



City of Central Point
Development Commission
Agenda

Members: Kelley Johnson
Neil Olsen
Hank Williams
Taneea Browning
Rob Hernandez
Michael Parsons
Brandon Thueson

February 14, 2019
6:15 p.m.

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

Staff Liaison: Chris Clayton

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. SPECIAL PRESENTATION

Annual Audit Presentation

IV. APPROVAL OF MINUTES

A. Approval of June 14, 2018 Development Commission Minutes

V. DISCUSSION ITEMS

A. Resolution No. _____, A Resolution of the Central Point Development Commission Accepting the Annual Audit Report for Fiscal Year 2017-18(Presented by Weber)

B. 2019-2020 Draft Budget Discussion(Presented by Clayton)

C. Facade Grant Program Update(Presented by Humphrey)

VI. 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.

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
Development Commission Notes
June 14, 2018**

I. REGULAR MEETING CALLED TO ORDER

Chair, Mayor Hank Williams opened the meeting at 6:30 p.m.

II. MEMBERS IN ATTENDANCE: Chair: Mayor Hank Williams
Commission Members: Bruce Dingler, Rob Hernandez, and Brandon Thueson were present. Tanea Browning and Mike Quilty were excused.

City Manager Chris Clayton; Community Planner II Justin Gindlesperger; Finance Director Steven Weber; and City Recorder Deanna Casey were also present.

III. APPROVAL OF MINUTES

A. Development Commission Minutes for April 12, 2018

Rob Hernandez moved to approve the minutes as presented. Brandon Thueson seconded. Roll Call: Hank Williams, yes; Bruce Dingler, yes; Rob Hernandez, yes; and Brandon Thueson, yes. Motion passes.

IV. RESOLUTIONS

A. Resolution No. 2018-03, A Resolution Adopting the Budget, Making Appropriations, and Declaring Tax Increment

Finance Director Steven Weber stated that the Central Point Development Commission Budget met on April 16, 2018 to review the proposed budget. After some discussion the budget was approved and moved forward to the Board of Directors for formal adoption.

Brandon Thueson moved to approve Resolution No. 2018-03, A Resolution Adopting the Budget, Making Appropriations, and Declaring Tax Increment. Rob Hernandez seconded. Roll Call: Hank Williams, yes; Bruce Dingler, yes; Rob Hernandez, yes; and Brandon Thueson, yes. Motion passes.

VI. ADJOURNMENT

Rob Hernandez moved to adjourn, Brandon Thueson seconded. All said "aye" and the Council Meeting was adjourned at 6:34 pm.

Dated:

Chair Hank Williams

ATTEST:

City Recorder

Communication: Approval of June 14, 2018 Development Commission Minutes (APPROVAL OF MINUTES)

1. Accept FY2017-18 Audit Report Resolution - Dev Commission

RESOLUTION NO. 2019-01

A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION ACCEPTING THE ANNUAL AUDIT REPORT FOR FISCAL YEAR 2017-18

Recitals:

A. In accordance with Oregon Revised Statute 297.425 as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, an audit of the financial records for the Central Point Development Commission for fiscal year 2017-18 was required.

B. The accounting firm of Isler CPAs audited the financial records for fiscal year 2017-18 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.

The Central Point Development Commission resolves as follows:

- Section 1. That the audit report for the fiscal year 2017-18 is hereby accepted.

Passed by the Council and signed by me in authentication of its passage this _____ day of February 2019.

Hank Williams, Chair

ATTEST:

City Representative

Attachment: Accept FY2017-18 Audit Report Resolution - Dev Commission (1098 : Accepting Annual Audit Report for Fiscal Year 2017-18)

ATTACHMENTS:

1. Copy of URA Draft FY2019-20 Budget
2. Project Prioritization Matrix

Central Point Development Commission

	Historical Data				RESOURCE DESCRIPTION	Budget for Next Year 2019-20			
	Actual		Adopted Budget This Year 2018-19	Projected This Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18							
1	\$ 272,112	\$ 3,669,977	\$ 174,000	\$ 290,750	1. Available cash on hand* (cash basis) or	\$ 408,460	\$ 408,460	\$ 408,460	1
2	\$ -	\$ -	\$ -	\$ -	2. Net working capital (accrual basis)	\$ -	\$ -	\$ -	2
3	\$ 4,344	\$ 4,100	\$ 6,000	\$ 7,500	3. Previously levied taxes estimated to be received	\$ 7,500	\$ 7,500	\$ 7,500	3
4	\$ 5,037	\$ 31,327	\$ 6,000	\$ 5,915	4. Interest	\$ 5,000	\$ 5,000	\$ 5,000	4
5	\$ -	\$ -	\$ -	\$ -	5. Transferred in, from other funds	\$ -	\$ -	\$ -	5
6					6. OTHER RESOURCES		\$ -	\$ -	6
7	\$ -	\$ -	\$ -	\$ -	7. Loan (City of Central Point)	\$ -	\$ -	\$ -	7
8	\$ 3,634,000	\$ -	\$ -	\$ -	8. 2017 IGA Loan	\$ -	\$ -	\$ -	8
9					9				9
10					10				10
11					11				11
12					12				12
13					13				13
14					14				14
15					15				15
16					16				16
17					17				17
18					18				18
19					19				19
20					20				20
21					21				21
22					22				22
23					23				23
24					24				24
25					25				25
26					26				26
27					27				27
28					28				28
29	\$ 3,915,493	\$ 3,705,404	\$ 186,000	\$ 304,165	29. Total resources, except taxes to be levied	\$ 420,960	\$ 420,960	\$ 420,960	29
30			\$ 400,000	\$ 416,115	30. Taxes estimated to be received	\$ 522,900	\$ 522,900	\$ 522,900	30
31	\$ 191,264	\$ 341,339			31. Taxes collected in year levied				31
32	\$ 4,106,757	\$ 4,046,743	\$ 586,000	\$ 720,280	32. TOTAL RESOURCES	\$ 943,860	\$ 943,860	\$ 943,860	32

Attachment: Copy of URA Draft FY2019-20 Budget (1102 : 2019-2020 Draft Budget Discussion)

REQUIREMENTS SUMMARY

**FORM
LB-30**

Central Point Development Commission - General Fund

	Historical Data				Projected This Year 2018-19	REQUIREMENTS DESCRIPTION	Budget For Next Year 2019-20		
	Actual		Adopted Budget This Year 2018-19	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18							
PERSONAL SERVICES									
1	\$ -	\$ -	\$ -	\$ -	Salaries & Wages	\$ -	\$ -	\$ -	
2	\$ -	\$ -	\$ -	\$ -	City Taxes & Benefits	\$ -	\$ -	\$ -	
3	\$ -	\$ -	\$ -	\$ -	TOTAL PERSONAL SERVICES	\$ -	\$ -	\$ -	
MATERIALS AND SERVICES									
4	\$ 1,052	\$ 970	\$ 1,500	\$ 970	Advertising/Legal Notices	\$ 2,000	\$ 2,000	\$ 2,000	
5	\$ -	\$ 4,000	\$ 10,000	\$ 5,200	Professional Services	\$ 10,000	\$ 10,000	\$ 10,000	
6	\$ -	\$ -	\$ 45,000	\$ -	Contract Services, Admin. Staff	\$ 45,000	\$ 45,000	\$ 45,000	
7	\$ 224	\$ 2,411	\$ 400	\$ 3,000	Office Supplies	\$ 400	\$ 400	\$ 400	
8	\$ -	\$ -	\$ 300	\$ -	Postage	\$ 500	\$ 500	\$ 500	
9	\$ -	\$ -	\$ 300	\$ -	Phone/Internet/Dues	\$ 250	\$ 250	\$ 250	
10	\$ 1,276	\$ 7,381	\$ 57,500	\$ 9,170	TOTAL MATERIALS AND SERVICES	\$ 58,150	\$ 58,150	\$ 58,150	
CAPITAL OUTLAY									
11	\$ -	\$ -	\$ 50,000	\$ 50,000	Alley Improvement (1st to 2nd Street) North	\$ -	\$ -	\$ -	
12	\$ 402,582	\$ 3,524,618	\$ -	\$ -	East Pine Streetscape & Signals (Engineering)	\$ -	\$ -	\$ -	
13	\$ -	\$ -	\$ -	\$ -	East Pine Streetscape & Signals Construcion (Phase 1)	\$ -	\$ -	\$ -	
14	\$ 6,605	\$ 24,902	\$ 35,000	\$ 21,925	Economic Incentive Program (Façade)	\$ 35,000	\$ 35,000	\$ 35,000	
15	\$ -	\$ -	\$ 50,000	\$ -	Pine Street Plaza Design	\$ 50,000	\$ 50,000	\$ 50,000	
16	\$ -	\$ -	\$ 100,000	\$ -	Economic Incentive Program (Housing)	\$ 100,000	\$ 100,000	\$ 100,000	
17	\$ 409,187	\$ 3,549,520	\$ 235,000	\$ 71,925	TOTAL CAPITAL OUTLAY	\$ 185,000	\$ 185,000	\$ 185,000	
DEBT SERVICE									
18	\$ -	\$ -	\$ 5,000	\$ 5,000	City Loan, Interest Only	\$ 125,000	\$ 125,000	\$ 125,000	
19	\$ 4,832	\$ 2,500	\$ 19,000	\$ 19,000	Streetscape Reimbursement	\$ -	\$ -	\$ -	
20	\$ 21,485	\$ 196,591	\$ 224,000	\$ 206,725	FY16-17 Bond	\$ 233,295	\$ 233,295	\$ 233,295	
21	\$ 26,317	\$ 199,091	\$ 248,000	\$ 230,725	TOTAL DEBT SERVICE	\$ 358,295	\$ 358,295	\$ 358,295	
TRANSFERRED TO OTHER FUNDS									
22	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
23	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
24	\$ -	\$ -	\$ -	\$ -	TOTAL TRANSFERS	\$ -	\$ -	\$ -	
25			\$ 45,500	\$ -	OPERATING CONTINGENCY	\$ 50,000	\$ 50,000	\$ 50,000	
26	\$ 3,669,977	\$ 290,751			Ending balance (prior years)				
27			\$ -	\$ 408,460	UNAPPROPRIATED ENDING FUND BALANCE	\$ 292,415	\$ 292,415	\$ 292,415	
28	\$ 4,106,757	\$ 4,046,743	\$ 586,000	\$ 720,280	TOTAL REQUIREMENTS	\$ 943,860	\$ 943,860	\$ 943,860	

Attachment: Copy of URA Draft FY2019-20 Budget (1102 : 2019-2020 Draft Budget Discussion)

Central Point Urban Renewal Project Guide

June 2019

Introduction – The urban renewal projects (15) have been consolidated down to eleven (11) core projects. The table below is intended for use in understanding each project, its benefits, probable timing, associated urban renewal projects and their potential tax increment revenue generation. The information in this guide is open for discussion and is intended as an aide in determining which projects the Commission wants to advance over the course of the next five (5) years. Each project is described (column 4), it benefits identified (column 3), timing (column 5), associated projects (column 7), and prioritization (column 6).

Strategy – The basic strategy on which the Project Prioritization Matrix is based is maximization of tax increment revenue in the early years of the urban renewal program, with the highest positive visual impact. This strategy allows the Commission the advantage of compounding early increases in assessed value, improving the probability that all urban renewal projects will be funded.

Prioritization – The Prioritization column rates each project in accordance with its perceived probability of measurably addressing the objectives of the urban renewal plan within the next five years, with a heavy weighting given to the generation of tax increment revenue and image appearance. Each project has been evaluated based on the following criteria:

Visual Impact – Measures the project’s relative visual impact on the City’s image within the next 5 years. There are three levels of visual impact: None (0), Low (1), Medium (2), and High (3).

Economic Impact – Measures the project’s affect on tax increment collections within the next 5-years. There are three levels of economic impact: None (0), Low (1), Medium (2), and High (3).

The prioritization illustrated in the Matrix is based on staff’s initial assessment and is intended to initiate discussion.

Scheduling – For purposes of project timing the following time spans have been used:

Short-term 2013-2018

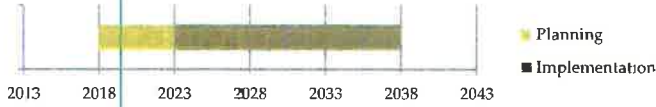

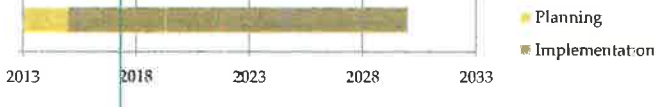

Medium-term 2019-2025

Long-term 2026-2037


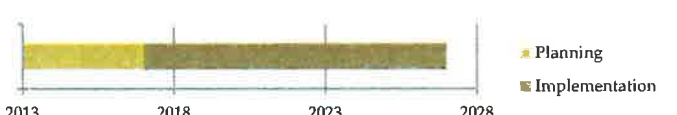
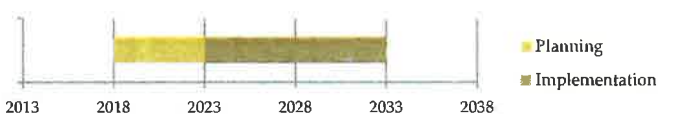
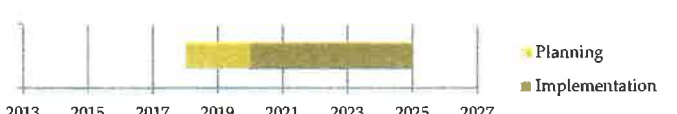
Project timing is further divided into two basic categories: Planning/Design/Engineering and Construction.

PROJECT PRIORITIZATION MATRIX						
Priority Ranking	Project Name	Project Benefits	Project Description	Estimated Project Timing	Prioritization	Associated Projects for Coordination
5	East Pine Street Improvements East of 10 th Street	<ul style="list-style-type: none"> Bicycle & Pedestrian Safety Increased traffic capacity on East Pine Street Community Image Encourages private investment 	Improvements to street infrastructure on East Pine Street from Tenth to Hamrick, including street widening, sidewalks, street lights, street trees and additional signalization Tenth, Peninger, Gebhard, and Hamrick.	1- Planning/Design/Engineering, Short-term 2- Construction, Short-term through Medium-term 	3 Visual Impact (2) Economic Impact (1)	<ul style="list-style-type: none"> No. 5: Intersection Signalization No. 7: Underground Existing Pole Mounted Utility Systems No. 14: Economic Development Incentives No. 12: Misc. Publ Utilities

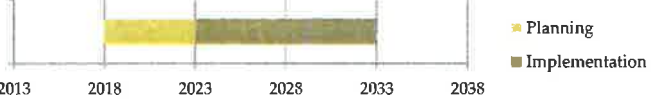
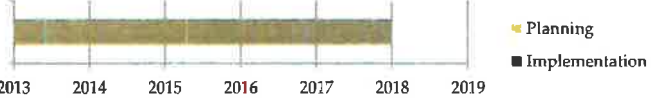
Attachment: Project Prioritization Matrix (1102 : 2019-2020 Draft Budget Discussion)

<p>11</p>	<p>South Peninger Road Extension</p>	<ul style="list-style-type: none"> Increased traffic capacity on East Pine Street Bicycle & pedestrian safety Improved access and circulation Encourages private investment 	<p>Extend Peninger Road south across Bear Creek to collector street standards to intersect with Hamrick Road. Improvements include right-of-way acquisition, bridge crossing and bike lanes.</p>	<p>1- Planning/Design/Engineering, Medium-term 2- Construction, Long-term. Private development driven</p> 	<p>0 Visual Impact (0) Economic Impact (0)</p>	<ul style="list-style-type: none"> No. 2: East Pine Street Improvements, East of 10th Street No. 8: Gebhard Road Extension No. 14: Economic Development Incentives
<p>3</p>	<p>Economic Development Incentives</p>	<ul style="list-style-type: none"> Promotes private investment within District 	<p>Develop incentive programs that facilitate private investment in the Urban Renewal Area throughout the duration of the Plan.</p>	<p>1- Planning, Short-term 2- Implementation, Short-term through Long-term</p> 	<p>5 Visual Impact (2) Economic Impact (3)</p>	<ul style="list-style-type: none"> Can be associated with most projects.
<p>1</p>	<p>Downtown Core Area Streetscape Improvements</p>	<ul style="list-style-type: none"> Bicycle & Pedestrian Safety Reinforce pedestrian environment Community Image Encourages private investment 	<p>Improve the pedestrian safety and aesthetic appeal, which is necessary to compete with newer commercial areas for private investment. Implementation will be addressed by preparing a master streetscape plan that addresses the design and establishes standards for curb and gutter, sidewalks, crosswalks, street trees, tree grates, street lights, underground utilities, plazas, gateways, street furniture, corner extensions, traffic signals, and misc. public works.</p>	<p>1- Planning, Short-term 2- Construction, Short-term through Long-term</p> 	<p>5 Visual Impact (3) Economic Impact (2)</p>	<ul style="list-style-type: none"> No. 5: Intersection Signalization No. 7: Underground Existing Pole Mounted Utility Systems No. 12: Misc. Public Works No. 14: Economic Development Incentives
<p>4</p>	<p>Gebhard Road Extension</p>	<ul style="list-style-type: none"> Improve traffic capacity of Hamrick Road Improved access, circulation, safety 	<p>Extend Gebhard Road to local collector standards from the northern limits of the Urban Renewal Area to East Pine Street to relieve congestion and encourage residential and commercial development. This project would include design and construction, including signalization of Gebhard and East Pine Street. Construction timing would be based on private sector development.</p>	<p>1- Planning, Short-term 2- Construction, Short-term to Medium Term</p> 	<p>4 Visual Impact (2) Economic Impact (2)</p>	<ul style="list-style-type: none"> No. 2: East Pine Street Improvements, East of 10th Street No. 5: Intersection Signalization

Attachment: Project Prioritization Matrix (1102 : 2019-2020 Draft Budget Discussion)

7	City of Central Point Community Center	<ul style="list-style-type: none"> Livable, healthy neighborhoods High quality recreation Community identity Encourages private investment 	Assist with the feasibility analysis, site and architectural design, land acquisition, and construction of a community center within the Urban Renewal Area. Participation is limited to the design and development costs, including land acquisition reasonably attributed to serving the Area.	<p>1- Planning, Medium-term 2- Construction, Medium-term to Long-term</p> 	<p>2 Visual Impact (1) Economic Impact (1)</p>	<ul style="list-style-type: none"> No. 1: Downtown Core Area Streetscape Improvements No. 3: Neighborhood Sidewalks, Street Lighting, and Alleys
2	Highway 99 Corridor Improvements	<ul style="list-style-type: none"> Bicycle & pedestrian safety Efficient, modern infrastructure Promotes private investment for new and redevelopment 	Improve streetscape elements to enhance safety and gateway aesthetic appeal by implementing an approved master plan including but not limited to travel lane reconfiguration, curb and gutter, sidewalks, street lights, traffic signals, pedestrian lights, street trees and tree grates, traffic signals, underground utilities, gateways, plazas, crosswalks, misc. public works, and landscaping.	<p>1- Planning, Short-term 2- Construction Short-term through Long-term</p> 	<p>5 Visual Impact (3) Economic Impact (2)</p>	<ul style="list-style-type: none"> No. 5: Intersection Signalization No. 7: Underground Existing Pole Mounted Utility Systems No. 12: Misc. Public Works No. 14: Economic Development Incentives
6	Neighborhood Sidewalks, Street Lighting, and Alleys	<ul style="list-style-type: none"> Stabilize neighborhood property values Livable, safe, and healthy neighborhoods Community image 	Improve streetscape elements in residential neighborhoods north and south of Pine Street to stabilize property values and improve aesthetic appeal. Streetscape improvements will include sidewalks, street trees and lighting on residential streets and paved alleys.	<p>1- Planning, Medium-term 2- Construction, Medium-term through Long-term</p> 	<p>2 Visual Impact (1) Economic Impact (1)</p>	<ul style="list-style-type: none"> No. 9: Pfaff Park Renovation No. 12: Miscellaneous Public Works No. 14: Economic Development Incentives
8	Pfaff Park Renovation	<ul style="list-style-type: none"> Promotes livable, healthy neighborhoods Provides high quality recreation facilities Attracts resident users Community image 	Improve park features including new landscaping, restroom facilities, playground equipment and lighting. The purpose is to enhance accessibility and recreation usefulness for the surrounding neighborhoods.	<p>1- Planning, Medium-term 2- Construction, Medium-term</p> 	<p>1 Visual Impact (1) Economic Impact (0)</p>	<ul style="list-style-type: none"> No. 3: Neighborhood Sidewalks, Street Lighting & Alley

Attachment: Project Prioritization Matrix (1102 : 2019-2020 Draft Budget Discussion)

<p>10</p>	<p>Fire Safety</p>	<ul style="list-style-type: none"> Maintains fire safety and livability 	<p>Prepare agreement with Fire District No. 3 in addressing the Commission obligation to reimburse the Fire District for \$1,010,518 in equipment necessary to maintain acceptable levels of fire service within the urban renewal district.</p>	<p>1- Planning, Medium-term 2- Construction, Long-term</p>  <p>2013 2018 2023 2028 2033 2038</p> <p>■ Planning ■ Implementation</p>	<p>0 Visual Impact (0) Economic Impact (0)</p>	<ul style="list-style-type: none"> None
<p>9</p>	<p>Off Street Parking Facilities</p>	<ul style="list-style-type: none"> Improved parking for downtown uses Efficient, modern infrastructure Improved environmental quality Community image 	<p>Design and construct two new off street parking facilities on Oak Street and Manzanita Street to improve air quality and enhance aesthetics. Both parking lots are owned by the City and are currently in an unimproved condition. Improvements include parking surface improvements, curb and gutter, stormwater drainage, lighting, parking stall painting and landscaping, and misc. public utilities.</p>	<p>1- Planning, COMPLETED 2- Construction, IN PROCESS</p>  <p>2013 2014 2015 2016 2017 2018 2019</p> <p>■ Planning ■ Implementation</p>	<p>1 Visual Impact (1) Economic Impact (0)</p>	<ul style="list-style-type: none"> No. 1: Downtown Core Area Streetscape Improvements No. 12: Miscellaneous Public Works

Attachment: Project Prioritization Matrix (1102 : 2019-2020 Draft Budget Discussion)



City of Central Point Staff Report

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Community Development
FROM:	Tom Humphrey, Community Development Director		
MEETING DATE:	February 14, 2019		
SUBJECT:	Facade Grant Program Update		
ACTION REQUIRED:	Information/Direction	RECOMMENDATION:	Approval

The Development Commission modified the Building Façade Grant Program (Grant Program) in early 2017 in an effort to broaden local business appeal. They placed less emphasis on historic significance and more emphasis on the TOD design standards and the design guidelines of the Central Point Downtown Revitalization Plan. Since that time the City has received three applications a year for the past two years.

In 2017 the City processed applications from Converse Carpets, Table Rock Dentistry and Mellelo Coffee dispersing approximately \$16,032.23 with another \$1477.00 awaiting receipts.
Total: \$17,509.23

In 2018 the City processed applications from Fidelity Quick Print, Crater Café and Betty Barss at 21 S. Front Street dispersing \$12,468.00 with another \$5382.44 awaiting receipts. **Total: \$17,850.44**

Given the positive response and the consistent number of applications and requests for grant assistance, it is advised that the Development Commission continue to set aside Urban Renewal money to promote the Façade Grant Program.