

CITY COUNCIL MEETING AGENDA

April 25, 2024

7:00 PM

Central Point City Hall, Council Chambers

140 S 3rd St, Central Point, OR

www.centralpointoregon.gov



10. Meeting Called to Order

20. Roll Call

30. Pledge of Allegiance

40. Recognitions, Community Group Reports

50. Public Comments

The City Council sets aside 20 minutes for in-person public comments on non-agenda items. Comments are limited to two minutes per individual, 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.

60. Consent Agenda

- A. Approval of April 11, 2024, Meeting Minutes
- B. Quarterly Financial Statements

70. Items Removed from the Consent Agenda

80. Public Hearing

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

For land use matters and other quasi-judicial appeals: Comments are limited to a total of 30 minutes for applicants and/or their representatives. They may request a 5-minute rebuttal time. Appellants and/or their representatives are limited to a total of 30 minutes and if the applicant is not the appellant they will also be allowed a total

of 30 minutes. All other participants are limited to 4 minutes.

For matters that are legislative or administrative and are not quasi-judicial: Comments are limited to 4 minutes per individual, group or organization.

Please complete a public comment form before speaking.

90. Ordinances and Resolutions

- A. Ordinance Amending and Increasing Transient Lodging Tax - 2nd Reading
Sydnee Dreyer, City Attorney
- B. Ordinance Repealing City Treasurer & Expanding Finance Director Duties -
1st Reading
Sydnee Dreyer, City Attorney
- C. Resolution Approving Initiation of Animal Control Svc. Dist.
Chris Clayton, City Manager
- D. Resolution Accepting the Lowest Qualified Bid from Knife River Materials for the
Construction of the 2024 Pavement Maintenance Package
Matt Samitore, Parks and Public Works Director

100. Business

- A. Don Jones Property Transfer
Matt Samitore, Parks and Public Works Director

110. Mayor's Report

120. City Manager's Report

130. Council Reports

140. Department Reports

150. 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.

160. Adjournment

CITY COUNCIL MEETING MINUTES

April 11, 2024

7:00 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

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

The following members were absent: Ward II Kelley Johnson

The following staff were also present: City Manager Chris Clayton, City Attorney Sydnee Dreyer, Police Chief Scott Logue, Parks and Public Works Director Matt Samitore, Planning Director Stephanie Powers and City Recorder Rachel Neuenschwander.

40. Recognitions, Community Group Reports

A. Fire District 3 Annual Report

Fire Chief Mike Hussey presented to the City Council the 2023 Annual report.

50. Public Comments

60. Consent Agenda

A. Approval of March 14, 2024 Meeting Minutes

B. OLCC H & S Stations - 1065 E Pine St

C. OLCC H & S Stations - 1510 E Pine St

D. Arts Commission Appointments

Motion: Approve

Moved By: Michael Parsons

Seconded by: Tanea Browning

Roll Call: Members Tanea Browning, Hank Williams, Rob Hernandez, Michael Parsons, Neil Olsen, Melody Thueson voted yes. None voted no.

70. Items Removed from the Consent Agenda

80. Ordinances and Resolutions

A. 2nd Reading - Ordinance Amending Ord No. 2107 - Arts Commission Membership

City Attorney Sydnee Dreyer presented to the Council the second reading of the Ordinance Amending Ord. No. 2107 - Arts Commission Membership, there were no changes since the first reading.

Melody Thueson I move to approve Ordinance No. 2113, an Ordinance amending Ordinance No. 2107 - Arts Commission Membership.

Motion: Approve

Moved By: Melody Thueson

Seconded by: Michael Parsons

Roll Call: Members Tanea Browning, Hank Williams, Rob Hernandez, Michael Parsons, Neil Olsen, Melody Thueson voted yes. None voted no.

B. Establishment of Tier 4 Irrigation Rates

Parks and Public Works Director presented to the Council a Resolution establishing Tier 4 Irrigation Rates. The proposed rate as discussed at the March 14th council meeting would be 125% of the tier 3 rate. This rate will not be put in place until October 1, 2024. The city has been performing an audit of the higher users and has completed 90% of these audits.

The council questioned which HOA's would be excluded from the new rate. Staff responded that none would be excluded. However, there are some that the consumption usage does not fall into the fourth tier rate, and they would not be effected by this rate increase.

Mayor Williams opened the public hearing, no one came forward and the public hearing was closed.

Rob Hernandez I move to approve Resolution No. 1781 a Resolution of the City of Central Point Establishing a Tier 4 Water Irrigation Rate effective October 1, 2024.

Motion: Approve

Moved By: Rob Hernandez

Seconded by: Tanea Browning

Roll Call: Members Tanea Browning, Hank Williams, Rob Hernandez, Michael Parsc Olsen, Melody Thueson voted yes. None voted no.

C. Elk Creek Culvert Replacement

Parks and Public Works Director Matt Samitore presented to the council the Elk Creek Culvert replacement. The City received three bids for the project, the lowest from Timber Mountain Construction. Bids ranged from \$398,000 to \$736,100. The engineer's estimate was \$225,000 to \$300,000. The city budgeted the upper amount as FEMA pays for 90% of the project. The City's budgeted amount was \$30,000. With the low bid, the City's match will now be \$39,800. The additional money match will come from the Storm Water Fund or Urban Renewal. The project was awarded a FEMA disaster recovery grant for the 2020 fires, the bid is approximately \$100,000 higher than our estimate, meaning an additional \$10,000 the city will need to match.

Tanea Browning I move to approve Resolution No. 1782 a Resolution Accepting the Lowest Qualified Bid from Timber Mountain Construction, Co. for the Construction of the Elk Creek Box Culvert Replacement Project and Authorizing the City Manager to Execute a Contract.

Motion: Approve

Moved By: Tanea Browning

Seconded by: Melody Thueson

Roll Call: Members Tanea Browning, Hank Williams, Rob Hernandez, Michael Parsc Olsen, Melody Thueson voted yes. None voted no.

90. Business

A. Planning Commission Report

Planning Director Stephanie Powers presented to the Council the Planning Commission report from the May 7. 2024 meeting.

100. Mayor's Report

Mayor Williams reported that:

- He attended the Airport Tour.
- He attended the Eggstravaganza Event
- He attended the Medford Chamber Forum.

110. City Manager's Report

City Manager Chris Clayton reported that:

- The April Study Session will be moved to April 22nd.
- The Old Military Property sale should be closing soon.
- He and Matt met with Mike Quilty regarding the MPO discussion on how gas taxes are

distributed.

- The City received an email from the resident at 651 S 4th St. There is a separate tax lot on the corner of the property that the State of Oregon owns and there is a well on the property and the property owner.
- Let Rachel know if you are interested in attending the Cheese Festival.
- Facilities Maintenance Projects, budget of \$200,000, the city has completed the planned projects of the interior painting of City Hall, completing the carpet installation at city hall, and upgrading of the lighting in City Hall.
- The second reading of the TLT Tax increase, with the transition to the new Agenda Management Software, did not make it into the packet, and will be scheduled for the next council meeting.
- He has asked Sydnee to look at what it would take to change City Council meetings from 7:00 pm to 6:00 PM.

120. Council Reports

Council Member Melody Thueson reported that she attended the airport tour.

Council Member Mike Parsons reported that:

- He attended the CAC meeting.
- He is back to working with the training of Police Volunteers.

Council Member Rob Hernandez reported that:

- He attended the Crater FFA Auction and Dinner.
- He attended the Friends of the Fair Foundation Board Meeting.
- He attended the Medford Chamber Forum.
- His father passed away, and he had his 70th birthday.

Council Member Tanneea Browning reported that:

- She attended my first State sustainability board meeting last week in Salem.
- She attended Medford's first townhall.
- She attended the Bear Creek Greenway Committee Meeting.
- She missed the March council meeting as I was in transit returning from the national League of Cities Congressional Conference.
- She attended a Town Hall in early March for Senator Merkley's office and private meet and greet.
- She attended the March study session at Rogue Valley International Airport.
- The 2/22/24 Council report is late due to connectivity issues at my location in Condon in February.
- She attended the Medford Chamber lunch Forum.

- She attended the SOREDI board meeting.
- She attended the Chamber Denim and Diamonds awards banquet.
- She will be attending a League board meeting tomorrow.
- She attended the Feb study session at Rogue X.

Council Member Neil Olsen reported that:

- He attended the Bear Creek Green Way Masterplan meeting.
- He attended the Airport tour.
- He attended the Planning Commission Meeting.

130. Department Reports

Police Chief Scott Logue reported that

- They have taken possession of two patrol vehicles.
- They are looking at two potential openings. They have two officers that are possibly leaving later this year.
- He will be attending the Oregon Chiefs of Police Conference in Pendelton.

Planning Director Stephanie Powers reported that:

- There are not currently any new senior housing projects, but they do have six new development applications in the process.
- She has spoken to the individual in Ward I that is concerned over the cell tower being installed.
- They are continuing to work on the environmental element.

Parks and Public Works Director Matt Samitore reported that:

- They are close to being done looking at the Adroit Construction estimates on the Community Center.
- He explained how State funding works for our area and how it is changing and what the effect would be on the City as well as what the future could look like for future funding the city receives.

140. Executive Session

150. Adjournment

Neil Olsen moved to adjourn. All said aye and the meeting was adjourned at 8:09 p.m.

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

Dated:

Mayor Hank Williams

ATTEST:

City Recorder



DEPARTMENT: Finance

MEETING DATE: April 25, 2024

STAFF CONTACT: Steve Weber, Finance Director

SUBJECT: Quarterly Financial Statements

SUMMARY AND BACKGROUND:

Attached are the City's financial statements for the period ending March 31, 2024, which represents 9 months of the biennium. The next 6 pages are the Revenue and Expenditure statements for each of the respective funds, while the last page is the Budget Compliance report which recaps expenses by department. In all funds, revenues and expenditures are on track for the time period.

General Fund revenues are on a positive trend to date for the biennium with 42.6% of the budget. This is aided by property tax revenues being at 44.65% received as well as Licenses/fees, interest income and miscellaneous revenue line items being above budget for this time period. Expenditures for the General Fund are at 36.11%, which is good considering the annual property and liability insurance premiums as well as the annual software subscriptions that were paid at the start of the fiscal year.

The Street Fund revenues are at 38.18% of the budget while expenditures are at 25.54% of the total budget. The expenditure total is impacted by the timing of infrastructure projects. In the coming months there should be an uptick in the percentage as the budgeted projects begin. Otherwise, the fund is in a good position.

The Building Fund shows strong revenue totals so far in this biennium, while expenditures are in line with expectations at this point in the budget period.

Water Fund total revenues are at 34.94% of the budget while expenditures are at 32.64%. The Charge for Services revenue line item (which includes water sales) is trending slightly lower than expectations (34.33%) but we expect that to get back on track with warmer weather. Water sales will be monitored closely throughout the rest of spring and summer. The expenditure total is trending positively with the controlled spending plan in place.

Stormwater and Internal Services Funds revenues and expenditures are in line with this point in the biennium.

Annual inter-fund transfers will be reflected in the June 30, 2024, financial statements which will be shown in the General, Street, Reserve, and Debt Service funds respectively.

Overall, the City is in a good financial position with overall revenues at 39.4% of the total budget and expenditures of 34.22% of the total budget.

FINANCIAL ANALYSIS:

N/A

LEGAL ANALYSIS:

N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

ATTACHMENTS/EXHIBITS:

1. Quarterly Financial Statements - March 31, 2024

STAFF RECOMMENDATION:

Approve financial statements as part of the consent agenda.

RECOMMENDED MOTION:

City of Central Point
Council Financial Statements
For period ending March 31, 2024

% of biennial budget 37.50%

	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
General Fund				
Revenues				
Taxes	\$18,431,065	\$8,229,677	\$10,201,388	44.65%
Licenses & Fees	\$138,000	\$71,589	\$66,411	51.88%
Intergovernmental	\$1,643,925	\$556,573	\$1,087,352	33.86%
Charges for Service	\$3,353,090	\$1,023,227	\$2,329,863	30.52%
Fines and Forfeitures	\$122,000	\$30,561	\$91,439	25.05%
Interest Income	\$123,350	\$210,624	-\$87,274	170.75%
Miscellaneous	\$621,500	\$286,870	\$334,630	46.16%
Transfers In	\$0	\$0	\$0	0.00%
Total Revenues	24,432,930	10,409,121	14,023,809	42.60%
Expenditures by Department				
Administration	2,145,150	763,955	1,381,195	35.61%
City Enhancement	457,000	106,221	350,779	23.24%
Technical Services	1,524,400	620,481	903,919	40.70%
Mayor & Council	165,870	59,674	106,196	35.98%
Finance	1,628,110	565,553	1,062,557	34.74%
Parks	2,783,525	1,270,356	1,513,169	45.64%
Recreation	1,297,775	485,278	812,497	37.39%
Planning	1,292,860	365,513	927,347	28.27%
Police	12,428,935	4,558,077	7,870,858	36.67%
Interdepartmental	463,000	241,954	221,046	52.26%
Transfers Out	660,000	0	660,000	0.00%
Contingency	180,000	0	180,000	0.00%
Total Expenditures by Department	25,026,625	9,037,062	15,989,563	36.11%
Net Change in Fund Balance		1,372,059		
Beginning Fund Balance	2,647,090	5,575,649	2,928,559	
Ending Fund Balance	2,053,395	6,947,708	4,894,313	

City of Central Point
Council Financial Statements
For period ending March 31, 2024

% of biennial budget 37.50%

	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Federal Stimulus Grant Fund				
Revenues				
Intergovernmental Revenue	\$0	\$0	\$0	0.00%
Interfund Transfers	0	0	0	0.00%
Total Revenues	0	0	0	0.00%
Expenditures				
Capital Outlay	916,570	191,883	\$724,687	20.93%
Contingency	41,860	0	\$41,860	0.00%
Total Expenditures	958,430	251,883	706,547	26.28%
Net Change in Fund Balance	(958,430)	(251,883)	-\$706,547	
Beginning Fund Balance	1,920,930	662,625	(1,258,305)	
Ending Fund Balance	962,500	410,742	-551,758	

City of Central Point
Council Financial Statements
For period ending March 31, 2024

% of biennial budget 37.50%

	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Street Fund				
Revenues				
Franchise Tax	\$309,000	\$66,375	\$242,625	21.48%
Charges for Services	\$1,866,100	\$846,317	1,019,783	45.35%
Intergovernmental Revenue	\$3,085,350	\$1,171,658	1,913,692	37.97%
Interest Income	\$50,000	\$69,993	-19,993	139.99%
Miscellaneous	\$24,000	\$13,123	10,877	54.68%
Transfers In	\$250,000	\$0	250,000	0.00%
Total Revenues	5,584,450	2,167,465	3,416,985	38.81%
Expenditures				
Operations	4,792,115	1,598,962	3,193,153	33.37%
SDC	500,000	38,354	461,646	7.67%
Transfers	718,000	0	718,000	0.00%
Contingency	400,000	0	400,000	0.00%
Total Expenditures	6,410,115	1,637,316	4,772,799	25.54%
Net Change in Fund Balance		530,149		
Beginning Fund Balance	1,451,005	1,966,563	515,558	
Ending Fund Balance	625,340	2,496,712	1,871,372	
Capital Improvement Fund				
Revenues				
Charges for Services	\$130,000	\$126,452	3,548	97.27%
Interest Income	\$20,000	\$33,515	-13,515	167.58%
Total Revenues	150,000	159,967	-9,967	106.64%
Expenditures				
Parks Projects	60,000	66,261	-6,261	110.43%
Total Expenditures	60,000	66,261	-6,261	110.43%
Net Change in Fund Balance		93,706		
Beginning Fund Balance	284,285	1,208,554	924,269	
Ending Fund Balance	374,285	1,302,260	927,975	

City of Central Point
Council Financial Statements
For period ending March 31, 2024

			% of biennial budget	37.50%
	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Reserve Fund				
Revenues				
Interest	\$19,000	\$12,808	\$6,192	67.41%
Transfers In	\$250,000	\$0	250,000	0.00%
Total Revenues	269,000	12,808	250,000	4.76%
Expenditures				
Facility Improvements	200,000	63,393	136,607	31.70%
Total Expenditures	200,000	63,393	136,607	31.70%
Net Change in Fund Balance		-50,585		
Beginning Fund Balance	708,385	447,792	(260,593)	
Ending Fund Balance	777,385	397,207	(380,178)	
Debt Service Fund				
Revenues				
Charges for Service	\$704,585	\$309,874	\$394,711	43.98%
Interest Income	\$425	\$285	140	67.02%
Transfers In	\$878,000	\$0	878,000	0.00%
Total Revenues	1,583,010	310,159	1,272,851	19.59%
Expenditures				
Debt Service	1,513,585	651,267	862,318	43.03%
Total Expenditures	1,513,585	651,267	862,318	43.03%
Net Change in Fund Balance		(341,108)		
Beginning Fund Balance	57,210	24,039	-33,171	
Ending Fund Balance	126,635	(317,069)	(443,704)	
Building Fund				
Revenues				
Charges for Service	\$660,000	\$328,335	\$331,665	49.75%
Interest Income	\$39,000	\$50,895	-11,895	130.50%
Miscellaneous	\$0	\$875	-875	0.00%
Total Revenues	699,000	380,105	318,895	54.38%
Expenditures				
Personal Services	799,585	299,311	500,274	37.43%
Materials and Services	136,760	46,282	90,478	33.84%
Contingency	5,000	0	5,000	0.00%
Total Expenditures	941,345	345,593	595,752	36.71%
Net Change in Fund Balance		34,511		
Beginning Fund Balance	869,010	1,203,519	334,509	
Ending Fund Balance	626,665	1,238,030	611,365	

City of Central Point
Council Financial Statements
For period ending March 31, 2024

% of biennial budget 37.50%

	2023/25 Biennial Budget	Biennium to Date Revenues & Expenditures	Difference	Percentage Received/Used
Water Fund				
Revenues				
Charges for Services	\$9,120,000	\$3,130,894	\$5,989,106	34.33%
Interest Income	\$3,000	\$22,660	-19,660	755.33%
Miscellaneous	\$0	\$33,194	-33,194	0.00%
Corporation Yard Financing	\$0	\$0	0	0.00%
Total Revenues	9,123,000	3,186,748	5,936,252	34.93%
Expenditures				
Operations	9,273,275	3,127,211	6,146,064	33.72%
SDC Improvements	250,000	14,188	235,812	5.68%
Contingency	100,000	0	100,000	0.00%
Total Expenditures	9,623,275	3,141,399	6,481,876	32.64%
Net Change in Fund Balance		45,349		
Beginning Fund Balance	830,375	(515,875)	-1,346,250	
Ending Fund Balance	330,100	-470,526	-800,626	
Stormwater Fund				
Revenues				
Charges for Services	\$2,060,070	\$746,258	\$1,313,812	36.22%
Interest Income	\$27,000	\$21,985	5,015	81.43%
Miscellaneous	\$0	\$473	-473	0.00%
Total Revenues	2,087,070	768,716	1,318,354	36.83%
Expenditures				
Operations	2,356,750	669,789	1,686,961	28.42%
SDC	105,000	131,184	-26,184	124.94%
Total Expenditures	2,461,750	800,973	1,660,777	32.54%
Net Change in Fund Balance		(32,257)		
Beginning Fund Balance	2,117,825	626,461	-1,491,364	
Ending Fund Balance	1,743,145	594,204	-1,148,941	

City of Central Point
Council Financial Statements
For period ending March 31, 2024

			% of biennial budget	37.50%
	2023/25	Biennium to Date		
	Biennial Budget	Revenues & Expenditures	Difference	Percentage Received/Used
Internal Services Fund				
Revenues				
Charges for Services	\$3,088,400	\$1,110,533	\$1,977,867	35.96%
Interest Income	\$500	\$0	500	0.00%
Miscellaneous	\$0	\$20,036	(20,036)	0.00%
Total Revenues	3,088,900	1,130,570	1,958,330	36.60%
Expenditures				
Facilities Maintenance	531,000	239,751	291,249	45.15%
PW Administration	1,493,945	527,495	966,450	35.31%
PW Fleet Maintenance	1,060,395	417,573	642,822	39.38%
Total Expenditures	3,085,340	1,184,818	1,900,522	38.40%
Net Change in Fund Balance		-54,249		
Beginning Fund Balance	188,900	(314,677)	-503,577	
Ending Fund Balance	192,460	(368,926)	-561,386	

City of Central Point
Budget Compliance Report
For period ending March 31, 2024

% of biennial budget 37.50%

Fund	Department/ Classification	2023/25 Biennial Budget	Biennium to Date Expenditures	Percent Used	Difference
General	Administration	\$2,145,150	\$763,955	35.61%	\$1,381,195
	City Enhancement	457,000	106,221	23.24%	350,779
	Technical Services	1,524,400	620,481	40.70%	903,919
	Mayor and Council	165,870	59,674	35.98%	106,196
	Finance	1,628,110	565,553	34.74%	1,062,557
	Parks	2,783,525	1,270,356	45.64%	1,513,169
	Recreation	1,297,775	485,278	37.39%	812,497
	Planning	1,292,860	365,513	28.27%	927,347
	Police	12,428,935	4,558,077	36.67%	7,870,858
	Interdepartmental	463,000	241,954	52.26%	221,046
	Transfers	660,000	0	0.00%	660,000
	Contingency	150,000	0	0.00%	150,000
	Total Expenditures	24,996,625	9,037,062	36.15%	15,959,563
Fed. Stimulus Grant Fund	Materials and Services	0	60,000	0.00%	(60,000)
	Capital Outlay	916,570	191,883	20.93%	724,687
	Transfers	0	0	0.00%	0
	Contingency	0	0	0.00%	0
	Total Expenditures	916,570	251,883	27.48%	664,687
Street	Operations	5,510,115	1,598,962	29.02%	3,911,153
	SDC Improvements	500,000	38,354	7.67%	461,646
	Contingency	400,000	0	0.00%	400,000
	Total Expenditures	6,410,115	1,637,316	25.54%	4,772,799
Capital Projects	Park Projects	0	0	0.00%	0
	Park Projects - SDC	60,000	66,261	110.43%	(6,261)
	Transfers	0	0	0.00%	0
	Total Expenditures	60,000	66,261	110.43%	(6,261)
Debt Service	Total Expenditures	1,513,585	651,267	43.03%	862,318
Reserve Fund	Total Expenditures	200,000	63,393	31.70%	136,607
Building	Personnel Services	799,585	299,311	37.43%	500,274
	Materials and Services	136,760	46,282	33.84%	90,478
	Contingency	5,000	0	0.00%	5,000
	Total Expenditures	941,345	345,593	36.71%	595,752
Water	Operations	9,273,275	3,127,211	33.72%	6,146,064
	SDC Improvements	250,000	14,188	5.68%	235,812
	Transfers	0	0	0.00%	0
	Contingency	100,000	0	0.00%	100,000
	Total Expenditures	9,623,275	3,141,399	32.64%	6,481,876
Stormwater	Operations	2,356,750	669,789	28.42%	1,686,961
	SDC Improvements	105,000	131,184	124.94%	(26,184)
	Contingency	0	0	0.00%	0
	Total Expenditures	2,461,750	800,973	32.54%	1,660,777
Internal Services	Facilities Maintenance	531,000	239,751	45.15%	291,249
	PW Administration	1,493,945	527,495	35.31%	966,450
	PW Fleet Maintenance	1,060,395	417,573	39.38%	642,822
	Transfers	0	0	0.00%	0
	Total Expenditures	3,085,340	1,184,818	38.40%	1,900,522
Total City Operations		\$50,208,605	\$17,179,966	34.22%	\$33,028,639



DEPARTMENT: Administration

MEETING DATE: April 25, 2024

STAFF CONTACT: Sydnee Dreyer, City Attorney

SUBJECT: Ordinance Amending and Increasing Transient Lodging Tax - 2nd Reading

SUMMARY AND BACKGROUND:

Currently CPMC 3.24 imposes a transient lodging tax of 9%. This tax is charged to the occupant of the transient lodging. Transient lodging includes hotel, motel, inn, condominium, house, cabin, apartment, public or private dormitory, fraternity, sorority, public or private club, space in a mobile home or trailer park, and tent camping locations, or similar structures or dwelling units that are used for temporary overnight human occupancy; or portions of any of these dwelling units, that are used for temporary human occupancy.

City staff has proposed increasing the tax by 2% to a total of 11% to further promote tourism in the city limits; in particular, increasing revenues for the general fund to promote the community center and little league fields, which the city believes will promote tourism.

Currently, city code provides that the transient lodging tax is deposited into the general fund and allocated as follows: 25% to tourism promotion; 75% to other city services. ORS 320.350(5) – (6) provides that for any increase to the transient lodging tax, at least 70% of the revenue generated from the new tax must be used for tourism promotion, tourism related facilities or to finance or refinance the debt of tourism-related facilities. As such, the code retains the allocation of transient lodging tax for the 9% tax, but the increased 2% allocation would be subject to the 70/30 share.

Two additional substantive revisions were made. A new Section 3.24.045 is included which states that transient lodging providers, as well as transient lodging intermediaries such as VRBO or AirBnB are jointly and severally liable for payment of the tax. Additionally, the code makes clear that short-term rentals of RV spaces are also included in the definition of transient lodging as the future community center will likely contain short-term RV rental spaces. The remainder of the revisions are intended to make the code clearer, and to clarify the calculation of days to avoid disputes as to timing.

FINANCIAL ANALYSIS:

For the 2024-25 fiscal year, the City has allocated \$653,780 from transient lodging tax revenues, calculated at a 9% rate. Increasing this tax rate to 11% is expected to bring in an extra \$145,280. Moreover, constructing a new hotel in Central Point, akin to the

84-room Holiday Inn Express, would result in an additional revenue of \$270,730 at the 11% tax rate. Similarly, a hotel comparable to the 66-room La Quinta would contribute an extra \$169,230 in revenue at the same 11% tax rate (note: additional hotel calculations were based on the receipts from the fiscal year 2022-23).

LEGAL ANALYSIS:

While the ORS does not expressly state how the allocation applies to increased transient lodging taxes, most jurisdictions and the League of Oregon cities have interpreted this language to allow local governments to grandfather the allocation of existing taxes and apply the new 70/30 allocation only to the increased amount.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

COMMUNITY INVESTMENT:

GOAL 3 - Provide opportunities for youth education, recreation, and support. (Kids are the future. Happy, well-adjusted kids are the canary in the coal mine for true community/ family wellbeing).

STRATEGY 4 – Expand on existing recreation programming to reach a broader and more diverse audience. Research successful recreation programs to ensure that we are offering activities that will best meet the current and future needs of our citizens.

STRATEGY 5 – Develop more indoor Winter activities utilizing existing public spaces in addition to building and use of a new Central Point Community Center.

ATTACHMENTS/EXHIBITS:

1. ORD - Amending Ch. 3.24 TLT

STAFF RECOMMENDATION:

RECOMMENDED MOTION:

I move to approve Ordinance No. _____ an Ordinance Amending CPMC Chapter 3.24 Increasing Tax Imposed, Establishing Joint and Several Liability for Lodging Tax Collectors, and Updating Rights and Remedies.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CPMC CHAPTER 3.24 INCREASING TAX IMPOSED,
ESTABLISHING JOINT AND SEVERAL LIABILITY FOR LODGING TAX COLLECTORS, AND
UPDATING RIGHTS AND REMEDIES**

FINDINGS:

- A. Pursuant to CPMC, Chapter 1.01.040, the City Council, may from time to time make revisions to its municipal code which shall become part of the overall document and citation.
- B. CPMC Chapter 3.24 created and implemented a local transient lodging tax in accordance with ORS 320.300 to 320.350.
- C. Transient lodging includes hotel, motel, inn, condominium, house, cabin, apartment, public or private dormitory, fraternity, sorority, public or private club, space in a mobile home or trailer park, RV park spaces and tent camping locations, or similar structures or dwelling units that are used for temporary overnight human occupancy; or portions of any of these dwelling units, that are used for temporary human occupancy.
- D. The current transient lodging tax is nine percent (9%).
- E. The city of Central Point desires to increase the transient lodging tax by two percent (2%) to a total of eleven percent (11%).
- F. Pursuant to ORS 320.350(5)-(6), at least 70% of the revenue from the increased portion of the tax shall be used for tourism promotion, tourism-related facilities or to finance or refinance the debt of tourism-related facilities and reasonable administrative costs, if allowed by state law.
- G. The intended purpose of 70% of the 2% increase will be used to enhance tourism in accordance with ORS 320.300 to 320.350, specifically tourists staying overnight in city limits or traveling distances greater than 50 miles to the City of Central Point.
- H. Words ~~lined through~~ are to be deleted and words **in bold** are added.

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

Sections:

[3.24.010 Definitions.](#)

[3.24.020 Tax imposed.](#)

[3.24.030 Collection of tax by lodging tax collector--Rules for collection.](#)

[3.24.040 Lodging tax collector's duties.](#)

[3.24.045 Liability for Tax](#)

- [3.24.050 Exemptions.](#)
- [3.24.060 Registration certificate of authority.](#)
- [3.24.070 Collections, returns and payments.](#)
- [3.24.080 Penalties and interest.](#)
- [3.24.090 **Deficiency Determination - Fraud, evasion, and lodging tax collector delay.**](#)
- [3.24.100 Redeterminations.](#)
- [3.24.130 Security for collection of tax.](#)
- [3.24.140 Liens.](#)
- [3.24.150 Refunds issued by city.](#)
- [3.24.170 Refunds by lodging tax collector to occupant.](#)
- [3.24.180 Records.](#)
- [3.24.190 Confidentiality--Disclosure unlawful.](#)
- [3.24.200 Disposition of transient room tax.](#)
- [3.24.210 Appeals.](#)
- [3.24.215 Appeals to council.](#)
- [3.24.220 Violations.](#)
- [3.24.230 Severability.](#)

SECTION 1. Central Point Municipal Code 3.24.010 is amended in part to read:

For purposes of this chapter, the following definitions apply:

“Transient lodging facility” or “lodging facility” means any structure, or any portion of any structure, which is occupied or intended or designed for short-term occupancy for dwelling, lodging or sleeping purposes and includes any hotel, motel, inn, condominium, house, cabin, apartment, public or private dormitory, fraternity, sorority, public or private club, space in a mobile home or trailer park, **spaces used for overnight parking of recreational vehicles or placement of tents** camping locations, or similar structures or spaces or portions thereof so occupied; provided such occupancy is for less than a thirty-day period.

SECTION 2. Central Point Municipal Code 3.24.020 is amended in part to read:

3.24.020 Tax imposed.

Effective _____ 1, 2024, for For the privilege of occupancy in any transient lodging, each occupant shall pay a tax of ~~nine~~ **eleven** percent of the total retail price, including all charges other than taxes, paid by a person for occupancy of the transient lodging.

The total retail price paid by a person for occupancy of transient lodging that is part of a travel package may be determined by reasonable and verifiable standards from books and records kept in the ordinary course of the lodging tax collector’s business. The tax imposed by this chapter is in addition to and not in lieu of any state transient lodging tax. The tax constitutes a debt owed by the occupant to the city, which is extinguished only by payment to the lodging tax collector. The occupant shall pay the tax to the lodging tax collector at the time rent is paid. The

lodging tax collector shall enter the tax into the record when rent is collected if the lodging tax collector keeps records on the cash accounting basis and when earned if the lodging tax collector keeps records on the accrual accounting basis. If the rent is paid in installments, a proportionate share of the tax shall be paid by the occupant to the lodging tax collector with each installment. The unpaid tax is due upon the occupant's ceasing to occupy space in the transient lodging. (Ord. 2070 §1, 2020; Ord. 2025 §1(part), 2016; Ord. 1996 §1(part), 2014; Ord. 1859 §1, 2005; Ord. 1707 §1(part), 1994).

SECTION 3. Central Point Municipal Code Chapter 3.24 is amended to add section 3.24.045 Liability for Tax:

3.24.045 Liability for Tax

Transient lodging providers who receive any portion of the rent for transient lodging and transient lodging intermediaries that provide booking service are both transient lodging tax collectors and are jointly and severally liable for the tax.

SECTION 4. Central Point Municipal Code Chapter 3.24 is amended in its entirety to read:

3.24.090 Deficiency Determination - Fraud, evasion, and lodging tax collector delay.

~~A. Deficiency Determination. If the director determines that the returns are incorrect, she or he may compute and determine the amount required to be paid upon the basis of the facts contained in the return or returns, or upon the basis of any information within her or his possession or that may come into her or his possession. One or more deficiency determinations may be made of the amount due for one or more than one period; and the amount so determined shall be due and payable immediately upon service of notice, as provided in this chapter; after which, the amount determined is delinquent. Penalties on deficiencies shall be applied as set forth in Section [3.24.080](#).~~

~~1. In making a determination, the director may offset overpayments, if any, which may have been previously made for a period or periods, against any underpayment for a subsequent period or periods, or against penalties and interest on the underpayments. The interest on underpayments shall be computed in the manner set forth in Section [3.24.080](#).~~

~~2. The director shall give to the lodging tax collector a written notice of her or his determination. The notice may be served personally or by mail; if by mail, the notice shall be addressed to the lodging tax collector at her or his address as it appears in the records of the director. In case of service by mail of any notice required by this chapter, the service is complete at the time of deposit in the United States post office.~~

~~3. Except in the case of fraud, intent to evade the provisions of this chapter or authorized rules and regulations, every deficiency determination shall be made and notice thereof~~

mailed within three years after the last day of the month following the close of the monthly period for which the amount is proposed to be determined, or within three years after the return is filed, whichever period expires the later.

4. Any determination shall become due and payable immediately upon receipt of notice, and shall become final within ten days after the director has given notice thereof; provided, however, the lodging tax collector may petition redemption and refund if the petition is filed before the determination becomes final, as provided in this chapter.

B. ~~Fraud--Refusal to Collect--Evasion.~~ If any lodging tax collector shall fail or refuse to collect said tax or to make, within the time provided in this chapter, any report and remittance of said tax or any portion of the tax required by this chapter, or makes a fraudulent return or otherwise willfully attempts to evade the provisions of this chapter, the director shall proceed in such manner as she or he may deem best to obtain facts and information on which to base an estimate of the tax due.

1. As soon as the director has determined the tax due that is imposed by this chapter, from any lodging tax collector who has failed or refused to collect the same and to report and remit said tax, she or he shall proceed to determine and assess against such lodging tax collector the tax, interest, and penalties provided in this chapter. In case such determination is made, the director shall give a notice in the manner aforesaid of the amount so assessed. Such determination and notice shall be made and mailed within three years after discovery by the director of any fraud, intent to evade or failure or refusal to collect said tax, or failure to file return.

2. Any determination shall become due and payable immediately upon receipt of notice and shall become final within ten days after the director has given notice thereof; provided, however, the lodging tax collector may petition redemption and refund, if the petition is filed before the determination becomes final, as provided in this chapter.

C. ~~Lodging Tax Collector Delay.~~ If the director believes that the collection of any tax or any amount of tax required to be collected and paid to the city will be jeopardized by delay, or if any determination will be jeopardized by delay, the director shall thereupon make a determination of the tax or amount of tax required to be collected, noting the fact upon the determination.

1. The amount so determined, as provided in this chapter, shall be immediately due and payable; and the lodging tax collector shall immediately pay same determination to the director after service of notice thereof. Provided, however, the lodging tax collector may petition, after payment has been made, for redemption and refund of such determination, if the petition is filed within ten days from the date of service of notice by the director. (Ord. 2070 §1, 2020; Ord. 2025 §1(part), 2016; Ord. 1996 §1(part), 2014; Ord. 1707 §1(part), 1994).

A. Deficiency Determination. The director may review tax returns and adjust the amount due based on the information in the return, on information obtained during a review or audit of records, or on the basis of other evidence. In the event of a deficiency, the director shall provide notice of the deficiency to the transient lodging tax collector, who shall remit deficiencies within 10 business days of the deficiency notice. Notice may be by personal delivery or certified or registered mail.

(1) In reviewing and adjusting tax returns, the director shall offset any amount received in excess of the remittances due against any shortages in remittances.

(2) Except in the case of fraud or intent to evade the lodging tax, notice of deficiency determinations shall be issued within three years of the period for which the deficiency determination is made.

(3) The time to remit deficient payment amounts under this section shall be extended if the lodging tax collector timely requests a redetermination.

B. Fraud – Refusal to Collect – Evasion. If any lodging tax collector fails to collect, report or remit the tax as required, submits a fraudulent return, or otherwise violates or attempts to violate this chapter, the director shall estimate the tax due, and calculate the amount owing from the lodging tax collector for tax remittance, interest and penalties and provide notice to the lodging tax collector of the assessment. The determination and notice shall be made and mailed within three years of the discovery by the director of the violation. The determination is due and payable upon receipt of notice and shall become final 10 business days after the date notice was delivered if no petition for redetermination is filed.

SECTION 5. Central Point Municipal Code 3.24.100 is amended in its entirety to read:

3.24.100 Redeterminations.

A. Any person against whom a determination is made under Section 3.24.090, or any person directly interested, may petition for a redetermination and redemption and refund within the time required in Section 3.24.090. If a petition for redetermination and refund is not filed within the time required in Section 3.24.090, the determination becomes final at the expiration of the allowable time.

B. If a petition for redetermination and refund is filed within the allowable period, the director shall reconsider the determination; and, if the person has so requested in her or his petition, shall grant the person an oral hearing and shall give her or him ten days' notice of the time and place of the hearing. The director may continue the hearing from time to time as may be necessary.

~~C. The director may decrease or increase the amount of the determination as a result of the hearing; and, if an increase is determined, such increase shall be payable immediately after the hearing.~~

~~D. The order or decision of the director upon a petition for redetermination of redemption and refund becomes final ten days after service upon the petitioner of notice thereof, unless appeal of such order or decision is filed with the City Manager within the ten days after service of such notice.~~

~~E. No petition for redetermination of redemption and refund or appeal therefrom shall be effective for any purpose unless the lodging tax collector has first complied with the payment provisions of this chapter. (Ord. 2070 §1, 2020).~~

A. Any person affected by a deficiency determination may file a petition for redetermination with the director within 10 business days of service of notice of the tax deficiency. A determination becomes final if a petition for redetermination is not timely filed.

B. If a petition for redetermination is filed within the allowable period, the director shall reconsider the determination and grant an oral hearing if requested. The petitioner shall be allowed at least 15 business days to prepare for the hearing.

C. After considering the petition and all available information, the director shall issue a redetermination decision and mail the decision to the petitioner. During the redetermination process, the director may agree to a compromise of the amount due if there is a good faith dispute over the amount owing.

D. The decision of the director on redetermination becomes final and payment is due 10 business days after the decision is mailed unless the petitioner files an appeal to the city council within that time. The appeal shall be filed with the director. The city council's decision shall be final when reduced to writing and mailed to the petitioner and all amounts due must be paid within 10 business days of mailing of the city council decision.

SECTION 6. Central Point Municipal Code 3.24.130 is amended in part to read:

3.24.130 Security and Collections ~~for collection of tax.~~

If the finance director believes that the collection of any tax or any amount of tax required to be collected and paid to the city will be jeopardized by delay, the director may make a determination of the tax required to be collected, and may require a lodging tax collector to deposit security in the form of cash, bond or other security. The amount of security shall be fixed by the director and shall not be greater than twice the lodging tax collector's estimated average quarterly liability for the period for which the lodging tax collector files returns. The lodging tax collector has the right to appeal to the city manager any decision of the finance director made under this provision as provided in Section [3.24.210](#).

Within three years after the tax becomes payable or within three years after a determination becomes final, the director may bring an action in the name of the city in the courts of this or another state of the United States to collect the amount delinquent and penalties and interest **and reasonable attorney fees incurred in any legal action brought to collect on the amount owed to the city under this chapter.** (Ord. 2070 §1, 2020; Ord. 2025 §1(part), 2016; Ord. 1996 §1(part), 2014; Ord. 1707 §1(part), 1994).

SECTION 7. Central Point Municipal Code 3.24.190 is amended in part to read:

3.24.190 Confidentiality--Disclosure unlawful.

A. It shall be unlawful for the director or any person having an administrative or clerical duty under the provisions of this chapter to make known in any manner whatever the business affairs, operations, or information obtained by an investigation of records and equipment of any person required to obtain a lodging tax certificate of authority or pay a lodging tax, or any other person visited or examined in the discharge of official duty; or the amount or source of income, profits, losses, expenditures, or any particular thereof, set forth in any statement or application; or to permit any statement or application, or copy of either, or any book containing any abstract or particulars thereof to be seen or examined by any person; provided, that nothing in this section shall be construed to prevent:

1. The disclosure to, or the examination of, records and equipment by another city official, employee, or agent for collection of taxes for the sole purpose of administering or enforcing any provisions of this chapter; or collecting taxes imposed under this chapter.
2. The disclosure, after the filing of a written request to that effect, to the taxpayer herself or himself, receivers, trustees, executors, administrators, assignees, and guarantors, if directly interested, of information as to any paid tax, any unpaid tax or amount of tax required to be collected, or interest and penalties; further provided, however, that the city attorney approves each such disclosure, and that the director may refuse to make any disclosure referred to in this subsection when, in her or his opinion, the public interest would suffer thereby.
3. The disclosure of the names and addresses of any persons to whom lodging tax registration certificates have been issued.
4. The disclosure of general statistics regarding taxes collected or business done in the city.

5. Disclosures required by ORS Chapter 192.

6. Disclosures required by ORS Chapter 297. (Ord. 2070 §1, 2020; Ord. 2025 §1(part), 2016; Ord. 1996 §1(part), 2014; Ord. 1707 §1(part), 1994).

SECTION 8. Central Point Municipal Code 3.24.200 is amended in part to read:

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3.24.200 Disposition of transient room tax.

A. All revenues received by the city from the tax shall be deposited in the general fund.

B. Twenty-five percent of the **revenue from the first nine percent** balance of the proceeds shall be used directly or indirectly for the purpose of promoting recreational, cultural, convention and tourist related activities and services for the city of Central Point. **Seventy-five percent of the revenue of the tax rate of nine percent shall be used for city services. Seventy percent of the revenue generated by the remaining two percent of the tax shall be used for any tourism purpose consistent with state law. Thirty percent of the revenue generated by the remaining two percent shall be used by the city for funding city services.** (Ord. 2070 §1, 2020; Ord. 2025 §1(part), 2016; Ord. 1996 §1(part), 2014; Ord. 1707 §1(part), 1994).

SECTION 9. Central Point Municipal Code Chapter 3.24 is amended in part to repeal section 3.24.210-Appeals in its entirety.

SECTION 10. Central Point Municipal Code Section 3.24.215 is amended in part to read:

Any person aggrieved by any decision of the city manager may appeal to council of the city by filing a notice of appeal with the director within ten **business** days of the serving or mailing of the notice of the decision given by the city manager. The director shall transmit said notice of appeal, together with the file of said appealed matter, to council, who shall fix a time and place for hearing such appeal from the decision of the city manager. Council shall give the appellant not less than ten **business** days' written notice of the time and place of hearing of said appealed matter. Action by council on appeals shall be decided by a majority of the members of council present at the meeting where such appeal is considered. (Ord. 2070 §1, 2020).

SECTION 11. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Recitals A-C) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

SECTION 12. Effective Date. The Central Point City Charter states that an ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

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

Mayor Hank Williams

ATTEST:

City Recorder



DEPARTMENT: Administration **MEETING DATE:** April 25, 2024

STAFF CONTACT: Sydnee Dreyer, City Attorney

SUBJECT: Ordinance Repealing City Treasurer & Expanding Finance Director Duties - 1st Reading

SUMMARY AND BACKGROUND:

CPMC Chapter 2.12 lists the duties of a City Treasurer and a Finance Director. However, the City only utilizes a Finance Director, who also performs some of the duties of a Treasurer.

The proposed amendment would clarify and expand the role of the Finance Director, and remove provisions for the office of the Treasurer, which no longer exists.

FINANCIAL ANALYSIS:

LEGAL ANALYSIS:

The City Charter does not require that the City have a Treasurer position. This amendment is consistent with the Charter and with City practice.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Strategic Priority - Responsible Governance

GOAL 2 - Invite Public Trust.

STRATEGY 1 – Be a trusted source of factual information.

STRATEGY 5 – Communicate effectively and transparently with the public.

ATTACHMENTS/EXHIBITS:

1. ORD - Amending Ch 2.12 Treasurer

STAFF RECOMMENDATION:

Make a motion to forward the Ordinance to a second reading.

RECOMMENDED MOTION:

I move to forward the Ordinance amending CPMC Chapter 2.12 - repealing provisions for City Treasurer and expanding Finance Director duties to a second reading.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CPMC CHAPTER 2.12 - REPEALING PROVISIONS FOR CITY TREASURER AND EXPANDING FINANCE DIRECTOR DUTIES

FINDINGS:

- A. Pursuant to CPMC, Chapter 1.01.040, the City Council, may from time to time make revisions to its municipal code which shall become part of the overall document and citation.
- B. CPMC Chapter 2.12 separately states the duties of a City Treasurer and a Finance Director. However, the City only utilizes a Finance Director, who also performs some of the duties of a Treasurer.
- C. The proposed amendment would clarify and expand the role of the Finance Director, and remove provisions for the Treasurer, which no longer exists.
- D. Words ~~lined through~~ are to be deleted and words **in bold** are added.

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

SECTION 1. Central Point Municipal Code 2.12.030 – Treasurer’s duties with respect to city’s finances is repealed in its entirety.

SECTION 2. Central Point Municipal Code 2.12.040 – Finance Director is amended to read:

2.12.040 Finance director.

There is established the position of finance director, who shall be hired as department head for the administration department and who shall serve under the guidelines of the city’s personnel policies and procedures. The finance director shall be directly responsible to the city manager, and shall have the following responsibilities:

- A. Payroll accounting and time records;
- B. Utility billing;
- C. Cash receiving;
- D. Bank deposit preparation and bank deposits;
- E. Cash disbursing;
- F. Code invoices with proper accounts to be charged when posting to accounting records;

G. Prepare checks for properly approved and coded invoices for council review and approval;

H. Sign checks on order of the mayor and the council;

I. Maintain general accounting records in accordance with a comprehensive basis of accounting for municipal corporations:

1. General ledger, with budget appropriations,

2. Cash receipt journal,

3. Cash disbursements journal;

J. Prepare financial statements as required by the council;

K. Prepare accounting reconciliations as required by the council;

L. Maintain all accounting records in accordance with council policy and available for inspection; the books and records maintained by the city's finance director shall be the official books and records of the city for audit purposes;

M. Invest the city's excess funds in interest yielding deposits as outlined in the Oregon Revised Statutes, and within the policy guidelines of the council and to act as custodial officer and local government official, as those terms are defined by state statute, for the purpose of such investments;

N. Coordinate budgetary and fiscal policies and procedures with other department heads;

O. Supervise ~~administration~~ **finance** department employees;

P. Such other duties as are assigned to him by the city manager.

Q. Ascertain timely bank deposits have been made;

R. Ascertain that the city's financial statements fairly represent the city's transactions of cash receipts and disbursements. This would be done by procedures such as:

1. Review bank reconciliation to be sure they are done and current,

2. Review reconciliation of payroll records to budgetary accounting records,

3. Review cash receipts on a test basis to verify they are properly posted,

4. Review cash disbursements on a test basis to verify they are properly posted;

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(Ord. 1969 §1(part), 2013; Ord. 1369 §1(part), 1980).

SECTION 3. Central Point Municipal Code 2.12.050 – Compensation is amended to read:

2.12.050 Compensation.

The compensation of the recorder, ~~treasurer~~ and finance director shall from time to time be established by ordinance by the city council in accordance with the council's authority by charter to determine such compensation. (Ord. 1369 §1(part), 1980).

SECTION 4. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Recitals A-C) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

SECTION 5. Effective Date. The Central Point City Charter states that an ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

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

Mayor Hank Williams

ATTEST:

City Recorder



DEPARTMENT: Administration

MEETING DATE: April 25, 2024

STAFF CONTACT: Chris Clayton, City Manager

SUBJECT: Resolution Approving Initiation of Animal Control Svc. Dist.

SUMMARY AND BACKGROUND:

The Jackson County Board of Commissioners ("Board") seeks to form a county service district for animal control services under the authority of Oregon Revised Statute (ORS) 451.010(1)(q). The name of the proposed district is the Jackson County Animal Control Service District (hereinafter "District"). The proposed District would have authority to construct, maintain, and operate an animal control service facility, specifically a new Animal Shelter for the housing and care of dogs and other animals including cats.

The Jackson County Board of Commissioners may initiate the formation of the District by adopting an order under authority of ORS 198.835. The Board proposes to include all county territory within the boundaries of the proposed District. Jackson County voters will be asked to establish a permanent property tax rate limit of \$0.1500 per \$1,000 of assessed value for the District as authorized by ORS 451.547.

The territory of the City may only be included within the boundaries of the District if the City Council adopts a resolution approving the proposed Jackson County Order Initiating Formation of a Jackson County Animal Control Service District. If the Council approves this Resolution, it would not create the District. Rather, this would be a first step in allowing the proposed District to go before the voters.

FINANCIAL ANALYSIS:

LEGAL ANALYSIS:

Approval of this Resolution would allow constituents to vote on whether to adopt such a District, if approved by all other cities within the proposed District.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Strategic Priority - Responsible Governance

GOAL 2 - Invite Public Trust.

STRATEGY 1 – Be a trusted source of factual information.

STRATEGY 5 – Communicate effectively and transparently with the public.

GOAL 4 - Promote awareness of and encourage opportunities to participate in local government as a citizen, volunteer or policymaker.

ATTACHMENTS/EXHIBITS:

1. CityResolution_JCACSD
2. EconomicFeasibilityStudy_JCACSD_DRAFT
3. JCAAnimalShelterDesign_DRAFT
4. ProForma_10YearBond_WithCats_DRAFT
5. ProposedOrderToInitiateFormation_JCACSD

STAFF RECOMMENDATION:

No recommendation.

RECOMMENDED MOTION:

Council may make a motion to approve this Resolution or a motion to reject this Resolution.

RESOLUTION NO. _____

RESOLUTION APPROVING A JACKSON COUNTY ORDER TO INITIATE FORMATION OF A JACKSON COUNTY ANIMAL CONTROL SERVICE DISTRICT AND CONSENTING TO THE INCLUSION OF CITY TERRITORY WITHIN THE BOUNDARIES OF THE DISTRICT

The City Council of the City of Central Point, Oregon (City), finds:

- A. The Jackson County, Oregon, Board of Commissioners intends to form a county service district for animal control services under the authority of Oregon Revised Statute (ORS) 451.010(1)(q). The name of the proposed district is the Jackson County Animal Control Service District (hereinafter "District"). The proposed District would have authority to construct, maintain, and operate an animal control service facility, specifically a new Animal Shelter for the housing and care of dogs and other animals including cats.
- B. The Jackson County Board of Commissioners may initiate the formation of the District by adopting an order under authority of ORS 198.835. The Board proposes to include all county territory within the boundaries of the proposed District.
- C. Jackson County voters will be asked to establish a permanent property tax rate limit of \$0.1500 per \$1,000 of assessed value for the District as authorized by ORS 451.547.
- D. The territory of the City may only be included within the boundaries of the District if the City Council adopts a resolution approving the proposed Jackson County Order Initiating Formation of a Jackson County Animal Control Service District. The proposed Order is attached hereto.
- E. The City Council believes that an animal control service district for the construction, operation, and maintenance of an animal control service facility, specifically a new Animal Shelter for the housing and care of animals including dogs and other animals including cats in Jackson County is in the best interests of the citizens of the City.

The City of Central Point resolves as follows:

Section 1. The City of Central Point, Oregon, hereby consents to the inclusion of all the territory of the City within the boundaries of the proposed Jackson County Animal Control Service District, and approves the Jackson County Board of Commissioners' proposed Order Initiating the Formation of a Jackson County Animal Control Service District in substantially the form attached hereto.

Section 2. A certified copy of this Resolution shall be forwarded to the Jackson County Board of Commissioners.

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Passed by the City Council of the City of Central Point, Jackson County, Oregon, this _____ day of _____, 2024.

City of Central Point

Mayor Hank Williams

ATTEST:

City Recorder

STATE OF OREGON)
) ss
County of Jackson)

I certify that the foregoing is a true copy of the original resolution on file in the office of the City Recorder.

City Recorder

Jackson County Animal Control Service District

Economic Feasibility Statement

Oregon Revised Statutes (ORS) Chapters 198 and 451 provide the framework for the creation of new districts. Per ORS 198.749, one of the requirements for a new district is the completion of an Economic Feasibility Statement before the circulation of a petition for formation of a district. The Statement shall form the basis for the proposed permanent rate limit for property taxes. Oregon statute requires the Economic Feasibility Statement to contain certain minimum analytic requirements. The Economic Feasibility Statement is to assure the proposed district has an appropriate financial and economic foundation and the basis for the proposed permanent property tax rate limit for the district.

Compliance with the minimum requirements for Economic Feasibility Statement under ORS 198.749 are provided herein as set forth below:

1. A description of the services and functions to be performed or provided by the proposed district.

The proposed district will provide animal control services and facilities, including the construction, maintenance, and operation of a new Animal Shelter for Jackson County and its residents. The proposed new Animal Shelter will provide for housing and care for dogs and other animals, including cats.

2. An analysis of the relationships between those services and functions and other existing or needed government services.

Currently, Jackson County operates an existing Animal Shelter as part of its Animal Services Program. The current Jackson County Animal Shelter (current Animal Shelter) was built prior to 1975 with an original capacity of 14 kennels for dogs. In 1975, the current Animal Shelter was expanded to include office space for the Animal Shelter and Animal Control staff, and an additional 16 kennels for dogs were added. In 1991, the current Animal Shelter was expanded again and an additional 25 kennels for dogs were added. Today, the current Animal Shelter has 86 kennels to house 103 dogs; however, the number of dogs housed at the current Animal Shelter frequently exceeds the number of available kennels and requires that dogs be housed in dog crates. The current Animal Shelter has minimal resources to house and provide care for animals other than dogs, including cats. Thus, the current Animal Shelter no longer meets the needs of Jackson County and the public for the care and custody of dogs and other animals, including cats. The current Animal Shelter has reached the end of its life, as design and operating standards for animal shelters has evolved since the Animal Shelter was built, and the current Animal Shelter has reached its capacity to be renovated, remodeled, and expanded to accommodate the need for the housing and care of dogs and other animals, including cats.

Jackson County operates the only publicly operated Animal Shelter in Jackson County. Animal control for dogs is a function of Jackson County pursuant to Chapter 609 of the Oregon Revised Statutes. As part of the functions of dog control, Jackson County may, at times, be authorized to impound a dog. Impounding a dog requires an animal shelter which meets the needs of the community and the animals in the care of the county at the animal shelter. The current Animal Shelter is insufficient for the needs of the community as it relates to dog control. Further, the current Animal Shelter lacks the resources and capacity to provide care and housing for animals, other than dogs, as part of the County's Animal Services Program.

The revenue Jackson County receives from performing dog control functions is insufficient to properly construct, maintain, and operate animal control services, including an animal shelter, that meets the needs of the County and the community. Jackson County had expenses of \$2,193,218.78 per year, as of fiscal year 2022-2023, for its Animal Services Program. Revenue from performing the animal services control function generates \$636,255 per year, as of fiscal year 2022-2023. Additional revenue is received from

other sources, including the general property tax levied by the County. These existing sources of revenue are insufficient to construct, maintain, and operate an animal shelter which meets the needs of the County and its residents. The revenue from the general property tax levied by the County is needed to support all mandatory and discretionary functions of the County, not otherwise supported by other sources of revenue. The expenditure of the revenue from general property tax is such that no additional funds from the general property tax are available for the animal control services proposed to be provided by the proposed district. The other sources of revenue are outside the control of the County and cannot be relied upon to construct, maintain, and operate the service facilities proposed to be provided by the proposed district on an ongoing basis.

3. A proposed first year line item operating budget and a projected third year line item operating budget for the new district that demonstrates its economic feasibility.

A first-year line item operating budget and a projected third year line item operating budget for the new district are attached as Exhibit 1 to this Economic Feasibility Study, and sets forth a 11-year projection of revenue and expense for operations of the proposed district, exceeding the statutory requirements for a first-year line item operating budget and a projected third year line item operating budget. The additional projections are provided because the nature of the proposed district is such that significant capital expenditures are contemplated to occur. These capital outlays will affect economic feasibility of the district going forward and it is prudent to complete those projections beyond the major capital expenditure to demonstrate economic feasibility of the district going forward.



	OLD FACILITY/ CONSTRUCTION	OLD FACILITY/ CONSTRUCTION	Open Q3 2027									
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	TOTAL
	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30	FY30-31	FY31-32	FY32-33	FY33-34	FY34-35	FY35-36	
SHELTER REVENUES												
Kennel Fees			6,440	26,016	26,276	26,539	26,805	27,074	27,345	27,619	27,896	222,010
Animal Control Citations/Fines			5,409	21,852	22,071	22,292	22,515	22,741	22,969	23,199	23,431	186,479
Dog Licenses			112,721	455,393	459,947	464,547	469,193	473,885	478,624	483,411	488,246	3,885,967
Dog Redemption & Board Fees			15,455	62,436	63,060	63,691	64,328	64,972	65,622	66,279	66,942	532,785
Dog Adoption Fees			10,303	41,624	42,040	42,461	42,886	43,315	43,749	44,187	44,629	355,194
Cat Adoption Fees			10,000	10,100	10,201	10,304	10,408	10,513	10,619	10,726	10,834	93,705
Dog Surrender Fees			644	2,602	2,628	2,655	2,682	2,709	2,737	2,765	2,793	22,215
Rabies Deposits			2,576	10,406	10,510	10,616	10,723	10,831	10,940	11,050	11,161	88,813
Subtotal Facility Fees	-	-	163,548	630,429	636,733	643,105	649,540	656,040	662,605	669,236	675,932	5,387,168
Solid Waste			32,540	131,464	132,779	134,107	135,449	136,804	138,173	139,555	140,951	1,121,822
General Fund						784,311	1,343,692	1,293,707	1,242,839	1,191,098		5,855,647
TOTAL REVENUE	-	-	196,088	761,893	769,512	1,561,523	2,128,681	2,086,551	2,043,617	1,999,889	816,883	12,364,637
Personnel												
Current Staffing Level add cats			499,419	1,988,300	2,057,891	2,129,918	2,204,466	2,281,623	2,361,480	2,444,132	2,529,677	18,496,906
Current Enforcement Staff			123,222	481,231	498,075	515,508	533,551	552,226	571,554	591,559	612,264	4,479,190
Add a Vet and CVT			85,644	340,966	352,900	365,252	378,036	391,268	404,963	419,137	433,807	3,171,973
Volunteer Coordinator			22,071	91,374	94,573	97,884	101,310	104,856	108,526	112,325	116,257	849,176
Personnel	-	-	730,356	2,901,871	3,003,439	3,108,562	3,217,363	3,329,973	3,446,523	3,567,153	3,692,005	26,997,245
Materials & Services												
Laboratory Services			568	2,295	2,364	2,483	2,608	2,739	2,876	3,020	3,171	22,124
Animal Food & Feeding Supplies			17,034	68,843	70,909	74,455	78,178	82,087	86,192	90,502	95,028	663,228
Animal Kennel Cleaning			2,839	11,475	11,820	12,411	13,032	13,684	14,369	15,088	15,843	110,561
Animal Medicine			14,195	57,369	59,091	62,046	65,149	68,407	71,828	75,420	79,191	552,696
Other Animal Supplies/Expenses			6,246	25,243	26,001	27,302	28,668	30,102	31,608	33,189	34,849	243,208
Subtotal Animal Expenses	-	-	40,882	165,225	170,185	178,697	187,635	197,019	206,873	217,219	228,082	1,591,817
Professional Services			7,098	28,686	29,547	31,025	32,577	34,206	35,917	37,713	39,599	276,368
Employment Expenses			1,420	5,739	5,912	6,208	6,519	6,845	7,188	7,548	7,926	55,305
Laundry Expense			2,839	11,475	11,820	12,411	13,032	13,684	14,369	15,088	15,843	110,561
Printing			5,678	22,948	23,637	24,819	26,060	27,363	28,732	30,169	31,678	221,084
Postage			8,517	34,422	35,455	37,228	39,090	41,045	43,098	45,253	47,516	331,624
Telecom			2,839	11,475	11,820	12,411	13,032	13,684	14,369	15,088	15,843	110,561
Credit Card Fees			2,272	9,180	9,456	9,929	10,426	10,948	11,496	12,071	12,675	88,453
Software/Web Licensing			9,369	37,864	39,000	40,950	42,998	45,148	47,406	49,777	52,266	364,778
Motor Pool			2,130	8,607	8,866	9,310	9,776	10,265	10,779	11,318	11,884	82,935
Minor Equipment			568	2,295	2,364	2,483	2,608	2,739	2,876	3,020	3,171	22,124
Other Supplies/Expenses			2,698	10,902	11,230	11,792	12,382	13,002	13,653	14,336	15,053	105,048
Subtotal Operation Expenses	-	-	45,428	183,593	189,107	198,566	208,500	218,929	229,883	241,381	253,454	1,768,841
Enforcement Staff Expenses			22,676	95,238	100,000	105,000	110,250	115,763	121,552	127,630	134,012	932,121
Facility Maintenance			26,756	108,132	111,376	116,945	122,793	128,933	135,380	142,149	149,257	1,041,721
Electricity			4,259	17,212	17,729	18,616	19,547	20,525	21,552	22,630	23,762	165,832
Natural Gas			4,259	17,212	17,729	18,616	19,547	20,525	21,552	22,630	23,762	165,832
Garbage Service			1,136	4,590	4,728	4,965	5,214	5,475	5,749	6,037	6,339	44,233
Water & Sewer Service			4,259	17,212	17,729	18,616	19,547	20,525	21,552	22,630	23,762	165,832
Custodial Supplies			2,839	11,475	11,820	12,411	13,032	13,684	14,369	15,088	15,843	110,561
Landscape Services			1,136	4,590	4,728	4,965	5,214	5,475	5,749	6,037	6,339	44,233
Subtotal Building Expenses	-	-	44,644	180,423	185,839	195,134	204,894	215,142	225,903	237,201	249,064	1,738,244
Overhead Expenses			-	556,391	584,211	613,422	644,094	676,299	710,114	745,620	782,901	5,313,052
TOTAL FACILITY EXPENSES	-	-	883,986	4,082,741	4,232,781	4,399,381	4,572,736	4,753,125	4,940,848	5,136,204	5,339,518	41,701,978

	OLD FACILITY/ CONSTRUCTION YEAR 1 FY25-26	OLD FACILITY/ CONSTRUCTION YEAR 2 FY26-27	Open Q3 2027 YEAR 3 FY27-28	YEAR 4 FY28-29	YEAR 5 FY29-30	YEAR 6 FY30-31	YEAR 7 FY31-32	YEAR 8 FY32-33	YEAR 9 FY33-34	YEAR 10 FY34-35	YEAR 11 FY35-36	TOTAL
Architect	479,080	332,920										812,000
Soft Costs	140,000	-										140,000
Project Costs	-	14,000,000										14,000,000
Total Construction Costs	619,080	14,332,920	-	-	-							14,952,000
SUBTOTAL FACILITY & CONSTRUCTION	619,080	14,332,920	883,986	4,082,741	4,232,781	4,399,381	4,572,736	4,753,125	4,940,848	5,136,204	5,339,518	53,293,320
DEBT SERVICE - 10 YEAR BOND	2,422,452	2,372,070	2,319,648	2,265,108	2,208,366	2,149,332	2,087,916	2,024,016	1,957,530	1,888,362		21,694,800
TOTAL EXPENSES WITH DEBT	3,041,532	16,704,990	3,203,634	6,347,849	6,441,147	6,548,713	6,660,652	6,777,141	6,898,378	7,024,566	5,339,518	74,988,120
NET SHELTER	(3,041,532)	(16,704,990)	(3,007,546)	(5,585,956)	(5,671,635)	(4,987,190)	(4,531,971)	(4,690,590)	(4,854,761)	(5,024,677)	(4,522,635)	(62,623,483)
REVENUE												
BOND PROCEEDS (\$15M - \$150k costs)	14,850,000											14,850,000
LEVY	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	
Taxable Value	26,147,244,578	27,062,398,138	28,009,582,073	28,989,917,446	30,004,564,557	31,054,724,316	32,141,639,667	33,266,597,055	34,430,927,952	35,636,010,430	36,883,270,795	
1000's	26,147,245	27,062,398	28,009,582	28,989,917	30,004,565	31,054,724	32,141,640	33,266,597	34,430,928	35,636,010	36,883,271	
Tax Rate	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	
Amount levied	3,922,087	4,059,360	4,201,437	4,348,488	4,500,685	4,658,209	4,821,246	4,989,990	5,164,639	5,345,402	5,532,491	
Collection Percentage	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	
Net Collection	3,686,762	3,815,798	3,949,351	4,087,578	4,230,644	4,378,716	4,531,971	4,690,590	4,854,761	5,024,677	5,200,541	48,451,389
CASH FLOW	15,495,230	(12,889,192)	941,805	(1,498,378)	(1,440,991)	(608,474)	-	-	-	-	677,906	677,906
CUMMULATIVE	15,495,230	2,606,038	3,547,843	2,049,465	608,474	-	-	-	-	-	677,906	

BEFORE THE BOARD OF COUNTY COMMISSIONERS

STATE OF OREGON, COUNTY OF JACKSON

IN THE MATTER OF INITIATING THE) ORDER NO. _____
FORMATION OF A JACKSON COUNTY)
ANIMAL CONTROL SERVICE DISTRICT)

WHEREAS, the current Jackson County Animal Shelter (current Animal Shelter) was built prior to 1975 with an original capacity of 14 kennels for dogs; and

WHEREAS, in 1975, the current Animal Shelter was expanded to include office space for the Animal Shelter and Animal Control staff, and an additional 16 kennels for dogs were added; and

WHEREAS, in 1991, the current Animal Shelter was expanded again and an additional 25 kennels for dogs were added; and

WHEREAS, today, the current Animal Shelter has 86 kennels to house dogs; and

WHEREAS, the number of dogs housed at the current Animal Shelter frequently exceeds the number of available kennels and requires that dogs be housed in dog crates; and

WHEREAS, the current Animal Shelter has minimal resources to house and provide care for animals other than dogs, including cats; and

WHEREAS, the current Animal Shelter no longer meets the needs of Jackson County and the public for the care and custody of dogs and other animals, including cats; and

WHEREAS, the current Animal Shelter has reached the end of its life, as design and operating standards for animal shelters has evolved since the current Animal Shelter was built, and the current Animal Shelter has reached its capacity to be renovated, remodeled, and expanded to accommodate the need for the housing and care of dogs and other animals, including cats; and

WHEREAS, Chapter 451 of the Oregon Revised Statutes (ORS) provides for the establishment of a county service district for animal control services which includes authority for the construction, maintenance, and operation of installations, works, or services provided for the purpose of animal control services; and

WHEREAS, without the establishment of a county service district for animal control services, Jackson County will not be able to construct, maintain, and operate a new animal control facility (New Animal

Shelter) which adequately meets the needs of the County and the community to house and care for dogs and other animals, including cats; and

WHEREAS, ORS 451.435 provides that all county service districts shall be initiated, conducted, and completed as provided by ORS 198.705 to 198.955; and

WHEREAS, ORS 198.835 authorizes the county board of commissioners to initiate the formation of a district by an order and sets forth the requirements of that order including setting the date, time, and place of a public hearing on the proposal to form the district; and

WHEREAS, ORS 198.840 requires that notice of the public hearing on the proposal be given in the manner set forth in ORS 198.800, except that the notice shall state that the County Board has entered an Order declaring its intention to initiate the formation of a county service district.

Now, therefore,

The Board of County Commissioners of Jackson County ORDERS:

1. The Board intends to initiate formation of a county service district for animal control services in Jackson County as authorized pursuant to ORS 451.010(1)(q) and ORS Chapter 451, which is the principal Act governing the formation of such a district, for the purpose of constructing, operating, and maintaining animal control services, including animal control service facilities for the housing and care of dogs and other animals, including cats, in Jackson County.
2. The name of the proposed district is the Jackson County Animal Control Service District (District).
3. The boundaries of the District shall include all territory within Jackson County as described in ORS 201.150, including the territories of the incorporated cities within Jackson County.
4. As required by ORS 198.835(3), certified copies of City Council Resolutions of each city approving this Initiation Order and formation of the District are attached.
5. The Jackson County Board of Commissioners will serve as the governing body of the District as required pursuant to ORS 451.485.
6. The District will have all of the general powers granted by ORS Chapter 451 (the principal Act) necessary and convenient for providing animal control services as permitted by ORS 451.010(1)(q).
7. Specifically, as part of the general powers granted by the principal Act, the District will be authorized to construct, maintain, and operate animal control service facilities, including a New Animal Shelter for the housing and care of animals including dogs and other animals, and including cats, pursuant to ORS 451.420. The proposed conceptual design for the new Animal Shelter is attached hereto as Exhibit A, at a current estimated cost of \$14,954,000.
8. Further, as part of the general powers granted by the principle Act, the District will be authorized to finance the construction, operation, and maintenance of the animal control service facilities, including a New Animal Shelter, pursuant to any of the methods authorized pursuant to ORS 451.490 including use of funds from a fund established under ORS 280.055 or 451.540 to be repaid by the District without interest; assessments against the property in the District with or without issuance of bonds authorized under ORS 223.205, 223.210 to 223.295 and 223.770; service or user charges in the District; connection charges;

District ad valorem taxes; sale of bonds; and funds obtained under ORS 280.040, 280.050, 280.060, 280.070, 280.080 and 280.090.

9. Jackson County voters will be asked to establish a permanent property tax rate limit of \$.1500 per \$1,000 of assessed value for the District as authorized by ORS 451.547. The proposed economic feasibility statement forming the basis for the proposed permanent property tax rate limit is attached hereto as Exhibit B. The District will have authority to levy and collect general property taxes up to the approved rate limit.

10. Pursuant to ORS 198.800 and 198.835, a public hearing on the formation of the Jackson County Animal Control Service District shall be held at the Board's regular meeting on _____, 2024, beginning at 9:30 a.m., in the Auditorium of the Jackson County Courthouse, 10 South Oakdale, Medford, and by audio/videoconference. All interested persons may appear and be heard. During this hearing, the Board will hear testimony and receive written comment on the proposed formation of this District, including information about the services to be provided by the District, the economic feasibility of the District, and the permanent tax rate limit. At the conclusion of the hearing, the Board shall determine, in accordance with criteria described in ORS 198.805, whether Jackson County could be benefited by the formation of the county service district and whether the County should continue with the formation process.

11. Notice of the hearing shall be provided to interested persons in accordance with ORS 198.800.

DATED this __ day of _____, 2024, at Medford, Oregon.

JACKSON COUNTY BOARD OF COMMISSIONERS

Rick Dyer, Chair

Dave Dotterrer, Commissioner

Colleen Roberts, Commissioner



DEPARTMENT: Public Works

MEETING DATE: April 25, 2024

STAFF CONTACT: Greg Graves, Construction Services Supervisor

SUBJECT: Resolution Accepting the Lowest Qualified Bid from Knife River Materials for the Construction of the 2024 Pavement Maintenance Package

SUMMARY AND BACKGROUND:

This is a grind and inlay project to address areas of failing asphalt and will bring the areas to a new condition. Areas to be paved are West Pine Street from Glenn Way to the railroad tracks, the center turn lane on South Front Street from Pine Street to the jurisdiction line north of Beall, and Hamrick Road from Table Rock Road to the 90-degree turn west of Ice Cream Drive. The project is fully designed, and the project is scheduled for construction this summer.

The City received two bids for the project, the lowest from Knife River Materials. Bids ranged from \$665,665 to \$805,200. The engineer's estimate was \$750,000 to \$850,000. The City budgeted for the lower amount from the street utility fees and the state gas tax. The City budget is sufficient to cover all costs of this project.

FINANCIAL ANALYSIS:

The project will be awarded as part of the Public Works Department's intended annual street repair project. The project is funded 100% from street utility fees and the state gas tax, combined.

LEGAL ANALYSIS:

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Community Investment; Goal 5 – Plan, design, and construct modern and efficient infrastructure in all areas and systems. Strategies 3 and 4.

ATTACHMENTS/EXHIBITS:

1. 2024 Pavement Maintenance Bid Advertisement
2. Pine & Front Estimate
3. Hamrick Road Estimate
4. 2024 Pavement Repair Bid Tabs
5. Resolution_2024 Pavement Maintenance

STAFF RECOMMENDATION:

Approve a resolution awarding the 2024 Pavement Maintenance Project to Knife River Materials.

RECOMMENDED MOTION:

I move to approve Resolution No. _____ a Resolution Accepting the Lowest Qualified Bid from Knife River Materials for the Construction of the 2024 Pavement Maintenance Project and Authorizing the City Manager to Execute a Contract.



Department of Public Works

- **ADVERTISEMENT FOR BIDS**
NOTICE TO CONTRACTORS
PUBLIC IMPROVEMENT PROJECT:

2024 PAVEMENT MAINTENANCE PROJECT

QuestCDN 9027850

This project consists of paving improvements and ADA accessibility improvements, Pine Street from Front Street to Glenn Way, and Front Street from Pine Street to the entrance of Central Point Mini Storage, and Hamrick Road from Table Rock Road to the entrance of Knife River Materials. This is a City funded project.

COST ESTIMATE: \$850,000 including alternative.

Plans and specifications will be available **online only** at www.questcdn.com beginning **March 15, 2024**. Any addenda issued will be posted on the above website.

Sealed bids will be opened and publicly read at the City of Central Point, City Hall, 140 S. 3rd Street, Central Point, OR 97502 at 2:00 PDT on **April 18, 2024**, for the above referenced project. Bids must be submitted to Matt Samitore, Parks and Public Works Director, at the same address prior to 2:00 PDT on the above date. Subcontractor Disclosure forms must be submitted prior to 4:00 PDT on the same date.

Please direct all questions to Greg Graves at 541-664-3321 (x225) or greg.graves@centralpoint.gov. The deadline for bidder questions is **April 12, 2024**.

Work shall begin no earlier than **July 1, 2024**, and **must be completed no later than August 31, 2024**.

Award of the contract will not be final until the later of: 1) three business days after the City of Central Point announces Notice of Intent to Award, or 2) the City of Central Point provides a written response to each timely protest, denying the protest and affirming the award.

Bidders must be prequalified in order to be eligible for award. Pre-qualification may be with the City of Central Point, City of Medford or the Oregon Department of Transportation. If the bidder is disqualified in any of these jurisdictions, the bidder will be ineligible for this contract. **In addition to being prequalified as described above, all bidders must be listed as plan holders for the project on www.questcdn.com, to be considered eligible to bid.**

The contract is for public work subject to ORS 279C.800 to 279.870. This project is subject to Oregon prevailing wage rates.

Work performed by the Contractor's own organization must be at least 30% of the awarded contract amount.

The City of Central Point may reject any bid not in compliance with all public bidding procedures and requirements and may reject for good cause any or all bids upon a finding by the City of Central Point that it is in the public interest to do so. The City of Central Point reserves the right to waive minor discrepancies or errors in bids however, any bid with an unsigned Schedule of Prices will be immediately rejected.

CITY OF CENTRAL POINT

Matt Samitore, Parks and Public Works Director

PUBLISHED:

Rogue Valley Times

Daily Journal of Commerce

PUBLISH DATES: March 15, 2024, and March 22, 2024

		Engineer's Estimate				
		Pine and Front Street Pavement Maintenance			AGENCY City of Phoenix	
KIND OF WORK Pavement Grind and Inlay, ADA Ramp Retrofits			LENGTH 3/12/24		ESTIMATOR ATT	
ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	AMOUNT	UNIT COST	TOTAL
00200 TEMPORARY FEATURES AND APPURTENANCES						
10	210	MOBILIZATION	LS	1	\$36,000	\$36,000.00
20	221	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$55,000	\$55,000.00
30	280	EROSION CONTROL	LS	1	\$6,000	\$6,000.00
00300 ROADWORK						
40	310	REMOVAL OF CURB RAMPS	EA	8	\$3,000	\$24,000
00400 DRAINAGE AND SEWERS						
50	490	MINOR ADJUSTMENT OF MANHOLES	EA	5	\$1,800	\$9,000
00600 BASES						
60	620	COLD PLANE PAVEMENT REMOVAL, 0 - 2 INCH DEEP	SY	3000	\$4.25	\$12,750
70	620	COLD PLANE PAVEMENT REMOVAL, 2 INCH DEEP	SY	6300	\$4.25	\$26,775
00700 WEARING SURFACES						
70	744	LEVEL 2, 1/2 INCH ACP MIXTURE	TON	1290	\$135	\$174,150
80	748	4 INCH ASPHALT CONCRETE PAVEMENT REPAIR	SY	1000	\$50	\$50,000
90	759	CONCRETE CURBS, CURB AND GUTTER	LF	250	\$85	\$21,250
100	759	EXTRA FOR NEW CURB RAMPS	EA	8	\$3,250	\$26,000
01100 WATER SUPPLY SYSTEM						
110	1150	VALVE ADJUSTMENT	EA	16	\$1,200	\$19,200
CONSTRUCTION SUB-TOTAL						\$441,000

		Engineer's Estimate				
		Hamrick Road Pavement Maintenance			AGENCY City of Central Point	
KIND OF WORK Pavement Grind and Inlay			LENGTH 3/12/24		ESTIMATOR ATT	
ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	AMOUNT	UNIT COST	TOTAL
00200 TEMPORARY FEATURES AND APPURTENANCES						
10	210	MOBILIZATION	LS	1	\$24,000	\$24,000.00
20	221	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$15,000	\$15,000.00
30	280	EROSION CONTROL	LS	1	\$4,000	\$4,000.00
00400 DRAINAGE AND SEWERS						
40	490	MINOR ADJUSTMENT OF MANHOLES	EA	14	\$1,800	\$25,200
00600 BASES						
50	620	COLD PLANE PAVEMENT REMOVAL, 0 - 2 INCH DEEP	SY	3600	\$4.25	\$15,300
00700 WEARING SURFACES						
60	744	LEVEL 2, 1/2 INCH ACP MIXTURE	TON	1220	\$135	\$164,700
70	748	4 INCH ASPHALT CONCRETE PAVEMENT REPAIR	SY	1000	\$50	\$50,000
CONSTRUCTION SUB-TOTAL						\$298,000

		2024 Pavement Maintenance Project			AGENCY City of Central Point		ENGINEER'S OPINION OF PROBABLE COST		KNIFE RIVER		KNL INDUSTRIES	
KIND OF WORK Pavement Repair				DATE 4/18/24								
ITEM #	SPEC #	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL		
BASE BID - PINE STREET AND FRONT STREET												
TEMPORARY FEATURES AND APPURTENANCES												
10		MOBILIZATION	LS	1	36,000.00	36,000.00	35,500.00	35,500.00	50,000.00	50,000.00		
20		TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	55,000.00	55,000.00	58,715.00	58,715.00	50,000.00	50,000.00		
30		EROSION AND SEDIMENT CONTROL	LS	1	6,000.00	6,000.00	1,000.00	1,000.00	10,000.00	10,000.00		
ROADWORK												
40		REMOVAL OF CURB RAMPS	EA	8	3,000.00	24,000.00	3,500.00	28,000.00	2,000.00	16,000.00		
DRAINAGE AND SEWERS												
50		MINOR ADJUSTMENT OF MANHOLES	EA	5	1,800.00	9,000.00	2,000.00	10,000.00	2,500.00	12,500.00		
BASES												
60		COLD PLANE PAVEMENT REMOVAL, 0 - 2 INCH DEEP	SY	3000	4.25	12,750.00	3.30	9,900.00	4.00	12,000.00		
70		COLD PLANE PAVENENT REMOVAL, 2 INCH DEEP	SY	6300	4.25	26,775.00	4.45	28,035.00	4.00	25,200.00		
WEARING SURFACES												
80		LEVEL 2, 1/2 INCHACP MIXTURE	TON	1290	135.00	174,150.00	113.00	145,770.00	110.00	141,900.00		
90		4 INCH ASPHALT CONCRETE PAVEMENT REPAIR	SY	1000	50.00	50,000.00	44.00	44,000.00	80.00	80,000.00		
100		CONCRETE CURBS, CURB AND GUTTER	LF	250	85.00	21,250.00	27.50	6,875.00	100.00	25,000.00		
110		EXTRA FOR NEW CURB RAMPS	EA	8	3,250.00	26,000.00	3,300.00	26,400.00	8,500.00	68,000.00		
WATER SUPPLY SYSTEM												
180		VALVE ADJUSTMENT	EA	16	1,200.00	19,200.00	650.00	10,400.00	1,000.00	16,000.00		
Total Base Bid					\$460,125.00		\$404,595.00		\$506,600.00			
ALTERNATIVE BID - HAMRICK ROAD												
TEMPORARY FEATURES AND APPURTENANCES												
10		MOBILIZATION	LS	1	24,000.00	24,000.00	16,500.00	16,500.00	10,000.00	10,000.00		
20		TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	15,000.00	15,000.00	35,600.00	35,600.00	20,000.00	20,000.00		
30		EROSION AND SEDIMENT CONTROL	LS	1	4,000.00	4,000.00	650.00	650.00	5,000.00	5,000.00		
ROADWORK												
40		REMOVAL OF CURB RAMPS	EA	14	1,800.00	25,200.00	2,000.00	28,000.00	2,500.00	35,000.00		
DRAINAGE AND SEWERS												
50		COLD PLANE PAVENENT REMOVAL, 2 INCH DEEP	SY	3600	4.25	15,300.00	3.30	11,880.00	4.00	14,400.00		
WEARING SURFACES												
60		LEVEL 2, 1/2 INCHACP MIXTURE	TON	1220	135.00	164,700.00	102.00	124,440.00	110.00	134,200.00		
70		4 INCH ASPHALT CONCRETE PAVEMENT REPAIR	SY	1000	50.00	50,000.00	44.00	44,000.00	80.00	80,000.00		
Total Base Bid					\$298,200.00		\$261,070.00		\$298,600.00			
TOTAL BID INCLUDING ALTERNATIVE					\$758,325.00		\$665,665.00		\$805,200.00			

RESOLUTION NO. _____

A RESOLUTION ACCEPTING THE LOWEST QUALIFIED BID FROM KNIFE RIVER MATERIALS, FOR THE CONSTRUCTION OF 2024 PAVEMENT MAINTENANCE PROJECT AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT

RECITALS:

A. WHEREAS, the City recently published a solicitation for the lowest bids for constructing the 2024 Pavement Maintenance Project.

B. WHEREAS, the City received two qualified bids.

C. WHEREAS, the lowest qualified bid was submitted by Knife River Materials for \$665,665.

The City of Central Point resolves as follows:

Section 1. The City Council hereby accepts the lowest qualified bid from Knife River Materials for \$665,665 to construct the 2024 Pavement Maintenance Project.

Section 2. The City Manager is hereby authorized to execute a contract and any related documents necessary to effectuate the acceptance of this award in a form substantially the same as that included in the specifications.

Section 3. This Resolution shall take effect immediately from and after its passage and approval.

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

Mayor Hank Williams

ATTEST:

City Recorder

1 - Resolution No. _____ 3/14/2024 Council meeting)



DEPARTMENT: Parks and Recreation

MEETING DATE: April 25, 2024

STAFF CONTACT: Matt Samitore, Parks and Public Works Director

SUBJECT: Don Jones Property Transfer

SUMMARY AND BACKGROUND:

The City was contacted over a year ago by Kent Gutches and his agent about the development of the vacant property adjacent to Don Jones Park. Currently, the area adjacent to the park is unused north of the basketball courts. The area was planned for a potential connection to neighboring areas, but was only partially connected. Additionally, there is a narrow 20-foot strip that is the old access point to the property before it became a park, but is no longer in use. Mr. Gutches wants to develop his property into townhouses but needs additional land to meet the zoning densities and access.

Upon the initial inquiry, staff estimated the cost of the land in question to be \$25,000. However, the City engaged Colette Meyer, a reputable appraiser, to assess the value of the property. Her appraisal, a copy of which is attached, values the property at \$19,000. This valuation takes into account the various encumbrances in the area, which limit the portion available for actual development.

If the City were to convey this property, the City would incur additional costs to relocate the trash enclosure and to move bollards and other items. At present the total cost for that work is unknown, but staff would make those determinations should the Council direct staff to move forward with negotiating a fixed price sale of the property.

Staff recommends that the minimum price to sell the property should be \$25,000 as that would account for the appraised value of the land as well as City cost to relocate several items. Additionally, in the event this land was sold, staff recommends using the funds to construct a gazebo at the park, which would cost approximately \$25,000. Staff seeks direction from the Council as to whether to pursue the property sale.

If Council recommends working toward the sale of this property, staff will bring back a resolution declaring this property as surplus and for authority to negotiate a fixed price sale at a cost no less than \$25,000.

FINANCIAL ANALYSIS:

The value of the property is appraised at \$19,000.

LEGAL ANALYSIS:

Pursuant to CPMC 2.40.120, surplus property may be disposed of by a number of methods, including a fixed price sale, upon a determination by the city manager that the method of disposal is in the best interest of the city. Factors that may be considered by the city manager include costs of sale, administrative costs, and public benefits to the city.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

GOAL 4 - Manage growth to provide places that are timeless and loved by the community.

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

ATTACHMENTS/EXHIBITS:

1. 09002-T-67 exhibit prelim 2024-02-20
2. APPRAISAL_Vilas Road

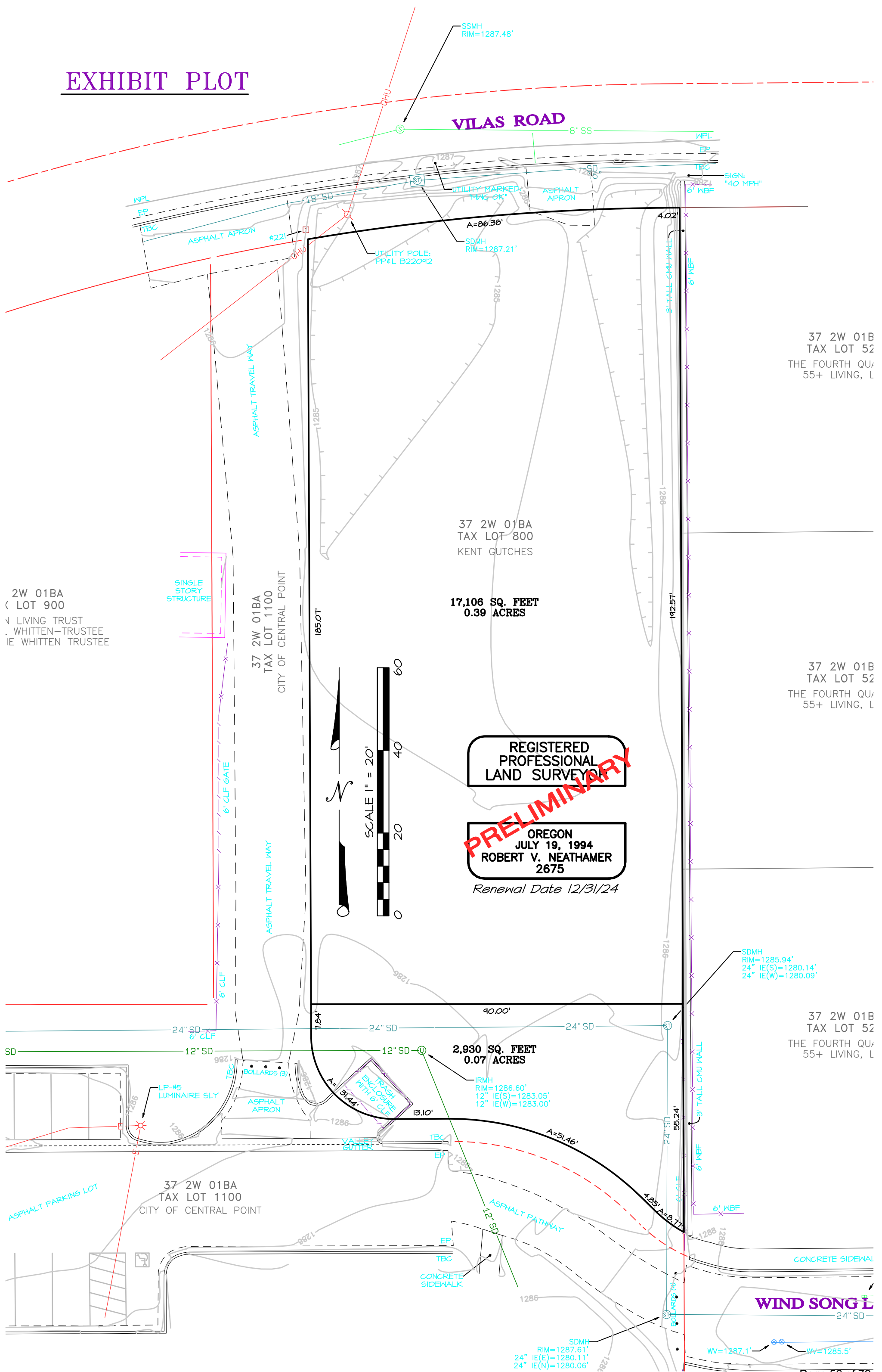
STAFF RECOMMENDATION:

Discussion Only

RECOMMENDED MOTION:

Staff recommends the initial offer of \$25,000 for the area requested and directs staff to continue to work with staff on a dedication agreement.

EXHIBIT PLOT



RESTRICTED APPRAISAL REPORT

Use of this report is limited to the client(s). The rationale for how the appraiser arrived at the opinions and conclusions set forth in this report may not be understood properly without additional information that is in the appraiser's workfile.

Subject Address: Adjacent south of 185 W. Vilas Road, Central Point, Oregon 97502

Map & Tax Lot: 37-2W-01BA, Tax Lot 1100 (portion)

Property Type: The subject property is currently a .07-acre portion of Don Jones Park (Open Space zoning). The owner of 185 W. Vilas is interested in buying the property as it is currently unused park space. The area would be incorporated into their property, which has a comp plan designation as medium density residential. The property owner, prior to development, must rezone the property to LMR – Low Mix Residential or to R-2, Residential Two-Family Residential.

Client: City of Central Point, 140 South 3rd Street, Central Point, OR 97502

Intended Use: Asset management for potential sale. No other uses of this appraisal are intended by the appraiser.

Intended Users: Client and 185 Vilas Road property owner. No other users of this appraisal are intended by the appraiser.

Property Rights: Fee Simple

Type of Value: Market Value in Assemblage

Definition of Market Value¹: "Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- (1) Buyer and seller are typically motivated;
- (2) Both parties are well informed or well advised, and acting in what they consider their own best interests;
- (3) A reasonable time is allowed for exposure in the open market;
- (4) Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- (5) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale."

¹ Source: USPAP 2024 Edition.

Conditions of Appraisal: The appraisal assumes rezoning to LMR or R-2. As requested by the client, the market value opinion is based on “value in assemblage” with the adjacent 185 W. Vilas Road site (37-1W-01BA, Tax Lot 800).

Subject Description: The subject property is currently a .07-acre portion of Don Jones Park (Open Space zoning). According to the client, the owner of 185 W. Vilas is interested in buying the property as it is currently unused park space. The area would be incorporated into their property, which has a comp plan designation as medium density residential. The property owner, prior to development, must rezone the property to LMR – Low Mix Residential or to R-2, Residential Two-Family Residential. [Note: 185 W. Vilas was forced annexed into the city in 2017. It is zoned R-1-6, but a condition of the annexation was a re-zone upon development].

According to the survey prepared by Neathamer Surveying, Inc., and located in the addenda of this report, the subject totals 2,930 square feet, or 0.07 acres. It is an irregular-triangular shaped parcel approximately 90 feet wide on the north boundary and 55.24 feet deep on the eastern boundary. The parcel has approximately 117+/- feet of frontage on an asphalt pathway providing pedestrian ingress/egress between the park’s parking lot on the west and the terminus of Wind Song Lane on the east. The asphalt pathway has gravel shoulders at the subject frontage, except for concrete curbs on the southwest corner of the site adjacent to a trash enclosure. The trash enclosure improvements on the subject site include 6-foot perimeter chain link fencing with privacy slats. An underground, 12-inch storm drain line with manhole extends through the southwest corner of the site, as depicted on the survey. Reference is also made to the subject photographs in the addenda.

Per the scope of work of this appraisal, in “as is” condition the subject is valued as part of the larger assemblage including 185 W. Vilas Road adjacent north (Tax Lot 800). According to the survey this parcel totals 17,106 square feet, or 0.39 acres. The combined assemblage is thus 20,036 square feet, or 0.46 acres. The assemblage is a rectangular-irregular shaped parcel with 90.40+/- feet of frontage on the south line of Vilas Road. It is approximately 90 feet wide by 190 to 247+/- feet deep. There is currently one curb cut on Vilas Road providing for vehicular ingress and egress. An asphalt travel way owned by the city extends north-south adjacent west of the assemblage. Currently, the travel way is barricaded at its intersection with the city park. According to Mr. Matt Samitore of the City of Central Point, the barricade will be removed, and the right of way will be connected to Wind Song Lane. This travel way will allow vehicular ingress and egress to the subject. The developer will be required to bring the roadway and Wind Song Lane to municipal standards including ½ street improvements with asphalt paving, concrete curbs and gutters at the subject frontage. Vilas Road at the subject frontage is a three-lane arterial with two lanes of traffic, one in each direction, and a center turn lane. At the subject frontage it is asphalt paved with concrete curbs, gutters and bike lanes. Overhead utility lines on wood standards are located on the south side of the right of way. The assemblage includes relatively flat topography and is slightly below surrounding street grade. Adjacent uses include newer residential subdivision development to the east, an older mixed-use development with residence and service commercial facility to the west, Don Jones Park with basketball courts on the south, and Vilas Road with mature residential neighborhoods on the north. According to FEMA map 41029C-1769F dated May 3, 2011, the subject is located outside the flood hazard area. Per the scope of work, the subject assemblage is proposed to be rezoned for LMR – Low Mix Residential (TOD) or to R-2, Residential Two-Family Residential. According to the city’s land development code, both the LMR and R-2 zones allow for single and multi-family residential dwellings with a density of 6 to 12 units per acre. The max building height is 35 feet, and the max lot coverage is 50 percent (R-2) or 80 percent (LMR).

In addition to required street improvements for development, according to the City of Central Point, the existing city trash enclosure on the southwest corner of the subject site will need to be relocated inside the park by the subject developer.

Off-Sites: The estimated costs to complete the one-half street improvements are estimated based on the national cost guide Marshall & Swift, Section 66, pages 1 and 2, as follows:

½ Street Improvements – Assemblage Property:

Asphalt Travel Way – W/S of Subject (185')

Wind Song Lane/Apron – S/S of Subject (117')

Total: 302 LF frontage

6" Concrete Curb w/ 2' Gutter: 302 LF X \$30/LF = \$9,060

2" Asphalt on 2" Base (15 feet wide X 302 LF): 4,530 SF X \$4.00/SF = \$18,120

Total: \$27,180, rounded to \$27,000 or \$1.35/SF assemblage area

Relocation of Trash Enclosure: The estimated cost to relocate the existing trash enclosure has been estimated based on a review of the national cost guide Marshall & Swift, and a phone consultation with the local business Quality Fence. According to cost estimator Mr. Jacob Graffis of Quality Fence, most of the existing trash enclosure materials can be salvaged and reset as part of the relocation. The exceptions are the posts and t-wires (bottom tension wires) which will need to be demolished and replaced. According to Mr. Graffis, the estimated cost to remove the existing enclosure and reset in another area of the park with new posts is approximately \$1,700. The actual cost may vary depending on the location of the new site in the park. This estimate does not include demolition of the existing concrete base with concrete curbs, or construction of a new concrete base with curbs. Based on the Marshall & Swift cost guide, completion of new concrete paving is estimated at \$2,100 (300 SF X \$7/SF) and new concrete curbs at \$2,250 (75 LF X \$30/LF). Demolition of the existing concrete pad with curbs is estimated at \$1,500 with dump fess. The estimated trash enclosure relocation costs total \$7,550, rounded to \$7,600, or \$0.38 per square foot of assemblage site area.

Sale & Listing History: There have been no sales or other transfers of the subject property within the three years prior to the effective date of this appraisal.

Pending Sale: The subject property is not currently pending sale, nor is it listed for sale.

Scope of Work: The subject description was obtained from a site inspection, municipal records and information provided by the client. Based on the lack of building improvements on site, the sales comparison approach is the most reliable valuation method. The cost and income approaches are not developed. Comparable sales data was taken from Jackson County property data and local MLS records. Sales were confirmed via public records and discussions with parties to the transactions.

OPINIONS AND CONCLUSIONS

Highest and Best Use: Permitted uses in the subject's LMR/R-2 zone include single family residences (SFR's) and multifamily residential dwellings (MFR's). The maximum development density (DU/AC) in the LMR/R-2 zone is a minimum of 6 units and a maximum of 12 units per acre. The subject's general location within northeast Central Point is rated average. The subject's specific location adjacent to Don Jones Park is rated average to good, with good park access by

way of adjacent pathways and Wind Song Lane. However, noise attributed to nearby sport courts use including pickleball may be a detriment to some residential occupants. The existing service commercial and older residential development adjacent west of the subject is rated below average in quality. The egress from the subject to Vilas Road from the asphalt travel way is rated below average, due to the speed of traffic on the busy arterial and a somewhat blind curve to the west of the subject. However, the proposed barricade removal will connect the west side travel way to Wind Song Lane, providing for improved ingress/egress via Singing Grass Drive. The subject site is surrounded by both newer residential subdivision and older residential/mixed-use development. Based on location considerations including adjacent park use/noise, adjacent service commercial use and vehicular egress, the highest and best use is for multifamily residential housing per the LMR/R-2 zoning. Based on the size of the subject assemblage, up to 5 units are potential on the site.

Exposure Time: The appraiser's opinion of reasonable exposure time for the subject property is up to 12 months.

Effective Date of Value: March 26, 2024

Sales Comparison Approach: A search for comparable MFR-zoned land sales was made to help estimate the value of the subject. In recent years there has been a scarcity of multifamily residential land sales in the subject's market area of Central Point and the larger Rogue Valley area truly similar to the subject in size, allowable development density and features. For this reason, the search area was expanded to include the larger Medford market area, and sales of SFR zoned parcels with a similar DU/AC. The land sales reviewed in the market are the most recent and best available and concluded adequate for comparison purposes.

A total of eight land sales are summarized in the Land Sale Comparable Summary chart on the next page.

LAND SALE COMPARABLE SUMMARY

NO	IDENTIFICATION	DATE/REC. DOM	SALE PRICE	SIZE-AC SIZE-SF	PRICE/SF PRICE/AC	ZONING	NO. UNITS	DU/ AC	PRICE/ UNIT
1	Flag Lot W/S Merriman Road N. of DeBarr Avenue Medford, OR	Pending 3/5/2024 DOM: 95	\$355,000 List Price	1.52 66,211	\$5.36 \$233,553 List Price	SFR-6	9	6	\$39,444 List Price
2	1757 River Run Street Twin Creeks PUD Central Point, OR	3/7/2024 24-5232 DOM: 14	\$135,000	0.20 8,712	\$15.50 \$675,000	LMR	1	5	\$135,000
3	1392 Poplar Drive Medford, OR	2/6/2024 24-2606 DOM: 2,485	\$285,000	0.38 16,553	\$17.22 \$750,000	MFR-20	8	21	\$35,625
4	2020 Sunset Drive Medford, OR	11/20/2023 23-24314 DOM: 33	\$750,000	1.47 64,033	\$11.71 \$510,204	MFR-15	26	18	\$28,846
5	1300 Beekman Avenue Medford, OR	8/25/2023 23-18646 DOM: 310	\$195,000	0.61 26,572 w/ shop	\$7.34 \$319,672	SFR-6	4	7	\$48,750
6	451 N. First Street Central Point, OR	3/14/2023 23-4859 DOM: 0	\$95,000	0.17 7,405	\$12.83 \$558,824	MMR	4	23	\$23,750
7	1900 Grandview Avenue Medford, OR	11/18/2022 22-33617 DOM: 18	\$360,000	1.09 47,480	\$7.58 \$330,275	SFR-6	6	6	\$60,000
8	Flag Lot E/S Pine Street, S. of Short Street Rogue River, OR	7/15/2022 2022-22672 DOM: 27	\$139,000	0.60 26,136	\$5.32 \$231,667	R-2	12	20	\$11,583

Comparative Analysis: The land sales range in price from \$95,000 to \$750,000 for parcels ranging in size from 0.17 to 1.52 acres. The prices per square foot range from \$5.32 to \$17.22 per square foot, and the prices per allowable units range from \$11,583 to \$135,000. Excluding the high and low indications, the sales range from \$5.36 to \$15.50 per square foot, or from \$23,750 to \$60,000 per unit.

The market data indicate a tighter range based on price per square foot, therefore this is the unit of comparison applied in the analysis. The sales were zoned a variety of SFR/MFR designations with allowable development densities from 5 to 23 DU/AC. Most include a higher development density than the subject; there was a scarcity of recent LMR/R-2 sales available for comparison. The higher density land sales, No.'s 3, 4, 6 and 8, from 18 to 23 DU/AC, superior to the subject (6-12 DU/AC), typically indicate a price per square foot at the upper end of the market range.

Most of the sales required completion of street improvements upon development, similar to the subject property. However, the subject's corner frontage with an estimated off-site cost of \$1.35 per square foot of assemblage area is at the upper end of the market range. None of the land sales included the required relocation of a trash enclosure with an estimated cost of \$0.38 per square foot of assemblage area. The sales therefore require a downward adjustment based on the estimated off-site and trash enclosure relocation costs in the range of \$0.50 to \$1.00 per square foot.

Of the data set, only Sales 2 and 6 are in the subject's market area of Central Point. Sale 2 at \$15.50 per square foot is zoned LMR but was slated for SFR construction. It is in a new subdivision phase of the Twin Creeks PUD, superior in most respects to the subject. The street was completed to current standards only requiring concrete sidewalks upon development. The lot is also surrounded by open space. Sale 2 requires downward adjustments as compared to the subject and indicates a value less than \$15.50 per square foot is achievable. Sale 6 at \$12.83 per square foot is a small, 0.17-acre lot located north of downtown Central Point. It is zoned MMF with a higher development density. The access from First Street is rated superior. Overall, Sale 6 requires a net downward adjustment for small size, higher development density and superior access. It indicates a value less than \$12.83 per square foot is achievable for the subject.

The remaining sales, No.'s 1, 3-5 and 7-8, are sites in the larger market area. These sales range in price from \$5.32 to \$17.22 per square foot. Excluding the high and low indications, the sales range from \$5.36 (list price) to \$12.83 per square foot. The proposed and/or allowable development densities ranged from 6 to 21 DU/AC. Of this data set, Sales 1, 5 and 7 are rated most similar to the subject in allowable development density. They range in price from \$5.36 to \$7.58 per square foot. Sale 1 at \$5.36 per square foot is the pending sale of a 1.52-acre flag lot on Merriman Road in Medford, just south of Central Point. It was listed and went under contract on March 5, 2024, after 95 days on market. The pending price was not disclosed but is anticipated to be less than the list price of \$5.36 per square foot based on the time on the market. Sale 1 is larger and thus inferior to the subject in size, requiring an upward adjustment. Sales 5 and 7 from \$7.34 to \$7.58 per square foot are slightly larger than the subject but are rated superior in location and access. The net adjustments are downward. Overall, the most similar Medford area land sales indicate a value range greater than \$5.36 but less than \$7.34 per square foot for the subject.

Conclusions: Based on the preceding comparative analysis, the market value of the assembled, 0.46-acre site is estimated to be \$130,000 (20,036 SF X \$6.50/SF = \$130,234, rounded). This equals \$26,000 per allowable unit, bracketed by the data set. The market value of the subject's 0.07-acre site is as follows:

$$\begin{aligned} 2,930 \text{ Square Feet} \times \$6.50/\text{SF} &= \$19,045 \\ \text{Rounded} &= \$19,000 \end{aligned}$$

The supporting documentation for the analyses and the development of the sales comparison approach to value is retained in the appraiser's workfile.

Opinion of Market Value: \$19,000

Assumptions and Limiting Conditions: This appraisal is subject to the following assumptions and conditions:

1. It is assumed that the property is in compliance with all applicable federal, state and local laws, ordinances, regulations, building standards, use restrictions and zoning unless the lack of compliance is stated in the appraisal report. Determining and reporting on such compliance were not part of the scope of work for this assignment.
2. It is assumed that all water, sewer facilities and utilities (whether existing or proposed) are or will be in good working order, are safe for use, and are or will be sufficient to serve the current or proposed uses of the subject property or any structures or other improvements. Determining and reporting on such matters were not a part of the scope of work for this assignment.
3. Unless otherwise stated in this report, the past or current existence of hazardous materials or environmental contamination on, below or near the subject property was not overserved or known by the appraiser. The appraiser, however, is not qualified to detect such substances or to make determinations about their presence. The presence of substances such as asbestos, urea-formaldehyde foam insulation and other potentially hazardous materials or environmental contamination may affect the value of the property. Unless otherwise stated, the value estimated is predicated on the assumption that there is no such material on, below or affecting the property that would cause a loss in value. No responsibility is assumed for such conditions or for any expertise or engineering assistance required to discover them. The intended user is urged to retain an expert in this field, if desired.
4. Possession of this report or a copy thereof does not carry with it the right of publication nor may it be used for any purpose by any other than the client without the previous written consent of the appraiser and then only with proper qualifications.
5. Neither all nor any part of the contents of this report shall be conveyed to the public through advertising, public relations, news, sales, or other media without the written consent and approval of the author, particularly as to valuation conclusions, and the identity of the appraiser.

6. The appraiser shall not be required to give testimony or appear in court by reason of this appraisal with reference to the property described herein unless prior arrangements have been made.

Certification of Appraisal:

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have performed no services, as an appraiser or other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
- I have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person signing this certification.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

- As of the date of this report, I have completed the Continuing Education Program for Designated Members of the Appraisal Institute.

Handwritten signature of Colette Meyer, MAI in dark ink.

Colette Meyer, MAI
Oregon State Certified General Appraiser
License No. C000767, expiring 11/30/2025
April 2, 2024

COLETTE J. MEYER, MAI QUALIFICATIONS

Colette Meyer is a professional commercial real estate appraiser and consultant. She conducts real estate appraisals plus market, economic feasibility, and highest and best use studies. She has been appraising commercial real estate since 1990. She was awarded the State Certified General Appraiser's License from the State of Oregon's Appraiser Certification and Licensure Board on September 16, 2003 (License No. C000767, expiring 11/30/2025).

Ms. Meyer was awarded the MAI designation by the Appraisal Institute on May 2, 2013.

Ms. Meyer earned a Bachelor of Science from the University of Oregon in June 1990. Her major area of study was Finance. Her secondary area of study within the Business School was Real Estate Finance, and her minor was in Geography. She received Dean's List honors. Some additional real estate appraisal courses, seminars and examinations that she has completed are as follows:

Appraisal Institute

- Foundations of Real Estate Appraisal
- Uniform Standards of Professional Appraisal Practice
- Business Practices and Ethics
- Basic Income Capitalization
- Advanced Income Capitalization
- Advanced Sales Comparison and Cost Approaches
- Highest & Best Use and Market Analysis
- Report Writing and Valuation Analysis
- Advanced Applications
- Comprehensive Examination
- Experience Credits
- Demonstration Narrative Appraisal Report
- Condemnation Appraising, Basic and Advanced Principles
- Small Hotel/Motel Valuation
- Apartment Appraisal Concept and Applications
- Subdivision Valuation
- Case Studies in Appraising Green Commercial Buildings

Ms. Meyer's appraisal experience includes a wide variety of commercial, industrial and multi-family properties in southern Oregon and throughout the nation. From 1990 to 1999, she worked as a licensed appraiser and appraiser assistant with Brown, Chudleigh, Schuler, & Associates in Medford, Oregon. From 1999 to 2004, Ms. Meyer served as an independent contractor, assisting and completing valuations with Evan Archerd, MAI of Ashland, Oregon, William Miller, MAI and Steve Graham of Medford, Oregon, and Paul Zacha, MAI of Grants Pass, Oregon. Since 2004, she has served as the sole proprietor of Meyer Appraisal & Consulting, currently doing business as Colette Meyer, MAI. Her

appraisal experience includes professional office buildings, regional and community shopping centers, restaurants, subdivision analysis, industrial buildings, service stations, and apartment complexes. Ms. Meyer has also conducted condemnation appraisals of both partial and complete takings. Her appraisal experience includes the following properties:

- Rogue Valley Mall, Medford, Oregon
- Pioneer Place Retail Center and Pioneer Place Office Tower, Portland, Oregon
- Kruse Way Office Buildings, Lake Oswego, Oregon
- One Maritime Plaza Office Tower, San Francisco, California
- Flex Industrial Buildings, San Jose, California
- TIAA Apartment Complex Portfolio, Los Angeles, California
- Low Income Housing Tax Credit (LIHTC) Apartment Portfolio, Nationwide

Clients include People's Bank of Commerce, Evergreen Federal Bank, Washington Federal Bank, Key Bank, Banner Bank, Evolve Bank, Oregon Pacific Bank, U.S. Bank, City of Medford Urban Renewal Agency, City of Phoenix Urban Renewal Agency, City of Central Point, City of Grants Pass, Rogue Valley Transit District, attorneys and private individuals.

Ms. Meyer is also active in community service. She has served as a mentor with the HATS (Help a Teen Succeed) program of Rogue Valley Youth for Christ, a resident visitor with Three Fountains Nursing Home, and a STARS mentor with the State of Oregon Department of Human Services.

Appraiser Certification and Licensure Board

State Certified General Appraiser

28 hours of continuing education required

**COLETTE J MEYER
COLETTE MEYER APPRAISAL, INC.
2640 E BARNETT RD, STE E - 246
MEDFORD, OR 97504**

License No.: C000767
Issue Date: December 01, 2023
Expiration Date: November 30, 2025


Chad Koch, Administrator

ADDENDA

Subject Photographs

Survey

SUBJECT PHOTOGRAPHS – March 26, 2024



View north across subject



View south across subject



View east across subject



View west across subject



View southwest across subject



View of existing curb cut on Vilas Road

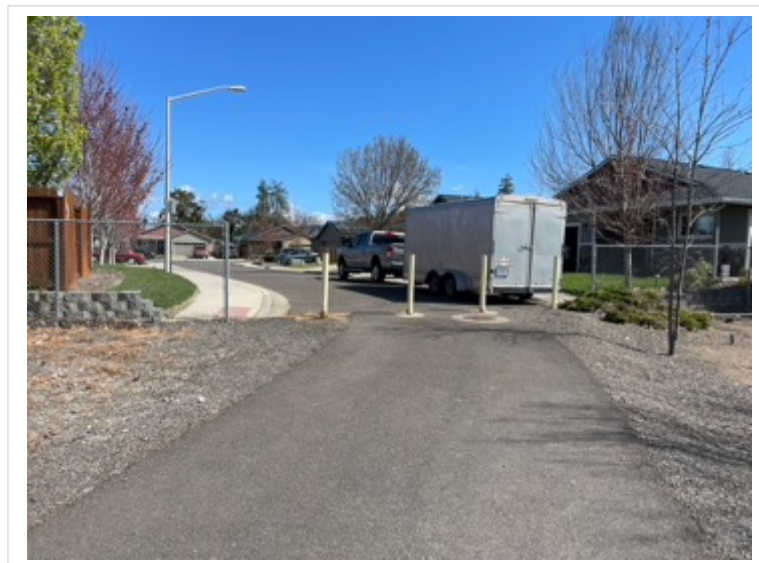


Views of trash enclosure area on subject with concrete curbs





View east across subject 0.07-acre parcel with storm drain



View east of asphalt pathway adjacent south of subject



View west of asphalt pathway and city park parking lot adjacent south of subject



View south toward city park adjacent south of subject



Views of park facilities adjacent south of subject





View of service commercial facility adjacent west of subject



View of residential dwelling adjacent west of subject at Vilas Road frontage



View east of Vilas Road at subject frontage



View west of Vilas Road at subject frontage

EXHIBIT PLOT

