CITY COUNCIL MEETING AGENDA

August 8, 2024
6:00 PM
Central Point City Hall, Council Chambers
140 S 3rd St, Central Point, OR
www.centralpointoregon.gov

10. Meeting Called to Order

20. Pledge of Allegiance

30. Roll Call

40. Public Comments

The City Council sets aside 20 minutes for in-person public comments on non-agenda items. Comments are limited to three (3) minutes per individual, five (5) minutes per group or organization. Please complete a public comment form before speaking.

The City Council encourages written comments. Please submit your comments by regular mail to City Council, 140 S Third St, or by email to meetings@centralpointoregon.gov. Comments must be received by noon on the date of the meeting to be noted in the record. Please include the date of the Council meeting with your comments.

50. Consent Agenda

A. Approval of July 11, 2024 Meeting Minutes

60. Items Removed from the Consent Agenda

70. Ordinances and Resolutions

A. A Resolution Authorizing the City to Apply for Oregon Department of Transportation - Oregon Community Pathways Grant Funds.
Dave Jacob, Park Planner

80. Business

A. Downtown Parklet Program
Stephanie Powers, Planning Director

B. Downtown Street Closures for Paving - Pine and Front
Greg Graves, Construction Services Supervisor

C. 2024 Second Quarter Financial Statements and FY 2024 Report
Chris Clayton, City Manager
Steven Weber, Finance Director

90. Mayor's Report

100. City Manager's Report

110. Council Reports

120. Department Reports

130. Executive Session

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 Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

140. Adjournment

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-423-1015 (voice), or by e-mail to rachel.neuenschwander@centralpointoregon.gov. Si necesita traductor en espanol o serviciis de discapacidades (ADA) para asistir a una junta publica de la caudad poor favor llame con 72 hora de anticipation al 541-664-3321 ext. 201.

CITY COUNCIL MEETING MINUTES

July 11, 2024
7:00 PM
Central Point City Hall, Council Chambers
140 S 3rd St, Central Point, OR
www.centralpointoregon.gov

1 Meeting Called to Order

2 Roll Call

The following members were present: Ward IV Taneea Browning, Mayor Hank Williams, At Large Rob Hernandez, At Large Michael Parsons, Ward I Neil Olsen, Ward III Melody Thueson

The following members were absent: Ward II Kelley Johnson (arrived @7:43 PM)

The following staff were also present: City Manager Chris Clayton; City Attorney Sydnee Dreyer; Parks and Public Works Director Matt Samitore; Police Chief Scott Logue; Human Resources Director Elizabeth Simas; and City Recorder Rachel Neuenschwander.

3 Pledge of Allegiance

4 Recognitions, Community Group Reports

5 Public Comments

6 Consent Agenda

A. Approval of June 27, 2024, Meeting Minutes

Motion: Approve
Moved By: Taneea Browning **Seconded by:** Michael Parsons
Roll Call: Members Taneea Browning, Hank Williams, Rob Hernandez, Michael Parsons, Neil Olsen, Melody Thueson voted yes. None voted no.

7 Items Removed from the Consent Agenda

8 Public Hearing

9 Ordinances and Resolutions

A. Resolution Approving First Amended Visitor Center Agreement

City Manager Chris Clayton presented a Resolution Approving the First Amended Visitor Center Agreement to the council. The Chamber approached the city regarding increased costs to fund the Visitor's Information Center services. Based on the Chamber's fiscal year 2022/23 budget, the Chamber seeks increased funding of $500 per month, beginning July 1, 2024, through June 30, 2026. Staff reviewed the Chamber's budget and found the increased funding to be reasonable and consistent with existing costs of living increases.

Taneea Browning moved to approve Resolution No. 1792 a Resolution Approving that First Amended Visitor Center Agreement and Authorizing Mayor to Execute Same.

Motion: Approve
Moved By: Taneea Browning **Seconded by:** Melody Thueson
Roll Call: Members Taneea Browning, Hank Williams, Rob Hernandez, Michael Parsons, Neil Olsen, Melody Thueson voted yes. None voted no.

B. Resolution Extending Workers' Compensation Coverage to Volunteers

Human Resources Director Elizabeth Simas presented a Resolution Extending Workers' Compensation Coverage to Volunteers. This Resolution provides workers' compensation coverage for city volunteers, except for special events volunteers covered under a separate accident policy.

The council questioned who was keeping track of when volunteers were working. Ms. Simas responded that either the staff in charge of the event or the volunteers should keep track of their schedules.

Michael Parsons moved to approve Resolution No. 1793, a Resolution Extending Workers Compensation Coverage to Volunteers of the City of Central Point.

Motion: Approve
Moved By: Michael Parsons **Seconded by:** Rob Hernandez
Roll Call: Members Taneea Browning, Hank Williams, Rob Hernandez, Michael Parsons, Neil Olsen, Melody Thueson voted yes. None voted no.

C. Resolution Approving The 2024 Revised Management Compensation Plan

Human Resource Director Elizabeth Simas presented a Resolution Approving the 2024 Revised Management Compensation Plan to the council. There were a couple of changes, one being adding language for rehired PERS retirees who are subject to benefits and contributions as outlined by statute. Another change is an increase in employees' shares of health insurance premiums beginning January 1, 2025. Lastly, there are some minor language changes to remove obsolete language.

Melody Thueson moved to approve Resolution No. 1794, a Resolution approving the 2024 Revised Management Compensation Plan.

Motion: Approve
Moved By: Melody Thueson **Seconded by:** Taneea Browning
Roll Call: Members Taneea Browning, Hank Williams, Rob Hernandez, Michael Parsons, Neil Olsen, Melody Thueson voted yes. None voted no.

D. Resolution Revising the 2024-2025 Classification Pay Plan

Human Resources Director Elizabeth Simas presented a Resolution Revising the 2024-2025 Classification Pay Plan to the council. The

changes were established during the collective bargaining process and were incorporated into the City Budget.

Melody Thueson moved to approve Resolution No. 1795, Resolution approving the 2024-2025 Revised Classification Pay Plan.

Motion: Approve
Moved By: Melody Thueson **Seconded by:** Taneea Browning
Roll Call: Members Taneea Browning, Hank Williams, Rob Hernandez, Michael Parsons, Neil Olsen, Melody Thueson voted yes. None voted no.

10 Business

A. 2024 Community Survey

City Manager Chris Clayton presented the 2024 Community Survey results to the council. The survey received 669 complete responses, offering a comprehensive snapshot of residents' opinions. The 2024 Community Survey was conducted to gather residents' feedback on various aspects of living in Central Point. The survey provides critical insights into the community's satisfaction with current services, areas needing improvement, and priorities for future development. The survey results are essential for informing the city's strategic planning and decision-making processes. Additionally, the report compares the survey findings with the 2040 City of Central Point Strategic Plan to identify alignment and areas for potential strategic adjustments.

11 Mayor's Report

Mayor Williams reported that:

- He attended the Medford Chamber Forum.
- He attended the 4th of July Parade, which was his last Parade as Mayor, and the Boomfest at the Expo.

12 City Manager's Report

City Manager Chris Clayton reported that:

- City staff went through the insurance policy, and he is proposing slightly increasing general and property liability deductibles to save

the city some money.

- In his weekly update, he will share the article on the Expo that was in the Rogue Valley Times.
- The city has received an official petition to council members regarding the quality of life and policing methods in the city.
- A gentleman came to the counter this week asking the city council to embrace low interest rates for businesses and residents.
- More citizens are upset about power outages. The paper reported that Talent is experiencing similar outages and received a similar response from Pacific Power.
- The Diesel Tax Ad Hoc Committee will meet late in July.
- The city has had numerous vegetation fires in the area, some bigger fires in the region, and this is being monitored. The city has had great communication with the County.
- In talking with Derek Zwagerman, the Building Official, I learned that they will issue the Certificate of Occupancy for Amazon on Monday.
- Sydnee Dreyer, Stephanie Powers, Matt Samitore, and himself will be bringing information to the council on parklets at the next meeting.

13 Council Reports

Council Member Neil Olsen reported that he attended the 4th of July Fun Run.

Council Member Taneea Browning reported that:

- She attended the 4th of July Parade and Freedom Festival.
- She attended the League of Oregon Cities Foundation meeting.

Council Member Mike Parsons reported that:

- He took part in the first annual safety camp.
- He attended the 4th of July Parade.

Council Member Kelley Johnson had nothing to report.

Council Member Rob Hernandez reported that:

- He attended the Medford Chamber Forum.

- He and his wife celebrated their 50th Anniversary on July 6th.

Council Member Melody Thueson had nothing to report.

14 Department Reports

Police Chief Scott Logue reported that:

- He had an ECSO Board of Directors Meeting and is no longer the Chair.
- They received their first Taser today.

Parks and Public Works Director Matt Samitore reported that:

- He thanked everyone for attending the 4th of July event. The horse that fell and the rider are doing well.
- The Little League project is going well. Three contractors will start some additional work in the first week of August.

Human Resource Director Elizabeth Simas reported that next week BOLI will be holding two half-day training sessions with managers and supervisors, as well as members from RVCOG and ESCO. She will be providing additional training on policy as well.

15 Executive Session - ORS 192.660(2)(f) to consider information or records that are exempt from disclosure by law, including written advice from your attorney.

Melody Thueson moved to adjourn to the Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt from disclosure by law, including written advice from your attorney at 8:01 PM with a 10-minute break. Taneea Browning seconded all said aye, and the meeting was adjourned to executive session.

The Executive Session was called to order at 8:10 PM

16 Adjournment

Neil Olsen moved to adjourn, all said aye and the meeting was adjourned at 8:57 PM.

No further action was taken after the executive session.

The foregoing minutes of the July 11, 2024, Council meeting were approved by the City Council at its meeting of _____, 2024.

Dated:

_____
Mayor Hank Williams

ATTEST:

_____
City Recorder

Staff Report

DEPARTMENT: Parks and Recreation

MEETING DATE: August 8, 2024

STAFF CONTACT: Dave Jacob, Park Planner

SUBJECT: A Resolution Authorizing the City to Apply for Oregon Department of Transportation - Oregon Community Pathways Grant Funds.

SUMMARY AND BACKGROUND:

The draft Central Point – Bear Creek Master Plan provides a design for a 50-acre park that if developed would be the largest Central Point Park. The proposed park site includes city properties on both the east and west side of Bear Creek. An early draft of the plan included a parking area on the west side of the creek located due south of the Holiday Inn Express. The city had discussions with the property owners but the costs would be too high and only a small portion of the property would be available for the parking since future commercial development would use most of the property. Since this would not be a realistic option for a parking area, the Ad Hoc Committee revisited the plan and after discussion and site visits decided that a parking area on the east of Bear Creek would be the best option for park access. While a pedestrian bridge had always been included as part of the Master Plan with the new parking area location it becomes a more important element of the plan.

The Oregon Department of Transportations – Oregon Community Pathways Program (OCP) could potentially provide funds to construct the pedestrian bridge. OCP is a competitive statewide transportation grant program that supports investments in multi-use paths that are not part of a roadway. Examples of eligible projects may be routes or segments that pass through a park, along a greenway, or follow abandoned rail corridors to connect community centers, services, housing, employment, schools, and recreation. The large grant program provides grants between $1 million and $6 million but only opens for applications once every four years. Pre-proposal will be submitted in September and if approved a full application will be submitted by January 15, 2025. If the project is funded, implementation would be dependent on availability of match funds and required environmental impact studies.

FINANCIAL ANALYSIS:

The City contracted with DOWL Engineering to provide a cost estimate for the project. For a 200-foot multiuse bridge estimated construction costs would be $2,365,525. ODOT requires administrative costs plus a 30% contingency. With these additions total project costs would be $3,293,458.75. Total grant request would be for $2,955,220.54 with a required 10.27% match of $338,238.21 from the city. Depending on the final location and design of the bridge and environmental impacts, the cost may vary somewhat from this estimate.

LEGAL ANALYSIS:

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Council Goals

Goal 6. Develop park facilities and recreation programs for young and old.

Central Point Strategic Plan

Community Investment

Goal 2: Be a city filled with happy, healthy people who are thriving.

Strategy 5 - Plan, design, build, and maintain a comprehensive system of sustainable facilities, trails, and park spaces, (setting the highest standards) to provide attractive places people will use and enjoy. Acquire additional lands for active and passive recreation use based on current deficiencies and public demands created by increasing population or the environmental and recreational significance of the area. (Be mindful of the budget and plan trail locations)

Community Culture

Goal 2 Create opportunities for all segments of the population to enjoy Central Point places and events

Strategy 2 – Plan park designs with forethought for accommodating all populations and needs. Ensure equitable access to safe and attractive parks and facilities that meet community needs. Offer high-quality recreation programs to all age groups, varied interests, and neighborhoods

ATTACHMENTS/EXHIBITS:

1. Resolution to apply for ODOT Oregon Pathways Grant Fund 7-9-24
2. Proposed Central Point - Bear Creek Greenway Pedestrian Bridge Location

STAFF RECOMMENDATION:

Staff Recommends Approval.

RECOMMENDED MOTION:

I move to approve Resolution No. _____, a Resolution Authorizing the City of Central Point to Apply for Oregon Department of Transportation – Oregon Community Paths Program Grant Funds for Construction of a Pedestrian Bridge Across Bear Creek as Part of Implementation of the Central Point – Bear Creek Greenway Master Plan.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY OF CENTRAL POINT TO APPLY FOR OREGON DEPARTMENT OF TRANSPORTATION – OREGON COMMUNITY PATHS PROGRAM GRANT FUNDS FOR CONSTRUCTION OF A PEDESTRIAN BRIDGE ACROSS BEAR CREEK AS PART OF IMPLEMENTATION OF THE CENTRAL POINT- BEAR CREEK GREENWAY MASTER PLAN

Recitals:

A. The Oregon Department of Transportation's Oregon Community Paths Program provides grant provides funds to support the development of pedestrian and bicycle paths that promote active transportation and community connectivity.

B. The City of Central Point recognizes the need for enhanced pedestrian infrastructure to improve community connectivity and provide access to a park planned for the Central Point – Bear Creek Greenway.

C. The Central Point - Bear Creek Master Plan identifies the creation of a pedestrian bridge across Bear Creek as a critical component to creating an interconnected Central Point – Bear Creek Greenway Park.

D. The City of Central Point intends to apply for grant funds from the Oregon Community Paths Program to finance the construction of the pedestrian bridge.

E. The City of Central Point expects to have available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded.

F. The City of Central Point will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

The City of Central Point resolves as follow:

Section 1: The City of Central Point demonstrates its support for the submittal of a grant application to the Oregon Department of Transportation – Community Paths Program for construction of a pedestrian bridge over Bear Creek.

Section 2: This resolution shall be effective following its adoption by the City of Central Point City Council.

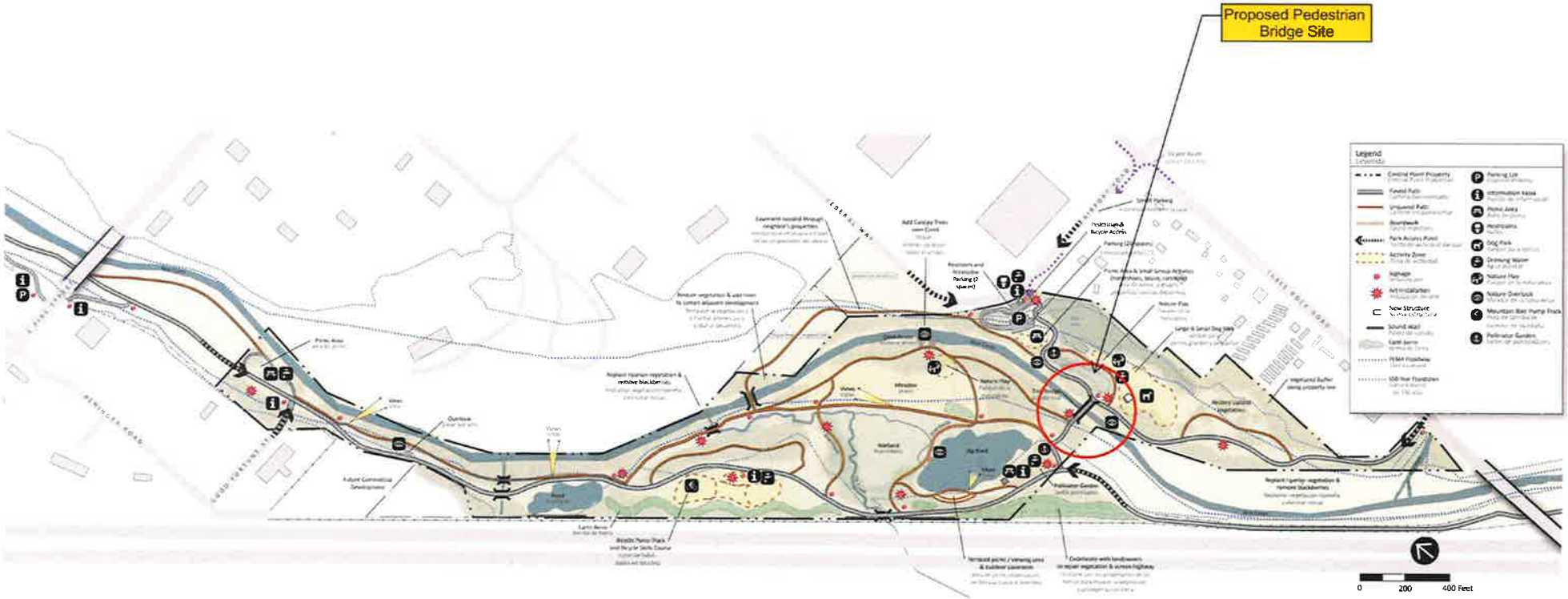
PASSED by the City Council and signed by me in authentication of its passage this ____ day of _____, 2024.

_____
Mayor Hank Williams

ATTEST:

_____
City Recorder

Attachment: Proposed Central Point - Bear Creek Greenway Pedestrian Bridge Location



Staff Report

DEPARTMENT: Planning **MEETING DATE:** August 8, 2024

STAFF CONTACT: Stephanie Powers, Planning Director

SUBJECT: Downtown Parklet Program

SUMMARY AND BACKGROUND:

The City has been approached by Salt Light + Home, a downtown retail business, about the possibility of installing an outdoor gathering space within on-street parking spaces in the public right-of-way. These are referred to as “parklets” and are innovative and cost-effective ways to create open space amenities for pedestrians and downtown business patrons. At this time, the municipal code does not allow this use within the public right-of-way. The objective of this discussion with City Council is to introduce parklets and a draft Parklet Program for Central Point’s Central Business District and receive direction from the City Council to develop a pilot program, including initiation of any needed changes to the municipal code. During the presentation, staff will also seek direction on key components of the program (Attachment 1), including but not limited to the following questions:

- Does the City Council agree with allowing parklets from 1st to 6th streets (south and north) adjacent to the EC zone or should the program be expanded to include businesses in the High Mix Residential Zone on the same streets or others?
- Should parklets be allowed on a seasonal basis (i.e. May 1st through October 31st) or year round?
- Is the proposed size of up to two (2) parking spaces with one parklet on each block face on both sides of the street appropriate for downtown or should the size and number allowed be reduced for the pilot program?
- Are there any other amenities or standards that require modification to address concerns or expand opportunities in the parklet eligibility area?

FINANCIAL ANALYSIS:

There are no expenses associated with developing a parklet program aside from in-kind staff contributions.

LEGAL ANALYSIS:

The City Council can adopt the Parklet Program by Resolution as a trial program before making broader changes to the municipal code. However, based on review of the existing code, it will be necessary to modify CPMC 12.20.020.A.2 as provided below (suggested changes in **bold**).

It is unlawful for any person to place or allow in or over any alley, street or sidewalk, or any street or alley right-of-way, whether improved or not, any of the following:

2. Any building, fence, or other structure, including items which are by design intended to be portable; provided, however, that:

a. Fences (subject to subsection B of this section) and mailboxes may be placed in a right-of-way, at the owners' expense, if the same do not impede sight distance necessary for the safe use of the street, alley, driveway or sidewalk by vehicular or pedestrian traffic; and further provided, that the same shall be removed upon the request of the city;

b. Rubber curb ramps may be placed in a right-of-way at the owner's expense; provided, that they shall be removed upon the request of the city;

c. Rubber curb ramps are only allowed to be installed in areas of the city where rolled curbs are currently located; **or**

d. Any other sidewalk café, parklet or similar structures may be placed in a right-of-way as permitted by the City.

If directed to proceed with formalizing the Parklet Program, staff will finalize the program based City Council's input and complete the necessary procedural requirements to amend the code.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

The City's Strategic Plan establishes the community's vision to be a, "…safe, family-friendly, livable community that cultivate its small-town feel by managing growth and inspiring meaningful connections between people and places." To accomplish this there are five (5) Strategic Priorities. A review of the Strategic Plan finds the following priorities and goals to be most relevant to Council's consideration of a Parklet Program:

Strategic Priority – Community Investment

Goal 4: Manage Growth to provide places that are timeless and loved by the community.

Strategy 4: Develop a toolkit of incentives to leverage in exchange for more desirable community places that provide public amenities associated with housing, employment and other services, including but not limited to: public plazas, open space, parks, affordable housing, value-added design to attract professional office and other uses that provide more living wage jobs.

Comment: Establishing a trial Parklet Program to create innovative outdoor spaces for public gathering and dining would allow business owners or other sponsors increase investment, patronage, and a sense of community in the downtown. By its enactment alone, the program would allow use of the public right-of-way for a parklet, which is currently not allowed under the code.

Strategic Priority - Community Engagement

Goal 1: Build strong relationships between government and its citizens.

Strategy 3: Communicate, collaborate and partner with other governmental agencies, public and private enterprises to pool and/or leverage resources to achieve optimal outcomes for the City.

Comment: The Parklet Program reflects communication between government staff and citizens in the business community who expressed a desire to allow parklets. The program responds to the need for more outdoor community gathering space and a desire to continue making the downtown a destination.

ATTACHMENTS/EXHIBITS:

1. Draft Parklet Program Information

STAFF RECOMMENDATION:

Staff recommends the City Council direct staff to finalize a Downtown Parklet Program as a pilot program and to bring back changes recommended by Council, including updates to CPMC 12.20.020.A.2 at a future meeting.

RECOMMENDED MOTION:

I move to direct staff to prepare a Downtown Parklet Program, including program guidelines, standards, application requirements fees and necessary municipal code amendments for consideration at a future City Council meeting.

Downtown Parklet Program

Draft Program Information

WHAT IS A PARKLET?

A parklet is an on-street parking space that is converted to an outdoor seating or community gathering space. They can include seating, plants, tables/chairs, public art and other approved amenities. During the COVID-19 pandemic parklets were an innovative approach used by many communities to help restaurants stay open. It is being considered at the request of a business owner in Central Point to help create more spaces in the downtown where patrons can gather while fostering a more enjoyable shopping, dining and recreation experience.

PROPOSED AREA OF ELIGIBILITY

Parklets are only allowed within the downtown Central Point Central Business District adjacent to the Employment Commercial (EC) Zone on 1st through 6th Street.

LOCATION REQUIREMENTS

The parklet must be located adjacent to the associated business it serves and may not be used for retail purposes.

A parklet may occupy up to two (2) on-street parking spaces except that accessible spaces may not be used.

Only one (1) parklet per block on each side of the street may be allowed.

Parklets may not be located in front of fire facilities or hydrants, over manhole covers, curb inlets or other public utilities. The parklet shall not impede drainage or obstruct a traffic control device (e.g. street light, flashing beacon, street sign, etc.)

AMENITIES

Lighting - Low voltage, self-contained lighting elements are allowed (i.e. battery operated or solar powered). Power via extension cords or connecting to the electrical system or tree well receptacles or generators is prohibited.

Plants - Planter boxes and potted plants are allowed provided that the planting medium is contained.

Tables/Chairs/Seating - Built-in seating and/or removable furniture can be incorporated into the parklet. The proposed number of tables and chairs shall be approved by the City. Furniture must be able to accommodate those with disabilities, wheelchairs or mobility devices.

Heating Devices - Certified devices are allowed as permitted by the Building Department and Fire District #3.

Umbrellas/Shade Coverings - Umbrellas or other shade coverings shall not block other business storefronts or building signage without consent.

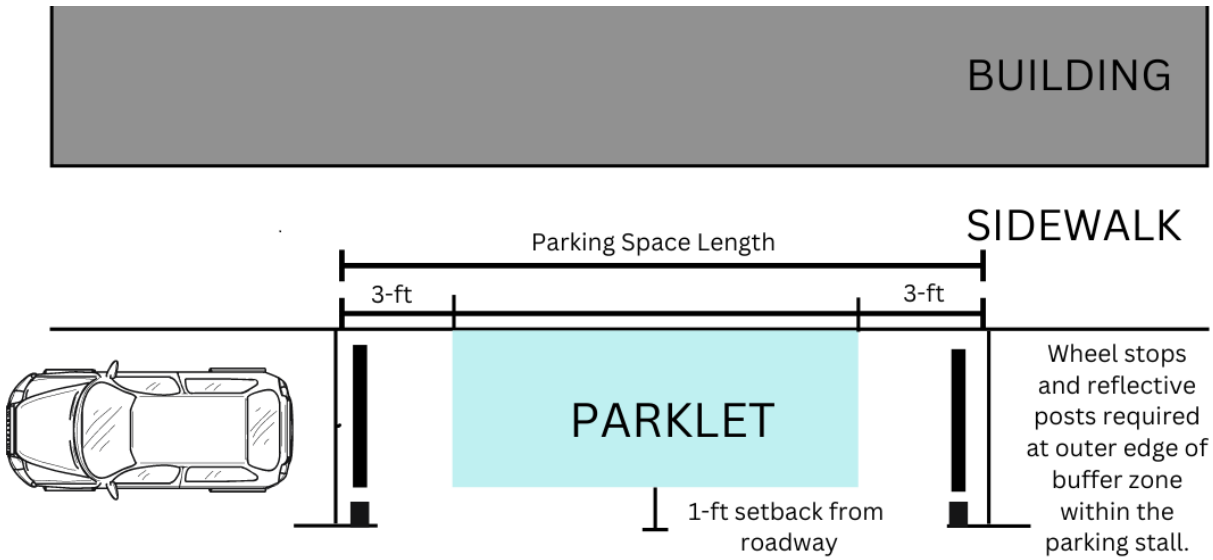
Public Art - Displays of art are allowed to be incorporated into the parklet design.

PROHIBITED ITEMS

- Objects that distract or otherwise cause hazards for drivers, such as balloons or flashing lights;
- Pop-up tents

DIMENSIONAL STANDARDS

Each parklet, including buffer space, must be fully within the two (2) designated parking spaces. A one (1) foot setback is required between the adjacent bicycle or vehicle travel lane and the parklet as shown in the diagram below



ACCESSIBILITY

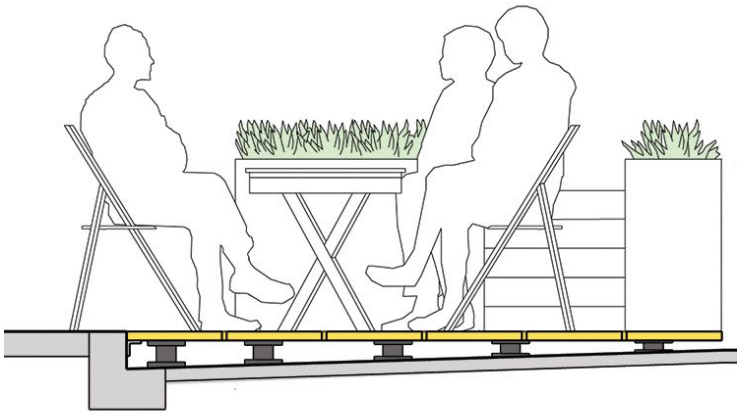
The parklet must be ADA compliant. A platform is required for each parklet that is flush mounted with the curb (no more than a ½ inch gap) to be level with the adjacent sidewalk.

PLATFORM MATERIALS

The platform must be constructed with durable materials capable of withstanding the effects f weathering. Wood pallets are not allowed.

Surface materials shall not include loose particles, such as sand or loose stone. A non-slip surface is required.

The parklet platform may not be attached to or damage the street and must be easily assembled and disassembled. Any damage to the street is the responsibility of the applicant.



PARKLET PROTECTION

Design - Parklet design must include a 3-ft tall continuous physical barrier along the street while maintaining clear visual sightlines to the street. Examples include planters, fencing, or railings. Appropriate buffer materials include treated wood, wrought iron or other finished metals. Prohibited materials include jersey barriers, plastic and vinyl fencing.

Safety Barrier - Wheel stops and delineator posts must be installed at both ends of the parklet in accordance with the following standards:

- Each wheel stop shall be located 3-feet from the parklet structure and 1-foot from the curb within the parking space boundary.
- Each wheel stop must be 4-6 feet wide, mounted with three (3) butyl (rubber) pads.
- A reflective delineator post must be placed at the outer corner of the parking space six (6) inches from the wheel stop.
- Delineator posts must be 36 inches tall, cylindrical white Safe-Hit® posts and must include reflective striping. Posts should be attached to the street with a butyl (rubber) adhesive pad.

DRAINAGE

The platform must be designed to allow for water flow along the curb and from the street. Covering or obstructing a storm drain inlet or basin is prohibited.

SIDEWALK ENCROACHMENT

Sidewalk encroachment is not permitted unless authorized by a Sidewalk Café permit in accordance with CPMC 5.10.

WASTE REMOVAL

Waste from the parklet must be removed each day by the business or sponsor operating the parklet.

MAINTENANCE

Parklets must be kept clear of debris. Maintenance shall be performed to keep it safe and sanitary.

SHADE COVERINGS

Shade coverings may include umbrellas or structured covers, such as nylon or other durable material. Pop-up tents and tarps are prohibited. Placement of umbrellas or other shade elements must be contained within the parklet and maintain adequate sightlines.

VERTICAL ELEMENTS

Vertical elements shall be no higher than 10-feet and must consist of quality materials, such as treated wood, wrought iron or other finished metals. Elements made out of plastic or vinyl are prohibited. Applicants must demonstrate that vertical elements do not obstruct adjacent business storefronts and signage. If there is any obstruction, the proposed vertical element may only be allowed with written consent of the adjacent business.

SIGNAGE

One (1) sign that is no more than 2 square feet in size is permitted on the sidewalk side of the parklet to identify the business or sponsor operating the parklet.

Staff Report

DEPARTMENT: Public Works **MEETING DATE:** August 8, 2024

STAFF CONTACT: Matt Samitore, Parks and Public Works Director

SUBJECT: Downtown Street Closures for Paving - Pine and Front

SUMMARY AND BACKGROUND:
The City has contracted with Knife River Materials, Inc. to do paving in the downtown area. Paving will start next week and will entail some night paving. There will be three distinct areas for the paving. The first is S. Front from Pine to Bush Street - re-paving the center turn lane. The street will remain open during this time frame but will be limited to one lane in each direction. The second area is downtown E. Pine Street from Front to 9th Street. It will be closed for one night, and detours will be placed to allow for a dig-out package of specific areas for repaving. The third area will be from Front to N. Haskell on West Pine. This area around the railroad tracks and intersection will be closed for three nights while the paving occurs. Work will commence the week of August 5th.

FINANCIAL ANALYSIS:
This contract was previously awarded by City Council and is part of the 2023-2025 FY Street Budget.

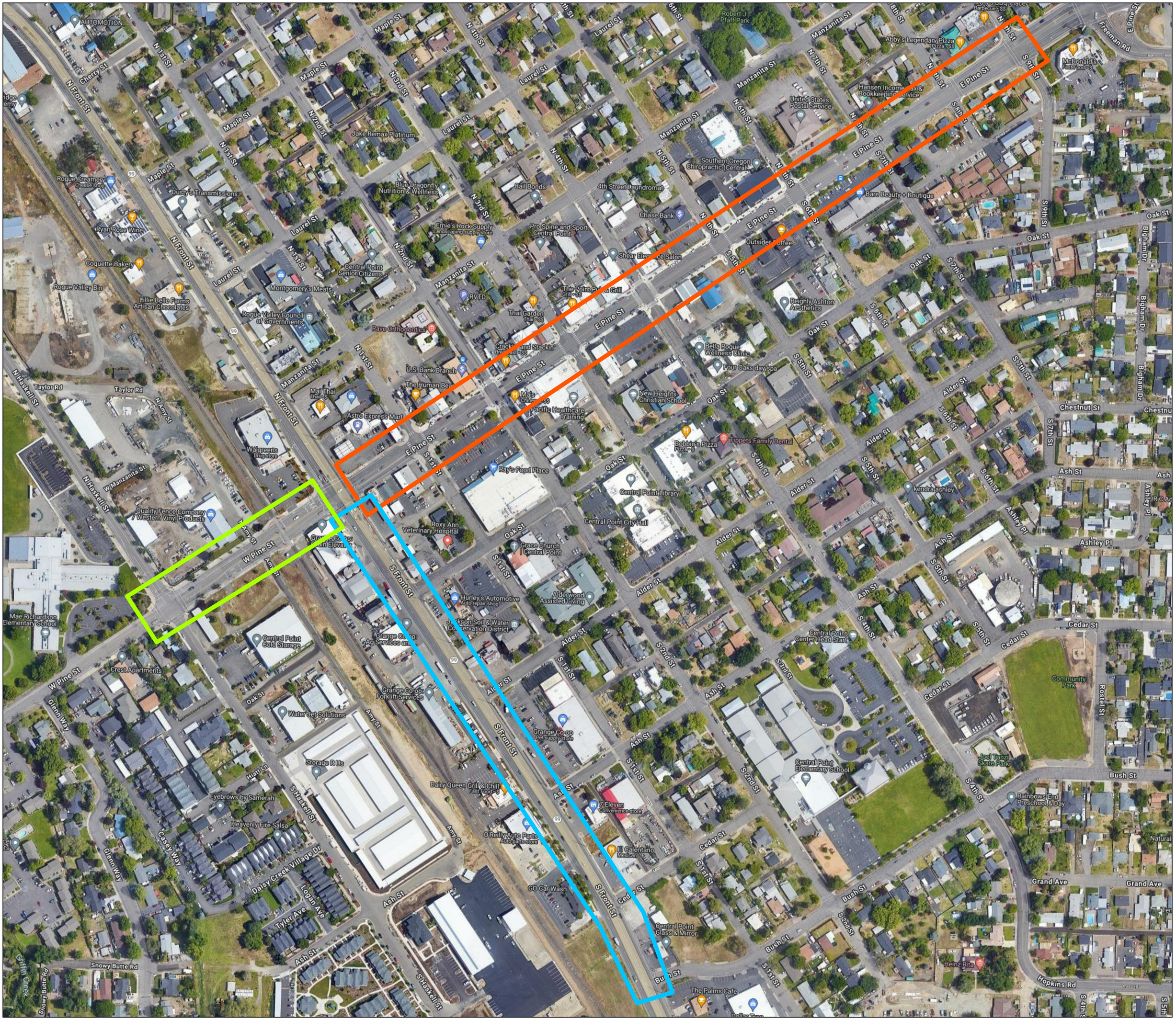
LEGAL ANALYSIS:
N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:
GOAL 5 - Plan, design, and construct “state of the art” infrastructure in all areas and systems.
STRATEGY 1 – Continually update infrastructure plans.

ATTACHMENTS/EXHIBITS:
1. Paving Map

STAFF RECOMMENDATION:
Staff recommends approval of the night work.

RECOMMENDED MOTION:
None.


N
Legend
Activity
Dig-out Repair
Repave Center Turn Lane
Repaving

Staff Report

DEPARTMENT: Administration **MEETING DATE:** August 8, 2024

STAFF CONTACT: Steve Weber, Finance Director

SUBJECT: 2024 Second Quarter Financial Statements and FY 2024 Report

SUMMARY AND BACKGROUND:
The conclusion of Fiscal Year 2024 allows staff to present the 2024 second-quarter financial statements and an overview of FY 2024.

FINANCIAL ANALYSIS:
Fiscal year 2024 has concluded with positive revenue performance, controlled expenditures, and reasonable fund balances. Strategic measures and careful management have improved fund balances, particularly in the Water Fund. Continued updates will be provided to maintain transparency and informed decision-making.

LEGAL ANALYSIS:
Not Applicable

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:
Strategic Priority - Responsible Governance
GOAL 1 - Maintain a strong financial position that balances the need for adequate service levels and capital requirements against the affordability that is desired by our citizens.
GOAL 2 - Invite Public Trust.

STRATEGY 1 – Be a trusted source of factual information.

ATTACHMENTS/EXHIBITS:
1. Quarterly Financial Statments - June 30, 2024
2. Financial Update 2024

STAFF RECOMMENDATION:
Staff recommends the City Council review included information and ask questions as necessary.

RECOMMENDED MOTION:
Information only.

City of Central Point
Council Financial Statements
For period ending June 30, 2024

% of biennial budget **50.00%**

	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
General Fund				
Revenues				
Taxes	$18,431,065	$9,017,505	$9,413,560	48.93%
Licenses & Fees	$138,000	$73,569	$64,431	53.31%
Intergovernmental	$1,643,925	$710,381	$933,544	43.21%
Charges for Service	$3,353,090	$1,364,581	$1,988,509	40.70%
Fines and Forfeitures	$122,000	$57,725	$64,275	47.32%
Interest Income	$123,350	$294,208	-$170,858	238.51%
Miscellaneous	$621,500	$279,669	$341,831	45.00%
Transfers In	$0	$0	$0	0.00%
Total Revenues	**24,432,930**	**11,797,638**	**12,635,292**	**48.29%**
Expenditures by Department				
Administration	2,145,150	1,045,953	1,099,197	48.76%
City Enhancement	457,000	192,150	264,850	42.05%
Technical Services	1,524,400	771,561	752,839	50.61%
Mayor & Council	165,870	70,323	95,547	42.40%
Finance	1,628,110	789,614	838,496	48.50%
Parks	2,783,525	1,774,283	1,009,242	63.74%
Recreation	1,297,775	626,297	671,478	48.26%
Planning	1,292,860	493,554	799,306	38.18%
Police	12,428,935	6,095,125	6,333,810	49.04%
Interdepartmental	463,000	242,254	220,746	52.32%
Transfers Out	660,000	455,000	205,000	0.00%
Contingency	180,000	0	180,000	0.00%
Total Expenditures by Department	**25,026,625**	**12,556,113**	**12,470,512**	**50.17%**
Net Change in Fund Balance		(758,476)		
Beginning Fund Balance	2,647,090	**6,003,228**	3,356,138	
Ending Fund Balance	2,053,395	5,244,752	3,191,357	

City of Central Point
Council Financial Statements
For period ending June 30, 2024

% of biennial budget **50.00%**

	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Federal Stimulus Grant Fund				
Revenues				
Intergovernmental Revenue	$0	$0	$0	0.00%
Interfund Transfers	0	0	0	0.00%
Total Revenues	**0**	**0**	**0**	**0.00%**
Expenditures				
Capital Outlay	916,570	718,875	$197,695	78.43%
Contingency	41,860	0	$41,860	0.00%
Total Expenditures	**958,430**	**778,875**	**179,555**	**81.27%**
Net Change in Fund Balance	(958,430)	(778,875)	-$179,555	
Beginning Fund Balance	1,920,930	**1,200,624**	(720,306)	
Ending Fund Balance	962,500	421,749	-540,751	

City of Central Point
Council Financial Statements
For period ending June 30, 2024

			% of biennial budget	50.00%
	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Street Fund				
Revenues				
Franchise Tax	$309,000	$88,500	$220,500	28.64%
Charges for Services	$1,866,100	$1,118,683	747,417	59.95%
Intergovernmental Revenue	$3,085,350	$1,549,343	1,536,007	50.22%
Interest Income	$50,000	$97,520	-47,520	195.04%
Miscellaneous	$24,000	$13,215	10,785	55.06%
Transfers In	$250,000	$250,000	0	0.00%
Total Revenues	**5,584,450**	**3,117,261**	**2,467,189**	**55.82%**
Expenditures				
Operations	4,792,115	2,144,897	2,647,218	44.76%
SDC	500,000	38,354	461,646	7.67%
Transfers	718,000	109,000	609,000	15.18%
Contingency	400,000	0	400,000	0.00%
Total Expenditures	**6,410,115**	**2,292,251**	**4,117,864**	**35.76%**
Net Change in Fund Balance		825,010		
Beginning Fund Balance	1,451,005	**1,661,289**	210,284	
Ending Fund Balance	625,340	2,486,299	1,860,959	
Capital Improvement Fund				
Revenues				
Charges for Services	$130,000	$148,313	-18,313	114.09%
Interest Income	$20,000	$47,034	-27,034	235.17%
Total Revenues	**150,000**	**195,347**	**-45,347**	**130.23%**
Expenditures				
Parks Projects	60,000	74,074	-14,074	123.46%
Total Expenditures	**60,000**	**74,074**	**-14,074**	**123.46%**
Net Change in Fund Balance		121,273		
Beginning Fund Balance	284,285	**999,451**	715,166	
Ending Fund Balance	374,285	1,120,724	746,439	

City of Central Point
Council Financial Statements
For period ending June 30, 2024

	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
		% of biennial budget		50.00%
Reserve Fund				
Revenues				
Interest	$19,000	$17,045	$1,955	89.71%
Transfers In	$250,000	$125,000	125,000	50.00%
Total Revenues	**269,000**	**142,045**	**125,000**	**52.80%**
Expenditures				
Facility Improvements	200,000	99,088	100,912	49.54%
Total Expenditures	**200,000**	**99,088**	**100,912**	**49.54%**
Net Change in Fund Balance		42,957		
Beginning Fund Balance	708,385	**420,530**	(287,855)	
Ending Fund Balance	777,385	463,488	(313,897)	
Debt Service Fund				
Revenues				
Charges for Service	$704,585	$309,874	$394,711	43.98%
Interest Income	$425	$285	140	67.02%
Transfers In	$878,000	$439,000	439,000	50.00%
Total Revenues	**1,583,010**	**749,159**	**833,851**	**47.32%**
Expenditures				
Debt Service	1,513,585	696,119	817,466	45.99%
Total Expenditures	**1,513,585**	**696,119**	**817,466**	**45.99%**
Net Change in Fund Balance		53,040		
Beginning Fund Balance	57,210	**24,039**	-33,171	
Ending Fund Balance	126,635	77,079	(49,556)	
Building Fund				
Revenues				
Charges for Service	$660,000	$395,304	$264,696	59.89%
Interest Income	$39,000	$68,898	-29,898	176.66%
Miscellaneous	$0	$1,440	-1,440	0.00%
Total Revenues	**699,000**	**465,642**	**233,358**	**66.62%**
Expenditures				
Personal Services	799,585	401,109	398,476	50.16%
Materials and Services	136,760	62,915	73,845	46.00%
Contingency	5,000	0	5,000	0.00%
Total Expenditures	**941,345**	**464,023**	**477,322**	**49.29%**
Net Change in Fund Balance		1,619		
Beginning Fund Balance	869,010	**1,500,890**	631,880	
Ending Fund Balance	626,665	1,502,509	875,844	

City of Central Point
Council Financial Statements
For period ending June 30, 2024

			% of biennial budget	50.00%
	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Water Fund				
Revenues				
Charges for Services	$9,120,000	$4,311,979	$4,808,021	47.28%
Interest Income	$3,000	$22,660	-19,660	755.33%
Miscellaneous	$0	$47,473	-47,473	0.00%
Corporation Yard Financing	$0	$0	0	0.00%
Total Revenues	**9,123,000**	**4,382,112**	**4,740,888**	**48.03%**
Expenditures				
Operations	9,273,275	3,799,075	5,474,200	40.97%
SDC Improvements	250,000	0	250,000	0.00%
Contingency	100,000	0	100,000	0.00%
Total Expenditures	**9,623,275**	**3,799,075**	**5,824,200**	**39.48%**
Net Change in Fund Balance		583,037		
Beginning Fund Balance	830,375	**(955,222)**	-1,785,597	
Ending Fund Balance	330,100	-372,185	-702,285	
Stormwater Fund				
Revenues				
Charges for Services	$2,060,070	$983,311	$1,076,759	47.73%
Interest Income	$27,000	$28,080	-1,080	104.00%
Miscellaneous	$0	$655	-655	0.00%
Total Revenues	**2,087,070**	**1,012,046**	**1,075,024**	**48.49%**
Expenditures				
Operations	2,356,750	995,340	1,361,410	42.23%
SDC	105,000	131,184	-26,184	124.94%
Total Expenditures	**2,461,750**	**1,126,524**	**1,335,226**	**45.76%**
Net Change in Fund Balance		(114,478)		
Beginning Fund Balance	2,117,825	**577,795**	-1,540,030	
Ending Fund Balance	1,743,145	463,317	-1,279,828	

City of Central Point
Council Financial Statements
For period ending June 30, 2024

			% of biennial budget	50.00%
	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Internal Services Fund				
Revenues				
Charges for Services	$3,088,400	$1,487,628	$1,600,772	48.17%
Interest Income	$500	$0	500	0.00%
Miscellaneous	$0	$31,108	(31,108)	0.00%
Total Revenues	**3,088,900**	**1,518,737**	**1,570,163**	**49.17%**
Expenditures				
Facilities Maintenance	531,000	319,338	211,662	60.14%
PW Administration	1,493,945	711,070	782,875	47.60%
PW Fleet Maintenance	1,060,395	373,394	687,001	35.21%
Total Expenditures	**3,085,340**	**1,403,802**	**1,681,538**	**45.50%**
Net Change in Fund Balance		114,935		
Beginning Fund Balance	188,900	**(7,064)**	-195,964	
Ending Fund Balance	192,460	107,871	-84,589	

City of Central Point
Budget Compliance Report
For period ending June 30, 2024

% of biennial budget 50.00%

Fund	Department/ Classification	2023/25 Biennial Budget	Biennium to Date Expenditures	Percent Used	Difference
General	Administration	$2,145,150	$1,045,953	48.76%	$1,099,197
	City Enhancement	457,000	192,150	42.05%	264,850
	Technical Services	1,524,400	771,561	50.61%	752,839
	Mayor and Council	165,870	70,323	42.40%	95,547
	Finance	1,628,110	789,614	48.50%	838,496
	Parks	2,783,525	1,774,283	63.74%	1,009,242
	Recreation	1,297,775	626,297	48.26%	671,478
	Planning	1,292,860	493,554	38.18%	799,306
	Police	12,428,935	6,095,125	49.04%	6,333,810
	Interdepartmental	463,000	242,254	52.32%	220,746
	Transfers	660,000	455,000	0.00%	205,000
	Contingency	150,000	0	0.00%	150,000
	Total Expenditures	**24,996,625**	**12,556,113**	**50.23%**	**12,440,512**
Fed. Stimulus Grant Fund	Materials and Services	0	60,000	0.00%	(60,000)
	Capital Outlay	916,570	718,875	78.43%	197,695
	Transfers	0	0	0.00%	0
	Contingency	0	0	0.00%	0
	Total Expenditures	**916,570**	**778,875**	**84.98%**	**137,695**
Street	Operations	5,510,115	2,503,897	45.44%	3,006,218
	SDC Improvements	500,000	38,354	7.67%	461,646
	Contingency	400,000	0	0.00%	400,000
	Total Expenditures	**6,410,115**	**2,542,251**	**39.66%**	**3,867,864**
Capital Projects	Park Projects	0	0	0.00%	0
	Park Projects - SDC	60,000	74,074	123.46%	(14,074)
	Transfers	0	0	0.00%	0
	Total Expenditures	**60,000**	**74,074**	**123.46%**	**(14,074)**
Debt Service	***Total Expenditures***	**1,513,585**	**696,119**	**45.99%**	**817,466**
Reserve Fund	***Total Expenditures***	**200,000**	**99,088**	**49.54%**	**100,912**
Building	Personnel Services	799,585	401,109	50.16%	398,476
	Materials and Services	136,760	62,915	46.00%	73,845
	Contingency	5,000	0	0.00%	5,000
	Total Expenditures	**941,345**	**464,023**	**49.29%**	**477,322**
Water	Operations	9,273,275	3,799,075	40.97%	5,474,200
	SDC Improvements	250,000	0	0.00%	250,000
	Transfers	0	0	0.00%	0
	Contingency	100,000	0	0.00%	100,000
	Total Expenditures	**9,623,275**	**3,799,075**	**39.48%**	**5,824,200**
Stormwater	Operations	2,356,750	995,340	42.23%	1,361,410
	SDC Improvements	105,000	131,184	124.94%	(26,184)
	Contingency	0	0	0.00%	0
	Total Expenditures	**2,461,750**	**1,126,524**	**45.76%**	**1,335,226**
Internal Services	Facilities Maintenance	531,000	319,338	60.14%	211,662
	PW Administration	1,493,945	711,070	47.60%	782,875
	PW Fleet Maintenance	1,060,395	373,394	35.21%	687,001
	Transfers	0	0	0.00%	0
	Total Expenditures	**3,085,340**	**1,403,802**	**45.50%**	**1,681,538**
	Total City Operations	**$50,208,605**	**$23,539,944**	**46.88%**	**$26,668,661**

Date: August 8th, 2024

To: Central Point City Council Members

Re: FY 2024 Financial Update

From: City Manager, Finance Director

Background

With the recent conclusion of fiscal year (FY) 2024 on June 30th, I would like to provide the City Council with an update on the financial status of each fund and outline the expected fund activity for the second half of the 2023-2025 budget cycle.

Primary Funds

General Fund

The City's unaudited general fund balance as of June 30, 2024, is $5,244,752. This positive outcome aligns with our expectations, reflecting strong year-over-year ending balances. The general fund has benefited from robust revenue performance, achieving 95-100% of budgeted figures, along with controlled spending.

General Fund revenues have been strong, with 48.9% of budgeted revenues collected in the first half of the 2023-2025 budget cycle. With an anticipated increase in revenue for FY 2025, along with the increases in the public safety fee and hotel/motel tax, we expect to achieve 100% of budgeted revenues by June 30, 2025.

General Fund expenditures are on target, at 50.17% as of June 30, 2024. Departments are managing their personnel budgets conservatively, and material services spending is well controlled. In summary, the City's general fund is in excellent financial health, with a projected ending balance for FY 2025 between $4.5 and $5.0 million. Annual expenditures in the general fund are budgeted at $12.5 million, and the Government Finance Officers Association (GFOA) recommends a "carryover" balance of 1/6 of total

expenditures, or about 16.5%. At an average projection of $4.75 million, Central Point's general fund would have a carryover balance of 36%, which is quite strong.

Internal Services Fund

For those who may not be aware, the internal services fund is crucial for maintaining city-wide facilities and fleet maintenance. Each department contributes to this fund through overhead charges. In the current fiscal cycle, budgeted overhead fees are expected to stabilize the internal services fund balance, which has hovered between positive and negative. As of June 30, 2024, the internal services fund balance was $107,871. This amount represents a historically "normal" fund balance for internal services.

With revenues and expenditures tracking budgeted amounts in internal services, we do not anticipate much variation in the fund balance moving forward.

One additional note: staff continues to expect revenue from the sale of the Old Military property, which will further increase the internal services fund balance.

Street Fund

Similar to the City's general fund, the street fund is also showing a positive overall trajectory. As of June 30, 2024, it had an ending balance of $2,486,299.

Revenues are strong in the street fund, achieving 55% of the budgeted amount midway through the budget cycle. Additionally, Matt's team has constrained spending to 36%. We have our annual capital maintenance project being completed by Knife River later this summer, which is expected to cost between $450,000 and $500,000. We are also waiting to see if the City will be required to make any additional contributions to the Scenic Avenue/Highway 99 project.

If no additional contributions are required for the Scenic/Highway 99 project, the street fund's ending balance for June 30, 2025, is projected to be near $2.0 million. The

recommended carryover is 16.5%, but the projected $2.0 million would represent a 60% carryover (total annual expenditures $3.32 million). If additional match dollars are required for the aforementioned project, our carryover could be reduced to the 30%-40% range, which is still considered healthy.

Stormwater Fund

The City's stormwater fund experienced significant capital spending in FY 22-23, primarily due to the Jewett Elementary storm drain project, which reduced the fund balance to $626,000 as of June 30, 2023. This spending pattern is typical for the stormwater fund, which generally generates about $1 million in stable annual revenue. As of June 30, 2024, the current fund balance stands at $463,084.21.

Revenues and expenditures are on track, and we anticipate stability and increasing fund balances as we approach our next set of major capital projects.

It's worth noting that the Elk Creek box culvert is currently under construction. This project is estimated to cost between $400,000 and $500,000, with 90% of the costs reimbursed by FEMA. Prior to reimbursement, we expect the fund balance to temporarily dip before being restored.

Building Fund

The City's Building Fund is showing exceptional financial performance. The fund consistently surpasses budgeted revenue targets while maintaining lower-than-expected expenditures. As of June 2024, the Building Fund's ending balance reached $1,502,509, amounting to 150% of the budgeted annual operating total. This robust financial state indicates that the Building Fund is not just healthy but in an exceptionally strong position.

Water Fund Update

As the Council is aware, the City's water fund experienced lower-than-expected revenue in FY 2021, 2022, and 2023, resulting in a negative fund balance. This situation necessitated the implementation of a corrective action plan starting in January 2024.

I'm pleased to report that, thanks to the dedicated efforts of our staff over the past six months, we have made significant progress toward improving the fund's balance. As of June 30, 2024, the balance had recovered more than $500,000 with a blance of $-372,185, and by July 14, 2024, it further improved to $-55,650.19. With the high demand for water during the summer months, we have been able to use increased revenues to move the fund balance in a positive direction by several hundred thousand dollars per month since June 2024.

Key corrective measures included reducing capital projects in the water fund for FY 2023-2025, implementing a hiring freeze for two vacant positions in the water department, and enacting a rate increase in February 2024. Our staff remains optimistic about achieving a budgeted ending fund balance of $500,000 to $750,000 by June 2025.

Typically, the City's water fund accounts for an annual total of approximately $4.5 million. Reaching a $750,000 ending balance in June 2025 would represent a 16% carryover, which is slightly above our preferred range of 15%, indicating a positive trend.

Secondary Funds Overview

General Overview

Secondary funds generally operate with a straightforward approach, focusing primarily on managing transfers in and out. Their main functions include servicing the City's debt, maintaining a reserve fund, and planning and executing capital projects for the general fund.

Reserve Fund

The City's reserve fund is crucial for maintaining overall financial stability and supporting specific facilities or fleet projects/purchases through transfers out. As of June 2024, the reserve fund balance was $463,488. We expect this fund to remain stable through FY 2025.

Capital Improvement Fund

The balance of the Capital Improvement Fund as of June 2024 was $1,120,724. We plan to continue with the scheduled capital improvements for FY 2023-2025, which is projected to result in an ending fund balance exceeding $1.3 million, surpassing budgeted projections by over $400,000.

Debt Service Fund

The Debt Service Fund operates on a straightforward "in and out" basis, consolidating appropriations from various funds to manage debt servicing. As of June 2024, the ending balance for this fund was $77,079. For FY 2023-2025, we plan to transfer in debt service revenues totaling $1,656,125 and allocate $1,513,585 toward debt servicing. We estimate the fund's ending balance in June 2025 to be approximately $166,579.

Federal Stimulus Fund

The $4.3 million from the ARPA allocation has been utilized for various capital projects, such as the Little League infrastructure and the Dennis Richardson Memorial, along with initiatives to support local businesses. As of June 2024, $421,749 remains from this allocation.

Conclusion

Thank you for your attention to these updates. The unaudited fund balances presented here are as accurate as possible at this time. As we near the conclusion of the 2022 financial audit, we anticipate the 2023 audit to yield results similar to our internal projections, with some adjustments expected during the audit process.

Looking ahead, I aim to provide Council Members with the most up-to-date financial information available by issuing written financial updates twice per year, in June and December.