



City of Central Point
Development Commission
Agenda

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

April 11, 2019
6:30 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. APPROVAL OF MINUTES

- A. Community Development Commission - Regular Meeting - Feb 14, 2019 6:15 PM

IV. DISCUSSION ITEMS

- A. Resolution No. 2019-02 A Resolution Accepting the Annual Financial Report for the Downtown and East Pine Street Corridor Plan for Fiscal Year 2017-18(Presented by Weber)

V. 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 publica de la ciudad por favor llame con 72 horas de anticipación al 541-664-3321 ext. 201

CITY OF CENTRAL POINT

Oregon

**Regular Meeting Minutes
Thursday, February 14, 2019**

I. MEETING CALLED TO ORDER

II. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Neil Olsen	Ward I	Absent	
Kelley Johnson	Ward II	Absent	
Brandon Thueson	Ward III	Present	
Taneea Browning	Ward IV	Present	
Rob Hernandez	At Large	Excused	
Michael Parsons	At Large	Present	

Also present were City Manager Chris Clayton; City Recorder Deanna Casey; Finance Director Steve Weber; Community Planner Stephanie Holtey; and Police Captain Dave Croft.

III. SPECIAL PRESENTATION

Annual Audit Presentation

Gatlin Hawkins, Audit Manager

Mr. Hawkins stated that they audited the financial statements and gathered evidence. They found no significant issues. They tested financial statements and performed procedures testing the budget process.

IV. APPROVAL OF MINUTES

A. Approval of June 14, 2018 Development Commission Minutes

Brandon Thueson moved to approve the Development Commission minutes from June 14, 2018.

Minutes Acceptance: Minutes of Feb 14, 2019 6:15 PM (APPROVAL OF MINUTES)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Brandon Thueson, Ward III
SECONDER:	Tanea Browning, Ward IV
AYES:	Hank Williams, Brandon Thueson, Tanea Browning, Michael Parsons
ABSENT:	Neil Olsen, Kelley Johnson
EXCUSED:	Rob Hernandez

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)

Mike Parsons moved to approve Resolution 2019-01 accepting the Community Development Commission Audit for Fiscal Year 2017-2018.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Tanea Browning, Ward IV
AYES:	Hank Williams, Brandon Thueson, Tanea Browning, Michael Parsons
ABSENT:	Neil Olsen, Kelley Johnson
EXCUSED:	Rob Hernandez

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

City Manager Chris Clayton explained several items that will be discussed during the 2019-2020 budget hearings. Those meetings will be held in April/May this year. He stated that the Pine Street Development project was the major item for the Development Commission. This will be a simple budget because we do not have any major projects scheduled. This would be a good time to make recommendations so that staff can prepare for the Budget.

Mr. Clayton provided an updated on projects that were prioritized when the District was being created. The Pine Streetscape project was the #1 priority; Number 2 was the Hwy 99 Corridor update. The early citywide survey results indicate that the South Hwy 99 is a higher priority to the citizens than east part of Pine to the I-5 Bridge.

Staff plans to focus on the southern portion of Hwy 99 in the next budget cycle. Budgeting for the District is very straight forward according to the revenue that we receive. We have a great list of priorities that will be checked off as we can fund them.

The taxes that are estimated to be received this year are pretty close to

Minutes Acceptance: Minutes of Feb 14, 2019 6:15 PM (APPROVAL OF MINUTES)

where Don Burt projected us to be.

RESULT: FOR DISCUSSION ONLY

C. Facade Grant Program Update(Presented by Humphrey)

Principal Planner Stephanie Holtey provided an update on the Grant Facade Program. The program was created in 2015 with three initial applicants to help with façade improvements to broaden their business appeal. The program 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. In 2018 we processed applications from Fidelity Quick Print, Crater Café and Betty Barss at 21 S. Front Street. 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 funds for the Façade Grant Program.

Mr. Clayton stated that the Old Car wash on South Front Street has been listed for sale. This is an old building and staff will be encouraging redevelopment of the property.

RESULT: FOR DISCUSSION ONLY

VI. ADJOURNMENT

The meeting was closed at 6:34 PM

The foregoing minutes of the February 14, 2019, Development Commission meeting were approved by the Development Commission at its meeting of April 11, 2019.

Dated:

Chair Hank Williams

ATTEST:

City Recorder

Minutes Acceptance: Minutes of Feb 14, 2019 6:15 PM (APPROVAL OF MINUTES)



City of Central Point Staff Report

ISSUE SUMMARY

TO: Community Development Commission **DEPARTMENT:**
Finance

FROM: Steven Weber,

MEETING DATE: April 11, 2019

SUBJECT: Resolution No. 2019-02 A Resolution Accepting the Annual Financial Report for the Downtown and East Pine Street Corridor Plan for Fiscal Year 2017-18

ACTION REQUIRED: Motion
Resolution

RECOMMENDATION: Approval

BACKGROUND INFORMATION: Oregon Revised Statute (ORS) 457.460 Financial Required for Agency establishes that all urban renewal agencies prepare an annual financial report for the preceding and current fiscal year. Per ORS 457.460 the annual financial report (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 the report is completed a notice shall be published acknowledging that the Report has been prepared and available to interested parties. This Report was properly noticed in the Medford Mail Tribune on March 20th and 27th, 2019.

As noted in the attached Report tax increment revenue collections have been increasing 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 FY2017-18 amounted to \$0.0030 per dollar of property tax revenue (Table 5) collected by the affected taxing districts. The most significantly impacted taxing district is the City of Central Point at approximately 40.0166 per dollar of property tax revenue collected, followed by the School District and Fire District at approximately \$0.0079 and \$0.0047 per dollar of property tax collected.

FINANCIAL ANALYSIS: N/A

LEGAL ANALYSIS: N/A

ATTACHMENTS:

Exhibit "A" – Resolution 2019-02

Exhibit "B" – Central Point Development Commission Annual Financial Report Fiscal Year 2017-18

STAFF RECOMMENDATION: Approve resolution as presented

RECOMMENDED MOTION: Move to approve resolution 2019-02 accepting the annual financial report for fiscal year 2017-18

ATTACHMENTS:

1. FY17-18 Annual Report
2. Accept FY2017-18 Annual Financial Report Resolution - Dev Commission

City of Central Point Downtown & East Pine Street Corridor Revitalization Plan Annual Fiscal Report for FY2017-18

January 1, 2019

SUMMARY

This fiscal report is for FY2017-18 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 the Jackson County Assessor's Office (Summary of Assessment & Levies, Tables 4a-4e dated November 27, 2017), and the Urban Renewal Plan's budget (FY2017-18 and FY2018-19).

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. For FY17-18 the amount collected was **\$331,682**. The impact of the Urban Renewal Plan's tax increment revenue on the property tax collections of the affected taxing districts remains very minimal. For FY2017-18 the average fiscal impact was just over \$0.0030 per tax dollar received by the affected taxing districts (See Table 5, Tax Revenues Received). Overall the fiscal impact ranged between \$0.0007 per dollar received in property tax revenue to approximately \$0.0166 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 moneys received by the Central Point Development Commission (Commission) during FY2017-18. The total amount of money available to the Urban Renewal Plan was \$4,029,617.

Table 1. MONEY RECEIVED, FY2017-18

Source Description	Amount
Beginning Fund Balance	\$ 3,669,976
Tax Increment Revenue, FY2017-18	\$ 323,062
Tax Increment Revenue, Prior Years	\$ 5,395
Interest	\$ 31,184
Total Amount Received	\$ 4,029,617

- 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 expended during the preceding fiscal year.*

Table 2 identifies the actual expenditures and purpose of expenditures by the Commission for the preceding fiscal year (FY2017-18).

Table 2. PURPOSE AND AMOUNTS OF MONEY SPENT, FY2017-18

Expenditure Description	Amount
Personal Services	\$ -
Materials and Services	\$ 7,381
Capital Outlay	\$ 3,549,520
Debt Service	\$ 185,601
Contingency	\$ -
Total Expenditures	\$ 3,742,502

- 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 moneys to be received and their source. For fiscal year 2018-19 it was estimated that the Commission would begin the year with a \$174,000 beginning cash balance¹. Total tax increment revenues budgeted to be received was \$406,000. It was also anticipated that the budget would include interest of \$6,000 for a total of \$586,000 moneys planned to be received.

¹ The FY2018-19 Beginning Fund Balance was estimated and not based on actual expenditures.

Table 3. MONEY PLANNED TO BE RECEIVED, FY2018-19

Source Description	Amount
Beginning Fund Balance	\$ 174,000
Tax Increment Revenue, FY2018-19	\$ 400,000
Tax Increment Revenue, Prior Years	\$ 6,000
Interest	\$ 6,000
Financing Proceeds	\$ -
Total Amount Received	\$ 586,000

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 (FY2018-19).

Table 4. PURPOSE AND AMOUNTS PLANNED TO BE SPENT, FY2018-19

Expenditure Description	Amount
Personal Services	\$ -
Materials and Services	\$ 57,500
Capital Outlay	\$ 235,000
Debt Service	\$ 248,000
Contingency	\$ 45,500
Total Expenditures	\$ 586,000

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 eleven (11) affected taxing districts with a FY2017-18 combined tax rate of \$17.2827 per \$1,000 of assessed value. The Urban Renewal’s base value was set in FY2012-13 at \$139,787,170. The FY2017-18 incremental value for the Urban Renewal District was \$20,396,835. During FY2017-18 the impact of implementation of the Urban Renewal Plan on the affected 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 Urban Renewal Plan’s authorized FY2017-18 tax increment revenue was \$344,333. Of the authorized tax increment revenue the City actually received \$323,062 (93.82% of authorized collections). The most significantly impacted taxing district is the City of Central Point at approximately \$0.0166

Attachment: FY17-18 Annual Report (1124 : Annual Report)

per dollar of property tax revenue collected, followed by the School District and the Fire District at approximately \$0.0079 and \$0.0047 per dollar of property tax collected.

Table 5. TAX REVENUES RECEIVED FY2017-18 BY AFFECTED TAXING DISTRICTS

Tax District	Affected Taxing Districts Property Taxes to be Received	Property Taxes Diverted to Urban Renewal	Percentage of Total Property Taxes Diverted to Urban Renewal
1 City of Central Point	\$ 5,457,980	\$ 90,691	1.66%
2 Jackson County	\$ 43,073,263	\$ 43,670	0.10%
3 Fire District No. 3	\$ 13,416,774	\$ 63,272	0.47%
4 RVTD	\$ 4,622,658	\$ 3,474	0.08%
5 Vector Control	\$ 850,831	\$ 868	0.10%
6 Water Conservation	\$ 991,185	\$ 993	0.10%
7 Jackson County Library	\$ 10,310,469	\$ 10,545	0.10%
8 4-H Ag Extension	\$ 813,093	\$ 744	0.09%
Total Local Government	\$ 79,536,253	\$ 214,257	0.27%
9 School District No. 6	\$ 14,280,361	\$ 112,707	0.79%
10 Rogue Community College	\$ 13,160,582	\$ 10,297	0.08%
11 Education Service District	\$ 6,942,838	\$ 7,072	0.10%
Total Schools	\$ 34,383,781	\$ 130,076	0.38%
Grand Total Permanent	\$ 113,920,034	\$ 344,333	0.30%

Attachment: FY17-18 Annual Report (1124 : Annual Report)

RESOLUTION NO. 2019-02

A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION ACCEPTING THE ANNUAL FINANCIAL REPORT FOR THE DOWNTOWN AND EAST PINE STREET CORRIDOR PLAN FOR FISCAL YEAR 2017-18

Recitals:

A. In accordance with Oregon Revised Statute (ORS) 457.460 an annual financial report for the Central Point Development Commission for fiscal year 2017-18 has been prepared.

B. The annual financial report has the five (5) required elements, the amount of money received during the preceding fiscal year; the purpose and amounts for which any money received were expended during the preceding fiscal year; an estimate of the moneys to be received during the current fiscal year; purpose and estimated amounts for which the moneys will be received are to be expended during the current fiscal year; and 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.

The Central Point Development Commission resolves as follows:

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

Passed by the Council and signed by me in authentication of its passage this 11th day of April 2019.

Hank Williams, Chair

ATTEST:

City Representative

Attachment: Accept FY2017-18 Annual Financial Report Resolution - Dev Commission (1124 : Annual Report)