



City of Central Point  
**Development Commission**  
Agenda

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

**March 10, 2022**  
**6:30 p.m.**

Central Point  
Central Point City Hall  
140 South 3rd Street  
Central Point, Oregon

Staff Liaison: Chris Clayton

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Meeting time, date, or location may be subject to change. Please contact the City Recorder at 541-423-1026 for additional information.

**I. MEETING CALLED TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

A. Community Development Commission - Regular Meeting - Jan 27, 2022 6:30 PM

**IV. DISCUSSION ITEMS**

A. 2022-2023 Development Commission Budget Development (Presented by Clayton)

**V. ADJOURNMENT**

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-423-1026 (voice), or by e-mail to [Deanna.casey@centralpointoregon.gov](mailto:Deanna.casey@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 horas de anticipación al 541-664-3321 ext. 201

# CITY OF CENTRAL POINT

*Oregon*

## Community Development Commission

Regular Meeting Minutes  
Thursday, January 27, 2022

### I. MEETING CALLED TO ORDER

### II. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Taneea Browning	Ward IV	Present	
Neil Olsen	Ward I	Remote	
Kelley Johnson	Ward II	Present	
Melody Thueson	Ward III	Present	
Michael Parsons	At Large	Present	
Rob Hernandez	At Large	Present	

Also present: City Manager Chris Clayton; Finance Director Steven Weber; City Attorney Sydnee Dreyer; IT Director Jason Richmond; and Account Specialist Rachel Neuenschwander.

### III. APPROVAL OF MINUTES

- A. Community Development Commission - Regular Meeting - Sep 23, 2021 6:00 PM

**Taneea Browning moved to approve the Minutes as presented.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Taneea Browning, Ward IV
<b>SECONDER:</b>	Melody Thueson, Ward III
<b>AYES:</b>	Williams, Browning, Olsen, Johnson, Thueson, Parsons, Hernandez

### IV. DISCUSSION ITEMS

- A. Resolution No. 2022 - \_\_\_\_\_, A Resolution of the Central Point Development Commission Adopting Findings Authorizing an Exemption from Competitive Solicitation for Sole Source Procurement and Awarding a Contract to Elaine Howard Consulting(Presented by Dreyer)

City Manager Chris Clayton presented the approval of a contract with Elaine

Minutes Acceptance: Minutes of Jan 27, 2022 6:30 PM (APPROVAL OF MINUTES)

Howard Consulting, LLC to pursue a significant amendment to its Urban Renewal plan adding property and projects and make other updates. The project includes hearings before the Planning Commission; City Council; consultation with taxing districts; and public involvement.

The City is seeking a sole source exemption from competitive solicitation to award the contract to Elaine Howard Consulting, LLC, based on the determination that the consultant has more than 30-years' experience assisting Oregon jurisdictions in such matters, and has been used by neighboring cities. in pursuing similar matters. The 2021-2022 City of Central Point Development Commission Budget includes a \$50,000 appropriation for professional services. The proposed consulting contract would be funded from the current year professional services budget line item.

The Development Commission may authorize a sole source exemption upon a finding that the professional services are available from only one source or other factors or circumstances that support the conclusion that the services are available from only one source.

**Kelley Johnson moved to approve Resolution No 2022-01 A Resolution of the Central Point Development Commission Adopting Findings Authorizing an Exemption from Competitive Solicitation for Sole Source Procurement and Awarding a Contract to Elaine Howard Consulting.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kelley Johnson, Ward II
<b>SECONDER:</b>	Rob Hernandez, At Large
<b>AYES:</b>	Williams, Browning, Olsen, Johnson, Thueson, Parsons, Hernandez

**V. ADJOURNMENT**

**Mike Parsons moved to adjourn the meeting.** All said aye and the meeting was adjourned at 6:40 p.m.

The foregoing minutes of the January 27, 2022, Development Commission meeting were approved by the Development Commission at its meeting of \_\_\_\_\_.

Dated: \_\_\_\_\_  
Chair Hank Williams

ATTEST:  
  
\_\_\_\_\_

Minutes Acceptance: Minutes of Jan 27, 2022 6:30 PM (APPROVAL OF MINUTES)

City of Central Point  
Development Commission  
January 27, 2022  
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City Recorder

Minutes Acceptance: Minutes of Jan 27, 2022 6:30 PM (APPROVAL OF MINUTES)



# City of Central Point

## Staff Report

### ISSUE SUMMARY

**TO:** Community Development Commission      **DEPARTMENT:** City Manager

**FROM:** Chris Clayton, City Manager

**MEETING DATE:** March 10, 2022

**SUBJECT:** 2022-2023 Development Commisison Budget Development

**ACTION REQUIRED:** Information/Direction      **RECOMMENDATION:** None Forwarded

#### BACKGROUND INFORMATION:

Although the General City remains on a biennial budget cycle, the Development Commission/Urban Renewal Agency continues to use annual budgets. Inasmuch, the Planning Director, Public Works Director, Finance Director, and City Manager have developed the proposed/draft 2022-2023 Development Commission Budget.

The formal budget adoption process generally concludes in late Spring; however, we want to have an opportunity to discuss our proposal and receive public input.

#### FINANCIAL ANALYSIS:

The Development Commission continues to be active in 2021-2022 with the city's façade improvement program, replacement of the Pfaff Park restrooms, and meeting its debt service obligations related to the Pine Street Improvement Project.

Moving to the next budget cycle, the Development Commission is well-positioned with total annual resources in the amount o \$2,165,865. This total includes 1.138 million in carryover (cash on hand), and approximately 1 million in additional tax increment.

Although a primary function of Urban Renewal agencies is to finance debt projects and use tax increment to fund associated debt service obligations, the proposed budget does not include borrowing funds during fiscal year 2022-2023. Instead, we propose spending fund balance resources on designing two major capital projects (Community Center & Bear Creek Greenway) and investing in a crucial public works infrastructure project (Pine & Hamrick Intersection Improvements). Additionally, we continue the city's façade improvement program and commit \$50,000 to planning requirements associated with climate-friendly areas (CFA's).

After completing the designs for both the Community Center and Bear Creek Greenway, we would anticipate the 2023-2024 Development Commission budget proposal to include significant financing to meet Urban Renewal obligations to the capital construction of these

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projects.

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**LEGAL ANALYSIS:**

The proposed budget meets the legal standards required under Oregon Revised Statute.

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**COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:****Strategic Priority****Community Investment**

Public and private investments in Central Point include physical (i.e., new buildings, streets, waterlines, businesses, parks, etc.); social (e.g., programs and services that support people: families, youth, retirees, etc.); and economic (i.e., programs and facilities that foster new growth and development necessary to fuel the local economy and provide jobs for residents).

**GOAL 1**

Build a strong city that is fiscally sustainable and provides enhanced services and small-town nuance.

**STRATEGY 1**

Partner with Urban Renewal to develop objective criteria to prioritize incentives and investments for planning and infrastructure projects that maximize value to the community in terms of cost-benefit, providing a connection between the east and west sides of town, and providing an urban form that is walkable, attractive and resilient to change.

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**STAFF RECOMMENDATION:**

Staff is recommending Development Commission discuss, comment, suggest, and amend the proposed 2022-2023 budget proposal as necessary. After making necessary revisions, staff will return with approval proceedings under our normal budget adoption process.

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**RECOMMENDED MOTION:**

Not applicable.

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**ATTACHMENTS:**

1. Draft URA Budget Resources
2. Draft URA Budget Requirements

	Historical Data				RESOURCE DESCRIPTION	Budget for Next Year 2022-23		
	Actual		Adopted Budget This Year 2021-22	Projected This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2019-20	First Preceding Year 2020-21						
1	\$ 488,426	\$ 623,094	\$ 956,840	\$ 956,840	1 Available cash on hand* (cash basis) or	\$ 1,138,815	\$ 1,138,815	\$ 1,138,815
2	\$ -	\$ -	\$ -	\$ -	2 Net working capital (accrual basis)	\$ -	\$ -	\$ -
3	\$ 11,389	\$ 11,587	\$ 11,000	\$ 18,710	3 Previously levied taxes estimated to be received	\$ 18,000	\$ 18,000	\$ 18,000
4	\$ 11,438	\$ 11,554	\$ 11,000	\$ 12,625	4 Interest	\$ 11,000	\$ 11,000	\$ 11,000
5	\$ -	\$ -	\$ -	\$ -	5	\$ -	\$ -	\$ -
6					6 OTHER RESOURCES		\$ -	\$ -
7	\$ -	\$ -	\$ -	\$ -	7	\$ -	\$ -	\$ -
8	\$ -	\$ -	\$ -	\$ -	8	\$ -	\$ -	\$ -
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29	\$ 511,253	\$ 646,235	\$ 978,840	\$ 988,175	29 Total resources, except taxes to be levied	\$ 1,167,815	\$ 1,167,815	\$ 1,167,815
30			\$ 659,250	\$ 815,700	30 Taxes estimated to be received	\$ 998,050	\$ 998,050	\$ 998,050
31	\$ 510,570	\$ 582,800			31 Taxes collected in year levied			
32	\$ 1,021,823	\$ 1,229,035	\$ 1,638,090	\$ 1,803,875	32 TOTAL RESOURCES	\$ 2,165,865	\$ 2,165,865	\$ 2,165,865

Attachment: Draft URA Budget Resources (1514 : 2022-2023 Development Commission Budget Development)

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

Central Point Development Commission - General Fund

	Historical Data				Projected This Year 2021-22	REQUIREMENTS DESCRIPTION	Budget For Next Year 2022-23		
	Actual		Adopted Budget This Year 2021-22	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2019-20	First Preceding Year 2020-21							
<b>PERSONAL SERVICES</b>									
1	\$ -	\$ -	\$ -		Salaries & Wages	\$ -	\$ -	\$ -	
2	\$ -	\$ -	\$ -		City Taxes & Benefits	\$ -	\$ -	\$ -	
3	\$ -	\$ -	\$ -	\$ -	<b>TOTAL PERSONAL SERVICES</b>	\$ -	\$ -	\$ -	
<b>MATERIALS AND SERVICES</b>									
4	\$ -	\$ -	\$ 1,000	\$ 400	Advertising/Legal Notices	\$ 2,000	\$ 2,000	\$ 2,000	
5	\$ 4,849	\$ 8,325	\$ 50,000	\$ 40,000	Professional Services	\$ 40,000	\$ 40,000	\$ 40,000	
6	\$ 8,835	\$ 15,811	\$ 30,000	\$ 15,400	Contract Services, Admin. Staff	\$ 20,000	\$ 20,000	\$ 20,000	
7	\$ 3,396	\$ 4,869	\$ 1,000	\$ 400	Office Supplies/Postage/Phone	\$ 2,000	\$ 2,000	\$ 2,000	
8	\$ -	\$ -	\$ -	\$ -	Postage	\$ 0	\$ -	\$ -	
9	\$ -	\$ -	\$ -	\$ -	Community Grant	\$ 0	\$ -	\$ -	
10	\$ 17,080	\$ 29,005	\$ 82,000	\$ 56,200	<b>TOTAL MATERIALS AND SERVICES</b>	\$ 64,000	\$ 64,000	\$ 64,000	
<b>CAPITAL OUTLAY</b>									
11	\$ -	\$ -	\$ 100,000	\$ 100,000	Highway 99 Pedestrian Crossing (Crater Works)			\$ -	
12	\$ -	\$ -	\$ 275,000	\$ -	Hamrick/Pine Street Drop Lane	\$ 600,000	\$ 600,000	\$ 600,000	
13	\$ -	\$ -	\$ 200,000	\$ 200,000	Pfaff Park Restroom			\$ -	
14	\$ 23,354	\$ 20,000	\$ 35,000	\$ 20,000	Economic Incentive Program (Façade)	\$ 35,000	\$ 35,000	\$ 35,000	
15	\$ -	\$ -	\$ -	\$ -	Capital Project Design Costs	\$ 650,000	\$ 650,000	\$ 650,000	
16	\$ -	\$ -	\$ -	\$ -	TPR Planning	\$ 50,000	\$ 50,000	\$ 50,000	
17	\$ 23,354	\$ 20,000	\$ 610,000	\$ 320,000	<b>TOTAL CAPITAL OUTLAY</b>	\$ 1,335,000	\$ 1,335,000	\$ 1,335,000	
<b>DEBT SERVICE</b>									
18	\$ 125,000	\$ -	\$ -	\$ -	City Loan	\$ -	\$ -	\$ -	
19	\$ -	\$ -	\$ -	\$ -	Community Center, Interest Only	\$ -	\$ -	\$ -	
20	\$ 233,295	\$ 223,190	\$ 288,860	\$ 288,860	FY16-17 Bond	\$ 312,920	\$ 312,920	\$ 312,920	
21	\$ 358,295	\$ 223,190	\$ 288,860	\$ 288,860	<b>TOTAL DEBT SERVICE</b>	\$ 312,920	\$ 312,920	\$ 312,920	
<b>TRANSFERRED TO OTHER FUNDS</b>									
22	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
23	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
24	\$ -	\$ -	\$ -	\$ -	<b>TOTAL TRANSFERS</b>	\$ -	\$ -	\$ -	
25			\$ -	\$ -	<b>OPERATING CONTINGENCY</b>	\$ 50,000	\$ 50,000	\$ 50,000	
26	\$ 623,094	\$ 956,840			Ending balance (prior years)				
27			\$ 657,230	\$ 1,138,815	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$ 403,945	\$ 403,945	\$ 403,945	
28	\$ 1,021,823	\$ 1,229,035	\$ 1,638,090	\$ 1,803,875	<b>TOTAL REQUIREMENTS</b>	\$ 2,165,865	\$ 2,165,865	\$ 2,165,865	

Attachment: Draft URA Budget Requirements (1514 : 2022-2023 Development Commission Budget Development)