



City of Central Point
Development Commission
Meeting

Members: Hank Williams
Allen Broderick
Bruce Dinger
Tanea Browning
Mike Quilty
Brandon Thueson
Rick Samuelson
Staff Liaison: Chris Clayton

Thursday, March 26, 2015
6:00 P.M.

Central Point
Council Chambers
140 S. 3rd Street
Central Point, Oregon

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

IV. DISCUSSION ITEMS

- A. Gebhard Road Route Analysis Update
- B. FY15-17 Proposed Capital Expenditures
- C. Economic Incentives Program, Pine Street Commercial Façade

V. BUSINESS

- A. Consideration of Resolution No. 2015-02 awarding a contract to complete electrical work on the Hwy. 99 Street Lighting Project
- B. Consideration of Resolution No. 2015-03 authorizing use of a biennial budget cycle in lieu of an annual budget cycle, and amending Section 1.7.3 Annual Budget, of the Downtown & East Pine Street Corridor Revitalization Plan to allow for the biennial budget cycle.

VI. ADJOURNEMENT

Approval of Minutes

**CITY OF CENTRAL POINT
Development Commission Minutes
January 22, 2015**

I. REGULAR MEETING CALLED TO ORDER

Chair, Mayor Hank Williams called the meeting to order at 6:30 p.m.

II. ROLL CALL: Chair: Mayor Hank Williams
Commission Members: Allen Broderick, Bruce Dingler,
Rick Samuelson, Brandon Thueson, and Mike Quilty were
present.

City Manager Chris Clayton; Community Development
Director Tom Humphrey; Planning Manager Don Burt;
Finance Director Bev Adams; and City Recorder Deanna
Casey were also present.

III. APPROVAL OF MINUTES

A. Approval of December 11, 2014 Development Commission Minutes

Allen Broderick moved to approve the minutes as presented. Rick Samuelson seconded. Roll Call: Mayor Williams, yes; Allen Broderick, yes; Bruce Dingler, yes; Rick Samuelson, yes; Brandon Thueson, yes; and Mike Quilty, yes. Motion approved.

IV. DISCUSSION ITEMS

A. Front Street Lighting Project

Planning Manager Don Burt explained that the decorative lights for the South end of Front Street (Hwy 99) have been ordered by the City. The Development Commission will reimburse the city next year so that it will not affect the budget this year. We should be able to get the project done for \$120,000 without doing an amendment to the budget this year.

This was an informational item only, no action was requested.

V. BUSINESS

A. Resolution No. 2015-01, Award of Contract for Gebhard Road Route Analysis

Mr. Burt explained that on December 19, 2014 the City received six responses to the Gebhard Road Alignment Analysis Request for Qualifications. Staff interviewed JRH Transportation Engineers and Adkins Engineering. These were the two most qualified out of the responses that were received.

The project budget is \$25,000 and both proposals were over \$40,000 which is well over the budgeted amount. During the interviews the scope of the project was discussed in more detail and it was agreed by both firms that the proposed costs could be reduced. Reductions in cost would be based primarily on the City's increased participation in the public review process, which staff is able to do.

Based strictly on qualifications staff recommends awarding the contract to JRH Transportation Engineers. The city has had experience with JRH in the past and had good experience with their planning of East Pine Street area study and the 2008 Transportation System Plan. With the approval of the Development Commission staff will prepare a contract with a revised scope of work and enter into an agreement with JRH in an amount not to exceed \$30,000.

Once approved staff will begin the public review process and schedule the first meeting for February 11, 2015 with the stake holders in the area. There was discussion of who the stake holders will be and what the process will look like. Gebhard Road will service a large area in our Urban Reserve Area. We do not plan to use eminent domain or build roads for this project. We will only be determining a preferred route option for future development of the property along East Pine.

Bruce Dingler moved to approve Resolution No. 2015-01, Award of Contract for Gebhard Road Route Analysis. Mike Quilty seconded. Roll Call: Mayor Williams, yes; Allen Broderick, yes; Bruce Dingler, yes; Rick Samuelson, yes; Brandon Thueson, yes; and Mike Quilty, yes. Motion approved.

VI. FUTURE AGENDA

- A. Economic Incentives Program, Pine Street Commercial Façade
- B. Economic Incentives Program, High Density Residential (HMR)
- C. East Pine Streetscape Design RFQ

Mr. Burt updated the Commission on items that will be coming before them in March or April. The Development Commission Budget meeting will be April 27, 2015.

VII. ADJOURNMENT

Brandon Thueson moved to adjourn, Rick Samuelson seconded, all said "aye" and the meeting was adjourned at 6:51 p.m.

Dated:

Chair Mayor Hank Williams

ATTEST:

City Recorder

Discussion Items

Gebhard Road Update

Proposed Capital Expenditures

Commercial Facade



STAFF REPORT

STAFF REPORT

March 26, 2015

AGENDA ITEM: IV-A

Gebhard Road Route Analysis Update

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The Commission approved a contract with JRH Transportation to assist in the identification of a preferred alignment for the southerly extension of Gebhard Road. Citizens with 100 feet of the Study Area were notified of the Route Analysis and invited to attend a workshop to identify and discuss alternative routes. On February 11, 2015 Staff and JRH Transportation conducted a workshop for citizens interested in the future alignment of Gebhard Road. The meeting was attended by fourteen (14) citizens, many of which were affected property owners. It was explained that the purpose of the workshop was to identify a preferred route for the southerly extension of Gebhard Road. It was emphasized construction of the extension of Gebhard Road would ultimately be the responsibility of those developing property in the area.

The participants were given maps of the Study Area and instructed to identify their preferred route. All total over a dozen designs were completed and discussed.

Many of the layouts had similar elements and could be categorized into one of two basic configurations, the S Alignment and the Grid Alignment.

At the Commission meeting the alternative layouts developed in the workshop will be presented and briefly discussed.

ISSUES:

At this stage of the analysis there are no issues. Currently the layouts developed in the workshop are being synthesized into one of the two basic configurations. Each of these configurations will now be evaluated against a matrix of measurements used to identify a preferred route. Once the matrix comparison is completed the findings will be presented to the Planning Commission, Development Commission, and the workshop participants for further discussion and input, after which a final preferred plan will be presented.

EXHIBITS/ATTACHMENTS:

None

ACTION:

Update and discussion only



STAFF REPORT

March 26, 2015

AGENDA ITEM: IV-B

FY15-17 Proposed Capital Expenditures

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

Last month the Commission was presented with the Goals and Objectives for FY15-17 (attached). At the meeting staff will go over preliminary budget numbers for the Commission's review and comment.

ISSUES:

The primary issue is timing of a bond sale in FY16-17 for construction of East Pine Street streetscape improvements. More information will be presented at the meeting.

EXHIBITS/ATTACHMENTS:

None

ACTION:

Discussion

RECOMMENDATION:

Discussion

CENTRAL POINT DEVELOPMENT COMMISSION

FY2015-17 GOALS AND OBJECTIVES

THE DOWNTOWN & EAST PINE STREET
CORRIDOR REVITALIZATION PLAN

140 S. 3RD STREET
CENTRAL POINT, OR
97502

GOALS AND OBJECTIVES

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

SUMMARY

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 (FY15-17). 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 FY15-17.

GOALS AND OBJECTIVES

The following represent the goals and objectives established by the Commission for the FY15-17 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 4th). Pending engineering costs the geographic scope of this project may be reduced, i.e. 2nd to 4th.
 - 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.

FUNDING

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.



STAFF REPORT

March 26, 2015

AGENDA ITEM: IV-C

Economic Incentives Program, Commercial Façade Program

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The proposed Commercial Façade Program is supported in the Urban Renewal Plan under Project No. 15, Economic Development Incentive Program. The purpose of Project 15 is to develop programs that encourage commercial and residential redevelopment. Staff has been preparing a façade improvement program targeting commercial properties within in a specified area (see attached map). Before finalizing the program staff needs feedback on the following:

1. **Criteria for Eligibility** – At this time the following criteria are proposed:
 - a. Must be located within the Commercial Façade Program Area;
 - b. Must be commercial property. The Commission may want to expand this to residential lands;
 - c. Must be matched with private equity; and
 - d. Must comply with specific improvement standards; and
 - e. Grant/Loan can only be granted once per property.
2. **Area of Application** – the attached map identifies the area identifying qualifying properties. The area targets the most visible commercial areas within the downtown core area (East Pine Street) and along Hwy. 99. At the Commission’s direction the Area can be enlarged or reduced.
3. **Improvement Standards** – Projects submitted for the commercial façade improvement program will be subject to compliance with the commercial building design standards for the TOD District (17.67). At one time limiting the façade program to historic renovations only was discussed and abandoned in favor of a more general set of standards.
4. **Loan vs. Grant** – Direction needs to be provided on whether the program is to be administered in the form of grants or low interest loans. Each option has its pluses and minuses. These will be discussed at the meeting. Each option will have differing procedural requirements, with loans being the most complex.
5. **Maximum Grant/Loan Amount** – It is proposed that the maximum grant/loan amount cannot exceed \$20,000 matched by an equal amount of private equity, i.e. \$10,000 grant must be matched by \$10,000 in private equity. There is no magic number here. As an example Medford’s program started at \$12,500 and ended up at over \$100,000. The underlying question is affordability on part of the Commission, is \$20,000 to much at this time.

6. Availability – Grant/Loan funds will be available on a first come first served basis until the program’s funding for that fiscal year is obligated. It is the Commission’s discretion not to fund the program in any given year.

The most time consuming aspect in completing the commercial façade program will be the procedural requirements, which will differ depending on whether the program is grant or loan based.

ISSUES:

These types of programs are generally intended to improve the appearance of an area. Whether a grant, or a loan program, the return on investment to the Commission will be much lower than that generated by new development.

EXHIBITS/ATTACHMENTS:

None

ACTION:

Discussion and Direction

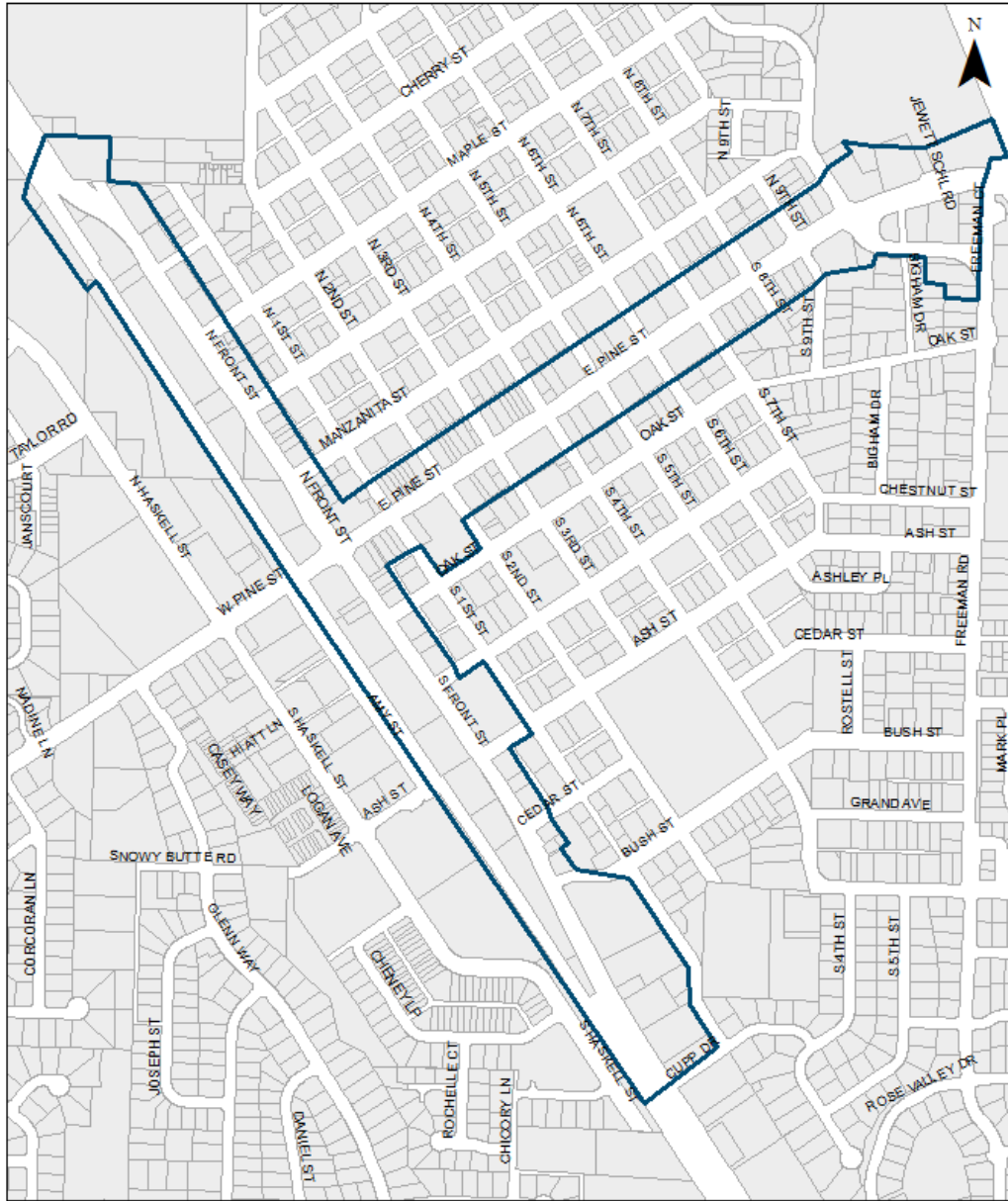
RECOMMENDATION:

Discussion and Direction



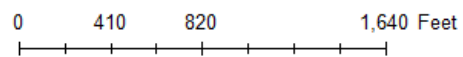
Commercial Facade Improvement Area

Central Point Urban Renewal



Legend

Commercial Facade Improvement Area



Business

**Resolution Awarding
Contract for Hwy 99
Lighting Project**



STAFF REPORT

STAFF REPORT

March 26, 2015

AGENDA ITEM: V-A

Consideration of Resolution No. 2015-02 awarding a contract to complete electrical work on the Hwy. 99 Street Lighting Project

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The final bids have been received to complete the electrical component (switching, conduit, etc.) of the Hwy. 99 Street Light Project. Erics Electric was the low bid. Since the bids were received a change to the scope of work has occurred adding an additional \$2,010 to the total bid amount. The total contract work will be \$32,004. Once the contract is awarded it is expected that all work will be completed by 06/30/2015.

Contractor	Amount	Adjusted
DeVore Electric	\$31,100	\$33,110
Eric's Electric	\$29,994	\$32,004

The following table compares the initial total project estimates vs. final bids. At \$88,514 the Commission is able to complete the project this year, with the understanding that the \$15,427 reimbursement to the City for work already completed (pole foundations) will be postponed until early next fiscal year.

Item	Engineers Estimate	Bid	Status
Pole Foundations	\$15,427	\$15,427	Completed
Luminaires, Lamps	\$60,550	\$41,083	Ordered
Switching, Conduit	\$28,600	\$32,004	Pending
Total	\$105,577	\$88,514	

ISSUES:

For FY14-15 the Capital Outlay Budget was \$120,000. With approval of Resolution No. 2015-02 and the outstanding contract for the Gebhard Road Extension Analysis the Commission has committed to \$103,087 in contracted obligations, leaving a balance of \$17,913. The balance is to be used for Economic Development Programs.

EXHIBITS/ATTACHMENTS:

Attachment "A- Resolution No. 2015-02"

ACTION:

Consider Resolution No. 2015-02 awarding a contract with Eric's Electric

RECOMMENDATION:

Approve Resolution No. 2015-02 awarding contract to Erics Electric

EXHIBIT "A"

**RESOLUTION NO. 2015-02
A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION
AUTHORIZING THE URBAN RENEWAL DIRECTOR TO ENTER INTO A CONTRACT
WITH ERICS ELECTRIC FOR INSTALLATION OF STREET LIGHTS ON HWY. 99**

(File No: 2014-0001)

WHEREAS, the Development Commission has duly solicited for construction services to install street lights on Hwy. 99; and

WHEREAS, two bids were received from qualified contractors; and

WHEREAS, the low bid was received from Erics Electric.

NOW, THEREFORE, BE IT RESOLVED that the City of Central Point Development Commission by Resolution No. 2015-03 hereby authorizes the Urban Renewal Director to enter in to a contract for construction services with Erics Electric in an amount not to exceed \$32,004 for installation of the street lights.

PASSED by the Development Commission and signed by me in authentication of its passage this 26th day of March 2015.

Hank Williams, Chair

ATTEST:

City Representative

Business

Setting Biennial Budget Resolution



STAFF REPORT

March 26, 2015

AGENDA ITEM: V-A

Consideration of Resolution No. 2015-03 authorizing use of a biennial budget cycle in lieu of an annual budget cycle, and amending Section 1.7.3 Annual Budget, of the Downtown & East Pine Street Corridor Revitalization Plan to allow for the biennial budget cycle.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The City Council, by Resolution No. 1395, elected to use a biennial budget cycle for the City of Central Point. It was the finding of the City Council that a biennial budget:

- Encourages long range financial planning
- Longer term stability of operations
- More flexibility for capital projects
- Avoids the time and workload associated with an annual budget
- Oregon state government and PERS budget is biennial
- Increased time to focus on service and program management
- Cost savings in budget notices, documents and meetings

The same biennial budget advantages apply to the Development Commission. For the Development Commission to use the biennial budget cycle it is necessary that the:

- Development Commission declare its intent by resolution;
- Citizen appointments to the budget committee become 4 year terms;
- The Downtown & East Pine Street Corridor Revitalization Plan be modified to reflect the use of a biennium budget vs. references to an annual budget (Section 1.7.3). Section 1.7.3. Annual Budget reads:

“The Agency shall adopt and use a fiscal year ending June 30 accounting period. By July 1 of each year the Central Point Development Commission shall adopt a budget in conformance with the provisions of ORS 294 and ORS 457.460 which shall describe its source of revenue, proposed expenditures and activities. The Agency shall submit its proposed budget to the Urban Renewal Agency’s Budget Committee for its review and approval and the Central Point Development Commission shall not undertake any activities nor expend any funds except as provided in the approved budget.”

For a biennial budget Section 1.7.3 needs to be modified to read as follows:

“Section 1.7.3. Annual Budget. The Agency shall adopt and use a fiscal year ending June 30 accounting period. By July 1 of each year the Central Point Development Commission shall adopt a budget in conformance with the provisions of ORS 294 and ORS 457.460 which shall describe its source of revenue, proposed expenditures and activities. In lieu of an annual budget the Agency may elect to use a biennium budget, in which case by July 1 of every other year the Central Point Development Commission shall adopt a budget in conformance with the same provisions as noted above. The Agency shall submit its proposed budget to the Urban Renewal Agency’s Budget Committee for its review and approval and the Central Point Development Commission shall not undertake any activities nor expend any funds except as provided in the approved budget.

ISSUES:

None

EXHIBITS/ATTACHMENTS:

Attachment “A– Resolution No. 2015-03”

ACTION:

Approve Resolution No. 2015-03

RECOMMENDATION:

Approve Resolution No. 2015-03 authorizing use of a biennial budget FY15-17 and the modification of Section 1.7.3 of the Urban Renewal Plan.

RESOLUTION NO. 2015-03
A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION
AUTHORIZING THE USE OF A BIENNIUM BUDGET IN LIEU OF AN ANNUAL BUDGET
COMMENCING FISCAL YEAR 2015 AND AMENDING SECTION 1.7.3 ANNUAL BUDGET
FOR THE CITY OF CENTRAL POINT'S URBAN RENEWAL PROGRAM

(File No: General)

WHEREAS, by Resolution No. 1395 the City Council moved to a biennial budget cycle; and

WHEREAS, it is to the Development Commission's benefit to maintain budgeting consistency with the City's biennial budget cycle; and

WHEREAS, for the Development Commission to move to a biennial budget cycle it is necessary that Section 1.7.3, Annual Budget of the Downtown & East Pine Street Corridor Revitalization Plan (the "Plan") be amended to accept a biennium budget cycle; and

WHEREAS, it is the determination of the Development Commission that the amendment of Section 1.7.3 to accept a biennium budget cycle, per Section 1.12.1, is considered a minor change to the Plan in that it does not substantially change any provision of the Plan that would modify the goals and objectives or basic procedural requirements.

NOW, THEREFORE, BE IT RESOLVED that the City of Central Point Development Commission by Resolution No. 2015-03 hereby authorizes the use of a biennial budget and in so doing amends Section 1.7.3 of the Plan as per attached Exhibit "A".

PASSED by the Development Commission and signed by me in authentication of its passage this 26th day of March 2015.

Hank Williams, Chair

ATTEST:

City Representative

EXHIBIT “A”

City of Central Point Downtown & East Pine Street Corridor Revitalization Plan

“Section 1.7.3 ANNUAL BUDGET

The Agency shall adopt and use a fiscal year ending June 30 accounting period. By July 1 of each year the Central Point Development Commission shall adopt a budget in conformance with the provisions of ORS 294 and ORS 457.460 which shall describe its source of revenue, proposed expenditures and activities. In lieu of an annual budget the Agency may elect to use a biennium budget, in which case by July 1 of every other year the Central Point Development Commission shall adopt a budget in conformance with the same provisions as noted above.

The Agency shall submit its proposed budget to the Urban Renewal Agency’s Budget Committee for its review and approval and the Central Point Development Commission shall not undertake any activities nor expend any funds except as provided in the approved budget.”