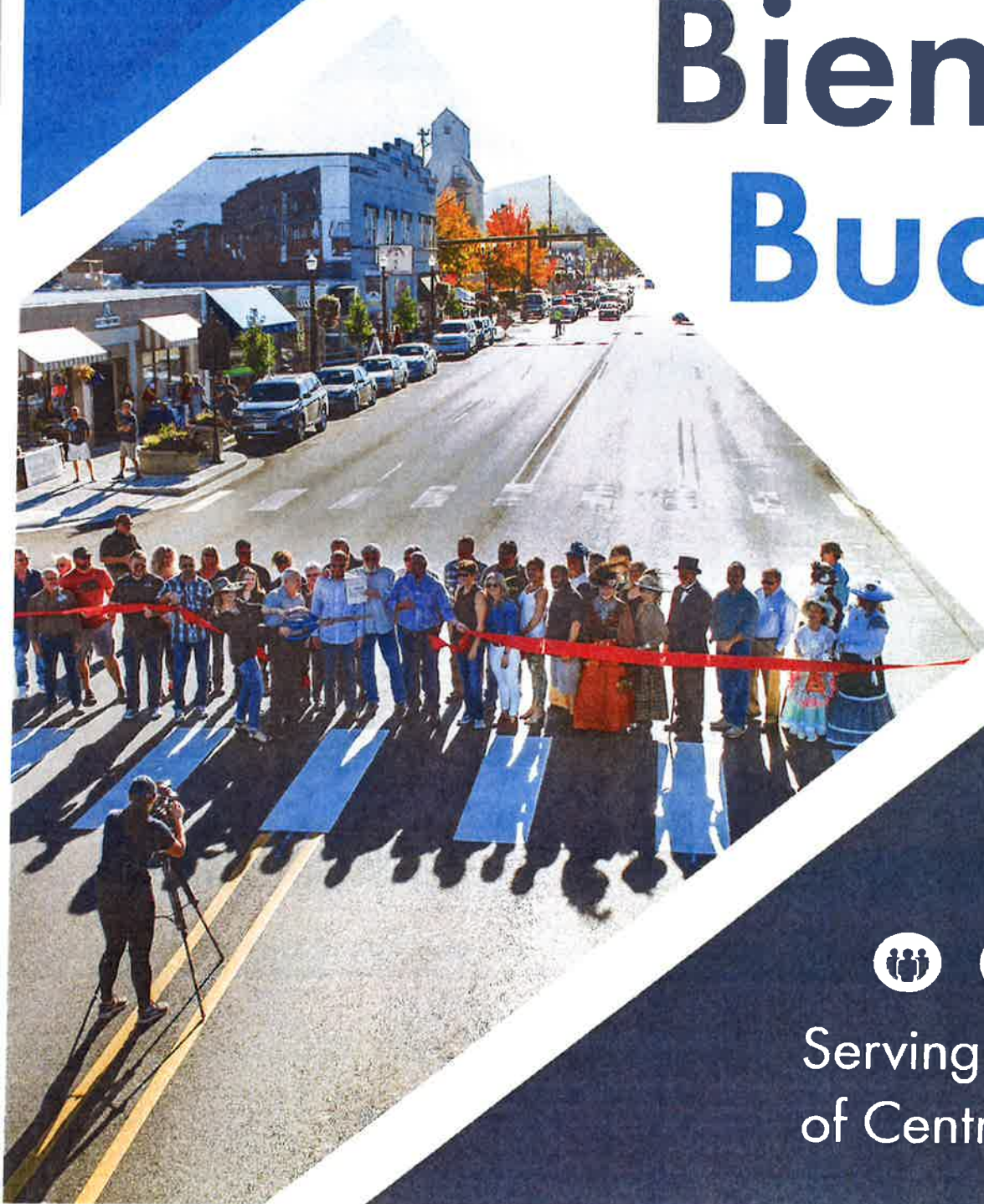




2019-2021  
Fiscal Year

# Biennial Budget



Serving the citizens  
of Central Point



## 2019/2021 Biennial Budget

### **Budget Committee**

**Mayor**

Hank Williams

**City Council Members**

Tanea Browning  
Kelley Johnson  
Rob Hernandez  
Neil Olsen  
Mike Parsons  
Brandon Thueson

**Citizen Committee Members**

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

### **Budget Officer**

Chris Clayton, City Manager

### **Department Heads**

Steve Weber, Finance Director  
Kris Allison, Police Chief  
Tom Humphrey, Community Development Director  
Jason Richmond, Technical Services Director  
Elizabeth Simas, Human Resources Director  
Matt Samitore, Parks & Public Works Director



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**City of Central Point  
Oregon**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2017**

*Christopher P. Morill*

Executive Director/CEO

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# City of Central Point

## ***Mission Statement***

*It is the mission of the City of Central Point to build and maintain a highly livable community by working in harmony and being a catalyst for partnership with all the members of the community, public and private.*

## ***Statement of Values***

***Growth:*** We value planned growth that will retain our small town atmosphere.

***Public Safety:*** We value a professional service-oriented public safety policy that promotes a sense of safety and security in our city.

***Transportation:*** We value a system of transportation and infrastructure that is modern, efficient and sensitive to the environment.

***Community:*** We value a clean and attractive city with parks, open space and recreational opportunities.

***Service:*** We provide the highest level of service possible in the most efficient and responsible manner.





# Goals

The Council and Staff will fulfill the City's Mission by working to achieve the following strategic priorities and goals:

## ***Proactive Government and Citizen Involvement***

- Build strong relationships between government and its citizens
- Build city pride and positive image
- Promote community and city government through volunteerism

## ***Downtown Revitalization and Beautification***

- Enhance Central Point's downtown as a culturally unique and vibrant focal point that bridges the past and present and embraces the future
- Create a plan to revitalize and redevelop the Downtown in support of retail, office, housing, arts and entertainment
- Promote a pleasant and safe Downtown environment that is characterized by ease of use for pedestrians and those in vehicles accessing our businesses

## ***Managed Growth and Infrastructure***

- Identify and protect agricultural land
- Maintain City of Central Point's small town feel and family orientation even as we grow
- Continually update infrastructure plans
- Continually ensure that planning and zoning regulations are reviewed and consistent with comprehensive plans and vision

## ***Recreation***

- Revise Parks and Recreation Master Plan
- Provide high quality facilities, parks, and open spaces that attract resident and non-resident use
- Provide high quality, age-appropriate recreation programs that benefit all residents of our community

## ***Transportation***

- Ensure citizens can get where they want to be, when they want to be there, enjoy the trip, and eliminate the stress of travel
- Minimize heavy vehicle traffic (semi-trucks) from Downtown
- Make central Downtown district (including high school) pedestrian friendly

## ***Economic Development***

- Diversify the City's local economic base
- Develop Central Point businesses as Destinations
- Create sustainable financial incentive to foster business creation and growth



TO: City of Central Point Employees and Volunteers  
FROM: Chris Clayton  
SUBJECT: City of Central Point Vision, Values and Expectations  
DATE: April, 29, 2019

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**Vision Statement:**

*A better experience for those living in, working in, or doing business with, the City of Central Point.*

**Values:**

1. **Be Owners** – We own the work that is produced at the City of Central Point. To that end, we only allow quality products, documents and services to be delivered from our organization. Furthermore, when we fail to meet expectations, we accept responsibility, apply what we have learned, and move forward in a positive direction.
2. **Be Real** – Simply stated, be authentic/genuine in your communications with the public and with your colleagues.
3. **Be Bold** – Take appropriate risk and make compelling/constructive arguments; do not take unnecessary risks or be argumentative.
4. **Be Better** – Know your strengths and weaknesses and constantly seek ways to improve self, perspective, and performance. To “Be Better” requires being self-aware which promotes pluralism, allows us to be open to new ideas/solutions, and find long-term positive outcomes via our short-term failures.

**Expectations:**

1. **Embrace the concept and ideals of “public service.”** The City of Central Point was incorporated in 1889 in order to serve the community and citizens. It is essential that those employed by, or volunteering for, the City of Central Point never lose sight of the fact that we exist to serve the Central Point community. The concept of commitment to the principles of civic duty should be at the heart of everything the City of Central Point does each and every day.
2. **Place an emphasis on excellent customer service.** It is essential that we serve the public in a courteous and professional manner. It is also important for the Central Point staff to

necessary for all employees to ensure that the City operates in an efficient and economical manner.

9. **Communicate very well, both within the organization and with the community.** It is essential that staff communicate in an honest and straightforward manner with each other and with the community as a whole. The City of Central Point should be candid and forthright, regardless if the news is positive or negative. It is also essential to maintain good lines of communication within the organization. We should actively listen to employees and follow up on ideas and suggestions. Finally, staff should always be open to new ideas, approaches, and solutions.
10. **Maintain a strong work ethic.** Regardless of circumstance, we should always do our best.



City of Central Point, Oregon



DATE: April 29, 2019

TO: Central Point Budget Committee

FROM: Chris Clayton, City Manager  
Steve Weber, Finance Director/Budget Officer

RE: Fiscal Biennium 2019-2021 Budget Message

**MEMBERS OF THE BUDGET COMMITTEE AND CITIZENS OF CENTRAL POINT:**

**Introduction**

It is my pleasure to present the proposed Fiscal Year 2019-2021 budget for the City of Central Point. This proposed budget is submitted as required by Chapter 294 of the Oregon Revised Statutes (ORS). State budget law provides for three levels of review and scrutiny for a proposed municipal budget: the City Manager, the Budget Committee, and the City Council. At any step in this process, the reviewing body can alter the proposed budget if they believe it is in the best interests of the City of Central Point. Submittal of the 2019-2021 budget proposal to the Central Point Budget Committee by the City Manager represents the completion of phase I of the above-described review process. Moreover, Finance Director Steve Weber and I are pleased to present a fiscally responsible budget that maintains or enhances the quality of public services and quality of life that Central Point citizens enjoy and so richly deserve from their City government.

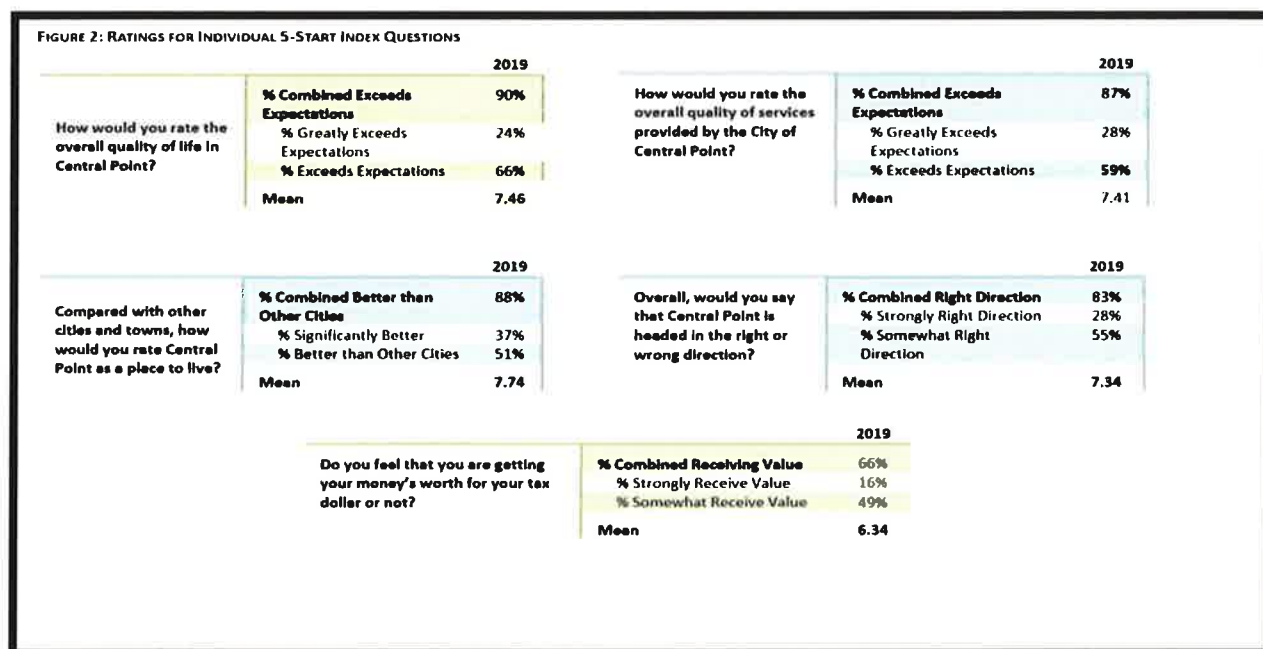
Generally speaking, the methodology utilized in constructing this proposed budget did not significantly change from the previous budget cycle. However, as the City and region have recovered from the great recession of 2008, Central Point's financial position has improved significantly, providing an opportunity 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.

During the period of economic stagnation following the great recession, City Department Directors and Managers were generally asked to submit "status quo" budgets with little or no increases to materials and services (M&S). Additionally, personnel cost increases were routinely limited to the mandates of existing collective bargaining agreements, employee benefit cost increases, and escalating Public Employee Retirement System (PERS) costs. However, the 2019-2021 budget proposal—at the direction of the City Manager—allows for 3% increases to department material and service budgets and also permits personnel increases in justified areas. Some of

these justified areas were identified in the recently completed 2019 City of Central Point citizen survey. Where overwhelmingly, surveyed citizens agreed that public safety, small-town feel, well-maintained infrastructure, high-value parks & recreation facilities, and community cleanliness all enhance the quality of life in Central Point and therefore, are service areas worthy of increased tax dollar investment. Additionally, some areas/departments were identified for staffing alterations/increases due to the need to focus on succession planning. Thus, in targeted areas and departments identified by both Human Resources and Administration, we have promoted emerging leaders, reorganized to gain efficiency, and proposed increased staffing levels to “smooth” the transition to the next generation of organizational leadership/management.

### Financial Strategy

A well-developed budget is a financial plan toward the achievement of identified goals. The FY 2019-2021 budget is guided by the City of Central Point Strategic Plan, the 2019 Central Point Citizen Survey, and policy goals identified by both council and administration. And, to that end, this budget proposal delivers resources to identified priorities and is responsive to current needs and wants. Moreover, Central Point’s service delivery model continues to be predicated on creating a “better experience” for those living in, working in, or doing business with the City of Central Point. And according to the 2019 Citizen Survey, the majority of Central Point residents believe the City is on the right track when creating a “better experience,” with 90 percent of residents holding the opinion that quality of life in Central Point exceeds expectation (2019 Citizen Survey summary - Figure 2 below).



In an effort to continue the positive feedback received in the 2019 City of Central Point Survey, I am pleased to include the following in the 2019-2021 City of Central

Point budget proposal: moderately increased revenue targets, warranted staffing additions, zero property tax increases, limited utility rate increases that are either inflationary in nature or directly supportive of operations associated with newly constructed capital projects scheduled for significant completion during the 2019-2021 budget proposal. And, although we will not be asking the public for additional property tax revenues, we still fully intend to proactively increase our General Fund's budgeted ending balance, maintain healthy enterprise/utility funds that are entirely capable of expanding and repairing our infrastructure systems, eliminate existing General Fund debt, and finance several significant capital projects.

### **Financial Position & Economic Outlook**

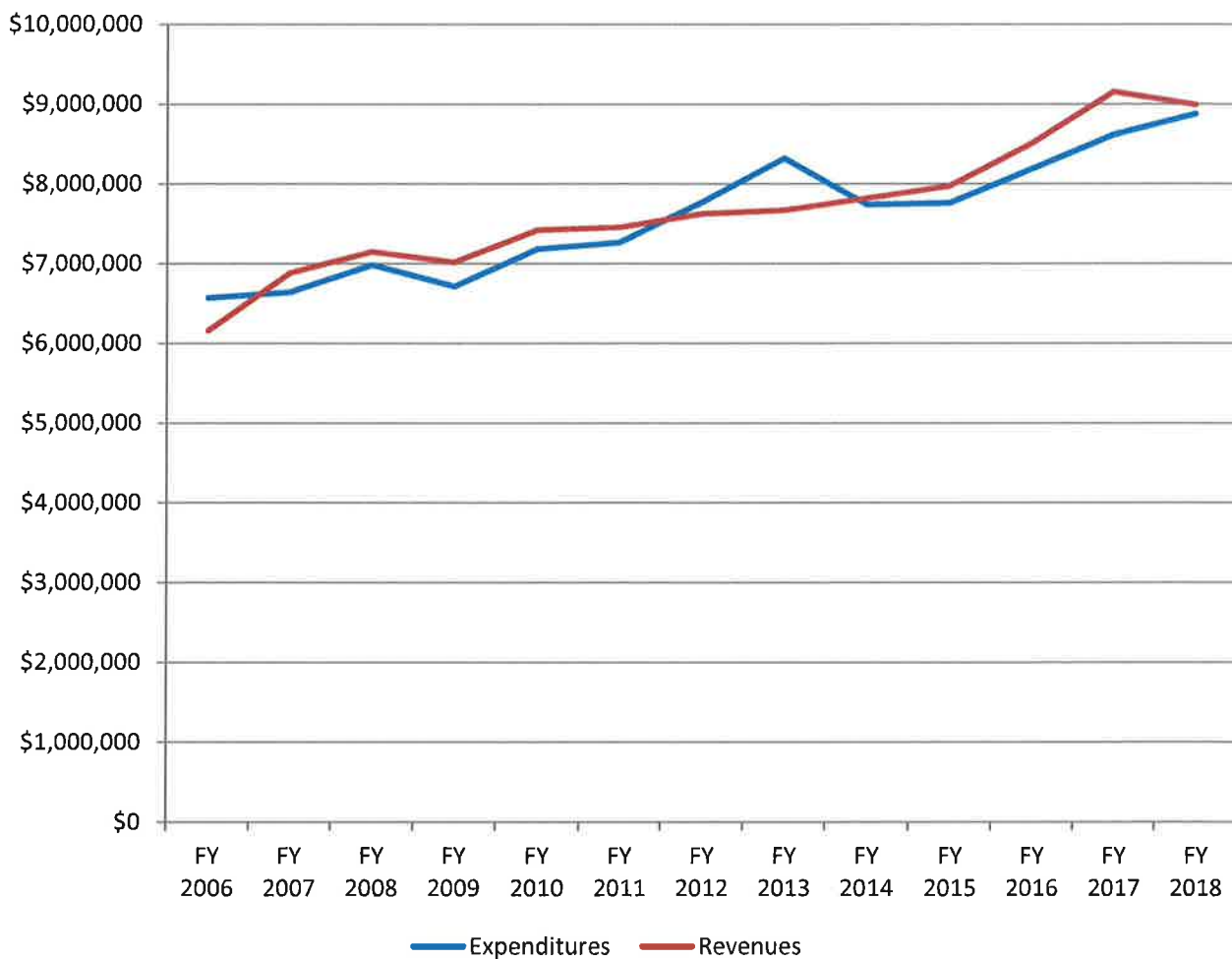
Current economic growth remains strong—which has bolstered Central Point's financial stability, universally increased carryover balances in our General Fund and enterprise funds, and ensured our ability to sustain critical service levels over the 2019-2021 budget cycle. Much of the increased stability has been generated from existing property tax revenues, which continue to yield above-average growth (three to five percent annually). In addition, the City Council-initiated financial policies implemented during the 2015-2017 budget cycle have transitioned the city's general financial outlook from "cautiously optimistic," to "well positioned" (2017-2019), to an "advantageous" or "strong" position in the current budget proposal (depicted in charts 1 & 2). Moving forward, our overall financial strategy will continue to pay homage to our historically successful financial philosophy of "aggressive conservatism," which embraces a proactive, robust investment in growth-related capital infrastructure, a fostering of General Fund reserves and reasonable increases to our existing core service levels (proportional to population growth, service area and development activity).

The 2019-2021 biennium will provide a unique opportunity for local economic growth through urban growth boundary (UGB) expansion. Specifically, the city will likely add some 300 acres of residential and commercial lands to existing inventories, which should accommodate our growth needs for the next five decades. Optimistically, these new areas of growth will add to our property tax base, generate substantial development fees, and further invigorate the local economy through traditional supply-side economics. However, these new areas will also require the extension of existing core services including public safety, transportation, water, general public works, etc. As we expand the city's buildable lands, we do so with the careful aim of ensuring smart growth that supports mixed-income, mixed-age and encourages an inclusive community that takes responsibility for its own development. "By far the greatest and most admirable form of wisdom is that needed to plan and beautify cities and human communities" (Socrates).

City Policy Makers and Administrators have worked diligently to establish Central Point's enviable financial position, and we should be proud and optimistic about all that we have accomplished. Many local governments throughout Oregon continue to struggle to live within their means, even during the current period of protracted economic growth. Therefore, we need to continuously protect our financial position

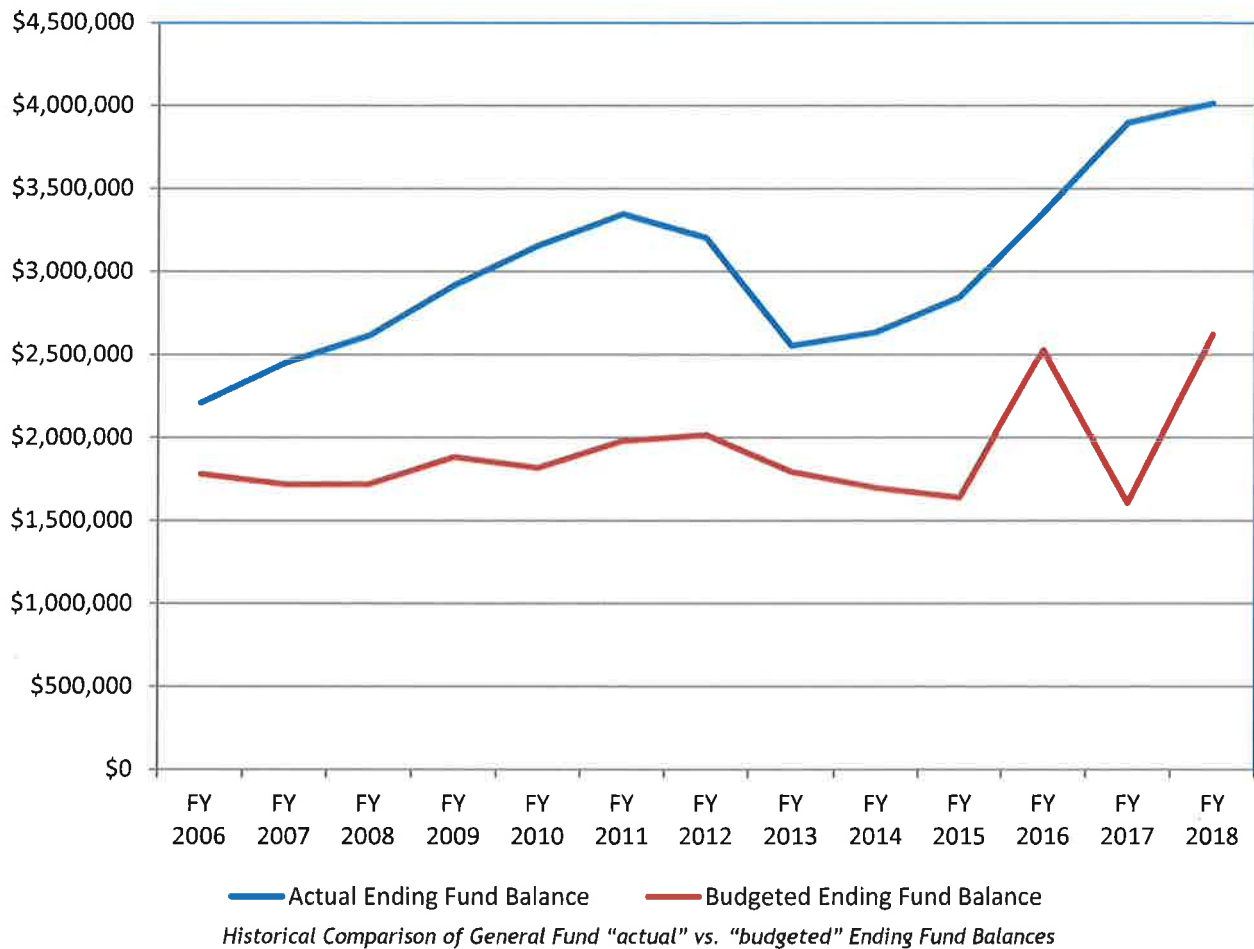
and be mindful of not wasting resources or turning a “blind eye” towards the opportunity cost of capital investment. And, although we shouldn’t be in the business of hoarding public funds to ensure financial position, a strong economy is typically a fleeting circumstance. So in the 2019-2021 budget proposal, I continue to advocate for protecting our financial position by following the advice of the 26<sup>th</sup> President of the United States, Theodore Roosevelt, who offered the following on the subject: *“Optimism is a good characteristic, but if carried to an excess, it becomes foolishness. We are prone to speak of the resources of this country as inexhaustible; this is not so”* (President Theodore Roosevelt, Seventh Annual Message to Congress, December 3, 1907).

Table 1



Historical Comparison of General Fund Revenues vs. Expenditures

Table 2



Nearly all leading economic indicators are still flashing green, signaling solid gains in the near-term. However, the economy is predicted to slow, moving forward, for a number of reasons. First, growth must slow to a more sustainable rate. Current growth outpaces gains seen in the productive capacity of the economy, and currently available economic slack is predicted to diminish. As the U.S., and Oregon, approach full employment, classic supply-side constraints will work to slow growth. These constraints include a tight labor market, infrastructure demands, higher energy costs, capacity utilization and the like. Such hurdles to growth do not prevent firms or agencies from expanding and propelling the economy, but they do require time, plans, and money to overcome. The proverbial low-hanging fruit of growth is gone due to the length of our current mature expansion.

Additionally, uncertainty surrounding the economic outlook increases over the course of the upcoming 2019-21 biennium. The primary drivers of uncertainty relate to federal policies and the magnitude of their impact on the economy. Given the chaos and obstructionism that defines the current federal legislature, the economic outlook of the 2019-21 biennium is pretty much unforeseeable. Similarly, monetary policy will



have transitioned from accommodative to neutral, and possibly even restrictive in a couple of years. I believe the full impact of the Federal Reserve's rate hikes that began in late 2015 will be working to slow the economy during the next biennium.

Between today and the next recession, whenever it may come, the Oregon economy will continue to hit the sweet spot. The strong labor market is driving employment rates higher and poverty rates lower for all ages and racial and ethnic groups across the state. One result is household incomes are reaching historic highs on an inflation-adjusted basis. The feel-good part of the economy is clearly here.

### **Budgetary Challenges**

As anticipated, employee benefit costs continue to be a significant factor in overall operating expenses in the 2019-2021 budget proposal. Like other Oregon public agencies, the City of Central Point is paying a significantly higher rate into the PERS system as a percent of employee salaries and wages beginning July 1, 2019, and rates are predicted to rise again on July 1, 2021, and remain at a relatively high rate for many years after 2021. Although several measures of reform have been proposed in the current legislative session, there is little the State Legislature can (or will) do to avoid changing these rates in coming years because most of the State's retirement system liability is the result of contractual benefits to classes of public employees that have already retired or will retire soon. Additionally, the Oregon Supreme Court has ruled that these contractual benefits cannot be changed for service periods in the past—but only for service periods going forward. For the most part, the high rate necessary to pay for the contractual liabilities is not the result of current employees, but the rate impact is managed by spreading the cost over all classes of current public employees.

For reasons previously described, personnel costs continue to be a challenge with non-salary related costs—which for the first time in Central Point history—represent nearly forty-percent of total personnel costs in the 2019-2021 budget. Although personnel costs continue to be a concern, Central Point has done well in managing staff levels and creating efficiencies via investment in technologies that streamline our operations and workflows. As an example, prior to the great recession of 2008, the City employed 85 full-time employees (FTE). 11 years later, the 2019-2021 budget proposal includes 81.5 FTE. This reduction in staffing can largely be attributed to our response to the economic decline following 2008, where we worked diligently to privatize/outsourcing various segments of city operations and replace obsolete labor functions/workflows with technology capable of eliminating unnecessary personnel-related costs. Although population and service area expansion will demand the commitment of additional staffing and resources in future biennia, city management will continue to use an abundance of caution when making decisions about adding new personnel, which are ultimately tied to increasing benefit costs.

As Central Point grows and changes, it is imperative that our core services keep pace. Of principal concern is our Public Safety budget, which amounts to nearly 80% of property tax revenue received in the General Fund. Moreover, in the next biennium,



core General Fund services will need to be increased to accommodate UGB expansion, and how to prioritize the limited General Fund dollars used to support a variety of core services—including public safety—in the expanded UGB area will continue to be a challenging conversation. The most reasonable solutions to these challenges lie with the State Legislature. However, there are opportunities at the local level to find more cost-effective ways to deliver these services. And, as an example, The City’s police department has been instituting alternative delivery models such as the use of a mental health crisis professional and implementation of community-based problem solving that involves stakeholders such as neighborhood associations and downtown businesses. Furthermore, our police department is emphasizing intergovernmental cooperation by forming new partnerships with the U.S. Marshals Service and United States Drug Enforcement Agency (DEA), which has reduced both the cost and redundancy of duplicated services. Furthermore, these collaborative models have the potential to drive down ‘calls for service’ by using crime data to strategically deploy resources and engaging community organizations in crime prevention efforts. However, Central Point’s fast growth and changing service areas will place a high demand on public safety staff, and constant vigilance will be necessary to keep resources and service levels matched with community expectations.

## **Conclusions**

In essence, a biennial budget is nothing more than a two-year road map for the city government to meet the needs and wants of its citizens in a fiscally responsible manner. In terms of needs, the 2019-2021 proposed budget uses existing resources and revenue mechanisms to slightly enhance existing core service levels. In terms of wants, the 2019-2021 proposed budget proposes a substantial investment in capital infrastructure. Hence, the 2019-2021 proposed budget includes a major undertaking of parks system capital infrastructure by including the design, construction and early operations of a new Central Point Community Center facility. This substantial capital investment is focused on meeting the needs of existing recreational demands, accommodating future growth, and most importantly, meeting the established goals, objectives and priorities of our elected policymakers and citizens

The City of Central Point is an innovative organization that is focused on value. Our elected officials and employees demonstrate a willingness to seek and create alternative solutions to problems. This long-standing philosophy of finding solutions has elevated the City of Central Point into a recent period of renaissance. That is to say, we are not simply surviving by providing basic services, but we are flourishing by providing enhanced services, programs and construction of new infrastructure that offers increased value, aesthetics, quality of life and opportunities for community participation to our citizens.

The great poet William Wordsworth once said, “Life is divided into three terms—that which was, which is, and which will be. Let us learn from the past to profit by the present, and from the present, to live better in the future.” With those words of wisdom in mind, the city’s management team has carefully contemplated the merits of the 2019-2021 City of Central Point budget proposal. It is our belief that this budget

proposal strikes a true balance between aggressive investment and fiscal responsibility. There is little question that the 2019-2021 proposed budget sets the bar high, and there is much work ahead if we are to accomplish the goals, objectives, and projects contained within this budget proposal. However, we move towards the future with a retained sense of optimism due to the principled leadership of our public policy makers and our organizational commitment to doing the right thing, for the right reason, regardless of circumstance.

### **FISCAL YEAR 2019-2021 BUDGET HIGHLIGHTS**

The steady economic conditions are projected to increase building and planning activity during the next biennium. Increased activity will proportionally increase Community Development workloads and development related revenues. Community Development is nearly fully staff and prepared to accommodate projected workloads. However, should development rates exceed our expectations and capacities, we will immediately consult with the council about the possibility of mid-year/budget staffing adjustments. Careful attention to Community Development staffing levels is critical not only for current planning demands but for our ongoing UGB expansion process. With limited residential inventories and the need for commercial lands expansion, proper facilitation of these planning initiatives is crucial to maintaining positive development/economic momentum. In addition, Central Point has worked diligently to achieve a reputation as a solution-oriented and developer/business-friendly organization. Insuring that we can continue to provide adequate service levels in the area of community development is paramount in further promoting our well-deserved reputation.

Over the next biennium, Planning Department revenues are projected to realize moderate growth; however, in an effort to be financially responsible, Finance Director Steve Weber and I have decided to include a budgetary “hedge” by projecting Planning and Building Department revenues flat, or level, with the 2017-2019 budget cycle. Although revenues are likely to increase, we were uncomfortable associating increased staffing costs with unachieved (yet to be realized) revenue. Should increased revenue targets come to fruition, it will equate to unanticipated revenue for the City’s General Fund.

The Central Point Police Department continues to be our focal point for building a sense of community with our citizens. Our public safety presence throughout the city, in local schools, and at neighborhood meetings, allows the necessary public interaction to build trust and confidence with our citizens. Nowhere has this confidence been verified more than the 2019 City of Central Point Citizen Survey—with responding citizens reporting extremely high confidence in the Central Point Police Department. By including funding for the continuation of our community policing program, neighborhood meeting program, recently expanded K-9 program and school resource officer program in the 2019-2021 budget proposal, we remain fully vested in promoting community pride and citizen responsibility.

One area that has allowed the City of Central Point to flourish, even during challenging economic conditions, is private, non-profit and interagency (public) partnerships. Unfortunately, many government agencies are unwilling to maximize partnership opportunities because doing so confronts them with the choice of relinquishing control over a particular service/program in order to create economies of scale. Central Point has been undaunted by this choice and continues to grow mutually beneficial relationships with our public sector partners: School District 6, the City of Medford and Jackson County (court services, fleet maintenance, infrastructure maintenance, shared facilities). In all of these instances, Central Point has remained focused on the wisest and best use of public funds; not with maintaining absolute control at an additional cost to the tax/ratepayer.

Specific to the non-profit arena, Central Point has a newly formed partnership with Direct Involvement Recreation Teaching (DIRT) at Skyrman Arboretum, and we also have future opportunities with DIRT at the new Crater Makerspace facility. As in recent budget cycles, we continue to work with multiple non-profit agencies to offer critical social services to the most vulnerable segments of our community. First and foremost, the Food and Friends program continues to provide nutrition to our senior community via their “meals on wheels” program. Next, we added a new partner—St. Vincent De Paul— during the previous budget cycle, and this partnership will continue to assist us with the ongoing regional battle against homelessness. Specifically, the City is contributing funds to St. Vincent De Paul’s rental/utility assistance program, which targets the prevention of homelessness “upstream” by keeping citizens in their homes during periods of financial hardship. And finally, Central Point and Access, Inc. have partnered on multiple programs to prevent food waste and provide food sharing services to those in need.

The final area of partnership centers on economic development and involves Southern Oregon Regional Economic Development (SOREDI), the Central Point Chamber of Commerce, the Jackson County Expo, and the Medford/Jackson County Chamber of Commerce. These entities assist the City with attracting and retaining new business development, which aligns with the organizational goal of “expanding the tax base versus increasing the tax rate.”

As with the 2017-19 budget, the 2019-21 budget proposal again features several prominent capital-related expenditures. After gaining public support through the recently completed citizen survey, a project that has been discussed for many years is included in this budget; construction of an \$8,000,000 Central Point Community Center is scheduled to begin in the second year of the 2019-2021 budget. Additionally, a second major project—a new Public Works Corporation Yark Facility—is scheduled for construction in the latter half of the budget. There are also planned facilities upgrades at City Hall, which will include upgrades to the Council Chambers (\$125,000) and carpet replacement (\$30,000). The Police Department will see several (lobby, restrooms, interview room) facilities upgrades which total \$185,000. Infrastructure improvements are also planned for the 2019-21 budget that includes the following transportation projects: Hamrick Road & Pine Street Intersection Improvements, street improvements/flashing beacon between Crater High School and the CraterWorks maker

space, Scenic Avenue Rail Crossing and alleyway improvements. In the Parks Fund/system, we intend to use parks maintenance fee revenues to offer an upgrade to current recreation facilities at Pfaff Park, Flannagan Park and Forest Glen Park, add another phase of improvements to Skyrman Arboretum, complete a gazebo at Bohnert Family Farm Park, design work at Summerfield Park and funding of a consultant to prepare a masterplan for possible future improvements at the little league fields in a partnership between the City and Central Point Little League. The following Water Fund/system improvements are also included: emergency pump at the Vilas Road reservoir, upgrades to the waterline crossing Beall Lane, purchase of a valve actuator/mini vac, improvements to the SCADA system and installation of an advanced metering system throughout the City. In the Stormwater Fund/system improvements will be made to the Mingus Creek culvert on Freeman Road, the storm drain and swale at Jewett Elementary school will be improved.

Six years ago, the City Council enacted a fiscal policy of a 15-25% carryover in the General Fund. Four years ago, the 2015-2017 budget proposal included a budgeted ending General Fund balance of \$1,623,070. Two years ago (2017-2019), it was budgeted at \$2,546,102. As of June 30, 2019, the actual General Fund carryover balance will exceed \$4,000,000. Continually exceeding recommended/budget carryover balances is a product of over performing revenues and cautious spending, which is a testament to the fiscal oversight of city administrators, department managers, and line-level supervisors. The scheduled General Fund carryover balance for June 30, 2021, is \$3,000,000 because \$1,000,000 of our existing reserves are slated for use to eliminate all General Fund debt in anticipation of funding a new 6-8 million dollar Central Point Community Center. Adherence to the Council's General Fund carryover policy has allowed us to grow a healthy reserve, fund new capital at little or no additional cost to the rate/taxpayer and eliminate existing General Fund debt, all of which should be a source of pride for the organization and community.

## **REVENUE PROJECTIONS**

### ***Property Taxes***

This budget proposes no change to the city's current permanent tax levy rate. The maximum the city is permitted to levy is \$5.28 per \$1,000 of assessed valuation. This budget is predicated on the current rate of \$4.47 per \$1,000 with property tax revenues representing the largest revenue stream (37.9%) received by the City's General Fund. The total amount of collectible property tax revenues forecasted for the 2019/2021 budget cycle is \$12,395,000. This amount reflects an optimistic increase of 4.5% over the city's most recently assessed property values. Although we have budgeted a 4.5% increase in property tax revenues, it is quite possible the city will receive an amount exceeding the budgeted amount. With property values deflated during the recession, assessed property value increases are continuing to generate and recover revenues lost during the economic downturn.



### ***Transient Lodging Taxes***

Transient lodging (hotel/motel) taxes are forecasted to be a total of \$1,010,700; a slight but steady increase from previous years. This forecast is based on the trend established by the previous few years as the economic recovery continues to bolster the travel and lodging industry. A significant percentage of the hotel/motel tax revenue is restricted to tourism, and tourism promotion. Historically, these funds have been dedicated to Central Point's Visitor Information Center, support for the Chamber of Commerce, Rodeo, and other events held at the Jackson County Expo.

### ***Franchise Fees***

Franchise fees collected by the General Fund should continue to show improvement during the 2019/2021 budget compared to previous years assisted by the general utility license ordinance that was adopted by City Council prior to the 2015/17 budget. An amount of electrical franchise fees will continue to be allocated to the Street Fund to offset a portion of the expense of street lights, which is budgeted to that fund. In March of 2019, the Council increased the allotment of electric franchise allocation to the Street Fund to fully cover the street light expense up to \$175,000 per fiscal year. Furthermore, the city's recent adoption of a general utility license ordinance has offered increased revenue from utility providers operating within the city's jurisdiction without a franchise agreement.

### ***Development Revenue***

Anticipated increases in prospective commercial developments and new housing starts should result in increased planning and building department fee revenues over the next two years. Furthermore, commercial building activity is occurring in areas included within the Urban Renewal boundaries which will contribute to property values and the tax increment upon which the Urban Renewal/Development Commission relies.

### ***State Revenue Sharing***

The State of Oregon "shares" revenue collected on cigarette taxes, liquor taxes and gas taxes. Each year the state provides the City with estimates to use in calculating what we can expect to receive for the upcoming budget year(s). In the General Fund, we are expecting to receive a total of \$1,172,270 in shared revenue; and in the street fund, a total of \$2,966,640 in gas tax.

All state revenue dollars have shown consistent increases over the years. Cigarette taxes appear to have stabilized for the current biennial budget after sustaining slow and steady decreases; estimate 25% less than what we received just four years ago in FY 2013.

## **EXPENDITURES**

### ***General Costs***

The total proposed 2019/21 biennial budget is \$67,183,859, an increase of \$16,608,285 or 32.8% over the amended 2017/19 biennial budget. The most significant increase is

the planned start of constructing an \$8,000,000 community center; a project that has been discussed for a number of years. There will also be a continuance of significant capital project spending in The Public Works Enterprise Funds (Street, Water and Stormwater) highlighted by the start of construction on a new public works corporation yard (\$3,000,000) among other infrastructure projects (\$1,757,000). There are also planned facility improvements to the Police Department and City Hall totaling \$365,000. Other expenditure categories show modest increases.

***Personnel Costs***

Total personnel services of \$19.3 million comprise 28.9% of the total city budget. The total cost increase in these services across all funds (budget to budget) is 9.66%. This budget does include an increase in full-time equivalents (FTEs) of 6.0 with the addition of new staff positions (3.0) and the reallocation of previously unfilled positions (3.0).

Benefit cost projections for this biennium budget include rate increases for PERS of 26.73%; health insurance of 12%; cost of living and step increases for both the general service and police unions in accordance with their respective bargaining agreements; nonunion employees' average performance based salary increase of 4%; an unemployment placeholder of \$26,000; and workers compensation insurance increase of 4%. For the past few years, we have seen very modest increases health insurance rates. However, because these rates are not declared until December, we continue to take a conservative stance using a 12% rate increase projection.

***Materials and Services***

Budgets have increased by 8.09% over the previous year. Although the cost of goods and supplies is a factor, a primary and encouraging factor is additional or enhanced services, events and projects that will be highlighted by each department presentation.

***Capital Outlay***

Budgeted capital projects are increasing, on average, a total of 63.34% over the proposed two year budget when compared to the 2017/2019 biennial budget. The increase highlights a significant investment in the City's infrastructure. The projects are highlighted by the beginning construction phase of an \$8,000,000 community center and a \$3,000,000 public works corporation yard as well as projects that will continue to position the City for the projected development.

**Enterprise Funds**

***Street Fund***

The Street Fund will be utilizing increases in the state gas tax to move several projects forward including finishing the Twin Creeks Rail Crossing, helping towards the Scenic Avenue Signal and Rail Crossing, upgrades to the Hamrick/E. Pine Signal and travel lanes and a variety of smaller transportation projects. The City will continue to be aggressive on upgrades to our sidewalk system and re-paving collector streets including N. 10<sup>th</sup> and North Third Streets.



***Water Fund***

The Water Fund will be finalizing the City Water Master Plan and upgrading the City's water meters to a Automated Metering Integration (AMI) system which will allow for residents to track their water use as well as meters to read remotely. The City will also be looking at upgrading water lines from East to West on South Highway 99 in the vicinity of Dutch Bros. and Ash Streets.

***Stormwater Fund***

The Storm water and Storm Water Quality Funds will be fixing a broken culvert on Freeman Road near Hopkins Road as well as a new water quality treatment basin at Jewett School. The Storm Water Fund is also paying off its new street sweeper and contributing to the new Jetter. The Water Quality Fund will be managed by the City for the first time and will look at increasing the frequency of cleaning the City's water quality structures and pipes within the system with our new Jetter Truck.

**General Fund**

***Administration***

The Office of the City Manager provides oversight and direction to ensure that all departments are responding to City Council goals, applying policy consistently and identifying key issues that need Council direction. Revenues consist primarily of administrative service charges to other departments plus other General Fund resources. In addition to the City Manager, three positions are budgeted in the Department. First, the City Recorder is responsible for management and retention of all City records, leases, contracts and agreements, legal and public notices, elections, website maintenance, processing Ordinances and Resolutions, and as the City liaison to the City Council. Next, the Human Resources Director and Human Resources Assistant are responsible for providing a wide range of services to City directors, managers and employees such as: the recruitment and selection of applicants; supervisor and employee training; workforce planning; position classification and pay structure; labor relations including labor contracts and grievance resolution; personnel policy; FMLA & OFLA; and the administration of the Workers' Compensation programs.

***Finance***

Finance Department operations represent 7.35% of total General Fund expenses. The Finance Department provides support functions for the City including: fiscal planning, utility billing, cash receipts, purchasing, transient lodging tax collection and auditing, accounts payable, development and monitoring of the biennial operating and capital budgets, establishing and monitoring internal controls, preparing the Comprehensive Annual Financial Report, and facilitating external audits.

These services provide for the delivery of comprehensive, value-added financial services to internal and external customers ensuring that Central Point is managed in a fiscally effective and efficient manner.

***Technical Services***

The Technical Services Department, consisting of two full time employees, who work to find a balance between daily technology support and technology related projects for all departments. The upcoming budget cycle will have a major focus on refreshing equipment to migrate to Windows 10, security upgrades, and public access to move city information.

We will be upgrading most of our 8+ year old desktop computers to allow the city to implement the required Windows 10 operating system. Our current Windows 7 operating systems will no longer be supported by January 14, 2020.

The IT department will be installing new security cameras and management software to streamline the management of security video footage while providing more coverage at our water and police facilities.

We will be working with all city departments to refresh the city website and make it more user friendly while making the most used aspects more accessible.

We are looking forward to working with all departments to streamline processes and improve public access to more data.

***Parks & Recreation***

Parks will be working a variety of new projects including new playgrounds at Flannagan Park and Forest Glen Park. Flannagan Park will also see upgrades for a new parking lot and gazebo if funds allow. The City will also be upgrading the building at Skyrman Arboretum and the electrical system for lights and events at Pfaff Park.

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 our modular buildings to allow for a regular class room location.

Additionally, all of Parks and Recreation will be participating in the potential Community Center discussion and planning.

***Police Department***

The 2019/2021 biennium budget will be focusing on expenditures that will utilize monies to increase efficiencies and update equipment that we are forecasting to cause a drain on our repair line items. Equipment that we will be focusing on is our portable radios for officer communication and our police fleet. Over the past budget cycle we have formed partnerships with federal agencies that will increase our potential for asset forfeiture revenue. It is still too early to know how this could affect equipment purchased by federal asset forfeiture guidelines but we will only see these revenues as a benefit to our citizens for budget line items.

Dispatch services is approximately one sixth of our police budget, while this is one of the most reflective line items in our budget, it is the most cost effective way, allowing us to outsource our communications for a fraction of the price of having a dispatch center in house.

We are budgeting for 1 police officer position in the 2019/2021 biennium to focus on public safety responses to incidents and not falling behind to an unattainable call volume that take away from our officers being proactive.

We have modest decreases in many of our line items to help offset the above mentioned costs and feel this is reasonable to prioritize our equipment enhancements but still have enough funds to maintain operations.

We are cautiously optimistic for this biennial budget but see the need to invest in the above mentioned items so we have the ability in future budgets to position ourselves to react to any market fluctuations.

### ***Community Development - Planning***

Community Development (Planning) represents less than 6% of the total General Fund. As the national economy has improved so has property development and reinvestment within Central Point. The Department intends to maintain all previously approved staff positions in order to stay ahead of development. The Department work demand continues to increase, and it is likely that the Director will retire at the end of the next two years. The status quo will be maintained in personal services and professional services though this budget cycle with a management transition occurring in the 2021/2023 biennial budget. Although increased development translates into increased income through planning fees, the City may again have to initiate an Urban Growth Boundary amendment at its own expense to 'prime the pump' for employment development.

The Community Development budget assumes ongoing funding for a previously approved entry-level planner and further adjustments of individual work assignments. It also includes the continuation and oversight of the Destination Business Boot Camp program, which has become a source of pride for local business.

### **Building Fund**

#### ***Community Development - Building***

Finally, as building growth continues to trend in a positive direction, the Building Division is using a temporary part-time employee to process permits and handle customer inquiries. The building division will continue to reimburse the City General Fund for deferred facilities allocation until that reimbursement is complete.

**Public Works**

***Administration***

Public Works Administration will be working on construction management of various public and private projects, as well as grant administration and normal administrative duties. Project Management of all of the capital projects listed earlier will be with the division. Additionally, Administration will be helping lead the planning of a new Public Works Corporation Yard.

***Field Operations***

Public Works Operations will be focusing on standard maintenance in all divisions. Refer to the Street, Water and Stormwater project addressed in the enterprise fund section.

**Urban Renewal Agency/Development Commission**

In 2013, the Development Commission prioritized projects listed in the Downtown and East Pine Street Corridor Revitalization Plan. The top priority project was the improvement of the East Pine Streetscape. After years of design, engineering, public meetings, and construction the East Pine Street improvements are complete. Moving forward, the Development Commission's attention will turn towards tasks identified in the 2019 citizen survey including, affordable housing and improvements to the southern portion of Highway 99.


Although the city council elected to change the City's budget to a biennial cycle, the Development Commission decided that with potential project decisions being based on the evolving property tax funding, the agency would be better served by continuing to budget annually. Therefore, the urban renewal budget remains on an annual basis.

**Conclusion**

In conclusion, budget preparation for the City of Central Point begins some four months prior to final budget adoption. This task requires a talented and dedicated staff and is both complex and time monopolizing. We would like to acknowledge the time and effort of all staff members and department directors that give this task their complete attention above normal workloads.

Finally, on behalf of City staff and the community, we would like to extend a sincere thank you to members of the budget committee and city council for their time and dedication to complete this important public process.

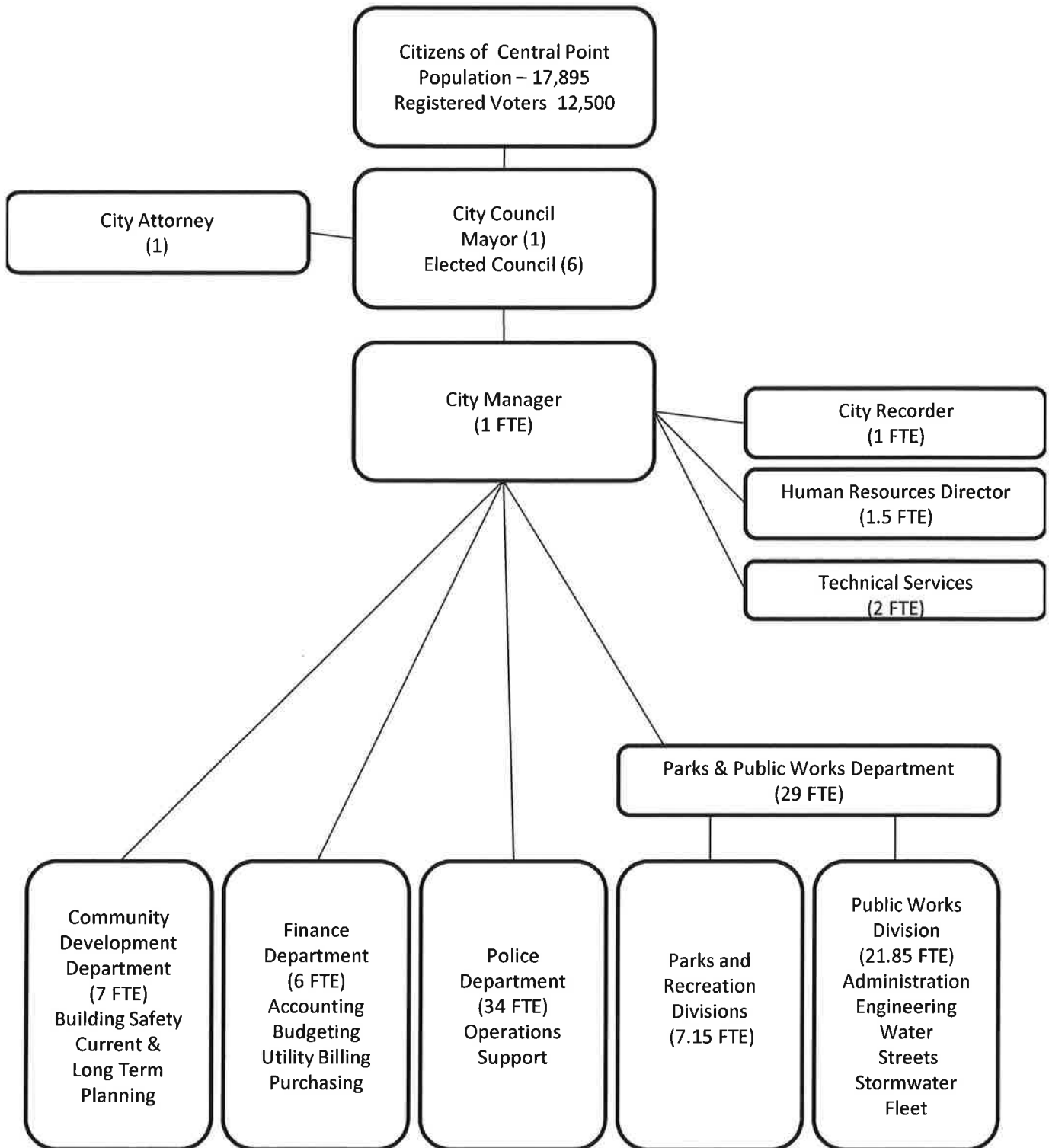
  
Chris Clayton, City Manager

  
Steve Weber, Finance Director

# City of Central Point

81.50 FTE

For The Biennial Budget 2019/2021



## The Budget Process

According to Oregon Law (ORS 294), the City of Central Point must prepare and adopt a balanced budget annually.

In January, meetings are held with department heads, the Mayor, and City Council to set goals and priorities for the upcoming year. In April, a preliminary budget is prepared and presented to the Budget Committee, which, by law, is comprised of the Mayor, City Councilors, and seven citizen members.

A summary of the recommended budget is published in the local newspaper. The City Council holds a public hearing prior to July 1, which may result in further changes. If a change will increase property taxes or increase expenditures within a fund by more than ten percent or \$5,000, whichever is greater, the budget must be referred to the Budget Committee. The City Council adopts the budget and levies taxes prior to June 30 each year. The adopted budget is filed with the county clerk and the State of Oregon; the Property Tax Levy is certified to the County Assessor by July 15 each year.

## The Budget Amendment Process

Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. The City Council may adopt resolution changes that decrease one existing appropriation and increase another. Certain changes of ten percent or less to any fund require a supplemental budget. Changes over ten percent to any fund require a supplemental budget process similar to the annual budget requiring a public hearing. Further detail may be found in ORS 294.

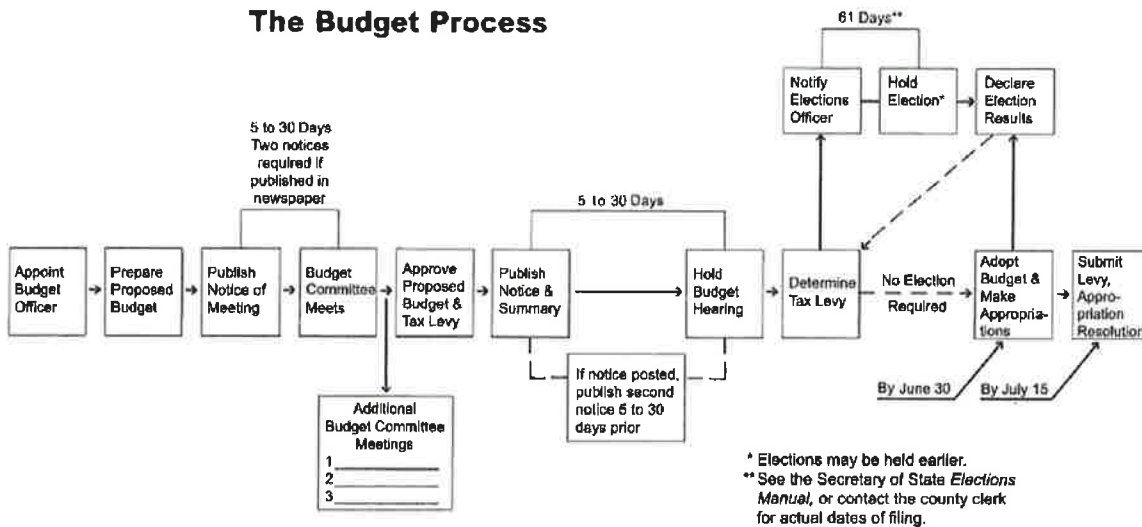
## The Budget Committee

The Budget Committee is comprised of the Mayor, City Councilors, and seven citizen members appointed by the governing board.

The appointed members:

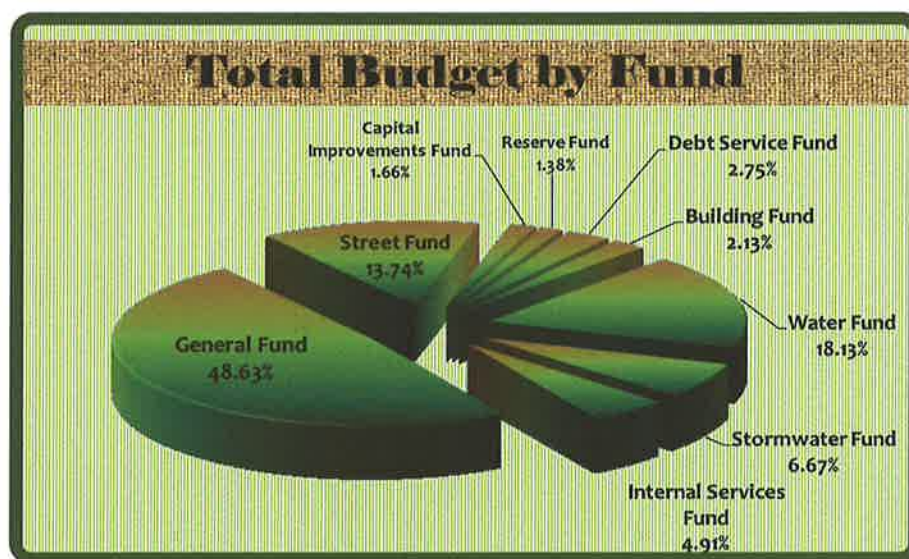
- Must live in the City of Central Point
- Cannot be officers, agents, or employees of the local government
- Can be spouses of officers, agents, or employees of the Municipality
- Serve three-year terms that are staggered so that approximately one-third of the terms end each year

### The Budget Process



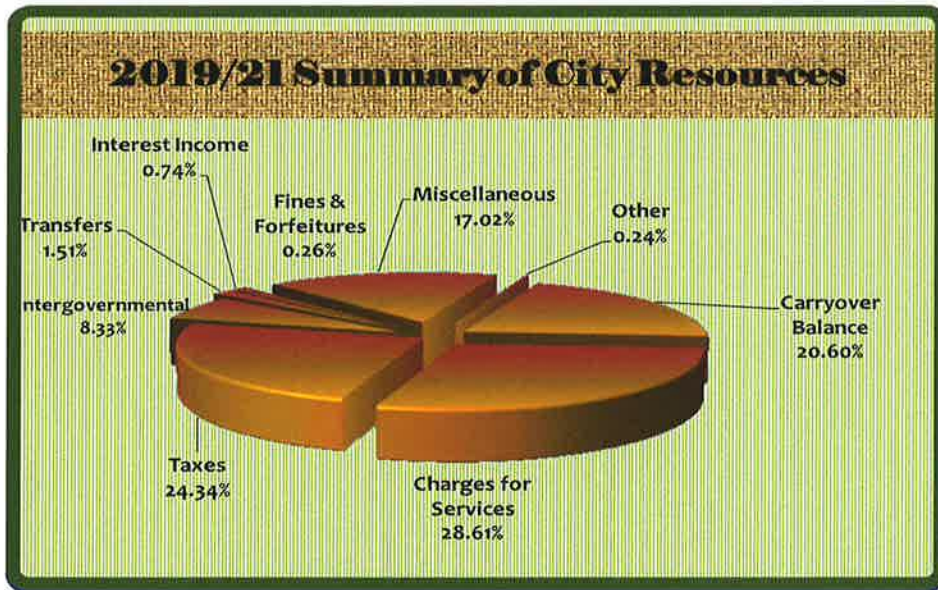


Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
General Fund Revenues	11,543,693	12,512,016	22,275,153	32,668,295
HTCU Fund Revenues	126,600	106,600	78,842	0
Street Fund Revenues	3,923,631	6,175,694	8,511,954	9,232,640
Housing Fund Revenues	0	0	0	0
Capital Improvements Fund Revenues	362,190	411,400	1,219,462	1,117,650
Reserve Fund Revenues	601,278	689,618	766,046	925,725
Debt Service Fund Revenues	612,239	4,340,324	1,333,906	1,850,885
Building Fund Revenues	524,907	629,525	965,782	1,429,550
Water Fund Revenues	5,260,369	10,755,605	9,498,047	12,178,825
Stormwater Fund Revenues	1,870,149	1,976,832	2,924,375	4,480,044
Internal Service Fund Revenues	1,432,087	1,599,207	3,002,007	3,300,245
<b>Total Revenues by Fund</b>	<b>26,257,144</b>	<b>39,196,821</b>	<b>50,575,574</b>	<b>67,183,859</b>

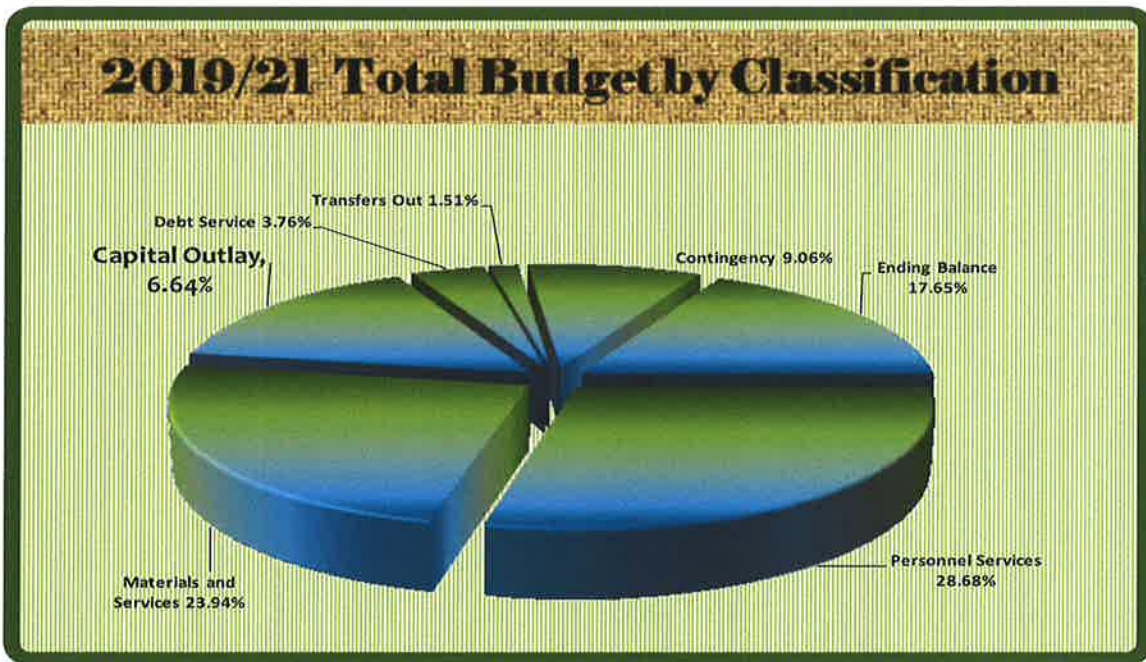


## Summary of City Resources

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Carryover Balance	9,308,136	10,070,593	11,699,968	13,839,879
Taxes	6,712,281	6,931,455	14,642,000	16,350,500
Fees, Licenses and Permits	65,863	63,910	130,000	160,020
Intergovernmental	1,679,418	1,756,146	3,738,620	4,495,560
Charges for Services	7,814,891	9,480,330	18,436,966	19,222,815
Fines and Forfeitures	84,679	72,908	167,000	172,000
Special Assessments	5,180	62,892	44,000	0
Interest Income	73,229	136,939	173,278	494,100
Miscellaneous	235,268	6,653,315	873,000	11,432,000
Transfers In	278,200	259,050	670,742	1,016,985
<b>Grand Total</b>	<b>26,257,144</b>	<b>35,487,538</b>	<b>50,575,574</b>	<b>67,183,859</b>



Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Personnel Services	7,262,710	7,525,302	17,698,850	19,269,705
Materials and Services	6,671,616	6,866,903	14,880,500	16,084,550
Capital Outlay	979,519	1,132,800	6,333,000	10,344,560
Debt Service	984,291	5,792,754	2,254,036	2,528,885
Transfers Out	255,200	259,050	610,742	1,016,985
Contingency	0	0	540,160	6,083,600
Ending Balances	10,060,405	13,967,223	8,198,286	11,855,574
<b>Total by Classification</b>	<b>26,213,741</b>	<b>35,544,031</b>	<b>50,515,574</b>	<b>67,183,859</b>



## Summary of Personnel

Historical Positions	2015 Adopted	2015/17 Adopted	2017/19 Adopted	2019/21 Adopted
Administration	5.50	5.50	5.00	5.50
Finance	6.00	6.00	6.00	6.00
Parks and Recreation Department	6.15	6.15	7.15	7.15
Building	1.50	2.00	2.00	2.00
Planning	3.00	4.50	4.50	5.00
Police Department	30.00	31.00	31.00	34.00
Public Works	20.85	19.85	19.85	21.85
<b>Total</b>	<b>73.00</b>	<b>75.00</b>	<b>75.50</b>	<b>81.50</b>



## Summary of Employee Groups

Positions	2015 Adopted	2015/17 Adopted	2017/19 Adopted	2019/21 Adopted
Management (Nonrepresented)	19.00	19.00	19.00	20.50
Police Bargaining Unit	22.00	23.00	23.00	26.00
General Service Bargaining Unit	31.00	32.00	33.00	35.00
Other Nonrepresented	1.00	1.00	0.50	0.00
<b>Grand Total</b>	<b>73.00</b>	<b>75.00</b>	<b>75.50</b>	<b>81.50</b>



## OVERVIEW

General Fund accounts for the general administration and financial operations of the City not accounted for in any other fund. Principal sources of revenue are property taxes, fund carryover, franchise fees, and state shared revenues. Expenditures are for primary general government operations.

Total taxes (shown in the graph below) consist of hotel/motel tax, franchise fees and property taxes. All these taxes combined amount to 48.56% of general fund revenues. Of these, property taxes remain the single largest source of revenue for the City. In the 2019/21 biennium, total budgeted property taxes of \$12,045,000 comprise 36.87% of general fund resources. Hotel/motel taxes, which amount to 3% of the general fund revenues, are gradual but steadily increasing as the economy continues to rebound.

The current property tax rate for the city is \$4.47 per thousand of assessed values. Although the City of Central Point has taxing authority of \$5.83 per thousand of assessed values, the City has not imposed the full tax authority since fiscal year 2001. Oregon state statutes allow for existing assessed values to increase up to 3.0% per year per property, not to exceed market value. The decline of real market value during the Great Recession resulted in the "gap" between assessed values and real market values to shrink considerably. For example, in fiscal year 2008, assessed values in Central Point were 52.5% of real market values; and in fiscal year 2015 assessed values are 84.9% of real market values. After several years of budgeting for a very conservative 3.0% increase, this budget assessed values are projected to increase by a moderately conservative 4.5%. This budget also includes an increase in the collection rate of property taxes to 97.0% whereas it has been at 95.0% for several years.

In addition to being an important source of revenue, the carryover is an indicator of the health of the fund - and as such is preserved through vigilant observance of the council's adopted financial policy guidelines. The estimated beginning carryover for the 2019/21 biennial budget is 12.25% of annual revenues; with the biennium ending carryover estimated to be 8.81%. Also in accordance with the City's current financial policies, the beginning and the ending carryovers, plus general contingency, are calculated on annual revenues.

A major part of the General Fund biennial budget is the construction of the Central Point Community Center. On the revenue side, debt financing of the \$8,000,000 (24.49%) cost has been included as a revenue source. Due to the unknown timing of the construction process, \$4,000,000 has been added to the general contingency figure.

Total franchise fees of \$2,458,000 equal 7.53% of general fund revenues, which has shown a steady increase since the general utility fee was adopted by City Council in March 2015.

Within charges for service, overhead fees are a significant resource - accounting for 4.7% of total revenues. These fees are for internal services for other departments, and cover overhead costs associated with city administration including attorney services and risk management, financial services including payroll, accounts payable and audit, technology, and mayor and council support. Also included in this biennial budget is a proposed \$3 per month increase to the parks fee. This increase will be used to fund operating costs of the aforementioned Central Point Community Center.

Intergovernmental consists of state shared revenues, jurisdictional exchange, grants, and asset forfeiture revenue. Together, these revenues make up 4.2% of the total general fund revenues. Following historical trends and the state's advice regarding state shared revenues, we budgeted 98% of the estimate provided by the State.

## General Fund - Revenues

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Business license revenues have been fairly consistent for several years. In July of 2014, the base cost of a business license went from \$50 to \$60; the first increase in the fees since June 2001. This change has added approximately \$7,000 per year. Due to a continuing economic recovery as well as anticipated commercial development, we are projecting a slight increase in business license revenue.





*General Fund - Revenues*

Description	2015/16 Actual	2016/17 Actual	2017/19 Biennial Budget	2019/2021 Adopted Biennial Budget
Property Tax - Current	4,747,053	4,912,032	10,545,000	12,045,000
Property Tax - Prior Years	142,464	167,539	350,000	350,000
Hotel/Motel Room Tax	481,514	440,783	890,000	1,010,700
Franchise - Cable TV	154,096	156,312	320,000	303,800
Franchise - Electric	542,801	546,229	1,128,000	1,125,000
Franchise - Garbage	140,341	154,277	305,000	391,000
Franchise - Natural Gas	171,009	190,321	365,000	380,000
Franchise - Communications	41,955	41,237	90,000	69,000
Franchise - General Utility License Fee	51,049	82,724	163,000	190,000
<b>Total Taxes</b>	<b>6,472,281</b>	<b>6,691,455</b>	<b>14,156,000</b>	<b>15,864,500</b>
Business License	61,533	59,025	122,000	150,020
Business License Misc.	3,275	3,630	6,000	7,000
Liquor License	1,055	1,255	2,000	3,000
<b>Total Licenses &amp; Fees</b>	<b>65,863</b>	<b>63,910</b>	<b>130,000</b>	<b>160,020</b>
Federal Grants - Police OT Reimbursement	0	0	0	50,000
State Grants	6,841	0	0	0
State 911 Telephone Tax	0	0	0	0
State Cigarette Tax	21,244	24,029	40,300	41,550
State Liquor Tax	250,604	268,922	540,280	665,520
State Marijuana Tax	0	0	52,320	0
State Revenue Sharing	151,544	165,749	420,700	465,200
Jurisdictional Exchange - School Dist.#6	54,690	56,300	116,060	120,650
Asset Forfeiture Revenue	0	28,879	60,000	36,000
<b>Total Intergovernmental</b>	<b>484,923</b>	<b>543,879</b>	<b>1,229,660</b>	<b>1,378,920</b>
City Overhead fees	833,000	833,000	1,517,000	1,535,600
Urban Renewal Services	10,000	0	20,000	0
Lien Search Fees	13,775	14,950	28,000	30,000
Park Use Fees	15,375	16,045	32,000	32,000
Planning Services	52,887	88,775	150,000	118,400
Police Services	3,495	8,791	9,000	25,000
Public Safety Fee	80,632	84,681	170,000	172,000
Park & Recreation Fee	83,701	84,669	170,000	430,000
Recreation Fees	86,159	70,124	92,000	90,000
Administrative Fees	21,759	68,423	40,000	54,000
Vehicle Towing	2,025	2,475	4,000	4,600
<b>Total Charges for Service</b>	<b>1,202,808</b>	<b>1,271,933</b>	<b>2,232,000</b>	<b>2,491,600</b>
Municipal Court Fines	49,784	40,850	100,000	115,000
Municipal Court Collection Int	18,431	23,414	27,000	27,000
District Court Fines	16,464	8,644	40,000	30,000
Court Fees - Diversion/Administrative	0	0	0	0
<b>Total Fines &amp; Forfeitures</b>	<b>84,679</b>	<b>72,908</b>	<b>167,000</b>	<b>172,000</b>

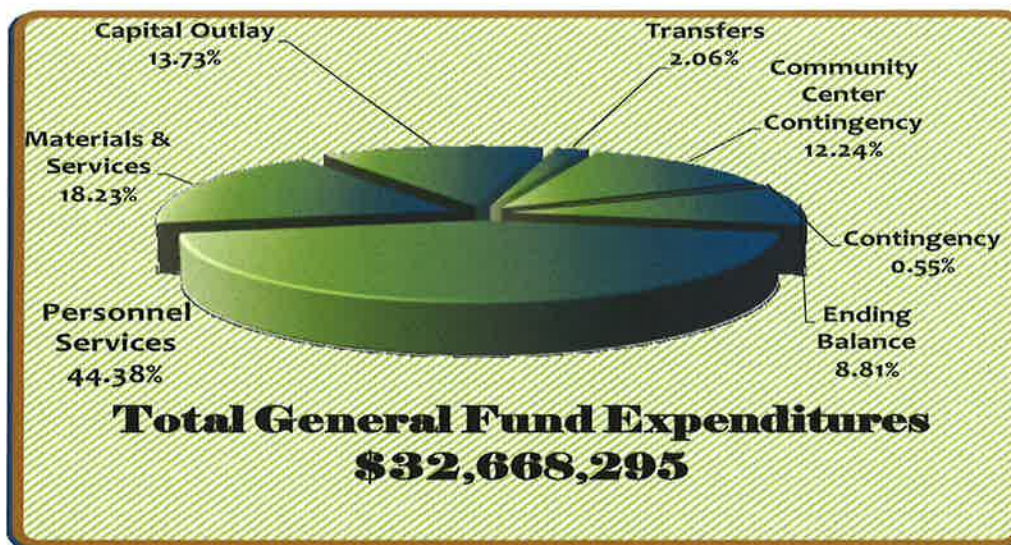
*General Fund - Revenues*

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Description	2015/16 Actual	2016/17 Actual	2017/19 Biennial Budget	2019/2021 Adopted Biennial Budget
Interest Income	35,242	58,825	68,000	174,500
Loan Interest Income - UR Loan	2,500	0	5,000	0
<b>Total Interest Income</b>	<b>37,742</b>	<b>58,825</b>	<b>73,000</b>	<b>174,500</b>
Miscellaneous Revenue	66,353	240,812	225,000	245,000
Debt Financing - Community Center	0	0	0	8,000,000
Parks & Recreation Events	21,344	42,312	92,000	120,000
Parks & Recreation Donation/Grants	41,993	151,299	2,000	0
Police Donations/Grants	1,716	5,395	3,000	30,000
Police - DARE Donations	5,450	10,334	13,000	30,000
<b>Total Miscellaneous</b>	<b>136,856</b>	<b>450,151</b>	<b>335,000</b>	<b>8,425,000</b>
Transfers In - HTCU	20,000	0	0	0
<b>Total Transfers</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Carryover Balance	3,038,542	3,358,956	3,952,493	4,001,755
<b>Total Carryover Balance</b>	<b>3,038,542</b>	<b>3,358,956</b>	<b>3,952,493</b>	<b>4,001,755</b>
<b>TOTAL REVENUES</b>	<b>11,543,693</b>	<b>12,512,016</b>	<b>22,275,153</b>	<b>32,668,295</b>

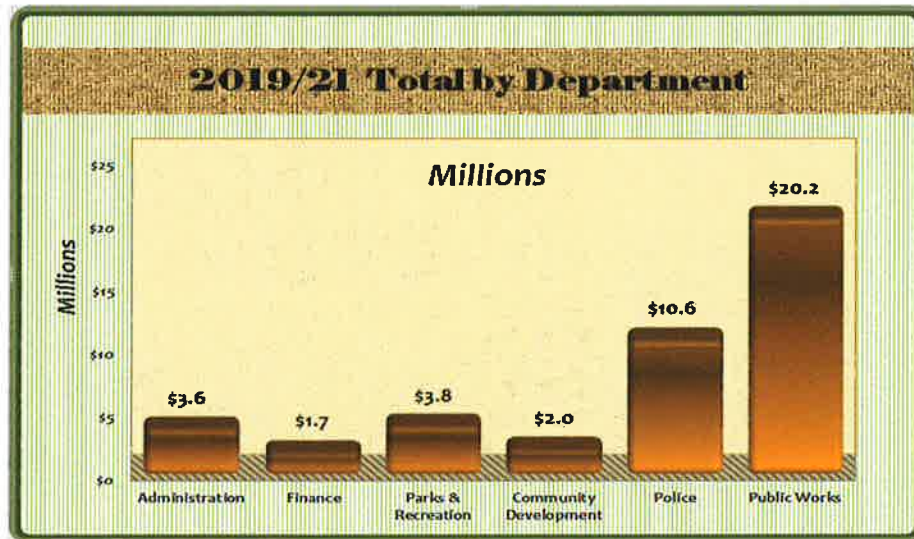
General Fund - Summary

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Personnel Services	5,390,484	5,631,982	13,162,651	14,498,540
Materials & Services	2,582,873	2,573,060	5,708,300	5,956,350
Capital Outlay	94,573	304,926	432,000	4,485,000
Transfers	106,250	106,600	246,100	671,485
Contingency	0	0	180,000	4,180,000
Ending Balance	3,369,514	3,895,448	2,546,102	2,876,920
<b>Total</b>	<b>11,543,693</b>	<b>12,512,016</b>	<b>22,275,153</b>	<b>32,668,295</b>

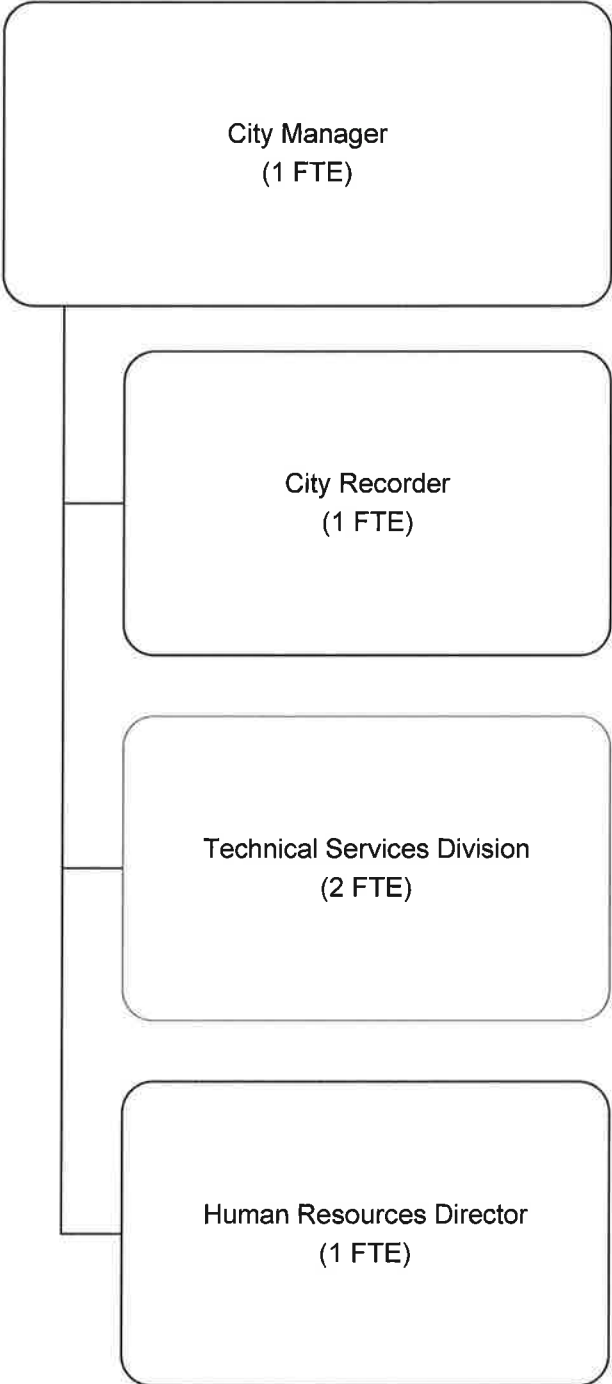


# General Fund - Summary

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
General Fund - Administration	709,798	675,951	1,577,835	1,728,290
General Fund - City Enhancement	149,134	160,263	409,000	422,000
General Fund - Technical Services	574,088	533,265	1,224,130	1,279,910
General Fund - Mayor & Council	45,473	51,550	130,000	183,780
General Fund - Finance	770,925	734,996	1,620,539	1,733,050
General Fund - Parks	821,068	1,114,410	2,159,402	2,109,300
General Fund - Recreation	411,271	440,274	1,004,180	1,066,140
General Fund - Planning	456,097	537,625	1,250,530	1,395,060
General Fund - Police	4,005,654	4,121,417	9,580,335	10,614,360
General Fund - Interdepartmental	124,421	140,217	347,000	283,000
Transfers	106,250	106,600	246,100	671,485
Contingency	0	0	180,000	4,180,000
Ending Balance	3,369,514	3,895,448	2,546,102	2,876,920
<b>Total</b>	<b>11,543,693</b>	<b>12,512,016</b>	<b>22,275,153</b>	<b>28,543,295</b>



**Administration Department  
(5 FTE)**





### OVERALL GOAL

**City Manager** – It is the mission of the City Manager to serve as Chief Administrative officer of the City; to provide administrative oversight of all city departments, service and activities in conformance with Council Policies, goals, and community visions; to analyze policy issues and advise the Council; and to effectively communicate with council, citizens and employees of the City.

**City Recorder** – It is the mission of the City Recorder to provide clerical support to the Mayor, City Council, and City Manager; to accurately maintain the legal record of the actions of the City Council and all boards and commissions to ensure the preservation and accessibility of information; to serve as Records Management official and provide assistance in response to citizen and interdepartmental information research needs; and to serve as elections official for the City of Central Point.

**Human Resources Director** - It is the mission of Human Resources Director to provide professional expertise in the recruitment, development, and leadership of a highly qualified, well-trained work force for the City of Central Point.

**Human Resources Assistant** - Under the general direction of the Human Resources Director/Risk Manager the Human Resources Assistant performs a wide variety of complex, professional work in areas relating to safety and risk management training, labor relations, and employee relations.

### Key Objectives – City Manager

- Provide key information to the Mayor and Council to enable fulfillment of their stated goals and objectives
- Provide proactive leadership and effective administrative oversight for all departments
- Continuously strive for improved economic development, public services and customer satisfaction
- Promote public information efforts and activities
- Seek State and Federal funding/support for City of Central Point proposals
- Foster communication and inter-governmental cooperation with regional agencies
- Provide administration and staff support for Central Point's Development Commission/Agency

### Key Objectives – City Recorder

- Improved accessibility via technology to Ordinances, Resolutions, Archived Records and Municipal Code Book
- Reduction in physical storage requirements for official records
- Provide administrative support to the city manager, city council and various city appointed boards/commissions
- Promote public information through all forms of communication

### Key Objectives – Human Resources Director / Safety Training Specialist

- Serve as a resource to city management staff on personnel matters
- Serve as a resource to city staff on employment and benefits
- Implement an effective performance appraisal system
- Oversee recruitment and selection process
- Promote workplace safety and strive to reduce liability and risk to the City
- 

### Key Performance Measures

**Administration**

- Complete annual management/department performance evaluations
- Conduct weekly management team meetings to review services and current events
- Continuously research and develop new resources and efficiencies
- Conduct citizen survey on a bi-annual basis
- Certification of election results
- Provide digital documents for easy access by staff and public
- Provide records management advice to departments for archive and destruction of old documents
- Publish the newsletter to monthly providing helpful information regarding city events and information
- Community/Media Outreach

**Personnel Actions**

- Number of positions filled
- Number of separations from employment
- Percentage of annual performance evaluations completed on time

**Employee Benefits**

- Percentage of employees participating in voluntary benefits (deferred comp, flexible spending, voluntary life, supplemental insurance)
- Amount of tax savings for employees and city from flexible spending account participation

**Risk Management**

- Number/cost of property/liability claims filed
- Number/cost of Worker's Comp claims filed
- Hours of safety training completed

**City Council/Development Commission**

- Provide Council with information and updates regarding Council directed goals and current events
- Coordinate with the Mayor and Council regarding inter-governmental cooperation
- Develop and review City Council/Development Commission agenda packets
- Provide a comprehensive agenda packet in a timely manner
- Post timely notices for public hearings and meetings allowing adequate notification for citizens
- Post electronic versions of agendas and minutes for Council, Commissions, and Committees on the website for access by the citizens of Central Point

**Intergovernmental Agencies/Organizations**

- Actively network with management groups, other government agencies and organizations for the purpose of supporting the community at-large and promoting City programs and projects
- Secure state and/or federal funding for City projects and proposals
- Communication/Public information
- Facilitate communication between City Department, City Council, and the Community
- Utilize a variety of communication methods to distribute City of Central Point information including publishing and mailing the City newsletter, electronic information (city website), and social media

**2019-2021 Administration Department Goals**

- Continued Financial Stability
- Economic Development
- Public Engagement / Community Outreach
- Inter-Agency Coordination
- Updated Strategic Plan
- Facilities Modernization
- Proactive Business Engagement
- City Council Information
- Urban Renewal Oversight
- Staff Development and Retention
- Central Point Community Center Project Support
- Urban Growth Boundary Expansion Support
- Affordable Housing
- Organizational Leadership/Culture

*General Fund - Administration*

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	340,560	305,020	649,405	714,400
Part-time Wages	0	189	30,000	34,340
City Taxes and Benefits	165,877	156,448	389,930	458,050
<b>Total Personnel Services</b>	<b>506,437</b>	<b>461,657</b>	<b>1,069,335</b>	<b>1,206,790</b>
City Facilities Rental	24,000	24,000	48,000	48,000
Advertising/Legal Notices	6,197	6,281	13,000	10,000
Bank Fees	0	0	0	0
Lease/Rentals	5,660	5,603	11,500	12,750
Travel/Training	13,477	18,286	30,000	42,000
Professional/Legal Services	101,148	110,125	263,000	265,000
Contract Services	29,725	26,976	70,000	80,000
Employee Involvement Programs	9,783	5,785	20,000	20,000
●CP Social Committee	0	0	0	0
Equipment Repair/Maintenance	0	0	2,000	0
Books/Publications	643	5,571	7,000	5,000
Dues/Licenses	5,810	5,644	13,000	12,000
Food	2,066	1,860	5,000	5,000
Office/Shop Supplies	2,012	1,738	7,000	6,000
Postage	906	355	6,000	5,750
Sm. Equip/Tools/Furniture	1,357	1,466	5,000	6,000
Phone/Internet	576	604	8,000	4,000
<b>Total Materials &amp; Services</b>	<b>203,361</b>	<b>214,294</b>	<b>508,500</b>	<b>521,500</b>
<b>Total Administration</b>	<b>709,798</b>	<b>675,951</b>	<b>1,577,835</b>	<b>1,728,290</b>

### OVERALL GOAL

It is the mission of the City of Central Point to build and maintain a highly livable community by working in harmony and being a catalyst for partnership with all members of the community, public and private.

### KEY OBJECTIVES

- A clean and attractive city with parks, open spaces and recreational opportunities
- Planned growth that will retain our small town atmosphere
- Professional service-oriented public safety policy to promote safety and security
- Transportation and infrastructure system that is modern, efficient and environmentally sensitive
- Provide the highest level of service possible in the most efficient and responsible manner
- Identify and leverage mutually advantageous marketing and tourism promotion opportunities with local partners
- Foster City of Central Point / Central Point Chamber of Commerce relations

### KEY PERFORMANCE MEASURES

- Programs are in place to promote a clean and attractive city
- Use Hotel/Motel tax to promote tourism and therefore support Central Point businesses
- Assist the income challenged residents of our city
- Provide entertainment in City parks
- Establish a recognized brand/image for the City
- Promote the City's 'user friendly' reputation amongst the development, building and business communities





Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Community Events	9,514	1,870	24,000	23,000
Downtown Revitalization	18,091	16,253	65,000	60,000
City Financing/Loans	0	0	0	0
Utility Discount	9,966	9,155	56,000	65,000
BOB Donation to P&R Foundation	0	0	20,000	0
Food and Friends Program	12,000	12,000	24,000	24,000
Tourism Promotion	99,565	120,985	220,000	250,000
<b>Total Materials &amp; Services</b>	<b>149,134</b>	<b>160,263</b>	<b>409,000</b>	<b>422,000</b>
<b>Total City Enhancement</b>	<b>149,134</b>	<b>160,263</b>	<b>409,000</b>	<b>422,000</b>



### OVERALL GOAL

Technical Services Division primary goal is to ensure the city's core technology infrastructure operates consistently and efficiently while also providing technology related services to all departments in support of their unique applications & goals.

### KEY OBJECTIVES

- Update the City's Shortel phone system to the latest 14.2 version.
- Security camera upgrades at City Hall, Don Jones, War Memorial, & Police Department
- Refresh city website.
- Upgrade entire fleet of police vehicle computers.
- Upgrade 10 year old desktop computers across all city departments.
- Implement a new Police Records Management System in collaboration with Medford PD.

### KEY PERFORMANCE MEASURES

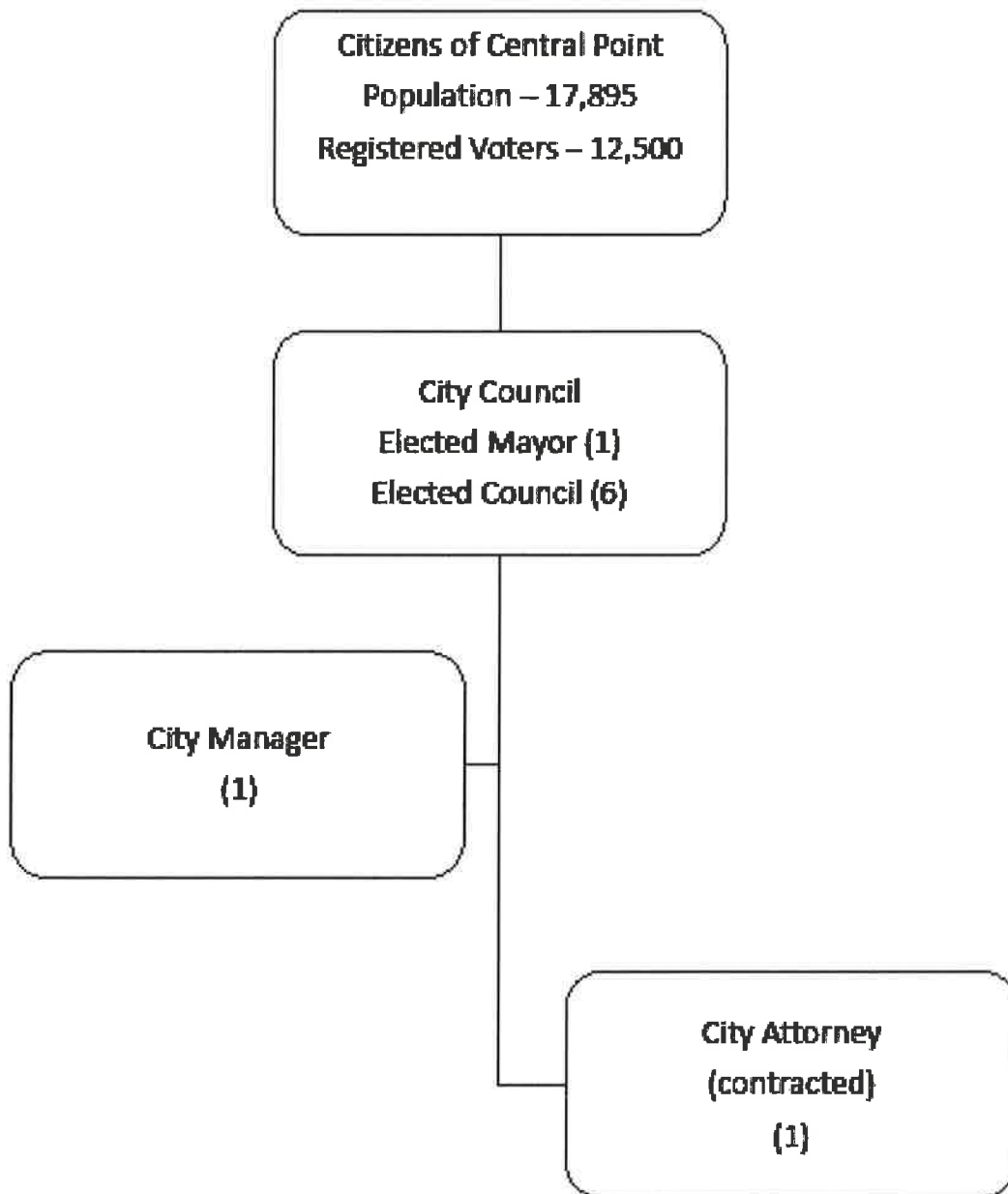
- Update phone system to leverage new phone workflow features.
- Leverage a hosted platform for security camera feeds to allow departments to view camera feeds from anywhere.
- Update the overall visual appearance and restructure the pages to allow for easier access to commonly used content.
- Refresh police vehicle computers to run the required Windows 10 operating system and standardize models for ease of management.
- Upgrade old desktop computers to centrally managed thin clients to ease daily management.
- Collaboratively implement a new RMS system to reduce report writing time for Central Point officers and streamline data entry for Police Support Specialists.



*General Fund - Technical Services Division*

Description	2015/16 Actual	2016/17 Actual	2017/19 Biennial Budget	2019/2021 Adopted Biennial Budget
Salaries & Wages	165,531	173,245	379,440	400,210
Overtime Wages	203	225	6,000	3,000
City Taxes and Benefits	70,090	74,897	186,190	206,900
<b>Total Personnel Services</b>	<b>235,824</b>	<b>248,368</b>	<b>571,630</b>	<b>610,110</b>
City Facilities Rental	10,000	10,000	20,000	20,000
Travel/Training	18,751	3,832	20,000	26,000
Professional Services	1,176	1,617	10,000	8,000
Contract Services	475	1,234	5,000	4,000
Computer Software Maintenance	115,817	132,568	316,500	372,000
Books/Publications	0	22	1,000	400
Computer Hardware/Software	92,022	56,069	111,500	100,000
Dues/Licenses	299	199	500	400
Office/Shop Supplies	750	581	2,000	1,000
Sm. Equip/Tools/Furniture	700	697	4,000	2,000
Phone/Internet	25,647	23,861	62,000	56,000
<b>Total Materials &amp; Services</b>	<b>265,636</b>	<b>230,680</b>	<b>552,500</b>	<b>589,800</b>
Computer Hardware/Software	72,627	54,217	100,000	80,000
<b>Total Capital Outlay</b>	<b>72,627</b>	<b>54,217</b>	<b>100,000</b>	<b>80,000</b>
<b>Total Technical Services</b>	<b>574,088</b>	<b>533,265</b>	<b>1,224,130</b>	<b>1,279,910</b>

**Mayor & City Council**





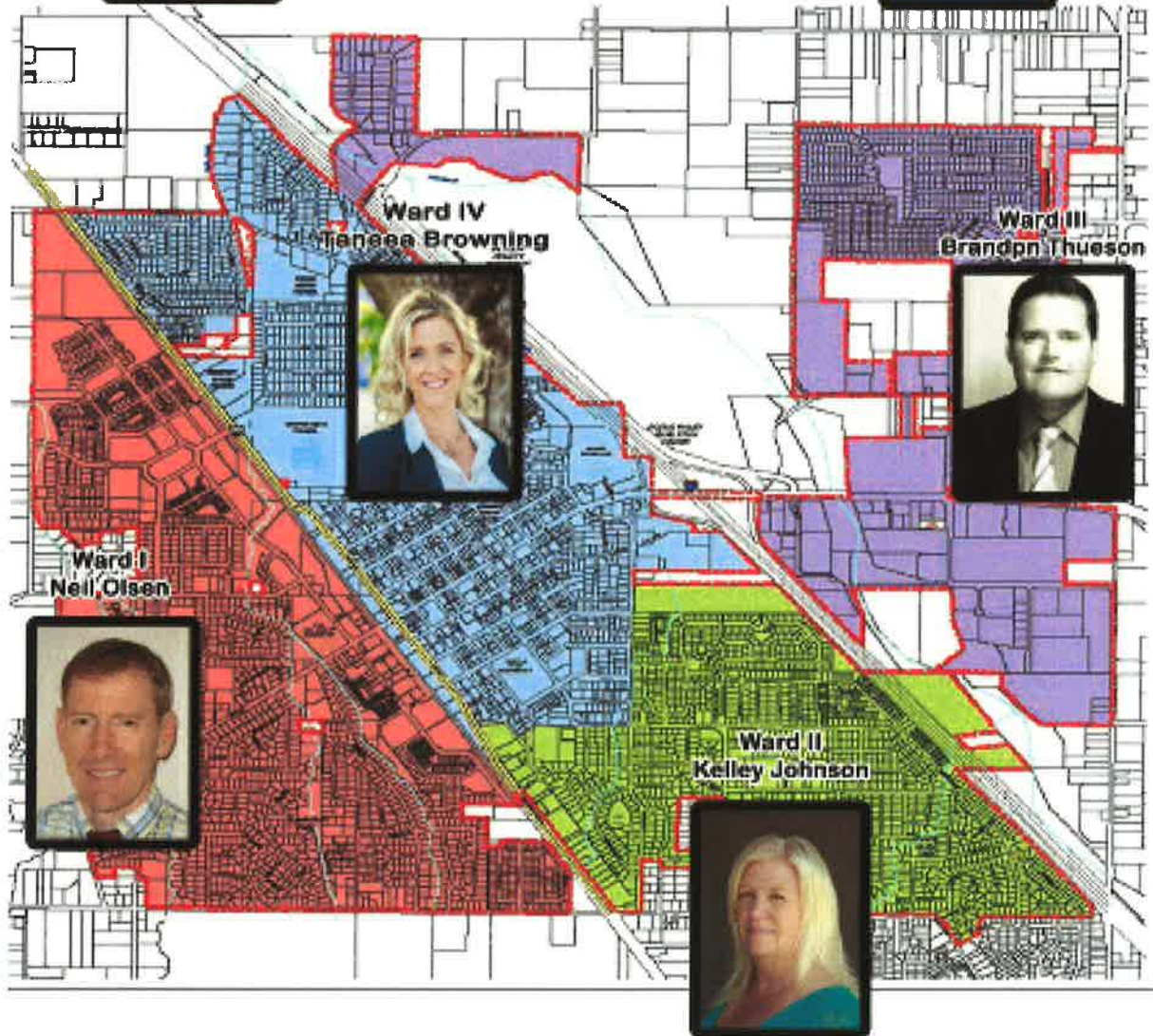
**At Large  
Michael Parsons**



**Mayor  
Hank Williams**



**At Large  
Rob Hernandez**





**MAYOR & COUNCIL 2019-2021**

- **Hank Williams, Mayor**
- **Neil Olsen, Councilor Ward I**
- **Kelly Johnson, Councilor Ward II**
- **Brandon Thueson, Councilor Ward III**
- **Taneea Browning, Councilor Ward IV**
- **Mike Parsons, Councilor At-Large**
- **Rob Hernandez, Councilor At-Large**

**OVERALL GOAL**

The mission of the Mayor and Council is to effectively represent the citizens of Central Point and provide leadership as the policy-making body of the City.

**KEY OBJECTIVES**

- Adopt policies through ordinances and the budget reflecting Council goals, objectives, and community vision
- Ambassadors of the City by maintaining effective communications with citizens
- Maintain relationships with other governmental agencies whose programs affect the City
- Embrace community values
- A pragmatic approach to local government that serves the public interest while offering proactive solutions to our customers

**KEY PERFORMANCE MEASURES**

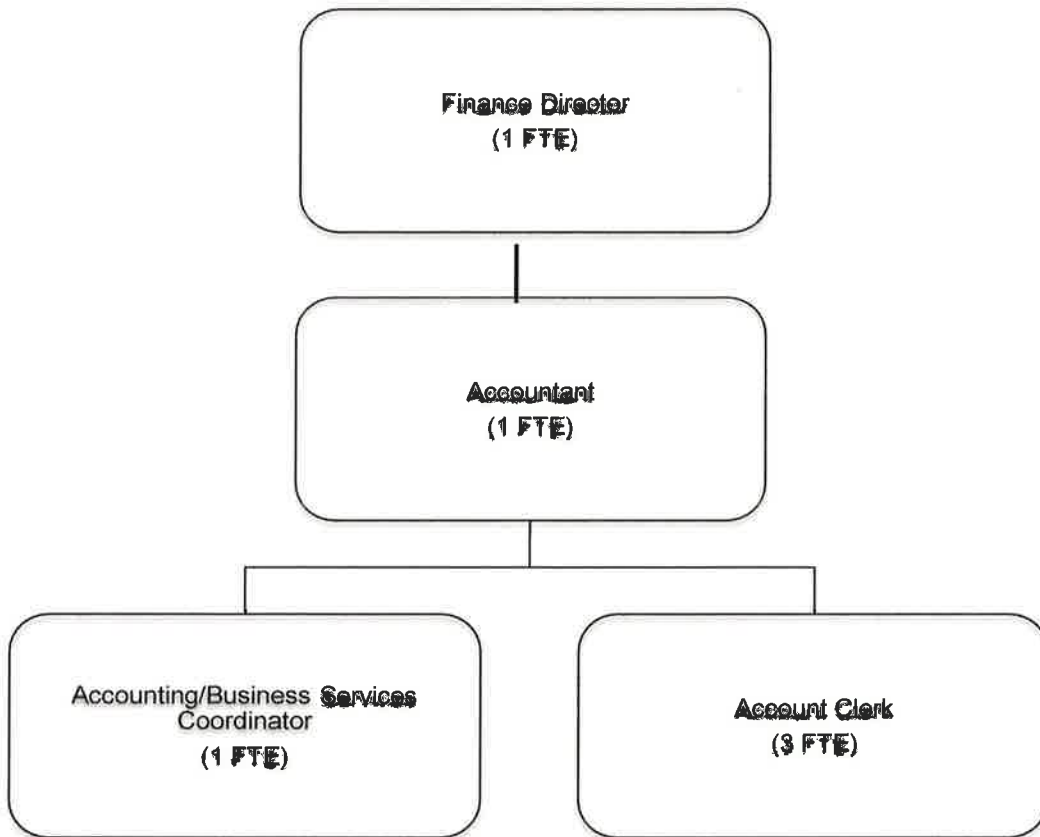
- Planned growth that retains a "small town" atmosphere
- Professional service-oriented public safety practices that promote the safety and security of citizens
- Transportation and infrastructure system that is modern, efficient, and environmentally sound
- Clean and attractive city with parks, open spaces and recreational opportunities
- Highest level of service possible, provided efficiently and responsibly
- Efficient and professional service for the development, building and business communities

*General Fund - Mayor & City Council*

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Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	13,800	14,325	27,600	31,200
City Taxes and Benefits	1,109	1,151	2,400	2,580
<b>Total Personnel Services</b>	<b>14,909</b>	<b>15,476</b>	<b>30,000</b>	<b>33,780</b>
Travel/Training	5,025	4,998	17,000	30,000
Professional Services	0	0	4,000	0
Community Events	142	1,452	15,000	20,000
Dues/Licenses	20,497	23,340	50,000	85,000
Food	1,960	1,990	5,000	5,000
Office/Shop Supplies	1,235	2,013	4,000	4,000
Phone/Internet	1,706	2,281	5,000	6,000
<b>Total Materials &amp; Services</b>	<b>30,564</b>	<b>36,074</b>	<b>100,000</b>	<b>150,000</b>
<b>Total Mayor &amp; Council</b>	<b>45,473</b>	<b>51,550</b>	<b>130,000</b>	<b>183,780</b>

**Finance Department  
(6 FTE)**



## **OVERALL GOAL**

It is the mission of the Finance Department to facilitate informed decision making for the City Council and the organization to improve the City's financial strength and viability for current and future generations, and to provide optimal financial services to a wide range of constituents including the City Council, community members, taxpayers, businesses, agencies and the employees of the City. The Finance Department staff is committed to best practices that provide for timely, accurate, clear and complete information, and ensures that the City's financial resources are collected, protected, invested and distributed in a fiscally responsible manner.

## **Key Objectives**

- To provide professional and cost effective financial services for accounting, debt management, asset management, payroll, accounts payable, accounts receivable, business licenses, grant management, utility billing, purchasing, and municipal court services
- To prepare an exemplary Comprehensive Annual Financial Report (CAFR)
- To develop the City's biennial budget for presentation, review, and the final document
- To protect the policy-making ability of the City Council and City Manager by ensuring that decisions are not controlled by preventable financial problems
- To encourage and facilitate education, information sharing, and teamwork within the department, the City, and Finance professional group in the Rogue Valley

## **Key Performance Measures**

- Number of audit findings
- Award of the GFOA Certificate of Achievement for excellence in financial reporting
- Meet or exceed the fund balance carryover threshold as set in the Financial Policy
- Number of hosted in-house trainings for Staff and meetings of the RVFO Group
- Changes in software or work processes that improve cost/time efficiency and provide for transparency in reporting

## **2019/2021 Department Goals**

- GFOA Certificate of Achievement national "Excellence in Financial Reporting" annual award
- Zero audit findings: oversight and perfecting of processes, internal controls, and accounting to prevent material findings
- Review and update written Finance procedures for front office internal controls and work flow, as needed, to keep up changing standards, regulations, and/or "best practices"
- Review and update content of Finance information on website
- Review and update ordinances relating to Finance
- Continue annual hotel tax audit, on a rotational basis, using professional services and staff time
- Continue to implement Laserfiche enhancements to improve finance processes
- Continue the facilitation of Rogue Valley Finance Officers Group meetings and peer relationships

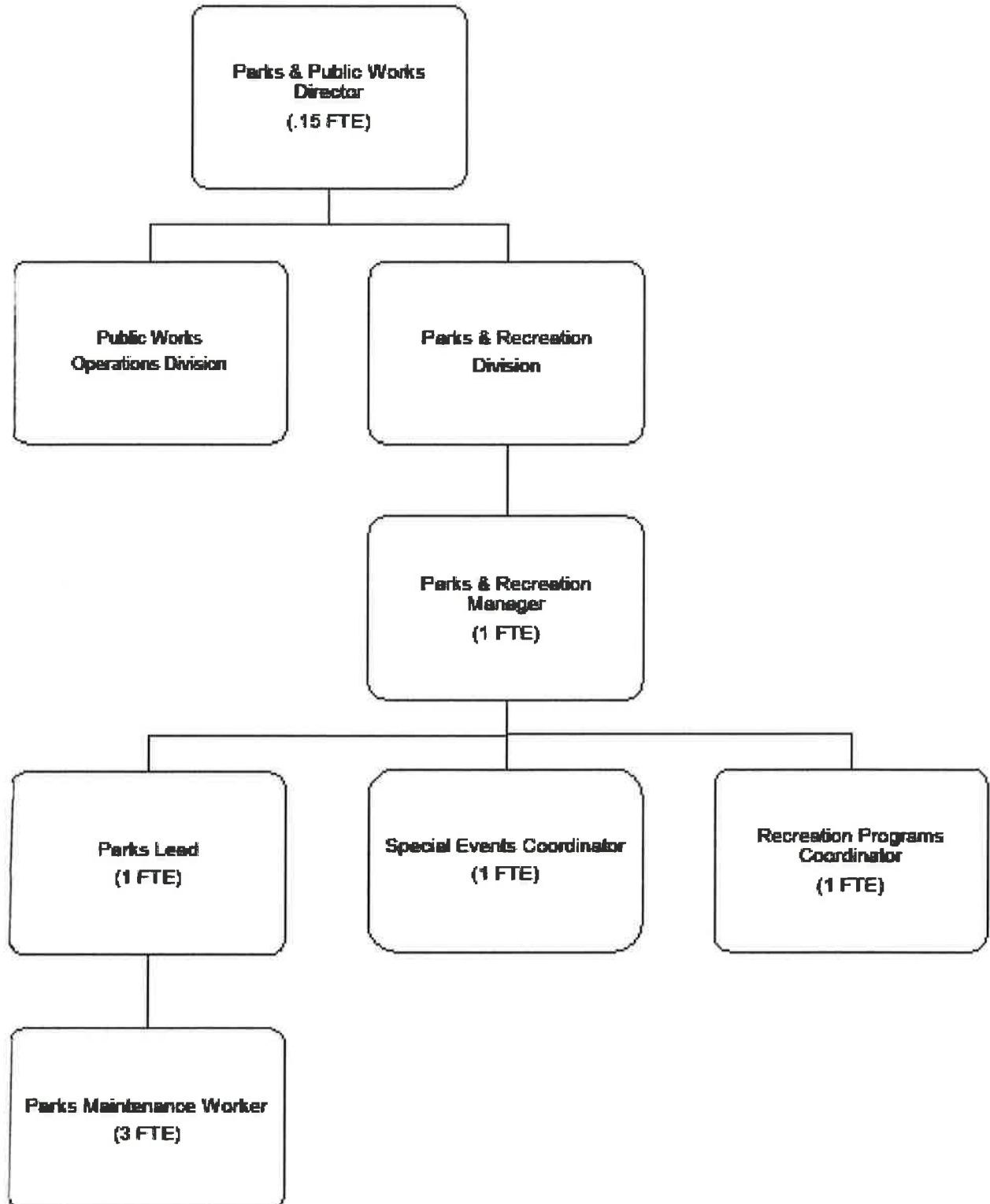
*General Fund - Finance*

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	364,820	346,617	746,399	799,640
Overtime Wages	854	345	2,000	2,500
Part-time Wages	0	0	0	0
City Taxes and Benefits	193,465	192,276	469,340	517,010
<b>Total Personnel Services</b>	<b>559,140</b>	<b>539,239</b>	<b>1,217,739</b>	<b>1,319,150</b>
City Facilities Rental	34,700	34,700	69,400	69,400
Advertising/Legal Notices	1,210	169	2,600	2,600
Bank/VISA Fees	48,322	52,424	100,000	133,500
Printing/Binding	14,958	1,560	29,000	11,500
Travel/Training	8,365	3,823	15,000	14,000
Professional Services	54,309	39,102	78,000	80,000
Contract Services	9,468	21,171	29,000	20,000
Equipment Repair/Maintenance	0	35	1,000	1,000
Dues/Licenses	2,750	2,170	6,000	8,000
Office/Shop Supplies	1,443	2,417	6,200	5,000
Postage	34,245	34,557	62,000	59,000
Sm Equip/Tools/Furniture	675	2,034	2,000	7,500
Phone/Internet	1,339	1,597	2,600	2,400
<b>Total Materials &amp; Services</b>	<b>211,786</b>	<b>195,757</b>	<b>402,800</b>	<b>413,900</b>
<b>Total Finance</b>	<b>770,925</b>	<b>734,996</b>	<b>1,620,539</b>	<b>1,733,050</b>





**Parks & Recreation Division  
(7.15 FTE)**



### **OVERALL GOAL**

Provide landscape management for 13 parks, 140 acres of green space and 1.5 miles of trail system to provide safe, attractive, and modern places for public recreation activities. Preserve, enhance, and protect all green spaces in Central Point to enrich the quality of life for present and future generations.

### **KEY OBJECTIVES**

- Implementation of a computer software program that can track maintenance and infrastructure needs in parks and green spaces
- Evaluation of current maintenance practices to ensure that park standards are in alignment with best practices for park maintenance.
- Work with schools and civic organizations to provide projects in an effort to increase a sense of ownership and commitment to parks facilities which can reduce vandalism.
- Continue work on partnership that will help reduce invasive species throughout the park system
- Work with Storm Water Specialist to ensure that plantings meet with guidelines along stream beds and help to maintain the Tree City USA designation
- Increase web presence with Facebook, twitter, and you tube.
- Continue work to meet guidelines set in ADA Plan to finalize replacement of non-compliant fall material in parks
- Continue Tree City USA program which includes an Arbor Day event and tree awareness

### **KEY PERFORMANCE MEASURES**

- Evaluate current maintenance contracts to ensure quality and cost effectiveness
- Show improvement in park efficiencies in maintenance practices
- Provide evidence of increase in citizen, business and agency partnerships which reduce costs and reliance on general fund dollars
- Tracking for customer concerns, compliments and maintenance issues to improve delivery of services through parks department

### **DEPARTMENTAL CAPITAL GOALS**

- Skyman House Remodel
- Replacement Playgrounds at Flannagan and Forest Glen Parks
- Work with Council and Community on Potential Community Center

*General Fund - Parks & Recreation - Parks*

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	230,947	271,422	597,842	511,010
Overtime Wages	4,857	2,737	13,000	8,000
City Taxes and Benefits	132,773	167,577	397,260	374,640
<b>Total Personnel Services</b>	<b>368,578</b>	<b>441,735</b>	<b>1,008,102</b>	<b>893,650</b>
City Facilities Rental	23,800	23,800	49,000	50,000
City Equipment Rental	32,000	36,000	73,500	98,200
Lease/Rentals	0	200	2,000	1,000
Travel/Training	5,726	1,029	12,300	12,000
Professional Services	20,973	67,364	30,000	32,000
Contract Services	123,985	106,019	240,000	280,000
Building/Grounds Maintenance	140,502	119,420	268,000	280,000
Tree Maintenance: Tree City USA	22,825	5,662	71,700	36,000
Books/Publications	0	0	400	0
Clothing Allowance	1,672	917	6,000	5,000
Dues/Licenses	0	0	1,100	1,000
Office/Shop Supplies	2,422	3,055	6,000	3,000
Sm Equip/Tools/Furniture	2,152	759	14,900	5,000
Electric	41,809	41,546	75,000	86,000
Natural Gas	1,664	2,151	5,200	3,500
Phone/Internet	3,322	6,229	11,200	13,000
Water/Sewer	7,693	7,814	25,000	29,950
<b>Total Materials &amp; Services</b>	<b>430,545</b>	<b>421,966</b>	<b>891,300</b>	<b>935,650</b>
Resurface Tennis Courts	0	0	75,000	0
Flannagan Park Parking Lot & Playground	0	0	0	65,000
Forest Glen Park				60,000
Summerfield Design				25,000
Little Leage Fields - Upgrades				40,000
BFF Park - Gazebo				20,000
Don Jones Park Concession Stand	0	0	35,000	0
Pfaff Park	0	0	90,000	40,000
Parks - Willie Mott	0	22,426	0	0
Skyrman Park - Arboretum	21,946	228,282	60,000	30,000
<b>Total Capital Projects</b>	<b>21,946</b>	<b>250,709</b>	<b>260,000</b>	<b>280,000</b>
<b>Total Parks</b>	<b>821,068</b>	<b>1,114,410</b>	<b>2,159,402</b>	<b>2,109,300</b>

### OVERALL GOAL

Establish and maintain a varied and inclusive suite of recreation programs and special events that accommodate a spectrum of ages, interests and abilities in order to serve the needs of the City of Central Point, support community livability, connect the community with their parks, and encourage greater recreation participation.

### KEY OBJECTIVES

- Community Center Development: Assist with planning and development of a community center including supporting outreach activities into the community, providing research on programming and operations, and facilitating Central Point Park Commission public meetings on the topic.
- Implement recreation program elements from the Park and Recreation Master Plan.
- Continue and enhance partnerships with the EXPO, Central Point Chamber of Commerce, Southern Oregon Historical Society, Direct Involvement Recreation Teaching (DIRT), Tree Committee, the Greenway Foundation and Central Point School District #6.
- Develop new ties and enhance community relationships with the overall intent of providing a variety of cooperative recreation programs and special events
- Research recreation trends targeting specific age groups in order to enhance recreation programming.
- Expand marketing of Central Point Parks and Recreation branded material to increase awareness of recreation programs and special events.
- Expand outreach through social media and other means to increase customer base ensuring that diverse populations are being served.
- Expand the Rec& Go Program to include birthday events and develop curriculum so that the program can be integrated in School District #6 educational activities.
- Research the use of best practices from other agencies and establish a system of tracking performance measures.
- Commit to meet with Medford, Ashland, and Eagle Point Parks and Recreation Departments to gain insight into their offerings and their program procedures and practices.
- Provide consistent education and training opportunities for recreation staff to ensure that they are knowledgeable in all facets of recreation and special event programming.

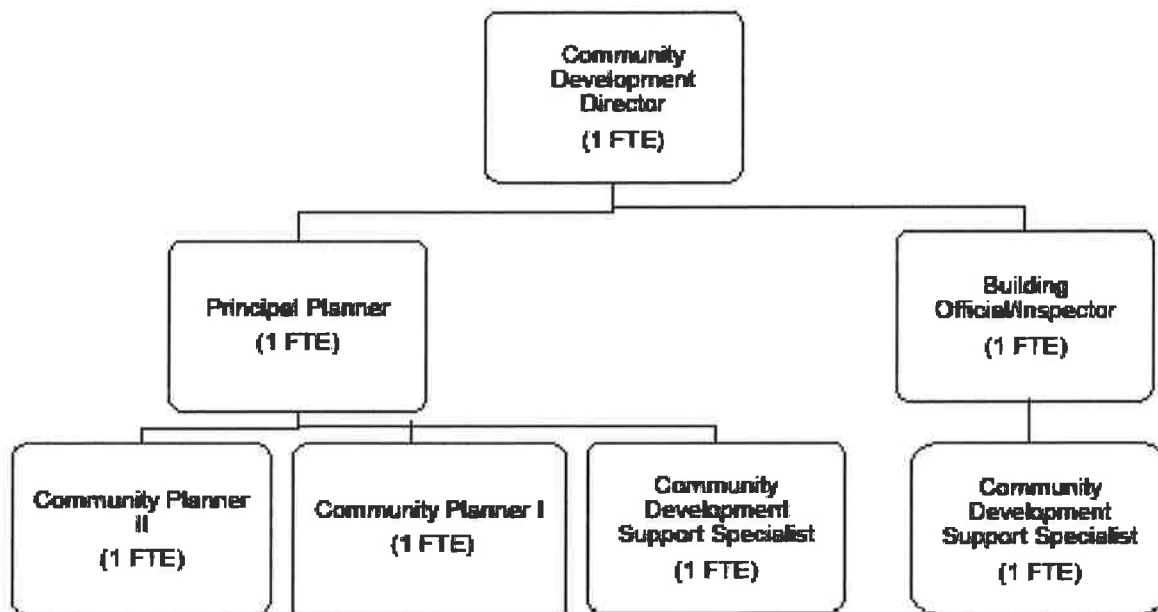
### KEY PERFORMANCE MEASURES

- Total participants in recreation programs
- Increase in participation in recreation programs by age groups
- Number of health and fitness classes
- Special Events Attendance Per Event
- Number of Volunteer Hours

*General Fund - Parks & Recreation - Recreation*

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	123,428	132,595	265,185	281,540
Overtime Wages	2,640	1,805	5,000	4,000
City Taxes and Benefits	59,567	72,803	152,695	178,600
<b>Total Personnel Services</b>	<b>185,636</b>	<b>207,203</b>	<b>422,880</b>	<b>464,140</b>
City Facilities Rental	34,500	34,500	70,000	70,000
Advertising/Legal Notices	3,822	2,064	10,400	10,000
Bank/VISA Fees	0	2,880	9,200	9,000
Printing/Binding	20,752	13,446	50,000	65,000
Lease/Rentals	0	0	3,000	0
Travel/Training	7,337	6,497	16,000	20,000
Professional Services	7,044	406	17,000	6,000
Contract Services (Recreation)	61,630	52,569	87,000	140,000
Instructors	9,810	8,350	46,000	0
Community Events	17,945	6,861	40,600	28,000
Community Events: Grow A Pear	0	3,558	0	0
Community Events: Geocache	0	0	0	0
Community Events: Munch N Movies	0	0	0	12,000
Community Events: Battle of the Bones	885	43,286	76,000	76,000
Community Events: BOB Music	0	5,000	0	0
Community Events: Children's Pre-K	3,849	1,693	5,000	0
Community Events: Christmas	4,574	2,150	8,000	8,000
Community Events: Egg Hunt	3,036	3,193	8,000	10,000
Community Events: July 4th	3,847	1,992	12,000	10,000
Community Events: Made in Southern Oregon				8,000
Community Events: Battle of the Food Trucks				8,000
Recreation Programs	22,852	28,682	60,000	60,000
Equipment Repair/Maintenance	0	0	0	0
Building/Grounds Maintenance	769	2,427	8,500	0
Books/Publications	159	98	900	1,000
Software- Activenet Fees	2,624	0	6,000	9,000
Dues/Licenses	640	1,905	3,400	7,000
Office/Shop Supplies	3,829	1,474	9,000	9,000
Postage	5,126	4,782	20,200	21,000
Sm Equip/Tools/Furniture	5,730	1,849	4,000	7,000
Electric	2,429	2,583	5,500	4,000
Phone/Internet	2,447	826	5,600	4,000
<b>Total Materials &amp; Services</b>	<b>225,635</b>	<b>233,071</b>	<b>581,300</b>	<b>602,000</b>
<b>Total Recreation</b>	<b>411,271</b>	<b>440,274</b>	<b>1,004,180</b>	<b>1,066,140</b>

**Community Development Department  
(7 FTE)**





## **OVERALL GOAL**

Planning Division – The overall goal of the Planning Division is to enhance the quality of life for the current and future residents and businesses of Central Point as defined in the Central Point Strategic Plan, the Statewide Planning Goals and the City’s long range and current land use planning program. The Community Development Department will make every effort to provide opportunities for public participation in the City’s planning progress.

## **KEY OBJECTIVES**

- Ensure the effective integration of land use, public works infrastructure, building construction and overall economic development in the context of the growing population and employment base
- Give a practical effect to the Comprehensive and Strategic plans through the enforcement of the local ordinances and through transparent public involvement

## **KEY PERFORMANCE MEASURES**

- Implement Urbanization, Housing and Economic Elements of the Comp Plan
- Conclude residential and employment based urban growth boundary expansion(s)
- Update remaining elements of the Central Point comprehensive plan including public facilities, transportation, and Environmental Element for Hazard Mitigation
- Update City’s land division ordinance for readability and ease of use
- Update a 5-Year urban renewal project program and complete annual report(s)
- Facilitate destination business meetings with Chamber of Commerce, broaden participation and establish a cooperative for City marketing

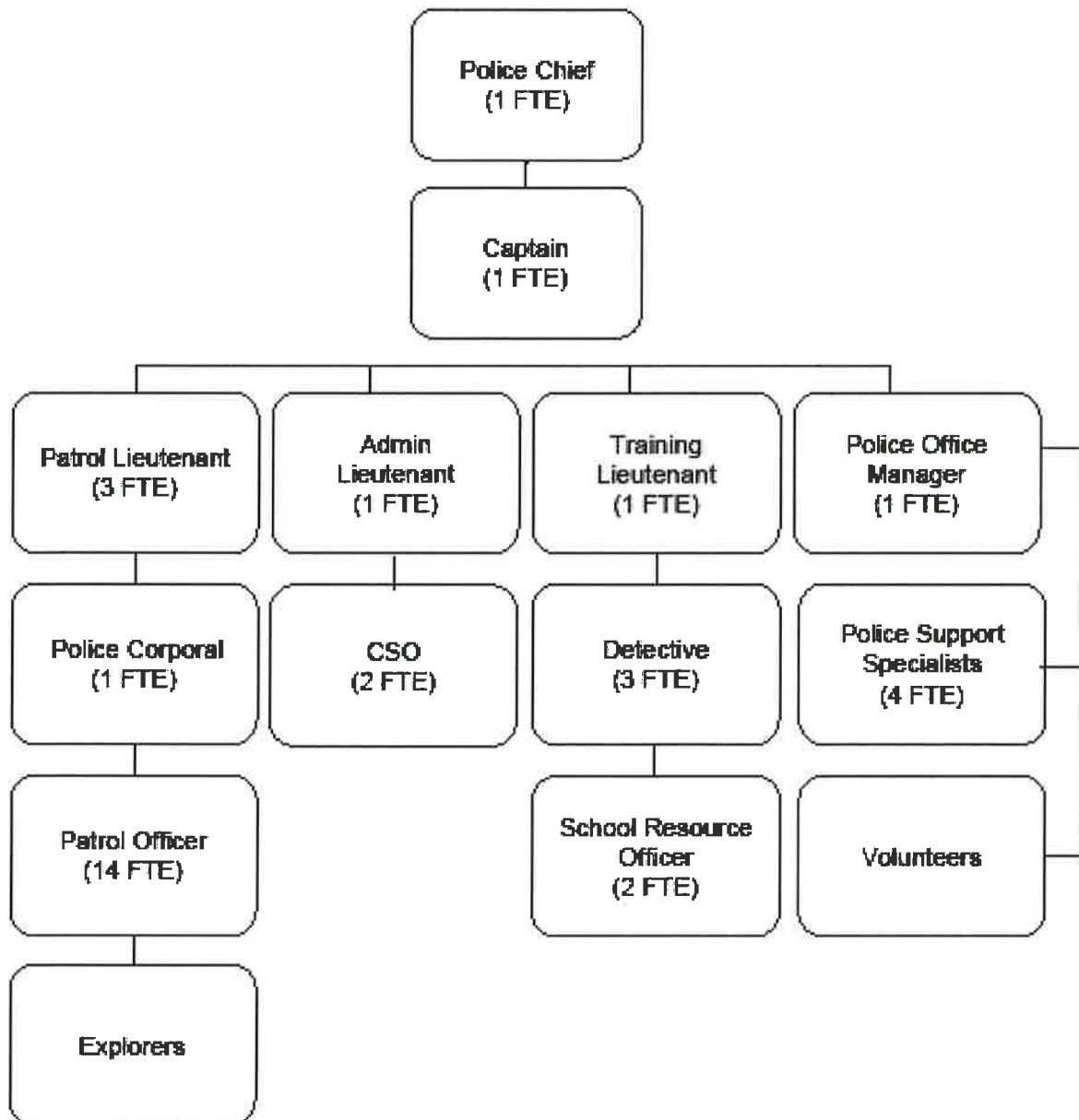


*General Fund - Community Development - Planning*

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Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	215,099	265,498	587,130	770,470
Overtime Wages	0	578	3,000	3,000
Part-time Wages	55,452	60,355	142,310	0
City Taxes and Benefits	111,264	143,685	356,890	461,490
<b>Total Personnel Services</b>	<b>381,815</b>	<b>470,116</b>	<b>1,089,330</b>	<b>1,234,960</b>
City Facilities Rental	26,000	26,000	52,000	52,000
City Equipment Rental	4,500	5,000	9,500	12,000
Advertising/Legal Notices	4,666	4,151	12,000	10,000
Travel/Training	3,741	6,123	14,000	16,000
Professional Services	13,394	4,873	40,000	40,000
Contract Services	18,448	18,374	24,000	20,000
Dues/Licenses	1,665	1,285	3,500	4,600
Office/Shop Supplies	1,324	1,165	3,000	2,000
Postage	276	244	700	1,000
Sm Equip/Tools/Furniture	0	0	1,000	1,000
Phone/Internet	267	294	1,500	1,500
<b>Total Materials &amp; Services</b>	<b>74,282</b>	<b>67,508</b>	<b>161,200</b>	<b>160,100</b>
<b>Total Planning</b>	<b>456,097</b>	<b>537,625</b>	<b>1,250,530</b>	<b>1,395,060</b>

**Police Department  
(34 FTE)**



### OVERALL GOAL

Support the City of Central Point mission by meeting the logistical needs of the Police Department through progressive leadership and management of administrative responsibilities. Maintain public trust through transparency, accountability and responsible stewardship of publically funded resources.

### KEY OBJECTIVES

- Creatively maximize resources through collaboration with City departments and community partners
- Continue to proactively deploy Police Department resources furthering increased safety in our community
- Maintain a well-trained staff focused on delivering exceptional customer service
- Enhance interaction with citizens through department hosted events, CPPD website and social media

### KEY PERFORMANCE MEASURES

- Specific for FY2019-2021:
  - Addition of one Police Officer
  - Update and modernize Police Department fleet
  - Implement report management system
  - Bring on full time domestic violence advocate
  - Updated to Police Department facilities
- Be accessible to our citizens through City community events, police training functions and donated events through community partners
- Continue personal and financial relationships with federal, state and local partners
- Continued commitment to 2 School Resource Officer and 3 DARE instructors in all Central Point Schools
- Increased recruitment processes throughout the year and bolstering of Police Reserve Officers

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	1,855,386	1,955,040	4,541,390	5,006,740
Overtime Wages	177,662	93,055	220,000	240,000
Overtime Wages - HTCU	0	0	0	0
Part-time Wages	0	0	0	0
City Taxes and Benefits	1,105,099	1,200,093	2,992,245	3,489,220
<b>Total Personnel Services</b>	<b>3,138,146</b>	<b>3,248,187</b>	<b>7,753,635</b>	<b>8,735,960</b>
City Facilities Rental	178,500	178,500	357,000	357,000
Bank/VISA Fees	0	244	0	600
Insurance Premiums	0	0	0	0
Lease/Rentals	104,243	91,289	176,000	300,000
Travel/Training	36,072	52,724	100,000	100,000
Dispatch Services	251,578	260,711	555,000	585,000
Professional Services	34,249	13,350	49,500	30,000
Contract Services	34,803	35,019	77,000	77,000
DARE	8,227	7,054	9,500	2,000
Investigations	3,114	1,054	6,350	4,000
Asset Forfeiture Expense	0	0	60,000	20,000
Volunteer Programs-VIPS	2,914	2,532	8,700	8,700
Volunteer Programs-Explorers	610	2,310	5,350	2,000
Vehicle Repair/Maintenance	29,143	46,396	70,000	40,000
Equipment Repair/Maintenance	1,215	3,172	6,000	6,000
Books/Publications	927	128	1,200	1,000
Clothing Allowance	16,137	18,868	37,000	37,000
Dues/Licenses	3,715	6,741	10,000	10,000
Fuel	32,101	40,751	90,000	90,000
Maintenance Supplies	322	180	1,000	1,000
Office/Shop Supplies	36,498	33,396	66,500	66,500
Postage	2,320	2,620	5,100	5,100
Sm Equip/Tools	69,031	46,814	73,500	73,500
Phone/Internet	21,789	29,377	62,000	62,000
<b>Total Materials &amp; Services</b>	<b>867,508</b>	<b>873,229</b>	<b>1,826,700</b>	<b>1,878,400</b>
<b>Total Police</b>	<b>4,005,654</b>	<b>4,121,417</b>	<b>9,580,335</b>	<b>10,614,360</b>

### **OVERALL GOAL**

The purpose of the Interdepartmental Department is to record appropriations not tied to any one department.

### **KEY OBJECTIVES**

Within the General Fund, the Interdepartmental division is used to account for the following:

- The City's general liability insurance
- Transfers out to the Debt Service Fund for debt service obligations
- Contingency account
- Ending fund balance account





*General Fund - Interdepartmental*

Description	2015/16 Actual	2016/17 Actual	2017/19 Biennial Budget	2019/2021 Adopted Biennial Budget
Insurance Premiums/Claims	124,421	140,217	275,000	283,000
Dispatch Services - 911	0	0	0	0
Wtr Conservation Grant Project	0	0	0	0
<b>Total Materials &amp; Services</b>	<b>124,421</b>	<b>140,217</b>	<b>275,000</b>	<b>283,000</b>
Capital Outlay	0	0	72,000	4,125,000
<b>Total Capital Projects</b>	<b>0</b>	<b>0</b>	<b>72,000</b>	<b>4,125,000</b>
Transfers Out - Street Fund	0	0	150,000	0
Transfers Out - Debt Service/DJ Park	56,250	56,600	96,100	671,485
Transfers Out - Debt Service/LID	50,000	50,000	0	0
Transfers Out - Internal Services - Facilities	0	0	0	0
<b>Total Transfers</b>	<b>106,250</b>	<b>106,600</b>	<b>246,100</b>	<b>671,485</b>
Contingency	0	0	180,000	4,180,000
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>180,000</b>	<b>4,180,000</b>
Ending Balance	3,369,514	3,895,448	2,546,102	2,876,920
<b>Total Ending Balance</b>	<b>3,369,514</b>	<b>3,895,448</b>	<b>2,546,102</b>	<b>2,876,920</b>
<b>Total Interdepartmental</b>	<b>3,600,185</b>	<b>4,142,265</b>	<b>3,319,202</b>	<b>12,136,405</b>
<b>Total General Fund</b>	<b>11,543,693</b>	<b>12,512,016</b>	<b>22,275,153</b>	<b>32,668,295</b>



**OVERALL GOAL**

The High-Tech Crimes Unit Fund was established in fiscal year 2012. The purpose of the fund and the staff assigned to the HTCUC project was to work with other participating agencies to be proactive on the investigation, examination, and prosecution of cases involving crimes against children and intellectual property rights.

The task force assigned to the high tech crime lab comprised of nine members representing the Central Point Police Department, Medford Police Department, FBI, Grants Pass Department of Public Safety, Ashland Police Department, Jackson County District Attorney's Office, Klamath Falls Police Department, and Homeland Security.

The Central Point Police Department was the founding agency and provided direction and control of the task force including fiscal responsibility.

In fiscal year 2015 the HTCUC was disbanded, with participating agency representatives returning to their respective agencies.

Subsequently, funding for the high tech crime lab is no longer needed and the City Council will be closing the fund within the 2017-2019 biennium budget period.

*High Tech Crimes Unit Fund*

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Description	2015/16 Actual	2016/17 Actual	2017/19 Biennial Budget	2019/2021 Adopted Biennial Budget
Federal Grant	0	0	0	0
State/Local Grants	0	0	0	0
Contributing Agencies	0	0	0	0
Federal Asset Forfeitures	0	0	0	0
State Asset Forfeitures	0	0	0	0
<b>Total Intergovernmental</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
High Tech Crime Services	0	0	0	0
<b>Total Charges for Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Miscellaneous Revenue	0	0	0	0
<b>Total Miscellaneous</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transfer In - General Fund	0	0	0	0
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Carryover Balance	126,600	106,600	78,842	0
<b>Total Carryover Balance</b>	<b>126,600</b>	<b>106,600</b>	<b>78,842</b>	<b>0</b>
<b>Total Revenues</b>	<b>126,600</b>	<b>106,600</b>	<b>78,842</b>	<b>0</b>

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	0	0	0	0
Overtime Wages	0	0	0	0
City Taxes and Benefits	0	0	0	0
<b>Total Personnel Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
City Facilities Rental	0	0	0	0
Travel/Training	0	0	0	0
Professional Services	0	0	0	0
Contract Services	0	0	0	0
Investigations	0	0	0	0
Federal Grant Expense	0	0	0	0
State/Local Grant Expense	0	0	0	0
Asset Forfeiture Expense	0	27,758	0	0
Equipment Repair/Maintenance	0	0	0	0
Computer/Software Maintenance	0	0	0	0
Clothing Allowance	0	0	0	0
Computer Hardware/Software	0	0	0	0
Dues/Licenses	0	0	0	0
Fuel	0	0	0	0
Office/Shop Supplies	0	0	0	0
Postage	0	0	0	0
Sm Equip/Tools/Furniture	0	0	0	0
Phone/Internet	0	0	0	0
<b>Total Materials &amp; Services</b>	<b>0</b>	<b>27,758</b>	<b>0</b>	<b>0</b>
Equipment	0	0	0	0
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transfers Out - General Fund	20,000	0	78,842	0
<b>Total Transfers Out</b>	<b>20,000</b>	<b>0</b>	<b>78,842</b>	<b>0</b>
<b>Total HTCTF Operations</b>	<b>20,000</b>	<b>27,758</b>	<b>78,842</b>	<b>0</b>

*High Tech Crimes Unit Fund*

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Description	2015/16 Actual	2016/17 Actual	2017/19 Biennial Budget	2019/2021 Adopted Biennial Budget
Contingency	0	0	0	0
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Ending Balance	106,600	78,842	0	0
<b>Total Ending Balance</b>	<b>106,600</b>	<b>78,842</b>	<b>0</b>	<b>0</b>
<b>Total Interdepartmental</b>	<b>106,600</b>	<b>78,842</b>	<b>0</b>	<b>0</b>
<b>Total HTCTF Fund</b>	<b>126,600</b>	<b>106,600</b>	<b>78,842</b>	<b>0</b>



## OVERALL GOAL

The purpose of the Street Fund is to finance the activities of the City's transportation division. Primarily, this involves the maintenance and repair of the arterial, collector and local streets within Central Point city limits. The major objective is to maintain the 170 miles of existing streets and city rights of way.

Fund Resources: Primary resources for the fund are state gas tax and local street utility fees; with lesser amounts from franchise fees and system development charges (SDCs).

## KEY OBJECTIVES

- Capital Project: Complete the Twin Creeks Rail Crossing – Fall of 2019
- Capital Project: E. Pine at Hamrick Signal Upgrade
- Capital Project: Scenic Avenue Signal and Rail Crossing
- Capital Project: Pedestrian Enhancements and Ped Crossing at Crater HS on Hwy. 99
- Pavement Maintenance: The City will focus on high quality maintenance of recently paved streets; as well as addressing streets that need major maintenance (i.e. North Third Street and North 10<sup>th</sup> Street)

## KEY PERFORMANCE MEASURES

- Pavement Management: Annual Assessment of City's Arterials and Collectors to be at a high pavement rating.
- Preventative Maintenance: Estimate total number of lane miles treated versus entire system. Must meet minimum 80% of the industry standard. This will be in coordination with the Pavement Management.

## 2019/21 DEPARTMENT GOALS

- Maintain high quality multi-modal city streets
- Compliance on all new projects and finish retrofitting older streets- N. 3<sup>rd</sup> and 10<sup>th</sup> Streets.

## Street Fund

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Franchise - Electric	175,000	175,000	354,000	354,000
Franchise - Water	65,000	65,000	132,000	132,000
<b>Total Taxes</b>	<b>240,000</b>	<b>240,000</b>	<b>486,000</b>	<b>486,000</b>
Federal Grants	0	0		0
State Grants	0	0	120,000	0
State Gas Tax	1,031,631	1,049,403	2,238,960	2,966,640
<b>Total Intergovernmental</b>	<b>1,031,631</b>	<b>1,049,403</b>	<b>2,358,960</b>	<b>2,966,640</b>
Public Works Services	1,565	3,761	5,240	20,000
SDC Street Reimbursement	15,510	138,276	162,500	100,000
SDC Street Improvements	151,066	1,346,806	1,358,000	220,000
Street Utility Fees	489,268	521,298	1,215,000	1,250,000
Street Decorative Light Fee	215	647	920	3,000
<b>Total Charges for Services</b>	<b>657,624</b>	<b>2,010,788</b>	<b>2,741,660</b>	<b>1,593,000</b>
Interest Income	9,712	23,071	28,620	135,000
<b>Total Interest Income</b>	<b>9,712</b>	<b>23,071</b>	<b>28,620</b>	<b>135,000</b>
Miscellaneous Revenue	34,737	933,202	536,000	1,002,000
<b>Total Miscellaneous</b>	<b>34,737</b>	<b>933,202</b>	<b>536,000</b>	<b>1,002,000</b>
Transfers In - General Fund	0	0	150,000	0
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>0</b>
Carryover Balance	1,949,927	1,919,229	2,210,714	3,050,000
<b>Total Carryover Balance</b>	<b>1,949,927</b>	<b>1,919,229</b>	<b>2,210,714</b>	<b>3,050,000</b>
<b>Total Street Revenues</b>	<b>3,923,631</b>	<b>6,175,694</b>	<b>8,511,954</b>	<b>9,232,640</b>

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	233,208	203,622	549,776	520,485
Overtime Wages	2,329	820	6,880	6,880
City Taxes and Benefits	145,437	137,811	396,600	406,105
<b>Total Personnel Services</b>	<b>380,974</b>	<b>342,253</b>	<b>953,256</b>	<b>933,470</b>
City Facilities Rental	40,000	40,000	80,000	80,000
City Equipment Rental	156,000	180,000	375,000	382,000
City Overhead Fees	150,000	150,000	300,000	300,000
Public Works Overhead Fees	245,000	255,000	514,000	546,000
Bank/VISA Fees	8,613	13,078	24,000	24,000
Lease/Rentals	2,612	528	0	1,000
Travel/Training	9,798	8,209	30,000	20,000
Professional Services	14,236	23,939	47,000	80,000
Contract Services	49,467	71,795	116,000	0
Equipment Repair/Maintenance	11,300	0	0	0
Sidewalk/Bikepath/Tree Maintenance	0	24,374	250,000	0
ADA Compliance	0	0	0	200,000
Infrastructure Maintenance	334,530	214,411	965,000	1,150,000
●N. 99 Twin Creeks to Jurisdiction	0	0	0	0
●Miscellaneous Projects	0	0	0	0
●Crack Seal	0	0	0	0
●Hamrick/Vilas Phase 2	0	0	0	0
●99/Pine/Misc. Projects	0	0	0	0
●2nd Street Bus Stop Improvement	0	0	0	0
●Seal Coat	0	0	0	0
Street Sign Maintenance	0	2,739	0	0
Street Light Maintenance (TOD)	0	0	0	0
Street Light Retrofit Project	0	0	0	0
Clothing Allowance	1,952	1,828	4,400	6,000
Dues/Licenses	582	777	1,200	1,000
Office/Shop Supplies	6,822	9,088	12,000	11,500
Safety/Ergonomic Supplies	0	0	0	500
Sm Equip/Tools/Furniture	12,091	6,230	20,000	36,000
Phone/Internet	2,608	4,585	6,000	12,000
Street Lights	175,424	194,172	350,000	350,000
<b>Total Materials &amp; Services</b>	<b>1,221,036</b>	<b>1,200,754</b>	<b>3,094,600</b>	<b>3,200,000</b>
Equipment	26,291	21,370	35,000	0
Prior Capital Projects	0	0	0	0
Beebe/Hamrick (Intersection)	50,639	0	100,000	0
PW Corporation Yard Construction	0	0	0	500,000
Freeman Rd (CMAQ Project)	113,069	46,493	0	0
Crater Rail Crossing (Constr)	21,615	26,420	475,000	0
Street Improvements/Paving (Pittview)	0	11,871	0	0
Street Improvements/Flashing Beacon	0	0	0	100,000
Hamrick/Pine Phase 1 & 2				300,000
Alley				75,000
South 99 Streetscape Design				25,000
North I-5 On Ramp	0	0	377,000	
Bike/Ped Safety Project	0	0	120,000	0
Street Improvements/Paving (Hwy 99)	0	0	0	0
<b>Total Capital Projects</b>	<b>211,614</b>	<b>106,154</b>	<b>1,107,000</b>	<b>1,000,000</b>
Transfers Out - 10th/Scenic/Upton	32,000	32,700		0
Transfers Out - Pine Street Signals	0	0	60,000	60,000
<b>Total Transfers Out</b>	<b>32,000</b>	<b>32,700</b>	<b>60,000</b>	<b>60,000</b>
<b>Total Street Operations/Capital Projects</b>	<b>1,845,623</b>	<b>1,681,860</b>	<b>5,214,856</b>	<b>5,193,470</b>

## Street Fund

### SDC Capital Projects

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Prior Capital Projects	0	0	0	0
Beebe/Hamrick (Signal)	0	0	125,000	0
Crater Rail Crossing (Eng)	25,000	176,083	1,550,000	0
Scenic Rail Crossing	0	0	0	100,000
Hwy 99 Beautification Project	0	0	0	0
Freeman Rd (CMAQ Project)	113,052	0	0	0
Table Rock Rd Project	0	149,865	275,000	0
N. I-5 Off Ramp (City Match)	0	0	123,000	0
South Haskell Purchase	0	0	0	275,000
Hamrick/Pine Intersection Improvements	0	0	0	300,000
<b>Total SDC Capital Projects</b>	<b>138,052</b>	<b>325,948</b>	<b>2,073,000</b>	<b>675,000</b>
Developer Reimbursements/Credits	0	0	0	0
<b>Total Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transfers Out - Debt Service (10th/Scenic/Upton)	23,000	22,800	0	0
Transfers Out - Pine Street Signals	0	0	92,000	92,000
<b>Total Transfers</b>	<b>0</b>	<b>22,800</b>	<b>92,000</b>	<b>92,000</b>
<b>Total Street SDC Capital Projects</b>	<b>138,052</b>	<b>348,748</b>	<b>2,165,000</b>	<b>767,000</b>

### Interdepartmental

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Contingency	0	0	157,000	700,000
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>157,000</b>	<b>700,000</b>
Ending Balance	1,916,956	4,145,085	975,098	2,572,170
<b>Total Ending Balance</b>	<b>1,916,956</b>	<b>4,145,085</b>	<b>975,098</b>	<b>2,572,170</b>
<b>Total Street Interdepartmental</b>	<b>1,916,956</b>	<b>4,145,085</b>	<b>1,132,098</b>	<b>3,272,170</b>
<b>Total Street Fund</b>	<b>3,900,631</b>	<b>6,175,693</b>	<b>8,511,954</b>	<b>9,232,640</b>

**OVERALL GOAL**

The purpose of the Capital Improvements Fund is to account for resources used for the acquisition, construction and payment of capital facilities and projects.

**KEY OBJECTIVES**

- Park capital improvements funded through SDCs and grants
- Supplement purchase of property for new Public Works corporation yard

**KEY PERFORMANCE MEASURES**

- Annual payment of the Don Jones Park debt service
- Upgrades at both Forest Glen and Flanagan Parks
- Bohnert Farm Park construction and gazebo
- Skyman Park building upgrades – phase 1

A total of \$143,800 is budgeted in transfers to Debt Service Fund towards the funding of Don Jones Park debt service payments over the 2019 / 2021 biennium budget.

\$175,000 paid towards the purchase of property for the new Public Works corporation yard.

Construction of Bohnert Farm Park in Twin Creeks funded through a state grant in the approximate amount of \$150,000.



*Willie Mott Park*



*Forest Glen Park*



*Don Jones Park*

## Capital Improvement Fund

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### Revenues

Description	2015/16 Actual	2016/17 Actual	2017/19 Biennial Budget	2019/2021 Adopted Biennial Budget
State Grants	0	0	150,000	150,000
<b>Total Intergovernmental Revenue</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>
SDC Park Reimbursement	68,922	56,724	339,000	150,000
SDC Park Improvements	74,656	61,443	366,000	162,500
<b>Total Charges for Service</b>	<b>143,578</b>	<b>118,168</b>	<b>705,000</b>	<b>312,500</b>
Interest Income	1,468	2,992	4,000	21,000
<b>Total Interest Income</b>	<b>1,468</b>	<b>2,992</b>	<b>4,000</b>	<b>21,000</b>
Miscellaneous Revenue	0	0	0	0
<b>Total Miscellaneous</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transfers In	0	0	0	0
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Carryover Balance	217,144	290,240	360,462	634,150
	<b>217,144</b>	<b>290,240</b>	<b>360,462</b>	<b>634,150</b>
<b>Total CIP Revenues</b>	<b>362,190</b>	<b>411,400</b>	<b>1,219,462</b>	<b>1,117,650</b>

### Expenditures

Description	2015/16 Actual	2016/17 Actual	2017/19 Biennial Budget	2019/2021 Adopted Biennial Budget
Bohnert Farm Park	0	0	0	150,000
<b>Total Capital Projects</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
<b>Total Park Capital Projects</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>



**Parks SDC**

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Building/Concession Stand-DJ Park	0	0	29,000	0
Pfaff Park Playground/ADA Compliance	0	0	60,000	0
Bohnert Farm Park	0	0	150,000	0
Beebe/Gebhard Park	0	0	425,000	0
Flannagan Park Playground Upgrade				60,000
Forest Glenn Park				60,000
BFF Park Gazebo				20,000
South Haskell Purchase				175,000
Skyrman Park	0	0	0	20,000
<b>Total SDC Capital Projects</b>	<b>0</b>	<b>0</b>	<b>664,000</b>	<b>335,000</b>
Developer SDC Credit Obligations	0	0	50,000	32,000
<b>Total Debt Service</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>32,000</b>
Transfer Out - Debt Service (DJ Park)	71,950	71,950	143,800	143,500
<b>Total Transfers Out</b>	<b>71,950</b>	<b>71,950</b>	<b>143,800</b>	<b>143,500</b>
<b>Total Park SDC Capital Projects</b>	<b>71,950</b>	<b>71,950</b>	<b>857,800</b>	<b>510,500</b>

**Interdepartmental**

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Transfers Out - Debt Service Fund	0	0	0	0
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Ending Balance	290,240	339,450	361,662	457,150
<b>Total Ending Balance</b>	<b>290,240</b>	<b>339,450</b>	<b>361,662</b>	<b>457,150</b>
<b>Total Interdepartmental</b>	<b>290,240</b>	<b>339,450</b>	<b>361,662</b>	<b>457,150</b>
<b>Total Capital Improvements Fund</b>	<b>362,190</b>	<b>411,400</b>	<b>1,219,462</b>	<b>1,117,650</b>



**OVERALL GOAL**

The purpose of the Reserve Fund is to accumulate and account for money reserved for specific projects, property, or equipment.

This fund was established by Resolution No. 1257 in fiscal year 2009/10 for the purpose of setting aside funds for future city hall improvements, equipment and vehicles.

**KEY OBJECTIVES**

- To transfer equipment rental funds from past years, and to continue to accumulation for future equipment replacement needs
- To establish a facilities reserve for future needs
- To anticipate and save for future capital needs
- To have available financing for projects, property or equipment
- To eliminate the need for outside financing and subsequent associated costs when possible

**KEY PERFORMANCE MEASURES**

- Funds previously transferred from the High Tech Crime Unit Fund will be expended to supplement expenditures in the General Fund on police patrol vehicles leases
- Facilities improvements at City Hall and the Police Department are budgeted



## Reserve Fund

### Revenues

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Interest Income	3,462	5,842	6,000	29,000
<b>Total Interest</b>	<b>3,462</b>	<b>5,842</b>	<b>6,000</b>	<b>29,000</b>
Miscellaneous Revenue	0	57,498	0	0
<b>Total Miscellaneous</b>	<b>0</b>	<b>57,498</b>	<b>0</b>	<b>0</b>
Transfers In - HTCU Fund	0	0	78,842	0
Transfers In - Street Fund	0	0	0	0
Transfers In - Building Fund	0	0	0	0
Transfers In -Water Fund	0	0	0	0
Transfers In - Stormwater Fund	0	0	0	0
Transfers In- Internal Service Fund/Facilities	25,000	25,000	50,000	50,000
Transfers In- Internal Service Fund/Fleet	0	0	0	0
<b>Total Transfers</b>	<b>25,000</b>	<b>25,000</b>	<b>128,842</b>	<b>50,000</b>
Carryover Balance	572,816	601,278	631,204	846,725
<b>Total Carryover</b>	<b>572,816</b>	<b>601,278</b>	<b>631,204</b>	<b>846,725</b>
<b>Total Reserve Fund Revenues</b>	<b>601,278</b>	<b>689,618</b>	<b>766,046</b>	<b>925,725</b>

### Interdepartmental

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Facility Improvements	0	0	0	365,000
Equipment	0	0	0	0
Vehicles	0	0	0	0
Police Vehicles	0	0	0	52,560
<b>Total Reserve Fund Projects</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>417,560</b>
Ending Balance	601,278	689,618	766,046	508,165
<b>Total Ending Balance</b>	<b>601,278</b>	<b>689,618</b>	<b>766,046</b>	<b>508,165</b>
<b>Total Interdepartmental</b>	<b>601,278</b>	<b>689,618</b>	<b>766,046</b>	<b>925,725</b>
<b>Total Reserve Fund</b>	<b>601,278</b>	<b>689,618</b>	<b>766,046</b>	<b>925,725</b>

**OVERALL GOAL**

The purpose of the Debt Service Fund is to account for the payment of principal and interest due on the City's debt.

**KEY OBJECTIVES**

- To plan, direct, monitor, organize, and control the City's debt in an efficient and effective manner

**KEY PERFORMANCE MEASURES**

- It is anticipated that in the second year of the biennium, the City will have the following debt issuances:
  - Central Point Community Center - \$8,000,000
  - Public Works Corporation Yard - \$3,000,000
- The following table recaps the City's outstanding debt balance going into the new budget cycle; what the debt was issued for, what payments are included in this budget, and what the anticipated debt balances will be at the end of the 2017/2019 biennium budget period.

<b>Debt Summary Recap For Fiscal Years 2019/20 &amp; 2020/21</b>					<b>Debt Per Capita \$1,060</b>
<b>Debt Issued for:</b>	<b>Balance at 6/30/2019</b>	<b>~ Budgeted ~ Retirements</b>	<b>Additions</b>	<b>Balance at 6/30/2021</b>	<b>Payoff date ~</b>
Series 2014 Refinancing Bonds	1,015,235	(1,015,235)	0	0	December 2024
Water Reservoir Refunding	4,381,000	(583,000)	0	3,798,000	December 2033
East Pine Streetscaping - City	1,219,000	(178,000)	0	1,041,000	December 2033
East Pine Streetscaping - CP Dev	3,417,000	(325,000)	0	3,092,000	December 2033
Community Center	0	8,000,000	0	8,000,000	June 2040
Public Works Corporation Yard	0	3,000,000	0	3,000,000	June 2040
SDC Developer Obligations	31,917	0	0	31,917	Unknown
	<u>\$10,064,152</u>	<u>\$8,898,765</u>	<u>\$0</u>	<u>\$18,962,917</u>	

**Note:** Due to the 2020 planned debt issuance, at the end of June 2021, the projected \$1,060 debt per capita is an 85% increase from the \$574 projection for June 30, 2019. The Central Point Development Commission portion of debt accounts for \$173 of the \$1,060 debt per capita (16%).

## Debt Service Fund

### Revenues

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Federal Grants	162,864	162,864	0	0
<b>Total Intergovernmental</b>	<b>162,864</b>	<b>162,864</b>	<b>0</b>	<b>0</b>
City Facilities	192,000	192,000	384,000	384,000
Penalty Charges (SA's)	0	0	1,000	0
Debt Service Fees (CP Developmen Comm.)	0	0	409,670	497,300
Debt Service Fees (Water Fund)	0	1,032	0	0
Debt Service Fees (Strmwtr Fund)	0	0	0	0
<b>Total Charges for Services</b>	<b>192,000</b>	<b>193,032</b>	<b>794,670</b>	<b>881,300</b>
LID Principal Payments	3,585	50,802	40,000	0
LID Interest Payments	1,595	12,090	4,000	0
<b>Total Special Assessments</b>	<b>5,180</b>	<b>62,892</b>	<b>44,000</b>	<b>0</b>
Interest Income	509	10,022	2,000	2,600
<b>Total Interest Income</b>	<b>509</b>	<b>10,022</b>	<b>2,000</b>	<b>2,600</b>
Miscellaneous Revenue	0	3,651,785	0	0
<b>Total Miscellaneous</b>	<b>0</b>	<b>3,651,785</b>	<b>0</b>	<b>0</b>
Transfers In - General Fund (DJ Park)	56,250	56,600	96,100	671,485
Transfers In - General Fund (LID debt)	50,000	50,000	0	0
Transfers In - Street Op (10th/Scenic)	32,000	32,700	0	0
Transfers In - Street SDC (10th/Scenic)	23,000	22,800	0	0
Transfers In - Street Op (Pine Street Signals)	0	0	60,000	60,000
Transfers In - Street SDC (Pine Street Signals)	0	0	92,000	92,000
Transfers In - CIP (DJ Park)	71,950	71,950	143,800	143,500
<b>Total Transfers</b>	<b>233,200</b>	<b>234,050</b>	<b>391,900</b>	<b>966,985</b>
Carryover Balance	18,487	25,680	101,336	0
<b>Total Carryover</b>	<b>18,487</b>	<b>25,680</b>	<b>101,336</b>	<b>0</b>
<b>Total Debt Service Revenues</b>	<b>612,239</b>	<b>4,340,324</b>	<b>1,333,906</b>	<b>1,850,885</b>



## Expenditures

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Professional Services	0	18,790	0	0
Urban Renewal Loan	0	3,634,000	0	0
<b>Total Materials &amp; Services</b>	<b>0</b>	<b>3,652,790</b>	<b>0</b>	<b>0</b>
<b>Debt Service Fund - Interdepartmental</b>				
10th/Scenic/Upton - Interest	0	0	0	0
10th/Scenic/Upton - Principal	0	0	0	0
City Hall Bond Interest	0	0	0	0
City Hall Bond Principal	0	0	0	0
Don Jones Park - Interest	0	0	0	0
Don Jones Park - Principal	0	0	0	0
LID Bond Principal	35,831	71,641	35,830	0
LID Bond Interest	4,965	3,310	1,655	0
Pine Street Signals - Interest	0	1,980	45,933	38,480
Pine Street Signals - Principal	0	0	115,000	113,000
E. Pine Streetscaping - Interest (CP Dev Comm)	0	0	192,670	172,300
E. Pine Streetscaping - Principal (CP Dev Comm)	0	0	217,000	325,000
Series 2014 Interest	55,734	46,109	64,865	12,640
Series 2014 Principal	490,030	504,030	569,040	1,015,235
<b>Total Debt Service</b>	<b>586,559</b>	<b>627,069</b>	<b>1,241,993</b>	<b>1,676,655</b>
Ending Balance	25,680	60,464	91,913	174,230
<b>Total Ending Balance</b>	<b>25,680</b>	<b>60,464</b>	<b>91,913</b>	<b>174,230</b>
<b>Total Interdepartmental</b>	<b>612,239</b>	<b>4,340,324</b>	<b>1,333,906</b>	<b>1,850,885</b>
<b>Total Debt Service Fund</b>	<b>612,239</b>	<b>4,340,324</b>	<b>1,333,906</b>	<b>1,850,885</b>



## **OVERALL GOAL**

The overall goal of the Building Division is to promote the health, welfare and safety of the citizens of Central Point by administering the State of Oregon Building Codes as part of the Community Development and Capital Improvements process.

## **KEY OBJECTIVES**

- Continue to provide all inspections 'in-house'
- Coordinate with other City departments to abate hazardous and/or derelict property
- Maintain superior performance with limited personnel through cross-training
- Maintain code certification and consistency with State and National standards
- Provide project management for City projects
- Recruit a building technician
- Provide exceptional customer service in issuing building permits

## **PERFORMANCE MEASURES**

- Number of single family dwelling permits issued
- Number of structural, mechanical, plumbing and electrical permits issued
- Number of inspections completed
- Maintain Building Code Effectiveness Grading Schedule (BSEGS) rating
- Successful joint enforcement of codes with other departments and agencies



*Building Fund - Community Development-Building*

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Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Building Permits/Residential	68,402	55,032	145,000	120,000
Building Permits/Commercial	38,296	7,890	80,000	80,000
Building Plan Review	63,974	116,163	166,000	162,000
Electrical Permits	24,514	38,039	53,000	53,000
Mechanical Permits	17,215	21,784	45,000	43,000
Plumbing Permits	31,265	32,194	62,000	65,000
<b>Total Charges for Service</b>	<b>243,666</b>	<b>271,103</b>	<b>551,000</b>	<b>523,000</b>
Interest Income	2,355	4,229	6,000	25,000
<b>Total Interest Income</b>	<b>2,355</b>	<b>4,229</b>	<b>6,000</b>	<b>25,000</b>
Miscellaneous Revenue	1,673	5,176	0	0
<b>Total Miscellaneous</b>	<b>1,673</b>	<b>5,176</b>	<b>0</b>	<b>0</b>
Carryover Balance	277,214	349,016	408,782	881,550
<b>Total Carryover</b>	<b>277,214</b>	<b>349,016</b>	<b>408,782</b>	<b>881,550</b>
<b>Total Building Fund Revenues</b>	<b>524,907</b>	<b>629,525</b>	<b>965,782</b>	<b>1,429,550</b>



*Building Fund - Community Development-Building*

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	103,372	112,581	271,905	290,900
City Taxes and Benefits	49,616	58,905	166,370	184,490
<b>Total Personnel Services</b>	<b>152,988</b>	<b>171,486</b>	<b>438,275</b>	<b>475,390</b>
City Facilities Rental	10,000	10,000	20,000	24,000
City Equipment Rental	2,200	2,500	5,000	5,000
City Overhead Fees	0	0	45,000	62,000
Travel/Training	2,542	1,521	6,000	5,000
Contract Services	10,738	8,943	22,000	24,000
Books/Publications	616	75	3,000	2,000
Dues/Licenses	525	720	1,200	2,000
Office/Shop Supplies	459	765	1,000	1,600
Postage	10	1	200	0
Phone/Internet	618	706	1,500	2,000
<b>Total Materials &amp; Services</b>	<b>27,709</b>	<b>25,231</b>	<b>104,900</b>	<b>127,600</b>
<b>Total Building Operations</b>	<b>180,697</b>	<b>196,717</b>	<b>543,175</b>	<b>602,990</b>

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Contingency	0	0	5,560	6,000
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>5,560</b>	<b>6,000</b>
Ending Balance	344,211	432,808	417,047	820,560
<b>Total Ending Balance</b>	<b>344,211</b>	<b>432,808</b>	<b>417,047</b>	<b>820,560</b>
<b>Total Interdepartmental</b>	<b>344,211</b>	<b>432,808</b>	<b>422,607</b>	<b>826,560</b>
<b>Total Building Fund</b>	<b>524,908</b>	<b>629,525</b>	<b>965,782</b>	<b>1,429,550</b>





**OVERALL GOAL**

The Water Fund provides for the delivery and adequate supply of treated high quality water to domestic and commercial/industrial water users. Maintaining a sufficient and reliable supply of water for fire protection is also a paramount consideration in construction and maintenance of Central Point’s water distribution system.

Fund Resources: This is an Enterprise Fund and is self-supporting primarily from water sales which are estimated at \$6.5 million for this 2019/2021 biennial budget period. Other revenue is provided through services fees and meter installations. System Development Charges (SDCs) are paid by new developments and used to fund expansion of the water system as well as debt obligations for the Vilas Water Reservoir.

**KEY OBJECTIVES**

- Replacement & Reinvestment Funds – The main goal will be update the City’s water meters to an Automated Meter Integration (AMI) to allow for customers to be able to see real time use of their system for better water management and budgeting. The new system also allows for the City to read meters instantaneously by remote. Complete 2019-2020 Water Master Plan Update to include new 10-20 year CIP.
- Upgrade crossings between Pine and Beall lane to allow for better short and long term distribution of water.

**KEY PERFORMANCE MEASURES**

- Seasonal Water Use: Summer consumption has been easier to measure with the revised water rates, but peaks are still hard to determine based upon summer temperatures, fires and duration of warmer weather. Will be measuring number of times we exceed threshold numbers established by the Medford Water Commission (MWC).
- Unplanned Service Disruptions: This measure indicates the number of system failures in which multiple customers experience outages during water system break downs, and is a standard performance measure in the budget document

**UNPLANNED SERVICE DISRUPTIONS  
(Water main lines break less than 4 hours)**

	FY 15/16	FY 16/17	FY 17/18	FY 18/19
CP Distributions	1	2	2	2
Industry Standard	4	4	4	4

**UNPLANNED SERVICE DISRUPTIONS  
(Water main lines break more than 4 hours)**

	FY 15/16	FY 16/17	FY 17/18	FY 18/19
CP Distributions	0	0	0	0
Industry Standard	4	4	4	4

**2019/21 DEPARTMENT GOALS**

- Limit unplanned water services
- Continue work with MWC on water rights
- Work with Medford Water Commission on corrosion planning.

## Water Fund

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Penalty Charges	73,217	66,587	142,066	136,000
Public Works Services	0	0	0	0
SDC Water Improvements	73,032	62,695	134,620	148,000
SDC Water Reimbursement	30,719	26,359	50,132	65,000
Administrative Fee	10,310	13,600	35,880	22,000
System Repair & Replacement	102,998	104,499	209,490	213,000
Water Connect/Other Services	33,887	20,908	42,740	56,000
Backflow Service Fees	31,022	59,171	121,140	120,000
Water Sales	2,927,665	2,997,772	6,226,962	7,756,500
<b>Total Charges for Service</b>	<b>3,282,851</b>	<b>3,351,590</b>	<b>6,963,030</b>	<b>8,516,500</b>
Interest Income	10,682	19,201	32,764	55,000
<b>Total Interest Income</b>	<b>10,682</b>	<b>19,201</b>	<b>32,764</b>	<b>55,000</b>
Miscellaneous Revenue	48,379	25,995	0	0
Financing Proceeds	0	5,219,218	0	1,000,000
<b>Total Miscellaneous</b>	<b>48,379</b>	<b>5,245,214</b>	<b>0</b>	<b>1,000,000</b>
Carryover Balance	1,918,457	2,139,601	2,502,253	2,607,325
<b>Total Carryover</b>	<b>1,918,457</b>	<b>2,139,601</b>	<b>2,502,253</b>	<b>2,607,325</b>
<b>Total Water Revenues</b>	<b>5,260,369</b>	<b>10,755,605</b>	<b>9,498,047</b>	<b>12,178,825</b>



Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	406,710	404,633	916,853	922,745
Overtime Wages	5,478	3,231	16,000	16,000
City Taxes and Benefits	243,303	260,540	639,795	708,290
<b>Total Personnel Services</b>	<b>655,492</b>	<b>668,404</b>	<b>1,572,648</b>	<b>1,647,035</b>
City Facilities Rental	48,500	48,500	97,000	97,000
City Equipment Rental	95,000	115,000	237,000	302,000
City Overhead Fees	445,000	445,000	750,000	750,000
Public Works Overhead Fees	200,000	210,000	430,000	485,000
Bad Debt	0	0	0	0
Bank/VISA Fees	8,613	13,078	19,000	23,000
Insurance Premiums/claims	0	0	0	0
Travel/Training	17,462	16,647	50,000	40,000
Professional Services	29,753	36,673	25,000	36,000
Contract Services	67,175	81,020	120,000	150,000
Other Services (Backflow)	0	0	0	0
Utility Discount	476	864	2,400	1,700
Infrastructure Maintenance	106,430	143,253	220,000	330,000
Computer/Software Maintenance	8,500	0	17,000	5,000
Water Rights Maintenance	25,498	30,603	54,000	64,000
Books/Publications	65	696	500	0
Clothing Allowance	3,408	3,101	8,000	9,000
Dues/Licenses	3,987	4,883	4,000	12,000
Office/Shop Supplies	6,844	4,184	10,000	12,000
Safety/Ergonomic Supplies	0	0	5,000	0
Postage	101	69	300	600
Sm Equip/Tools/Furniture	6,283	14,604	24,000	40,000
Electric	30,333	28,402	70,000	30,000
Phone/Internet	10,232	17,187	30,000	80,000
Water Purchase	692,353	694,951	1,435,000	1,820,000
Water Franchise Fee	65,000	65,000	133,000	132,000
<b>Total Materials &amp; Services</b>	<b>1,871,013</b>	<b>1,973,713</b>	<b>3,741,200</b>	<b>4,419,300</b>
Equipment	0	21,370	29,000	85,000
Emergency Pump - Vilas				100,000
Beall Waterline Crossing Upgrade				200,000
PW Corporation Yard Construction	0	0	0	0
Infrastructure Improvements	5,776	0	0	500,000
Infrastructure Improvements	0	0	0	0
Infrastructure Improvements	0	0	0	0
Infrastructure Imp. - E. Pine - 7th to 10th	0	17,296	315,000	0
Infrastructure Imp. - Laurel Street - 1st to 4th	0	13,551	230,000	0
Infrastructure Imp. - Shop Tank Demo	0	0	350,000	0
Infrastructure Imp. - SCADA Integration	0	0	20,000	50,000
Freeman Rd (CMAQ Project)	200,000	0	0	0
R&R Projects	4,158	0	200,000	600,000
<b>Total Capital Projects</b>	<b>209,934</b>	<b>52,217</b>	<b>1,144,000</b>	<b>1,535,000</b>
Note Payable Int - 10th/Scenic/Upton	1,439	0	77,280	0
Note Payable - Pine Water Line - Front to 7th	0	0	0	21,210
Loan Interest - Water Reservoir	177,085	245,762	251,828	216,020
Note Payable Princ - 10th/Scenic/Upton	12,650	12,650	0	0
Note Payable - Pine Water Line - Front to 7th	0	0	0	0
Loan Principal - Water Reservoir - Refinancing	203,466	4,887,012	589,935	583,000
<b>Total Debt Service</b>	<b>394,640</b>	<b>5,145,424</b>	<b>919,043</b>	<b>820,230</b>
<b>Total Water Operations/Capital Projects</b>	<b>3,131,078</b>	<b>7,839,758</b>	<b>7,376,891</b>	<b>8,421,565</b>

Water Fund

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Capital Projects - Equipment	0	50,998	0	0
Capital Projects - 7th to 10th SDC Match	0	0	50,000	0
Capital Projects - 9th, Oak, Bigham Design	0	0	15,000	0
Capital Projects - S. Haskell Street Design	0	0	25,000	0
Capital Projects - 2nd, 3rd, Hazel Design	0	0	25,000	0
Capital Projects - Water Master Plan	0	0	110,000	0
South Haskell Property Purchase	0	0	0	275,000
Beall Waterline Crossing Upgrade				125,000
Water Reservoir	0	55,584	85,000	0
Water Pumping Station	0	0	25,000	0
<b>Total Capital Projects</b>	<b>0</b>	<b>106,582</b>	<b>335,000</b>	<b>400,000</b>
Developer Reimbursements	1,276	1,940	35,000	0
<b>Total Debt Service</b>	<b>1,276</b>	<b>1,940</b>	<b>35,000</b>	<b>0</b>
<b>Total Water SDC Capital Projects</b>	<b>1,276</b>	<b>108,522</b>	<b>370,000</b>	<b>400,000</b>

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Transfers Out	0	0	0	0
<b>Total Transfers Out</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Contingency	0	0	151,100	651,100
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>151,100</b>	<b>651,100</b>
Ending Balance	2,128,015	2,807,325	1,600,056	2,706,160
<b>Total Ending Balance</b>	<b>2,128,015</b>	<b>2,807,325</b>	<b>1,600,056</b>	<b>2,706,160</b>
<b>Total Interdepartmental</b>	<b>2,128,015</b>	<b>2,807,325</b>	<b>1,751,156</b>	<b>3,357,260</b>
<b>Total Water Fund</b>	<b>5,260,369</b>	<b>10,755,606</b>	<b>9,498,047</b>	<b>12,178,825</b>

**OVERALL GOAL**

The purpose of the Stormwater Fund is to protect the quality of storm water runoff generated within the city; protect against hazardous material spills that may discharge into the storm or sanitary sewer, and enforcing construction rules for erosion control.

Stormwater Quality, a division of the Stormwater Fund, is responsible for installing, monitoring, maintaining, and cleaning the city’s storm drain system, street sweeping, as well as implements and enforces rules and regulations from the Department of Environmental Quality (DEQ), Environmental Protection Agency (EPA) and the Federal Emergency Management Agency (FEMA).

Fund Resources: This is an Enterprise Fund and is self-supporting - primarily from stormwater utility and stormwater quality fees.

**KEY OBJECTIVES**

- MS4 Permit: The City now has its own MS4 Permit. The City will continue to provide great customer service and inspection for new development to treat storm water.
- Maintain Drainage System Capacity: To protect streams, streets, and private property from flooding - continue the system maintenance program of catch basin and curb inlet repair, clean and vacuum on a annual basis.
- The City will be working with School District 6 for a new water quality swale at Jewett School and upgrading of pipes from the intersection of 10<sup>th</sup> and E. Pine.
- The City will be replacing a failing culvert at Freeman road at Mingus Creek just north of Hopkins Road.

**KEY PERFORMANCE MEASURES**

- There are two new performance measure will look at measuring against next budget
  - Inspection and Cleaning of Inlets – 72 in 2018
  - Inspection and Cleaning of Main Pipe - 12,635 feet in 2018
- Floodplain/Community Rating System Review: In collaboration with the Planning Department, track number of inquiries and public meetings to ensure citizens and business community are informed of program.

**Dollar Value of Flood Damage Claims**

	2012	2013	2014	2015
<i>Dollar amount</i>	\$0	\$0	\$0	\$0

**2019/21 DEPARTMENT GOALS**

- Street sweep arterials/collectors weekly
- Limit localized and seasonal flooding
- Quickly verify water quality issues
- Inspect for illegal track out for new development
- Protect stream system from toxins
- Work on Basin by Basin Storm Water Quality

## Stormwater Fund

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Description	2015/16 Actual	2016/17 Actual	2017/19 Biennial Budget	2019/2021 Adopted Biennial Budget
Federal Grants	0	0	0	0
<b>Total Intergovernmental Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Public Works Fees	0	150	300	0
SDC Stormwater Fees - Imp	36,297	136,953	90,000	85,000
SDC Stormwater Fees - Reimb	0	-120	24,000	0
Stormwater Quality Fee	115,172	116,269	231,814	252,315
Stormwater Utility Fee	722,073	727,834	1,463,092	1,578,000
<b>Total Charges for Services</b>	<b>873,542</b>	<b>981,086</b>	<b>1,809,206</b>	<b>1,915,315</b>
Interest Income	5,556	9,378	15,894	40,000
<b>Total Interest Income</b>	<b>5,556</b>	<b>9,378</b>	<b>15,894</b>	<b>40,000</b>
Miscellaneous Revenue	1,688	5,935	0	0
Loan Proceeds	0	0	0	1,000,000
<b>Total Miscellaneous Revenue</b>	<b>1,688</b>	<b>5,935</b>	<b>0</b>	<b>1,000,000</b>
Carryover Balance	989,363	980,433	1,099,275	1,524,729
<b>Total Carryover Balance</b>	<b>989,363</b>	<b>980,433</b>	<b>1,099,275</b>	<b>1,524,729</b>
<b>Total Stormwater Revenues</b>	<b>1,870,149</b>	<b>1,976,832</b>	<b>2,924,375</b>	<b>4,480,044</b>





Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	124,758	110,989	224,025	92,335
Overtime Wages	437	287	6,800	6,800
City Taxes and Benefits	74,515	69,999	167,736	71,035
<b>Total Personnel Services</b>	<b>199,709</b>	<b>181,275</b>	<b>398,561</b>	<b>170,170</b>
City Facilities Rental	30,000	30,000	60,000	60,000
City Equipment Rental	58,300	61,500	132,000	196,000
City Overhead Fees	113,000	113,000	172,000	172,000
Public Works Overhead Fees	110,000	116,000	250,000	280,000
Bank/VISA Fees	8,613	13,078	18,000	24,000
Lease/Rentals	412	418	40,000	10,000
Travel/Training	2,812	5,934	7,000	6,000
Professional Services	8,044	3,795	31,000	20,000
Contract Services	20,077	31,088	44,000	44,000
Infrastructure Maintenance	4,477	4,891	10,000	7,500
Clothing Allowance	1,358	1,768	4,000	3,000
Dues/Licenses	737	958	1,000	2,000
Office/Shop Supplies	3,892	10,215	10,000	7,500
Safety/Ergonomic Supplies	0	0	5,000	0
Postage	0	0	0	0
Sm Equip/Tools/Furniture	7,390	3,601	12,000	20,000
Disposal	3,649	4,202	8,000	20,000
Phone/Internet	906	1,515	2,400	3,500
<b>Total Materials &amp; Services</b>	<b>373,667</b>	<b>401,964</b>	<b>806,400</b>	<b>875,500</b>
Equipment	0	35,421	20,000	0
Vehicles	0	0	93,000	
PW Corporation Yard Construction	0	0	0	500,000
Jewett School SD Upsizing	0	0	0	50,000
Laurel Street SD Replacement	0	0	25,000	0
Rose Valley Pedestrian Bridge	0	8,923	35,000	0
South Haskell Property Purchase	0	0	0	150,000
Water Pumping Station	0	0	25,000	
Freeman Rd (CMAQ Project)	162,000	0	0	0
Freeman Rd - Mingus Creek Culvert	0	0	0	250,000
<b>Total Capital Projects</b>	<b>162,000</b>	<b>44,344</b>	<b>198,000</b>	<b>950,000</b>
Note Payable Princ - 10th/Scenic/Upton	0	0	0	0
Debt Service -10th/Scenic/Upton	0	0	0	0
<b>Total Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Stormwater Operations/Capital Projects</b>	<b>735,376</b>	<b>627,583</b>	<b>1,402,961</b>	<b>1,995,670</b>

## Stormwater Fund - Quality

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Travel/Training	0	0	4,000	5,000
Professional Services	0	15,800	20,000	50,000
Contract Services	48,750	45,000	90,000	0
Stormwater Quality Projects:	0	0	2,000	0
●Reach by Reach Grant Program	0	0	0	0
●Street Tree Program	0	0	0	0
Postage	0	0	5,000	0
<b>Total Materials &amp; Services</b>	<b>48,750</b>	<b>60,800</b>	<b>121,000</b>	<b>55,000</b>
Equipment	0	0	0	0
Rostell Fix	0	0	0	25,000
Beall Lane Storm Drain	0	0	35,000	0
Beebe Road SD Fix	0	0	35,000	0
Freeman Rd (CMAQ Project)	50,000	0	0	0
Skyrman Park	0	51,634	0	0
Jewett School Swale	0	0	0	172,000
<b>Total Capital Projects</b>	<b>50,000</b>	<b>51,634</b>	<b>70,000</b>	<b>197,000</b>
Transfer Out - Internal Service Fund	0	0	0	0
<b>Total Transfers Out</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Stormwater Quality</b>	<b>98,750</b>	<b>112,434</b>	<b>191,000</b>	<b>252,000</b>



Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Prior Capital Projects	0	0	0	0
Freeman Rd (CMAQ Project)	38,000	0	0	0
Comet Avenue (And Victoria)	0	0	0	0
<b>Total Capital Projects</b>	<b>38,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Debt Service -10th/Scenic/Upton	0	0	0	0
Debt Service Principal -10th/Scenic/Upton	0	18,320	0	0
Developer Reimbursements/Credits	1,815	0	8,000	0
<b>Total Debt Service</b>	<b>1,815</b>	<b>18,320</b>	<b>8,000</b>	<b>0</b>
Transfer Out - General Fund	0	0	0	0
<b>Total Transfers Out</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Stormwater SDC Capital Projects</b>	<b>39,815</b>	<b>18,320</b>	<b>8,000</b>	<b>0</b>
<b>Stormwater Fund -Interdepartmental</b>				
Transfer Out - General Fund	0	0	0	0
<b>Total Transfers Out</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Contingency	0	0	46,500	546,500
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>46,500</b>	<b>546,500</b>
Ending Balance	975,804	1,218,495	1,275,914	1,685,874
<b>Total Ending Balance</b>	<b>975,804</b>	<b>1,218,495</b>	<b>1,275,914</b>	<b>1,685,874</b>
<b>Total Interdepartmental</b>	<b>975,804</b>	<b>1,218,495</b>	<b>1,322,414</b>	<b>2,232,374</b>
<b>Total Stormwater Fund</b>	<b>1,849,745</b>	<b>1,976,832</b>	<b>2,924,375</b>	<b>4,480,044</b>



**OVERALL GOAL**

The Internal Services Fund which is comprised of three separate divisions, Public Works Administration, Facilities Maintenance and Fleet Maintenance is to account for activities and services performed primarily for other organizational units within the City.

Revenues are primarily derived from charges for services rendered to recover cost of services only. The three separate divisions are funded by the Water, Stormwater and Street Funds. Facilities Maintenance is also funded by the General Fund.

**KEY OBJECTIVES**

- **Public Works Division:** responsible for operating, maintaining, improving and planning for the future of the City's public infrastructure. Public infrastructure is the foundation of our lifestyles as it delivers clean water to our homes and businesses, provides us a passage from one place to another, and prevents storm water and runoff from flooding our streets
- **Facilities Management:** responsible for cleaning, maintenance, repair and small design of future space needs in existing buildings or new City facilities
- **Fleet Maintenance:** to schedule and maintain vehicles and equipment for the City, except for Police Department vehicles

**PERFORMANCE MEASURES**

Performance measures are found within the following division budget detail pages

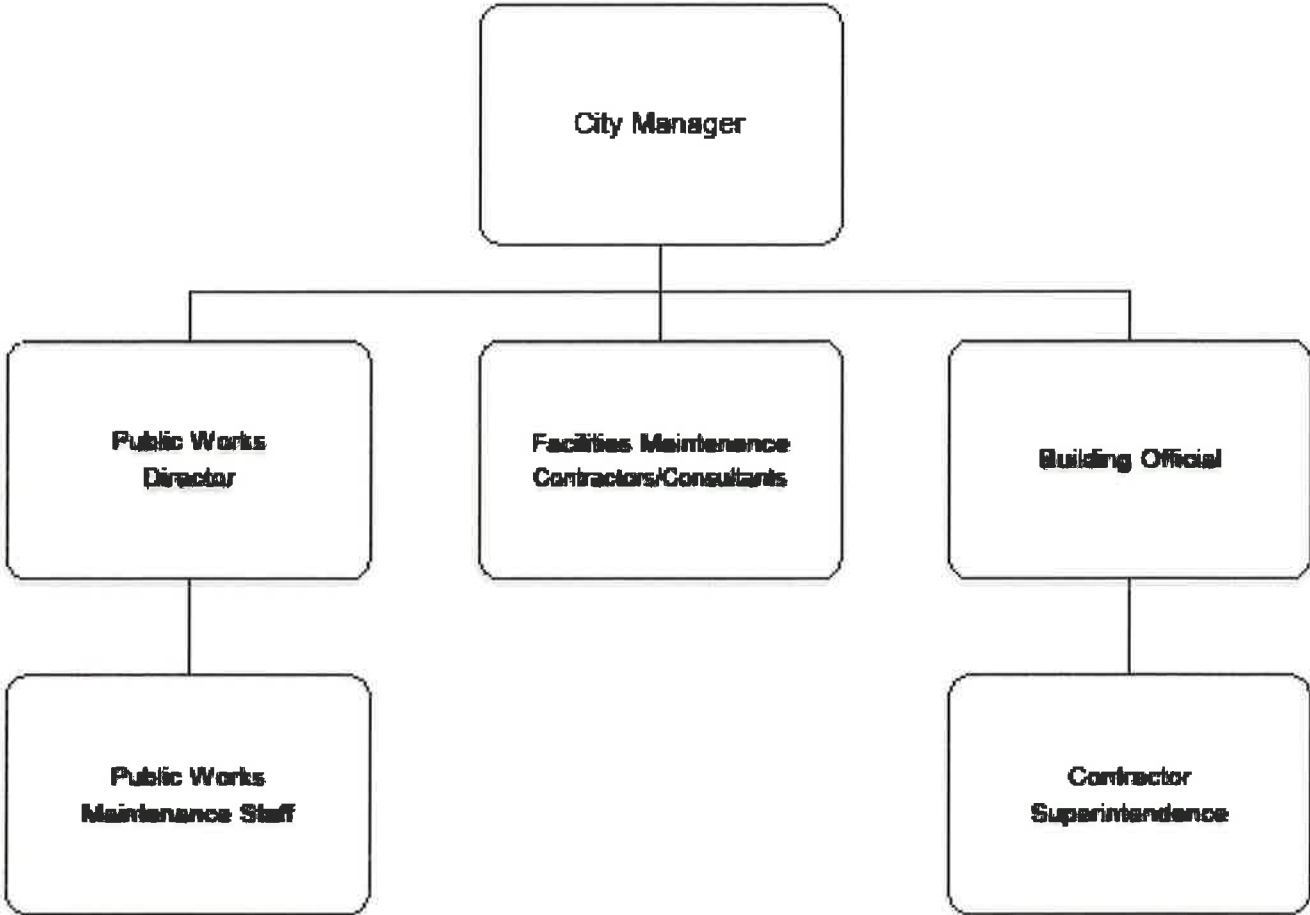
*Internal Services Fund*

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Description	2015/16 Actual	2016/17 Actual	2017/19 Biennial Budget	2019/2021 Adopted Biennial Budget
Transfers In	0	0		0
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
City Facilities Rental	268,000	268,000	538,400	543,400
City Equipment Rental	348,000	400,000	832,000	995,200
Public Works Overhead Fees	555,000	581,000	1,194,000	1,311,000
Urban Renewal Services	5,000	0	10,000	0
Public Works Services	40,364	31,125	60,000	56,000
Rental Income	2,458	2,507	4,000	84,000
Sale of Assets	0	0	2,000	0
<b>Total Charges for Service</b>	<b>1,218,822</b>	<b>1,282,632</b>	<b>2,640,400</b>	<b>2,989,600</b>
Interest Income	1,744	3,379	5,000	12,000
<b>Total Interest Income</b>	<b>1,744</b>	<b>3,379</b>	<b>5,000</b>	<b>12,000</b>
Miscellaneous Revenue	11,935	13,637	2,000	5,000
<b>Total Miscellaneous</b>	<b>11,935</b>	<b>13,637</b>	<b>2,000</b>	<b>5,000</b>
Carryover Balance	199,586	299,560	354,607	293,645
<b>Total Carryover</b>	<b>199,586</b>	<b>299,560</b>	<b>354,607</b>	<b>293,645</b>
<b>Total Internal Services Revenues</b>	<b>1,432,087</b>	<b>1,599,207</b>	<b>3,002,007</b>	<b>3,300,245</b>



**Facilities Maintenance**



**OVERALL GOAL**

The purpose of the Facilities Maintenance Division is to maintain all city facilities and to coordinate construction activities to retrofit and upgrade older city owned facilities.

**PROJECTS 2019-2021**

- City Council Chambers Upgrades
- Police Lobby Upgrades
- Police Interview Room Upgrades
- Police Restroom Upgrades
- Continued HVAC replacement for old city hall facility
- Elevator replacement in old city hall facility
- Miscellaneous City Hall Upgrades
- Miscellaneous Parks & Recreation Upgrades

**KEY OBJECTIVES**

- Continue with the development of a city wide maintenance plan to better anticipate necessary facility requirements including an appropriate annual budget for facility repairs
- Contract janitorial services
- Improve facilities to ensure that the community and employees have safe, efficient, clean and contemporary city facilities
- Continue to improve security and implement improvements to better utilize existing facilities
- Address facility concerns in a timely manner, with tracking of all requests
- Prioritize safety needs, then consider issues that can lead to further damage; routine maintenance will follow when other issues have been resolved
- Ensure that all maintenance and repairs keep water and electrical conservation a priority
- Make recycling options for employees and visitors to City buildings easily accessible
- Coordinate with the City's Safety Committee to ensure OSHA regulations and code violations are addressed in a timely manner

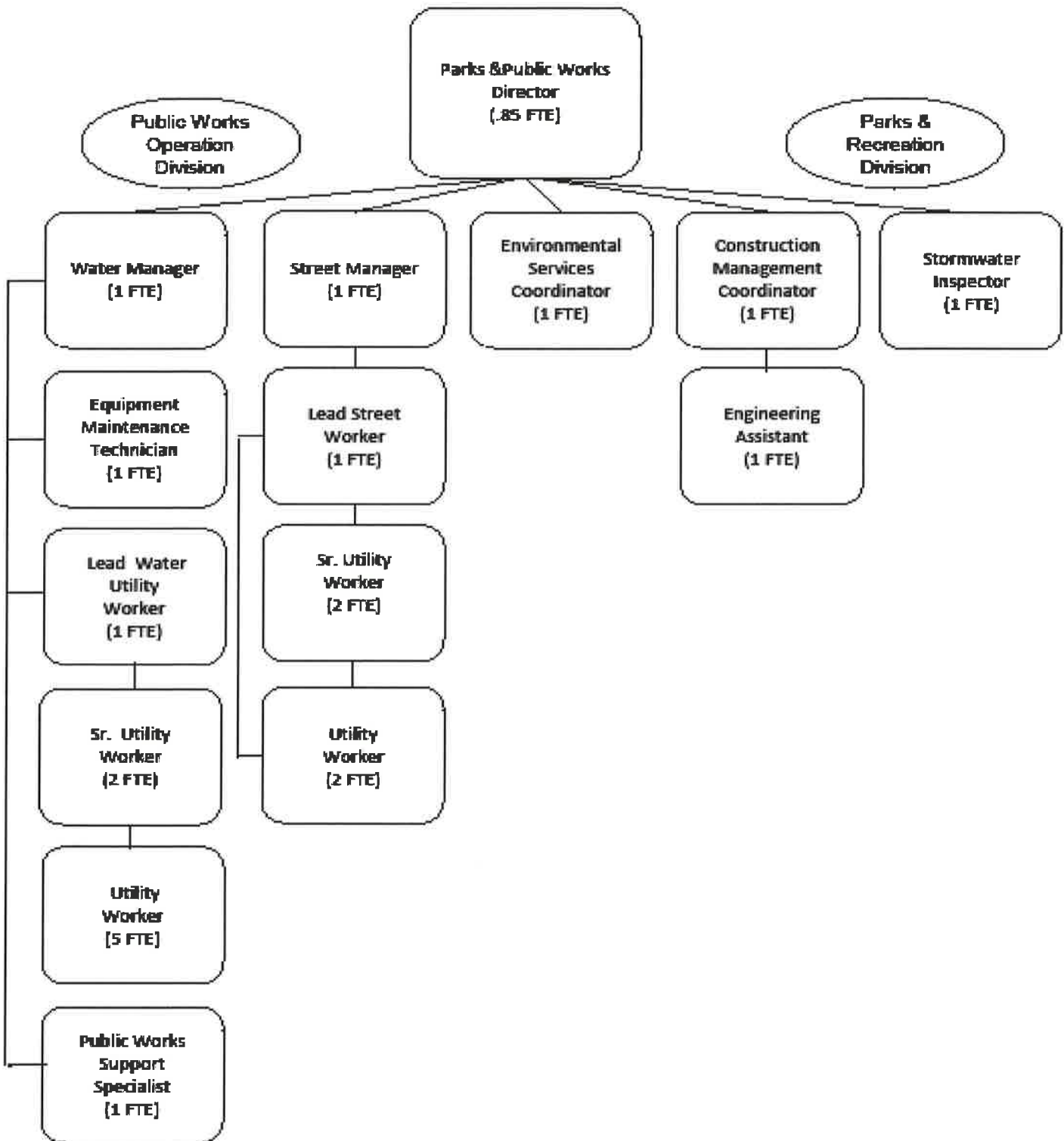
**PERFORMANCE MEASURES**

- Track all internal facilities maintenance repairs/requests
- Complete all necessary preventive maintenance
- Maintain all city facilities in a manner that displays a positive image
- Maintain and construct public facilities that integrate with the downtown business district

*Internal Services Fund - Facilities Maintenance*

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
City Overhead Fees	13,000	13,000	26,000	26,000
Contract Services	102,188	92,801	200,000	212,000
Building/Grounds Maintenance	34,440	58,611	115,000	100,000
Maintenance Supplies	5,164	5,012	13,000	20,000
Sm Equip/Tools/Furniture	1,010	6,055	10,000	10,000
Electric	62,121	61,487	130,000	127,100
Natural Gas	9,845	11,481	44,000	28,000
Phone/Internet	0	0	2,000	0
Water/Sewer/Stormwater	4,431	4,728	12,000	14,250
<b>Total Materials &amp; Services</b>	<b>232,200</b>	<b>253,176</b>	<b>552,000</b>	<b>537,350</b>
City Facility Improvements	0	27,533	100,000	0
Equipment	0	0	0	0
<b>Total Capital Projects</b>	<b>0</b>	<b>27,533</b>	<b>100,000</b>	<b>0</b>
<b>Total Facilities</b>	<b>232,200</b>	<b>280,709</b>	<b>652,000</b>	<b>537,350</b>

**Parks & Public Works  
(21.85 FTE)**



## **OVERALL GOAL**

To provide management and support services to crews maintaining public infrastructure. Responsible for master planning, project management and design, infrastructure information gathering and warehousing, and inspection and regulation of all public and private development in the city as well as general administration of both Parks and Public Works divisions.

Fund Resources: This is an internal services fund and is funded by public works overhead fees obtained from Parks, Streets, Water and Stormwater funds.

## **KEY OBJECTIVES**

- Support Field Crew: To support field crew maintenance activities by providing leadership, adequate training, new technologies, material and equipment procurement and other supportive functions of all maintenance crews
- Storm Water Quality: The City has been approved for its own Water Quality Permit thru DEQ and will be issuing permits and inspection for the first time.

## **KEY PERFORMANCE MEASURES**

- Project Management – CIP projects no more than 110% of project award.
- Storm Water Quality – Track number of permits and number of issues.
- Design of Shop – Design of new PW Corporation Yard being complete and within a

## **2019/2021 DEPARTMENT GOALS**

- Project management of all capital projects
- Management of Storm Water Quality Program
- Administration of new shop design.

*Internal Services Fund - Public Works Administration*

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Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	263,466	275,021	616,561	806,530
Overtime Wages	1,079	3,566	9,000	4,000
City Taxes and Benefits	134,236	148,926	372,458	532,860
<b>Total Personnel Services</b>	<b>398,781</b>	<b>427,513</b>	<b>998,019</b>	<b>1,343,390</b>
City Overhead Fees	112,000	112,000	224,000	225,600
Travel/Training	2,471	2,462	6,000	10,000
Professional Services	34,398	31,239	70,000	68,000
Contract Services	825	852	2,000	4,000
Books/Publications	82	52	500	250
Clothing Allowance	0	75	0	
Dues/Licenses	265	360	500	4,000
Office/Shop Supplies	3,689	7,029	10,000	8,000
Postage	1,470	1,062	4,000	2,000
Sm Equip/Tools/Furniture	0	0	0	0
Phone/Internet	3,404	3,454	7,600	12,600
<b>Total Materials &amp; Services</b>	<b>158,605</b>	<b>158,585</b>	<b>324,600</b>	<b>334,450</b>
<b>Total PW Administration</b>	<b>557,385</b>	<b>586,098</b>	<b>1,322,619</b>	<b>1,677,840</b>



**OVERALL GOAL**

This division of Internal Services is to provide oversight of maintenance of City vehicles and equipment; and to ensure that they are maintained to satisfactory levels and maximum life expectancy.

Note: This does not include the police vehicles.

Fund Resources: This division is supported primarily public works fleet overhead fees.

**KEY OBJECTIVES**

- Vehicle Inventory and Assessment: Review of large rolling stock and equipment, age of equipment, and to assess maintenance needs and retainage necessity
- Small Equipment/Vehicle Efficiency .

**KEY PERFORMANCE MEASURES**

- **Equipment/Vehicles - Annual review of efficiencies of outsourcing:** Both had major issues with various pieces of equipment in the 17/18 FY, but had normal expenses in 18/19

	FY 17/18	Actual Expenses	FY 18/19	Actual Expenses
Equipment Repair/Maintenance	\$25,000	\$53,294	\$25,000	\$17,481

**2019/2021 DEPARTMENT GOALS**

- Keep smaller equipment running over 90%
- Analysis of large vehicles and establishment of 10-year

*Internal Services Fund - Fleet Maintenance*

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Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Salaries & Wages	52,188	62,789	101,420	117,460
Overtime Wages	0	408	1,000	1,000
City Taxes and Benefits	32,096	39,192	73,020	83,250
<b>Total Personnel Services</b>	<b>84,283</b>	<b>102,389</b>	<b>175,440</b>	<b>201,710</b>
Lease/Rentals	5,246	52,079	112,000	287,000
Travel/Training	0	2,133	4,000	2,000
Contract Services	41,924	39,171	70,000	60,000
Vehicle Repair/Maintenance	15,741	30,584	54,000	50,000
Equipment Repair/Maintenance	44,646	20,757	50,000	54,000
Clothing Allowance	150	150	500	1,000
Fuel	27,183	31,881	75,000	80,000
Office/Shop Supplies	14,701	4,862	14,000	14,000
Safety/Ergonomic Supplies	0	0	0	0
Special Projects	0	0	0	0
Sm Equip/Tools	4,130	9,759	44,000	30,000
Disposal	0	29	0	0
Phone/Internet	2,045	457	4,000	1,000
<b>Total Materials &amp; Services</b>	<b>155,765</b>	<b>191,861</b>	<b>427,500</b>	<b>579,000</b>
Equipment	75,347	113,462	210,000	200,000
<b>Total Capital Outlay</b>	<b>75,347</b>	<b>113,462</b>	<b>210,000</b>	<b>200,000</b>
<b>Total Fleet Maintenance</b>	<b>315,395</b>	<b>407,712</b>	<b>812,940</b>	<b>980,710</b>

*Internal Services Fund - Interdepartmental*

Description	2015/16	2016/17	2017/19	2019/2021
	Actual	Actual	Biennial Budget	Adopted Biennial Budget
Transfer Out - Facility Reserves	25,000	25,000	50,000	50,000
Transfer Out - Equipment Reserves	0	0	0	0
<b>Total Transfers Out</b>	<b>25,000</b>	<b>25,000</b>	<b>50,000</b>	<b>50,000</b>
Ending Balance	302,107	299,688	164,448	54,345
<b>Total Ending Balance</b>	<b>302,107</b>	<b>299,688</b>	<b>164,448</b>	<b>54,345</b>
<b>Total Interdepartmental</b>	<b>327,107</b>	<b>324,688</b>	<b>214,448</b>	<b>104,345</b>
<b>Total Internal Services Fund</b>	<b>1,432,087</b>	<b>1,599,207</b>	<b>3,002,007</b>	<b>3,300,245</b>

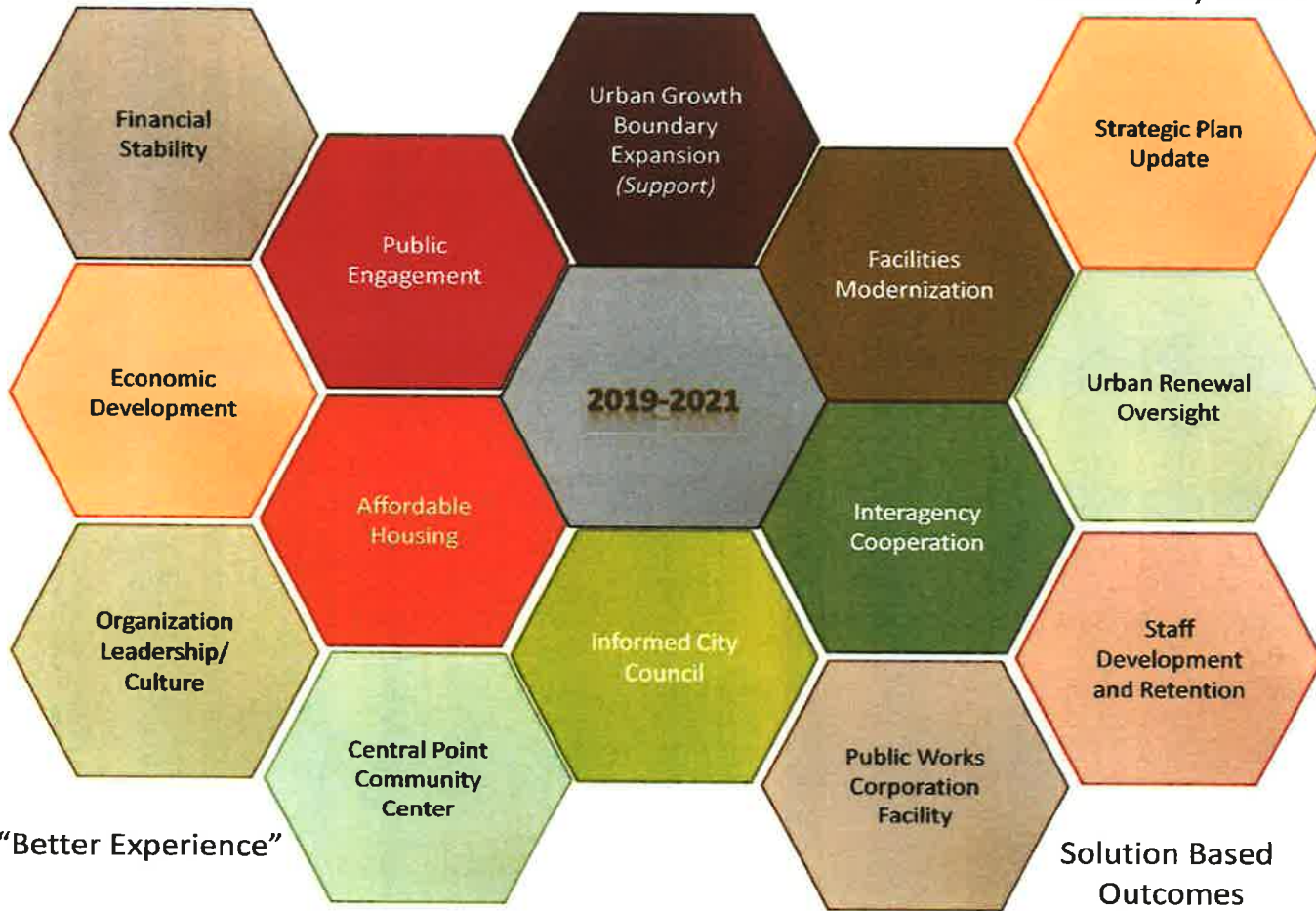


**Appendix**

Appendix.....A-1  
City of Central Point Goals .....A-2  
Salary Schedule .....A-11  
Glossary .....A-12  
Chart of Account Descriptions .....A-15  
Acronyms.....A-17

Citizen Input/Involvement

Strategic Plan -  
Community Vision



"Better Experience"

Solution Based  
Outcomes

**Administration**



**INFORMATION TECHNOLOGY**





**INFORMATION TECHNOLOGY**

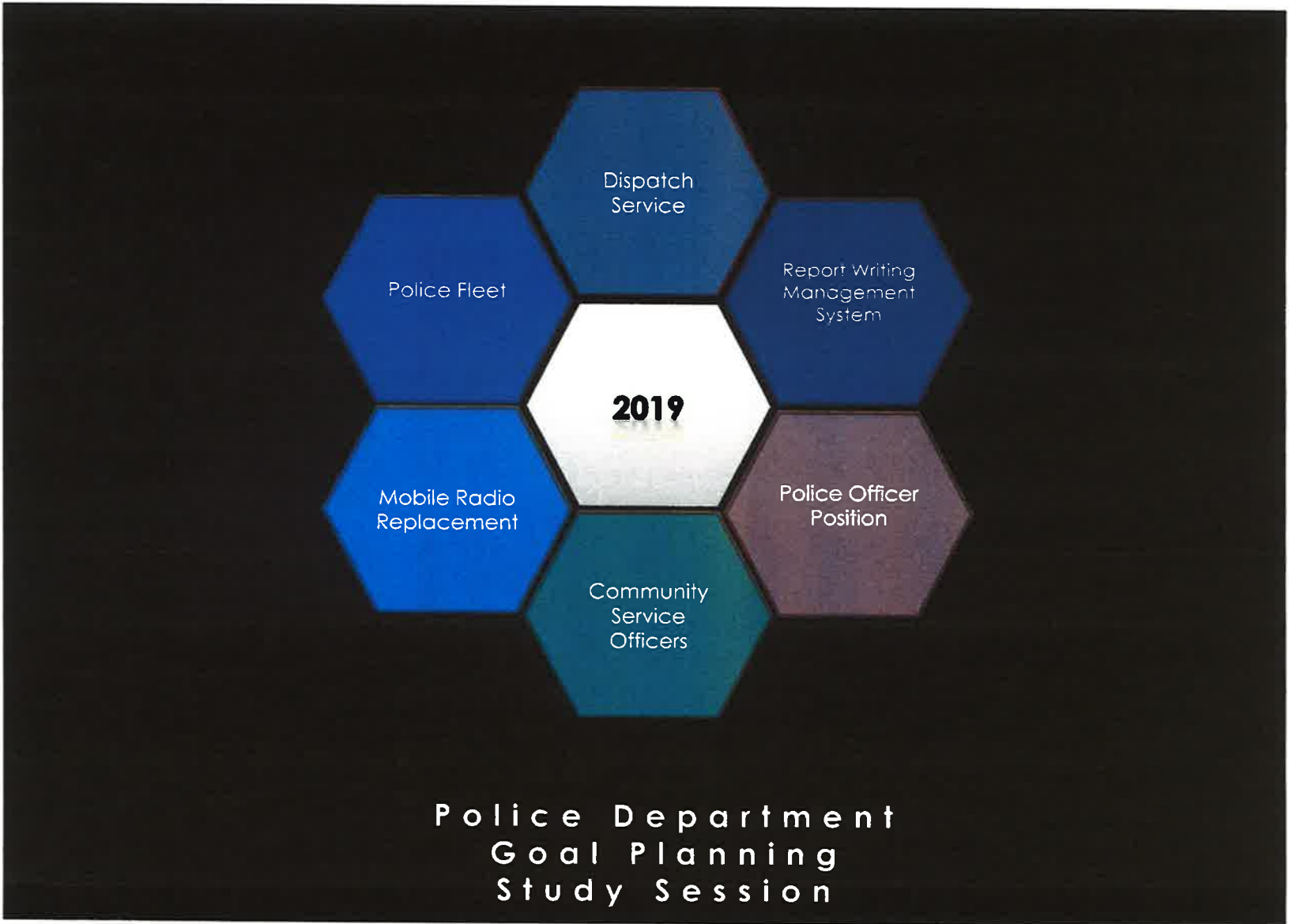


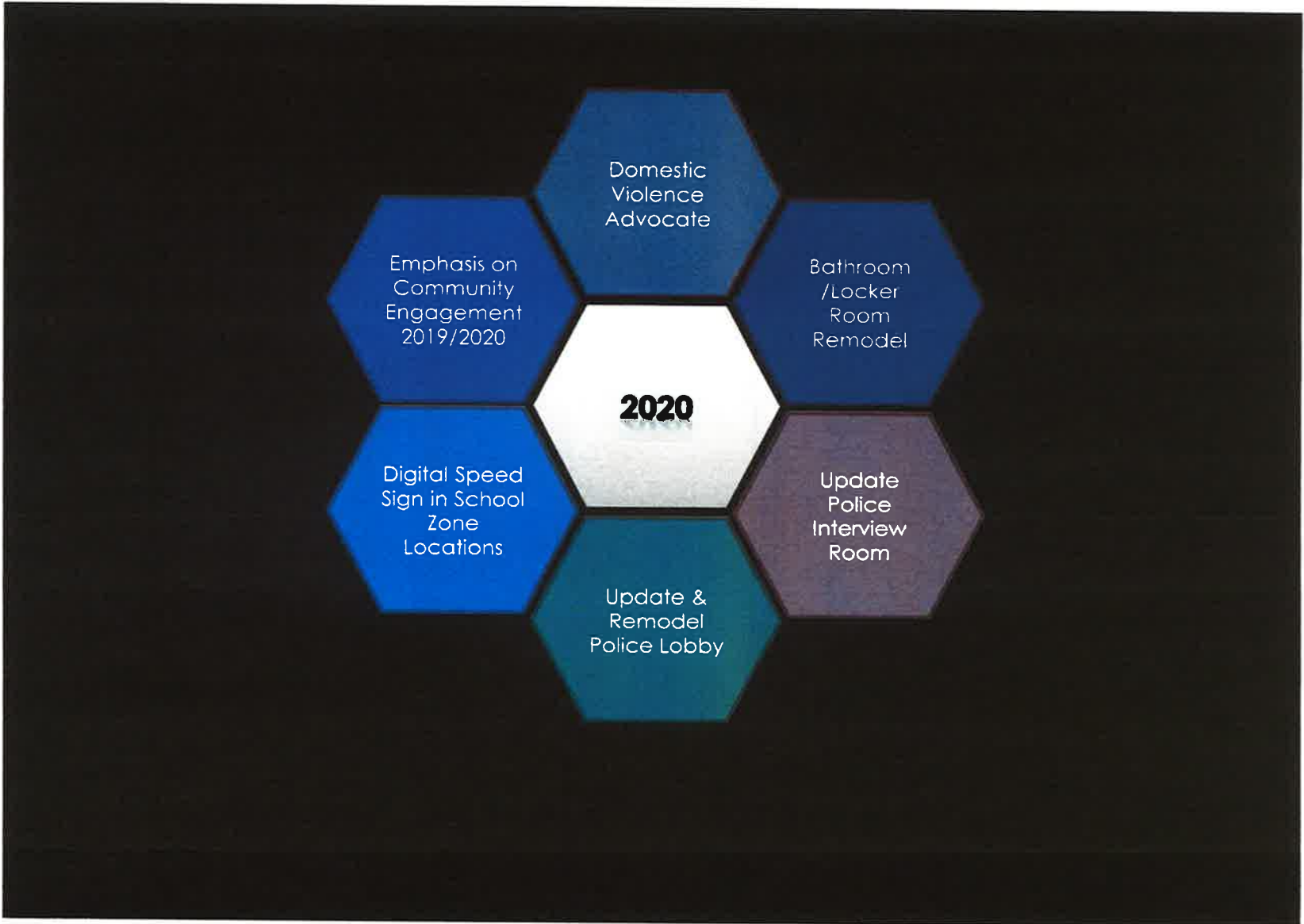


## Community Development

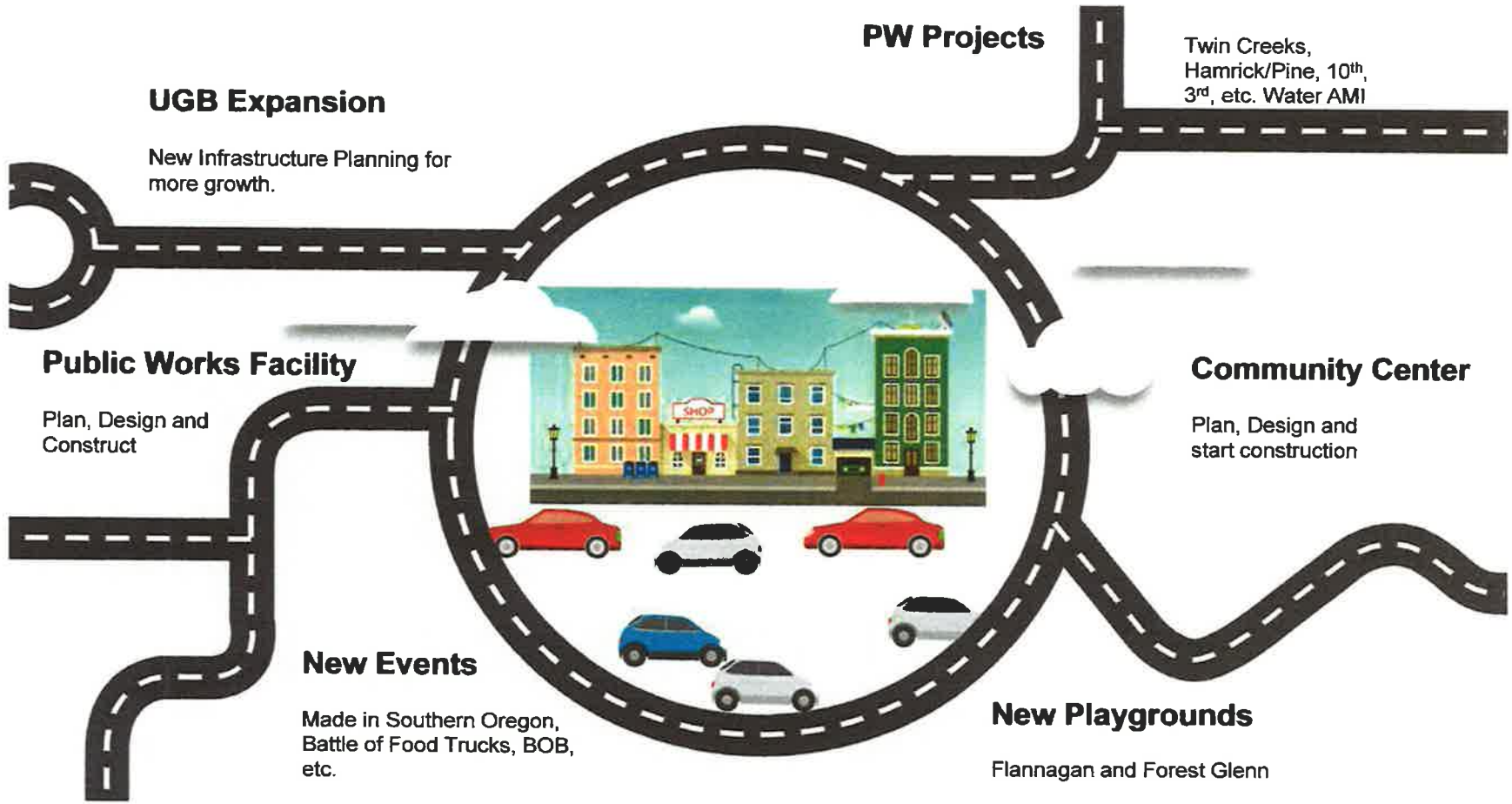


## Community Development











Classification Pay Plan Effective July 1, 2019

Part A: General Service Bargaining Unit Positions (hourly) (monthly)			Schedule Effective 7/1/19						
Position#	Classification Title	Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G
<b>Grade 2-3</b>			<b>16.31</b>	<b>17.13</b>	<b>17.99</b>	<b>18.89</b>	<b>19.83</b>	<b>20.82</b>	<b>21.86</b>
100	Office Assistant	<b>GS2-3</b>	<b>2,827</b>	<b>2,969</b>	<b>3,118</b>	<b>3,274</b>	<b>3,437</b>	<b>3,609</b>	<b>3,789</b>
122	Utility Laborer								
<b>Grade 4</b>			<b>17.79</b>	<b>18.68</b>	<b>19.61</b>	<b>20.59</b>	<b>21.62</b>	<b>22.70</b>	<b>23.84</b>
101	Account Clerk: Finance/Public Works	<b>GS4</b>	<b>3,084</b>	<b>3,238</b>	<b>3,399</b>	<b>3,569</b>	<b>3,747</b>	<b>3,935</b>	<b>4,132</b>
102	Community Development Specialist								
103	Parks Maintenance Worker								
104	Recreation Specialist								
105	Utility Worker								
<b>Grade 5</b>			<b>19.99</b>	<b>20.99</b>	<b>22.04</b>	<b>23.14</b>	<b>24.30</b>	<b>25.52</b>	<b>26.80</b>
106	Assistant Engineering Technician	<b>GS5</b>	<b>3,465</b>	<b>3,638</b>	<b>3,820</b>	<b>4,011</b>	<b>4,212</b>	<b>4,423</b>	<b>4,645</b>
107	Customer Service Technician								
108	Equipment Maintenance Technician								
109	Planning Technician								
110	Recreation Programs Coordinator								
111	Senior Utility Worker								
<b>Grade 6</b>			<b>22.14</b>	<b>23.25</b>	<b>24.41</b>	<b>25.63</b>	<b>26.91</b>	<b>28.26</b>	<b>29.67</b>
112	Acctg/Business Services Coordinator	<b>GS6</b>	<b>3,838</b>	<b>4,030</b>	<b>4,231</b>	<b>4,443</b>	<b>4,664</b>	<b>4,898</b>	<b>5,143</b>
113	Parks Lead								
114	Recreation Coordinator: Special Events/Mktg								
<b>Grade 7</b>			<b>24.41</b>	<b>25.63</b>	<b>26.91</b>	<b>28.26</b>	<b>29.67</b>	<b>31.15</b>	<b>32.71</b>
115	Community Planner I	<b>GS7</b>	<b>4,231</b>	<b>4,443</b>	<b>4,664</b>	<b>4,898</b>	<b>5,143</b>	<b>5,399</b>	<b>5,670</b>
116	Foreman: Streets, Water								
117	Park Planner								
<b>Grade 8</b>			<b>27.31</b>	<b>28.68</b>	<b>30.11</b>	<b>31.62</b>	<b>33.20</b>	<b>34.86</b>	<b>36.60</b>
118	Community Planner II	<b>GS8</b>	<b>4,734</b>	<b>4,971</b>	<b>5,219</b>	<b>5,481</b>	<b>5,755</b>	<b>6,042</b>	<b>6,344</b>
119	Construction Management Coordinator								
120	Environmental Services/GIS Coordinator								
121	Information Technology Specialist								
<b>Grade 9</b>			<b>30.32</b>	<b>31.84</b>	<b>33.43</b>	<b>35.10</b>	<b>36.86</b>	<b>38.70</b>	<b>40.64</b>
	vacant	<b>GS9</b>	<b>5,255</b>	<b>5,519</b>	<b>5,795</b>	<b>6,084</b>	<b>6,389</b>	<b>6,708</b>	<b>7,044</b>

Part B: Police Bargaining Unit Positions

			Schedule Effective 7/1/19					
Position#	Classification Title	Grade	Step A	Step B	Step C	Step D	Step E	Step F
200	Police Support Specialist	P110	3,372	3,541	3,718	3,904	4,099	4,304
201	Community Services Officer	P117	3,578	3,757	3,945	4,142	4,349	4,566
202	Police Officer	P145	4,586	4,815	5,056	5,309	5,574	5,853
203	Corporal	P150	5,072	5,326	5,592	5,872	6,166	6,474

Part C: Exempt, Non-Bargaining Unit, Management Positions Schedule effective 1/1/19

Position#	Classification Title	Band	Minimum	Maximum
002	Human Resources Assistant (non-exempt)	C	15.38/hr	20.50/hr
500	Accountant/Finance Supervisor	I	5,382	7,227
501	City Recorder	I	5,382	7,227
502	Parks & Recreation Manager	I	5,382	7,227
503	Parks & Public Works Supervisor	I	5,382	7,227
507	Police Office Manager	I	5,382	7,227
504	Parks & Public Works Operations Mgr	II	6,458	8,354
505	Building Division Manager	II	6,458	8,354
506	Principal Planner	II	6,458	8,354
511-515	Department Director (CD, FIN, HR, IT, PPW)	III	6,817	9,584
508	Police Lieutenant (non-exempt)	P-I	5,945	7,944
509	Police Captain	P-II	7,124	9,174
510	Police Chief	P-III	8,252	10,507

Approved 06/13/19 by Council, Resolution#1588

**A Accrual Basis:** Method of accounting where expenditures and revenues are recorded when incurred, not when paid. The method differs from GAAP Accrual Basis in that, while capital outlays are recognized as expenditures, depreciation and amortization are not [ORS 294.311(1)]

**ADAAA:** Americans with Disabilities Act.

**Administrative City Overhead Fees:** Reimbursement for services that are paid for out of one fund, but benefit the programs in another fund.

**Adopted budget:** Financial plan that forms the basis for appropriations. Adopted by the governing body (ORS 294.435).

**AMR:** Automatic Meter Reading System.

**Annexation:** The incorporation of land into an existing city with a resulting change in the boundaries of that city.

**Annual Revenues:** The sum of all sources of estimated revenues of a fund, excluding Working Capital Carryover.

**Appropriation:** Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)].

**Appropriation Resolution:** The legal document passed by the City Council authorizing expenditures.

**Approved Budget:** The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing (ORS 294.406).

**Assessed Value:** The market value set on real and personal property as a basis for imposing taxes. It is the lesser of the property's maximum assessed value or real market value.

**Audit:** The annual review and appraisal of a municipal corporation's accounts and fiscal affairs conducted by an accountant under contract, or the Secretary of State (ORS 297.425).

**Audit Report:** A report, in a form prescribed by the Secretary of State, made by an auditor expressing an opinion about the propriety of a local

government's financial statements, and compliance with requirements, orders and regulations.

**B Bonded Debt Levy:** Property tax levy dedicated to repayment of General Obligation Bonds authorized by more than 50 percent of the community's registered voters. The levy cannot exceed the term of the bonds.

**Bonds:** Written promises to pay a sum of money, called principal or face value, at a future date, called the maturity date, along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used to finance long-term capital improvements.

**Budget:** A financial operating plan with estimated expenditures and expected revenues for a given period.

**Budget Committee:** A panel composed of the City Council and an equal number of citizens responsible for the review and recommendation of the annual budget (ORS 294.336).

**Budget Message:** A message prepared by the City Manager and the Budget Officer explaining the annual proposed budget, articulating the strategies and budgets to achieve the City's goals, and identifying budget impacts and changes (ORS 294.391).

**Budget Officer:** The person appointed by the City Council to be responsible for assembling the budget. (ORS 294.331).

**Budget Period:** A 12-month period beginning July 1 of the first fiscal year and ending June 30 of the second fiscal year.

**Budget Transfers:** Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

**C Capital Outlay:** Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings and valued more than \$5,000. [ORS 294.352(6)].

**Capital Project Funds:** A fund type used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction [OAR 150-294.352(1)].

**CIP Fund:** Capital Improvement Fund.

**Contingency:** An appropriation of funds to cover unforeseen events that may occur during the budget year. The City Council must authorize the use of any contingency appropriations.

**D Debt Service:** Payment of interest and principal related to long term debt.

**Debt Service Fund:** A fund established to account for payment of general long-term debt principal and interest. [OAR 150-294.352(1)]

**Depreciation:** A system of accounting that aims to distribute the cost or other basic value of tangible capital assets, less salvage (if any), over the estimated useful life of the unit in a systematic and rational manner. It is a process of allocation, not of valuation. Depreciation is not budgeted by the City. In accordance with Oregon Local Budget Law.

**DEQ:** The Oregon Department of Environmental Quality works to restore, enhance, and maintain the quality of Oregon's air, water and land.

**E Encumbrance:** An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(10)].

**Enterprise Fund:** Records the resources and expenses of acquiring, operating and maintaining a self-supporting facility or service.

**Expenditures:** The money spent by the City for the programs and projects included within the approved budget.

**F Fiscal Year:** Twelve-month period from July 1 to June 30 for which the annual budget of the City is prepared and adopted.

**Fixed Assets:** Assets of a long-term character such as land, buildings, furniture, and other equipment.

**Franchise:** A privileged fee for using the ROW (Right of Way).

**Fringe Benefits:** The non-salary part of employees' total compensation. A typical benefit package includes insurance, retirement, and vacation/sick leave components.

**FTE:** Full-time equivalent is a term used to measure the number of employees based on a 40 hour per week.

**Fund:** A division in the budget with independent fiscal and accounting requirements.

**Fund Balance:** The difference between governmental fund assets and liabilities; also referred to as fund equity or carryover.

**G GAAP:** Generally Accepted Accounting Principals as determined through common practice or as promulgated by the Government Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

**General Fund:** Resources needed to run the daily operations of the local government such as wages, rent, and utilities. It also shows the money that is necessary to pay for these general needs.

**H High Tech Crime Unit** A division of the Central Point Police Department that deals exclusively, with electronic technology based crime. (Cyber crime)

**I Interfund Transfer:** Loans made by one fund to another and authorized by resolution or ordinance (ORS 294.460).

**Internal Service Fund:** A fund used to account for fiscal activities when goods or services are provided by one department or agency to other departments or agencies on a cost-reimbursement basis. [ORS 294.470]

**L Line-Item Budget:** The traditional form of budgeting where proposed expenditures are based on

**LID:** Local Improvement Districts are formed by petition and used to request the City of Central Point to finance improvements to neighborhoods (e.g., sidewalks) over a 10-year period.

**Local Option Levy:** Voter-approved property tax levies for a period of two to five years above the permanent tax rate.

**M Materials and Services:** The term used in an operating budget to designate a classification of expenditures. Refers to planned purchases other than Personal Services or Capital Outlay.

**Modified Accrual:** Revenues are recorded in the accounting period in which they become available and measurable, and expenditures are recorded in the accounting period in which the fund liability is incurred.

**O Organizational Unit:** An administrative subdivision, such as a department or division, of the city government charged with carrying on one or more specific functions.

**P Permanent Tax Rate:** The rate per thousand dollars of Assessed Value that is the maximum that can be levied for government operations. The assessed valuation is capped and may increase by three percent per year.

**Personnel Services:** Employee wages, health insurance costs, workers' compensation charges, and any other employee benefits.

**Proposed Budget:** The financial and operating document submitted to the Budget Committee and the governing body for consideration.

**R Requirements:** Total expenditures and unappropriated fund balance.

**Reserve:** A portion of a fund that is restricted for a specific purpose.

**Resources:** Total amounts available for appropriation consisting of the estimated beginning carryover balance plus anticipated revenues.

**Revenues:** Monies received or anticipated by a local government from both tax and non-tax sources.

**S SDC:** System Development Charges are assessed on new construction to cover the demands placed on City services. Charges collected cover water,

transportation, storm drains, and parks costs.

**Special Revenue Fund:** A fund used to account for the proceeds of specific revenue sources that are restricted to expenditures for a specific purpose.

**Supplemental Budget:** A budget that is prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. The supplemental budget cannot be used to increase a tax levy.

**T Tax Levy:** Total amount of dollars raised in property taxes imposed by the city, permanent tax rate, local option levies, and bonded debt levies.

**Transfer:** An amount distributed from one fund to finance activities in another fund. It is shown as an expenditure in the originating fund and a revenue in the receiving fund.

**U Unappropriated Ending Fund Balance:** An amount set aside to be used as carryover for the next fiscal year's budget.

**W Working Capital Carryover:** The amount carried over from year to year. It is based on the difference between estimated revenues to be received and the estimated amount expected to be spent.

**Account Descriptions**  
(In alphabetical order)

**Books/Publications** (Acct #6610)  
Published material: manuals, maps, books, magazines, newspapers, etc.

**Building/Grounds Maintenance:** (Acct# 6530)  
Any supplies needed for building, grounds, or elevator maintenance.

**Computer Hardware/Software:** (Acct# 6630)  
Any computer hardware item under \$5,000, and all software purchases.

**Computer Maintenance/Repair:** (Acct#6550)  
Maintenance costs on hardware or software; repairs and parts for computers.

**Contract/Other Services:** (Acct# 6360)  
Any "blue collar" service that is contracted out; may/may not have a signed contract.

- Weed Abatement
- Cad Support
- Chemical & Lab Testing
- Dispatch Services
- Election costs
- Inspectors
- Instructors
- Janitor
- Laundry Service
- Prisoner Expense
- Recruitment costs
- Safety Services
- Traffic Lights, Paint & Reflectors, Traffic Signs & Poles
- Utility Locates

**Equipment Repair/Maintenance:** (Acct# 6520)  
Maintenance on office, shop, or large equipment, radios, etc.

**Lease/Rentals:** (Acct#6270)  
Lease or rental paid for equipment, buildings, tools, etc.

**Office/Shop Supplies:** (Acct# 6680)  
Any supply needed to operate an office or shop including:  

- Drafting, Survey, Engineering supplies
- Safety Supplies
- Writing, Printing, Recording supplies



## Chart of Account Descriptions

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**Phones/Internet:**

(Acct# 6740)

Cell Phones  
Direct Line Phones  
Internet Service  
Long Distance  
Pagers

**Professional Services:**

(Acct# 6350)

Any "white collar" service such as:

Attorney  
Auditor  
Doctor  
Engineering  
Counselor/Facilitator  
Labor Relations  
Professional Consultant (requiring a license/degree)

**Vehicle Repair/Maintenance:**

(Acct# 6510)

Any part or supply needed for maintenance of vehicles; does not include radio's/radio maintenance, or heavy equipment.

**Sm Equip/Tools/Furniture:**

(Acct# 6695)

Small equipment, tools, or furniture under \$5000.

Equipment and tools vary depending on the department's specific need. For example, in public works, this may include hammers & staple guns; in police it means guns & protective vests; etc.

**Travel/Training:**

(Acct# 6280)

Any expense associated with training, including onsite training costs.

Conference registration fees  
Lodging, meals & transportation  
Training supplies, certificates, licenses  
Computer training; new computer hardware or software implementation training

**Capital Outlay Expenses:**

(Acct # 7000 - 7499)

Capital outlay expenses are generally large projects or items (fixed assets) in excess of \$5000; however, some expenses may be in excess of \$5000 and do not qualify as a fixed asset. If you have questions on correct coding of these purchases, verify with the Finance Director.

<b>A</b>	<b>ADA-</b> Americans with Disabilities Act	<b>P</b>	<b>PEG-</b> Public Education and Government
<b>C</b>	<b>CAFR-</b> Comprehensive Annual Financial Report		<b>PERS-</b> Public Employee Retirement System
	<b>CIP-</b> Capital Improvement Plan		<b>PMS-</b> Pavement Management System
	<b>CDBG-</b> Community Development Block Grant		<b>PUC-</b> Public Utility Commission
	<b>CMAQ-</b> Congestion Management Air Quality		<b>PW-</b> Public Works
	<b>CPI-</b> Consumer Price Index	<b>R</b>	<b>RPS-</b> Regional Problem Solving
	<b>CUFR-</b> Component Unit Financial Report		<b>RTP-</b> Regional Transportation Plan
<b>D</b>	<b>DARE-</b> Drug Awareness Resistance Education		<b>RVACT-</b> Rogue Valley Area Commission on Transportation
	<b>DEQ-</b> Department of Environmental Quality		<b>RVCOG-</b> Rogue Valley Council of Governments
<b>E</b>	<b>EOC-</b> Emergency Operations Center		<b>RVSS-</b> Rogue Valley Sewer Service
	<b>EOY-</b> End of Year		<b>RVTD-</b> Rogue Valley Transit District
	<b>EPA-</b> Environmental Protection Agency		<b>RVTV-</b> Rogue Valley Television
	<b>ESD-</b> Educational Service District	<b>S</b>	<b>SBA-</b> Small Business Administration
<b>F</b>	<b>FEMA-</b> Federal Emergency Management Agency		<b>SCADA-</b> Supervisory Control and Data Acquisition
	<b>FTE-</b> Full Time Equivalency		<b>SDC-</b> System Development Charges
	<b>FY-</b> Fiscal Year		<b>SOHS-</b> <b>Southern Oregon Historical Society</b>
<b>G</b>	<b>GAAP-</b> Generally Accepted Accounting Principals		<b>SORC-</b> Southern Oregon Regional Communications
	<b>GASB-</b> Government Accounting Standards Board		<b>STIP-</b> Surface Transportation Improvement Program
	<b>GIS-</b> Geographic Information Systems		<b>SUV-</b> Sport Utility Vehicle
<b>H</b>	<b>HIPAA-</b> Health Insurance Portability and Accountability Act	<b>T</b>	<b>TE-</b> Transportation Enhancement
	<b>HR-</b> Human Resources		<b>TSP-</b> Transportation System Plan
	<b>HTCTF-</b> High Tech Crime Task Force	<b>V</b>	<b>VOIP-</b> Voice Over Internet Protocol
	<b>HUD-</b> Housing and Urban Development	<b>Y</b>	<b>YTD-</b> Year to Date
<b>J</b>	<b>JJTC-</b> Jackson/Josephine Transportation Committee		
<b>L</b>	<b>LCDC-</b> Land Conservation Development Commission		
	<b>LID-</b> Local Improvement District		
<b>M</b>	<b>MWC-</b> Medford Water Commission		
	<b>MPO-</b> Metropolitan Planning Organization		
	<b>MPO-TAC-</b> Metropolitan Planning Organization Technical Advisory Committee		
<b>N</b>	<b>NFIP-</b> National Flood Insurance Program		
	<b>NPDES-</b> National Pollutant Discharge Elimination System		
<b>O</b>	<b>ODA-</b> Oregon Department of Agriculture		
	<b>ODOT-</b> Oregon Department of Transportation		
	<b>OMSI-</b> <b>Oregon Museum of Science &amp; Industry</b>		
	<b>OPSRP-</b> Oregon Public Service Retirement Plan		
	<b>ORS-</b> Oregon Revised Statute		
	<b>OSHA-</b> Occupational Safety and Health Administration		
	<b>OTIA-</b> Oregon Transportation Investment Act		



**Legal Compliance**

Affidavit of Publication, April 29, 2019 and May 6, 2019 ..... L-2  
Resolution 1582 Certifying the Provision of Certain Municipal Services ..... L-3  
Resolution 1583 Electing to Receive State Revenue Sharing Funds ..... L-4  
Resolution 1584 Adopting the Annual Budget Making Appropriations and Levying Taxes L-5  
Form LB-1 Notice of Budget Hearing ..... L-8  
Form LB-50 Notice of Property Tax and Certification of  
Intent to Impose a Tax, Fee, Assessment, or Charge on Property ..... L-9

City of Central Point  
Central Point City Hall 140 South 3rd St  
Central Point, OR 97502

Affidavit of Publication

\*\*\*THIS IS NOT A BILL\*\*\*

State of Oregon  
County of Jackson

CASE NO.

I, Jennie DeBunce, being first duly sworn, depose and say that I am the principal clerk of Medford Mail Tribune, a newspaper of general circulation, as defined by ORS 193.010 and 193.020; printed at Medford in the aforesaid county and state; that the PUBLIC NOTICE, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 successive and consecutive insertion(s) in the following issues 4/15/2019 (HERE SET FORTH DATES OF ISSUE)

*[Handwritten Signature]*

Subscribed and sworn to before me this 17<sup>th</sup> day of April, 2019.



*[Handwritten Signature: Terrie Rogers]*  
NOTARY PUBLIC FOR OREGON

My commission expires 24<sup>th</sup> day of Sept., 2022

Rosebud Media - Mail Tribune - Ashland Daily Tidings  
111 N Fir St  
Medford, OR 97501

PUBLICATION	EXPIRE DATE	AD CAPTION	# TIMES	AMOUNT	PO
Mail Tribune	4/15/2019	NOTICE OF BUDGET MEETING	1	77.43	

RESOLUTION NO. 1582

**A RESOLUTION CERTIFYING THE PROVISION OF MUNICIPAL SERVICES BY THE CITY OF CENTRAL POINT, OREGON**

**Recitals:**

ORS 221.760 provides that for cities located within counties having population over 100,000 to receive state revenues from cigarette, gas and liquor taxes, the State of Oregon must be satisfied that the City provides certain municipal services.

Therefore, the City of Central Point resolves as follows:

That the citizens of Central Point are provided the following services;

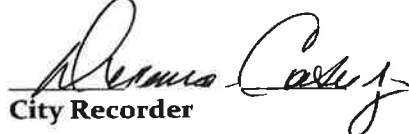
- Police protection
- Street construction, maintenance and lighting
- Storm sewers
- Planning, zoning and subdivision control
- Water utilities

*Passed by the Council and signed by me in authentication of its passage this 13th Day of June 2019.*



Mayor Hank Williams

ATTEST:



City Recorder

RESOLUTION NO. 1583

**A RESOLUTION ELECTING TO RECEIVE STATE REVENUE SHARING FUNDS FOR FISCAL YEAR JULY 1, 2019 THROUGH JUNE 30, 2020**

**Recitals:**

The State of Oregon sets forth requirements for eligibility of State Revenue Sharing funds. The City of Central Point has qualified and desires to receive such funds.

Therefore, the City of Central Point resolves as follows:

**Section 1.** The City hereby elects to receive distribution under ORS 221.770 of the State Revenue Sharing funds.

**Section 2.** The City hereby certifies as follows:

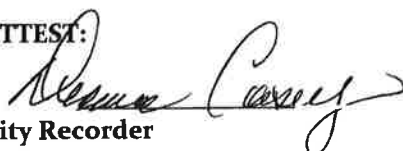
- A. The City held a public hearing before the Budget Committee on April 29, 2019 at which time citizens had the opportunity to provide written and oral comment to the City Council on the possible uses of State Revenue Sharing funds.
- C. The City held a second public hearing before the City Council on June 13, 2019, at which time citizens had the opportunity to provide written and oral comment and ask questions of the City Council on the proposed use of State Revenue Sharing funds for the biennial budget period of July 1, 2019 through June 30, 2021.
- D. The City levied a property tax for the year proceeding the year in which State Revenue Sharing funds are sought hereunder and pursuant to ORS 471.810.

**Section 3.** A copy of this resolution shall be filed with the executive department of the State of Oregon prior to July 31, 2019.

*Passed by the Council and signed by me in authentication of its passage this 13th day of June 2019.*

  
Mayor Hank Williams

ATTEST:

  
City Recorder

RESOLUTION NO. 1584

**A RESOLUTION TO ADOPT THE BUDGET; MAKE APPROPRIATIONS  
AND LEVY TAXES FOR THE BIENNIAL BUDGET PERIOD  
JULY 1, 2019 THROUGH June 30, 2021**

**RECITALS:**

- A. Oregon statute (ORS 294.326) requires municipalities to prepare and adopt a financial plan (budget) containing estimates of revenues and expenditures in compliance with Oregon budget laws prior to making expenditures or tax certification.
- B. No increases were made to the proposed tax levy of the approved budget, nor were any budget estimates increased more than 10% as limited by law.
- C. A public hearing was duly held by the City Council of Central Point, Oregon on June 13, 2019 for the approved biennial budget in the amount of \$67,183,859.

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

To adopt the budget, make appropriations and levy taxes for the biennial budget period beginning July 1, 2019 and ending June 30, 2021.

**Section 1.** Taxes and other receipts of the City of Central Point are hereby appropriated for the purposes set forth below.

Fund/Object Classification	Appropriation	FTE
<b>General Fund</b>		
General Fund - Administration	1,728,290	3.5
General Fund - City Enhancement	422,000	0
General Fund - Technical Services	1,279,910	2.0
General Fund - Mayor & Council	183,780	0
General Fund - Finance	1,733,050	6.0
General Fund - Parks	2,109,300	4.65
General Fund - Recreation	1,066,140	2.5
General Fund - Planning	1,395,060	5.0
General Fund - Police	10,614,360	34.0
General Fund - Interdepartmental	12,136,405	0
<b>Total General Fund</b>	<b>32,668,295</b>	<b>57.65</b>

Fund/Object Classification	Appropriation	FTE
<b>Street Fund</b>		
Street Fund - Operations/Capital Projects	5,193,470	6.0
Street Fund - SDC Capital Projects	767,000	0
Street Fund - Interdepartmental	3,272,170	0
<b>Total Street Fund</b>	<b>9,232,640</b>	<b>6.0</b>
<b>Capital Improvements Fund</b>		
Capital Improvements Fund - Park Capital Projects	150,000	0
Capital Improvements Fund - Park SDC Capital Projects	510,500	0
Capital Improvements Fund -Interdepartmental	457,150	0
<b>Total Capital Improvements Fund</b>	<b>1,117,650</b>	<b>0</b>
<b>Reserve Fund</b>		
Reserve Fund - Capital Projects	417,560	0
Reserve Fund -Interdepartmental	508,165	0
<b>Total Reserve Fund</b>	<b>925,725</b>	<b>0</b>
<b>Debt Service Fund</b>		
Debt Service Fund - Debt Service	1,676,655	0
Debt Service Fund - Ending Balance	174,230	0
<b>Total Debt Service Fund</b>	<b>1,850,885</b>	<b>0</b>
<b>Building Fund</b>		
Building Fund - Personnel Services	475,390	2.0
Building Fund - Materials & Services	127,600	0
Building Fund - Interdepartmental	826,560	0
<b>Total Building Fund</b>	<b>1,429,550</b>	<b>2.0</b>
<b>Water Fund</b>		
Water Fund -Operations/Capital Projects	8,421,565	9.5
Water Fund -SDC Water Improvements	400,000	0
Water Fund -Interdepartmental	3,357,260	0
<b>Total Water Fund</b>	<b>12,178,825</b>	<b>9.5</b>

Fund/Object Classification	Appropriation	FTE
<b>Stormwater Fund</b>		
Stormwater Fund - Operations/Capital Projects	1,995,670	1.5
Stormwater Fund - Quality	252,000	0
Stormwater Fund -SDC Capital Projects	0	0
Stormwater Fund -Interdepartmental	2,232,374	0
<b>Total Stormwater Fund</b>	<b>4,480,044</b>	<b>1.5</b>
<b>Internal Services Fund</b>		
Internal Services Fund- Facilities Maintenance	537,350	0
Internal Services Fund- Public Works Administration	1,677,840	3.85
Internal Services Fund- Fleet Maintenance	980,710	1.0
Internal Services Fund- Interdepartmental	104,345	0
<b>Total Internal Services Fund</b>	<b>3,300,245</b>	<b>4.85</b>
<b>Total All Funds</b>	<b>\$67,183,859</b>	<b>81.5</b>


**Section 2.** As authorized by law and the Charter of the City of Central Point, Oregon, there is hereby levied upon the taxable property of said city as shown on the tax rolls of Jackson County, Oregon, for the biennial budget period which includes fiscal years 2019/20 through 2020/21, the rate of \$4.47 per \$1,000 of assessed valuation for general government purposes, as follows:

General Government	Subject to Measure 5 Limits	Not Subject to Measure 5 Limits	<b>Total</b>
<b>TOTAL LEVY</b>	<b>\$4.47</b>		<b>\$4.47</b>

**Section 3.** The Finance Director is hereby authorized to enter the appropriation for each organizational unit, program, and division of the budget separately on the proper books and records as prescribed by law; and is further directed to certify to the Assessor of Jackson County, Oregon, the levy of taxes of the City of Central Point, Oregon, and to take all other steps with regard to said budget and levy as required by law.

**Passed by the Council and signed by me in authentication of its passage on June 13, 2019.**

  
Mayor Hank Williams

ATTEST:  
  
City Recorder



# Legal Compliance

FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting and hearing of the Central Point Council will be held on June 13, 2019 at 7 pm at 140 South Third Street, Central Point, Oregon. The purpose of this meeting is to discuss a biennial budget for fiscal years July 1, 2019 - June 30, 2020 and July 1, 2020 - June 30, 2021 as approved by the Central Point Budget Committee. A public hearing will be held for citizens wishing to comment on the budget and the use of State Revenue Sharing funds. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Finance Office located in city hall, between the hours of 8:30 a.m. and 4:30 p.m., or online at [www.centralpointoregon.gov](http://www.centralpointoregon.gov). This is the first year for the City to budget for a biennial budget period. The budget was prepared on a basis of modified accrual accounting that is the same as the preceding years.

Contact: Steve Weber, Finance Director Phone: 541.423.1023 Email: [stevon.weber@centralpointoregon.gov](mailto:stevon.weber@centralpointoregon.gov)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2016-2017	Adopted Biennial Budget 2017-2019	Approved Biennial Budget 2019-2021
Beginning Fund Balance/Net Working Capital	9,308,136	11,699,968	13,839,879
Fees, Licenses, Permits, Fines, Assessments & Other Service	17,424,994	18,566,966	19,382,835
Federal, State and all Other Grants, Gifts, Allocations and	3,435,564	3,738,620	4,495,560
Revenue from Bonds and Other Debt	6,132,000	0	11,000,000
Interfund Transfers / Internal Service Reimbursements	537,250	670,742	1,016,985
All Other Resources Except Current Year Property Taxes	6,177,060	5,354,278	5,403,600
Current Year Property Taxes Estimated to be Received	8,659,085	10,545,000	12,045,000
<b>Total Resources</b>	<b>51,674,089</b>	<b>50,575,574</b>	<b>67,183,859</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	14,788,012	17,698,850	19,269,705
Materials and Services	13,492,240	14,880,500	16,084,550
Capital Outlay	2,112,319	6,333,000	10,344,560
Debt Service	6,777,045	2,254,036	2,528,885
Interfund Transfers	537,250	670,742	1,016,985
Contingencies	0	540,160	6,083,600
Special Payments	0		0
Unappropriated Ending Balance & Reserved for Future Expenditure	13,967,223	8,198,286	11,855,574
<b>Total Resources</b>	<b>51,674,089</b>	<b>50,575,574</b>	<b>67,183,859</b>

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT/PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
Administration	2,899,524	3,340,965	3,613,980
FTE	5.50	5.00	5.50
Finance	1,505,921	1,620,539	1,733,050
FTE	6.00	6.00	6.00
Police	8,174,828	9,659,177	10,614,360
FTE	31.00	31.00	34.00
Community Development	1,371,135	1,793,705	1,998,050
FTE	6.50	6.50	7.00
Parks & Recreation	2,930,923	4,021,382	3,835,940
FTE	6.15	7.15	7.15
Public Works	19,106,696	19,516,267	20,225,605
FTE	19.85	19.85	21.85
Not Allocated to Organizational Unit or Program	15,685,062	10,623,539	25,162,874
FTE	0	0	0
<b>Total Requirements</b>	<b>51,674,089</b>	<b>50,575,574</b>	<b>67,183,859</b>
<b>Total FTE</b>	<b>75.00</b>	<b>75.50</b>	<b>81.50</b>

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING			
Programs and activities are consistent with prior years. No significant changes to report.			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed This Two FY 2015/2017	Rate or Amount Imposed This Two FY 2017/2019	Rate or Amount Approved Next Two FY 2019/2021
Permanent Rate Levy (rate limit <b>\$5.8328 per \$1,000</b> )	<b>\$4.47</b>	<b>\$4.47</b>	<b>\$4.47</b>
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$31,917	\$0
Other Borrowings	\$10,032,235	\$0
<b>Total</b>	<b>\$10,064,152</b>	<b>\$0</b>

150-504-073-2 (Rev. 02-14)

**Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property**  
To assessor of Jackson County

**FORM LB-50  
2019-2020**

Check here if this is an amended form.

• Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Central Point has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Jackson County. The property tax, fee, charge or assessment is categorized as stated by this form.

140 South Third Street Central Point Oregon 97502 June 13, 2019  
Mailing Address of District City State ZIP code Date

Steve Weber Finance Director 541.423.1023 steven.weber@centralpointoregon.gov  
Contact Person Title Daytime Telephone Contact Person E-Mail

**CERTIFICATION** - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.  
 The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

		Subject to General Government Limits			
		Rate -or- Dollar Amount			
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	\$4.47		
2.	Local option operating tax	2			
3.	Local option capital project tax	3			
4.	City of Portland Levy for pension and disability obligations	4			
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.		0	

Excluded from Measure 5 Limits  
Dollar Amount of Bond Levy

**PART II: RATE LIMIT CERTIFICATION**

6.	Permanent rate limit in dollars and cents per \$1,000	6	\$5.8328
7.	Election date when your new district received voter approval for your permanent rate limit	7	
8.	Estimated permanent rate limit for newly merged/consolidated district	8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES**

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.  
 The authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)

This report is intended to promote the best possible management of public resources.

You are welcome to keep this copy, however, if you no longer need it, please return it to:

**Finance Department  
City of Central Point  
140 S 3<sup>rd</sup>  
Central Point, OR 97502**

The Finance Department maintains a file of past documents.  
Your cooperation will help us save copying costs.