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**Central Point  
City Hall  
541-664-3321**

**City Council**

**Mayor**  
Hank Williams

**Ward I**  
Bruce Dinger

**Ward II**  
Michael Quilty

**Ward III**  
Brandon Thueson

**Ward IV**  
Allen Broderick

**At Large**  
Rick Samuelson  
Vacant

**Administration**  
Chris Clayton, City  
Manager  
Deanna Casey, City  
Recorder

**Community  
Development**  
Tom Humphrey,  
Director

**Finance**  
Bev Adams, Director

**Human Resources**  
Barb Robson, Director

**Parks and Public  
Works**  
Matt Samitore,  
Director  
Jennifer Boardman,  
Manager

**Police**  
Kris Allison Chief

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**CITY OF CENTRAL POINT  
Study Session  
March 16, 2015**

**I. REGULAR MEETING CALLED TO ORDER – 6:00 P.M.**

**II. DISCUSSION ITEMS**

**A. Annual Department/Council Goal Setting**

- Administration
- Central Point Development Commission
- Community Development
- Finance Department
- Human Resource Department
- Parks and Recreation
- Public Works
- Police

**III. ADJOURNMENT**



**Department - City Council Goals  
FY 2015-2017**

<b>Projects</b>	<b>Details</b>	<b>Est. Project Cost</b>	<b>Funding Identified</b>	<b>Unfunded</b>	<b>Funding Source</b>	<b>Comments</b>
<i>Insert the project name or category</i>	<i>Provide details/description</i>	<i>Estimated cost</i>	<i>Amount secured</i>	<i>Amount needed</i>	<i>Fund name, grant name, other</i>	<i>FY to complete, phases if applicable, etc.</i>
Ensure Continued Financial Stability	Via use of the most current financial information available, continue to be proactive in protecting the future financial security for the City of Central Point	<i>Undetermined</i>	\$0.00	\$0.00	N/A	This will be accomplished by analyzing current budget information and financial planning documents such as the LTFP.
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.	<i>Undetermined</i>	\$0.00	\$0.00	N/A	This initiative is funded through indirect costs embedded within the recruitment process, employee training and involvement programs.
Facilitate Communication and Engagement with the Public	During the upcoming 2-year budget cycle, administration would like to develop and implement a community engagement plan.	\$5,000.00	Admin Professional Se	\$0.00	GF, Admin, Professional Services	Although we have made positive strides in this area, we still have room for improvement.
Inter-Agency Coordination	Continue to develop relationships with the City of Medford, Jackson County and surrounding municipal agencies.	\$0.00	\$0.00	\$0.00		Partnerships with the City of Medford and Jackson County have resulted in cost savings and efficiency for the city.
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	\$32,000.00	\$32,000.00	\$0.00	GF, City Enhancement, Tourism Promotion	The City Enhancement Budget includes 32k for coordination with the Chamber of Commerce.
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.	\$0.00	\$0.00	\$0.00	N/A	This is accomplished by the city manager keeping council members informed via email briefs, open-door communication policy.
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.	\$5,000.00	Admin, Professional Se	\$0.00	GF, Admin, Professional Services	The 10-year mark represents a good opportunity for strategic plan evaluation.
Facilities Modernization	Continue to upgrade city facilities and internal infrastructure in a manner that promotes efficiency and an inviting atmosphere for the public.	\$50,000.00	Admin, Professional Se	\$0.00	GF, Admin, Professional Services	Historically, the budget has included approximately 50K/annually.
2017 Citizen Survey	Statistically Valid Survey is conducted on 2-year intervals.	\$15,000.00	Admin, Professional Se	\$0.00	GF, Admin, Professional Services	As required by the Strategic Plan.
Annual Department Goal Report	Beyond setting department/budget cycle goals, I would like to start providing council with an annual goal progress report to measure outcomes.	\$0.00	\$0.00	\$0.00	N/A	This will allow council to amend goals as necessary.

CENTRAL POINT DEVELOPMENT COMMISSION

# FY2016-18 GOALS AND OBJECTIVES

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THE DOWNTOWN & EAST PINE STREET  
CORRIDOR REVITALIZATION PLAN

140 S. 3<sup>RD</sup> STREET  
CENTRAL POINT, OR  
97502

# GOALS AND OBJECTIVES

## CITY OF CENTRAL POINT DOWNTOWN & EAST PINE STREET CORRIDOR REVITALIZATION PLAN

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### SUMMARY

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The purpose of this report is to present and discuss the goals and objectives for the Central Point Development Commission (“Development Commission”) over the course of the next two fiscal years (FY16-18). The goals and objectives are based on the project priorities prepared by the Development Commission in 2014. The goals and objectives also take into consideration estimated revenues to be received during FY16-18.

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### GOALS AND OBJECTIVES

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The following represent the goals and objectives established by the Commission for the FY16-18 biennium:

1. **Wal-Mart site (“Site”) on East Pine Street.** Recently there has been interest in the commercial development of the Wal-Mart site (30 acres approx.). When developed, the Site will significantly improve the Commission’s tax increment revenue receipts. To accelerate the Site’s development the Commission may want to facilitate development of the Site. Facilitation, if any, would be based on the developer’s need to close quantifiable funding gaps for public improvements. Any agreed on funding will be addressed in a formal development agreement and would be structured in such a manner that any Commission funding will come directly from tax increment proceeds generated by development of the Site.
2. **East Pine Street Streetscape Project.**
  - a. Prepare Construction Engineering Plans, Phase 1 (Front to 4<sup>th</sup>). Pending engineering costs the geographic scope of this project may be reduced, i.e. 2<sup>nd</sup> to 4<sup>th</sup>.
  - b. Fund and improve Phase 1.
3. **Economic Development Programs**
  - a. Façade Improvement Program
    - i. Adopt Program. A draft program will be completed by the end of FY14-15.
    - ii. Fund Program. Funding will be on an availability basis.
  - b. High Density Residential Infill Incentive Program.
    - i. Develop and Adopt Program.
    - ii. Fund Program. Funding will be on an availability basis.
4. **Personnel and Materials and Services.** Fund Personnel and Materials and Services as necessary to complete the above goals and objectives.

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## FUNDING

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Tax increment financing will be the source of funding for the above goals and objectives. It is estimated that the cost to complete the above goals and objectives will necessitate the Commission's sale of an urban renewal bond in the latter half of the biennium.



**Department - City Council Goals  
FY 2015-2017**

Summary of Funding Challenges & Opportunities: Finance Department						
Projects	Details	Est. Project Cost	Funding Identified	Unfunded	Funding Source	Comments
<i>Insert the project name or category</i>	<i>Provide details/description</i>	<i>Estimated cost</i>	<i>Amount secured</i>	<i>Amount needed</i>	<i>Fund name, grant name, other</i>	<i>FY to complete, phases if applicable, etc.</i>
Finance procedures	Update/clarify written procedures for front office internal control & work flow	Staff time				
JACO/Municipal Court	Contract with JACO District Court to administer all City municipal court tickets.	Staff time				
City Website	Develop and complete content of Finance information on website	Staff time				
City Ordinance review	Review & update ordinances that relate to Finance	Staff time				
Hotel/Motel Audit	Use contract/staff to conduct hotel tax audit.	\$5000 - \$7,000			Finance	<i>In the 2015.17 budget</i>
Lazerfiche software	Utilize Laser fiche enhancements - work orders, etc.	\$30,000 upgrade	30,000		Tech Services	<i>I believe Jason has funds to cover this expense</i>
Excel software	Improve Front Office proficiency in Excel	Staff time				
Transition	Prepare for smooth transition from retiring Finance Director to new	Staff time				<i>This focus of this project will be Jan-June 2016</i>
GFOA Certificate of Achievement	Excellence in financial reporting national/annual audit award					
Zero audit findings	Oversight/perfect processes, internal controls, accounting/no material findings					
More goodies at staff meetings	This one is under review :P	??				
Team work award	Be first department to receive "Team work" award in two consecutive years.	Staff time				<i>Discuss ways to accomplish this with staff ~</i>
Staff request:						
Request-quarterly city meetings	Staff has requested to hear from the City Manager on a regular basis covering projects, events, whatever he would choose to share. They also stated that in covering the front office they need to be informed.					<i>My thoughts - perhaps once a month email recap sent City wide somewhat like the recap sent to Council?</i>
<b>Totals</b>		\$37,000	\$ 30,000	\$ -		





**City Council Goals  
5-Year Horizon**

**Summary of Funding Challenges & Opportunities: Parks and Rec Department 5 year**

<b>Projects</b>	<b>Details</b>	<b>Est. Project Cost</b>	<b>Funding Identified</b>	<b>Unfunded</b>	<b>Funding Source</b>	<b>Comments</b>
<i>project name or</i>	<i>Provide details/description</i>	<i>Estimated cost</i>	<i>Amount secured</i>	<i>Amount needed</i>	<i>Fund name, grant name, other</i>	<i>FY to complete, phases if applicable, etc.</i>
	Fall Material for Flanagan and Forest Glenn Park	\$ 24,000	\$ 10,000.00	\$ 14,000.00	Grant /General	2015/2016
	New Play structure for Willie Mott	\$ 65,000	\$ 20,000.00	\$ 45,000.00	Grant/General Fund	2015/2016
	Update Parks and Recreation Master Plan	\$ 100,000	\$ 50,000.00	\$ 100,000.00	General Fund	2015-2017 50k each year
	Greenway Blackberry Removal	\$ 20,000	\$ 10,000.00	\$ 10,000.00	General Fund	2015-2016 10k each year
	Construct ADA Upgrades at 2 playgrounds-Forest Glen, Flanagan,	\$ 65,000	\$ 5,000.00	\$ 60,000.00	General Fund/Grants	2015-2017
	Boes Design	\$ 20,000	\$ -	\$ 20,000.00	Grant/General Fund	2016/2017
	Concession Stand for Don Jones	\$ 125,000	\$ -	\$ 125,000.00	Grant/General Fund/SDC	2016/2017
	Build Skyrman Park	\$ 200,000	\$ 5,000.00	\$ 195,000.00	General Fund/Grants	2016-2017
	Bike Park/May be a feature in Boes Design-Master Plan will determine	\$ 150,000	\$ -	\$ 150,000.00	Grant/General Fund	2016-2017
	Shade for Don Jones	\$ 25,000	\$ -	\$ 25,000.00	Grant/General Fund	2016-2017
	Steel Structure	\$ 300,000	\$ -	\$ 300,000.00	Grant/General Fund	2016-2018
	Rotation of outdated playground structures for safety	\$ 200,000	\$ -	\$ 200,000.00	Grant/General Fund	2016-2019
	Rotation of tennis court surface	\$ 95,000	\$ -	\$ 95,000.00	Grant/General Fund	2016-2019
	New Play structure for Cascade Meadows	\$ 55,000	\$ -	\$ 55,000.00	Grant/General Fund	2017/2018
	Dog Park/May be a feature in Boes Design-Master Plan will de	\$ 100,000	\$ -	\$ 100,000.00	Grant/General Fund	2017-2018
	Community Center Building or Steel Structure/pool	\$ 8,000,000	\$ -	\$ 8,000,000.00	Grant/General Fund	2018-2020
		\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -		
		\$ -	\$ -	\$ -		
<b>Totals</b>		\$ 9,544,000	\$ 100,000	\$ 9,494,000		





**Department - City Council Goals  
FY 2015-2017**

**Summary of Funding Challenges & Opportunities: Public Works**

<b>Projects</b>	<b>Details</b>	<b>Est. Project Cost</b>	<b>Funding Identified</b>	<b>Unfunded</b>	<b>Funding Source</b>	<b>Comments</b>
<i>Insert the project name or category</i>	<i>Provide details/description</i>	<i>Estimated cost</i>	<i>Amount secured</i>	<i>Amount needed</i>	<i>Fund name, grant name, other</i>	<i>FY to complete, phases if applicable, etc.</i>
Freeman Road	Under Construction, slated for finalization late summer	\$ 200,000	water/sw/streets	\$ -	City/CMAQ	Goal is to be substantially complete by Labor Day 2015
Paving Projects	In-lays for S. 99/N. 99/ S. Peninger and S. Haskell street	\$ 370,000	Street Fund	\$ -	Street Utility Fee	Paving for the three worst rated segments in the City. Needs completed by October 2015
Fog Seal Test	Will be putting new clear coat fog seal on E. Pine and trying to emulsion based for residential streets	\$ 50,000	Street Fund	\$ -	Street Utility Fee	Will clear coat work? Does emulsion cover crack seals.
Pittview Road	Installing new sidewalk, storm drain and repaving from Bursell to Marilee	\$ 250,000	Street Fund	\$ -	Street Utility Fee	Needs to be designed, bid and under construction by May 2016.
Hamrick Beebe Signal	Acquire land needed for ROW, install new signal if needed for new development	\$ 350,000	CIP/Street Fund	\$ -	SDC/Street Fund	Acquire ROW and install right turn lane summer/Fall 2015/ Signal if warranted
Demolition of Shop Reservoir	The current shop reservoir has been deemed useless with the construction of the Vilas Reservoir	\$ 100,000	Water Fund	\$ -	Water Fund	Needs to be demolished in fall and all reconfigured before Spring 2016
Hopkins/Rock Way Lateral Replacement	Because of poor construction and poor soils the cooper service lines need replaced	\$ 100,000	Water Fund		Water Fund	Replaced during Winter Spring 2016
Laurel Street W/L Replacement Ph. 1	Replacing a section of 4" Cast Iron pipe with new 8"	\$ 150,000	Water Fund	\$ -	Water Fund	Successfully replaced by October 2015
Comet Outfall	Design and Construction Phase 1 of a multi phase/multi-year project	\$ 100,000	Storm Drain Fund	\$ -	Storm Drain Fund	Deisgned and installed by Spring 2016
Twin Creeks Crossing Design	Design of the Twin Creeks Rail Crossing	\$ 250,000	CIP/Street Fund	\$ -	Street SDCS/Developer	When funding is granted start engineering, tentatively slated to be done by Fall 2016
Twin Creeks Crossing Constructicon	If funding is granted let project in early winter 2017	\$ 50,000	CIP/Street Fund	\$ -	City Match	Tentatively scheduled to start depending on timing of funding.
Backflow Program	Work with summer intern to get all houses built after 1995 into checked and tested	\$ 35,000	Water Fund	\$ -	Annual contribution	Testing and compliance both summers
Fixed Base Water Meters	Start process of installing tower for reading meters electronically, start 10 year conversion	\$ 25,000	Water Fund	\$ 25,000.00	Water Fund	Looking at starting a 10 year program, but not sure on funding.
Fleet Replacement	Upgrade Sweeper, using existing chasis	\$ 125,000	Fleet	\$ -	Fleet	Will use all of 2015/2016 budget
<b>Totals</b>		\$ 2,155,000	\$ -	\$ 25,000		