

**CITY OF CENTRAL POINT
City Council Meeting Agenda
January 24, 2012**

Next Res.1350
Next Ord. No.1969

**Central Point
City Hall
664-3321**

City Council

Mayor
Hank Williams

Ward I
Bruce Dingler

Ward II
Kelly Geiger

Ward III
Ellie George

Ward IV
Allen Broderick

At Large
David Douglas
Rick Samuelson

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

**Community
Development
Department**
Tom Humphrey, Director

Finance Department
Bev Adams, Director

Human Resources
Barb Robson, Director

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

Police Department
Kris Allison, Chief

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. SPECIAL PRESENTATION

- Swearing in Lieutenant Greg Bruce
- Presentation of Awards for D.A.R.E. Cruise
- Presentation of Multicultural Awareness Youth Award

V. PUBLIC APPEARANCES

VI. CONSENT AGENDA

- | | | |
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| Page 7 | A. | Approval of January 10, 2013 Council Minutes |
| 11 | B. | Approval of OLCC Application for Bobbios Pizza |

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. BUSINESS

- | | | |
|----|----|--|
| -- | A. | Fire District 3 Quarterly Presentation and Report (Chief Peterson) |
| 15 | B. | Appointment of City Committee Members (Mayor Williams) |
| 31 | C. | December Financials/Mid-Year Report (Adams) |

IX. PUBLIC HEARING, ORDINANCES, AND RESOLUTIONS

- 42 A. First Reading An Ordinance Amending all Sections in the Central Point Municipal Code Using the Term “City Administrator” to read “City Manager” (Clayton)
- 45 B. Resolution No. _____, A Resolution Requesting a Public Hearing before the City of Central Point Municipal Court for the Purpose of Seeking Authority to Order the Demolition of a Derelict Structure Owned by Clyde and Susan Olson Located at 332 N. Second Street, Central Point, Oregon (Clayton)

X. MAYOR’S REPORT

XI. CITY MANAGER’S REPORT

XII. COUNCIL REPORTS

XIII. DEPARTMENT REPORTS

XIV. EXECUTIVE SESSION - ORS 192.660 (2)(i) Employee Evaluations

The City Council will adjourn to executive session under the provisions of **ORS 192.660 (2)(i) Employee Evaluations**. Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

XV. ADJOURNMENT

Special Presentation

Multicultural Awareness Youth Award



MEMORANDUM

January 14, 2013

To: Honorable Mayor and City Council Members
Deanna Casey, City Recorder

From: Fran Cordeiro-Settell, Chair

Re: Multicultural Awareness Youth Award (MAYA) Presentation

In 2012, the City of Central Point Multicultural Committee created the annual Multicultural Awareness Youth Award Scholarship of \$500.00 to be awarded to a Crater High School Senior student applicant whom best promotes the dreams and/or goals of Dr. Martin Luther King Jr.

In January 2013, the committee reviewed 7 applications at our meeting for the MAYA Scholarship and unanimously decided on who we believe is most deserving of this award.

On behalf of the committee, it is our pleasure to announce that Madison Layton as the recipient of the MAYA Scholarship and respectfully request the presentation of our award to be presented to her by the Mayor at the next appointed Council meeting.

Madison's tireless and historical efforts to be involved in several community services based programs such as Community 101 is to be commended. She showed to have the drive and commitment to the group researching and attending site visits on each non-profit organization candidate with her team to best find a fit to their mission statement to focus on the well-being and acceptance of children in our community.

We would like to recognize our 6 other applicants Dana Briggs, Allie Winningham, Dalyn McCauley, Briana George, John Martinez and KaitLynn Culbertson for their time and dedication to their community services and volunteering whether it be through school programs and/or personal efforts. Keep up the good work!

Sincerely,

Fran Cordeiro-Settell

Multicultural Committee Chair

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



Multicultural Committee
Fran Cordeiro-Settell - Chair
Christina Garrett - Vice Chair
Jill Gregg, Amy Sweet & Adam McCarthy
Members

January 14, 2013

Madison Layton
3690 Willow Springs Rd
Central Point Oregon 97502

Dear Madison,

RE: Multicultural Awareness Youth Award

Thank you for your application regarding the Central Point Multicultural Awareness Youth Award. It is so encouraging to see how involved our young adults have been to reflect Dr. King's life and teachings.

CONGRATULATIONS as you are our chosen \$500 Scholarship Winner this year, and we encourage you to continue on the path you have chosen. On January 24, 2013 at 7PM at the City Council Meeting at City Hall, the Mayor Hank Williams will announce and award our Scholarship to you. If this date or time changes, Amy Sweet will contact you.

Your attendance along with your parents and/or guardians are highly encouraged. All other applicants are welcome to attend and be recognized for the work they have done to support diversity in the community.

The City encourages you to watch for other opportunities within your community to shine. The City is always in need of volunteers to help keep Central Point the livable community that it is.

Sincerely,

A handwritten signature in blue ink that reads "Fran Cordeiro-Settell".

Fran Cordeiro-Settell, Chair
Amy Sweet, Scholarship Coordinator

Central Point Multicultural Committee Awareness Youth Award

Name: Madison Layton Phone: (541) 840-0894
Address: 3690 Willow Springs Road City: Central Point Zip: 97502
E-mail: layton137055@district6.org Small School: 2

1. Describe the accomplishment and/or deed:

During my four years at Crater High I have been given the opportunity to be a member of a few different organizations. Some of which include sports as well as different community based clubs. One of these clubs is Community 101, an organization which decides upon a mission statement, finds a nonprofit organization which fits this mission, and donates money to the organization. Last year our club gave to the Magdalene Home, YMCA, Hearts with a Mission, and Kids Unlimited. Our goal was to promote the well-being of children in our community, no matter their family situation or social standing. This year in Community 101 we have changed the wording of our mission statement, but still plan to focus on the well-being and acceptance of children in our community.

2. Describe the impact of this accomplishment and/or deed on the parties or community affected:

The children at Magdalene Home, YMCA, Hearts with a Mission, and Kids Unlimited have all seen a direct affect from the money our organization gave to them. For example, Community 101 raised roughly 700 dollars for Heart with a Mission in order to buy new laptops and software for the residents of the organization. This was done so the students who are staying there will be able to complete their school work. At Kids Unlimited the money went to providing scholarships for summer camps so that children who would generally not have the means to attend this camp would be able to join in on the snacks, games, and activities.

3. Describe any special qualities, creativity, and/or resourcefulness you demonstrated in performing this accomplishment and/or deed:

In Community 101 to find the organizations which we will support, each of our members goes on a site visit. I chose to go to the Boys and Girls Club in order to hear their propositions on where their share of the money would go. To do this I had to use my organizational and people skills. Organizational skills were used in that I was required to find out the organizations location, fill out an extensive report while on the site visit, and in the organization of the information at the end of the visit. People skills were used in that I set up an appointment with some of the employees of the Boys and Girls Club, and on the site visit itself. It was impenitently important to be courteous, but also to make sure all of the questions in our packet were answered and filled out completely.

4. What was the length of involvement for this accomplishment and/or deed?

For Community 101, we are constantly having meetings, taking surveys, and going on site visits. Therefore, it can be said that the length is really up to you. However much you chose to

contribute is your length of involvement. Personally, I am a very large part of the club. I set up meetings, am a decision maker in where we visit, and for where our money goes. For last year, with meetings and site visits, my time totaled about 35 or 40 hours. This year, I plan to be even more involved by attending more leadership conferences and community wide meetings.

5. How did you demonstrate the “moral courage” required to do the right thing to accomplish this act?

As I say, our organization is for people who want to make a difference, and not simply be in a club for the sake or putting it on their college applications. In our club, it would be moderately simple to slack by not volunteering for a site visit or not attending every meeting. This is not me. I have demonstrated “moral courage” by doing the right thing in that I attend each and every meeting, and actually pay close attention when I go on site visits. This is because these visits give us a real feel for who the company is, and it is very important to take them seriously. We do not want to just give money to anyone who asks, we want to make sure the funds are going to organizations that are in need *and* that are going to make a difference in our community.

6. Please provide supporting documentation (i.e. letter of recommendation, reference, work examples, media clippings, etc.). Items may be attached to this application for submission if necessary:

Name: Jeremy Sinks

Telephone: (541)326-9377

E-mail: jeremy.sinks@district6.org

Relationship: Teacher

How long have they known you or been working with you? : 2 years

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Signature of student:



Date submitted: December 12, 2012

Consent Agenda

**CITY OF CENTRAL POINT
City Council Meeting Minutes
January 10, 2013**

i. OATH OF OFFICE – 7:00 p.m.

The Oath of Office was administered to Mayor Hank Williams, Council Member At-Large Rick Samuelson, Council Member At-Large David Douglas, and Council Member Ward IV Allen Broderick.

I. REGULAR MEETING CALLED TO ORDER

Mayor Williams called the meeting to order at 7:05 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL: Mayor: Hank Williams
Council Members: Allen Broderick, Bruce Dingler, Kelly Geiger, Rick Samuelson, David Douglas, and Ellie George were present.

Interim City Manager Chris Clayton; Police Chief Kris Allison; Community Development Director Tom Humphrey; Finance Director Bev Adams; Parks and Public Works Director Matt Samitore; IT Manager Jason Richmond; and City Recorder Deanna Casey were also present.

IV. SPECIAL PRESENTATION

Police Chief Kris Allison introduced the members of the Southern Oregon High Tech Crimes Unit. We have members from the FBI, Medford, Central Point, Grants Pass, Homeland Security, Ashland and Jackson County. These are the people diligently working on Cyber Crimes in our community and throughout the state of Oregon.

V. PUBLIC APPEARANCES - None

VI. CONSENT AGENDA

- A. Approval of December 13, 2012, City Council Minutes
- B. Approval of Temporary Street Closure for SO'Cross

Kelly Geiger made a motion to approve the Consent Agenda as presented. Ellie George seconded. Roll call: Allen Broderick, yes, Bruce Dingler, yes; Kelly Geiger, yes; David Douglas, yes; Rick Samuelson, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

VII. ITEMS REMOVED FROM CONSENT AGENDA - None

VIII. BUSINESS

A. Council President Appointment

Mayor Williams explained that appointment of a Council President is an annual responsibility for the City Council. The Council President presides in the absence of the mayor and acts as mayor when the mayor is unable to perform mayoral duties.

Council Member Kelly Geiger nominated Bruce Dingler. There were no more nominations.

Council Member Kelly Geiger made a motion to appoint Bruce Dingler as 2013 Council President. Ellie George seconded. Roll call: Allen Broderick, yes, Bruce Dingler, Abstain; Kelly Geiger, yes; David Douglas, yes; Rick Samuelson, yes; Hank Williams, yes; and Ellie George, yes. Motion approved.

B. Council Representation Appointments

Mayor Williams stated that the City Council has a responsibility to represent Central Point on various committees and organizations throughout the Rogue Valley. The Council discussed the committees they would be interested in representing.

There was discussion regarding the transportation meetings that Mike Quilty attends representing the City of Central Point. Council is concerned that they did not get regular reports from Mr. Quilty in 2012 and would like to have regularly scheduled reports in 2013 if he is still interested in representing Central Point.

C. Audit Presentation

Chris Dye, CPA, from Johannsen, Dye & Perkeypile. Mr. Dye explained the process of the annual audit and presented the Administrative Letter. There were no negative findings this year to report to the Council. The Water Fund was the only fund that ended with a negative balance. When they do the audit each year they test and watch procedures and make sure there are no holes in the system that could cause a problem. They enjoy working with the City of Central Point. He provided his contact information to all the Council Members and stated that they can contact him if they have any future questions.

D. Planning Commission Report

Community Development Director Tom Humphrey stated that the Planning Commission had one item that they discussed on January 8th. This was a continued Public Hearing from their December meeting regarding the East Side Transit Oriented Development (TOD). They continued their discussion of the TOD-related land use planning that staff is working on at the direction of the City Council. ODOT submitted a letter that challenges the City's TSP traffic analysis and conclusions and pressed the City to adopt a draft Interchange Area

Management Plan (IAMP) and enter into an unwritten IGA for the Pine Street exit. After receiving testimony from both ODOT and local area residents, the Commission closed the public hearing and directed staff to prepare a resolution recommending approval of the East Side TOD with findings supporting that conclusion.

E. MPO/RVACT Twin Creeks Rail Presentation

Community Development Director Tom Humphrey showed the Council the presentation he did for the MPO as a grant request for the Twin Creeks Rail Crossing. The MPO has grant money that will be divided up amount agencies in Jackson and Josephine Counties. The city is hopeful that we will be granted a major part of the funds needed for the rail crossing. Currently our project is ranked third among the list of applicants.

If the City is awarded the funds for the project we would need to work with the developer on responsibilities of the City and Developer. The Developer is very motivated to do what needs to be done for this project.

IX. MAYOR'S REPORT

Mayor Williams reported that he attended the Medford Water Commission meetings. The Cities Coalition is pressuring MWC to do a water rate study. He also attended the Bobbio's Pizza ribbon cutting ceremony.

X. CITY MANAGER'S REPORT

Interim City Manager Chris Clayton reported that:

- MWC has agreed to do an independent rate and SDC Study. The Cities Water Coalition want to make sure this is a study not a report.
- LOC is offering training in the Valley on Ethics and Governing Basics.
- There will be a Study Session on January 14th at 6:00 pm.
- Staff is recommending cancelling the February 14th Council Meeting and moving the Council retreat to March. He will be in touch with the Council on a final date for the retreat.
- The February Study Session will be February 11th.

XI. COUNCIL REPORTS

Council Member David Douglas reported that he attended the Bobbio's Ribbon Cutting Ceremony.

XII. DEPARTMENT REPORTS

Community Development Director Tom Humphrey reported that Planning Commission members will be attending a planning training at RVCOG. This would be a good training for City Council members as well if you are interested.

Police Chief Kris Allison reported that two reserve officers are training. She explained the steps that the Central Point Police Department has taken to help students and parents feel safe at the schools in Central Point. We are present in and around the schools throughout the day and are always available if special needs arise.

Parks and Public Works Director Matt Samitore reported that:

- There have been questions regarding the gazebo from Mon Desir again. The Council made a decision last year to put the gazebo in the new Arboretum. Does the Council still wish it to go there or would they like to revisit this subject. Council direction is to stay with the original decision of locating the gazebo at the Skyrmann Arboretum.
- The reservoir has been delayed because of the water pump issues.
- Avista is currently lowering their lines in preparation of the parking lot improvements which will begin very soon.

Finance Director Bev Adams reported that the \$40,000 from the Housing Fund she reported on last month can go to Food and Friends. However the City must purchase the food and provide a receipt to the state. Staff is working with Food and Friends in order to complete this requirement by the end of February.

XIII. EXECUTIVE SESSION - None

XIV. ADJOURNMENT

Ellie George moved to adjourn, Bruce Dingler seconded, all said “aye” and the Council Meeting was adjourned at 8:47 p.m.

The foregoing minutes of the January 10, 2013, Council meeting were approved by the City Council at its meeting of January 24, 2013.

Dated:

Mayor Hank Williams

ATTEST:

City Recorder



155 South Second Street • Central Point, OR 97502

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

Kristine Allison

Chief

Date: 01/16/2013
From: Captain Brian Day
To: Honorable Mayor Williams
Subject: Request for OLCC License

RE: Central Point Bobbios Pizza/Persons associated therewith

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

Respectfully,

A handwritten signature in black ink, appearing to read "Brian Day". The signature is stylized and somewhat cursive.

Brian Day
Captain
Central Point Police Department

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MEMORANDUM

DATE : January 9, 2013
TO : Central Point Police Dept.
FROM: Deanna Casey, MMC, City Recorder
RE : Change of Ownership OLCC Application for Bobbios Pizza

Please complete a criminal record check on the following individuals, and check your records for any complaints or issues involving Bobbios Pizza, they are currently open.

Rick E. Deates, 1057 Sunrise Way, Central Point OR 97502
Joy L. Deates, 1057 Sunrise Way, Central Point OR 97502

If possible please return to me by **January 17th** in order to provide the information in the Council Packet for January 24, 2013.

Please also include checks in any other states referenced in their application.

Thank you!

- No concerns
- Concerns noted (Note concerns in comment section)

Comments:



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

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

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other C/TA

90-DAY AUTHORITY

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

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: [Signature]

Date: 1/8/13

90-day authority: Yes No

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

① Deates, Rick E. ③ _____

② Deates, Joy L. ④ _____

2. Trade Name (dba): Central Point Bobbios Pizza

3. Business Location: 312 Oak St. STE 102 Central Point, Jackson, Oregon 97502
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 312 Oak St. STE 102 Central Point, Jackson, Oregon 97502
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-664-1920
(phone) (fax)

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

7. If yes to whom: Amy Havice Type of License: Limited On Premises

8. Former Business Name: The Original Bobbios Pizza

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

10. What is the local governing body where your business is located? Central Point
(name of city or county)

11. Contact person for this application: Rick Deates
(name) (phone number(s))
1057 Sunrise Way Central Point, Or. 97502 None rdeates@gmail.com
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① [Signature] Date Jan 7, 2013 ③ _____ Date _____

② [Signature] Date Jan 7, 2013 ④ _____ Date _____

Business

Appointment of

City Committee

Members

TO: Honorable Mayor and City Council
FROM: City Recorder Deanna Casey
SUBJECT: 2013 Committee Appointments
DATE: January 24, 2013

The City has been recruiting for Committee members for several months advertising in the City Newsletter, City Website and Mail Tribune.

Planning Commission

Position 2 on the Planning Commission became vacant with the election of Rick Samuelson to the City Council. This term expires December 31, 2014. The City has received four application for the Planning Commission.

David deVilleneuve Kay Harrison Brant Harnois Patrick Smith

All applicants live within the City of Central Point.

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

Mayor Williams will make his recommendation for the Planning Commission at the meeting.

Citizens Advisory Committee

There is one vacancy on the Citizen Advisory Committee. We have advertised for committee members as stated above. The City has received two applications and both applicants live within the city limits. Citizen Advisory Committee members do not have termination dates.

Patrick Smith Linda Reel

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

Mayor Williams will make his recommendation for the Citizen Advisory Committee at the January 24, 2013 meeting.

Park and Recreation Commission

There are currently two vacancies on the Park and Recreation Commission. The election of David Douglas to the City Council created one of those vacancies. The city has received two applications for the Parks and Recreation Commission. Both applicants live within the city of Central Point. The Parks and Recreation Commission terms are for three years. The expiration of the new appointments will be December 31, 2014 to complete the current terms.

Lee Orr Carl Orndoff

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

Mayor Williams will make his recommendation at the Council Meeting on January 24, 2013.

Budget Committee

There is one vacancy to be filled on the Budget Committee with the vacancy of Scott Dippel. The Budget Committee must have seven City Council Members and seven City Residents. Kay Harrison and David deVilleneuve who have applied for the Planning Commission have also stated they would be willing to be appointed to the Budget Committee. The Budget Committee is a three year commitment for City Residents. The term for this appointment will expire on December 31, 2015.

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

Mayor Williams will make his recommendation to the Council on January 24, 2013.

ACTION: There should be a motion for each committee. It is not recommended to group these appointments into one action.

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APPLICATION FOR APPOINTMENT TO
CITY OF CENTRAL POINT COMMITTEE

Name: David deVilleneuve Date: 11-27-12

Address: 1001 Steamboat Dr., Central Point OR

Home Phone: 541 890-1664 Business Phone: 541 770-5255 Cell Phone: _____

Fax: _____ E-mail: David@LetUsFightForYou.com

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

Are you a city resident? Yes No _____

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

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

- Citizens Advisory Committee: 2nd Tuesday of every quarter
- Council Study Sessions: 3rd Monday of each month
- Multicultural Committee: 2nd Monday of every quarter
- Planning Commission: 1st Tuesday of each month
- Parks and Recreation Committee/Foundation: Meeting dates vary
- Budget

Employment, professional, and volunteer background:

Attorney - 20 years
President of Shlesinger + deVilleneuve Attorneys 12 years
H.O.A. Board 1 year

Community affiliations and activities:

Sponser for Living opportunities
Sponser Crater High School golf team

Previous City appointments, offices, or activities:

NONE

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

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

I offer legal analysis skills. I am motivated to improve my community. I've lived in Central Point for 15 years. I have nine children, many who have or will attend C.P. Schools. I will reside in C.P. for years to come. I want to do my part to help.

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

- Quality of city services
- Cost of city services
- Development of business + housing opportunities in C.P., while preserving rural advantages.

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

I have the availability + desire to participate. I have a vision for Central Point. I want to see downtown C.P. to become more attractive and upscale. I want to be involved + offer my analytical, business + legal skills to benefit my city.

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

None

- my office building is in medford.

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

Signature: _____

Date: _____

11-27-12



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

Name: Kay Harrison Date: _____

Address: 2359 Evan Way Central Point, OR 97502

Home Phone: 541-664-1066 Business Phone: _____ Cell Phone: 541-621-0176

Fax: _____ E-mail: khepor@gmail.com

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

Are you a city resident? Yes X No _____

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

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

- Budget Committee: Meetings vary in March and April Annually
- Citizens Advisory Committee: 2nd Tuesday of every quarter
- Council Study Sessions: 3rd Monday of each month
- Multicultural Committee: 2nd Monday of every quarter
- Planning Commission: 1st Tuesday of each month
- Parks and Recreation Committee/Foundation: Meeting dates vary

Employment, professional, and volunteer background:

Harry & David Business sales consultant

Community affiliations and activities:

RUMPO-PAC, RVSS Board of Directors (current)
RUTO Board of Directors Jackson City Roads Committee

Previous City appointments, offices, or activities:

Budget Committee, CAC City Council

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

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

My Background with the City - I am familiar with RPS and Urban Renewal. Being on the Planning Commission will give me a different perspective and I can still serve the community.

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

*The economy Keeping and attracting new business.
Keeping fees and taxes low. and still providing quality services.*

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

I have a background in transportation and other infrastructure needs (i.e. sewer, water)

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

No

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

Signature: *Kay McHarrison*

Date: *1/7/13*



APPLICATION FOR APPOINTMENT TO
CITY OF CENTRAL POINT COMMITTEE

Name: PATRICK L. SMITH Date: 3 DEC 2012

Address: 278 BRANDON ST

Home Phone: ⁵⁴¹ 664-7902 Business Phone: ⁵⁴¹ 878-2255 Cell Phone: ⁵⁴¹ 840-4257

Fax: _____ E-mail: clsmith@ccountry.net

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

Are you a city resident? Yes No

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

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

- 2 Citizens Advisory Committee: 2nd Tuesday of every quarter
- Council Study Sessions: 3rd Monday of each month
- Multicultural Committee: 2nd Monday of every quarter
- 1 Planning Commission: 1st Tuesday of each month
- Parks and Recreation Committee/Foundation: Meeting dates vary

Employment, professional, and volunteer background:
1997-PRESENT ARMY CORPS OF ENGINEERS, POWERPLANT OPERATOR
1997-1999- USBR - POWERPLANT OPERATOR
1989-1997 RETAIL SALES BOSE, ID
1969-1989- U.S. NAVY, CHIEF WARRANT OFFICER, OPERATIONAL ENGINEER
CURRENT - BOARD OF DIRECTORS, ACEIS GROUP, SEATTLE

Community affiliations and activities:

NONE

Previous City appointments, offices, or activities:

NONE

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

1. Please explain why you are interested in the appointment and what you would offer to the community. I HAVE VERY MUCH ENJOYED THE 12 YEARS HERE IN CENTRAL POINT. I CAN BRING A VERY PRAGMATIC AND OPEN MIND TO THE TABLE. I WANT THE CITY TO MOVE FORWARD IN A CONTROLLED AND DIRECT PATH, AND WOULD BE PROUD TO BE PART OF THE COMMUNITY'S FUTURE.

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

SUSTAINED & CONTROLLED GROWTH.
IMPROVE INFRASTRUCTURE WITH AN EYE NOT ONLY FORWARD BY IMPROVING EXISTING AREAS. IE. PINE STREET FROM MINE RICHARDSON WEST W/ NEW SIDEWALKS & UNDERGROUND UTILITIES.

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

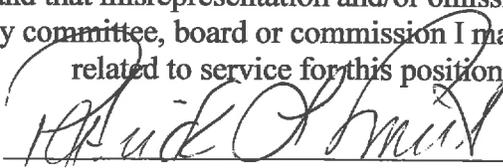
I AM AN HONEST PRAGMATIC INDIVIDUAL. AT THIS POINT OF MY LIFE, NEAR TOTAL RETIREMENT, I WANT TO GIVE BACK TO A COMMUNITY, I CHOOSE CENTRAL POINT.

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

NO

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

Signature:



Date:

3 DEC 2012



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

Name: Brant Harnois Date: January 5, 2012

Address: 1014 Steamboat Drive, Central Point, OR 97502

Home Phone: (650)787-6797 Business Phone: (801)995-4103 Cell Phone: (650)787-6797

Fax: _____ E-mail: brantharnois@gmail.com

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

Are you a city resident? Yes X No _____

Which committee(s) would you like to be appointed to: Planning Commission

(Please make sure the dates below work with your schedule before applying. Council and Planning Commission members are required to file an Annual Statement of Economic Interest to the State of Oregon.)

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

- Budget Committee: Meetings vary in March and April Annually
- Citizens Advisory Committee: 2nd Tuesday of every quarter
- Council Study Sessions: 3rd Monday of each month
- Multicultural Committee: 2nd Monday of every quarter
- Planning Commission: 1st Tuesday of each month
- Parks and Recreation Committee/Foundation: Meeting dates vary

Employment, professional, and volunteer background:

My professional career has been in the high-tech computer industry working primarily in management, sales, and marketing roles for multiple early stage software companies helping them create and grow market share. During my life I have participated in many unpaid volunteer positions including a two year religious and service volunteer in the country of Mexico, elected member of a School Community Council, Vice President of a chapter of the International Business Association, youth basketball and soccer coach, Boy and Cub Scout volunteer, Project Read Tutor, and more.

Community affiliations and activities:

Since moving to Central Point in August of 2012, I have participated with my local church organization in service activities, worked with the local Cub Scout troop, been a volunteer soccer coach with Table Rock Soccer and volunteer coach and referee for Junior Comet Sports. I am also associated with the Medford BYU Alumni Chapter. My wife and I plan to get involved in more local groups and activities as we get to know the area better.

Previous City appointments, offices, or activities:

I have not lived in the area long enough to have any prior City of Central Point appointments or offices. With the City of Provo, Utah, I was a Project Read volunteer tutor.

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

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

My wife and four children recently moved to Central Point in August of 2012. With my job, I was able to pick anywhere in the western U.S. to work. We chose Central Point due to the strong "small town" community feel, friends and family we have in the area, and our desire to raise our children in a good community environment. As such, my wife and I are deeply interested in contributing to the community and making it even better. I offer the City of Central Point an "outside" perspective representing a key demographic of young, working families in the community.

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

I believe the biggest areas of focus for the City and its businesses should be: First, economic strength and prosperity that maintains and creates jobs for residents, encourages business growth and opportunity, and makes Central Point a thriving economic community. Second, a really strong community based on wholesome activities (community events and recreation) and a safe and neighborly community culture.

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

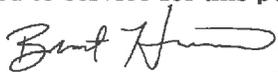
I enjoy volunteering and participating in opportunities to better my surroundings. In combination with my skills of helping small businesses grow, working within a team, considering multiple points of view, building consensus and moving forward in productive directions; I would be an ideal candidate to assist the City on the Planning Commission.

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

I do not foresee any conflicts of interest or any reason for one to arise. However, if one were to arise; I believe the best approach would be to make the conflict of interest known to the group and then not participate in the specific discussion, topic, or decision in question unless specifically asked by the rest of the group.

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

Signature: _____



Date: January 7, 2013 _____

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



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

APPLICATION FOR APPOINTMENT TO
CITY OF CENTRAL POINT COMMITTEE

Name: Lee ORR Date: 11-27-12

Address: 177 Justin CT. (For 15 years)

Home Phone: 541-664-8914 Business Phone: 541-282-8125 Cell Phone: 541-601-3186

Fax: 541-282-1025 E-mail: leeo@icci.us

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

Are you a city resident? Yes No

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

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

- Citizens Advisory Committee: 2nd Tuesday of every quarter
- Council Study Sessions: 3rd Monday of each month
- Multicultural Committee: 2nd Monday of every quarter
- Planning Commission: 1st Tuesday of each month
- Parks and Recreation Committee/Foundation: Meeting dates vary

Employment, professional, and volunteer background:

I have been in the freight business in CA + OR. Since I graduated from Chico State University in 1983, I have coached + OR been on boards in C.P. for the following sports over the past 15 years, Junior Coaches: football, basketballs
Community affiliations and activities: C.P. Little league baseball + softball, + girls basketball.

I was the fund raiser for Crater girls Soccer program from 2002-2009
And I raised funds for Crater Track as well. I am the person who got the "West Family" to donate \$10,000.00 to Crater girls Soccer + the Crater
Previous City appointments, offices, or activities:

Track teams

My wife Sandy + I ran the Corning, CA youth basketball + Soccer programs for many years prior to moving to Oregon.
At one time I was appointed to the City of Corning, CA. Rec. Cov

Central Point Committee Application
Page 2

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

1. Please explain why you are interested in the appointment and what you would offer to the community. *First of all, I believe I have the time, since my son + daughter ARE out of the house + in college. I believe I am very-very qualified to do something like this + I want to help our community in whatever way I can. I have more interests than just sports, but I believe having a serious belief in competition is good in all aspects of life.*

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

- ① *Future growth and how business, residents and city management must work together to achieve a "happy city" for everyone of us.*
- ② *Business, residents + city management must work together in the most "positive" way possible, in order to achieve all our goals for the direction of C.P.*

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

This may sound silly, but ever since I graduated high school in Walnut Creek, CA. in 1978. I have ^{been} looking to raise my family in the closest thing to "Mayberry" North Carolina. I realize that is fiction, but Central Point really is a nice quiet city and is

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

would like to see it stay that way as much as possible. Let's take care of "our own" + let Medford have all the problems with growth. As long as Central Point takes a business + family first approach we will all be happy for many years to come. without the crime + all the other problems that come with growth. But, we must

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

Signature: *Lee E. Orr* Date: *11-27-12*

have the vision to stop people before the start.

Thank You, *Lee E. Orr*



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

Name: CARL ORNIDOFF Date: 1-8-13

Address: 110 WINDSOR WAY

Home Phone: 541-664-1337 Business Phone: _____ Cell Phone: _____

Fax: _____ E-mail: kpowell03@msn.com

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

Are you a city resident? Yes X No _____

Which committee(s) would you like to be appointed to: _____

(Please make sure the dates below work with your schedule before applying. Council and Planning Commission members are required to file an Annual Statement of Economic Interest to the State of Oregon.)

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

- Budget Committee: Meetings vary in March and April Annually
- Citizens Advisory Committee: 2nd Tuesday of every quarter
- Council Study Sessions: 3rd Monday of each month
- Multicultural Committee: 2nd Monday of every quarter
- Planning Commission: 1st Tuesday of each month
- Parks and Recreation Committee/Foundation: Meeting dates vary

Employment, professional, and volunteer background:

Elem. Teacher 29 yrs. P.E. MAJOR 13 yrs. VOL
Coaching at Ho school level.

Community affiliations and activities:

Grace Community Church V.P. church board
Organized Black parties on Windsor Way, C.P.

Previous City appointments, offices, or activities:



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

Administration Department
 Phil Messina, City Administrator
 Deanna Casey, City Recorder

APPLICATION FOR APPOINTMENT TO CITY OF CENTRAL POINT COMMITTEE

Name: Linda L. Reel Date: October 9, 2012

Address: 1135 Looking Glass Way – Central Point, OR 97502

Home Phone: 541-664-2845 Business Phone: 541-732-5011 Cell Phone: 541-944-3236

Fax: 541-732-6755 E-mail: lreel2007@yahoo.com

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

Are you a city resident? Yes No

Which Committee(s) would you like to be appointed to: Citizens Advisory
(Dates of meetings are listed at the end of this application. Please make sure those dates work with your schedule before you apply. Council and Planning Commission members are required to file Ethics reports to the State of Oregon.)

Employment, professional, and volunteer background:

I have worked for Providence Medford Medical Center for 15 years as a Health Sciences Librarian and have served as the last 4 years of my tenure also coordinating the Continuing Medical Education program for our Physician staff. I currently serve as a member of the Jackson County EMS conference planning committee, which is comprised of several Emergency services agencies in Jackson County and area hospitals.
 Before that, I served in the United States Air Force from 1992 to 1995, in video documentation and production, all over the world on real world and field training exercises. I am a strong advocate for our Veterans, as I and my husband are both Veterans.

Community affiliations and activities:

I spent 2 ½ years as a Respite Foster Parent for DHS and have been involved in the Children’s ministry of our local church for 12 years. I participate in the PTO at Central Point Elementary when I have time around my job, to support the activities of my 3rd grader.

Previous City appointments, offices, or activities: Central Point Committee:
 None

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

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

I would like to be more involved in my community and represent our citizens' voice when there is a concern. My family has been closely connected to Central Point for many years. I have a family member who retired from Jackson County Fire District 3 and was also heavily involved with Fair planning for many years. I learned a great deal from him about the community of Central Point and its people, before I lived here myself. I feel that I can offer a unique perspective from my personal and professional background in resolving community concerns or issues, because the Medical community and public health have been part of my job for many years.

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

I believe that a lot of conflict between a municipality and its citizens occurs because communication is either ineffective or inconsistent. Public notice is EVERYONE's job, especially advanced notice, so that the general public has enough time to comply or change or whatever action the matter may require. This prevents anger and misunderstanding in a lot of cases. I believe that that is why a Citizen's Advisory committee serves a very important role as a mediating body that can facilitate communication from both sides of an issue. They can provide public notice to the citizens on behalf of the municipality and forward concerns and feedback from the citizens to the municipality. The communication can move both directions.

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

I hope you feel that what I have to offer in experience and skills will help make a difference in a role on this committee. I have a lot of faith in our community because I believe in its people. They are hard-working and law abiding and they take pride in where they live. My family is very happy to call Central Point our home and I want to protect our community by keeping it healthy and prosperous.

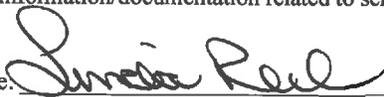
- 4) Do you anticipate that any conflicts of interest will arise if you are appointed; and if so, how would you handle them?

No. I can arrange to take paid time off from my job to attend all meetings.

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

Arts Commission: Meeting dates vary Citizens Advisory Committee: 2nd Tuesday of every quarter. Council Meetings: 2nd and 4th Thursday of each month Council Study Sessions: 3rd Monday of each month Multicultural Committee: 2nd Monday of each month Planning Commission: 1st Tuesday of each month Parks and Recreation Committee/Foundation: Meeting dates vary

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

Date: 10/9/12 Signature: 

Business December Financials/Mid Year Report



Staff Report

Finance Department
Bev Adams, Finance Director

To: Mayor & Council
From: Bev Adams, Finance Director *BA*
Date: January 24, 2013
Subject: December financials/mid-year report

Background:

Attached are the City of Central Point's financial statements as of December 31, 2012.

Pages 1 thru 5 are Revenue and Expenditure statements which include audited fund balances. Page 6 is a Budget Compliance report showing each department's percentage of budget used in comparison to the fiscal year to date.

The fiscal year to date percentage shown at the top of each report is used by Department Heads as a way of evaluating how their departments are operating in terms of the budget year. However, not all expenditures can be measured by this percentage because some occur annually and must be paid at the beginning of the year – and in these cases the expenditure may appear to be over-spent when it is simply a timing issue. (Debt service payments, annual dues, and liability insurance are a good example of these types of expenditures.)

December 31st is the fiscal year half-way mark, and a practical time to assess where finances are as we head into budget preparations. Budget line item appropriations and revenue projections have been thoroughly analyzed by reviewing the actual revenues and expenditures from July through December.

Overall the City began the fiscal year in a strong financial position, with the exception of the Water Fund. Without exception, all funds met the carryover threshold as stated in the City's financial policy. Considering the economic challenges of the past four years, it is especially noteworthy that the City has maintained fund balances and service levels to this point in time; aside from the declining balance in the water fund which the Council and staff are currently working to restore.

In general (across all funds) departments are operating well within budgeted expenditures and acceptable spending limits. There is more variance in revenues as some are received monthly, others quarterly, and some annually. As of the end of December, revenues are as generally expected although in some cases not as much as hoped for. Any variance or exception will be addressed specifically in the following report by fund:

General Fund

Total General Fund revenues at December 31st are just over 72% of budget projections. Property taxes are the largest percentage of the total general funds, just over 56% of all expected revenues. Each year we receive the majority of property taxes in November & December. Year to date we have received a total of \$3,798,448 in current property taxes, and \$171,815 in prior year taxes. Total taxes received to date are 88% of our total tax levy of \$4,500,231. We will continue to receive lesser tax turnovers thru April, with a last "chunk" in May when the final deadline for tax payments occurs. With falling home values causing market values and assessed values to meet for the first time in our

documented history of taxes in this valley, the City's assessed value was negatively affected, and therefore the City's tax levy was reduced from the prior year. What this means in real dollars is that the City will receive a negative of (\$255,582) from our original tax levy projection.

All other General Fund revenues are coming in as expected. The majority of business licenses are collected (93.57%) in July with a few trickling in the remainder of the year. Intergovernmental revenue contains lien search fees, park & gym use fees, planning fees, police fees, administrative fees, and recreation fees. This intergovernmental category (45.71%) may pick up in the spring with more recreational activities and perhaps some building which will result in additional planning fees. Miscellaneous revenue (at 11.29%) contains the Battle of the Bones event which will not occur until the very end of June – and that projected revenue of \$115,000 is the majority of this category.

Due to increased property tax turnovers (last fiscal year) and departmental savings, the General Fund beginning balance was \$3,201,915, a 6.6% increase over budgeted projections.

General Fund expenditures are within budgeted appropriations and on track for the time period as reflected on the Budget Compliance Report (page 6).

High Tech Crime Fund

The High Tech Crime Fund operations are supported by: the City of Central Point transfers to cover our own personnel assigned there - and a portion of materials and services; federal and local grants and donations, and other agency contributions of personnel. Budget projections for this operation are usually higher than what is received, due to projections of grant and donations that may or may not receive funding. However, operations of this department are closely tied with the revenues that have been received, and are kept within the cash limitations of the fund. At the end of December, the fund has \$233,252 in cash balance.

The High Tech Crime Fund beginning balance was \$86,900, well over the budgeted carryover estimate of \$5,000.

Street Fund

Street Fund revenues are at 46.17% of budgeted estimates. Most revenues are at or over estimates for the time period, with the exception of Intergovernmental Revenue which includes two CMAQ grants and state gas tax revenue. State gas taxes received are at 51% of collections, and only one of the CMAQ grants in the amount of \$172,947 has been received.

Street Fund beginning balance of \$2,303,206 was a under the projected estimate of \$2,459,430 (a \$156,224 difference); however still within approved financial policy limits for the fund.

Street fund operations are within budgeted appropriations and on track for the time period. Of the two major capital projects budgeted for this year, the street sweeper has been purchased, and the Highway 99 Beautification project has not yet begun.

Housing Fund

Due to new legislation on the disbursement of Community Development Block Grants, the existing balance of the Housing Fund must be disbursed in full by February 28, 2013. The City has two projects from which to choose to "donate" the funds; we may donate food purchased to a local food pantry or bank, or the funds can be given to the local housing authority. The City Council has expressed a desire for the donation to be given to the local Food & Friends program which will specifically benefit citizens of Central Point. We are working with the Food & Friends director to make certain that we meet all the state qualifications for donating the funds and to ensure that this is done within the time limits set by the state for full disbursement. This will require a supplemental budget to be adopted in February. Total funds to be disbursed to Food and Friends are \$40,925.

Capital Improvements Fund

The beginning balance for the CIP Fund was \$78,238; \$17,331 over projected budgeted carryover. The revenues for this fund are comprised of Park SDC's and have been received at 168% of budgeted estimate.

Based on building trends in the past year, expectations for SDC's were budgeted very conservatively. Happily, we have received \$17,067 more than budgeted and hope this will continue through the remaining year.

Other than developer SDC credit obligations and a transfer out to pay debt service obligations for Don Jones Park, there were no capital projects planned this fiscal year.

Reserve Fund

The Reserve Fund beginning balance of \$483,463 was as budgeted. The one budgeted expense in this fund is for a bucket truck which is on order and has not yet been received.

Debt Service Fund

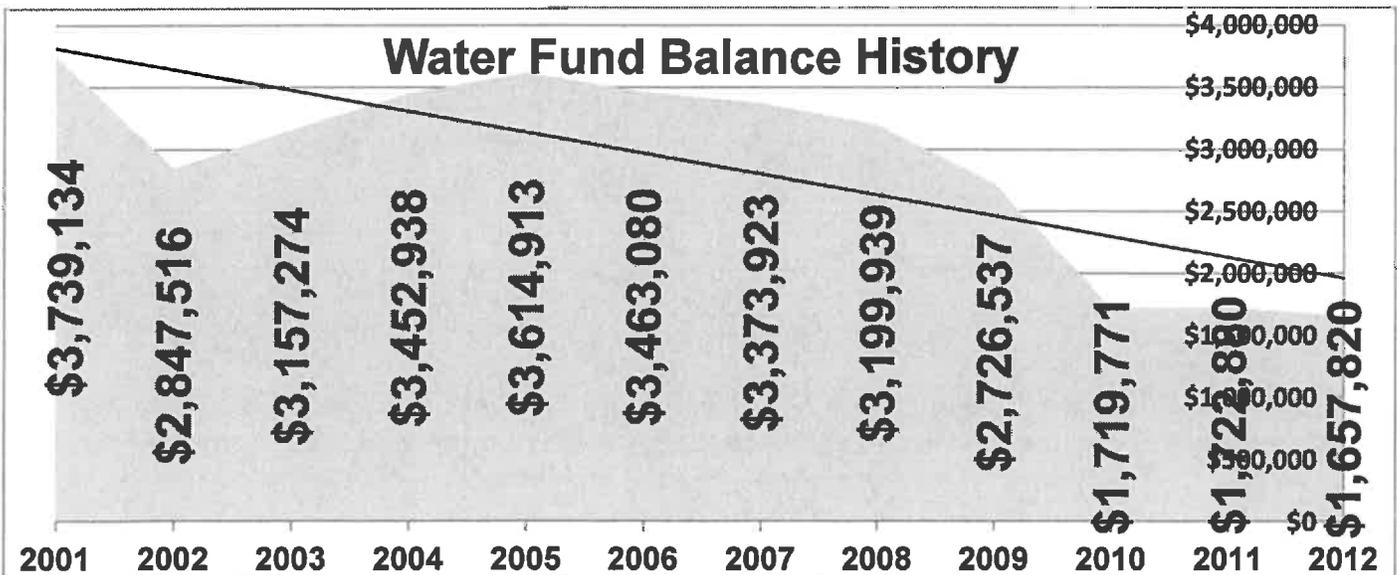
The debt service fund is used solely to account for the payment of principal and interest due on City debt. Funds are transferred into the fund each year from the fund responsible for payment of the debt, so therefore very little reserve is needed or remaining at year end. This year's beginning balance was \$18,040. 68% of the annual debt payments have been made as of the end of December.

Building Fund

Building Fund revenues have been received at 74% of budget expectations. Based on building trends these past few years, revenue expectations as budgeted are very conservative. Building operations are well within appropriations and on track for the time period. Beginning fund balance was \$145,041, as budgeted.

Water Fund

Water Fund revenues continue to be a source of concern. Beginning fund balance of \$1,657,820 for this fund was a negative (\$195,545) from projected budget estimates. Starting with 2005, we have experienced a consistent decline in the water fund balance from a high of \$3.6 million in 2005 to this year's low of \$1.6 million.



This decline can be attributed to several factors, some of which include a couple of large capital projects and water rate revenues not keeping up with operating expenses. The entire \$1.6 million balance at June 30, 2012 is recorded within the City's audited financial report as a "restricted balance" for upcoming debt service repayment on the water reservoir project. Technically, this means that there is no reserve of water revenues available in the water fund for repairs, maintenance or emergencies that may occur in operating the business of water distribution.

City Council is currently working with staff on water rate options which will restore the fund balance to a reasonable and safe operating reserve level.

Water fund operations and the water reservoir capital outlay project are within budget expectations and in line for the time period. The water reservoir is scheduled to be completed within this fiscal year.

Stormwater Fund

Stormwater Fund revenues consist of a flat fee charged each month for the protection and quality of storm water runoff generated with our city limits. Therefore, revenues are consistent and easily estimated for operations, the only real variance within the fund coming from expenses.

Beginning balance for the Stormwater fund was \$476,753, almost \$65,000 over the budgeted estimate.

This fiscal year the City assumed the responsibility and billing for the Stormwater quality functions within the city.

Previously Rogue Valley Sewer District administered the program and billed each customer \$1/month to cover costs of the program. Revenues to the Stormwater Fund will increase approximately \$97,000 from this billing, and those revenues are budgeted to operate the Stormwater Quality department operations.

Internal Service Fund

The Internal Service fund is used to allocate costs for services performed primarily for other departments of the City.

These services include public works administration, facilities maintenance, and fleet maintenance. Revenues are mainly charges for services from other funds benefitting from the services performed. The beginning balance of \$228,610 was \$58,610 over projected budgeted balance. Revenues and expenses are on target with budget appropriations and in line with the time period.

Recommended Action:

That Council accepts the December 31st financial statements and mid-year report.

[Return to Agenda](#)

City of Central Point
Council Financial Statements
For period ending December 31, 2012

Fiscal Year to date 50.00%

	2012/13 Budget	Year to Date Revenues & Expenditures	Difference	Percentage Received/Used
General Fund - 10				
Revenues				
Taxes	\$5,885,000	\$4,636,599	\$1,248,401	78.79%
Licenses & Fees	53,100	49,685	3,415	93.57%
Intergovernmental	486,500	222,361	264,139	45.71%
Charges for Service	756,000	387,022	368,978	51.19%
Fines and Forfeitures	149,500	76,994	72,506	51.50%
Interest Income	20,000	13,443	6,557	67.21%
Miscellaneous	140,000	15,805	124,195	11.29%
Transfers In - Housing Fund	10,000	0	10,000	0.00%
Total Revenues	7,500,100	5,401,907	2,098,193	72.02%
Expenditures by Department				
Administration	762,550	378,961	383,589	49.70%
City Enhancement	310,500	51,503	258,997	16.59%
Technical Services	574,750	207,979	366,771	36.19%
Mayor & Council	59,750	35,893	23,857	60.07%
Finance	832,250	409,273	422,977	49.18%
Parks & Recreation - Parks	808,750	387,510	421,240	47.91%
Parks & Recreation - Recreation	484,300	185,645	298,655	38.33%
Planning	460,200	222,435	237,765	48.33%
Police	3,655,000	1,804,112	1,850,888	49.36%
Interdepartmental	280,000	88,396	191,604	31.57%
Transfers Out	417,350	417,350	0	100.00%
Contingency	150,000	0	150,000	0.00%
Total Expenditures by Department	8,795,400	4,189,056	4,606,344	47.63%
Net Change in Fund Balance		1,212,851		
Beginning Fund Balance	2,988,602	3,201,915	213,313	
Ending Fund Balance	1,793,302	4,414,766	2,621,464	

	2012/13 Budget	Revenues & Expenditures	Difference	Percentage Received/Used
High Tech Crime Fund				
Revenues				
Intergovernmental Revenue	\$618,000	\$73,153	\$544,847	11.84%
Charges for Services	500	0	500	0.00%
Interfund Transfers	237,350	237,350	0	100.00%
Total Revenues	855,850	310,503	545,347	36.28%
Expenditures				
Operations	743,150	164,151	578,999	22.09%
Capital Outlay	0	0	0	0.00%
Contingency	0	0	0	0.00%
Total Expenditures	743,150	164,151	578,999	22.09%
Net Change in Fund Balance		146,352		
Beginning Fund Balance	5,000	86,900	81,900	
Ending Fund Balance	117,700	233,252	115,552	

City of Central Point
Council Financial Statements
For period ending December 31, 2012

Fiscal Year to date 50.00%

	2012/13 Budget	Revenues & Expenditures	Difference	Percentage Received/Used
Street Fund - 20				
Revenues				
Franchise Taxes	\$195,000	\$104,002	\$90,998	53.33%
Charges for Services	485,000	360,876	124,124	74.41%
Intergovernmental Revenue	1,845,750	670,239	1,175,511	36.31%
Interest Income	7,000	7,049	(49)	100.69%
Miscellaneous	2,000	1,264	736	63.19%
Transfers In	50,000	50,000	0	100.00%
Total Revenues	2,584,750	1,193,430	1,391,320	46.17%
Expenditures				
Operations	2,703,815	\$978,057	1,725,758	36.17%
SDC	297,900	42,124	255,776	14.14%
Contingency	100,000	0	100,000	0.00%
Total Expenditures	3,101,715	1,020,181	2,081,535	32.89%
Net Change in Fund Balance		\$173,250		
Beginning Fund Balance	2,459,430	2,303,206	(156,224)	
Ending Fund Balance	1,942,465	2,476,456	533,991	
Housing Fund - 25				
Revenues				
Interest Income	\$150	\$124	\$26	82.71%
Loan Principal Payments	10,000	417	9,583	4.17%
Total Revenues	10,150	541	9,609	5.33%
Expenditures				
Materials and Services	5,000	0	5,000	0.00%
Transfers Out	10,000	0	25,000	0.00%
Total Expenditures	15,000	0	30,000	0.00%
Net Change in Fund Balance		\$541		
Beginning Fund Balance	40,295	40,401	106	
Ending Fund Balance	35,445	40,942	5,497	
Capital Improvement Fund - 30				
Revenues				
Intergovernmental	\$0	\$0	\$0	0.00%
Charges for Services	25,000	42,067	(17,067)	168.27%
Interest Income	250	230	20	91.95%
Total Revenues	25,250	42,297	(17,047)	167.51%
Expenditures				
Parks Projects	0	0	0	0.00%
Parks Projects - SDC	18,000	14,274	3,726	79.30%
Transfers Out	35,000	18,000	17,000	0.00%
Total Expenditures	53,000	32,274	20,726	60.89%
Net Change in Fund Balance		\$10,023		
Beginning Fund Balance	60,907	78,238	17,331	
Ending Fund Balance	36,157	88,261	52,104	

City of Central Point
Council Financial Statements
For period ending December 31, 2012

Fiscal Year to date 50.00%

	2012/13 Budget	Year to Date Revenues & Expenditures	Difference	Percentage Received/Used
Reserve Fund- 35				
Revenues				
Interest	\$1,500	\$1,521	(\$21)	101.41%
Transfers In	0	0	0	100.00%
Total Revenues	1,500	1,521	0	101.41%
Net Change in Fund Balance		1,521		
Beginning Fund Balance	482,100	483,463	1,363	
Ending Fund Balance	<u>413,600</u>	<u>484,984</u>	<u>71,384</u>	
Debt Service Fund- 40				
Revenues				
Charges for Service	\$344,700	\$98,091	\$246,609	28.46%
Interest Income	250	127	123	50.86%
Intergovernmental	162,900	162,864	36	99.98%
Special Assessments	63,000	43,716	19,284	69.39%
Transfers In	210,400	210,400	0	100.00%
Total Revenues	781,250	515,198	266,052	65.95%
Expenditures				
Debt Service	773,800	523,448	250,352	67.65%
Total Expenditures	773,800	523,448	250,352	67.65%
Net Change in Fund Balance		(\$8,250)		
Beginning Fund Balance	26,472	18,040	(8,432)	
Ending Fund Balance	<u>33,922</u>	<u>9,790</u>	<u>(24,132)</u>	
Building Fund- 50				
Revenues				
Charges for Service	\$97,300	\$72,488	\$24,812	74.50%
Interest Income	800	572	228	71.45%
Miscellaneous	0	0	0	0.00%
Total Revenues	98,100	73,060	25,040	74.47%
Expenditures				
Personal Services	119,650	56,317	63,333	47.07%
Materials and Services	13,900	6,292	7,608	45.26%
Contingency	2,000	0	2,000	0.00%
Total Expenditures	135,550	62,609	72,941	46.19%
Net Change in Fund Balance		\$10,451		
Beginning Fund Balance	144,680	145,041	361	
Ending Fund Balance	<u>107,230</u>	<u>155,492</u>	<u>48,262</u>	

City of Central Point
Council Financial Statements
For period ending December 31, 2012

Fiscal Year to date 50.00%

	2012/13 Budget	Year to Date Revenues & Expenditures	Difference	Percentage Received/Used
Water Fund - 55				
Revenues				
Charges for Services	\$2,730,500	\$1,502,514	\$1,227,986	55.03%
Interest Income	5,000	3,477	1,523	69.54%
Miscellaneous	1,502,500	1,142,560	359,940	76.04%
Total Revenues	4,238,000	2,648,551	1,589,449	62.50%
Expenditures				
Operations	4,791,915	2,610,285	2,181,631	54.47%
SDC Improvements	25,000	0	25,000	0.00%
Contingency	150,000	0	150,000	0.00%
Total Expenditures	4,966,915	2,610,285	2,356,631	52.55%
Net Change in Fund Balance		\$38,266		
Beginning Fund Balance	1,853,365	1,657,820	(195,545)	
Ending Fund Balance	<u>1,124,450</u>	<u>1,696,086</u>	<u>571,636</u>	
Stormwater Fund - 57				
Revenues				
Charges for Services	\$798,500	\$458,130	\$340,370	57.37%
Interest Income	1,500	1,704	(204)	113.61%
Miscellaneous	0	0	0	0.00%
Total Revenues	800,000	459,834	340,166	57.48%
Expenditures				
Operations	709,765	273,761	436,004	38.57%
SDC	21,850	0	21,850	0.00%
Contingency	40,000	0	40,000	0.00%
Total Expenditures	771,615	273,761	497,854	35.48%
Net Change in Fund Balance		\$186,073		
Beginning Fund Balance	412,276	476,753	64,477	
Ending Fund Balance	<u>343,661</u>	<u>662,826</u>	<u>319,165</u>	

**City of Central Point
Council Financial Statements
For period ending December 31, 2012**

Fiscal Year to date 50.00%

	2012/13 Budget	Year to Date Revenues & Expenditures	Difference	Percentage Received/Used
Internal Services Fund - 60				
Revenues				
Charges for Services	\$1,205,700	\$614,434	\$591,266	50.96%
Intergovernmental	105,000	51,000	54,000	48.57%
Interest Income	2,000	817	1,183	40.84%
Miscellaneous	15,000	1,762	13,238	11.74%
Total Revenues	1,327,700	668,012	659,688	50.31%
Expenditures				
Facilities Maintenance	283,000	131,076	151,924	46.32%
PW Administration	690,015	281,116	408,899	40.74%
PW Fleet Maintenance	400,650	140,134	260,516	34.98%
Contingency	0	0	0	0.00%
Interfund Transfers	0	0	0	0.00%
Total Expenditures	1,373,665	552,325	821,340	40.21%
Net Change in Fund Balance		\$115,687		
Beginning Fund Balance	170,000	228,610	58,610	
Ending Fund Balance	<u>124,035</u>	<u>344,297</u>	<u>220,262</u>	

**City of Central Point
Budget Compliance Report
For period ending December 31, 2012**

Fiscal Year to date 50.00%

		2012/13 Budget	Year to Date Expenditures	Percent Used	Difference
General	Administration	\$762,550	\$378,961	49.70%	\$383,589
	City Enhancement	310,500	51,503	16.59%	258,997
	Technical Services	574,750	207,979	36.19%	366,771
	Mayor and Council	59,750	35,893	60.07%	23,857
	Finance	832,250	409,273	49.18%	422,977
	Parks & Recreation - Parks	808,750	387,510	47.91%	421,240
	Parks & Recreation - Recreation	484,300	185,645	38.33%	298,655
	Community Development	460,200	222,435	48.33%	237,765
	Police	3,655,000	1,804,112	49.36%	1,850,888
	Interdepartmental	280,000	88,396	31.57%	191,604
	Transfers	417,350	417,350	100.00%	0
	Contingency	150,000	0	0.00%	150,000
		8,795,400	4,189,056	47.63%	4,606,344
High Tech Crime	Personnel Services	216,450	57,752	26.68%	158,698
	Materials and Services	526,700	106,400	20.20%	420,300
		743,150	164,151	22.09%	578,999
Street	Operations	2,703,815	978,057	36.17%	1,725,758
	SDC Improvements	297,900	42,124	14.14%	255,776
	Contingency	100,000	0	0.00%	100,000
		3,101,715	1,020,181	32.89%	2,081,535
Housing	Materials and Services	5,000	0	0.00%	5,000
	Transfers	10,000	0	0.00%	10,000
		15,000	0	0.00%	15,000
Capital Projects	Park Projects	0	0	0.00%	0
	Park Projects - SDC	25,000	14,274	57.10%	10,726
	Transfers	25,000	25,000	0.00%	0
		50,000	39,274	78.55%	10,726
Debt Service	Debt Service	773,800	523,448	67.65%	250,352
Building	Personnel Services	119,650	56,317	47.07%	63,333
	Materials and Services	13,900	6,292	45.26%	7,608
	Contingency	2,000	0	0.00%	2,000
		135,550	62,609	46.19%	72,941
Water	Operations	4,791,915	2,610,285	54.47%	2,181,631
	SDC Improvements	25,000	0	0.00%	25,000
	Contingency	150,000	0	0.00%	150,000
		4,966,915	2,610,285	52.55%	2,356,631
Stormwater	Operations	709,765	273,761	38.57%	436,004
	SDC Improvements	21,850	0	0.00%	21,850
	Contingency	40,000	0	0.00%	40,000
		771,615	273,761	35.48%	497,854
Internal Services	Facilities Maintenance	283,000	131,076	46.32%	151,924
	PW Administration	690,015	281,116	40.74%	408,899
	PW Fleet Maintenance	400,650	140,134	34.98%	260,516
		1,373,665	552,325	40.21%	821,340
Total City Operations		\$20,726,810	\$9,435,090	45.52%	\$11,291,720

Ordinance

**Amending all sections
in the CPMC to use
term City Manager**

Staff Report



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

TO: Honorable Mayor and City Council
FROM: Chris Clayton, Interim City Manager
SUBJECT: An Ordinance Amending all Sections in the Central Point Municipal Code using the Term “City Administrator” to read “City Manager”
DATE: January 24, 2013

The 2010 City Charter changed the title of the City Administrator to City Manager. The Central Point Municipal Code refers to a City Administrator in multiple sections throughout the code. The proposed Ordinance is needed in order to keep current with the City Charter and will allow the Municipal Code to be codified using the term City Manager rather than City Administrator.

The City Attorney has created the attached Ordinance for your adoption.

RECOMMENDED ACTION:

Move to second reading an Ordinance Amending all Sections in the Central Point Municipal Code using the Term “City Administrator” to read “City Manager”.

ORDINANCE NO. _____

AN ORDINANCE AMENDING ALL SECTIONS
IN THE CENTRAL POINT MUNICIPAL CODE USING THE TERM
“CITY ADMINISTRATOR” TO READ “CITY MANAGER”

Recitals:

- A. Section 33 of the City of Central Point Charter of 2010 provides that the Office or City Manager is established as the administrative head of the city government.
- B. Prior to the adoption of the 2010 charter, section 21 of the 1982 charter provided that the City Administrator will be the administrative head of the government of the City.
- C. The Central Point Municipal Code in a multitude of places utilizes the term City Administrator or Administrator instead of the term City Manager or Manager. The authority and duties and other references to the City Administrator are the same for the City Manager. The code should be amended to so indicate.

The people of the City of Central Point do ordain as follows:

Section 1. Any and all sections of the Central Point Municipal Code that use the term City Administrator are amended by substituting City Manger for City Administrator.

Section 2. Where the context requires, any and all sections of the Central Point Municipal Code that use the term Administrator, standing alone, are amended by substituting Manager for Administrator.

Section 3. The City Recorder is directed to make such changes in the Central Point Municipal Code.

Passed by the Council and signed by me in authentication of its passage this _____ day of _____, 20____.

Mayor Hank Williams

ATTEST:

City Recorder

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Resolution

Requesting Order of

Demolition of Derelict

Structure



STAFF REPORT

DATE: *JANUARY 17, 2013*
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MATT SAMITORE, DIRECTOR

BACKGROUND

Council asked City staff to keep track of work performed by the current owners of 332 North Second Street. Staff has noticed some minor cleanup being conducted at the site in the past few weeks. On January 17, 2013 staff received a letter from Mr. and Mrs. Olson detailing a plan for some renovation to the site with a medium term goal of selling the property this year. Public Works Staff reviewed the letter and items 1 and 2 have been done per the letter.

Pictures of the site as of 4:00 PM on January 17, 2013 show the current state of the building.

RECOMMENDATION:

Council can either direct staff to proceed forward on demolition of the building or work with property owners on their schedule for selling the property.

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Clyde and Sharon Olson
1508 Wilson Place
Medford, OR 97504

January 17, 2013

City of Central Point
140 S. Third Street
Central Point, OR 97502

To The Council:

Re: Premises at 332 N. Second St.

In response to your letter of December 28, we would like to inform you that we have done the following:

- 1) Cut blackberries and weeds and hauled the canes to Biomass (no charge, only the cost of gas). We will probably have to trim a few more and, although I do not like doing it, we will be applying Round Up and Ox Bow to kill them permanently.

We have a wild rose in front we will also be cutting down and spraying. All the above will be done by January 31.

- 2) We have emptied the metal shed in the back yard of refuse dumped by neighbors or others and hauled it to the dump.

We have torn down and hauled away the metal shed and wood scraps in and around it.

Cost of all the above \$154 plus gas.

- 3) We will be doing weekly yard maintenance (Clyde and I and our three grandsons). We are working on this now and will continue weekly. Most debris will go to yard debris can or Biomass at no cost other than gas, and what we pay our grandsons.

- 5) We will be installing a new front door with dead bolt and a pane of glass in the front room side window. Target date Jan. 31.

- 6) We are in the process of sorting and removing all contents of the house. Regular weekly garbage service is being used, plus we are hauling to the dump where a load is running \$17 - 30.

Our target date to have house emptied is July 31.

- 9) We will be installing three motion sensor lights and no trespassing signs. The 3 lights will cost a minimum of \$50 each (\$150), signs are minimal cost.

Target date Feb. 28.

4, 5, 7, 8, and 9:

We have decided that we cannot go ahead with major repairs on the house, however, we will clean up the yard and do the repairs we have indicated, including emptying the house.

When it is emptied, we will put it up for sale as is, and will provide any prospective buyer with a copy of your letter.

As you know, we had originally planned to repair and redo the house for our daughter and her children, and we had made arrangements for a loan to do so. However, she had left a violent marriage and her ex-husband knows where this house is. She is now in a more secure and secluded place than our house would be, which is important to all of us.

Please bear with us. The last ten years or so have been difficult in many ways but we are trying to get our lives together again.

Thanks for your forbearance.

Sincerely,

Clyde Olson
Sharon Olson
Clyde and Sharon Olson

121003 Ron emlf re Olson derelict structure.

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

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

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

The following are cases since 2003:

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

Let me know what you need me to do.

Sincerely,

CENTRAL POINT POLICE DEPARTMENT

Ron Barnett, Community Services Officer

155 South Second Street

Central Point, OR 97502

Desk: 541-664-3321 (x251)

Fax: 541-664-2705

www.centralpointoregon.gov



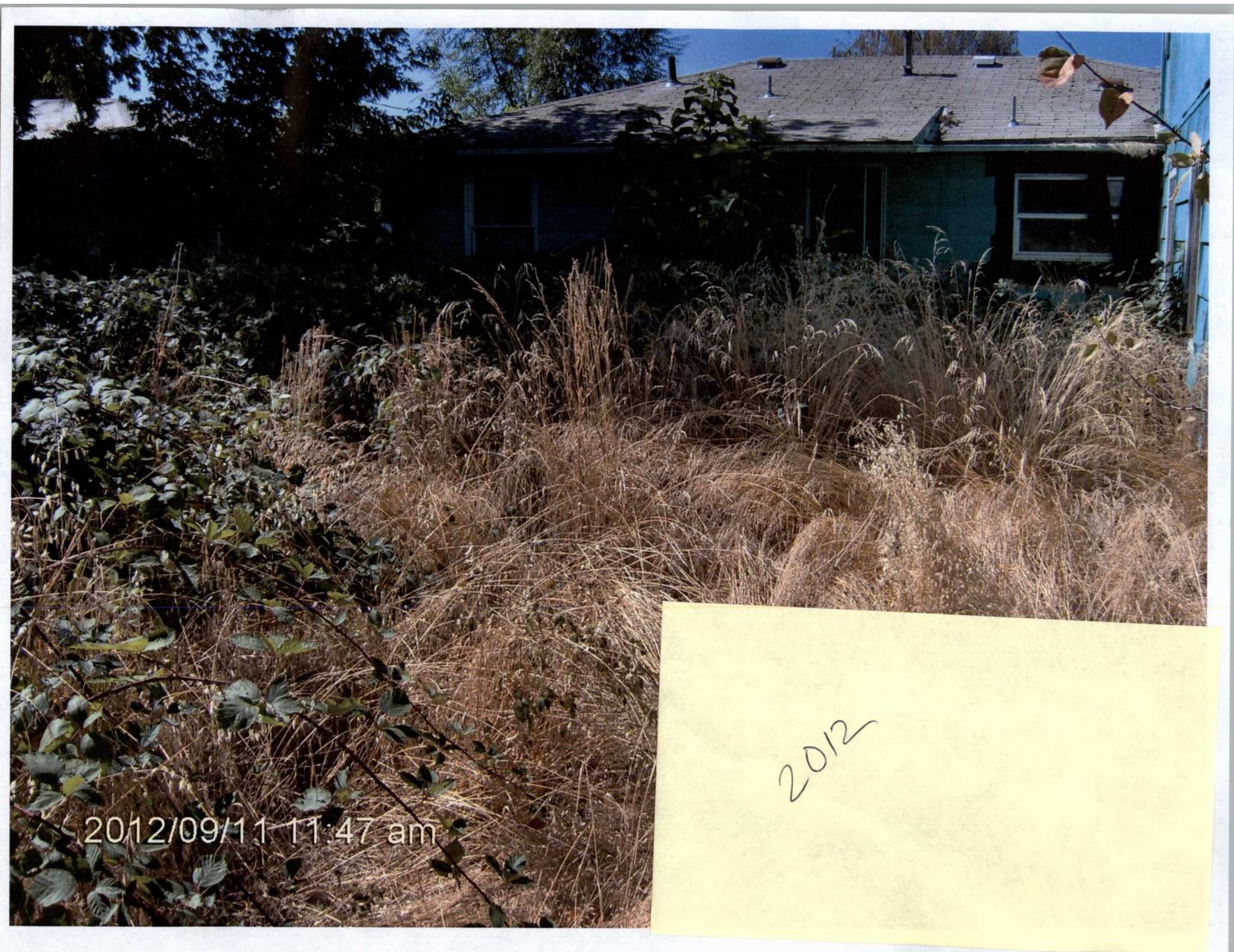












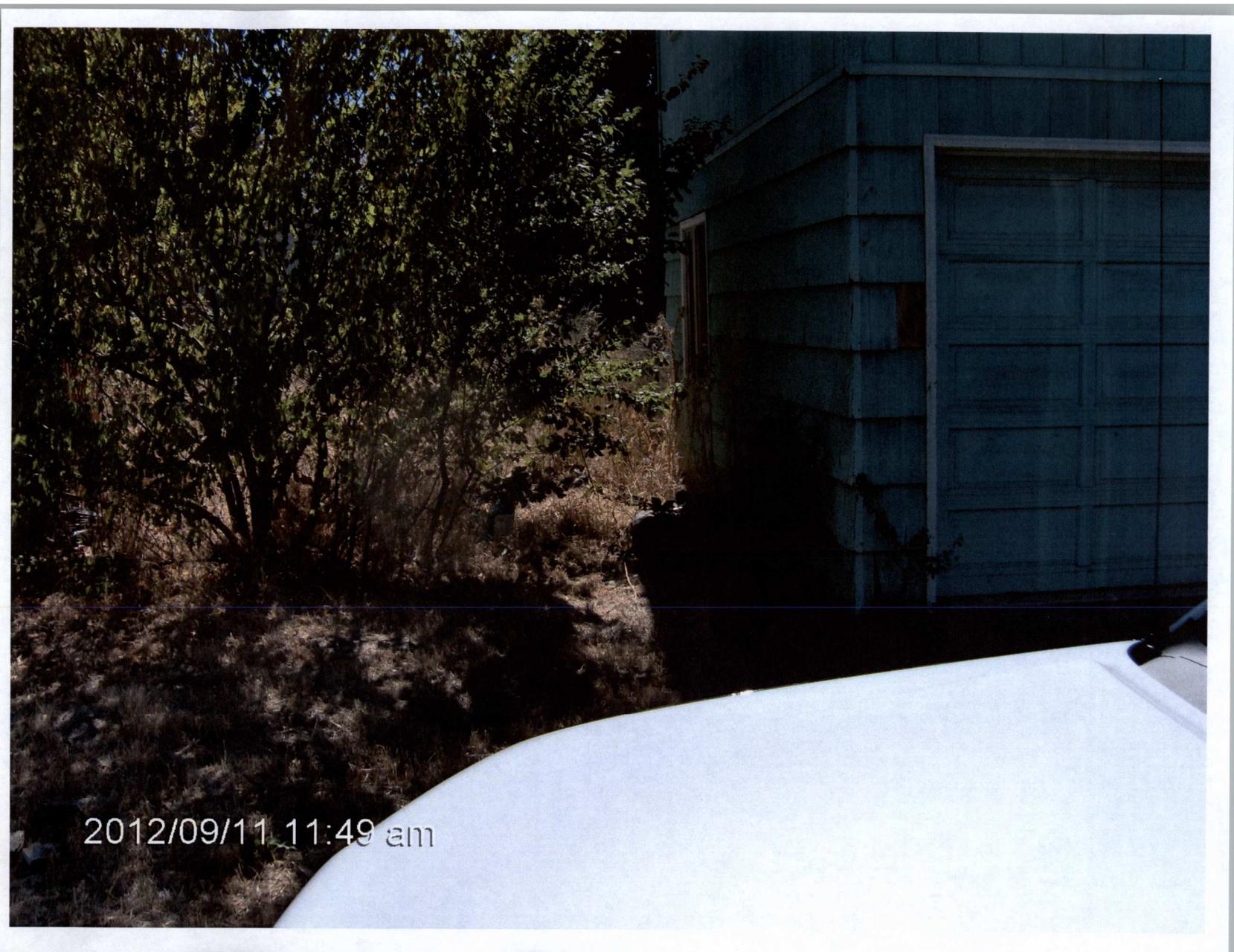












RESOLUTION NO. _____

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

RECITALS:

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

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

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

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

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

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

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

Passed by the Council and signed by me in authentication of its passage this day of _____, 2013.

Mayor Hank Williams

ATTEST:

City Recorder

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