



City of Central Point  
**Development Commission**  
Agenda

Members: Hank Williams  
Bruce Dinger  
Tanea Browning  
Brandon Thueson  
Rob Hernandez  
Michael Quilty  
Kelly Geiger  
Staff Liaison: Chris Clayton

**April 12, 2018**  
**6:15 P.M.**

Central Point  
Council Chambers  
140 S. 3<sup>rd</sup> Street  
Central Point, Oregon

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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 – 6:00 p.m.**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

A. Development Commission Minutes for February 22, 2018

**VI. DISCUSSION ITEMS**

A. Project Update

B. 2018/2019 Budget Preview

**V. ADJOURNEMENT**

**CITY OF CENTRAL POINT  
Development Commission Minutes  
February 22, 2018**

**I. REGULAR MEETING CALLED TO ORDER**

Chair, Mayor Hank Williams opened the meeting at 6:00 p.m.

**II. MEMBERS IN ATTENDANCE:**

Chair: Mayor Hank Williams; Commission Members: Bruce Dingle, Rob Hernandez, Brandon Thueson, Tanea Browning and Mike Quilty were present.

City Manager Chris Clayton; Community Development Director Tom Humphrey; Finance Director Steven Weber; Police Chief Kris Allison; Police Captain Dave Croft; and City Recorder Deanna Casey were also present.

**IV. APPROVAL OF MINUTES**

**A. Approval of January 25, 2018 Development Commission Minutes**

**Mike Quilty moved to approve the Development Commission Minutes as presented.** Tanea Browning seconded. Roll call: Hank Williams, yes; Bruce Dingle, yes; Tanea Browning, yes; Brandon Thueson, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

**V. BUSINESS**

**A. Consideration of Central Point Development Commission Audit**

Finance Director Steven Weber explained that this is the first annual audit for the Central Point Development Commission because we met the threshold limit of expenditures during the 2016-17 fiscal year. He introduced Paul Neilson from Isler CPA.

Mr. Isler explained the audit, stating that they audited the financial statements for 2016-17 fiscal year and rendered the opinion that the financial statements present fairly, in all material aspects, the respective financial position, changes in financial position, and respective budgetary comparison of the Central Point Development Commission.

Mr. Webber stated that staff recommends approval of the attached resolution accepting the annual audit report for fiscal year 2016-2017.

**Brandon Thueson moved to approve Resolution 2018-02, A Resolution of the Central Point Development Commission Accepting the Annual Audit Report for Fiscal Year 2016-2017.** Mike Quilty seconded. Roll call: Hank Williams, yes; Bruce Dingle, yes; Tanea Browning, yes; Brandon Thueson, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

**VI. ADJOURNMENT**

**Michael Qilty moved to adjourn, Tanea Browning seconded, all said "aye" and the Council Meeting was adjourned at 6:50 p.m.**

**Dated:**

\_\_\_\_\_  
**Chair Hank Williams**

**ATTEST:**

\_\_\_\_\_  
**City Recorder**

# **Discussion**

## **Update Pine Street Beautification**



**City of Central Point**  
**Staff Report to Development Commission**

**ISSUE SUMMARY**

MEETING DATE: 4-12-2018	STAFF MEMBER: Matt Samitore
SUBJECT: Pine Street Beautification	DEPARTMENT: Public Works
<b>ACTION REQUIRED:</b> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information/Direction <input type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Other	<b>RECOMMENDATION:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  Comments: General Update on the project.

**BACKGROUND INFORMATION:**

Work on the East Pine Street Streetscape Project continues ahead of schedule. To date, all sidewalk, street lights and associated wiring and conduit, and irrigation piping and electrical is substantially complete for the area of the project from 3rd Street to 6th Street on the south side of Pine Street, and from east of 4th to 6th on the north side of Pine Street. Even with all the progress, some existing standard cobra-head lighting still needs to be removed from the north side of Pine Street between 4th and 6<sup>th</sup> Streets. Moving forward, sidewalks will be constructed between 2nd and 3rd Streets on the south side of Pine Street during the next 14 days. Additionally, paving is scheduled to occur the first and second week of April around the new concrete crosswalks located at 2nd and 4<sup>th</sup> intersections, which will allow traffic to shift back to a more normal flow/pattern.

Over the remainder of April, Pilot Rock Construction is expected to move primary operations to the north side of Pine Street (1<sup>st</sup> to 2<sup>nd</sup> Streets) and should be mostly complete during first half of May. Furthermore, there is also the possibility that Overstreet Landscaping will begin installing above grade planters throughout completed portions of the project during the next several weeks. Also, Pacific Electric will be installing streetlights along the south side of Pine from 2nd to 3rd.

The 4th Street signals are possibly delayed for operational "turn on" due to ODOT requirements for the pedestrian touchpad installation. Inasmuch, only one of the pedestrian touchpads is currently installed. The final touchpad location, located on the northwest corner of 4th and Pine, cannot be constructed until further improvements are completed although, Pacific Electric is working to see if there is an exception to this rule. Finally, the existing 3rd Street signals cannot be turned off until the 4th Street signals are fully operational.

There have been no significant change orders to date.

**FINANCIAL ANALYSIS:**

This project continues to be complete within pre-established budgetary parameters.

**LEGAL ANALYSIS:**

Not applicable.

**COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:**

Not applicable.

**STAFF RECOMMENDATION:**

No recommendation.

**RECOMMENDED MOTION:**

None.

**ATTACHMENTS:**

Not applicable.

**Discussion**

**Proposed Budget**



**City of Central Point**  
**Staff Report to Council**

**ISSUE SUMMARY**

MEETING DATE: April 12, 2018	STAFF MEMBER: Steve Weber
SUBJECT: Draft Annual Budget for Fiscal Year 2018-19	DEPARTMENT: Finance
ACTION REQUIRED:  <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information/Direction <input type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Other	RECOMMENDATION:  <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not applicable  Comments:

**BACKGROUND INFORMATION:** The Central Point Development Commission Budget Committee will meet on Monday, April 16<sup>th</sup> to consider the attached annual budget. Staff wanted to provide the Commission a preview of the budget prior to the Budget Committee meeting to ensure that it is in line with the Commission's goals.

**FINANCIAL ANALYSIS:**

**LEGAL ANALYSIS:**

**COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:** N/A

**STAFF RECOMMENDATION:**

**RECOMMENDED MOTION:** N/A

**ATTACHMENTS:** Draft Annual Budget for Fiscal Year 2018-19.



**CENTRAL POINT DEVELOPMENT  
COMMISSION**

**PROPOSED BUDGET  
FISCAL YEAR 2018-19**

**BUDGET MEETING  
APRIL 16, 2018**

# **CENTRAL POINT DEVELOPMENT COMMISSION**

## ***CENTRAL POINT DEVELOPMENT COMMISSION MEMBERS***

***HANK WILLIAMS, CHAIR  
BRUCE DINGLER, VICE CHAIR  
KELLY GEIGER  
TANEEA BROWNING  
MIKE QUILTY  
ROB HERNANDEZ  
BRANDON THUESON***

## ***CITIZEN BUDGET COMMITTEE MEMBERS***

***KAY HARRISON  
LORI GARFIELD  
KAREN HUCKINS  
CHRIS RICHEY  
BILL STULTS  
BILL WALTON  
JIM MOCK***

## ***BUDGET OFFICER***

***CHRIS CLAYTON, CITY MANAGER***

## ***URBAN RENEWAL STAFF***

***CHRIS CLAYTON, URBAN RENEWAL MANAGER/ CITY MANAGER  
DON BURT, PLANNING MANAGER  
STEVE WEBER, 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

In 2013 the Development Commission prioritized projects listed in the Downtown & East Pine Street Corridor Revitalization Plan. The top priority project was the improvement of the East Pine Streetscape. After two years of design, engineering, and public meetings the Development Commission is now prepared to begin construction of the East Pine Street streetscape improvements. As a result of an Intergovernmental Agreement between the City and the Development Commission the funding necessary to complete the streetscape improvements has been obtained and included in this FY 2017-18 Budget.

There are three actions that necessitate the proposed budget:

1. **Downtown Corridor (\$100,000).** The Commission will be completing the Pine Street Plaza design and well as alley improvements between North 1<sup>st</sup> and 2<sup>nd</sup> Street.
2. **Economic Incentive Program (\$135,000).** The Commission will continue the façade improvement program while launching a housing program aimed to incentivize residential rehabilitation and/or affordable housing within the urban renewal district.
3. **Debt Service (\$248,000).** Including the debt service for the East Pine Streetscape borrowing at \$224,000; interest only payment on initial loan from City at \$5,000; and payoff of streetscape reimbursement for Walgreen's development at \$19,000.

## 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. The activities budgeted for FY 2018-19 are 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.

## **THE BUDGET**

This budget is a financial plan listing all planned expenses and revenues for fiscal year 2018-19. 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 tax increment financing.

## **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 has been re-structured this budget year and is now within the Materials and Services category. In previous years Personnel Service costs have not been used, but instead were paid for through Administrative Services.

### ***MATERIALS & SERVICES***

The Materials & Services category (\$57,500) 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.

### ***CAPITAL PROJECTS***

The Capital Projects Fund accounts for all expenditures (\$235,000) on projects related to implementation of the fifteen (15) projects listed in the Plan. This includes such activities as design, engineering, and construction costs. Over the course of the next 20 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 2018-19 the Capital Projects Fund includes the following projects:

- Pine Street Plaza Design (\$50,000)
- 1<sup>st</sup> Street to 2<sup>nd</sup> Street Alley Improvements (\$50,000)
- Funding for the Economic Incentive Program - Housing (\$100,000).
- Funding for the Economic Development Incentive Program - Façade (\$35,000).

***DEBT SERVICE***

The purpose of the Debt Service category is to account for the payment of principal and interest due on Commission debt. In fiscal year 2016-17 the Development Commission received funding for the East Pine Streetscape Project which incurred an annual debt service for FY18-19 of \$224,000. In addition to the East Pine Streetscape debt the Development Commission will pay interest on a \$125,000 loan from the City and pay off a debt service obligation in the amount of \$19,000 for improvements made along Hwy. 99 by Walgreen's per the Streetscape Reimbursement Program.

**GENERAL FUND RESOURCES**

Funding for activities and projects will come from four sources; tax increment revenue, interest, and cash balance forward, for a total of \$586,000.

***TAX INCREMENT REVENUE***

The primary source of urban renewal revenue will be tax increment revenue. For FY 2018-19 it is estimated that the Commission will receive \$400,000 in tax increment revenue.

***INTEREST & PREVIOUSLY LEVIED TAXES***

It is estimated that the Development Commission will receive \$12,000 in previously levied taxes and interest on its cash balance.

***BALANCE FORWARD***

The Commission will begin FY 2018-19 with an estimated beginning cash balance of \$174,000.

**A BALANCED BUDGET**

By Oregon Law the budget is balanced at \$586,000.

## **LEGAL COMPLIANCE**

- Notice of Budget Committee meeting
- Affidavit of Publication, Mail Tribune
- Fiscal Year 2017-18 Budget
- FORM UR-50, Notice to Assessor
- Resolution Adopting the Annual Budget

## **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, 2018 to June 30, 2019, will be held the City Council Chambers, 140 S. Third Street, Central Point, Oregon. The meeting will take place on April 16, 2018, at 6:00 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 16, 2018 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](http://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.

**RESOURCES**  
**General Fund**  
**Central Point Development Commission**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2018-19			
	Actual		Adopted Budget This Year 2017-18		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015-16	First Preceding Year 2016-17						
1	\$ 134,038	\$ 272,112	\$ 3,640,000	1 Available cash on hand* (cash basis) or	\$ 174,000	\$ 174,000	\$ 174,000	1
2	\$ -	\$ -	\$ -	2 Net working capital (accrual basis)	\$ -	\$ -	\$ -	2
3	\$ 1,732	\$ 4,344	\$ 4,000	3 Previously levied taxes estimated to be received	\$ 6,000	\$ 6,000	\$ 6,000	3
4	\$ 1,608	\$ 5,037	\$ 2,700	4 Interest	\$ 6,000	\$ 6,000	\$ 6,000	4
5	\$ -	\$ -	\$ -	5 Transferred in from other funds	\$ -	\$ -	\$ -	5
6				6 <b>OTHER RESOURCES</b>	\$ -	\$ -	\$ -	6
7	\$ -	\$ -	\$ -	7 Loan (City of Central Point)	\$ -	\$ -	\$ -	7
8	\$ -	\$ 3,634,000	\$ -	8 2017 IGA Loan	\$ -	\$ -	\$ -	8
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28				28				28
29	\$ 137,376	\$ 3,915,494	\$ 3,646,700	29 Total resources, except taxes to be levied	\$ 186,000	\$ 186,000	\$ 186,000	29
30			\$ 238,500	30 Taxes estimated to be received	\$ 400,000	\$ 400,000	\$ 400,000	30
31	\$ 188,661	\$ 191,265		31 Taxes collected in year levied				31
32	\$ 324,039	\$ 4,108,758	\$ 3,885,200	32. <b>TOTAL RESOURCES</b>	\$ 586,000	\$ 586,000	\$ 586,000	32



# REQUIREMENTS SUMMARY

**FORM  
LB-30**

Central Point Development Commission - General Fund

Line	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2018-19		
	Actual		Adopted Budget		Proposed By	Approved By	Adopted By
	Second Preceding Year 2015-16	First Preceding Year 2016-17	This Year 2017-18		Budget Officer	Budget Committee	Governing Body
<b>PERSONAL SERVICES</b>							
1	\$ -	\$ -	\$ -	Salaries & Wages	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -	City Taxes & Benefits	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -	<b>TOTAL PERSONAL SERVICES</b>	\$ -	\$ -	\$ -
<b>MATERIALS AND SERVICES</b>							
4	\$ 1,768	\$ 1,052	\$ 2,800	Advertising/Legal Notices	\$ 1,500	\$ 1,500	\$ 1,500
5	\$ -	\$ -	\$ 15,000	Professional Services	\$ 10,000	\$ 10,000	\$ 10,000
6	\$ 15,374	\$ 224	\$ 45,000	Contract Services, Admin. Staff	\$ 45,000	\$ 45,000	\$ 45,000
7	\$ -	\$ -	\$ 400	Office Supplies	\$ 400	\$ 400	\$ 400
8	\$ -	\$ -	\$ 300	Postage	\$ 300	\$ 300	\$ 300
9	\$ -	\$ -	\$ 300	Phone/Internet	\$ 300	\$ 300	\$ 300
10	\$ 17,142	\$ 1,277	\$ 63,800	<b>TOTAL MATERIALS AND SERVICES</b>	\$ 57,500	\$ 57,500	\$ 57,500
<b>CAPITAL OUTLAY</b>							
11	\$ -	\$ -	\$ -	Alley Improvement (1st to 2nd Street) North	\$ 50,000	\$ 50,000	\$ 50,000
12	\$ 26,885	\$ 402,582	\$ 284,000	East Pine Streetscape & Signals (Engineering)	\$ -	\$ -	\$ -
13	\$ -	\$ -	\$ 3,250,000	East Pine Streetscape & Signals Construction (Phase 1)	\$ -	\$ -	\$ -
14	\$ -	\$ 6,605	\$ 30,000	Economic Incentive Program (Façade)	\$ 35,000	\$ 35,000	\$ 35,000
15	\$ -	\$ -	\$ -	Pine Street Plaza Design	\$ 50,000	\$ 50,000	\$ 50,000
16	\$ 567	\$ -	\$ -	Economic Incentive Program (Housing)	\$ 100,000	\$ 100,000	\$ 100,000
17	\$ 27,452	\$ 409,187	\$ 3,564,000	<b>TOTAL CAPITAL OUTLAY</b>	\$ 235,000	\$ 235,000	\$ 235,000
<b>DEBT SERVICE</b>							
18	\$ 2,500	\$ -	\$ 2,500	City Loan, Interest Only	\$ 5,000	\$ 5,000	\$ 5,000
19	\$ 4,832	\$ 4,832	\$ 4,900	Streetscape Reimbursement	\$ 19,000	\$ 19,000	\$ 19,000
20	\$ -	\$ 21,485	\$ 200,000	FY16-17 Bond	\$ 224,000	\$ 224,000	\$ 224,000
21	\$ 7,332	\$ 26,317	\$ 207,400	<b>TOTAL DEBT SERVICE</b>	\$ 248,000	\$ 248,000	\$ 248,000
<b>TRANSFERRED TO OTHER FUNDS</b>							
22	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
23	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
24	\$ -	\$ -	\$ -	<b>TOTAL TRANSFERS</b>	\$ -	\$ -	\$ -
25	\$ -	\$ -	\$ 50,000	<b>OPERATING CONTINGENCY</b>	\$ 45,500	\$ 45,500	\$ 45,500
26	\$ 138,075	\$ 138,075	\$ -	Ending balance (prior years)	\$ -	\$ -	\$ -
27	\$ -	\$ -	\$ -	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -
28	\$ 51,926	\$ 436,781	\$ 3,885,200	<b>TOTAL REQUIREMENTS</b>	\$ 586,000	\$ 586,000	\$ 586,000