

**CITY OF CENTRAL POINT  
BUDGET COMMITTEE MEETING  
Biennial Budget 2019/2021  
April 29, 2019 at 6:30 pm**

**I. MEETING CALLED TO ORDER**

Finance Director Steve Weber called the meeting to order at 6:30 pm.

**II. ROLL CALL**

**Council Members**

Kelley Johnson  
Tanea Browning  
Michael Parsons  
Rob Hernandez  
Brandon Thueson  
Hank Williams

**Citizen Members**

Lori Garfield  
Kay Harrison  
Mike Quilty  
Jim Mock  
Chris Richey  
Bill Stults  
Bill Walton

**City Staff**

Chris Clayton, City Manager  
Steve Weber, Finance Director  
Matt Samitore, Parks & Public Works Director  
Dave Croft, Captain  
Debbie Dunlap, Accountant

Budget committee members not present: Neil Olsen

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

Nominations were opened for the 2019/2021 Budget Committee Chair Brandon Thueson moved to nominate Mike Quilty; seconded by Tanea Browning. Motion approved.

Nominations were opened to elect the 2019/2021 Budget Committee Secretary. Tanea Browning moved to nominate Kelley Johnson, seconded by Rob Hernandez. Motion approved.

**IV. PRESENTATION OF GENERAL OVERVIEW**

Finance Director Steve Weber presented an overview of the budget as a whole noting the budget is balanced at \$67.18 million. Mr. Weber went on to identify the major revenue sources, major expenses and capital outlay contained in this budget.

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

City Manager Chris Clayton presented highlights contained in this budget message. Mr. Clayton was pleased to present the 2019/2021 budget that maintains or enhances the quality of public services and quality of life that Central Point citizens enjoy and deserve from their City government. He noted the city's financial position has improved significantly, providing an opportunity for the 2019-2021 proposed budget to eliminate previously held General Fund debt, fund targeted service level/staffing level increases and complete new, publicly supported capital projects.

## **VI. PRESENTATION OF PROPOSED DEPARTMENT BUDGETS FOR PUBLIC WORKS**

### **STREET FUND BUDGET**

Parks & Public Works Director Matt Samitore presented the Street Fund budget. The Street Fund will be utilizing increases in the state gas tax to move several projects, such as, Twin Creeks Rail Crossing, and Scenic Avenue Signal and Crater Works pedestrian crossing towards completion. The city will continue to be aggressive in repaving and crack sealing streets as necessary.

### **WATER FUND BUDGET**

Mr. Samitore also presented the Water Fund. He noted the Water Fund will be finalizing the City Water Master Plan and upgrading the City's water meters to an Automated Metering Integration (AMI) system. The AMI system will allow residents to track their water use as well as meter to be read remotely. The City will be upgrading water lines from East to West.

### **STORMWATER FUND BUDGET**

Parks & Public Works Director Matt Samitore explained the Stormwater and Stormwater Quality Funds will be fixing a broken culvert on Freeman Road, as well as, a new water quality treatment basin at Jewett Elementary School.

### **INTERNAL SERVICES FUND BUDGET**

#### **Public Works Administration**

Mr. Samitore presented the Public Works Administration budget. The Administration will be working on construction management of various projects, grant administration and normal administrative duties. Project Management of capital projects lies with this division. Administration will be helping lead the planning of a new Public Works Corporation Yard.

### **PARKS & RECREATION BUDGETS**

Matt Samitore, Parks & Public Works Director presented the highlights of the Parks and Recreation Departments budgets. Parks will be working on a variety of new projects including new playgrounds at Flanagan Park and Forest Glen Park. Flanagan Park will also see an upgrade to the existing parking lot and gazebo if funds allow. The City will also be upgrading the building at Stryman Arboretum and the electrical system for lights and events at Pfaff Park.

Mr. Samitore went on to note Recreation will be expanding the number of movies in the park, adding new events such as Made in Southern Oregon and Battle of the Food Trucks, as well as, remodeling of one of the modular buildings to allow for a regular class room location. All of Parks and Recreation will participate in discussion and planning of the proposed Community Center.

## **GENERAL FUND BUDGETS**

### **ADMINISTRATION BUDGET**

City Manager Chris Clayton presented the proposed Administration budget. The primary focus of the city administration is to provide oversight and direction to ensure that all departments are responding to City Council goals, apply policy consistently, and identify key issues requiring Council direction. Mr. Clayton noted plans to update the City's Strategic Plan.

### **MAYOR & COUNCIL BUDGET**

Mr. Clayton presented the Mayor & Council Budget. He noted the increase in this proposed budget is due to a more active council attending more events.

### **INTERNAL SERVICES FUND FACILITIES MAINTENANCE BUDGET**

Mr. Clayton presented the Facilities Maintenance budget which includes upgrades to the City Council Chambers, Police Lobby, including replacement of the 75 year old elevator, Police Interview Room, Police Restroom, Continued HVAC replacement for old City Hall facility, miscellaneous City Hall and Parks & Recreation upgrades. However, the expenditures for these upgrades are located in the Reserve Fund Budget.

### **GENERAL FUND REVENUES BUDGET**

Finance Director Steve Weber reviewed the general fund revenues, highlighting hotel/motel tax, franchise fees and property taxes. Property tax revenues are budgeted to be received at a 97% collection rate. State Revenue Sharing is budgeted at just over \$1 million and includes cigarette tax, liquor tax and revenue sharing.

Chairman Quilty 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.

### **FINANCE DEPARTMENT BUDGET**

Mr. Weber presented the proposed Finance Department budget noting a \$7,000 decrease in Professional/Contract Services, \$33,000 increase in Bank/Visa Fees and \$17,500 decrease in Printing/Binding. This budget reflects a 2.76% increase.

### **GENERAL FUND INTERDEPARTMENTAL BUDGET**

Mr. Weber presented the proposed General Fund Interdepartmental budget which includes the City's general liability insurance and a transfer out for annual debt service obligations. This budget reflects a robust ending balance of 27.35%, city policy requires 15 – 25%.

### **GENERAL FUND RESERVE FUND & DEBT SERVICE BUDGETS**

Mr. Weber then presented the Reserve Fund, upgrades to the Council Chamber, Police facility, City Hall facility and Police Patrol vehicle leases are reflected in this budget. Mr. Weber also presented the Debt

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Services Fund, noting that in this budget existing debt will be paid off by June 30, 2019. In 2020/21 cycle it is anticipated the City will have debt in the amount of \$8 million for the Community Center and \$3 million for the Public Works Corporation Yard.

**MOTION TO APPROVE DEPARTMENT BUDGETS**

Chris Richey moved to approve the department budgets as presented; Kelley Johnson seconded; motion unanimously approved..

**VII. ANNOUNCEMENT OF NEXT MEETING**

Chairman Mike Quilty announced the budget meeting will continue on May 6th, at 6:00 p.m.

**VIII. ADJOURNMENT**

Meeting adjourned at 9:25 pm

*I hereby certify that the minutes for the 2019/2021 budget meeting are accurate as outlined above.*

  
Kelley Johnson  
Secretary  
2019/2021 Budget Committee

Dated 5-13-19