

Agenda

Shady Cove City Council Study Session

Shady Cove City Council Chamber
22451 Highway 62
Shady Cove, Oregon
Thursday, May 19, 2011
1:30 P.M.

I. Call to Order

- A. Roll Call
- B. Announcements by Presiding Officer

II. Public Comment

Public may comment on agenda and non-agenda items at this time. Comments will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. If you represent a group, please identify the group and any members of that group who are present.

III. Subject of Study Session

- A. Floodplain Management Report (Lois DeBenedetti) (pg 2-3)

IV. City Council Comments

V. Future Agenda Items

VI. Public Comment on Agenda Items

Limited to 3 minutes per individual.

VII. Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (541) 878-2225. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).



Building Department Services

Building Department Services LLC

*P. O. Box 238
Rogue River, Or. 97537
Phone (541) 582-3180*

Date: May 16, 2011
To: Danise Brakeman, City Administrator
From: Lois De Benedetti, CFM
Subject: April 17, 2011 to May 16, 2011 report
Presented May 19, 2011 City Council Study Session

Report attached

- Floodplain Compliance
- Floodplain Development Permits

Planning

I continue to work with the City Administrator and staff to improve our policies and procedures for floodplain permits and planning procedures.

On our Web site- we are adding additional information to help citizens understand the floodplain procedures.

Public Outreach

I hope to get an article in the newspaper in the next few weeks encouraging the public to review their flood risks, and to think about starting the voluntary compliance process.

Other

I met with the City Administrator and Deputy City Recorder to formulate a proposal for a new fee schedule for planning and floodplain.

While every effort was made to protect personally identifying information in accordance with the Privacy Act of 1974, special care should be taken when considering a general release of the data in these reports. These reports are being submitted to the City Administrator and the City may decide what information is released to the public.

Pat De Benedetti
541.821.3180

Lois De Benedetti
541.890.1008

Dale Bohannon
541.944.3553

A	B	C	D	E	F	G	
FLOODPLAIN COMPLIANCE PERMITS							
1							
2							
3	<u>Type</u>	<u>Street Address</u>	<u>Permit Issued</u>	<u>Status</u>	<u>Certificate Issued</u>	<u>Type Work</u>	<u>Note</u>
4							
5	Voluntary	430 Park Drive		Complete	5/9/2011	FP Compliance	
6	Voluntary	777 Old Ferry Rd	1/21/2011	Open		FP Compliance	
7	Voluntary	20407 Hwy 62	4/14/2011	Complete	5/6/2011	FP Compliance	
8	Voluntary	343 Rene		Open		FP Compliance	
9	Voluntary	20515 Hwy 62	5/6/11	Open		FP Compliance	
10	Voluntary	577 Melrose				FP Compliance	
11							
12	Random	200 Edgewood Park	12/15/2010	Complete	4/25/2011	FP Compliance	
13							
14	CAV	10 Steelhead		Open		FP Compliance	Orig 26
15	CAV	359 Rene		Open		FP Compliance	Orig 26
16	CAV plus	347 Rene		Open		FP Compliance	Orig 26 - new violations

FLOODPLAIN DEVELOPMENT PERMITS						
Development	Street Address	Permit Issued	Status	Type	Type Work	
FDP	6900 Rogue River Dr.	4/14/2011	Complete		det. garage	
FDP	6980 Rogue River Dr.		Open		Lg rm addition	
FDP	31 James Place		Open	III	new SFD	
FDP	22292 Hwy 62	4/11/2011	Complete		repair tree damage roof walls	
FDP	33 James place	4/7/2011	Complete	III	RV Storage/woodworking shop/ guest quarters	
FDP	500 Park		Complete		Playground Equipment	
FDP	274 Park Drive	4/25/2011	Complete		replace existing deck	
FDP	330 Park				New RV gar. Shop	
Under Review						
FDP	208 Park Dr.			II	new det. Storage bldg replacement tree destroyed	

Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, May 19, 2011
6:30 p.m.

I. Call to Order

- A. Roll call.
- B. Pledge of Allegiance.
- C. Announcements by Presiding Officer.

- 1. This meeting is being digitally recorded.
- 2. The next regularly scheduled Planning Commission meeting will be May 26 at 6:30 p.m. in the City Council Chamber.
- 3. The next meeting of the City Council will be on June 2, with a Study Session at 1:30 p.m. and Regular meeting at 6:30 p.m. in the City Council Chamber.

II. Public Comment

The public may comment on agenda and non-agenda items at this time. Comment will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. If you represent a group, please identify the group and any members of that group who are present.

III. Community Feedback

IV. Presentation

- A. Students of the Month: William Trevor Hanson and Isaiah Kiefer

V. Consent Calendar

- A. Accounts Paid \$36,113.78 (pg 6)
- B. Minutes of March 17, 2011 City Council Regular Meeting (pg 7-10)
- C. Minutes of April 19, 2011 City Council Special Meeting (pg 11-12)

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (541) 878-2225. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II)

VI. Written Communications

VII. Council Reports

Business and Tourism/Chamber	Councilor Hayes
RVACT	Councilor Ulrich
RVCOG	Mayor Holthusen, Councilor Kyle
School District 9	Councilor Kyle
Fire District 4	Councilor Hughes
Planning Commission Liaisons	Councilors Hayes and Hughes

VIII. Department Reports

None

IX. Unfinished Business

None

X. New Business

- A. Hellgate Cellars-Special Event Winery/Grower Application (pg 13)
- B. Resolution 11-09 Establishing ACH Services at PremierWest Bank (pg 14-15)
- C. Northridge Stipulation (pg 16)
- D. Retainer Agreement with Steve Rich, Esq. (pg 17)

XI. Public Comment on Agenda Items

Limited to 3 minutes per individual.

XII. Council Comments

XIII. Adjournment

City of Shady Cove
Bills Paid
From May 3, 2011 through May 16, 2011

Name	
Aikins, Dave (Radio)	159.98
Airgas (Chemicals)	1,196.50
Amped Up Electric	65.00
Avista (Natural Gas)	108.29
BDS - Building Services, LLC Floodplain, planning services (2 Months)	12,057.50
Big R (Misc. Supplies)	58.93
Bluth, Robert (Judge)	400.00
Richard Brewster, CPA (Payroll Tax Reporting)	130.00
Cascade Columbia Distribution (Chemicals)	2,321.40
CCIS (Ins. Renewals, Training)	25.00
CINTAS Corp. (Uniforms)	80.10
Coastwide Laboratories (Janitorial Supplies)	83.62
Cooper, Gilbert (Refund)	25.02
Crystal Fresh Bottled Water (Fresh Water)	161.00
Department of Environmental Quality (Dues)	60.00
Economy Plywood	139.68
HPS	147.00
Kurt Knutsen, Attorney-at-Law	1,458.00
Lee, Tony Remodeling)	2,220.00
Medford Fuel (gasoline)	424.68
NCL of Wisconsin (Lab Supplies)	847.09
Oce Imagistics (Copier costs)	112.32
Pacific Power (Electric Bill)	5,015.47
Perfection Cleaning (Office Cleaning)	350.00
Perrine Industrial (Electric)	3,398.66
PremiereWest Bank VISA	1,750.08
Quill Corporation (Office Supplies)	321.40
Steve Rich (Attorney)	675.00
RiverTech (Computer Repairs & Supplies)	570.00
Shady Cove Hardware Misc, Parts & Repair Materials)	163.04
Shady Cove Mini Storage (2 Storage Units)	50.00
Shady Cove-Upper Rogue Chamber	646.00
Southern Oregon Sanitation (Refuse - City Hall, A/C Park, Nork)	143.50
Spearco Graphics	80.94
Upper Rogue Auto Care (DRYCO)	105.00
Upper Rogue Independent (Legal Notices)	204.75
US Cellular (Cell Phones)	322.49
White City Napa (Misc. parts)	36.34
TOTAL	36,113.78

City of Shady Cove

City Council Regular Meeting Minutes

Thursday, March 17, 2011

CALL TO ORDER

Mayor Holthusen called the Regular City Council Meeting to order at 6:30 p.m. in the City Council Chamber.

ROLL CALL

Present: Mayor Holthusen; Council President Kyle; Councilor Hayes; Councilor Ulrich; Councilor Hughes

Staff: City Administrator, Danise Brakeman; Public Works Director, George Bostic; Sheriff Liaison, Dave Strand; Deputy City Recorder, Debby Jermain; Floodplain Manager, Lois De Benedetti

The Mayor led the Council and the audience in the Pledge of Allegiance, read the announcements, and noted added agenda items under New Business: A. Presentation on Daffodil Daze; B. State Redistricting; C. Further discussion on municipal water project

PUBLIC COMMENT

Tammy Meerten expressed her appreciation for the Sheriff's support and extra patrol during the recent wind storm.

COMMUNITY FEEDBACK

None

PRESENTATION

The Council President presented Student of the Month certificates to Quinton Weems from the Shady Cove Elementary and Tianna Alexander from the Shady Cove Middle School.

CONSENT CALENDAR

Consent Calendar Items: Accounts Paid; minutes of February 3, 2011; minutes of February 14, 2011; minutes of February 17, 2011; minutes of February 24, 2011

Councilors requested and received answers on various expenses.

Motion to approve Consent Calendar.

Motion by Councilor Hayes. Second by Councilor Kyle.

Roll Call: All Ayes. The motion passed 5-0.

WRITTEN COMMUNICATION

Mayor noted a request from the Oregon Geographic Alliance requesting the Council to review and join fellow Oregon Mayors with a Geography Awareness Proclamation for the first week of August.

COUNCIL REPORTS

Business and Tourism: Councilor Hayes attended the Shady Cove Upper Rogue Chamber meeting and noted the upcoming Daffodil Daze event; Madrones Kitchen increasing hours open for business; new businesses in town include a Guide Service, Steelhead Ranch on the Rogue and Green Earth Management offering tree services. Councilor Hughes noted Bargains on the Rogue under new ownership

RVACT meeting attended by Mayor Holthusen and Councilor Ulrich reported an ODOT presentation on future funding for highway projects. Mayor also noted the city had submitted a TE Grant application and Shady Cove is within the top five to receive that grant.

RVCOG: None. There is a meeting next week

School District 9: Council President Kyle mentioned upcoming events: Jump Rope for the Heart; a Wolverine Assembly; track season to begin; and spring break next week.

JCFD#4: Councilor Hughes noted a Public Safety lunch at Upper Rogue Community Center on Wednesday March 30th; April 30th and May 1st is the Wildflower Show fundraiser; the fire district had 32 calls in 36 hours during the recent storm; and Chief Bob Miller thanked the City for CSO, Barry Moore and the Mayor for assistance during the wind storm.

Planning Commission meeting was cancelled.

Mayor Holthusen was at the Capital for Mayors Day where topics included city priorities, issues and legislative concerns. He noted some included: transient tax uses; state shared revenues; and municipal water rights.

DEPARTMENT REPORTS

Department reports were included in the agenda packet. No additional comments from Sheriff Liaison Dave Strand.

Public Works Director is waiting for word from DEQ on the discharge permit.

City Administrator noted the upcoming remodel at city hall with the City Administrator's office, Sheriff Department, and office equipment room.

Floodplain manager noted two new single family dwelling applications received of which one is in the floodplain.

UNFINISHED BUSINESS

A. Conduct second reading by title only Floodplain Ordinance No. 259.

"I MOVE THE SHADY COVE CITY COUNCIL CONDUCT THE SECOND READING OF ORDINANCE 259 BY TITLE ONLY."

Motion: Councilor Hughes, second Councilor Hayes
Roll call: All ayes. Motion passed 5-0.

The Mayor read Ordinance No. 259 by title only.

"I MOVE TO ADOPT ORDINANCE 259 BY TITLE ONLY, "AN ORDINANCE OF THE CITY OF SHADY COVE ESTABLISHING REGULATIONS TO PREVENT FLOOD DAMAGE WITHIN THE CITY OF SHADY COVE, OREGON, ADOPTING RELATED FIRM MAPS AND THE FLOOD INSURANCE STUDY (FIS) FOR JACKSON COUNTY AND INCORPORATED AREAS AND AMENDING CHAPTER 151 OF THE CITY OF SHADY COVE MUNICIPAL CODE."

Motion: Councilor Hughes, second Councilor Ulrich
Roll call: All ayes. Motion passed 5-0.

NEW BUSINESS

A. Daffodil Daze Funding Request

Tammy Meerten President of the Shady Cove Upper Rogue Chamber Visitors and Convention Bureau spoke on behalf of the Daffodil Daze committee noting the lack of vendor involvement this year. Due to the weather only 7 projected vendors to date and committee has already paid out \$666 in advertising. Feels that Daffodil Daze is a jump start to the season and asking for help with funding. Discussion from Council in support of the event that has been a part of the community for years and question to Tammy who did not think the City has donated to this event in the past.

"I MOVE TO SUPPORT DAFFODIL DAZE AND PROVIDE REIMBURSEMENT UP TO \$666".

Motion: Councilor Hayes, second Councilor Kyle
Roll call: 4 Ayes. 1 Nay (Councilor Hughes) Motion passed 4-1.

B. State Redistricting Discussion.

Discussion that House District 55 includes Shady Cove and legislators are recommending a redistricting with the possibility that Shady Cove would end up in Roseburg and split our school district. On April 1st a hearing in Medford for Upper Rogue communities to voice their views.

C. Water Project Update.

Council discussed the need to form a task force committee and outline goals for the committee for the purpose of determining the feasibility of both options in the water master plan and making a recommendation to the Council.

"I MOVE TO FORM A WATER PLAN TASK FORCE COMPOSED OF 7 MEMBERS FOR THE PURPOSE OF RECOMMENDING TO COUNCIL WHICH OPTION IS IN THE BEST INTEREST OF THE CITY AND ADVERTISE AS SUCH."

Motion: Mayor Holthusen, second Councilor Ulrich
Roll call: All Ayes. Motion passed 5-0

D. Special Event Resolution 11-04.

City Administrator created a Resolution establishing a special event policy as directed by the Council.

"I MOVE TO ADOPT RESOLUTION 11-04, "ESTABLISHING A PUBLIC EVENT POLICY TO PROMOTE TOURISM AND ENSURE PUBLIC SAFETY".

Motion: Councilor Hayes, second Councilor Kyle
Roll call: All ayes. Motion passed 5-0.

PUBLIC COMMENT ON AGENDA ITEMS

John Ward commented on the use of the word "options" rather than the word "alternatives" in the Council's motion to create the Water Plan Task Force. The Mayor clarified the options referred to in the motion are the alternatives listed in the Water Master Plan.

COUNCIL COMMENT

Councilor Ulrich noted he had received numerous compliments on the Mayors involvement in assisting the citizens and doing what was necessary during the recent wind storm.

Councilor Hughes commented on the Jeff Smith LUBA case. City Administrator stated we are waiting for Smith to submit his brief.

Mayor commented how impressed he was with Deputy Moore's role in the recent wind storm.

ADJOURNMENT

There being no other business before the Council, the Mayor adjourned the meeting at 8:20 p.m.

Approved:

Attest:

Ronald Holthusen
Mayor

Debby Jermain
Deputy City Recorder

Council Vote:

Councilor Hayes _____
Mayor Holthusen _____
Councilor Hughes _____
Councilor Kyle _____
Councilor Ulrich _____

City of Shady Cove City Council Special Meeting Minutes

April 19, 2011

CALL TO ORDER

The Mayor called the Special City Council Meeting to order at 11:15 a.m.

ROLL CALL

Present: Mayor Holthusen
Council President Kyle
Councilor Hayes
Councilor Hughes
Councilor Ulrich

Staff: City Administrator, Danise Brakeman
Kurt Knudsen, City Attorney

SPECIAL BUSINESS

- A. The Signing of a Partial Release Agreement as Submitted by Flywater, LLC.

In the Acquisition and Disposition Agreement between Flywater, LLC and the City of Shady Cove, the Property Gift was conditional upon the release of that portion of the Property other than the City Property. Attorney Kurt Knudsen explained this is a contractual encumbrance that Flywater is asking to be released from. To deny the request would constitute a breach of contract and therefore he recommends the Council approve the partial release request. He further explained the motive for the request appeared to be finance related and no other.

"I Move to approve the Partial Release of Parcel 1 and Parcel 2 of Partition Plat No. P-45-2009 as agreed to in the Acquisition and Disposition Agreement between the City of Shady Cove and Flywater, LLC. "

Motion: Mayor Holthusen Second: Councilor Kyle
Roll Call: All ayes. Motion passes 5-0.

B. Northridge Stipulation

The Northridge Water System is regulated by the Public Utility Commission and managed by Public Works Management. Northridge Water Company has applied to the PUC for an Exclusive Territory. Mayor and City Administrator attended the Public Hearing on the matter and the City has filed as Intervener's in the matter described as WA-80. The PUC is proposing the City stipulate to an agreement with the owner of Northridge allowing the City to purchase the water

system in the event a municipal water system is installed. Kurt Knudsen, City Attorney in this matter, conferred with the Attorney General's office who prepared the stipulation and also Joe Strahl of Public Works Management as to the condition of the system. Attorney stated signing the stipulation does not obligate the City to purchase it or set a precedence for acquiring other systems. Councilor Hughes informed the attorney the Exclusive Service Territory Northridge Water Company is applying for includes other systems as well. The attorney felt more information was needed. Council will allow more time to gather information and place on a future agenda. No action taken.

PUBLIC COMMENT ON AGENDA ITEMS

None

COUNCIL COMMENT

None.

ADJOURNMENT

The Mayor adjourned the Special Meeting at 11:44 a.m.

Approved:

Attest:

Ronald Holthusen
Mayor

Debby Jermain
Deputy City Recorder

Council Vote:

Councilor Kyle _____
Councilor Hayes _____
Mayor Holthusen _____
Councilor Ulrich _____
Councilor Hughes _____



**City Council Agenda Item Summary
City of Shady Cove, Oregon**

Meeting Date: May 19, 2011

Prepared By: Danise Brakeman, City Administrator City Admin. Approval: DB

Issue/Agenda Title:
Hellgate Cellars - Special Event Winery/Grower Application

Issue Before the Council:

Shall the City Council approve an application submitted by Don Stevens of Hellgate Cellars to allow the sale of wine during Tie Days River Fest 2011 to be held June 18th at Shady Kate's Boutique located at 21584 Hwy 62?

Key Facts/Information Summary:

It is common for event planners to contract with businesses already licensed by the Oregon Liquor Control Commission (OLCC) to allow the sale of liquor during their event. When doing so, the licensee assumes all liability.

Staff contacted CIS Risk Management to confirm there is no added liability to the City if the Council approves the application.

Attachments:

Application given to Council

Fiscal Notes:

A \$10.00 temporary license fee would be charged as per our fee schedule.

Staff Recommendation:

Staff recommends Council acknowledge the Special Event Winery/Grower Application and authorize the City Administrator to sign it.

Proposed Motion:

"I MOVE TO ACKNOWLEDGE (OR DENY) THE SPECIAL EVENT WINERY/SPECIAL EVENT GROWER APPLICATION SUBMITTED BY DON STEVENS OF HELLGATE CELLARS TO ALLOW THE SALE OF WINE DURING THE 2011 TIE DAYS RIVERFEST TO BE HELD JUNE 18TH AT SHADY KATE'S BOUTIQUE LOCATED AT 21584 HWY. 62."



**City Council Agenda Item Summary
City of Shady Cove, Oregon**

Meeting Date: May 19, 2011

Prepared By: Danise Brakeman, City Administrator City Admin. Approval: DB

Issue/Agenda Title:

Resolution 11-09 Establishing ACH Services at PremierWest Bank

Issue Before the Council:

Shall the City Council pass a resolution that establishes ACH services at PremierWest Bank?

Key Facts/Information Summary:

The City currently uses PremierWest Bank to process all ACH services. PremierWest Bank is requiring the City to pass a resolution stating such.

Attachments:

Resolution 11-09

Fiscal Notes:

None

Staff Recommendation:

Staff recommends Council pass the resolution as presented.

Proposed Motion:

"I MOVE TO PASS RESOLUTION NO. 11-09 – A RESOLUTION OF THE CITY OF SHADY COVE, OREGON ESTABLISHIING ACH SERVICES AT PREMIERWEST BANK."

City of Shady Cove

Resolution No. 11- 09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE,
OREGON AUTHORIZING ESTABLISHMENT OF ACH SERVICES AT
PREMIERWEST BANK**

Now, therefore, be it resolved the City Council of the City of Shady Cove hereby authorizes the establishment of ACH services at PremierWest Bank.

Signatories are: Mayor Ron Holthusen, President of the Council Bill Kyle, City Administrator Danise Brakeman, and Administrative Assistant Gretchen Meloth.

Effective Date: This resolution will be effective May 19, 2011.

Adopted by the City Council of the City of Shady Cove this 19th day of May, 2011.

Approved:

Attest:

Bill Kyle
President of the Council

Debby Jermain
Deputy Recorder

Council Vote:

Councilor Hayes
Councilor Hughes
Councilor Kyle
Councilor Ulrich
Mayor Holthusen



City Council Agenda Item Summary City of Shady Cove, Oregon

Meeting Date: May 19, 2011

Prepared By: Danise Brakeman, City Administrator

City Admin. Approval: DB

Issue/Agenda Title:
Northridge Stipulation

Issue Before the Council:

Shall the City Council stipulate to an agreement with Northridge Water Company, Inc. approving of their application for Allocation of Current Service Territory and allowing the right to purchase the system in the event a municipal water system is installed?

Key Facts/Information Summary:

Northridge Water Company, Inc. is currently regulated by the Public Utilities Commission (PUC). James Plummer, owner of Northridge Water Company, Inc., has applied for Allocation of Current Service Territory in order to protect the investment he has already made in the system. The City of Shady Cove has filed as Intervener's in the case described as WA-80. During a public hearing held by the PUC, the City voiced concerns about its right to take over the system in the event a municipal water system is installed. As a result, the PUC drafted a Stipulation for the parties to consider. The City Administrator and the City Attorney held a conference call with Jason Jones of the PUC on May 17, 2011 to discuss concerns with the language in the Stipulation as well as the maps, which include a large territory and other water systems. Mr. Jones was very agreeable to amending the Stipulation to reflect the desires of the City. This amendment was not yet drafted at the time of this writing, but will be available to the Council by May 18, 2011 for their consideration at the May 19, 2011 regular meeting.

Attachments:

Stipulation given to Council

Fiscal Notes:

None

Staff Recommendation:

Staff recommends Council consider the Stipulation and if approved authorize the Mayor to sign it.

Proposed Motion:

"I MOVE TO APPROVE (OR DENY) THE STIPULATION IN THE MATTER OF THE NORTHRIDGE WATER COMPANY, INC. APPLICATION FOR ALLOCATION OF CURRENT SERVICE TERRITORY, WA-80, AS PRESENTED AND AUTHORIZE THE MAYOR TO SIGN THE STIPULATION."



City Council Agenda Item Summary City of Shady Cove, Oregon

Meeting Date: May 19, 2011

Prepared By: Danise Brakeman, City Administrator City Admin. Approval: DB

Issue/Agenda Title:
Attorney's Contract

Issue Before the Council:

Shall the City of Shady Cove consider a retainer agreement with attorney Steven Rich for fiscal year 2011-2012?

Key Facts/Information Summary:

The City of Shady Cove currently contracts with Steven Rich, Esq. for attorney services in the amount of \$1,000 per month. The City's representation needs extend from what is included in a typical retainer agreement. Therefore, the City Administrator has proposed a reduction in the retainer amount based on the amount of time needed. The proposed retainer is in the amount of \$600 per month for up to 4 hours of legal service and \$150 per hour beyond those hours.

Attachments:

Retainer Agreement given to Council

Fiscal Notes:

The proposed contract is \$7,200 payable at \$600 per month.

Staff Recommendation:

Staff recommends Council approve the Retainer Agreement and authorize her to sign the agreement.

Proposed Motion:

"I MOVE TO APPROVE THE RETAINER AGREEMENT WITH STEVEN E. RICH, ESQ. IN THE AMOUNT OF \$7,200 FOR FISCAL YEAR 2011-2012 AND AUTHORIZE THE CITY ADMINISTRATOR TO SIGN THE AGREEMENT."