

**City of Central Point, Oregon
Annual Budget
For Fiscal Year 2013—2014**



Serving THE CITIZENS OF CENTRAL POINT

The Fair City



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2013-2014 Budget

Budget Committee

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David Douglas
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Ellie George
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Karen Huckins
Jason Lukaszewicz
Mike Quilty
Randy Sparacino
Bill Stults
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Budget Officer

Chris Clayton, City Manager

Department Heads

Bev Adams, Finance Director
Tom Humphrey, Community Development Director
Barbara Robson, Human Resources Director
Matt Samitore, Parks & Public Works Director
Kris Allison, Police Chief
Jason Richmond, Technical Services Director



Government Finance Officers Association

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Oregon**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended.

June 30, 2012

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 review and regulations are 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

DATE: April 15th, 2013

TO: Central Point Budget Committee

FROM: Chris Clayton, City Manager
Bev Adams, Finance Director/Budget Officer

RE: Fiscal Year 2013/2014 Budget Message

MEMBERS OF THE BUDGET COMMITTEE AND CITIZENS OF CENTRAL POINT:

As required by Oregon Revised Statute, we respectfully submit the proposed balanced budget for the City of Central Point - Fiscal Year 2013-2014.

Many governmental agencies throughout Oregon, including the state itself, are struggling to produce balanced budgets as they continue to be plagued by declining revenues, increased costs, and service level reductions. We are pleased to report that the City of Central Point has maintained commendable fiscal stability while avoiding service level reductions and tax increases. Generally speaking, financial experts agree that the public sector segment of the economy maintains an 18-24 month reactionary delay when directly compared with the private sector. Given that the economy appears to be recovering at a glacial pace, we have become slowly but increasingly optimistic that the next 24-36 months will produce positive economic growth. Although budgets remain very much constrained, we are confident that this organization has endured the worst of the recent recession through a steadfast commitment to conservative financial policies and planning.

While the City of Central Point has not avoided painful reductions to programs and personnel during the prolonged downturn, we are again proposing a budget that maintains essential service levels during the 2013/2014 fiscal cycle without raising the City's permanent tax rate. However, because the City continues to collect a tax rate below the maximum permitted level, this budget proposal does include utility fee increases that address long-term capital infrastructure needs identified in the City's various infrastructure system master plans.

As the 2013/2014 budget is being prepared, many questions remain that will ultimately have influence on future budget proposals. In May of 2013, members of the City management team will begin negotiating with Teamsters Local 223 for a successor collective bargaining agreement for police bargaining unit members. The Oregon legislature is currently considering bills to reform the Public Employees Retirement System (PERS) and bills that would require changes to the city's health insurance costs. On a national level, changes mandated by the Affordable Care Act, set to go into effect in 2014, will likely impact employee benefit costs. We have made an effort to conservatively predict the outcome of such variables; however, we do not want to create the illusion that such uncertainty has been completely eliminated from our budgeting realities.

The Budget Message

Compared to the 2012/2013 budget, the 2013/2014 proposed budget could be described as minimally reduced, or transitional. Although service levels are being maintained, organizational structure and management philosophies are being continually reexamined to maximize efficiencies and enhance programs, operations, and services.

Staff's goal in preparing this budget was to safeguard primary services offered by the City. Staff is not indifferent to the negative economic impacts still being experienced by citizens of Central Point. However, even during periods of financial struggle, mounting pressure to address capital infrastructure issues continues to accumulate. One benefit of the recent economic conditions is that staff has continued to search for new service alternatives that promote efficiency.

The proposed 2013/2014 City of Central Point budget is fiscally responsible and consistent with the values and goals embraced by the Central Point City Council. We look forward to working with the Council and Budget Committee to produce a successful 2013/2014 City of Central Point budget.

FISCAL YEAR 2013/2014 BUDGET HIGHLIGHTS

The 2013/2014 budget highlights largely involve changes in personnel and, potentially, organizational structure. More specifically, through the conveyance of an early retirement incentive package, the City will hopefully have an opportunity to reevaluate organizational structure, and gain efficiencies through recruitment of new, and reallocation of current, staff members that possess various, necessary skill sets.

While the 2013/2014 budget proposal maintains stable service levels, it does not include "whole-sale" changes or major program creation. The current economic conditions simply do not support the financial obligations associated with such ventures. Additionally, costs continue to consistently outpace revenue and until revenues begin to regenerate through development and a larger tax base, extensive capital construction projects will be scaled back, limited to grant funding, or all-together eliminated from the budget. Although capital projects will be deferred for now, staff will remain focused on prioritizing, planning, designing, and seeking grant funding for many future capital projects.

Traditionally, the City has employed a fiscal policy that encourages a 20% carryover in the General Fund. Last year we *budgeted* an ending balance of 17.5%, however, the *actual* ending balance was well-above our policy at 25%. This difference between budgeted and actual carryover is the product of revenue forecasts that were based on a conservative philosophy, and actual revenues were higher than expected. The 2013/2014 budget proposal is similar to the 2012/2013 budget as it contains a general fund budgeted carryover of approximately 17%. This year's budgeted general fund carryover is based on a less conservative revenue forecast; however, we are anticipating that actual carryover will exceed the 20% threshold. Additionally, staff intends during the coming year to request that the City Council review the current financial policy to include a carryover range that promotes the public's best interest (i.e., min 15% and max 25%). This would still be conservative and fiscally responsible, but would allow excess funds to be spent on services and not "hoarded" as may be the perception when necessary projects are not getting done for the sake of a large carryover.

REVENUE PROJECTIONS

Property taxes

This budget proposes zero changes to the city's current permanent tax levy rate. The maximum the city is permitted to levy is \$5.83 per \$1,000 of assessed valuation. This budget is predicated on charging the current rate of \$4.47 per \$1,000 with property tax revenues representing the largest revenue stream received by the City's general fund. The total amount of collectible property tax revenue forecasted for the 2013/2014 budget cycle is \$4,375,000. This amount reflects an increase of 0% from the previous budget cycle. However, we do anticipate a small increase in Central Point's residential and commercial tax base through building, although the increase may be negated by properties whose real market value fell below the assessed valuation this past year.

As a matter of comparison, the passage of past Oregon ballot measures 5 and 50, coupled with the more recent collapse of the housing market, left some Oregon communities in serious financial despair. Central Point, however, has successfully avoided the catastrophic decreases in property tax revenue that some municipalities have been forced to endure, and while we have definitely been negatively impacted by these issues, we continue to fare better than many other communities of comparable size.

Transient Lodging Taxes

Transient lodging (hotel/motel) taxes are forecasted to remain steady at \$317,000. This forecast is based on the trend established by the previous 12 months; however, revenue should increase if the economic recovery spurs additional travel/lodging. The use of hotel/motel tax revenues 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, Expo, and programs aimed at incentivizing local economic development.

Franchise Fees

Franchise fees collected by the general fund will likely remain flat during the next budget cycle. However, there is one change that should receive the attention of the budget committee. In recent years the City has begun charging the water fund a franchise fee. During recent budget cycles, this assessment to the water fund has been allocated to the street fund; however, the water franchise fund has been all-together eliminated in this year's budget proposal. This change, coupled with a reevaluation of water rates, was necessary to promote financial stability in the City's water fund. Total franchise fees projected for the 2013/2014 fiscal cycle are \$1,116,500.

Development Fees

Anticipated small increases in new housing starts should result in increased planning and building department fee revenues next year. Furthermore, commercial building activity continues to increase, albeit slowly, and should contribute to development-generated revenue during upcoming budget cycles.

Enterprise Fund Revenues

Street/Transportation Fund – Revenues from the state highway tax and vehicle registrations should produce modest increases during 2013/2014. Limiting our transportation-related capital construction to grant-funded opportunities has allowed the street fund to assemble a commendable carryover balance. However, while the primary street utility fee is not targeted for an increase during 2013/2014, staff will be recommending removal of the minimum and maximum street utility fee cap limits, which currently reduce street fund revenues by approximately \$30,000 annually. Only a single transportation-related capital project, the Highway 99 beautification project, will span both the 2012/2013 budget cycle and the 2013/2014 budget cycle. However, a number of street project designs will begin and be completed during the 2013/2014 fiscal cycle.

Water Fund – Recent City Council adjustments to water rates should begin to positively impact the water fund over the next fiscal cycle. Furthermore, the water fund will begin to assume the debt service associated with the newly constructed reservoir this next year. Water fund recovery time will be controlled by seasonal variables and the need for future rate adjustments is likely. Until the water fund begins to recover significantly, capital projects will be deferred.

Storm Water Fund - The main change to the Storm Water fund will involve the City's continuing assumption of the Storm Water Quality Program that was previously managed by Rogue Valley Sewer Services. Increased revenue to the Storm Water Fund will result from the Storm Water Quality Fee being transitioned from RVSS to the City of Central Point.

Staff will not be recommending an increase to the Storm Drain Utility Fee during the 2013/2014 fiscal cycle.

EXPENDITURES

General Costs

To the extent practical, this budget holds the line on general cost increases. However, personnel services costs continue to increase due to a combination of contractually negotiated pay and benefit adjustments and Public Employee Retirement System (PERS) rates. With the health care benefit costs, we have taken a conservative stance and included provisions equal to 15% increases in the 2013/2014 budget proposal. Although health insurance rates have held flat for a third year in a row, the unknown impacts of the federally mandated healthcare program, as well as health care-related bills currently being considered in the state legislature, have created uncertainty and significantly limits our ability to predict future increases.

Since personnel costs are somewhat fixed, departments have been asked to reduce materials and services budgets by 3%. This has become increasingly difficult as this request to reduce or maintain materials and service budgets has now been made for the past several budget cycles. We believe we have now reached the threshold of bearable service level reductions. More specifically, if materials and services are reduced further, we simply will not be capable of providing the service levels proposed in this year's budget proposal.

General Fund

Community Development

The Community Development Department represents less than 9% of the total General Fund. Although personnel costs have increased (per the above description), pending staffing changes should result in offsets, and the materials & service figures have been trimmed by nearly 3%. On a positive note, the Community Development budget includes continuation of the destination boot camp program, which has become a source of pride for local business. Lastly, as building growth begins to trend in a positive direction, the Planning department staff will focus on preparing for the City's initial urban growth boundary adjustment and continue to make municipal code modifications that incentivize economic development as the economy continues to recover.

Administration

Administration will remain focused on providing stability to the organization. Specifically, the Human Resources Director will be focused on recruitment efforts to fill known and unknown vacancies and facilitating organizational structure modifications where necessary. One worthy mention is something that was *not* included in this budget proposal. The Human Resources Director and City Manager had strongly considered proposing the addition of a position to meet the growing needs of human resources and take on some of the duties previously performed by the assistant city manager position. However, the general fund is simply not receptive to personnel additions at this time, and the monies needed to fund such a position are needed elsewhere.

Finance

The Finance Department represents about 2% of general fund expenditures. Beyond maintaining the daily financial operations, budget preparation, and annual financial audit, the Finance Department will be completing a significant project during the 2013/2014 fiscal cycle: a long-term financial plan for the City. Also, the Finance department will see a staffing change as a result of a retirement in June 2013.

Parks & Recreation

According to the 2010 & 2012 citizen surveys, the City's Parks & Recreation programs are recognized for their enhancement of Central Point citizens' quality of life. Although not considered a crucial service, recreation programs are a significant investment in Central Point's youth and the return-on-investment of such programs remains critical to the future success of our community. And maintaining current parks and recreation programs and levels is reflected in this proposed budget. While funds to complete a parks master plan were removed from this proposal, as the economy recovers, this item will need to be revisited in future budget cycles.

Police Department/HTCU

The Police Department will realize personnel cost increases of nearly 8% during the next fiscal cycle. This increase reflects the reintroduction of the school resource officer position (65% funded by the school district), as well as a conservative estimate regarding police bargaining unit negotiations and increasing PERS & benefit costs. In an effort to address future department personnel costs, Police Department administration is working with the Human Resources Director and City Manager to address policy issues on leave accrual and use, and schedule modifications that will maximize efficiencies and reduce overtime costs. Finally, Central Point's commitment to the High Tech Crimes Unit is commendable, however, there are costs associated with this commitment. Although the HTCU receives financial support from multiple agencies, Police Department administration will be analyzing potential revenue sources to reduce the City's current subsidy.

Technical Services

This budget cycle will see a reduction in the City's Technical Services budget. This reduction of nearly \$85,000 is the product of finally having a very progressive Technology Director and an aggressive approach to increasing technical efficiency throughout the organization. In order to capitalize on more centralized cost savings, funds for technology expenses were moved out of individual department funds and included in the Technical Services budget.

Public Works Administration

A reallocation of budgeted items has resulted in reductions in both personnel costs and materials & services in Public Works Administration but does not reflect any actual reductions in staff. Additionally, the Public Works Administration Department will see a \$25,000 city overhead fee increase during 2013/2014. This increase is the result of a recently completed internal cost allocation study that has updated how general fund internal services are allocated to enterprise and fee based funds. Lastly, Public Works Administration staff will be accepting additional responsibilities through the continuing transition of the storm water quality program from Rogue Valley Sewer Service during 2013/2014.

Public Works Field Operations

Public Works Operations will be focusing on maintenance levels and future facility planning for the 2013/2014 budget. With the current public works corporation facility located within the downtown core, relocation to an industrial zone will be a short to medium tier goal. A new maintenance software will be implemented which will help facilitate operational budget needs, as well as more accurately track the city's public infrastructure.

Urban Renewal/Development Agency

This is the first budget cycle for the Central Point Development Agency since its inception in 2012. With tax proceeds not available until October of 2013, the agency is unable to accurately forecast revenues or

potential expenditures and therefore remains in a holding pattern. Prior to collection of the eligible tax increment, the Development Agency will focus on project prioritization.

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 staff and is both complex and time monopolizing. I 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 the staff and community, I 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.

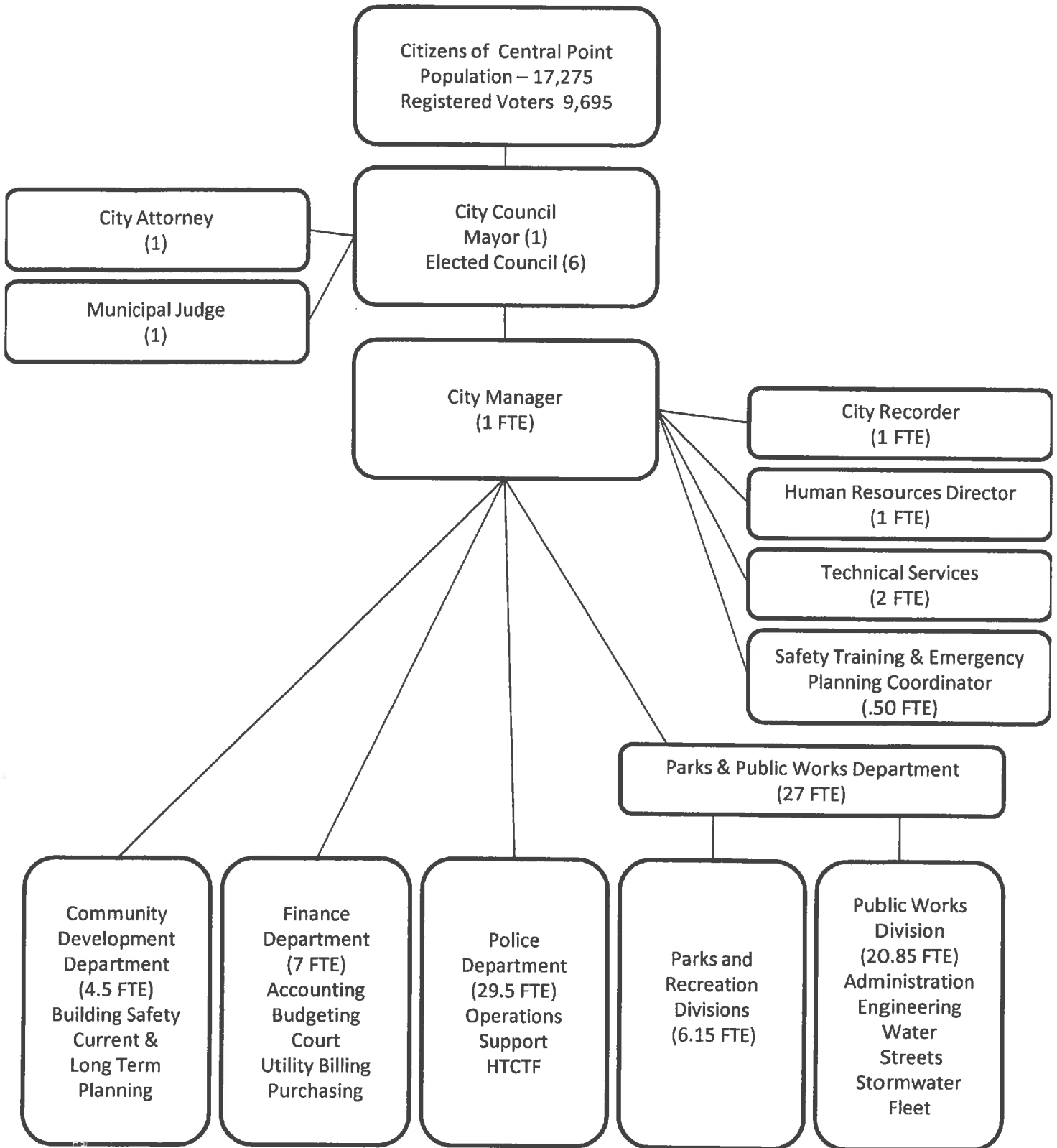


Chris Clayton, City Manager



Bev Adams, Finance Director

City of Central Point



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

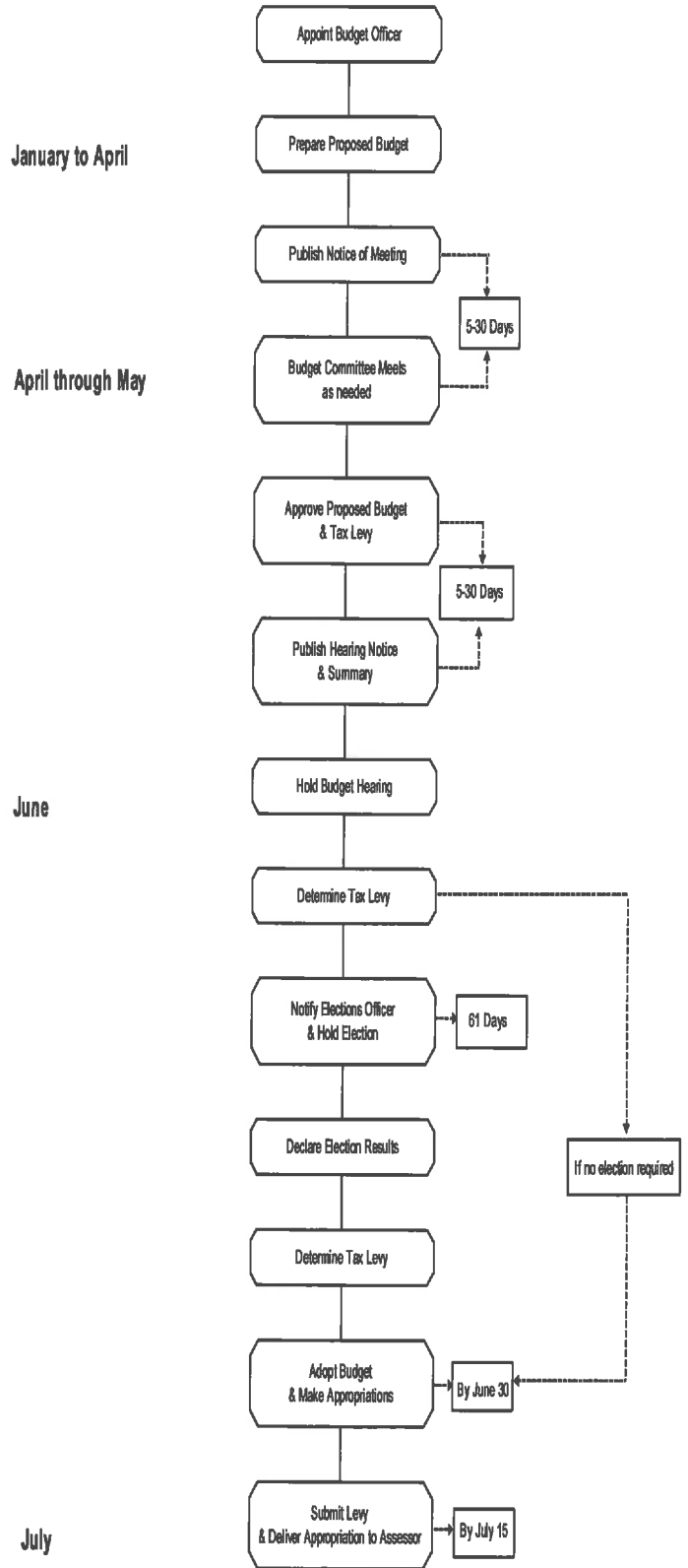
Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. The City Council may adopt resolution changes that decrease one existing appropriation and increase another. Certain changes of ten percent or less to any fund require a supplemental budget. Changes 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.

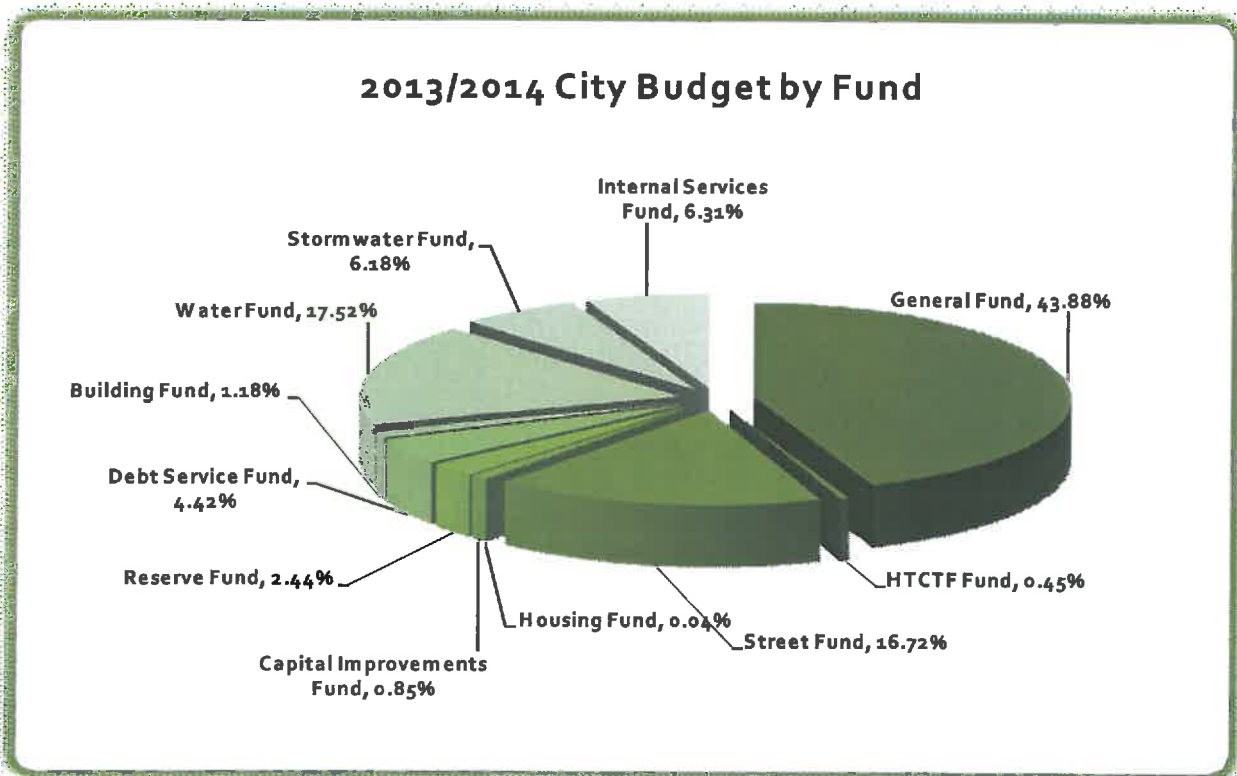
The appointed members:

- 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



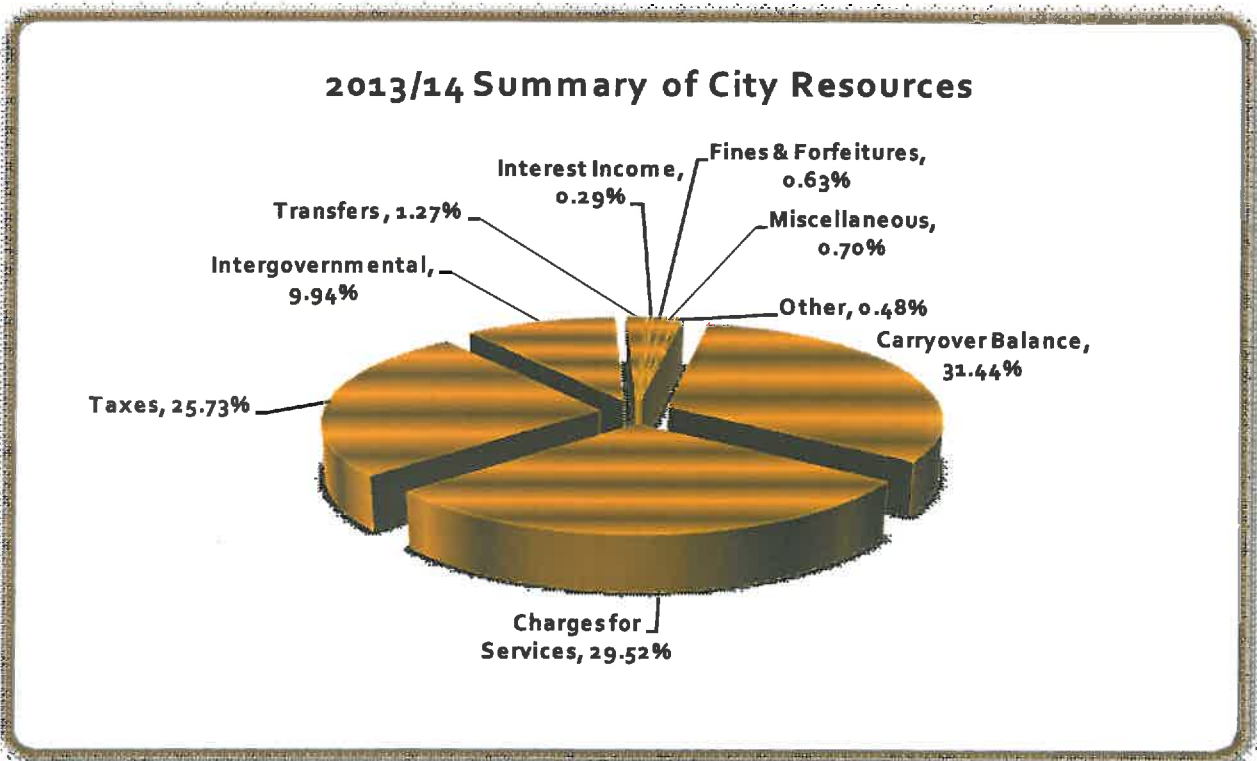
Summary By Fund

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
General Fund	10,608,958	10,970,317	10,630,695	10,288,440
HTCTF Fund	0	598,530	860,850	105,200
Street Fund	3,524,920	3,961,990	5,044,180	3,921,000
Housing Fund	57,991	45,402	50,445	10,000
Capital Improvements Fund	157,167	113,238	86,157	199,700
Reserve Fund	300,613	483,463	483,600	571,500
Debt Service Fund	790,998	652,649	807,722	1,035,400
Building Fund	333,748	267,472	242,780	277,300
Water Fund	4,636,510	7,286,736	6,461,365	4,107,400
Stormwater Fund	1,133,543	1,106,906	1,212,276	1,449,300
Internal Services Fund	1,780,238	1,519,243	1,497,700	1,479,600
Total Requirements by Fund	23,324,687	27,005,948	27,377,770	23,444,840



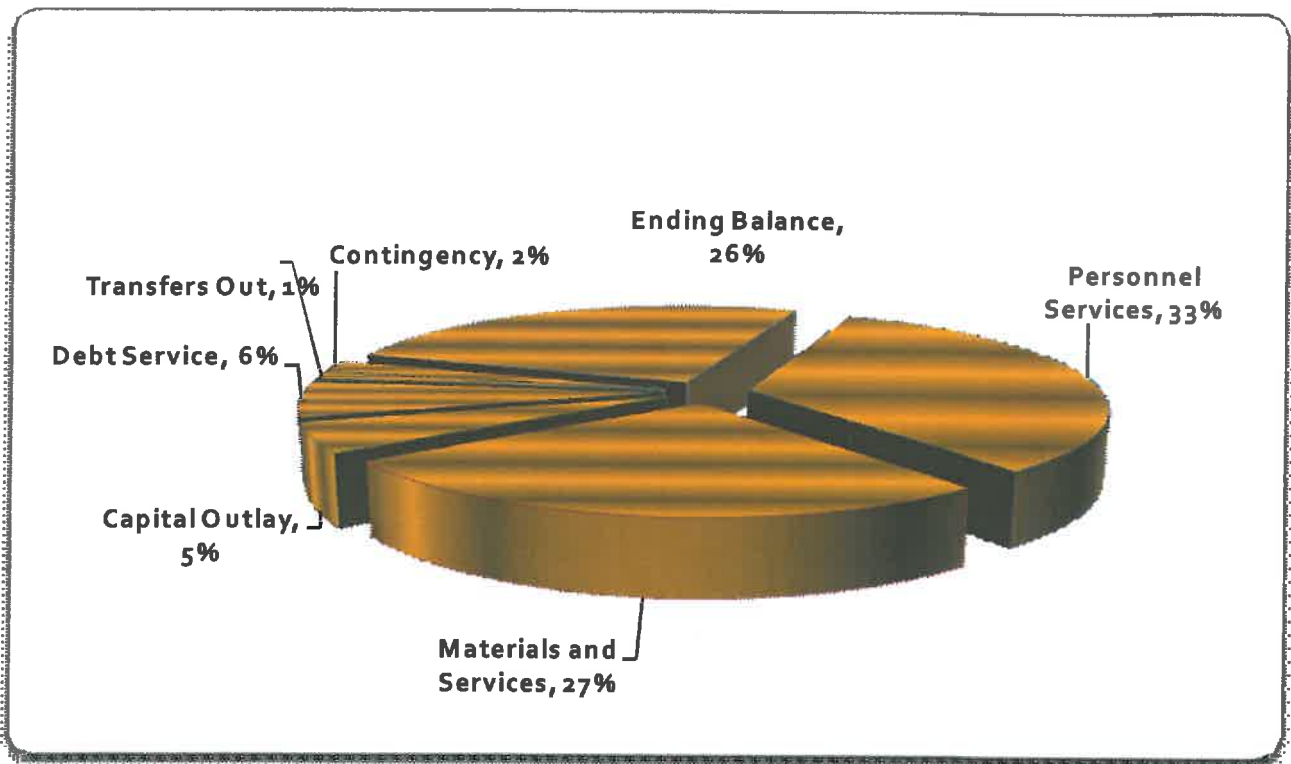
Summary of City Resources

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Carryover Balance	7,994,827	8,405,414	8,643,127	7,370,110
Taxes	5,757,907	5,975,259	6,080,000	6,033,500
Fees, Licenses and Permits	52,468	52,725	53,100	52,670
Intergovernmental	1,653,502	2,350,157	3,360,143	2,329,300
Charges for Services	5,965,911	5,851,831	6,443,200	6,919,800
Fines and Forfeitures	202,033	180,330	149,500	147,500
Special Assessments	31,708	59,855	63,000	60,050
Interest Income	32,852	57,790	38,450	69,010
Miscellaneous	961,735	3,369,487	2,039,500	164,100
Transfers In	671,746	703,100	507,750	298,800
Grand Total	23,324,687	27,005,948	27,377,770	23,444,840

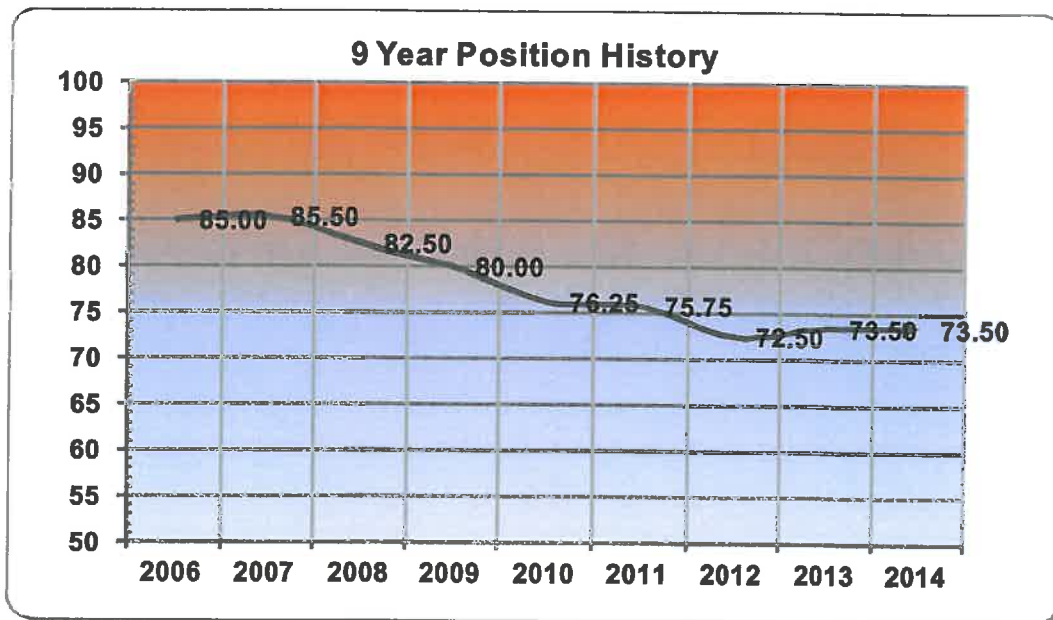


Summary By Classification

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Personnel Services	6,551,556	6,824,372	7,484,470	7,795,190
Materials and Services	5,719,876	5,890,534	7,063,408	6,235,650
Capital Outlay	1,189,968	4,233,631	4,836,100	1,196,000
Debt Service	786,129	634,610	1,013,000	1,463,650
Transfers Out	671,746	703,100	502,270	298,800
Contingency	0	0	442,000	440,500
Ending Balance	8,405,411	8,719,701	6,036,522	6,015,050
Total Requirements	23,324,687	27,005,948	27,377,770	23,444,840



Historical Positions	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Administration	6.50	6.50	6.50	5.50
Finance	7.50	7.00	7.00	7.00
Parks and Recreation Department	6.50	6.30	6.15	6.15
Building	1.50	1.00	1.00	1.00
Planning	4.50	3.50	3.50	3.50
Police Department	28.50	28.50	28.50	29.50
Public Works	20.75	19.70	20.85	20.85
Total	75.75	72.50	73.50	73.50



Summary of Employee Groups

Positions	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Management (Nonrepresented)	12.00	18.00	18.00	19.00
Police Bargaining Unit	27.00	21.00	20.00	19.00
General Service Bargaining Unit	34.00	31.00	33.00	33.00
Other Nonrepresented	2.75	2.50	2.50	2.50
Grand Total	75.75	72.50	73.50	73.50



Overview

General Fund accounts for the 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.

Property taxes are the single largest source of revenue for the City. This 2013/14 fiscal year, total budgeted property taxes of \$4,600,000 comprise 44.7% of the total General Fund resources. The current property tax rate for the City is \$4.47 per thousand of assessed values. The City of Central Point has taxing authority for up to \$5.83 per thousand of assessed values; however, the Council has elected not to implement the additional authority at this time. (Note: Using \$5.83 per thousand and the 2012/13 assessed valuation of the City, estimated tax collections would be \$5,853,835 - a difference of \$1,098,021 in total property taxes assessed in the 2013/14 fiscal year.)

Oregon state statutes allow for existing assessed values to increase up to 3% per year per property, not to exceed market value. In the past few years' real market values have significantly declined, resulting in assessed value of 89.31% to real market value, continuing to close the "gap" between assessed values and real market values. New construction is another way to add to the City's base of assessed valuation, and this year we anticipate minor increases attributed to new construction.

The second largest source of revenue is the fund carryover. Although carryover is listed as a source of revenue, it is also an indicator of the health of the fund and as such should be preserved from year to year. In the 2010/11 fiscal year the City Council adopted a financial policy which established a 20% percent carryover for the General Fund. The estimated beginning carryover for the 2013/14 budget year is 24.48% of revenues; with the year ending carryover estimated at 16.5%; which is \$346,000 under the preferred financial policy of 20%. We are hopeful that a significant portion of the shortfall will be captured through additional revenue collection and prudent control of expenditures.

At \$1,011,500, franchise fees make up 9.8% of general fund revenues.

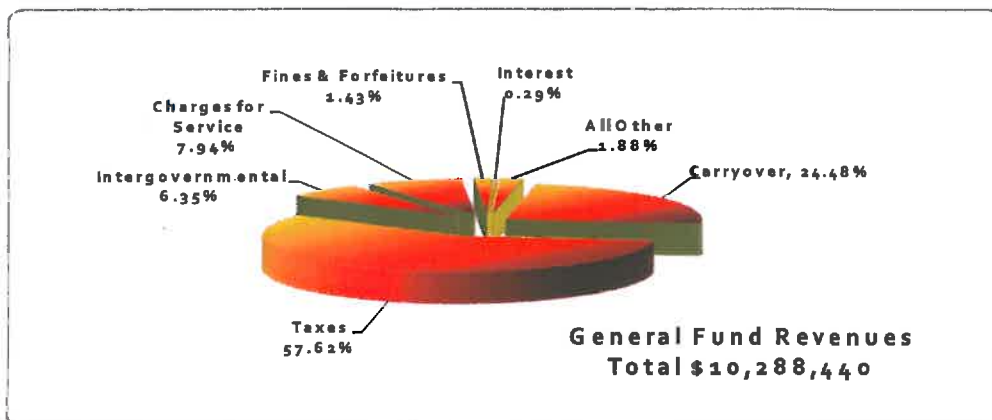
Overhead fees are another significant resource accounting for 6.69% of total revenues. These are internal charges to other departments to cover overhead costs associated with City Administration, Finance, Technology, and Mayor and Council support.

State shared revenues (Intergovernmental) are expected to be 5.10% of the general fund revenues. Given the uncertainty at the State level and economics overall, we have only budgeted 98% of the estimates provided by the State of what the City is to receive. If revenues arrive as originally estimated, the addition over what is budgeted will enhance the carryover for the next fiscal year.

Hotel/Motel tax is budgeted at 3.08% of total general fund revenues. Based on current hotel/motel tax revenue and local economic conditions, we are estimating new hotel/motel tax revenue to remain the same as 2012/13 revenues of \$305,000. However, the total proposed hotel/motel tax budget of \$317,000 includes an additional \$12,000 of hotel/motel tax delinquency that is currently being collected.

Court revenue continues to decline from the average of \$180,000 received in prior years to \$147,000 estimated to be received in the 2012/13 fiscal year, and the 2013/14 fiscal year. On January 1, 2012, the State of Oregon implemented a state-wide mandated change in the fee structure for court fines. The full impacts of the State's changes are not completely known, but early indicators point to further reductions in court revenue to the City.

Business license revenues have leveled off around \$50,000 a year, down from the high of \$58,000 in 2007. In preparing this budget we are optimistic that no additional local businesses will be closing their doors, and have budgeted \$50,000 of revenue this fiscal year.

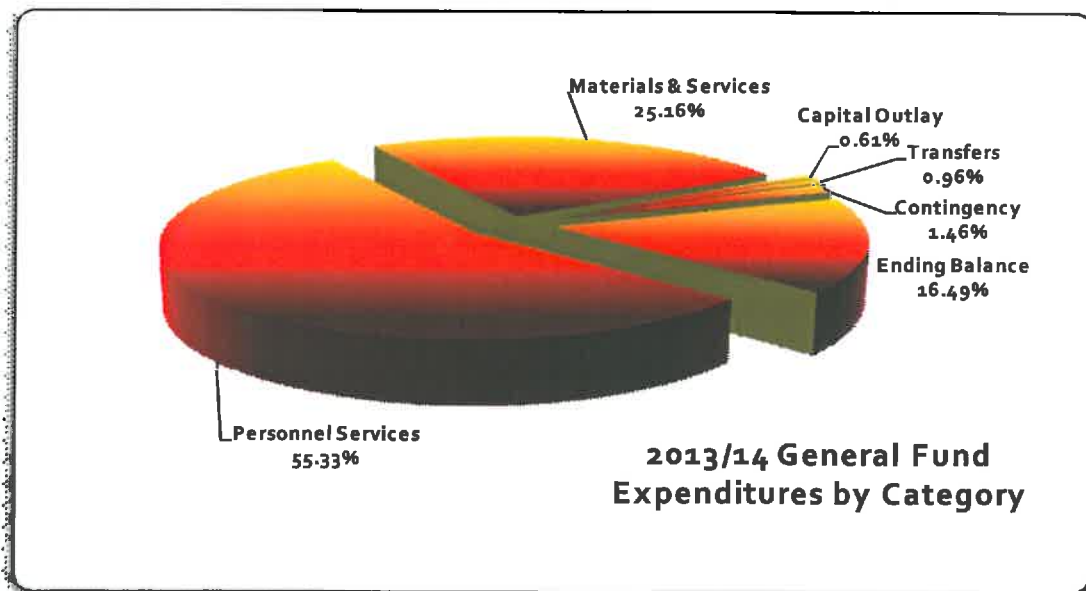


General Fund - Summary

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Property Tax - Current	4,211,350	4,232,768	4,375,000	4,375,000
Property Tax - Prior Years	198,046	289,600	250,000	225,000
Hotel/Motel Room Tax	304,366	304,526	305,000	317,000
Franchise - Cable TV	124,296	126,820	125,000	126,500
Franchise - Electric	487,872	569,632	490,000	530,000
Franchise - Garbage	116,452	121,404	115,000	120,000
Franchise - Natural Gas	183,319	187,738	170,000	185,000
Franchise - Telephone	52,869	47,110	55,000	50,000
Total Taxes	5,678,569	5,879,598	5,885,000	5,928,500
Business License	49,403	49,335	50,000	50,000
Business License Misc.	2,220	2,605	2,500	2,000
Liquor License	735	665	500	550
Tobacco Retail License	110	120	100	120
Total Licenses & Fees	52,468	52,725	53,100	52,670
Federal Grants (CMAQ)	0	0	41,993	20,000
State Grants	0	0	100,000	56,000
State 911 Telephone Tax	0	90,000	90,000	90,000
State Cigarette Tax	26,159	25,171	23,300	22,300
State Liquor Tax	200,779	219,832	220,700	243,000
State Revenue Sharing	132,360	137,069	152,500	169,000
Jurisdictional Exchange - (School Dist. #6)	0	0	0	53,100
Total Intergovernmental	359,298	472,072	628,493	653,400
City Overhead fees	700,000	700,000	650,000	688,000
Lien Search Fees	10,225	11,100	7,500	10,000
Parks & Gym Use Fee	4,063	7,873	3,500	6,500
Planning Fees	23,029	21,140	25,000	25,000
Police Fees & Charges	3,028	7,428	5,000	5,000
High Tech Crimes Unit	41,720	0	0	0
Recreation Fees	63,721	72,808	55,000	65,000
Administrative Fees	7,157	9,209	5,000	12,000
Vehicle Towing	6,450	3,075	5,000	5,000
Total Charges for Service	859,392	832,632	756,000	816,500
Municipal Court Fines	94,985	89,460	80,000	85,000
Municipal Court Collection Int	17,771	14,417	10,000	10,000
District Court Fines	21,713	23,365	20,000	20,000
Court Diversion Fees	13,567	12,636	7,500	12,000
Court Administrative Fees	50,466	38,072	30,000	20,000
Court Technical Fee	3,531	2,380	2,000	500
Total Fines & Forfeitures	202,033	180,330	149,500	147,500
Interest Income	15,549	29,034	20,000	27,500
Loan Interest Income - Urban Renewal Loan	0	0	0	2,500
Total Interest income	15,549	29,034	20,000	30,000
Miscellaneous Revenue	161,755	101,046	20,000	20,000
Parks & Recreation Events	112,099	61,901	115,000	115,000
Parks & Recreation Donations	0	0	0	0
Police Donations Private Grant	0	150	0	100
Police - DARE Donations	5,578	6,698	5,000	6,000
Total Miscellaneous	279,432	169,795	140,000	141,100
Transfers In	7,846	10,000	10,000	0
Total Transfers	7,846	10,000	10,000	0
Carryover Balance	3,154,370	3,344,132	2,988,602	2,518,770
Total Carryover Balance	3,154,370	3,344,132	2,988,602	2,518,770
TOTAL GENERAL FUND REVENUES	10,608,958	10,970,317	10,630,695	10,288,440

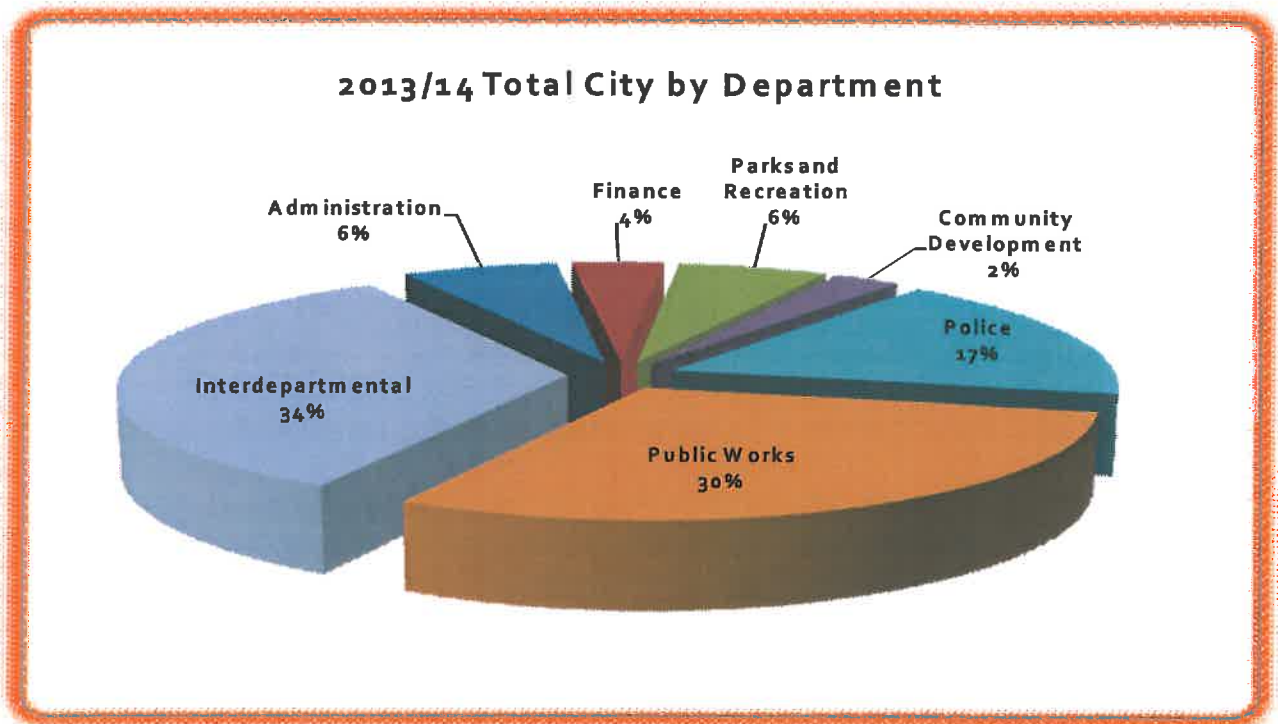
General Fund - Summary

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Personnel Services	4,827,227	4,969,056	5,258,460	5,692,540
Materials & Services	2,278,419	2,298,294	2,857,583	2,588,200
Capital Outlay	59,181	73,837	154,000	63,000
Transfers	100,000	427,900	417,350	98,500
Contingency	0	0	150,000	150,000
Ending Balance	3,344,131	3,201,231	1,793,302	1,696,200
Total Requirements by Category	10,608,958	10,970,317	10,630,695	10,288,440

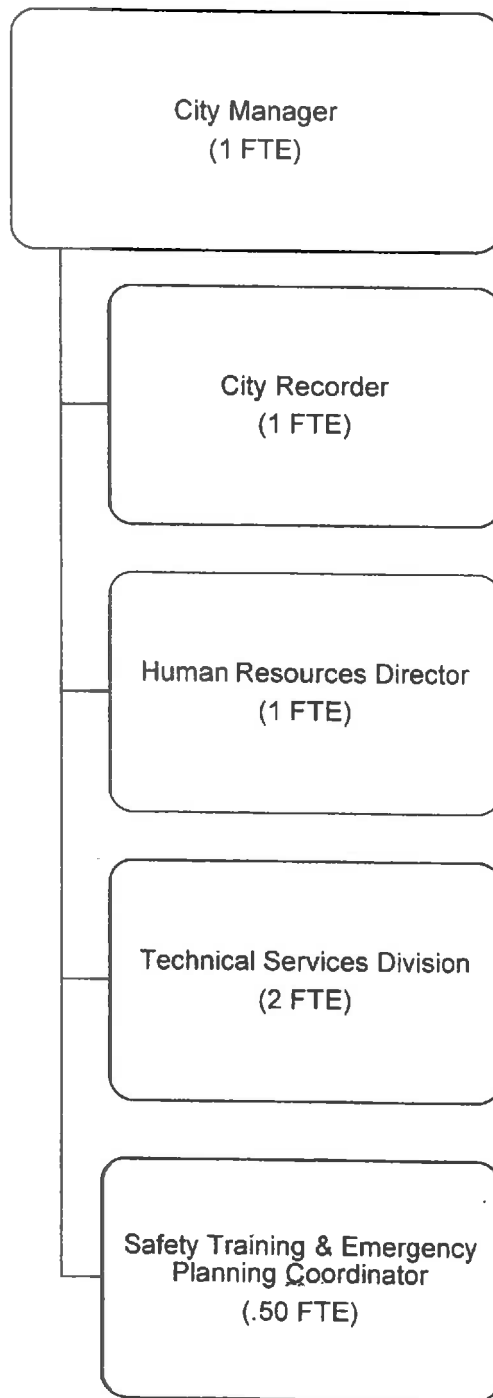


General Fund - Summary

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
General Fund - Administration	652,747	723,496	762,550	668,600
General Fund - City Enhancement	119,184	167,817	310,500	199,000
General Fund - Technical Services	268,703	468,473	621,743	555,500
General Fund - Mayor & Council	47,674	54,664	59,750	59,750
General Fund - Finance	785,793	736,887	832,250	870,900
General Fund - Parks	646,069	668,369	808,750	785,400
General Fund - Recreation	454,591	415,712	484,300	495,350
General Fund - Planning	487,101	438,405	460,200	462,800
General Fund - Police	3,635,571	3,467,493	3,650,000	4,010,440
General Fund - Interdepartmental	67,394	199,871	280,000	236,000
Transfers	100,000	427,900	417,350	98,500
Contingency	0	0	150,000	150,000
Ending Balance	3,344,131	3,201,231	1,793,302	1,696,200
Total Requirements by Program	10,608,958	10,970,317	10,630,695	10,288,440



**Administration Department
(5.5 FTE)**



General Fund - Administration

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.

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 Objective – City Recorder

- Improved accessibility via technology to Ordinances, Resolutions, Archived Records and Municipal Code Book
- Reduction in physical storage requirements for official records

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 annual 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
- Increase the newsletter to monthly providing helpful information regarding city events and information

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

General Fund - Administration

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	351,314	397,314	369,850	285,100
Part-time Wages	1,042	0	37,700	45,500
City Taxes and Benefits	125,876	169,713	186,500	175,000
Total Personnel Services	478,232	567,027	594,050	505,600
City Facilities Rental	23,500	23,500	24,000	24,000
Advertising/Legal Notices	2,845	1,422	5,000	3,500
Bank Fees	156	0	0	0
Lease/Rentals	6,093	3,969	2,000	5,500
Travel/Training	19,645	17,950	14,000	12,000
Professional Services	54,858	61,982	70,000	67,500
Contract/Other Services	35,676	20,634	25,000	22,500
Employee Involvement Programs	6,065	6,530	6,500	6,500
Equipment Repair/Maintenance	0	0	1,000	1,000
Computer/Software Maintenance	6,990	384	0	0
Books/Publications	1,761	3,509	2,500	3,250
Dues/Licenses	4,709	4,236	4,000	3,500
Food	1,055	1,077	1,500	1,500
Office/Shop Supplies	2,740	3,450	3,250	3,250
Postage	3,466	2,814	3,000	2,000
Sm. Equip/Tools/Furniture	1,060	1,793	2,500	2,500
Phone/Internet	3,896	3,219	4,250	4,500
Total Materials & Services	174,515	156,468	168,500	163,000
Total Administration	652,747	723,496	762,550	668,600

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

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



General Fund - City Enhancement

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Community Events	18,423	14,161	13,000	11,000
Downtown Revitalization	0	21,724	33,000	30,000
Urban Renewal Loan	15,000	0	125,000	0
Utility Discount	12,000	9,487	15,000	15,000
Parks & Recreation Donation (BOB)	6,221	152	25,000	25,000
Food and Friends Program	12,000	12,000	12,000	12,000
Tourism Promotion	55,540	110,294	87,500	106,000
Total Materials & Services	119,184	167,817	310,500	199,000
Total City Enhancement	119,184	167,817	310,500	199,000



Overall Goal

The Information Technology Department's primary objective is to continually improve operational efficiency across all departments through the use of new and existing technologies.

Key Objectives

- Development and maintenance of a citywide technology training plan to ensure staff are efficient and effective in their respective roles
- Development and maintenance of a Technology Services Disaster Preparedness Plan
- Streamline digital file management in all departments through more efficient use of the City's Electronic Document Management (Laserfiche) System
- Development of an Asset Management System to improve the asset management processes within Public Works and Parks & Recreation departments
- Maintain current computing infrastructure by managing adequate hardware and software systems to ensure infrastructure is not inhibiting departmental efficiencies
- Leverage technology to minimize risks to city staff and city infrastructure

Key Performance Measures

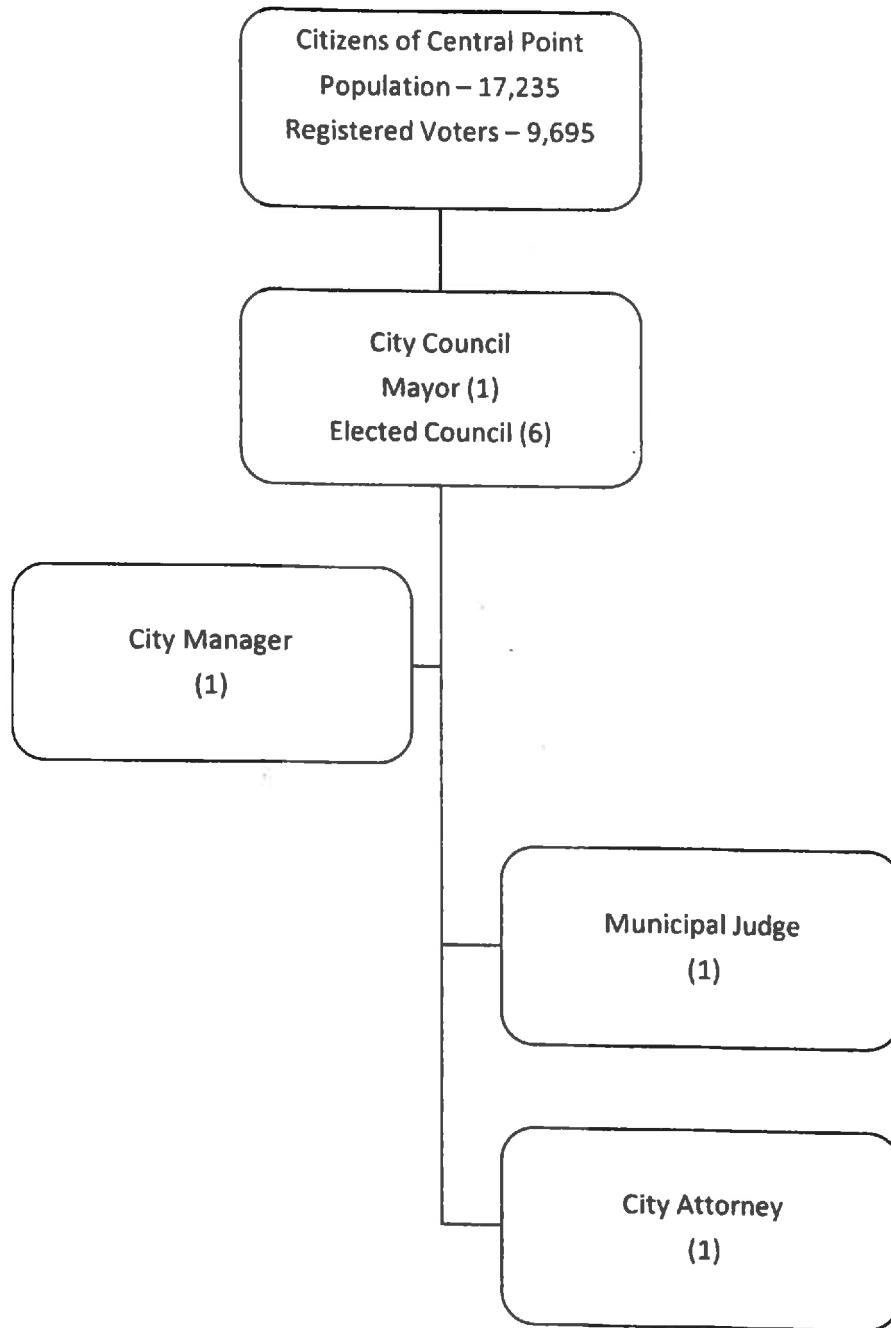
- All employees receive a baseline training of core software systems
- Successful annual testing of the Disaster Preparedness Plan
- Documentation of a file management plan for each department
- 90% of all digital files/records stored within Laserfiche
- Elimination of all redundant asset management paper process like inspections
- Integration of Parks & Recreation assets into GIS
- 25% replacement of desktop computer systems
- Implementation of a video management system
- Installation of cameras at Vilas Reservoir
- Installation of cameras at Don Jones Park
- Installation of cameras at strategic locations in City Hall and Police Department.

General Fund - Technical Services Division

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	60,319	151,602	167,750	170,000
Overtime Wages	176	0	3,000	3,000
Part-time Wages	12,236	0	0	0
City Taxes and Benefits	26,763	52,781	74,500	84,500
Total Personnel Services	99,493	204,383	245,250	257,500
City Facilities Rental	5,000	5,000	5,000	5,000
Travel/Training	10,941	13,880	10,000	10,000
Professional Services	498	1,011	10,000	5,000
Contract/Other Services	16,846	6,091	6,000	6,000
Computer Software Maintenance	56,767	57,752	75,000	89,000
Books/Publications	362	0	1,000	500
Computer Hardware/Software	21,952	86,502	146,993	105,000
Dues/Licenses	3,300	75	1,000	500
Office/Shop Supplies	220	717	2,500	2,000
Sm. Equip/Tools/Furniture	751	2,380	4,000	2,000
Phone/Internet	19,223	23,866	25,000	25,000
Total Materials & Services	135,859	197,273	286,493	250,000
Computer Hardware/Software	33,351	66,817	90,000	48,000
Total Capital Outlay	33,351	66,817	90,000	48,000
Total Technical Services	268,703	468,473	621,743	555,500



Mayor & City Council



Mayor & City Council

**Mayor
Hank Williams**



**At Large
David Douglas**



**At Large
Rick Samuelson**



**Ward IV
Allen Broderick**



**Ward III
Ellie George**



**Ward I
Bruce Dingler**



**Ward II
Kelly Geiger**



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

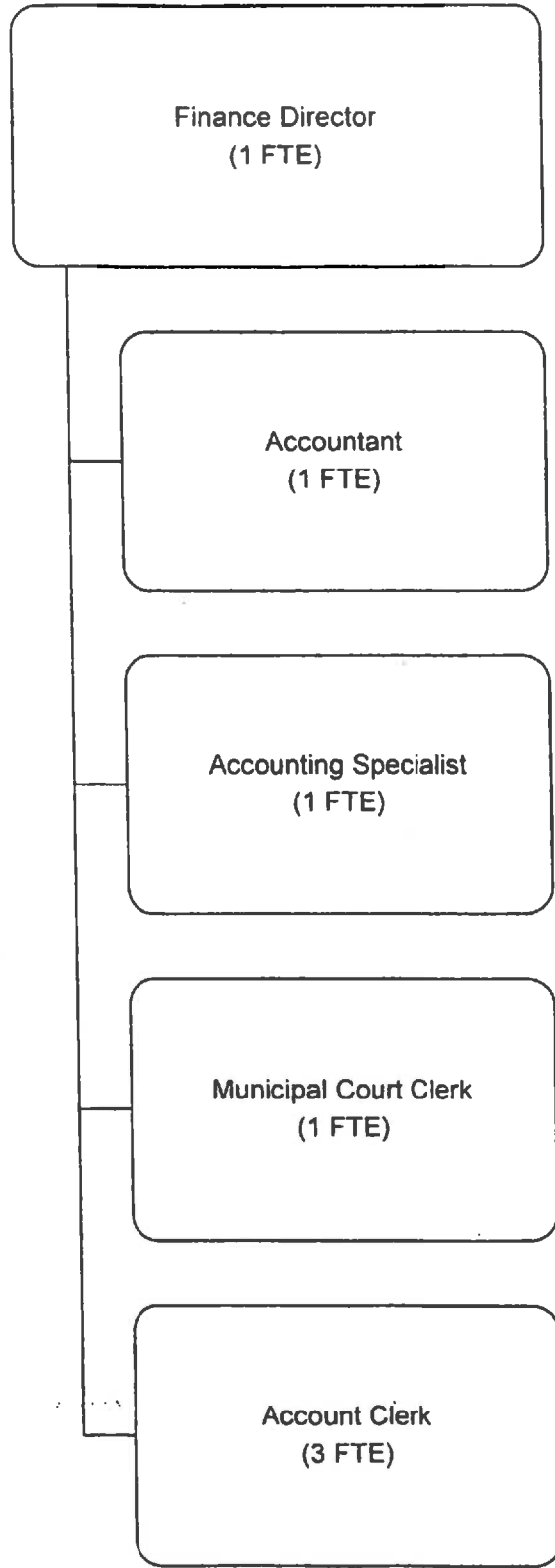
Key Performance Measures

- 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

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	13,800	13,800	13,800	13,800
City Taxes and Benefits	1,400	1,109	2,200	2,200
Total Personnel Services	15,200	14,909	16,000	16,000
Travel/Training	3,680	4,163	7,000	7,000
Professional Services	225	10,000	2,000	2,000
Community Events	3,500	400	5,000	5,000
Computer/Software Maintenance	816	0	0	0
Dues/Licenses	20,099	20,750	25,000	25,000
Food	1,094	1,312	1,250	1,250
Office/Shop Supplies	2,188	1,846	2,000	2,000
Phone/Internet	872	1,284	1,500	1,500
Total Materials & Services	32,474	39,755	43,750	43,750
Total Mayor & Council	47,674	54,664	59,750	59,750

General Fund - Finance Organizational Chart

**Finance Department
(7 FTE)**



Overall Goal

It is the mission of the Finance department to provide for and protect the financial health of the City through accurate accounting of all its assets, and to provide timely financial information and analyses for management's use in making good decisions for the City.

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 annual budget document for presentation to the Budget Committee
- 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 area

Key Performance Measures

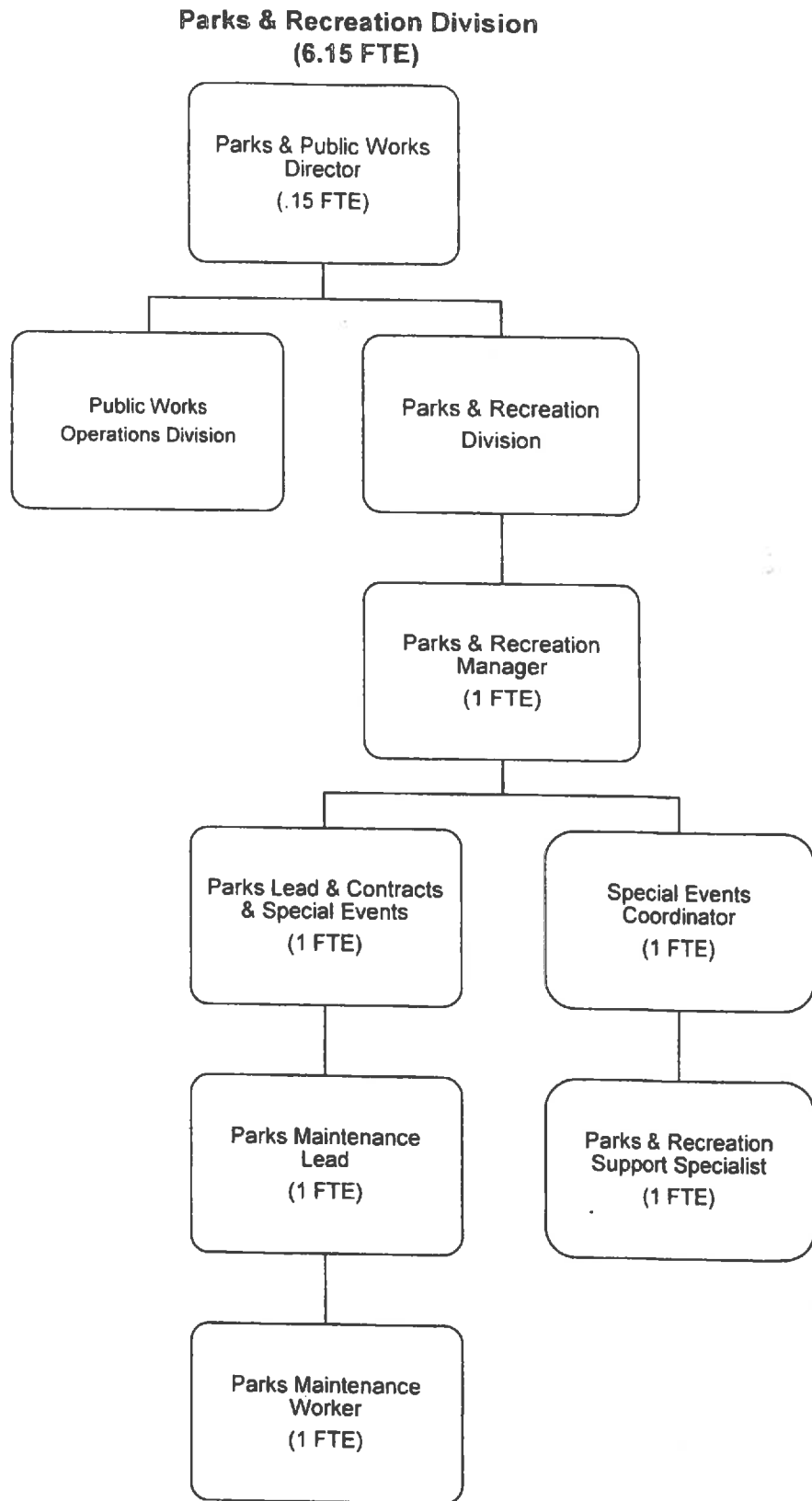
- Number of audit findings
- Award of the GFOA Certificate of Achievement for excellence in financial reporting
- Meet or exceed the fund balance carryover threshold as set in the Financial Policy
- Number of hosted in-house trainings for Staff and meetings of the RVGF Group
- Changes made in software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

General Fund - Finance

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	381,014	356,038	392,200	401,500
Overtime Wages	314	623	1,200	1,200
Part-time Wages	18,434	18,000	18,000	18,000
City Taxes and Benefits	173,117	178,090	215,950	245,300
Total Personnel Services	572,878	552,751	627,350	666,000
City Facilities Rental	35,700	35,700	35,700	35,700
Advertising/Legal Notices	2,535	2,029	1,500	1,500
Bank/VISA Fees	29,780	27,834	30,000	30,000
Printing/Binding	13,986	12,527	14,000	14,000
Travel/Training	9,941	6,998	13,000	11,000
Professional Services	41,760	44,313	45,000	48,000
Contract/Other Services	8,500	6,137	20,000	20,000
Equipment Repair/Maintenance	937	1,036	1,000	500
Computer/Software Maintenance	4,428	5,651	0	0
Books/Publications	99	40	200	200
Computer Hardware/Software	22,332	1,721	0	0
Dues/Licenses	1,900	2,220	2,500	2,000
Office/Shop Supplies	8,414	3,125	8,000	8,000
Postage	29,594	31,985	30,000	30,000
Sm Equip/Tools/Furniture	450	90	1,000	1,000
Phone/Internet	2,558	2,731	3,000	3,000
Total Materials & Services	212,914	184,137	204,900	204,900
Total Finance	785,793	736,887	832,250	870,900



General Fund - Parks & Recreation Organizational Chart



General Fund - Parks & Recreation - Parks

Overall Goal

The goal of Central Point Parks Department is to preserve and enhance our parks and promote knowledge as well as public appreciation of esthetics to the continued positive development of our community. To continually improve the availability and effectiveness of recreational, athletic, educational and park services that benefit the entire community. To generate an atmosphere of openness which promotes communication between the department and the citizens we serve; to develop a quality strategic plan for the future growth in services and facilities. Staff goals are to create a safe, productive and rewarding workplace which emphasizes teamwork, communication and recognizes innovation and achievement.

Key Objectives

- Re-evaluate current maintenance contracts to determine the most cost effective way to maintain all the parks and open spaces
- Begin working toward CAPRA certification for Parks and Recreation agencies
- Ensuring that all park equipment is maintained and replaced to ensure safe maintenance practices for all who use the park system
- Work with schools to train interns and other volunteer groups
- Work on partnership that will help with invasive species eradication throughout the park system
- Work with Stormwater Specialist to ensure that plantings meet with guidelines along stream beds and help to gain the Tree City USA designation
- Creation and signage of parks for easy access to park information at park locations
- Increase web presence with Facebook, twitter, and you tube
- Continue expansion of recycling program to include paper and bottles in heavily used parks
- Working with recently adopted ADA Plan to begin replacement of non-compliant materials as budget allows
- Finalize work on Tree City USA program which will include an Arbor Day event and tree awareness program utilizing expertise of staff arborist
- Continue Collaborating with other departments on special events
- Work on arboretum to provide another park for community use

Key Performance Measures

- Citizen survey that rates their opportunities for park and recreation park facilities
- At least ½ of the 240 goals for certification of CAPRA are met
- Master plan initial process to assess the community needs for parks and open space
- Report on funding received from outside sources
- Increased park revenues due to higher numbers of park rentals
- Increase sponsorship of parks to boost revenue
- Replacement of park equipment and park features as needed for safety/compliance issues
- Reduction of solid waste due to recycling efforts



General Fund - Parks & Recreation - Parks

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	225,124	235,070	241,650	245,400
Overtime Wages	8,292	7,730	6,500	6,500
City Taxes and Benefits	104,041	125,935	137,500	157,200
Total Personnel Services	337,457	368,735	385,650	409,100
City Facilities Rental	23,800	23,800	23,800	23,800
City Equipment Rental	34,000	34,000	30,000	30,000
Lease/Rentals	0	41	1,300	1,000
Travel/Training	5,132	6,618	6,000	2,000
Professional Services	435	755	6,000	3,000
Contract/Other Services	119,533	123,439	135,000	139,500
Building/Grounds Maintenance	59,408	65,812	110,000	112,000
Books/Publications	18	0	400	200
Clothing Allowance	942	1,452	1,000	1,200
Office/Shop Supplies	1,822	2,061	3,000	3,000
Sm Equip/Tools/Furniture	1,271	664	3,000	2,000
Electric	23,173	20,527	22,000	24,000
Natural Gas	2,416	1,940	2,100	2,100
Phone/Internet	4,206	4,537	5,500	5,500
Water/Sewer/Stormwater	6,628	6,967	10,000	12,000
Total Materials & Services	282,782	292,614	359,100	361,300
Prior Year Capital Improvements	25,830	0	0	0
Parks - Skyman Arboretum	0	0	7,000	7,000
Parks - Tennis Court Improvements	0	7,020	17,000	8,000
Parks - Don Jones Gazebo	0	0	40,000	0
Total Capital Projects	25,830	7,020	64,000	15,000
Total Parks	646,069	668,369	808,750	785,400

General Fund - Parks & Recreation - Recreation

Overall Goal

The goal of the Central Point Parks and Recreation Department is to provide diverse year-round leisure opportunities through the increased awareness of open space, park settings, recreational events and programs for the citizens of Central Point. The benefits of event and leisure services are especially designed to meet the physical, mental, cultural, and social needs of our residents and visitors to our community, while enhancing the overall quality of life in Central Point. For the staff it is to create a safe, productive and rewarding workplace which emphasizes teamwork, communication and recognizes innovation and achievement.

Key Objectives

- To begin work on prep work on master plan in house. This will help create the backbone for programs, facility development and customer service delivery while adhering to the strategic goals in the 20/20 plan
- Increase the number of partnership agreements and foster improved community relationships with overall intent of providing a wider variety of cooperative ventures for participants
- Improve the quality and number of our recreational programs and special events
- Seek out other recreational software programs that will be used to improve delivery of our recreational class selection and park reservations
- Maintain and improve the department's general fiscal condition and ability to respond effectively to changes in community service demands/desires and to secure sufficient funding, and resources to maintain existing facilities, resources and viable programs
- Continue to increase marketing of our branded material to increase awareness of programs
- Expansion of our bag buddy program and other programs that provide alternate revenue through partnerships or sponsors for both parks and recreation
- Ensuring recreational training material fits within the guidelines using best practices from other agencies
- To provide a staff liaison and technical support to the Parks and Recreation Commission, Friends of the Central Point Cemetery, Tree Committee, Central Point Parks and Recreation Foundation, Jackson County Community Garden Coalition, and Central Point Community Health Center at District #6
- Continue to meet with Medford and Ashland Parks Departments to gain insight into their offerings and ensure there are not large amounts of duplication of services
- Expand customer base to ensure that diverse populations are being served
- Increase search for grant opportunities to reduce the dependence on general fund dollars
- Increase volunteer base to cut costs at events

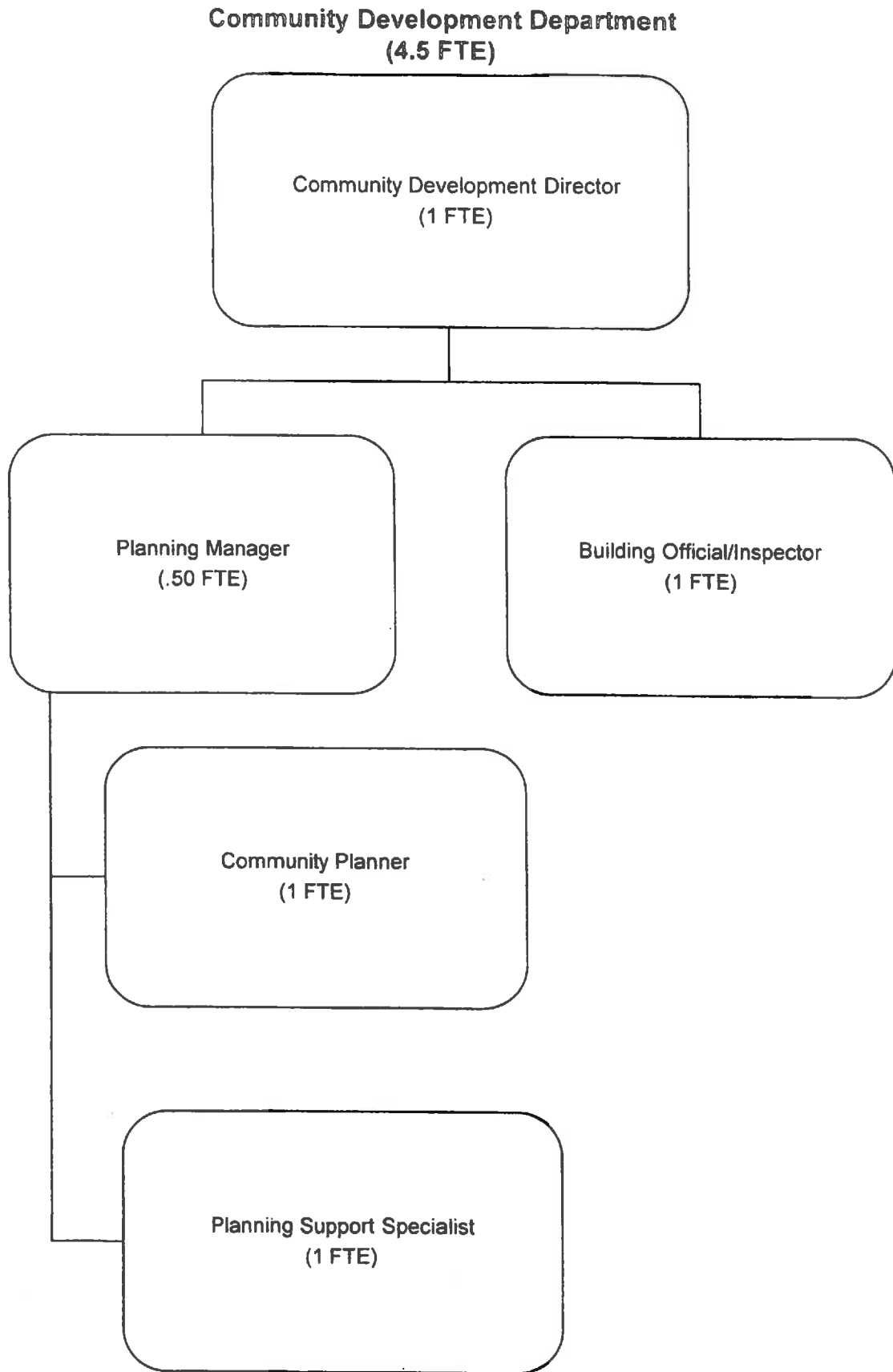
Key Performance Measures

- An increase in the number of partnership agreements and foster improved community relationships with overall intent of providing a wider variety of cooperative ventures for participants
- Improvement in the quality and number of our recreational programs and special events
- Improvement in the department's general fiscal condition and ability to respond effectively to changes in community service demands/desires and to secure sufficient funding and resources to maintain existing facilities, resources and viable programs
- An increase in marketing of our branded material that increases awareness of programs
- Additional revenue from sources like the bag buddy program and other programs that provide alternate revenue through partnerships or sponsors for both parks and recreation
- Improvement in recreational training material to fit within the guidelines using best practices for parks and recreation agencies
- Assurances provided through a staff liaison and technical support to the Parks and Recreation Commission, Friends of the Central Point Cemetery, Tree Committee, Central Point Parks and Recreation Foundation, Jackson County Community Garden Coalition, and Central Point Community Health Center at District #6
- Collaboration with Medford and Ashland Parks Departments to gain insight into their offerings to ensure there are not large amounts of duplication of services
- Surveys and observations of expansion of customer base ensuring that diverse populations are being served
- An increase of grant opportunities that reduce the dependence on general fund dollars
- Increase volunteer base to cut costs at events

General Fund - Parks & Recreation - Recreation

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	106,317	118,885	125,350	120,450
Overtime Wages	902	3,130	4,500	4,500
Part-time Wages	13,975	4,104	3,000	3,000
City Taxes and Benefits	56,667	66,575	63,000	87,450
Total Personnel Services	177,861	192,694	195,850	215,400
City Facilities Rental	24,000	24,000	24,000	24,000
Advertising/Legal Notices	535	810	2,500	2,500
Bank/VISA Fees	1,396	1,681	2,500	3,500
Printing/Binding	8,148	22,604	16,450	17,650
Lease/Rentals	1,219	646	1,000	1,000
Travel/Training	5,172	6,867	7,500	5,000
Professional Services	3,104	0	2,500	2,700
Contract Services - Recreation	57,920	47,399	62,000	60,000
Instructors	6,615	4,675	6,000	6,000
Community Event - Battle of the Bones	92,623	61,234	70,000	70,000
Recreation Programs	47,170	37,304	60,000	57,000
Equipment Repair/Maintenance	0	1,000	2,000	1,000
Building/Grounds Maintenance	8,846	3,426	4,000	2,500
Books/Publications	106	228	400	500
Computer Hardware/Software	2,465	1,103	0	2,500
Dues/Licenses	398	500	500	2,000
Office/Shop Supplies	3,041	2,088	10,000	5,000
Postage	6,549	1,499	9,000	9,000
Sm Equip/Tools/Furniture	492	0	600	600
Electric	2,259	2,640	2,500	2,500
Phone/Internet	4,673	3,314	5,000	5,000
Total Materials & Services	276,730	223,018	288,450	279,950
Total Recreation	454,591	415,712	484,300	495,350

General Fund - Community Development - Planning Organizational Chart



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 which is defined in the Central Point Strategic Plan, the Statewide Planning Goals and the City’s long range and current land use planning program, and to make every effort to provide opportunities for public participation in the City’s planning progress.

Building Division – 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 and Safety Codes as part of the Community Development and Capital Improvements process.

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

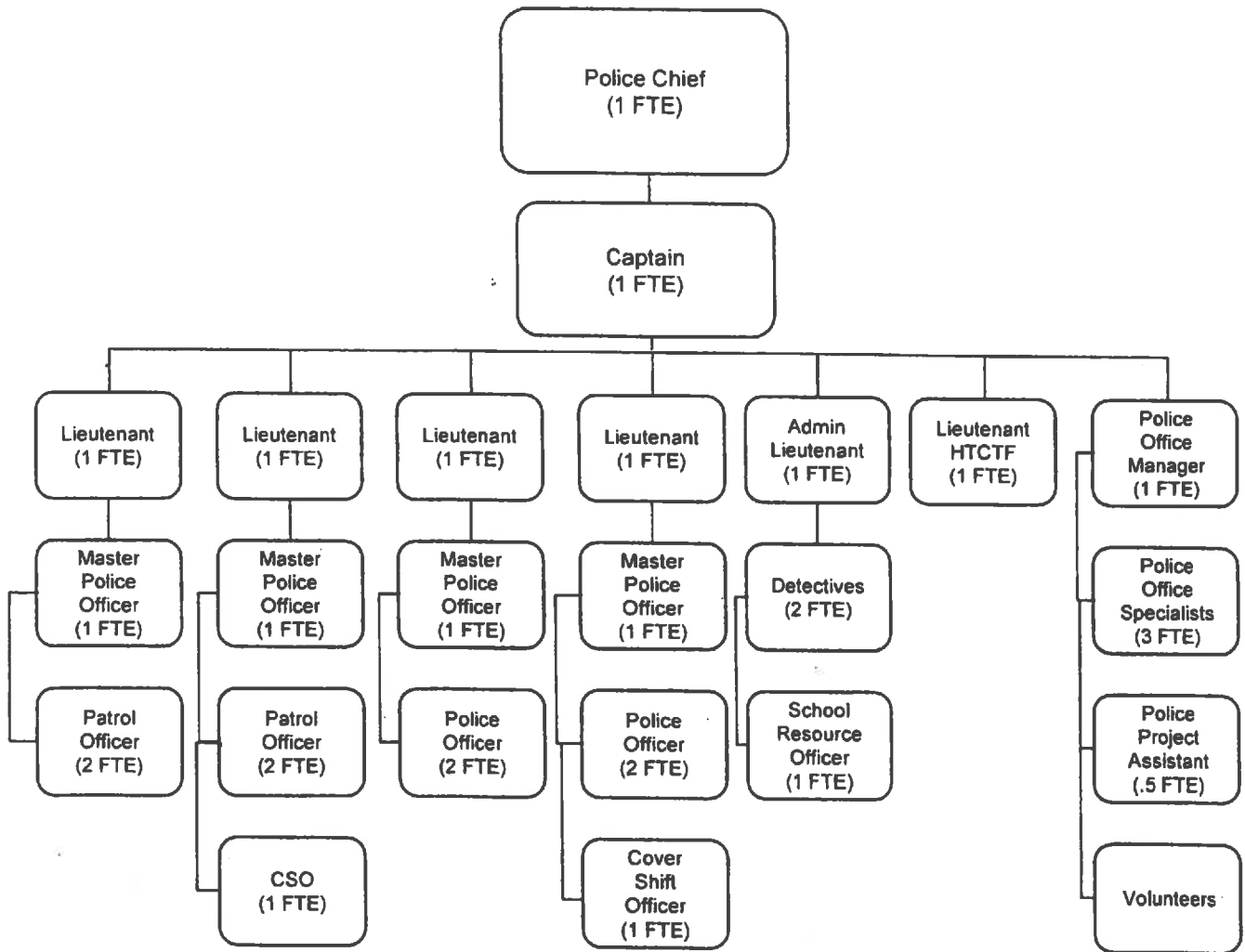
Key Performance Measures

- Availability and use of clear and up-to-date planning documents
- A results and service-oriented municipal department that attracts new business, facilitates the expansion of existing businesses and ensures the development of superior neighborhoods in Central Point
- A noticeable and measurable increase in citizen participation and in positive feedback from residents, businesses and the development community
- An increase in the completion of new residential and non-residential projects
- Continued success in outside funding for infrastructure associated with project development

General Fund - Planning

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	252,136	199,231	210,500	268,750
Overtime Wages	0	360	1,500	500
Part-time Wages	55,199	57,144	58,500	0
City Taxes and Benefits	105,830	99,322	110,500	124,850
Total Personnel Services	413,165	356,058	381,000	394,100
City Facilities Rental	29,700	29,700	29,700	29,700
City Equipment Rental	4,500	4,500	4,500	4,500
Advertising/Legal Notices	2,161	2,669	4,000	3,000
Travel/Training	8,622	4,636	6,000	4,000
Professional Services	13,366	5,635	15,000	14,000
Contract/Other Services	7,552	19,363	10,000	5,000
Computer/Software Maintenance	650	0	0	0
Dues/Licenses	2,395	2,935	3,000	2,000
Office/Shop Supplies	1,455	1,637	1,500	2,500
Postage	634	3,603	1,500	1,000
Sm Equip/Tools/Furniture	768	5,729	2,000	1,000
Phone/Internet	2,135	1,940	2,000	2,000
Total Materials & Services	73,936	82,347	79,200	68,700
Total Planning	487,101	438,405	460,200	462,800

**Police Department
(29.5 FTE)**



General Fund - Police

Overall Goal

Support the realization of the City of Central Point objectives by meeting the logistical needs of the Police Department through progressive leadership and management of administrative responsibilities related to personnel, fiscal affairs, and training.

Key Objectives

- Creatively maximize resources through collaboration with city departments and community partners
- Maintain a well-trained staff focused on delivering exceptional customer service
- Recruit highly qualified candidates for employment
- Increase efficiency through technology and resource allocation based on frequent statistical analysis
- Achieve 95% accuracy in Records and payroll
- Achieve 100% accuracy in Evidence and Property Control

Performance Measures

- In partnership with School Dist. #6, establish the School Resource Officer position for the upcoming school year
- Participate on committees and boards responsible for the planning of City sponsored events
- Meet or exceed the minimum hours of training per year for each employee upon completion of their initial training period and meet the minimum DPSST standards to maintain certification:
 - Police Officers will achieve at least 70 hours of in-house training per year
 - Records Personnel will attend progressive training associated with multiple aspects of their duties with an emphasis on customer service
- Maintain a viable Reserve Police Officer program and hiring list through an annual recruitment and highly competitive selection process
- Implement the use of *Crystal Reports* software as a statistics gathering solution
- Implement the use of the E-Crash and E-Ticket System
- Strive to meet or exceed a 90% rating of good or excellent as measured through customer comment cards
- Ensure accuracy by conducting bi annual audits of Records and Property Control
- Re-evaluate the Police Department's Strategic Plan and adjust as needed
- Create an Annual Report for the Police Department for distribution to the Community and Partnering Law Enforcement Agencies



General Fund - Police

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	1,703,654	1,661,287	1,660,500	1,882,360
Overtime Wages	124,777	62,390	87,000	80,000
Overtime Wages - HTCU	0	0	0	20,000
Part-time Wages	35,110	35,250	40,780	36,500
City Taxes and Benefits	869,399	953,573	1,025,030	1,209,980
Total Personnel Services	2,732,940	2,712,499	2,813,310	3,228,840
City Facilities Rental	191,403	178,500	178,500	178,500
Lease/Rentals	42,705	61,545	70,700	70,700
Travel/Training	47,508	28,610	50,000	40,000
Dispatch Services	208,127	212,960	231,990	236,000
Professional Services	31,479	12,122	8,000	8,000
Contract/Other Services	97,836	18,072	30,000	25,000
DARE	14,339	10,123	8,000	10,000
Investigations	2,262	1,885	5,000	1,500
High Tech Crime Unit	52,730	0	10,000	10,000
Volunteer Programs-Citizens On Patrol	8,477	10,077	10,000	4,000
Volunteer Programs-Explorers	0	0	5,000	2,500
Vehicle Repair/Maintenance	19,691	24,848	45,000	30,000
Equipment Repair/Maintenance	2,972	10,300	10,000	5,000
Computer/Software Maint & Licenses	4,867	2,768	0	0
Books/Publications	838	1,130	1,500	500
Clothing Allowance	26,282	7,353	15,000	15,000
Computer Hardware/Software	9,856	7,845	0	0
Dues/Licenses	3,790	9,152	5,000	3,000
Fuel	45,861	53,337	50,000	50,000
Maintenance Supplies	65	157	500	500
Office/Shop Supplies	28,625	27,304	22,000	30,000
Postage	2,819	2,412	3,500	3,000
Sm Equip/Tools/Furniture	20,634	34,329	35,000	23,400
Phone/Internet	39,465	40,166	42,000	35,000
Total Materials & Services	902,631	754,994	836,690	781,600
Total Police	3,635,571	3,467,493	3,650,000	4,010,440

General Fund - Interdepartmental

Overall Goal

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

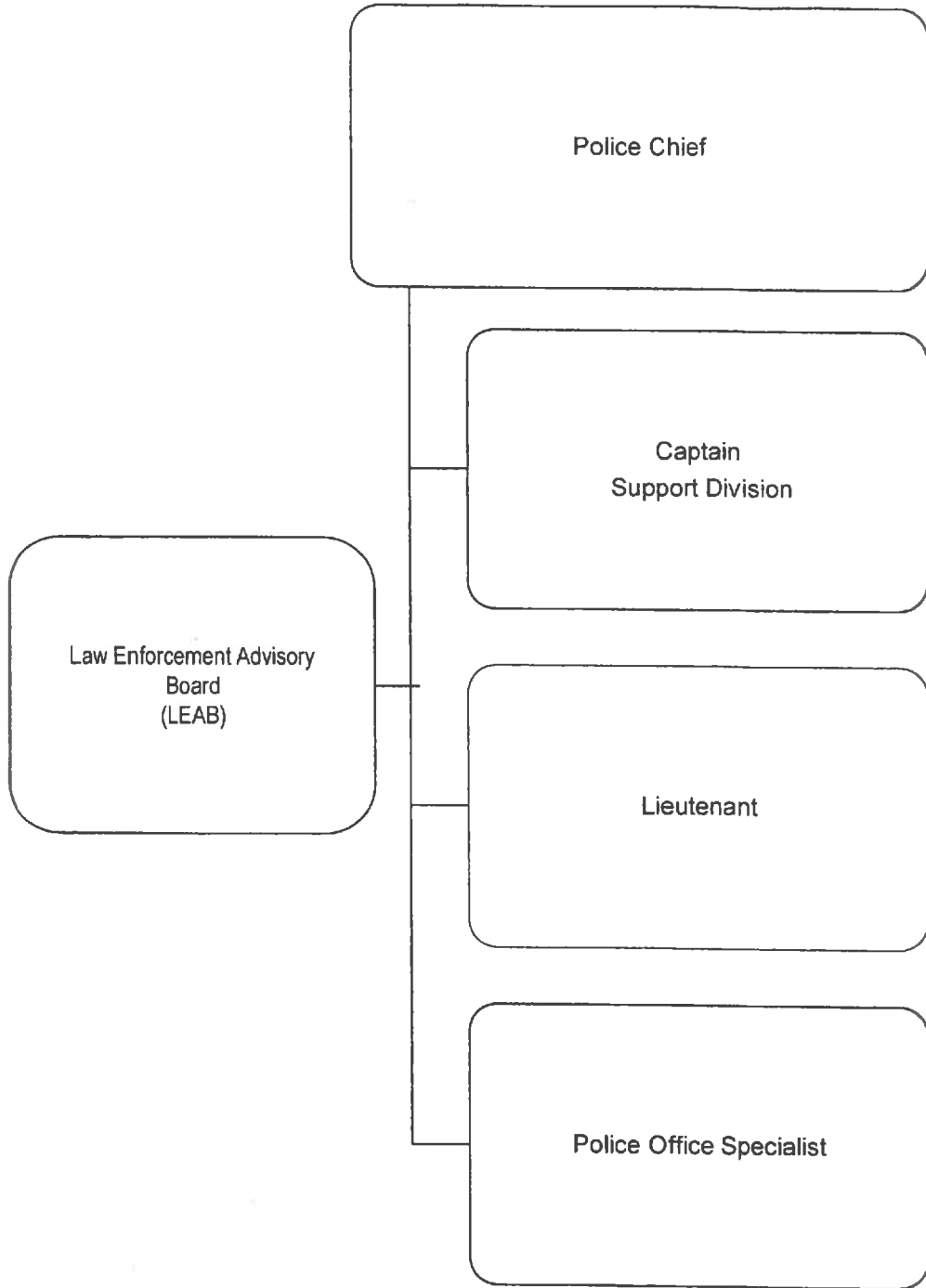
Key Objectives

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

- The City's general liability insurance
- 911 Funds
- Transfers out
 - To Debt Service Fund for the Don Jones Park annual debt service payment
 - To High Tech Crime Task Force Fund to help fund operating costs
- Contingency account
- Ending fund balance account

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Insurance Premiums/Claims	67,394	109,871	90,000	90,000
Dispatch Services - 911	0	90,000	90,000	90,000
Water Conservation Grant	0	0	100,000	56,000
Total Materials & Services	67,394	199,871	280,000	236,000
Transfers Out - Street Fund	75,000	50,000	50,000	0
Transfers Out - Debt Service (DJ Park)	25,000	140,000	130,000	78,500
Transfers Out - HTCUC	0	237,900	237,350	20,000
Total Transfers	100,000	427,900	417,350	98,500
Contingency	0	0	150,000	150,000
Total Contingency	0	0	150,000	150,000
Ending Balance	3,344,131	3,201,231	1,793,302	1,696,200
Total Ending Balance	3,344,131	3,201,231	1,793,302	1,696,200
Total Interdepartmental	3,511,525	3,829,002	2,640,652	2,180,700
Total General Fund Requirements	10,608,958	10,970,317	10,630,695	10,288,440

High Tech Crime Task Force



High Tech Crime Task Force Fund

Overall Goal

The High-Tech Crimes Unit will continue to work with other participating agencies within the Task Force to be proactive on the investigation, examination, and prosecution of cases involving crimes against children and intellectual property rights. The HTCUC also continues to educate the public and other law enforcement professionals in Internet Safety, ID Theft, and Intellectual Property crimes. The High-Tech Crimes Unit will also continue to support and lead other law enforcement agencies in computer forensics. All of this will be done through fiscal responsibility.

Key Objectives

- Partner with agencies to maximize efforts in the investigation through prosecution of crimes against children and intellectual property rights
- Continue giving and receiving current and solid training for both investigators and forensic examiners
- Maximize training for area law enforcement agencies to assist in triaging case submissions and evidence being submitted for forensic examination
- Increase participating agency support with technology and personnel
- Achieve a 180 day turn around on case submissions

Performance Measures

- Maintain a positive relationship with participating agencies
- Continue to have a positive and respected relationship with the public by continuing public education and knowledge
- Support the certification of two additional Certified Forensic Examiners assigned to the lab
- Achieve re-accreditation



High Tech Crime Task Force Fund

Revenues

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Federal Grant	0	247,728	463,000	20,000
Federal Grant -FBI Overtime Reimb	0	0	20,000	0
State Grant	0	30,000	30,000	10,000
Contributing Agencies	0	57,400	55,000	10,000
Federal Asset Forfeitures	0	19,830	50,000	10,000
State Asset Forfeitures	0	0	0	0
Total Intergovernmental	0	354,958	618,000	50,000
High Tech Crimes Unit	0	5,672	500	0
Total Charges for Services	0	5,672	500	0
Transfer In - General Fund	0	237,900	237,350	20,000
Total Transfers	0	237,900	237,350	20,000
Carryover Balance	0	0	5,000	35,200
Total Carryover Balance	0	0	5,000	35,200
Total Revenues	0	598,530	860,850	105,200



High Tech Crime Task Force Fund

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	0	126,423	125,000	0
Overtime Wages	0	15,976	20,000	0
City Taxes and Benefits	0	76,468	71,450	0
Total Personnel Services	0	218,866	216,450	0
City Facilities Rental (HTCU)	0	20,900	40,900	0
Travel/Training	0	9,309	6,000	6,000
Professional Services	0	3,607	5,000	9,000
Contract/Other Services	0	2,594	2,000	7,000
Investigations	0	540	5,500	5,000
Federal Grant Expense	0	0	350,000	5,000
State/Local Grant Expense	0	0	30,000	5,000
Asset Forfeiture Expense	0	0	50,000	5,000
Vehicle Repair/Maintenance	0	3,418	2,000	0
Equipment Repair/Maintenance	0	0	2,000	2,000
Computer/Software Maintenance	0	1,546	5,000	28,000
Books/Publications	0	0	500	0
Clothing Allowance	0	618	2,000	1,000
Computer Hardware/Software	0	42,003	5,000	8,000
Dues/Licenses	0	0	2,000	2,500
Fuel	0	257	1,000	0
Office/Shop Supplies	0	2,022	3,000	2,000
Postage	0	19	2,000	0
Sm Equip/Tools/Furniture	0	5,912	8,000	8,000
Phone/Internet	0	2,993	4,800	3,000
Total Materials & Services	0	95,738	526,700	96,500
Equipment	0	197,026	0	0
Total Capital Outlay	0	197,026	0	0
Total HTCTF Operations	0	511,630	743,150	96,500

High Tech Crime Task Force Fund

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Contingency	0	0	0	0
Total Contingency	0	0	0	0
Ending Balance	0	86,900	117,700	8,700
Total Ending Balance	0	86,900	117,700	8,700
Total Interdepartmental	0	86,900	117,700	8,700
Total High Tech Crime Task Force Requirements	0	598,530	860,850	105,200





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 the Central Point’s City Limits. The major objective is to maintain the 170 miles of existing streets and city rights of way.

The fund receives revenue for FY 2013/2014 from the local street utility fee, state gas tax, State Bicycle & Pedestrian Grant, other grants, and system development charges (SDCs). In addition \$50,000 from the general fund is contributed for the city ornamental lighting.

Key Objectives

- **Capital Construction Projects:**
 - a. 99 Streetscape – Finish the project by September 2013 to ensure full grant compliance
 - b. Downtown Parking Lots – finish by fall of 2013 so eligible for next round of CMAQ funding
 - c. Freeman Road – Administer Environmental review, right of way acquisition and finalize plan for construction in the 14/15 FY
 - d. Beebe/Hamrick – A safety fix will be done to add a designated right turn lane going east bound on Beebe Road. Also pruning back the foliage to maintain adequate site lines
- **Asset Management** – City will be hiring a contractor to conduct digital analysis of city street system. Information gathered will be input into new city software that will give a pavement rating to each street and long term maintenance schedule for all city streets
- **Maintenance:**
 - e. Crack Seal Team – a team of temps and city personnel will used to crack seal large portions of the city infrastructure this year
 - f. Overlays for the slow lanes on South Front from Beall Lane to the fire station
- **ADA Compliance** – Staff will prepare an ADA compliance plan for every intersection in town that is currently not to standard

Performance Measures

- **Pavement Condition Index:** The Pavement Condition Index (PCI) is a rating given through a process of visual observations and calculations performed through the use of Metropolitan Transportation Commission Pavement Management Program software. It is the goal of the Transportation Operations Division to maintain the overall Pavement Condition at a calculated average of 80 to 85 (out of a possible 100). *Central Point will start this measure this year following the pavement analysis is completed*
- **Preventive Maintenance Surfacing:** The miles maintained percentage should be at least 80% of industry recommended standards to maintain the current infrastructure for maximum useable life (usually some preventive maintenance treatment is applied every 6 years). This measure is derived from statistics on the miles of streets resurfaced each year and how often each street receives resurfacing services

Lane Miles Crack Sealed

	2013	2014
Lane Miles	8.52	0

Street Fund

Revenues

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Franchise - Electric	0	20,348	105,000	105,000
Franchise - Water	79,337	75,313	90,000	0
Total Taxes	79,337	95,662	195,000	105,000
Federal Capital Grants	170,000	0	180,000	0
State Grant - ODOT (Bike/Ped Funds)	0	422,875	715,750	443,000
State Gas Tax	840,426	937,389	950,000	970,000
Total Intergovernmental	1,010,426	1,360,264	1,845,750	1,413,000
Public Works Fees	9,771	38,199	5,000	2,500
SDC Street Reimbursement	3,478	2,728	10,000	10,000
SDC Street Improvements	52,777	41,397	20,000	25,000
Street Utility Fee	563,938	335,820	450,000	450,000
Total Charges for Services	629,965	418,144	485,000	487,500
Interest Income	6,257	11,962	7,000	15,000
Total Interest Income	6,257	11,962	7,000	15,000
Miscellaneous Revenue	16,710	62,485	2,000	3,000
Financing Proceeds	0	0	0	0
Total Miscellaneous	16,710	62,485	2,000	3,000
Transfers In	75,000	50,000	50,000	0
Total Transfers	75,000	50,000	50,000	0
Carryover Balance	1,707,225	1,963,473	2,459,430	1,897,500
Total Carryover Balance	1,707,225	1,963,473	2,459,430	1,897,500
Total Street Revenues	3,524,920	3,961,990	5,044,180	3,921,000

Operations/Capital Projects

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	213,252	199,236	228,165	236,000
Overtime Wages	2,633	1,517	3,500	3,500
City Taxes and Benefits	110,736	118,319	145,500	169,500
Total Personnel Services	326,621	319,071	377,165	409,000
City Facilities Rental	35,200	36,900	36,900	36,900
City Equipment Rental	138,800	138,800	130,000	134,000
City Overhead Fees	126,000	126,000	126,000	135,000
Public Works Overhead Fees	260,000	260,000	295,000	280,000
Bank/VISA Fees	0	0	5,000	5,000
Lease/Rentals	1,768	862	0	0
Travel/Training	7,789	8,559	8,000	10,000
Professional Services	6,489	6,786	8,000	18,000
Contract/Other Services	64,720	64,486	23,500	65,000
Equipment Repair/Maintenance	168	105	0	0
Sidewalk/Bikepath/Tree Maintenance	18,049	2,159	20,000	20,000
Infrastructure Maintenance	59,497	95,489	60,000	55,000
Street Sign Maintenance	0	6,949	5,000	7,000
Street Light Maintenance (TOD)	0	8,041	10,000	3,500
Street Light Retrofit Project	0	8,806	14,000	10,000
Clothing Allowance	1,756	1,537	2,000	1,500
Computer Hardware/Software	2,646	903	0	0
Dues/Licenses	77	73	250	300
Office/Shop/Safety Supplies	4,303	3,217	2,500	5,000
Sm Equip/Tools/Furniture	1,559	12,151	7,500	6,500
Phone/Internet	1,621	2,395	2,500	2,000
Street Lights	172,743	183,135	155,000	185,000
Total Materials & Services	903,186	967,353	911,150	979,700
Prior Capital Projects	135,283	117,724	0	0
Beebe/Hamrick - Intersection	0	0	0	25,000
Equipment	0	39,118	212,000	4,500
CMAQ Projects	0	9,299	71,000	30,000
Paving Projects	81,524	0	0	150,000
Hwy 99 Beautification Project	0	90,360	1,100,000	400,000
Total Capital Projects	216,807	256,500	1,383,000	609,500
Transfers Out - DS (10th/Scenic/Upton)	35,000	35,000	32,500	32,600
Total Transfers Out	35,000	35,000	32,500	32,600
Total Street Operations/Capital Projects	1,481,615	1,577,924	2,703,815	2,030,800

Street Fund

SDC Capital Projects

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Prior Capital Projects	1,047	0	0	0
Crater Rail Crossing	53,586	55,660	45,000	0
Hwy 99 Beautification Project	0	0	200,000	200,000
Total Capital Projects	54,633	55,660	245,000	200,000
Developer Reimbursements	0	0	30,000	25,000
Total Debt Service	0	0	30,000	25,000
Transfers Out - DS (10th/Scenic/Upton)	25,200	25,200	22,900	22,700
Total Transfers	25,200	25,200	22,900	22,700
Total Street SDC Capital Projects	79,833	80,860	297,900	247,700

Interdepartmental

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Contingency	0	0	100,000	100,000
Total Contingency	0	0	100,000	100,000
Ending Balance	1,963,472	2,303,206	1,942,465	1,542,500
Total Ending Balance	1,963,472	2,303,206	1,942,465	1,542,500
Total Street Interdepartmental	1,963,472	2,303,206	2,042,465	1,642,500
Total Street Fund Requirements	3,524,920	3,961,990	5,044,180	3,921,000

Overall Goal

The purpose of this fund is to account for money received from a Community Development Block Grant.

Key Objectives

- In 1995, the City entered into an agreement with the Oregon Economic Development Department (OEDD) for a grant award of \$300,000. This grant was to be used for a woodstove replacement and housing rehabilitation program for low and moderate income families in Central Point. The overall purpose of the program was to assist residents in reducing pollution by replacing wood burning stoves and to help with critical problems such as failed heating systems, leaking roofs, and unsafe electrical systems

The program is now closed, and funds that were loaned out to residents are repaid when the property is sold.

In May of 2012, State of Oregon revisions to 24CFR, Part 570, states that Community Block Grant program remaining funds may no longer be used as miscellaneous income, but may be used at the local level as a donation to a bona fide food bank/warehouse or as a sub-grant to an eligible non-profit for housing rehabilitation.

City Council directed staff to make a donation of the June 30, 2012 total fund balance in the Housing Fund of \$40,925 to the local Food & Friends food bank.



Donation to Food and Friends Program

Housing Fund

Revenues

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Interest Income	203	256	150	0
Total Interest	203	256	150	0
Loan Principal Payments	7,846	0	10,000	10,000
Total Miscellaneous	7,846	0	10,000	10,000
Carryover Balance	49,942	45,145	40,295	0
Total Carryover	49,942	45,145	40,295	0
Total Housing Fund Revenues	57,991	45,402	50,445	10,000

Interdepartmental

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
City Overhead Fees	5,000	5,000	5,000	0
Food	0	0	40,925	0
Total Materials & Services	5,000	5,000	45,925	0
Transfers Out	7,846	0	4,520	0
Total Transfers	7,846	0	4,520	0
Ending Balance	45,145	40,402	0	10,000
Total Ending Balance	45,145	40,402	0	10,000
Total Housing Fund	57,991	45,402	50,445	10,000

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 SDC's and grants

Performance Measures

- The renovation of Pfaff Park restrooms

The current restroom at Pfaff is circa 1950 and very inadequate for the large events that are held in this park each year. Among these events are the Fourth of July Festival, Movies in the Park, school lunch distribution in the summer and spring class trips that involve 100 + students each reservation. In an effort to supplement general funds that are limited we are applying for a \$50,000 State Parks Small Grant this spring to assist in our efforts to renovate one of our most used parks.

Matching funds will come from three sources, facilities maintenance, parks general budget and available SDC credits. Matching funds required are \$20,000 or 40% of the requested grant amount.

- Annual payment of the Don Jones Park debt service

This year \$65,000 is being transferred to Debt Service Fund towards the funding of Don Jones Park debt service payment.

CIP Fund

Revenues

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
State Grants	25,000	0	0	50,000
Total Intergovernmental Revenue	25,000	0	0	50,000
SDC Park Reimbursement	9,652	8,168	5,000	10,000
SDC Park Improvements	48,830	36,548	20,000	50,000
Total Charges for Service	58,482	44,716	25,000	60,000
Interest Income	306	355	250	760
Total Interest Income	306	355	250	760
Miscellaneous Revenue	0	0	0	0
Total Miscellaneous	0	0	0	0
Carryover Balance	73,379	68,167	60,907	88,940
Total Carryover	73,379	68,167	60,907	88,940
Total CIP Revenues	157,167	113,238	86,157	199,700

Expenditures

Parks

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Prior Capital Projects	43,000	0	0	0
Pfaff Park	0	0	0	37,000
Total Capital Projects	43,000	0	0	37,000
Total Park Capital Projects	43,000	0	0	37,000

Parks SDC

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Pfaff Park	0	0	0	37,000
Total Capital Projects	0	0	0	37,000
Developer SDC Credit Obligations	0	0	25,000	15,000
Total Debt Service	0	0	25,000	15,000
Transfer Out - Debt Service (DJ Park)	46,000	0	7,000	60,000
Total Transfers Out	46,000	0	7,000	60,000
Total Park SDC Capital Projects	46,000	0	32,000	112,000

Interdepartmental

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Transfers Out - General Fund	0	10,000	0	0
Transfers Out - Debt Service Fund	0	25,000	18,000	5,000
Total Transfers	0	35,000	18,000	5,000
Ending Balance	68,167	78,238	36,157	45,700
Total Ending Balance	68,167	78,238	36,157	45,700
Total Interdepartmental	68,167	113,238	54,157	50,700
Total Capital Improvements	157,167	113,238	86,157	199,700



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 begin a facilities maintenance and improvement savings 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

- \$80,000 is budgeted to be transferred for Facilities reserve
- No capital outlay is budgeted to be spent this year

Reserve Fund

Revenues

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Interest Income	613	2,850	1,500	4,000
Total Interest	613	2,850	1,500	4,000
Transfers In- Facilities Maintenance	100,000	80,000	0	80,000
Transfers In- Fleet Maintenance	200,000	100,000	0	0
Total Transfers	300,000	180,000	0	80,000
Carryover Balance	0	300,613	482,100	487,500
Total Carryover	0	300,613	482,100	487,500
Total Reserve Fund Revenues	300,613	483,463	483,600	571,500

Interdepartmental

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
City Hall Improvements	0	0	0	0
Equipment	0	0	0	0
Vehicles	0	0	70,000	0
Police Vehicles	0	0	0	0
Total Reserve Fund Projects	0	0	70,000	0
Ending Balance	300,613	483,463	413,600	571,500
Total Ending Balance	300,613	483,463	413,600	571,500
Total Interdepartmental	300,613	483,463	483,600	571,500
Total Reserve Fund	300,613	483,463	483,600	571,500

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

- The following table recaps the City's outstanding debt balance going into the new fiscal year, 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 2013/2014 fiscal year.

**Debt Summary Recap
For Fiscal Year 2013/2014**

Debt Issued for:	Balance at 6/30/2013	~ Budgeted ~		Balance at 6/30/2014
		Retirements	Additions	
City Hall Building Bonds	1,845,000	(120,000)	0	1,725,000
Scenic/10th/Upton Loan	904,000	(212,000)	0	692,000
Local Improvement District Bonds	217,490	(50,000)	0	167,490
Don Jones Park Note	770,000	(115,000)	0	655,000
Water Reservoir Loan	5,600,000	(240,000)	0	5,360,000
SDC Developer Obligations	740,490 *	(50,000)	0	690,490
	\$10,076,980	(\$787,000)	\$0	\$9,289,980

**SDC Developer Obligation retirement amount is an estimate only.*

Debt Service Fund

Revenues

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Federal Capital Grant (STIP)	162,864	162,864	162,900	162,900
Total Intergovernmental	162,864	162,864	162,900	162,900
City Facilities Rental	190,000	195,000	195,500	192,000
Debt Service Fees	0	2,149	149,200	399,500
Total Charges for Services	190,000	197,149	344,700	591,500
LID Principal Payments	31,609	41,729	50,000	50,000
LID Interest Payments	99	18,126	13,000	10,050
Total Special Assessments	31,708	59,855	63,000	60,050
Interest Income	198	488	250	250
Total Interest Income	198	488	250	250
Transfers In - General Fund (DJ Park)	25,000	140,000	130,000	78,500
Transfers In - Street Op (10th/Scenic)	35,000	35,000	32,500	32,600
Transfers In - Street SDC (10th/Scenic)	25,200	25,200	22,900	22,700
Transfers In - Strmwtr Op (10th/Scenic)	10,000	0	0	0
Transfers In - Strmwtr SDC (10th/Scenic)	8,000	0	0	0
Transfers In- Water Fund (10th/Scenic)	4,700	0	0	0
Transfers In- Water Fund (Erickson)	135,000	0	0	0
Transfers In - CIP- SDC Parks (DJ Park)	46,000	25,000	25,000	65,000
Total Transfers	288,900	225,200	210,400	198,800
Carryover Balance	117,329	7,094	26,472	21,900
Total Carryover	117,329	7,094	26,472	21,900
Total Debt Service Revenues	790,998	652,649	807,722	1,035,400

Expenditures

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
10th/Scenic/Upton - Interest	59,942	51,772	43,300	34,350
10th/Scenic/Upton - Principal	186,000	194,000	203,000	212,000
City Hall Bond Interest	80,637	77,263	75,500	69,750
City Hall Bond Principal	110,000	115,000	120,000	120,000
Don Jones Park - Interest	41,900	37,600	34,000	28,500
Don Jones Park - Principal	105,000	110,000	115,000	115,000
Erickson Waterline - Interest	6,263	0	0	0
Erickson Waterline - Principal	127,896	0	0	0
LID Bond Interest	50,000	35,000	50,000	50,000
LID Bond Principal	16,266	13,975	13,000	10,050
Water Reservoir Loan - Interest	0	0	120,000	130,000
Water Reservoir Loan - Principal	0	0	0	240,000
Total Debt Service	783,904	634,610	773,800	1,009,650
Ending Balance	7,094	18,039	33,922	25,750
Total Ending Balance	7,094	18,039	33,922	25,750
Total Debt Service	790,998	652,649	807,722	1,035,400



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 and Safety Codes as part of the Community Development and Capital Improvements process.

Key Objectives

- Continue to provide all inspections 'in-house'
- Certify Building Official to perform electrical inspections
- 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 inspection for all City projects
- Acquire and implement state compatible building permit software

Key Performance Measures

- Number of building permits issued and electronically recorded
- Number of electrical permits issued and electronically recorded
- Number of plumbing and mechanical permits issued and electronically recorded
- Number of inspections per permit
- Successful joint enforcement of codes with other departments and agencies

Building Fund - Community Development

Revenues

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Building Fees No Surcharge	1,925	1,750	1,000	1,500
Building Permits - Residential	37,104	22,412	30,000	35,000
Building Permits - Commercial	8,194	6,121	25,000	25,000
Building Plan Review	15,740	14,836	15,000	20,000
Electrical Investigations	888	742	500	1,000
Electrical Permits	13,224	13,069	10,000	15,000
Electrical Plan Review	222	0	500	1,500
Mechanical Permits	4,799	6,790	5,000	5,000
Mechanical Plan Review	0	0	100	0
Plumbing Investigations	860	494	100	0
Plumbing Permits	13,387	11,678	10,000	15,000
Plumbing Plan Review	34	0	100	0
Total Charges for Service	96,377	77,892	97,300	119,000
Interest Income	917	1,084	800	1,500
Total Interest Income	917	1,084	800	1,500
Miscellaneous Revenue	225	1,467	0	0
Total Miscellaneous	225	1,467	0	0
Carryover Balance	236,229	187,030	144,680	156,800
Total Carryover	236,229	187,030	144,680	156,800
Total Building Fund Revenues	333,748	267,473	242,780	277,300

Building Fund - Community Development

Expenditures

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	96,802	76,988	80,650	113,500
City Taxes and Benefits	36,050	34,001	39,000	43,500
Total Personnel Services	132,852	110,989	119,650	157,000
City Facilities Rental	0	0	0	0
City Overhead Fees	0	2,200	0	2,200
City Equipment Rental	2,200	0	2,200	0
Travel/Training	1,509	753	1,500	1,200
Computer/Software Maintenance	0	6,299	0	0
Contract/Other Services	7,666	0	8,000	8,500
Dues/Licenses	885	370	400	200
Office/Shop Supplies	606	967	700	900
Postage	22	21	100	100
Phone/Internet	976	833	1,000	1,000
Total Materials & Services	13,865	11,442	13,900	14,100
Total Building Operations	146,717	122,431	133,550	171,100

Interdepartmental

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Contingency	0	0	2,000	2,500
Total Contingency	0	0	2,000	2,500
Ending Balance	187,031	145,041	107,230	103,700
Total Ending Balance	187,031	145,041	107,230	103,700
Total Interdepartmental	187,031	145,041	109,230	106,200
Total Building Fund Requirements	333,748	267,472	242,780	277,300



Overall Goal

The Water Fund supports the City’s Water Division which provides for the delivery of adequate quantities of safe, 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 fund is an Enterprise Fund; it is self-supporting with expenses paid from its own revenue sources. The fund is primarily funded through water sales which are budgeted at \$2.8 million for the FY 2013/14 budget. Other water 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 Fund – with limited capital funding until the water reserves are rebuilt staff will prepare a three-year R&R Capital Improvement Program (CIP) budget to replace the most problematic of the older waterlines

Emergency Water Station Planning – In reviewing information regarding natural disasters we are ill prepared to distribute water in the event of a catastrophic emergency. Staff will work with contract engineer to prepare solutions for water distribution under various emergency scenarios and prepare a Capital Plan.

Water Rate Analysis – Staff will analyze current water rates on an annual basis and each January prepares the findings to Council on potential increases

Performance Measures

Seasonal Water Use: This performance relates to water use in Central Point comparatively over the typical warmer spring/summer/fall months. Per capita water use in Central Point has remained inconsistent over the past three years. This is because of varying temperatures during the spring months. With the revised water rates staff wants to track water consumption during the spring/summer months

Unplanned Service Disruptions: Unplanned Service Disruptions is a standard performance measure for the budget document. This measure indicates the number of system failures in which multiple customers experience outages during water system break downs

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

	FY 11/12	FY 12/13
CP Disruptions	0	1
Industry Standard	4	4

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

	FY 11/12	FY 12/13
CP Disruptions	0	0
Industry Standard	4	4

Water Fund

Revenues

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Penalty Charges	68,663	70,476	65,000	70,000
Public Works Fees	300	0	500	500
SDC Water Improvements	27,252	31,091	25,000	30,000
SDC Water Reimbursement	11,218	8,304	2,500	5,000
Administrative Fees	9,315	9,759	5,000	9,000
System Repair & Replacement	31,898	79,018	80,000	80,000
Water Connect Charges	5,850	9,900	2,500	5,500
Water Sales	2,129,049	2,225,468	2,550,000	2,650,000
Total Charges for Service	2,283,544	2,434,015	2,730,500	2,850,000
Interest Income	5,714	7,636	5,000	10,000
Total Interest Income	5,714	7,636	5,000	10,000
Miscellaneous Revenue	26,466	20,543	2,500	5,000
Financing Proceeds	601,015	3,101,662	1,870,000	0
Total Miscellaneous	627,481	3,122,205	1,872,500	5,000
Carryover Balance	1,719,771	1,722,880	1,853,365	1,242,400
Total Carryover	1,719,771	1,722,880	1,853,365	1,242,400
Total Water Revenues	4,636,510	7,286,736	6,461,365	4,107,400



Expenditures

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	332,140	323,879	368,365	392,300
Overtime Wages	6,743	4,597	21,450	8,000
City Taxes and Benefits	170,424	191,282	232,000	272,500
Total Personnel Services	509,307	519,758	621,815	672,800
City Facilities Rental	38,500	40,000	40,000	40,000
City Equipment Rental	85,000	85,000	85,000	85,000
City Overhead Fees	404,000	404,000	354,000	355,000
Public Works Overhead Fees	215,000	215,000	227,000	227,000
Advertising/Legal Notices	295	0	1,000	0
Bad Debt	0	0	2,500	0
Bank/VISA Fees	247	0	5,000	5,000
Travel/Training	14,184	16,261	10,000	7,500
Professional Services	32,177	25,602	18,500	10,000
Contract/Other Services	47,564	39,845	55,000	40,000
Utility Discount	5,338	7,000	15,000	10,000
Equipment Repair/Maintenance	450	0	10,000	0
Infrastructure Maintenance	75,807	119,638	155,000	85,000
Water Rights Maintenance	31,001	31,008	23,000	31,000
Books/Publications	386	323	500	300
Clothing Allowance	2,700	2,458	3,000	2,500
Computer Hardware & Software	815	125	0	0
Dues/Licenses	1,734	5,197	1,500	3,000
Office/Shop/Safety Supplies	4,319	3,753	4,000	5,000
Postage	632	577	750	400
Sm Equip/Tools/Furniture	21,546	18,020	7,500	5,000
Electric	2,374	3,431	3,000	11,000
Phone/Internet	8,387	8,037	8,500	8,500
MWC Water Purchase	559,239	613,936	650,000	675,000
Water Franchise Fee	79,337	75,313	95,000	0
Total Materials & Services	1,631,033	1,714,522	1,774,750	1,606,200
Equipment	0	0	18,000	0
Prior Capital Projects	0	139,200	0	0
Beebe Rd Waterline	0	838	420,000	0
Hwy 99 Waterline	21,889	0	300,000	0
Water Reservoir	599,517	1,654,598	1,870,000	0
SCADA	0	0	30,000	0
Total Capital Projects	621,406	1,794,636	2,638,000	0
Note Payable Int - 10th/Scenic/Upton	0	0	7,350	8,500
Loan Interest - Water Reservoir	0	0	120,000	130,000
Loan Principal - Water Reservoir	0	0	0	240,000
Total Debt Service	0	0	127,350	378,500
Total Water Operations/Capital Projects	2,761,745	4,028,917	5,161,915	2,657,500

Water Fund

SDC Water Improvements

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Prior Capital Projects	0	0	0	0
Water Reservoir	9,960	1,600,000	0	0
Total Capital Projects	9,960	1,600,000	0	0
Developer Reimbursements	2,225	0	25,000	5,000
Total Debt Service	2,225	0	25,000	5,000
Total Water SDC Capital Projects	12,185	1,600,000	25,000	5,000

Interdepartmental

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Transfers Out - DS	139,700	0	0	0
Total Transfers Out	139,700	0	0	0
Contingency	0	0	150,000	145,000
Total Contingency	0	0	150,000	145,000
Ending Balance	1,722,880	1,657,819	1,124,450	1,299,900
Total Ending Balance	1,722,880	1,657,819	1,124,450	1,299,900
Total Interdepartmental	1,862,580	1,657,819	1,274,450	1,444,900
Total Water Fund Requirements	4,636,510	7,286,736	6,461,365	4,107,400

Overall Goal

The function of this fund is to protect the quality of storm water runoff generated within the City limits. This includes responding to hazardous material spills that may potentially discharge into the storm or sanitary sewer and enforcing construction rules for erosion control. The Storm Drainage Utility Division is responsible for installing, monitoring, maintaining, and cleaning the storm drain systems of the City. This division is also responsible for street sweeping. Lastly, the fund is responsible for implementing and enforcing rules and regulations from the Department of Environmental Quality (DEQ), Environmental Protection Agency (EPA) and the Federal Emergency Management Agency (FEMA).

Fund Resources: This fund is an Enterprise Fund; it is self-supporting with expenses paid from the storm utility fee.

The fund also has a specific storm water quality function that is also self-supporting.

Key Objectives

- Storm Drain Master Plan implementation- The new Storm Water Master Plan will be complete in June/July of 2013. The Master plan will indicate system inadequacies and prepare a 20 year CIP
- Curb Inlet Retrofit- staff will preparing a 10-year CIP to retrofit all catch basins to curb inlets. The inlets work more effectively during heavy rain events and can also serve as a water quality structure to clean water before entering into the city system and ultimately the creeks. Field Crews will start converting the inlets during the spring of 2014
- 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, cleaning and vacuuming of system on a three year rotation. Maintain system flow capacities through open channel cleaning
- Illegal Connection CIP – Staff will review with RVSS all illegal Storm Drain to Sewer connections and prepare CIP to resolve the issues
- Transition Water Quality Program from RVSS & DEQ – staff is in the process of making change from RVSS and eventually DEQ to run the National Pollutant Discharge Elimination System (NPDES)

Performance Measures

- Storm Drain Cleaning: Cost to clean 1/3 of city system plus annual hot spots

	2011	2012	2013
Jetter Rentals	\$19,547	\$18,000	\$15,000

- Floodplain/Community Rating System Review: track number of inquiries and public meetings to ensure citizens and business community are informed of program. Track number of inquiries annually

	2011	2012	2013
Dollar Amount	\$0.00	\$0	\$0

Dollar Value of Flood Damage Claims

Stormwater Fund

Revenues

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Federal Grant	95,914	0	0	0
Total Intergovernmental revenue	95,914	0	0	0
Public Works Fees	300	426	500	0
SDC Stormwater Fees - Imp	23,012	30,621	25,000	25,000
SDC Stormwater Fees - Reimb	0	0	1,000	1,000
Stormwater Quality Fees	0	0	97,000	112,000
Stormwater Utility Fees	684,719	689,550	675,000	700,000
Total Charges for Services	708,031	720,597	798,500	838,000
Interest Income	1,093	2,396	1,500	5,000
Total Interest Income	1,093	2,396	1,500	5,000
Miscellaneous Revenue	22,673	3,407	0	0
Financing Proceeds	0	0	0	0
Total Miscellaneous Revenue	22,673	3,407	0	0
Carryover Balance	305,833	380,506	412,276	606,300
Total Carryover Balance	305,833	380,506	412,276	606,300
Total Stormwater Revenues	1,133,543	1,106,906	1,212,276	1,449,300

Expenditures

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	126,927	119,249	130,865	139,800
Overtime Wages	1,055	690	3,400	3,500
City Taxes and Benefits	63,977	67,462	85,200	99,250
Total Personnel Services	191,958	187,400	219,465	242,550
City Facilities Rental	25,200	27,000	27,000	27,000
City Equipment Rental	40,000	40,000	40,000	40,000
City Overhead Fees	78,000	78,000	78,000	85,000
Public Works Overhead Fees	77,000	77,000	112,000	112,000
Bank/VISA Fees	0	0	5,000	5,000
Lease/Rentals	19,600	24,295	26,000	15,000
Travel/Training	2,233	3,156	4,000	3,000
Professional Services	6,554	9,070	10,000	15,000
Contract/Other Services	139,009	38,299	25,000	25,000
Infrastructure Maintenance	9,801	4,602	16,500	16,500
Clothing Allowance	1,022	754	1,500	1,500
Dues/Licenses	501	70	500	1,000
Office/Shop/Safety Supplies	1,712	2,381	2,000	5,000
Sm Equip/Tools/Furniture	207	9,110	5,000	5,000
Postage	0	0	0	3,500
Disposal	3,899	3,805	5,000	5,000
Phone/Internet	596	617	800	1,200
Total Materials & Services	405,334	318,158	358,300	365,700
Equipment	0	0	12,000	4,500
Prior Capital Projects	86,745	68,637	0	0
Laurel Street Rebuild	0	0	0	30,000
Second & Oak - Project #8	0	6,854	0	15,000
Gebhard/Hamrick Main	0	0	0	20,000
Jewett - Stormdrain Retrofit	0	0	10,000	0
Storm Drain Master Plan	0	0	100,000	0
Total Capital Projects	86,745	75,491	122,000	69,500
Debt Service (10th/Scenic/Upton)	0	10,000	10,000	9,000
Total Debt Service	0	10,000	10,000	9,000
Total Stormwater Operations/Capital Projects	684,038	591,049	709,765	686,750

Stormwater Fund - Quality

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	0	0	0	0
Overtime Wages	0	0	0	0
City Taxes and Benefits	0	0	0	0
Total Personnel Services	0	0	0	0
Travel/Training	0	0	4,000	3,500
Professional Services	0	0	10,000	20,000
Contract/Other Services	0	0	45,000	45,000
Stormwater Quality Projects	0	0	18,000	0
Postage	0	0	6,500	3,500
Sm Equip/Tools/Furniture	0	0	3,500	0
Total Materials & Services	0	0	87,000	72,000
Crater/TWCrossing SW Retrofit	0	0	0	30,000
Stormwater Master Plan	0	0	10,000	0
Total Capital Projects	0	0	10,000	30,000
Total Stormwater Quality	0	0	97,000	102,000

SDC	2011	2012	2013	2014
Description	Actual	Actual	Budget	Adopted
Prior Capital Projects	51,000	49,105	0	0
Gebhard/Hamrick Main	0	0	0	20,000
Total Capital Projects	51,000	49,105	0	20,000
Debt Service -10th/Scenic/Upton	0	0	11,850	11,500
Developer Reimbursements	0	(10,000)	10,000	10,000
Total Debt Service	0	(10,000)	21,850	21,500
Transfer Out - Debt Service (10th/Scenic/Upton)	8,000	0	0	0
Total Transfers Out	8,000	0	0	0
Total Stormwater SDC Capital Projects	59,000	39,105	21,850	41,500

Interdepartmental

Description	2011	2012	2013	2014
	Actual	Actual	Budget	Adopted
Transfer Out - DS (10th/Scenic/Upton)	10,000	0	0	0
Total Transfers Out	10,000	0	0	0
Contingency	0	0	40,000	43,000
Total Contingency	0	0	40,000	43,000
Ending Balance	380,505	476,752	343,661	576,050
Total Ending Balance	380,505	476,752	343,661	576,050
Total Interdepartmental	390,505	476,752	383,661	619,050
Total Stormwater Requirements	1,133,543	1,106,906	1,212,276	1,449,300



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, Storm Drain and Street Funds. Facilities Maintenance is also funded partially 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 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 the Police Vehicles

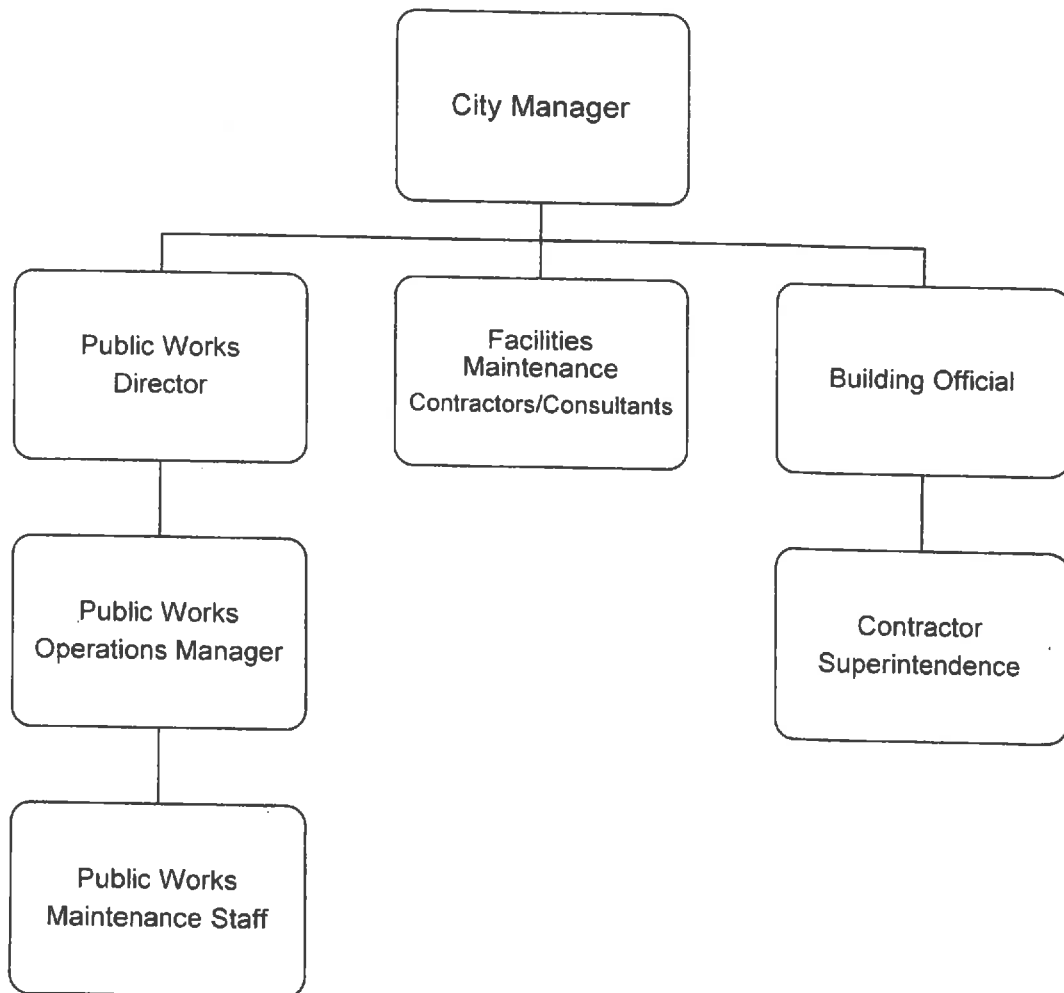
Performance Measures

Performances measures are found within the following division budget detail pages.

Revenues

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Federal Grants (CMAQ)	0	0	105,000	0
Total Intergovernmental		0	105,000	0
City Facilities Rental	270,000	250,000	270,000	232,600
City Equipment Rental	304,500	304,500	291,700	295,700
Public Works Overhead Fees	552,000	552,000	634,000	619,000
Public Works Fees	11,094	11,991	7,500	7,500
Rental Income	2,526	2,521	2,500	2,500
Total Charges for Service	1,140,120	1,121,012	1,205,700	1,157,300
Interest Income	2,002	1,729	2,000	2,500
Total Interest Income	2,002	1,729	2,000	2,500
Miscellaneous Revenue	7,368	10,128	15,000	5,000
Total Miscellaneous	7,368	10,128	15,000	5,000
Carryover Balance	630,749	386,373	170,000	314,800
Total Carryover	630,749	386,373	170,000	314,800
Total Internal Services Revenues	1,780,239	1,519,243	1,497,700	1,479,600

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.

2013-2014 Projects

- Pfaff Park Restroom Reconstruction
- HVAC Roof-Top Unit Replacement

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

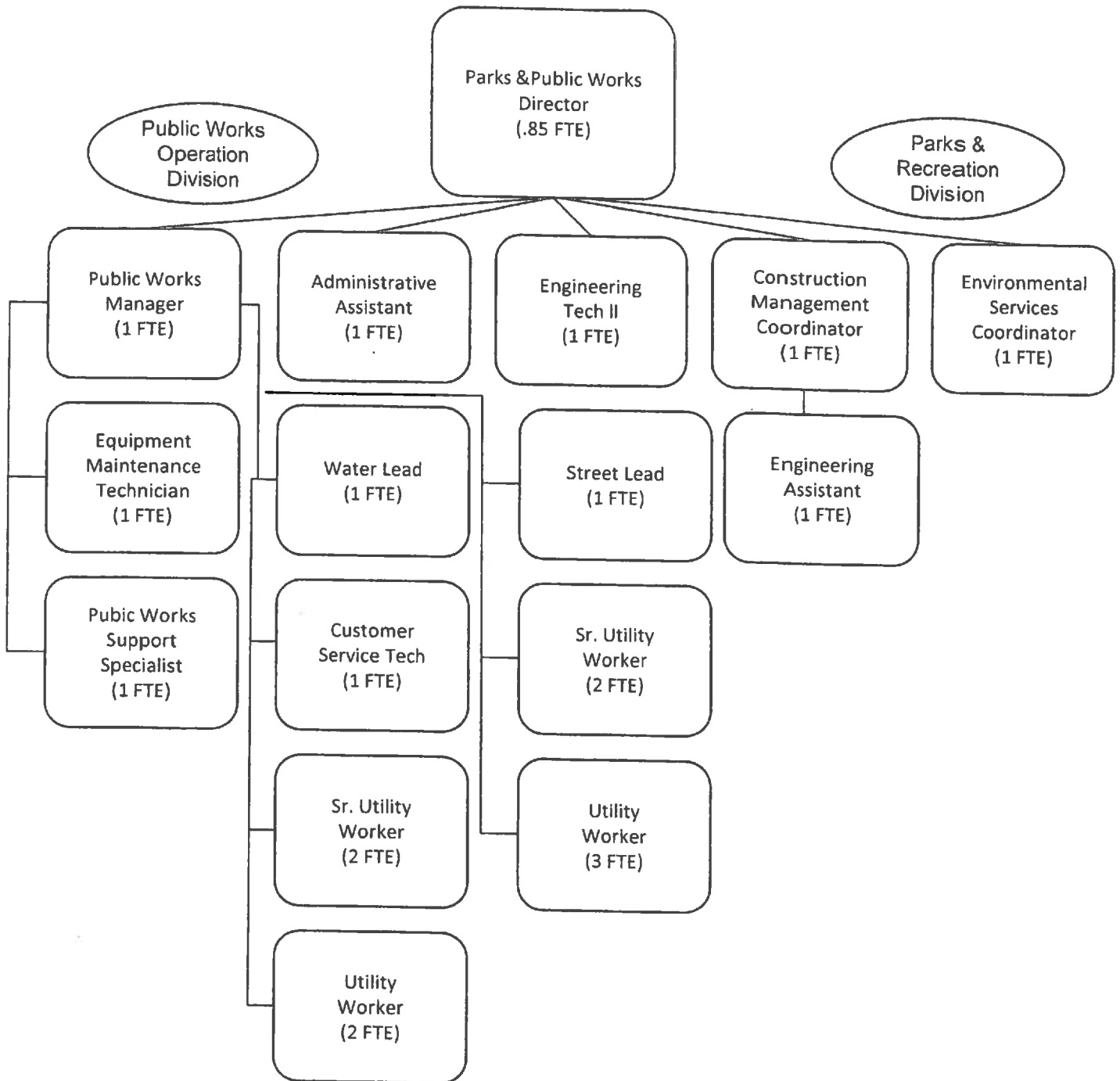
Internal Services Fund - Facilities Maintenance

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
City Overhead Fees	12,000	12,000	12,000	13,000
Contract/Other Services	76,632	80,047	90,000	90,000
Building/Grounds Maintenance	85,534	67,893	55,000	50,000
Maintenance Supplies	6,336	4,205	5,000	5,000
Sm Equip/Tools/Furniture	1,204	3,587	2,000	2,000
Electric	49,924	55,883	55,000	55,000
Natural Gas	13,761	11,771	22,000	22,000
Phone/Internet	639	692	1,000	1,000
Water/Sewer/Stormwater	3,971	4,008	6,000	6,000
Total Materials & Services	250,001	240,086	248,000	244,000
City Facility Improvements	19,281	24,953	35,000	30,000
Equipment	0	0	0	10,000
Total Capital Projects	19,281	24,953	35,000	40,000
Total Facilities	269,282	265,039	283,000	284,000



Internal Services Fund - Public Works Organizational Chart

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



Internal Services Fund - Public Works Administration

Overall Goal

To provide management and support services to crews maintaining public infrastructure. Also 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 the both Parks and Public Works.

Fund Resources: This is an internal services fund and is funded by Parks, Streets, Water and Storm Drain 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
- Outside Customer Water Analysis – provide council with alternates for connecting more water users to the system
- Traffic Counts – Update traffic modeling numbers throughout system
- Privatization Analysis – prepare for City Manager and City Council in house vs. privatization of current maintenance duties
- Enterprise Funds Management – Ensure funds and Capital Improvements associated with those funds are managed properly to ensure long-term sustainability

Performance Measures

- Project Management – CIP projects no more than 110% of project award
- Grants Awarded – Are we actively submitting for grant funding and how many grants awarded annually

Internal Services Fund - Public Works Administration

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	279,241	275,142	365,220	342,000
Overtime Wages	4,657	3,938	4,000	6,000
Part-time Wages	0	0	0	0
City Taxes and Benefits	131,106	144,444	194,095	187,000
Total Personnel Services	415,004	423,524	563,315	535,000
City Overhead Fees	75,000	75,000	75,000	100,000
Travel/Training	6,824	9,986	8,000	6,000
Professional Services	18,261	19,342	20,000	30,000
Contract/Other Services	5,607	2,512	5,000	1,000
Computer Repair/Maintenance	2,765	20	0	0
Books/Publications	753	540	500	250
Computer/Software-Hardware	2,547	1,142	5,000	0
Dues/Licenses	3,533	3,506	3,200	1,000
Office/Shop Supplies	6,196	3,517	5,000	7,000
Postage	59	531	500	2,000
Sm Equip/Tools/Furniture	109	0	0	0
Phone/Internet	3,938	3,962	4,500	3,500
Total Materials & Services	125,593	120,056	126,700	150,750
Total Public Works Administration	540,597	543,580	690,015	685,750

Internal Services Fund - Fleet Maintenance

Overall Goal

Ensure all vehicles and equipment for the City is maintained to the satisfactory levels to ensure maximum life expectancy from them. Does not include the Police Vehicles.

Fund Resources: This fund is an Enterprise Fund; it is self-supporting with expenses paid from the storm utility fee.

This is an internal services fund and is funded by Parks, Streets, Water and Storm Drain funds.

Key Objectives

- Vehicle Inventory and Assessment – complete review of all rolling stock and equipment, age of equipment and assessment of its needs and its necessity
- Preventative Maintenance/New Vehicles – continue to ensure that all vehicles are maintained on schedule and that older vehicles are moved out of service within a 7 to 10 year timeframe depending on frequency of use

Performance Measures

- **Equipment/Vehicles – Annual Review of efficiencies of outsourcing**

	2011	2012	2013
Vehicle Repair/Maintenance	n/a	\$20,000	\$9,700
Equipment Repair/Maintenance	\$33,216.00	\$21,188	\$20,800

- **Rolling Stock available:** We strive to have rolling stock available 95% of the time. In the 12/13 FY we were 90% because of major mechanical issues with the bucket truck and small dump truck. A new bucket truck will be in service by June 2013 and the dump truck was surplus and a replacement is budgeted for 13/14 FY

Internal Services Fund - Fleet Maintenance

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Salaries & Wages	103,182	48,491	76,650	50,800
Overtime Wages	149	0	500	500
City Taxes and Benefits	45,255	27,217	31,000	35,000
Total Personnel Services	148,586	75,708	108,150	86,300
City Overhead Fees	0	0	0	0
Lease/Rentals	217	2,912	6,000	6,000
Travel/Training	0	654	1,000	500
Contract/Other Services	3,879	26,386	18,000	18,000
Vehicle Repair/Maintenance	16,000	6,811	15,000	12,000
Equipment Repair/Maintenance	33,216	21,188	15,000	20,000
Books/Publications	25	97	250	0
Clothing Allowance	336	174	250	250
Computer Software/Hardware	214	0	0	0
Fuel	40,614	48,447	50,000	52,000
Office/Shop/Safety Supplies	2,236	857	500	500
Sm Equip/Tools	8,789	10,125	5,000	7,000
Disposal	0	0	500	250
Phone/Internet	1,920	2,234	1,900	2,000
Total Materials & Services	107,445	119,885	113,400	118,500
Equipment	27,955	106,422	34,600	0
Vehicles	0	0	144,500	90,000
Total Capital Outlay	27,955	106,422	179,100	90,000
Total Fleet Maintenance	283,986	302,015	400,650	294,800

Internal Services Fund - Interdepartmental

Description	2011 Actual	2012 Actual	2013 Budget	2014 Adopted
Transfer Out - Facility Reserves	100,000	80,000	0	80,000
Transfer Out - Equipment Reserves	200,000	100,000	0	0
Total Transfers Out	300,000	180,000	0	80,000
Ending Balance	386,373	228,610	124,035	135,050
Total Ending Balance	386,373	228,610	124,035	135,050
Total Interdepartmental	686,373	408,610	124,035	215,050
Total Internal Services Requirements	1,780,238	1,519,243	1,497,700	1,479,600

Appendix

Appendix A-1
Salary Schedule A-2
Glossary A-3
Acronyms A-6

Salary Schedule

Classification Pay Plan (PROPOSED) Effective 07/01/2013

Part A: General Service Bargaining Unit Positions (hourly) 1.6% increase per 2012-14 CBA

Classification Title	Grade	Step A	Step B	Step C	Step D	Step E	Step F
Grade 2-3	GS2-3	15.18	15.94	16.73	17.58	18.45	19.38
Office Assistant							
Grade 4	GS4	16.56	17.39	18.27	19.17	20.14	21.14
Business License Account Clerk							
Parks Maintenance Worker							
Parks Support Specialist							
Planning Support Specialist							
Purchasing Account Clerk							
Utility Billing Account Clerk							
Utility Worker							
Grade 5	GS5	18.61	19.55	20.52	21.56	22.64	23.76
Accounting Specialist							
Administrative Assistant							
Customer Service Technician							
Engineering Assistant							
Equipment Maint/Fabrication Technician							
Municipal Court Clerk							
Recreation Programs Coordinator							
Senior Utility Worker							
Grade 6	GS6	20.61	21.65	22.73	23.87	25.06	26.32
Engineering Technician - GIS							
Parks Lead - Maintenance; Contracts							
Recreation Coordinator: Special Events/Mktg							
Utility Lead - Streets; Water							
Grade 7	GS7	22.72	23.86	25.05	26.30	27.63	29.00
Community Planner							
Construction Management Coordinator							
Grade 8	GS8	25.42	26.69	28.02	29.42	30.91	32.45
Environmental Services Coordinator							
Information Technology Specialist							
Grade 9	GS9	28.22	29.63	31.11	32.66	34.30	36.02
Building Official/Inspector/Supervisor							

Part B: Police Bargaining Unit Positions (monthly) labor negotiations pending

Classification Title	Grade	Step A	Step B	Step C	Step D	Step E
Police Support Specialist	P110	2,899	3,045	3,197	3,357	3,525
Community Services Officer	P117	3,077	3,230	3,392	3,562	3,740
Police Officer	P145	3,944	4,140	4,348	4,565	4,793
Police Officer - Detective/SRO	P145a	4,140	4,348	4,565	4,793	5,032
Master Police Officer	P150	4,361	4,580	4,809	5,049	5,301

Part C: Exempt, Non-Bargaining Unit, Management Positions (no change)

Classification Title	Band	Minimum	Maximum
Accountant (non-exempt, confidential)	I	4,150	5,400
City Recorder	I	4,150	5,400
Police Office Manager	I	4,150	5,400
Parks & Recreation Manager	II	5,125	6,560
Police Lieutenant (non-exempt)	II	5,125	6,560
Public Works Operations Manager	II	5,125	6,560
Human Resources Director	III	6,000	8,000
Information Technology Director	III	6,000	8,000
Police Captain	III	6,000	8,000
Department Director (CD, FIN, PPW)	IV	6,500	8,500
Police Chief	V	6,500	8,750

proposed for 2013-14 budget document

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)]

ADA: 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 Administrator 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)].

Glossary

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 Funds: 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 which 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 on a 40 hour per week

basis.

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: Records 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 individual objects of expense within a department or division. [ORS 294.352(3)]

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.

Personal 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.

Acronyms

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

Legal Compliance

Affidavit of Publication, April 15,2013 L-2
Affidavit of Publication, April 22, 2013 L-3
Resolution 1362 Certifying the Provision of Certain Municipal Services L-4
Resolution 1363 Electing to Receive State Revenue Sharing Funds L-5
Resolution 1364 Adopting the Annual Budget Making Appropriations and Levying Taxes L-6
Form LB-1 Notice of Budget Hearing L-9
Form LB-50 Notice of Property Tax and Certification of
Intent to Impose a Tax, Fee, Assessment, or Charge on Property L-10

Legal Compliance

CITY OF CENTRAL POINT
ACCOUNTS PAYABLE
140 SOUTH THIRD ST
CENTRAL POINT

700950

OR 97502

Affidavit of Publication

State Of Oregon
County of Jackson

I, Becki Fabian, 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

Notice of Budget Committee Meeting, a printed copy of which is hereto annexed, was published in the entire issue of

said newspaper for one (1) successive and consecutive insertion

in the following issues April 1, 2013

(HERE SET FORTH DATES OF ISSUES)

Becki Fabian

Subscribed and sworn to before me this 5 day of April, 2013

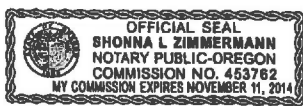
Shonna L Zimmermann
NOTARY PUBLIC FOR OREGON

My Commission expires 11 day of November, 2014

Southern Oregon Media Group - Mail Tribune - Ashland Daily Tidings
111 N. Fir St.
Medford, OR 97501

Notice of Budget Committee Meetings
A public meeting of the Budget Committee of the City of Central Point, Jackson County, State of Oregon, will be held on April 15, 2013 at 6 p.m. at City Hall Council Chambers, 140 South Third St, Central Point, Oregon. At this meeting the Budget Committee will hear the budget message and receive the City of Central Point's proposed budget for the fiscal year July 1, 2013 thru June 30, 2014. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. A public hearing will be held to hear from citizens on the proposed use of State Revenue Sharing funds.
A copy of the budget document may be inspected at www.centralpointoregon.gov or obtained on April 12, 2013 at 140 South Third St., Central Point, Oregon between the hours of 8:30 am and 4:30 pm.
This notice and subsequent notices having information on the City Budget and the budget process may be viewed on the City's website noted above. A second Budget Committee meeting will be held on April 22, 2013 at 6 p.m.
April 1, 2013

COMMENTS	EXPIRE DATE	AD CAPTION	# TIMES	AMOUNT
MAIL TRIBUNE	4/01/13	BUDGET COMMITTEE	1	104.15
START DATE:	4/01/13	END DATE:	4/01/13	



CITY OF CENTRAL POINT
ACCOUNTS PAYABLE
140 SOUTH THIRD ST
CENTRAL POINT

700950

OR 97502

Affidavit of Publication

State of Oregon
County of Jackson

I, Brook Fabian, 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

Notes of Budget Committee Meeting, a printed copy of which is hereto annexed, was published in the entire issue of

said newspaper for one (1) successive and consecutive insertion in the following issues April 1, 2013

(HERE SET FORTH DATES OF ISSUES)

Brook Fabian

Subscribed and sworn to before me this 5 day of April, 2013

Shonna L Zimmermann
NOTARY PUBLIC FOR OREGON

My Commission expires 11 day of November, 2014

Southern Oregon Media Group - Mail Tribune - Ashland Daily Tidings
111 N. Fir St.
Medford, OR 97501

Notice of Budget Committee Meetings
A public meeting of the Budget Committee of the City of Central Point, Jackson County, State of Oregon, will be held on April 22, 2013, at 6 p.m. at City Hall Council Chambers, 140 South Third St, Central Point, Oregon.
At this meeting the Budget Committee will hear the proposed budget for the Central Point Development Commission for the fiscal year July 1, 2013 thru June 30, 2014. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected at www.centralpointoregon.gov or obtained on April 12, 2013, at 140 South Third St., Central Point, Oregon between the hours of 8:30 am and 4:30 pm.

April 1, 2013

PUBLICATION	EXPIRE DATE	AD CAPTION	# TIMES	AMOUNT
MAIL TRIBUNE	4/01/13	BUDGET COMMITTE	1	75.34
START DATE: 4/01/13	END DATE: 4/01/13			



RESOLUTION NO. 1362

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

Recitals:

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


Therefore the City of Central Point resolves as follows:
The City certifies that it provides the following municipal 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 on June 13, 2013.



Mayor Hank Williams

ATTEST:


City Recorder

RESOLUTION NO. 1363

A RESOLUTION ELECTING TO RECEIVE STATE REVENUE SHARING FUNDS for FISCAL YEAR 2013-14

Recitals:

The State of Oregon sets forth requirements for eligibility by cities for receipt of State Revenue Sharing funds. The City of Central Point is desirous of receiving such funds and qualifies.

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, after adequate public notice, before the Budget Committee on April 15, 2013 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.
- B. The City held a second public hearing, after adequate public notice, before the City Council on June 13, 2013, at which time citizens had the opportunity to provide written and oral comment to, and ask questions of the City Council on the proposed use of State Revenue Sharing funds in relation to the entire budget of the City for the fiscal year July 1, 2013 through June 30, 2014.
- C. The City has 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 no later than July 31, 2013.

Passed by the Council and signed by me in authentication of its passage on June 13, 2013.


Mayor Hank Williams

ATTEST:


City Recorder

RESOLUTION NO. 1364

**A RESOLUTION TO ADOPT THE BUDGET,
MAKE APPROPRIATIONS AND LEVY TAXES
FOR FISCAL YEAR JULY 1, 2013 TO JUNE 30, 2014**

RECITALS:

- A. Oregon statute (ORS 294.326) requires that a municipality must 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, 2013 for the approved budget in the amount of \$23,444,840.

The City of Central Point resolves as follows:

To adopt the budget, make appropriations and levy taxes for fiscal year July 1, 2013 to June 30, 2014 in the following manner.

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

GENERAL FUND

Administration	668,600
City Enhancement	199,000
Technical Services	555,500
Mayor & Council	59,750
Finance	870,900
Parks	785,400
Recreation	495,350
Planning	462,800
Police	4,010,440
Interdepartmental	2,180,700
Total General Fund	10,288,440

HIGH TECH CRIME TASK FORCE FUND

Operations	96,500
Interdepartmental	8,700
Total HTCTF Fund	105,200

STREET FUND

Operations/Capital Projects	2,030,800
SDC Capital Projects	247,700
Interdepartmental	1,642,500
Total Street Fund	3,921,000

HOUSING FUND

Materials & Services	0
Transfers	0
Ending Balance	10,000
Total Housing Fund	10,000

CAPITAL IMPROVEMENT FUND

Parks Capital Projects	37,000
Parks SDC Capital Projects	112,000
Interdepartmental	50,700
Total Capital Improvement Fund	199,700

RESERVE FUND

Capital Projects	0
Ending Balance	571,500
Total Reserve Fund	571,500

DEBT SERVICE FUND

Total Debt Service Fund	1,035,400
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BUILDING FUND

Personnel Services	157,000
Materials & Services	14,100
Contingency	2,500
Ending Balance	103,700
Total Building Fund	277,300

WATER FUND

Operations/Capital Projects	2,657,500
SDC Improvements	5,000
Interdepartmental	1,444,900
Total Water Fund	4,107,400

STORMWATER FUND

Operations/Capital Projects	686,750
Quality	102,000
SDC Improvements	41,500
Interdepartmental	619,050
Total Stormwater Fund	1,449,300

INTERNAL SERVICES FUND

Facilities Maintenance	284,000
Public Works Administration	685,750
Fleet Maintenance	294,800
Interdepartmental	215,050
Total PW Internal Service Fund	1,479,600

Total All Funds	\$23,444,840
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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 fiscal year 2013-14, the rate of \$4.47 per \$1,000 of assessed valuation for general government purposes, as follows:

<u>General Fund</u>	<u>Subject to Measure 5 Limits</u>	<u>Not Subject to Measure 5 Limits</u>	<u>Total</u>
Permanent rate limit tax	<u>\$5.8328</u>		<u>\$5.8328</u>
TOTAL LEVY	\$4.47		\$4.47

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, 2013.


 Mayor Hank Williams

ATTEST:

 City Recorder

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Central Point Council will be held on June 13, 2013 at 7 p.m. at 140 South Third Street, Central Point, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the Central Point Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 140 South Third Street, Central Point, Oregon, between the hours of 8:30 a.m. and 4:00 p.m. or online at www.centralpointoregon.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Bev Adams, Finance Director

Telephone: 541.423.1023

Email: bev.adams@centralpointoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2011-2012	This Year 2012-2013	Next Year 20013-2014
Beginning Fund Balance/Net Working Capital	8,405,414	8,643,127	7,370,110
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	5,904,556	6,496,300	6,972,470
Federal, State and All Other Grants, Gifts, Allocations and Donations	2,350,157	3,360,143	2,328,300
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	703,100	507,750	298,800
All Other Resources Except Current Year Property Taxes	5,408,952	3,985,450	2,089,160
Current Year Property Taxes Estimated to be Received	4,232,768	4,375,000	4,375,000
Total Resources	\$27,006,947	\$27,377,770	\$23,444,840

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	8,824,372	7,484,470	7,785,190
Materials and Services	5,890,533	7,083,408	6,236,650
Capital Outlay	4,233,631	4,836,100	1,186,000
Debt Service	634,610	1,013,000	1,463,650
Interfund Transfers	703,100	502,270	298,800
Contingencies	0	442,000	440,500
Special Payments	0	0	0
Unappropriated Ending Balance & Reserved for Future Expenditure	8,719,701	6,036,522	6,015,050
Total Requirements	\$27,006,947	\$27,377,770	\$23,444,840

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Administration	1,414,449	1,754,643	1,482,850
FTE	6.50	6.50	5.50
Finance	736,887	832,250	870,900
FTE	7.00	7.00	7.00
Police	4,066,024	4,510,850	4,115,640
FTE	28.50	28.50	29.50
Community Development	580,836	593,750	633,900
FTE	4.50	4.50	4.50
Parks & Recreation	1,084,080	1,325,050	1,429,750
FTE	6.30	6.15	6.15
Public Works	9,028,489	10,390,910	7,035,800
FTE	19.70	20.85	20.85
Non-Departmental / Non-Program	10,116,182	7,970,417	7,876,000
FTE	0	0	0
Total Requirements	\$27,006,947	\$27,377,770	\$23,444,840

Total FTE	72.5	73.5	73.5
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PROPERTY TAX LEVY			
	Rate Imposed	Rate Imposed	Rate Approved
Permanent Rate Levy (rate limit: \$5.8328 per \$1,000)	4.47	4.47	4.47
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	217,400	0
Other Borrowings	9,856,480	0
Total	\$10,076,880	\$0

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
 2013-2014**

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 OR 97502 6/30/2013
Mailing Address of District City State ZIP code Date

Bev Adams Finance Director 541.423.1023 bev.adams@centralpointnj.com
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: TOTAL PROPERTY TAX LEVY

		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		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
3. Local option capital project tax	3		
4. 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

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)

150-504-073-7 (Rev. 1-13)

(see the back for worksheet for lines 5a, 5b, and 5c)

File with your assessor no later than JULY 15, unless granted an extension in writing.

**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 3rd
Central Point, OR 97502**

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