

Agenda

Shady Cove City Council Study Session

Shady Cove City Council Chamber
22451 Highway 62
Shady Cove, Oregon
Thursday, October 6, 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. Special Events – Pancake Breakfast/Quilt Show (pg 2-3)
- B. Park Committee Recommendation to Council (pg 4-21)
- C. Public Safety Surcharge Ordinance Discussion

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).



Special Event Permit Request

All permit requests must be *completed in full*
and submitted with a map detailing the event area of route

Applicant Information			
Organization Name		Applicant Name	
Jackson Co. Fire District #4		Paula Trudeau	
Mailing Address		Applicant Contact Info:	
Street: _____	Work Phone: () _____	Message Phone: () _____	Cell Phone: (541) 326-7494
PO Box: 1294	Home Phone: (541) 878-3920		
City: Shady Cove			
Zip: 97539			
Event Information			
Date of Event	Expected #	Start Time	End Time
October 8 th 2011	200	8 am	Noon
Formation Area		Event Description @ Fire Station	
Provide description of where event will occur:		<input checked="" type="checkbox"/> Name of Event <u>FD#4 Pancake Breakfast</u>	
<input type="checkbox"/> Starting location		<input checked="" type="checkbox"/> Set up/tear down time <u>all on 10/8/11</u>	
<input type="checkbox"/> Parade route		<input checked="" type="checkbox"/> Traffic Control <u>provided by FD4 parking at fire station</u>	
<input type="checkbox"/> Ending location		<input type="checkbox"/> Security	
<input type="checkbox"/> Map (attach to Permit)		<input type="checkbox"/> Permits, Licenses	
		<input checked="" type="checkbox"/> Banners <u>sign at fire station</u>	
		<input type="checkbox"/> Coordination with Police or other agencies	
		<input type="checkbox"/> Amplified Music & Location	
		<input type="checkbox"/> Live Music & Location	
<p>I hereby certify that I/we are the authorized representative(s) of the above organization, that the above information is true and I/we agree on behalf of our group to assume liability for all costs for any misuse or damage to public/private property and conform to policies and procedures of the City of Shady Cove, and pertinent County, State, and Federal law. I/we further understand that providing false information or failure to comply with rules and laws will result in revocation of this permit and termination of the event without notice. I/we agree to indemnify and defend the City in all ways for any damages associated with this event.</p>			
Applicant Signature:		Date:	
Paula K. Trudeau		8/22/11	
Please attach additional information as needed			
For City Use Only			
Event Type: (sm/med/lg)		Approved: _____	Date: 2



Special Event Permit Request

All permit requests must be *completed in full*
and submitted with a map detailing the event area of route

Applicant Information

Organization Name <i>Material Girls of S.C.</i>	Applicant Name <i>PAM SWANSON</i>
Mailing Address Street: _____ PO Box: <i>POB 1164</i> City: <i>Trail OR 97541</i> Zip: _____	Applicant Contact Info: Work Phone: () _____ Message Phone: () _____ Cell Phone: () _____ Home Phone: (64) <i>826-9567</i>

Event Information

Date of Event <i>Nov - 5 & 6</i>	Expected # <i>300/Day</i>	Start Time <i>10:00 AM</i>	End Time <i>4:00 PM</i>
Formation Area Provide description of where event will occur: <input type="checkbox"/> Starting location <input type="checkbox"/> Parade route <input type="checkbox"/> Ending location <input type="checkbox"/> Map (attach to Permit)		Event Description <input checked="" type="checkbox"/> Name of Event <i>Quilt Show</i> <input checked="" type="checkbox"/> Set up/tear down time <i>Nov 4 - 4:00 AM / Nov 6 - 5:00 AM</i> <input type="checkbox"/> Traffic Control <i>N/A</i> <input checked="" type="checkbox"/> Security <i>N/A</i> <input type="checkbox"/> Permits, Licenses <i>N/A</i> <input type="checkbox"/> Banners <i>ON FENCES AT SCHOOL</i> <input type="checkbox"/> Coordination with Police or other agencies <i>N/A</i> <input type="checkbox"/> Amplified Music & Location <i>N/A</i> <input type="checkbox"/> Live Music & Location <i>N/A</i>	

I hereby certify that I/we are the authorized representative(s) of the above organization, that the above information is true and I/we agree on behalf of our group to assume liability for all costs for any misuse or damage to public/private property and conform to policies and procedures of the City of Shady Cove, and pertinent County, State, and Federal law. I/we further understand that providing false information or failure to comply with rules and laws will result in revocation of this permit and termination of the event without notice. I/we agree to indemnify and defend the City in all ways for any damages associated with this event.

Applicant Signature: <i>Pamela Swanson</i>	Date: <i>9-6-11</i>	Please attach additional information as needed <i>Insurance Cert. of Liability</i>
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For City Use Only		
Event Type: (sm/med/lg)	Approved:	Date:

Jackson County
Upper Rogue Regional Park



Park Management Committee
Report



September 20, 2011

Park Management Committee

Report Date	September 20, 2011
Prepared For	Mayor Holthusen, Councilman Hayes, Councilman Hughes, Councilman Kyle, Councilman Ulrich
Prepared By	Park Management Committee: John Burgess, Gary Endicott, Roy Eyman, Leith Hayes, Tom Sanderson
Report Subject	Recommendation on City Management of the Jackson County Upper Rogue Regional Park

Overview

On April 7, 2011 the City Council of Shady Cove created the Park Management Committee (PMC). The purpose of the committee is to investigate the feasibility of the City taking control of the Jackson County Upper Rogue Regional Park (Park).

City Park Management: Supporting Organizations

As a preliminary action prior to formal formation of the PMC, a survey was taken of five civic organizations to obtain their position on Park management by the City. The following organizations exhibited a high level of interested and provided letters of support for the fact finding mission. Most, if not all have very positive thoughts and ideas about the possibilities for local merchants and residents.

- Upper Rogue Community Center
- The Greater Shady Cove Boosters
- Boys & Girls Club of Shady Cove
- Upper Rogue Action Team
- Shady Cove Upper Rogue Chamber Visitors and Convention Bureau

Park Control Considerations

Prior to the formation of the PMC there were many discussions between the City and County regarding Park control possibilities. It has been reported that options discussed between the City and County included: 1) Park management by the city; 2) purchase of the Park by the City; and, 3) gifting of the park by the County.

Park Components

The Park components consist of approximately 8 acres of riverfront property. The components of the Park are: 1) large vacant lot; 2) commercial rental house; 3) River House; 4) Park; and, 5) parking lot across Rogue River Drive from the Park. The PMC initial investigation considered all components as a package for management consideration.

Park Management Committee Objective

While control of the Park was seen as highly positive by the PMC and many factions in the City, the PMC established a controlling factor of Park management financial independence.

Park Management Committee

In the fact finding plan it was established that the PMC would only recommend the City take control of the Park if the Park could be operated on a positive cash flow basis, or at worst revenue neutral, and all other fact finding issues were acceptable. The PMC would not recommend the City take management control of the park if additional fees or taxes were needed to successfully operate the Park.

Fact Finding Process

The PMC determined that the fact finding plan would consist of two phases, one to be completed before the second one proceeded.

- The first part of the plan was to perform a preliminary financial investigation to determine if the PMC's objective of financial independence feasibility could be achieved.
- If step one was successful the PMC would then complete the fact finding mission as outlined in the City Council presentation in April 2011.

Financial Independence Feasibility Determination

Recognizing that economic cycles impact business results over a period of time the PMC decided to review the Park income and expenses over a 5-year period. PMC members Roy Eyman and Gary Endicott were appointed by the committee to meet with Jackson County Park officials to begin the fact finding discussion.

PMC-County Fact Finding Meeting – May 11, 2011

The first meeting between the PMC and Jackson County convened on May 11, 2011. Meeting attendees were John Vial, Steve Lambert and Sue King (Jackson County), Roy Eyman, Gary Endicott (PMC). The general objective of this meeting was to establish the process for fact finding. The complete minutes of this meeting are attached hereto. The following represents a summation of this meeting.

- Park control options were discussed. Gifting of the park, previously on the table, was removed as an option. Due to financial constraints purchase of the park was not considered as a viable option. The last remaining option was a management agreement between Jackson County and the City.
- John Vial stated that the County interest was primarily driven by the fact that the Upper Rogue Regional Park did not fit the "model" of county parks. Most, if not all, County parks consist of water related parks with overnight camping facilities. The River House definitely does not fit their model.
- John Vial advised early in the meeting that any management agreement with the City would require revenue sharing with the County.
- Fact finding process would proceed in three phases: 1) County to provide 5 year income and expense history; 2) County to provide PMC their revenue sharing plan; and, 3) PMC to review financial data to determine future of fact finding mission.

Subsequent to this meeting Roy Eyman and Gary Endicott thoroughly reviewed, dissected and analyzed the County financial data.

Park Management Committee

The data was provided in two formats: 1) Annual summary; and, 2) Annual detail by income and expense accounts. Their analysis complete a PMC meeting was scheduled for June 14, 2011 to discuss the initial findings and determine the direction of the fact finding mission.

PMC Meeting – June 14, 2011

Meeting convened with all members present. Complete minutes from this meeting are attached hereto. Summation of this meeting is as follows:

- Review of the financial data on the Park operation was reviewed and discussed.
- The initial response, based on the data, was to conclude the fact finding, advise the County and issue a recommendation to the City.
- PMC discussions continued with the final outcome that Roy Eyman and Gary Endicott would again meet with the county in an attempt to delve deeper into the Park's income and expenses in an attempt to determine what income and expenses, reported by the County, would carry forward to a City managed Park.

PMC-County Fact Finding Meeting – July 13, 2011

This meeting convened July 13th and attendees were John Vial and Steve Lambert (Jackson County), Roy Eyman, Gary Endicott (PMC). Complete minutes of this meeting are attached hereto. Summation of the meeting is as follows.

- The initial position of the PMC was discussed. The PMC and the County agreed to proceed with a more in depth analysis of expenses.
- To achieve a better understanding of expenses it was agreed that Roy Eyman and Gary Endicott would meet with a County representative who could explain expense details.
- Due to vacation schedules in the County the meeting could not be scheduled until August.

PMC-County Fact Finding Meeting – August 12, 2011

This meeting convened August 12th and attendees were Steve Lambert and financial records specialist (Jackson County), and Gary Endicott (PMC). Expense items were explained by the specialist and the meeting adjourned after approximately one hour. Results of the meeting was a better understanding of expense items enabling the PMC to better determine what expenses would carry forward to a City managed Park.

Actions Subsequent to Meeting of August 12, 2011

- Gary Endicott met with the City Administrator to discuss findings and determine what additional expenses the City might incur with management of the Park. These findings were to be included into the 5-year Park management projection.
- Gary Endicott met with Tami Meerten, General Manager Edgewater Inn, to discuss marketing of the River House and to develop a 5-year revenue forecast on the River House.

Park Management Committee

Financial History and Future Projection

Subsequent to the above meetings Gary Endicott prepared a report consisting of the 5-year County historical financial data. A 5-year average for each income and expense line item was established.

This 5-year average was established as the basis to begin the 5-year projection of income and expenses of a City managed Park. Discussions with the City Administrator and Tami Meerten resulted in minor income adjustments accompanied with some county expense items removed and others related to City management and River House promotion added.

In consideration of economic and inflationary factors income was very conservatively projected with only a minor increase in River House revenue. Expenses were estimated with a general 5% annual increase from year 1 through year 5. The report is footnoted with specific comments.

A complete copy of this report is attached hereto.

Following completion of the analysis and report creation Gary Endicott convened a meeting of the PMC to convene August 30, 2011 at 10:00 am.

PMC Meeting – August 30, 2011

Meeting convened on August 30th at 10:05 am. All PMC members were present except for Roy Eyman. Minutes of this meeting are attached hereto. New business agenda for the meeting was:

- Review of 5 year projected budget.
- Determine next action regarding continued fact finding, or concluding project.
- Develop report for city council.

Subsequent to much discussion of the 5-year financial history and the 5-year financial projection the PMC decided to complete a report for the City Council. The recommends from this meeting are contained in the following section PMC Recommendation.

PMC Recommendation

Attached hereto is the financial report entitled Financial Average and Projection – 5 Year. Using history as a base, with minor adjustments as footnoted the PMC prepared a 5-year projected income and expense statement. This report indicates that the Park financial projection does not meet the PMC objective of cash flow positive or at minimum revenue neutral. It is the recommendation that, based strictly on the income / expense projections, that the City not assume control of the Park.

Park Management Committee

In the financial forecast the PMC has provided a basis under which the County and the City could possibly form a management agreement.

- The County and City could consider a 5-year management contract.
- The County would subsidize the City to cover losses for the 5-year period. While the County initially was not in support of this, further negotiations might change that position.
- Subsidy amounts in the 5-year projection are based on the income / expense computations contained within the report. The City, if interested, would be required to formulate their own budget and calculated subsidy amounts.
- At the end of the 5-year contract the City and County would decide to continue with or without subsidies if the management contract is to proceed.
- Part of the 5-year management agreement would include bringing all facets of the park operation up to standard including repairs needed on the launch ramp. The county would absorb these expenses. At the end of the 5-year period all Park utilities and facilities would be operating at a standard expected.

Community Considerations

Besides the financial aspects there are community issues to consider as the City Council ponders the decision as to the future plans for the Park. The Park and River House could be marketed to maximize paid and civic activities in the facility. Some examples may be as follows.

- Concerts in the park with local bands. Local bands could include but not be limited to school bands, etc. These types of activities would enhance life for the citizens of Shady Cove.
- Summer monthly BBQ's with private food vendors paying fees for booth space.
- Create rental space for a couple of food/soft drink vendors in the park. This would create a business opportunity, provide food and refreshment for summer river users and present an income stream to help support the park.
- A city managed Park would increase fund raising opportunities for Shady Cove civic organizations by opening the park for use during the entire summer.
- For revenue purposes it is recommended that the River House be managed and promoted by a private entity with applicable expertise and a profit incentive. Management of the Edgewater Inn has a high level of interest in doing this and would be an ideal partner for the City.
- The River House, aggressively marketed, could make Shady Cove a destination point for groups such as business retreats. Tie this into the activities on the Rogue River with sites such as Crater Lake close by creates an ideal environment.
- Making Shady Cove a destination point would bring tourism dollars to Shady Cove and be good for all merchants.

Conclusion

The PMC considers their assignment complete unless the City assigns the PMC specific tasks with regard to proceedings from this point forward. We appreciate the opportunity to have been of service to the City and the citizens of Shady Cove.

Park Management Committee

Jackson County / Park Management Committee
Meeting May 11, 2011

Attendees Jackson County: John Vial, Steve Lambert, Sue King (Chairman, Advisory Board)

Attendees Committee: Roy Eyman, Gary Endicott

Meeting Convened: 10:00 am

Minutes

- Meeting opened with introductions of all attendees.
- Following introductions was a discussion and a brief history of this subject since January 2011.
- Next on the agenda was the discussion of various options that had been discussed between county and city representatives. These options were some form of park management with even gifting being on the table. John Vial quickly pointed out that the park in whole including the River House, etc., would not be considered in a gifting process. They quickly stated that the value of the property is such that gifting is out of the question. There was no clarification as to why it was stated as an option in the email from Danise Brakeman.
- John Vial stated that the County Parks Department business plan model is the operation of water related parks; river and lake. The River House operation does not fit in the business plan. Although not stated it seemed to be indicated that the county would be more willing to deal on the River House than on the rest of the park. This was not discussed in any detail.
- John Vial questioned the Committee regarding the level of interest by the city. He voiced a concern that the city may be looking at the park operation as a cash cow resolving city income problems. The Committee advised him this was not the case and the bottom line of the Committee is that the park be self sufficient.
- It was determined that the county's interest is in a "lease management agreement" by the city, and would eventually like a proposal from the city.
- The Committee advised the county that no proposal could be presented until all factors, especially revenue and expenses were considered. The Committee and county did agree to proceed on the following basis. The objective of this preliminary study will be to determine if park management appears to be feasible. This will be done in 3 phases.
- Phase 1 is the review of the revenue and expenses that relate specifically to the operation of the Shady Cove Park and will proceed as follows.
 - The county will provide the Committee 5 years of revenue/expense reports on the River House and the park operations. These reports, in Excel format, will be forthcoming in 5-7 days.
 - Once these reports are received Roy Eyman and Gary Endicott will create a file "Committee Report" that will be used to identify expenses solely related to the county and that would not be carried forward under city management. The original county Excel files would be kept in the original form.

Jackson County / Park Management Committee
Meeting May 11, 2011

- Roy and Gary will review the Committee report, identifying and removing expenses that would not carry forward to the city.
- Based on 5 years of revenue Roy and Gary will estimate the revenue and expenses in the Committee Report as an average of the 5 year period.
- Preparation of this report should also include additional expenses to be incurred by the city; i.e., insurance and management costs.
- Once the Committee Report is ready the Committee will meet publicly to review the county report and the Committee Report. The meeting objective will be to determine if city park management appears to be feasible considering the “self sustaining” objective can be achieved. If the committee resolves to move forward the next action will be Phase 2.
- Phase 2 will require the county to provide the Committee with a “revenue sharing budget estimate”. This estimate will be based on a percentage of the estimated gross revenue.
 - When the budget estimate is received the Committee report will be updated incorporating the adjustment against the revenue to then arrive at a revised estimated net annual income.
 - When the revised Committee Report is ready another Committee public meeting will be scheduled to discuss the revised report.
 - If the Committee votes that park management still appears to be viable then the full fact finding program would commence.
 - It is at this time the Committee would resume the regularly scheduled public meetings.
 - If feasibility is questionable then a combined meeting of the city council and the Committee may be in order. If this meeting is held the results of the meeting will determine future actions.
 - If the Committee votes park management does not appear to be feasible then the Committee would begin the development of the final report to the city council.
- Phase 3, if the Committee votes to continue will be the completion of the fact finding mission.

Meeting Adjourned: 11:30 am

Park Management Committee Committee Meeting Minutes

Tuesday, June 14, 2011

Call to Order

The Chairperson called the meeting to order at 10:05 AM.

Present

Gary Endicott
John Burgess
Roy Eyman
Leith Hayes
Tom Sanderson

X
X
X
X
X

Absent

Gary Endicott
John Burgess
Roy Eyman
Leith Hayes
Tom Sanderson

Announcements

There were no announcements.

Public Comment

There was no public comment.

Old Business

Approval of minutes from May 3, 2011 without comment.

Minutes

The issue of "gifting" the park, discussed in earlier email messages between the county and the city administrator was never a consideration on the part of Jackson County despite some earlier discussion that might be possible. It was therefore not pursued any further.

A variety of items were presented which included:

1. Results of a personal meeting by Gary Endicott and Roy Eyman with Jackson County Parks Department personnel
2. Parks Department financial reports analysis
3. Jackson County financial summary report
4. River House occupancy report
5. Results of a meeting held with principals of the Cantrall-Buckley Park management association

Each member of the committee was given an opportunity to comment on the Committee Member Packet which they had reviewed over the past several days.

All members were in unanimous agreement that, given the figures, it would be very unwise to proceed with any efforts for local takeover and control of Shady Cove Park given the large amount of losses sustained as reported by the County over the last 4/12 year fiscal reports.

In addition to this the County accounting system did not allow for specific revenue and expense identification between the River House and Park operations. The county has only one business unit that combines the River House and the Park. They attempt to assign costs based on a percentage of the totals.

The committee felt this was important if we were to entertain the notion of local control sometime in the future.

Records indicate the existing residence is in a serious state of disrepair which might result in the best option simply being demolition of the structure.

Information from the Cantrall-Buckley would suggest that the conditions there are remarkably different than the conditions existing at a park within an incorporated city. In this instance Cantrall-Buckley is a rural park with much less upkeep expenses. This park was reopened by a citizens 501 [3] C group which has been able to maintain its' operation on a budget of around \$70,000 annually. Given the dissimilarities, the committee felt there would little use in pursuing any further information on that park. However the option remains open for future examination should events turn in that direction.

It would seem there are some options are to be considered.

1. The first is City of Shady Cove operation of the park while Jackson County retains ownership.
2. The second option would be forming a private non-profit to oversee operation of the park while working on enhancing revenue and reducing expenses.
3. A third option might exist if the county gifted the property to the city and the city then contracted with a private corporation, a 501 c 3, to operate the park.

Given the magnitude of losses, expenses to be incurred in repair and upgrading park facilities, the committee was unanimous in making any recommendation of acquiring the park at this time. This was brought as a motion, seconded, and approved.

Public Comment

Everyone was in agreement that it would be wonderful to have local control of a public park located within our city which is presently underused and in a state of disrepair.

Many number of ideas on park improvement were discussed and all had merit.

Future Agenda Items

Given current information and recent park management history it would simply be impossible to entertain options 1 or 2 outlined above.

It was therefore concluded that any feasible local takeover of Shady Cove Park would require major concessions on the part of Jackson County.

To this end it was agreed that Gary Endicott and Roy Eyman would attempt to schedule another meeting with County park officials to report on our committees response and explore the possibility of greater concessions.

Adjournment

There being no other business before the committee, the Chairman adjourned the meeting at 11:20 AM.

Jackson County / Park Management Committee
Meeting July 13, 2011

Attendees Jackson County: John Vial, Steve Lambert,

Attendees Committee: Roy Eyman, Gary Endicott

Meeting Convened: 2:00 PM

Minutes

Expenses

- Meeting opened with general comments as to the status of the Committee's review of the financial information previously provided by the County.
- Gary reiterated the Committee objective of a self sustaining park operation.
- Discussion then centered on clarification of expenses to better determine what expenses would carry forward.
- Clarification would also assist the Committee in development of a financial projection for a city managed park.
- To achieve this clarification it was agreed that the county would provide a representative familiar with the county financial records to work with Roy and Gary to break down the expense categories that have multiple types of expenses within 1 summary line on the reports provided by the county.
- It was agreed that we would use year 2010 as an example year for further expense review and would meet at the county offices. This review will occur in early to mid August.

River House Tour

- Committee members have requested a tour of the River House to obtain a better idea of potential uses.
- Gary will advise Steve Lambert as to what day we would like to do this and he will arrange for the Park Ranger to be there.
- Gary suggested that we would like to invite Chamber board members on the tour as they would play a critical role in development of ideas for use of the house.

Meeting Adjourned: 2:50 PM

Financial Average and Projection

Category	Five Year History					AVG
	2011	2010	2009	2008	2007	
Income						
State Revenue	\$2,850	\$2,850	\$2,650	\$2,873	\$3,975	\$3,040
Concessionaire			\$100	\$100		\$100
Commercial Rental	\$6,638	\$3,500	\$2,275	\$3,900	\$3,900	\$4,043
Facility Use Fee	\$500	\$250	\$250	\$250	\$250	\$300
Parking Fees	\$7,690	\$9,744	\$8,893	\$10,451	\$9,766	\$9,309
Riverhouse Fees	\$32,362	\$31,666	\$29,254	\$35,907	\$37,602	\$33,358
Total Revenues	\$50,040	\$48,010	\$43,422	\$53,481	\$55,493	\$50,089
Expenses						
Labor (park, river house combined)	\$42,915	\$46,239	\$44,381	\$51,573	\$42,516	\$45,525
Oper (motor pool)	\$8,243	\$10,211	\$9,415		\$8,598	\$9,290
Oper (motor pool, phone, insurance)		\$1,011				\$1,011
Oper (Minor Equipment)	\$3,463	\$3,830	\$2,159			\$3,151
Prop Maint (WS, Garbage, Landscape, Util)	\$10,486	\$4,792	\$5,152			\$6,810
Prop Maint (WS, vault, electricity)	\$155			\$25,401	\$8,095	\$11,217
Prop Maint (River House)	\$5,809	\$12,937	\$15,171	\$16,516	\$15,293	\$13,145
Garbage		\$2,554	\$1,619	\$2,562	\$3,207	\$2,486
Prop Maint (Tax)	\$751	\$730	\$723	\$650		\$714
Equipment Maint/Rental	\$501	\$835	\$583		\$448	\$592
Contracted Service	\$6,487	\$3,837	\$3,938	\$4,622	\$6,232	\$5,023
Security Services					\$360	\$360
Total Expenses	\$78,810	\$86,976	\$83,141	\$110,572	\$84,749	\$88,850
Profit / Loss	(\$28,770)	(\$38,966)	(\$39,719)	(\$57,091)	(\$29,256)	(\$38,760)
Five Year Loss						-\$193,802

Financial Average and Projection

Motor Pool

Annual motor pool fees from county and mileage charged for vehicle use. Total cost is allocated to each park based on percentage of total labor of each park.

Insurance

County is self insured and the County charges each dept. Parks dept allocates the cost over all parks the same as Motor Pool costs.

WS

Water and sewage cost.

Garbage

Southern Oregon Sanitation

Landscape

Very little contract service, parks dept does maintenance. If they use the Sheriff's inmates they are billed by the county.

Utilities

Covers both River House and park. Rental house on separate meter.

Property Taxes

Rental house. If this building became a public building there would be no taxes.

Contracted Services

SC resident shows house and does some cleaning. When Sheriff's crews are used their fees are also in this account.

Financial Average and Projection

Category	Five Year Projection					AVG	
	Base	Year 1	Year 2	Year 3	Year 4		Year 5
Income							
State Revenue (year 1- 5 projected flat)	\$3,040	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Concessionaire	\$100	\$0	\$0	\$0	\$0	\$0	\$0
Commercial Rental (yr 2-5 3% annual increase)	\$4,043	\$4,200	\$4,326	\$4,456	\$4,589	\$4,727	\$4,460
Facility Use Fee (yr 2-5 25% annual increase)	\$300	\$500	\$625	\$938	\$1,406	\$2,109	\$1,116
Parking Fees (yr 1-5 projected flat)	\$9,309	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500
Riverhouse Fees (yr 1-flat, 2-5 5% annual increase)	\$33,358	\$33,360	\$35,028	\$36,779	\$38,618	\$40,549	\$36,867
Total Revenues	\$50,149	\$50,560	\$52,479	\$54,673	\$57,114	\$59,886	\$54,942
Expenses							
Advertising	\$0	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Labor (park, river house combined)	\$45,525	\$44,000	\$46,200	\$48,510	\$50,936	\$53,482	\$48,626
Oper (motor pool)	\$9,290	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$2,763
Oper (motor pool, phone, insurance)	\$8,923	\$0	\$0	\$0	\$0	\$0	\$0
Oper (Minor Equipment)	\$1,011	\$1,100	\$1,216	\$1,343	\$1,484	\$1,640	\$1,357
Oper (insurance)	\$3,151	\$3,850	\$4,043	\$4,245	\$4,457	\$4,680	\$4,255
Prop Maint (Garbage, Landscape)	\$6,810	\$3,300	\$3,465	\$3,638	\$3,820	\$4,011	\$3,647
Prop Maint (WS, vault, electricity)	\$11,217	\$7,700	\$8,085	\$8,489	\$8,914	\$9,359	\$8,509
Prop Maint (River House)	\$13,145	\$13,200	\$13,860	\$14,553	\$15,281	\$16,045	\$14,588
Garbage	\$2,486	\$2,750	\$2,888	\$3,032	\$3,183	\$3,343	\$3,039
Prop Maint (Tax)	\$714	\$750	\$773	\$796	\$820	\$844	\$796
Equipment Maint/Rental	\$592	\$660	\$693	\$728	\$764	\$802	\$729
Contracted Service	\$5,023	\$5,500	\$5,250	\$5,250	\$5,250	\$5,250	\$5,300
Security Services	\$360	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$108,245	\$89,310	\$93,096	\$97,340	\$101,802	\$106,495	\$97,609
Profit / Loss	(\$58,096)	(\$38,750)	(\$40,617)	(\$42,667)	(\$44,688)	(\$46,609)	(\$45,238)
County Subsidy Year 1-5	\$40,000	\$42,000	\$42,000	\$44,000	\$46,000	\$48,000	\$44,000
County Subsidy Total						\$220,000	
Revised Profit / Loss	\$1,250	\$1,383	\$1,383	\$1,333	\$1,312	\$1,391	

Financial Average and Projection

Revenue Comments

- 1 Conservative annual estimated revenue increases as noted.
- 2 River House would be forecasted higher if economy was stronger.

Expense Comments

- 1 Expense categories differ in description over the 5 yr period.
- 2 Expenses estimate may be on the high side.

Advertising

Cnty shows no advertising. River House would require promotion, thereby estimated advertising costs have been added.

Motor Pool

City Administrator advises use \$2,500 for first year.

Expense Increase Forecast

All are estimated to increase 5% years 2-5.
Exception to this is property taxes that are estimated at 3%.

General Comments / Questions

1 - Capital Repairs / Improvements

Facility is in serious need of repairs / improvements.
County would have to bring up to satisfactory level.

2 - County Subsidy

To assume park management city would require break even cash flow position.
Annual subsidy is as forecasted, but would be not less than the amount needed for the park manager to break even.

3 - Revenue Sharing County/City

This is not possible first 5 years, and perhaps not possible beyond 5 year period

Park Management Committee Committee Meeting Minutes

Tuesday, August 30, 2011

Call to Order

The Chairperson called the meeting to order at 10:05 am.

Present

Gary Endicott
John Burgess
Roy Eyman
Leith Hayes
Tom Sanderson

X
X
X
X

Absent

Gary Endicott
John Burgess
Roy Eyman
Leith Hayes
Tom Sanderson

X

Announcements

There were no announcements.

Public Comment

There were no public comments.

Old Business

Approval of minutes from June 14, 2011 approved without comment.

New Business

Gary described the processes and results of a meeting held between himself and Roy Eyman with Jackson County Park personnel. The sole purpose of the meeting was to help clarify the accounting system used by the county in order that the committee could have a clearer picture of revenue and expenses involved in operating The Shady Cove Park.

Committee members were presented with a five year history of Financial Average and Projection showing greater item detail than had been available to the committee in the past. Because the County changed its account reporting system there was discussion and clarification until members were satisfied they understand the new documents.

The second document presented was a five year itemized projection of park operation costs. Some clarification was necessary again owing to the manner in which county accounting had changed. After some discussion all members expressed an understanding of the projection document.

Gary explained he had had contact with Shady Cove Administrator Danise Brakeman in which they reviewed costs in county operation as to costs should the city proceed with park management.

In addition Gary made clear that Edgewater manager Tami Meerten would indeed be interested in the possibility of the Edgewater Inn playing a role in promoting the River House as well as managing the operation in general.

A general discussion regarding present maintenance and repair issues has held. It was concluded that all of this would need to be brought to date, including any FEMA requirements should any transfer of responsibility be made.

There was unanimous agreement that committee members would review the new and existing findings and meet next on Tuesday September 6th at 10AM at this location. The purpose of that meeting would be to summarize findings and present options for consideration to the City Council as a whole.

Committee Member Comments

There were no further committee comments.

Future Agenda Items

1. Review of the draft report to the City Council.

Public Comment on Agenda Items

There were two comments from the public which were addressed verbally to the apparent satisfaction of all.

Adjournment

There being no other business before the committee, the Chairman adjourned the meeting at 11:07 am.

Agenda

Shady Cove Regular City Council Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Thursday, October 6, 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. City Hall will be closed to the public on Columbus Day, October 10 in order to reorganize.
 - 3. The next scheduled Planning Commission Meeting will be October 13 at 6:30 p.m. in the City Council Chamber.
 - 4. The next meeting of the City Council will be on October 20, 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

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. Please identify any members present.

III. Community Feedback

IV. Consent Calendar

- A. Accounts Paid \$26,356.80 (pg 24)
- B. Minutes of June 16, 2011 City Council Regular Meeting (pg 25-29)

V. Written Communications

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. Council Reports

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

VII. Department Reports

- A. City Administrator Report (pg 30-32)

VIII. Unfinished Business

IX. New Business

- A. Shady Cove Waterworks PUC Application

X. Council Comments

XI. Adjournment

City of Shady Cove
Bills Paid
From September 13, 2011 through October 3, 2011

Name	
Aikins, Dave (Radio)	300.00
BDS - Building Services, LLC (Floodplain, planning services)	7,893.75
Bluth, Robert (Judge)	400.00
Caselle, Inc. (Software)	10,425.00
CenturyLink (Embarq)	49.51
John Collins (Shop Rent)	900.00
Crystal Fresh Bottled Water (Fresh Water)	63.50
EBS Trust (Life Insurance)	18.48
JC GIS (Maps)	80.00
Jackson County Treasurer (Fine Assessments)	153.00
League of Oregon Cities (List)	5.00
Gretchen Meloth (Reimbursement)	16.98
Oce Imagistics (Copier costs)	246.24
One Call Concepts (Locates)	92.40
Oregon DMV (Records Requests)	70.00
Oregon Department of Revenue (Fine Assessments)	398.00
Pitney Bowes (Postage)	889.59
Pitney Bowes Rental (Quarterly)	165.00
Postmaster (Sewer Billing)	291.48
PremiereWest Bank VISA (Misc. Materials, Maintenance)	295.07
Quill Corporation (Office Supplies)	177.43
Steve Rich, Attorney-at Law (October)	600.00
RVCOG (Planning)	526.37
Southern Oregon Sanitation (Cleanup Days)	2,025.00
Steward's Porta Potties (per month Rental for A/C Park)	75.00
Upper Rogue Watershed (for river cleanup)	200.00
TOTAL	<u>26,356.80</u>

City of Shady Cove
City Council Regular Meeting Minutes
Thursday, June 16, 2011

CALL TO ORDER

The Mayor called the Regular City Council Meeting to order at 6:35 p.m.

ROLL CALL

Present: Mayor Holthusen, Councilor Ulrich, Councilor Hayes, Councilor Hughes, Councilor Kyle

Staff: City Administrator, Danise Brakeman, Deputy City Recorder, Debby Jermain, Sheriff Liaison, Dave Strand

ANNOUNCEMENTS

The Mayor led the Council and the audience in the Pledge of Allegiance and read the announcements.

The Mayor noted additions to New Business include: possible direction to City Administrator for an Intergovernmental Agreement with Jackson County Roads; possible directive to City Administrator for an Intergovernmental Agreement with Rogue Valley Sewer Services for out servicing waste water treatment plant and collection system; and Intergovernmental Agreement with Jackson County to support application for CBD Grant from Home Repair Program.

PUBLIC COMMENT

None.

PRESENTATION

Mayor and Councilor Hughes presented Angalee Sutton, representing RHT Energy Solutions, Resolution 11-13 encouraging sustainable building practices.

CONSENT CALENDAR

Accounts Paid: \$129,366.60.

Motion to approve the consent Calendar:

Motion: Councilor Ulrich Second: Councilor Hughes.

All ayes. Motion carried (Councilor Hayes abstained from Rivertech)

WRITTEN COMMUNICATION

Mayor read written correspondence request from Terry Weyers to waive business license application. Council did not move request to New Business. Mayor read letter of request from Mr. Clouse permission to have fireworks display on his property. Request added to New Business for discussion

COUNCIL REPORTS

Councilor Hayes attended the Shady Cove Upper Rogue Chamber meeting and noted upcoming city events.

Councilor Ulrich noted he is scheduled to attend the RVACT and Upper Rogue Watershed meetings.

City Administrator attended the Planning Commission meeting. Planning Commissioners goals will be on code amendments and adopt a riparian ordinance.

Mayor noted Upper Rogue Watershed river clean-up and encouraged the city's support of this project

DEPARTMENT REPORTS

Department Reports were included in the agenda packet. City Administrator noted Deputy Dave Avery to be replaced by Deputy Natalie Avery. Sheriff Liaison, Dave Strand will retire June 30.

City Administrator reported on Public Works including: City Hall parking lot to be sealed; renting of an excavator to clean ditches; and approach to pump station to be repaired.

NEW BUSINESS

A. Resolution 11-14 – Extending Worker's Compensation to Volunteers
City Administrator explained this was housekeeping. No questions or discussion.

Motion: "I MOVE TO APPROVE RESOLUTION 11-14 - "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE, OREGON EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF SHADY COVE FOR POLICY YEAR 2011-2012".

Motion: Councilor Hayes. Second: Councilor Kyle
Roll Call: All ayes. Motion carried.

B. Resolution 11-15 – Eliminating Limitations for Public Event Signs
Mayor explained this was a follow-up discussion to last City Council meeting. Councilor Hughes request Planning Commission amend sign ordinance as a priority and completed before next event season. Council was in agreement.

Motion: "I MOVE TO APPROVE RESOLUTION NO. 11-15 "TO PROVIDE AN EXCEPTION TO SECTION 154.359 OF THE SHADY COVE MUNICIPAL CODE ELIMINATING SIZE LIMITATIONS FOR PUBLIC EVENT SIGNS".

Motion: Councilor Kyle. Second: Councilor Ulrich.
Roll Call: All ayes. Motion carried.

C. Resolution 11-16 – Adopting the Fiscal Year 2011-2012 Budget

Motion: "I MOVE TO APPROVE RESOLUTION 11-16, "A RESOLUTION OF THE CITY OF SHADY COVE, OREGON, ADOPTING THE FISCAL YEAR 2011-2012 BUDGET IN THE TOTAL OF \$3,358,014 MAKING APPROPRIATIONS AND IMPOSING AND CATEGORIZING TAXES".

Motion: Councilor Ulrich. Second: Councilor Hayes.

Roll Call: All ayes. Motion carried.

D. Planning Commission Goals

City Administrator explained problems with codification language.

Mayor to draft a letter to Planning Commission explaining progress the Council is expecting.

John Ward noted he is impressed with Planning Commission members and their dedication.

Motion: "I MOVE TO APPROVE THE GOALS SET BY THE PLANNING COMMISSION FOR FISCAL YEAR 2011-2012 AS PRESENTED".

Motion: Councilor Hayes. Second: Councilor Kyle.

Roll Call: All ayes. Motion carried.

E. Road Maintenance

Council discussion and consensus it would be good overall management of City roads.

Motion: "I MOVE TO DIRECT THE CITY ADMINISTRATOR TO WORK WITH THE JACKSON COUNTY ROADS DEPARTMENT IN THE DEVELOPMENT OF AN INTERGOVERNMENTAL AGREEMENT FOR STREET MAINTENANCE AND BRING THAT AGREEMENT BACK TO THE COUNCIL FOR CONSIDERATION."

Motion: Councilor Hughes. Second: Councilor Ulrich.

Roll Call: All ayes. Motion carried.

F. Contract with Rogue Valley Sewer Services

Council agreed outsourcing is in the best interest of the City.

Motion: "I MOVE TO DIRECT THE CITY ADMINISTRATOR TO WORK WITH ROGUE VALLEY SEWER SERVICES IN THE DEVELOPMENT OF AN INTERGOVERNMENTAL AGREEMENT FOR WASTEWATER COLLECTION, TREATMENT, AND STORM DRAIN AND BRING THE AGREEMENT BACK TO THE COUNCIL FOR CONSIDERATION."

Motion: Councilor Hughes. Second: Councilor Kyle.

Roll Call: All ayes. Motion carried.

G. Home Repair Grant

Jackson County is requesting the City's support for their CDB grant application for their Home Repair Program. There is no cost to the City.

Motion: "I MOVE TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH JACKSON COUNTY FOR THE PURPOSE OF SUPPORTING THEIR COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION TO HELP FUND THEIR HOME REPAIR PROGRAM AND AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT."

Motion: Councilor Kyle. Second: Councilor Ulrich.

Roll Call: All ayes. Motion carried.

H. Fireworks Request

Request by Mr. Clouse on Rogue River Drive to allow fireworks at his home on July 2 during a family reunion. Mayor noted this would be a request for an exception to the ordinance prohibiting fireworks in the City of Shady Cove. City Administrator and Mr. Clouse spoke with fire chief, who gave his approval. Councilor Hughes noted concerns if allowed on July 2nd as requested, other citizens will think it is okay and follow suit. He also noted the City doesn't have fire hydrants and it would be a safety issue.

Councilor Kyle was concerned with it carrying on into the late hours.

Councilor Ulrich reiterated the Councilors concerns but felt this one time should be allowed.

Councilor Hayes feels Chief Miller errs on the side of caution and he trusts his opinion.

Motion: "I MOVE TO ALLOW THIS ONE TIME EXCEPTION FOR FIREWORKS WITHIN THE CITY LIMITS TO ALLOW PHILLIP CLOUSE AT 7474 ROGUE RIVER DRIVE TO SHOOT OFF FIREWORKS ON JULY 2, 2011 ON A ONE TIME BASIS."

Motion: Councilor Ulrich. Second: Councilor Hayes.

Roll Call: 2 ayes (Councilor Ulrich and Hayes) 3 Nays. Motion denied 3-2.

COUNCIL COMMENT

Councilor Ulrich requests the Planning Commission be involved in preliminary planning of the Transportation Grant and look for a grant writer for the City. City Administrator to speak with Rogue Valley Council of Governments as a resource for grant writing.

Councilor Kyle thanked Dave Strand as being our Sheriff Liaison.

PUBLIC COMMENT ON AGENDA ITEMS

John Ward congratulates the Council on doing a great job.

ADJOURNMENT

There being no other business before the Council, the Mayor adjourned the meeting at 8:40 p.m.

Approved:

Attest:

Ron Holthusen
Mayor

Debby Jermain
Deputy City Recorder

Council Vote:

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



MEMO

DATE: October 6, 2011

TO: Mayor and Council

FROM: Danise Brakeman, City Administrator

SUBJECT: City Administrator's Report

The City Administrator written report is provided monthly and attached to the first meeting agenda.

This report covers activities from September 1, 2011 –September 30, 2011

- Sept 01 - Met with Brian Murphy of Kennedy/Jenks; Attended Council Study Session and Regular Meeting
- Sept 06 - Held Staff Meeting
- Sept 07 - Met with Council President
- Sept 08 - Met with Engineer Regarding Floodplain Violation
- Sept 09 - Attended Ribbon Cutting for Showcase Homes; Met with Contractor's on Filing Room Project
- Sept 12- Held Staff Meeting; Held Conference Call with FEMA; Met with Sheriff's Office for Annual Cost Audit
- Sept 13 - Met with Council President; Met with Contractor's on Filing Room Project
- Sept 14 - Conducted Volunteer Orientation; Met with Rob Patridge of Congressman Walden's Office; Attended Meeting on Elk Creek Dam
- Sept 15- Attended Council Study Session and Regular Meeting
- Sept 16 - Attended Small Cities Meeting in Drain
- Sept 18 - Served Ice Cream at the RHT Open House
- Sept 19 - Held Staff Meeting;
- Sept 20 - Conference Call with RVCOG on RFQ for City Engineer; Attended BOLI Training on Prevailing Wage
- Sept 21 - Traveled to Talent and Phoenix to network.
- Sept 22 - Held Party for Deputy Waldon; Attended Planning Commission Meeting
- Sept 23 - Met with Masonic Lodge Realtor
- Sept 26 - Held Staff Meeting; Attended City Manager's Meeting; Met with Lisa Marston regarding RFQ; Attended Scoping Meeting at ODOT
- Sept 28 - Traveled to Jacksonville to network; Attended SCWW Meeting at URCC
- Sept 30- Met with CIS Risk Manager; Held Conference Call with FEMA

Public Works:

Sewer: The IGA with Rogue Valley Sewer Services has been going well with no significant problems.

Road Work: There was no road work conducted by Jackson County Roads during the month of September. They assure me the blade patching will get done in October.

Planning: We are currently working on an application to construct a private road off of Brophy Way. I have been working with Lois and have hired Marquess and Associates Engineering to assist with the project.

Crew: I am considering hiring a part time public works employee to help James with some of the projects needed. This would be only 10 – 15 hours per week on a temporary basis.

Park: Aunt Caroline's Park remains an area of concern. There are many improvements needed. We are currently working on installing two benches near the play area. If we hire additional help, we can purchase and install the baby swings ourselves.

Vehicles: We have sold three surplus vehicles this month. The vehicles were very old and only brought in \$2,600 for all. We are advertising our VAC truck at the LOC Conference this week and it is also on their website. I plan to list it on the federal surplus site next week. The minimum bid is set at \$150,000. As mentioned in last months report, we have two vehicles that we purchased in January and are both non-functioning. One is having transmission trouble, the other ball joint and head gasket. I am looking into trading both vehicles in for one decent vehicle and possibly using the surplus money received as well. In the meantime, James is driving George's Explorer.

I completed the annual TMDL report and submitted it to DEQ by the deadline.

I completed the NIMSCAST 2011 annual report and submitted it to FEMA by the deadline.

Projects:

We have gathered bids for tearing out a wall in the file room. This is necessary to comply with OSHA standards and would allow more space. That project will likely begin this winter.

We held a volunteer orientation as we have six new volunteers. We have developed a monthly schedule and are working hard training them. So far it is working out very well. They have been an enormous help.

Special Events:

Tourism Grant applications continue to be accepted through Oct 14. Awards will be granted during the October 20th regular council meeting.

Fire District #4 held their annual yard sale and Showcase Homes held their Open House.

I contacted Kate Crowston to ask if she would be willing to hold another Scarecrow Contest this year. This seems like a fun thing to do and could help pull the businesses together.

Complaints:

This month I received four complaints, all of which have either been remedied or are in the process of.

Upcoming:

I am meeting with ODOT officials and school personnel to discuss the Safe Routes to Schools grant.

I am meeting with ODOT officials to discuss Flex Funding for our transportation project.

I am meeting with Elaine Howard to discuss an Urban Renewal Program.

We will be closing City Hall to the Public on Columbus Day to reorganize.

A Sheriff's Oversight Committee Meeting will be held.

I plan to attend a TMDL meeting.

I plan to attend the City Manager's meeting.

I will be out of the office the week of Oct 17-21