



April 18, 2016
2016/2017 Biennial Budget
Meeting Agenda

Welcome to the Central Point Development Commission meeting.

We are pleased to have your participation, and sincerely appreciate your assistance with this significant process in preparing for a successful year.

Time: 5:30 pm - Please join us for dinner; Meeting is at 6 pm.

Place: Council Chambers, 140 South Third St., Central Point, Oregon

6:00 pm: Meeting called to order

- Roll Call & Call for Nomination of Budget Chair & Secretary

Budget message & general overview

Presentations of the budget

- Don Burt will present the proposed budget and answer questions

Call for motions

Meeting adjourned

**CENTRAL POINT DEVELOPMENT
COMMISSION**

**PROPOSED BUDGET
FISCAL YEAR 2016-17**

**BUDGET MEETING
APRIL 18, 2016**

CENTRAL POINT DEVELOPMENT COMMISSION

CENTRAL POINT DEVELOPMENT COMMISSION MEMBERS

*HANK WILLIAMS, CHAIR
BRUCE DINGLER, VICE CHAIR
ALLEN BRODERICK
TANEEA BROWNING
MIKE QUILTY
RICK SAMUELSON
BRANDON THUESON*

CITIZEN BUDGET COMMITTEE MEMBERS

*KAY HARRISON
ROB HERNANDEZ
KAREN HUCKINS
CHRIS RICHEY
BILL STULTS
BILL WALTON
STEVEN WEBER*

BUDGET OFFICER

CHRIS CLAYTON, CITY MANAGER

URBAN RENEWAL STAFF

*CHRIS CLAYTON, URBAN RENEWAL MANAGER/ CITY MANAGER
BEV ADAMS, FINANCE DIRECTOR
TOM HUMPHREY, COMMUNITY DEVELOPMENT DIRECTOR
MATT SAMITORE, PARKS & PUBLIC WORKS DIRECTOR*

BUDGET MESSAGE

TO: CHAIR AND BOARD OF DIRECTORS CENTRAL POINT DEVELOPMENT COMMISSION;
BUDGET COMMITTEE MEMBERS;
AND CITIZENS OF CENTRAL POINT

INTRODUCTION

The FY 2016-17 Budget represents the Commission's first significant venture toward the physical implementation of the Plan. This becomes apparent in the knowledge that not only will it exceed, by a significant amount, all prior budgets combined, but it will also represent the Commission's first use of tax increment financing in the amount of \$1,700,000.

There are three actions that necessitate the size of the proposed budget:

1. East Pine Streetscape Design & Engineering (\$210,000). As a carryover from the FY15-16 Budget, the Commission will be completing the design, preliminary engineering, and Phase 1 final construction engineering for the downtown streetscape project on East Pine Street. This design and engineering project will identify the scope and cost of constructing Phase 1 of the East Pine's streetscape.
2. Phase 1 Streetscape Construction (\$1,348,010). The Phase 1 streetscape construction project will require an estimated \$1,700,000 tax increment revenue bond before commencement of construction. It can be expected that due to construction timing (beginning late spring 2017) that a large percentage of the construction funding will be carried forward to the FY17-18 Budget.
3. Bond Costs. Including the first year's estimated Debt Service Payment and Debt Service Reserve the total cost for the bond will be approximately \$102,000.

It should be noted that the costs and funding for the FY 2016-17 Budget will cover most of two fiscal years to see the Phase 1 streetscape project through to completion.

MISSION

It is the primary mission of the Central Point Development Commission to eliminate blight and depreciating property values within the urban renewal district. This mission will be accomplished through the strategic implementation of projects and activities that consciously maximize both public and private investments within the Urban Renewal Area, investments that are designed to target, facilitate and strengthen the economic and aesthetic vitality of the urban renewal district as the City's traditional mixed-use urban core.

OVERALL GOAL

The basic goal of the Development Commission is to address, through the implementation of the Plan, existing blighted conditions within the urban renewal district so that unused and underused properties can be placed in productive condition and utilized at their highest and best use in accordance with the *City of Central Point Comprehensive Plan*.

KEY OBJECTIVES AND ACTIVITIES

Section 1.5.2 of the Plan identifies fourteen (14) goals and objectives to be accomplished by the Plan. Section 1.6 addresses the activities that the Commission may undertake. In July of 2013 the Development Commission prepared the *Central Point Urban Renewal Project Guide* identifying the Development Commission's top five activities to be undertaken over a five-year period (FY13-14 to FY17-18). The activities budgeted for FY 2016-17 are both long awaited and consistent with the Plan's goals and objectives and the Development Commission's activities schedule.

KEY PERFORMANCE MEASURES

- Increased real property assessed value within the urban renewal district
- Track and manage Return-on-Investment (ROI) ratio between public and private investment dollars within the urban renewal district
- Completion of projects on schedule.

LEGAL COMPLIANCE

- Notice of Budget Committee meeting
- Affidavit of Publication, Mail Tribune
- Resolution Adopting the Annual Budget
- FORM UR-50, Notice to Assessor

THE BUDGET

This budget is a financial plan listing all planned expenses and revenues for fiscal year 2016-17. The Development Commission's budget consists of a single fund; the General Fund. The Budget's primary source of income is tax increment revenue, including proceeds from the sale of tax increment revenue bonds.

GENERAL FUND EXPENSES

The Development Commission's expenses fall into one of four categories: Personal Services, Materials & Services, Capital Projects, and Debt Service. All expenditures are dedicated to implementation of the Plan.

PERSONAL SERVICES

Funding for Personal Services (\$39,000) is related to the increase in the workload necessary to complete the budgeted projects. Rather than hire personnel for staffing the Development Commission the budget for Personal Services will be used to reimburse the existing City staff for the time committed to urban renewal.

Because of the East Pine Street project scheduled for this fiscal year the Personal Services budget has increased from last year.

MATERIALS & SERVICES

The Materials & Services category (\$120,300) is comprised of six subcategories, most of which address basic administrative requirements of the Development Commission. Such as; the costs of legal services, annual audit, materials, contract services, etc. For this fiscal year the costs for an anticipated bond sale have been added, substantially raising the total costs allocated to Materials and Services.

CAPITAL PROJECTS

The Capital Projects Fund accounts for all expenditures (\$1,588,010) on projects related to implementation of the fifteen (15) projects listed in the Plan. This includes such activities as project administration, design, engineering, and construction costs. Over the course of the next 21 years it is the Commission's charge to undertake each of these projects, while not exceeding its Maximum Indebtedness limit of \$43,177,530.

For FY 2016-17 the Capital Projects Fund includes the following projects:

- Engineering for the streetscape and signalization improvements on East Pine within the downtown (Project No. 1 and 5). This project was started in FY 2015-16 and will be completed FY 2016-17.
- Construction of Phase 1 of East Pine Streetscape Project (Project No. 1 and 5).
- Funding for the Economic Development Incentive Program (commercial façade improvement).

DEBT SERVICE

The purpose of the Debt Service category is to account for the payment of principal and interest due on Commission debt. For this fiscal year the Commission will pay interest on the \$125,000 loan from the City. The terms of the loan are 2% interest payments annually, with a \$125,000 balloon payment at the end of the fifth year (FY17-18). The Commission also has a debt service obligation in the amount of \$4,900 for improvements made along Hwy. 99 by Walgreen's per the Streetscape Reimbursement Program.

For the first time the Debt Service category will also include provision for repayment of the anticipated FY 2016-17 Bond.

RESOURCES

Funding for activities and projects will come from four sources; tax increment revenue, interest, cash balance forward, and bond proceeds, for a total of \$2,194,710.

FY 2016-17 BOND

It is anticipated that in FY 2016-17 the Commission will \$1,700,000 in bond proceeds.

TAX INCREMENT REVENUE

The primary source of urban renewal revenue will be bond proceeds, followed by tax increment revenue. For FY 2016-17 it is estimated that the Commission will receive \$325,000 in tax increment revenue.

INTEREST & PREVIOUSLY LEVIED TAXES

It is estimated that the Development Commission will receive \$2,600 in previously levied taxes and interest on its cash balance.

BALANCE FORWARD

The Commission will begin FY 2016-17 with an estimated beginning cash balance of \$167,110.

A BALANCED BUDGET

By Oregon Law the budget is balanced at \$2,194,710.

ATTACHMENT "A"

NOTICE OF BUDGET HEARING

A public meeting of the Central Point Development Commission will be held on June 9, 2016 at 6:30 p.m. at the City of Central Point Council Chambers, 140 S. 3rd St., Central Point Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the Central Point Development Commission Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the City of Central Point Finance Department, 140 S. 3rd St., Central Point, OR, between the hours of 9:00 a.m. and 4:00 p.m., or at www.centralpointoregon.gov.

Contact: Chris Clayton, Urban Renewal Manager Phone: (541) 423-1018 Email: Chris.Clayton@centralpointoregon.gov

FINANCIAL SUMMARY - RESOURCES			
	Actual Amount 2014/15	Adopted Budget This Year 2015/16	Proposed Budget Next Year 2016/17
TOTAL OF ALL FUNDS			
Beginning Fund Balance/Net Working Capital		\$ 126,500	\$ 167,110
Federal, State and All Other Grants	\$ -	\$ -	\$ -
Revenue from Bonds and Other Debt	\$ -	\$ -	\$ 1,700,000
Interfund Transfers	\$ -	\$ -	\$ -
All Other Resources Except Division of Tax & Special Levy	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ 100
Revenue from Division of Tax		\$ 287,800	\$ 327,500
Revenue from Special Levy	NA	NA	NA
Total Resources	\$ 124,242	\$ 414,300	\$ 2,194,710

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	\$ -	\$ 18,000	\$ 39,000
Materials and Services	\$ 690	\$ 18,900	\$ 120,300
Capital Outlay	\$ 210	\$ 360,000	\$ 1,588,010
Debt Service	\$ -	\$ 7,400	\$ 397,400
Interfund Transfers	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ 10,000	\$ 50,000
All Other Expenditures and Requirements	\$ -	\$ -	\$ -
Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Requirements	\$ 900	\$ 414,300	\$ 2,194,710

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1, 2016	Estimated Debt Authorized But not incurred on July 1
General Obligation Bonds	\$ -	\$ -
Other Bonds	\$ -	\$ 1,348,010
Other Borrowings	\$ 157,060	\$ 152,662
Total	\$ 157,060	\$ 1,500,672

ATTACHMENT "A"

**FORM
LB-20**

**RESOURCES
General Fund**

Central Point Development Commission

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2016-17		
	Actual		Adopted Budget This Year 2015-16		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	First Preceding Year 2014-15					
1	\$ 124,242	\$ 126,059	\$ 125,150	1. Available cash on hand* (cash basis) or	\$ 167,110	\$ 167,110	\$ 167,110
2	\$ -	\$ -	\$ -	2. Net working capital (accrual basis)	\$ -	\$ -	\$ -
3	\$ -	\$ 94	\$ 150	3. Previously levied taxes estimated to be received	\$ 2,500	\$ 2,500	\$ 2,500
4	\$ 296	\$ 890	\$ 1,200	4. Interest	\$ 100	\$ 100	\$ 100
5	\$ -	\$ -	\$ -	5. Transferred in, from other funds	\$ -	\$ -	\$ -
6				6. OTHER RESOURCES	\$ -	\$ -	\$ -
7	\$ -	\$ -	\$ -	7. Loan (City of Central Point)	\$ -	\$ -	\$ -
8	\$ -	\$ -	\$ -	8. FY16-17 Bond	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000
9				9			
10				10			
11				11			
12				12			
13				13			
14				14			
15				15			
16				16			
17				17			
18				18			
19				19			
20				20			
21				21			
22		\$ -		22			
23				23			
24				24			
25				25			
26				26			
27				27			
28				28			
29	\$ 124,538	\$ 127,044	\$ 126,500	29. Total resources, except taxes to be levied	\$ 1,869,710	\$ 1,869,710	\$ 1,869,710
30			\$ 287,800	30. Taxes estimated to be received	\$ 325,000	\$ 325,000	\$ 325,000
31	\$ 6,194	\$ 119,074		31. Taxes collected in year levied			
32	\$ 130,732	\$ 246,117	\$ 414,300	32. TOTAL RESOURCES	\$ 2,194,710	\$ 2,194,710	\$ 2,194,710

*Includes ending balance from prior year

REQUIREMENTS SUMMARY

FORM
LB-30

Central Point Development Commission - General Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-17			
	Actual		Adopted Budget This Year 2015-16		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15						
PERSONAL SERVICES								
1	\$ -	\$ -	\$ 15,000	Salaries & Wages	\$ 30,000	\$ 30,000	\$ 30,000	1
2	\$ -	\$ -	\$ 3,000	City Taxes & Benefits	\$ 9,000	\$ 9,000	\$ 9,000	2
3	\$ -	\$ -	\$ 18,000	TOTAL PERSONAL SERVICES	\$ 39,000	\$ 39,000	\$ 39,000	3
MATERIALS AND SERVICES								
4	\$ 690	\$ 916	\$ 2,300	Advertising/Legal Notices	\$ 2,300	\$ 2,300	\$ 2,300	4
5	\$ 1,400	\$ 223	\$ 5,500	Professional Services	\$ 102,000	\$ 102,000	\$ 102,000	5
6	\$ 82	\$ 126	\$ 10,000	Contract Services, Admin. Staff	\$ 15,000	\$ 15,000	\$ 15,000	6
7	\$ -	\$ -	\$ 400	Office Supplies	\$ 400	\$ 400	\$ 400	7
8	\$ -	\$ -	\$ 400	Postage	\$ 300	\$ 300	\$ 300	8
9	\$ -	\$ -	\$ 300	Phone/Internet	\$ 300	\$ 300	\$ 300	9
10	\$ 2,172	\$ 1,265	\$ 18,900	TOTAL MATERIALS AND SERVICES	\$ 120,300	\$ 120,300	\$ 120,300	10
CAPITAL OUTLAY								
11	\$ -	\$ 79,181	\$ 15,000	Oak Street Parking Lot & Hwy. 99 Street Lights	\$ -	\$ -	\$ -	11
12	\$ 210	\$ -	\$ 310,000	East Pine Streetscape & Signals (Engineering)	\$ 210,000	\$ 210,000	\$ 210,000	12
13	\$ -	\$ -	\$ -	East Pine Streetscape & Signals Construcion (Phase 1)	\$ 1,348,010	\$ 1,348,010	\$ 1,348,010	13
14	\$ -	\$ -	\$ 30,000	Economic Incentive Program	\$ 30,000	\$ 30,000	\$ 30,000	14
15	\$ -	\$ 29,133	\$ 5,000	Design Services, Concept Plan	\$ -	\$ -	\$ -	15
16	\$ 210	\$ 108,314	\$ 360,000	TOTAL CAPITAL OUTLAY	\$ 1,588,010	\$ 1,588,010	\$ 1,588,010	16
DEBT SERVICE								
17	\$ 2,500	\$ 2,500	\$ 2,500	City Loan, Interest Only	\$ 2,500	\$ 2,500	\$ 2,500	17
18	\$ -	\$ -	\$ 4,900	Streetscape Reimbursement	\$ 4,900	\$ 4,900	\$ 4,900	18
19	\$ -	\$ -	\$ -	FY16-17 Bond + Reserve	\$ 390,000	\$ 390,000	\$ 390,000	19
20	\$ 2,500	\$ 2,500	\$ 7,400	TOTAL DEBT SERVICE	\$ 397,400	\$ 397,400	\$ 397,400	20
TRANSFERRED TO OTHER FUNDS								
21	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	21
22	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	22
23	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	23
24	\$ -	\$ -	\$ -	TOTAL TRANSFERS	\$ -	\$ -	\$ -	24
25			\$ 10,000	OPERATING CONTINGENCY	\$ 50,000	\$ 50,000	\$ 50,000	25
26	\$ 126,059	\$ 134,038		Ending balance (prior years)				
27			\$ -	UNAPPROPRIATED ENDING FUND BALANCE	\$ -			
28	\$ 4,882	\$ 112,080	\$ 414,300	TOTAL REQUIREMENTS	\$ 2,194,710	\$ 2,194,710	\$ 2,194,710	28

150-504-030 (Rev 12/09)

LEGAL COMPLIANCE

- Notice of Budget Committee meeting
- Notice of Budget Hearing
- Resolution No. 2015-04 Adopting the Annual Budget
- FORM UR-50, Notice to Assessor

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Central Point Development Commission, Jackson County, Oregon to discuss the budget for the fiscal year July 1, 2016 to June 30, 2017, will be held the City Council Chambers, 140 S. Third Street, Central Point, Oregon. The meeting will take place on April 18, 2016, at 4:00 P.M. The purpose of the meeting is to receive the budget message and comments from the public on the budget.

A copy of the budget document may be inspected or obtained on or after April 18, 2016 at the Finance Offices of the City of Central Point, between the hours of 9:00 A.M. and 5:00 P.M., on the City of Central Point web site at www.centralpointoregon.gov.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed budget with the Budget Committee.

ATTACHMENT "A"

NOTICE OF BUDGET HEARING

A public meeting of the Central Point Development Commission will be held on June 9, 2016 at 6:30 p.m. at the City of Central Point Council Chambers, 140 S. 3rd St., Central Point Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the Central Point Development Commission Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the City of Central Point Finance Department, 140 S. 3rd St., Central Point, OR, between the hours of 9:00 a.m. and 4:00 p.m., or at www.centralpointoregon.gov.

Contact: Chris Clayton, Urban Renewal Manager Phone: (541) 423-1018 Email: Chris.Clayton@centralpointoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2014/15	Adopted Budget This Year 2015/16	Proposed Budget Next Year 2016/17
Beginning Fund Balance/Net Working Capital		\$ 126,500	\$ 167,110
Federal, State and All Other Grants	\$ -	\$ -	\$ -
Revenue from Bonds and Other Debt	\$ -	\$ -	\$ 1,700,000
Interfund Transfers	\$ -	\$ -	\$ -
All Other Resources Except Division of Tax & Special Levy	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ 100
Revenue from Division of Tax		\$ 287,800	\$ 327,500
Revenue from Special Levy	NA	NA	NA
Total Resources	\$ 124,242	\$ 414,300	\$ 2,194,710

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	\$ -	\$ 18,000	\$ 39,000
Materials and Services	\$ 690	\$ 18,900	\$ 120,300
Capital Outlay	\$ 210	\$ 360,000	\$ 1,588,010
Debt Service	\$ -	\$ 7,400	\$ 397,400
Interfund Transfers	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ 10,000	\$ 50,000
All Other Expenditures and Requirements	\$ -	\$ -	\$ -
Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Requirements	\$ 900	\$ 414,300	\$ 2,194,710

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1, 2016	Estimated Debt Authorized But not incurred on July 1
General Obligation Bonds	\$ -	\$ -
Other Bonds	\$ -	\$ 1,348,010
Other Borrowings	\$ 157,060	\$ 152,662
Total	\$ 157,060	\$ 1,500,672

FORM UR-50

NOTICE TO ASSESSOR

2016-2017

• Submit two (2) copies to county assessor by July 15.

Check here if this is an amended form.

Notification

The Central Point Development Commission authorizes its 2016-2017 ad valorem tax increment amounts by plan area for the tax roll of: Jackson County

Chris Clayton
(Contact Person)

(541) 423-1018
(Telephone Number)

July 10, 2016
(Date)

140 S. 3rd St., Central Point, Oregon 97502
(Agency's Mailing Address)

Chris.Clayton@centralpointoregon.gov
(Contact Person's E-mail Address)

Part 1: Option One Plans (Reduced Rate). For definition of Option One plans, see ORS 457.435(2)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax	Special Levy Amount**
	\$ _____ Or	Yes	\$ _____
	\$ _____ Or	Yes	\$ _____
	\$ _____ Or	Yes	\$ _____
	\$ _____ Or	Yes	\$ _____

Part 2: Option Three Plans (Standard Rate). For definition of Option Three plans, see ORS 457.435(2)(c)

Plan Area Name	Increment Value to Use***	Amount from Division of Tax***	Special Levy Amount****
	\$ _____ Or		
	\$ _____ Or		
	\$ _____ Or		

Part 3: Other Standard Rate Plans. For definition of standard rate plans, see ORS 457.010(4)(b)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*
Downtown & East Pine Street Corridor Revitalization Plan	\$ _____ Or	Yes X
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____

Part 4: Other Reduced Rate Plans. For definition of reduced rate plans, see ORS 457.010(4)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2012-2013, permanently increase frozen value to:

Plan Area Name	New frozen value \$
Plan Area Name	New frozen value \$

* All Plans except Option Three: Enter amount of Increment Value to Use that is less than 100% Or check "Yes" to receive 100% of division of tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".

** If an Option One plan enters a Special Levy Amount, you MUST check "Yes" and NOT enter an amount of Increment to Use.

*** Option Three plans enter EITHER an amount of Increment Value to Use to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the Amount from Division of Tax stated in the ordinance, NOT both.

**** If an Option Three plan requests both an amount of Increment Value to Use that will raise less than the amount of division of tax stated in the 1998 ordinance and a Special Levy Amount, the Special Levy Amount cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Available