

**CITY OF CENTRAL POINT  
BUDGET COMMITTEE MEETING  
Biennial Budget 2015- 2017  
April 13, 2015 at 6:00 pm**

**I. MEETING CALLED TO ORDER**

Finance Director Bev Adams called the meeting to order at 6:00 pm.

**II. ROLL CALL**

<b>Council Members</b>	<b>Citizen Members</b>	<b><u>City Staff</u></b>
Allen Broderick	Kay Harrison	Chris Clayton, City Manager
Tanea Browning	Rob Hernandez	Bev Adams, Finance Director
Bruce Dingler	Karen Huckins	Tom Humphrey, Community Development Director
Michael Quilty	Randy Sparacino	Barbara Robson, HR Director
Brandon Thueson	Bill Stults	Kris Allison, Police Chief
Richard Samuelson Jr	Steven Weber	Jason Richmond, Technical Services Director
Hank Williams		Debbie Dunlap, Accountant
		Deanna Casey, City Recorder
		Brian Day, Captain
		Greg Bruce, Lieutenant
		Scott Logue, Lieutenant
		Dave Croft, Lieutenant
		Jeff Britton, Police Officer

Budget committee members not present: Bill Walton

**III. ELECTION OF BUDGET COMMITTEE CHAIR AND SECRETARY**

Nominations were opened for the 2015/2017 Budget Committee Chair. Bruce Dingler moved to nominate Randy Sparacino; seconded by Kay Harrison. Randy Sparacino moved to nominate Steven Weber; seconded by Mike Quilty. Motion approved in support of Randy Sparacino as Chair.

Nominations were opened to elect the 2015/2017 Budget Committee Secretary. Randy Sparacino moved to nominate Steven Weber, seconded by Kay Harrison. Motion unanimously approved.

**IV. PRESENTATION OF PROPOSED BUDGET DOCUMENT BY BUDGET OFFICIAL**

City Manager Chris Clayton presented the budget message and budget highlights for the coming year.

**V. PRESENTATION OF PROPOSED DEPARTMENT BUDGETS FOR THE GENERAL FUND**

City Manager Chris Clayton presented the Administration, City Enhancement and Mayor & Council proposed budgets. The primary focus of the city administration remains providing continued financial stability, community outreach and engagement and a small, efficient and resourceful local government and urban renewal.

Nutrition Program Manager from RVCOC Evelyn Kinsella of the Food & Friends program was unable to attend the meeting. However, Ms. Kinsella provided statistical information regarding the number of meals and clients served in Central Point, along with the number of volunteer hours donated to the program last year.

Lisa O'Conner, Executive Director for the Central Point Chamber and Visitor Information Center, spoke briefly about some of the new programs and changes at the Chamber; the increase in membership and the relationships and partnerships with other local chambers.

Helen Fund, Interim Director of the Jackson County Expo, conveyed her appreciation for the ongoing cooperation and partnership with the City. She spoke about the Expo's future potential growth and events that will benefit the city and surrounding area.

Ms. Adams reviewed the general fund revenues, noting that budget hotel/motel tax, franchise fees and property taxes represent 66.2% of total fund revenues. Property tax revenues are budgeted to be received at a 95% collection rate. Newly proposed revenues include a general utility franchise fee, state marijuana tax, urban renewal services, a public safety fee, and a parks fee. With budget committee approval, the proposed \$1 per household public safety fee and the \$1 per household parks fee will be presented to the council for their approval and adoption in May 2015.

Chairman Sparacino opened a public hearing to accept comments from citizens on the proposed use of state revenue sharing funds. No one from the public came forward to speak, and the public hearing was closed.

Ms. Adams presented the General Fund Interdepartmental budget which includes the City's general liability insurance and a transfer out for annual debt service obligations. She then presented the proposed Finance budget, noting personnel costs include \$26,000 for unemployment costs, updated facility allocation, and budgeted increases in bank/visa fees and potential postage costs. Next discussed was the Housing Fund, which is in the final reporting period for the fund.

Ms. Adams then presented the Reserve Fund, stating the purpose of the Reserve Fund is to save for future facility, equipment, and vehicle capital needs and noting that considering the recent establishment of the fund - the savings is impressive. Ms. Adams also presented the Debt Services Fund, noting that staff recently completed a refinance of three debt obligations for a savings in excess of \$118,000.

Police Chief Kris Allison presented the Police budget, covering department highlights; the importance of providing proactive services, maximizing efficiency, and providing exceptional customer service. School Resource Officer, Jeff Britton offered insight into his daily routine as school resource officer and the importance his position plays in the community. Also contained in this budget is the request for an additional School Resource Officer position contingent upon the Council approval of the proposed public safety fee to cover the costs; and a 4.5% increase to cover contracted dispatch services.

Chief Allison also presented the High-Tech Crimes Unit budget, explaining that high tech crime lab operations were disbanded in the fall of 2014, and during this budget cycle the fund will be closed.

Jennifer Boardman, Parks and Recreation Manager, presented the highlights of the Parks and Recreation funds budgets. Ms. Boardman stressed the need for an updated master plan, as the current plan is over 10 years old and the city needs a consistent point of reference to make decisions, optimize resources and preserve community character. If approved, the proposed parks maintenance fee will be used to maintain city parks.

Mr. Clayton discussed the results of the recent city long term financial plan, and the various options suggested within the study to maintain financial stability. The financial plan proposed three options: raise property taxes, hit economic growth projections, or establish utility fees as recommended with this budget. He then explained the proposed public safety and parks fees; noting that if the budget committee approves the fees - the City Council will also need to approve the fees by ordinance...

Mr. Clayton also discussed results of the recent citizen survey.

After considerable discussion, Bruce Dingler moved to accept the department budgets as presented; Steven Weber seconded, motion carried 12 to 1 with Richard Samuelson Jr being the dissenting vote.

#### VI. ANNOUNCEMENT OF NEXT MEETING

Chairman Randy Sparacino announced the budget meeting will continue on April 20<sup>th</sup>, at 6:00 p.m.

#### VII. ADJOURNMENT

Meeting adjourned at 9:10 pm

*I hereby certify that the minutes for the 2015/2017 budget meeting are accurate as outlined above.*



Steven Weber  
Secretary  
2015/2017 Budget Committee

Dated

6/4/15