CITY COUNCIL MEETING AGENDA

November 13, 2025
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. Public Agency Comments

60. Consent Agenda

A. Approval of October 23, 2025 Meeting Minutes

70. Items Removed from the Consent Agenda

80. Ordinances and Resolutions

A. Former Public Works Corporation Yard Alley Right-of-Way Vacation
Stephanie Powers, Planning Director

B. Resolution Approving the 2026 Revised Management Compensation Plan
Elizabeth Simas, HR Director

90. Business

A. Planning Commission Report

B. Council Member Ward III Appointment

C. 1st Quarter Financial Report - September 30, 2025

Tessa DeLine, Finance Director

D. Financial Strategy
Chris Clayton, City Manager

100. Mayor's Report

110. City Manager's Report

120. Council Reports

130. Department Reports

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 Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

150. Adjournment

Individuals wishing to attend a meeting via Zoom or needing special accommodations such as sign language, foreign language interpreters, or equipment for deaf and hard of hearing people must request such services at least 72 hours before the City Council meeting. To make your request, please contact the City Recorder at 541-423-1015 (voice) or by e-mail to meetings@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

October 23, 2025
6:00 PM
Central Point City Hall, Council Chambers
140 S 3rd St, Central Point, OR
www.centralpointoregon.gov

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1 Meeting Called to Order

2 Pledge of Allegiance

3 Roll Call

The following members were present: At Large Rob Hernandez, Ward II Kelley Johnson, Ward I Neil Olsen, Ward IV Brian Whitaker

The following members were absent: Mayor Taneea Browning, At Large Michael Quilty

The following staff were also present: City Manager Chris Clayton, City Attorney Sydnee Dreyer, Parks and Public Works Director/Assistant City Manager Matt Samitore, Police Captain Greg Bruce, and City Recorder.

4 Presentation

A. Lobbyiest End-of-Session Report

Greg Lemhouse from United Strategies presented the end-of-session report for the Oregon Legislature. Key highlights included:

- Overview of the long legislative session where approximately 3,400 bills were processed
- Secured $258,100 in funding for Central Point's East Pine waterline extension
- Passed bills related to recreational immunity, housing tax exemptions, and workplace protections
- Transportation funding package of approximately $4.3 billion remains unsigned by the governor

- Brief update on upcoming short session priorities and political dynamics

5 Public Comments

6 Public Agency Comments

7 Consent Agenda

A. Approval of October 9, 2025, Meeting Minutes

Motion: Approve
Moved By: Brian Whitaker **Seconded by:** Kelley Johnson
Roll Call: Members Rob Hernandez, Kelley Johnson, Neil Olsen, Brian Whitaker voted yes. None voted no.

8 Items Removed from the Consent Agenda

9 Public Hearing

A. Former Public Works Corporation Yard Alley Right-of-Way Vacation

Parks and Public Works Director, Matt Samitore, presented a request to vacate a portion of alley right-of-way within Block 34 of the town of Central Point. The alley dates back to 1889 and has buildings constructed over it. The vacation is necessary for the transfer of the property to RVCOG and the Food and Friends program.

Council President Rob Hernandez opened the public hearing; No public testimony was offered, and the hearing was closed.

Motion: Approve
Moved By: Kelley Johnson **Seconded by:** Neil Olsen
Roll Call: Members Rob Hernandez, Kelley Johnson, Neil Olsen, Brian Whitaker voted yes. None voted no.

Kelley Johnson moved to forward the ordinance vacating a

portion of alley right-of-way within Block 34 of the "Town of Central Point" Plat to a second reading.

10 Ordinances and Resolutions

A. Ordinance Adding Ch. 15.18 - Excavation & Grading

Parks and Public Works Director, Matt Samitore presented the second reading of an ordinance for excavation and grading, which included amendments requested by Council from the first reading. The amendments specified a 50 cubic yard per acre fill threshold and excluded ordinary residential landscaping activities.

Motion: Approve
Moved By: Neil Olsen **Seconded by:** Kelley Johnson
Roll Call: Members Rob Hernandez, Kelley Johnson, Neil Olsen, Brian Whitaker voted yes. None voted no.

Neil Olsen moved to approve Ordinance No. 2133, an Ordinance amending in part Central Point Municipal Code Title 15 - to add a new Chapter 15.18 Excavation and Grading.

11 Business

A. Rogue Disposal Rate Increases Effective January 1, 2026

City Manager Chris Clayton presented the proposed CPI rate adjustment of 3% for Rogue Disposal and Recycling. He noted that there were minor corrections to the rates in the original packet. Councilors discussed the importance of fiscal discipline and monitoring rate increases.

Motion: Approve
Moved By: Kelley Johnson **Seconded by:** Brian Whitaker
Roll Call: Members Rob Hernandez, Kelley Johnson, Neil Olsen, Brian Whitaker voted yes. None voted no.

Kelley Johnson moved to approve Rogue Disposal and

Recycling's proposed CPI rate adjustment of 3.0%, effective January 1, 2026.

12 Mayor's Report

No report was given as the Mayor was absent.

13 City Manager's Report

City Manager Chris Clayton reported:

- Tour of the multipurpose pandemic relief center/community center building with county officials
- Meeting with Representative Alex Skarlatos, who will speak at the Veterans Day event
- Citizens Advisory Committee's recommendation to deny the island annexation
- Upcoming budget study session
- New assessment challenges with ADUs being separated from main properties

14 Council Reports

- Councilor Johnson attended the RVCOG board meeting and noted excitement about the Food and Friends property purchase.
- Councilor Whitaker discussed work with the DEI Commission, being interviewed by a Eugene news crew about accessibility for neurodivergent individuals, and engagement with constituents.
- Councilor Olson attended the Crater Twilight cross-country meet.

15 Department Reports

- Parks and Public Works Director Matt Samitore noted Pine Street would be closed on Saturday for the combined downtown business Boofest and Liam's Trunk or Treat event.
- City Attorney Sydnee Dreyer announced she would miss the next council meeting, with Garrett West covering

16 Executive Session

17 Adjournment

Neil Olsen moved to adjourn, all said aye and the meeting was adjourned at 6:58pm.

The foregoing minutes of the October 23, 2025, Council meeting were approved by the City Council at its meeting of _________________, 2025.

Dated: ___________________________

Mayor Taneea W. Browning

ATTEST:

____

City Recorder

Staff Report

DEPARTMENT: Planning **MEETING DATE:** November 13, 2025

STAFF CONTACT: Stephanie Powers, Planning Director

SUBJECT: Former Public Works Corporation Yard Alley Right-of-Way Vacation

SUMMARY AND BACKGROUND:

On August 28, 2025, the City Council approved Resolution No. 1845 initiating the vacation of alley right-of-way that runs through the Public Works Corporation Yard. The right-of-way was established in 1889 as part of the original town plat and has not been used for public purposes for over 80 years. During that time, buildings and other improvements were constructed on the property that extend into the unused right-of-way. The purpose of the vacation is to return the 4,422.4-square-foot area to private use and eliminate conflicts with existing structures and improvements.

The proposed right-of-way vacation includes a 20-foot by 221.12-foot section of land extending between South Fifth and Sixth Street, south of Ash Street and North of Cedar Street (Attachment 1). The proposed vacation is located within Block 34 of the "Town of Central Point Plat." As shown on the Map of Survey, there are no easements or public utilities within the area to be vacated.

The Planning Commission conducted a public hearing on October 7, 2025, and, after reviewing applicable criteria under ORS 271.080-271.130 and CPMC 17.05.500, unanimously approved Resolution No. 936 recommending City Council approval of the Public Works Corporation Yard Alley Vacation (Attachment 2).

At the October 23, 2025 meeting, the City Council conducted a public hearing and considered the first reading of the ordinance approving the right-of-way vacation. (Attachment 3). There was no public testimony and Council unanimously voted to forward the ordinance to a second reading.

PREVIOUSLY DISCUSSED/DECIDED:

On August 28, 2025, the City Council unanimously approved Resolution No. 1845 initiating the vacation process for the former Public Works Corporation Yard alley right-of-way.

FINANCIAL ANALYSIS:

The proposed right-of-way vacation does not create a direct financial impact to the City. Staff time associated with processing the request is considered an in-kind contribution of existing resources. If approved, the City will incur minimal recording costs related to the quitclaim deed. No additional costs or revenues are anticipated.

LEGAL ANALYSIS:
Pursuant to ORS 271.080-271.130 and CPMC 17.05.500, right-of-way vacations initiated by the City Council are processed as legislative actions requiring public hearings before both the Planning Commission and the City Council. In order to approve a vacation, the governing body must determine that all statutory and local requirements have been satisfied.

The Former Public Works Corporation Yard Alley Right-of-Way Vacation has been evaluated against the applicable criteria and found to comply as follows:

1. **Public Notice**. Statutory notice must be provided in accordance with ORS 271.110, including publication and mailed notice to affected property owners, and must demonstrate compliance with local notice procedures under CPMC 17.05.500.

   Finding: Notice of the proposed vacation was provided in accordance with ORS 271.110 and CPMC 17.05.500. Mailed notice was sent to affected property owners on September 16, 2025. Notices were posted at each end of the area on September 19, 2025. Publication occurred in the newspaper on September 28, 2025 and October 5, 2025. All notice requirements have been met.

   Conclusion: Consistent.

2. **Agency and Utility Coordination**. The proposed vacation must be reviewed by public agencies and utility providers to ensure no conflicts with existing or planned facilities, or that necessary easements are retained.

   Finding: The proposed vacation was referred to affected public agencies and utility providers, including the City of Central Point Public Works Department, Rogue Valley Sewer Services (RVSS), Pacific Power, and Avista on September 16, 2025. No objections were received. Necessary easements, if any, will be retained to ensure the continued provision of utility services. The City finds that the proposed vacation does not conflict with existing or planned public utility needs.

   Conclusion: Consistent.

3. ***Written Objections.*** *The Council must determine whether written objections have been filed by property owners within the affected area. A vacation cannot be approved if a majority of affected owners object, as calculated under ORS 271.080.*

   Finding: At the time of this report, no written objections to the proposed vacation have been received. Pursuant to ORS 271.080, a vacation cannot be granted if a majority of affected property owners within the notice area file written objections. As no such majority objection has been filed, the statutory requirements regarding objections have been satisfied.

Conclusion: Consistent.

4. **Public Interest.** The Council must find that the proposed vacation serves the public interest. This determination is made through the public hearing process, with consideration of testimony, staff analysis, and agency input.

   Finding: The proposed vacation of the 20-foot strip of right-of-way through the Public Works Corporation Yard will not adversely affect the public interest. The right-of-way is not needed to support existing or planned transportation facilities, utilities, or public access. All affected public agencies and utility providers were notified, and no objections were received. Vacating this unused strip of right-of-way will eliminate conflicts with existing buildings and other improvements and allow for more efficient use of the site in the future, including potential redevelopment.

   Conclusion: Consistent.

Based on these findings, the proposed right-of-way vacation for the former Public Works Corporation Yard complies with all applicable statutory and local requirements and may be approved by the City Council.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:
Responsible Governance
Goal 2 - Invite public Trust.
Comment: The Former Public Works Corporation Yard Alley Right-of-Way Vacation demonstrates responsible management of Ctiy assets by returning surplus right-of-way not needed for public purposes to private ownership while maintaining transparency through the statutory hearing process.

ATTACHMENTS/EXHIBITS:
1. Proposed Vacation Location Map
2. Planning Commission Resolution No. 936
3. Exhibits A and B
4. Ordinance (VAC-25002)

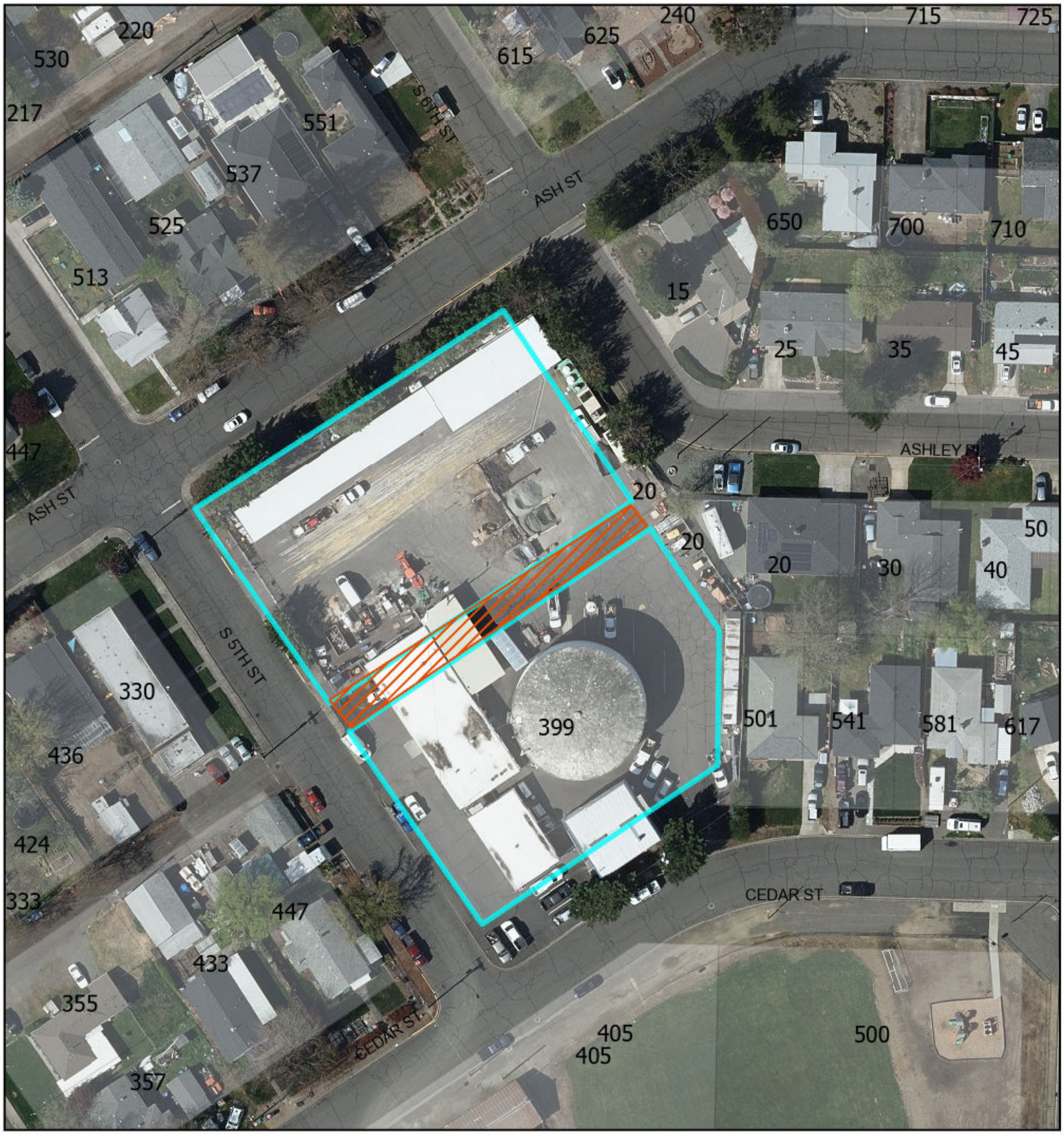
STAFF RECOMMENDATION:
Approve the ordinance vacating a portion of alley right-of-way adjacent to the former Public Works Corporation Yard within Block 34 of the "Town of Central Point" Plat.

RECOMMENDED MOTION:
I move to approve Ordinance No. _____, an ordinance of the City of Central Point vacating a portion of alley right-of-way within Block 34 of the "Town of Central Point" Plat.

CENTRAL POINT

Property Location Map

Public Works Corporation Yard Right-of-Way Vacation
VAC-25002



N

0 25 50 100 Feet

Proposed Area to be Vacated

Map Created by: S. Powers
Date: September 15, 2025
Source: City of Central Point
Official Zoning Map

PLANNING COMMISSION RESOLUTION NO. 936

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CENTRAL POINT RECOMMENDING APPROVAL OF A CITY-INITIATED VACATION OF A PORTION OF ALLEY RIGHT-OF-WAY WITHIN BLOCK 34 OF THE "TOWN OF CENTRAL POINT" PLAT

(File No. VAC-25002)

WHEREAS, the City of Central Point initiated proceedings to vacate a portion of public right-of-way consisting of a 20-foot by 221.12-foot section of alley bisecting the Public Works Corporation Yard at 399 South Fifth Street, identified as Tax Lots 6300 and 8200 on Jackson County Assessor's Map 37S 2W 11BB, within Block 34 of the Town of Central Point Plat; and

WHEREAS, the alley right-of-way was established in 1889 and has not been used for public purposes for over 80 years, with buildings and improvements constructed across the unused right-of-way; and

WHEREAS, public notice of the proposed vacation was provided in accordance with ORS 271.110 and CPMC 17.05.500, including mailed notice, posted notice, and newspaper publication; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on October 7, 2025, to consider the proposed vacation; and

WHEREAS, after considering the staff report, testimony, and evidence in the record, the Planning Commission finds that the proposed vacation is consistent with ORS 271.080–271.130 and CPMC 17.05.500, does not conflict with public interest, and should be recommended for approval.

NOW, THEREFORE, BE IT RESOLVED, that the City of Central Point Planning Commission, by majority vote, recommends that the City Council approve the City-initiated vacation of a 20-foot by 221.12-foot portion of alley right-of-way within Block 34 of the "Town of Central Point" Plat.

Passed by the Planning Commission and signed by me in authentication of its passage this 7th day of October, 2025.

Alicia Van Riggs

Alicia Van Riggs, Chair

ATTEST:

Karin Skelton

Planning Secretary

EXHIBIT "A"

BLOCK 34 ALLEY RIGHT-OF-WAY VACATION
DESCRIPTION SHEET

That 20.00-feet-wide alley within Block 34 per the plat entitled "TOWN OF CENTRAL POINT", recorded on June 4, 1887, and accepted as an annex to the original plat entitled "TOWN OF CENTRAL POINT", recorded February 29, 1887, in Volume 2 of Plats at Page 56 of the Records of Jackson County, Oregon (originally recorded in Volume 13 at Pages 431 and 432 of the Deed Records of Jackson County, Oregon), within Government Lot 1, in the Northwest One-quarter of the Northwest One-quarter of Section 11, Township 37 South Range 2 West, of the Willamette Meridian, in the City of Central Point, Jackson County, Oregon.

Containing 4,422 square feet (more or less).

Prepared by:
Neathamer Surveying, Inc.
3126 State Street, Suite 203
PO Box 1584
Medford, Oregon 97501
Phone: (541) 732-2869
Project Number: 09002-T-73

Date: June 25, 2025

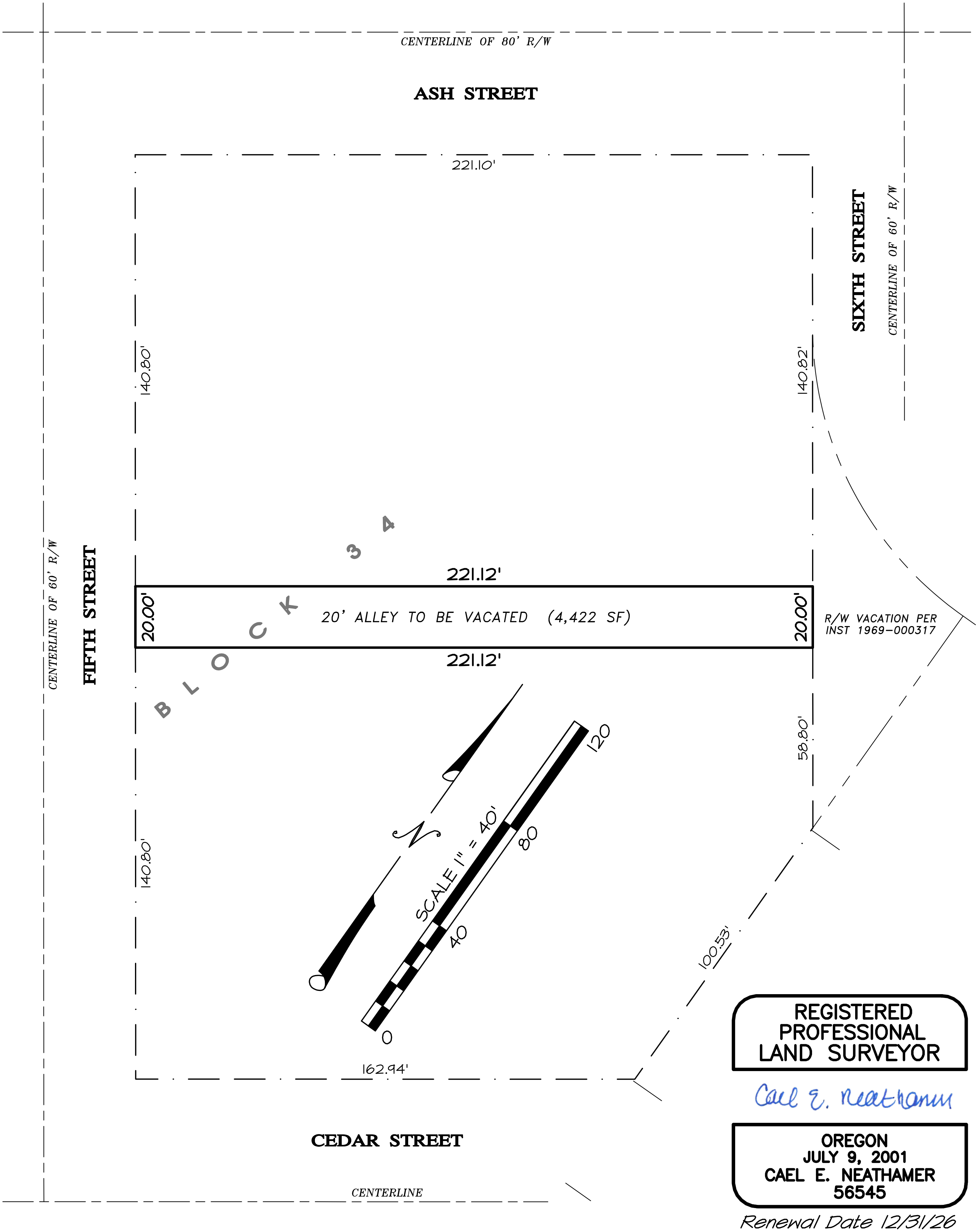
REGISTERED
PROFESSIONAL
LAND SURVEYOR

Cael E. Neathamer

OREGON
JULY 9, 2001
CAEL E. NEATHAMER
56545

RENEWAL DATE 12/31/2026

EXHIBIT "B"


CENTERLINE OF 80' R/W
ASH STREET
221.10'
SIXTH STREET
CENTERLINE OF 60' R/W
140.80'
140.82'
BLOCK 34
221.12'
20.00'
20' ALLEY TO BE VACATED (4,422 SF)
20.00'
R/W VACATION PER INST 1969-000317
221.12'
CENTERLINE OF 60' R/W
FIFTH STREET
58.80'
N
SCALE 1" = 40'
0
40
80
120
140.80'
100.53'
162.94'
CEDAR STREET
CENTERLINE
REGISTERED PROFESSIONAL LAND SURVEYOR
Cael E. Neathamer
OREGON
JULY 9, 2001
CAEL E. NEATHAMER
56545
Renewal Date 12/31/26

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF CENTRAL POINT VACATING A PORTION OF ALLEY RIGHT-OF-WAY WITHIN BLOCK 34 OF THE "TOWN OF CENTRAL POINT" PLAT

File No. VAC-25002

Recitals:

A. The City of Central Point, as owner of property located at 399 South Fifth Street, initiated proceedings under ORS 271.080 to vacate a portion of alley right-of-way consisting of a 20-foot by 221.12-foot section bisecting the Public Works Corporation Yard, identified as Tax Lots 6300 and 8200 on Jackson County Assessor's Map 37S 2W 11BB, within Block 34 of the Town of Central Point Plat.

B. The alley right-of-way was established in 1889 and has not been used for public right-of-way purposes for more than 80 years. Buildings and improvements have been constructed within the unused right-of-way, and its vacation will eliminate conflicts and return the land to efficient use.

C. Notice of the proposed vacation was provided in accordance with ORS 271.110 and CPMC 17.05.500, including mailed notice to affected property owners, posted notice at each terminus of the alley, and newspaper publication for two consecutive weeks.

D. Affected public agencies and utility providers, including the City of Central Point Public Works Department, Rogue Valley Sewer Services, Pacific Power, and Avista, were notified of the proposal and raised no objections, with necessary easements to be retained as needed.

E. The Planning Commission conducted a duly noticed public hearing on October 7, 2025, and adopted Resolution No. 936 recommending approval of the proposed vacation.

F. The City Council conducted a duly noticed public hearing on October 23, 2025, and considered the staff report, Planning Commission recommendation, and testimony in the record.

G. At the time of the public hearings, no written objections were received from a majority of affected property owners within the notice area.

H. The City Council finds that the subject right-of-way is not needed for current or future transportation or utility purposes and that adequate right-of-way will remain to serve the public.

I. Based on the record and evidence presented, the City Council finds that the proposed vacation complies with ORS 271.080–271.130 and CPMC 17.05.500 and is in the public interest.

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

Section 1. Vacation. The portion of alley right-of-way described and depicted in Exhibit A and Exhibit B is hereby vacated.

Section 2. Deed. The vacated property shall be conveyed to the abutting property owners by quit claim deed.

Section 3. Recording. A certified copy of this Ordinance, together with the attached legal description and survey map, shall be filed and recorded with the Jackson County Clerk in accordance with ORS 271.150.

Section 4. Effective Date. This Ordinance shall take effect 30 days after the date of adoption.

Passed by the Council and signed by me in authentication of its passage this ___ day of November, 2025.

____
Mayor Taneea West Browning

ATTEST:

____
City Recorder

Staff Report

DEPARTMENT: Administration **MEETING DATE:** November 13, 2025

STAFF CONTACT: Elizabeth Simas, HR Director

SUBJECT: Resolution Approving the 2026 Revised Management Compensation Plan

SUMMARY AND BACKGROUND:

In December 2010, the council adopted a Management Compensation Plan (MCP). The plan specifies that the City maintains a competitive compensation plan to attract and retain qualified staff.

The following changes are proposed to the MCP document effective 1/1/26:

- 5.3.1 Health Insurance. The City received notice from CIS Insurance that health insurance premiums are increasing by nearly 8.5% for coverage beginning January 1, 2026. CIS offers a variety of health insurance options and the City is continuing to offer the current plan and, in addition, is going to offer a lower-cost option. The lower-cost option is almost $190 per month lower than the current family plan. If employees elect the lower-cost plan, the City will contribute $60 per month to an HRA-VEBA plan to help offset costs for the employee while providing a savings to the City. This option reduces the insurance increase to 3.8%.

- Appendix A - Wage Band Changes

    1. Minimum and maximum wages were increased by 2.5% per 3.1.1 Changes to Salary Ranges. The CPI-U July 2025 – July 2026 was 2.7%. Changes to the pay scale will not impact individual employee's wages. Pay increases are performance-based as outlined in 3.4 Individual Pay Changes.
    2. Reclassify the City Recorder/Asst. Finance Director up to Band I, which is the band the City Recorder position had been previously placed.

PREVIOUSLY DISCUSSED/DECIDED:

FINANCIAL ANALYSIS:

The proposed changes to the Management Compensation Plan are within the City's budget. The 2.5% increase to the salary scale has the potential to increase payroll expenses for the 2025/2026 budget year by approximately $20,000 ($14,500 salary and $5,500 payroll costs).

LEGAL ANALYSIS:
N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:
The City of Central Point Strategic Plan 2040 sets a road map for the city council, management, and employees to guide them when making organizational decisions. The proposed changes to the Management Compensation address the following goal as set out by the Strategic Plan 2040 by establishing competitive compensation.

- Responsible Governance – Goal 3A – Hire and retain quality employees who are skilled, solution-oriented and people-minded. Strategy 1 – Establish a competitive compensation (salary and benefits) package.

ATTACHMENTS/EXHIBITS:
1. Resolution MCP 100925
2. Management Compensation Plan effective 010126

STAFF RECOMMENDATION:
Motion to approve the 2026 Revised Management Compensation Plan

RECOMMENDED MOTION:
Motion to approve Resolution _____, a Resolution approving the 2026 Revised Management Compensation Plan.

Resolution No. ___________

Resolution Approving the 2026 Revised Management Compensation Plan

RECITALS:

1. Chapter 2.48 of the Central Point Code authorizes and directs the City Council to adopt rules relating to personnel matters.

2. Policy #3.06.2 of the Personnel Policies and Procedures provides that the Council shall, by resolution, adjust the salaries and rates of compensation and benefits for all City officers and employees. The City Council deems it to be in the best interest of the City to make revisions thereto.

The City of Central Point resolves as follows:

The 2026 revised Management Compensation Plan, as attached, is hereby ratified and adopted.

Passed by the Council and signed by me in authentication of its passage this _____ day of November 2025.

____
Mayor Taneea Browning

ATTEST:

____
City Recorder

City of Central Point

Management Compensation Plan

Chris Clayton, City Manager

ADOPTED BY COUNCIL December 9, 2010
REVISED – November 13, 2025
EFFECTIVE January 1, 2026

Contents

This compensation plan is NOT A CONTRACT or bargained agreement. This plan and the salary and benefits outlined herein may be changed at any time with approval of the City Council.

INTRODUCTION

Our City

Central Point is a small town, with a population of almost 19,700, in beautiful southern Oregon. It borders a city of approximately 90,900 and smaller communities with populations of less than 10,000. Central Point is bisected by both a major interstate highway and a rail line. An international airport is within 2 miles. Local medical and educational facilities are excellent, including several hospitals, clinics, a community college and state university. The area enjoys warm summers and mild winters and, although it is 200 or more miles in any direction to a larger metropolitan area, Central Point has wonderful theater, musical, and indoor and outdoor recreational opportunities within minutes of driving time.

The City of Central Point is a full-service municipal organization with a council-manager form of government. Although the town has been incorporated for over 125 years, as recently as 15 years ago the population was less than half the current figure and, as the city grows, so grows the organization. It is currently in the growth phase of its organizational life cycle.

The City Council adopted the following mission as part of the City's strategic plan 2040 update.

Our Mission Creating a family-friendly community that provides a better experience for those living, working and doing business in Central Point.

Our Vision Central Point is a safe, family-friendly, livable community that cultivates its small-feel by managing growth and inspiring meaningful connections between people and places.

Our Values Accountability, Community, Excellence, Heritage, Public Safety, Resilience, and Service.

In 2017, the City Manager adopted the following vision, values, and expectations for our employees.

Vision Statement A better experience for those living in, working in, or doing business with, the City of Central Point.

Statement of Values:

1. **Be Owners** – We own the work that is produced at the City of Central Point. To that end, we only allow quality products, documents and services to be delivered from our organization. Furthermore, when we fail to meet expectations, we accept responsibility, apply what we have learned, and move forward in a positive direction.

2. **Be Real** – Simply stated, be authentic/genuine in your communications with the public and with your colleagues.

3. **Be Bold** – Take appropriate risk and make compelling/constructive arguments; don't take unnecessary risks or be argumentative.

4. **Be Better** - Know your strengths and weaknesses and constantly seek ways to improve self, perspective, and performance. To "Be Better" requires being self-aware which promotes pluralism, allows us to be open to new ideas/solutions, and find long-term positive outcomes via our short-term failures.

Expectations:

1. **Embrace the concept and ideals of "public service."** The City of Central Point was incorporated in 1889 in order to serve the community and citizens. It is essential that those employed by, or volunteering for, the City of Central Point never lose sight of the fact that we exist to serve the Central Point community. The concept of commitment to the principles of civic duty should be at the heart of everything the City of Central Point does each and every day.

2. **Place an emphasis on excellent customer service.** It is essential that we serve the public in a courteous and professional manner. It is also important for the Central Point staff to be perceived as fair and equitable. Of course, as an organization we will not be able to say "yes" to every request or inquiry. However, in those instances when we must say "no," it is important to deliver this message in a professional manner and to constantly seek alternate solutions for the public.

3. **Maintain the highest ethical standards.** It is essential that the City of Central Point staff earn and maintain the trust and respect of the organization and community. Consequently, it is essential that the City of Central Point establish and maintain a positive culture that is based on honesty and integrity. Each and every member of the city organization should always lead by example. We do the right thing, for the right reason, regardless of circumstance.

4. **Value cooperation, teamwork coordination, and partnership.** It remains essential that the City's various departments and divisions work together to improve our community. The City of Central Point is an organization increasing in size and complexity. A primary component of our success depends on the willingness of every employee and volunteer to work in concert and have a unified organization mind-set.

   It is also essential for the Central Point management team to work with various stakeholders in the community and the community itself to solve the challenges and problems that face Central Point. The City of Central Point has earned the reputation as a "partner" to business, development and citizens, and we must do all we can to foster this well-deserved reputation.

5. **Hold ourselves accountable to the community for our actions.** It is appropriate to tout organizational accomplishments; however, it is also just as important to take responsibility for our failures and shortcomings, and work as a group to solve

problems and minimize our shortcomings. This approach will help the entire organization earn the trust and respect of the community.

6. **Be innovative and results-oriented.** Each and every member of the Central Point staff should continuously seek out new strategies, ideas and solutions to improve the organization. The organization should continually strive for excellence and consistently question the "status quo."

7. **Genuinely listen and treat each other with respect.** The quality of our employees dictates how well the City of Central Point is able to serve the community. Therefore, it is essential that we value each other and provide support needed in order to be successful. In addition, it is important to empower each other via communication so our decisions are well informed. Finally, the City's management team and City's labor organizations must work well together and embrace common goals and objectives. If differences arise, we must solve them in a professional and productive manner.

8. **Maintain a strong financial position.** It is imperative Central Point staff manage fiscal resources in a responsible and conservative manner. The City of Central Point's taxpayer and ratepayers deserve nothing less than this level of care. Likewise, it is necessary for all employees to ensure that the City operates in an efficient and economical manner.

9. **Communicate very well, both within the organization and with the community**. It is essential that staff communicate in an honest and straightforward manner with each other and with the community as a whole. The City of Central Point should be candid and forthright, regardless if the news is positive or negative. It is also essential to maintain good lines of communication within the organization. We should actively listen to employees and follow up on ideas and suggestions. Finally, staff should always be open to new ideas, approaches, and solutions.

10. **Maintain a strong work ethic.** Regardless of circumstance, we should always do our best.

In summary, the City's mission is to create, maintain, and sustain livability of the community. As a City, we recognize that to provide the best service to our clients, the citizens of Central Point, we must seek to have a management team that shares the mission, vision, values, and expectations of the City. To that end, an aligned management compensation plan has been created to encourage current and future managers of the City of Central Point to work as a team to create a government organization that puts the needs and desires of the citizens of Central Point above their own preferences, and strive to provide the necessary services in the most efficient and effective manner possible.

Section 1. The Management Team

1.1 Management Team

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

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

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

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

1.3 First Tier Managers typically report to a department director and include Police Captain, Recreation Manager, Parks/Public Works Operations Manager, Construction Services Supervisor, Safety & Risk Manager, Principal Planner, Finance Supervisor, and Special Projects Manager/Rehired Retiree.

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

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

1.6 Part-time without benefits. A "part-time without benefits" employee shall be defined as an employee scheduled to work less than 30 hours per week. A "part-time without benefits" employee is not eligible for health insurance but may be eligible for other benefits as outlined in the MCP.

1.7 Non-Covered Positions This Plan shall not cover anyone in a temporary position, in a position covered by a collective bargaining agreement, or anyone with an individual employment agreement.

Section 2. Management Compensation Plan

2.1 Previous Strategy

At the time this plan was originally adopted in 2010, the management compensation strategy had not been reviewed in at least five years. It was basically an extension of the negotiated compensation for the two bargaining units, taking into consideration what other cities in the region were paying for management-level positions. There was no written pay strategy. When a position became vacant, the pay was reviewed at that time. The City prefers to promote current employees when possible and there is a written policy to this effect, but there was no established plan to address pay changes for promotional situations.

2.2 Management Compensation Plan – Strategic Purpose

The purpose of having a written management compensation plan is to develop a compensation strategy that is tied to the mission, vision, values, and expectations of the City of Central Point and the 2020 Strategic Plan and subsequent 2040 Strategic Plan. The compensation plan must be fair, legal, consistent, and understood by all. Having a written plan should eliminate, or at least reduce, the likelihood of inconsistencies, misunderstandings, and real or perceived discrimination.

2.3 Compensation Philosophy

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

2.3.1 <u>Principles</u>

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

2.3.2 Strategies

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

This compensation plan is NOT A CONTRACT or bargained agreement. This plan and the salary and benefits outlined herein may be changed at any time with approval of the City Council.

Section 3. Salary Ranges

3.1 Establishing Ranges

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

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

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

3.1.1 Changes to Salary Ranges

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

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

3.2 Assigning Positions to Pay Bands

3. 2.1 New Positions

Any new management position shall be approved in accordance with City policy. New positions shall be assigned a pay band based on the recommendation of the Human Resources Director as supported by a market study described in Section 6 of this Plan and comparable character and similarity with existing management positions. New management positions covered under this Plan shall be incorporated into the first revision of the Plan following approval of the position.

3.2.2 Revised Positions/Job Changes

When a current management position covered under this Plan has substantive changes in job duties, requirements or responsibilities, as delineated in an approved, written position description, the revised position shall be assessed. A market study of the revised position will be conducted and the position will be placed in the appropriate pay band and placement of the incumbent within the pay band's salary range will be done in accordance with 3.3 Individual Placement within Salary Ranges. A change in job title or job duties will not necessarily result in a change in pay band.

3.3 Individual Placement within Salary Ranges

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

- **Competency:** demonstrated level of relevant knowledge, skills and abilities and training
- **Credentials:** formal education degrees and certifications
- **Experience:** job performance and relevant work history in comparable position(s)
- **Responsibility:** authority, liability, or other responsibility not already considered in establishing the range for the position
- **Performance:** performance of the duties and responsibilities of the position as documented in an annual performance evaluation
- Any **other relevant factor**(s) that warrant consideration

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

3.3.1 Initial Placement upon Promotion

In the event an employee is promoted from a non-management position to a management position, the employee shall be placed on the salary range for the management position in accordance with this plan. Incentive pay received by a bargaining unit employee prior to promotion shall be considered in respect to competency, credentials, and experience, but shall not be continued as incentive pay, except as specifically allowed for under this plan.

3.4 Individual Pay Changes

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

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

3.4.1 Market-driven pay changes When a salary survey conducted pursuant to this plan indicates that the pay range for positions in that pay band is significantly lower or higher than comparable positions in comparable cities, the pay range may be adjusted up or down accordingly.

When the salary range for any individual position(s) within a band is significantly higher or lower than comparable positions in comparable cities, and other positions in the same pay band, the City Manager may propose moving a position from one pay band to another.

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

3.4.3 Part-time Employee Wages Each position is assigned a monthly salary range. Part-time employees will be paid based on the equivalent hourly rate of the monthly salary. The hourly rate is calculated by taking the monthly salary divided by 173.33 hours.

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

3.5 FLSA Exemption/Overtime

Positions covered by this plan that are exempt under the Fair Labor Standards Act are not subject to, or eligible for, overtime compensation for hours worked in excess of 40 in a week or any specific amount in a given day. Exempt managers are paid on a monthly salary basis to perform the duties of their position and are not required, nor expected, to keep track of the number of hours they work except as noted in Section 5.4.5 Recordkeeping.

Executive Management Team members are expected to work sufficient hours to complete their job duties in a timely manner and that they will generally be available during normal business hours.

Exempt First Tier and Second Tier Managers are expected to be at work or on approved leave of absence from work for a combined total of no less 173.33 hours per month. Hours of work for a workday will be during normal business hours, typically 8:00 a.m. – 5:00 p.m. or as set by the City Manager. Being available by phone during normal work hours does not meet the expectation of being at work.

Additionally, managers are expected to attend meetings, conferences and other functions appropriate to their work assignment, which may fall outside the typical "Monday through Friday, 8 to 5" schedule.

Non-exempt positions covered under this plan are eligible for overtime in accordance with the Fair Labor Standards Act and state law for hours actually worked in excess of 40 in a workweek. Non-exempt managers must submit an approved timesheet accounting for all hours worked. With supervisor approval, a non-exempt employee may elect to receive compensatory time (comp-time) in lieu of overtime pay as the form of compensation for any approved overtime worked. Comp-time shall accrue at a rate of 1-1/2 the overtime hours actually worked with accrual balances reflecting the number of hours available to the employee. Compensatory time may be accumulated to a maximum of 80 hours. At the end of the fiscal or calendar year, comp-time balances may be paid off, at the City's option, at the employee's straight-time hourly rate.

3.6 Appealing Pay Decisions

If a manager believes that he or she is not paid fairly, he or she may challenge the City Manager's decision to increase, decrease, or make no change to the Manager's pay. Any challenge must be made, in writing, to the City Manager within 15 calendar days after notification of any decision about pay. The written challenge must contain the specific amount of pay the manager believes he or she should receive, and a clear explanation of why the manager believes the City Manager's decision is unjust. The City Manager shall review the challenge and meet with the manager regarding the appeal before making a final decision. The City Manager's decision shall be final.

If a manager believes any decision is discriminatory based on race, color, gender, age, national origin, religion, sexual orientation, or other protected class, they should notify the Human Resources Director.

Section 4. Performance Evaluation

4.1 Bi-Annual Evaluation and Goal Setting Sessions

The performance of all managers covered by this plan shall be evaluated at least bi-annually. Any performance-driven pay changes will be based on the outcome of an annual evaluation of the managers' overall job performance or based on the goal setting session. The City Manager, or department director, in the case of a first or second tier manager, will take into consideration the manager's self-evaluation as well as peer and/or staff evaluations in preparing the final performance evaluation. The results of the final evaluation must support any performance-driven pay change.

4.2 Self Evaluation

The annual self-evaluation is an opportunity for the manager to expound on his or her goals and accomplishments during the evaluation period. The evaluator (City Manager or department director) will review the self-evaluation prior to evaluating the manager. The self-evaluation is to be completed and submitted to the evaluator on or before the date set by the evaluator, except that the manager shall be afforded not less than two weeks to complete and submit the self-evaluation.

Goal Setting and Attainment: The self-evaluation will focus on goal setting and attainment, professional development, and overall contribution to the organization, and include, as an example, such information as:

- Has the manager set and attained departmental and professional development goals, and do these goals serve to further the city's' strategic plan or City Mission and Values?
- Has the manager kept up with the latest issues in their profession?
- How has the manager contributed to the overall success of the organization?
- How does the manager perceive his or her peers and subordinates to view the manager's contribution to the organization/job performance?
- A list of accomplishments for the year should be provided

4.3 Peer and Staff Evaluation

The peer and staff evaluations will be conducted bi-annually prior to the bi-annual performance evaluation and will focus on cooperation and teamwork, integrity and respect, leadership, supervision, policy application, communication, responsiveness and the manager's impact on the organization as perceived by peers, subordinates and others.

Like the self-evaluation, the peer and staff evaluation results will not be used independently in the final evaluation, but rather, will be provided to the manager for use in the self-evaluation and to the City Manager/department director for incorporation into the final evaluation.

4.4 Final Performance Evaluation

The City Manager's evaluation, or department director's evaluation with the City Manager's approval, will be the final, official performance evaluation and will be the instrument used to substantiate any performance-driven pay changes. The final evaluation will be based on the City Manager's or department director's own assessment of the manager's job performance, taking into consideration the self-evaluation and peer and/or staff evaluation. The City Manager shall consult with the department director regarding all first and second tier manager evaluations and the department director shall defend his or her assessment of the manager's performance and final evaluation rating(s) *prior* to the department director meeting with the manager about the evaluation. The City Manager's signature on a Personnel Action Form approving a performance-based pay change shall serve as evidence of the City Manager's concurrence with the department director's evaluation of a first or second tier manager.

4.5 Evaluation Factors

The evaluation factors used for the final performance evaluation will include the following, or variations thereof at the City Manager's discretion:

a. Job Knowledge and Job Performance

How well has the manager demonstrated the knowledge, skills and abilities required to accomplish the assigned tasks and goals of their job?

b. Integrity, Respect and Ethics

How dependable is this manager in respect to honesty, follow through, fairness, accountability, respecting others, ethical standards, and adhering to City policies and collective bargaining agreements?

c. Performance Management/Supervision and Administrative Duties

How well does this manager manage the personnel aspect of his or her department? Are personnel matters dealt with appropriately and in a timely manner? Are meaningful and timely performance evaluations completed? Does the department head hold supervisors accountable? Is proper documentation maintained? Are timesheets turned in on time and correctly? Does this manager adequately account for his or her time?

d. Leadership and Goals (city, department, professional)

How well has this manager furthered the mission of the city and vision, values, goals and expectations of the organization, set and attained department goals, and set and attained professional goals? How do this manager's peers and staff feel about his or her leadership ability and contribution to the organization?

e. Commitment to Organization/Teamwork

How well does this manager demonstrate a commitment to the organization and to teamwork, focusing on the whole organization as opposed to a department first focus?

f. Commitment to Safety and Limiting Liability to the City

How committed is this manager to employee and citizen safety as evidenced by training, type and frequency of injuries or incidents relative to the position/department? Do they give effort and commitment to reducing liability for the city, including following and applying policies and leading by example?

g. Communication

Does this manager effectively communicate with others? Are his or her interactions effective and appropriate? Are they responsive to staff and coworkers? Does he or she provide timely information; maintain cooperative business relationships; and is communication respectful, courteous and focused on the issue at hand?

h. Problem Solving and Judgment

How effectively and efficiently does the manager contribute to solving problems encountered by the organization as the organization works toward accomplishing its goals?

i. Attitude, Motivation and Work Ethic

How does this manager's attitude, motivation and work ethic impact their job performance and overall contribution to the success of the city?

j. Overall

Overall, how well does this manager perform, taking into consideration the performance of the various duties and responsibilities of his or her job; their attendance as it relates to availability, participation and reliability; and their general conduct with respect to honesty, integrity, accountability, dependability, trust, teamwork and respect?

4.6 Evaluation Ratings

The factors used in the determination of performance will be rated on a scale such as 3 = exceeds expectations, 2 = fully satisfactory, 1 = below average, and 0 = unacceptable. Each evaluation rating shall be supported by comments provided in the evaluation document. The final evaluation shall take into consideration the self-evaluation, peer and staff evaluation, department director's assessment for first and second tier managers, and City Manager's assessment, as well as any other source of input the City Manager deems appropriate to make the assessment. The City Manager may revise the evaluation criteria, provided that any substantive change in evaluation criteria be communicated to the managers.

Managers should have completed evaluations of their own subordinate employees prior to their own evaluation being done.

4.7 Timeline

Performance evaluations or goal setting sessions for managers are to be completed prior to December 31st.

4.8 Unsatisfactory Performance

In addition to being subject to a potential performance-driven pay decrease that year, any manager who receives a rating of below average or unacceptable in *any* factor on the final evaluation may be placed on a work plan for the purpose of improving performance. A work plan will normally be in the form of a written plan but, depending on circumstances, may be in the form of a documented verbal discussion at the time of the evaluation meeting. Except when circumstances warrant, a performance review will be scheduled not less than 45 days and not more than 180 days after receipt of the work plan, at which time the manager's performance will be re-assessed. If improvement has been made, the manager may be deemed to have satisfactory performance, or a subsequent re-evaluation may be scheduled. Every effort will be made to assist the manager in making the necessary improvement to successfully perform the job duties. However, if the manager fails to improve after being given adequate time and resources for improvement, the manager may be subject to disciplinary action, up to and including termination.

4.9 Appealing Performance Evaluations

The criterion established for performance evaluations is intentionally rigorous and designed to identify those who perform at, above, or below expectations. If a manager believes that he or she was not rated fairly in the evaluation, he or she may challenge the City Manager's decision. Any challenge must be made, in writing, to the City Manager within 15 calendar days after receipt of the performance evaluation. The written challenge must contain the specific evaluation factor(s) being challenged and a clear explanation of why the manager believes the City Manager's evaluation is unjust. The City Manager shall review the challenge and meet with the manager regarding the appeal before making a final decision. The City Manager's decision shall be final.

If a manager believes any decision is discriminatory based on race, color, gender, age, national origin, religion, sexual orientation, or other protected class, they should notify the Human Resources Director.

Section 5. Total Compensation Package

5.1 Salaries

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

In addition to the pay outlined in Section 3 of this Plan, the total management compensation package will consist of other benefits as detailed below for all positions listed in Appendix A.

5.2 Additional Compensation

5.2.1 Health Reimbursement Arrangement The City has adopted the HRA VEBA standard plan offered and administered by the Voluntary Employee's Beneficiary Association Trust for Public Employees in the Northwest. The standard plan shall be integrated with the City's group medical plan and the City shall remit semi-monthly HRA-VEBA contributions on behalf of only eligible employees who are enrolled in or eligible to be enrolled in the City's group medical plan but have opted out and have provided the City with certification of other group coverage.

Contributions on behalf of each eligible manager shall be based on direct employer contributions. The amount of contribution to the HRA, until changed by way of adoption of revisions to this Plan, shall be $150.00 each pay period worked, contributed on a semi-monthly basis on behalf of eligible managers.

See 5.3.1 Health Insurance for contributions based on health insurance tiered rate coverage.

5.2.2 Retirement: PERS The City will pay both the employer's and employee's contribution to the Oregon Public Employee Retirement System. Rehired PERS Retiree's PERS contributions and benefits are subject to current PERS statutory provisions and limitations.

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

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

Managers understand that any matching contributions will be contingent upon the manager contributing at least the amount of the match to their account and that the amount of total compensation received might be decreased if the manager does not contribute at least the amount of the proposed match.

401(a) The executive team members (City Manager, Police Chief, City Attorney, department directors, and City Recorder/Asst. Finance Director) are eligible to participate in the City's 401(a) plan. A manager may contribute up to 3% of their salary and the City will match the employee's contribution up to 3%.

5.2.4 Sign on Bonus At the sole discretion of the City Manager, a one-time sign on bonus of up to $10,000 may be offered at the time of recruitment for any management position. The decision to offer a sign on bonus shall normally be driven by difficulty in recruiting qualified applicants for a position, and industry expectations. The amount of the sign on bonus shall be at the discretion of the City Manager, except that the Human Resources Director shall be consulted.

In the event a manager receives a sign on bonus and subsequently resigns from the position within two years of receiving the bonus, the bonus benefit amount shall be refunded to the City on a prorated basis as follows:

Less than 6 months of service	100% refunded to city
6 months to 1 year of service	75% refunded to the city
1 year to 2 years of service	50% refunded to the city

The manager will be required to sign a sign on bonus agreement stipulating to this reimbursement arrangement as a condition of employment. Under certain circumstances, the City Manager may elect to not institute the reimbursement provision of this section of the Plan.

5.2.5 Relocation Assistance At the sole discretion of the City Manager, relocation assistance may be negotiated during the job offer phase of hiring a new manager from out of the area. Only those individuals who meet the following criteria shall be eligible to negotiate relocation assistance: 1) must be relocating from more than 50 miles away, 2) must be relocating to at least within 50 miles of Central Point, and 3) must be relocating a distance of at least 50 miles. Up to $7,000 relocation assistance may be offered to an individual who relocates to within the city limits or Urban Growth Boundary (UGB) of Central Point. A new manager relocating to an area outside of the Central Point city limits or UGB may be offered a maximum of $3,500. In the event a manager negotiates relocation assistance and subsequently resigns from the position or is terminated for cause within two years of receiving the assistance, the assistance benefit amount shall be refunded to the city on a prorated basis as follows:

Less than 6 months of service	100% refunded to city
6 months to 1 year of service	75% refunded to the city
1 year to 2 years of service	50% refunded to the city

Refunding of relocation assistance shall apply only in the event of a voluntary resignation or termination for cause. Additionally, if relocation assistance is provided to relocate within the Central

Point city limits or UBG and, within 2 years, the manager subsequently moves from the City limits or UGB but remains in their management position, any amount of relocation assistance paid in excess of $2,500 shall be refunded to the City using the above pro rata scale. The manager will be required to sign a relocation assistance agreement stipulating to this reimbursement arrangement as a condition of employment. Under certain circumstances, the City Manager may elect to not institute the reimbursement provision of this section of the Plan.

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

5.2.7 Gym/Weight Management membership reimbursement. The City will reimburse managers up to thirty-five dollars ($35) per month towards membership in a recognized fitness club, weight loss program, or City of Central Point Recreation health/fitness program they are actively participating in. The City has the sole discretion in determining which clubs/programs it will reimburse. Reimbursements will be made quarterly through payroll provided itemized receipts are received within six months.

5.2.8 Assistant City Manager Assignment. A manager designated as Assistant City Manager shall receive up to 10% assignment pay above their current base wage for the duration of the assignment.

5.3 Non-Monetary Benefits

In addition to the monetary compensation outlined in this plan, eligible managers shall receive the following benefits. All benefits will be taxed in accordance with applicable Internal Revenue Service (IRS) regulations.

5.3.1 Health Insurance Through December 31, 2024, the City will pay 100% of the cost of Employee Only coverage and 90% of the difference between the cost of the insurance selected and Employee Only coverage. Effective for coverage beginning January 1, 2025, the City will pay 90% of the total health insurance premium with employees paying the remaining 10% of the premium, of the insurance tier they elect, through payroll deduction. Managers who are "part-time without benefits" are not eligible for health insurance. Employees electing employee only coverage will receive an additional semi-monthly HRA-VEBA contribution of $150.00; employee and spouse coverage will receive $62.50; employee plus one child will receive $82.50 and employee and child(ren) will receive a $30.00 semi-monthly contribution to HRA-VEBA. Managers electing the lower cost – Surest Plan family coverage will be eligible to receive a $30.00 semi-monthly contribution to HRA-VEBA, however those managers that elect the high cost traditional $500 deductible family plan do not receive an additional contribution to HRA-VEBA. The City reserves the right to adjust these contribution amounts in the event health insurance premiums increase or decrease.

Beginning with January 2025 coverage, employees were surveyed by their coverage tier and were given the option, as a group, to reduce their portion of health insurance premium by an equal reduction in the HRA-VEBA contribution for that tier. As a result of the survey, the semi-monthly insurance premium and HRA-VEBA semi-monthly contributions were reduced for the following tiers: employee only coverage by $25; employee and spouse coverage by $12.50; and employee plus one child by $32.50.

5.3.2 <u>§125 Flexible Spending Account</u> The City offers an IRS Section 125 plan for the purpose of allowing the employee contribution toward health insurance premiums to be a tax-free deduction. Additionally, managers will have the opportunity to participate in a flexible spending account to use pre-tax dollars for dependent and health care expenses pursuant to I.R.S. regulations.

5.3.3 <u>Life Insurance</u> The city will pay the premium on a group term life insurance policy and accidental death and disability (AD&D) in the amount of the annual base salary to a maximum of $200,000 for managers meeting the eligibility requirement of the insurance carrier. The manager shall have the option of purchasing, at their own expense, additional life insurance for themselves and/or family members pursuant to the insurance policy provisions.

5.3.4 <u>Long Term Disability</u> The city will pay the premium on a long-term disability policy with a 90-day elimination period that provides a benefit of 66-2/3% of base salary, up to a maximum of $3,000. Beginning January 1, 2025, the coverage will change to a benefit of 50% of base salary, up to a maximum of $10,000 per month for managers meeting the eligibility requirements of the insurance carrier.

5.3.5 <u>Cell Phone Allowance</u> A monthly stipend may be paid to managers who are required to be available by phone while away from the office or outside of business hours, in accordance with city policy. Managers who elect to use a City-owned cell phone are not eligible for a stipend.

5.3.6 <u>Use of Car</u> At the sole discretion of the City Manager, the use of an assigned City vehicle may be negotiated for a manager. Any such use shall be based solely on appropriateness for the position, and subject to applicable I.R.S. rules.

5.3.7 <u>Air Miles and Other Purchase-Related Benefits</u> Although managers are issued purchasing cards for making authorized, work-related purchases, it is understood that, occasionally, under certain limited circumstances, the use of a personal purchasing card for making work-related purchases may be warranted. The use of personal cards for work-related purchases shall be infrequent. A manager shall be entitled to any benefits or rewards, such as air miles, hotel points or cash back, associated with work related purchases and such benefits or rewards shall be considered part of the managers' salary and compensation.

5.3.8 <u>Use of City Resources</u> The use of City resources on a limited and occasional basis shall be considered part of the manager's total salary and compensation. Examples of such use may include photocopiers, printers, computers, tablets, phones and other technology, provided such use does not violate the City's acceptable use policy. Additionally, except for items such as portable information technology (i.e., laptop, iPad, etc.) such use of city resources shall not include taking items off City premises (i.e., this provision does not allow for taking tools or equipment home).

5.3.9 City sponsored events The City sponsors community events such as the Wild Rogue Pro Rodeo and BOOM Fest. Gifts such as event tickets, special seating, prizes, etc. that are given from the event organizer to the City may be accepted by the manager and are considered part of their official compensation package per ORS 244.040 (2) (a) and City of Central Point Resolution No. 1450.

5.3.10 Travel, Training and Education Expenses Managers are covered by city policy regarding travel, training and tuition reimbursement, and such reimbursements are taxed in accordance with IRS rules. Furthermore, it is understood that managers attending training or conferences may receive training materials, training aids, devices, gifts, prizes, etc. Managers shall be allowed to personally keep such materials provided to, or received by, attendees at training, conferences, or courses paid for or reimbursed by the City as part of the manager's total salary and compensation.

5.4 Paid Time Off

The City recognizes the importance of time away from work for personal lives, and believes managers should receive paid time off for certain holidays, vacations, personal time, and for when they are unable to come to work due to illness or injury. To this end, managers shall be granted time off under the following provisions.

5.4.1 Paid Legal Holidays Except as otherwise specified in 5.4.1(a) and (b), managers shall receive the following holidays off without loss of pay.

New Year's Day	Juneteenth	Thanksgiving Day
Martin Luther King Jr. Birthday	Independence Day	The day after Thanksgiving
President's Day	Labor Day	Christmas Eve
Memorial Day	Veteran's Day	Christmas Day
		Two Floating Holidays

Legal holidays and floating holidays are eight (8) hours. One floating holiday will accrue on January 1 and one will accrue on July 1. Floating holidays must be used in the calendar year in which they accrue. Unused floating holidays will be lost each year and will not "roll" from one calendar year to the next and will be forfeited.

Except for floating holidays, if the holiday falls on a Saturday, the preceding Friday will be the paid day off unless that Friday is already a paid holiday, then the following Monday will be the paid day off. If the holiday falls on a Sunday, the following Monday will be the paid day off unless that Monday is already a paid holiday, then the previous Friday will be the paid day off.

Managers working a 4-10 schedule shall use two (2) hours of other leave which may be vacation, comp time, management leave, or floating holiday to "make-up" the two hours. A manager may not flex their schedule to avoid using two hours of other leave.

If a manager chooses to or is required to work on a holiday, no additional compensation shall be granted.

5.4.1(a) Part-time managers covered under this plan shall receive legal holidays and floating holidays on a prorated basis.

5.4.1(b) Non-exempt full-time police lieutenants shall receive 112 holiday bank hours in lieu of receiving the above holidays off. The holiday accrual bank shall be credited in a lump sum twice each year with 56 hours accruing on January 1 and 56 hours accruing on July 1. Holiday bank hours must be used within 12 calendar months of accrual or the hours will be forfeited. Holiday bank hours shall not accrue beyond 112 hours at any one time for any reason. If a manager's holiday bank hours are greater than 56 hours on January 1 or July 1, the number of hours added to the bank shall be such that the total is not more than 112 hours. No payment will be made for the loss of any hours due to failure to use them within the 12 calendar month limit. Whenever practicable, non-exempt, full time managers who accrue holiday bank hours under this provision are expected to use holiday bank hours on paid holiday dates as described in this section. The 112 hours of holiday bank is equivalent to the 12 paid holidays and 2 floating holidays provided to other full-time managers covered under this plan.

5.4.2 Paid Vacation The City encourages managers to take time off occasionally for vacations away from work. It is expected that managers will, at a minimum, take at least one week of vacation each year in a block of at least one full workweek. Executive Management Team members' notice of the intent to take vacation shall be submitted to the City Manager as far in advance as practicable, and shall be noted on the City's "Department Director Vacation Calendar." First and second tier managers shall submit notice of the intent to take vacation to the department head as far in advance as practicable. Vacation accrual for full time managers shall be as follows, except that the City Manager may, at his or her sole discretion and when circumstances warrant it, place a manager on the accrual chart at any level.

1st through 4th year of service (0-48 months)	10 days (80 hours)
5th through 8th year of service (49-96 months)	15 days (120 hours)
9th through 12th year of service (97-144 months)	20 days (160 hours)
12+ years of service and beyond (145+ months)	25 days (200 hours)

One-time Longevity Award: On the anniversary of the 15th, 20th, 25th, and 30th year of service, the employee shall receive a one-time award of 40 hours of vacation.

The maximum vacation accrual for any manager at any time shall be 25 days (200 hours) per year. Vacation shall be allowed to accrue to a maximum of two times the annual accrual rate, but in no case shall accrual be more than 400 hours. Additional awards for longevity shall be counted in the maximum accrual.

Vacation will be paid out at the time of separation. Managers will be allowed to sell back unused vacation hours in accordance with current City policy.

Employees who are promoted from within City service into a management position under this management compensation plan shall have their years of service with the City count toward their vacation accrual in the manager position. One-time longevity awards shall only be awarded for current service milestones. For example, a 23-year employee who is promoted into a position covered by this Management Compensation Plan shall be eligible for the 25-year award at 25 years of service, but would not be awarded a 20 year award retroactively.

Managers that go into an unpaid status or utilize Paid Leave Oregon shall have their vacation accrual prorated based on hours in a City paid status. Part-time managers covered under this plan shall accrue vacation on a prorated basis.

5.4.3 Sick Leave Full-time managers shall accrue four hours of sick leave for each pay period worked. Sick leave shall be allowed to accrue without limit. Except as provided for in a current City policy or separation agreement, unused sick leave hours shall not be compensated at separation, but will be reported to PERS. Part-time managers covered under this plan shall accrue paid sick leave on a prorated basis. Managers that go into an unpaid status or utilize Paid Leave Oregon shall have their sick leave accrual prorated based on hours in a City paid status.

HRA-VEBA Contribution of annual unused sick leave Annual unused sick leave shall be contributed to the HRA-VEBA accounts of employees who are OPSRP Oregon PERS plan members and have a sick leave bank balance greater than 520 hours. Annual sick leave (96 hours) may be accrued and used, but any unused annual sick leave remaining on December 31 of each year shall be paid at 50% of employee's base wage rate on December 31st, provided the minimum 520 sick hours remain on the books following the sellback. Payment pursuant to this paragraph shall be made to the employee's account in the HRA-VEBA trust on the second payroll of January.

5.4.4 Management Leave It is recognized that full-time, exempt managers covered by this plan are compensated on a salary basis and do not receive additional compensation for meetings, travel and work outside of the "regular work week." However, in recognition of the additional time commitments of exempt managers, each exempt manager shall receive 56 hours of Management Leave annually on July 1. Management leave must be used within one year of being received. Any management leave remaining on June 30 will be forfeited. Management leave accrual shall be prorated for new managers.

5.4.5 Record Keeping FLSA non-exempt employees are required to submit a timely timesheet, signed by their supervisor, that accurately reflects their hours worked and leaves taken during each pay period. Although exempt managers are not required to keep track of their hours worked for the purpose of pay, they are required to keep track of their use of accrued or banked leaves and submit a timely leave report, signed by their supervisor, that accurately reflects leaves used during each pay period.

5.5 Changes in Benefits upon Moving to a Management Position

Managers shall only receive benefits that are afforded to management employees under this management compensation plan or approved City personnel policy(s). At any given time, an employee shall only have accrued time "on the books" that other employees in the same employee group accrue.

When an employee changes from a bargaining unit position to a management position, all accrued compensatory time and, if applicable, holiday bank time shall be paid out at the previous hourly rate at the time of the change and in accordance with the applicable bargaining agreement or policy. An employee changing to a non-exempt management position shall be allowed to accrue comp time in lieu of overtime in accordance with the provisions of this plan, but shall enter the position with a zero balance of accrued comp time. An employee changing to a non-exempt Lieutenant position shall accrue holiday bank leave in accordance with the provisions of this plan, but shall not be allowed to exceed the holiday bank hours caps described in this plan.

5.6 Application of this Plan and City Policies

Managers are covered by and expected to follow all City policies. Where City policy and the Management Compensation Plan differ, the Management Compensation Plan shall be applied except that where the Management Compensation Plan is silent on a benefit that is provided for in a current City policy, the policy shall apply.

Section 6. Comparable Market Defined

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

6.1 Defining the Market The criteria for market comparable will be:

a. Oregon cities with a population of between 9,900 and 30,000, based on the most recent Portland State University population estimate (this criterion is based on current Central Point population of 19,700 as of December, 2023 and would be adjusted for population changes);
b. Located within a metropolitan area of at least 100,000;
c. Median housing prices within 25% of Central Point's median housing prices at the time of the survey.
d. If in any year an inordinately large or insufficient number of cities meet these criteria the median housing range may be reasonably adjusted up or down.

6.2 Additional Considerations

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

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

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

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

Section 7. Conclusion

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

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

The City of Central Point, although more than 125 years old, is in the growth phase of the organizational life cycle. We are refining policies and procedures and making changes where change is needed in order to move forward as an organization. The recent economic climate placed the City in a position of having to do more with less year after year. As the economy rebounds and begins to grow again, the efficiency and exceptional performance encouraged and rewarded by this Plan will continue to contribute to the City's prosperity.

This compensation plan is NOT A CONTRACT or bargained agreement.
This plan and the salary and benefits outlined herein may be changed at any time with approval of the City Council.

Appendix A

Salary Schedule for management positions effective January 1, 2025 includes a Cost of Living Adjustment of 2.5% to the minimum salary and the maximum salary.

Band	Tier	Position	Minimum	Maximum
C	C1	Human Resources Assistant (non-exempt)	$4,098	$5,234
R	ET	City Recorder	$5,901	$8,320
I	T2	Parks & Public Works Supervisor	$6,219	$8,769
I	T2	Police Office Manager	$6,219	$8,769
I	T1	Finance Supervisor	$6,219	$8,769
I	T1	Recreation Manager	$6,219	$8,769
I	T1	Safety & Risk Manager	$6,219	$8,769
I	T1	Construction Services Supervisor	$6,219	$8,769
II	T1	Parks & Public Works Operations Manager	$7,462	$10,136
II	T1	Principal Planner	$7,462	$10,136
III	ET	Director (Information Technology, Finance, Human Resources, Planning, and Building)	$8,298	$12,246
IV	ET	Director (Parks & Public Works)	$10,000	$13,372
IV	ET	City Attorney	$10,000	$13,372
A	A1	Special Projects Manager/Rehired Retiree	$4,098	$13,372
Police Band	**Tier**	**Position**	**Minimum**	**Maximum**
PI	T2	Police Lieutenant (non-exempt)	$7,462	$10,136
PII	T1	Police Captain	$8,298	$12,246
PIII	ET	Police Chief	$10,000	$13,372

“T1” = Tier 1 Manager, “T2” = Tier 2 Manager, “ET” = Executive Management Team
“A1” = Based on Assignment, “C1” = Confidential employee

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Appendix A

Salary Schedule for management positions effective January 1, 2026 includes a
Cost of Living Adjustment of 2.5% to the minimum salary and the maximum salary.
Reclassified City Recorder/Asst. Finance Director to Band I

Band	Tier	Position	Minimum	Maximum
C	C1	Human Resources Assistant (non-exempt)	$4,200	$5,365
I	ET	City Recorder/Asst. Finance Director	$6,374	$8,988
I	T2	Parks & Public Works Supervisor	$6,374	$8,988
I	T2	Police Office Manager	$6,374	$8,988
I	T1	Finance Supervisor	$6,374	$8,988
I	T1	Recreation Manager	$6,374	$8,988
I	T1	Safety & Risk Manager	$6,374	$8,988
I	T1	Construction Services Supervisor	$6,374	$8,988
II	T1	Parks & Public Works Operations Manager	$7,649	$10,389
II	T1	Principal Planner	$7,649	$10,389
III	ET	Director (Information Technology, Finance, Human Resources, Planning, and Building)	$8,505	$12,552
IV	ET	Director (Parks & Public Works)	$10,250	$13,706
IV	ET	City Attorney	$10,250	$13,706
A	A1	Special Projects Manager/Rehired Retiree	$4,200	$13,706
Police Band	**Tier**	**Position**	**Minimum**	**Maximum**
PI	T2	Police Lieutenant (non-exempt)	$7,649	$10,389
PII	T1	Police Captain	$8,505	$12,552
PIII	ET	Police Chief	$10,250	$13,706

“T1” = Tier 1 Manager, “T2” = Tier 2 Manager, “ET” = Executive Management Team
“A1” = Based on Assignment, “C1” = Confidential employee

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Planning Commission Report

November 4, 2025
Stephanie Powers, Planning Director

The Central Point Planning Commission held its regular meeting on November 4, 2025, which included a consolidated legislative public hearing on applications to amend the Comprehensive Plan Land Use Element and the Land Development Code in Title 16 and 17.

Comprehensive Plan & Land Development Code Amendments

The Planning Commission conducted a duly noticed public hearing to consider a City-initiated request to amend the Land Use Element and the Land Development Code. The primary purpose of the amendments is to establish an Exclusive Agriculture (EA) Overlay and Holding Zones for residential and employment uses, with corresponding changes to the land division (Title 16) and zoning (Title 17) regulations.

Additional changes were made to improve the structure, format, and readability of the Land Use Element. Land Development Code amendments included:

- Consolidating the Transit-Oriented Development (TOD) Overlay regulations into a single chapter;
- Reserving future overlays (Environmental and Airport);
- Repealing outdated Planned Unit Development (PUD) requirements; and
- Clarifying wall signage standards and master plan requirements related to large-format retail uses in the TOD Overlay.

The staff report provided an overview of the proposed changes and addressed the Planning Commission's questions to confirm:

- Whether the EA Overlay and Holding Zones are optional;
- How Holding Zones are applied;
- That annexation requirements (e.g., contiguity to the city limits) still apply; and
- What happens next.

Staff reviewed the applicable criteria in CPMC 17.10 and CPMC 17.96 concerning amendments to the zoning code and comprehensive plan, respectively. Based on the Findings of Fact and Conclusions of Law, staff found that the proposed amendments are consistent with the applicable criteria, including the Statewide Planning Goals, the Comprehensive Plan, public facility availability, and the State Transportation Planning Rule (OAR 660-012).

During the public hearing, testimony was received from two individuals in support of the proposed amendments. Following deliberation, the Planning Commission voted unanimously to adopt Resolution Nos. 937 and 938, recommending City Council approval of the amendments to the Comprehensive Plan Land Use Element and the Land Development Code, respectively.

Miscellaneous

Staff provided a brief update noting that a meeting will be held in December to discuss potential sign code amendments. Staff also reported that the Local Wetland and Riparian Corridor Inventory has been approved by the Department of State Lands, which clears the way for the adoption process for the Environmental Element and corresponding code changes to begin in late 2025. Provided that process proceeds smoothly, lands within the Urban Growth Boundary are expected to be eligible for annexation into the city limits by mid-April 2026.

Staff Report

DEPARTMENT: Administration **MEETING DATE:** November 13, 2025

STAFF CONTACT:

SUBJECT: Council Member Ward III Appointment

SUMMARY AND BACKGROUND:

Council Member Grey Zimmerman resigned from the Ward III position on June 30, 2025. This term does not end until December 31, 2026. The city received multiple applications to fill the vacancy.

Mayor Browning and City Manager Chris Clayton interviewed the candidates on October 7, 2025. They both recommended the appointment of Sarah Roberts to the Ward III position.

Central Point 2010 Charter, Chapter VII, section 32, filling vacancies states that a mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members. The appointee's term of office shall run from appointment until expiration of the term of office of the last person elected to that office.

PREVIOUSLY DISCUSSED/DECIDED:

FINANCIAL ANALYSIS:

LEGAL ANALYSIS:

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

ATTACHMENTS/EXHIBITS:

1. APPLICATION COUNCIL WARD III - Sarah Roberts_Redacted

STAFF RECOMMENDATION:

Council may:

1) Make a motion to appoint Sarah Roberts to the remainder of the Ward III term vacated by Grey Zimmerman; or

2) Direct staff to open the position to further potential applicants.

RECOMMENDED MOTION:
I move to approve the appointment of Sarah Roberts to the Ward III council position vacated by Melody Thueson to serve through the remainder of the term.

City of Central Point, Oregon
140 S 3rd Street, Central Point, OR 97502
541.664.3321 Fax 541.664.6384
www.centralpointoregon.gov

Administration Department
Chris Clayton, City Manager
Rachel Neuenschwander, City Recorder
Elizabeth Simas, Human Resource Director

APPLICATION FOR APPOINTMENT TO
CITY OF CENTRAL POINT CITY COUNCIL WARD III

Name: Sarah Roberts Date: July 30, 2025

Address: [redacted]

Home Phone: [redacted] Business Phone: Cell Phone: [redacted]

Fax: E-mail: s.cowley.roberts@gmail.com

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

Are you a city resident? Yes X No If Yes, How long: See additional document

APPLICATION FOR APPOINTMENT TO CITY OF CENTRAL POINT CITY COUNCIL WARD III

Supplemental Responses – Sarah Roberts

Are you a city resident? YES

If Yes, How Long:

I am a current resident of Central Point and have lived in the city on and off throughout my entire life. I have remained rooted in the Rogue Valley region, residing either in Central Point or Medford, which has given me a deep understanding of and connection to our local community.

Employment, Professional, and Volunteer Background:

I currently serve as a Project Manager at Asante, where I have worked for 14 years in various roles over the years, including management, strategic planning, and both program and project management. My entire 25-year career has been dedicated to the healthcare field, with experience at Valley Immediate Care and other local healthcare organizations. Throughout this time, I've developed a deep understanding of operations, leadership, and the importance of responsive, community-centered service. While I do not have formal volunteer experience, I am eager to give back to the community where I was born (Medford) and raised (Central Point) by serving in a more active civic role.

Community Affiliations and Activities:
While I am not currently affiliated with any formal community organizations, I have a strong personal connection to Central Point, where I grew up and continue to live and work in the region. My professional work in local healthcare has allowed me to serve the needs of our community in a meaningful way for over two decades. I am now looking to become more actively involved in civic life and contribute to the future of Central Point through public service. I view this City Council opportunity as a natural and important next step in that commitment.

My immediate family also lives in Central Point, and my nephews currently attend Central Point schools — something that keeps me closely connected to the day-to-day experiences of families in the area. Although I haven't previously participated in organized community activities, I am eager to give back to the place that shaped me and help support the continued growth and well-being of Central Point through public service.

Previous City Appointments, Offices, or Activities:
I have not previously held any city appointments or offices. However, I believe now is the right time for me to get involved. With a career in healthcare and extensive experience in project and program management, I've developed a strong foundation in strategic planning, problem-solving, and collaboration. I feel ready to use those skills in service to my community. As someone who was raised in Central Point and has deep family ties here, I'm motivated to help shape the future of our city in a thoughtful, practical, and community-centered way.

Please explain why you are interested in the appointment and what you would offer to the community:
I am deeply connected to Central Point—having grown up here, attended local schools, and living in this community. After spending many years working in healthcare, managing projects and programs that impact people's well-being, I feel both ready and motivated to serve the city in a more direct way through the City Council.

My professional experience has equipped me with strong skills in strategic planning, leadership, and collaborative problem-solving, which I believe are essential for effective local government. I am passionate about ensuring that Central Point continues to grow thoughtfully, maintaining the qualities that make it a great place to live, while addressing the challenges our community faces.

I bring a commitment to listening, learning, and working with diverse stakeholders to find practical solutions that benefit all residents. This appointment represents an opportunity for me to give back to the community that has given me so much, and to help shape a future that reflects the values and needs of Central Point's residents.

Please describe what you believe are the major concerns of the City residents and businesses that this committee should be concerned about:
I believe the major concerns for Central Point residents and businesses include ensuring safety and security throughout the community. This involves strong support for our police and public safety services to maintain a safe environment where families and businesses can thrive.

Providing opportunities for our youth is also vital—through education, recreation, and career pathways—to help keep young people engaged and invested in our community's future.

Addressing homelessness with compassion while preventing its negative impact on neighborhoods and businesses is another important challenge. It requires balanced solutions that support those in need without compromising community well-being.

Finally, I believe many residents value Central Point's small-city character and close-knit feel. It is important to manage growth thoughtfully, preserving the community's intimate and family-like atmosphere and quality of life even as we plan for sustainable development.

In summary, safety, youth opportunity, balanced community support, and mindful growth are key areas I believe this committee should prioritize to protect and enhance Central Point's unique character.

Please provide any additional information or comments which you believe will assist the City Council in considering your application:
I appreciate the opportunity to apply for this appointment and want to emphasize my genuine commitment to serving Central Point. While I may not have previous formal

volunteer or city government experience, I bring a strong professional background in healthcare project management, a proven ability to lead and collaborate, and deep roots in this community.

I am eager to learn, listen, and work hard alongside fellow council members and residents to help address challenges and build on our city's strengths. I am motivated by a desire to give back to the community that shaped me and to ensure it remains a safe, supportive, and vibrant place for current and future generations.

Thank you for your consideration.

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

I do not anticipate any conflicts of interest arising if I am appointed to the City Council. Integrity is a value I hold in the highest regard, and I am committed to always maintaining transparency and ethical conduct. Should any potential conflict arise in the future, I would promptly disclose it and recuse myself from any related discussions or decisions to ensure the council's integrity is upheld.

Staff Report

DEPARTMENT: Finance **MEETING DATE:** November 13, 2025

STAFF CONTACT: Tessa DeLine, Finance Director

SUBJECT: 1st Quarter Financial Report - September 30, 2025

SUMMARY AND BACKGROUND:
Attached are the City's financial statements for the period ending September 30, 2025.

ATTACHMENTS/EXHIBITS:
1. Council Statements September 2025

Finance Department
Tessa DeLine, Finance Director

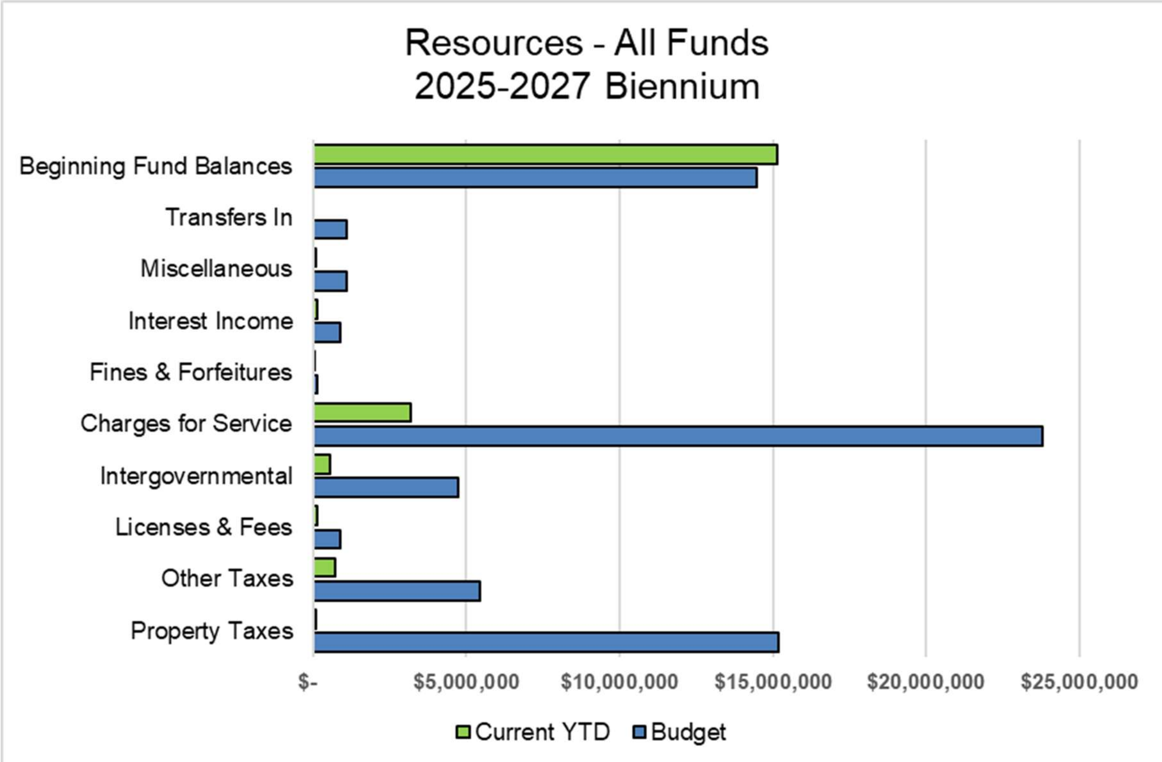
INTEROFFICE MEMO

To: Chris Clayton, City Manager
From: Tessa DeLine, Finance Director
Cc: Central Point City Council
Date: October 17, 2025
Re: September 2025 Financial Statements

Budget Analysis Summary – All Funds

City of Central Point
All Funds
September 31, 2025

RESOURCES (2025-2027)	Total Budget	Current YTD	Difference	Percentage Received / Used
Property Taxes	15,185,000	73,917	(15,111,083)	0.49%
Other Taxes	5,461,560	699,123	(4,762,437)	13%
Licenses & Fees	866,750	142,104	(724,646)	16%
Intergovernmental	4,744,625	540,119	(4,204,506)	11%
Charges for Service	23,807,955	3,173,034	(20,634,921)	13%
Fines & Forfeitures	120,000	18,340	(101,660)	15%
Interest Income	901,750	151,137	(750,613)	17%
Miscellaneous	1,090,200	84,682	(1,005,518)	8%
Total Resources from Operations	**$ 52,177,840**	**$ 4,882,457**	**$ (47,295,383)**	9%
Beginning Fund Balances	14,463,320	15,158,934	695,614	105%
Transfers In	1,111,250	-	(1,111,250)	0%
Total Other Resources	**$ 15,574,570**	**$ 15,158,934**	**$ (415,636)**	97%
TOTAL RESOURCES	**$ 67,752,410**	**$ 20,041,392**	**$ (47,711,019)**	**30%**
REQUIREMENTS (2025-2027)				
Personnel Services	27,500,240	3,225,865	24,274,375	12%
Materials and Services	17,270,040	3,060,117	14,209,923	18%
Capital Outlay and Construction	6,669,220	1,810,549	4,858,671	27%
Debt Service	2,756,805	-	2,756,805	0%
Total Operating Expenses	**$ 54,196,305**	**$ 8,096,531**	**$ 46,099,774**	**15%**
Transfers Out	1,111,250	-	14,209,923	0%
Contingency	255,000	-	4,858,671	0%
Ending Fund Balances	12,189,855	11,944,860	2,756,805	98%
Total Other Requirements	**$ 13,556,105**	**$ 11,944,860**	**$ 21,825,399**	**88%**
TOTAL REQUIREMENTS	**$ 67,752,410**	**$ 20,041,392**	**$ 67,925,173**	**30%**


Resources - All Funds
2025-2027 Biennium
Beginning Fund Balances
Transfers In
Miscellaneous
Interest Income
Fines & Forfeitures
Charges for Service
Intergovernmental
Licenses & Fees
Other Taxes
Property Taxes
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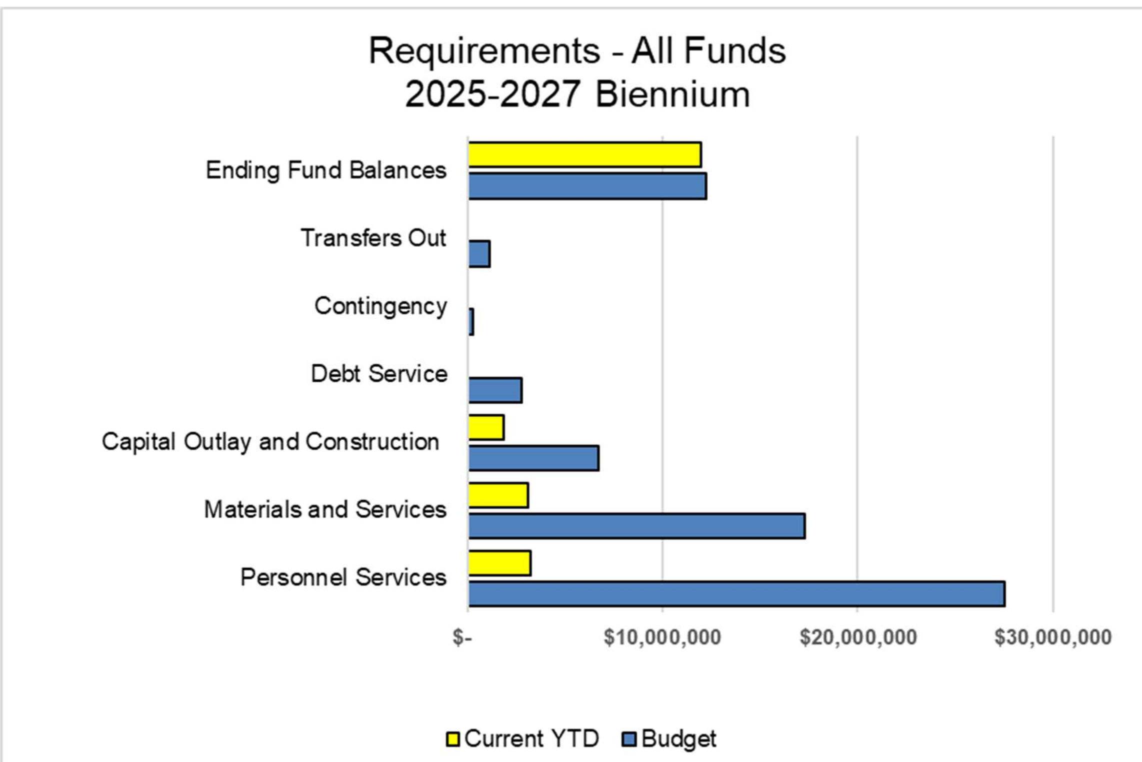
$15,000,000
$20,000,000
$25,000,000
Current YTD
Budget


Requirements - All Funds
2025-2027 Biennium
Ending Fund Balances
Transfers Out
Contingency
Debt Service
Capital Outlay and Construction
Materials and Services
Personnel Services
$-
$10,000,000
$20,000,000
$30,000,000
Current YTD
Budget

City of Central Point
General Fund
As of September 30, 2025

	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
		% of Biennial Budget		12.50%
Resources				
Beginning Fund Balance	5,500,000	5,785,933	285,933	105%
Revenues				
Taxes	20,294,560	730,831	(19,563,729)	4%
Licenses & Fees	146,750	45,649	(101,101)	31%
Intergovernmental	1,558,775	157,725	(1,401,050)	10%
Charges for Service	3,881,885	371,693	(3,510,192)	10%
Fines and Forfeitures	120,000	18,340	(101,660)	15%
Interest Income	490,000	51,299	(438,702)	10%
Miscellaneous	271,000	54,047	(216,953)	20%
Total Revenues	**26,762,970**	**1,429,584**	**(25,333,386)**	**5%**
Total Resources	**$ 32,262,970**	**$ 7,215,516**	**$ (25,047,454)**	**22%**
Requirements				
Expenditures by Department				
Administration	2,255,585	277,027	1,978,558	12%
City Enhancement	460,000	41,637	418,363	9%
Technical Services	1,728,595	176,508	1,552,087	10%
Mayor & Council	169,370	38,911	130,459	23%
Finance	1,766,250	284,392	1,481,858	16%
Parks	3,327,990	410,428	2,917,562	12%
Recreation	1,407,745	174,723	1,233,022	12%
Planning	1,307,715	128,987	1,178,728	10%
Police	13,275,725	1,878,260	11,397,465	14%
Interdepartmental	685,000	292,466	392,534	43%
Transfers Out	556,250	0	556,250	0%
Contingency	150,000	0	150,000	0%
Total Expenditures by Department	**27,090,225**	**3,703,340**	**23,386,885**	**14%**
Ending Fund Balance	**5,172,745**	**3,512,177**	**1,660,568**	**68%**
Total Requirements	**$ 32,262,970**	**$ 7,215,516**	**$ 25,047,454**	**22%**

General Fund

Resources

The largest resource to date is the Beginning Fund Balance of $5.7M, which has a 5% favorable variance. Taxes account for approximately 75% of the General Fund's revenues. To date, 4% of Taxes have been collected, with the expectation that the majority of Taxes will be collected in November and December of this year. Miscellaneous Revenue of $54K is currently higher than expected, due to two grants of $10K each for the gym at the Police Department.

Requirements

Administration Expenditures are in line with the YTD budget. City Enhancement Expenditures are under the YTD budget by 3.5%. Technical Services is under the YTD budget by 2.5%. The Mayor and Council Expenditures are currently over budget by 11.5%, primarily due to memberships for the League of Oregon Cities and Soredi. Finance Expenditures are 3.5% above the YTD budget, attributed to increases in bank/credit card fees and professional services expenses (auditors). Parks and Recreation Expenditures are in line with the YTD budget. Planning Expenditures are under the YTD budget by 2%. Police Expenditures of $1.9M are 2% above the YTD budget and are attributed to higher-than-anticipated Overtime expenditures, Salaries, and Benefits. Interdepartmental Expense of $292K is at 43% of the budget with just 3 months in the fiscal year. This is due to the annual General Liability and Property Insurance payment in July of this year. Ending Fund Balance of $3.5M is $953K lower than the budgeted amount of $5.2M. Ending Fund Balance is expected to improve with the receipt of Property Tax Revenue in November.

City of Central Point
Federal Stimulus Grant Fund
As of September 30, 2025

			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	-	611,713	611,713	0%
Revenues				
Intergovernmental Revenue	-	-	-	0%
Miscellaneous	725,000	12,500	(712,500)	2%
Total Revenues	**725,000**	**12,500**	**(712,500)**	**0%**
Total Resources	**$ 725,000**	**$ 624,213**	**$ (100,787)**	**86%**
Requirements				
Expenditures				
Capital Outlay	725,000	336,385	388,615	46%
Total Expenditures	**725,000**	**336,385**	**388,615**	**46%**
Ending Fund Balance	**-**	**287,828**	**287,828**	**0%**
Total Requirements	**$ 725,000**	**$ 624,213**	**$ 100,787**	**86%**

Federal Stimulus Grant Fund

Resources

The largest resource to date is the Beginning Fund Balance of $612K. There was a $12.5K contribution by Rogue Credit Union for the Moore Family Little League Fields on Hanley Road.

Requirements

Capital Outlay in the amount of $336K was for work being conducted at the Moore Family Little League Fields on Hanley Road.

City of Central Point
Community Center Fund
As of September 30, 2025

			% of biennial budget	**12.50%**
	2025-27 Biennial Budget	**2025-27 Actual**	**Difference**	**Percentage Received / Used**
Resources				
Beginning Fund Balance	-	-	-	0%
Revenues				
Charges for Services	200,495	-	(200,495)	0%
Interfund Transfers	356,250	-	(356,250)	0%
Total Revenues	**556,745**	**-**	**(556,745)**	**0%**
Total Resources	**$ 556,745**	**$ -**	**$ (556,745)**	**0%**
Requirements				
Expenditures				
Personnel Services	235,245	-	(235,245)	0%
Materials and Services	156,500	-	(156,500)	0%
Capital Outlay	165,000	-	(165,000)	0%
Total Expenditures	**556,745**	**-**	**-556,745**	**0%**
Ending Fund Balance	**-**	**-**	**-**	**0%**
Total Requirements	**$ 556,745**	**$ -**	**$ 556,745**	**0%**

Community Center Fund

Currently, there is no activity in the fund for the Community Center project, which is still under construction.

City of Central Point Street Fund *As of September 30, 2025*				
			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	4,000,000	4,361,728	361,728	109%
Revenues				
Franchise Tax	352,000	42,209	(309,791)	12%
Charges for Services	2,742,570	379,392	(2,363,178)	14%
Intergovernmental Revenue	3,185,850	382,394	(2,803,456)	12%
Interest Income	197,000	46,586	(150,414)	24%
Miscellaneous	200	50	(150)	25%
Total Revenues	**6,477,620**	**850,632**	**-5,626,988**	**13%**
Total Resources	**10,477,620**	**5,212,360**	**-5,265,260**	**50%**
Requirements				
Expenditures				
Operations	7,243,860	1,619,539	5,624,321	22%
SDC	58,000	2,976	55,024	5%
Transfers	555,000	0	555,000	0%
Total Expenditures	**7,856,860**	**1,622,514**	**6,234,346**	**21%**
Ending Fund Balance	**2,620,760**	**3,589,846**	**969,086**	**137%**
Total Requirements	**$ 10,477,620**	**$ 5,212,360**	**$ 5,265,260**	**50%**

Street Fund

Resources

The Beginning Fund Balance of $4.4M is currently the most significant resource to date. Charges for Services are slightly above budget, and Interest Revenue is at $47K year to date.

Requirements

Operations Expense currently has a 21% unfavorable variance. This is due to an $185K expenditure for the 2025 Pavement Maintenance Project in August. Ending Fund Balance of $3.6M is currently higher than the budget by $969K.

City of Central Point
Capital Improvement Fund
As of September 30, 2025

			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	1,200,000	1,257,722	57,722	105%
Revenues				
Charges for Services	115,000	-	(115,000)	0%
Interest Income	42,500	15,196	(27,304)	36%
Total Revenues	**157,500**	**15,196**	**-142,304**	**10%**
Total Resources	**$ 1,357,500**	**$ 1,272,918**	**$ (84,582)**	**94%**
Requirements				
Expenditures				
Parks Projects	891,000	-	891,000	0%
Total Expenditures	**891,000**	**-**	**891,000**	**0%**
Ending Fund Balance	**466,500**	**1,272,918**	**806,418**	**273%**
Total Requirements	**$ 1,357,500**	**$ 1,272,918**	**$ 84,582**	**94%**

Capital Improvement Fund

Resources

The Beginning Fund Balance of $1.3M is currently the most significant resource to date.

Requirements

No expenditures have occurred yet in this fiscal year.

City of Central Point Reserve Fund *As of September 30, 2025*				
			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	750,000	563,282	(186,718)	75%
Revenues				
Interest	31,000	6,793	(24,207)	22%
Transfers In	200,000	-	(200,000)	0%
Total Revenues	**231,000**	**6,793**	**(224,207)**	**3%**
Total Resources	**$ 981,000**	**$ 570,075**	**$ (410,925)**	**58%**
Requirements				
Expenditures				
Facility Improvements	150,000	1,560	148,440	1%
Total Expenditures	**150,000**	**1,560**	**148,440**	**1%**
Ending Fund Balance	**831,000**	**568,515**	**262,485**	**68%**
Total Requirements	**$ 981,000**	**$ 570,075**	**$ 410,925**	**58%**

Reserve Fund

Resources

The Beginning Fund Balance of $563K is $187K less than the budgeted amount. Interest Revenue of $7K is at 22% of the budget, and Transfers In from other funds of $200K have yet to be booked.

Requirements

Only $2K in Facility Improvements have occurred so far this year, and the Ending Fund Balance of $566K is $262K less than the budgeted amount.

City of Central Point Debt Service Fund *As of September 30, 2025*				
			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	15,000	152,966	137,966	1020%
Debt Service Fund				
Revenues				
Charges for Service	779,005	-	(779,005)	0%
Interest Income	550	1,848	1,298	336%
Intergovernmental	-	-	-	0%
Special Assessments	-	-	-	0%
Miscellaneous Revenue	-	-	-	0%
Transfers In	555,000	-	(555,000)	0%
Total Revenues	**1,334,555**	**1,848**	**(1,332,707)**	**0%**
Total Resources	**$ 1,349,555**	**$ 154,814**	**$ (1,194,741)**	**11%**
Requirements				
Expenditures				
Debt Service	1,326,455	-	1,326,455	0%
Total Expenditures	**1,326,455**	**-**	**1,326,455**	**0%**
Ending Fund Balance	**23,100**	**154,814**	**131,714**	**670%**
Total Requirements	**$ 1,349,555**	**$ 154,814**	**$ 1,194,741**	**11%**

Debt Service Fund

Resources

The Beginning Fund Balance of $153K is $138K higher than the budgeted amount. Interest Revenue of $2K has exceeded the budgeted amount of $550. Charges for Service and Transfers In have no activity.

Requirements

No Debt Service activity has occurred yet this year; however, it was determined that principal and interest payments for the Operations Center were underbudgeted by $80K. A supplemental budget will be forthcoming within the next year to correct this. Currently, the ending Fund Balance of $155K has a 670% favorable variance.

City of Central Point Building Fund *As of September 30, 2025*				
			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	1,400,000	1,505,762	105,762	108%
Revenues				
Charges for Service	610,000	82,785	(527,215)	14%
Interest Income	100,000	17,689	(82,311)	18%
Miscellaneous	-	80	80	0%
Total Revenues	**710,000**	**100,554**	**-609,446**	**14%**
Total Resources	**$ 2,110,000**	**$ 1,606,316**	**$ (503,684)**	**76%**
Requirements				
Expenditures				
Personal Services	932,935	107,993	824,942	12%
Materials and Services	140,660	15,032	125,628	11%
Contingency	5,000	-	5,000	0%
Total Expenditures	**1,078,595**	**123,025**	**955,570**	**11%**
Ending Fund Balance	**1,031,405**	**1,483,292**	**451,887**	**144%**
Total Requirements	**$ 2,110,000**	**$ 1,606,316**	**$ 503,684**	**76%**

Building Fund

Resources

The Beginning Fund Balance of $1.5M is $106K higher than the budget. Charges for Service and Interest Revenue are both higher than the budget YTD by 14% and 18% respectively.

Requirements

Personnel Services and Materials and Services are within budget YTD. Contingency remains unspent. Ending Fund Balance of $1.5M exceeds the budgeted amount by $504K.

City of Central Point Water Fund *As of September 30, 2025*				
		% of biennial budget		12.50%
	2025-27 Biennial Budget	**2025-27 Actual**	**Difference**	**Percentage Received / Used**
Resources				
Beginning Fund Balance	800,000	414,397	(385,603)	51.8%
Revenues				
Charges for Services	10,642,000	1,736,336	(8,905,664)	16.3%
Interest Income	21,000	8,472	(12,528)	40.3%
Miscellaneous	94,000	11,481	(82,519)	12.2%
Total Revenues	**10,757,000**	**1,756,289**	**-9,000,711**	**16.3%**
Total Resources	**$ 11,557,000**	**$ 2,170,686**	**$ (9,386,314)**	**18.8%**
Requirements				
Expenditures				
Operations	10,210,435	1,348,383	8,862,052	13.2%
Contingency	100,000	0	100,000	0.0%
Total Expenditures	**10,310,435**	**1,348,383**	**8,962,052**	**13.1%**
Ending Fund Balance	**1,246,565**	**822,303**	**-424,262**	**66.0%**
Total Requirements	**$ 11,557,000**	**$ 2,170,686**	**$ 9,386,314**	**18.8%**

Water Fund

Resources

The Beginning Fund Balance of $414K is $386K lower than the budget. Charges for Service have a 3.8% favorable variance, which is due to the seasonality of Water Revenue. Interest Revenue is currently 40% of the budget.

Requirements

Operating Expenditures of $1.3M have an unfavorable variance of .5%. This is primarily due to higher-than-expected costs in Overtime Expense and Wholesale Water Purchases from the Medford Water Commission. With the Beginning Fund Balance coming in $386K below budget, and a significant unexpected wholesale water rate increase in March 2026 by the Medford Water Commission, Central Point’s water rates must be evaluated as soon as the new wholesale water rates by the Medford Water Commission are known. In addition, it was discovered that the principal and interest payments for the Operations Center were underbudgeted by $69K. This will be corrected sometime in the near future with a supplemental budget.

City of Central Point Stormwater Fund *As of September 30, 2025*				
			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	638,320	143,079	(495,241)	22.4%
Revenues				
Licenses and Permits	-	1,500	1,500	0.0%
Charges for Services	1,987,000	252,490	(1,734,510)	12.7%
Interest Income	17,000	-	(17,000)	0.0%
Miscellaneous	-	99	99	0.0%
Total Revenues	**2,004,000**	**254,089**	**(1,749,911.13)**	**12.7%**
Total Resources	**$ 2,642,320**	**$ 397,168**	**$ 2,245,152**	**15.0%**
Requirements				
Expenditures				
Operations	2,028,685	453,801	1,574,884	22.4%
SDC	25,000	25,000	-	100.0%
Total Expenditures	**2,053,685**	**478,801**	**1,574,884**	**23.3%**
Ending Fund Balance	**588,635**	**(81,633)**	**(670,268)**	**-13.9%**
Total Requirements	**$ 2,642,320**	**$ 397,168**	**$ (2,245,152)**	**15.0%**

Storm Water Fund

Resources

The Beginning Fund Balance of $143K is under budget by $495K. Total Revenues are above 12.7% YTD.

Requirements

Total Operations Expense has a 10% unfavorable variance. This is primarily due to the budget capital outlay of $280k for a street sweeper. There is a negative Ending Fund Balance at the end of the month. A payment of $549K from FEMA for damages to a culvert along the Greenway Bike Path, made back in 2020, is expected in the near future and will correct the Ending Fund Balance amount. In addition, it was discovered that the principal and interest payments for the Operations Center were underbudgeted by $99K. This will be corrected sometime in the near future with a supplemental budget.

City of Central Point
Internal Services Fund
As of September 30, 2025

			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	160,000	362,353	202,353	226.5%
Revenues				
Charges for Services	3,570,000	445,293	(3,124,707)	12.5%
Interest Income	2,700	3,254	554	120.5%
Miscellaneous	-	6,424	6,424	0.0%
Total Revenues	**3,572,700**	**454,971**	**-3,117,729**	**12.7%**
Total Resources	**$ 3,732,700**	**$ 817,325**	**$ (2,915,375)**	**21.9%**
Requirements				
Expenditures				
Facilities Maintenance	598,000	86,243	511,757	14.4%
PW Administration	1,717,720	215,348	1,502,372	12.5%
PW Fleet Maintenance	1,207,835	180,933	1,026,902	15.0%
Total Expenditures	**3,523,555**	**482,524**	**3,041,031**	**13.7%**
Ending Fund Balance	**209,145**	**334,801**	**125,656**	**160.1%**
Total Requirements	**$ 3,732,700**	**$ 817,325**	**$ 2,915,375**	**21.9%**

Internal Services Fund

Resources

The Beginning Fund Balance of $362K is over budget by $202K. Total Revenues are slightly above 12.5% YTD.

Requirements

Total Operating Expenditures are slightly over budget YTD by 1.33% and the Ending Fund Balance of $404K is $195K less than the budgeted amount of $209K.

City of Central Point
Cash, Investments, and Debt Service Recap
September 30, 2025

Cash and Investments

	Balance	Interest Rate
Checking Accounts	$ 325,543	**0.00%**
Local Government Investment Pool	11,598,580	**4.60%**
Total Cash and Investments	**$ 11,924,123**	

Debt Service

Washington Federal - Government Financing, Inc.

			Interest Rate
Principal Amount as of 9/30/25		$ 9,766,000	**2.64%**
Principal Paid		$ (4,239,000)	
Balance as of 9/30/25		**$ 5,527,000**	

Balance by Fund

Water Fund	53.57%	$ 2,960,814
Street Fund	9.22%	$ 509,589
Debt Service Fund	37.21%	$ 2,056,597
	100.00%	**$ 5,527,000**

2025-2027 Loan Repayment Schedule (principal and interest)

12/1/2025	$ 838,392.40
6/1/2026	$ 59,241.60
12/1/2026	$ 861,241.60
6/1/2027	$ 48,655.20

Banner Bank

			Interest Rate
Principal Amount as of 12/1/2022		$ 6,551,300	**2.54%**
Principal Paid		$ (4,239,000)	
Balance as of 9/30/25		**$ 2,312,300**	

Balance by Fund

Water Fund	40.00%	$ 924,920
Street Fund	40.00%	$ 924,920
Stormwater Fund	20.00%	$ 462,460
	100.00%	**$ 2,312,300**

2025-2027 Loan Repayment Schedule (principal and interest)

12/1/2025	$ 539,266.00
6/1/2026	$ 65,373.00
12/1/2026	$ 533,323.00
6/1/2027	$ 59,430.00

Finance Department
Tessa DeLine, Finance Director

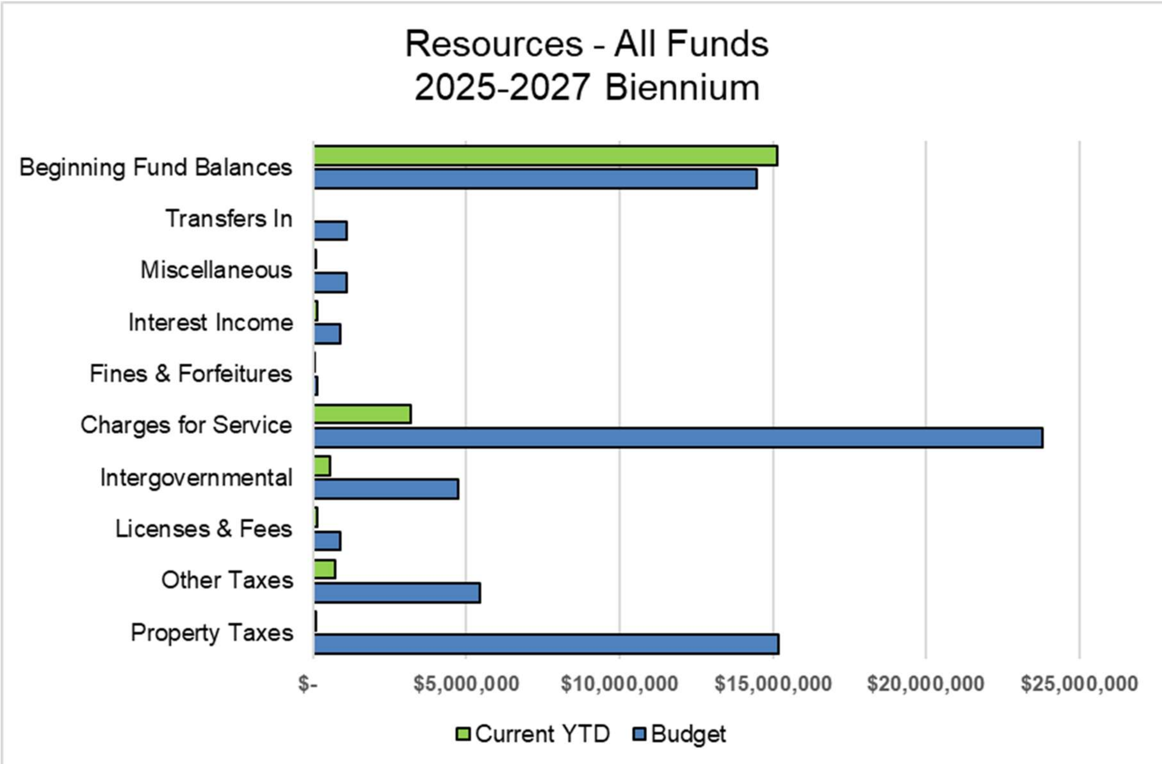
INTEROFFICE MEMO

To: Chris Clayton, City Manager
From: Tessa DeLine, Finance Director
Cc: Central Point City Council
Date: October 17, 2025
Re: September 2025 Financial Statements

Budget Analysis Summary – All Funds

City of Central Point
All Funds
September 31, 2025

RESOURCES (2025-2027)	Total Budget	Current YTD	Difference	Percentage Received / Used
Property Taxes	15,185,000	73,917	(15,111,083)	0.49%
Other Taxes	5,461,560	699,123	(4,762,437)	13%
Licenses & Fees	866,750	142,104	(724,646)	16%
Intergovernmental	4,744,625	540,119	(4,204,506)	11%
Charges for Service	23,807,955	3,173,034	(20,634,921)	13%
Fines & Forfeitures	120,000	18,340	(101,660)	15%
Interest Income	901,750	151,137	(750,613)	17%
Miscellaneous	1,090,200	84,682	(1,005,518)	8%
Total Resources from Operations	**$ 52,177,840**	**$ 4,882,457**	**$ (47,295,383)**	9%
Beginning Fund Balances	14,463,320	15,158,934	695,614	105%
Transfers In	1,111,250	-	(1,111,250)	0%
Total Other Resources	**$ 15,574,570**	**$ 15,158,934**	**$ (415,636)**	97%
TOTAL RESOURCES	**$ 67,752,410**	**$ 20,041,392**	**$ (47,711,019)**	**30%**
REQUIREMENTS (2025-2027)				
Personnel Services	27,500,240	3,225,865	24,274,375	12%
Materials and Services	17,270,040	3,060,117	14,209,923	18%
Capital Outlay and Construction	6,669,220	1,810,549	4,858,671	27%
Debt Service	2,756,805	-	2,756,805	0%
Total Operating Expenses	**$ 54,196,305**	**$ 8,096,531**	**$ 46,099,774**	**15%**
Transfers Out	1,111,250	-	14,209,923	0%
Contingency	255,000	-	4,858,671	0%
Ending Fund Balances	12,189,855	11,944,860	2,756,805	98%
Total Other Requirements	**$ 13,556,105**	**$ 11,944,860**	**$ 21,825,399**	**88%**
TOTAL REQUIREMENTS	**$ 67,752,410**	**$ 20,041,392**	**$ 67,925,173**	**30%**


Resources - All Funds
2025-2027 Biennium
Beginning Fund Balances
Transfers In
Miscellaneous
Interest Income
Fines & Forfeitures
Charges for Service
Intergovernmental
Licenses & Fees
Other Taxes
Property Taxes
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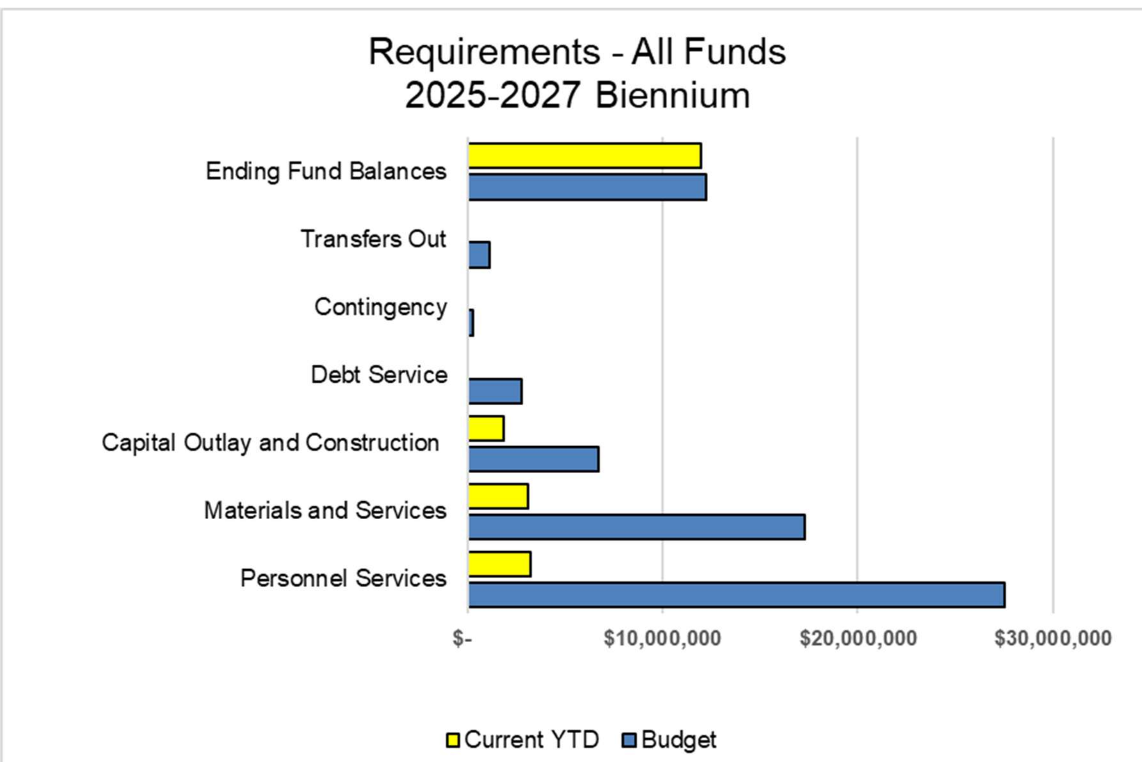
$25,000,000
Current YTD
Budget


Requirements - All Funds
2025-2027 Biennium
Ending Fund Balances
Transfers Out
Contingency
Debt Service
Capital Outlay and Construction
Materials and Services
Personnel Services
$-
$10,000,000
$20,000,000
$30,000,000
Current YTD
Budget

City of Central Point
General Fund
As of September 30, 2025

	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
		% of Biennial Budget		12.50%
Resources				
Beginning Fund Balance	5,500,000	5,785,933	285,933	105%
Revenues				
Taxes	20,294,560	730,831	(19,563,729)	4%
Licenses & Fees	146,750	45,649	(101,101)	31%
Intergovernmental	1,558,775	157,725	(1,401,050)	10%
Charges for Service	3,881,885	371,693	(3,510,192)	10%
Fines and Forfeitures	120,000	18,340	(101,660)	15%
Interest Income	490,000	51,299	(438,702)	10%
Miscellaneous	271,000	54,047	(216,953)	20%
Total Revenues	**26,762,970**	**1,429,584**	**(25,333,386)**	**5%**
Total Resources	**$ 32,262,970**	**$ 7,215,516**	**$ (25,047,454)**	**22%**
Requirements				
Expenditures by Department				
Administration	2,255,585	277,027	1,978,558	12%
City Enhancement	460,000	41,637	418,363	9%
Technical Services	1,728,595	176,508	1,552,087	10%
Mayor & Council	169,370	38,911	130,459	23%
Finance	1,766,250	284,392	1,481,858	16%
Parks	3,327,990	410,428	2,917,562	12%
Recreation	1,407,745	174,723	1,233,022	12%
Planning	1,307,715	128,987	1,178,728	10%
Police	13,275,725	1,878,260	11,397,465	14%
Interdepartmental	685,000	292,466	392,534	43%
Transfers Out	556,250	0	556,250	0%
Contingency	150,000	0	150,000	0%
Total Expenditures by Department	**27,090,225**	**3,703,340**	**23,386,885**	**14%**
Ending Fund Balance	**5,172,745**	**3,512,177**	**1,660,568**	**68%**
Total Requirements	**$ 32,262,970**	**$ 7,215,516**	**$ 25,047,454**	**22%**

General Fund

Resources

The largest resource to date is the Beginning Fund Balance of $5.7M, which has a 5% favorable variance. Taxes account for approximately 75% of the General Fund's revenues. To date, 4% of Taxes have been collected, with the expectation that the majority of Taxes will be collected in November and December of this year. Miscellaneous Revenue of $54K is currently higher than expected, due to two grants of $10K each for the gym at the Police Department.

Requirements

Administration Expenditures are in line with the YTD budget. City Enhancement Expenditures are under the YTD budget by 3.5%. Technical Services is under the YTD budget by 2.5%. The Mayor and Council Expenditures are currently over budget by 11.5%, primarily due to memberships for the League of Oregon Cities and Soredi. Finance Expenditures are 3.5% above the YTD budget, attributed to increases in bank/credit card fees and professional services expenses (auditors). Parks and Recreation Expenditures are in line with the YTD budget. Planning Expenditures are under the YTD budget by 2%. Police Expenditures of $1.9M are 2% above the YTD budget and are attributed to higher-than-anticipated Overtime expenditures, Salaries, and Benefits. Interdepartmental Expense of $292K is at 43% of the budget with just 3 months in the fiscal year. This is due to the annual General Liability and Property Insurance payment in July of this year. Ending Fund Balance of $3.5M is $953K lower than the budgeted amount of $5.2M. Ending Fund Balance is expected to improve with the receipt of Property Tax Revenue in November.

City of Central Point Federal Stimulus Grant Fund *As of September 30, 2025*				
			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	-	611,713	611,713	0%
Revenues				
Intergovernmental Revenue	-	-	-	0%
Miscellaneous	725,000	12,500	(712,500)	2%
Total Revenues	**725,000**	**12,500**	**(712,500)**	**0%**
Total Resources	**$ 725,000**	**$ 624,213**	**$ (100,787)**	**86%**
Requirements				
Expenditures				
Capital Outlay	725,000	336,385	388,615	46%
Total Expenditures	**725,000**	**336,385**	**388,615**	**46%**
Ending Fund Balance	**-**	**287,828**	**287,828**	**0%**
Total Requirements	**$ 725,000**	**$ 624,213**	**$ 100,787**	**86%**

Federal Stimulus Grant Fund

Resources

The largest resource to date is the Beginning Fund Balance of $612K. There was a $12.5K contribution by Rogue Credit Union for the Moore Family Little League Fields on Hanley Road.

Requirements

Capital Outlay in the amount of $336K was for work being conducted at the Moore Family Little League Fields on Hanley Road.

City of Central Point Community Center Fund *As of September 30, 2025*				
			% of biennial budget	**12.50%**
	2025-27 Biennial Budget	**2025-27 Actual**	**Difference**	**Percentage Received / Used**
Resources				
Beginning Fund Balance	-	-	-	0%
Revenues				
Charges for Services	200,495	-	(200,495)	0%
Interfund Transfers	356,250	-	(356,250)	0%
Total Revenues	**556,745**	**-**	**(556,745)**	**0%**
Total Resources	**$ 556,745**	**$ -**	**$ (556,745)**	**0%**
Requirements				
Expenditures				
Personnel Services	235,245	-	(235,245)	0%
Materials and Services	156,500	-	(156,500)	0%
Capital Outlay	165,000	-	(165,000)	0%
Total Expenditures	**556,745**	**-**	**-556,745**	**0%**
Ending Fund Balance	**-**	**-**	**-**	**0%**
Total Requirements	**$ 556,745**	**$ -**	**$ 556,745**	**0%**

Community Center Fund

Currently, there is no activity in the fund for the Community Center project, which is still under construction.

City of Central Point
Street Fund
As of September 30, 2025

	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
			% of biennial budget	12.50%
Resources				
Beginning Fund Balance	4,000,000	4,361,728	361,728	109%
Revenues				
Franchise Tax	352,000	42,209	(309,791)	12%
Charges for Services	2,742,570	379,392	(2,363,178)	14%
Intergovernmental Revenue	3,185,850	382,394	(2,803,456)	12%
Interest Income	197,000	46,586	(150,414)	24%
Miscellaneous	200	50	(150)	25%
Total Revenues	**6,477,620**	**850,632**	**-5,626,988**	**13%**
Total Resources	**10,477,620**	**5,212,360**	**-5,265,260**	**50%**
Requirements				
Expenditures				
Operations	7,243,860	1,619,539	5,624,321	22%
SDC	58,000	2,976	55,024	5%
Transfers	555,000	0	555,000	0%
Total Expenditures	**7,856,860**	**1,622,514**	**6,234,346**	**21%**
Ending Fund Balance	**2,620,760**	**3,589,846**	**969,086**	**137%**
Total Requirements	**$ 10,477,620**	**$ 5,212,360**	**$ 5,265,260**	**50%**

Street Fund

Resources

The Beginning Fund Balance of $4.4M is currently the most significant resource to date. Charges for Services are slightly above budget, and Interest Revenue is at $47K year to date.

Requirements

Operations Expense currently has a 21% unfavorable variance. This is due to an $185K expenditure for the 2025 Pavement Maintenance Project in August. Ending Fund Balance of $3.6M is currently higher than the budget by $969K.

City of Central Point Capital Improvement Fund *As of September 30, 2025*				
			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	1,200,000	1,257,722	57,722	105%
Revenues				
Charges for Services	115,000	-	(115,000)	0%
Interest Income	42,500	15,196	(27,304)	36%
Total Revenues	**157,500**	**15,196**	**-142,304**	**10%**
Total Resources	**$ 1,357,500**	**$ 1,272,918**	**$ (84,582)**	**94%**
Requirements				
Expenditures				
Parks Projects	891,000	-	891,000	0%
Total Expenditures	**891,000**	**-**	**891,000**	**0%**
Ending Fund Balance	**466,500**	**1,272,918**	**806,418**	**273%**
Total Requirements	**$ 1,357,500**	**$ 1,272,918**	**$ 84,582**	**94%**

Capital Improvement Fund

Resources

The Beginning Fund Balance of $1.3M is currently the most significant resource to date.

Requirements

No expenditures have occurred yet in this fiscal year.

City of Central Point Reserve Fund *As of September 30, 2025*				
			% of biennial budget	12.50%
	2025-27 Biennial Budget	**2025-27 Actual**	**Difference**	**Percentage Received / Used**
Resources				
Beginning Fund Balance	750,000	563,282	(186,718)	75%
Revenues				
Interest	31,000	6,793	(24,207)	22%
Transfers In	200,000	-	(200,000)	0%
Total Revenues	**231,000**	**6,793**	**(224,207)**	**3%**
Total Resources	**$ 981,000**	**$ 570,075**	**$ (410,925)**	**58%**
Requirements				
Expenditures				
Facility Improvements	150,000	1,560	148,440	1%
Total Expenditures	**150,000**	**1,560**	**148,440**	**1%**
Ending Fund Balance	**831,000**	**568,515**	**262,485**	**68%**
Total Requirements	**$ 981,000**	**$ 570,075**	**$ 410,925**	**58%**

Reserve Fund

Resources

The Beginning Fund Balance of $563K is $187K less than the budgeted amount. Interest Revenue of $7K is at 22% of the budget, and Transfers In from other funds of $200K have yet to be booked.

Requirements

Only $2K in Facility Improvements have occurred so far this year, and the Ending Fund Balance of $566K is $262K less than the budgeted amount.

City of Central Point
Debt Service Fund
As of September 30, 2025

			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	15,000	152,966	137,966	1020%
Debt Service Fund				
Revenues				
Charges for Service	779,005	-	(779,005)	0%
Interest Income	550	1,848	1,298	336%
Intergovernmental	-	-	-	0%
Special Assessments	-	-	-	0%
Miscellaneous Revenue	-	-	-	0%
Transfers In	555,000	-	(555,000)	0%
Total Revenues	**1,334,555**	**1,848**	**(1,332,707)**	**0%**
Total Resources	**$ 1,349,555**	**$ 154,814**	**$ (1,194,741)**	**11%**
Requirements				
Expenditures				
Debt Service	1,326,455	-	1,326,455	0%
Total Expenditures	**1,326,455**	**-**	**1,326,455**	**0%**
Ending Fund Balance	**23,100**	**154,814**	**131,714**	**670%**
Total Requirements	**$ 1,349,555**	**$ 154,814**	**$ 1,194,741**	**11%**

Debt Service Fund

Resources

The Beginning Fund Balance of $153K is $138K higher than the budgeted amount. Interest Revenue of $2K has exceeded the budgeted amount of $550. Charges for Service and Transfers In have no activity.

Requirements

No Debt Service activity has occurred yet this year; however, it was determined that principal and interest payments for the Operations Center were underbudgeted by $80K. A supplemental budget will be forthcoming within the next year to correct this. Currently, the ending Fund Balance of $155K has a 670% favorable variance.

City of Central Point Building Fund *As of September 30, 2025*				
			% of biennial budget	**12.50%**
	2025-27 Biennial Budget	**2025-27 Actual**	**Difference**	**Percentage Received / Used**
Resources				
Beginning Fund Balance	1,400,000	1,505,762	105,762	108%
Revenues				
Charges for Service	610,000	82,785	(527,215)	14%
Interest Income	100,000	17,689	(82,311)	18%
Miscellaneous	-	80	80	0%
Total Revenues	**710,000**	**100,554**	**-609,446**	**14%**
Total Resources	**$ 2,110,000**	**$ 1,606,316**	**$ (503,684)**	**76%**
Requirements				
Expenditures				
Personal Services	932,935	107,993	824,942	12%
Materials and Services	140,660	15,032	125,628	11%
Contingency	5,000	-	5,000	0%
Total Expenditures	**1,078,595**	**123,025**	**955,570**	**11%**
Ending Fund Balance	**1,031,405**	**1,483,292**	**451,887**	**144%**
Total Requirements	**$ 2,110,000**	**$ 1,606,316**	**$ 503,684**	**76%**

Building Fund

Resources

The Beginning Fund Balance of $1.5M is $106K higher than the budget. Charges for Service and Interest Revenue are both higher than the budget YTD by 14% and 18% respectively.

Requirements

Personnel Services and Materials and Services are within budget YTD. Contingency remains unspent. Ending Fund Balance of $1.5M exceeds the budgeted amount by $504K.

City of Central Point Water Fund *As of September 30, 2025*				
			% of biennial budget	**12.50%**
	2025-27 Biennial Budget	**2025-27 Actual**	**Difference**	**Percentage Received / Used**
Resources				
Beginning Fund Balance	800,000	414,397	(385,603)	51.8%
Revenues				
Charges for Services	10,642,000	1,736,336	(8,905,664)	16.3%
Interest Income	21,000	8,472	(12,528)	40.3%
Miscellaneous	94,000	11,481	(82,519)	12.2%
Total Revenues	**10,757,000**	**1,756,289**	**-9,000,711**	**16.3%**
Total Resources	**$ 11,557,000**	**$ 2,170,686**	**$ (9,386,314)**	**18.8%**
Requirements				
Expenditures				
Operations	10,210,435	1,348,383	8,862,052	13.2%
Contingency	100,000	0	100,000	0.0%
Total Expenditures	**10,310,435**	**1,348,383**	**8,962,052**	**13.1%**
Ending Fund Balance	**1,246,565**	**822,303**	**-424,262**	**66.0%**
Total Requirements	**$ 11,557,000**	**$ 2,170,686**	**$ 9,386,314**	**18.8%**

Water Fund

Resources

The Beginning Fund Balance of $414K is $386K lower than the budget. Charges for Service have a 3.8% favorable variance, which is due to the seasonality of Water Revenue. Interest Revenue is currently 40% of the budget.

Requirements

Operating Expenditures of $1.3M have an unfavorable variance of .5%. This is primarily due to higher-than-expected costs in Overtime Expense and Wholesale Water Purchases from the Medford Water Commission. With the Beginning Fund Balance coming in $386K below budget, and a significant unexpected wholesale water rate increase in March 2026 by the Medford Water Commission, Central Point’s water rates must be evaluated as soon as the new wholesale water rates by the Medford Water Commission are known. In addition, it was discovered that the principal and interest payments for the Operations Center were underbudgeted by $69K. This will be corrected sometime in the near future with a supplemental budget.

City of Central Point Stormwater Fund *As of September 30, 2025*				
			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	638,320	143,079	(495,241)	22.4%
Revenues				
Licenses and Permits	-	1,500	1,500	0.0%
Charges for Services	1,987,000	252,490	(1,734,510)	12.7%
Interest Income	17,000	-	(17,000)	0.0%
Miscellaneous	-	99	99	0.0%
Total Revenues	**2,004,000**	**254,089**	**(1,749,911.13)**	**12.7%**
Total Resources	**$ 2,642,320**	**$ 397,168**	**$ 2,245,152**	**15.0%**
Requirements				
Expenditures				
Operations	2,028,685	453,801	1,574,884	22.4%
SDC	25,000	25,000	-	100.0%
Total Expenditures	**2,053,685**	**478,801**	**1,574,884**	**23.3%**
Ending Fund Balance	**588,635**	**(81,633)**	**(670,268)**	**-13.9%**
Total Requirements	**$ 2,642,320**	**$ 397,168**	**$ (2,245,152)**	**15.0%**

Storm Water Fund

Resources

The Beginning Fund Balance of $143K is under budget by $495K. Total Revenues are above 12.7% YTD.

Requirements

Total Operations Expense has a 10% unfavorable variance. This is primarily due to the budget capital outlay of $280k for a street sweeper. There is a negative Ending Fund Balance at the end of the month. A payment of $549K from FEMA for damages to a culvert along the Greenway Bike Path, made back in 2020, is expected in the near future and will correct the Ending Fund Balance amount. In addition, it was discovered that the principal and interest payments for the Operations Center were underbudgeted by $99K. This will be corrected sometime in the near future with a supplemental budget.

City of Central Point Internal Services Fund *As of September 30, 2025*				
			% of biennial budget	12.50%
	2025-27 Biennial Budget	2025-27 Actual	Difference	Percentage Received / Used
Resources				
Beginning Fund Balance	160,000	362,353	202,353	226.5%
Revenues				
Charges for Services	3,570,000	445,293	(3,124,707)	12.5%
Interest Income	2,700	3,254	554	120.5%
Miscellaneous	-	6,424	6,424	0.0%
Total Revenues	**3,572,700**	**454,971**	**-3,117,729**	**12.7%**
Total Resources	**$ 3,732,700**	**$ 817,325**	**$ (2,915,375)**	**21.9%**
Requirements				
Expenditures				
Facilities Maintenance	598,000	86,243	511,757	14.4%
PW Administration	1,717,720	215,348	1,502,372	12.5%
PW Fleet Maintenance	1,207,835	180,933	1,026,902	15.0%
Total Expenditures	**3,523,555**	**482,524**	**3,041,031**	**13.7%**
Ending Fund Balance	**209,145**	**334,801**	**125,656**	**160.1%**
Total Requirements	**$ 3,732,700**	**$ 817,325**	**$ 2,915,375**	**21.9%**

Internal Services Fund

Resources

The Beginning Fund Balance of $362K is over budget by $202K. Total Revenues are slightly above 12.5% YTD.

Requirements

Total Operating Expenditures are slightly over budget YTD by 1.33% and the Ending Fund Balance of $404K is $195K less than the budgeted amount of $209K.

City of Central Point
Cash, Investments, and Debt Service Recap
September 30, 2025

Cash and Investments

		Balance	Interest Rate
Checking Accounts	$	325,543	**0.00%**
Local Government Investment Pool		11,598,580	**4.60%**
Total Cash and Investments	**$**	**11,924,123**	

Debt Service

Washington Federal - Government Financing, Inc.

				Interest Rate
Principal Amount as of 9/30/25		$	9,766,000	**2.64%**
Principal Paid		$	(4,239,000)	
Balance as of 9/30/25		**$**	**5,527,000**	
Balance by Fund				
Water Fund	53.57%	$	2,960,814	
Street Fund	9.22%	$	509,589	
Debt Service Fund	37.21%	$	2,056,597	
	100.00%	**$**	**5,527,000**	

2025-2027 Loan Repayment Schedule (principal and interest)

12/1/2025	$ 838,392.40
6/1/2026	$ 59,241.60
12/1/2026	$ 861,241.60
6/1/2027	$ 48,655.20

Banner Bank

				Interest Rate
Principal Amount as of 12/1/2022		$	6,551,300	**2.54%**
Principal Paid		$	(4,239,000)	
Balance as of 9/30/25		**$**	**2,312,300**	
Balance by Fund				
Water Fund	40.00%	$	924,920	
Street Fund	40.00%	$	924,920	
Stormwater Fund	20.00%	$	462,460	
	100.00%	**$**	**2,312,300**	

2025-2027 Loan Repayment Schedule (principal and interest)

12/1/2025	$ 539,266.00
6/1/2026	$ 65,373.00
12/1/2026	$ 533,323.00
6/1/2027	$ 59,430.00

STAFF REPORT
TO: Honorable Mayor and City Council
FROM: Chris Clayton, City Manager
DATE: November 2025
SUBJECT: *Long-Term Fiscal Stability and Public Safety Sustainability*

I. SUMMARY BACKGROUND

Central Point continues to operate as a **full-service municipality**—providing police, parks, streets, planning, and administration—with a historical record of fiscal discipline and prudent stewardship.

The City now serves nearly 20,000 residents, compared to 17,000 a decade ago, yet operates with virtually the same inflation-adjusted purchasing power. The challenge is not overspending but rather the rising cost of maintaining the same level of service.

From FY 2014-15 through FY 2024-25:

- Operating expenditures (excluding capital and carryover balances) rose **49.8%**,
- Inflation grew **41% (CPI-U)** and **50% (ECI)**, and
- Population grew **18%**

This alignment illustrates that Central Point's fiscal growth has **kept pace with inflation and population**, not exceeded it. However, inflation in public-sector labor, materials, and fleet equipment—combined with a **$250,000 General Fund structural deficit** and **two unfilled patrol officer positions**—is eroding operational flexibility and straining staff capacity.

II. LEGAL CONSIDERATIONS

The City's permanent property tax rate is **$5.83 per $1,000** of assessed value, but Central Point intentionally levies only **$4.238 ($4.47 less Urban Renewal contribution)**, reflecting long-term restraint. Oregon municipalities are authorized to supplement property-tax funding with public safety or utility fees through council resolution.

A **$1.00-$3.00** per-month Public Safety Fee adjustment, as analyzed herein, would not constitute a tax increase and requires no ballot measure. The action can be implemented through an amendment to the City's Master Fee Schedule and corresponding budget appropriations for the 2025–27 biennium.

III. FINANCIAL IMPACTS

Current Conditions

- General Fund structural deficit: **$250,000**
- Two patrol officer vacancies: **≈ $240,000 annually**
- Public Safety Fee (current): **$3.00/month**

Evaluated Options

Option	Fee Level	Total Resources	Officers Restored	Approach
1 – Deficit Reduction	**$4/month**	**$255K**	**None**	**Conservative**
2 – Stabilization Plan	**$5/month**	**$405K**	**1 (Jan 2026)**	**Balanced**
3 – Hybrid Plan	**$6/month**	**$555K**	**2 (2026–27)**	**Proactive**

Fiscal Summary

The **Stabilization Plan (Option 2)** offers the most balanced approach:

- Eliminates the General Fund deficit;
- Restores one patrol officer January 2026;
- Provides ≈ $200,000 in ongoing annual revenue; and
- Preserves flexibility heading into FY 2027–29

Regional comparisons confirm Central Point's continued affordability:

- **City Tax Rate:** $4.238 / $1,000 AV (27% below legal cap)
- **Total Monthly Utility Fees:** $24 (well below Medford $36.85 / Ashland $32.50)
- **Total Budget Growth (2015-2025):** +36% vs. +59–71% for neighboring cities.

IV. STRATEGIC PLAN ALIGNMENT

This proposal advances several guiding objectives from the **Central Point 2040 Strategic Plan**:

Responsible Governance

- **Goal 1:** Maintain a strong financial position that balances service levels and affordability.
- **Strategy 1:** Continually update the City's long-term financial plan to reflect inflationary realities and labor cost trends.

Community Investment

- **Goal 1:** Build a strong, fiscally sustainable city that provides enhanced services and a small-town feel.
- **Strategy 4:** Maintain existing public safety service levels as the community continues to expand.

Community Engagement & Culture

- **Goal 5:** Continue to develop and foster the City's community policing program.
- **Strategy 6:** Leverage partnerships to increase public safety staffing and strengthen community relations.

Together, these goals reinforce Central Point's commitment to fiscal discipline, operational transparency, and community safety—ensuring that financial sustainability directly supports livability and trust.

V. POLICY CONSIDERATIONS

To safeguard long-term stability amid sustained inflation, staff recommends the following policy actions:

1. **Adopt the Stabilization Plan (Option 2).**
   Increase the Public Safety Fee to $5/month effective January 1, 2026; fill one patrol officer position; and defer evaluation of a second hire to FY 2027–29.
2. **Inflation-Indexed Financial Planning.**
   Use the **Employment Cost Index (ECI)** as the baseline for annual budget assumptions to more accurately capture labor-driven cost pressures.
3. **Clarify Operating vs. Capital Costs.**
   Continue distinguishing one-time capital outlays from ongoing service expenditures to maintain public confidence and fiscal clarity.
4. **Transparent Communication.**
   Publish inflation-adjusted data in future budget and council reports to show that rising costs—not service expansion—drive fiscal adjustments.

VI. CONCLUSION AND RECOMMENDATION

Central Point's fiscal story is one of **prudence, performance, and people**. While inflation steadily erodes purchasing power, the City continues to deliver consistent, high-quality services through disciplined management.

Staff Recommendation:
Adopt **Option 2 – The Stabilization Plan**, which:

- Eliminates the $250,000 structural deficit;
- Restores one patrol officer in January 2026;
- Establishes a sustainable, inflation-resilient revenue source; and
- Preserves Central Point's reputation for affordability, efficiency, and safety.

This measured, forward-thinking solution fulfills the City's 2040 Strategic Plan commitment to responsible governance, community investment, and public safety excellence—ensuring that Central Point remains fiscally sound, community safe, and distinctly small-town strong.