

RESOLUTION NO. 1510

**A RESOLUTION ADOPTING GENERAL PROCEDURES
FOR FISCAL YEAR 2017-2018**

RECITALS:

- A. The Central Point City Council deems it appropriate to authorize certain appointments and procedures relating to City administration, budget, and fiscal management for fiscal year 2017-2018.

The City of Central Point resolves as follows: For the fiscal year 2017-2018, the following appointments are hereby made; the following policies and procedures are imposed, and the same are hereby adopted:

Section 1. Appointments.

- A. Insurance Agent of Record. Brown & Brown Northwest Insurance Agency is hereby appointed to continue as Insurance Agent of Record for the City for property, general liability, vehicle liability, workers compensation and bond insurance through June of 2018.
- B. City Attorney. Sydnee Dreyer of Huycke O'Connor Jarvis, LLP is hereby appointed to the office of City Attorney through June 2018 and is designated as a sworn officer of the City under the terms of the legal services contract dated June 2013.
- C. Municipal Judge. Jackson County Justice of the Peace, Joe Charter, is hereby appointed as Municipal Court Judge under the terms of the intergovernmental agreement between the City of Central Point and Jackson County through June 2018.
- D. City Auditor. Isler Certified Public Accountants is hereby appointed as City Auditor through June 2018 pursuant to statutes requiring independent fiscal audit of the City, and subject to the contract for Audit of an Oregon Municipality.
- E. City Engineer. Jeff Ballard dba RH2 Engineering Inc. is hereby appointed as City Engineer of the City of Central Point through June 2018 under the terms of the letter dated May 15, 2007.

Section 2. Council Expenses.

City Council members may elect to receive compensation of \$150 per month, and the Mayor may elect to receive compensation of \$250 per month. In addition to said compensation, reimbursement may also be made to the Mayor or Council members for actual expenses incurred while on official City business.

Section 3. Designation of Depository.

Any Central Point branch of an FDIC insured bank, the State of Oregon Local Government Investment Pool, and all successors in interest to those institutions are each hereby designated as depositories for City funds, and the Finance Director or designee may deposit monies belonging to the City in any or all of said institutions in accordance with applicable law until further order of the City Council.

Section 4. Authority to Keep, Invest, Transfer and Expend Funds

- A. The Finance Director or designee is hereby authorized to invest any surplus funds in accordance with ORS 294.035 and ORS 294.810, in such investments as are authorized by said statutes, and to transfer funds from one account to another.
- B. The Finance Director or designee is hereby authorized to establish a petty cash fund with a balance not to exceed \$2,000. The fund may be used to maintain cash drawer change funds and provide for miscellaneous expenditures not to exceed \$50 per transaction; except that upon approval of the City Manager or the Finance Director a maximum expenditure of \$100 per transaction may be made.
- C. The City Manager or designee is authorized to expend funds in accordance with budget appropriations. All revenues received and expenditures incurred by the City in implementing the budget appropriations shall be reported to the Council. Such reports will normally be made on a quarterly basis.

Section 5. Accounting Principles.

The City shall maintain its financial records in accordance with current generally accepted accounting principles, and all applicable laws and regulations.

Section 6. Interfund and Overhead Fees.

Expenditures incurred by one fund for the benefit of another fund may be reimbursed in accordance with acceptable accounting procedures as determined by the Finance Director.

Section 7. Outstanding Checks.

Outstanding checks stale dated (at least six months after the date of issuance) must escheat to the state under ORS 98.352.

Section 8. Capital Acquisition.

Items costing more than \$5,000 and having a useful life of more than one year shall be capitalized.

Section 9. Summons, Complaints, and Tort Claim Notices.

The City Recorder shall be designated to receive all Summons, Complaints, and Tort Claim Notices.

8th Passed by the Council and signed by me in authentication of its passage this
day of June, 2017.


Mayor Hank Williams

ATTEST:


City Recorder