

BUDGET COMMITTEE MEETING AGENDA



May 5, 2025

6:00 PM

Central Point City Hall, Council Chambers

140 S 3rd St, Central Point, OR

www.centralpointoregon.gov

10. Meeting Called to Order

20. Roll Call

30. Approval of Minutes

A. Approval of April 24, 2023, and May 1, 2023, Meeting Minutes

40. Business

A. Budget Message & General Overview

B. Department Presentations:

- General Fund Revenues/Public Hearing #1
- Finance/General Fund Interdepartmental
- Fed. Stimulus Grant/Reserve/Debt Service Funds
- Administration/Mayor & Council/Facilities
- Parks & Public Works

Call for motions

50. Upcoming Meeting Date

60. Adjournment

Individuals wishing to attend a meeting via Zoom or needing special accommodations such as sign language, foreign language interpreters, or equipment for deaf and hard of hearing people must request such services at least 72 hours before the City Council meeting. To make your request, please contact the City Recorder at 541-423-1015 (voice) or by e-mail to meetings@centralpointoregon.gov.

Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta pública de la ciudad por favor llame con 72 hora de anticipación al 541-664-3321 ext. 201.

CITY OF CENTRAL POINT
BUDGET COMMITTEE MEETING
Regular Meeting
April 24, 2023 6:00 PM

I. Call to Order

The meeting was called to order at 6:00 PM by Finance Director Steven Weber

Council Members

Kelley Johnson
Tanea Browning
Michael Parsons
Rob Hernandez
Melody Thueson
Neil Olsen
Hank Williams

Citizen Members

Lori Garfield
Chris Richey
Michael Quilty
Jim Mock
Kay Harrison
Eden Foster
Kathleen Flanagan-Clark

City Staff

Chris Clayton, City Manager
Steven Weber, Finance Director
Matt Samitore, Parks & Public Works Director
Rachel Neuenschwander, City Recorder
Derek Zwagerman, Building Division Manager
Stephanie Powers, Planning Director

Budget committee members not present: Lori Garfield

II. Communications

A. Reports

Budget Document

Election of Budget Committee Chair and Secretary

Finance Director Steve Weber opened up nominations for the 2023/25 Budget Committee Chair; Mike Parsons moved to nominate Jim Mock; the Motion was approved.

Mr. Weber opened up nominations for the 2023/25 Secretary Jim Mock nominated Mike Parsons; the Motion was approved.

Presentation of Proposed Budget Document

Mr. Weber presented to the Budget Committee an overview of the 2023/25 Proposed Budget for the entire City is a 12.76% decrease from 2021/23 Adopted Budget.

City Manager Chris Clayton presented the highlights in the budget message. The City's budget for the upcoming fiscal cycle is \$58 million; a modest increase to the 2021/23 operational and capital budget; however, it appears to be an overall budget decrease because of the significant capital-financing package included in our previous budget.

As the City continues to face uncertainty due to the aftermath of the pandemic,

the City has taken a cautious and responsible approach to preparing the 2023/25 budget. Opportunities for cost savings have been identified with the projected conservative revenues and expenditures and prioritizing spending in areas with the most significant impact on the community.

Mr. Weber gave an overview of the general fund revenues, highlighting hotel/motel tax, property taxes, franchise fees, and other general fund utility fees.

Mr. Mock opened a public hearing to accept comments from citizens on the proposed use of state revenue-sharing funds. No one from the public came forward to speak, and the public hearing was closed.

Presentation of Proposed Department Budgets

Finance Department Budget

Mr. Weber presented the proposed Finance Department budget noting a reduction of 8.39% in personnel services. With the pandemic, services were available online, and

Professional/contract services increased by \$43,000, with a decrease in Bank/visa fees of \$12,350.

Interdepartmental Budget

Mr. Weber presented the Interdepartmental budget with an increase in insurance claims of \$31,070, transfers to the street fund, reserve fund, and the debt service fund.

Federal Stimulus Grant Fund Budget

Mr. Weber presented the budget for the Federal Stimulus Grant Fund the City ended up with \$4,685,245 in the 2021/23 budget cycle. The amount must be fully obligated by 12/31/24 and distributed out by 12/31/26.

Reserve Fund & Debt Service Budgets

Mr. Weber presented the Reserve Fund, consists of transfers of \$250,000 which are mostly dedicated to City hall improvements.

Mr. Weber then presented the Debt Service Fund, which consists of the Public Works Corporation yard, Water Reservoir funding, and East Pine Streetscaping.

Administration Budget

Mr. Clayton presented the Administration Budget, significant changes moved the HR Specialist from part-time to full-time, and the Safety Manager position was vacant last budget cycle and has now been filled. The City Recorder position is now shared between the finance department and administration.

For materials and services, there is a decrease of \$66,375 from the 2021/23 budget cycle. The changes in personnel costs are the change from contracting legal services to adding the city attorney as a part-time employee. This being a part-time position, it is a significant saving for the City and an increase in legal support.

City Enhancement Budget

Mr. Clayton presented the City Enhancement Budget, noted the City's enhancement partners, and the tourism promotion events, including the Rodeo, Cheese Festival, and the 4th of July Celebration.

Mayor and Council Budget

Mr. Clayton presented the Mayor and Council Budget; the council effectively represents Central Point's citizens.

Internal Services Fund - Facilities Maintenance

Mr. Clayton presented the Facilities Maintenance budget; projects for the 2023/25 budget will be replacing the carpet in the city hall offices, upgrading office lights to LED, audio-visual upgrades in the council chambers, HVAC upgrades, and city hall plaza repairs.

Community Development - Planning Division

Planning Director Stephanie Holtey presented the Community Development Planning budget, with an overview of the program and project objectives for the 2023-25 budget cycle. Highlighting the upcoming projects of continuing zoning code updates, housing promotion, Climate Friendly and Equitable Communities, hazard mitigation, urban renewal, and current planning.

Community Development - Building Division

Building Official Derek Zwagerman presented the Community Development Building Division budget. The focus of the building department is to ensure that structures are up to state building and safety codes.

Announcement of Next Meeting

Finance Director Steve Weber announced the budget meeting will continue May 1st, at 6:00 PM.

Mike Quilty made a motion to approve the budgets as presented. Mike Parsons seconded all said aye, and the motion was approved.

Adjournment

Hank Williams moved to adjourn, all said aye, and the meeting was adjourned at 8:38 PM.

I hereby certify that the minutes for the April 24, 2023 budget meeting are accurate as outlined above.

_____ **Dated** _____
Jim Mock, Chair

CITY OF CENTRAL POINT
BUDGET COMMITTEE MEETING
Regular Meeting
May 1, 2023 6:00 PM

I. Call to Order

The meeting was called to order at 6:00 PM by Commissioner Jim Mock

<u>Council Members</u>	<u>Citizen Members</u>	<u>City Staff</u>
Kelley Johnson	Lori Garfield	Chris Clayton, City Manager
Taneeea Browning	Mike Quilty	Steven Weber, Finance Director
Michael Parsons	Chris Richey	Matt Samitore, Parks & Public Works Director
Rob Hernandez	Jim Mock	Rachel Neuenschwander, City Recorder
Melody Thueson	Kay Harrison	Jason Richmond, IT Director
Neil Olsen	Eden Foster	Scott Logue, Police Captain
Hank Williams	Kathleen Flanagan- Clark	

Budget committee members not present: Lori Garfield

II. Communications

A. General

Budget Presentations

General Fund Technical Services

Technical Services Director Jason Richmond presented the Technical Services Budget for 2023/25. Notable budget changes were computer software maintenance increase by 17% for annual maintenance renewals, the addition of the Axon vehicle camera subscription, and the additional cybersecurity software needed. Computer hardware and software decreased by 29% to offset the increase in computer software maintenance. Capital outlay increased by 100% to purchase Police Mobile Data Computers.

General Fund Police Department Budget

Police Chief Scott Logue presented the Police Department budget for 2023/25. Notable changes proposed are an increase to travel/training, an increase in dispatch services, an increase in vehicle repair and maintenance, and an increase in overtime wages. Reductions in contract services, office shop supplies, and small equipment and tools.

Internal Services Fund Budget

Parks and Public Works Director Matt Samitore presented the budget for Public Works Administration. There is an increase in Travel/Training for continued

education and recertification requirements. The administration will lead the construction of the Little League Fields, the reconstruction of West Pine Street, the Greenway design, and the Community Center design.

The Fleet Division is staffed with a mechanic. The budget has increased travel/Training, fuel with the inflation of fuel prices, and capital to purchase new equipment to replace existing equipment.

General Fund Parks and Recreation Budget

Mr. Samitore presented the Parks Budget. The highlighted changes are an increase in Travel/Training and maintenance fees for contract services for maintaining parks. The 2023/25 budget cycle projects are the Baseball complex, Pfaff Park renovations, and Forest Glen Playground.

Mr. Samitore presented the Recreation Budget, made In Southern Oregon has become the most significant event for the recreation department bringing in over \$20,000 per event. The development of the joint community center project will be completed at the end of this budget cycle, and additional staffing will be needed once the center is up and running. The changes to recreation are Battle of the Bones moved to the Expo for the Bones and Barrels event, the Battles of the Food Trucks will be back, and additional classes and programs increasing the contract services budget.

Street Fund Budget

Mr. Samitore presented the budget for the Street Fund. The two capital projects are South Haskell Street and the design of the reconstruction of West Pine Street.

Water Fund Budget

Mr. Samitore presented the budget for the Water Fund. The 2023/25 goal for the funds collected for replacement and reinvestment will be used to complete a parallel transition plan of transferring water meters from older lines to adjacent newer lines. Additional budget cycle projects are upgrading the waterline crossing between Pine and Beall, near the Dutch Bros. Coffee stand on S Front Street, and to continue de-commissioning older waterlines downtown.

Stormwater Fund Budget

Mr. Samitore presented the budget for the Stormwater Fund, and a full-time street sweeper will be added. The focused projects are bypassing of a private culvert that was put in back in the 70s, the replacement of the storm drain that runs through the parking lot of Crater High School, and the Rose Valley Dr, Horn Creek is filled with sediment, and the outfall location will need to be changed. A

grant-funded project on Elk Creek, the culvert, needs to be improved. The project is planned for July 2024.

Mike Quilty made a motion to approve the budget as presented, seconded by Mike Parsons. The motion was unanimously approved.

Motion to Approve Tax Rate

Budget Chair Jim Mock requested the budget committee approve the tax rate levy of \$4.47 per thousand, with no change in the rate from the previous year.

Melody Thueson made a motion to approve the tax rate as presented, and Tanea Browning seconded the motion. The motion was unanimously approved.

Announcement of Next Meeting

Finance Director Steve Weber announced the Development Commission budget meeting will continue on May 8th at 6:00 PM.

Adjournment

Hank Williams moved to adjourn, seconded by Kay Harrison; all said Aye, and the meeting was adjourned at 7:30 PM.

I hereby certify that the minutes for the May 1, 2023 budget meeting are accurate as outlined above.

Jim Mock, Chair

Dated _____



DEPARTMENT: Administration

MEETING DATE:

May 5, 2025

STAFF CONTACT:

SUBJECT: Department Presentations:

- General Fund Revenues/Public Hearing #1
- Finance/General Fund Interdepartmental
- Fed. Stimulus Grant/Reserve/Debt Service Funds
- Administration/Mayor & Council/Facilities
- Parks & Public Works

Call for motions

SUMMARY AND BACKGROUND:

FINANCIAL ANALYSIS:

LEGAL ANALYSIS:

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

ATTACHMENTS/EXHIBITS:

None

STAFF RECOMMENDATION:

RECOMMENDED MOTION: