

**Central Point  
City Hall  
541-664-3321**

**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, City  
Manager  
Deanna Casey, City  
Recorder

**Community  
Development**  
Tom Humphrey,  
Director

**Finance**  
Bev Adams, Director

**Human Resources**  
Barb Robson, Director

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

**Police**  
Kris Allison Chief

**CITY OF CENTRAL POINT  
City Council Meeting Agenda  
May 9, 2013**

Next Res. 1360  
Next Ord. No. 1973

- I. REGULAR MEETING CALLED TO ORDER – 7:00 P.M.**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PUBLIC APPEARANCES - *This time is reserved for citizens to comment on items that are not on the agenda.***
- V. SPECIAL PRESENTATION – National Police Week Proclamation**
- VI. CONSENT AGENDA**

- Page 2 - 6 A. Approval of April 25, 2013 Council Minutes
- 7 B. Proclamation for National Police Week
- 8 - 14 C. 3<sup>rd</sup> Quarter Financial Statements
- 15 D. Cancellation of May 23, 2013 Regular Meeting

**VII. ITEMS REMOVED FROM CONSENT AGENDA**

**VIII. PUBLIC HEARING, ORDINANCES, AND RESOLUTIONS**

- 17 - 24 A. Resolution No. \_\_\_\_\_, Amending Resolution No. 1138 Providing for Public Procedures and Guidelines for Naming Public Lands and Facilities (Samitore)
- 26 - 41 B. Resolution No. \_\_\_\_\_, Amending the Financial Policy for the City of Central Point (Adams)

**IX. BUSINESS**

- A. Planning Commission Report (Humphrey)
- 43 B. 332 North Second Street Update (Samitore)
- 45 C. Bamboo Ordinance Discussion (Samitore)

**X. MAYOR'S REPORT**

**XI. CITY MANAGER'S REPORT**

**XII. COUNCIL REPORTS**

**XIII. DEPARTMENT REPORTS**

**XIV. EXECUTIVE SESSION**

The City Council may adjourn to executive session under the provisions of ORS 192.660. Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

**XV. ADJOURNMENT**

# Consent Agenda

**CITY OF CENTRAL POINT  
City Council Meeting Minutes  
April 25, 2013**

**I. REGULAR MEETING CALLED TO ORDER**

Temporary Chairperson Allen Broderick called the meeting to order at 7:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

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

City Manager Chris Clayton; City Attorney Paul Nolte; Police Chief Kris Allison; Community Development Director Tom Humphrey; Parks and Public Works Director Matt Samitore; Floodplain/Stormwater Coordinator Stephanie Holtey; Public Works Office Assistant Cyndi Weeks, and City Recorder Deanna Casey were also present.

**IV. PUBLIC APPEARANCES - None**

**V. SPECIAL PRESENTATIONS**

A. Swearing in Master Police Officers Jason Godley and Chadd Griffin. Police Chief Kris Allison read letters of gratitude the office received from citizens thanking them for their assistance. She explained that both officers are Crater High School graduates.

B. Crater Foundation Presentation: Mr. Harvey Tonn stated that the Crater Foundation is celebrating their 20<sup>th</sup> Anniversary on May 13<sup>th</sup>. They are asking all the cities within School District 6 to proclaim the Month of May as Crater Foundation Month. He explained the mission of the Foundation and stated the main focus is to assist all students who apply for a scholarship. They will be promoting the foundation throughout the month of May with the assistance of the proclamation.

**VI. CONSENT AGENDA**

- A. Approval of April 11, 2013 City Council Minutes
- B. Approval of Crater Foundation Proclamation
- C. Approval of Street Closure Request from Bobbio's Pizza
- D. Appointment of Silvia Rangel to Multicultural Committee
- E. Appointment of Patrick Smith to the Citizen Advisory Committee

**David Douglas made a motion to approve the Consent Agenda as presented.** Ellie George seconded. Roll Call: Allen Broderick, yes; David Douglas, yes; Ellie George, yes; and Rick Samuelson, yes. Motion approved.

**VII. ITEMS REMOVED FROM CONSENT AGENDA - None**

**VIII. BUSINESS**

**A. Fire District No. 3 Quarterly Report**

Chief Peterson presented the Quarterly Report for Fire District No. 3. He explained that they have seen a drop in revenue and has been working with the County Assessor to figure how the low numbers from the last few years. They are forecasting an increase in taxes for the coming year. He has been told by the Assessors office that things are on the upturn. There was discussion regarding Urban Renewal and how those figures might impact the District.

He explained the response times and increase in call activity for Central Point. They are in the process of hiring for the Central Point Station.

**IX. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS**

**A. Resolution No. \_\_(Continued)\_\_ Amending Resolution No. 1138, Providing for Public Procedures and Guidelines for Naming Public Lands and Facilities**

Parks and Public Works Director Matt Samitore asked that this item be continued to another meeting. There have been several questions over the last week regarding the procedures and guidelines. Staff is not prepared to have these changes approved.

**Item was continued to a future meeting at the request of staff.**

**B. Resolution No. 1357, Accepting the Hidden Grove/Green Valley Water System**

Mr. Samitore stated that the city has been in negotiations with the Hidden Grove/Green Valley Home Owners Association (HOA) to assume their water system. Currently the city has a large master meter that services the entire complex. The HOA has sub-meters for each unit and bills them separately. The city bills the HOA. This is the only subdivision in the City that is not served by the city water system where each tax lot is separately owned.

Staff has investigated the current system and determined it is in fair condition. The current meters will need to be upgraded. It is estimated that the upgrades will cost the city \$30,000 initially, but the increase in customers is anticipated to generate \$20,000 more on an annual basis.

**David Douglas made a motion to approve Resolution No. 1357, Accepting the Hidden Grove/Green Valley Water System.** Ellie George seconded. Roll Call: Allen Broderick, yes; David Douglas, yes; Ellie George, yes; and Rick Samuelson, yes. Motion approved.

**C. Continued Indefinitely - First Reading – An Ordinance Adding Section 11.16.095 to the Central Point Municipal Code to Include Provisions for Stormwater Utility Fee Credits for the School District**

**This item was continued until action is taken by School District.**

Floodplain/Stormwater Coordinator Stephanie Holtey explained the guidelines in order for the school district to receive a discount in the storm water utility fee. The District will be required to provide an annual report explaining what was implemented specifically for this credit. They will provide a report to the City Manager who will report to the Council. A motion would be required on the amount of credit in order to continue it each year. The credit could be up to 25% of their storm water utility fee, it will be up to the city how much of a credit will be allowed each year.

There was discussion and concern about how the discount would be used within the district. The full 25% discount would be a couple thousand dollars credit. The Council was also concerned that the District did not have a curriculum available for this presentation and they do not have a representative in attendance. If the Council is going to approve the credit they would like to see the plan prior to approval of the ordinance.

**Ellie George made a motion to continue this item until School District No. 6 provides an outline of where the savings will be used within the District and the curriculum changes to be made in order to receive the discount.** David Douglas seconded. Roll Call: Allen Broderick, yes; David Douglas, yes; Ellie George, yes; and Rick Samuelson, yes. Motion approved.

**D. Public Hearing – Resolution No. 1358, Annexing 0.92 Acres, West Vilas Right-of-Way and Land Located at 214 W. Vilas Road and Identified on the Jackson County Assessor’s Map as 37 2W 01BA, Tax Lot 1000**

Community Development Director Tom Humphrey presented the annexation resolution for city owned property and right-of-way access. He stated that all annexation criteria have been met. Staff approached adjoining property owners and they are not interested in annexing at this time and do not have annexation agreements in place.

Allen Broderick opened the public hearing. No one came forward and the public hearing was closed.

**Ellie George made a motion to approve Resolution No. 1358, Annexing 0.92 Acres, West Vilas Right-of-Way and Land Located at 214 W. Vilas Road and Identified on the Jackson County Assessor's Map as 37 2W 01BA, Tax Lot 1000.** David Douglas seconded. Roll Call: Allen Broderick, yes; David Douglas, yes; Ellie George, yes; and Rick Samuelson, yes. Motion approved.

**E. Resolution No. 1359, City Council Agreement to Support Operations of a Community Center**

Mr. Samitore explained that Representative Richardson is working on funds to build a community center in the valley and would like the center to be located in Central Point. To help him secure these funds he has asked the council approve a resolution stating that they are in favor of the community center and will support the operations. Mr. Samitore presented the phases of the proposed center. Depending on public input and the amount of funding available there are three options to choose from. The plans are designed to be phased in when funds are available. The proposed resolution does not commit the Council to any specific phase or dollar amount. If Mr. Richardson is successful in securing funding by the state the city will begin a public relations outreach to see what the community is willing to help support, and the amenities they would like to see available.

**Rick Samuelson made a motion to approve Resolution No. 1359, City Council Agreement to Support Operations of a Community Center.** David Douglas seconded. Roll Call: Allen Broderick, yes; David Douglas, yes; Ellie George, yes; and Rick Samuelson, yes. Motion approved.

**X. MAYOR'S REPORT - None**

**XI. CITY MANAGER'S REPORT**

City Manager Chris Clayton reported that:

- He attended a Council/Manager/Staff Relations training.
- We are having a retirement lunch on May 7<sup>th</sup>. Council members are welcome to attend.
- He will be emailing the Council proposed changes for Central Point Municipal Court.
- Public Works Office Assistant Cyndi Weeks is present and training to be a backup for City Recorder Deanna Casey.

**XII. COUNCIL REPORTS**

All members reported that they attended the Budget Committee meetings.

**XIII. DEPARTMENT REPORTS**

Parks and Public Works Director Matt Samitore reported:

- on the Front Street water line project. They had a little difficulty locating a very old pipe.

- The property on North 2<sup>nd</sup> is scheduled to go before the Judge in May. There is one Council meeting prior to that court date if alternative action is recommended.

Community Development Director Tom Humphrey reported that:

- There will be a destination business meeting at 7 a.m. on Monday. He has a few new people interested in the process.
- There will be a Planning Commission meeting in May to discuss the economic element of the Comp Plan.
- He is in the process of making adjustments in his department due to retirement of three of his employees.

Police Chief Kris Allison reported that:

- There was a lock down at Jewett Elementary School on April 15<sup>th</sup>. That was also the day of the Boston Marathon Bombing which is why it was not reported more throughout the area. A weapon was accidently brought to school. There were never any students or staff in danger.
- D.A.R.E. graduations are being scheduled. Council members are always invited to attend these events.

**XIV. EXECUTIVE SESSION - None**

**XV. ADJOURNMENT**

Allen Broderick moved to adjourn, all said "aye" and the Council Meeting was adjourned at 8:06 p.m.

The foregoing minutes of the April 25, 2013, Council meeting were approved by the City Council at its meeting of May 9, 2013.

Dated:

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder

# National Police Week Proclamation

**WHEREAS**, the Congress and President of the United States have designated May 15<sup>th</sup> as Peace Officers' Memorial Day, and the week in which May 15<sup>th</sup> falls as National Police Week; and

**WHEREAS**, the members of the City of Central Point Police Department play an essential role in safeguarding the rights and freedoms of this community; and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**WHEREAS**, the men and women of the City of Central Point Police Department unceasingly provide a vital public service to the citizens of this community.

**NOW, THEREFORE, I, HANK WILLIAMS, MAYOR OF THE CITY OF CENTRAL POINT, OREGON** call upon all citizens of this community and upon all patriotic, civic and educational organizations to observe the week of May 12-18th 2013, as NATIONAL POLICE WEEK with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of the City of Central Point to observe Wednesday, May 15, 2013 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of their duty, and let us recognize and pay respect to the survivors of these fallen heroes.

IN WITNESS WHEREOF, I hereby set my hand this      day of May, 2013.

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Mayor Hank Williams  
City of Central Point



## Staff Report

Finance Department  
Bev Adams, Finance Director

**To:** Mayor & Council  
**From:** Bev Adams, Finance Director   
**Date:** May 9, 2013  
**Subject:** 3<sup>rd</sup> Quarter Financial Statements

### Background:

Attached are the City's 3<sup>rd</sup> quarter financial statements for the period ending March 31, 2013. As of the end of March, we are 75% of the way through the fiscal year.

- General Fund revenues are at 84.75% of budget, and expenses are 69.32%. Taxes, our largest source of general fund revenue have been received at 89.16%. On Page 6 of the financial statements (Budget Compliance Report) please note that all general fund department budgets are on target for the year and within acceptable ranges for the time period.
- High Tech Crime Fund revenues and expenses are almost even, with revenues leading by only 2.29%. Most of the revenues have been received for the year, so for the remainder of the year operations will continue to draw down funds available – bringing the fund balance at year end down to a projected \$35,000.
- Street Fund revenues may appear a little behind (at 66.22%) due to the budgeted \$715,000 grant for the Oak Street parking lot that we have not yet received. This is a reimbursable grant that we will receive as the project is completed. The parking lot project is due to begin sometime this month, with completion before June 30<sup>th</sup>. Street operating expenses are well within budget at 42.67%.
- Building Fund revenues are an unexpected and welcome surprise at 98.96% of budget - which reflects the slight but encouraging upward momentum of economic recovery finally occurring in this area. Building operating expenses are well within budget for the time period at 70.73%.
- Water Fund revenues are at 75% for the time period – which may appear to be exactly on target for the year. However, this is a little deceiving as water revenue should be somewhat above the 75% period mark since water use in the July – September months are normally highest usage months and should propel the revenue over the period to date percentage. Hopefully, days will turn warm quickly, and we will begin to rebuild the water fund balance. Water operations and capital projects are well within budget expectations for the time period at 71%.
- Stormwater Fund revenues are 83%, and operations at a conservative 59.85% of budget.
- Internal Services Fund revenues are just as expected at 73.27%, and expenses well within budget limits at 67.46%.

Overall, funds are stable and departments are keeping a close eye on expenses as reflected in this quarterly report. If you have any questions or wish to discuss this summary or the reports provided, please feel free to stop by my office anytime or call me at 541.423.1023.

### Recommended Action:

That Council accept the 3<sup>rd</sup> Quarter Financial Statements as presented for the period ending March 31, 2013.

**City of Central Point  
Council Financial Statements  
For period ending March 31, 2013**

Fiscal Year to date 75.00%

	2012/13 Budget	Year to Date Revenues & Expenditures	Difference	Percentage Received/Used
<b>General Fund - 10</b>				
<b>Revenues</b>				
Taxes	\$5,885,000	\$5,247,291	\$637,709	89.16%
Licenses & Fees	53,100	51,993	1,108	97.91%
Intergovernmental	528,493	327,419	201,074	61.95%
Charges for Service	756,000	583,691	172,309	77.21%
Fines and Forfeitures	149,500	126,013	23,487	84.29%
Interest Income	20,000	26,474	(6,474)	132.37%
Miscellaneous	140,000	26,641	113,359	19.03%
Transfers In - Housing Fund	10,000	0	10,000	0.00%
<b>Total Revenues</b>	<b>7,542,093</b>	<b>6,389,521</b>	<b>1,152,572</b>	<b>84.72%</b>
<b>Expenditures by Department</b>				
Administration	762,550	575,764	186,786	75.51%
City Enhancement	310,500	243,315	67,185	78.36%
Technical Services	621,743	288,259	333,484	46.36%
Mayor & Council	59,750	43,578	16,172	72.93%
Finance	832,250	596,954	235,296	71.73%
Parks & Recreation - Parks	808,750	575,475	233,275	71.16%
Parks & Recreation - Recreation	484,300	284,261	200,039	58.70%
Planning	460,200	340,791	119,409	74.05%
Police	3,650,000	2,640,452	1,009,548	72.34%
Interdepartmental	280,000	120,245	159,755	42.94%
Transfers Out	417,350	417,350	0	100.00%
Contingency	150,000	0	150,000	0.00%
<b>Total Expenditures by Department</b>	<b>8,837,393</b>	<b>6,126,443</b>	<b>2,710,950</b>	<b>69.32%</b>
Net Change in Fund Balance		263,078		
Beginning Fund Balance	2,988,602	<b>3,201,915</b>	213,313	
Ending Fund Balance	1,793,302	3,464,993	1,671,691	

	2012/13 Budget	Revenues & Expenditures	Difference	Percentage Received/Used
<b>High Tech Crime Fund</b>				
<b>Revenues</b>				
Intergovernmental Revenue	\$618,000	\$103,178	\$514,822	16.70%
Charges for Services	500	0	500	0.00%
Interfund Transfers	237,350	237,350	0	100.00%
<b>Total Revenues</b>	<b>855,850</b>	<b>340,528</b>	<b>515,322</b>	<b>39.79%</b>
<b>Expenditures</b>				
Operations	743,150	278,662	464,488	37.50%
Capital Outlay	0	0	0	0.00%
Contingency	0	0	0	0.00%
<b>Total Expenditures</b>	<b>743,150</b>	<b>278,662</b>	<b>464,488</b>	<b>37.50%</b>
Net Change in Fund Balance		61,866		
Beginning Fund Balance	5,000	<b>86,900</b>	81,900	
Ending Fund Balance	117,700	148,765	31,065	

**City of Central Point**  
**Council Financial Statements**  
**For period ending March 31, 2013**

Fiscal Year to date 75.00%

	2012/13 Budget	Revenues & Expenditures	Difference	Percentage Received/Used
<b>Street Fund - 20</b>				
<b>Revenues</b>				
Franchise Taxes	\$195,000	\$135,600	\$59,400	69.54%
Charges for Services	485,000	597,254	(112,254)	123.15%
Intergovernmental Revenue	1,845,750	907,917	937,833	49.19%
Interest Income	7,000	14,346	(7,346)	204.95%
Miscellaneous	2,000	6,476	(4,476)	323.78%
Transfers In	50,000	50,000	0	100.00%
<b>Total Revenues</b>	<b>2,584,750</b>	<b>1,711,594</b>	<b>873,156</b>	<b>66.22%</b>
<b>Expenditures</b>				
Operations	2,703,815	\$1,280,052	1,423,763	47.34%
SDC	297,900	43,536	254,364	14.61%
Contingency	100,000	0	100,000	0.00%
<b>Total Expenditures</b>	<b>3,101,715</b>	<b>1,323,588</b>	<b>1,778,127</b>	<b>42.67%</b>
Net Change in Fund Balance		\$388,005		
Beginning Fund Balance	2,459,430	2,303,206	(156,224)	
Ending Fund Balance	1,942,465	2,691,211	748,746	
<b>Housing Fund - 25</b>				
<b>Revenues</b>				
Interest Income	\$150	\$107	\$43	71.37%
Loan Principal Payments	10,000	417	9,583	4.17%
<b>Total Revenues</b>	<b>10,150</b>	<b>524</b>	<b>9,626</b>	<b>5.16%</b>
<b>Expenditures</b>				
Materials and Services	45,925	40,925	5,000	89.11%
Transfers Out	10,000	0	25,000	0.00%
<b>Total Expenditures</b>	<b>55,925</b>	<b>40,925</b>	<b>30,000</b>	<b>73.18%</b>
Net Change in Fund Balance		(\$40,401)		
Beginning Fund Balance	40,925	40,401	(524)	
Ending Fund Balance	35,445	0	(35,445)	
<b>Capital Improvement Fund - 30</b>				
<b>Revenues</b>				
Intergovernmental	\$0	\$0	\$0	0.00%
Charges for Services	25,000	53,551	(28,551)	214.21%
Interest Income	250	501	(251)	200.48%
<b>Total Revenues</b>	<b>25,250</b>	<b>54,053</b>	<b>(28,803)</b>	<b>214.07%</b>
<b>Expenditures</b>				
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%
<b>Total Expenditures</b>	<b>53,000</b>	<b>32,274</b>	<b>20,726</b>	<b>60.89%</b>
Net Change in Fund Balance		\$21,779		
Beginning Fund Balance	60,907	78,238	17,331	
Ending Fund Balance	36,157	100,017	63,860	

**City of Central Point**  
**Council Financial Statements**  
**For period ending March 31, 2013**

*Fiscal Year to date* 75.00%

	2012/13 Budget	Year to Date Revenues & Expenditures	Difference	Percentage Received/Used
<b>Reserve Fund- 35</b>				
<b>Revenues</b>				
Interest	\$1,500	\$2,980	(\$1,480)	198.66%
Transfers In	0	0	0	100.00%
<b>Total Revenues</b>	<b>1,500</b>	<b>2,980</b>	<b>0</b>	<b>198.66%</b>
Net Change in Fund Balance		2,980		
Beginning Fund Balance	482,100	<b>483,463</b>	1,363	
Ending Fund Balance	413,600	486,443	72,843	
<b>Debt Service Fund- 40</b>				
<b>Revenues</b>				
Charges for Service	\$344,700	\$176,556	\$168,144	51.22%
Interest Income	250	272	(22)	108.86%
Intergovernmental	162,900	162,864	36	99.98%
Special Assessments	63,000	52,348	10,652	83.09%
Transfers In	210,400	210,400	0	100.00%
<b>Total Revenues</b>	<b>781,250</b>	<b>602,439</b>	<b>178,811</b>	<b>77.11%</b>
<b>Expenditures</b>				
Debt Service	773,800	538,848	234,952	69.64%
<b>Total Expenditures</b>	<b>773,800</b>	<b>538,848</b>	<b>234,952</b>	<b>69.64%</b>
Net Change in Fund Balance		\$63,591		
Beginning Fund Balance	26,472	<b>18,040</b>	(8,432)	
Ending Fund Balance	33,922	81,631	47,709	
<b>Building Fund- 50</b>				
<b>Revenues</b>				
Charges for Service	\$97,300	\$95,947	\$1,353	98.61%
Interest Income	800	1,130	(330)	141.23%
Miscellaneous	0	0	0	0.00%
<b>Total Revenues</b>	<b>98,100</b>	<b>97,077</b>	<b>1,023</b>	<b>98.96%</b>
<b>Expenditures</b>				
Personal Services	119,650	85,887	33,763	71.78%
Materials and Services	13,900	9,984	3,916	71.83%
Contingency	2,000	0	2,000	0.00%
<b>Total Expenditures</b>	<b>135,550</b>	<b>95,871</b>	<b>39,679</b>	<b>70.73%</b>
Net Change in Fund Balance		\$1,206		
Beginning Fund Balance	144,680	<b>145,041</b>	361	
Ending Fund Balance	107,230	146,247	39,017	

**City of Central Point**  
**Council Financial Statements**  
**For period ending March 31, 2013**

Fiscal Year to date 75.00%

	2012/13 Budget	Year to Date Revenues & Expenditures	Difference	Percentage Received/Used
<b>Water Fund - 55</b>				
<b>Revenues</b>				
Charges for Services	\$2,730,500	\$1,922,429	\$808,071	70.41%
Interest Income	5,000	6,915	(1,915)	138.30%
Miscellaneous	1,872,500	1,537,345	335,155	82.10%
<b>Total Revenues</b>	<b>4,608,000</b>	<b>3,466,689</b>	<b>1,141,311</b>	<b>75.23%</b>
<b>Expenditures</b>				
Operations	5,161,915	3,789,234	1,372,681	73.41%
SDC Improvements	25,000	0	25,000	0.00%
Contingency	150,000	0	150,000	0.00%
<b>Total Expenditures</b>	<b>5,336,915</b>	<b>3,789,234</b>	<b>1,547,681</b>	<b>71.00%</b>
Net Change in Fund Balance		(\$322,546)		
Beginning Fund Balance	1,853,365	<b>1,657,820</b>	(195,545)	
Ending Fund Balance	<u>1,124,450</u>	<u>1,335,274</u>	<u>210,824</u>	
<b>Stormwater Fund - 57</b>				
<b>Revenues</b>				
Charges for Services	\$798,500	\$661,595	\$136,905	82.85%
Interest Income	1,500	3,583	(2,083)	238.88%
Miscellaneous	0	0	0	0.00%
<b>Total Revenues</b>	<b>800,000</b>	<b>665,178</b>	<b>134,822</b>	<b>83.15%</b>
<b>Expenditures</b>				
Operations	709,765	449,978	259,787	63.40%
SDC	21,850	11,850	10,000	54.23%
Contingency	40,000	0	40,000	0.00%
<b>Total Expenditures</b>	<b>771,615</b>	<b>461,828</b>	<b>309,787</b>	<b>59.85%</b>
Net Change in Fund Balance		\$203,350		
Beginning Fund Balance	412,276	<b>476,753</b>	64,477	
Ending Fund Balance	<u>343,661</u>	<u>680,103</u>	<u>336,442</u>	

**City of Central Point**  
**Council Financial Statements**  
*For period ending March 31, 2013*

Fiscal Year to date 75.00%

	2012/13 Budget	Year to Date Revenues & Expenditures	Difference	Percentage Received/Used
<b>Internal Services Fund - 60</b>				
<b>Revenues</b>				
Charges for Services	\$1,205,700	\$915,244	\$290,456	75.91%
Intergovernmental	105,000	51,000	54,000	48.57%
Interest Income	2,000	1,884	116	94.21%
Miscellaneous	15,000	4,670	10,330	31.13%
<b>Total Revenues</b>	<b>1,327,700</b>	<b>972,799</b>	<b>354,901</b>	<b>73.27%</b>
<b>Expenditures</b>				
Facilities Maintenance	283,000	188,291	94,709	66.53%
PW Administration	690,015	432,842	257,173	62.73%
PW Fleet Maintenance	400,650	305,526	95,124	76.26%
Contingency	0	0	0	0.00%
Interfund Transfers	0	0	0	0.00%
<b>Total Expenditures</b>	<b>1,373,665</b>	<b>926,658</b>	<b>447,007</b>	<b>67.46%</b>
Net Change in Fund Balance		\$46,140		
Beginning Fund Balance	170,000	<b>228,610</b>	58,610	
Ending Fund Balance	124,035	274,750	150,715	

**City of Central Point**  
**Budget Compliance Report**  
**For period ending March 31, 2013**

Fiscal Year to date 75.00%

		2012/13 Budget	Year to Date Expenditures	Percent Used	Difference
<b>General</b>	Administration	\$762,550	\$575,764	75.51%	\$186,786
	City Enhancement	310,500	243,315	78.36%	67,185
	Technical Services	621,743	288,259	46.36%	333,484
	Mayor and Council	59,750	43,578	72.93%	16,172
	Finance	832,250	596,954	71.73%	235,296
	Parks & Recreation - Parks	808,750	575,475	71.16%	233,275
	Parks & Recreation - Recreation	484,300	284,261	58.70%	200,039
	Community Development	460,200	340,791	74.05%	119,409
	Police	3,650,000	2,640,452	72.34%	1,009,548
	Interdepartmental	280,000	120,245	42.94%	159,755
	Transfers	417,350	417,350	100.00%	0
	Contingency	150,000	0	0.00%	150,000
		<b>8,837,393</b>	<b>6,126,443</b>	<b>69.32%</b>	<b>2,710,950</b>
<b>High Tech Crime</b>	Personnel Services	216,450	111,762	51.63%	104,688
	Materials and Services	526,700	166,899	31.69%	359,801
		<b>743,150</b>	<b>278,662</b>	<b>37.50%</b>	<b>464,488</b>
<b>Street</b>	Operations	2,703,815	1,280,052	47.34%	1,423,763
	SDC Improvements	297,900	43,536	14.61%	254,364
	Contingency	100,000	0	0.00%	100,000
		<b>3,101,715</b>	<b>1,323,588</b>	<b>42.67%</b>	<b>1,778,127</b>
<b>Housing</b>	Materials and Services	45,925	40,925	89.11%	5,000
	Transfers	10,000	0	0.00%	10,000
		<b>55,925</b>	<b>40,925</b>	<b>73.18%</b>	<b>15,000</b>
<b>Capital Projects</b>	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
		<b>50,000</b>	<b>39,274</b>	<b>78.55%</b>	<b>10,726</b>
<b>Debt Service</b>	Debt Service	<b>773,800</b>	<b>538,848</b>	<b>69.64%</b>	<b>234,952</b>
<b>Building</b>	Personnel Services	119,650	85,887	71.78%	33,763
	Materials and Services	13,900	9,984	71.83%	3,916
	Contingency	2,000	0	0.00%	2,000
		<b>135,550</b>	<b>95,871</b>	<b>70.73%</b>	<b>39,679</b>
<b>Water</b>	Operations	5,161,915	3,789,234	73.41%	1,372,681
	SDC Improvements	25,000	0	0.00%	25,000
	Contingency	150,000	0	0.00%	150,000
		<b>5,336,915</b>	<b>3,789,234</b>	<b>71.00%</b>	<b>1,547,681</b>
<b>Stormwater</b>	Operations	709,765	449,978	63.40%	259,787
	SDC Improvements	21,850	11,850	54.23%	10,000
	Contingency	40,000	0	0.00%	40,000
		<b>771,615</b>	<b>461,828</b>	<b>59.85%</b>	<b>309,787</b>
<b>Internal Services</b>	Facilities Maintenance	283,000	188,291	66.53%	94,709
	PW Administration	690,015	432,842	62.73%	257,173
	PW Fleet Maintenance	400,650	305,526	76.26%	95,124
		<b>1,373,665</b>	<b>926,658</b>	<b>67.46%</b>	<b>447,007</b>
<b>Total City Operations</b>		<b>\$21,179,728</b>	<b>\$13,621,332</b>	<b>64.31%</b>	<b>\$7,558,396</b>

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# Staff Report



## Administration Department

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

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TO: Honorable Mayor and City Council  
FROM: Deanna Casey, City Recorder  
SUBJECT: Meeting Cancellation  
DATE: May 3, 2013

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Staff is asking Council to consider cancelling the May 23, 2013 Council meeting because of the close proximity to the Memorial Day holiday. The agenda was schedule to be lite for that week and those items can be moved to the June 13, 2013 meeting.

This action will avoid any issues associated with staff and Council members who plan to travel that weekend.

### RECOMMENDATION:

Approve the May 9, 2013 Consent Agenda as presented.

# **Resolution**

## **Procedures and Guidelines for Naming Public Lands**



## STAFF REPORT

**To:** Parks and Recreation Commission  
**From:** Jennifer Boardman, Manager, Parks and Recreation Department  
**Subject:** Changes to Naming Resolution  
**Date:** May 9, 2013

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**Purpose:** The purpose of this report is to provide information to clarify items in the current naming ordinance and more clearly specify benefactors to the Parks.

**Background:** The current naming ordinance was completed in 2006 and went a long way in ensuring that park naming was defined. After several questions arose on sponsorship, benefactors and naming of park amenities it was decided to bring revisions to the Parks Commission to more clearly define the ordinance.

The changes that were done all by addition of words to help clarify present ordinance wording. The changes were only added in section 3 of the naming criteria and are highlighted in yellow below:

### **Section 3. Naming Criteria:**

- A.** City of Central Point public lands, facilities **and amenities** may be named after a person(s), **corporate sponsor(s)**, after a place or location, or after an event that has created an important legacy or achievement. A person's name is eligible for consideration after two years of their death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:
1. A noteworthy public figure or official; **(a person that made a significant contribution to the City of Central Point or Central Point Parks.)**
  2. A person, place, or event of historical or cultural significance;
  3. Special benefactor(s) ~~living or dead or dead~~ **(benefactor will be recognized as a person or group that provides funding of 50 percent or greater value of the park, or a person or group that provides "substantially all" of a structure or amenity that they wish to carry their name.)**
  4. A person, group, place, or feature, particularly identified with the public land or facility;
  5. The wishes of the community in which the park or facility is located will be considered;
  6. Exceptions to the naming criteria can be approved by City Council if an occasion to recognize the outstanding contributions of a living person is determined. The following criteria may be considered:
    - a. When 50 percent of the value of the park or facility is donated, or

- b. When “substantially all” of the development is donated.
- c. When public individuals have made a significant contribution over a long period of time to, or have special interest in the park, facility, and/or other civic programs.

**Recommendation:** Central Point Parks and Recreation Commission approved the name change clarifications and are forwarding the recommendation to City Council for final approval and adoption.

RESOLUTION NO. \_\_\_\_\_

AMENDING RESOLUTION NO. 1138 PROVIDING FOR PUBLIC PROCEDURES AND GUIDELINES FOR NAMING PUBLIC LANDS AND FACILITIES

Recitals:

A. The City of Central Point adopted guidelines consistent with Resolution No. 1138 and outlined a public process for naming public lands and facilities.

B. Because there are no guidelines for sponsorships or benefactors included in the current guidelines, the city desires to add such provisions to the current guidelines as reflected in **bold** below. [Bracketed words] are to be deleted.

**The City of Central Point resolves as follows:**

Section 1. Section 3 of Resolution No. 1138 is amended to read:

Section 3. Naming Criteria:

A. City of Central Point public lands, facilities **and amenities** may be named after a person(s) **or corporate sponsor(s)**, after a place or location, or after an event that has created an important legacy or achievement. A person's name is eligible for consideration after two years of their death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:

1. A noteworthy public figure or official; **(a person that made a significant contribution to the City of Central Point or Central Point Parks.)**
2. A person, place, or event of historical or cultural significance;
3. Special benefactor(s) [living or dead] (benefactor will be recognized as a person or group that provides funding of 50 percent or greater value of the park, **or a person or group that provides "substantially all" of a structure or amenity that they wish to carry their name.)**
4. A person, group, place, or feature, particularly identified with the public land or facility;
5. The wishes of the community in which the park or facility is located will be considered;
6. Exceptions to the naming criteria can be approved by City Council if an occasion to recognize the outstanding contributions of a living person is determined. The following criteria may be considered:
  - a. When 50 percent of the value of the park or facility is donated, or
  - b. When "substantially all" of the development is donated.

- c. When public individuals have made a significant contribution over a long period of time to, or have special interest in the park, facility, and/or other civic programs.

B. Because temporary “working” designations tend to be retained, the Parks and Recreation Director will carry out the naming process for a new park facility as early as possible after its acquisition or development.

Section 2. The City of Central Point Procedures and Guidelines For Naming Public Lands and Facilities are amended as set forth in Exhibit A.

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

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder

# City of Central Point

## Procedures and Guidelines

### For Naming Public Lands and Facilities

**Section 1. Purpose:** To provide procedures and guidelines whereby City of Central Point public lands and facilities may be officially named by the City Council.

**Section 2. Definitions**

**Public Land** - Lands which are owned or controlled in use by the City of Central Point for the long-term benefit of the community. These lands may be within or outside of the corporate limits. Examples include, but are not limited to, parks, open space, and plazas.

**Public Facilities** - Physical facilities owned or controlled in use by the City of Central Point for the long-term benefit of the community. Examples include buildings, bridges, rooms, and ball fields. Street-naming procedures are covered by a separate City Council policy.

**Section 3. Naming Criteria:**

A. City of Central Point public lands, facilities and amenities may be named after a person(s), corporate sponsor(s), after a place or location, or after an event that has created an important legacy or achievement. A person's name is eligible for consideration after two years of their death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:

1. A noteworthy public figure or official; (a person that made a significant contribution to the City of Central Point or Central Point Parks.)
2. A person, place, or event of historical or cultural significance;
3. Special benefactor(s) [living or dead](benefactor will be recognized as a person or group that provides funding of 50 percent or greater value of the park, or a person or group that provides "substantially all" of a structure or amenity that they wish to carry their name.)
4. A person, group, place, or feature, particularly identified with the public land or facility;
5. The wishes of the community in which the park or facility is located will be considered;
6. Exceptions to the naming criteria can be approved by City Council if an occasion to recognize the outstanding contributions of a living person is determined. The following criteria may be considered:

- a. When 50 percent of the value of the park or facility is donated, or
  - b. When “substantially all” of the development is donated.
  - c. When public individuals have made a significant contribution over a long period of time to, or have special interest in the park, facility, and/or other civic programs.
- B. Because temporary “working” designations tend to be retained, the Parks and Recreation Director will carry out the naming process for a new park facility as early as possible after its acquisition or development.

**Section 4. Procedures:**

**A. Initiation of Proposed Name**

- 1. Preliminary consideration of naming proposals by City Council may be initiated by a citizen, Council Advisory Committee, Commission, or City Task Force, or elected or appointed official. Naming proposals for public facilities which have not originated from an advisory committee or task force shall be given directly to the City Council through the City Administrator. The City Council will then direct the request to the appropriate advisory committee or task force for the public notification and review.
- 2. Prior to naming proposals being forwarded to City Council for preliminary review, naming proposals shall be formally reviewed by the appropriate advisory committee(s) or task forces(s), as determined by the City Council, in public meetings with opportunity provided for citizen input requested through advanced meeting advertisement. The City Council, through the appropriate department, will solicit public input prior to making a decision on a naming request not assigned to a committee or task force for preliminary review.
- 3. Meeting minutes or staff reports shall be prepared that fully document input received from citizens, committee or task force discussions, and a specific naming recommendation(s) for preliminary review of City Council.

**B. Preliminary City Council Review and Formal Decision**

- 1. The item will be placed on the City Council meeting agenda for discussion and action. Minutes from committee or task force meetings which include a naming recommendation, or an appropriate department staff report, will be transmitted to the City Council for review.
- 2. City Council, after consideration, by motion and majority vote may:
  - a. Formally name a public land or facility, or
  - b. Formally reject a naming proposal, or

- c. Hold a public hearing.
3. The decision of City Council to name or reject a recommendation to name, public lands or facilities at preliminary review is subject to review by appeal.

**C. Additional Public Input and Public Hearing**

1. If additional public input is needed, the City Council, prior to making a formal decision on a naming proposal, will hold a public hearing no sooner than 30 days following the Council meeting at which recommendations were received by the Council. That public hearing will be announced at least 10 days in advance by a block advertisement in a local newspaper.
2. The purpose of the public hearing is to provide opportunity for additional public input.
3. City council will do one of two things at this time:
  - a. Formally name a public land or facility, or
  - b. Formally reject a naming proposal.

**D. Formal City Council Decision:** A formal decision of a naming recommendation may be made at the time of:

1. Preliminary review or following;
2. Additional public input and public hearing.
3. Any decision to name a public land or facility or reject a recommendation to name a public land or facility, is subject to review by appeal.

**E. Appeal Procedure**

1. Any decision to name or reject a recommendation to name a public land or facility is subject to review by City Council through appeal. Appeals must be filed in writing with the City Recorder within 30 days of the formal Council decision.
2. Written appeals shall include:
  - a. Name and address of persons requesting reconsideration,
  - b. A statement of specific grounds for appeal,
  - c. A specific naming recommendation for the subject public land or facility.
3. If written appeal is filed in the appropriate time period, the public land or facility-naming decision at issue will be suspended until that name is reaffirmed, modified, or deleted by City Council.

4. Properly filed appeals shall be forwarded to City Council. In considering appeals, the Council, by motion and majority vote may:
  - a. Dismiss the appeal with no further review,
  - b. Act on the appeal upon review without further input, or
  - c. Set a public hearing date for additional citizen input regarding the appeal, and then modify, reaffirm or delete the public land or facility name.
5. Once formal action on an appeal has been completed by City Council, the public land or facility name shall become effective immediately, as applicable and as determined upon City Council decision. The City Administrator shall determine the appropriate
6. There is no fee associated with an appeal. All citizens are considered to have a standing in public land and facility naming matters, regardless of residency.

**F. Public Notifications**

1. The City Council finds widespread public involvement essential in considering naming of public lands and facilities. It is the intent of this policy that committee or task force meetings and individual citizen recommendations are adequately advertised and opportunity exists for citizen input prior to developing recommendations for preliminary Council review. Advertisements shall specify the public land or facility being discussed and any proposed recommendations which may exist.
2. If additional input is desired by Council, advance notice will be provided for City Council public hearings.
3. Chairs of the advisory committees, task forces, and appropriate city departments, on behalf of the City Council, are charged with the responsibility of ensuring adequate opportunity is provided for citizen input throughout the process.
4. The City Council may amend the naming procedures at any time to facilitate appropriate levels of citizen involvement.

# **Resolution**

# **Amending Financial**

# **Policy**



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**To:** Mayor & Council  
**From:** Bev Adams, Finance Director  
**Date:** May 9, 2013  
**Subject:** Financial Policy revision

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**Background:**

During recent budget committee meetings, the subject of proposed carryovers became a point of discussion and concern. Unfortunately, declining funds have made it unreasonable for some funds to meet the carryover standards set forth in the City Financial Policy. At the time the Financial Policy was first written and adopted (September 2009) the City had for many years retained strong fund balances. Therefore, the policy reflected reasonable percentages based on historic information at that time.

Following several years of recession, we have come to the second budget year that we are unable to predict an ending carryover as set forth by our policy – specifically for the General Fund. Although we could not project a year end carryover of at least 20%, it is our intention to do all that we can to economize and through efficiencies increase the projected carryover of 16.5%.

We also recognize that a 20% carryover for the General Fund (while conservative and nice to have) may not be entirely reasonable following several years of economic adversity.

We are also including a revision for the High Tech Crime Fund, which modifies the fund carryover from a minimum of 10% carryover to a "5 to 10 percent" carryover. This fund is used solely to track the high tech lab revenues and operating costs, and is over 80% dependent upon the City of Central Point funding to operate. Because the majority of operating costs are provided by the City's general fund, it is unnecessary to require that a full 10% carryover be held from year to year.

Therefore, we ask for Council approval to make the following revisions to the City Financial Policy:

- General Fund revision – Page 5 of the attached financial policy:  
"The General Fund will maintain a fund balance carryover of 15 to 25 percent of total revenues, not including grant or loan monies".
- High Tech Crime Fund revision – Page 6 of the attachment:  
"The High Tech Crime Task Force Fund will maintain a fund balance carryover of 5 to 10 percent of total annual revenues".

**Recommended Action:**

That Council, adopt the attached resolution revising the City's Financial Policy.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AMENDING THE FINANCIAL MANAGEMENT POLICY  
FOR THE CITY OF CENTRAL POINT**

**RECITALS:**

- A. The Mayor and City Council are committed to high standards of financial management and therefore periodic updating of financial policies is necessary to assure consistent and rational financial management.
- B. The Mayor and Council have reviewed the attached Financial Management Policy and wish to elucidate financial procedures that govern the operations of the City of Central Point.

**THE CITY OF CENTRAL POINT RESOLVES:**

**Section 1:** To adopt the amended Financial Management Policy for the City of Central Point.

- General Fund revision – Page 5 of the attached financial policy:  
“The General Fund will maintain a fund balance carryover of 15 to 25 percent of total revenues, not including grant or loan monies”.
- High Tech Crime Fund revision – Page 6 of the attachment:  
“The High Tech Crime Task Force Fund will maintain a fund balance carryover of 5 to 10 percent of total annual revenues”.

**Passed by the Council and signed by me in authentication of its passage this May 9, 2013.**

---

**Hank Williams, Mayor**

ATTEST:

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**Deanna Casey, City Recorder**

## **City of Central Point**

### **Financial Management Policy**

#### **Scope**

This financial management policy applies to all fiscal activities of the City of Central Point.

#### **Objectives**

The objective of this financial policy is as follows:

- To ensure the legal use of all City funds through efficient systems of financial security and internal control.
- To carry out the City Council's goals and policies through the budget process.
- To provide and maintain essential public programs, services, facilities, utilities, infrastructure, and capital equipment.
- To employ revenue policies that prevent undue or unbalanced reliance on any one source, distribute the cost of municipal services fairly, and provide adequate funds to operate desired programs.
- To protect and enhance the City's credit rating.

#### **Cash Management**

- The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service to a minimum and to maximize the yield on temporary investments.
- Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information, and accuracy of seasonal or periodic fluctuations.
- The City's cash flow shall be managed with the goal of maximizing the total return on investments.

## Investments

- All City funds shall be invested to provide safety of principal, a sufficient level of liquidity to meet cash flow needs, and to provide the maximum yield possible. Apart from petty cash and allowance for normal movement and transfer of cash as needed, one hundred percent of all idle cash will be invested.
- Cash may only be investment as authorized by ORS. 294.035 to 294.046, and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
- The City will conduct business only with financial institutions such as the Local Government Investment Pool, banks, investments brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
- Management responsibility for the investment program shall rest with the City's Finance Director or delegate who shall adhere to ORS. 294.145 in managing the investment program for the City.
- Objectives:
  - a. Safety: Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
  - b. Liquidity: The City's Finance Director shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Finance Director, the ability to convert a security into cash must be considered.
  - c. Yield: Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account restraints on investment instruments, cash flow characteristics of transactions and safety of principal.
  - d. Reporting: The Finance Director shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council.

## Accounting

- The City will maintain a fund accounting and financial reporting system that conforms with Generally Accepted Accounting Principles (GAAP) and Oregon Local Budget Law, and will issue a Comprehensive Annual Financial Report (Audit report) each fiscal year. The Comprehensive Annual Financial Report will show fund expenditures and revenues on both a GAAP and budget basis for comparison purposes.

- Pursuant to state law, the City shall have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. This report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The Finance Director shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.
- Full disclosure will be provided in financial statements and bond representations.
- The accounting system will be maintained to monitor expenditures and revenues with thorough analysis by the City Manager and Finance Director.
- Monthly financial reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget.
- Quarterly summary financial reports will be provided to City Council and management with revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget.
- Fund balances and reserves will be maintained in accordance with GASB 54, the Governmental Accounting Standards Board ruling for reporting dedicated resources. Categories for reporting fund balances are:
  - a) Non-spendable – these are nonliquid assets (i.e. inventory, prepayments) and liquid assets that have legal constraints preventing their use (i.e. principal of an endowment)
  - b) Restricted – assets which are constrained by an external entity (i.e. covenants in bond contracts)  
(As it is the City's policy to fully comply with bond documents, covenants, inter-agency agreements, or contracted service agreements, amounts specified in any of these documents shall be included as restricted fund balance.)
  - c) Committed – constraints created by the City Council. Constraints are enacted by resolution and must be in place prior to the end of the fiscal year.
  - d) Assigned – similar to committed except constraint is not legally binding. May be created by the City Council or staff and can be created after the end of a fiscal period.
  - e) Unassigned – only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

General Fund:

The General Fund balance may contain committed resources beyond those stipulated in this financial policy for contingency and fund carryover purposes. The City Council shall adopt by resolution the commitment specifying the purpose, dollar amount and duration of the committed amount.

General Fund cash reserves may be set aside for purposes that create a sound financial operating environment, and may be assigned by the City Council, City Manager, or the

Finance Director. Assignments generally are to build cash reserves for a one-time or limited duration purchase

Special Revenue Funds:

Street, High Tech Crime Unit, and Housing Funds have restricted balances for those resources received and dedicated to be used for a specific purpose.

Under this financial policy, these funds shall maintain a committed fund balance for contingency and ending fund balance in the amount stated for each fund.

Assigned balances may also be created as necessary under the same policy as for the General Fund.

Enterprise Funds:

Water, Stormwater, and Building Funds must retain any debt service reserve obligations as restricted. Terms of the reserves are generally specified in the associated bond documents, covenants, or agreements.

Under this financial policy, these funds shall maintain a committed fund balance for contingency and ending fund balance in the amount stated for each fund.

Assigned balances may also be created as necessary under the same policy as for the General Fund

Debt and Capital Project Funds

General obligation debt service balances are restricted by state statute and are always categorized as restricted.

Capital project fund balances (whether general government or enterprise) should be nominal and sufficient to cover any short term liabilities. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years, such as proceeds received from debt issuance or receipts from developers in lieu of current construction of infrastructure.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources

- Annually, the City may submit documentation to obtain the Certificate of Achievement for Excellence in financial reporting from the Government Finance Officers Association (GFOA). (Determination to participate will be based on the cost not outweighing the benefit.)

## **Operating Budgetary Policy**

- A Budget Committee will be appointed in conformance with ORS 294.414. The Budget Committee's chief purpose is to review the city's proposed budget and to approve a budget and maximum tax levy for City Council consideration. The Budget Committee may consider and develop recommendations on other financial issues as delegated by the City Council.
- In addition to a line-item budget that focuses on items to be purchased (such as supplies and equipment), departments will provide the Budget Committee information on programs being funded; what each program is committed to accomplish in long

Financial Management Policy

Res. No.

May 9, 2013

term goals and in short-term objectives, and provide performance measures that will demonstrate the achievement of program objectives.

- The City will finance current expenditures with current revenues; and will avoid budgetary practices that obligate future resources to cover current expenditures.
- The City budget will support City Council goals and priorities and the long-range needs of the community.
- The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council. The City Manager may further delegate levels of authority for the daily operations of the budget to department directors as deemed appropriate.
- Adjustments to the annual budget will be made when needed with changes approved and adopted by the City Council in accordance with ORS 294.471-473.
- To maintain fund integrity, the City will manage each fund as an independent entity in accordance with applicable statutes and with generally accepted accounting principles.
- The City may allocate direct and administrative costs to each fund based upon the cost of providing these services; and will recalculate the cost of these services at least bi-annually to identify the impact of inflation and other cost increases.
- The City's designation for capital outlay items that are considered fixed assets are expected to last more than one year and cost over \$5,000.
- Annually, the City may submit documentation to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association. (GFOA) (Determination to participate will be based on the cost not outweighing the benefit.)

## **Fund Structure and Fund Balance**

### **General Fund**

The General Fund will be used to account for all financial resources and expenditures except those to be accounted for in another fund. Resources include working capital, carryover, taxes, licenses and permits, intergovernmental revenue, fines and forfeitures, charges for services, miscellaneous revenues, and inter-fund transfers. Expenditures are for Administration, Mayor and Council, Finance, Parks and Recreation, Community Development, Police, and Interdepartmental departments. The General Fund uses the modified accrual method of accounting.

### **Minimum Fund Balance**

- The General Fund will maintain a fund balance carryover of ~~at least 20~~ 15 to 25 percent of total annual revenues, not including grant or loan monies. This is the minimum

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determined to be needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs. .

- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 2 percent of annual revenues less budgeted prior year carryover.

### **High Tech Crime Fund**

The High Tech Crime Fund was established to account for resources and expenditures used to fulfill the mission of the Southern Oregon High Tech Crimes task force which is to hold accountable those who commit criminal acts through the use of technology and the Internet. This fund uses the modified accrual method of accounting

- The High Tech Crime Task Force Fund will maintain a fund balance carryover of ~~at least 5 to 10~~ percent of total annual revenues. This is the minimum determined to be needed to adequately provide for economic uncertainties and cash flow needs.
- The High Tech Crime Task Force Fund balance generally will contain assigned reserves, other than those provided by grants and from governmental agencies which are restricted for use on special projects.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 2 percent of annual revenues less budgeted prior year carryover.

### **Street Fund**

The Street Fund revenues are from state and local fuel tax, grants, franchise fees, charges for services and miscellaneous sources. Expenditures are for the maintenance, repair, surfacing and construction of city streets and associated infrastructure.

- The Street Fund will maintain a fund balance carryover of at least 25 percent of total annual revenues, not including grant or loan monies. This is the minimum determined to be needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- System development charges for transportation are included in the Street Fund balance. This portion of the fund balance is restricted and shall not be used in determining the minimum fund balance.

- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 5 percent of annual revenues less budgeted prior year carryover.

### **Housing Fund**

The Housing Fund revenues are from the repayment of interest free loans. The initial loans were from Community Development Block Grant funds used for home weatherization and wood stove replacement programs. Expenditures can only be used for an eligible CDBG project; donated to a food bank that receives USDA funding; food purchased and donated to a smaller local food pantry, or donated to an eligible non-profit housing rehabilitation organization.

- The purpose of the Housing Fund is to account for funds from a grant program. There is no minimum fund balance.
- The City may budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. There is no required minimum contingency for this fund.

### **Capital Improvement Fund**

The Capital Improvement Fund was established to account for resources used for the acquisition or construction of major capital projects. This fund uses the modified accrual method of accounting.

This fund accounts for revenues from unbonded assessment payments, construction grants, parks system development fees, and other resources. Expenditures are for construction, property and equipment acquisition and replacement, improvements and related purposes, and the repayment of short term debt principal and interest incurred in financing improvements.

- The purpose of the Capital Improvement Fund is to accumulate funds prior to a large construction project; therefore, there is no set minimum fund balance.
- System Development Charges (SDCs) for parks are included in this fund balance. This portion of the fund balance is legally restricted and shall be accounted for separately from the unrestricted portion of the fund balance.
- The City may budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. There is no required minimum contingency for this fund.

### **Debt Service Fund**

The Debt Service Fund accounts for the accumulation of resources for the payment of general long-term debt principal and interest. Expenditures and revenues are accounted for on the modified accrual method of accounting.

- All of the monies within the Debt Service Fund are restricted for debt service until the specific debt is repaid in full. Oregon State Statutes prohibit cities from using this money for any other purpose.
- The Debt Service Fund will maintain a balance of annual revenue as required by the specific debt instrument. This is the minimum needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- No contingency is required for this fund.

### **Reserve Fund**

The Reserve Fund accounts for the accumulation of resources to pay for any service, project, property, or equipment that the City can legally perform or acquire. Specific projects or services must be specified and reserves can only be spent for those purposes and directly from the fund. Money cannot be transferred out of the reserve fund into another fund. Expenditures and revenues are accounted for on the modified accrual method of accounting.

- The purpose of the Reserve Fund is to accumulate funds for future needs; therefore, there is no set minimum fund balance.
- No contingency is required for this fund.

### **Enterprise Funds**

Enterprise funds account for operations: (a) that are financed and operated in a manner similar to private business enterprise, where costs (expenses, including depreciation) of providing goods and services are financed primarily through user charges; or (b) where the governing body has determined that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes.

Enterprise funds use full accrual basis of accounting for annual financial statement purposes. However, the enterprise activities use a modified accrual basis of accounting for budgetary purposes. This assures budgetary compliance with such expenditures as capital construction and acquisition, as well as debt principal transactions.

### **Building Fund**

The Building Fund accounts for building safety operations. Revenues are from the issuances of building permits. Expenditures are for the operations of the building division. The city provides structural, plumbing, electrical and mechanical inspections.

- The Building Fund will maintain a carryover balance of at least 25 percent of total annual revenues, not including grant or loan monies. This is the minimum determined to be needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 2 percent of annual revenues less budgeted prior year carryover.

### **Water Fund**

The Water Fund accounts for water distribution operations. Revenues are from sales of water, charges for services, and miscellaneous sources. Expenditures are for operations, capital construction, and retirement of debt.

- The Water Fund will maintain a carryover balance of at least 25 percent of total annual revenues, not including grant or loan monies. This is the minimum determined to be needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- System Development Charges are included in the Water fund balance. This portion of the fund balance is restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 5 percent of annual revenues less budgeted prior year carryover.

### **Stormwater Fund**

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The Stormwater Fund accounts for storm drain maintenance operations. Revenues are from charges for services. Expenditures are for operations, capital construction, and retirement of debt.

- The Stormwater Fund will maintain a carryover balance of at least 25 percent of total annual revenues, not including grant or loan monies. This is the minimum determined to be needed to maintain the City's credit worthiness and to adequately provide for economic uncertainties and cash flow needs.
- System Development Charges are included in the Stormwater fund balance. This portion of the fund balance is restricted and shall not be used in determining the minimum fund balance.
- The City will budget a contingency appropriation to provide for unanticipated expenditures of a non-recurring nature or shortfalls in projected revenues. The minimum contingency will be maintained at not less than 5 percent of annual revenues less budgeted prior year carryover.

### **Internal Services Fund**

The Internal Services Fund is used for the accounting of goods or services provided to other internal departments and supported on a cost reimbursement basis. Internal service funds use full accrual accounting methods for annual financial statement purposes; however, for budgetary purposes accounting is on a modified accrual basis. This assures budgetary compliance with such expenditures as capital construction and acquisition as well as debt principal transactions.

The fund is divided into Facilities Maintenance, Administration, and Fleet Maintenance divisions. Expenditures are for personnel, materials and services and capital outlay. These functions are supported by charges for services to other direct service departments and divisions throughout the city.

- The Public Works Services Fund is an internal service fund and is supported by other funds on a cost reimbursement basis for services provided; therefore, there is no set minimum fund balance.
- No contingency is required for this fund

### **Revenues**

- The City will estimate its annual revenues by an objective, analytical process. Because most revenues are sensitive to conditions outside the City's control, estimates will be conservative.

- The City will make every effort to maintain a diversified and stable revenue base to protect its operations from short-term fluctuations in any one revenue source.
- The City will establish charges for enterprise funds that fully support the total cost of the enterprise. Utility rates will be reviewed annually and will be adjusted as needed to account for major changes in consumption and cost increases.
- The City will charge user fees to the direct beneficiaries of city services in an attempt to recover all or part of the cost of providing that service. User fees will be reviewed bi-annually to insure that direct and overhead costs are being recovered.
- To the extent practicable, new development shall pay necessary fees to meet all identified costs associated with that development.
- The City will aggressively pursue collection of all delinquent accounts receivable. When necessary, collection procedures will include termination of service, submission to collection agencies, foreclosure, and other available legal remedies.

### **Expenditures**

- The City will provide employee compensation in accordance with collective bargaining agreements, approved compensation strategies, and applicable state and federal law.
- Estimated wage increases and changes in employee benefits will be included in the proposed budget under Personnel Services.
- The City is committed to maintaining and improving the productivity of its staff by providing a proper working environment, adequate equipment and supplies, and appropriate training and supervision.
- A “social service” appropriation will be included in the proposed budget; and will increase or decrease relative to the overall revenues available.
- A “tourism promotion” appropriation will be included in the proposed budget. This appropriation will increase or decrease relative to the overall available hotel tax revenues.

### **Purchasing**

- The City will purchase materials, supplies, and equipment through a competitive process that provides the best product for the least cost.

- The City will implement, maintain and abide by an approved purchasing policy. The policy shall clearly state approved purchasing limits for all staff members; and the process and method by which purchases will be made.

## **Capital**

- The City will provide for adequate maintenance of equipment and capital assets by making available contributions for future capital improvements to ensure that monies will be available to replace City vehicles and facilities.
- The City will update its five-year capital improvements program bi-annually; identifying capital needs and potential capital funding sources. The capital improvements program will reflect the priorities of the City Council and the long-range needs of the community.
- The City will determine and use the most appropriate method for financing all new capital projects.
- Special accounts dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.

## **Debt**

- The City shall not use long-term borrowing to finance current operations.
- Capital projects financed through bond proceeds will be financed for a period not to exceed the useful life of the project.
- Whenever possible, enterprise debt will be self-supporting. Regardless of the type of debt issued, the City will establish a one-year reserve for all self-supporting debt.
- The City will seek to maintain and improve its bond rating to minimize borrowing costs and to ensure access to credit markets.
- The City will keep the final maturity of general obligation bonds at or below 20 years, with the exception of water supply and land acquisition which will be limited to 30 years.
- The City will maintain good communications with bond rating agencies about its financial condition.

## **Risk Management**

- The City will provide an active risk management program that protects City assets through loss prevention as well as appropriate levels of insurance.
- In the event that conditions are such that the City is unable to meet carryover limits as set forth and approved by Council as stated within this policy; staff will then apprise Council of the shortfall and immediately take action for remedy by initiating additional revenue sources or by curtailment of expenses.

## **Glossary of Terms**

### **Capital Expenditure**

A capital expenditure is an item which generally has a useful life of one or more years, such as machinery, land, furniture, equipment or buildings, and is valued at more than \$5,000.

### **Capital Project**

A capital project is a major construction or purchase which often requires either an outside revenue source such as a grant, bond, loan or other source of funding.

### **Depreciation**

Depreciation is a system of accounting which distributes the cost of a capital asset over the useful life of the asset. In accordance with Oregon Local Budget Law, depreciation is not budgeted by the City.

### **Expenditure**

An expenditure is a term for money spent by the City for the programs and projects included within the annual budget.

### **Fund**

A fund is an accounting based division within the budget for independent fiscal and accounting requirements.

### **Infrastructure**

Infrastructure refers to the large-scale system and services that are necessary for economic activity; such as the City's streets, water lines, storm drains, etc.

### **Modified Accrual Accounting**

Revenues are recorded within the accounting period in which they become available and measurable; and expenditures are recorded in the accounting period in which the liability is incurred.

### **Revenue**

Revenues are monies received by the City from both tax and non-tax sources.

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**System Development Charges**

System Development Charges are fees assessed on new construction to cover the demands placed on city services; and typically cover water, streets, storm drains and park costs.

# **Business**

## **North 2<sup>nd</sup> Street Update**



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*Parks & Public Works Department*

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MEMORANDUM

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**TO:** CITY COUNCIL  
**FROM:** MATT SAMITORE  
**SUBJECT:** 332 NORTH SECOND STREET  
**DATE:** MAY 3, 2013

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Mayor/City Council,

I have received a phone call and email from Karen Larsen from Windermere Van Vleet. She has been approached by the Olson's to get 332 North Second listed on the real estate market. I informed Mrs. Larsen about the issues with the house and its upcoming court hearing on May 22, 2013. She informed me she would have a listing price and contract for listing it immediately to the City Council at your May 9, 2013 meeting. If materials arrive they will be handed out at the meeting.

**Business**

**Bamboo Ordinance  
Discussion**



May 3, 2013

TO: Honorable Mayor and City Council  
FROM: Matt Samitore, Parks & Public Works Director  
SUBJECT: Bamboo in the City

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**PURPOSE:**

Review potential ordinance for Bamboo limitations.

**SUMMARY:**

Recently the council was updated regarding bamboo in the City from a resident who has concerns about the expansive nature of it. After doing research, some City's have initiated ordinances to restrict bamboo on its planting and where it can be planted. At this point is not a prohibited on the state.

A draft Ordinance is attached.

Staff is also in the process of updated the tree guidelines for introduction to Council this summer. Staff is looking for discussion of this item and feedback on which options the council would prefer.

**BAMBOO INFORMATON:**

According to Portland State University Invasive and Risk Exotic Plants research, Bamboo has not aroused enough awareness to be defined as invasive yet, but several researches and studies found it aggressive in the Pacific Northwest. That being said, bamboo is one of the most difficult plants to get rid of. There are several ways in which to remove bamboo including mowing it down, but it will undoubtedly come back to haunt you later.

*The two most effective ways are:*

1. Spraying a herbicide to kill the bamboo will only kill the shoots not the roots.
2. Pulling by roots-but this again will only delay the problem because it will not kill all of the bamboo roots which are called rhizomes

**There are two major types of bamboo.**

- The first type is called running bamboo. Running bamboo gets this name because the rhizomes spread out quickly and will create a wall of bamboo in a short time. Running

bamboo is the most hated type of bamboo, but it is also the most effective if you want to create a privacy wall.

- The second is clumping bamboo which stays in a tighter clump and grows more slowly than does running bamboo. Clumping bamboo can be just as difficult to kill.

### ***Kill bamboo with herbicide:***

To kill bamboo with herbicide you will need shears, a brush and a pale of herbicide (I have heard that vinegar will work). First, cut the shoot six inches from the ground then within 15 seconds you must paint the herbicide onto the shoot. It is important to paint the herbicide onto the shoot as soon as possible if you do not then you will not kill the bamboo. This is because the sap will retreat back down into the rhizome within 15 seconds and you want the sap to carry the herbicide with it and kill the rhizome. To kill bamboo this way you will want to have only a few shoots.

### ***Kill bamboo by containment and starvation:***

This is to kill large groves of bamboo. To kill bamboo this way you will need to spend some money. You will need a backhoe! Use the backhoe to dig out all of the bamboo. Go down about 16 inches. Now, create a trench at least 30 inches deep around the perimeter of the bamboo, and the width of the bucket. Fill the trench with concrete or gravel. This will contain the remaining rhizomes. Spread at least two inches of concrete or gravel on top of the pad. If you use gravel then place black plastic on the gravel. This will keep all of the rhizomes contained below the surface and they will eventually starve without reaching sunlight and die. Next fill soil to ground level and plant grass to cover the area where the bamboo used to be.

You can use these techniques to kill running bamboo or to kill clumping bamboo. If you do not want to kill all of the bamboo but simply want to contain it the dig the containment trench and fill it with concrete. Some types of bamboo have been known to grow through concrete but if it is wide enough this method should work well. To kill bamboo shoots that get through the barrier use the herbicide method.

Even if you're successful, there will inevitably still be rhizomes left behind in the soil. So carefully excavate down and around your original hole in pursuit of those fugitives! It may help to have a sifter, so that you can sift through the soil as you inspect it to locate the rhizomes. Any fraction of a rhizome left behind now will result in a new shoot later, thus mocking your efforts to get rid of bamboo. Indeed, you'll probably have to repeat the process many times.

### ***Getting Rid of Bamboo Using Tarps, Barriers***

Another tactic used for getting rid of bamboo is smothering with tarps. However, note that the bamboo may be able to outflank the tarps by spreading beyond their perimeters. Therefore, employing tarps can result in the bamboo's popping up somewhere else in the yard -- clearly not a desirable result!

To prevent such a result, consider using the tarp tactic in conjunction with burying barriers. That is, many people contain rhizomatous bamboos by sinking plastic barriers into the ground all around them, effectively "fencing" the bamboo in. Barriers should run 30" deep; also make sure a couple of

inches of barrier extend above the surface. Using such a barrier in conjunction with the application of a tarp makes sense: the two tactics complement each other.

### ***Getting Rid of Bamboo by Cutting***

The American Bamboo Society recommends a different approach to getting rid of bamboo: cutting. Since their specialty is bamboo, I would lend the most credence to their advice, which, in sum, runs as follows:

Cut the bamboo shoots down

Apply water to the area

Cut down the new crop of bamboo resulting from #2

Repeat the process

In conclusion, the American Bamboo Society writes:

Keep doing this until no more shoots come up. This will exhaust the energy stored in the rhizomes underground. Without green leaves to photosynthesize and produce new energy, they will no longer be able to send up new shoots. The rhizomes will be left behind, but will rot away.

### **RECOMMENDATION:**

No recommendations at this time.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ADDING SECTION 8.04.025 TO  
THE CENTRAL POINT MUNICIPAL CODE  
DEFINING WHEN RUNNING BAMBOO IS A NUISANCE  
AND PROVIDING PENALTIES

Recitals:

A. Running bamboo (genus Phyllostachys) has a root system with rhizomes that run underground and can quickly spread from one property to another unless carefully maintained.

B. Running bamboo has the potential to cause significant damage to residential properties when not properly installed and maintained.

C. The council encourages the proper planting and maintaining of running bamboo by requiring property owners to install proper containment in order to prevent the spread of running bamboo onto neighboring properties.

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

Section 1. The following Section 18.04.025 is added to the Central Point Municipal Code:

**18.04.025 Running bamboo.**

A. For the purpose of this section, "running bamboo" means any bamboo in the genus Phyllostachys, including Phyllostachys aureosulcata.

B. No person who plants running bamboo or who allows running bamboo to be planted on his or her property shall permit such bamboo to grow beyond the boundaries of his or her property.

C. Running bamboo growing in violation of this section is declared to be a nuisance and may be removed and abated according to this chapter

D. Any person who violates the provisions of this section shall be liable for any damages caused to any neighboring property by such bamboo, including, but not limited to, the cost of removal of any running bamboo that grew beyond the boundaries of his or her property.

E. No person shall plant running bamboo or allow running bamboo to be planted on his or her property at a location that is one hundred feet or less from any

abutting property or public right-of-way unless such planting is contained by a properly constructed and maintained barrier system or such running bamboo is planted above-ground in a container or planter such that the running bamboo does not come in contact with the surrounding soil. A person who has running bamboo on his or her property in violation of this subsection, on the effective date of this subsection, shall have 30 days from the effective date to remove, construct a barrier or replant in a container.

F. A violation this section shall be punishable under and subject to the terms of the general penalty section contained in Chapter 1.16 of this code.

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

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder