

**CITY OF CENTRAL POINT
City Council Meeting Agenda
December 13 , 2012**

Next Res.1347
Next Ord. No.1967

**Central Point
City Hall
664-3321**

City Council

Mayor
Hank Williams

Ward I
Bruce Dingler

Ward II
Kelly Geiger

Ward III
Ellie George

Ward IV
Allen Broderick

At Large
Carol Fischer
Kay Harrison

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

**Community
Development
Department**
Tom Humphrey, Director

Finance Department
Bev Adams, Director

Human Resources
Barb Robson, Director

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

Police Department
Kris Allison, Chief

I. REGULAR MEETING CALLED TO ORDER – 7:00 P.M.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PUBLIC APPEARANCES - *This time is reserved for citizens to comment on items that are not on the agenda. Maximum of five minutes per item, please.*

V. SPECIAL PRESENTATION

VI. CONSENT AGENDA

- | | | |
|-----------|----|--|
| Pg. 2 - 7 | A. | Approval of November 8, 2012 Council Minutes |
| 8 - 13 | B. | Approval of OLCC Change of Ownership for Purple Parrot |
| 14 - 15 | C. | Approval of Committee Re-Appointments for 2013 |

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. PUBLIC HEARING, ORDINANCES, AND RESOLUTIONS

- | | | |
|---------|----|--|
| 17 - 39 | A. | Public Hearing - Resolution No. _____, Requesting a Public Hearing Before the City of Central Point Municipal Court for the Purpose of Seeking Authority to Order the Demolition of a Derelict Structure Owned by Clyde and Susan Olson Located at 332 N. Second Street, Central Point, Oregon (Nolte) |
| 41 - 43 | B. | Resolution No. _____, Canvassing the Votes Cast at the General Election Held November 6, 2012 (Clayton) |

- 45 - 59 C. Resolution No. _____, Amending the Financial Management Policy for the City of Central Point (Adams)
- 61 - 63 D. Resolution No. _____, Adopting GASB 54 Fund Balance Reporting for the City of Central Point (Adams)
- 65 - 68 E. Ordinance No. _____, An Ordinance Amending Chapter 11.12.110 of the Central Point Municipal Code Adding Language Clarifying System Development Charge Credits (Samitore)

IX. BUSINESS

- 70 - 72 A. Request from School District No. 6 for Storm Utility Rate Discount (Samitore)
- 74 - 75 B. Acceptance of Parks and Recreation Commission Report (Samitore)
- 77 C. Acceptance of Planning Commission Report (Humphrey)

VIII. MAYOR'S REPORT

IX. CITY MANAGER'S REPORT

X. COUNCIL REPORTS

XI. DEPARTMENT REPORTS

XII. EXECUTIVE SESSION

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

XIII. ADJOURNMENT

Consent Agenda

**CITY OF CENTRAL POINT
City Council Meeting Minutes
November 8, 2012**

I. REGULAR MEETING CALLED TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL: Mayor: Hank Williams
Council Members: Allen Broderick, Bruce Dingler, Kelly Geiger, Carol Fischer, Kay Harrison, and Ellie George were present.

Interim City Manager Chris Clayton; City Attorney Paul Nolte; Police Chief Kris Allison; Community Development Director Tom Humphrey; Finance Director Bev Adams; Human Resource Director Barb Robson; Parks and Public Works Director Matt Samitore; and City Recorder Deanna Casey were also present.

IV. PUBLIC APPEARANCES

City Resident Doug Pfaff asked the Council if they would review a request to name the Amphitheater in Robert Pfaff Memorial Park after his grandmother Libby Pfaff. The park was renamed after the passing of his grandfather many years ago and the family is asking the City to officially name the amphitheater the Libby Pfaff Amphitheater. She has lived in the community all her life and participated in many events.

Mayor Williams stated the council and Parks and Recreation Commission will take this under consideration.

V. CONSENT AGENDA

- A. Approval of October 25 2012, City Council Minutes
- B. Approval to cancel Council meetings for November 22 and December 28, 2012.

Kay Harrison made a motion to approve the consent agenda as presented.
Roll call: Allen Broderick, yes, Bruce Dingler, yes; Kelly Geiger, yes; Carol Fischer, yes; Kay Harrison, yes; Hank Williams, yes; and Ellie George, yes.
Motion approved.

VI. ITEMS REMOVED FROM CONSENT AGENDA - None

VII. BUSINESS

A. Audit Presentation

Finance Director Bev Adams presented the Annual Audit Document. City Auditor Chris Dye had planned on being here to present the report but has not arrived yet. She stated that there were no issues to report in the audit. If the Council would like for the Auditor to return with a report at a future dated staff will arrange it.

Kelly Geiger made a motion to accept the audit as presented. Kay Harrison seconded. Roll call: Allen Broderick, yes, Bruce Dingler, yes; Kelly Geiger, yes; Carol Fischer, yes; Kay Harrison, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

B. Community Christmas Presentation

Parks and Public Works Director Matt Samitore stated that there are a few changes this year to the Annual Community Christmas. Instead of doing a treasure hunt the city is planning a light parade. The parade will begin at 6:00 pm on Saturday, December 8th and end at City Hall where the tree lighting will be held at 7:00 pm. There will be crafts and refreshments at City Hall. The treasure hunt was costing the city too much due to lack of donations. There will be gift bags instead of presents for the children. Santa and Mrs. Clause will be available for photos and a raffle will be held at the end of the event.

C. City Road Closure for Community Christmas

Mr. Samitore stated that the Parks and Recreation Commission is having a meeting next week and they would be able to discuss the option of the amphitheater naming at that time and return in December with a recommendation.

There are two choices for parade routes depending on the amount of participation and the willingness of the Council to close a portion of Pine Street. The parade would be on a Saturday evening after dark and could begin at Pfaff Park ending at City Hall. In order to do this route we would need to close a portion of Pine Street for a short time in the evening and route traffic around the area. As of tonight there are no applications for the parade. Many organizations have shown interest in the idea but no one has turned in applications.

There was discussion that if we have a parade it needs to go down Pine Street so that the citizens can see it. There would need to be at least 10 to 15 floats in order to have a successful first time parade. The Council did not want all the floats to be city vehicles just to make the parade happen. If we do not have community support they would rather cancel the parade and just have the tree lighting and crafts.

Council agreed that the route should be Option 1 beginning at Pfaff Park and ending at City Hall.

VIII. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS

A. First Reading – An Ordinance Amending Chapter 11.12.110 of the Central Point Municipal Code Adding Language Clarifying System Development Charge Credits

Mr. Samitore stated that the purpose of this amendment is to make all system development charge credits expire after ten years and add language clarifying the different types of credits. The amendments to the chapter would clarify that regardless of the type of credit they would all expire ten years from the date they were received.

Cash Credit: The City has credits on the books for developers who have paid for permits but then choose not to build and never requested a refund. These credits were generally done in order to avoid permit fee increases.

Change of Use Credits: A property owner had a building and elected to tear it down. The owner receives a credit for the previous use. We have several owners who are requesting credits for buildings they demolished in the 1980's and would like SDC credit from fees they paid at that time.

One developer would currently be impacted by the Cash Credit change. The developer has been notified but has not responded to city notices. It is difficult tracking the credits because property is changing hands and the developers are not notifying the city. Currently there are no time limits on these types of credits. Council is concerned that the developer could be out money if this is approved as is. They would like to see the ten years start when the ordinance takes effect. The developers all have enough warning to take advantage of the credits they have on the books.

Kay Harrison made a motion to move to second reading an Ordinance Amending Chapter 11.12.110 of the Central Point Municipal Code Adding Language Clarifying System Development Charge Credits with the understanding that credits currently on the books will expire ten years from adoption of this Ordinance. Bruce Dingler seconded. Roll call: Allen Broderick, yes; Bruce Dingler, yes; Kelly Geiger, yes; Carol Fischer, yes; Kay Harrison, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

B. Resolution No. 1345, A Resolution Adopting Amendments to Flexible Benefits Plan

Human Resource Director Barb Robson explained that new laws have come into affect changing some of our employee benefits. New IRS codes state that there is a maximum amount that can be reimbursed by a Flexible Benefits Plan. This will only affect a few employees but a resolution must be adopted by the Council to satisfy requirements of the plan.

Bruce Dingler made a motion to approve Resolution No. 1345, A Resolution Adopting Amendments to Flexible Benefits Plan. Carol Fischer seconded. Roll call: Allen Broderick, yes; Bruce Dingler, yes; Kelly Geiger, yes; Carol Fischer, yes; Kay Harrison, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

C. Resolution No. 1346, A Resolution Declaring the City Council's Interest in Pursuing An Amendment to the Central Point Urban Growth Boundary (UGB), Comprehensive Plan (Map), and Central Point Municipal Code (Map) to add Land from the City's Urban Reserve Area (URA) for Industrial Development and Job Creation in the City of Central Point

Community Development Director Tom Humphrey stated that Combined Transport has operated in the Rogue Valley for over 30 years and its owners are natives of Central Point. They are outgrowing their facility on Crater Lake Highway and would like to move to a location closer to Interstate 5 where they can expand. The Seven Oaks interchange provides better access to a state artery and the company would realize a cost savings in fuel at this location. The zoning on that property (EFU) prevents the company from developing their business, but expanding the Central Point UGB and City Zoning to the site, and annexation would enable them to proceed. CP-1B was classified in the Regional Plan as a transportation employment center over which Central Point would ultimately have planning jurisdiction.

Combined Transport would like to be in the city of Central Point and operating their new facility by October 2014. All things considered this is an aggressive schedule, but it is accessible and will require considerable staff time to complete. The proposed resolution gives authorization to proceed with expansion of the UGB and related Comprehensive Plan and Zoning amendments.

The Tolo Interchange has been an area of mutual design and concern for the City of Central, Jackson County and ODOT. Combined Transport has been working with the State in regards to access to their property and the possible extension of Hwy 140.

Kay Harrison made a motion to approve Resolution 1346, A Resolution Declaring the City Council's Interest in Pursuing An Amendment to the Central Point Urban Growth Boundary (UGB), Comprehensive Plan (Map), and Central Point Municipal Code (Map) to add Land from the City's Urban Reserve Area (URA) for Industrial Development and Job Creation in the City of Central Point. Kelly Geiger seconded. Roll call: Allen Broderick, yes; Bruce Dingler, yes; Kelly Geiger, yes; Carol Fischer, yes; Kay Harrison, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

IX. MAYOR'S REPORT

Mayor Williams reported that he attended a meeting with Senator Merkley. They toured several businesses in Central Point including the LNG Station at Pilot. He attended the Medford Water Commission.

X. INTERIM CITY MANAGER'S REPORT

Interim City Manager Chris Clayton reported that Council Member Geiger has expressed interest in being the Central Point Representative for SOREDI, staff is making recommendations regarding his appointment to that board. The City Attorney has created a Memorandum of Understanding in regards to the Central Point Cemetery. There are still outstanding issues in regards to the cemetery, but we are making progress. There will be a Thanksgiving Volunteer Recognition lunch in the Council Chambers on November 15th from 12 – 3. Council members are invited to participate.

XI. COUNCIL REPORTS

Council Member Carol Fischer reported that she attended the Harvest Festival.

XII. DEPARTMENT REPORTS

City Attorney Paul Nolty reported that he is working with staff on the derelict structure at 332 N. Second Street. They will be sending a certified letter within a few days stating that they must remove the structure or the City will remove it and they will be billed for the removal.

Community Development Director Tom Humphrey reported that:

- The Planning Commission meeting has been moved to the second Tuesday in November to accommodate a meeting for ODOT regarding Exit 33.
- There will be a public discussion on November 27th to discuss the East Side TOD plan.
- There has been progress with the plan amendments at the state level. This phase should be completed in November..

Human Resource Director Barb Robson reported that January 15th will be the Employee Recognition breakfast at Twin Creeks. The City Council is invited to attend. More information will be provided as we get closer to that date.

Police Chief Allison reported that they have made administrative changes in the Police Department in regards to the vacant Captain position. She explained how they will be rotating Lieutenants through an Admin position to get them acquainted with the position. They will not be filling the second Captain position for approximately 18 months.

Parks and Public Works Director Matt Samitore stated they have restructured some of the Public Works shifts to better fit the schedules of the city and

citizens. They will be doing some internal hiring and shifting over the next month. Staff is currently working on a rail crossing grant.

Finance Director Bev Adams stated that they received a PERS Recap from the State and explained the details. The state has created a committee that will be reviewing the system.

XIII. EXECUTIVE SESSION - None

XIV. ADJOURNMENT

Kelly Geiger moved to adjourn, Kay Harrison seconded, all said "aye" and the Council Meeting was adjourned at 8:28 p.m.

The foregoing minutes of the November 8, 2012, Council meeting were approved by the City Council at its meeting of December 13, 2012.

Dated:

Mayor Hank Williams

ATTEST:

City Recorder

[Return to Agenda](#)



155 South Second Street • Central Point, OR 97502

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

Kristine Allison

Chief

Date: 12-6-2012
From: Chief Kris Allison
To: Honorable Mayor Williams
Subject: Request for OLCC License

RE: Purple Parrot/Persons associated therewith

Files of the Central Point Police Department contain no information pertinent to the request.

Respectfully,

A handwritten signature in black ink that reads "Kristine Allison". The signature is written in a cursive, flowing style.

Kris Allison
Chief of Police
Central Point Police Department



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: [Signature]

Date: 11/27/12

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

- ① SOUTHERN OREGON ELMER'S, LLC ③ _____
- ② _____ ④ _____

2. Trade Name (dba): PURPLE PARROT #5

3. Business Location: 227 E. PINE STREET CENTRAL POINT, JACKSON, OR 97502
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 858 NE A STREET GRANTS PASS, OR 97526
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (541) 955-9506 (541) 474-0194
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: PURPLE PARROT OF OREGON LLC Type of License: LIMITED ON-PREMISE

8. Former Business Name: N/A

9. Will you have a manager? Yes No Name: N/A
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? CITY OF CENTRAL POINT
(name of city or county)

11. Contact person for this application: DAVID R. THOMASON (541) 955-9506
(name) (phone number(s))
858 NE A STREET GRANTS PASS, OR 97526 (541) 474-0194 dave@southernoregonelmers.
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

- ① David R Thomason Date 11/16/12 ③ _____ Date _____
- ② _____ Date _____ ④ _____ Date _____



**OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION**

Please Print or Type

Applicant Name: SOUTHERN OREGON ELMER'S, LLC Phone: (541) 955-9506

Trade Name (dba): PURPLE PARROT # 5

Business Location Address: 227 E. PINE STREET

City: CENTRAL POINT ZIP Code: 97502

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 8 AM to 2 AM
 Monday 7 AM to 2 AM
 Tuesday 8 AM to 2 AM
 Wednesday 8 AM to 2 AM
 Thursday 8 AM to 2 AM
 Friday 8 AM to 2 AM
 Saturday 8 AM to 2 AM

Outdoor Area Hours:

Sunday N/A to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

The outdoor area is used for:

- Food service Hours: N/A to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

 (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music Karaoke
 Recorded Music Coin-operated Games
 DJ Music Video Lottery Machines
 Dancing Social Gaming
 Nude Entertainers Pool Tables
 Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday N/A to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: 18 Outdoor: 0
 Lounge: 0 Other (explain): 0
 Banquet: 0 Total Seating: 18

OLCC USE ONLY
 Investigator Verified Seating: _____ (Y) (N)
 Investigator Initials: CMG
 Date: 11/27/12

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: _____

1-800-452-OLCC (6522)
 www.oregon.gov/olcc

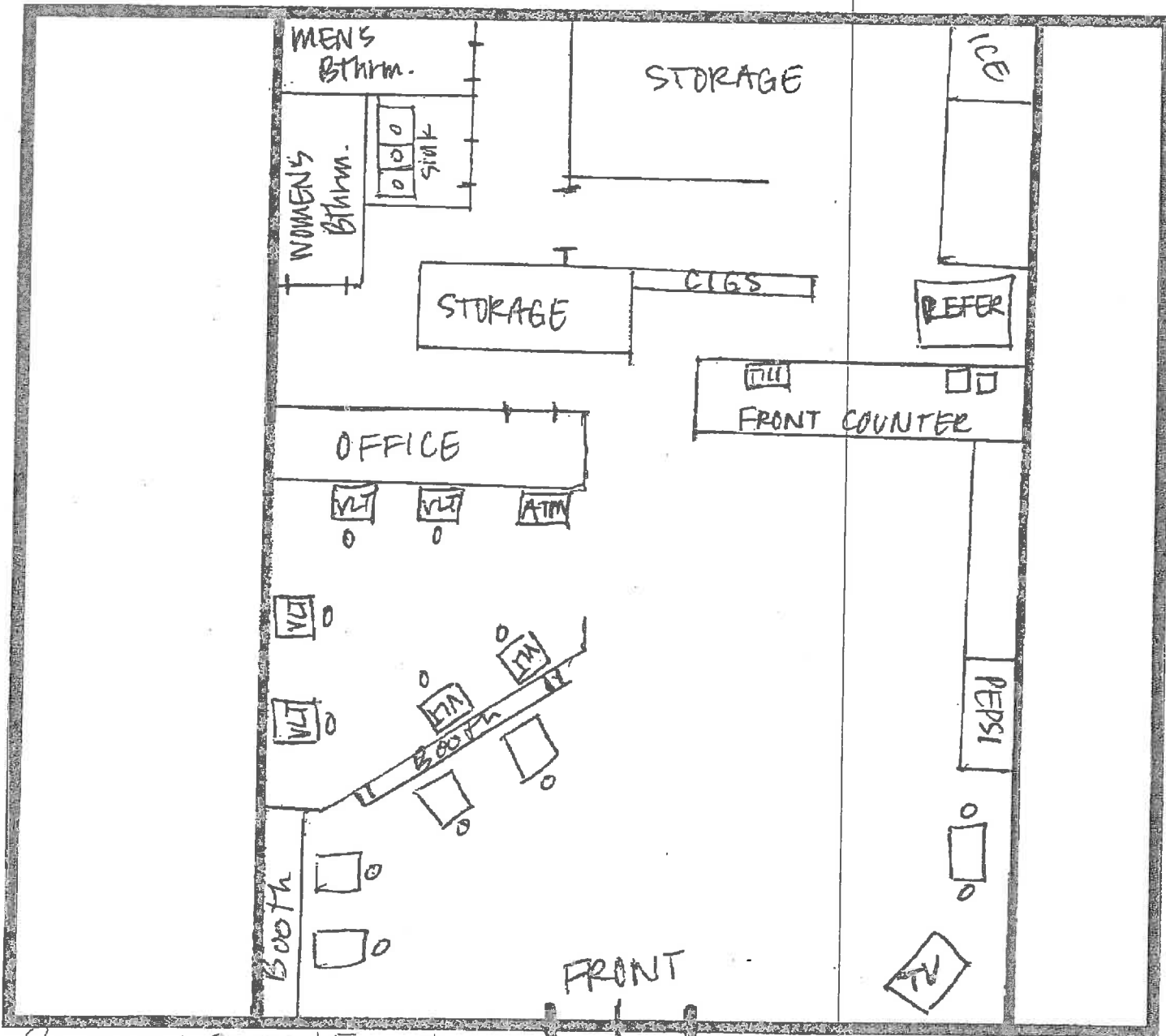
(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

PURPLE PARROT #5
Central Point.

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



SOUTHERN OREGON ELMER'S, LLC
 Applicant Name
 PURPLE PARROT #5
 Trade Name (dba):
 CENTRAL POINT 97502
 City and ZIP Code

.....OLCC USE ONLY.....
 MINOR POSTING ASSIGNMENT(S)
 #1
 ENTIRE PREMISES
 Date: 11/27/12
 Initials: CMG

1-800-452-OLCC (6522)
 www.oregon.gov/olcc

(rev. 09/12)



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: *[Signature]*

Date: 11/27/12

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① SOUTHERN OREGON ELMER'S, LLC ③ _____

② _____ ④ _____

2. Trade Name (dba): PURPLE PARROT #12

3. Business Location: 1350 PLAZA BLVD SUITE F CENTRAL POINT, JACKSON, OR 97502
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 858 NE A STREET GRANTS PASS, OR 97526
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (541) 955-9506 (541) 474-0194
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: PURPLE PARROT OF OREGON LLC Type of License: LIMITED ON-PREMISE

8. Former Business Name: N/A

9. Will you have a manager? Yes No Name: N/A
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? CITY OF CENTRAL POINT
(name of city or county)

11. Contact person for this application: DAVID R. THOMASON (541) 955-9506
(name) (phone number(s))
858 NE A STREET GRANTS PASS, OR 97526 (541) 474-0194 dave@southernoregonelmers.
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① *David R Thomason* Date 11/16/12 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: SOUTHERN OREGON ELMER'S, LLC Phone: (541) 955-9506

Trade Name (dba): PURPLE PARROT # 12

Business Location Address: 1350 PLAZA BLVD, SUITE F

City: CENTRAL POINT ZIP Code: 97502

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 8 AM to 2 AM
 Monday 8 AM to 2 AM
 Tuesday 8 AM to 2 AM
 Wednesday 8 AM to 2 AM
 Thursday 8 AM to 2 AM
 Friday 8 AM to 2 AM
 Saturday 8 AM to 2 AM

Outdoor Area Hours:

Sunday N/A to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

The outdoor area is used for:

- Food service Hours: N/A to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music Karaoke
 Recorded Music Coin-operated Games
 DJ Music Video Lottery Machines
 Dancing Social Gaming
 Nude Entertainers Pool Tables
 Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday N/A to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: 14 Outdoor: 0
 Lounge: 0 Other (explain): 0
 Banquet: 0 Total Seating: 14

OLCC USE ONLY

Investigator Verified Seating: Y (Y) (N)
 Investigator Initials: CMG
 Date: 11/28/12

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: _____

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



TO: Honorable Mayor and City Council
FROM: City Recorder Deanna Casey
SUBJECT: 2013 Committee Re-appointments
DATE: 12/13/2012

It is time to reappoint members and a chairperson of various committees. This consent agenda item is only for re-appointments. New appointments will be discussed after the beginning of the new year.

Planning Commission

The terms of Tim Schmeusser, Richard Samuelson and Mike Oliver expire on December 31, 2012. Staff has received word from Tim Schmeusser and Mike Oliver that they would like to remain on the Commission for another term. The Election of Richard Samuelson to the City Council will leave a vacancy to be filled after the first of the year. Chuck Piland is currently the Commission Chair and has agreed to chair for another year.

Current members are: Chuck Piland Tom Van Voorhees Mike Oliver
Tim Schmeusser Craig Nelson ~~Rick Samuelson~~

Staff recommends appointing Chuck Piland as Planning Commission Chairperson and the reappointment of Tim Schmeusser and Mike Oliver.

Citizens Advisory Committee

There is no established term of office for those serving on the Citizens Advisory Committee. Herb Farber has stated that he would like to step down from the committee at this time.

Current members are: Larry Martin ~~Herb Farber~~ Jeff Pfeifer David Painter
Sam Inkley Eric Snyder Wade Six

Staff has no recommendation for a Chair at this time.

Park and Recreation Commission

There are currently six members on the Park and Recreation Commission. The election of David Douglas to the City Council will leave a vacancy to be filled after the first of the year. The terms for John Beck, Deven Howard and Patricia Alvarez end on December 31, 2012. Mark Ludwiczak is currently the Chair.

Current members are: Patricia Alvarez John Beck Deven Howard
Mark Ludwiczak Neil Olsen ~~David Douglas~~

Staff recommends reappointment John Beck, Deven Howard and Patricia Alvarez and reappoint Mark Ludwiczak as Chair.

Multicultural Committee

This is a seven member committee with three year terms. The position for Christina Garrett expires December 31, 2012. Staff is advertising for additional committee members. This committee appoints their own Chairperson and Fran Cordeiro-Settell is currently the chairperson.

Current members are: Fran Cordeiro-Settell Christina Garrett Jill Gregg
Adam McCarthy Amy Sweet

Staff recommends reappointment of Christina Garrett to the Multicultural Committee with a term expiring December 31, 2015.

Budget Committee

The positions held by Steven Weber and Scott Dippel expires on December 31, 2012. Steven Weber has agreed to serve another term on the Committee but Scott Dippel has decided to leave the committee at this time. There will be one vacancy to be filled after the first of the year.

Current committee members are: Bill Stults Steven Weber Randy Sparacino
~~Scott Dippel~~ Michael Quilty Jason Lukaszewicz
Karen Huckins

Staff recommends reappointment of Steven Weber with a term to expire December 31, 2015.

Recommended Action:

Approve Consent Agenda as presented.

[Return to Agenda](#)

Resolution

Derelict Structure at 332 N. Second Street

PAUL NOLTE, LAWYER

3860 FISHER ROAD
ROSEBURG, OREGON 97471
PHONE 541-821-2271
law@ashlandhome.net

November 25, 2012

Memo:

TO: City Council
FROM: Paul Nolte, City Attorney
AGENDA DATE: December 13, 2012
SUBJECT: Demolition of Derelict Structure owned by Clyde and Sharon Olson and located at 332 N. 2nd Street

The structure located at 332 N. 2nd Street has been unoccupied for 20 years and has been in a state of disrepair for more than 9 years. It is now overgrown with weeds and berry bushes (pictures and Code Enforcement Officer report attached). In 2010 the owners, who reside in Medford, were notified of the violations of the derelict structure ordinance. At that time, they responded by submitting a plan to clean up the property and sell it. They asked for time to do this but nothing was done.

In October 2012 the owners were notified by me (letter attached) that the structure was in violation of the city's derelict structure ordinance, Central Point Municipal Code Chapter 8.03. The owners were requested to demolish the structure or the city would proceed to seek authority to have it demolished with the costs billed to them. The owners have not responded.

The city has the power to order the demolition of the structure by utilizing the process set forth in Chapter 8.03 of the municipal code. The council must first adopt a resolution that the matter be heard before the municipal court to obtain authority to order its demolition. That resolution is presented to you for your consideration and adoption at the December 13, 2012, council meeting.

The demolition ordinance provides that the owners are to be given the opportunity to appear and be heard before the council prior to the adoption of the resolution. The owners have been notified that they have this opportunity and they have been given a copy of the proposed resolution.

If the council adopts the resolution, the municipal court conducts a public hearing where the city is required to show that the structure should be demolished. The owners, of course, have the right to appear and argue otherwise.

The municipal court may authorize the city manager to order the structure be demolished by the owners. If the owners fail to do so, the city may do so and the cost is assessed as a lien against the property.

121003 Ron emlf re Olson derelict structure.

From: Ron Barnett <Ron.Barnett@centralpointoregon.gov>
To: "Law@ashlandhome.net" <Law@ashlandhome.net>
Date: 10/03/2012 04:46 PM
Subject: Derelict Structure

Dear Paul, I'm sending you this information on a Derelict Structure (Central Point Municipal Code section 8.03.020) located at 332 N. Second Street, Central Point, Oregon 97502, map page 372W03DD, tax lot 1300. The City wants it demolished under section 8.03.070. I thought you would be able to write a letter for the owners, Clyde and Sharon Olson, 1508 Wilson Place, Medford, Oregon 97504. The following issues are proof of this being a derelict structure.

- 1) The structure has been continuously unoccupied over 20 years or more, Mrs. Olson verified that on 10/02/12 during a short conversation, at the location 332 N. 2nd St.
- 2) It has been in a state of disrepair for more than 9 years. Overgrown berry bush and weeds. The berry bush have grown through windows in the rear of the residence.
- 3) On September 14, 2010 the owners were given a letter stating the house was in violation of the Derelict Structure Ord. and made them submit a plan as to what there intensions were to either demolish the house or fix all the problems so it could be inhabited. They submitted plans to remove all the junk inside the house and sell it as is. They asked the City Council to give them time. The Olson's have not done the things they stated they would do in the plan and all the junk is still inside the residence. There is berry bush growing in the back of the house and the weeds are several feet high again. The inside of the house stinks with an overwhelming stale smell. It is filthy inside.
- 4) There have been thirteen calls for service to the residence since 2003. There have been numerous arrests for trespass, drugs, minors in possession, criminal mischief and burglary. Several neighbors have reported seeing cats and rats running in the yard. Officers patrol this area because of its close vicinity to Crater High School.

The following are cases since 2003:

- 1) Case # 03-4458 , 08/23/2003 Criminal Mischief, Burglary. Two juvenile arrests
- 2) Case #04-0405, 01/22/2004 Trespass, Drugs
- 3) Case # 05-0659, 02/01/2005 Drugs
- 4) Case # 07-2032, 03/30/2007 Ordinance Violation
- 5) Case # 08-6978, 12/01/2008 Suspicious Circumstances
- 6) Case # 09-0229, 01/13/2009 Suspicious Circumstances
- 7) Case # 10-0268, 01/12/2010 Unsecure Premises
- 8) Case # 10-0979, 02/15/2010 Noise Violation
- 9) Case # 10-5900, 09/14/2010 Ordinance Violation
- 10) Case # 10-5920, 09/15/2010 Suspicious Circumstances
- 11) Case # 10-6198, 09/26/2010 Unsecured Premises
- 12) Case # 11-0173, 01/09/2011 Suspicious Circumstances
- 13) Case # 11-2001, 03/25/2011 Criminal Mischief

Let me know what you need me to do.

Sincerely,

CENTRAL POINT POLICE DEPARTMENT

Ron Barnett, Community Services Officer

155 South Second Street

Central Point, OR 97502

Desk: 541-664-3321 (x251)

Fax: 541-664-2705

www.centralpointoregon.gov



155 South Second Street • Central Point, OR 97502

Ph: (541) 664-5578 • Fax: (541) 664-2705 • www.cp-pd.com

Jon D. Zelif

Chief

CAP121312

September 14, 2010

7010 0290 0000 3996 0372

Clyde & Sharon Olson
1508 Wilson Place
Medford, Oregon 97504
Complaint # 10-5900

Dear Mr. & Mrs. Olson,

Your property located at 332 N. Second St, Central Point, map page 372W03DD tax lot 1300 is in violation of Central Point Municipal Code section 8.03.020, Derelict structures prohibited. The residence has been unoccupied for several years or more. It is in a continuous state of disrepair. Although it has been boarded up at some time, the boards have been ripped off and people (children and transients) have been seen entering and leaving by neighbors. There are numerous broken windows, the weeds are high again and there is debris around the house and yards. There have been reports of cats living in the house and neighbors have seen rats in the yard. The house has junk stored in it and is filthy. This residence is uninhabitable as described in section 8.03.010, Definitions. Therefore you must submit a Blight House Registration Form (**Enclosed**) within ten (10) days of the date of this letter or you will be cited each day you are not in compliance. I'm enclosing the entire section relating to this ordinance for you to review. The code is also on line at www.centralpointoregon.gov. I will be available to meet with you to discuss this letter and look at the residence if you so desire. My direct line is 541-664-3321 extension **251**.

Sincerely,


Ron Barnett
Community Services Officer

Enclosed:
C.P.M.C. 8.03.010 through 8.03.080

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"Dedicated To Service, Committed To Excellence"



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Ph: (541) 664-5578 • Fax: (541) 664-2705 • www.cp-pd.com

Jon D. Zelif

Chief

CAP121312

BLIGHT HOUSE REGISTRATION FORM

Case # 10-5900

Home owner's name: Clyde E & Sharon L Olson

Drivers License # & State:

ODL 1064642

Address: 1508 Wilson Place, Medford, Oregon 97504

Phone: ~~541-779-2234~~

No longer our #

Cell phone: 541-326-9028

Email address:

Date Home noted as out of compliance: 09/14/10

Owner's plans for repair, demolition, or new building, you may attach additional pages (list complete details of plans):

(Secure Planning approval and necessary Building permits prior to start of work, within the time line noted below.)

See attached.

Owner's time line for correcting the nuisance:

Signature of Owner:

Clyde E Olson
Sharon L Olson

Date: *Sept. 23, 2010*

Authorized Official(s) approving plan:

Joan Meador

Date:

9/24/10

Ronald J. Barnt

9/24/10

"Dedicated To Service, Committed To Excellence"

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Sept. 23, 2010

To: Ron Barnett

Comm. Services Officer

From: Clyde + Sharon Olson

Re: 332 N. Second St., Central Point, OR

Case 10-5900

He will be working on the above residence beginning Oct. 1, 2010, 2-4 days a week.

- 1) The electricity has been turned on. Sept. 23, 2010.
- 2) Our first priorities will be cleaning out the old TVs etc which have been dumped (not by us) in the storage shed and backyard. He will also be weeding front and back yards and removing blackberry vines.
- 3) He plan to empty house/garages of all contents.
- 4) He are going to rent a dumpster for all trash and have it hauled away.
- 5) He plan to secure house to keep children/transients out.
- 6) When we have completed the above we plan to sell the house as is.

Clyde E. Olson
Sharon L. Olson

te

Summaries - 332 N 2ND ST

CAP121312

Summary	Agency	Reference No	Sec Reference No	Invl	Reason	Date
	CP	<u>110002001 (Incident)</u>	<i>Criminal Mischief</i>	LOC	140	03/25/2011
	CP	<u>110000173 (Incident)</u>	<i>Suspicious</i>	LOC	700	01/09/2011
	CP	<u>100006198 (Incident)</u>	<i>Unsecured Premise</i>	LOC	690	09/26/2010
	CP	<u>100005920 (Incident)</u>	<i>Suspicious</i>	LOC	700	09/15/2010
	CP	<u>100005900 (Incident)</u>	<i>Ordinance Violation</i>	LOC	974	09/14/2010
	CP	<u>100000979 (Incident)</u>	<i>Noise</i>	LOC	730	02/15/2010
	CP	<u>100000268 (Incident)</u>	<i>Unsecure Premise</i>	LOC	690	01/12/2010
	CP	<u>090000229 (Incident)</u>	<i>Suspicious</i>	LOC	700	01/13/2009
	CP	<u>080006978 (Incident)</u>	<i>Suspicious</i>	LOC	700	12/01/2008
	CP	<u>070002032 (Incident)</u>	<i>Ordinance Violation</i>	LOC	974	03/30/2007
	CP	<u>050000659 (Incident)</u>	<i>Drugs</i>	LOC	180	02/01/2005
	CP	<u>0251039 (Person)</u>	<i>J050148 (Arrest Summary)</i>	CIT	261	02/01/2005
	CP	<u>0251040 (Person)</u>	<i>J050149 (Arrest Summary)</i>	CIT	180	02/01/2005
	CP	<u>0251040 (Person)</u>	<i>J050150 (Arrest Summary)</i>	CIT	261	02/01/2005
	CP	<u>040000405 (Incident)</u>		LOC	261	01/22/2004
	CP	<u>0202512 (Person)</u>	<i>J034498 (Arrest Summary)</i>	CIT	221	12/09/2003
	CP	<u>0202513 (Person)</u>	<i>J034499 (Arrest Summary)</i>	CIT	221	12/09/2003
	CP	<u>030004458 (Incident)</u>	<i>Burglary</i>	LOC	051	08/23/2003
	CP	<u>0199975 (Person)</u>	<i>J033289 (Arrest Summary)</i>	CIT	051	08/23/2003
	CP	<u>0199975 (Person)</u>	<i>J033290 (Arrest Summary)</i>	CIT	140	08/23/2003

*Trespass
Drugs
Trespass
Trespass
Mi P Alc.
Mi P Alc.*

— Criminal Mischief

End of document

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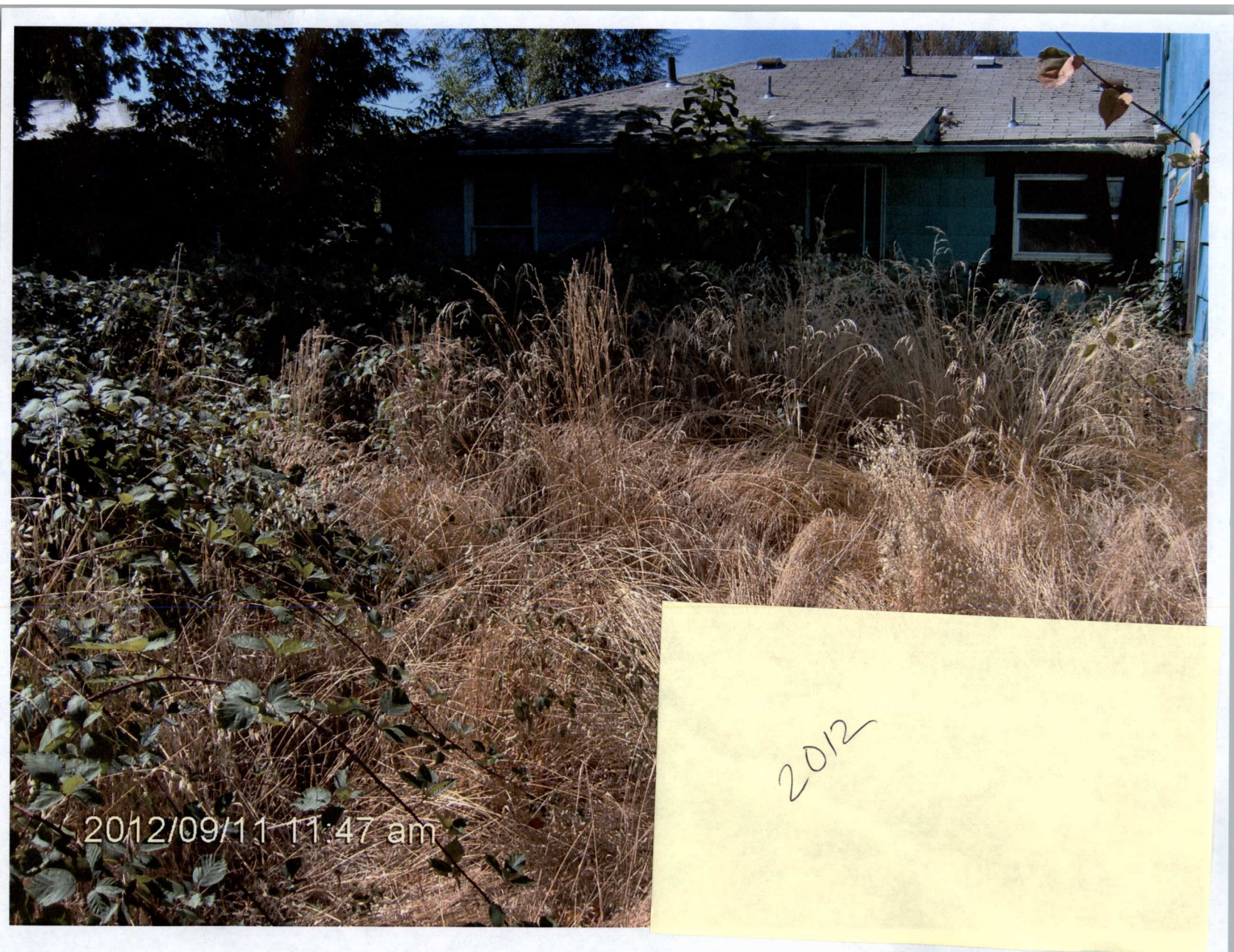
























PAUL NOLTE, LAWYER

3860 FISHER ROAD
ROSEBURG, OREGON 97471
PHONE 541-821-2271
FAX 541-672-2134

law@ashlandhome.net

October 15, 2012

Clyde Olson
Susan Olson
1508 Wilson Place
Medford, OR 97504

The City of Central Point has requested me to institute proceedings to demolish a structure owned by you located at 332 N. Second Street, Central Point. Under the city's municipal code the city is authorized to demolish a derelict structure and charge the demolition cost plus 20% for overhead. The property is then lienied for this amount. If the lien is not paid the city could then seek foreclosure of the lien and have the property sold.

As a courtesy to you, I am writing to you prior to instituting these proceedings so that you have the opportunity to arrange for the demolition thus saving the costs of appearing at the proceedings and avoiding the city's cost plus overhead for performing the demolition. Should you have any questions regarding your legal rights in this matter you should retain an attorney to represent you. The Central Point Municipal Code provisions allowing the city to proceed can be found in Chapter 8.03.

I would be happy to provide you or your attorney with a copy of pertinent sections of the code. Should you or your attorney have any questions about the process or the facts leading to the conclusion that the structure is derelict you may contact me or Ron Barnett, Code Enforcement Officer, 541-664-3321 (ext. 251), Ron.Barnett@centralpointoregon.gov, 155 South Second Street, Central Point, OR 97502.

If I do not hear from you or your attorney in the next 20 days I will institute the appropriate proceedings to get this matter resolved. You or your attorney may contact me at the address, phone or email as provided in the letterhead.

Paul Nolte
City Attorney, Central Point

c. Ron Barnett, Code Enforcement Officer,
Chris Clayton, Interim City Manager

RESOLUTION NO. _____

A RESOLUTION REQUESTING A PUBLIC HEARING BEFORE THE CITY OF CENTRAL POINT MUNICIPAL COURT FOR THE PURPOSE OF SEEKING AUTHORITY TO ORDER THE DEMOLITION OF A DERELICT STRUCTURE OWNED BY CLYDE AND SUSAN OLSON LOCATED AT 332 N. SECOND STREET, CENTRAL POINT, OREGON.

RECITALS:

A. Chapter 8.03 of the Central Point Municipal Code (CPMC) authorizes the City of Central Point to require the demolition of structures determined to be derelict.

B. Before a structure may be demolished, the council must first adopt a resolution requesting that the matter be heard before the municipal court. The owners of the structure are to be afforded an opportunity to be heard by the council before a resolution by the council is adopted.

C. The municipal court, in determining whether the structure is so derelict that it should be demolished, considers such factors as dilapidation, disrepair, structural defects, defects increasing certain listed hazards, uncleanliness, sanitary facilities, public nuisance, and the history of unlawful activity.

D. The burden is on the city to show that demolition of the structure is in the public interest.

Based upon the above recitals and on information provided to the council regarding the history and condition of the structure located at 332 N. Second Street, Central Point, Oregon, owned by Clyde and Susan Olson, the City of Central Point resolves:

Section 1. The Municipal Court of the City of Central Point is requested to conduct a public hearing regarding the structure located and owned as described immediately above to determine if the structure should be demolished pursuant to the provisions or CPMC Chapter 8.03.

Section 2. The owner(s) and occupant(s) shall be provided notice by certified mail of the date and time set for hearing. Notice shall also be posted on or near the derelict structure and copies delivered to the affected neighborhood association.

Passed by the Council and signed by me in authentication of its passage this day of _____, 2012.

Mayor Hank Williams

ATTEST:

City Recorder

[Return to Agenda](#)

Resolution

Canvassing Votes received from Jackson County Elections office

Staff Report



Administration Department
Chris Clayton, Interim City Manager
Deanna Casey, City Recorder
Barb Robson, Human Resource Manager

TO: Mayor Williams and City Council
FROM: Chris Clayton, Interim City Manager
DATE: December 13, 2012
SUBJECT: Canvassing Votes for November 6, 2012 General Election

The City Charter requires that the City Council canvass all election returns at the first regularly scheduled meeting following receipt from the County Clerk of the certification of election results. The City received the election report from the Jackson County Clerk on November 23, 2012. A copy of the report is attached for Council's review. The abstract of 590 write-in votes for ward IV can be found in the City Records office.

The attached resolution canvasses the total number of votes cast at the election, the votes cast for each position, the name of each person elected to office and the office to which they have been elected. The resolution does not name a person for Ward IV. There will be a determination of that position at the Council meeting. It further directs the City Recorder to prepare, sign, and deliver a certificate of election to each person elected within thirty (30) days after the canvass.

Attachments

1. Abstract
2. Resolution

Recommendation: Approve attached resolution declaring a write in candidate for Ward IV.

RESOLUTION NO. _____

A RESOLUTION CANVASSING THE VOTES CAST AT
THE GENERAL ELECTION HELD NOVEMBER 6, 2012

Recitals

1. A general city election was held on November 6, 2012, during which time legal voters of the City of Central Point considered the election of City officers;
2. Pursuant to state law, the Jackson County Clerk has certified the results of said election, said certification having been issued on the 23rd day of November, 2012; and
3. The City Charter requires that the City Council meet and canvass the returns of said election at the first regularly scheduled meeting following receipt of the Jackson County Clerk's certification of election results.

THE CITY OF CENTRAL POINT RESOLVES AS FOLLOWS:

Section 1. That the votes cast by electors of the City of Central Point for Mayor, two Councilmember At-Large positions and one Ward IV Council position, at the general election of November 6, 2012, are hereby found, determined and declared to be as follows:

MAYOR

Henry (Hank) Williams	5,204
Miscellaneous write-ins	193

COUNCILMEMBER AT-LARGE (VOTE FOR TWO)

Rick Samuelson	2,233
Patrick Iler	1,341
David Douglas	2,206
Kay Harrison	2,044
Carol Fischer	1,505
Miscellaneous write-ins	55

COUNCILMEMBER WARD IV

No Candidate filed	0
Miscellaneous write-ins	590

Section 2. There were no official candidates that filed for the Ward IV position. Jackson County Elections office tallied 590 the write-in votes and determined the following:

COUNCILMEMBER WARD IV

Allen Broderick	39
Daniel Bunn	20
Paul Coombs	63

Pursuant to Central Point City Charter Section 27 (d) provided that the council is the final judge of the election and qualifications of its members.

Section 3. Pursuant to the foregoing election results, certified to by the Jackson County Clerk and canvassed and ratified by the City Council by this resolution, it is hereby found, determined and declared that the following are the official results of the general election held on November 6, 2012.

MAYOR	Henry (Hank) Williams
COUNCIL MEMBER AT-LARGE	David Douglas
COUNCIL MEMBER AT-LARGE	Rich Samuelson
COUNCIL MEMBER WARD IV	_____

Section 4. The City Recorder is hereby directed to issue certificates of election to the persons declared elected in Section 3 above within thirty (30) days after the effective date of this resolution.

Passed by the Council and signed by me in authentication of its passage this 13th day of December, 2012.

Mayor Hank Williams

ATTEST:

City Recorder, Deanna Casey

[Return to Agenda](#)

Resolution

Financial Management Policy



Staff Report

Finance Department
Bev Adams, Finance Director

To: Mayor & Council
From: Bev Adams, Finance Director *BA*
Date: December 13, 2012
Subject: Financial Management Policy (update)

Background:

Annually there seems to be changes needed to keep our financial policy current, and this year is no exception. In addition to changes required by the Government Accounting Standards Board (GASB) to delineate fund balances, I have used this opportunity to further expand the policies to include significant processes and responsibilities that are in place but have not been documented until now.

With the exception of the fund balance changes (GASB 54) and the Housing Fund expenditure definition on page 7, there are no new policies or changes shown, only clarification of what operational practices are at this time.

Please specifically review the following categories which have been added or changes made (all changes are highlighted in grey for ease of review):

- Cash Management
- Investments
- Accounting procedures expanded & fund balance requirements
- Budgeting procedures expanded
- High Tech Crime Unit Fund
- Updates as needed in each fund

GASB 54 states that fund balances shall be defined as restricted, committed, assigned, unassigned, or non-spendable. On page 3 of this document are definitions of each those categories. To further clarify, funds are listed by type and fund balance categories discussed for each.

I will review pertinent changes to this policy with you at the meeting and will be happy to answer any questions you may have.

Recommended Action:

That Council review the proposed policy and adopt the resolution to amend and update the City of Central Point's Financial Management Policy.

RESOLUTION NO. _____

**A RESOLUTION AMENDING THE FINANCIAL MANAGEMENT POLICY
FOR THE CITY OF CENTRAL POINT**

RECITALS:

- A. The Mayor and City Council are committed to high standards of financial management and therefore periodic updating of financial policies is necessary to assure consistent and rational financial management.
- B. The Mayor and Council have reviewed the attached Financial Management Policy and wish to elucidate financial procedures that govern the operations of the City of Central Point.

THE CITY OF CENTRAL POINT RESOLVES:

Section 1: To adopt the amended Financial Management Policy for the City of Central Point.

Passed by the Council and signed by me in authentication of its passage this December 13, 2012.

Hank Williams, Mayor

ATTEST:

Deanna Casey, City Recorder

[Return to Agenda](#)

City of Central Point

Financial Management Policy

Scope

This financial management policy applies to all fiscal activities of the City of Central Point.

Objectives

The objective of this financial policy is as follows:

- To ensure the legal use of all City funds through efficient systems of financial security and internal control.
- To carry out the City Council's goals and policies through the budget process.
- To provide and maintain essential public programs, services, facilities, utilities, infrastructure, and capital equipment.
- To employ revenue policies that prevent undue or unbalanced reliance on any one source, distribute the cost of municipal services fairly, and provide adequate funds to operate desired programs.
- To protect and enhance the City's credit rating.

Cash Management

- The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service to a minimum and to maximize the yield on temporary investments.
- Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information, and accuracy of seasonal or periodic fluctuations.
- The City's cash flow shall be managed with the goal of maximizing the total return on investments.

Investments

- All City funds shall be invested to provide safety of principal, a sufficient level of liquidity to meet cash flow needs, and to provide the maximum yield possible. Apart from petty cash and allowance for normal movement and transfer of cash as needed, one hundred percent of all idle cash will be invested.
- Cash may only be investment as authorized by ORS. 294.035 to 294.046, and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
- The City will conduct business only with financial institutions such as the Local Government Investment Pool, banks, investments brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
- Management responsibility for the investment program shall rest with the City's Finance Director or delegate who shall adhere to ORS. 294.145 in managing the investment program for the City.
- Objectives:
 - a. Safety: Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
 - b. Liquidity: The City's Finance Director shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Finance Director, the ability to convert a security into cash must be considered.
 - c. Yield: Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account restraints on investment instruments, cash flow characteristics of transactions and safety of principal.
 - d. Reporting: The Finance Director shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council.

Accounting

- The City will maintain a fund accounting and financial reporting system that conforms with Generally Accepted Accounting Principles (GAAP) and Oregon Local Budget Law, and will issue a Comprehensive Annual Financial Report (Audit report) each fiscal year. The Comprehensive Annual Financial Report will show fund expenditures and revenues on both a GAAP and budget basis for comparison purposes.
- Pursuant to state law, the City shall have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit

shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. This report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The Finance Director shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

- Full disclosure will be provided in financial statements and bond representations.
- The accounting system will be maintained to monitor expenditures and revenues with thorough analysis by the City Manager and Finance Director.
- Monthly financial reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget.
- Quarterly summary financial reports will be provided to City Council and management with revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget.
- Fund balances and reserves will be maintained in accordance with GASB 54, the Governmental Accounting Standards Board ruling for reporting dedicated resources. Categories for reporting fund balances are:
 - a) Non-spendable – these are nonliquid assets (i.e. inventory, prepayments) and liquid assets that have legal constraints preventing their use (i.e. principal of an endowment)
 - b) Restricted – assets which are constrained by an external entity (i.e. covenants in bond contracts)
(As it is the City's policy to fully comply with bond documents, covenants, inter-agency agreements, or contracted service agreements, amounts specified in any of these documents shall be included as restricted fund balance.)
 - c) Committed – constraints created by the City Council. Constraints are enacted by resolution and must be in place prior to the end of the fiscal year.
 - d) Assigned – similar to committed except constraint is not legally binding. May be created by the City Council or staff and can be created after the end of a fiscal period.
 - e) Unassigned – only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

General Fund:

The General Fund balance may contain committed resources beyond those stipulated in this financial policy for contingency and fund carryover purposes. The City Council shall adopt by resolution the commitment specifying the purpose, dollar amount and duration of the committed amount.

General Fund cash reserves may be set aside for purposes that create a sound financial operating environment, and may be assigned by the City Council, City Manager, or the Finance Director. Assignments generally are to build cash reserves for a one-time or limited duration purchase

Special Revenue Funds:

Street, High Tech Crime Unit, and Housing Funds have restricted balances for those resources received and dedicated to be used for a specific purpose.

Under this financial policy, these funds shall maintain a committed fund balance for contingency and ending fund balance in the amount stated for each fund.

Assigned balances may also be created as necessary under the same policy as for the General Fund.

Enterprise Funds:

Water, Stormwater, and Building Funds must retain any debt service reserve obligations as restricted. Terms of the reserves are generally specified in the associated bond documents, covenants, or agreements.

Under this financial policy, these funds shall maintain a committed fund balance for contingency and ending fund balance in the amount stated for each fund.

Assigned balances may also be created as necessary under the same policy as for the General Fund

Debt and Capital Project Funds

General obligation debt service balances are restricted by state statute and are always categorized as restricted.

Capital project fund balances (whether general government or enterprise) should be nominal and sufficient to cover any short term liabilities. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years, such as proceeds received from debt issuance or receipts from developers in lieu of current construction of infrastructure.

The order in which categories are expended can affect future financial flexibility.

Generally, more restricted resources shall be expended prior to less restricted resources

- Annually, the City may submit documentation to obtain the Certificate of Achievement for Excellence in financial reporting from the Government Finance Officers Association (GFOA). (Determination to participate will be based on the cost not outweighing the benefit.)

Operating Budgetary Policy

- A Budget Committee will be appointed in conformance with ORS 294.414. The Budget Committee's chief purpose is to review the city's proposed budget and to approve a budget and maximum tax levy for City Council consideration. The Budget Committee may consider and develop recommendations on other financial issues as delegated by the City Council.
- In addition to a line-item budget that focuses on items to be purchased (such as supplies and equipment), departments will provide the Budget Committee information on programs being funded; what each program is committed to accomplish in long term goals and in short-term objectives, and provide performance measures that will demonstrate the achievement of program objectives.

- The City will finance current expenditures with current revenues; and will avoid budgetary practices that obligate future resources to cover current expenditures.
- The City budget will support City Council goals and priorities and the long-range needs of the community.
- The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council. The City Manager may further delegate levels of authority for the daily operations of the budget to department directors as deemed appropriate.
- Adjustments to the annual budget will be made when needed with changes approved and adopted by the City Council in accordance with ORS 294.471-473.
- To maintain fund integrity, the City will manage each fund as an independent entity in accordance with applicable statutes and with generally accepted accounting principles.
- The City may allocate direct and administrative costs to each fund based upon the cost of providing these services; and will recalculate the cost of these services at least bi-annually to identify the impact of inflation and other cost increases.
- The City's designation for capital outlay items that are considered fixed assets are expected to last more than one year and cost over \$5,000.
- Annually, the City may submit documentation to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association. (GFOA) (Determination to participate will be based on the cost not outweighing the benefit.)

Fund Structure and Fund Balance

General Fund

The General Fund will be used to account for all financial resources and expenditures except those to be accounted for in another fund. Resources include working capital, carryover, taxes, licenses and permits, intergovernmental revenue, fines and forfeitures, charges for services, miscellaneous revenues, and inter-fund transfers. Expenditures are for Administration, Mayor and Council, Finance, Parks and Recreation, Community Development, Police, and Interdepartmental departments. The General Fund uses the modified accrual method of accounting.

Minimum Fund Balance

- The General Fund will maintain a fund balance carryover of at least 20 percent of total annual revenues, not including grant or loan monies. This is the minimum determined to be needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs. .

- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 2 percent of annual revenues less budgeted prior year carryover.

High Tech Crime Fund

The High Tech Crime Fund was established to account for resources and expenditures used to fulfill the mission of the Southern Oregon High Tech Crimes task force which is to hold accountable those who commit criminal acts through the use of technology and the Internet. This fund uses the modified accrual method of accounting

- The High Tech Crime Task Force Fund will maintain a fund balance carryover of at least 10 percent of total annual revenues. This is the minimum determined to be needed to adequately provide for economic uncertainties and cash flow needs.
- The High Tech Crime Task Force Fund balance generally will contain assigned reserves, other than those provided by grants and from governmental agencies which are restricted for use on special projects.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 2 percent of annual revenues less budgeted prior year carryover.

Street Fund

The Street Fund revenues are from state and local fuel tax, grants, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, surfacing and construction of city streets and associated infrastructure.

- The Street Fund will maintain a fund balance carryover of at least 25 percent of total annual revenues, not including grant or loan monies. This is the minimum determined to be needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- System development charges for transportation are included in the Street Fund balance. This portion of the fund balance is restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 5 percent of annual revenues less budgeted prior year carryover.

Housing Fund

The Housing Fund revenues are from the repayment of interest free loans. The initial loans were from Community Development Block Grant funds used for home weatherization and wood stove replacement programs. Expenditures can only be used for an eligible CDBG project; donated to a food bank that receives USDA funding; food purchased and donated to a smaller local food pantry, or donated to an eligible non-profit housing rehabilitation organization.

- The purpose of the Housing Fund is to account for funds from a grant program. There is no minimum fund balance.
- The City may budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. There is no required minimum contingency for this fund.

Capital Improvement Fund

The Capital Improvement Fund was established to account for resources used for the acquisition or construction of major capital projects. This fund uses the modified accrual method of accounting.

This fund accounts for revenues from unbonded assessment payments, construction grants, parks system development fees, and other resources. Expenditures are for construction, property and equipment acquisition and replacement, improvements and related purposes, and the repayment of short term debt principal and interest incurred in financing improvements.

- The purpose of the Capital Improvement Fund is to accumulate funds prior to a large construction project; therefore, there is no set minimum fund balance.
- System Development Charges (SDCs) for parks are included in this fund balance. This portion of the fund balance is legally restricted and shall be accounted for separately from the unrestricted portion of the fund balance.
- The City may budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. There is no required minimum contingency for this fund.

Debt Service Fund

The Debt Service Fund accounts for the accumulation of resources for the payment of general long-term debt principal and interest. Expenditures and revenues are accounted for on the modified accrual method of accounting.

- All of the monies within the Debt Service Fund are restricted for debt service until the specific debt is repaid in full. Oregon State Statutes prohibit cities from using this money for any other purpose.
- The Debt Service Fund will maintain a balance of annual revenue as required by the specific debt instrument. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No contingency is required for this fund.

Reserve Fund

The Reserve Fund accounts for the accumulation of resources to pay for any service, project, property, or equipment that the City can legally perform or acquire. Specific projects or services must be specified and reserves can only be spent for those purposes and directly from the fund. Money cannot be transferred out of the reserve fund into another fund. Expenditures and revenues are accounted for on the modified accrual method of accounting.

- The purpose of the Reserve Fund is to accumulate funds for future needs; therefore, there is no set minimum fund balance.
- No contingency is required for this fund.

Enterprise Funds

Enterprise funds account for operations: (a) that are financed and operated in a manner similar to private business enterprise, where costs (expenses, including depreciation) of providing goods and services are financed primarily through user charges; or (b) where the governing body has determined that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes.

Enterprise funds use full accrual basis of accounting for annual financial statement purposes. However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

Building Fund

The Building Fund accounts for building safety operations. Revenues are from the issuances of building permits. Expenditures are for the operations of the building division. The city provides structural, plumbing, electrical and mechanical inspections.

- The Building Fund will maintain a carryover balance of at least 25 percent of total annual revenues, not including grant or loan monies. This is the minimum determined to be needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 2 percent of annual revenues less budgeted prior year carryover.

Water Fund

The Water Fund accounts for water distribution operations. Revenues are from sales of water, charges for services, and miscellaneous sources. Expenditures are for operations, capital construction, and retirement of debt.

- The Water Fund will maintain a carryover balance of at least 25 percent of total annual revenues, not including grant or loan monies. This is the minimum determined to be needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- System Development Charges are included in the Water fund balance. This portion of the fund balance is restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 5 percent of annual revenues less budgeted prior year carryover.

Stormwater Fund

The Stormwater Fund accounts for storm drain maintenance operations. Revenues are from charges for services. Expenditures are for operations, capital construction, and retirement of debt.

- The Stormwater Fund will maintain a carryover balance of at least 25 percent of total annual revenues, not including grant or loan monies. This is the minimum determined to be needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.

- System Development Charges are included in the Stormwater fund balance. This portion of the fund balance is restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 5 percent of annual revenues less budgeted prior year carryover.

Internal Services Fund

The Internal Services Fund is used for the accounting of goods or services provided to other internal departments and supported on a cost reimbursement basis. Internal service funds use full accrual accounting methods for annual financial statement purposes; however, for budgetary purposes accounting is on a modified accrual basis. This assures budgetary compliance with such expenditures as capital construction and acquisition as well as debt principal transactions.

The fund is divided into Facilities Maintenance, Administration, and Fleet Maintenance divisions. Expenditures are for personnel, materials and services and capital outlay. These functions are supported by charges for services to other direct service departments and divisions throughout the city.

- The Public Works Services Fund is an internal service fund and is supported by other funds on a cost reimbursement basis for services provided; therefore, there is no set minimum fund balance.
- No contingency is required for this fund

Revenues

- The City will estimate its annual revenues by an objective, analytical process. Because most revenues are sensitive to conditions outside the City's control, estimates will be conservative.
- The City will make every effort to maintain a diversified and stable revenue base to protect its operations from short-term fluctuations in any one revenue source.
- The City will establish charges for enterprise funds that fully support the total cost of the enterprise. Utility rates will be reviewed annually and will be adjusted as needed to account for major changes in consumption and cost increases.

- The City will charge user fees to the direct beneficiaries of city services in an attempt to recover all or part of the cost of providing that service. User fees will be reviewed bi-annually to insure that direct and overhead costs are being recovered.
- To the extent practicable, new development shall pay necessary fees to meet all identified costs associated with that development.
- The City will aggressively pursue collection of all delinquent accounts receivable. When necessary, collection procedures will include termination of service, submission to collection agencies, foreclosure, and other available legal remedies.

Expenditures

- The City will provide employee compensation in accordance with collective bargaining agreements, approved compensation strategies, and applicable state and federal law.
- Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personnel Services.
- The City is committed to maintaining and improving the productivity of its staff by providing a proper working environment, adequate equipment and supplies, and appropriate training and supervision.
- A "social service" appropriation will be included in the proposed budget; and will increase or decrease relative to the overall revenues available.
- A "tourism promotion" appropriation will be included in the proposed budget. This appropriation will increase or decrease relative to the overall available hotel tax revenues.

Purchasing

- The City will purchase materials, supplies, and equipment through a competitive process that provides the best product for the least cost.
- The City will implement, maintain and abide by an approved purchasing policy. The policy shall clearly state approved purchasing limits for all staff members; and the process and method by which purchases will be made.

Capital

- The City will provide for adequate maintenance of equipment and capital assets by making available contributions for future capital improvements to ensure that monies will be available to replace City vehicles and facilities.

- The City will update its five-year capital improvements program bi-annually; identifying capital needs and potential capital funding sources. The capital improvements program will reflect the priorities of the City Council and the long-range needs of the community.
- The City will determine and use the most appropriate method for financing all new capital projects.
- Special accounts dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.

Debt

- The City shall not use long-term borrowing to finance current operations.
- Capital projects financed through bond proceeds will be financed for a period not to exceed the useful life of the project.
- Whenever possible, enterprise debt will be self-supporting. Regardless of the type of debt issued, the City will establish a one-year reserve for all self-supporting debt.
- The City will seek to maintain and improve its bond rating to minimize borrowing costs and to ensure access to credit markets.
- The City will keep the final maturity of general obligation bonds at or below 20 years, with the exception of water supply and land acquisition which will be limited to 30 years.
- The City will maintain good communications with bond rating agencies about its financial condition.

Risk Management

- The City will provide an active risk management program that protects City assets through loss prevention as well as appropriate levels of insurance.
- In the event that conditions are such that the City is unable to meet carryover limits as set forth and approved by Council as stated within this policy; staff will then apprise Council of the shortfall and immediately take action for remedy by initiating additional revenue sources or by curtailment of expenses.

Glossary of Terms

Capital Expenditure

A capital expenditure is an item which generally has a useful life of one or more years, such as machinery, land, furniture, equipment or buildings, and is valued at more than \$5,000.

Capital Project

A capital project is a major construction or purchase which often requires either an outside revenue source such as a grant, bond, loan or other source of funding.

Depreciation

Depreciation is a system of accounting which distributes the cost of a capital asset over the useful life of the asset. In accordance with Oregon Local Budget Law, depreciation is not budgeted by the City.

Expenditure

An expenditure is a term for money spent by the City for the programs and projects included within the annual budget.

Fund

A fund is an accounting based division within the budget for independent fiscal and accounting requirements.

Infrastructure

Infrastructure refers to the large-scale system and services that are necessary for economic activity; such as the City's streets, water lines, storm drains, etc.

Modified Accrual Accounting

Revenues are recorded within the accounting period in which they become available and measurable; and expenditures are recorded in the accounting period in which the liability is incurred.

Revenue

Revenues are monies received by the City from both tax and non-tax sources.

System Development Charges

System Development Charges are fees assessed on new construction to cover the demands placed on city services; and typically cover water, streets, storm drains and park costs.

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Resolution

Adopting GASB 54

Fund Balance



Staff Report

Finance Department
Bev Adams, Finance Director

To: Mayor & Council
From: Bev Adams, Finance Director *BA*
Date: December 13, 2012
Subject: Resolution adopting GASB 54 ruling

Background:

The Government Accounting Standards Board created several new categories of fund balances to replace what used to be reserved, designated or unreserved fund balances.

By their reasoning, thru establishing a hierarchy by which governments will honor constraints on specific purposes for which monies will be spent, this will further establish a financial position that can weather emergencies and economic fluctuations within fund balances.

GASB 54 rules are being applied to the City's Comprehensive Annual Financial Report. Council also has a request before them tonight to include GASB 54 in the City's Financial Management Policy.

Recommended Action:

That Council adopt the attached resolution to formalize the implementation of GASB 54.

RESOLUTION NO. _____

A RESOLUTION TO ADOPT GASB 54 FUND BALANCE REPORTING
FOR THE CITY OF CENTRAL POINT

RECITALS:

- A. Prior to GASB 54, ending fund balances were specified as reserved, designated, or unreserved; and
- B. GASB 54, a statement by the Government Accounting and Standards requires fund balances to be reported in classifications that “comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent;” and
- C. The ending balance for all funds must be designated per the following categories set forth by GASB 54:
 - *Non-spendable* – Funds which cannot be spent.
 - *Restricted* – Amounts subject to externally enforceable legal restrictions (imposed by grantors, contributors, governmental regulations, etc.).
 - *Committed* – Amounts whose use is constrained by limitations that a government imposes upon itself.
 - *Assigned* – Intended use of resources established by the governing body itself, or by an official or officers to which authority is delegated by the governing body.
 - *Unassigned* – Available for any purpose (reported only in the General Fund).
- D. The City Council wishes to establish guidelines for assigning balances; and
- E. The City Council wishes to clarify the spending as it relates to ending fund balance policy.

THE CITY OF CENTRAL POINT RESOLVES:

Section 1: Authority to classify portions of ending fund balance as assigned will be delegated to the City Manager and/or Finance Director.

Section 2: The order of spending as it relates to fund balance policy shall be: spending of restricted fund balances on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When restricted classifications of fund balance are spent, the Council will consider that committed amounts will be reduced first, followed by assigned amounts and then unassigned amounts.

Passed by the Council and signed by me in authentication of its passage this December 13, 2012.

Hank Williams, Mayor

ATTEST:

Deanna Casey, City Recorder

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Ordinance

SDC Changes to 11.12.110



12/6/2012

TO: Honorable Mayor and City Council
FROM: Matt Samitore, Parks & Public Works Director
SUBJECT: Changes to Chapter 11.12 of the Central Point Municipal Code

PURPOSE:

The purpose of the ordinance amendment would be to make all System Development Charge (SDC) Credits expire after ten years. Also would add language clarifying the three different types of credits.

SUMMARY:

The state of Oregon, as well as our municipal code, clearly defines SDC credits that were obtained by a developer providing a qualified public improvement, i.e. a new collector or arterial road or upsizing a waterline. The City however has other credits that were obtained during the building boom. These types are typically referred to as cash credits as well as change of use credits.

Cash Credits are those where a developer has paid cash for a permit and choose not to build or request a refund. These types of credits were typically the product of a developer trying to avoid permit fee increases.. We currently have two scenarios that meet this definition; one for the townhouse development in Central Point East called Beebe Woods, and the other for a commercial property in Mt. View Plaza.

The other type of credit is called change of use and represents a property owner demolition an existing structure.. After demolition, the owner receives the credit for the previous use. We have had several property owners who are requesting credits for buildings they demolished in the 1980's.

This ordinance revision would clarify that regardless of the type of credit with all credits expiring 10 years from the date they were received.

CHANGES BETWEEN FIRST AND SECOND READING:

Upon review at the first hearing Council directed staff to clarify credits that are currently on the books for cash and change of use credits. Staff added the following, ***for existing cash and/or change of use credits they will expire upon 10 years of the revising of this ordinance.***

No other changes to the ordinance were made.

RECOMMENDATION:

Approve the second reading of an ordinance amending section 11.12 of the Central Point Municipal Code.

AN ORDINANCE AMENDING CHAPTER 11.12.110 OF THE CENTRAL POINT MUNICIPAL CODE
ADDING LANGUAGE CLARIFYING SYSTEM DEVELOPMENT CHARGE CREDITS

Recitals:

- A. There are multiple ways for developers and property owners to receive System Development Charge (SDC) Credits.
- B. Credits shall be applied evenly regardless of the way they have obtained.
- C. Words ~~lined through~~ are to be deleted and words in **bold** are added.

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

Section 1. Chapter 11.12.110 of the Central Point Municipal Code is amended to read:

11.12.110 Credits.

A. A systems development charge shall be imposed when a change of use of a parcel or structure occurs, but credit shall be given in an amount equal to the existing systems development charge as applied to the pre-existing use. The credit so computed shall not exceed the calculated systems development charge. No refund shall be made on account of such credit. **Credits for change of use of a parcel shall be used within ten years from the date the credit is given or will be forfeited for all. For existing change of use credits they will expire upon 10 years of the revising of this ordinance.**

B. An improvement fee credit shall be given for the cost of a qualified public improvement associated with a development, subject to the following:

1. Such credit shall be only for the improvement fee charged for the type of improvement being constructed, and credit for qualified public improvements under Section [11.12.030\(F\)\(2\)](#) may be granted only for the cost of that portion of such improvement that exceeds the city's minimum standard facility size or capacity needed to serve the particular development property or project. The applicant shall have the burden of demonstrating that a particular improvement qualifies as a Section [11.12.030\(F\)\(2\)](#) qualified public improvement.

2. When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against improvement fees that accrue in subsequent phases of the original development project, if any.

3. Credits shall be used within ten years from the date the credit is given.

4. Credit shall not be transferable from one development to another or from one type of capital improvement to another. (Ord. 1861(part), 2005; Ord. 1703 §3, 1994; Ord. 1657 §1(part), 1991).

C. A credit may be established if a developer/builder pays for a permit then elects to not build on that site and does not take a refund. The cash credits may be used towards another building project. However, the cash credits shall be used within 10 years from the date the credit is given or be forfeited. *For existing cash credits they will expire upon 10 years of the revising of this ordinance.*

Passed by the Council and signed by me in authentication of its passage this ____ day of December, 2012.

Mayor Hank Williams

ATTEST:

City Recorder

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Business

School District 6 Request for Storm Rate Discount



December 6, 2012

TO: Honorable Mayor and City Council

FROM: Matt Samitore, Parks & Public Works Director

RE: Request from School District No. 6 for language to be added for storm utility rate discount

SUMMARY:

In 2008 the City implemented a storm utility fee to stabilize storm drain maintenance and capital improvement needs associated with the seven streams that flow through the city as well as the relatively old storm drain and culvert system. The ordinance allows for discounts to property owners who have designed their buildings and parking lots where water is held during flood events and/or directed back into the ground before going into the city storm drain system. These types of structures are typically referred to as bio-filtration or self-contained storm drain systems.

One of the early drafts of the storm utility fee had some provisions within it for discounts to the school district if they were unable to meet one of the design discounts. The wording was based upon curriculum taught at the school to inform their student body about clean water and water conservation. If taught from an elementary through high school level the schools would receive up to a 25% discount.

The School District is requesting language be added so that the curriculum they teach is eligible for a discount. Unfortunately, even though several of the parking lots and buildings are relatively young they did not plan for any bio-filtration when they are designed so the only way for the district to receive a discount is by either the proposed language or by retrofitting their existing schools. Currently the school district pays the following per month:

\$341.90	Central Point Elementary
\$265.85	Mae Richardson Elementary
\$712.40	Jewett Elementary
\$1,194.70	Crater High School
\$557.05	Scenic Middle School
\$325.00	Upton Ball Fields
\$3,396.90	Monthly
\$40,762.80	Yearly

The City has obtained language from two jurisdictions in the Puget Sound area who do have utility discounts for schools. If it were to be enacted staff prefers the language from Kitsap County.

RECOMMENDATION:

If the School District can provide information on the amount of students taught about water quality, then City Staff will bring back wording amending section 11.16 that will allow for a storm utility discount.

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From City of Mill Creek...

8.12.070 Rate adjustments and appeals.

A. Any person receiving a rate charge billing statement under this chapter may file a “request for rate charge adjustment” (hereinafter “adjustment request”) with the director within 30 days of the date of the billing statement. Submittal of an adjustment request shall be made on forms provided by the director and shall not extend the period of payment for the rate charge.

B. Upon timely receipt of an adjustment request, the director may grant or approve a rate adjustment only in accordance with this chapter and only upon a finding that one or more of the following conditions exist:

5. The parcel is owned or leased by a public school district or private nonprofit school facility that provides activities that directly benefit the program (“qualifying activities”). Qualifying activities may include, for example, curriculum specific to the issues and problems of surface and stormwater management, and construction and/or maintenance of on-site stormwater mitigation facilities.

from Kitsap County.....

(4) Parcels owned or leased by a public school district which provides activities which directly benefit the surface and storm water management program. The activities may include: curriculum specific to the issues and problems of surface and storm water management, and student activities in the community to expose students to the efforts required to restore, monitor or enhance the surface and storm water management system. Pursuant to RCW 36.89.085, the amount of the service charge adjustment shall be determined by the director based upon the cost of the activities to the school district, but not to exceed the value of the activity to the surface and storm water management program. Determination of which activities qualify for the surface and storm water management service charge reduction will be made by the director. Reductions in surface and storm water management service charges will only be granted to school districts which provide programs that have been evaluated by the director. The service charge adjustment for the school district activity may be applied to any parcel in the service area which is owned or operated by the school district;

Business

Parks and Recreation Commission Report

STAFF REPORT

DATE: 11/30/12
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JENNIFER BOARDMAN, MANAGER

SUBJECT: Parks Commission update.

BACKGROUND:

The Central Point Parks Commission met on November 15, 2012 and discussed the following topics:

1. Public appearance by James Shannon with a local company called The Trick Trainer. He pitched the idea of adding a new piece of equipment to the skate park. The cost of the product is fairly inexpensive, under \$400, but parks commissions asked for more engineering data to ensure safe practices as this product is very new to the market.
2. The commissioners discussed the issue of naming sections of the parks after individuals. Specifically the amphitheater at Pfaff Park changed to Libby Pfaff amphitheater. Below is the wording of the current naming guidelines as stated in Resolution No. 1138:

Section 3. Naming Criteria:

- A. City of Central Point public lands and facilities may be named after a place or location, or after an event that has created an important legacy or achievement. A person's name is eligible for consideration after two years of their death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:
 1. A noteworthy public figure or official
 2. A person, place, or event of historical or cultural significance;
 3. Special benefactors (s) (living or dead)
 4. A person, group, place, or feature, particularly identified with the public land or facility...

Upon review of the above listed resolution it was recommended by the Parks Commission to inform the Pfaff family of the restrictions stated rules. It was further suggested that the naming of individual pieces of equipment or features of parks can be a slippery slope that we may want to review and further define in the resolution to ensure that all who make requests understand the intent of the wording of benefactors,

noteworthy, or particularly identified. Upon direction of the Council a revision of the resolution will be made at the January meeting to clarify any wording that may lend itself to confusion or tend toward ambiguity.

Dr. Olsen, a council member, suggested that if individuals are benefactors for items that their gift should reflect the value of the item that would bare their name. This would be similar to current practice of placing benches in parks with memorial plaques, but doing so at the cost of the donor. (We have several park benches that were donated and recognition of their donations are placed on a plaque on the bench)

Jennifer Boardman spoke with Don Pfaff on 11/21/12 to discuss the current resolution. He stated that the grandsons of Libby Pfaff were hoping to provide the naming as a surprise gift for their grandmother. Mr. Pfaff understands that as written in the current resolution the naming of the amphitheater could not take place at this time.

3. Other items discussed were upcoming special events which include: Cyclocross at Twin Creeks Park in January, Eggstravaganza in March at Twin Creeks Park and Arbor Day in April at the Skyrman Arboretum.

The next meeting is scheduled for January 17, 2013 at 6:30 pm.

The Parks Commission recommends: Staff provide clarification of the resolution in regards to the wording benefactors. This will be discussed at the January meeting and then present to Council in February.

Park Maintenance: Not addressed at the meeting, but an important park maintenance issue is the removal of invasive blackberries. Parks staff has begun looking into the rental of goats for blackberry removal along the Greenway and in Boes Park. These areas have massive amounts of invasive Himalayan blackberries. The removal would help reduce criminal activity by elimination hiding places, help native species that are being choked out and make the Greenway a more attractive/safe location for recreational users. There are currently two individuals that rent goats for invasive species eradication. Medford Parks has utilized one individual and parks staff will be getting cost estimates in January for budgeting purposes. Staff reviewed the Central Point Ordinance on prohibited animals, Section 6.06, but as listed there is a provision for the temporary approval of animals in the working capacity as long as they are not a health hazard or nuisance. The work will begin in mid-April of 2013.

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Business Planning Commission Report



PLANNING DEPARTMENT MEMORANDUM

Date: December 7, 2012
To: Honorable Mayor & Central Point City Council
From: Don Burt, Planning Manager
Subject: Planning Commission Report

The following item was presented by staff and discussed by the Planning Commission at its regularly scheduled meeting on December 4, 2012.

The Planning Commission held their first public hearing to consider the East Side TOD. Staff presented an overview of the project and answered questions. Staff noted that the Neighborhood meeting held on November 27th was well attended. Based on some of the questions posed by the Neighborhood residents, staff requested that the public hearing be opened, testimony taken, and continued to the January 8, 2013 meeting to allow additional time to respond to their questions. The Planning Commission opened the public hearing, took testimony, and continued the hearing to January 8, 2013.

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