



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, June 11, 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. Review draft of Façade Improvement Loan/Grant Program

B. Review draft of Residential Incentive Program

V. BUSINESS

A. Consideration of Resolution No. 2015-04 adopting the FY15-16 Development Commission Budget.

B. Consideration of Resolution No. 2015-05 accepting the FY14-15 Annual Financial Report.

VI. ADJOURNEMENT

CITY OF CENTRAL POINT
Development Commission Meeting Minutes
March 26, 2015

I. REGULAR MEETING CALLED TO ORDER

Mayor Williams called the meeting to order at 6:00 p.m.

- II. ROLL CALL:** Chair: Mayor Hank Williams
Commission Members: Allen Broderick, Bruce Dingler, Rick Smauelson, Brandon Thueson were present. Mike Quilty was absent and Tanea Browning called in from out of town.

City Manager Chris Clayton; Community Development Director Tom Humphrey; Planning Manager Don Burt and Public Works Administrative Assistant Karen Roeber were also present.

III. APPROVAL OF MINUTES

A. Approval of January 22, 2015 Development Commission Minutes

Rick Samuelson moved to approve the minutes as submitted. Brandon Thueson seconded. Roll Call: Mayor Williams, yes; Allen Brockerick, yes; Bruce Dingler, yes; Rick Samuelson, yes; Brandon Thueson, yes; Tanea Browning, yes. Motion approved.

IV. DISCUSSION ITEMS

A. Gebhard Road Route Analysis Update

Planning manager Don Burt stated a workshop was held in February 2015, by staff and JRH Transportation Engineers. They invited residents within the study area to come up with ideas and discuss possible solutions for the Gebhard Road alignment. The workshop participants broke into groups and they developed twelve concept routes. Mr. Burt displayed the two main configurations, the grid option and the "S" option, and a hybrid version. After discussing the features of each option, Mr. Burt explained that the consultant would review each of the options, refine and them taking into consideration safety, cost and design. The top alternatives will be presented to the workshop participants, the Development Commission and Planning Commission. The preferred alternative will be adopted into the Transportation System Plan (TSP).

Mr. Burt stated the purpose of this project is not to build roads but to identify a route for the future alignment of Gebhard Road. Mr. Broderick asked who the workshop participants were and Mr. Burt replied that about 98% of the participants were the current property owners. Tom Humphrey stated they were three Picollos; Doug Pfaff; a representative for Naumes; Galpin; Marty Mingus and the bank who owns the Duncan property along with an ODOT representative. There was no one as a representative for the Mon Desir property and Matt Stone did not attend.

Mr. Burt presented the participant's designs, including some with roundabouts that would slow traffic down. He indicated that participants had about an hour to draft the route alternatives noting that some were quite elaborate in their plans. The next step is to take these options, refine and evaluate them based on a variety of factors including impacts to properties and the neighborhood overall. Some options currently affect some properties more than others.

City Manager Chris Clayton asked if signalization spacing would be a problem with the "S" hybrid option. Mr. Burt stated the signalization spacing criteria was constant for all options and the signal on E. Pine Street would be set up between Sonic and Umpqua Bank.

Mr. Burt indicated they would like to complete the study by June. Mr. Clayton asked if there is any way to determine traffic impacts of commercial development adjacent to the proposed Gebhard Road realignment without knowing the ultimate use. Mr. Burt stated as properties developed they would be required to complete a Traffic Impact Analysis (TIA). Because of the size of the affected parcels, the developer will have to do a TIA.

Mr. Dinger asked about the Bear Creek Bridge and if there would be an extension. Mr. Burt stated the alignment through the Wal-Mart property could be completed without connecting to Peninger Road or the Bear Creek Bridge crossing until a later date. The developers on E. Pine Street would be responsible for the street development (Gebhard Road) for their property and not responsible for the Bear Creek bridge crossing. Mr. Clayton stated that when the E. Pine Street Corridor Plan was completed, the City set Street SDC rates to collect 50% of the total estimated cost of project improvements identified in the plan.

Mr. Broderick stated we do not know what things will look like with future development of the Expo and White Hawk properties. Mr. Humphrey responded

that we are looking at the larger scenario to determine the best route. There was discussion about the potential location of the roadway realignment and impacts to commercial and residential properties. Mr. Humphrey indicated that the White Hawk property is one of two properties in the Urban Growth Boundary zoned for residential development to be impacted by the proposed alignments. He expects land division application submittal for both White Hawk and the Wal-Mart properties within the next 15-18 months.

He also stated that changes could be looked at if they were equal to or better than the plan being looked at. They are looking for fair alignment with no one-property owner being majorly impacted.

B. Proposed Capital Expenditures FY15-17

Mr. Burt presented a revised staff report addressing proposed capital expenditures for fiscal year 15-16 with new information received that day. Mr. Burt reported 2014-15 tax income was \$126K. According to the Assessor's Office, tax income is predicted to be \$285K this year (15-16); however, we will not know for sure until October. As a result, the information presented at the meeting is informational.

A few weeks ago, the E. Pine Street and Downtown Corridor projects were the primary focus. Mr. Burt stated we could use 5% of the cost for each project for planning purposes per the Finance Director. Mr. Clayton stated we will get money next year and based on that we will get at least the same amount or more the following year (16-17), which is sufficient to obtain the first urban renewal bond. Mr. Clayton reminded the Commission that it is necessary to take on debt for urban renewal. There would be enough money to complete the entire streetscape for Pine Street if it is designed and ready to go, which has been the goal of the Development Commission. Mr. Broderick asked about the bond timeline and Mr. Clayton stated it would be potentially October 16 and January 17.

Mr. Burt stated the E. Pine Streetscape would cost \$250K in engineering and will start next FY with construction costing \$2.4 million. Mr. Burt stated phasing completion of the Pine Street project over a seven-year period and put money into other projects. Mr. Burt summarized the overall urban renewal budget as: Operations – staff and materials \$70K; debt service - \$390K; bond reserve - \$325K. As soon as something starts to develop on the Wal-Mart site, the sooner we will start to see money coming in. Mr. Humphrey asked Mr. Broderick what his vision was regarding Pine Street. Mr. Broderick replied signalization and

sidewalks from Hwy 99 to 6th Street. Mr. Humphrey responded that the plan is to take the project all the way to 10th Street.

There was a brief discussion about pursuing a biennial budget. Mr. Clayton stated that the urban renewal budget can stay an annual budget and does not need to mirror the general City budget. He noted that there is not timesavings benefit to a biennial budget in the case of urban renewal. This may change if down the line there projects spanning budget cycles.

C. Economic Incentives Program, Pine Street Commercial Facade

Economic incentives for residential and commercial development require separate programs. The residential geographic area includes the area bound by Pine Street, to the South, Crater High School to the North, Highway 99 to the West and 10th Street to the East. Mr. Burt indicated \$50K is budgeted annually and we do not know how far that will go until someone comes in and applies. The residential program is important from a planning standpoint. Mr. Broderick stated that even if it is an old house you can restore it and then you will see more people willing to put money into improvements as they see more life in the community. Therefore, restorations would be a very low area of risk. To incentivize subdivisions is an entirely different thing. Mr. Clayton stated that with the limited residential inventory of vacant land the market would more likely drive redevelopment without assistance.

Mr. Humphrey asked how mixed use is being characterized – residential or commercial or is it just based on zoning. Mr. Humphrey pointed out the Four Oaks and The Crossing sites were formerly occupied by four old houses that were torn down.

Mr. Broderick suggested incentivizing residential development for new construction and we could look at return on investment (ROI). It was asked if it was structured for a funding level per house (i.e. \$10K) façade regardless of structural integrity. Mr. Humphrey stated it is HMR residential but allows for commercial uses and gave an example of the greenhouse behind the Cash Connection stating the owners came in and proposed taking out the greenhouse and putting in four or five units. How does this fit into this scenario as it is zoned HMR residential but is an eyesore and part of our goal is to eradicate blight but part is also to replace some of these units with more density. Mr. Burt said windows, siding and paint all make the buildings look better. Mr. Clayton said they would all be individual applications and if you include residential it may encourage commercial properties as well. Mayor Williams said using Pine

Street you will need to match the zoning to the property as there are houses currently on Pine Street that are zoned commercial, and banks will not lend money for a residential lot zoned for commercial use.

Mr. Burt said he would bring back two programs to the Development Commission: one for residential and one commercial. If a project does not meet the TOD standards or the State requirements, then we are not meeting the objective of the Comprehensive Plan or the Urban Renewal Plan.

Mr. Broderick said we want people to take pride in ownership and that it does not take a lot to make façade improvements and by making those improvements, you could encourage others to do the same. He stated the better we make the downtown look the better it will become.

Mr. Burt discussed the difference between a loan where your return on investment would be lower vs. a grant. Mr. Broderick suggested zero interest loans that would be the City's contribution. Mayor Williams said he would do both zero interest loans and grants. The property owner would need to put up 50% of the grant and buy the permit for the full price so it would get on the tax role. Mr. Burt stated it would need to be for something specific. Loans would be for general improvements and a grant for historic preservation. Loans would be a maximum of \$15K for with 5-year amortization. Grant \$20K specific for new construction or preservation.

V. BUSINESS

A. Consideration of Resolution No. 2015-02

Mr. Burt presented the resolution to award the contract for the Hwy 99 lighting project. Eric's Electric was the low bid for the street lighting on Hwy 99. Since the bids were received, there has been a change to the scope of the work adding an additional \$2,010 to the total amount. The total contract amount is for \$32,004.

Rick Samuelson made a motion to approve Resolution No. 2015-02 awarding the contract to complete electrical work on Hwy 99 to Eric's Electric and Bruce Dingler seconded. Roll call: Allen Broderick, yes; Bruce Dingler, yes; Rick Samuelson, yes; Brandon Thueson, yes; Tanea Browning, yes.

B. Consideration of Resolution No. 2015-03 (Biennial Budget)

Mr. Burt presented a resolution switching from an annual to biennial budget like the one the City of Central Point recently adopted. He stated Section 1.7.3 would need to be modified if the Development Commission wanted to switch from the annual budget. There was discussion of the pros and cons of an annual vs. biennial budget. Considering the annual variability of tax increment funding and capital project planning it was decided it was to the Development Commission's advantage to remain with an annual budget.

Allen Broderick made a motion to deny Resolution No. 2015-03 authorizing a biennial budget in lieu of an annual budget. Bruce Dingler seconded. Roll call: Allen Broderick, yes; Bruce Dingler, yes; Rick Samuelson, yes; Brandon Thueson, yes; Tanea Browning, yes. Motion approved.

VI. ADJOURNMENT

Mayor Williams adjourned the meeting at 7:17p.m.

Dated:

Mayor Hank Williams

ATTEST:

City Representative



STAFF REPORT

June 11, 2015

AGENDA ITEM: IV-A

Review draft of Façade Improvement Loan/Grant Program

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

At the last Commission meeting staff was directed to prepare a façade loan program. Terms on the loan were set at a maximum loan of \$10,000, five years at 0%. Attachment “A” represents the Loan Program. The program only covers façade improvements, the reasoning being that a building’s façade is visible to the public and any improvement to the façade mitigates blight.

Also included is Attachment “B” which provides for a similar program, but using a grant format, with funds to be used for historic façade renovations.

EXHIBITS/ATTACHMENTS:

Attachment “A” – Building Façade Improvement Loan Program.
Attachment “B” – Historic Building Façade Grant Program.

ACTION:

Discussion only

RECOMMENDATION:

Discuss and provide staff direction.

BUILDING FAÇADE LOAN PROGRAM

Central Point Development Commission

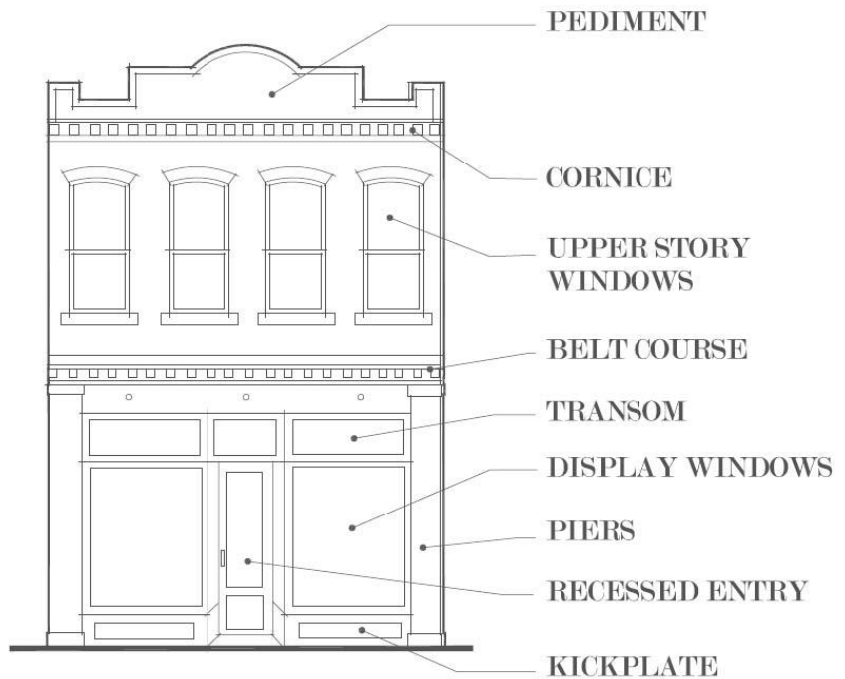
The Building Façade Loan Program is a downtown revitalization incentive program designed to encourage the rehabilitation/restoration of building facades within the Downtown Area (see attached map). **ALL LOANS ARE SUBJECT TO AVAILABILITY OF FUNDING.**

ELIGIBLE PROPERTIES

The Building Façade Loan Program will make Loans available to owners of buildings within the Downtown Area for façade renovation/restoration projects. Façade projects that are for historic renovation/restoration will be given priority over renovation/restoration projects for contemporary building facades.

The Building Façade Loan Program will provide eligible applicants with Loans to assist in the rehabilitation/restoration of facades on structures within the Downtown Core Area of the City of Central Point.

***Façade** is defined as any portion of the exterior of a structure visible from the public right-of way. The drawing to the right is an example of a typical commercial storefront façade and the typical architectural components.*



Loans are provided in an amount not less than \$1,000 and not more than \$10,000 and must be repaid within five (5) years at 0% interest. Loan payments will be monthly unless otherwise approved by the Development Commission. The loan funds will be paid after qualifying rehabilitation/restoration work is completed and approved by the Development Commission. The applicant must submit proof of completion to the Development Commission of the approved Scope of Work, after which a check will be issued to the applicant.

ELIGIBLE ACTIVITIES

The types of activities that are eligible under this façade program include, but are not limited to, the following:

- Awnings appropriate to the specific building and original construction period cannot be plastic or metal)
- Improve or add exterior lighting.

- Replacement of missing historic features provided adequate documentation exists.
- Replacement of doorways/storefronts
- Repointing
- Painting, Repair or replace windows
- Repair/Restoration of historic commercial street level facades
- Replacement of approved commercial street level facades

***For historic renovations/rehabilitation it is strongly encouraged that work activities follow the Secretary of Interior's Standards for Rehabilitation. <http://www.nps.gov/hps/tps/tax/rhb/index.htm>**

The types of activities that are not eligible under this façade program include but are not limited to, the following:

- New construction
- Property acquisition
- Interior improvements
- Flat or sloped roof repair and/or replacement not visible from the public right-of-way
- Machinery and equipment
- Furniture and fixtures
- Inventory and accounts receivable

PROJECT PROCEDURES:

The following describes the procedural steps necessary to secure a Building Façade Loan. The order and necessity of each step will be determined on a case-by-case basis, depending upon the amount of assistance required for each project.

1. **Initial Project Meeting.** The applicant will meet with a representative of the Development Commission to determine property eligibility, and to discuss the proposed façade improvements, scope of work, and estimated project costs.
2. **Application Submittal.** After completing Step 1 the applicant will complete a Building Façade Loan Application and submit to Community Development Department. Completed Applications will be time-dated and processed in order of receipt. The Development Commission will not consider any application with incomplete or missing information.
3. **Development Commission Meeting.** The applicant will present the proposed project to the Development Commission. The Development Commission will make a determination of the project's compliance with the goals and objectives of the Building Façade Loan Program. At the conclusion of the meeting the Development Commission will either accept or reject the project proposal, or request additional information.
4. **Scope of Work with Cost Estimates.** Within forty-five (45) days of acceptance of the project the applicant will submit the final scope of work, cost estimates (itemized) and a working drawing(s), with color schemes, for final review by the Development Commission. It will provide approval or make recommendations for alternatives, if deemed necessary.
5. **Final Review.** The Development Commission will review each project's scope of work to determine if it with all applicable codes of the City of Central Point and the goals and objectives of the Building Façade Loan Program. Upon approval by the Development Commission a Loan Agreement will be signed between the Applicant and the Development Commission. Allow at

least thirty (30) days for this process.

6. **Contractor Bidding.** The applicant will solicit bids from qualified contractors to perform the work as stated in the approved Scope of Work. A qualified contractor is defined as one regularly doing business as a Contractor, being able to acquire and maintain the required insurances.
7. **NO WORK CAN BEGIN ON PROJECT UNTIL CONTRACTS /LOAN AGREEMENTS ARE PROPERLY EXECUTED.**
8. **Rehabilitation Monitoring.** A representative of the Development Commission will monitor the approved Scope of Work to assure compliance with the Building Façade Loan Agreement.
9. **Final Inspection and Project Close-Out.** When the Contractor has completed the rehabilitation and submits an invoice for final payment, a final inspection of the work will be made by a representative of the Development Commission and the Applicant. The Loan payment will be issued upon the acceptance by the Development Commission's representative and the Owner and upon receipt of all warranties and guarantees. If the work is not completed as per the specifications, the Loan will be withheld until all work is satisfactorily completed.

PROJECT COMPLIANCE:

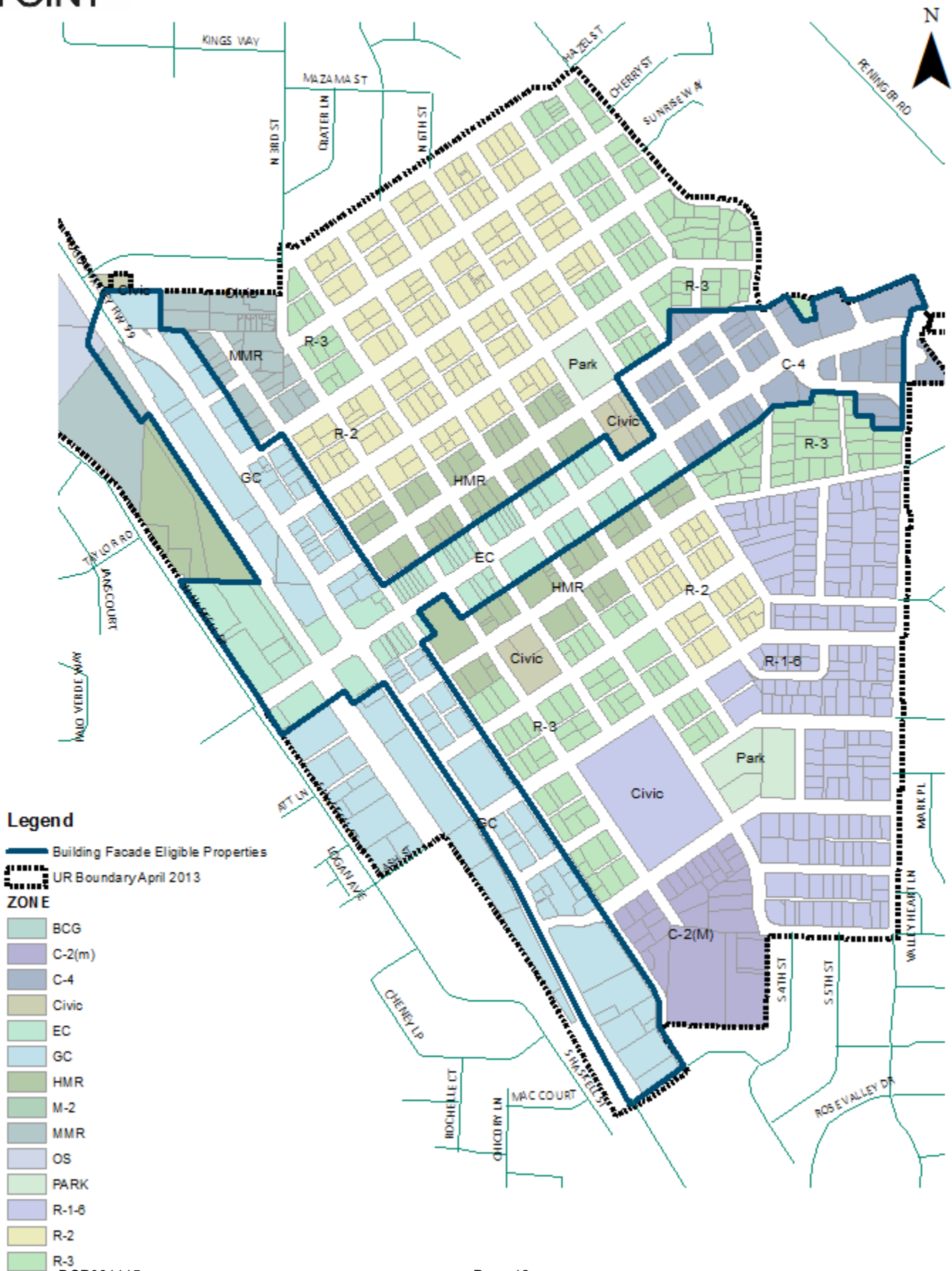
The Applicant for the Building Façade Loan Program is advised of the following Program Compliance requirements:

1. **Eligible Structures.** Only those structures within the Downtown Area are eligible for Building Façade Loans. No exceptions to this requirement are available. A map of these boundaries is attached.
2. **Codes and Ordinances.** All work must comply with applicable codes of the City of Central Point.

EQUAL OPPORTUNITY:

All Applicants for financial assistance shall be given equal consideration and no person shall be excluded from participation, denied program benefits or discriminated against because of race, color, religion, gender, ancestry, national origin or handicap.

THE BUILDING FAÇADE LOAN PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHEN APPLICABLE.



BUILDING FAÇADE LOAN PROGRAM APPLICATION
City of Central Point

Property Owner _____

Business Name _____

Address _____

Tax parcel ID# _____

Phone: _____ E-Mail: _____

Total Project Cost _____

Requested Loan Amount _____

Application Checklist:

- _____ Verification of Ownership (copy of Deed)
- _____ Tax Statement (evidence that real estate taxes are current)
- _____ Verification of Property Insurance
- _____ Two (2) copies of a color photo of façade to be rehabilitated
- _____ Written Scope of Work and Preliminary Cost Estimates
- _____ Drawings of the proposed project
- _____ Qualifying Property's Latest Annual Income and Expense Statement

Applicant shall indemnify, defend and hold harmless the City of Central Point, the City of Central Point Redevelopment Commission, its officers, directors and employees from any and all loss, cost damage, expense, claims and liabilities, including without limitation attorneys' fees, arising out of or in connection with work performed under this contract. This provision shall survive the termination of this Agreement.

The undersigned, individually and on behalf of the above-named entity, agrees to all of the above guidelines and stipulations.

Signature of Applicant

Date

Community Development Director

Date Received

HISTORIC BUILDING FAÇADE GRANT PROGRAM

Central Point Development Commission

The Historic Building Façade Grant Program is a downtown revitalization incentive program designed to encourage the rehabilitation/restoration of commercial historic building facades within the Downtown Area (see attached map). The objective of the Historic Building Façade Grant Program is to encourage the preservation of commercial historic buildings, particularly along East Pine Street, that represent the history of the City of Central Point. **ALL GRANTS ARE SUBJECT TO AVAILABILITY OF FUNDING.**

ELIGIBLE PROPERTIES

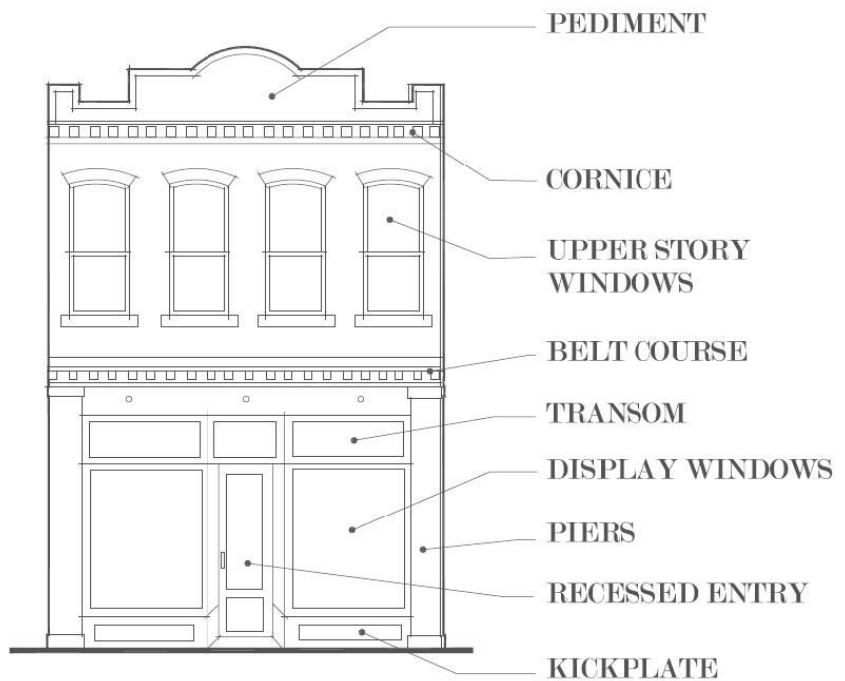
The Building Façade Grant Program will make grants available to owners of buildings within the Downtown Area for historic façade renovation/restoration projects.

The Historic Building Façade Grant Program will provide eligible applicants with grants to assist in the

***Façade** is defined as any portion of the exterior of a structure visible from the public right-of way. The drawing to the right is an example of a typical commercial storefront façade and the typical architectural components.*

rehabilitation/restoration of historic facades on structures within the Downtown Core Area of the City of Central Point.

Funding is provided in an amount equal to 50% of the actual qualifying improvements, but no grant shall exceed \$10,000. These grant funds will be reimbursements, paid after qualifying rehabilitation/restoration work is completed and approved by the Development Commission. The applicant must submit proof of payment to the Development Commission of all project costs, after which a check will be issued to the applicant.



ELIGIBLE ACTIVITIES

The Historic Building Façade Grant Program is only available to commercial buildings within the Downtown Area. It is the applicant’s responsibility to demonstrate the historic significance (cultural or architectural) of the commercial building. The types of activities that are eligible under this façade program include, but are not limited to, the following:

- Awnings appropriate to the specific building and original construction period. Awnings cannot be plastic or metal

- Improve or add exterior lighting.
- Replacement of missing historic features provided adequate documentation exists.
- Replacement of doorways/storefronts/windows that are architecturally consistent with original doorways/storefronts/windows
- Repointing
- Painting
- Repair/Restoration of historic street level facades

***For historic renovations/rehabilitation it is strongly encouraged that work activities follow the Secretary of Interior's Standards for Rehabilitation. <http://www.nps.gov/hps/tps/tax/rhb/index.htm>**

The types of activities that are not eligible under this façade program include but are not limited to, the following:

- New construction
- Property acquisition
- Interior improvements
- Flat or sloped roof repair and/or replacement not visible from the public right-of-way
- Machinery and equipment
- Furniture and fixtures
- Inventory and accounts receivable

PROJECT PROCEDURES:

The following describes the procedural steps necessary to secure a Building Façade Grant. The order and necessity of each step will be determined on a case-by-case basis, depending upon the amount of assistance required for each project.

1. **Initial Project Meeting.** The applicant will meet with a representative of the Development Commission to determine property eligibility, and to discuss the proposed façade improvements, scope of work, and estimated project costs. At this time the applicant shall provide historic photographs of the building façade and how the scope of work addresses facade renovation to recapture the historic character of the original façade.
2. **Application Submittal.** After completing Step 1 the applicant will complete a Building Façade Grant Application and submit to Community Development Department. Completed Applications will be time-dated and processed in order of receipt. The CPDC will not consider any Application with incomplete or missing information.
3. **Development Commission Meeting.** The applicant will present the proposed project to the Development Commission. The Development Commission will make a determination of the project's compliance with the goals and objectives of the Historic Building Façade Grant Program. At the conclusion of the meeting the Development Commission will either accept or reject the project proposal, or request additional information.
4. **Scope of Work with Cost Estimates.** Within forty-five (45) days of acceptance of the project the applicant will submit the final scope of work, cost estimates (itemized) and a working drawing(s), with color schemes, for final review by the Development Commission. It will provide approval or make recommendations for alternatives, if deemed necessary.
5. **Final Review.** The Development Commission will review each project's scope of work to determine if it with all applicable codes of the City of Central Point and the goals and objectives

of the Historic Building Façade Grant Program. Upon approval by the Development Commission a Grant Agreement will be signed between the Applicant and the Development Commission. Allow at least thirty (30) days for this process.

6. **Contractor Bidding.** The applicant will solicit bids from qualified contractors to perform the work as stated in the approved Scope of Work. A qualified contractor is defined as one regularly doing business as a Contractor, being able to acquire and maintain the required insurances.
7. **NO WORK CAN BEGIN ON PROJECT UNTIL CONTRACTS /GRANT AGREEMENTS ARE PROPERLY EXECUTED.**
8. **Rehabilitation Monitoring.** A representative of the Development Commission will monitor the approved Scope of Work to assure compliance with the Historic Building Façade Grant Agreement.
9. **Final Inspection and Project Close-Out.** When the Contractor has completed the rehabilitation and submits an invoice for final payment, a final inspection of the work will be made by a representative of the Development Commission and the Applicant. The grant payment will be issued upon the acceptance by the Development Commission's representative and the Owner and upon receipt of all warranties and guarantees. If the work is not completed as per the specifications, the grant will be withheld until all work is satisfactorily completed.

PROJECT COMPLIANCE:

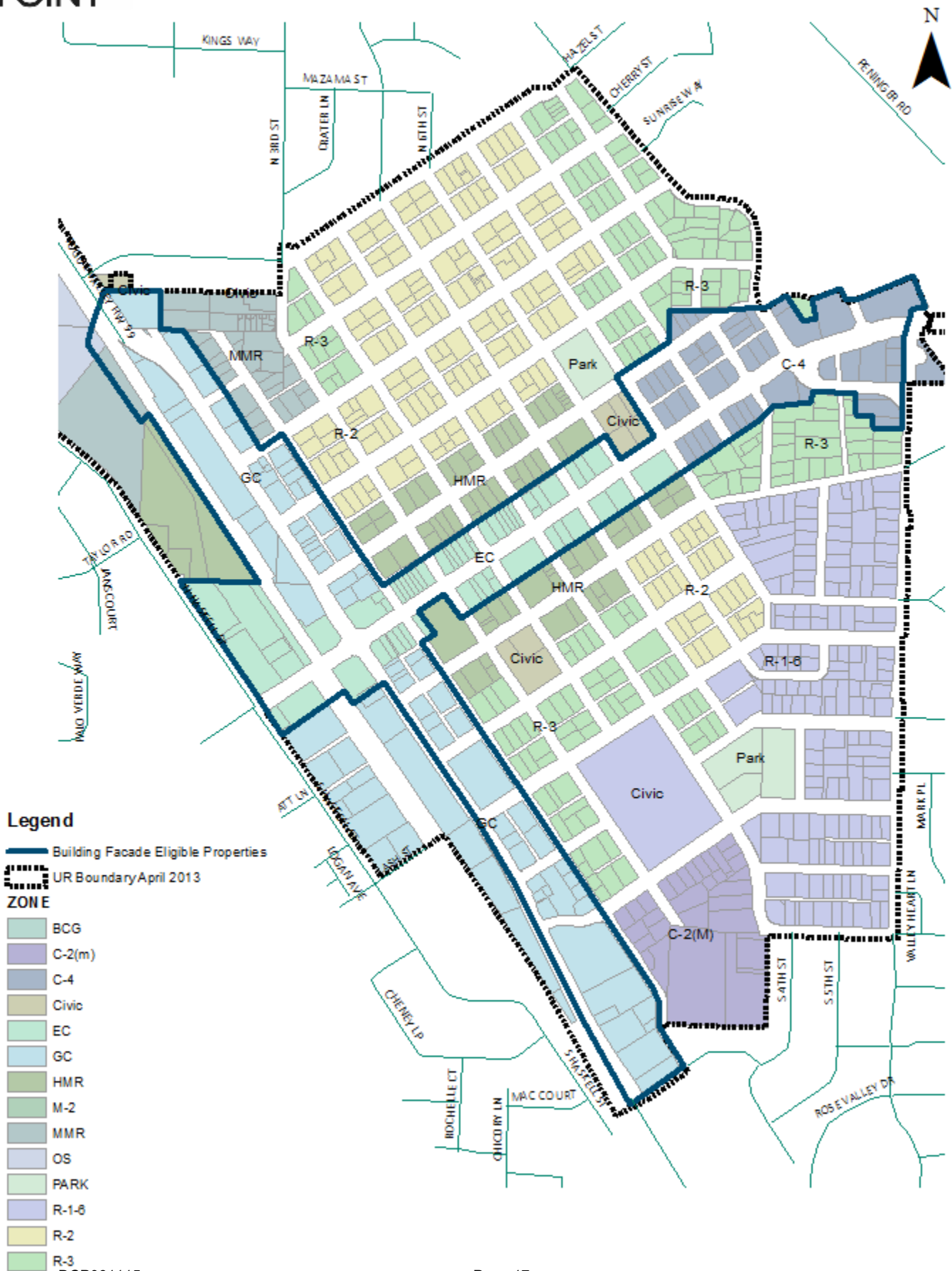
The Applicant for the Building Façade Grant Program is advised of the following Program Compliance requirements:

1. **Eligible Structures.** Only those structures within the Downtown Core Area that demonstrate a contribution to the historic character of the downtown are eligible for Historic Building Façade Grants. No exceptions to this requirement are available.
2. **Codes and Ordinances.** All work must comply with applicable codes of the City of Central Point. For historic structures owners may apply for variances for activities that are deemed detrimental to the historic integrity of the structure

EQUAL OPPORTUNITY:

All Applicants for financial assistance shall be given equal consideration and no person shall be excluded from participation, denied program benefits of discriminated against because of race, color, religion, gender, ancestry, national origin or handicap.

THE BUILDING FAÇADE GRANT PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHEN APPLICABLE.



HISTORIC BUILDING FAÇADE GRANT PROGRAM APPLICATION
City of Central Point

Property Owner _____

Business Name _____

Address _____

Tax parcel ID# _____

Phone: _____ E-Mail: _____

Total Project Cost _____

Proposed Grant Amount (not to exceed 50% of total project cost) _____

Application Checklist:

_____ Verification of Ownership (copy of Deed)

_____ Tax Statement (evidence that real estate taxes are current)

_____ Verification of Property Insurance

_____ Two (2) copies of a color photo of the historic façade to be rehabilitated

_____ Written Scope of Work and Preliminary Cost Estimates

_____ Drawings of the proposed project

Applicant shall indemnify, defend and hold harmless the City of Central Point, the City of Central Point Development Commission, its officers, directors and employees from any and all loss, cost damage, expense, claims and liabilities, including without limitation attorneys' fees, arising out of or in connection with work performed under this contract. This provision shall survive the termination of the Historic Building Façade Grant Agreement.

The undersigned, individually and on behalf of the above-named entity, agrees to all of the above guidelines and stipulations.

Signature of Applicant

Date

Community Development Director

Date Received



STAFF REPORT

June 11, 2015

AGENDA ITEM: IV-B

Review draft of Residential Infill Grant Program

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

Attached is a draft of the Residential Infill Grant Program. This program provides grants of up to \$50,000 and must be matched with equivalent private funds. The purpose of this program is to encourage residential infill in the Downtown's R-3, MMR and HMR districts. Funding for the program would come from tax increment revenue, with the underlying assumption that each project, when completed will generate sufficient increases in property value for a reasonable payback.

Consideration should be given to using the same funding mechanism used in the Streetscape Reimbursement Program, which is to commence reimbursement once the project begins to generate tax increment revenue.

EXHIBITS/ATTACHMENTS:

Attachment "A" – Residential Infill Grant Program.

ACTION:

Discussion only

RECOMMENDATION:

Discuss and provide staff direction.

RESIDENTIAL INFILL GRANT PROGRAM

Central Point Development Commission

As part of the Downtown and East Pine Street Corridor and Revitalization Plan the Residential Infill Grant Program was designed to encourage residential infill within the Downtown Area (see attached map). The Program's objective is to redevelop older single-family development currently zoned for multiple-family use (R-3, MMR, and HMR) using the City's Transit Oriented Development Standards.

As an incentive for infill development this Program will make grants up to \$50,000 for projects on qualifying properties that meet the objectives of the Program. These grants must be matched with 50% of private funds. These grant funds will be reimbursements. Funds will be paid after the job is complete and approved by the Development Commission. The applicant is responsible to pay for the entire project. The owner must submit proof of payment to the Development Commission in order for the grant payment to be issued. **ALL GRANTS ARE SUBJECT TO AVAILABILITY OF FUNDING.**

The types of activities that are eligible under this façade program include, but are not limited to, the following:

- Demolition of existing buildings
- Public improvements, including system development fees
- Planning and design expenses

The types of activities that are not eligible under this façade program include but are not limited to, the following:

- New building construction
- Property acquisition
- Improvements to existing buildings
- Landscaping

PROJECT PROCEDURES:

The following describes the procedural steps necessary to secure a Residential Infill Grant. The order and necessity of each step will be determined on a case-by-case basis, depending upon the amount of assistance required for each project.

1. **Initial Project Meeting.** The applicant will meet with a representative of the Development Commission to determine project eligibility and to discuss the project's scope of work and financial pro forma. At this meeting the applicant needs to present sufficient information on the project's scope of work and financial pro forma. This initial step will be concluded with a written report addressing eligibility, additional information, and next steps.
2. **Formal Application.** After the initial project meeting the applicant will complete a formal application and submit to the Development Commission:
 - a. **Scope of Work with Cost Estimates.** The applicant will submit the scope of work with preliminary cost estimates and preliminary working drawings.

- b. **Verification of Private Funding.** The applicant must submit proof of an adequate source and amount of private funding to complete the project.

Upon receipt of the application with all required information the Development Commission will review the proposal and make a decision. Allow at least thirty (30) days for this process. It will provide approval or make recommendations for alternatives, if deemed necessary.

3. **Project Review.** A representative of the Development Commission The Design Review Committee will review each project's Scope of Work to determine if it follows the Secretary of Interior's Standards for Rehabilitation and the Guidelines of the program. Upon notification of their approval, the Grant Agreement will be executed. Where painting is a listed work item, the color must be approved by this committee.
4. **Contractor Bidding.** The owner will solicit bids from qualified contractors to perform the rehabilitation work. A qualified contractor is defined as one regularly doing business as a Contractor, being able to acquire and maintain the required insurances.
5. **Grant Agreement.** Upon approval by the Development Commission a Grant Agreement will be signed between the Applicant, and the Central Point CPDC.
6. **NO WORK CAN BEGIN ON PROJECT UNTIL CONTRACTS / AGREEMENTS ARE PROPERLY EXECUTED**
7. **Rehabilitation Monitoring.** Throughout construction the CPDC will monitor the project to assure compliance.
8. **Final Inspection and Project Close-Out.** When the Contractor has completed construction and submits an invoice for final payment, a final inspection of the work will be made by the CPDC and the Owner. The grant payment will be issued upon the approval of the CPDC and the Owner and upon receipt of all warranties and guarantees. If the work is not completed as per the specifications, the grant will be withheld until all work is satisfactorily completed.

PROJECT COMPLIANCE:

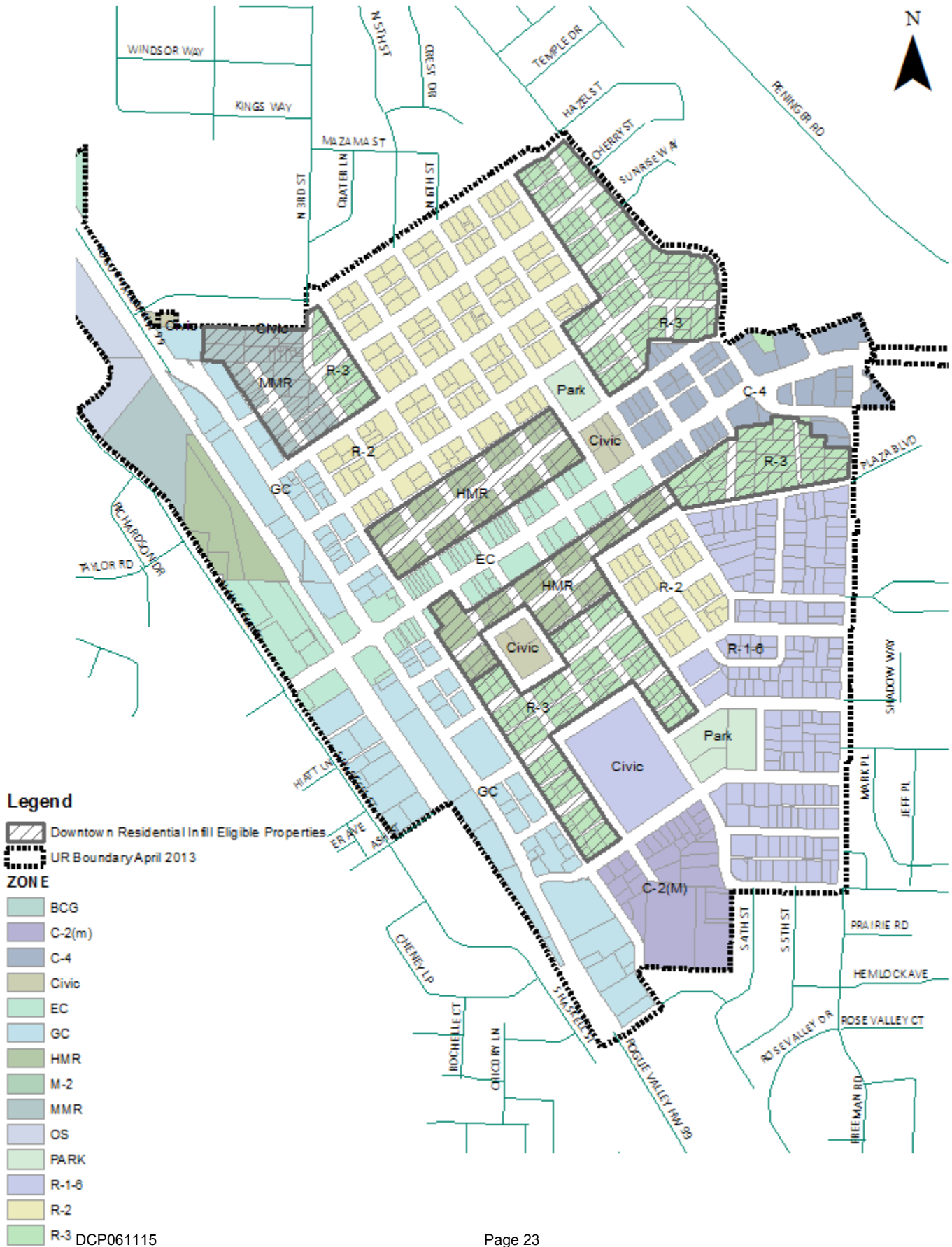
The applicant for a Residential Infill Grant Program is advised of the following Program Compliance requirements:

1. **Eligible Properties.** Only those properties Zoned R-3, MMR or HMR and are within the Residential In-Fill are eligible for Residential Infill Grants. No method for exception of this requirement exists. A map of these boundaries is included as part of these Guidelines.
2. **Codes and Ordinances.** All work must comply with applicable codes of the City of Central Point, including Site Plan and Architectural Review (17.72).
3. **Availability of Funding.** The Residential Infill Grant Program has only a limited amount of funding is available.

EQUAL OPPORTUNITY

All Applicants for financial assistance shall be given equal consideration and no person shall be excluded from participation, denied program benefits or discriminated against because of race, color, religion, gender, ancestry, national origin or handicap.

THE RESIDENTIAL IN-FILL GRANT PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHEN APPLICABLE.



RESIDENTIAL INFILL GRANT PROGRAM APPLICATION
Central Point Development Commission

Property Owner _____

Address _____

Applicant (if other than property owner) _____

Address _____

Tax Lot ID# _____

Phone: _____ E-Mail: _____

Proposed Grant Amount _____ Total Project Cost _____

Application Checklist:

- _____ Verification of Ownership (copy of Deed)
- _____ Tax Statement (evidence that real estate taxes are current)
- _____ Verification of Property Insurance
- _____ Two (2) copies of proposed site plan and architectural elevations
- _____ Project financial pro forma

Applicant shall indemnify, defend and hold harmless the City of Central Point, The Redevelopment Authority of the City of Central Point and the Downtown Business District Authority, its officers, directors and employees from any and all loss, cost damage, expense, claims and liabilities, including without limitation attorneys' fees, arising out of or in connection with work performed under this contract. This provision shall survive the termination of this Agreement.

The undersigned, individually and on behalf of the above-named entity, agrees to all of the above guidelines and stipulations.

Signature of Applicant

Date

Community Development Director

Date Received



STAFF REPORT

June 11, 2015

AGENDA ITEM: V-A

Consideration of Resolution Adopting the Central Point Development Commission Budget for Fiscal Year 2015-16.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

On April 27, 2015 the Central Point Development Commission Budget Committee met to review the draft budget for Fiscal Year 2015-16. After discussion they voted to approve the budget as follows:

General Fund	
Personnel Services	\$18,000
Materials & Services	\$18,900
Capital Outlay	\$360,000
Debt Service	\$7,400
Contingency	\$10,000
Total General Fund	\$414,300

EXHIBITS/ATTACHMENTS:

Attachment "A" – Central Point Development Commission Annual Budget, Fiscal Year 2015-16.

Attachment "B" – Resolution No. 2015-04 Approving Budget

ACTION:

Consider resolution approving the fiscal year 2015-16 budget for the Central Point Development Commission.

RECOMMENDATION:

Adopt Resolution No. 2015-04 approving the fiscal year 2015-16 budget for the Central Point Development Commission.

**CENTRAL POINT DEVELOPMENT
COMMISSION**

FISCAL YEAR 2015-16 BUDGET

JUNE 11, 2015

CENTRAL POINT DEVELOPMENT COMMISSION

CENTRAL POINT DEVELOPMENT COMMISSION MEMBERS

*HANK WILLIAMS, CHAIR
BRUCE DINGLER, VICE CHAIR
ALLEN BRODERICK
TENEAA BROWNING
MIKE QUILTY
RICK SAMUELSON
BRANDON THUESON*

CITIZEN BUDGET COMMITTEE MEMBERS

*KAY HARRISON
ROB HERNANDEZ
KAREN HUCKINS
RANDY SPARACINO
BILL STULTS
BILL WALTON
STEVEN WEBER*

BUDGET OFFICER

CHRIS CLAYTON, CITY MANAGER

URBAN RENEWAL STAFF

*CHRIS CLAYTON, URBAN RENEWAL MANAGER/ CITY MANAGER
BEV ADAMS, 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

"My powers are ordinary. Only my application brings me success."

Isaac Newton

INTRODUCTION

Fiscal year 2015-16 will be the Downtown and East Pine Street Corridor Revitalization Plan's fourth budget year. Revenue is expected to significantly increase over last year allowing the Development Commission to begin meaningful implementation of its revitalization agenda. The Development Commission's initial fiscal strategy of 'wait and see' how the rate of revenue growth develops to 'it's time' to begin the sustainable pursuit of downtown's revitalization.

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, while 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 over a five year period (FY13-14 to FY17-18). The activities budgeted for FY15-16 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.

LEGAL COMPLIANCE

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

THE BUDGET

A budget is a financial plan listing all planned expenses and revenues for fiscal year 2015-16. The Development Commission's budget consists of a single fund; the General Fund. The Budget's primary source of income is tax increment revenue.

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

This will be the first budget year that will include funding for Personal Services. Funding for personal services is directly related to the increase in the workload necessary to complete the budgeted projects. Rather than hire personnel for staffing the Development Commission the budget for Personal Services will be used to reimburse the existing City staff for the time committed to urban renewal.

MATERIALS & SERVICES

The Materials & Services category 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 on projects related to implementation of the fifteen (15) projects listed in the Plan. This includes such activities as project administration, design, engineering, and construction costs. Over the course of the next 22 years it is the Commission's charge to complete each of these projects, while not exceeding its Maximum Indebtedness limit of \$43,177,530.

For FY 2015-16 the Capital Projects Fund includes carries-over the project list from FY14-15:

- Hwy. 99 Pedestrian Lighting – Final payment to the City for completion of pedestrian lighting along the west side of Hwy. 99 south of the Grange property as part of the commercial development of three

properties. This project has been continued from FY 14-15 (Project No. 4).

- Engineering for the streetscape and signalization improvements on East Pine within the downtown (Project No. 1 and 5).
- Funding for the Economic Development Incentive Program (commercial façade improvement and residential redevelopment).

DEBT SERVICE

The purpose of the Debt Service is to account for the payment of principal and interest due on Commission debt. For this fiscal year the Commission will pay interest on the \$125,000 loan from the City. The terms of the loan are 2% interest payments annually, with a \$125,000 balloon payment at the end of the fifth year. The Commission will also begin reimbursement of \$4,900 for improvements made along Hwy. 99 by Walgreen’s per the Streetscape Reimbursement Program.

RESOURCES

Funding for activities and projects will come from three sources; tax increment revenue, interest, and cash balance forward, for a total of \$414,300.

TAX INCREMENT REVENUE

The primary source of urban renewal revenue is tax increment revenue. In FY 13-14 the Commission received \$6,194 in tax increment revenue payments. Last year (FY14-15) the Commission received \$126,000 in tax increment revenue. For FY15-16 it is estimated that the Commission will receive \$287,800 in tax increment revenue.

INTEREST & PREVIOUSLY LEVIED TAXES

It is estimated that the Development Commission will receive \$1,350 in previously levied taxes and interest on its cash balance.

BALANCE FORWARD

The Commission begins the FY15-16 with an estimated beginning cash balance of \$125,150.

A BALANCED BUDGET

By Oregon Law the budget is balanced at \$414,300.

NOTICE OF BUDGET HEARING

A public meeting of the Central Point Development Commission will be held on June 11, 2015 at 6:30 p.m. at the City of Central Point Council Chambers, 140 S. 3rd St., Central Point Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the Central Point Development Commission Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the City of Central Point Finance Department, 140 S. 3rd St., Central Point, OR, between the hours of 9:00 a.m. and 4:00 p.m., or at www.centralpointoregon.gov.

Contact: Chris Clayton, Urban Renewal Manager Phone: (541) 423-1018 Email: Chris.Clayton@centralpointoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2013/14	Adopted Budget This Year 2014/15	Proposed Budget Next Year 2015/16
Beginning Fund Balance/Net Working Capital	\$ 124,242	\$ 124,400	\$ 126,500
Federal, State and All Other Grants	\$ -	\$ -	\$ -
Revenue from Bonds and Other Debt	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -
All Other Resources Except Division of Tax & Special Levy	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -
Revenue from Division of Tax	\$ -	\$ 19,400	\$ 287,800
Revenue from Special Levy	NA	NA	NA
Total Resources	\$ 124,242	\$ 143,800	\$ 414,300

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	\$ -	\$ -	\$ 13,000
Materials and Services	\$ 690	\$ 18,800	\$ 23,800
Capital Outlay	\$ 210	\$ 120,000	\$ 365,000
Debt Service	\$ -	\$ 2,500	\$ 2,500
Interfund Transfers	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ 3,000	\$ 10,000
All Other Expenditures and Requirements	\$ -	\$ -	\$ -
Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Requirements	\$ 900	\$ 144,300	\$ 414,300

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1, 2015	Estimated Debt Authorized But not incurred on July 1
General Obligation Bonds	\$ -	\$ -
Other Bonds	\$ -	\$ -
Other Borrowings	\$ 157,060.00	\$ -
Total	\$ 157,060.00	\$ -

ATTACHMENT "A"

**FORM
LB-20**

**RESOURCES
General Fund**

Central Point Development Commission

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
1	\$ -	\$ 124,242	\$ 124,400	1. Available cash on hand* (cash basis) or	\$ 125,150	\$ 125,150	\$ 125,150	1
2	\$ -	\$ -	\$ -	2. Net working capital (accrual basis)	\$ -	\$ -	\$ -	2
3	\$ -	\$ -	\$ 500.00	3. Previously levied taxes estimated to be received	\$ 150	\$ 150	\$ 150	3
4	\$ -	\$ 296	\$ -	4. Interest	\$ 1,200	\$ 1,200	\$ 1,200	4
5	\$ -	\$ -	\$ -	5. Transferred in, from other funds	\$ -	\$ -	\$ -	5
6				6. OTHER RESOURCES		\$ -	\$ -	6
7	\$ 125,000	\$ -	\$ -	7. Loan (City of Central Point)	\$ -	\$ -	\$ -	7
8				8				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	\$ 125,000	\$ 124,538	\$ 124,900	29. Total resources, except taxes to be levied	\$ 126,500	\$ 126,500	\$ 126,500	29
30			\$ 19,400	30. Taxes estimated to be received	\$ 287,800	\$ 287,800	\$ 287,800	30
31	\$ -	\$ 6,194		31. Taxes collected in year levied				31
32	\$ 125,000	\$ 130,732	\$ 144,300	32. TOTAL RESOURCES	\$ 414,300	\$ 414,300	\$ 414,300	32

*Includes ending balance from prior year

REQUIREMENTS SUMMARY

FORM
LB-30

Central Point Development Commission - General Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2015-16			
	Actual		Adopted Budget This Year 2014-15		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	First Preceding Year 2013-14						
PERSONAL SERVICES								
1	\$ -	\$ -	\$ -	Salaries & Wages	\$ 15,000	\$ 15,000	\$ 15,000	1
2	\$ -	\$ -	\$ -	City Taxes & Benefits	\$ 3,000	\$ 3,000	\$ 3,000	2
3	\$ -	\$ -	\$ -	TOTAL PERSONAL SERVICES	\$ 18,000	\$ 18,000	\$ 18,000	3
MATERIALS AND SERVICES								
4	\$ 548	\$ 690	\$ 2,300	Advertising/Legal Notices	\$ 2,300	\$ 2,300	\$ 2,300	4
5	\$ -	\$ 1,400	\$ 5,500	Professional Services	\$ 5,500	\$ 5,500	\$ 5,500	5
6	\$ -	\$ 82	\$ 10,000	Contract Services	\$ 10,000	\$ 10,000	\$ 10,000	6
7	\$ -	\$ -	\$ 400	Office Supplies	\$ 400	\$ 400	\$ 400	7
8	\$ -	\$ -	\$ 300	Postage	\$ 400	\$ 400	\$ 400	8
9	\$ -	\$ -	\$ 300	Phone/Internet	\$ 300	\$ 300	\$ 300	9
10	\$ 548	\$ 2,172	\$ 18,800	TOTAL MATERIALS AND SERVICES	\$ 18,900	\$ 18,900	\$ 18,900	10
CAPITAL OUTLAY								
11	\$ -	\$ -	\$ 25,000	Oak Street Parking Lot	\$ -	\$ -	\$ -	11
12	\$ 210	\$ 210	\$ 50,000	Hwy. 99 Pedestrian Lights	\$ 15,000	\$ 15,000	\$ 15,000	12
13	\$ -	\$ -	\$ -	East Pine Streetscape & Signals	\$ 310,000	\$ 310,000	\$ 310,000	13
14	\$ -	\$ -	\$ 20,000	Economic Incentive Program	\$ 30,000	\$ 30,000	\$ 30,000	14
15	\$ -	\$ -	\$ 25,000	Design Services, Concept Plan	\$ 5,000	\$ 5,000	\$ 5,000	15
16	\$ 210	\$ 210	\$ 120,000	TOTAL CAPITAL OUTLAY	\$ 360,000	\$ 360,000	\$ 360,000	16
DEBT SERVICE								
17	\$ -	\$ -	\$ 2,500	City Loan, Interest Only	\$ 2,500	\$ 2,500	\$ 2,500	17
18	\$ -	\$ -	\$ -	Streetscape Reimbursement	\$ 4,900	\$ 4,900	\$ 4,900	18
19	\$ -	\$ 2,500	\$ 2,500	TOTAL DEBT SERVICE	\$ 7,400	\$ 7,400	\$ 7,400	19
TRANSFERRED TO OTHER FUNDS								
19	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	19
20	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	20
21	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	21
22	\$ -	\$ -	\$ -	TOTAL TRANSFERS	\$ -	\$ -	\$ -	22
OPERATING CONTINGENCY								
23	\$ 124,242	\$ 125,849	\$ 3,000	Ending balance (prior years)	\$ 10,000	\$ 10,000	\$ 10,000	23
UNAPPROPRIATED ENDING FUND BALANCE								
24	\$ 758	\$ 4,882	\$ 144,300	TOTAL REQUIREMENTS	\$ 414,300	\$ 414,300	\$ 414,300	24

150-504-030 (Rev 12/09)

LEGAL COMPLIANCE

- Notice of Budget Committee meeting
- Notice of Budget Hearing
- Resolution No. 2015-04 Adopting the Annual Budget
- FORM UR-50, Notice to Assessor

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, 2015 to June 30, 2016, will be held the City Council Chambers, 140 S. Third Street, Central Point, Oregon. The meeting will take place on April 27, 2015, 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 17, 2015 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.

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.

NOTICE OF BUDGET HEARING

A public meeting of the Central Point Development Commission will be held on June 11, 2015 at 6:30 p.m. at the City of Central Point Council Chambers, 140 S. 3rd St., Central Point Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the Central Point Development Commission Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the City of Central Point Finance Department, 140 S. 3rd St., Central Point, OR, between the hours of 9:00 a.m. and 4:00 p.m., or at www.centralpointoregon.gov.

Contact: Chris Clayton, Urban Renewal Manager Phone: (541) 423-1018 Email: Chris.Clayton@centralpointoregon.gov

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Interest	\$ -	\$ -	\$ -
Revenue from Division of Tax	\$ -	\$ 19,400	\$ 287,800
Revenue from Special Levy	NA	NA	NA
Total Resources	\$ 124,242	\$ 143,800	\$414,300

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Materials and Services	\$ 690	\$ 18,800	\$ 23,800
Capital Outlay	\$ 210	\$ 120,000	\$ 365,000
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Interfund Transfers	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ 3,000	\$ 10,000
All Other Expenditures and Requirements	\$ -	\$ -	\$ -
Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Requirements	\$ 900	\$ 144,300	\$ 414,300

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1, 2015	Estimated Debt Authorized But not incurred on July 1
General Obligation Bonds	\$ -	\$ -
Other Bonds	\$ -	\$ -
Other Borrowings	\$ 157,060.00	\$ -
Total	\$ 157,060.00	\$ -

• Submit two (2) copies to county assessor by July 15.

Check here if this is an amended form.

Notification

The Central Point Development Commission authorizes its 2015-2016 ad valorem tax increment amounts by plan area for the tax roll of: Jackson County

Chris Clayton
(Contact Person)

(541) 423-1918
(Telephone Number)

July 10, 2015
(Date)

140 S. 3rd St., Central Point, Oregon 97502
(Agency's Mailing Address)

Chris.Clayton@centralpointoregon.gov
(Contact Person's E-mail Address)

Part 1: Option One Plans (Reduced Rate). For definition of Option One plans, see ORS 457.435(2)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax	Special Levy Amount**
	\$ _____ Or	Yes _____	\$ _____
	\$ _____ Or	Yes _____	\$ _____
	\$ _____ Or	Yes _____	\$ _____
	\$ _____ Or	Yes _____	\$ _____

Part 2: Option Three Plans (Standard Rate). For definition of Option Three plans, see ORS 457.435(2)(c)

Plan Area Name	Increment Value to Use***	Amount from Division of Tax***	Special Levy Amount****
	\$ _____ Or		
	\$ _____ Or		
	\$ _____ Or		

Part 3: Other Standard Rate Plans. For definition of standard rate plans, see ORS 457.010(4)(b)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*
Downtown & East Pine Street Corridor Revitalization Plan	\$ _____ Or	Yes X
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____

Part 4: Other Reduced Rate Plans. For definition of reduced rate plans, see ORS 457.010(4)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____
	\$ _____ Or	Yes _____

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2012-2013, permanently increase frozen value to:

Plan Area Name	New frozen value \$ _____
Plan Area Name	New frozen value \$ _____

* **All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100% Or check "Yes" to receive 100% of division of tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".

** If an **Option One plan** enters a Special Levy Amount, you **MUST** check "Yes" and **NOT** enter an amount of Increment to Use.

*** **Option Three plans** enter EITHER an amount of Increment Value to Use to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the Amount from Division of Tax stated in the ordinance, **NOT** both.

**** If an **Option Three plan** requests both an amount of Increment Value to Use that will raise less than the amount of division of tax stated in the 1998 ordinance and a Special Levy Amount, the Special Levy Amount cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.

ATTACHMENT "B"

Resolution No. 2015-04

**BEFORE THE
CENTRAL POINT DEVELOPMENT COMMISSION
A
RESOLUTION ADOPTING THE BUDGET, MAKING
APPROPRIATIONS,
AND DECLARING TAX INCREMENT**

The Central Point Development Commission resolves as follows:

Section 1. The budget for fiscal year 2015–16 in the total of \$414,300 is adopted. This budget is now on file at the City of Central Point Finance Offices, 140 South Third Street, Central Point, OR 97502.

Section 2. The amounts for the fiscal year beginning July 1, 2015; and for the purposes shown below are appropriated:

GENERAL FUND	
Personal Services	\$18,000
Materials & Services	\$18,900
Capital Outlay	\$360,000
Debt Service	\$7,400
Contingency	\$10,000
TOTAL GENERAL FUND	\$414,300

Section 3. The Board of Directors certify to the county assessor a request for the Downtown & East Pine Street Corridor Revitalization Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

The above resolution statements were approved and declared adopted on this 11th day of June 2015.

Hank Williams, Chair
Central Point Development Commission

ATTEST

Deanna Casey, Recorder



STAFF REPORT

June 11, 2015

AGENDA ITEM: V-B

Consideration of Resolution Accepting the Annual Financial Report for Fiscal Year 2014-15.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

Oregon Revised Statute (ORS) 457.460 Financial Report Required for Agency establishes that all urban renewal agencies prepare an annual financial report for the preceding and current fiscal year. Per ORS 457 the annual financial report is required to contain five (5) elements, including an analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all affected tax districts. When completed a notice shall be published acknowledging that the Financial Report (Report) has been prepared and available to interested parties. The deadline for filing the Financial Report is January 31st of each year.

Until this current fiscal year Central Point's urban renewal program did not generate sufficient revenue to warrant preparation of a financial report. As noted in the attached Report tax increment revenue collections have increased to a measureable level, but are still negligible when placed in the context of property tax collections by all affected taxing districts. The overall impact on affected taxing districts for FY13-14 amounted to only .009% of all property tax revenues (Table 5) collected by affected taxing districts.

EXHIBITS/ATTACHMENTS:

Attachment "A" – Central Point Development Commission Annual Financial Report, Fiscal Year 2014-15.

Attachment "B" – Resolution No. 2015-05

ACTION:

Consider resolution accepting the Annual Financial Report for Fiscal Year 2014-15.

RECOMMENDATION:

Adopt Resolution No. 2015-05 accepting the Annual Financial Report for Fiscal Year 2014-15.

**City of Central Point
Downtown & East Pine Street Corridor Revitalization Plan
Annual Fiscal Report for FY2014-15**

June 11, 2015

SUMMARY

This fiscal report is for FY14-15 and has been prepared per ORS 457.460. The purpose of this report is to address the costs and fiscal impacts on other affected taxing districts of carrying out the City of Central Point Downtown & East Pine Street Corridor Revitalization Plan (Urban Renewal Plan). The source of information used in this report is from either the Jackson County Assessor's Office (FY13-14), or the Urban Renewal Plan's budget (FY14-15).

FY2013-14 was the first fiscal year that the Urban Renewal Plan was eligible to collect tax increment revenue. The amount collected was very small at \$6,194. The impact of the Urban Renewal Plan's tax increment revenue on the property tax collections of the affected taxing districts was very minimal. The average fiscal impact was less than one cent per tax dollar received by the affected taxing districts. Overall the fiscal impact ranged between two tenths of one cent per dollar received in property tax revenue to approximately four cents per dollar received in property tax revenue (City of Central Point).

REPORT REQUIREMENTS

In accordance with ORS 457.460 there are five (5) requirements that the financial report must address.

- 1. The amount of money received during the preceding fiscal year under ORS 457.420 to 457.460 and from indebtedness incurred under ORS 457.420 to 457.460.***

Table 1 identifies the amounts and sources of monies received by the Central Point Development Commission (Commission) during FY13-14. FY13-14 was the first year the Commission qualified for and received tax increment revenue. Additionally, the Commission had a Beginning Fund Balance from the preceding year, which was the remaining balance of a \$125,000 start-up loan from the City in FY12-13. The Commission also received interest payments, and through its Streetscape Reimbursement Program, incurred additional indebtedness. The total amount of revenue received by the Urban Renewal Plan was \$162,790.

TABLE 1. MONEY RECEIVED, FY13-14

<u>Source Description</u>	<u>Amount</u>
Beginning Fund Balance	\$ 124,242
Amount Received TIR	\$ 6,194
Amount Received Interest	\$ 296
Amount Received Indebtedness	\$ 32,058
Total Amount Received	\$ 162,790

2. *The purpose and amounts for which any money received under ORS 457.420 to 457.460 and from indebtedness incurred under ORS 457.420 to 457.460 were extended during the preceding fiscal year.*

Table 2 identifies the actual expenditures and purpose of expenditures by the Commission for the preceding fiscal year (FY13-14).

TABLE 2. PURPOSE AND AMOUNTS OF MONEY SPENT, FY 13-14

<u>Expenditure Description</u>	<u>Amount</u>
Personal Service	\$ -
Materials and Service	\$ 2,172
Capital Outlay	\$ 32,058
Debt Service	\$ 2,500
Contingency	\$ -
Total Expenditures	\$ 36,730

3. *An estimate of the moneys to be received during the current fiscal year under ORS 457.420 to 457.460 and from indebtedness incurred under ORS 457.420 to 457.460.*

Table 3 identifies the monies to be received and their source. During fiscal year 2014-15 it was estimated that the Commission would begin the year with \$124,400 beginning cash balance¹. Total tax increment revenues budgeted to be received \$19,900 which included prior year collections of \$500. Total moneys \$124,900.

TABLE 3. MONEY PLANNED TO BE RECEIVED, FY14-15

<u>Source Description</u>	<u>Amount</u>
Beginning Fund Balance	\$ 124,400
Amount Received TIR	\$ 19,400
Amount Received Interest	\$ -

¹ The FY14-15 Beginning Fund Balance was estimated and not based on actual expenditures.

Previously Levied Taxes to be Received	\$	500
Amount Received Indebtedness	\$	-
Total Amount Received	\$	144,300

4. *A budget setting forth the purpose and estimated amounts for which the moneys which have been or will be received under ORS 457.420 to 457.460 and from indebtedness incurred under ORS 457.420 to 457.460 are to be expended during the current fiscal year.*

Table 4 identifies the budget and purpose of expenditures by the Commission for the current fiscal year (FY15).

TABLE 4. PURPOSE AND AMOUNTS PLANNED TO BE SPENT, FY 14-15

Expenditure Description	FY15 (Current Year)	
Personal Service	\$	-
Materials and Service	\$	18,800
Capital Outlay	\$	120,000
Debt Service	\$	2,500
Contingency	\$	3,000
Total Expenditures	\$	144,300

5. *An analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all taxing districts included under ORS 457.430.*

Within the City of Central Point there are a total of nine (9) affected taxing districts with a FY13-14 combined tax rate of \$16.5156/\$1,000 of assessed value. The Urban Renewal’s base value was set in FY2012-13 at \$139,787,170. The FY13-14 incremental value for the Urban Renewal Plan District was \$403,858. During FY13-14 the impact of implementation of the Urban Renewal Plan on those taxing districts is illustrated in Table 5, both in terms of property tax dollars diverted and a percentage of total property tax dollars collected for each taxing district. As illustrated in Table 5 the impact of the Urban Renewal Plan’s tax increment for FY13-14 collections was very small (\$6,589). The most significantly impacted taxing district is the City of Central Point at approximately 4 cents per dollar of property tax revenue collected, followed by the School District and the Fire District at approximately two cents and one cent per dollar of property tax collected.

TABLE 5. TAX REVENUES RECEIVED FY13-14 BY AFFECTED TAX DISTRICT

Tax District	Affected Taxing Districts Property Taxes to be Received	Property Taxes Diverted to Urban Renewal	Percentage of Total Property Taxes
1 City of Central Point	\$ 4,610,815.16	1,794.45	0.039%
2 Jackson County	\$ 33,713,884.10	869.19	0.003%
3 Fire District No. 3	\$ 11,424,300.44	1,247.70	0.011%
4 RVTD	\$ 2,229,342.92	70.10	0.003%
5 Vector Control	\$ 716,070.51	14.02	0.002%
6 Water Conservation	\$ 834,167.81	14.02	0.002%
TOTAL LOCAL GOVERNMENT	\$ 53,528,580.94	4,009.48	0.007%
7 School District No. 6	\$ 9,586,889.42	2,243.05	0.023%
8 RCC	\$ 8,433,019.66	196.27	0.002%
9 ESD	\$ 5,795,215.78	140.19	0.002%
TOTAL SCHOOLS	\$ 23,815,124.86	2,579.51	0.011%
GRAND TOTAL	\$ 77,343,705.80	6,589.00	0.009%

RESOLUTION NO. 2015-05
A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION ACCEPTING
THE ANNUAL REPORT FOR THE DOWNTOWN AND EAST PINE STREET CORRIDOR
PLAN FOR FISCAL YEAR 2014-15

WHEREAS, the Development Commission has reviewed the Annual Report for the Downtown and East Pine Street Corridor Plan (Annual Report); and

WHEREAS, the Annual Report was prepared in accordance with ORS 457.460.

NOW, THEREFORE, BE IT RESOLVED that the City of Central Point Development Commission by Resolution No. 2015-05 hereby accepts the Annual Report per attached Exhibit "A" and directs the Urban Renewal Director to file the Annual Report with the City Council of the City of Central Point and properly publish notice of availability per ORS 457.460(2).

PASSED by the Development Commission and signed by me in authentication of its passage this 11th day of June 2015.

Hank Williams, Chair

ATTEST:

City Representative