



2015-2017 Biennial Budget

Budget Committee

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Matt Samitore, Parks & Public Works Director

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City of Central Point

Mission Statement

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

Statement of Values

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

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

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

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

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



Goals

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

Proactive Government and Citizen Involvement

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

Downtown Revitalization and Beautification

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

Managed Growth and Infrastructure

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

Recreation

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

Transportation

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

Economic Development

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

DATE: April 9th, 2015

TO: Central Point Budget Committee

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

RE: Fiscal Biennium 2015-2017 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 biennium 2015-2017.

This proposed budget is a reflection of the community's priorities, goals and values represented by the annual investment of tax and rate payer dollars to maintain Central Point's quality of life. Additionally, this budget proposal is momentous as it is the first biennial budget in Central Point's one hundred and twenty-six year history.

The past several years' budget proposals have been made during the recovery from one of the gravest recessions in United States history. Thanks to Council/Budget Committee support and leadership, difficult decisions have been made over the past several budget cycles to address the city's service priorities with limited revenue, zero increases to the city's property tax rate, increasing labor/material costs, and a fifteen percent reduction in full-time staffing. Again this year, I am cautiously optimistic that the economy is showing signs of improvement and we are now transitioning toward a more favorable and stable economic climate. That said, we have seen no single year of exceptional growth that has proven our economic recovery complete. Moreover, anticipated future growth forecasts remain moderate (2-3 % annually), but with steady gains poised to stabilize financial underpinnings over the next 5-10 years. Locally, housing values, residential building starts and job growth/employment have all shown improvements; however, current trends place a return to 2007 levels at no sooner than 2020.

One advantage to this year's budget process is the city now has a long-term financial plan. This plan was completed last year in an effort to provide comprehensive guidance for future financial decisions. The plan's analysis revealed several important issues related to Central Point's future financial stability. First, the cautionary measures taken by council and staff over the last several years to reduce costs via personnel reductions, including a retirement incentive program,

contracting of some services, and limiting capital expenditures, has left the City in an above-average financial position. However, recent austerity measures have left staffing levels and general fund carryover balances at a threshold where further reductions would require proportional decreases to services and service levels. Second, our enterprise funds remain healthy and capable of operational maintenance plus a limited amount of capital expenditure with the assistance of grant funding opportunities. Although the enterprise funds remain stable, periodic inflationary increases to infrastructure-related utility rates must be implemented to consistently cover increasing costs. Lastly, and perhaps most critically, is a systemic problem related to the city's general fund. In summary, although personnel reductions and a healthy carryover balance have allowed the city to "stem the tide" in the general fund during the worst years of the recession, the long term financial plan indicates subtle changes in course are required to avoid overburdening the general fund during the next 10 years. The long-term financial plan proposes three options for maintaining future stability in the general fund: a property tax rate increase, public safety and parks maintenance fee implementation, and an economic growth requirement scenario.

Fortunately, both council and staff remain committed to recruiting and incentivizing the necessary economic growth to provide financial stability in the city's general finances. And while economic growth opportunities will remain our primary focus, the proposed budget does include newly created revenue streams from the recommended implementation of both a public safety fee and a park maintenance fee. The long term financial plan identified fee levels required to meet future service demand in both police and parks as well provide lasting financial stability in the city's general fund; however, this budget is proposing the service demand portion (only one-third of the recommended fee) with a commitment to economic growth filling any additional void. With a portion of the long-term financial plans' recommendations including economic variables, the budget committee and council will make important decisions regarding proposed fees, reliance on economic growth, and future carryover requirements in the City's general fund. Consistent with previous years, this proposed budget does not include a property tax rate increase, reduction in service levels, or additional revenue streams, except for those narrowly focused on priorities of the community as identified in the bi-annual community survey. Although these decisions will have only minimal impacts on appropriations for the upcoming 2015-2017 budget cycle, they will have major implications in how stable the city's finances remain over the next 10 years. Finally, the city council has a long history of financial pragmatism that has served the community well, and although we hope the next recession remains decades away, we must be prudent in preparing for the cyclical nature of economic activity that will no doubt test future city financial reserves.

When compared with the last several budget cycles, the 2015-2017 proposed budget could be described as "a first step" toward restoring pre-recession services and service levels. Essentially, this budget proposal protects or slightly increases primary city services while offering bolstered public safety and park's system services via two new revenue streams. When contrasted with neighboring communities, Central Point maintains a unique service delivery model with respect to public safety. This can be clearly observed through our proactive public safety efforts including a commitment to and investment in education and safety in our public

school system, our patrol force's proactive engagement with the general public, and our response to calls for medical service. Although crime rates remain stable in Central Point, they remain low in comparison to Medford and state and national statistics. While crime rates and service call volumes make for interesting statistics, we do not believe they are the most important measurement of the qualitative affect produced by our public safety department staff. This qualitative affect is precisely why this budget proposes adding a full time sworn police position. We feel that additional public safety staffing is critical in promoting an atmosphere of safety, cooperation and general well-being for our citizens. Moreover, our public safety/educational efforts in local schools remains critical to maintaining our community's culture of mutual respect and cooperation. Equally important to quality of life and livability is the city's park system. The city's park system is a major component of Central Point livability. Offering a parks system that serves all of our citizens, regardless of age or activity level, is an obligation that the community has prioritized along with public safety. However, our existing parks are truly in need of equipment/amenity upgrades and the park system's future planning needs to be addressed via a city parks master plan.

In simple terms, a budget is nothing more than a road map for city government to meet the needs of its citizens in a fiscally responsible manner. In our case, the "needs" are the services that the citizens of Central Point want, as determined by the elected representatives on the City Council. In a small town such as ours, the channels of communication tend to be open and informal, providing the City Council a true impression of how the community feels about policy direction. The current city council seems well aligned with the traditional values and fiscal conservatism commonly reflected in the 'blue-collar' approach to life in Central Point. As Charles Krauthammer wrote in *Things That Matter: Three Decades of Passions, Pastimes and Politics*, "Limited government ... has two indispensable advantages. It avoids inexorable European-style national insolvency. And it avoids breeding debilitating individual dependency. It encourages and celebrates character, independence, energy, hard work as the foundations of a free society and a thriving economy...."

By adhering to the principles of locally embraced conservatism, staff and council have navigated some complex and constricting economic conditions. Moving forward, we must remain mindful of the negative economic impacts felt by our community and citizens, but we must also protect our essential services and service levels with an eye toward economic growth and opportunity. As has been the case for the past few years, asking for too much too soon could place an oversized burden on the financial resources of local citizenry and businesses.

It is with careful consideration that the 2015-17 proposed budget has been developed by city staff using guidance from the long-term financial plan and recent citizen survey/polling efforts, which represent the public's perspective on government services. It is our belief that this budget proposal strikes a reasonable balance between fiscal restraint and community investment. We look forward to working with the Council and Budget Committee to produce an efficacious 2015-2017 City of Central Point budget.

FISCAL YEAR 2015/2017 BUDGET HIGHLIGHTS

The 2015-2017 budget highlights largely involve some organizational structure and service delivery model alterations resulting from prior years' status quo budgets with staffing level reductions. We emerged from that era in a "pay as you go" mode that only allows staffing increases where targeted revenues are available, and where service and amenity changes have been identified by the citizens as meaningful. This philosophy is "front-and-center" in the proposal of new fees for public safety and parks maintenance in this budget. Both of these areas have been identified in recent community surveys as priorities; and both departments are in position to positively impact service levels if new revenue is approved. In public safety, this service upgrade would be the addition of a new patrol position with primary focus on school safety and education. Currently, one school resource officer services all Central Point schools. With the addition of an officer, we are proposing one position to focus on Crater High School; and the additional position focus on junior high, elementary and middle schools. As for park maintenance, new revenue will allow for the replacement and/or upgrade of old and failing playground equipment, and fund a parks system master plan that would identify future park needs.

An important lesson learned during the recent economic downturn, was the value and cost savings associated with privatization and interagency coordination. The city has realized significant savings from partnerships such as municipal court services (Jackson County), fleet maintenance (City of Medford), and storm water quality program implementation (Rogue Valley Sewer Services); as well as private contracts for some parks maintenance tasks, custodial services, engineering services, auditor services and insurance representation. Having realized the fiscal advantage of such collaborative ventures, the 2015-2017 budget reflects additional opportunities and partnerships to reduce overall redundancy and provide improved results for the public whom we serve. Specifically, we look to increase our partnership with Jackson County via a new police sub-station at the proposed new justice court facility, and by expanding Jackson County's administration of the city's municipal court program to include all associated debt collection. Additionally, Public Works will be partnering with the City of Medford and Jackson County Roads Department on street maintenance projects. Lastly, the city will continue to evaluate potential benefits of contracted or privatized services in all areas; keeping in mind that finding the maximum benefit from these partnerships requires balancing service quality with cost.

With the uptick in economic conditions, planning and building permit activity has continued to rise, and increased workloads in community development are beginning to impact service delivery. As a result, a planning technician and building permit technician, positions that were eliminated early in the recession, are being proposed (building technician fiscal year 2016/2017 only). The planning technician will allow our current community planner and planning manager to focus attention on the second UGB expansion process. This will likely include increasing the city's residential land inventory to a level required for a 20-year planning horizon. With only 18-24 months of residential land inventory remaining, this expansion is critical to sustain the momentum associated with the improving local economy. Proportional to the increased

planning workload is additional building permit activity. The proposed budget assumes the addition of a building permit technician in year two of this biennial budget if revenue targets are achieved in year one. If these benchmarks are not met, the proposed position will remain vacant.

In terms of capital project expenditures, the 2015-2017 budget provides funds directed at reducing the backlog of maintenance projects that were deferred during the recession. None of these public works projects is more significant than completing an asphalt overlay to the entire portion of Highway 99 controlled by the City of Central Point. The proposed biennial budget also includes the conclusion of one significant transportation project and the beginning of another. First, the complete reconstruction of Freeman Road will conclude in the second half of the 2015 calendar year. Second, in year two of the proposed budget will finally see the commencement of the long-awaited Twin Creeks Rail Crossing. These two significant capital projects, along with numerous smaller water and storm-water projects, represent positive gains in required infrastructure upgrades.

Two years ago, the City Council enacted a fiscal policy of a 15-25% carryover in the General Fund. Last year we *budgeted* an ending balance of 17%; however, the *actual* ending balance was at 25% - well-above our policy minimum. This difference between budgeted and actual carryover is the product of revenue forecasts that were based on a conservative philosophy, unfilled positions, constrained spending, and actual revenues higher than expected. The 2015-2017 proposed budgets' general fund carryover is projected at 18.5%; and is based on a less conservative, more optimistic revenue forecast including the addition of both the public safety and parks maintenance fees. If approved as proposed, we believe there is a good possibility for positive economic growth to push the actual general fund carryover near the 20% mark. However, as advised in the long-term financial plan, without targeted levels of economic growth or the implementation of newly proposed fees - the general fund carryover balance will continue to recede.

REVENUE PROJECTIONS

Property Taxes

This budget proposes no change to the city's current permanent tax levy rate. The maximum the city is permitted to levy is \$5.28 per \$1,000 of assessed valuation. This budget is predicated on the current rate of \$4.47 per \$1,000 with property tax revenues representing the largest revenue stream (48.8%) received by the City's general fund. The total amount of collectible property tax revenues forecasted for the 2015-2017 budget cycle is \$9,693,000. This amount reflects an optimistic increase of 3% over the city's most recently assessed property values. Although we have budgeted a 3% increase in property tax revenues, it is quite possible the city will receive an amount exceeding the budgeted amount. With property values deflated during the recession, assessed property value increases are continuing to generate and recover revenues lost during the economic downturn. However, and as mentioned by the city's long-

term financial plan, future property tax revenue projections are not sufficient to 'single-handedly' stabilize the general fund.

Transient Lodging Taxes

Transient lodging (hotel/motel) taxes are forecasted to be a total of \$785,000; a slight but steady increase from previous years. This forecast is based on the trend established by the previous 12 months as the economic recovery continues to bolster the travel and lodging industry. A significant percentage of the hotel/motel tax revenue is restricted to tourism, and tourism promotion. Historically, these funds have been dedicated to Central Point's Visitor Information Center, support for the Chamber of Commerce, Rodeo, Expo, and programs aimed at incentivizing local economic development.

Franchise Fees

Franchise fees collected by the general fund should be slightly improved during the 2015-2017 budget. In the past three years, there has been little change in franchise fees to the City, with one exception. Although we have seen an increase in the Pacific Power electric franchise revenue, the electric franchise fees to the general fund have decreased. The reason for this reduction in the general fund is a Council decision to allocate electrical franchise fees to the Street Fund to offset a portion of the expense of street lights, which is budgeted to that fund. In March of last year, the Council increased the allotment of electric franchise allocation to the Street Fund to fully cover the street light expense up to \$175,000 per fiscal year. Furthermore, the city's recent adoption of a general utility license ordinance will offer increased revenue from utility providers operating within the city's jurisdiction without a franchise agreement.

Telecommunication franchises will continue to be somewhat of a question mark. This uncertainty is likely to persist until clarification is offered by the legislature on local government's ability to franchise certain aspects of telecommunication services. With this in mind, we are not projecting additional revenue for this source in the 2015-2017 budget proposal.

Development Revenue

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

State Revenue Sharing

The State of Oregon "shares" revenue collected on cigarette taxes, liquor taxes and gas taxes. Each year the state provides the City with estimates to use in calculating what we can expect to receive for the upcoming budget year(s). In the general fund, we are expecting to receive a total of \$985,000 in shared revenue; and in the street fund, a total of \$1,996,800 in gas tax.

With the exception of cigarette taxes, state revenue dollars have increased steadily over the years. Cigarette taxes appear to be on a slow and steady decline with the FY 2017 estimate 24% less than what we received just four years ago in FY 2013. Lastly, we have inserted a place holder for shared revenue associated with the passage of measure 91. Until measure 91 is implemented, there is no accurate formula for quantifying the amount of revenue which could be collected.

EXPENDITURES

General Costs

The total proposed 2015/17 biennial budget of \$42,831,087, when divided into two one-year periods, reflects an 8% decrease over the 2014/15 budget. This reduction in overall budget requires some explanation related to the transition from an annual to a biennial budget. More specifically, how carryover balances, ending fund balances and contingencies are documented and "spread" across a two-year budget cycle produces an average decrease. However, as you will read in the next three sections, personnel, materials and services and capital outlay are all slightly increased in the 2015-2017 budget proposal.

Personnel Costs

Total personnel services of \$16.3 million comprise 38% of the total city budget. The total cost increase in these services from fiscal year 2015 to 2016 is 2.8%, and from fiscal year 2016 to 2017 is 3.8%. Included in this budget are staff additions for one police officer and one planning position in the first year; and one building technician position in the second year, which will be filled only if target revenue projections are realized.

Benefit cost projections for this biennium budget include rate increases for PERS of 2.71%; health insurance of 15%; a general service and police union cost of living increase average of 2.8% in 2016, and a 3.8% average for 2017; nonunion employees' average performance based salary increase of 3%; an unemployment placeholder of \$26,000; and workers compensation insurance increase of 3%. We are in our fifth year of unchanged health insurance rates. However, because these rates are not declared until December, we continue to take a conservative stance using a 15% rate increase projection.

Until July 2014, all employees paid 10% of the monthly health insurance premium. However, in an effort to mitigate the high cost of health insurance benefits, this past year the Council ratified a successor collective bargaining agreement that requires new hires in the general service bargaining unit to pay 20% of the health insurance benefit. The next revision of the Management Compensation Plan will have a similar provision. At this time we have no one using unemployment, but each year we estimate and budget for the possibility.

Materials and Services budgets have increased by 4.64% over the previous year. Although the cost of goods and supplies is a factor, a primary and encouraging factor is additional or enhanced services, events and projects that will be highlighted by each department presentation.

Capital Outlay budgeted capital projects are increasing, on average, a total of 13% over the proposed two year budget when compared to the 2014/2015 fiscal year budget. The increase in projects is a combination of street, water, and parks improvements, plus equipment replacement purchases.

Enterprise Funds

Street Fund

The Street Fund is transitioning from using fund reserves as matching funds for major grants to doing more pavement management. Over the next two years, major projects will be completed, including repaving the rest of Highway 99, and paving S. Haskell Street and South Penninger Road. A small section of Pittview Road in the SE portion of the City is also slated to be finished. Additionally, revenues and corresponding expenditures in the form of a developer contribution for the Twin Creeks Rail Crossing as well as potential System Development Charges (SDC's) for the development of a new signal at Hamrick and Beebe Roads are included in the Street Fund budget, which also includes anticipated additional SDC revenues from new development in all sectors.

Water Fund

The Water Fund has completed a majority of its major Capital Improvement Programs and will be shifting to larger maintenance-related projects. These projects include new service laterals and meters for areas near Rock Way and Hopkins Road. The Laurel Street waterline will be replaced as a carryover project from the current year's budget. In an effort to provide better service, the city will take over backflow testing for all residents starting in calendar year 2016. The proposed budget includes small inflationary rate increases each year, in keeping with the water rate plan, to keep up with the rising price of labor & materials/services.

Stormwater Fund

In the first year of this biennial budget, the Stormwater Fund will repay a 2014/15 General Fund loan. This loan was necessary to cover increases primarily related to additional storm drain costs on the Freeman Road project. The remainder of the budget will be used to begin the Victoria Way by-pass, which will divert water from 10th Street to Griffin Creek, in a multi-year/multi-phase project. Additionally, funds are provided for annual cleaning of storm drain systems throughout the city. No increases in rates are scheduled.

General Fund

Administration

Administration will remain focused on providing stability to the organization and community outreach/engagement with the public. Specifically, the Human Resources Director will be focused on recruitment efforts to fill known and unforeseen vacancies and facilitate

organizational structure modifications where necessary. One worthy mention is the milestone retirements in both Human Resources and Finance that will require the recruitment of new directors for both departments. Filling these management team vacancies with qualified and progressive individuals will be a major task during the upcoming budget cycle.

Finance

Finance Department operations represent 8.14% of total general fund expenses. In addition to varied financial oversight functions, budget preparation and annual audit, the department's special projects include goals to conduct a review of City ordinances dealing specifically with financial matters, and to conduct a hotel/motel tax audit.

The department is fully staffed with six employees. Recruitment for the Finance Director position will be opened sometime in spring 2016 in preparation for the retirement of the current finance director scheduled for June 30, 2016. Other than the planned retirement, there are no further staffing changes expected in this budget cycle.

Technical Services

The Technical Services Department's primary focus for the next 2 year budget cycle will be on efficiency improvement in and between each department. This will be accomplished by focusing on reducing redundant data entry processes, reduction of data entry from paper forms, and digitizing inefficient paper workflow processes. Staff will also be working to enhance and improve GIS capabilities to allow for better sharing of mapping and asset data.

Staff will continue to focus on ensuring that the City's technology infrastructure remains current, to keep the City nimble and adaptive to changing needs or requirements. Technical Services is looking forward to a productive and efficient next two years.

Parks & Recreation

Parks and recreation services are often cited in surveys as one of the most important factors of how livable communities are. Although not often considered a crucial service, parks and recreation programs remain critical to the future success of our community. Parks and recreation programs generate revenue directly from fees, but more importantly, they provide significant indirect revenues to local and regional economies from sports tournaments and special events such as food, music, and holiday festivals. Economic activity from hospitality-based expenditures, tourism, fuel, recreational equipment sales, and many other private sector businesses is of true and sustained value to Central Point's and other Rogue Valley economies. Along with recreation, parks are a major factor in the perception of quality of life in a given community.

The maintenance of existing infrastructure within the Central Point parks system is vital to sustaining healthy and useful parks. Equipment in the parks, such as playground structures, picnic tables, garbage cans, etc. requires repair, replacement and maintenance, which is reflected in this proposed budget. Also reflected in the budget is funding to develop a master plan, a dynamic instrument for Parks and Recreation planning for the future. The master plan,

created with the help of community members, staff and council, is important for determining future growth and development needs for parks and recreation programs, as well as improving opportunities for the city to take advantage of additional parks and recreation funding sources. As mentioned previously, this budget, as proposed, includes revenue from a parks and recreation fee.

Police Department

The Police Department will continue its focus on a customer service delivery model which this year includes the proposal of a new fee for a public safety officer who will be assigned to Scenic Middle School and to the three elementary schools. This position is supported by both School District # 6 and the Jackson County Juvenile Department to enhance our commitment to the youth of our community. The Police Department will be partnering with Jackson County to once again have a sub-station on the east side of Interstate 5, increasing our presence as well as enhancing our preparedness in the event of a natural disaster. The Police Department will realize a slight increase in materials and services costs due to inflationary increases expected during the next two years. Finally, the High Tech Crimes Unit (HTCU) task force has been re-organized and forensic examiners have been assigned to their parent agencies, who will assume responsibility for their own fiscal management. Grants and asset forfeiture monies will be distributed to task force agency members during this budget cycle. The Police Department no longer has personnel assigned to the task force and will be contracting with a private accredited lab.

Community Development - Planning

Community Development (Planning) represents less than 6% of the total General Fund. As the national economy has improved so has property development within Central Point, and with that, the need to rebuild staff positions that had been cut during the recession. Over the past year, the city's environmental services coordinator has cross trained as a community planner by way of an internal employee transition funded in FY2014/15 by Public Works. The resulting community planner 2 position will be funded by Community Development in the 2015-17 budget. The work demand continues to increase and prospects of another employee retirement in the next two years dictate the need for an additional planning position to mentor and equip for succession. Although increased development translates into increased income through planning fees, the City will have to initiate some UGB amendments at its own expense to 'prime the pump' for annexations, new residential subdivisions, conditional uses and site plan reviews.

The Community Development budget assumes funding for an existing planner and also proposes a planning technician. It also includes the continuation and oversight of the destination boot camp program, which has become a source of pride for local business.

Building Fund

Community Development - Building

Finally, as building growth continues to trend in a positive direction, the Building Division will once again budget for a building permit technician but only fill that position as permit revenues allow. The building division will also start paying back a facilities allocation that has been deferred since 2009.

Public Works

Administration

Public Works Administration will be working on construction management of various public and private projects, as well as grant administration and normal administrative duties. Also anticipated is the opportunity for the City to have its own NPDES Phase II storm water permit during the next two years, which allow the city to manage all aspects of development and storm water under one management structure.

Field Operations

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

Urban Renewal/Development Agency

The Development Agency is entering its fourth budget cycle since its inception in 2012. Tax proceeds are better than expected and the agency is getting to a place where it can more accurately forecast future revenues. The commission has established project priorities and it is estimated that the cost of completing more immediate goals will necessitate the sale of an urban renewal bond in the latter half of the biennium. Greater emphasis will be placed on staffing the agency with personnel from Planning and Administration. This will be accomplished by accounting and allocating for time spent by the city manager, community development director and public works director on development commission projects and priorities.

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

Conclusion

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

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

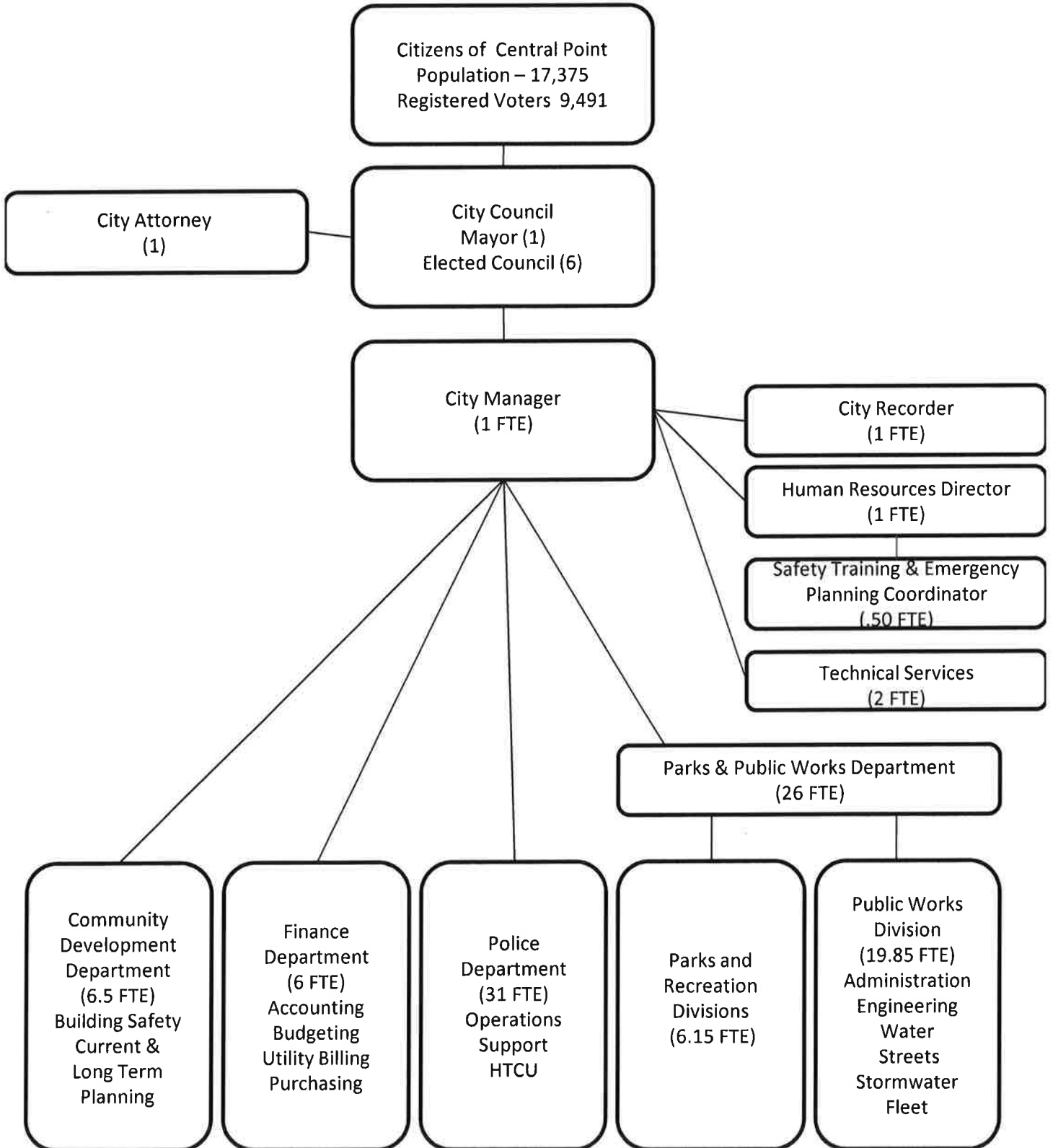

Chris Clayton, City Manager


Bev Adams, Finance Director

City of Central Point

75 FTE

For The Fiscal Year 2015/2017



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

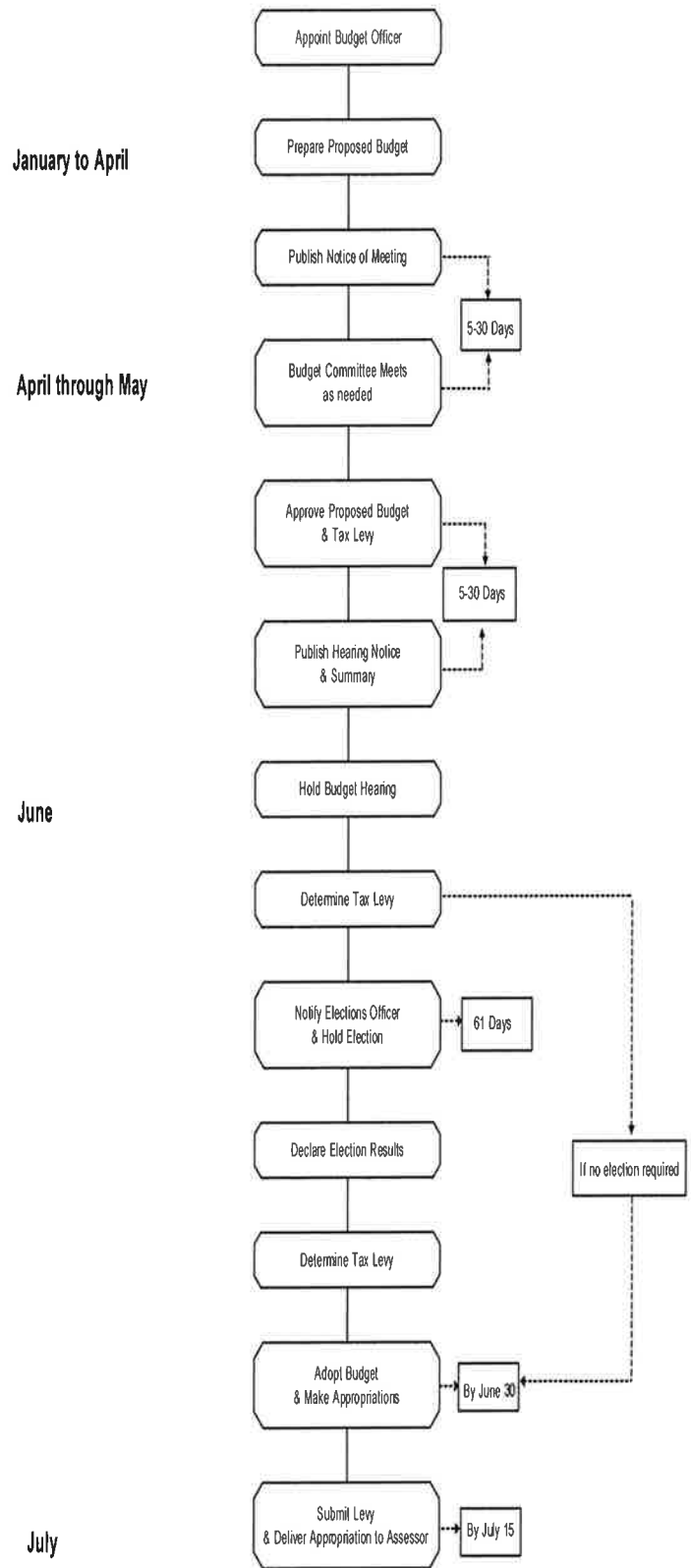
Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. The City Council may adopt resolution changes that decrease one existing appropriation and increase another. Certain changes of ten percent or less to any fund require a supplemental budget. Changes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

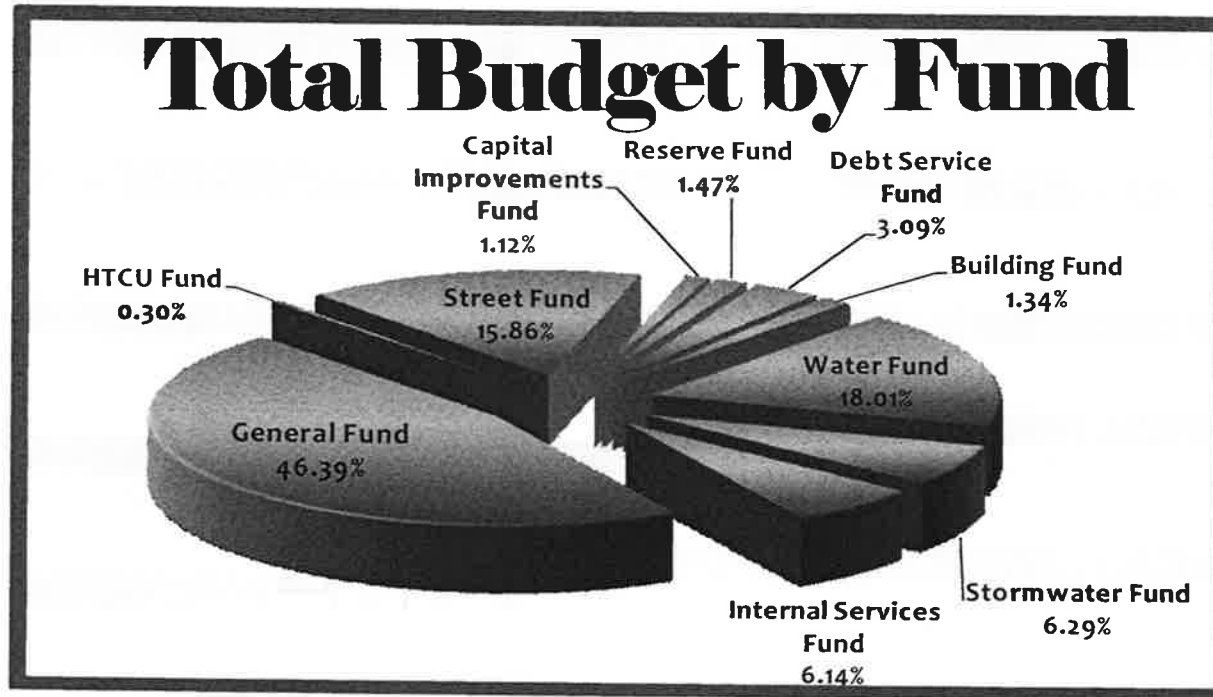
The Budget Committee is comprised of the Mayor, City Councilors, and seven citizen members appointed by the governing board.

The appointed members:

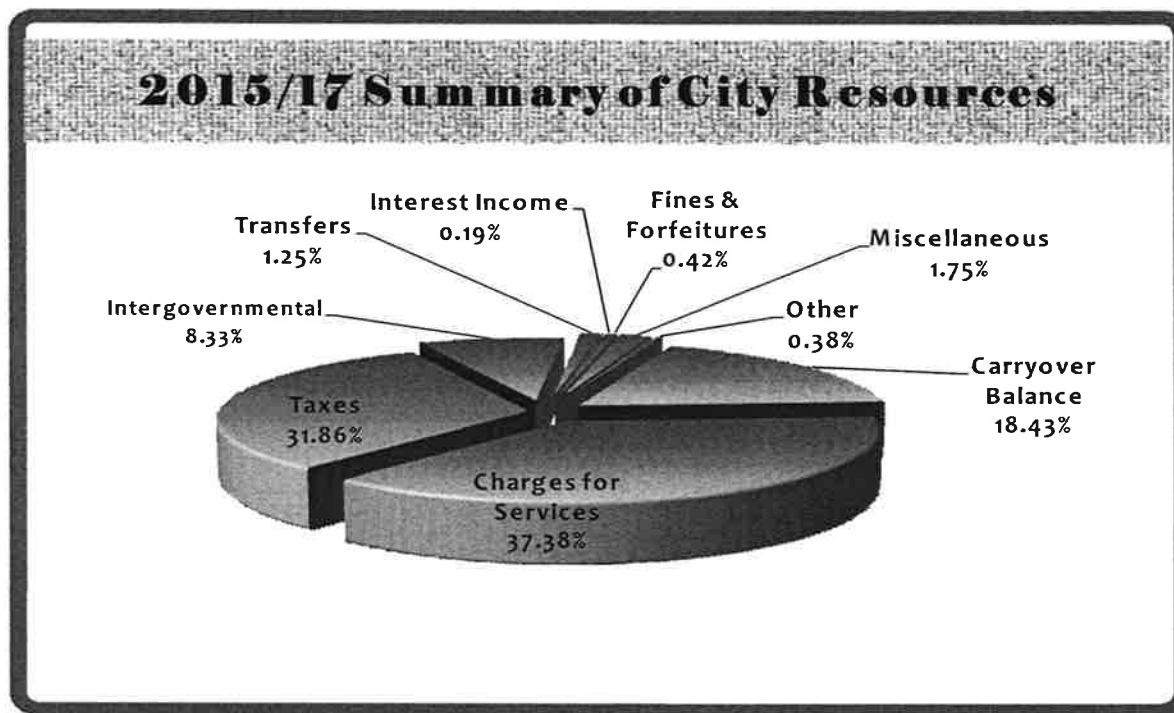
- Must live in the City of Central Point
- Cannot be officers, agents, or employees of the local government
- Can be spouses of officers, agents, or employees of the Municipality
- Serve three-year terms that are staggered so that approximately one-third of the terms end each year



Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
General Fund Revenues	10,869,888	10,374,237	10,296,660	11,081,390	8,789,100	19,870,490
HTCU Fund Revenues	482,520	317,460	225,555	128,525	0	128,525
Street Fund Revenues	4,272,234	4,151,674	3,390,730	3,647,860	3,144,800	6,792,660
Housing Fund Revenues	40,925	0	0	0	0	0
Capital Improvements Fund Revenues	157,229	293,332	129,325	347,855	129,900	477,755
Reserve Fund	487,096	569,969	573,800	600,850	28,000	628,850
Debt Service Fund Revenues	647,328	683,934	691,770	667,783	653,864	1,321,647
Building Fund Revenues	256,153	342,875	279,495	359,825	213,400	573,225
Water Fund Revenues	6,214,013	4,335,600	4,695,660	4,661,995	3,051,000	7,712,995
Stormwater Fund Revenues	1,367,698	1,540,198	1,761,140	1,769,560	925,000	2,694,560
Internal Services Fund Revenues	1,531,210	1,450,513	1,266,800	1,352,880	1,277,500	2,630,380
Grand Total	26,326,293	24,059,791	23,310,935	24,618,523	18,212,564	42,831,087

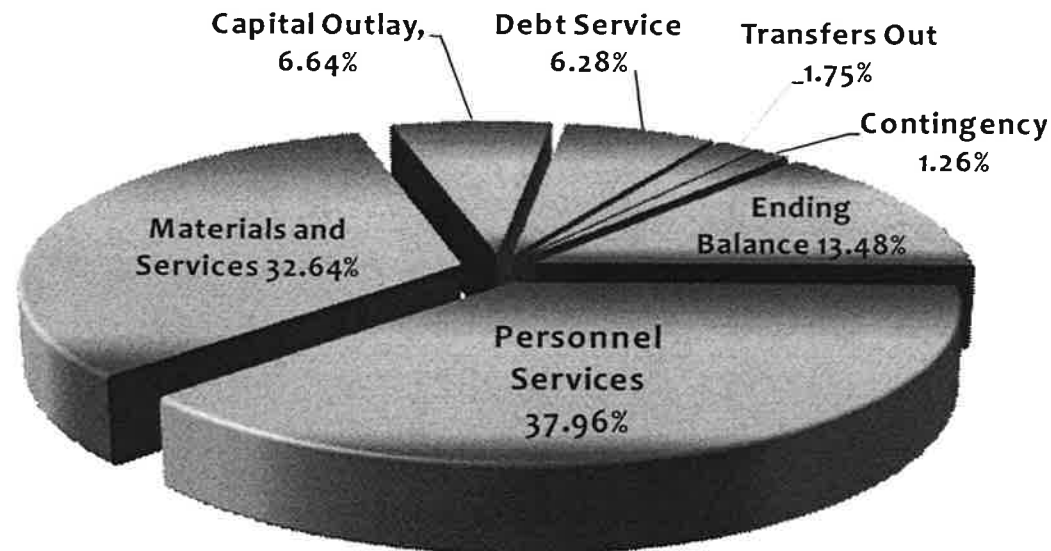


Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Carryover Balance	8,719,704	7,565,324	7,608,615	7,893,069	0	7,893,069
Taxes	5,979,768	6,100,680	6,365,000	6,735,000	6,913,000	13,648,000
Fees, Licenses and Permits	51,833	55,925	59,500	59,600	60,950	120,550
Intergovernmental	2,117,208	2,358,107	1,689,970	1,790,054	1,778,464	3,568,518
Charges for Services	6,604,575	7,132,358	6,815,450	7,397,950	8,611,450	16,009,400
Fines and Forfeitures	181,121	140,096	105,000	90,000	90,000	180,000
Special Assessments	59,364	51,567	60,000	22,000	22,000	44,000
Interest Income	70,022	56,898	61,800	40,650	40,650	81,300
Miscellaneous	2,044,948	300,037	346,600	312,000	437,000	749,000
Transfers In	497,750	298,800	199,000	278,200	259,050	537,250
Grand Total	26,326,293	24,059,791	23,310,935	24,618,523	18,212,564	42,831,087

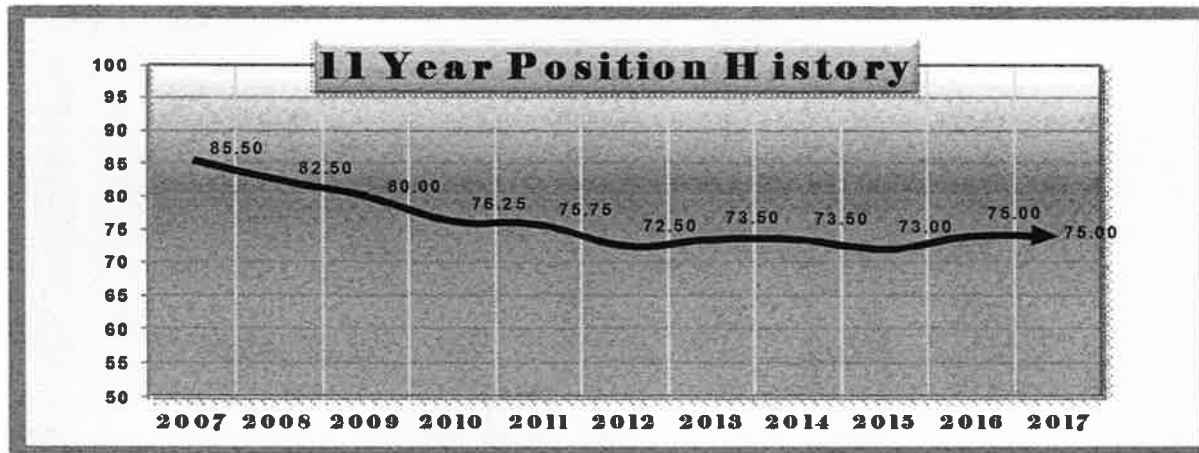


Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Personnel Services	7,093,934	7,055,084	7,604,010	7,879,326	8,377,423	16,256,749
Materials and Services	6,316,298	6,020,650	6,754,040	6,986,350	6,994,175	13,980,525
Capital Outlay	4,232,909	1,325,433	1,258,600	1,090,800	1,753,000	2,843,800
Debt Service	620,078	1,084,369	1,087,200	1,187,070	1,502,410	2,689,480
Transfers Out	497,750	298,800	199,000	489,200	259,050	748,250
Contingency	0	0	451,000	0	539,100	539,100
Ending Balance	7,565,324	8,275,456	5,957,085	0	5,773,183	5,773,183
Total Requirements	26,326,293	24,059,791	23,310,935	17,632,746	25,198,341	42,831,087

2015/17 Total Budget by Classification



Historical Positions	2013 Actual	2014 Adopted	2015 Adopted	2016 Proposed	2017 Proposed
Administration	6.50	5.50	5.50	5.50	5.50
Finance	7.00	7.00	6.00	6.00	6.00
Parks and Recreation Department	6.15	6.15	6.15	6.15	6.15
Building	1.00	1.00	1.50	2.00	2.00
Planning	3.50	3.50	3.00	4.50	4.50
Police Department	28.50	29.50	30.00	31.00	31.00
Public Works	20.85	20.85	20.85	19.85	19.85
Total	73.50	73.50	73.00	75.00	75.00



Summary of Employee Groups

Positions	2013 Actual	2014 Adopted	2015 Adopted	2016 Proposed	2017 Proposed
Management (Nonrepresented)	18.00	19.00	19.00	19.00	19.00
Police Bargaining Unit	20.00	19.00	22.00	23.00	23.00
General Service Bargaining Unit	33.00	33.00	31.00	32.00	32.00
Other Nonrepresented	2.50	2.50	1.00	1.00	1.00
Grand Total	73.50	73.50	73.00	75.00	75.00



General Fund - Revenues

OVERVIEW

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

Total taxes (shown in the graph below) consist of hotel/motel tax, franchise fees and property taxes. All these taxes combined amount to 66.2% of general fund revenues. Of these, property taxes remain the single largest source of revenue for the City. In the 2015/17 biennium, total budgeted property taxes of \$9,693,000 comprise 48.8% of general fund resources. Hotel/motel taxes, which amount to 4% of the general fund revenues, are gradual but steadily increasing as the economy rebounds.

The current property tax rate for the city is \$4.47 per thousand of assessed values. Although the City of Central Point has taxing authority of \$5.83 per thousand of assessed values, the City has not imposed the full tax authority since fiscal year 2001. Oregon state statutes allow for existing assessed values to increase up to 3.0% per year per property, not to exceed market value. The decline of real market value during the Great Recession resulted in the "gap" between assessed values and real market values to shrink considerably. For example, in fiscal year 2008, assessed values in Central Point were 52.5% of real market values; and in fiscal year 2015 assessed values are 84.9% of real market values. After several years of constriction, this is our second budget where assessed values are projected to increase by the full 3% allowed by Oregon property tax law. Therefore, this budget includes the full 3% increase in assessed values; and a 95.0% collection rate of property taxes.

The carryover is the second largest general fund resource. In addition to being an important source of revenue, the carryover is an indicator of the health of the fund - and as such is preserved through vigilant observance of the council's adopted financial policy guidelines. The estimated beginning carryover for the 2015/17 biennial budget is 12.6% of annual revenues; with the biennium ending carryover estimated to be 18.5%. Also in accordance with the City's current financial policies, the beginning and the ending carryovers, plus contingency, are calculated on annual revenues.

Total franchise fees of \$2,210,000 equal 11.1% of general fund revenues. A new franchise fee is included in the budget for the first time; a general utility license fee adopted by city council in March 2015. This new revenue source is expected to generate \$75,000 per year.

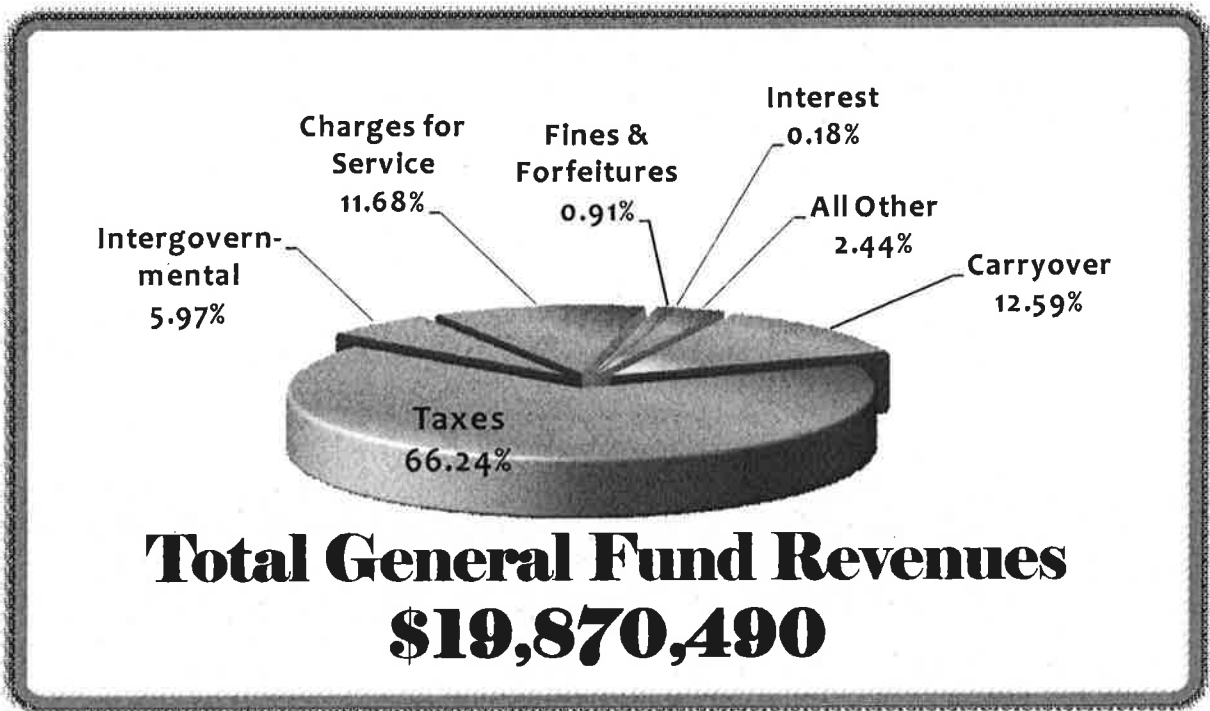
Within charges for service, overhead fees are a significant resource - accounting for 8.4% of total revenues. These fees are for internal services for other departments, and cover overhead costs associated with city administration including attorney services and risk management, financial services including payroll, accounts payable and audit, technology, and mayor and council support. Also included in this biennial budget are two new fees proposed in the City's long term financial plan; a public safety fee and a parks fee. Each fee is projected to provide \$75,000 per year and could only be used for the specific project it was implemented for; for police a new school resource officer position, and in parks for the maintenance of city parks and replacement of old equipment.

Intergovernmental consists of state shared revenues, jurisdictional exchange, grants, and a newly added revenue "placeholder" for marijuana tax. Together, these revenues make up 5.9% of the total general fund revenues. Following historical trends and the state's advice regarding state shared revenues, we budgeted 98% of the estimate provided by the State.

In July of 2014 the City contracted with Jackson County district court to process all new city issued citations. With the agreement, the county remits one-half of net fines to the City. Although there is a significant decrease in court

revenue from prior years (\$181,000 in FY2013), the substantive savings realized from contracting out for these services (approximately \$100,000 savings per year) confirms the decision was in the best interest of the city.

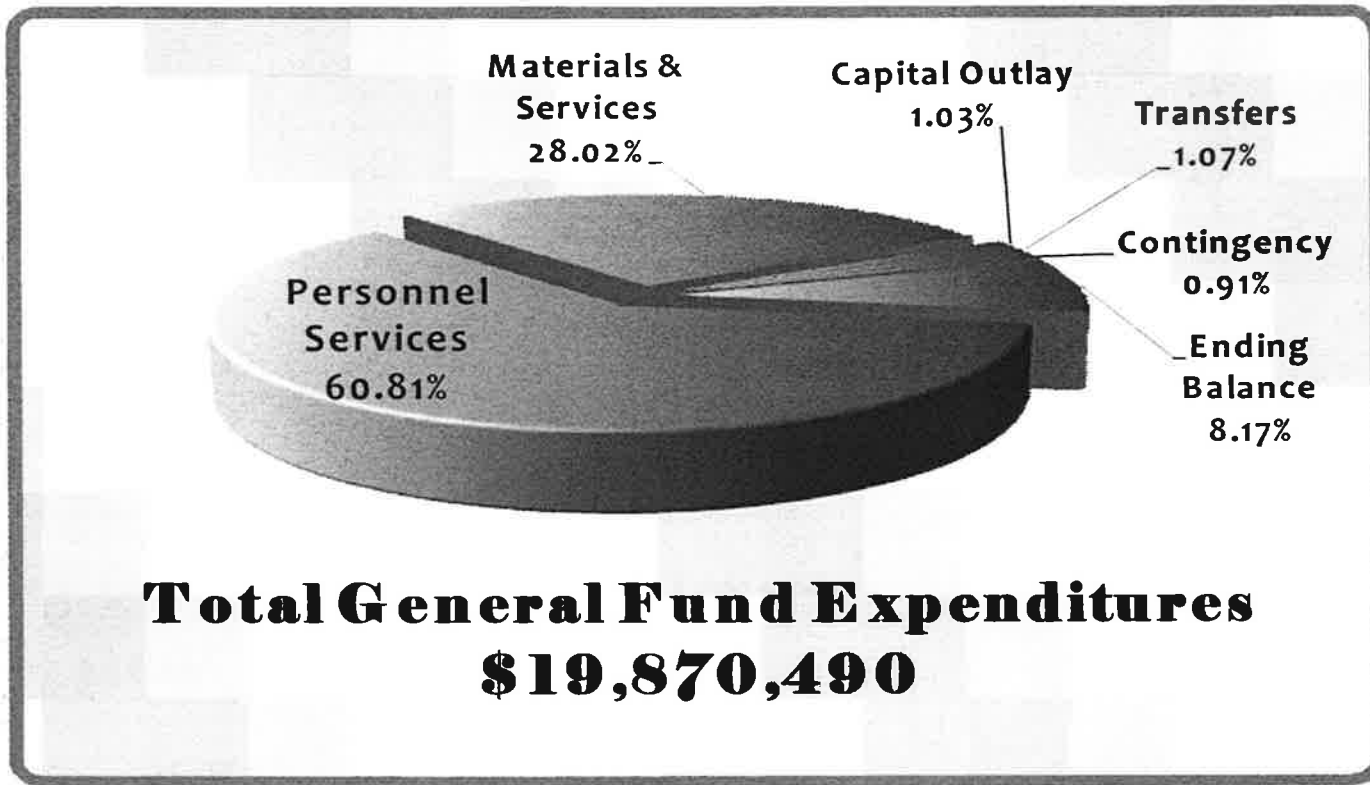
Business license revenues have been fairly consistent for several years. In July of 2014, the base cost of a business license went from \$50 to \$60; the first increase in the fees since June 2001. This change has added approximately \$7,000 per year. Due to an improving economy, we are projecting a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



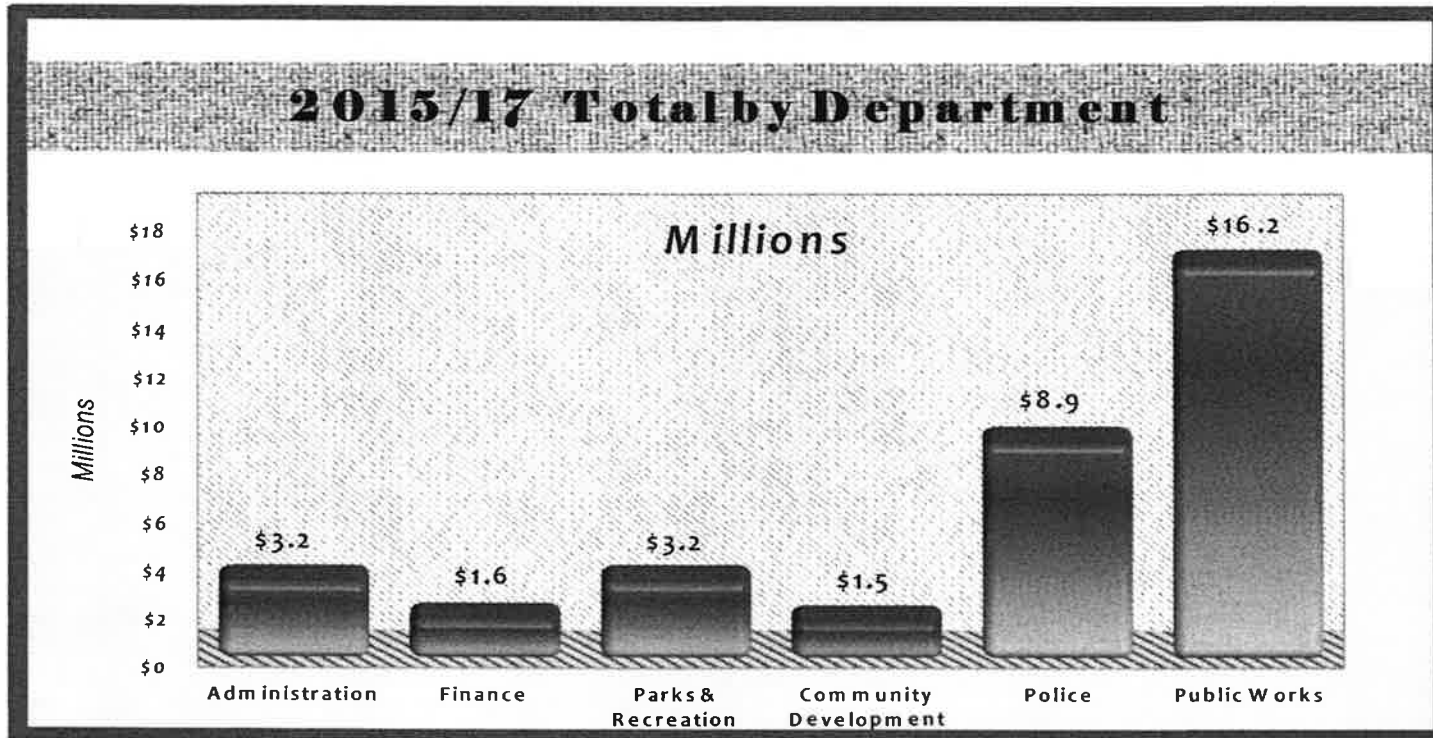
General Fund - Summary

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Property Tax - Current	4,177,584	4,308,261	4,506,000	4,775,000	4,918,000	9,693,000
Property Tax - Prior Years	204,139	238,508	200,000	225,000	250,000	475,000
Hotel/Motel Room Tax	418,484	373,342	390,000	390,000	395,000	785,000
Franchise - Cable TV	134,339	139,064	135,000	135,000	135,000	270,000
Franchise - Electric	547,210	578,642	545,000	550,000	550,000	1,100,000
Franchise - Garbage	123,580	127,224	124,000	125,000	125,000	250,000
Franchise - Natural Gas	169,844	173,404	180,000	175,000	175,000	350,000
Franchise - Telephone	44,019	46,527	45,000	45,000	45,000	90,000
Franchise - General Utility License Fee	0	0	0	75,000	75,000	150,000
Total Taxes	5,819,200	5,984,972	6,125,000	6,495,000	6,668,000	13,163,000
Business License	50,573	52,280	57,000	57,000	58,000	115,000
Business License Misc.	1,140	1,800	2,000	1,700	2,000	3,700
Liquor License	120	1,845	500	900	950	1,850
Total Licenses & Fees	51,833	55,925	59,500	59,600	60,950	120,550
Federal Grants (CMAQ)	41,993	15,300	20,000	0	0	0
State Grants	91,350	48,736	0	0	30,000	30,000
State 911 Telephone Tax	90,000	0	0	0	0	0
State Cigarette Tax	24,513	23,273	21,000	20,000	18,500	38,500
State Liquor Tax	229,964	238,386	235,000	274,500	282,500	557,000
State Marijuana Tax	0	0	0	30,000	30,000	60,000
State Revenue Sharing	142,337	141,594	168,000	192,000	197,500	389,500
Jurisdictional Exchange (School Dist. #6)	0	53,100	53,100	54,690	56,300	110,990
Total Intergovernmental	620,157	520,389	497,100	571,190	614,800	1,185,990
City Overhead Fees	645,000	688,000	833,000	833,000	833,000	1,666,000
Urban Renewal Services	0	0	0	10,000	10,000	20,000
Lien Search Fees	13,795	10,450	10,000	10,000	10,000	20,000
Park Use Fees	8,918	15,935	8,000	11,000	11,000	22,000
Planning Services	5,548	36,539	39,000	47,000	55,000	102,000
Police Services	0	3,409	0	3,000	3,000	6,000
Public Safety Fee	0	0	0	75,000	75,000	150,000
Park & Recreation Fee	31,232	0	5,000	75,000	75,000	150,000
Recreation Fees	63,206	67,814	80,000	75,000	78,000	153,000
Administrative Fees	16,700	26,075	17,500	15,000	15,000	30,000
Vehicle Towing	1,200	1,275	2,000	850	850	1,700
Total Charges for Service	785,598	849,497	994,500	1,154,850	1,165,850	2,320,700
Municipal Court Fines	106,300	74,517	70,000	55,000	55,000	110,000
Municipal Court Collection Int	13,145	20,313	10,000	10,000	10,000	20,000
District Court Fines	19,494	36,793	25,000	25,000	25,000	50,000
Court Diversion Fees	42,182	8,473	0	0	0	0
Total Fines & Forfeitures	181,121	140,096	105,000	90,000	90,000	180,000
Interest Income	31,442	28,453	30,000	15,000	15,000	30,000
Loan Interest Income - Urban Renewal Loan	0	2,500	2,500	2,500	2,500	5,000
Total Interest income	31,442	30,953	32,500	17,500	17,500	35,000
Miscellaneous Revenue	89,986	124,945	25,000	40,000	40,000	80,000
Parks & Recreation Events	83,289	104,987	105,000	125,000	125,000	250,000
Parks & Recreation Donations	296	1,053	1,000	1,000	1,000	2,000
Police Donations Private Grant	50	1,410	1,000	1,000	1,000	2,000
Police - DARE Donations	5,685	6,819	5,000	5,000	5,000	10,000
Total Miscellaneous	179,306	239,213	137,000	172,000	172,000	344,000
Transfers In	0	0	0	20,000	0	20,000
Total Transfers	0	0	0	20,000	0	20,000
Carryover Balance	3,201,231	2,553,192	2,346,060	2,501,250	0	2,501,250
Total Carryover Balance	3,201,231	2,553,192	2,346,060	2,501,250	0	2,501,250
TOTAL GENERAL FUND REVENUES	10,869,888	10,374,237	10,296,660	11,081,390	8,789,100	19,870,490

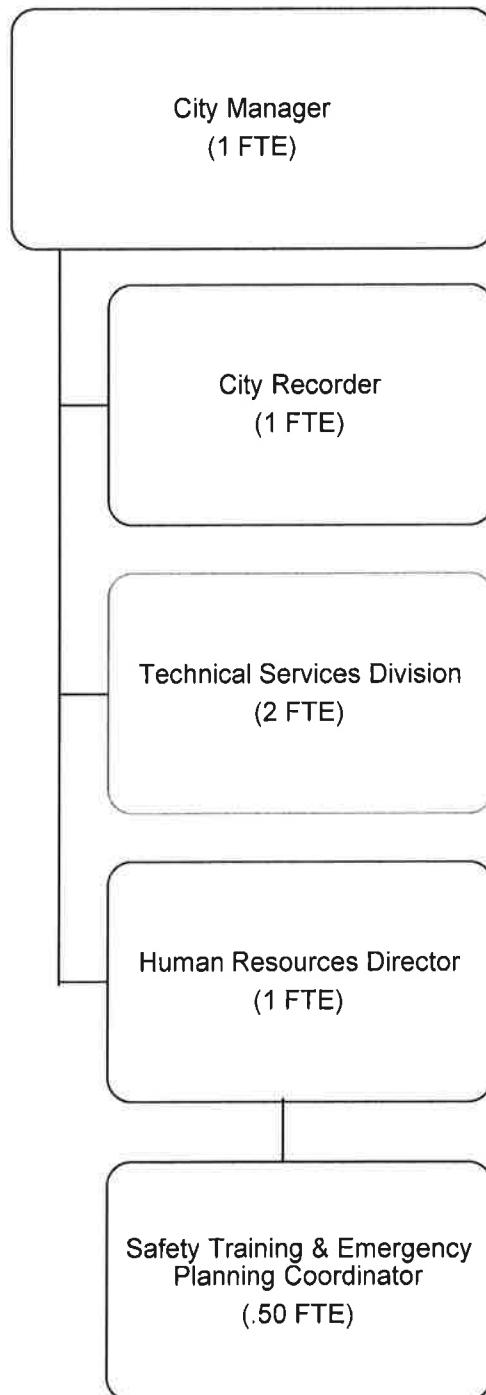
Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Personnel Services	7,093,934	7,055,084	7,604,010	7,879,326	8,377,423	16,256,749
Materials and Services	6,316,298	6,020,650	6,754,040	6,986,350	6,994,175	13,980,525
Capital Outlay	4,232,909	1,325,433	1,258,600	1,090,800	1,753,000	2,843,800
Debt Service	620,078	1,084,369	1,087,200	1,187,070	1,502,410	2,689,480
Transfers Out	497,750	298,800	199,000	489,200	259,050	748,250
Contingency	0	0	451,000	0	539,100	539,100
Ending Balance	7,565,324	8,275,456	5,957,085	0	5,773,183	5,773,183
Total Requirements	26,326,293	24,059,791	23,310,935	17,632,746	25,198,341	42,831,087



Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
General Fund - Administration	738,769	644,571	701,100	745,100	748,100	1,493,200
General Fund - City Enhancement	272,244	191,336	383,100	204,000	204,000	408,000
General Fund - Technical Services	499,825	498,411	548,400	561,050	573,000	1,134,050
General Fund - Mayor & Council	46,350	49,414	61,250	61,550	61,550	123,100
General Fund - Finance	786,898	762,600	775,600	810,100	807,200	1,617,300
General Fund - Parks	776,024	734,824	801,350	839,820	956,850	1,796,670
General Fund - Recreation	466,696	452,721	522,740	544,800	564,550	1,109,350
General Fund - Planning	444,433	371,975	403,850	541,690	584,460	1,126,150
General Fund - Police	3,600,441	3,811,730	4,130,910	4,265,800	4,515,950	8,781,750
General Fund - Interdepartmental	267,667	122,986	125,000	130,000	135,000	265,000
Transfers	417,350	98,500	44,000	106,250	106,600	212,850
Contingency	0	0	160,000	0	180,000	180,000
Ending Balance	2,553,193	2,635,169	1,639,360	0	1,623,070	1,623,070
Total Requirements by Program	10,869,888	10,374,237	10,296,660	8,810,160	11,060,330	19,870,490



**Administration Department
(5.5 FTE)**



Overall Goal/Mission

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

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

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

Safety Training Specialist - Under the general direction of the Human Resources Director/Risk Manager the Safety and Training Specialist performs a wide variety of complex, professional work in areas relating to safety and risk management training/preparedness.

Key Objectives – City Manager

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

Key Objectives – City Recorder

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

Key Objectives – Human Resources Director / Safety Training Specialist

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

Key Performance Measures

Administration

- Complete annual management/department performance evaluations
- Conduct weekly management team meetings to review services and current events
- Continuously research and develop new resources and efficiencies
- Conduct 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
- Publish the newsletter to monthly providing helpful information regarding city events and information
- Community/Media Outreach

Personnel Actions

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

Employee Benefits

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

Risk Management

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

City Council/Development Commission

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

Intergovernmental Agencies/Organizations

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

2015/2017 Administration Department Goals

- Continued Financial Stability
- Quality Work Environment
- Public Engagement / Community Outreach / Citizen Survey
- Inter-Agency Coordination
- Successful Collective Bargaining Processes
- Seamless Transitions for Director Level Retirements
- Record Management Upgrade
- Proactive Business Engagement
- Chamber of Commerce Relations
- City Council Information
- Annual Department Goal Report / Mid-Year Budget Report

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	348,008	322,337	296,800	323,600	312,000	635,600
Part-time Wages	0	0	45,400	46,600	46,600	93,200
City Taxes and Benefits	212,562	153,316	165,900	177,900	186,500	364,400
Total Personnel Services	560,570	475,653	508,100	548,100	545,100	1,093,200
City Facilities Rental	24,000	24,000	24,000	24,000	24,000	48,000
Advertising/Legal Notices	3,324	5,549	3,500	5,000	6,000	11,000
Lease/Rentals	4,741	4,173	5,500	5,500	5,500	11,000
Travel/Training	17,778	11,995	12,000	12,000	12,000	24,000
Professional Services	68,399	75,481	90,000	90,000	90,000	180,000
Contract/Other Services	35,375	29,517	27,500	30,000	35,000	65,000
Employee Involvement Programs	8,984	3,619	6,500	6,500	6,500	13,000
Equipment Repair/Maintenance	154	0	1,000	1,000	1,000	2,000
Books/Publications	1,120	1,815	3,500	3,500	3,500	7,000
Dues/Licenses	1,860	2,984	4,500	4,500	4,500	9,000
Food	1,707	792	2,000	2,000	2,000	4,000
Office/Shop Supplies	1,724	2,928	3,500	3,500	3,500	7,000
Postage	1,109	2,845	2,000	3,000	3,000	6,000
Sm. Equip/Tools/Furniture	4,426	443	2,500	2,500	2,500	5,000
Phone/Internet	3,498	2,777	5,000	4,000	4,000	8,000
Total Materials & Services	178,199	168,918	193,000	197,000	203,000	400,000
Total Administration	738,769	644,571	701,100	745,100	748,100	1,493,200

OVERALL GOAL

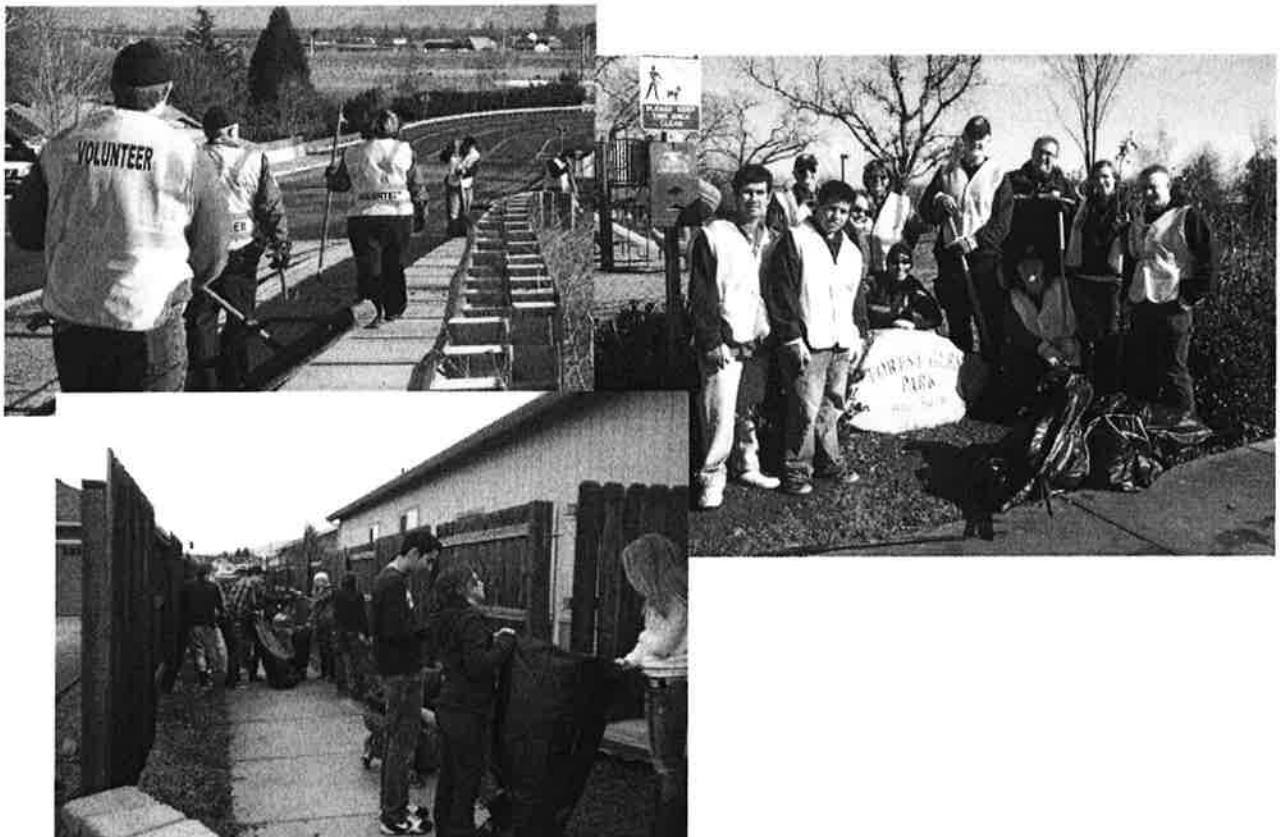
It is the mission of the City of Central Point to build and maintain a highly livable community by working in harmony and being a catalyst for partnership with all members of the community, public and private.

KEY OBJECTIVES

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

KEY PERFORMANCE MEASURES

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



Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Community Events	12,863	8,902	0	12,000	12,000	24,000
Downtown Revitalization	16,051	27,271	35,000	30,000	30,000	60,000
City Financing/Loans	125,000	0	184,600	0	0	0
Utility Discount	14,440	11,522	15,000	15,000	15,000	30,000
Parks & Recreation Donation (BOB)	0	9,471	25,000	25,000	25,000	50,000
Food and Friends Program	12,000	12,000	12,000	12,000	12,000	24,000
Tourism Promotion	91,889	122,169	111,500	110,000	110,000	220,000
Total Materials & Services	272,244	191,336	383,100	204,000	204,000	408,000
Total City Enhancement	272,244	191,336	383,100	204,000	204,000	408,000



OVERALL GOAL

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

KEY OBJECTIVES

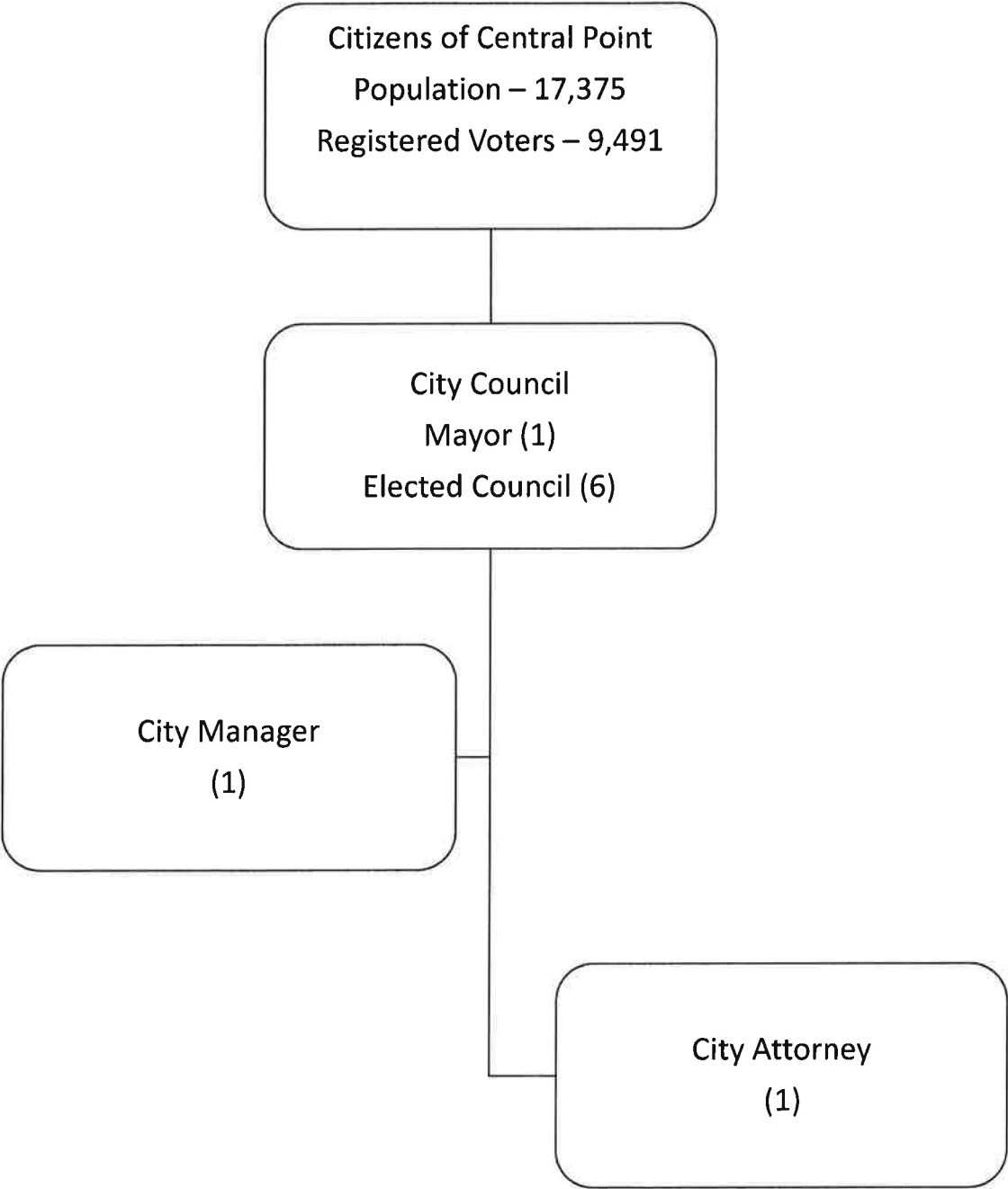
- Implement eCitation handheld computers for Police Department
- Add 3 new Mobile Data Computers (MDC) to the Police Department fleet
- Upgrade the audio visual systems in the Police Training Room, Council Chambers, and City Hall Classroom
- Implement an ArcGIS Mapping Server
- Upgrade approximately 1/3 of the City Hall and Police Department computer workstations
- Upgrade Public Works SCADA water management system software
- Upgrade City Firewall and older network switches
- Upgrade City Hall door lock system
- Expand the City digital file storage system

KEY PERFORMANCE MEASURES

- eCitation Handheld Computers
- Additional Mobile Data Computers
- Audio Visual System Upgrade

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	145,791	152,049	164,100	172,500	178,800	351,300
Overtime Wages	189	1,356	3,000	3,000	3,000	6,000
City Taxes and Benefits	61,768	65,859	75,300	77,550	84,200	161,750
Total Personnel Services	207,749	219,263	242,400	253,050	266,000	519,050
City Facilities Rental	5,000	5,000	5,000	10,000	10,000	20,000
Travel/Training	9,204	10,578	10,000	10,000	10,000	20,000
Professional Services	66	120	5,000	7,500	7,500	15,000
Contract/Other Services	396	1,281	6,000	2,500	3,000	5,500
Computer Software Maintenance	78,360	85,586	89,000	111,000	115,000	226,000
Books/Publications	0	0	500	500	500	1,000
Computer Hardware/Software	56,667	127,770	93,000	68,000	72,500	140,500
Dues/Licenses	169	0	500	500	500	1,000
Office/Shop Supplies	1,002	410	2,000	1,000	1,000	2,000
Sm. Equip/Tools/Furniture	2,408	2,144	2,000	2,000	2,000	4,000
Phone/Internet	21,986	22,683	25,000	25,000	25,000	50,000
Total Materials & Services	175,257	255,573	238,000	238,000	247,000	485,000
Computer Hardware/Software	116,818	23,575	68,000	70,000	60,000	130,000
Total Capital Outlay	116,818	23,575	68,000	70,000	60,000	130,000
Total Technical Services	499,825	498,411	548,400	561,050	573,000	1,134,050

Mayor & City Council



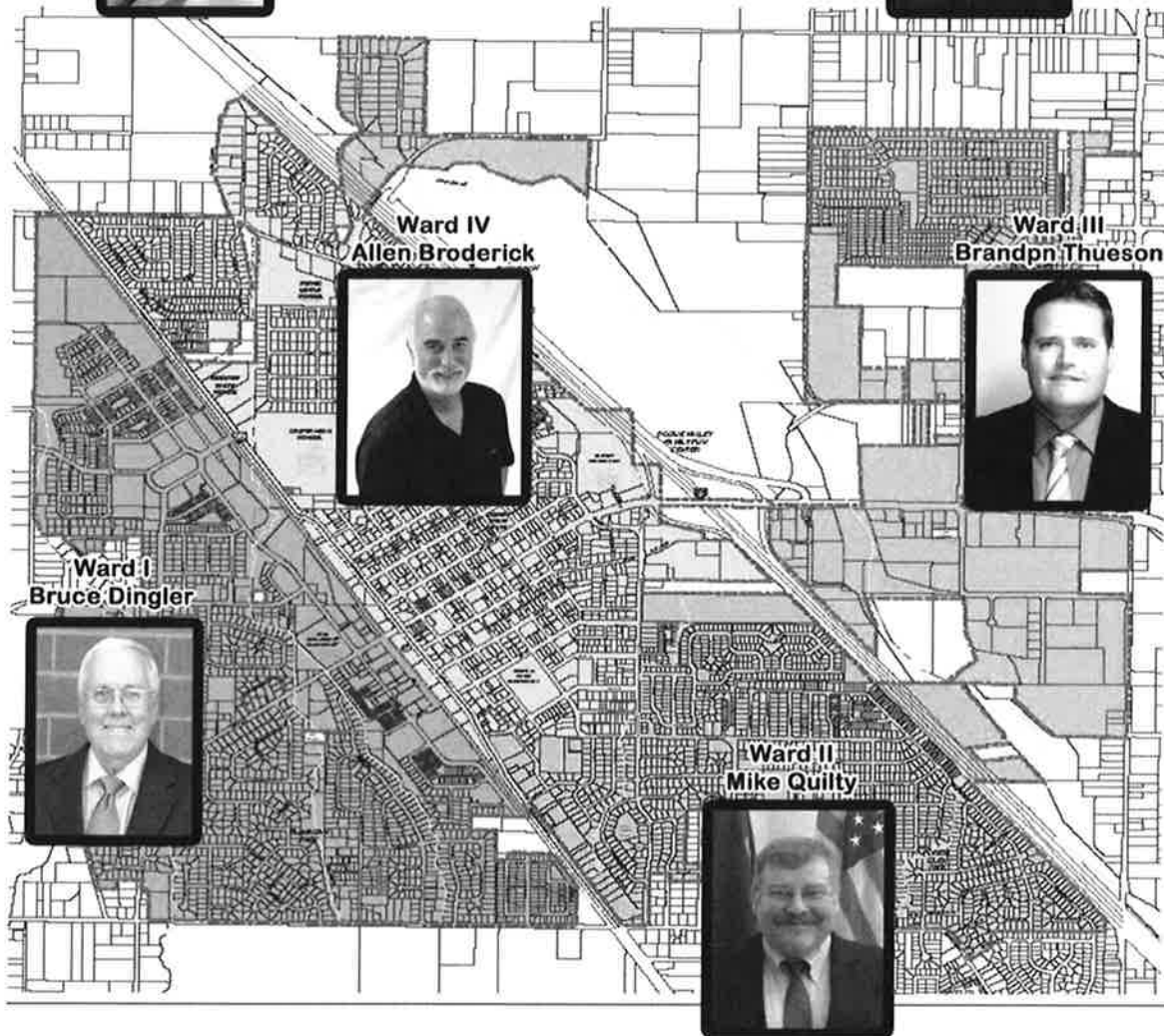
**Mayor
Hank Williams**



**At Large
Tanea Browning**



**At Large
Rick Samuelson**



**Ward IV
Allen Broderick**



**Ward III
Brandon Thueson**



**Ward I
Bruce Dingler**



**Ward II
Mike Quilty**



OVERALL GOAL

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

KEY OBJECTIVES

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

KEY PERFORMANCE MEASURES

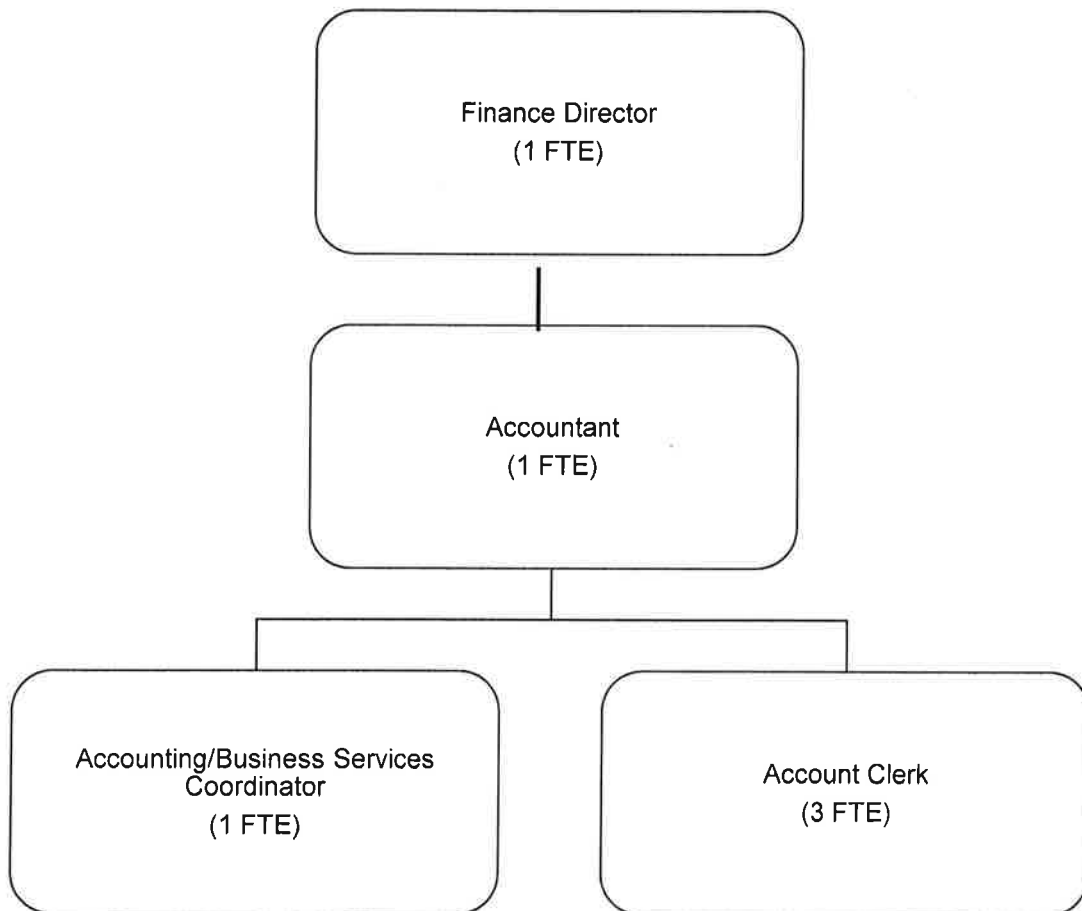
- Planned growth that retains a "small town" atmosphere
- Professional service-oriented public safety practices that promote the safety and security of citizens
- Transportation and infrastructure system that is modern, efficient, and environmentally sound
- Clean and attractive city with parks, open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

MAYOR & COUNCIL 2015-2017

Hank Williams, Mayor
Bruce Dinger, Council Ward I
Tanea Browning, Council At-Large
Rick Samuelson, Council At-Large
Mike Quilty, Council Ward II
Brandon Thueson, Council Ward III
Allen Broderick, Council Ward IV

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	13,800	13,800	13,800	13,800	13,800	27,600
City Taxes and Benefits	1,109	1,109	1,200	1,500	1,500	3,000
Total Personnel Services	14,909	14,909	15,000	15,300	15,300	30,600
Travel/Training	2,616	1,765	7,000	7,000	7,000	14,000
Professional Services	199	2,000	2,000	2,000	2,000	4,000
Community Events	381	2,660	7,500	7,500	7,500	15,000
Dues/Licenses	24,622	24,452	25,000	25,000	25,000	50,000
Food	989	1,104	1,250	1,250	1,250	2,500
Office/Shop Supplies	1,540	1,549	2,000	2,000	2,000	4,000
Phone/Internet	1,094	974	1,500	1,500	1,500	3,000
Total Materials & Services	31,441	34,505	46,250	46,250	46,250	92,500
Total Mayor & Council	46,350	49,414	61,250	61,550	61,550	123,100

**Finance Department
(6 FTE)**



OVERALL GOAL

It is the mission of the Finance department to provide for and protect the financial health of the City of Central Point 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 City's biennial budget for presentation, review, and the final document
- To protect the policy-making ability of the City Council and City Manager by ensuring that decisions are not controlled by preventable financial problems
- To encourage and facilitate education, information sharing, and teamwork within the department, the City, and Finance professional group in the Rogue Valley

KEY PERFORMANCE MEASURES

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

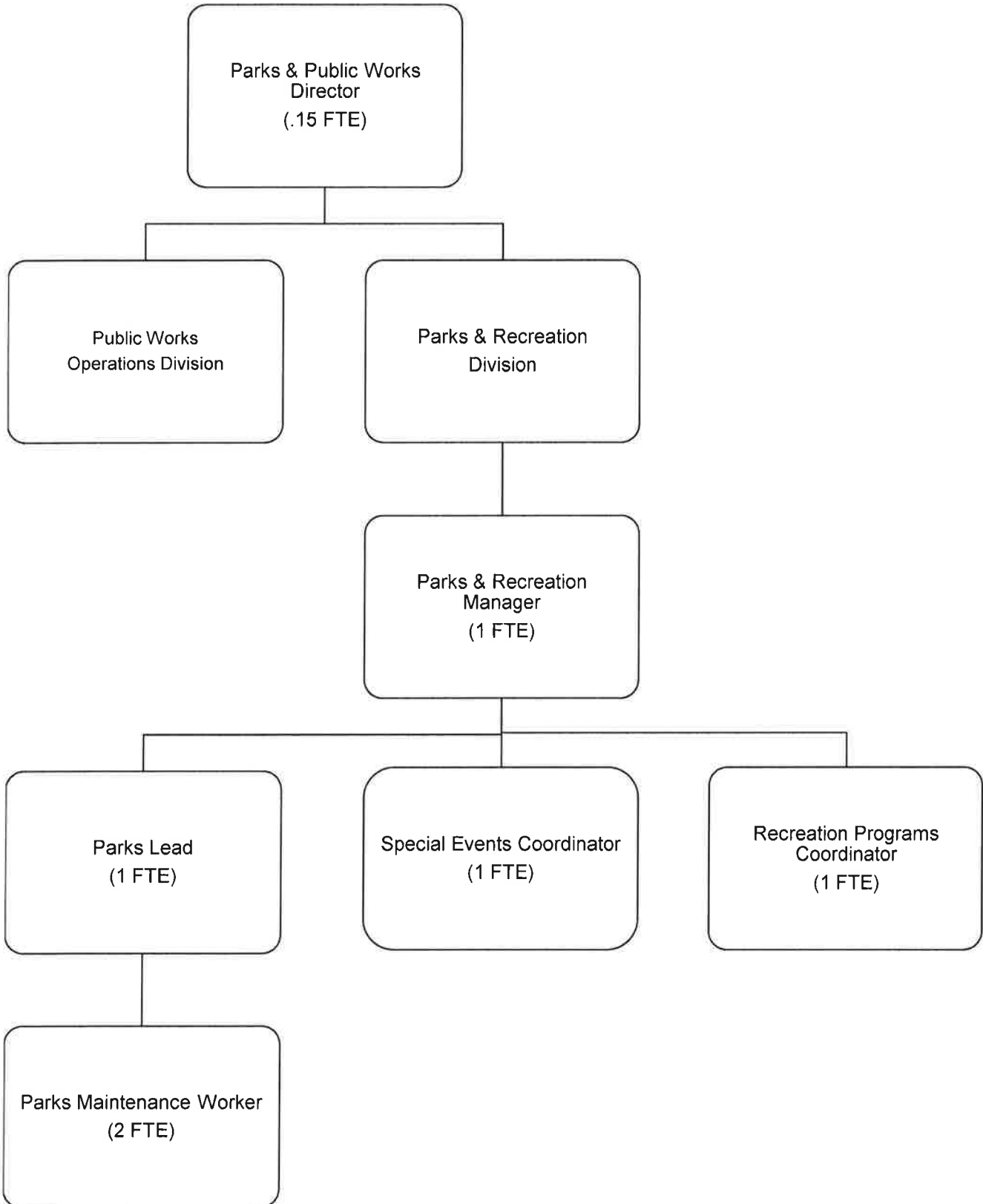
2015/2017 DEPARTMENT GOALS

- GFOA Certificate of Achievement national "Excellence in Financial Reporting" annual award
 - Zero audit findings: oversight and perfecting of processes, internal controls, and accounting to prevent material findings
 - Prepare for transition from the current (retiring) Finance Director to new Finance Director
 - Update written Finance procedures for front office internal control & work flow
 - Contract with JACO District Court to administer remaining/old City municipal court tickets
 - Develop and complete content of Finance information on website
 - Review & update ordinances relating to Finance
 - Conduct hotel tax audit using professional services/staff
 - Lazerfiche software implementation for applicable finance processes
 - Front office staff proficiency in Excel
 - Earn the City's "Team Work" award for the second year
- Continue the facilitation of Rogue Valley Finance Officers Group meetings & peer relationships

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	368,929	359,402	373,200	380,900	375,500	756,400
Overtime Wages	281	0	1,200	2,000	2,000	4,000
Part-time Wages	16,500	0	0	0	0	0
City Taxes and Benefits	200,745	196,657	187,000	210,500	209,000	419,500
Total Personnel Services	586,454	556,059	561,400	593,400	586,500	1,179,900
City Facilities Rental	35,700	35,700	35,700	34,700	34,700	69,400
Advertising/Legal Notices	1,077	2,317	1,500	1,500	1,500	3,000
Bank/VISA Fees	25,166	36,703	42,000	45,000	45,000	90,000
Printing/Binding	13,341	17,130	14,000	14,000	15,000	29,000
Travel/Training	12,344	7,675	11,000	10,000	11,000	21,000
Professional Services	42,408	55,444	45,000	48,000	50,000	98,000
Contract/Other Services	31,157	12,302	20,000	17,000	17,000	34,000
Equipment Repair/Maintenance	324	362	500	500	500	1,000
Dues/Licenses	1,975	3,062	2,500	2,500	2,500	5,000
Office/Shop Supplies	7,521	1,566	8,000	7,500	7,500	15,000
Postage	26,680	30,517	30,000	32,000	32,000	64,000
Sm Equip/Tools/Furniture	31	768	1,000	1,000	1,000	2,000
Phone/Internet	2,721	2,995	3,000	3,000	3,000	6,000
Total Materials & Services	200,444	206,542	214,200	216,700	220,700	437,400
Total Finance	786,898	762,600	775,600	810,100	807,200	1,617,300

General Fund - Parks & Recreation Organizational Chart

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



OVERALL GOAL

The goal of the Parks Department is to provide landscape management within the 13 parks, 140 acres of green space and 1.5 miles of trail system that offers varied, safe, attractive and modern places for public recreation and a cleaner, more beautiful city. We strive to preserve, enhance, and protect all green spaces in Central Point which enrich the quality of life for present and future generations in a safe and secure environment. We endeavor to provide partnerships with schools, business', and civic organizations that foster ownership and commitment to preservation of Central Point green space.

KEY OBJECTIVES

- Re-evaluate current maintenance contracts to determine the most cost effective way to maintain all the parks and open spaces
- Implementation of a computer software program that can track maintenance and infrastructure needs in parks and green spaces
- Improve current maintenance practices to ensure that park standards are in alignment with best practices for park maintenance
- Increase training of workers on best practices to improve efficiencies in park maintenance
- Work with schools and civic organizations to provide projects in an effort to increase a sense of ownership and commitment to parks facilities which can reduce vandalism
- Conduct public meetings providing information on best practices and listen to citizen concerns
- Continue work on partnership that will help reduce invasive species throughout the park system
- Work with Storm Water Specialist to ensure that plantings meet with guidelines along stream beds and help to maintain the Tree City USA designation
- Inventory of current park signs and update to include recreational immunity ORS as required by law
- Increase web presence with Facebook, twitter, and you tube
- Continue work to meet guidelines set in ADA Plan to finalize replacement of non-compliant fall material in parks
- Continue work on Tree City USA program which includes an Arbor Day event and tree awareness
- Work with Age Friendly Innovators on completion of a new park in the Twin Creeks Development

KEY PERFORMANCE MEASURES

- Put out to bid current maintenance contracts to ensure quality and cost effectiveness
- Master plan initial process to assess the community needs for parks and open space
- Continue work on archiving of parks documents for preservation of historical records
- Show improvement in park efficiencies in maintenance practices
- Streamline reservations and rentals to increase revenue
- Replacement of park equipment and park features as needed for safety/compliance issues
- Provide evidence of increase in citizen, business and agency partnerships which reduce costs and reliance on general fund dollars
- Tracking for customer complaints, compliments and maintenance issues to improve delivery of services through parks department

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	235,982	228,193	237,900	241,370	254,000	495,370
Overtime Wages	6,817	7,103	6,500	6,500	6,500	13,000
City Taxes and Benefits	131,399	131,175	139,500	143,500	156,500	300,000
Total Personnel Services	374,197	366,471	383,900	391,370	417,000	808,370
City Facilities Rental	23,800	23,800	23,800	23,800	23,800	47,600
City Equipment Rental	30,000	30,000	32,000	32,000	36,000	68,000
Lease/Rentals	0	0	1,000	1,000	1,000	2,000
Travel/Training	8,877	2,491	3,000	3,000	3,500	6,500
Professional Services	3,221	1,075	3,000	53,000	53,500	106,500
Contract/Other Services	131,445	151,489	139,500	140,000	146,300	286,300
Building/Grounds Maintenance	76,774	82,158	118,600	120,000	135,000	255,000
Tree Maintenance: Tree City USA	0	0	8,000	8,000	10,000	18,000
Books/Publications	42	0	200	200	200	400
Clothing Allowance	1,530	946	1,200	1,500	1,500	3,000
Dues/Licenses	0	0	550	550	550	1,100
Office/Shop Supplies	2,785	1,277	3,000	3,000	3,000	6,000
Sm Equip/Tools/Furniture	1,753	1,972	2,000	2,000	2,200	4,200
Electric	37,882	36,148	24,000	35,000	35,000	70,000
Natural Gas	1,962	2,536	2,100	2,100	2,300	4,400
Phone/Internet	4,377	4,521	5,500	5,500	5,500	11,000
Water/Sewer/Stormwater	8,871	7,622	12,000	12,000	12,500	24,500
Total Materials & Services	333,319	346,035	379,450	442,650	471,850	914,500
Prior Year Capital Improvements	58,708	10,625	0	0	0	0
Van Horn Playground Equipment	0	0	15,000	0	0	0
Parks - Willie Mott	0	0	18,000	0	60,000	60,000
Parks - S kyrman Arboretum	9,799	11,693	5,000	5,800	8,000	13,800
Total Capital Projects	68,507	22,318	38,000	5,800	68,000	73,800
Total Parks	776,024	734,824	801,350	839,820	956,850	1,796,670

OVERALL GOAL

The goal of the Central Point Recreation Department is to provide diverse year-round leisure opportunities through the recreational programs, events and services which respond to changing needs within our community. The benefits of leisure services are especially designed to meet the physical, mental, cultural, and social needs of the residents and visitors to our community, while enhancing the overall quality of life in Central Point.

KEY OBJECTIVES

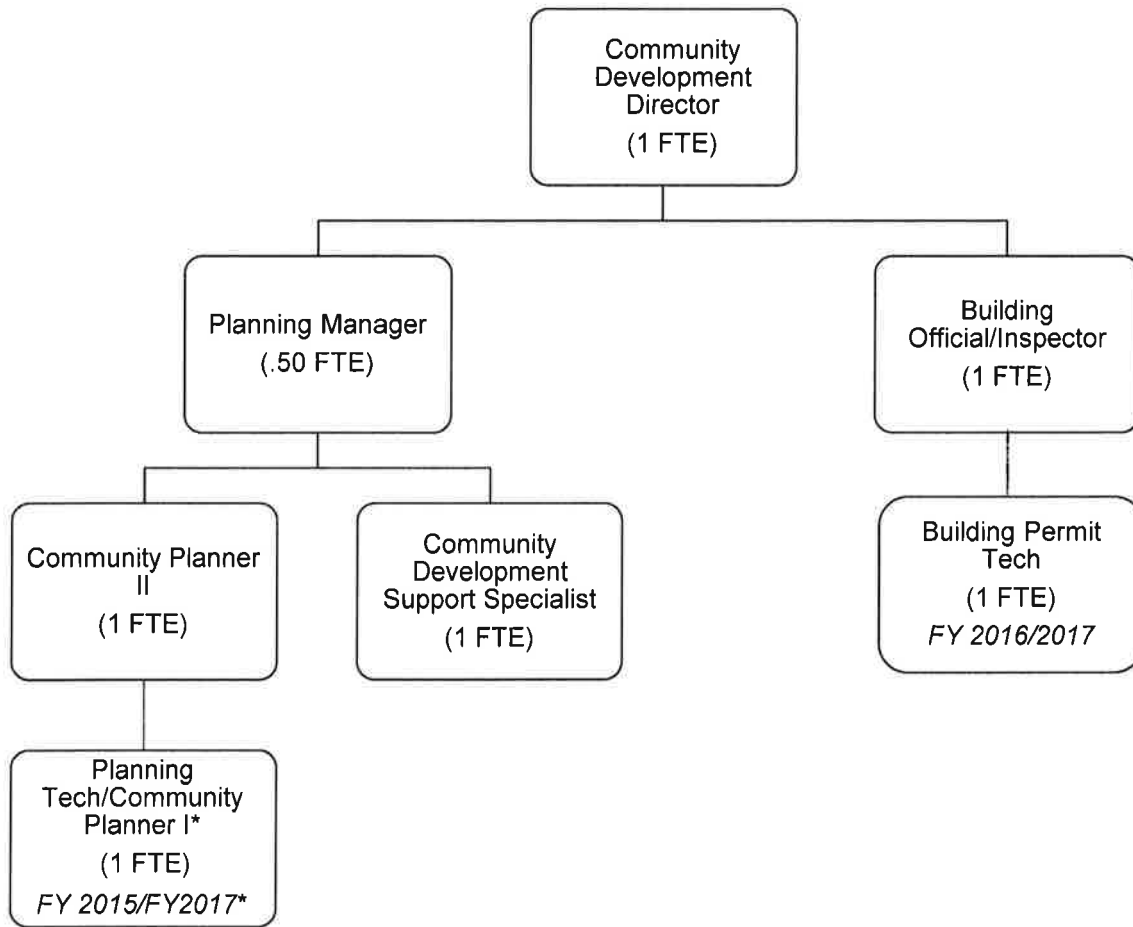
- Holding regular public informational meetings between residents, staff and commission members that will provide valuable citizen lead improvements in recreational offerings
- Begin work on Master Plan in conjunction with the Planning Department to ensure quality parks, greenspace and recreational programs for future generations
- Continue with current partnerships and develop new ties and improved community relationships with the overall intent of providing a wider variety of cooperative ventures
- Improve the quality and number of our recreational programs and special events
- Maintain and improve the department's general fiscal condition through events and additional recreational programs
- Continue to increase marketing of our branded material to increase awareness of programs
- Expansion of our rental/sponsorship programs and seeking out other sources that provides alternate revenue for both parks and recreation
- Continue to improve guidelines using best practices from other agencies and establish better ways to track performance measures
- Expand partnerships with EXPO, Chamber, Friends of the Central Point Cemetery, Tree Committee, Jackson County Community Garden Coalition, Age Friendly Innovators, The Greenway Foundation and Central Point School District #6
- Commit to meet with Medford, Ashland, and Eagle Point 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
- Continue looking for grant opportunities to reduce the dependence on general fund dollars.
- Increase volunteer base to cut costs at events

KEY PERFORMANCE MEASURES

- Track and expand public meetings which listen to citizen input and improve programs
- Begin work on Master Plan which will create the backbone for programs, facility development/improvement and customer service delivery for years to come
- Show an increase in the number of partnerships and community relationships with the overall intent of providing a wider variety of programs without increasing costs to the general fund
- Provide data that shows that programs/events have increased in quality and quantity
- Maintain and improve the department's general fiscal condition and ability to respond effectively to changes in community service demands/desires while providing evidence of sufficient funding
- Maintain and improve existing facilities, resources and viable programs
- Continue to increase marketing of our branded material to increase awareness of programs
- Show increased revenue offsets through the expansion of sponsorship/rental programs that provide alternate revenue sources

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	122,420	126,873	132,600	128,700	134,500	263,200
Overtime Wages	2,563	3,451	4,500	4,500	4,500	9,000
City Taxes and Benefits	73,677	62,968	65,600	66,500	72,250	138,750
Total Personnel Services	198,660	193,292	202,700	199,700	211,250	410,950
City Facilities Rental	24,000	24,000	24,000	34,500	34,500	69,000
Advertising/Legal Notices	131	0	3,000	4,000	4,000	8,000
Bank/VISA Fees	1,743	2,379	3,500	3,600	3,600	7,200
Printing/Binding	15,980	17,332	19,500	19,500	19,700	39,200
Lease/Rentals	0	0	1,000	1,000	1,000	2,000
Travel/Training	7,780	5,804	7,000	7,000	7,500	14,500
Professional Services	830	1,520	2,000	2,000	2,000	4,000
Contract Services - Recreation	54,622	56,030	56,300	56,300	57,000	113,300
Instructors	7,560	10,515	14,040	14,500	15,500	30,000
Community Events	75,011	0	12,100	12,500	14,000	26,500
Community Events - Battle of the Bones	0	86,790	75,000	100,000	100,000	200,000
Community Events - BOB Music	0	0	5,000	5,500	5,600	11,100
Community Events - Children's Pre-K	0	0	5,900	6,000	6,200	12,200
Community Events - Christmas	0	0	2,600	3,200	3,200	6,400
Community Events - Egg Hunt	0	0	2,500	3,000	3,000	6,000
Community Events - July 4th	0	0	5,900	6,000	6,500	12,500
Recreation Programs	57,243	34,977	30,900	31,000	33,000	64,000
Equipment Repair/Maintenance	0	1,298	16,000	2,500	2,500	5,000
Building/Grounds Maintenance	598	62	2,500	2,500	2,500	5,000
Books/Publications	237	0	500	500	500	1,000
Computer Hardware/Software	1,271	4,258	8,000	8,200	8,300	16,500
Dues/Licenses	1,202	1,325	1,000	1,200	1,200	2,400
Office/Shop Supplies	3,660	744	4,500	4,500	4,500	9,000
Postage	9,057	6,814	9,200	9,500	9,800	19,300
Sm Equip/Tools/Furniture	1,042	0	600	1,500	2,500	4,000
Electric	2,585	2,591	2,500	2,600	2,700	5,300
Phone/Internet	3,484	2,991	5,000	2,500	2,500	5,000
Total Materials & Services	268,036	259,429	320,040	345,100	353,300	698,400
Total Recreation	466,696	452,721	522,740	544,800	564,550	1,109,350

**Community Development Department
(6.5 FTE)**



OVERALL GOAL

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

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

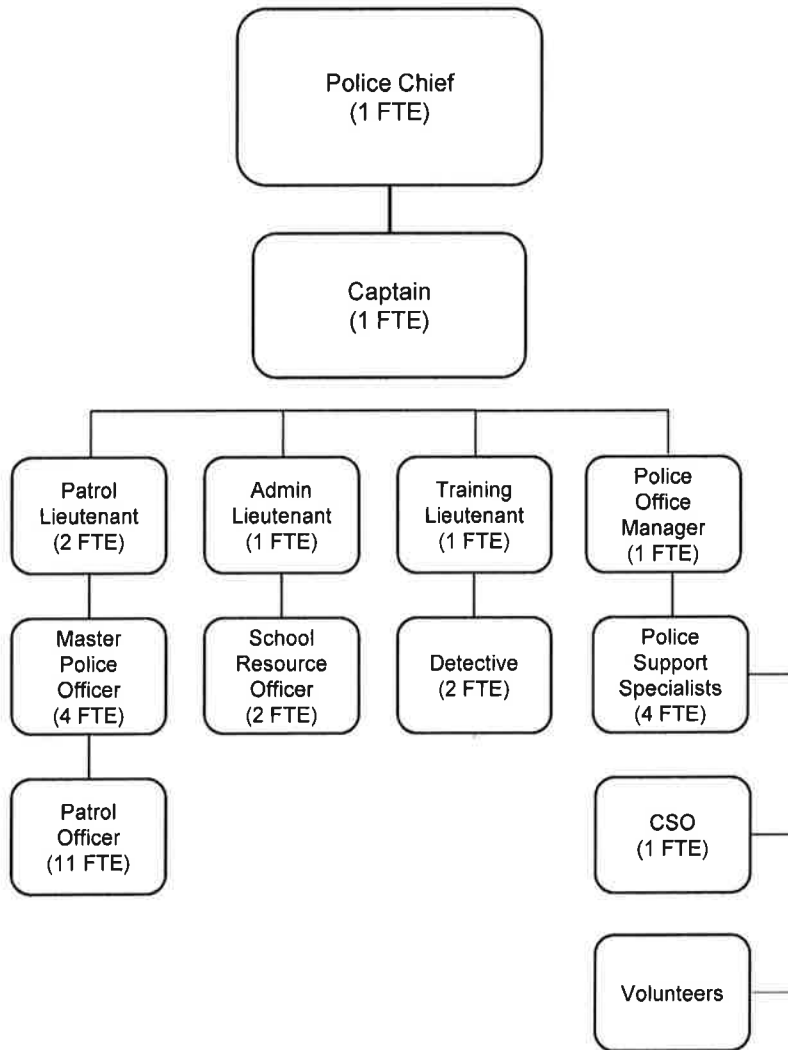
- Ensure the effective integration of land use, public works infrastructure, building construction and overall economic development in the context of the growing population and employment base
- Give a practical affect to the Comprehensive and Strategic plans through the enforcement of local ordinances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

KEY PERFORMANCE MEASURES

- Complete and implement Regional Plan and its conditions
- Conclude Employment Based Urban Growth Boundary Expansion(s)
- Update elements of the Central Point Comprehensive Plan, including Housing, Public Facilities, Transportation, Parks and Recreation, and Urbanization
- Update the City's Land Division Ordinance
- Adopt a 5-Year Urban Renewal Project program and complete an annual report
- Facilitate monthly destination business meetings, broaden participation and establish a cooperative for City marketing

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	200,185	170,348	169,640	262,500	285,400	547,900
Overtime Wages	0	0	1,500	1,500	1,500	3,000
Part-time Wages	57,194	56,680	58,500	59,200	59,200	118,400
City Taxes and Benefits	105,147	80,330	92,510	143,690	161,560	305,250
Total Personnel Services	362,526	307,357	322,150	466,890	507,660	974,550
City Facilities Rental	29,700	29,700	29,700	26,000	26,000	52,000
City Equipment Rental	4,500	4,500	4,500	4,500	5,000	9,500
Advertising/Legal Notices	4,870	3,100	2,000	5,000	5,000	10,000
Travel/Training	4,357	7,099	9,000	9,000	10,000	19,000
Professional Services	22,500	11,611	15,000	15,000	15,000	30,000
Contract/Other Services	10,555	4,601	15,000	10,000	10,000	20,000
Dues/Licenses	1,375	1,065	2,000	1,500	2,000	3,500
Office/Shop Supplies	2,162	1,223	1,000	1,500	1,500	3,000
Postage	401	127	500	300	300	600
Sm Equip/Tools/Furniture	0	54	1,000	500	500	1,000
Phone/Internet	1,488	1,538	2,000	1,500	1,500	3,000
Total Materials & Services	81,907	64,617	81,700	74,800	76,800	151,600
Total Planning	444,433	371,975	403,850	541,690	584,460	1,126,150

**Police Department
(31 FTE)**



OVERALL GOAL

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

KEY OBJECTIVES

- Creatively maximize resources through collaboration with City departments and community partners
- Reduce liability and increase efficiency through creative technology solutions and resource allocation
- Maintain a well-trained staff focused on delivering exceptional customer service
- Recruit highly qualified candidates for employment
- Enhance interaction with citizens through department hosted events, CPPD website and social media

KEY PERFORMANCE MEASURES

- Specific for FY2015-2017:
 - ❖ Replace dated X26 Tasers
 - ❖ Transition duty weapons from the Glock .40 to the Glock 9mm
 - ❖ Substantially enhance the CPPD School Resource Officer program with the added Police Officer position
 - ❖ Achieve recognition by the Oregon Accreditation Alliance as an accredited law enforcement agency
- Achieve 95% accuracy in records. Monthly review of NIBRS report by Police Office Manager
- Achieve 100% accuracy in Evidence and Property Control. Conduct bi-annual audits of Records and Property Control. Daily review and corrective action for all related errors as documented through Guardian Tracking
- Achieve 100% accuracy with timesheets and compliance with payroll calendar. Consistent review and corrective action for all timesheet errors as documented through Guardian Tracking
- Achieve minimum 90% rating of good or excellent as measured through customer comment cards
- Ensure 100% compliance with all skill sets and certificates as required by state law, federal law and the Oregon Department of Public Safety Standards and Training
- Conduct at least one recruitment and assessment hiring process each year or as needed
- Review special event applications and draft Special Event Operations Plans in support of City sponsored events including Battle of the Bones, 4th of July celebrations, Christmas Tree Lighting and Parade, Shamrock Run, Police Department Open House, Halloween Celebration, DARE Days/Cruise/Show 'n Shine, etc
- Maintain participation on citywide committees and hiring boards when requested

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	1,724,008	1,824,799	2,010,435	2,092,000	2,186,300	4,278,300
Overtime Wages	82,754	105,483	80,000	100,000	100,000	200,000
Overtime Wages - HTCU	0	33,658	20,000	0	0	0
Part-time Wages	34,900	0	0	0	0	0
City Taxes and Benefits	989,003	1,075,489	1,193,475	1,234,800	1,353,200	2,588,000
Total Personnel Services	2,830,664	3,039,429	3,303,910	3,426,800	3,639,500	7,066,300
City Facilities Rental	178,500	178,500	178,500	178,500	178,500	357,000
Lease/Rentals	70,248	80,119	88,000	88,000	88,000	176,000
Travel/Training	41,240	32,396	46,000	47,000	50,000	97,000
Dispatch Services	231,993	234,022	240,000	252,000	268,000	520,000
Professional Services	9,357	11,635	22,000	22,000	24,000	46,000
Contract/Other Services	26,288	25,024	30,000	30,000	32,000	62,000
DARE	11,389	8,687	4,500	4,500	4,600	9,100
Investigations	1,208	1,446	5,000	3,000	3,100	6,100
High Tech Crime Unit	10,000	0	0	0	0	0
Volunteer Programs-Citizens On Patrol	2,613	4,255	4,000	4,000	4,200	8,200
Volunteer Programs-Explorers	2,814	1,148	2,500	2,500	2,600	5,100
Vehicle Repair/Maintenance	33,111	34,041	35,000	35,000	37,000	72,000
Equipment Repair/Maintenance	2,673	1,502	5,000	5,000	5,200	10,200
Books/Publications	1,121	848	500	500	750	1,250
Clothing Allowance	19,748	20,992	15,000	15,000	16,000	31,000
Dues/Licenses	5,922	1,365	3,000	3,000	3,500	6,500
Fuel	44,709	44,577	50,000	50,000	53,000	103,000
Maintenance Supplies	351	340	500	500	500	1,000
Office/Shop Supplies	26,084	22,722	30,000	30,000	32,000	62,000
Postage	1,796	1,675	2,500	1,500	1,500	3,000
Sm Equip/Tools/Furniture	14,179	30,702	30,000	32,000	35,000	67,000
Phone/Internet	34,433	36,307	35,000	35,000	37,000	72,000
Total Materials & Services	769,776	772,302	827,000	839,000	876,450	1,715,450
Total Police	3,600,441	3,811,730	4,130,910	4,265,800	4,515,950	8,781,750

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
- Transfers out to the Debt Service Fund for debt service obligations
- Contingency account
- Ending fund balance account

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Insurance Premiums/Claims	76,184	85,203	125,000	130,000	135,000	265,000
Dispatch Services - 911	90,000	0	0	0	0	0
Water Conservation Grant	101,483	37,783	0	0	0	0
Total Materials & Services	267,667	122,986	125,000	130,000	135,000	265,000
Transfers Out - Street Fund	50,000	0	0	0	0	0
Transfers Out - Debt Service (DJ Park)	130,000	78,500	44,000	56,250	56,600	112,850
Transfers Out - Debt Service (LID)	0	0	0	50,000	50,000	100,000
Transfers Out - HTCU	237,350	20,000	0	0	0	0
Total Transfers	417,350	98,500	44,000	106,250	106,600	212,850
Contingency	0	0	160,000	0	180,000	180,000
Total Contingency	0	0	160,000	0	180,000	180,000
Ending Balance	2,553,193	2,635,169	1,639,360	0	1,623,070	1,623,070
Total Ending Balance	2,553,193	2,635,169	1,639,360	0	1,623,070	1,623,070
Total Interdepartmental	3,238,209	2,856,655	1,968,360	236,250	2,044,670	2,280,920
Total General Fund Requirements	10,869,888	10,374,237	10,296,660	8,810,160	11,060,330	19,870,490

OVERALL GOAL

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

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

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

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

Subsequently, funding for the high tech crime lab is no longer needed and the City Council will be asked to close the fund within the 2015-2017 biennium budget period.

Revenues

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Federal Grant	144,121	170,773	20,000	0	0	0
State Grant	10,000	0	10,000	0	0	0
Contributing Agencies	72	0	0	0	0	0
Federal Asset Forfeitures	2,850	59,814	10,000	0	0	0
Total Intergovernmental	157,044	230,586	40,000	0	0	0
High Tech Crime Unit	1,227	4,073	0	0	0	0
Total Charges for Services	1,227	4,073	0	0	0	0
Transfer In - General Fund	237,350	20,000	0	0	0	0
Total Transfers	237,350	20,000	0	0	0	0
Carryover Balance	86,900	62,800	185,555	128,525	0	128,525
Total Carryover Balance	86,900	62,800	185,555	128,525	0	128,525
Total Revenues	482,520	317,460	225,555	128,525	0	128,525

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	97,548	0	0	0	0	0
Overtime Wages	8,587	0	0	0	0	0
City Taxes and Benefits	58,120	0	0	0	0	0
Total Personnel Services	164,255	0	0	0	0	0
City Facilities Rental (HTCU)	40,900	0	0	0	0	0
Travel/Training	4,489	210	0	0	0	0
Professional Services	0	2,112	9,000	0	0	0
Contract/Other Services	187	223	1,000	0	0	0
Investigations	101	45	1,000	0	0	0
Federal Grant Expense	145,189	106,788	5,000	0	0	0
State/Local Grant Expense	22,884	7,300	5,000	0	0	0
Asset Forfeiture Expense	300	1,845	52,800	108,525	0	108,525
Equipment Repair/Maintenance	1,335	360	1,000	0	0	0
Computer/Software Maintenance	465	0	5,000	0	0	0
Clothing Allowance	269	327	0	0	0	0
Computer Hardware/Software	1,195	1,911	0	0	0	0
Dues/Licenses	1,100	610	2,500	0	0	0
Fuel	118	20	0	0	0	0
Office/Shop Supplies	1,015	705	1,000	0	0	0
Postage	55	93	0	0	0	0
Sm Equip/Tools/Furniture	285	140	2,000	0	0	0
Phone/Internet	3,814	4,000	1,000	0	0	0
Total Materials & Services	223,699	126,687	86,300	108,525	0	108,525
Equipment	31,766	8,845	0	0	0	0
Total Capital Outlay	31,766	8,845	0	0	0	0
Transfers Out - General Fund	0	0	0	20,000	0	20,000
Total Transfers Out	0	0	0	20,000	0	20,000
Total HTCU Operations	419,720	135,532	86,300	128,525	0	128,525

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Contingency	0	0	0	0	0	0
Total Contingency	0	0	0	0	0	0
Ending Balance	62,800	181,928	139,255	0	0	0
Total Ending Balance	62,800	181,928	139,255	0	0	0
Total Interdepartmental	62,800	181,928	139,255	0	0	0
Total High Tech Crime Unit Requirements	482,520	317,460	225,555	128,525	0	128,525

OVERALL GOAL

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

Fund Resources: The fund receives revenue for the FY 2015/2017 from the local street utility fee, state gas tax, franchise fees and system development charges (SDCs).

KEY OBJECTIVES

- Capital – Twin Creeks Rail Crossing Grant Match. The grant for the project will start during the budget. First with Engineering and then construction tentatively slated to start in February 2017
- Capital – Depending on the cost of the rail crossing, the City is planning on completing Pittview Road from Marillee to Bursell Road. This would be for continued sidewalk and new asphalt
- Pavement Maintenance – The City will be focusing on maintaining our recently paved streets at a higher quality as well as addressing streets that need major maintenance such as S. and N. 99, S. Haskell Street and S. Penninger Road

KEY PERFORMANCE MEASURES

- Pavement Management: In order to get the pavement management system up and running will require an intern to manually input in information. Once up and running the performance measure will analyze the roads condition to give us the ability to program the most effective treatment to maintain drivability
- Preventative Maintenance : Estimate total number of lane miles treated versus entire system. Must meet minimum of 80% of the industry standard

2015/17 DEPARTMENT GOALS

- Maintain drivable city streets
- ADA compliance on all new projects and retrofitting older projects, 10th Street retrofit
- Sign replacement and painting to ensure safe streets
- CIP Projects come in on budget and time

Revenues

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Franchise - Electric	108,941	115,708	175,000	175,000	180,000	355,000
Franchise - Water	51,627	0	65,000	65,000	65,000	130,000
Total Taxes	160,568	115,708	240,000	240,000	245,000	485,000
Federal Capital Grants	172,947	0	0	0	0	0
State Grant - ODOT (Bike/Ped Funds)	9,350	422,875	0	0	0	0
State Gas Tax	943,847	988,393	990,000	996,000	1,000,800	1,996,800
Total Intergovernmental	1,126,144	1,411,268	990,000	996,000	1,000,800	1,996,800
Public Works Services	-18,527	9,452	5,000	5,000	5,000	10,000
SDC Street Reimbursement	10,544	10,604	10,000	16,000	112,500	128,500
SDC Street Improvements	159,980	161,553	50,000	144,000	1,012,500	1,156,500
Street Utility Fee	446,158	449,946	485,000	500,000	500,000	1,000,000
Street Decorative Light Fee	0	0		3,000	6,000	9,000
Total Charges for Services	598,156	631,554	550,000	668,000	1,636,000	2,304,000
Interest Income	17,480	9,574	11,000	8,000	8,000	16,000
Total Interest Income	17,480	9,574	11,000	8,000	8,000	16,000
Miscellaneous Revenue	16,680	18,894	5,000	130,000	255,000	385,000
Total Miscellaneous	16,680	18,894	5,000	130,000	255,000	385,000
Transfers In	50,000	0	0	0	0	0
Total Transfers	50,000	0	0	0	0	0
Carryover Balance	2,303,206	1,964,676	1,594,730	1,605,860	0	1,605,860
Total Carryover Balance	2,303,206	1,964,676	1,594,730	1,605,860	0	1,605,860
Total Street Revenues	4,272,234	4,151,674	3,390,730	3,647,860	3,144,800	6,792,660

Operations/Capital Projects

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	217,372	221,822	244,400	247,577	263,000	510,577
Overtime Wages	1,520	1,649	3,500	3,500	3,500	7,000
City Taxes and Benefits	134,895	140,011	158,800	165,049	180,383	345,432
Total Personnel Services	353,786	363,482	406,700	416,126	446,883	863,009
City Facilities Rental	36,900	36,900	36,900	40,000	40,000	80,000
City Equipment Rental	130,000	134,000	140,000	156,000	180,000	336,000
City Overhead Fees	126,000	135,000	150,000	150,000	150,000	300,000
Public Works Overhead Fees	295,000	280,000	245,000	245,000	255,000	500,000
Bank/VISA Fees	3,990	8,078	4,500	10,000	10,000	20,000
Lease/Rentals	0	608	0	0	0	0
Travel/Training	9,812	8,061	10,000	12,500	12,500	25,000
Professional Services	12,489	17,704	10,000	16,000	16,000	32,000
Contract/Other Services	50,442	47,589	40,000	55,000	55,000	110,000
Equipment Repair/Maintenance	0	881	0	0	0	0
Sidewalk/Bikepath/Tree Maintenance	14,543	7,160	0	15,000	15,000	30,000
Infrastructure Maintenance	58,243	65,913	250,000	327,000	250,000	577,000
Street Sign Maintenance	7,679	11,645	0	8,000	8,000	16,000
Street Light Maintenance (TOD)	2,685	6,587	0	0	0	0
Street Light Retrofit Project	13,039	13,915	0	0	0	0
Clothing Allowance	1,724	1,366	2,000	1,800	1,800	3,600
Dues/Licenses	219	196	100	350	350	700
Office/Shop/Safety Supplies	4,485	5,513	3,000	3,500	3,500	7,000
Sm Equip/Tools/Furniture	9,506	8,800	9,500	12,000	10,000	22,000
Phone/Internet	2,456	2,300	2,500	2,500	2,500	5,000
Street Lights	172,496	169,310	175,000	175,000	175,000	350,000
Total Materials & Services	951,709	961,528	1,078,500	1,229,650	1,184,650	2,414,300
Equipment	193,522	36,420	0	13,000	20,000	33,000
Prior Capital Projects	529,308	572,473	0	0	0	0
Beebe/Hamrick - Intersection	0	6,550	25,000	50,000	0	50,000
Crater Rail Crossing (Const)	0	0	0	0	500,000	500,000
Freeman Rd (CMAQ Project)	0	15,283	80,000	0	0	0
Paving Projects	0	97,248	150,000	45,000	200,000	245,000
Total Capital Projects	722,830	727,974	255,000	108,000	720,000	828,000
Transfers Out - DS (10th/Scenic/Upton)	32,500	32,600	32,000	68,000	32,700	100,700
Total Transfers Out	32,500	32,600	32,000	68,000	32,700	100,700
Total Street Operations/Capital Projects	2,060,825	2,085,585	1,772,200	1,821,776	2,384,233	4,206,009

SDC Capital Projects

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Beebe/Hamrick (Signal)	0	0	0	0	150,000	150,000
Crater Rail Crossing	18,343	36,060	15,000	150,000	100,000	250,000
Hwy 99 Beautification Project	200,000	270,127	0	0	0	0
Freeman Rd (CMAQ Project)	0	0	200,000	0	0	0
Street Improvements/Ped. Crossing	0	0	0	0	65,000	65,000
Total Capital Projects	218,343	306,187	215,000	150,000	315,000	465,000
Developer Reimbursements	5,491	0	15,000	50,000	400,000	450,000
Total Debt Service	5,491	0	15,000	50,000	400,000	450,000
Transfers Out - DS (10th/Scenic/Upton)	22,900	22,700	23,000	23,000	22,800	45,800
Total Transfers	22,900	22,700	23,000	23,000	22,800	45,800
Total Street SDC Capital Projects	246,734	328,887	253,000	223,000	737,800	960,800

Interdepartmental

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Contingency	0	0	100,000	0	157,000	157,000
Total Contingency	0	0	100,000	0	157,000	157,000
Ending Balance	1,964,675	1,737,202	1,265,530	0	1,468,851	1,468,851
Total Ending Balance	1,964,675	1,737,202	1,265,530	0	1,468,851	1,468,851
Total Street Interdepartmental	1,964,675	1,737,202	1,365,530	0	1,625,851	1,625,851
Total Street Fund Requirements	4,272,234	4,151,674	3,390,730	2,044,776	4,747,884	6,792,660

OVERALL GOAL

The purpose of this fund was 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 closed, and funds that were loaned 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.

By Council direction, staff made a donation of the June 30, 2012 total fund balance of \$40,925 to the local Food & Friends food bank.

On April 1, 2013 the Oregon Infrastructure Finance Authority notified the City that expenditure requirements and "necessary paperwork to officially close the file" had been made and no further reporting was necessary.

The Housing Fund was officially closed by the City Council on June 12, 2014 by Resolution No. 1400.

This is the final budget cycle for reporting on this fund.

Revenues

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Interest Income	524	0	0	0	0	0
Total Interest	524	0	0	0	0	0
Loan Principal Payments	0	0	0	0	0	0
Total Miscellaneous	0	0	0	0	0	0
Carryover Balance	40,401	0	0	0	0	0
Total Carryover	40,401	0	0	0	0	0
Total Housing Fund Revenues	40,925	0	0	0	0	0

Interdepartmental

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Food	40,925	0	0	0	0	0
Total Materials & Services	40,925	0	0	0	0	0
Transfers Out	0	0	0	0	0	0
Total Miscellaneous	0	0	0	0	0	0
Ending Balance	0	0	0	0	0	0
Total Ending Balance	0	0	0	0	0	0
Total Housing Fund Expenses	40,925	0	0	0	0	0

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

KEY PERFORMANCE MEASURES

- Annual payment of the Don Jones Park debt service
- Concession stand constructed for Don Jones Park

A total of \$143,900 is budgeted in transfers to Debt Service Fund towards the funding of Don Jones Park debt service payments over the 2015 – 2017 biennium budget.

The construction of an \$80,000 concession stand for Don Jones Park is planned - although dependent on the award of a state grant in the approximate amount of \$60,000.

Revenues

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
State Grants	0	33,000	0	60,000	0	60,000
Total Intergovernmental Revenue	0	33,000	0	60,000	0	60,000
SDC Park Reimbursement	12,934	23,172	10,000	61,900	61,900	123,800
SDC Park Improvements	65,409	118,565	50,000	67,300	67,300	134,600
Total Charges for Service	78,343	141,737	60,000	129,200	129,200	258,400
Interest Income	648	640	700	700	700	1,400
Total Interest Income	648	640	700	700	700	1,400
Carryover Balance	78,238	117,955	68,625	157,955	0	157,955
Total Carryover	78,238	117,955	68,625	157,955	0	157,955
Total CIP Revenues	157,229	293,332	129,325	347,855	129,900	477,755

Expenditures

Parks

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Pfaff Park	0	36,941	0	0	0	0
Total Capital Projects	0	36,941	0	0	0	0
Total Park Capital Projects	0	36,941	0	0	0	0

Parks SDC

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Building/Concession Stand/DJ Park	0	0	0	80,000	0	80,000
Pfaff Park	0	27,716	0	0	0	0
Total Capital Projects	0	27,716	0	80,000	0	80,000
Developer SDC Credit Obligations	14,274	24,282	10,000	30,000	25,000	55,000
Total Debt Service	14,274	24,282	10,000	30,000	25,000	55,000
Transfer Out - Debt Service (DJ Park)	7,000	60,000	100,000	71,950	71,950	143,900
Total Transfers Out	7,000	60,000	100,000	71,950	71,950	143,900
Total Park SDC Capital Projects	21,274	111,998	110,000	181,950	96,950	278,900

Interdepartmental

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Transfers Out - General Fund	0	0	0	0	0	0
Transfers Out - Debt Service Fund	18,000	5,000	0	0	0	0
Total Transfers	18,000	5,000	0	0	0	0
Ending Balance	117,955	139,392	19,325	0	198,855	198,855
Total Ending Balance	117,955	139,392	19,325	0	198,855	198,855
Total Interdepartmental	135,955	144,392	19,325	0	198,855	198,855
Total Capital Improvements	157,229	293,331	129,325	181,950	295,805	477,755



OVERALL GOAL

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

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

KEY OBJECTIVES

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

KEY PERFORMANCE MEASURES

- Facilities reserves increased by \$50,000 transfer from Internal Services savings
- No expenditures are budgeted

Revenues

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Interest Income	3,633	2,873	4,000	3,000	3,000	6,000
Total Interest	3,633	2,873	4,000	3,000	3,000	6,000
Transfers In- Facilities Maintenance	0	80,000	0	25,000	25,000	50,000
Transfers In- Fleet Maintenance	0	0	0	0	0	0
Total Transfers	0	80,000	0	25,000	25,000	50,000
Carryover Balance	483,463	487,096	569,800	572,850	0	572,850
Total Carryover	483,463	487,096	569,800	572,850	0	572,850
Total Reserve Fund Revenues	487,096	569,969	573,800	600,850	28,000	628,850

Interdepartmental

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Facility Improvements	0	0	40,000	0	0	0
Equipment	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0
Total Reserve Fund Projects	0	0	40,000	0	0	0
Ending Balance	487,096	569,969	533,800	0	628,850	628,850
Total Ending Balance	487,096	569,969	533,800	0	628,850	628,850
Total Interdepartmental	487,096	569,969	573,800	0	628,850	628,850
Total Reserve Fund	487,096	569,969	573,800	0	628,850	628,850

OVERALL GOAL

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

KEY OBJECTIVES

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

KEY PERFORMANCE MEASURES

- In the fall of 2014 the City refinanced three previously issued debt obligations for savings in excess of \$118,000, including financing costs. The refinance incorporated the City's 2004, 2007, and 2008 issued debt into one Series 2014. The total amount of the borrowing was \$2,693,200 with an interest rate of 2.49%. At Council's request, the new Series 2014 retained a similar payment structure to the original three series, but because of savings the original payoff date was reduced by one year
- The following table recaps the City's outstanding debt balance going into the new budget cycle; what the debt was issued for, what payments are included in this budget, and what the anticipated debt balances will be at the end of the 2015/2017 biennium budget period

Debt Summary Recap For Fiscal Year 2015/2017					Debt Per Capita \$393
Debt Issued for:	Balance at 6/30/2015	- Budgeted -		Balance at 6/30/2017	Payoff date -
		Retirements	Additions		
Limited Tax Improvement Bonds	162,490	(110,000) ¹	0	52,490	December 2017
Series 2014 Refinancing Bonds	2,640,261	(1,056,000)	0	1,584,261	December 2024
Water Reservoir Loan	5,311,148	(413,850)	0	4,897,298	December 2033
SDC Developer Obligations	659,007 *	(405,826) ¹	0	253,181	Unknown
	<u>\$8,772,906</u>	<u>(\$1,985,676)</u>	<u>\$0</u>	<u>\$6,787,230</u>	

¹\$50,000 of SDC Developer Obligation retirement amount is an estimate only.

*\$355,826 of SDC Developer Obligation credits expire December 2015

- Due to the 2014 refinance and expiring developer credits, at the end of June 2017, the projected \$393 debt per capita is a 22% reduction from the \$506 projection for June 30, 2015

Revenues

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Federal Capital Grant (STIP)	162,864	162,864	162,870	162,864	162,864	325,728
Total Intergovernmental	162,864	162,864	162,870	162,864	162,864	325,728
City Facilities Rental	195,500	192,000	192,000	192,000	192,000	384,000
Debt Service Fees	781	31,362	32,000	42,700	42,700	85,400
Total Charges for Services	196,281	223,362	224,000	234,700	234,700	469,400
LID Principal Payments	49,275	42,373	50,000	20,000	20,000	40,000
LID Interest Payments	10,089	9,194	10,000	2,000	2,000	4,000
Total Special Assessments	59,364	51,567	60,000	22,000	22,000	44,000
Interest Income	377	326	100	250	250	500
Total Interest Income	377	326	100	250	250	500
Transfers In - General Fund (DJ Park)	130,000	78,500	44,000	56,250	56,600	112,850
Transfer In - General Fund (LID debt)	0	0	0	50,000	50,000	100,000
Transfers In - Street Op (10th/Scenic)	32,500	32,600	32,000	32,000	32,700	64,700
Transfers In - Street SDC (10th/Scenic)	22,900	22,700	23,000	23,000	22,800	45,800
Transfers In - CIP- SDC Parks (DJ Park)	25,000	65,000	100,000	71,950	71,950	143,900
Total Transfers	210,400	198,800	199,000	233,200	234,050	467,250
Carryover Balance	18,042	47,015	45,800	14,769	0	14,769
Total Carryover	18,042	47,015	45,800	14,769	0	14,769
Total Debt Service Revenues	647,328	683,934	691,770	667,783	653,864	1,321,647

Expenditures

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
10th/Scenic/Upton - Interest	43,237	34,415	25,100	0	0	0
10th/Scenic/Upton - Principal	203,000	212,000	221,000	0	0	0
City Hall Bond Interest	73,618	69,718	65,650	0	0	0
City Hall Bond Principal	120,000	120,000	125,000	0	0	0
Don Jones Park - Interest	33,100	28,500	23,800	0	0	0
Don Jones Park - Principal	115,000	115,000	120,000	0	0	0
LID Bond Interest	12,359	12,358	10,050	7,510	5,000	12,510
LID Bond Principal	0	50,000	55,000	55,000	55,000	110,000
Series 2014 Interest	0	0	0	59,260	46,110	105,370
Series 2014 Principal	0	0	0	521,000	535,000	1,056,000
Total Debt Service	600,313	641,991	645,600	642,770	641,110	1,283,880
Ending Balance	47,015	41,943	46,170	0	37,767	37,767
Total Ending Balance	47,015	41,943	46,170	0	37,767	37,767
Total Debt Service	647,328	683,934	691,770	642,770	678,877	1,321,647



OVERALL GOAL

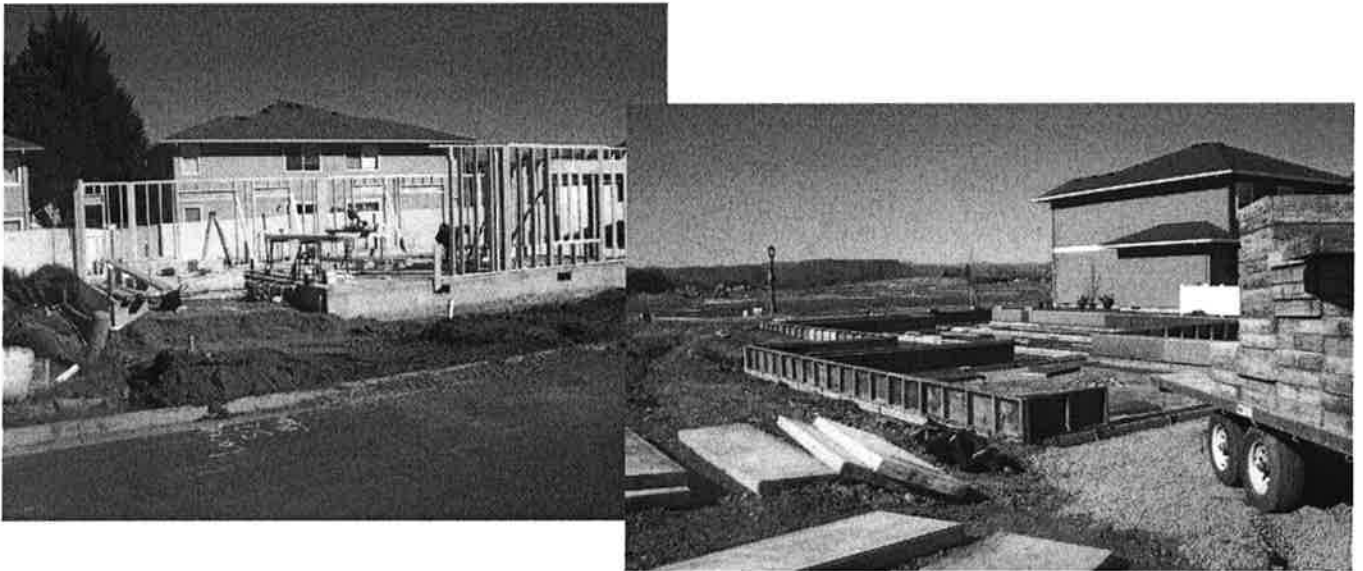
The overall goal of the Building Division is to promote the health, welfare and safety of the citizens of Central Point by administering the State of Oregon Building and Safety Codes as part of the Community Development and Capital Improvements process.

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 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



Revenues

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Building Permits - Residential	22,877	68,285	51,500	45,000	65,000	110,000
Building Permits - Commercial	15,725	10,810	15,000	30,000	65,000	95,000
Building Plan Review	29,530	53,683	35,000	35,000	35,000	70,000
Electrical Permits	18,444	28,288	19,500	20,000	20,000	40,000
Mechanical Permits	5,807	9,546	6,500	9,000	7,200	16,200
Plumbing Permits	16,167	31,554	17,000	20,000	20,000	40,000
Total Charges for Service	108,551	202,166	144,500	159,000	212,200	371,200
Interest Income	1,381	1,043	1,500	1,200	1,200	2,400
Total Interest Income	1,381	1,043	1,500	1,200	1,200	2,400
Miscellaneous Revenue	1,180	1,843	0	0	0	0
Total Miscellaneous	1,180	1,843	0	0	0	0
Carryover Balance	145,041	137,823	133,495	199,625	0	199,625
Total Carryover	145,041	137,823	133,495	199,625	0	199,625
Total Building Fund Revenues	256,153	342,875	279,495	359,825	213,400	573,225

Expenditures

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	68,138	103,878	103,650	89,350	130,200	219,550
City Taxes and Benefits	37,036	42,321	52,650	44,640	73,830	118,470
Total Personnel Services	105,174	146,199	156,300	133,990	204,030	338,020
City Facilities Rental	0	0	0	10,000	10,000	20,000
City Equipment Rental	2,200	2,200	2,200	2,200	2,500	4,700
Travel/Training	1,062	657	1,500	1,500	2,000	3,500
Contract/Other Services	7,942	8,741	8,500	9,000	9,000	18,000
Books/Publications	0	0	1,500	1,000	1,500	2,500
Dues/Licenses	135	690	600	600	600	1,200
Office/Shop Supplies	1,032	674	1,000	500	500	1,000
Postage	30	43	100	100	100	200
Phone/Internet	755	1,036	900	1,400	1,400	2,800
Total Materials & Services	13,155	14,041	16,300	26,300	27,600	53,900
Total Building Operations	118,329	160,240	172,600	160,290	231,630	391,920

Interdepartmental

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Contingency	0	0	3,000	0	4,500	4,500
Total Contingency	0	0	3,000	0	4,500	4,500
Ending Balance	137,823	182,635	103,895	0	176,805	176,805
Total Ending Balance	137,823	182,635	103,895	0	176,805	176,805
Total Interdepartmental	137,823	182,635	106,895	0	181,305	181,305
Total Building Fund Requirements	256,152	342,875	279,495	160,290	412,935	573,225



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 \$3.1 million for the FY 2015/2017 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 – Using the specific fund for two priority projects. Project 1 is demolishing the Shop Reservoir and doing the corresponding pump changes. Project 2 is part of a larger project to install radio read meters as part of an initial 5-10 year project to upgrade all of our meters
- Laurel Street – The project is currently in design and will be from Front to 4th Street, which is the worst portion of the waterline

KEY 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. This again is a big issue to make sure we are hitting the financial goals for the fund
- 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 12/13	FY 13/14	FY 14/15
CP Distributions	1	2	0
Industry Standard	4	4	4

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

	FY 12/13	FY 13/14	FY 14/15
CP Distributions	0	1	2
Industry Standard	4	4	4

2015/17 DEPARTMENT GOALS

- Limit unplanned water services
- Locate new tower for radio read
- Monitor Financial Carryovers – Water Rate Analysis
- Unmetered water analysis
- Locate the rest of the AC Lines by sonar

Revenues

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Penalty Charges	70,890	76,668	75,000	75,000	75,000	150,000
Public Works Fees	1,513	3,935	4,000	1,000	1,000	2,000
SDC Water Improvements	40,785	89,393	40,000	60,000	60,000	120,000
SDC Water Reimbursement	11,370	23,297	10,000	30,000	30,000	60,000
Administrative Fees	11,510	9,700	9,000	9,000	9,000	18,000
System Repair & Replacement	86,509	90,942	90,000	90,000	90,000	180,000
Water Connect Charges	7,975	19,750	7,500	12,000	12,000	24,000
Water Sales	2,498,741	2,686,369	2,650,000	2,710,000	2,760,000	5,470,000
Total Charges for Service	2,729,293	3,000,055	2,885,500	2,987,000	3,037,000	6,024,000
Interest Income	7,746	6,155	6,000	6,000	6,000	12,000
Total Interest Income	7,746	6,155	6,000	6,000	6,000	12,000
Miscellaneous Revenue	13,881	29,964	10,000	8,000	8,000	16,000
Financing Proceeds	1,805,273	0	0	0	0	0
Total Miscellaneous	1,819,154	29,964	10,000	8,000	8,000	16,000
Carryover Balance	1,657,819	1,299,427	1,794,160	1,660,995	0	1,660,995
Total Carryover	1,657,819	1,299,427	1,794,160	1,660,995	0	1,660,995
Total Water Revenues	6,214,013	4,335,600	4,695,660	4,661,995	3,051,000	7,712,995

Expenditures

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	365,524	379,278	403,700	408,500	433,000	841,500
Overtime Wages	4,394	4,125	8,000	8,000	8,000	16,000
City Taxes and Benefits	223,027	243,296	253,200	262,600	286,700	549,300
Total Personnel Services	592,945	626,700	664,900	679,100	727,700	1,406,800
City Facilities Rental	40,000	40,000	40,000	48,500	48,500	97,000
City Equipment Rental	85,000	85,000	89,000	95,000	115,000	210,000
City Overhead Fees	354,000	355,000	445,000	445,000	445,000	890,000
Public Works Overhead Fees	227,000	227,000	200,000	200,000	210,000	410,000
Bank/VISA Fees	3,990	8,281	7,000	10,000	10,000	20,000
Travel/Training	13,841	10,350	10,000	13,500	13,500	27,000
Professional Services	20,117	20,882	12,000	20,000	20,000	40,000
Contract/Other Services	51,571	61,230	45,000	60,000	60,000	120,000
Utility Discount	0	0	5,000	5,000	5,000	10,000
Infrastructure Maintenance	99,512	106,526	90,000	105,000	105,000	210,000
SCADA Software Maintenance	0	0	15,000	10,000	10,000	20,000
Water Rights Maintenance	22,985	24,350	31,500	32,000	32,000	64,000
Books/Publications	827	187	350	350	350	700
Clothing Allowance	2,231	1,451	2,200	2,200	2,200	4,400
Dues/Licenses	4,567	3,153	2,000	2,000	2,000	4,000
Office/Shop/Safety Supplies	5,758	10,584	5,000	5,000	5,000	10,000
Postage	166	110	250	275	275	550
Sm Equip/Tools/Furniture	8,825	4,929	5,000	5,000	5,000	10,000
Electric	9,367	29,313	30,000	31,000	32,000	63,000
Phone/Internet	9,905	9,830	11,500	11,500	12,000	23,500
M W C Water Purchase	588,407	598,484	660,000	690,000	700,000	1,390,000
Water Franchise Fee	51,627	0	65,000	65,000	65,000	130,000
Total Materials & Services	1,599,696	1,596,658	1,770,800	1,856,325	1,897,825	3,754,150
Equipment	0	0	10,000	7,000	20,000	27,000
Prior Capital Projects	2,721,945	19,481	0	0	0	0
Infrastructure Improvements - Laurel	0	0	100,000	225,000	50,000	275,000
R&R Projects	0	0	100,000	0	115,000	115,000
Total Capital Projects	2,721,945	19,481	210,000	232,000	185,000	417,000
Note Payable Int - 10th/Scenic/Upton	0	8,627	8,500	12,650	12,650	25,300
Loan Interest - Water Reservoir	0	386,145	187,300	180,600	173,700	354,300
Loan Principal - Water Reservoir	0	0	196,800	203,500	210,400	413,900
Total Debt Service	0	394,772	392,600	396,750	396,750	793,500
Total Water Operations/Capital Projects	4,914,586	2,637,610	3,038,300	3,164,175	3,207,275	6,371,450

SDC Water Improvements

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Capital Projects -Equipment	0	0	0	65,000	0	65,000
Water Reservoir	0	0	15,000	0	50,000	50,000
Total Capital Projects	0	0	15,000	65,000	50,000	115,000
Developer Reimbursements	0	371	1,000	30,000	5,000	35,000
Total Debt Service	0	371	1,000	30,000	5,000	35,000
Total Water SDC Capital Projects	0	371	16,000	95,000	55,000	150,000

Interdepartmental

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Contingency	0	0	145,000	0	151,100	151,100
Total Contingency	0	0	145,000	0	151,100	151,100
Ending Balance	1,299,427	1,697,619	1,496,360	0	1,040,445	1,040,445
Total Ending Balance	1,299,427	1,697,619	1,496,360	0	1,040,445	1,040,445
Total Interdepartmental	1,299,427	1,697,619	1,641,360	0	1,191,545	1,191,545
Total Water Fund Requirements	6,214,013	4,335,600	4,695,660	3,259,175	4,453,820	7,712,995

OVERAL 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

- Phase 2 Permit – maintain solid relationship with RVSS while revised Phase 2 permit is ongoing for maintenance of our storm water quality program. A separate permit may be allowed by end of the proposed budget
- 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 vactoring of system on a three year rotation. Maintain system flow capacities through open channel cleaning
- Third Street By-Pass – Design entire system and start construction of Phase 1
- Freeman Road – Freeman Road Storm and Water Quality
- Jewett School Quality Project – construct new bio-swale and overflow channel to help with water quality within the sub-basin

KEY PERFORMANCE MEASURES

- Storm Drain Cleaning: Cost to clean 1/3 of city system plus annual hot spots
- | | 2012 | 2013 | 2014 | 2015 |
|----------------|----------|----------|------|----------|
| jetter rentals | \$18,000 | \$15,000 | \$0 | \$18,000 |
- Floodplain/Community Rating System Review: In collaboration with the Planning Department. Track number of inquiries and public meetings to ensure citizens and business community are informed of program. Track number of inquiries annually

Dollar Value of Flood Damage Claims

	2012	2013	2014	2015
Dollar amount	\$0	\$0	\$0	\$0

2015/17 DEPARTMENT GOALS

- Maintain CRS Rating collaboration with Planning
- Street Sweep all arterials/collectors weekly
- Limit localized and seasonal flooding
- Quickly verify water quality issues
- Inspect for illegal track out for new development
- Protect Stream System from toxins

Revenues

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Public Works Fees	0	31	150	500	500	1,000
SDC Stormwater Fees - Imp	68,750	52,834	30,000	48,000	91,500	139,500
SDC Stormwater Fees - Reimb	0	0	1,000	3,700	8,500	12,200
Stormwater Quality Fees	115,023	112,478	110,000	110,000	110,000	220,000
Stormwater Utility Fees	702,061	707,406	700,000	705,000	710,000	1,415,000
Total Charges for Services	885,834	872,749	841,150	867,200	920,500	1,787,700
Interest Income	4,402	3,740	4,000	3,500	3,500	7,000
Total Interest Income	4,402	3,740	4,000	3,500	3,500	7,000
Miscellaneous Revenue	711	1,684	184,600	1,000	1,000	2,000
Total Miscellaneous Revenue	711	1,684	184,600	1,000	1,000	2,000
Carryover Balance	476,752	662,025	731,390	897,860	0	897,860
Total Carryover Balance	476,752	662,025	731,390	897,860	0	897,860
Total Stormwater Revenues	1,367,698	1,540,198	1,761,140	1,769,560	925,000	2,694,560

Expenditures

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	126,701	123,471	143,700	146,700	155,900	302,600
Overtime Wages	630	591	3,400	3,400	3,400	6,800
City Taxes and Benefits	74,870	77,500	92,450	96,100	104,900	201,000
Total Personnel Services	202,201	201,563	239,550	246,200	264,200	510,400
City Facilities Rental	27,000	27,000	27,000	30,000	30,000	60,000
City Equipment Rental	40,000	40,000	45,000	58,300	61,500	119,800
City Overhead Fees	78,000	85,000	113,000	113,000	113,000	226,000
Public Works Overhead Fees	112,000	112,000	110,000	110,000	116,000	226,000
Bank/VISA Fees	3,990	8,078	5,000	10,000	10,000	20,000
Lease/Rentals	13,306	831	23,000	23,000	23,000	46,000
Travel/Training	2,960	1,686	3,500	3,500	3,500	7,000
Professional Services	10,311	34,019	15,000	7,500	7,500	15,000
Contract/Other Services	29,646	26,689	25,000	28,000	28,000	56,000
Infrastructure Maintenance	1,834	9,201	15,000	10,000	10,000	20,000
Clothing Allowance	1,820	910	1,500	1,000	1,000	2,000
Dues/Licenses	571	773	500	250	250	500
Office/Shop/Safety Supplies	4,913	5,131	4,000	4,200	4,200	8,400
Postage	1,020	30	2,000	3,000	3,000	6,000
Sm Equip/Tools/Furniture	0	1,353	8,600	10,000	10,000	20,000
Disposal	4,271	3,947	4,500	5,000	5,000	10,000
Phone/Internet	1,317	1,470	1,500	1,500	1,500	3,000
Total Materials & Services	332,959	358,119	404,100	418,250	427,450	845,700
Equipment	0	0	0	15,000	20,000	35,000
Prior Capital Projects	109,293	51,497	0	0	0	0
Freeman Rd (CMAQ Project)	0	0	184,600	125,000	0	125,000
Comet Ave	0	0	62,000	0	50,000	50,000
Total Capital Projects	109,293	51,497	246,600	140,000	70,000	210,000
Debt Service (10th/Scenic/Upton)	0	9,000	9,000	18,320	18,320	36,640
Total Debt Service	0	9,000	9,000	18,320	18,320	36,640
Total Storm water Operations/Cap. Projects	644,452	620,178	899,250	822,770	779,970	1,602,740

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Travel/Training	0	1,348	2,000	2,000	2,000	4,000
Professional Services	0	7,488	10,000	10,000	10,000	20,000
Contract/Other Services	57,996	45,785	45,000	45,000	45,000	90,000
Stormwater Quality Projects	0	0	2,500	2,500	2,500	5,000
Postage	0	0	2,500	2,500	2,500	5,000
Sm Equip/Tools/Furniture	3,225	0	0	0	0	0
Total Materials & Services	61,221	54,622	62,000	62,000	62,000	124,000
Freeman Rd (CMAQ Project)	0	0	0	50,000	0	50,000
Jewett School Swale	0	0	50,000	0	50,000	50,000
Total Capital Projects	0	0	50,000	50,000	50,000	100,000
Transfer Out - General Fund	0	0	0	50,000	0	50,000
Total Transfers Out	0	0	0	50,000	0	50,000
Total Stormwater Quality	61,221	54,622	112,000	162,000	112,000	274,000

SDC

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Prior Capital Projects	0	1,240	0	0	0	0
Freeman Rd (CMAQ Project)	0	0	0	38,000	0	38,000
Comet Avenue (And Victoria)	0	0	11,000	0	40,000	40,000
Total Capital Projects	0	1,240	11,000	38,000	40,000	78,000
Debt Service -10th/Scenic/Upton	0	11,500	11,500	11,230	11,230	22,460
Developer Reimbursements	0	2,453	2,500	8,000	5,000	13,000
Total Debt Service	0	13,953	14,000	19,230	16,230	35,460
Total Stormwater SDC Capital Projects	0	15,193	25,000	57,230	56,230	113,460

Interdepartmental

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Transfers Out - General Fund	0	0	0	125,000	0	125,000
Total Transfers Out	0	0	0	125,000	0	125,000
Contingency	0	0	43,000	0	46,500	46,500
Total Contingency	0	0	43,000	0	46,500	46,500
Ending Balance	662,025	850,205	681,890	0	532,860	532,860
Total Ending Balance	662,025	850,205	681,890	0	532,860	532,860
Total Interdepartmental	662,025	850,205	724,890	125,000	579,360	704,360
Total Stormwater Requirements	1,367,698	1,540,198	1,761,140	1,167,000	1,527,560	2,694,560



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

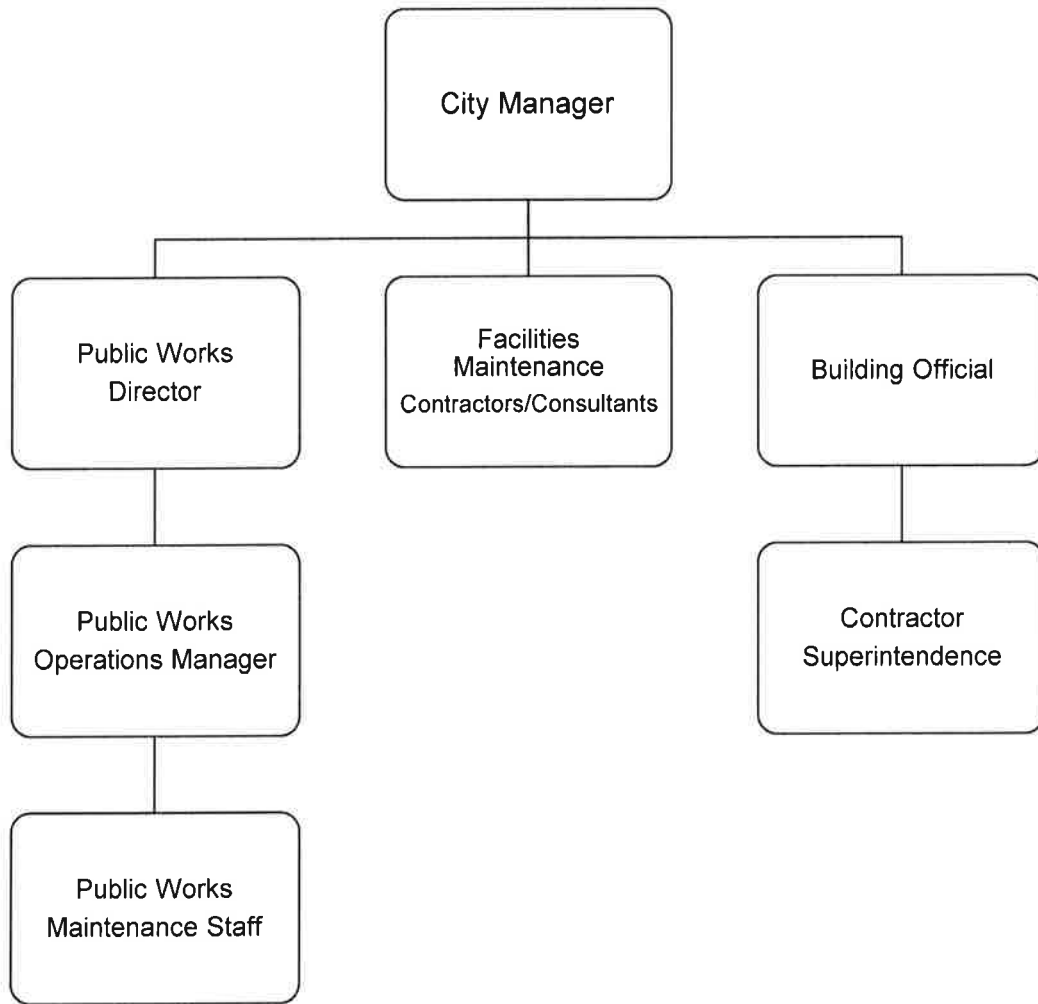
Performance Measures

Performance measures are found within the following division budget detail pages

Revenues

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Federal Grants (CMAQ)	51,000	0	0	0	0	0
Total Intergovernmental	51,000	0	0	0	0	0
City Facilities Rental	270,000	232,600	232,600	268,000	268,000	536,000
City Equipment Rental	291,700	295,700	312,700	348,000	400,000	748,000
Public Works Overhead Fees	634,000	619,000	555,000	555,000	581,000	1,136,000
Urban Renewal Services	0	0	0	5,000	5,000	10,000
Public Works Fees	25,593	26,925	15,000	20,000	20,000	40,000
Rental Income	0	2,954	500	1,000	1,000	2,000
Sale of Assets	0	29,987	0	1,000	1,000	2,000
Total Charges for Service	1,221,293	1,207,165	1,115,800	1,198,000	1,276,000	2,474,000
Interest Income	2,389	1,592	2,000	500	500	1,000
Total Interest Income	2,389	1,592	2,000	500	500	1,000
Miscellaneous Revenue	27,918	8,439	10,000	1,000	1,000	2,000
Total Miscellaneous	27,918	8,439	10,000	1,000	1,000	2,000
Carryover Balance	228,610	233,316	139,000	153,380	0	153,380
Total Carryover	228,610	233,316	139,000	153,380	0	153,380
Total Internal Services Revenues	1,531,210	1,450,513	1,266,800	1,352,880	1,277,500	2,630,380

Facilities Maintenance



Internal Services Fund - 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.

OVERVIEW

2015-2017 Projects

- Flooring Upgrades to Police Department
- Improved functionality in City Council Chambers
- Misc. Upgrades to existing city facilities

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

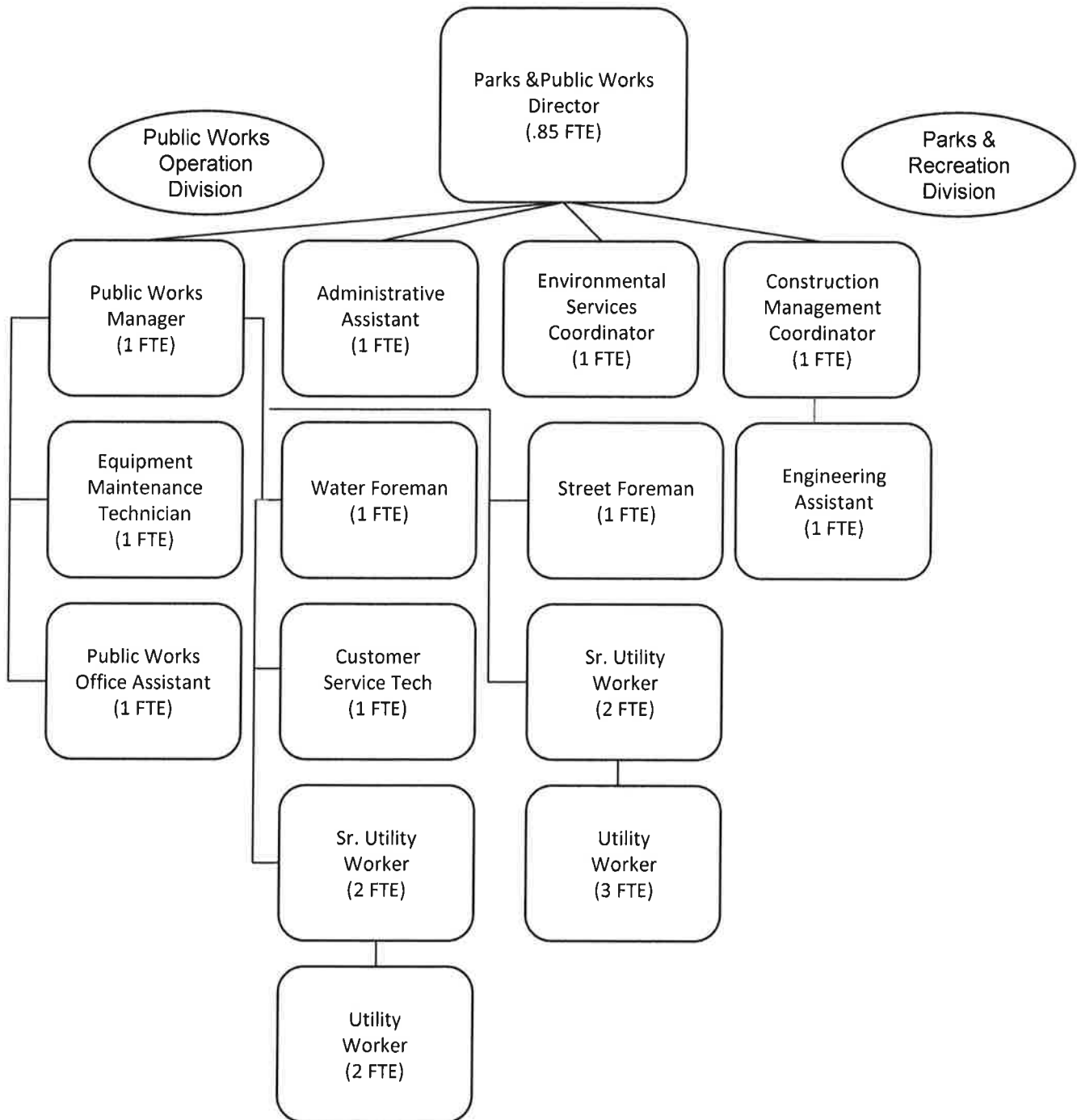
KEY PERFORMANCE MEASURES

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

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
City Overhead Fees	12,000	13,000	13,000	13,000	13,000	26,000
Contract/Other Services	96,552	46,002	90,000	92,500	95,000	187,500
Building/Grounds Maintenance	74,558	64,285	50,000	55,000	57,500	112,500
Maintenance Supplies	4,196	6,913	5,000	5,000	6,500	11,500
Sm Equip/Tools/Furniture	2,879	4,177	2,000	2,000	2,000	4,000
Electric	57,365	63,290	55,000	60,000	60,000	120,000
Natural Gas	8,439	9,555	22,000	22,000	22,000	44,000
Phone/Internet	610	842	1,000	1,000	1,000	2,000
Water/Sewer/Stormwater	4,828	3,459	6,000	6,000	6,000	12,000
Total Materials & Services	261,426	211,524	244,000	256,500	263,000	519,500
City Facility Improvements	0	0	0	25,000	15,000	40,000
Equipment	0	26,016	10,000	0	0	0
Total Capital Projects	0	26,016	10,000	25,000	15,000	40,000
Total Facilities	261,426	237,540	254,000	281,500	278,000	559,500

Internal Services Fund - Facilities Maintenance

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



OVERAL 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
- Backflow Prevention – Analyze all residential properties in the City to assess if a device is required or not.
- Enterprise Funds Management – Ensure funds and Capital Improvements associated with those funds are managed properly to ensure long-term sustainability

KEY 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

2015/2017 DEPARTMENT GOALS

- Project Management of all Capital Projects
- GIS expansion to web
- Backflow Prevention Assessment

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	306,578	304,521	335,000	269,500	281,700	551,200
Overtime Wages	2,007	1,839	5,000	4,500	4,500	9,000
City Taxes and Benefits	151,027	157,785	172,000	148,700	160,600	309,300
Total Personnel Services	459,612	464,146	512,000	422,700	446,800	869,500
City Overhead Fees	75,000	100,000	112,000	112,000	112,000	224,000
Travel/Training	11,572	5,587	6,000	6,000	6,000	12,000
Professional Services	16,744	25,093	30,000	30,000	30,000	60,000
Contract/Other Services	4,006	1,198	1,000	1,000	1,000	2,000
Books/Publications	202	119	500	500	500	1,000
Dues/Licenses	291	736	1,000	550	550	1,100
Office/Shop Supplies	5,846	3,500	5,000	5,000	5,000	10,000
Postage	1,762	1,429	2,200	2,000	2,000	4,000
Sm Equip/Tools/Furniture	2,730	0	0	0	0	0
Phone/Internet	4,091	4,037	4,500	4,500	4,500	9,000
Total Materials & Services	122,244	141,700	162,200	161,550	161,550	323,100
Total Public Works Administration	581,856	605,846	674,200	584,250	608,350	1,192,600

OVERALL GOAL

Ensure all vehicles and equipment for the City are 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

KEY PERFORMANCE MEASURES

- **Equipment/Vehicles – Annual Review of efficiencies of outsourcing.** This past year and continuing on into this current year we have had major issues with our newest street sweeper which seems to be constantly in the shop. A replacement for this vehicle is scheduled for 16/17 FY. The overages in the Equipment Repair reflect this issue

	2012	2013	2014
Vehicle Repair/Maintenance	\$20,000	\$9,700	\$6,674
Equipment Repair/Maintenance	\$2,188	\$20,800	\$27,831

- **Rolling Stock available:** track number of inquiries and public meetings to ensure citizens and business community are informed of program. Track number of inquiries annually. We have had issues with the new street sweeper and the new bucket truck. The bucket truck we have found the issue, however until we can replace the street sweeper it will inevitably keep the percentage low

	2012	2013	2014
rolling stock availability	95%	90%	90%

2015/2017 DEPARTMENT GOALS

- Maintain 10-year replacement program
- Lease vs. Buy Analysis

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Salaries & Wages	50,961	50,448	52,500	52,200	60,250	112,450
Overtime Wages	0	0	500	500	500	1,000
City Taxes and Benefits	29,270	30,113	32,000	33,900	38,750	72,650
Total Personnel Services	80,231	80,561	85,000	86,600	99,500	186,100
Lease/Rentals	11,184	10,509	15,000	12,000	12,000	24,000
Travel/Training	183	118	500	400	400	800
Contract/Other Services	20,392	24,828	28,000	30,000	30,000	60,000
Vehicle Repair/Maintenance	24,642	6,674	5,000	8,000	8,000	16,000
Equipment Repair/Maintenance	19,063	27,831	10,000	20,000	20,000	40,000
Clothing Allowance	47,039	0	250	250	250	500
Fuel	579	51,571	52,000	53,000	55,000	108,000
Office/Shop/Safety Supplies	5,691	1,037	500	500	500	1,000
Sm Equip/Tools	0	9,309	8,750	7,500	7,500	15,000
Disposal	50	0	100	100	100	200
Phone/Internet	2,152	1,652	2,000	2,000	2,000	4,000
Total Materials & Services	130,974	133,530	122,100	133,750	135,750	269,500
Equipment	243,407	0	100,000	127,000	180,000	307,000
Vehicles	0	73,642	0	0	0	0
Total Capital Outlay	243,407	73,642	100,000	127,000	180,000	307,000
Total Fleet Maintenance	454,613	287,733	307,100	347,350	415,250	762,600

Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed	2017 Proposed	2016.17 Total
Transfer Out - Facility Reserves	0	80,000	0	25,000	25,000	50,000
Transfer Out - Equipment Reserves	0	0	0	0	0	0
Total Transfers Out	0	80,000	0	25,000	25,000	50,000
Ending Balance	233,315	239,394	31,500	0	65,680	65,680
Total Ending Balance	233,315	239,394	31,500	0	65,680	65,680
Total Interdepartmental	233,315	319,394	31,500	25,000	90,680	115,680
Total Internal Services Requirements	1,531,210	1,450,513	1,266,800	1,238,100	1,392,280	2,630,380

Appendix

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PROJECTS FOR 2015-2017

The following goals/objectives have been adopted by council & staff for the 2015-2017 budget cycle. These objectives are designed to close the gaps between desired and actual performance and to take advantage of opportunities identified in the City's long-range strategic plan.

The proposed goals and objectives are developed by staff and presented to the council for adoption prior to formal budget approval. This timeline/process allows the goals to be measured against available fiscal resources. Additionally, every other year, the citizens of Central Point are surveyed to ensure that our strategic planning and goal setting, remain consistent with the values and priorities of the community.

Annually, administration will present a report to council on the progress of adopted goals and objectives. This will be done to measure performance and reprioritize as necessary. During the annual review, existing goals and objectives can be marked as completed or eliminated and new action items can added.

1. ADMINISTRATION

- 1.1. Ensure Continued Financial Stability. By use of the most current financial information available, continue to be proactive in protecting the future financial security of the City of Central Point. This will be accomplished by analyzing current budget information and financial planning documents such as the LTFP.
- 1.2. Maintain a Quality Work Environment. Continue to maintain a quality work environment that allows the City of Central Point to attract and retain employees with valuable skill sets.
- 1.3. Facilitate communication and engagement with the Public. During the upcoming two year budget cycle, administration would like to develop and implement a community engagement plan.
- 1.4. Inter-agency Coordination. Continue to develop relationships with the city of Medford, Jackson County and surrounding municipal agencies.
- 1.5. Proactive business engagement. Continued recruitment of foundational business (i.e. Commercial, industrial or high-tech sector). Use reinvigorated relationship with the Central Point Chamber of Commerce to actively support the local business community.
- 1.6. City Council Information. Continue to keep City Council members informed with the most accurate real time information. Constituents are best served when council members are informed and engaged on relevant issues.
- 1.7. Update Strategic Plan 2017: 2017 will mark the 10th anniversary of the city's current strategic plan. A wholesale "rewrite" is not in order; however, specific elements will need to be revisited.
- 1.8. Facilities Modernization: Continue to upgrade city facilities and internal infrastructure in a manner that promotes efficiency and an inviting atmosphere for the public.
- 1.9. 2017 Citizen Survey: Statistically valid survey is conducted on two-year intervals.
- 1.10. Annual Department Goal Report: Beyond setting department/budget cycle goals. Administration would like to start providing council with an annual goal progress report to measure outcomes.



2. HUMAN RESOURCES

- 2.1. Human Resource Audit Implementation: Implement/Begin to implement results of CIS HR Audit.
- 2.2. Human Resource Director Recruitment: Conclude recruitment process to hire new HR Director.
- 2.3. Human Resource Director Transition: Facilitate transition of Human Resource Director Change.
- 2.4. Supervisor Handbook. Create and implement a supervisor's handbook.
- 2.5. Finance Director Recruitment. Recruit for Finance Director Position.
- 2.6. Police Negotiations. Negotiate Police collective bargaining agreement (expires 3/30/2016).
- 2.7. General Service Negotiations. Negotiate General Service collective bargaining agreement (expires 6/30/17).

3. FINANCE

- 3.1. Finance Procedures. Update/clarify written procedures for front office internal control & work flow.
- 3.2. JACO/Municipal Court. Contract with JACO District Court to administer outstanding (old) City municipal court tickets.
- 3.3. City Webstie. Develop and complete content of Finance information on website.
- 3.4. City Ordinance review. Review & update ordinances that relate to Finance.
- 3.5. Hotel/Motel Audit. Professional help and staff will conduct hotel tax audit.
- 3.6. Laserfiche Software. Utilize Laserfiche enhancements - work orders, etc.
- 3.7. Excel software. Improve front office staff proficiency in Excel.
- 3.8. Transition. Prepare for transition of current (retiring) Finance Director to new hire.
- 3.9. GFOA Certificate of Achievement. Excellence in financial reporting – the national/annual audit award.
- 3.10. Zero audit findings. Oversight/perfect processes, internal controls, accounting/no material findings.
- 3.11. Team work Award. Be first department to receive "Team work" award in two consecutive years.
- 3.12. RVGFO Group. Continue to host meetings & nurture peer relationships of the Rogue Valley Finance Officers Group.

4. Community Development

- 4.1. Regional Plan Implementation. Develop Conceptual plans for 6 Urban Reserve Areas (URA). Create new zoning for URA designations.
- 4.2. Comprehensive Plan Amendments. Amend 5 Elements, UGB, and Maps. Attend TSP to Incorporate IAMPs 33 & 35.
- 4.3. Municipal Code Amendments. Update code to comply with Central Point amendments. Reconstruct C-4 & C-5 zoning. Update sign code with focus group assist.
- 4.4. Regional Transportation Participation. Represent city at RVACT and MPO TAC. Twin Creeks railroad crossing construction.



- 4.5. Destination Business Program Management. Partner with C of C in business development. Quarterly meetings with Boot Camp alumni.
- 4.6. New Business Recruitment. Respond quickly & positively to inquiries. Create and offer incentives for new businesses.
- 4.7. Urban Renewal Implementation. Follow commission's project priorities. Prepare annual budget & report per ORS. Develop new incentive programs. Plan for personnel and materials support.
- 4.8. Building Inspection Program Management. Back up Building Official with contracted services. Maintain certifications and code currency. Refine on-line permitting with Accela.
- 4.9. Succession Plan Development. Plan personnel replacement.

5. INFORMATION TECHNOLOGY

- 5.1. eCitation in Police Department. Move eCitation System to handhelds.
- 5.2. Three new MDC's for Police Department.
- 5.3. Upgrade Audio Visual systems. Upgrade the systems in Police Department training room, Council Chambers, and new city hall classroom
- 5.4. Implement an ArcGIS Mapping Server. An ArcGIS server allows integration of City asset data between other City software system to reduce errors and man hours.
- 5.5. Workstation Replacements. Replace a third of Police Department patrol workstations and a third of the workstations City Hall.
- 5.6. Software Upgrade for SCADA Water Management System. Upgrade will improve security and allow more secure remote access for on call staff and provide more real-time visibility to management.
- 5.7. Infrastructure Hardware Upgrades. Upgrade City network firewall to improve security and efficiencies and upgrade the City's older network switches to stay modern.
- 5.8. City Hall Door Lock Upgrade. Update the existing obsolete door locks to a modern centrally managed system utilizing proximity card readers w/badges.
- 5.9. Digital File Storage Expansion. Expand City's file storage system to accommodate department document storage needs.

6. POLICE

- 6.1. Police Officer Position. Complete recruitment for one full time police officer position.
- 6.2. Taser Replacement and Update. Replace existing outdated tasers for all officers.
- 6.3. Transition to 9mm Glock. Due to current recommendations from Federal Resources, the department will be transitioning to 9mm Glock.
- 6.4. Accreditation for Police Department. Complete application for Central Point Police Department for official Accreditation.

7. PARKS

- 7.1. Replace Fall Material in Parks. We will be replacing the material under play structures in Flanagan and Forest Glenn Parks.
- 7.2. New Play Structure. The play structures at Cascade Meadows and Willie Mott Memorial Parks are outdated and replacement



parts cannot be found. These structures will need to be replaced. The outdated structures in a couple of city parks need a rotation plan to remove the outdated/non replaceable park structures.

- 7.3. Update Parks and Recreation Master Plan. The City needs to update the Parks Master Plan in order to be considered for grants in the future.
- 7.4. Greenway Blackberry Removal. The City will be working with the Greenway to remove blackberry bushes along the creek and bike path.
- 7.5. ADA Upgrades. Upgrade Forest Glen and Flanagan parks to be ADA compliant.
- 7.6. Boes Park Design. Work on park design for Boes Park.
- 7.7. Concession Stand. Create plan to build concession stand at Don Jones Memorial Park.
- 7.8. Skyrman Park. Create plan for beginning the Skyrman Arboretum Park.
- 7.9. Bike Park. The Parks Master plan will determine where the city can build a bike park. Current plan is Boes Park.
- 7.10. Shade for Don Jones Memorial Park. Create shade areas at Don Jones Park.
- 7.11. Steel Structure.
- 7.12. Tennis Court resurface. Some of the tennis courts need new surfaces. We will be creating a rotation schedule to keep these updated and maintained.
- 7.13. Dog Park. The Citywide survey indicates that citizens would like to see a dog park in Central Point. The Master Plan may indicate that the best location would be Boes Park.
- 7.14. Community Center. The Citywide survey shows that citizens would like to see a community center and community pool in Central Point. The Parks Master plan may help determine the best location.



8. PUBLIC WORKS

- 8.1. Freeman Road. Currently under construction. This project is slated to finalize in the summer of 2015.
- 8.2. Paving Projects. In-lays for South 99, North 99, South Peninger and South Haskell Street.
- 8.3. Fog Seal Test. The City will be putting a new clear coat fog seal on East Pine Street and try emulsion based for residential streets.
- 8.4. Pittview Road improvement. Install sidewalk, storm drain and repaving from Bursell to Marilee.
- 8.5. Hamrick Beebe Signal. Acquire land needed for right-of-way, install new signal if needed for new development.
- 8.6. Demolition of shop reservoir. The current shop reservoir has been deemed useless with the construction of the Vilas Reservoir. The city will be demolishing the old reservoir in preparation of new construction projects.
- 8.7. Hopkins/Rock Way lateral replacement. Because of poor construction and poor soils the copper service lines need to be replaced.
- 8.8. Laurel Street water line replacement phase 1. Replacing a section of 4" cast iron pipe with new 8" pipe.
- 8.9. Comet Outfall. Design and construction Phase 1 of a multi-phase/multi-year project.



City of Central Point Goals

- 8.10. Twin Creeks Crossing Design. Design of the Twin Creeks Rail Crossing.
- 8.11. Twin Creeks Crossing Construction. Project should begin in 2017.
- 8.12. Backflow Program. Work with an intern to get all houses built after 1995 into the system for checked and tested devices.
- 8.13. Fixed Base Water Meters. Start process of installing tower for reading meters electronically, start 10 year conversion.
- 8.14. Fleet Replacement. Upgrade street sweeper, using existing chasis.

Classification Pay Plan Effective July 1, 2015

Part A: General Service Bargaining Unit Positions (hourly) (monthly)

Classification Title	Grade	Step A	Step B	Step C	Step D	Step E	Step F
Grade 2-3	GS2-3	15.42	16.19	17.00	17.85	18.75	19.68
Office Assistant		2,673	2,807	2,947	3,095	3,249	3,412
Grade 4	GS4	16.82	17.67	18.55	19.48	20.45	21.47
Account Clerk: Accounts Payable		2,916	3,062	3,215	3,376	3,545	3,722
Account Clerk: Payroll/Purchase Orders							
Account Clerk: Utility Billing							
Building Permit Technician							
Community Development Support Specialist							
Parks Maintenance Worker							
Utility Worker							
Grade 5	GS5	18.91	19.85	20.85	21.89	22.98	24.13
Assistant Engineering Technician		3,277	3,441	3,613	3,794	3,984	4,183
Customer Service Technician							
Equipment Maint/Fabrication Technician							
Planning Technician							
PW Administrative Assistant							
Recreation Programs Coordinator							
Senior Utility Worker							
Grade 6	GS6	20.94	21.99	23.09	24.24	25.45	26.73
Acctg/Business Services Coordinator		3,630	3,811	4,002	4,202	4,412	4,632
Parks Lead							
Recreation Coordinator: Special Events/Mktg							
Grade 7	GS7	23.08	24.24	25.45	26.72	28.06	29.46
Community Planner		4,001	4,201	4,411	4,632	4,863	5,107
Foreman: Streets, Water							
Grade 8	GS8	25.83	27.12	28.47	29.90	31.39	32.96
Community Planner II							
Construction Management Coordinator		4,477	4,700	4,935	5,182	5,441	5,713
Environmental Services/GIS Coordinator							
Information Technology Specialist							
Grade 9	GS9	28.67	30.11	31.61	33.19	34.85	36.59
		4,970	5,218	5,479	5,753	6,041	6,343

Part B: Police Bargaining Unit Positions

Classification Title	Grade	Step A	Step B	Step C	Step D	Step E	Step F
Police Support Specialist	P110	2,945	3,094	3,248	3,411	3,581	3,760
Community Services Officer	P117	3,126	3,282	3,446	3,619	3,800	3,990
Police Officer	P145	4,007	4,206	4,418	4,638	4,870	5,114
Master Police Officer	P150	4,431	4,653	4,886	5,130	5,386	5,665

Part C: Exempt, Non-Bargaining Unit, Management Positions

Classification Title	Band	Minimum	Maximum
Police Office Manager	I	4,150	5,600
Accountant/Finance Supervisor	II	5,150	6,900
City Recorder	II	5,150	6,900
Police Lieutenant (non-exempt)	II	5,150	6,900
Parks & Recreation Manager	II	5,150	6,900
Public Works Operations Manager	II	5,150	6,900
Building Division Manager	III	6,150	8,000
Police Captain	III	6,150	8,000
Department Director (CD, FIN, HR, IT, PPW)	IV	6,500	8,700
Police Chief	V	7,150	9,100

PROPOSED for 07/2015

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

ADAAA: Americans with Disabilities Act.

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

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

AMR: Automatic Meter Reading System.

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

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

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

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

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

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

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

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

financial statements, and compliance with requirements, orders and regulations.

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

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

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

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

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

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

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

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

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

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

CIP Fund: Capital Improvement Fund.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

L Line-Item Budget: The traditional form of budgeting where proposed expenditures are based on individual objects of expense within a department or division. [ORS 294.352(3)]

Glossary

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

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

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

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

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

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

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

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

R Requirements: Total expenditures and unappropriated fund balance.

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

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

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

S SDC: System Development Charges are assessed on new construction to cover the demands placed on City services. Charges collected cover water, transportation, storm drains, and parks costs.

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

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

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

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

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

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

Chart of Account Descriptions

Account Descriptions (In alphabetical order)

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

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

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

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

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

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

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

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

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

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

Phones/Internet: (Acct# 6740)

Cell Phones
Direct Line Phones
Internet Service
Long Distance
Pagers

Chart of Account Descriptions

Professional Services:

(Acct# 6350)

Any "white collar" service such as:

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

Vehicle Repair/Maintenance:

(Acct# 6510)

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

Sm Equip/Tools/Furniture:

(Acct# 6695)

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

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

Travel/Training:

(Acct# 6280)

Any expense associated with training, including onsite training costs.

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

Capital Outlay Expenses:

(Acct # 7000 - 7499)

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

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

