed of professional employees who have years of experience working in their profession or in local government. At a minimum, most positions in the management team require a college degree or equivalent experience, training, and certification.

The jobs covered by this plan are professional-level positions that require specialized training, certification and/or extensive experience. These are professional people in key positions of responsibility; it is important for the City to recognize this and compensate them at a fair, professional level. The term manager or employee may be interchanged to designate staff covered by the Management Compensation Plan.

**Executive Management Team** members report directly to the City Manager and include the Finance Director, Planning Director, Parks and Public Works Director, Human Resources Director, Police Chief, Information Technology Director, Building Division Manager, and City Recorder.

**First Tier Managers** report to a department director and include Police Captain, Parks/Public Works Operations Manager, Construction Services Supervisor, Safety & Risk Manager, and Principal Planner.

**Second Tier Managers** report to a first tier manager and include the Police Office Manager, Police Lieutenants, and Park/Public Works Supervisor.

**Confidential Employee** is an employee classified as a confidential employee under ORS 243.650 including the Human Resources Assistant.

## Section 3. Management Compensation Plan

### Previous Strategy

At the time the Management Compensation Plan was originally adopted in 2010, the management compensation strategy had not been reviewed in at least five years. It was basically an extension of the negotiated compensation for the two bargaining units, taking into consideration what other cities in the region were paying for management-level positions. There was no written pay strategy. When a position became vacant, the pay was reviewed at that time.

### Management Compensation Plan – Strategic Purpose

The purpose of having a written management compensation plan is to develop a compensation strategy that is tied to the mission, vision, values, and expectations of the City of Central Point and the 2040 Strategic Plan. The compensation plan must be fair, legal, consistent, and understood by all. Having a written plan should eliminate, or at least reduce, the likelihood of inconsistencies, misunderstandings, and real or perceived discrimination.

### Compensation Philosophy

This management compensation program is designed to provide adequate pay for all management employees. The goal of our total management compensation program is to foster and reward performance and dedication, retain current employees, while at the same time attracting suitable candidates, when needed, to fill vacancies.

#### Principles

- Management pay ranges will be determined, by using the market average for the appropriate labor market as a target and an internal pay equity analysis of comparable work. Placement in the pay range will be determined by pay equity analysis, and increases within the range will be merit-based and performance-driven.
- Benefits will include adequate health insurance at a reasonable cost to employees, and other benefits that promote a comfortable, secure workforce and encourage dedication to the City.
- Additional perquisites will include deferred compensation, health reimbursement arrangements, paid time off, and other considerations.
- Incentives may be offered as part of the performance-driven pay structure codified in this plan, provided the parameters of the plan are adhered to.

### Strategies

- Because the City of Central Point's success is dependent on capable and dedicated leaders, our compensation goals will strive to attract and retain individuals who share the mission and vision of the City.
- Our total compensation will be industry competitive and appeal to the type of professional employees we wish to attract and retain.
- We will adequately compensate all managers but we will reward those who go above and beyond in the furtherance of our mission.
- We will hold managers accountable for the duties and responsibilities of their positions. Regular and meaningful evaluations will be conducted to gauge accomplishments and assess deficiencies.
- We will endeavor to provide benefits that offer the most value to, and are appreciated by, our employees.
- We will promote dedication by providing growth and development opportunities to employees at all levels.
- We will strive to cultivate and promote future managers from within the organization whenever it is practical to do so.
- We will embrace an organizational culture that rewards excellent service to the citizens of Central Point.

## Section 4. Salary Ranges

### Establishing Ranges

Each manager's pay is established on a scale that includes a minimum and maximum range. Ranges will be proposed by the City Manager, with average salaries for comparable positions in comparable cities (as determined by a wage study of the appropriate labor market) being considered a "target" point. The market will be surveyed not less than every three years. Factors to be considered in determining the range for each position or position class should include:

- **Market Survey:** average minimum and maximum pay for comparable positions in comparable cities and cost of living changes
- **Scope of the position (Comparable Character):** duties and responsibilities, authority, liability, number of employees supervised, size and complexity of budget administered
- **Total compensation value:** takes into consideration the comparability of total compensation and benefits

Pay bands will be established by grouping similar positions and pay ranges.

### Changes to Salary Ranges

To attract and retain high quality professional employees, it is important to maintain a competitive compensation plan that incorporates current economic conditions. Beginning January 1, 2018, the minimum and maximum salary for each band will increase based on the U.S. City Average CPI-U July – July; not to exceed 2.5%. Changes to the salary schedule do not change a manager's salary unless the manager's salary is less than the minimum for the band; in such case, the manager's salary would increase to the minimum salary.

The salary range for each pay band may be adjusted by the City Manager not more than once in any 12-month period and, generally, any change in either the minimum or maximum of the range shall not be more than 10%. Any changes to the pay bands shall be brought to the City Council for approval in the form of a resolution setting forth the employee compensation plan.

### Individual Placement within Salary Ranges

Each manager's pay will be set within the approved salary range of the pay band for their position according to their qualifications, competencies, and the relative value of those qualifications and competencies to the position and to the City of Central Point, as determined by the City Manager. Work of comparable character factors to be considered in determining individual pay within the established range include, but are not limited to:

- **Competency:** demonstrated level of relevant knowledge, skills and abilities and training
- **Credentials:** formal education degrees and certifications
- **Experience:** job performance and relevant work history in comparable position(s)
- **Responsibility:** authority, liability, or other responsibility not already considered in establishing the range for the position

- **Performance:** performance of the duties and responsibilities of the position as documented in an annual performance evaluation
- Any **other relevant factor(s)** that warrant consideration

Placement on the salary range shall be at the discretion of the City Manager, except that such decision shall not be arbitrary or discriminatory.

### Individual Pay Changes

The City Manager has the sole authority to approve changes in individual managers' pay, provided the change does not result in more than a 6% increase in any one calendar year, and provided the salary remains within the approved pay range. In the event the City Manager wishes to increase any managers' pay by more than 6%, the City Manager must consult with the Mayor and justify the reason(s) for the increase.

In no case shall a change cause a manager's pay to fall outside of the approved salary range for that position's pay band. For example, if a manager is paid at the top of the approved salary range, he or she may not receive a pay increase until such time as the salary range is adjusted upward, substantive changes to the position warrant a change in pay bands, or other circumstances result in the decision of the city council to approve pay outside the approved salary range.

Market-driven pay changes When a salary survey conducted pursuant to this plan indicates that the pay range for positions in that pay band is significantly lower or higher than comparable positions in comparable cities, the pay range may be adjusted up or down accordingly. When the salary range for any individual position(s) within a band is significantly higher or lower than comparable positions in comparable cities, and other positions in the same pay band, the City Manager may propose moving a position from one pay band to another.

Performance-driven pay Individual salary changes will be based on the outcome of a bi-annual performance evaluation or goal setting session. To qualify for any performance-driven pay increase, the manager's final, bi-annual performance evaluation must, at a minimum, be "fully satisfactory" or from the outcome of the goal setting session. However, receiving satisfactory ratings alone shall not be an automatic basis for a pay increase. In the event a manager's performance falls below average or "need improvement," the City Manager may reduce the manager's pay. The City Manager shall be the sole grantor of pay changes for all managers, but the recommendation of the department director shall be considered prior to the City Manager making any pay changes for first or second tier managers. All performance-driven changes in pay must be specified in writing via the Personnel Action Form (PAF).

Timing Prior to January 1 each year, or following the completion of performance evaluations or goal setting sessions, whichever is later, the City Manager shall determine the amount of pay change, if any, to be made for each manager for the following calendar year. If performance evaluations or goal setting sessions are not completed prior to January 1, the City Manager may, in his or her judgment, opt to make pay changes retroactive to January 1 for some or all managers.

## Section 5. Total Compensation Package

### Salaries

Salaries are determined by the position, individual qualifications, performance, internal pay equity analysis, and market comparison. The City Manager proposes the salary range for each pay band and determines which pay band positions or position classes will be assigned. The City Council approves the salary ranges and pay bands as part of the classification pay plan. All managers receive pay in the form of monthly salary, which will be within the approved minimum and maximum set for the pay band.

In addition to the pay outlined in Section 4 Salary Ranges, the total management compensation package will consist of other benefits as detailed below for all positions listed in Appendix A.

### Additional Compensation

Health Reimbursement Arrangement The City has adopted the HRA VEBA standard plan offered and administered by the Voluntary Employee's Beneficiary Association Trust for Public Employees in the Northwest. The standard plan is integrated with the City's group medical plan and the City remits contributions on behalf of eligible employees who are covered by the City's group medical plan. The amount of contribution to the HRA, is \$72.50 each pay period worked, contributed on a semi-monthly basis on behalf of eligible full-time managers.

Retirement: PERS The City pays both the employer's and employee's contribution to the Oregon Public Employee Retirement System.

5.2.3 Deferred Compensation Managers are allowed to take advantage of any "457" deferred compensation program offered by the City by having any or all monetary compensation contributed to such account(s), subject to I.R.S. rules.

At the sole discretion of the City, the City may elect to implement any configuration of tax deferral, retirement, or "money purchase" plan and make contributions to such plans as an optional method of compensation. For example, in any given year, the City may elect to give pay increases in the form of a 457 or 401a contribution, or a contribution match of up to the maximum of 6%. Any option to make a contribution to such program(s) as a method of providing a pay increase will normally apply to all employees in a given group (executive team, Tier 1, Tier 2) covered under this Management Compensation Plan (not made on an individual basis). Any option to make matching contributions will require the manager to contribute to an account. Options described in this section may be used in lieu of, or in combination with, traditional salary increases. Managers understand that any matching contributions will be contingent upon the manager contributing at least the amount of the match to their account and that the amount of total compensation received might be decreased if the manager does not contribute at least the amount of the proposed match.

Police Management Fitness Incentive The Police Management Fitness Incentive Program is based on the fundamental belief that an active lifestyle is likely to increase productivity, optimize health and decrease absenteeism while maintaining a higher level of readiness. The goal is to motivate sworn members of the police administrative team to prepare for and participate in an approved physical fitness assessment designed to measure both aerobic conditioning and muscular strength. Fitness testing is offered two times per year. Police Lieutenant and Police Captain who successfully complete the semi-annual fitness testing are eligible for the Fitness Incentive. The incentive is 1% of the average hourly salary for all employees in that position, times 1040 hours, and rounded to the nearest dollar. The Fitness Incentive is paid out in January and July. Employees who do not participate or do not pass are not eligible for the Fitness Incentive.

Gym/Weight Management membership reimbursement. The City reimburses managers up to twenty-five dollars (\$25) per month towards membership in a recognized fitness club, weight loss program, or City of Central Point Recreation health/fitness program they are active participants.



## Section 6. Comparable Market Defined

The cities selected for the market comparison are determined at the time the market survey is done based on criteria set forth in this document. The “comps” may vary from year to year as a city may meet the criteria one year but not the next, or a city that did not meet the criteria one year may meet it the next.

**Defining the Market** The criteria for market comparables will be:

- a. Oregon cities with a population of between 9,300 and 29,000, based on the most recent Portland State University population estimate (this criterion is based on current Central Point population of 17,855 as of July 1, 2020 and would be adjusted for population changes);
- b. Located within a metropolitan area of at least 100,000;
- c. Median housing prices within 25% of Central Point’s median housing prices at the time of the survey.
- d. If in any year an inordinately large or insufficient number of cities meet these criteria the median housing range may be reasonably adjusted up or down.

### Additional Considerations

Additionally, to the extent practical, the total compensation package, including monetary compensation and monetary and non-monetary benefits such as PERS contributions, health insurance premium sharing and out of pocket expense, HRA contributions, and paid leaves, should be considered in determining the relative comparability of the cities meeting the market comparable criteria.

Within the cities that meet the above criteria, only those positions that are legitimately analogous will be compared. Criteria to determine the comparability of positions will include, but not necessarily be limited to, the following:

- a. Reporting structure (both up and down)
- b. Scope of position as set forth in the position description
- c. Department budget

The City will make every effort to obtain compensation information from comparable cities. However, it is understood that obtaining such information is dependent upon the cooperation of the surveyed cities. Where survey information is not provided, the City will attempt to gather the information from other sources in an effort to fairly determine appropriate salary ranges for City of Central Point management positions.

## Section 7. Recommendation

The goal of the management compensation plan is to fulfill the various functions for which it was created:

- To align management compensation for the City of Central Point with the mission and goals of the City.
- To incentivize exceptional performance of managers.
- To move toward meeting the wishes of the City Council and the needs of the managers, who have indicated a preference for a performance-based pay plan to that of an entitlement-based plan.
- To lay the foundation for incorporating pay for performance organization-wide.

Our employees have had the following outside forces impact their buying power. The legislated changes made to the Oregon PERS program redirected 2.5% (Tier 1/2) or 0.75% (OPSRP) of their salary away from their Individual Account Program. The majority of our management staff had 2.5% redirected. The Consumer Price Index – All Cities for July 1, 2020 – July 1, 2021, which the City uses as an index to assist determining wage increases; was 5.4% this year. The October 2020 – October 2021 CPI-U was 6.2%. In addition, the onset of the Paid Family Medical Leave Insurance Program will require employees to begin paying 0.6% of their salary to fund the program beginning January 1, 2023. All of these outside influences are impacting the take home pay and buying power of our managers.

On July 1, 2022, both the Police and General Services bargaining unit will be adding an additional step to their salary schedule, which is 5%. The only employees immediately affected by this are those employees who have been at the top of the scale for at least one year.

We surveyed our management team in August and asked them what types of changes they would like to see in the compensation plan. They would like us to propose increases to the pay schedule, increases to our HRA-VEBA medical account as well as City contributions to a deferred compensation plan.

The Compensation Analysis shows that our mid-manager's compensation is competitive within the market other than addressing cost of living. Our executive director level positions wages have not kept pace with our comparable jurisdictions and the local labor market.

The first consideration is where does the Council want the manager's salary and monetary benefit be compared to other jurisdictions? This has not been defined in the Management Compensation Plan. Should they be below the mid-point (median/average), at the mid-point, or above the mid-point?

Regardless of where the Management wages should be in comparison with other jurisdictions, increasing salaries and/or monetary benefits would be appropriate and desired by our managers.

HRA-VEBA: The City of Central Point currently contributes \$145 per month to the HRA-VEBA account. HRA-VEBA contributions of other cities surveyed are as follows: Troutdale contributes \$187.50 per month, City of Lebanon contributes \$283 per month, City of Ashland contributes 2% of salary (for a director would be \$235 per month), City of Grants Pass contributes \$234 per month, and the City of Medford contributes \$300 per month.

*An increase to match Medford's HRA-VEBA contribution for all managers would cost the City approximately \$3,300 per month, which is approximately 1.8% of salary.*

Deferred Compensation: The City of Central Point currently does not contribute to deferred compensation on behalf of the managers. Other jurisdictions, in addition to contributing to PERS, contribute to a deferred compensation plan: the City of Dallas contributes 3% of salary to a 401a for exempt employees, the City of Milwaukie contributes 2.5% to deferred compensation, and the City of Medford contributes 1% match to deferred comp for Department Directors.

The survey of managers showed they were interested in the City of Central Point to contribute to a 401(a). The Department Director's salaries are below market and to begin contributing to the 401(a) for them would be a appreciated benefit, even if it was on a graduated schedule, which could be a certain percentage match with a start date and then add additional contributions at a future date.

The Management Compensation Plan already has provisions for a 401a under 5.2.3 Deferred Compensation however; it has not been funded yet.

*One idea is to have a graduated start date of January 1 to begin matching 401(a) contributions of up to 3%; Year 1 match up to 1% of the director's contribution; Year 2, match up to 2%; and Year 3 match up to a maximum of 3%. (The total cost for 1% of salary to the 401(a) for all directors is about \$600 per month (approximately \$100 per director), 2% is \$1,200 per month, and 3% is \$1,800 per month)*

Salary: The City of Central Point is unique in its compensation strategy by the use of salary ranges (minimum – maximum) vs. grade/steps offered by most jurisdictions. When the minimum and maximums of the salary scale is increased, it does not directly affect any manager's salary unless the manager is at the minimum pay of the scale. Individual manager's wages are determined by performance within the salary band.

The CPI-U All Cities July – July is the index the City uses when considering increases to salary schedules. This year, from July 2020 – July 2021, the CPI-U was 5.4%; October 2020 – October 2021 was 6.2%.

Mid-level managers and Police Chief, salaries are competitive within the market as long as a cost of living is added to salary schedule.

The City Recorder position's salary is above the local and comparable market, and when the City completed the internal pay equity analysis in 2020, this position was identified as being paid above other positions of comparable character when considering internal equity factors including responsibility, working conditions, effort, knowledge, supervisory, and specialized skills.

Director Salaries: (IT, Finance, HR, Planning) – In addition to a CPI-U increase, an additional 5% market adjustment would help bring the salary range within the mid-point comparable cities.

Parks/Public Works Director position is not competitive within the market. In addition to a cost of living adjustment, an additional 12% increase to that scale would help make the salary within the mid-point of the market.

We would like direction from the Council on what compensation package you would like us to bring back in December. Where should we be with salary and monetary benefits; below mid-point, at mid-point, or above mid-point?

## Appendix A – Salary Schedule

Salary Schedule for Management Positions effective January 1, 2021

| Band | Tier | Position                                                                                              | Minimum | Maximum  |
|------|------|-------------------------------------------------------------------------------------------------------|---------|----------|
| C    | C1   | Human Resources Assistant (non-exempt)                                                                | \$3,700 | \$4,500  |
| I    | T2   | Parks & Public Works Supervisor<br>Police Office Manager                                              | \$5,616 | \$7,541  |
| I    | T1   | Construction Services Supervisor<br>Safety & Risk Manager                                             | \$5,616 | \$7,541  |
| I    | ET   | City Recorder                                                                                         | \$5,616 | \$7,541  |
| II   | T1   | Parks & Public Works Operations Manager<br>Principal Planner                                          | \$6,738 | \$8,717  |
| II   | ET   | Building Division Manager                                                                             | \$6,738 | \$8,717  |
| III  | ET   | Director (Information Technology, Finance,<br>Human Resources, Parks & Public Works, and<br>Planning) | \$7,115 | \$10,000 |

| Police Band | Tier | Position                       | Minimum | Maximum  |
|-------------|------|--------------------------------|---------|----------|
| PI          | T2   | Police Lieutenant (non-exempt) | \$6,738 | \$8,717  |
| PII         | T1   | Police Captain                 | \$7,115 | \$10,000 |
| PIII        | ET   | Police Chief                   | \$9,030 | \$11,500 |

“T1” = Tier 1 Manager – Reports directly to a Director

“T2” = Tier 2 Manager – Reports directly to a first tier Manager

“ET” = Executive Management Team – Reports directly to City Manager

“C1” = Confidential employee

# Appendix B – Comparable Cities

Attachment: MCP Compensation Analysis with Appendix - November 2021 (1482 : Classification Pay Plan Analysis)

2021 Comparable City Analysis

| City                    | 2020 Population<br>14,248 to 23,746<br><b>18,997</b> |                                      | Median Sold Price<br>\$266,250 to \$443,750<br><b>\$355,000</b> |     | Median Home Value<br>\$276,623 to \$461,039<br><b>\$368,831</b> |                                                   | Median Listing Price<br>\$311,250 to \$518,750<br><b>\$415,000</b> |                                                       | Median Price/Sq. Ft.<br>\$183 to \$305<br><b>\$244</b> |     | USE | used before? |
|-------------------------|------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------|-----|-----------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------|-----|-----|--------------|
|                         | w/in 25% +/-                                         |                                      | w/in 25% +/-                                                    |     | w/in 25% +/-                                                    |                                                   | w/in 25% +/-                                                       |                                                       | w/in 25% +/-                                           |     |     |              |
|                         | 2020 PSU Population                                  | (Not an MCP factor) Proximity to I-5 | MSA                                                             | MCP | Median Sold Price (Realtor - data through 7/31/21)              | Median Home Value (Zillow - data through 7/31/21) | Median Listing Price (Realtor - data through 7/31/21)              | Median Listing Price (Realtor - data through 7/31/21) | Median Listing Price/Sq Ft                             |     |     |              |
| Newport                 | 10,256                                               | no                                   | no                                                              | yes | \$ 349,200 -2%                                                  | \$ 393,601 7%                                     | \$ 329,300 -21%                                                    | \$ 256 5%                                             | No                                                     | no  |     |              |
| Prineville              | 10,736                                               | no                                   | yes                                                             | no  | \$ 364,000 3%                                                   | \$ 286,206 -22%                                   | \$ 325,000 -22%                                                    | \$ 269 10%                                            | No                                                     | yes |     |              |
| Ontario                 | 11,645                                               | I-84                                 | no                                                              | yes | \$ 330,000 -7%                                                  | \$ 187,513 -49%                                   | \$ 324,900 -22%                                                    | \$ 178 -27%                                           | No                                                     | no  |     |              |
| Gladstone               | 12,017                                               | yes                                  | yes                                                             | no  | \$ 500,000 41%                                                  | \$ 212,034 -43%                                   | \$ 485,000 17%                                                     | \$ 262 7%                                             | No                                                     | yes |     |              |
| Cornelius               | 12,694                                               | yes                                  | yes                                                             | no  | \$ 426,300 20%                                                  | \$ 422,140 14%                                    | \$ 435,700 5%                                                      | \$ 252 3%                                             | No                                                     | no  |     |              |
| LaGrande                | 13,026                                               | I-84                                 | no                                                              | yes | \$ 275,000 -23%                                                 | \$ 212,415 -42%                                   | \$ 270,000 -35%                                                    | \$ 155 -36%                                           | No                                                     | no  |     |              |
| St. Helens              | 13,817                                               | no                                   | yes                                                             | no  | NA NA                                                           | \$ 368,102 0%                                     | NA NA                                                              | NA NA                                                 | No                                                     | no  |     |              |
| Coos Bay                | 15,985                                               | no                                   | no                                                              | yes | \$ 312,500 -12%                                                 | \$ 276,601 -25%                                   | \$ 299,000 -28%                                                    | \$ 197 -19%                                           | Yes                                                    | no  |     |              |
| The Dalles              | 16,010                                               | I-84                                 | no                                                              | yes | \$ 345,000 -3%                                                  | \$ 286,241 -22%                                   | \$ 344,500 -17%                                                    | \$ 224 -8%                                            | Yes                                                    | no  |     |              |
| Troutdale               | 16,300                                               | yes                                  | yes                                                             | no  | \$ 472,500 33%                                                  | \$ 446,903 21%                                    | \$ 469,000 13%                                                     | \$ 251 3%                                             | Yes                                                    | yes |     |              |
| Dallas                  | 16,854                                               | yes                                  | yes                                                             | no  | \$ 420,000 18%                                                  | \$ 406,113 10%                                    | \$ 419,900 1%                                                      | \$ 243 0%                                             | Yes                                                    | yes |     |              |
| Pendleton               | 17,107                                               | I-84                                 | no                                                              | yes | \$ 325,000 -8%                                                  | \$ 255,746 -31%                                   | \$ 259,000 -38%                                                    | \$ 151 -38%                                           | Yes                                                    | no  |     |              |
| Canby                   | 18,171                                               | yes                                  | yes                                                             | no  | \$ 565,000 59%                                                  | \$ 532,051 44%                                    | \$ 569,900 37%                                                     | \$ 273 12%                                            | No                                                     | no  |     |              |
| Lebanon                 | 18,447                                               | yes                                  | yes                                                             | no  | \$ 358,000 1%                                                   | \$ 340,317 -8%                                    | \$ 325,000 -22%                                                    | \$ 234 -4%                                            | Yes                                                    | yes |     |              |
| ~~~~~Central Point~~~~~ |                                                      |                                      |                                                                 |     |                                                                 |                                                   |                                                                    |                                                       |                                                        |     |     |              |
| Hermiston               | 19,354                                               | I-84                                 | no                                                              | yes | \$ 335,000 -6%                                                  | \$ 290,426 -21%                                   | \$ 330,000 -20%                                                    | \$ 194 -20%                                           | Yes                                                    | no  |     |              |
| Sherwood                | 20,450                                               | yes                                  | yes                                                             | no  | \$ 600,500 69%                                                  | \$ 573,859 56%                                    | \$ 600,000 45%                                                     | \$ 281 15%                                            | No                                                     | no  |     |              |
| Milwaukie               | 21,119                                               | yes                                  | yes                                                             | no  | \$ 480,000 35%                                                  | \$ 481,628 31%                                    | \$ 490,000 18%                                                     | \$ 272 11%                                            | Yes                                                    | yes |     |              |
| Ashland                 | 21,360                                               | yes                                  | yes                                                             | no  | \$ 575,000 62%                                                  | \$ 541,324 47%                                    | \$ 599,500 44%                                                     | \$ 330 35%                                            | Local                                                  | no  |     |              |
| Klamath Falls           | 21,813                                               | no                                   | no                                                              | yes | \$ 273,800 -23%                                                 | \$ 245,811 -33%                                   | \$ 225,000 -46%                                                    | \$ 166 -32%                                           | Yes                                                    | no  |     |              |
| Roseburg                | 23,683                                               | yes                                  | no                                                              | yes | \$ 322,500 -9%                                                  | \$ 283,087 -23%                                   | \$ 308,000 -26%                                                    | \$ 207 -15%                                           | Yes                                                    | yes |     |              |
| Happy Valley            | 23,733                                               | yes                                  | yes                                                             | no  | \$ 621,000 75%                                                  | \$ 647,549 76%                                    | \$ 632,500 52%                                                     | \$ 250 2%                                             | No                                                     | no  |     |              |
| Newberg                 | 25,138                                               | yes                                  | yes                                                             | no  | \$ 475,000 34%                                                  | \$ 482,966 31%                                    | \$ 475,000 14%                                                     | \$ 278 14%                                            | Yes                                                    | yes |     |              |
| Woodburn                | 26,013                                               | yes                                  | yes                                                             | no  | \$ 325,000 -8%                                                  | \$ 361,549 -2%                                    | \$ 341,000 -18%                                                    | \$ 253 4%                                             | No                                                     | yes |     |              |
| Forest Grove            | 26,225                                               | yes                                  | yes                                                             | no  | \$ 480,500 35%                                                  | \$ 466,341 26%                                    | \$ 475,000 14%                                                     | \$ 266 9%                                             | No                                                     | yes |     |              |
| Wilsonville             | 26,664                                               | yes                                  | yes                                                             | no  | \$ 617,500 74%                                                  | \$ 578,709 57%                                    | \$ 600,000 45%                                                     | \$ 277 14%                                            | No                                                     | no  |     |              |
| Redmond                 | 33,274                                               | no                                   | yes                                                             | no  | \$ 444,900 25%                                                  | \$ 467,644 27%                                    | \$ 450,000 8%                                                      | \$ 281 15%                                            | No                                                     | yes |     |              |
| Grants Pass             | 39,189                                               | yes                                  | yes                                                             | no  | \$ 442,000 25%                                                  | \$ 383,268 4%                                     | \$ 415,000 0%                                                      | \$ 244 0%                                             | No                                                     | no  |     |              |
| Medford                 | 85,824                                               | yes                                  | yes                                                             | no  | \$ 354,000 0%                                                   | \$ 367,863 0%                                     | \$ 375,000 -10%                                                    | \$ 236 -3%                                            | No                                                     | no  |     |              |

Local  
Local  
Local  
Local  
Local

Metropolitan statistical areas (MSA) are delineated by the U.S. OMB as having at least one urbanized area with a minimum population of 50,000. Metropolitan statistical area (MSA) is the formal definition of a region that consists of a city and surrounding communities that are linked by social and economic factors. May 16, 2020

Pop w/in 25%  
Up to 33%

w/in 25%  
Up to 33%

Attachment: MCP Compensation Analysis with Appendix - November 2021 (1482 : Classification Pay Plan Analysis)

# Appendix C – Mid-Managers Salary Survey Results

Attachment: MCP Compensation Analysis with Appendix - November 2021 (1482 : Classification Pay Plan Analysis)



Mid-Manager Salary  
2021 Comparable Cities and Local Jurisdictions Salary Analysis

2021 Salary Survey Findings

|                                      |        |           | Band I            |                |                         |                | Band II        |                |                   |                |                  |                |
|--------------------------------------|--------|-----------|-------------------|----------------|-------------------------|----------------|----------------|----------------|-------------------|----------------|------------------|----------------|
| Population                           |        |           | Police Office Mgr |                | Construction Svs. Super |                | PPW Supervisor |                | PW Operations Mgr |                | Building Div Mgr |                |
| Effective date                       |        |           | Low               | High           | Low                     | High           | Low            | High           | Low               | High           | Low              | High           |
| Coos Bay                             | 15,985 | 7/1/2021  |                   |                | \$ 5,562                | \$ 7,098       | \$ 5,562       | \$ 7,098       | \$ 7,158          | \$ 9,135       | \$ 6,739         | \$ 8,600       |
| The Dalles                           | 16,010 | 7/1/2021  |                   |                | \$ 5,616                | \$ 6,907       | \$ 6,510       | \$ 8,007       | \$ 6,907          | \$ 8,495       |                  |                |
| Troutdale                            | 16,300 | 7/1/2021  |                   |                |                         |                | \$ 6,208       | \$ 7,546       | \$ 7,546          | \$ 9,172       | \$ 7,186         | \$ 8,735       |
| Dallas                               | 16,854 | 6/24/2021 |                   |                |                         |                | \$ 5,314       | \$ 7,559       | \$ 5,314          | \$ 7,559       | \$ 5,526         | \$ 7,860       |
| Pendleton                            | 17,107 | 7/1/2021  |                   |                |                         |                | \$ 5,052       | \$ 6,365       | \$ 5,778          | \$ 7,280       | \$ 6,415         | \$ 8,083       |
| Lebanon                              | 18,447 | 6/26/2021 | \$ 4,607          | \$ 6,120       |                         |                |                |                | \$ 6,464          | \$ 8,583       |                  |                |
| Hermiston                            | 19,354 | 7/1/2021  |                   |                |                         |                | \$ 5,801       | \$ 7,056       | \$ 7,112          | \$ 8,654       | \$ 7,112         | \$ 8,654       |
| Milwaukie                            | 21,119 | 7/1/2021  | \$ 5,702          | \$ 7,278       | \$ 6,285                | \$ 8,023       | \$ 6,284       | \$ 8,023       |                   |                | \$ 6,285         | \$ 8,023       |
| Klamath Falls                        | 21,813 | 7/1/2021  |                   |                |                         |                | \$ 5,033       | \$ 6,966       | \$ 6,165          | \$ 8,533       |                  |                |
| Roseburg                             | 23,683 | 7/1/2021  | \$ 4,691          | \$ 6,005       |                         |                | \$ 5,908       | \$ 7,563       |                   |                |                  |                |
| Newberg                              | 25,138 | 7/1/2021  | \$ 6,031          | \$ 7,720       |                         |                | \$ 5,880       | \$ 7,526       | \$ 6,772          | \$ 8,668       | \$ 7,029         | \$ 8,998       |
| 2021                                 |        |           | Police Office Mgr |                | Construction Svs. Super |                | PPW Supervisor |                | PW Operations Mgr |                | Building Div Mgr |                |
| Median                               |        |           |                   | \$ 6,699       |                         | \$ 7,098       |                | \$ 7,536       |                   | \$ 8,583       |                  | \$ 8,600       |
| <b>Average</b>                       |        |           | <b>\$5,258</b>    | <b>\$6,781</b> | <b>\$5,821</b>          | <b>\$7,343</b> | <b>\$5,755</b> | <b>\$7,371</b> | <b>\$6,580</b>    | <b>\$8,453</b> | <b>\$6,613</b>   | <b>\$8,422</b> |
| Central Point 12/31/2021 (actual)    |        |           |                   | \$ 6,291       |                         | \$ 6,713       |                | \$ 6,132       |                   | \$ 7,020       |                  | \$ 8,717       |
| Central Point                        | 18,997 |           | \$5,616           | \$7,541        | \$5,616                 | \$7,541        | \$5,616        | \$7,541        | \$6,738           | \$8,717        | \$6,738          | \$8,717        |
| Difference (avg to CP scale)         |        |           | \$358             | \$760          | -\$205                  | \$198          | -\$139         | \$170          | \$158             | \$264          | \$125            | \$295          |
| Percentage (avg to CP scale)         |        |           | 6.38%             | 10.08%         | -3.65%                  | 2.63%          | -2.48%         | 2.26%          | 2.35%             | 3.03%          | 1.85%            | 3.38%          |
| % For ee to reach To Top of CP Scale |        |           |                   | 20%            |                         | 12%            |                | 23%            |                   | 24%            |                  | 0%             |
|                                      |        |           |                   |                |                         |                |                | 6132 From TOS  |                   |                |                  |                |
|                                      |        |           |                   |                |                         |                |                | 5840           | 29.1%             |                |                  |                |
|                                      |        |           |                   |                |                         |                |                | 6423           | 17.4%             |                |                  |                |

2021 Salary Survey Findings

|                                   |         |          | Band I            |                 |                         |                 | Band II         |                 |                   |                 |                  |                 |
|-----------------------------------|---------|----------|-------------------|-----------------|-------------------------|-----------------|-----------------|-----------------|-------------------|-----------------|------------------|-----------------|
| Population                        |         |          | Police Office Mgr |                 | Construction Svs. Super |                 | PPW Supervisor  |                 | PW Operations Mgr |                 | Building Div Mgr |                 |
| Effective date                    |         |          | Low               | High            | Low                     | High            | Low             | High            | Low               | High            | Low              | High            |
| Ashland                           | 21,360  | 7/1/2021 |                   |                 |                         |                 | \$ 5,393        | \$ 6,555        | \$ 7,967          | \$ 9,684        | \$ 7,227         | \$ 8,784        |
| Grants Pass                       | 39,189  | 7/1/2021 | \$ 4,718          | \$ 6,205        |                         |                 | \$ 4,780        | \$ 6,286        | \$ 7,277          | \$ 9,569        | \$ 6,791         | \$ 8,930        |
| Klamath Falls                     | 21,813  | 7/1/2021 |                   |                 |                         |                 | \$ 5,033        | \$ 6,966        | \$ 6,165          | \$ 8,533        |                  |                 |
| Roseburg                          | 23,683  | 7/1/2021 | \$ 4,691          | \$ 6,005        |                         |                 | \$ 5,908        | \$ 7,563        |                   |                 |                  |                 |
| Medford                           | 85,824  | 7/1/2021 | \$ 7,903          | \$ 8,713        | \$ 6,311                | \$ 8,059        | \$ 5,838        | \$ 7,450        | \$ 7,450          | \$ 9,510        | \$ 7,450         | \$ 9,510        |
| Jackson County                    | 221,290 | 7/5/2021 |                   |                 | \$ 6,353                | \$ 8,109        | \$ 5,462        | \$ 6,975        |                   |                 | \$ 6,353         | \$ 8,109        |
| 2021                              |         |          | Police Office Mgr |                 | Construction Svs. Super |                 | PPW Supervisor  |                 | PW Operations Mgr |                 | Building Div Mgr |                 |
| Median                            |         |          |                   | \$ 6,205        |                         | \$ 8,059        |                 | \$ 6,966        |                   | \$ 9,540        |                  | \$ 8,930        |
| <b>Average</b>                    |         |          | <b>\$ 5,771</b>   | <b>\$ 6,974</b> | <b>\$ 6,332</b>         | <b>\$ 8,084</b> | <b>\$ 5,402</b> | <b>\$ 6,966</b> | <b>\$ 7,215</b>   | <b>\$ 9,324</b> | <b>\$ 6,955</b>  | <b>\$ 8,833</b> |
| Central Point 12/31/2021 (actual) |         |          |                   | \$ 6,291        |                         | \$ 6,713        |                 | \$ 6,132        |                   | \$ 7,020        |                  | \$ 8,717        |
| Central Point                     | 18,997  |          | \$5,616           | \$7,541         | \$5,616                 | \$7,541         | \$5,616         | \$7,541         | \$6,738           | \$8,717         | \$6,738          | \$8,717         |
| Difference (avg to CP scale)      |         |          | -\$155            | \$567           | -\$716                  | -\$543          | \$214           | \$575           | -\$477            | -\$607          | -\$217           | -\$116          |
| Percentage (avg to CP scale)      |         |          | -2.76%            | 7.52%           | -12.74%                 | -7.20%          | 3.80%           | 7.63%           | -7.08%            | -6.97%          | -3.22%           | -1.33%          |

Attachment: MCP Compensation Analysis with Appendix - November 2021 (1482 : Classification Pay Plan Analysis)

# Appendix D – Director Salary Survey Results

Attachment: MCP Compensation Analysis with Appendix - November 2021 (1482 : Classification Pay Plan Analysis)



Director Salary  
2021 Comparable Cities and Local Jurisdictions  
Comparison of CP to the highest salary for each position

2021 Salary Survey Findings

|                                              |        |           | Band I         |                | Band III       |                 |                |                 |                   |                 | Band P-III       |                 |                       |                 |                |                 |
|----------------------------------------------|--------|-----------|----------------|----------------|----------------|-----------------|----------------|-----------------|-------------------|-----------------|------------------|-----------------|-----------------------|-----------------|----------------|-----------------|
| Population                                   |        |           | City Recorder  |                | IT Director    |                 | HR Director    |                 | Planning Director |                 | Finance Director |                 | Public Works Director |                 | Police Chief   |                 |
| Effective date                               |        |           | Low            | High           | Low            | High            | Low            | High            | Low               | High            | Low              | High            | Low                   | High            | Low            | High            |
| Coos Bay                                     | 15,985 | 7/1/2021  |                |                |                |                 | \$ 9,102       | \$ 11,617       | \$ 6,739          | \$ 8,600        | \$ 9,102         | \$ 11,617       | \$ 8,274              | \$ 10,561       | \$ 8,274       | \$ 10,561       |
| The Dalles                                   | 16,010 | 7/1/2021  | \$ 7,114       | \$ 8,749       | \$ 7,114       | \$ 8,749        | \$ 7,683       | \$ 9,449        | \$ 7,683          | \$ 9,449        | \$ 7,683         | \$ 9,449        | \$ 7,875              | \$ 9,685        | \$ 7,875       | \$ 9,685        |
| Troutdale                                    | 16,300 | 7/1/2021  | \$ 6,518       | \$ 7,923       |                |                 | \$ 7,923       | \$ 9,631        | \$ 9,631          | \$ 11,706       | \$ 9,631         | \$ 11,706       | \$ 9,631              | \$ 11,365       |                |                 |
| Dallas                                       | 16,854 | 6/24/2021 | \$ 3,344       | \$ 4,398       |                |                 | \$ 7,154       | \$ 10,228       | \$ 6,907          | \$ 9,835        | \$ 6,907         | \$ 9,835        | \$ 6,907              | \$ 9,835        | \$ 7,154       | \$ 10,228       |
| Pendleton                                    | 17,107 | 7/1/2021  | \$ 4,792       | \$ 6,038       |                |                 | \$ 7,522       | \$ 9,478        | \$ 7,886          | \$ 9,936        | \$ 7,886         | \$ 9,936        | \$ 7,886              | \$ 9,936        | \$ 8,167       | \$ 10,291       |
| Lebanon                                      | 18,447 | 6/26/2021 | \$ 6,464       | \$ 8,583       | \$ 8,157       | \$ 10,835       | \$ 8,157       | \$ 10,835       | \$ 8,566          | \$ 11,378       | \$ 8,566         | \$ 11,378       | \$ 8,157              | \$ 10,835       | \$ 9,443       | \$ 12,544       |
| Hermiston                                    | 19,354 | 7/1/2021  | \$ 5,405       | \$ 6,576       |                |                 |                |                 |                   |                 | \$ 8,636         | \$ 10,508       | \$ 7,615              | \$ 9,263        | \$ 8,636       | \$ 10,508       |
| Milwaukie                                    | 21,119 | 7/1/2021  | \$ 6,285       | \$ 8,023       | \$ 7,642       | \$ 9,744        | \$ 8,419       | \$ 10,743       | \$ 9,279          | \$ 11,842       | \$ 9,279         | \$ 11,842       | \$ 8,419              | \$ 10,743       | \$ 9,744       | \$ 12,437       |
| Klamath Falls                                | 21,813 | 7/1/2021  | \$ 5,033       | \$ 6,966       | \$ 7,463       | \$ 10,330       |                |                 | \$ 6,779          | \$ 9,383        | \$ 8,639         | \$ 11,958       | \$ 9,074              | \$ 12,560       | \$ 9,534       | \$ 13,197       |
| Roseburg                                     | 23,683 | 7/1/2021  |                |                | \$ 6,950       | \$ 8,897        | \$ 8,184       | \$ 10,476       | \$ 8,883          | \$ 11,371       | \$ 8,883         | \$ 11,371       | \$ 9,632              | \$ 12,330       | \$ 9,632       | \$ 12,330       |
| Newberg                                      | 25,138 | 7/1/2021  | \$ 5,880       | \$ 7,526       | \$ 7,029       | \$ 8,998        |                |                 | \$ 8,579          | \$ 10,982       | \$ 6,938         | \$ 8,880        | \$ 8,579              | \$ 10,982       | \$ 9,708       | \$ 12,428       |
| 2021                                         |        |           | City Recorder  |                | IT Director    |                 | HR Director    |                 | Comm. Dev. Dir.   |                 | Finance Director |                 | Public Works Director |                 | Police Chief   |                 |
| Median                                       |        |           |                | \$ 7,526       |                | \$ 9,371        |                | \$ 10,352       |                   | \$ 10,459       |                  | \$ 11,371       |                       | \$ 10,743       |                | \$ 11,446       |
| <b>High Salary</b>                           |        |           | <b>\$7,114</b> | <b>\$8,749</b> | <b>\$8,157</b> | <b>\$10,835</b> | <b>\$8,419</b> | <b>\$11,617</b> | <b>\$9,279</b>    | <b>\$11,842</b> | <b>\$9,279</b>   | <b>\$11,958</b> | <b>\$9,632</b>        | <b>\$12,560</b> | <b>\$9,744</b> | <b>\$13,197</b> |
| Central Point 12/31/2021 (actual)            |        |           |                | \$ 7,390       |                | \$ 10,000       |                | \$ 10,000       |                   | \$ 8,000        |                  | \$ 9,000        |                       | \$ 10,000       |                | \$ 10,500       |
| Central Point                                | 18,997 |           | \$5,616        | \$7,541        | \$7,115        | \$10,000        | \$7,115        | \$10,000        | \$7,115           | \$10,000        | \$7,115          | \$10,000        | \$7,115               | \$10,000        | \$9,030        | \$11,500        |
| Difference (avg to CP scale)                 |        |           | -\$1,498       | -\$1,208       | -\$1,042       | -\$835          | -\$1,304       | -\$1,617        | -\$2,164          | -\$1,842        | -\$2,164         | -\$1,958        | -\$2,517              | -\$2,560        | -\$714         | -\$1,697        |
| Percentage (avg to CP scale)                 |        |           | -26.67%        | -16.02%        | -14.65%        | -8.35%          | -18.33%        | -16.17%         | -30.41%           | -18.42%         | -30.41%          | -19.58%         | -35.38%               | -25.60%         | -7.91%         | -14.76%         |
| % For current ee to reach To Top of CP Scale |        |           |                | 2%             |                | 0%              |                | 0%              |                   | 25%             |                  | 11%             |                       | 0%              |                | 10%             |

2021 Salary Survey Findings

|                                   |         |          | Band I          |                 | Band III        |                  |                 |                  |                   |                  | Band P-III       |                  |                       |                  |                  |                  |
|-----------------------------------|---------|----------|-----------------|-----------------|-----------------|------------------|-----------------|------------------|-------------------|------------------|------------------|------------------|-----------------------|------------------|------------------|------------------|
| Population                        |         |          | City Recorder   |                 | IT Director     |                  | HR Director     |                  | Planning Director |                  | Finance Director |                  | Public Works Director |                  | Police Chief     |                  |
| Effective date                    |         |          | Low             | High            | Low             | High             | Low             | High             | Low               | High             | Low              | High             | Low                   | High             | Low              | High             |
| Ashland                           | 21,360  | 7/1/2021 |                 | \$ 8,015        | \$ 8,782        | \$ 11,782        | \$ 8,782        | \$ 11,782        | \$ 8,782          | \$ 11,782        | \$ 8,782         | \$ 11,782        | \$ 8,782              | \$ 11,782        | \$ 8,782         | \$ 11,782        |
| Grants Pass                       | 39,189  | 7/1/2021 | \$ 4,970        | \$ 6,535        | \$ 6,625        | \$ 8,712         | \$ 7,705        | \$ 10,132        | \$ 8,689          | \$ 11,425        | \$ 8,372         | \$ 11,009        | \$ 8,780              | \$ 11,545        | \$ 9,213         | \$ 12,114        |
| Klamath Falls                     | 21,813  | 7/1/2021 | \$ 5,033        | \$ 6,966        | \$ 7,463        | \$ 10,330        |                 |                  | \$ 6,779          | \$ 9,383         | \$ 8,639         | \$ 11,958        | \$ 9,074              | \$ 12,560        | \$ 9,534         | \$ 13,197        |
| Roseburg                          | 23,683  | 7/1/2021 |                 |                 | \$ 6,950        | \$ 8,897         | \$ 8,184        | \$ 10,476        | \$ 8,883          | \$ 11,371        | \$ 8,883         | \$ 11,371        | \$ 9,632              | \$ 12,330        | \$ 9,632         | \$ 12,330        |
| Medford                           | 85,824  | 7/1/2021 | \$ 5,724        | \$ 7,304        | \$ 9,380        | \$ 11,971        | \$ 9,566        | \$ 12,209        | \$ 9,380          | \$ 11,971        |                  |                  | \$ 9,924              | \$ 12,666        | \$ 10,708        | \$ 13,667        |
| Jackson County                    | 221,290 | 7/5/2021 |                 |                 | \$ 10,022       | \$ 12,792        | \$ 10,022       | \$ 12,792        | \$ 9,213          | \$ 11,755        | \$ 10,022        | \$ 12,792        | \$ 10,022             | \$ 12,792        |                  | \$ 12,180        |
| 2021                              |         |          | City Recorder   |                 | IT Director     |                  | HR Director     |                  | Comm. Dev. Dir.   |                  | Finance Director |                  | Public Works Director |                  | Police Chief     |                  |
| Median                            |         |          |                 | \$ 7,135        |                 | \$ 11,056        |                 | \$ 11,782        |                   | \$ 11,590        |                  | \$ 11,782        |                       | \$ 12,445        |                  | \$ 12,255        |
| <b>High Salary</b>                |         |          | <b>\$ 5,724</b> | <b>\$ 8,015</b> | <b>\$ 9,380</b> | <b>\$ 12,792</b> | <b>\$ 9,566</b> | <b>\$ 12,792</b> | <b>\$ 9,380</b>   | <b>\$ 11,971</b> | <b>\$ 10,022</b> | <b>\$ 12,792</b> | <b>\$ 10,022</b>      | <b>\$ 12,792</b> | <b>\$ 10,708</b> | <b>\$ 13,667</b> |
| Central Point 12/31/2021 (actual) |         |          |                 | \$ 7,390        |                 | \$ 10,000        |                 | \$ 10,000        |                   | \$ 8,000         |                  | \$ 9,000         |                       | \$ 10,000        |                  | \$ 10,500        |
| Central Point                     | 18,997  |          | \$5,616         | \$7,541         | \$7,115         | \$10,000         | \$7,115         | \$10,000         | \$7,115           | \$10,000         | \$7,115          | \$10,000         | \$7,115               | \$10,000         | \$9,030          | \$11,500         |
| Difference (avg to CP scale)      |         |          | -\$108          | -\$474          | -\$2,265        | -\$2,792         | -\$2,451        | -\$2,792         | -\$2,265          | -\$1,971         | -\$2,907         | -\$2,792         | -\$2,907              | -\$2,792         | -\$1,678         | -\$2,167         |
| Percentage (avg to CP scale)      |         |          | -1.92%          | -6.29%          | -31.83%         | -27.92%          | -34.45%         | -27.92%          | -31.83%           | -19.71%          | -40.86%          | -27.92%          | -40.86%               | -27.92%          | -18.59%          | -18.84%          |

Attachment: MCP Compensation Analysis with Appendix - November 2021 (1482 : Classification Pay Plan Analysis)

# Appendix E – Directors Local Salary & Monetary Benefits Survey Results

Attachment: MCP Compensation Analysis with Appendix - November 2021 (1482 : Classification Pay Plan Analysis)

P&PW DIR Salary compared to local jurisdictions  
12/31/21

| Parks & Public Works Director | Salary % difference | Mo. Salary Top of Scale as of 12/31/2021 |       | Cellphone Allowance | Ed/Cert Incentive | er paid deferred comp | Total Salary | 6% PERS Pickup | HRA-VEBA contribution | Total | % diff |
|-------------------------------|---------------------|------------------------------------------|-------|---------------------|-------------------|-----------------------|--------------|----------------|-----------------------|-------|--------|
|                               |                     |                                          |       |                     |                   |                       |              |                |                       |       |        |
| Medford                       | -27%                | \$ 12,666                                | \$ 65 |                     | \$ 127            | \$ 12,858             | \$ 771       | \$ 300         | \$ 13,929             | -30%  |        |
| Jackson County                | -28%                | \$ 12,792                                | \$ 65 | \$ -                | \$ -              | \$ 12,857             | \$ 771       | \$ -           | \$ 13,628             | -27%  |        |
| Grants Pass                   | -15%                | \$ 11,544                                | \$ -  | \$ 150              | \$ -              | \$ 11,694             | \$ 702       | \$ 234         | \$ 12,630             | -18%  |        |
| Ashland                       | -18%                | \$ 11,782                                | \$ 55 | \$ -                | \$ 50             | \$ 11,887             | \$ 713       | \$ 236         | \$ 12,836             | -19%  |        |
| Klamath Falls                 | -26%                | \$ 12,560                                | \$ 40 | \$ -                | \$ -              | \$ 12,600             | \$ -         | \$ -           | \$ 12,600             | -17%  |        |
| Roseburg                      | -23%                | \$ 12,330                                | \$ 40 | \$ -                | \$ -              | \$ 12,370             | \$ 742       | \$ 65          | \$ 13,177             | -23%  |        |
| Median                        | -24%                | \$ 12,445                                | \$ 48 | \$ -                | \$ -              | \$ 12,485             | \$ 728       | \$ 149         | \$ 13,006             | -21%  |        |
| Central Point                 |                     | \$ 10,000                                |       | \$ -                | \$ -              | \$ 10,000             | \$ 600       | \$ 145         | \$ 10,745             |       |        |
| Avg                           | -23%                | \$ 12,279                                | \$ 44 | \$ 30               | \$ 30             | \$ 12,378             | \$ 617       | \$ 139         | \$ 13,133             | -22%  |        |

Employee pays PERS pickup

Example to bring the Director to average/median

Proposed 18% increase to the Scale; deferred comp match of 3%; increase HRA-VEBA to \$300 (increase of \$155)

|               |     |           |       |       |        |           |        |        |           |    |
|---------------|-----|-----------|-------|-------|--------|-----------|--------|--------|-----------|----|
| Median        | -5% | \$ 12,445 | \$ 48 | \$ -  | \$ -   | \$ 12,485 | \$ 728 | \$ 149 | \$ 13,006 | 1% |
| Central Point |     | \$ 11,800 |       | \$ -  | \$ 354 | \$ 12,154 | \$ 729 | \$ 300 | \$ 13,183 |    |
| Avg           | -4% | \$ 12,279 | \$ 44 | \$ 30 | \$ 30  | \$ 12,378 | \$ 617 | \$ 139 | \$ 13,133 | 0% |

Finance DIR Salary compared to local jurisdictions  
12/31/21

| Finance Director | Salary % difference | Mo. Salary Top of Scale as of 12/31/2021 | Cellphone Allowance | Ed/Cert Incentive | er paid deferred comp | Total Salary | 6% PERS Pickup | HRA-VEBA contribution | Total     | % diff (- City behind) |
|------------------|---------------------|------------------------------------------|---------------------|-------------------|-----------------------|--------------|----------------|-----------------------|-----------|------------------------|
| Grants Pass      | -10%                | \$ 11,008                                | \$ -                | \$ 150            | \$ -                  | \$ 11,158    | \$ 669         | \$ 234                | \$ 12,061 | -12%                   |
| Jackson County   | -28%                | \$ 12,792                                | \$ 65               | \$ -              | \$ -                  | \$ 12,857    | \$ 771         | \$ -                  | \$ 13,628 | -9%                    |
| Ashland          | -18%                | \$ 11,782                                | \$ 55               | \$ -              | \$ 50                 | \$ 11,887    | \$ 713         | \$ 236                | \$ 12,836 | -19%                   |
| Klamath Falls    | -20%                | \$ 11,958                                | \$ 40               | \$ -              | \$ -                  | \$ 11,998    | \$ -           | \$ -                  | \$ 11,998 | -11%                   |
| Roseburg         | -14%                | \$ 11,371                                | \$ 40               | \$ -              | \$ -                  | \$ 11,411    | \$ 685         | \$ 65                 | \$ 12,161 | -13%                   |
| Median           | -18%                | \$ 11,782                                | \$ 40               | \$ -              | \$ -                  | \$ 11,887    | \$ 685         | \$ 65                 | \$ 12,161 | -13%                   |
| Central Point    |                     | \$ 10,000                                | \$ 40               | \$ -              | \$ -                  | \$ 10,040    | \$ 602         | \$ 145                | \$ 10,787 |                        |
| Avg              | -18%                | \$ 11,782                                | \$ 40               | \$ 30             | \$ 10                 | \$ 11,862    | \$ 568         | \$ 107                | \$ 12,537 | -16%                   |

Employee pays PERS pickup

Medford does not have a Finance Director - these duties are under a Deputy City Manager

Example to bring the Director to average/median

Increase salary range 10% + 3% deferred compensation+\$155 increase to HRA-VEBA

|               |     |           |       |       |        |           |        |        |           |     |
|---------------|-----|-----------|-------|-------|--------|-----------|--------|--------|-----------|-----|
| Median        | -7% | \$ 11,782 | \$ 40 | \$ -  | \$ -   | \$ 11,887 | \$ 685 | \$ 65  | \$ 12,161 | 2%  |
| Central Point |     | \$ 11,000 | \$ 40 | \$ -  | \$ 330 | \$ 11,370 | \$ 682 | \$ 300 | \$ 12,352 |     |
| Avg           | -7% | \$ 11,782 | \$ 40 | \$ 30 | \$ 10  | \$ 11,862 | \$ 568 | \$ 107 | \$ 12,537 | -1% |

IT DIR Salary compared to local jurisdictions  
12/31/21

| IT Director    | Salary % difference | Mo. Salary Top of Scale as of 12/31/2021 | Cellphone Allowance | Ed/Cert Incentive | er paid deferred comp | Total Salary | 6% PERS Pickup | HRA-VEBA contribution | Total     | % diff |
|----------------|---------------------|------------------------------------------|---------------------|-------------------|-----------------------|--------------|----------------|-----------------------|-----------|--------|
| Medford        | -20%                | \$ 11,971                                | \$ 65               |                   | \$ 120                | \$ 12,156    | \$ 729         | \$ 300                | \$ 13,185 | -22%   |
| Jackson County | -28%                | \$ 12,792                                | \$ 65               | \$ -              | \$ -                  | \$ 12,857    | \$ 771         | \$ -                  | \$ 13,628 | -26%   |
| Grants Pass    | 13%                 | \$ 8,712                                 | \$ -                | \$ 150            | \$ -                  | \$ 8,862     | \$ 532         | \$ 234                | \$ 9,628  | 11%    |
| Ashland        | -18%                | \$ 11,782                                | \$ 55               | \$ -              | \$ 50                 | \$ 11,887    | \$ 713         | \$ 236                | \$ 12,836 | -19%   |
| Klamath Falls  | -3%                 | \$ 10,330                                | \$ 40               | \$ -              | \$ -                  | \$ 10,370    | \$ -           | \$ -                  | \$ 10,370 | 4%     |
| Roseburg       | 11%                 | \$ 8,897                                 | \$ 40               | \$ -              | \$ -                  | \$ 8,937     | \$ 536         | \$ 65                 | \$ 9,538  | 12%    |
| Median         |                     | \$ 11,056                                | \$ 48               | \$ -              | \$ -                  | \$ 11,129    | \$ 625         | \$ 149                | \$ 11,603 | -8%    |
| Central Point  |                     | \$ 10,000                                | \$ 40               | \$ -              | \$ -                  | \$ 10,040    | \$ 602         | \$ 145                | \$ 10,787 |        |
| Avg            |                     | \$ 10,747                                | \$ 44               | \$ 30             | \$ 28                 | \$ 10,845    | \$ 547         | \$ 139                | \$ 11,531 | -7%    |

Employee pays PERS pickup

Example to bring Pay Equity with other Director positions  
Increase salary range 10% + 3% deferred compensation+\$155 increase to HRA-VEBA

|               |  |           |       |       |        |           |        |        |           |    |
|---------------|--|-----------|-------|-------|--------|-----------|--------|--------|-----------|----|
| Median        |  | \$ 11,056 | \$ 48 | \$ -  | \$ -   | \$ 11,129 | \$ 625 | \$ 149 | \$ 11,603 | 6% |
| Central Point |  | \$ 11,000 | \$ 40 | \$ -  | \$ 330 | \$ 11,370 | \$ 682 | \$ 300 | \$ 12,352 |    |
| Avg           |  | \$ 10,747 | \$ 44 | \$ 30 | \$ 28  | \$ 10,845 | \$ 547 | \$ 139 | \$ 11,531 | 7% |



HR DIR Salary compared to local jurisdictions  
12/31/21

| HR Director    | Salary % difference | Mo. Salary Top of Scale as of 12/31/2021 | Cellphone Allowance | Ed/Cert Incentive | er paid deferred comp | Total Salary | 6% PERS Pickup | HRA-VEBA contribution | Total     | % diff |
|----------------|---------------------|------------------------------------------|---------------------|-------------------|-----------------------|--------------|----------------|-----------------------|-----------|--------|
| Medford        | -22%                | \$ 12,209                                | \$ 65               |                   | \$ 123                | \$ 12,397    | \$ 744         | \$ 300                | \$ 13,441 | -25%   |
| Jackson County | -28%                | \$ 12,792                                | \$ 65               | \$ -              | \$ -                  | \$ 12,857    | \$ 771         | \$ -                  | \$ 13,628 | -23%   |
| Grants Pass    | -1%                 | \$ 10,133                                | \$ -                | \$ 150            | \$ -                  | \$ 10,283    | \$ 617         | \$ 234                | \$ 11,134 | -3%    |
| Ashland        | -18%                | \$ 11,782                                | \$ 55               | \$ -              | \$ 50                 | \$ 11,887    | \$ 713         | \$ 236                | \$ 12,836 | -19%   |
| Roseburg       | -5%                 | \$ 10,476                                | \$ 40               | \$ -              | \$ -                  | \$ 10,516    | \$ 631         | \$ 65                 | \$ 11,212 | -4%    |
| Median         | -18%                | \$ 11,782                                | \$ 55               | \$ -              | \$ -                  | \$ 11,887    | \$ 713         | \$ 234                | \$ 12,836 | -19%   |
| Central Point  |                     | \$ 10,000                                | \$ 40               | \$ -              | \$ -                  | \$ 10,040    | \$ 602         | \$ 145                | \$ 10,787 |        |
| Avg            | -15%                | \$ 11,478                                | \$ 45               | \$ 38             | \$ 35                 | \$ 11,588    | \$ 695         | \$ 167                | \$ 12,450 | -15%   |

Example to bring the Director to pay equity of other CP Directors but less than average/median of local jurisdictions  
Increase salary range 10% + 3% deferred compensation+\$155 increase to HRA-VEBA

|               |     |           |       |       |        |           |        |        |           |     |
|---------------|-----|-----------|-------|-------|--------|-----------|--------|--------|-----------|-----|
| Median        | -7% | \$ 11,782 | \$ 55 | \$ -  | \$ -   | \$ 11,887 | \$ 713 | \$ 234 | \$ 12,836 | -4% |
| Central Point |     | \$ 11,000 | \$ 40 | \$ -  | \$ 330 | \$ 11,370 | \$ 682 | \$ 300 | \$ 12,352 |     |
| Avg           | -4% | \$ 11,478 | \$ 45 | \$ 38 | \$ 35  | \$ 11,588 | \$ 695 | \$ 167 | \$ 12,450 | -1% |

Planning DIR Salary compared to local jurisdictions  
12/31/21

| Planning Director | Salary % difference | Mo. Salary Top of Scale as of 12/31/2021 | Cellphone Allowance | Ed/Cert Incentive | er paid deferred comp | Total Salary | 6% PERS Pickup | HRA-VEBA contribution | Total     | % diff |
|-------------------|---------------------|------------------------------------------|---------------------|-------------------|-----------------------|--------------|----------------|-----------------------|-----------|--------|
| Medford           | -20%                | \$ 11,971                                | \$ 65               |                   | \$ 120                | \$ 12,156    | \$ 729         | \$ 300                | \$ 13,185 | -22%   |
| Jackson County    | -18%                | \$ 11,755                                | \$ 65               | \$ -              | \$ -                  | \$ 11,820    | \$ 709         | \$ -                  | \$ 12,529 | -16%   |
| Grants Pass       | -14%                | \$ 11,425                                | \$ -                | \$ 150            | \$ -                  | \$ 11,575    | \$ 694         | \$ 234                | \$ 12,503 | -16%   |
| Ashland           | -18%                | \$ 11,782                                | \$ 55               | \$ -              | \$ 50                 | \$ 11,887    | \$ 713         | \$ 236                | \$ 12,836 | -19%   |
| Klamath Falls     | 6%                  | \$ 9,383                                 | \$ 40               | \$ -              | \$ -                  | \$ 9,423     | \$ -           | \$ -                  | \$ 9,423  | 13%    |
| Roseburg          | -14%                | \$ 11,371                                | \$ 40               | \$ -              | \$ -                  | \$ 11,411    | \$ 685         | \$ 65                 | \$ 12,161 | -13%   |
| Median            | -16%                | \$ 11,590                                | \$ 48               | \$ -              | \$ -                  | \$ 11,697    | \$ 702         | \$ 149                | \$ 12,516 | -16%   |
| Central Point     |                     | \$ 10,000                                | \$ 40               | \$ -              | \$ -                  | \$ 10,040    | \$ 602         | \$ 145                | \$ 10,787 |        |
| Avg               | -13%                | \$ 11,281                                | \$ 44               | \$ 30             | \$ 28                 | \$ 11,379    | \$ 588         | \$ 139                | \$ 12,106 | -12%   |

Employee pays PERS pickup

Example to bring the Director to average/median

Increase salary range 10% + 3% deferred compensation+ (\$300 HRA-VEBA = \$155 increase)

|               |     |           |       |       |        |           |        |        |           |     |
|---------------|-----|-----------|-------|-------|--------|-----------|--------|--------|-----------|-----|
| Median        | -5% | \$ 11,590 | \$ 48 | \$ -  | \$ -   | \$ 11,697 | \$ 702 | \$ 149 | \$ 12,516 | -1% |
| Central Point |     | \$ 11,000 | \$ 40 | \$ -  | \$ 330 | \$ 11,370 | \$ 682 | \$ 300 | \$ 12,352 |     |
| Avg           | -3% | \$ 11,281 | \$ 44 | \$ 30 | \$ 28  | \$ 11,379 | \$ 588 | \$ 139 | \$ 12,106 | 2%  |

City Recorder Salary compared to local jurisdictions  
12/31/21

| City Recorder | Salary % difference | Mo. Salary Top of Scale as of 12/31/2021 | Cellphone Allowance | Ed/Cert Incentive | er paid deferred comp | Total Salary | 6% PERS Pickup | HRA-VEBA contribution | Total    | % diff |
|---------------|---------------------|------------------------------------------|---------------------|-------------------|-----------------------|--------------|----------------|-----------------------|----------|--------|
| Medford       | 3%                  | \$ 7,304                                 | \$ 65               |                   | \$ 74                 | \$ 7,443     | \$ 447         | \$ 300                | \$ 8,190 | 0%     |
| Grants Pass   | 13%                 | \$ 6,535                                 | \$ -                | \$ 150            | \$ -                  | \$ 6,685     | \$ 401         | \$ 234                | \$ 7,320 | 11%    |
| Ashland       | -6%                 | \$ 8,015                                 | \$ 55               | \$ -              | \$ 50                 | \$ 8,120     | \$ 487         | \$ 160                | \$ 8,767 | -7%    |
| Klamath Falls | 8%                  | \$ 6,966                                 | \$ 40               | \$ -              | \$ -                  | \$ 7,006     | \$ -           | \$ -                  | \$ 7,006 | 14%    |
| Median        |                     | \$ 7,135                                 | \$ 48               | \$ -              | \$ 25                 | \$ 7,224     | \$ 424         | \$ 197                | \$ 7,755 | 5%     |
| Central Point |                     | \$ 7,541                                 | \$ 40               | \$ -              | \$ -                  | \$ 7,581     | \$ 455         | \$ 145                | \$ 8,181 |        |
| Avg           |                     | \$ 7,205                                 | \$ 40               | \$ 50             | \$ 31                 | \$ 7,313     | \$ 334         | \$ 174                | \$ 7,821 | 4%     |

Employee pays PERS pickup

Example:

+300 for HRA-VEBA

|               |  |          |       |       |       |          |        |        |          |    |
|---------------|--|----------|-------|-------|-------|----------|--------|--------|----------|----|
| Median        |  | \$ 7,135 | \$ 48 | \$ -  | \$ 25 | \$ 7,224 | \$ 424 | \$ 197 | \$ 7,755 | 7% |
| Central Point |  | \$ 7,541 | \$ 40 | \$ -  |       | \$ 7,581 | \$ 455 | \$ 300 | \$ 8,336 |    |
| Avg           |  | \$ 7,205 | \$ 40 | \$ 50 | \$ 31 | \$ 7,313 | \$ 334 | \$ 174 | \$ 7,821 | 6% |

Police Chief Salary compared to local jurisdictions  
12/31/21

| Police Chief             | Salary % difference | Mo. Salary Top of Scale as of 12/31/2021 | Cellphone Allowance | Ed/Cert Incentive | er paid deferred comp | Total Salary | 6% PERS Pickup | HRA-VEBA contribution | Total     | % diff |
|--------------------------|---------------------|------------------------------------------|---------------------|-------------------|-----------------------|--------------|----------------|-----------------------|-----------|--------|
| Medford                  | -19%                | \$ 13,667                                | \$ 65               |                   | \$ 137                | \$ 13,869    | \$ 832         | \$ 300                | \$ 15,001 | -22%   |
| Jackson County (Sheriff) | -6%                 | \$ 12,180                                | \$ 65               | \$ -              | \$ -                  | \$ 12,245    | \$ 735         | \$ -                  | \$ 12,980 | -5%    |
| Grants Pass              | -5%                 | \$ 12,114                                | \$ -                | \$ 150            | \$ -                  | \$ 12,264    | \$ 736         | \$ 234                | \$ 13,234 | -7%    |
| Ashland                  | -2%                 | \$ 11,782                                | \$ 55               | \$ -              | \$ 50                 | \$ 11,887    | \$ 713         | \$ 236                | \$ 12,836 | -4%    |
| Klamath Falls            | -15%                | \$ 13,197                                | \$ 40               | \$ -              | \$ -                  | \$ 13,237    | \$ -           | \$ -                  | \$ 13,237 | -7%    |
| Roseburg                 | -7%                 | \$ 12,330                                | \$ 40               | \$ -              | \$ -                  | \$ 12,370    | \$ 742         | \$ 65                 | \$ 13,177 | -7%    |
| Median                   | -7%                 | \$ 12,255                                | \$ 48               | \$ -              | \$ -                  | \$ 12,317    | \$ 736         | \$ 149                | \$ 13,205 | -7%    |
| Central Point            |                     | \$ 11,500                                |                     | \$ -              | \$ -                  | \$ 11,500    | \$ 690         | \$ 145                | \$ 12,335 |        |
| Avg                      | -9%                 | \$ 12,545                                | \$ 44               | \$ 30             | \$ 31                 | \$ 12,645    | \$ 626         | \$ 139                | \$ 13,411 | -9%    |

Employee pays PERS pickup

Example to bring the Chief to average/median

5.4% increase + 3% deferred comp + \$300 for HRA

|               |     |           |       |       |        |           |        |        |           |    |
|---------------|-----|-----------|-------|-------|--------|-----------|--------|--------|-----------|----|
| Median        | -1% | \$ 12,255 | \$ 48 | \$ -  | \$ -   | \$ 12,317 | \$ 736 | \$ 149 | \$ 13,205 | 2% |
| Central Point |     | \$ 12,121 |       | \$ -  | \$ 364 | \$ 12,485 | \$ 749 | \$ 300 | \$ 13,534 |    |
| Avg           | -3% | \$ 12,545 | \$ 44 | \$ 30 | \$ 31  | \$ 12,645 | \$ 626 | \$ 139 | \$ 13,411 | 1% |



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

### **ISSUE SUMMARY**

|                         |                                     |                        |                |
|-------------------------|-------------------------------------|------------------------|----------------|
| <b>TO:</b>              | City Council                        | <b>DEPARTMENT:</b>     | City Manager   |
| <b>FROM:</b>            | Chris Clayton, City Manager         |                        |                |
| <b>MEETING DATE:</b>    | November 18, 2021                   |                        |                |
| <b>SUBJECT:</b>         | Central Point Chamber Office Update |                        |                |
| <b>ACTION REQUIRED:</b> | Information/Direction               | <b>RECOMMENDATION:</b> | Not Applicable |

#### **BACKGROUND INFORMATION:**

Since relocating the Central Point Chamber/Visitors Information Center Office to 650 Pine Street (current location), the City has funded the office space lease. The office space rental costs are in addition to the monthly amount that we pay the Central Point Chamber to operate our Visitors Information Center.

Currently, the annual Chamber office space lease amount exceeds \$16,000. The existing location on Pine Street is centrally located and easily walkable from the Central Point downtown. Both of these factors are positives, but when balanced against cost, we are considering alternatives before renewing the Visitors Information Center operations agreement.

In Spring of 2022, the Central Point Public Works Field Operations division will relocate to our newly constructed facility on S. Haskell Street. One option for the Central Point Chamber office would be to relocate to the current Public Works Water Office. The City Currently owns this facility, which means ongoing rental costs would be minimal. However, the space would require upgrades/improvements prior to being occupied by the Chamber.

A second possibility exists to relocate the Chamber of Commerce Office to the City Hall Campus. In this scenario, the Chamber would use the upstairs lobby receptions area and the "Bridge Room." Using this unoccupied space would provide economies of scale on utility costs and the convenience of having both Chamber and City Services at a single location. It isn't done frequently, but other cities have used this option to co-locate city and chamber offices.

A third possibility would be to allow the Chamber to relocate to the upstairs portion of the new Public Works facility located on S. Haskell Street. The new facility would have

adequate unused space on the second floor, which could accommodate the needs of the Chamber and Visitors Information Center.

A final possibility includes allowing the Chamber to remain at the current location until the Central Point Community Center is complete. The Community Center is ideal for the City Recreation/Parks Department, Chamber of Commerce and Visitors Information Center to coexist.

The current chamber office lease agreement expires on 12/31/2021. Therefore, regardless of whether the Chamber of Commerce is relocated or not, we will need to solidify the arrangement in a new two-year Chamber of Commerce/Visitors Information Center agreement

### **FINANCIAL ANALYSIS:**

Any changes to the existing financial situation would be based on cost savings from reducing the current lease amount. More specifically, if the lease amount were reduced by relocating to one of the possible locations, the city council could choose to apply some or all of the savings to community/chamber events and functions.

### **LEGAL ANALYSIS:**

We are currently relying on an expired (6/30/2021) agreement for operations of the Visitors Information Center. However, since the Chamber of Commerce office space lease agreement expires on 12/31/2021, staff recommends combining the new lease and operating agreement in a single revision/version in January 2022.

### **COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:**

Central Point 2040 Strategic Plan—Strategic Priority—Community Engagement

GOAL 2 - Build upon past success to further the purpose of promoting downtown revitalization and renewal.

STRATEGY 3 – Partner with the Chamber of Commerce and the local business community to promote Central Point businesses (Buy Local, Live Local Campaign).

STRATEGY 4 – Promote destination business development through partnerships with the Chamber of Commerce and the local business community

### **STAFF RECOMMENDATION:**

Staff recommends a discussion about the Chamber of Commerce/Visitors Information Center Office and the Visitors Information Center Operational agreement renewal.

### **RECOMMENDED MOTION:**

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Not applicable

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## City of Central Point Staff Report to Council

### ISSUE SUMMARY

|                         |                                                  |                        |                |
|-------------------------|--------------------------------------------------|------------------------|----------------|
| <b>TO:</b>              | City Council                                     | <b>DEPARTMENT:</b>     | Public Works   |
| <b>FROM:</b>            | Matt Samitore, Parks and Public Works Director   |                        |                |
| <b>MEETING DATE:</b>    | November 18, 2021                                |                        |                |
| <b>SUBJECT:</b>         | Potential Changes to Backflow Prevention Devices |                        |                |
| <b>ACTION REQUIRED:</b> | Information/Direction                            | <b>RECOMMENDATION:</b> | Not Applicable |

The City of Central Point has a very successful backflow prevention program. Still, our water division has noticed some cheaper devices being installed that do not protect the overall city water system over the past few years. Backflow Prevention Assemblies (BPA) are devices that are installed on homes with in ground sprinkler systems. The device disallows water to back charge into the overall City water System.

In reviewing the ordinance, it was determined that some devices are not being installed correctly or are not good enough to protect the overall system. Therefore, staff suggests adding language that would restrict the type of devices installed in new construction and also adding additional language about homeowner responsibility and pre-existing assemblies.

**ATTACHMENTS:**

1. Cross Connection
2. Pressurized Irrigation System Requirements



**Title 13**

**WATER**

**Chapters:**

- 13.01**    **Definitions**
- 13.04**    **Water Rates and Regulations**
- 13.08**    **Standby Water Service**
- 13.16**    **Water Rate Discounts for Extreme Hardship**
- 13.20**    **Cross-Connection Control**

**Chapter 13.20**

**CROSS-CONNECTION CONTROL**

Sections:

- 13.20.010 Purpose.
- 13.20.020 Definitions.
- 13.20.030 Backflow prevention assembly (BPA) requirements.
- 13.20.040 BPA installations in the rights-of-way.
- 13.20.050 Installation requirements.
- 13.20.060 Maintenance and testing requirements for BPAs.
- 13.20.070 Inspection and testing of BPAs.
- 13.20.110 Mobile units.
- 13.20.120 Multiple connections.
- 13.20.130 Thermal expansion.
- 13.20.140 Pressure loss.
- 13.20.200 Tester requirements and responsibilities.
- 13.20.310 Water service termination.
- 13.20.320 Notice of appeal.
- 13.20.400 Permits and fees.

**13.20.010 Purpose.**

The purpose of this chapter is to protect the water supply of the city from contamination or pollution due to any existing or potential cross-connections, and to implement and enforce the requirements of OAR Chapter 333, Division 61, for public water systems. No cross-connections shall be created, installed, used or maintained within the area served by the city, except in accordance with this chapter. The standards set forth in this chapter are considered to be minimum requirements for safe practice in the delivery of water for domestic use. They are to be interpreted as meeting only the minimum requirements for design, construction, maintenance, testing, and operation for cross-connection control. The cost of complying with this chapter is the sole responsibility of the property owner and water service customer, as described herein. The city’s adopted plumbing codes and the requirements of OAR Chapter 333, Division 61, are incorporated and made a part of this chapter; if conflicts arise between the requirements of this chapter, the codes, or OAR 333-61, the more restrictive shall apply. (Ord. 1932 §1(part), 2010).

**13.20.020 Definitions.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

“Approved backflow prevention assembly” or “backflow assembly” or “assembly” means an assembly to counteract backpressure or prevent backflow or back siphonage. This assembly must appear on the list of approved assemblies issued by the Oregon Health Division and be as specified in the city’s PWD standards. These assemblies include:

A. Air-Gap. A physical vertical separation between the free-flowing discharge end of a potable water supply piping and/or appurtenance and an open or nonpressure receiving vessel, plumbing fixture or other device. An “approved

air-gap separation” shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the vessel, plumbing fixture or other device--in no case less than one inch.

B. Reduced Pressure Principle Backflow Prevention Assembly or Reduced Pressure Principle Assembly or RPBA Assembly or RP. An assembly containing two independently acting, approved check valves together with a hydraulically operated, mechanically independent pressure differential relief valve located between the check valves and at the same time below the first check valve. The assembly shall include properly located test cocks and tightly closing shut-off valves at the inlet and outlet ends of the assembly.

C. Reduced Pressure Principle Detector Backflow Prevention Assembly or Reduced Pressure Detector or RPDA. An assembly composed of a line-size approved reduced pressure principle assembly with a bypass containing a specific water meter and an approved reduced pressure principle backflow prevention assembly. The meter shall register accurately in cubic feet or gallonage for very low rates of flow.

D. Double Check Valve Backflow Prevention Assembly DCVA or Double Check Valve Assembly or Double Check or DCA. An assembly which consists of two independently operating check valves which are spring-loaded or weighted. The assembly comes complete with a shut-off valve on each side of the check valves, as well as test cocks to test the check valves for tightness.

E. Double Check Detector Backflow Prevention Assembly or Double Check Detector Assembly or DCDA. An assembly composed of a line-size approved double check assembly with a bypass containing a specific water meter and an approved double check valve assembly. The meter shall register accurately in cubic feet or gallonage for very low rates of flow.

F. Pressure Vacuum Breaker Backflow Prevention Assembly PVBA or Pressure Vacuum Breaker or PVB. An assembly which provides protection against back siphonage, but does not provide adequate protection against backpressure backflow. The assembly is a combination of a single check valve with an air inlet valve, which can be used with downstream shut-off valves. In addition, the assembly has suction and discharge shut-off valves and test cocks which allows the full testing of the assembly. **PVBA or PVB are not allowed for new residential construction.**

“Auxiliary water supply” means any water source other than the city’s water system, including, but not limited to, domestic water wells and irrigation water sources.

“Backflow” means the flow in the direction opposite to the normal flow or the introduction of any foreign liquids, gases, or substances into the city’s water system.

“Backpressure” means any elevation of pressure in the downstream piping system above the supply pressure at the point of consideration which would cause, or tend to cause, a reversal of the normal direction of flow and the introduction of fluids, mixtures or substances from any source other than the intended source.

“Back siphonage” means the flow of water or other liquids, mixtures or substances into the distribution pipes of a potable water supply system from any source other than its intended source caused by a sudden reduction of pressure in the potable water supply system.

“BPA” means any backflow prevention assembly approved by the city.

“City” means the city of Central Point, Oregon, or its designee.

“City water system” means the system for providing piped water for human consumption to the public (“potable”), owned and operated by the city.

“Contamination” means the entry or presence in a public water supply system of any substance which may be harmful to health or the quality of the water.

“Cross-connection” means any unprotected actual or potential (direct or indirect) connection or physical arrangement through which it is possible to introduce into any part of the drinking water system any liquid or substance other than the intended unused potable water, by backflow, backpressure, or back siphonage.

“Degree of hazard” means the low or high hazard classification that shall be attached to all actual or potential cross-connections.

A. High Hazard. The classification assigned to an actual or potential cross-connection where a substance which, if allowed to backflow into the city water system, could cause illness or death.

B. Low Hazard. The classification assigned to an actual or potential cross-connection that could allow a substance which, if allowed to backflow into the city water system, would be objectionable but not a hazard to human health.

“Mobile units” means any mobile equipment that uses water obtained through the city water system. Mobile units include, but are not limited to, carpet-cleaning vehicles or machines, water-hauling vehicles, street-cleaning vehicles or machines that use water, pressure washers, portable toilet-hauling and water-service vehicles, and septic tank-cleaning and hauling vehicles that use water.

“Point-of-use isolation” means the appropriate backflow prevention within the consumer’s water system at the point where the actual or potential cross-connection exists.

“Premises” means any property to which water service is provided, including but not limited to all residential, commercial, or industrial improvements; hospitals; clinics; parks; recreational sites; and any other land improvement that is served by the city water system.

“Premises isolation” means the appropriate backflow prevention assembly installed at the point of service connection between the city water system and the customer’s water system, or other approved installation point.

“Public works department (PWD)” means the department of the city responsible for operation and maintenance of the city water system.

“PWD standards” means the standard specifications and details of the city’s public works department.

“Representative of the city” means any person designated by the city to perform cross-connection control duties that shall include, but are not limited to, testing, cross-connection inspections and water-use surveys.

“Residential use” means and includes, but is not limited to, single-family or multifamily dwellings, manufactured housing, and apartments where the individual units are each on a separate meter; or where two or more units are served by one meter.

“Service connection” means the portion of the water system that conveys water from the distribution main to the outlet side of the city’s meter.

“Tester” means a person certified as an OHD backflow prevention assembly tester who is registered with and approved by the city to perform the required testing, maintenance, repair, and replacement of the assembly. (Ord. 1932 §1(part), 2010).

### **13.20.030 Backflow prevention assembly (BPA) requirements.**

This chapter shall apply to all properties within the city, and any properties located outside the city limits which are connected to the city water system. If an air-gap or BPA is required to be installed, the water service customer and the owner of the property are jointly responsible for installing and maintaining the approved air-gap or BPA. The type and location of the BPA and elimination method shall be subject to review and approval by the city. The property owner and water service customer jointly assume all responsibility for any damages resulting from installation, operation, testing, maintenance, repair, and/or replacement of any BPA.

Cross-connection control may be required or upgraded in each of the following minimum specific circumstances, as determined by the city manager or his designee:

- A. Cross-connections or potential cross-connections exist;
- B. There is a history of cross-connections being established or reestablished;

- C. Entry has been denied for cross-connection inspection when an existing or potential cross-connection is suspected to exist;
- D. Intricate plumbing arrangements are present that make it impractical to ascertain whether cross-connections exist;
- E. Manufacturing, processing, or maintenance materials or methods are being used such that if cross-connection (including backpressure, back siphonage, or backflow) should occur, a health hazard could result;
- F. An approved double check valve BPA shall be the minimum protection for any fire sprinkler systems using piping material that is not approved for potable water use, or a system that does not provide for periodic flow-through every twenty-four hours. An RP BPA must be installed if any solution other than the city's potable water can be introduced into the sprinkler system;
- G. There is piping for conveying liquids other than potable water, and where that piping is under pressure and is installed in proximity to the potable water piping;
- H. When a building is constructed on commercial or industrial property, and the end use of such building is not determined or could change (such as, but not limited to, shopping malls and buildings with undetermined occupancy), a reduced pressure principle backflow prevention assembly shall be installed at the service connection;
- I. If it is determined the plumbing system has been changed without obtaining proper permits as required by the city;
- J. Any property with a nonpressurized water storage tank, or a pressurized water storage tank, excluding domestic hot water tanks with a capacity of one hundred gallons or less;
- K. A pressurized irrigation system is installed on the premises;
- L. An auxiliary water source exists on the property or is conveyed to the property.

Cross-connection control will not be required at the time of construction of new single-family residences, but may be subsequently required if any of the above noted conditions is determined to exist. (Ord. 1969 §1(part), 2013; Ord. 1932 §1(part), 2010).

#### **13.20.040 BPA installations in the rights-of-way.**

A BPA may be installed upon or within any city rights-of-way based on the following minimum requirements:

- A. The BPA does not affect or interfere with the operation, use, or existing location of public infrastructure.
- B. All permits required by the city to perform work in the city's rights-of-way shall be obtained.
- C. A property owner shall, at the request of the city and at the property owner's expense, relocate a BPA which encroaches upon any city rights-of-way when such relocation is necessary for street, sidewalk, or utility construction or repairs as required by the city. (Ord. 1932 §1(part), 2010).

#### **13.20.050 Installation requirements.**

The following minimum requirements shall apply to the installation of BPAs:

- A. A BPA installer must obtain the required plumbing permits and any other permit required by the city; be licensed by the state for the installation of BPAs; have a valid city business license; and have the installation inspected by the city.
- B. No part of a BPA shall be submerged in water or installed in a location subject to flooding, without the approval of the city public works department.
- C. All BPAs are required to have brass or plastic threaded pipe plugs installed in all test cocks. Galvanized plugs in test cocks are not allowed.

D. BPAs which are installed to isolate premises from the city water system shall be installed on the downstream side of the meter at or near the property line, or be installed immediately inside the building being served; but in any case must be installed before the first branch line. BPAs that are installed or located within city's rights-of-way are the responsibility of the property owner.

E. All vertical installations of BPAs must be as expressly approved by the city.

F. The BPA shall be installed in accordance with city PWD standards and the specifications, requirements, and recommendations of the BPA's manufacturer.

G. All BPAs shall be available for inspection, as a minimum, during the hours of eight a.m. to five p.m., Monday through Friday, or as otherwise required and approved by the city.

H. BPAs installed inside a building, five feet or more above the floor, shall be equipped with a rigid and permanently-installed platform with railing acceptable to the city. This installation shall also meet the requirements established by the U.S. Occupational Safety and Health Administration and the State of Oregon Occupational Safety and Health Codes.

I. All facilities that require continuous uninterrupted water service, and are required to have a BPA, shall make provisions for the parallel installation of BPAs so that testing, repair, maintenance, or replacement can be performed on one of the two BPAs, while still providing minimum flow requirements with only one of the two service lines in operation.

J. In the event a point-of-use BPA has not had the testing or repair work as required by this chapter, a premises isolation BPA or approved air-gap may be required.

K. Upon completion of any BPA installation, the city shall be notified by the property owner. The city will then conduct an inspection. If the installation is approved by the city, the property owner shall have the BPA tested by an authorized tester. Test results shall be provided by the property owner or tester to the city.

L. All BPAs must be registered with the city. Registration shall consist of address and physical location of BPA; date of installation; manufacturer's name, model, type, size, and serial number; and a copy of the initial test report.

M. Bypass lines (that are not an integral part of the BPA) are prohibited. Pipe fittings which could be used for connecting bypass lines shall not be installed.

N. BPA information nameplate and serial number must be attached to the BPA, be readily visible, and be designed to be permanent and resilient to environmental conditions.

O. Pressure vacuum breaker BPAs may be utilized only in single-zone irrigation systems, and are not allowed for new residential construction.

P. BPAs shall be sized to provide an adequate supply of water and pressure for the premises being served. Consult manufacturer's specifications for specific performance data such as flow characteristics.

Q. New Residential Construction are not allowed to install a PVBA or a PVA backflow assembly.

Variances from these specifications will be evaluated by the city manager or his designee on a case-by-case basis. Any variances must have prior written approval by the city. (Ord. 1969 §1(part), 2013; Ord. 1932 §1(part), 2010).

### 13.20.060 Maintenance and testing requirements for BPAs.

A. A person who owns, operates, or manages premises where required BPAs are installed shall maintain such BPAs in proper working order at all times. It shall be the duty of the water service customer to keep BPAs in good working condition at all times. It shall also be the duty of the water service customer to have thorough inspections and assembly performance/leakage tests made at least once a year or more often in those instances where successive inspections or tests indicate failure. These inspections and tests, performed for and at the expense of the water service customer, must be performed by a person registered with and approved by the city as a tester. It is the responsibility of the water service customer to see that these tests and inspections are completed. Testers may be

required to notify the city in advance when the test is to be undertaken so that city representative(s) may witness the test.

B. BPAs shall be repaired, overhauled, or replaced at the expense of the water service customer and property owner, in an expedient manner, whenever they are found to be defective. Records of such tests, repairs, overhauls, and/or replacements shall be maintained by the property owner and the city. It is the responsibility of any tester performing tests, maintenance, repair, overhauls, or replacements of any BPA to submit records of such tests or work to the city within thirty days of the performance of such work. (Ord. 1932 §1(part), 2010).

#### **13.20.070 Inspection and testing of BPAs.**

A. The city shall require inspection and testing of all BPAs in each of the following circumstances:

1. Immediately after installation of the BPA;
2. Whenever the BPA is moved;
3. A minimum of once a year;
4. Immediately after repairs.

B. BPAs may be required to be tested more frequently if, in the opinion of the city, it is determined that such factors as the repair history of the BPA, circumstances on the premises, and/or the degree of hazard present warrant additional testing. (Ord. 1932 §1(part), 2010).

#### **13.20.080 Existing Assemblies.**

**Backflow Prevention assemblies installed before the effective date of these Rules which were approved at the time they were installed but are not on the current list of approved assemblies maintained by the State of Oregon Department of Human Services, shall be permitted to remain in service provided they are properly maintained, are commensurate with the degree of hazard, tested at least annually, and perform satisfactorily. When assemblies of this type are moved, or require more than minimum maintenance, or are on services that are modified, changed in size or remodel, they shall be replaced with assemblies on the current State of Oregon Department of Human Services list of approved assemblies.**

#### **13.20.110 Mobile units.**

Mobile units must obtain and maintain a current permit from the city before using any water. As a condition of issuing a permit, the city may require a fixed air-gap or BPA to be mounted on the vehicle or its piping system, or on the city-supplied hydrant meter which is rented by the mobile unit's owner for temporary connection into the city's water system. (Ord. 1932 §1(part), 2010).

#### **13.20.120 Multiple connections.**

Any premises to be served by multiple service connections shall be required to install a BPA or an approved air-gap on each of the service lines to the premises. The assembly(ies) will be commensurate with the degree of hazard that could occur in the event of a cross-connection. (Ord. 1932 §1(part), 2010).

#### **13.20.130 Thermal expansion.**

If a BPA is installed, the property owner and/or water service customer should make allowances for thermal expansion within their water system. (Ord. 1932 §1(part), 2010).

#### **13.20.140 Pressure loss.**

Double check valves assemblies shall have a maximum loss of ten psi and reduced pressure backflow assemblies shall have a maximum loss of twenty-four psi. (Ord. 1932 §1(part), 2010).

#### **13.20.200 Tester requirements and responsibilities.**

The following are minimum requirements and responsibilities for BPA testers:

A. BPA testers shall have liability insurance in the minimum amount of five hundred thousand dollars. If the employer holds the liability insurance, the tester may only test when working for the employer.

- B. All BPA testers shall be licensed with the appropriate State Contractor Board and have a valid city business license.
- C. The tester shall be responsible for accurate testing of BPAs and shall submit complete reports thereof to the city no later than thirty days after the test has been completed.
- D. Registration by BPA testers with the city must include registration of all test gauges to be used by said tester (i.e., serial numbers and model, or other applicable identification). Registered OHD identification numbers of test gauges shall be listed on tests and maintenance reports prior to being submitted to the city.
- E. Certified testers shall not change the design or operation characteristics of any BPA, unless otherwise approved (in writing) by the BPA manufacturer and OHD.
- F. City authorization to test BPAs may be revoked by the city if the tester has falsely, incompletely, delinquent, or inaccurately filed BPA testing/maintenance/repair reports; has used inaccurate, unregistered, uncalibrated, or improper gauges; has used improper testing methods or procedures; has expired insurance; is not in compliance with safety regulations; has a history of valid customer complaints; is not certified by the OHD to be a tester (at the time of testing); or is not licensed as noted in subsection B of this section. (Ord. 1932 §1(part), 2010).

### 13.20.250 Property Owner Responsibility

A. It shall be the responsibility of the owner of the property served to provide and keep required backflow prevention assemblies in good working condition at all times. It shall also be the responsibility of the owner of the property at any premise where backflow prevention assemblies are installed to have all assemblies tested at least once a year by a certified backflow assembly tester approved by the City as a competent backflow assembly tester.

Backflow Prevention Assemblies shall be repaired, overhauled or replaced promptly at the expense of the owner of the property whenever they are found to be defective. Non-compliance may cause water service to be denied or discontinued.

### 13.20.310 Water service termination.

A. If, in the opinion of the city manager or his designee, a customer is in noncompliance with any provision of this chapter and an immediate health hazard is present, (i.e., a noted cross-connection or potential cross-connection exists which poses an immediate health threat), the city may terminate the water service immediately. The water service customer will be noticed (by phone, facsimile, or in writing) as soon as practicable after determination of the noncompliance item which presents the hazard, and again immediately upon water service termination. The water service customer will be provided the opportunity to be heard upon request, as soon as practicable.

B. If, in the opinion of the city manager or his designee, a customer is in noncompliance with any provision of this chapter and an immediate health hazard is not present, a noncompliance notice will be mailed to the property owner and water service customer. The noncompliance notice will state the reasons for noncompliance (which will include the applicable provisions of this chapter); the requirements needed to reestablish compliance; and a schedule for compliance which will include the date upon which water service termination would occur if the noted deficient items are not completed. (Ord. 1969 §1(part), 2013; Ord. 1932 §1(part), 2010).

### 13.20.320 Notice of appeal.

A. A property owner or water service customer receiving a noncompliance notice and/or water service termination may file a written appeal with the city manager within five days after the noncompliance notice is mailed. The property owner or water service customer shall include a written explanation of the basis of the appeal.

B. The city manager or his designee will review the appeal and respond in writing to the customer within five days of receipt of the appeal with an explanation of the review of the appeal and specific actions to be taken by the customer or the city. If an immediate health hazard is not present, the termination of water service shall not occur prior to a period of forty-eight hours after the city manager's or his designee's written response has been delivered to the premises, or in accordance with the schedule included in the notice of noncompliance, whichever is last. (Ord. 1969 §1(part), 2013; Ord. 1932 §1(part), 2010).

**13.20.400 Permits and fees.**

The city council may, from time to time, establish by resolution a permit and administration fee structure for BPA installation and testing.

A. Prior to installing any BPA, the property owner shall apply for and obtain a BPA installation permit and other required permits. The city shall charge an installation permit fee for each BPA for the purpose of covering city expenditures for initial registration, inspection, and administration.

B. The city council may establish by resolution a monthly administration fee (per installed BPA) for the purpose of administration, inspection, and enforcement of the requirements of this chapter and the OHD as detailed in OAR 333-61-0070. This fee will be billed and collected as part of the monthly water service billing. (Ord. 1932 §1(part), 2010).



## Pressurized Irrigation System Requirements

Due to the potential risk of introducing chemical and biological hazards into a pressurized irrigation system, it is required that the system be protected by at minimum a Double Check Valve Assembly (DCVA). These assemblies are put in place to protect the municipal water supply in case of a low pressure situation where flow of water can be reversed causing a back flow event.

Lawns and flower beds can hold an array of potential hazards such as chemical fertilizers, animal feces, parasitic worms, and bacteria. Once the system has run and there is no longer pressure to the heads the standing water can run back into the pipes through the heads carrying the contaminants with it. In the event that a water main were to break creating a low pressure event, the water rushing to the break could suck all of the water from the home and irrigation pipes back into the municipal water supply. This could potentially contaminate a whole section of water main and all services on that section of water main. The monetary cost of these types of events are extreme, not to mention the potential health concerns associated to the contamination if not caught it time.

A properly installed, maintained, and tested DCVA could eliminate the possibility of this happening completely. In our current standards we allow devices like Atmospheric Vacuum Breakers (AVB) to be used as Backflow Protection Assemblies (BFA). These devices do work well when properly installed and maintained, but as we have done our residential site surveys we have noted that most of these devices are improperly installed. Also, a majority that were installed properly are not functioning properly. These devices are also not testable, so we have no way of knowing if they are failing or not unless it is physically obvious.

Pressure Vacuum Breakers (PVB) are a testable assembly but are only good for single zone irrigation and have installation requirements that are generally overlooked.

The DCVA is by far the best BPA for pressurized irrigation systems, they can be installed underground to prevent the assembly from freezing and are easily tested and maintained. Installed properly the assembly will not only protect our city water but will also protect the homeowner from potentially introducing contaminants into their potable water system.



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

### **ISSUE SUMMARY**

|                         |                                     |                        |                       |
|-------------------------|-------------------------------------|------------------------|-----------------------|
| <b>TO:</b>              | City Council                        | <b>DEPARTMENT:</b>     | Community Development |
| <b>FROM:</b>            | Stephanie Holtey, Planning Director |                        |                       |
| <b>MEETING DATE:</b>    | November 18, 2021                   |                        |                       |
| <b>SUBJECT:</b>         | Planning Commission Report          |                        |                       |
| <b>ACTION REQUIRED:</b> | Information/Direction               | <b>RECOMMENDATION:</b> | Not Applicable        |

The Central Point Planning Commission met at their regular meeting on November 2, 2021. There were two (2) discussion item on the agenda, introducing Rewrite 2022: Central Point Zoning Code Update Project and continued discussion of cottage housing. At the conclusion of the meeting, updates were given on development and the City's floodplain management program. Staff also presented Planning Commissioner Reports as a new item on the agenda.

#### **ZONING CODE DISCUSSION:**

Planning staff introduced the Zoning Code Update project that kicked-off at the CAC meeting last month. The purpose of the project evaluate and substantially update the zoning code that was originally adopted in 1981. The goal of the project is to provide a zoning code that is more user friendly in organization and language, eliminate conflicting uses, provide more opportunities for housing, align the zoning code with the Comprehensive Plan and ultimately deliver a better experience for Central Point residents and the development community.

Staff provided a study session on zoning code fundamentals, including where zoning authority originates, components of zoning text, and the spatial distribution of zones and land use designations throughout the City. Planning Commissioners took advantage of this opportunity to ask questions about the purpose of various zoning districts and whether it would make sense to consolidate some of the commercial zones. Additionally, it was recommended that the City staff try to consolidate the use of Conditional Use Permits to situations that warrant it and instead provide clear and objective standards that simplify the development process to the extent possible.

As part of the study session, staff showed Commissioners and the public how to navigate to the Municipal Code from the City's homepage, how to find information about the Zoning Code update project on the Planning web page, and explained the next steps in the project including an audit of residential zones and affiliated chapters, preparation of a technical memo outlining the findings of the audit and preparation of draft amendments for discussion in January and February.

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**COTTAGE HOUSING DISCUSSION:**

The Planning Commission continued its discussion of cottage housing with a focus on observations and suggestions stemming from the October 18, 2021 Cottage Housing Tour. Generally the Planning Commission expressed support for this housing type but would like to see more affordability in Central Point. Additionally, they agree that allowing for 2 bathrooms in a unit is a good idea. Off-street parking adequacy and the availability of on-site storage space for residents were mentioned as important issues to be considered.

On the topic of affordability and livability, there was discussion about the impacts of cottage rentals (short-term and long-term) on the community fabric and whether limiting rentals should be considered. It was noted that the City does not regulate rental units and that any such restrictions would be a private matter and subject to State law. With regard to short-term rentals, such as Vacation Rentals by Owner or AirBnB, staff reported that the City Council recently considered regulating short-term rental use and elected to not take any action at this time.

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**DEVELOPMENT UPDATE:**

Staff provided an update on development activity during the month of October and is attached for Council's information.

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**FLOOD PROGRAM UPDATE:**

It was noted that the City is currently in the process of going through an audit for the Community Rating System (CRS). This program provides automatic discounts on flood insurance to Central Point residents. The City provided documentation and is anticipating wrapping up this 5-year cycle in the coming weeks.

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**PLANNING COMMISSIONER REPORTS:**

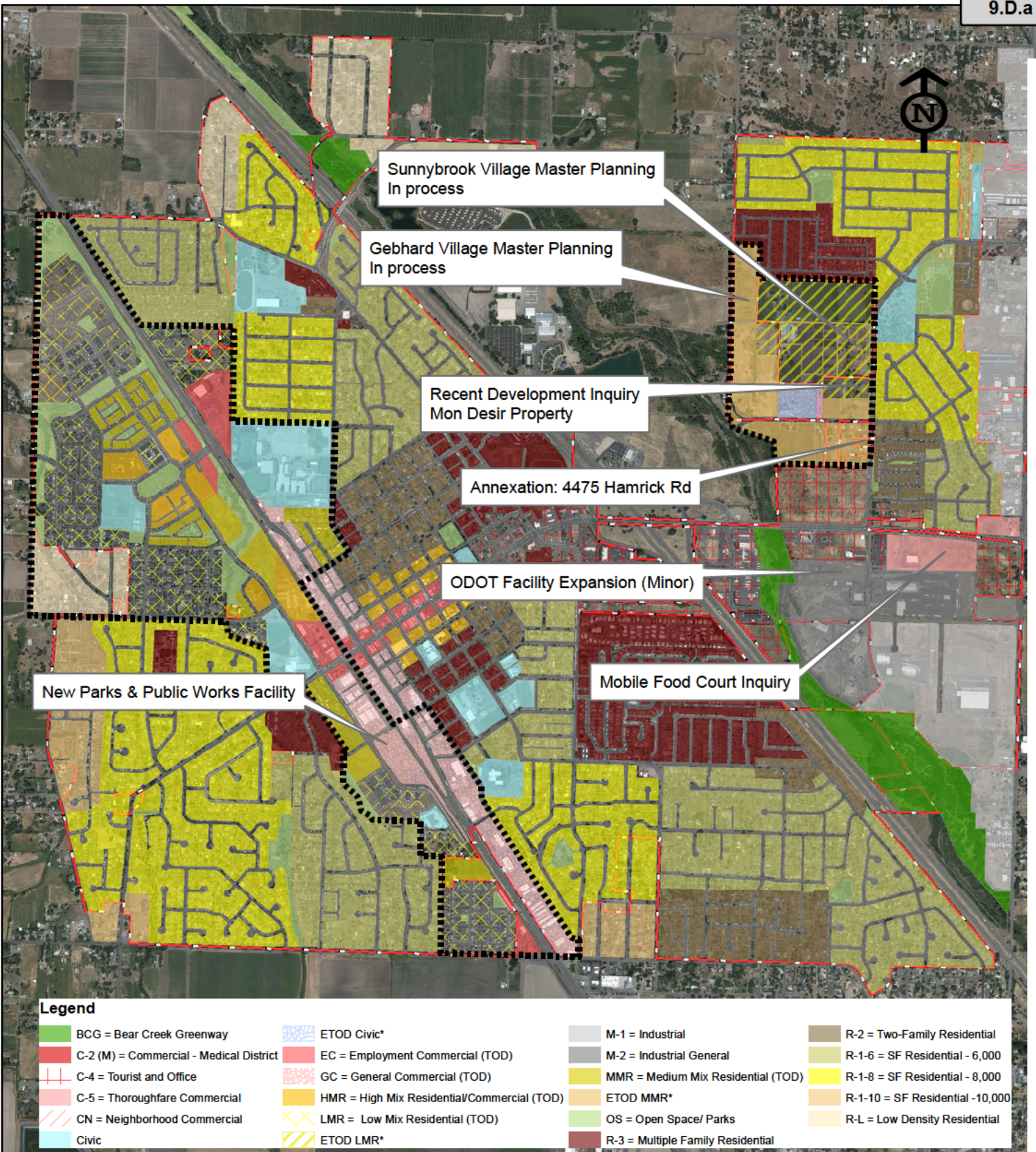
A new Section was added to the Planning Commission agenda for Planning Commissioner Reports. This item on the agenda aims to provide commissioners with the opportunity to share about things they are learning regarding planning, community happenings, development observations, as well as to ask questions and request training/study session topics.

Planning Commissioners requested that the Parks staff provide a presentation on the Bear Creek Greenway Fire Area Master Plan at a future meeting. Fire mitigation is a frequently referenced issue and many Commissioners would like to know more. Additionally they reported liking the Cottage Housing Tour and requested more tours in the future.

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**ATTACHMENTS:**

1. November 2021 Development Update Map



Attachment: November 2021 Development Update Map (1481 : Planning Commission Report)