



City of Central Point
Development Commission
Meeting

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

Thursday, March 24, 2016
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. Fiscal Year 2016-17 Budget Capital Projects
- V. BUSINESS**
 - A. Consideration of Resolution No. 2016-02 awarding a contract to Adkins Consulting Engineering for the Streetscape Design and Engineering on East Pine Street
- VI. ADJOURNEMENT**

Minutes

Development Commission

**CITY OF CENTRAL POINT
Development Commission Minutes
January 14, 2016**

I. REGULAR MEETING CALLED TO ORDER

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

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

City Manager Chris Clayton; Community Development Director Tom Humphrey; Police Chief Kris Allison; Planning Manager Don Burt: and Planning Secretary Karin Skelton were also present.

III. APPROVAL OF MINUTES

- A. Approval of November 12, 2015 Development Commission Minutes

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

IV. DISCUSSION ITEMS

- A. Jackson County Fire District 3 Letter Dated September 18, 2015**

Fire Chief Dan Peterson addressed the Development Commission regarding a letter he wrote dated September 18, 2015. He said the letter proposes that the Development Commission consider not funding any projects relative to Fire District 3, with the outlook that urban renewal could be concluded sooner. He stated that the Fire District was considering establishing an agreement with the City that would address scheduling and funding for Project 14 in the future or abandoning the project completely, which would allow the Development Commission to focus on projects that would improve the economic viability of the area, thus generating more tax increment revenue sooner. He said that the Fire District staff is recommending that the Fire District not request funding for Project 14 within the next 15 years and that in exchange the Development Commission will consider terminating the urban renewal 5 to 10 years early.

Mr. Humphrey mentioned that something to be considered was that in 15 years the Development Commission would be made up of different people and it might not have the same priorities as at present.

Chris Clayton asked for a status update of the Fire District's strategic plan requirement that they identify the location of a future station by December 2015. He asked if that location had been identified.

Chief Peterson answered that a temporary station has been set up on Table Rock Road which better serves that area of the City, and will be able to serve the growth that is expected on Gebhard Road, Wilson Road and Hamrick Road. He said that response time would be narrowed to around 4 minutes. He also said that the final location has not been identified but they had been considering some areas on Upton Road and other locations on Table Rock Road. They had ruled out locations near the fairgrounds, due to the fact that there was too much traffic.

Chris Clayton said that he and Chief Peterson, Tom Humphrey and Don Burt had met and concluded that they should create a memorandum of understanding between the Fire District and the City that was not extremely specific so as to allow some flexibility in the future. He stated that what would ultimately determine the ability to terminate the urban renewal program early was how quickly the funds would be available to complete the projects that the Development Commission had identified as necessary to their mission.

Mr. Clayton said that the Development Commission had prepared a list of projects that they deemed necessary to improve the urban renewal district. Those projects related to infrastructure would add to the growth and value to the district, but something else to consider would be that if the urban growth boundary was expanded, the project of a new fire station would be deemed to have value because of the necessity of providing services to those areas

Bruce Dingler stated that he would like to have a meeting to review the projects and draft a tentative memorandum of understanding.

B. East Pine Street Streetscape Engineering Project

Don Burt updated the Commission on the East Pine Street Streetscape project for the Development Commission. He said that currently there is a request for proposals for engineering for the project. The deadline for submission of proposals is February 29, 2016. He asked for two members of the Development Commission to serve on the selection committee and evaluate the submissions. Mike Quilty and Tanea Browning volunteered.

C. Resolution No. 2016-01. A Resolution of the Central Point Development Commission Accepting the Annual Report for the Downtown and East Pine Street Corridor Plan for Fiscal Year 2015-16.

Tom Humphrey presented the Development Commission with the Annual Financial Report for Fiscal Year 2015 – 16. He informed the Commission that ORS 457.460 required all urban renewal agencies prepare an annual financial report for the preceding and current fiscal year. It is required to contain 5 elements:

- 1) The amounts and sources of monies received by the Central Point Development commission during FY 14-15;
- 2) The actual expenditures and purpose of expenditures by the Commission for the preceding fiscal year (FY 14-15)
- 3) The monies to be received and their source;

- 4) The budget and purpose of expenditures by the Commission for the current fiscal year;
- 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.

Mr. Humphrey reviewed the report for the Development Commission. **Brandon Theuson made a motion to approve Resolution 2016-01, approving the annual financial report.** Mike Quilty seconded. ROLL CALL: Mayor Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Rick Samuelson, yes; Brandon Thueson, yes; Mike Quilty, yes. Motion approved.

V. ADJOURNMENT

Brandon Theuson moved to adjourn, Mike Quilty seconded, all said “aye” and the meeting was adjourned at 6:43 p.m.

Dated:

Mayor Hank Williams

ATTEST:

City Recorder Deanna Casey MMC

Discussion Item

FY 2016-17

**Budget Capital
Projects**



STAFF REPORT

STAFF REPORT

March 24, 2016

AGENDA ITEM: IV-A

Discussion, Fiscal Year 2016-17 Budget

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

He purpose of this agenda item is give the Development Commission a very rough look at the FY2016-17 budget prior to the April 14th Budget Committee meeting. In general the budget is not that different from last year's budget. The exception is funding for Phase 1 of the East Pine Streetscape.

The primary expense in the FY2015-16 budget was the streetscape design and engineering of East Pine Street. An engineering firm has been selected to undertake to design, and work is expected to begin in April with a completion date end of November. A total of \$310,000 was budgeted for the engineering. The pending contract is under budget. However, the amount of the contract has not been finalized.

The purpose of this agenda item is to get confirmation that it remains the Development Commission's intent to proceed with Phase 1 of the streetscape project in FY2016-17. At this time we do not know what area along East Pine Street will be designated as Phase 1, nor do we know the cost of Phase 1. Estimated costs will not be known until late this summer/early fall. Consequently, for budget purposes we will include a budget figure for the project that will be a very rough estimate (approximately \$1,500,000). This will necessitate a bond sale in FY2016-17. The basic math of a bond sale will be addressed at the meeting. All other cost figures in Attachment "A" are based on last year's budget and will be discussed at the meeting.

On April 14th there is scheduled a Budget Committee to discuss the pending budget.

EXHIBITS/ATTACHMENTS:

Attachment "A" – Projected Expenditures, FY 2016-17

ACTION:

Discussion

RECOMMENDATION:

Discussion and direction

ATTACHMENT "A"

PROJECTED EXPENDITURES

Central Point Development Commission - General Fund

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-17			
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				
\$ -	\$ -	\$ 10,000	Salaries & Wages	\$ 10,000	\$ -	\$ -	1
\$ -	\$ -	\$ 3,000	City Taxes & Benefits	\$ 3,000	\$ -	\$ -	2
\$ -	\$ -	\$ 13,000	TOTAL PERSONAL SERVICES	\$ 13,000	\$ -	\$ -	3
			MATERIALS AND SERVICES				
\$ 548	\$ 690	\$ 2,300	Advertising/Legal Notices	\$ 2,300	\$ -	\$ -	4
\$ -	\$ 1,400	\$ 5,500	Professional Services	\$ 5,500	\$ -	\$ -	5
\$ -	\$ 82	\$ 10,000	Contract Services, Admin. Staff	\$ 15,000	\$ -	\$ -	6
\$ -	\$ -	\$ 400	Office Supplies	\$ 400	\$ -	\$ -	7
\$ -	\$ -	\$ 300	Postage	\$ 300	\$ -	\$ -	8
\$ -	\$ -	\$ 300	Phone/Internet	\$ 300	\$ -	\$ -	9
\$ 548	\$ 2,172	\$ 18,800	TOTAL MATERIALS AND SERVICES	\$ 23,800	\$ -	\$ -	10
			CAPITAL OUTLAY				
\$ -	\$ -	\$ 25,000	Oak Street Parking Lot	\$ -	\$ -	\$ -	11
\$ 210	\$ 210	\$ 50,000	Hwy. 99 Pedestrian Lights	\$ -	\$ -	\$ -	12
\$ -	\$ -	\$ -	East Pine Streetscape & Signals	\$ 1,500,000	\$ -	\$ -	13
\$ -	\$ -	\$ 20,000	Economic Incentive Program	\$ 30,000	\$ -	\$ -	14
\$ -	\$ -	\$ 25,000	Design Services, Concept Plan	\$ -	\$ -	\$ -	15
\$ 210	\$ 210	\$ 120,000	TOTAL CAPITAL OUTLAY	\$ 1,530,000	\$ -	\$ -	16
			DEBT SERVICE				
\$ -	\$ -	\$ 2,500	City Loan, Interest Only	\$ 2,500	\$ -	\$ -	17
\$ -	\$ -	\$ -	Streetscape Reimbursement	\$ 4,900	\$ -	\$ -	18
\$ -	\$ -	\$ -	FY16-17 Bond	\$ 140,425	\$ -	\$ -	
\$ -	\$ 2,500	\$ 2,500	TOTAL DEBT SERVICE	\$ 147,825	\$ -	\$ -	19
			TRANSFERRED TO OTHER FUNDS				
\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	19
\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	20
\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	21
\$ -	\$ -	\$ -	TOTAL TRANSFERS	\$ -	\$ -	\$ -	22
\$ -	\$ -	\$ 3,000	OPERATING CONTINGENCY	\$ 10,000	\$ -	\$ -	23
\$ -	\$ -	\$ -	Ending balance (prior years)				
\$ -	\$ -	\$ -	UNAPPROPRIATED ENDING FUND BALANCE	\$ -	\$ -	\$ -	24
\$ 758	\$ 4,882	\$ 157,300	TOTAL REQUIREMENTS	\$ 1,724,625	\$ -	\$ -	25

Business

**Awarding Contract
for Streetscape
Design**



Planning Department

STAFF REPORT

Tom Humphrey, AICP,
Community Development Director/
Assistant City Adm

STAFF REPORT

March 24, 2016

AGENDA ITEM: V-A

Consideration of Resolution No. 2016-02 awarding a contract to Adkins Consulting Engineering for the Streetscape Design and Engineering on East Pine Street.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The City received three responses to the Seat Pine Street Streetscape project. On March 15th the Selection Committee for the East Pine Street Streetscape engineering firm completed their review of the submitted proposals. Their recommendation is Adkins Consulting Engineering (Adkins) as the preferred firm. At this time City staff and Adkins are working on the details of the contract and expect to have a final contract for consideration by the Development Commission at the March 24th meeting. The budgeted amount for the engineering work was \$310,000. Adkins' proposal was less than the budgeted amount, but has yet to be finalized. The finalized cost will be discussed at the meeting.

If approved the contract completion date would be November 30, 2016. This would provide sufficient time to bid Phase 1 for construction commencing spring of 2017.

EXHIBITS/ATTACHMENTS:

Attachment "A" – Resolution No. 2016-02 (to be distributed at the meeting)

ACTION:

Consideration of Resolution No. 2016-02 authorizing a contract with Adkins Consulting Engineering for the Streetscape Design and Engineering Project for East Pine Street.

RECOMMENDATION:

Pending finalization of the contract cost approve Resolution No. 2016-02.