



City of Central Point
Development Commission
Meeting

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

Thursday, June 9, 2016
6:00 P.M.

Central Point
Council Chambers
140 S. 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 – 6:00 p.m.**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
- IV. DISCUSSION ITEMS**
 - A. None
- V. BUSINESS**
 - A. Consideration of Resolution No. 2016-03 adopting the FY15-16 Development Commission Budget
 - B. Consideration of Resolution No. 2016-04 approving Letter of Engagement with Western Financial Group
 - C. Consideration of Resolution No. 2016-05 approving a Historic Façade Grant for the Merritt Building, 117 East Pine Street
- VI. ADJOURNEMENT**

Minutes

March 24, 2016

CITY OF CENTRAL POINT
Development Commission Minutes
March 24, 2016

I. REGULAR MEETING CALLED TO ORDER

Chair, Mayor Hank Williams called the meeting to order at 6:07 p.m.

II. ROLL CALL:

Chair: Mayor Hank Williams
Commission Members: Bruce Dingler, Rick Samuelson, Tanea Browning and Mike Quilty were present. Brandon Thueson and Allen Broderick were excused.

City Manager Chris Clayton; Community Development Director Tom Humphrey; Police Chief Kris Allison; Planning Manager Don Burt; City Attorney Dan O'Conner; Finance Director Bev Adams; and City Recorder Deanna Casey were also present.

III. APPROVAL OF MINUTES

A. Approval of January 14, 2016 Development Commission Minutes.

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

IV. DISCUSSION ITEMS

A. Fiscal Year 2016-17 Budget Capital Projects

Planning Manager Don Burt presented a power point presentation regarding the streetscape project and the 2016/17 proposed Capital Projects. He presented the preliminary resource estimate and the estimated expenditures.

He explained the estimated time line:

- April, 2016 to July 2016 Preliminary engineering.
- June 2016 to August 2016 Phasing Plan and Cost Estimates.
- August 2016 to November 2016 Final Engineering and construction documents for Phase 1.
- September 2016 to October 2016 Financial Consultants.
- October 2016 to January 2017 Bond Sale.
- March 2017 to April 2017 Project out to bid.
- May 2017 to September 2017 Construction Project.

The final project costs will be carried-over to Fiscal Year 2017-2018. There was discussion about how many phases would be required to complete East Pine west of 7th Street. Those decisions will be decided by the Development Commission depending on the preliminary plans and revenue.

Staff is requesting to proceed with the Fiscal Year 2016/2017 budget and want to include Phase 1 of the streetscape construction in that budget.

Commission members agreed to proceed with the budget preparation and return to the Budget Committee for discussion and approval in April.

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

Mr. Burt explained the project area on Pine Street between the Railroad and 7th Street. The contract will have a preliminary engineering plan for the project area. Staff received three proposals and has interviewed three engineers. Adkins Consulting Engineering is the preferred firm. They included a phasing plan and construction cost estimates per phase with final engineering plans & construction documentation.

Community Development Director Tom Humphrey explained that Adkins Engineering plans to work with businesses to avoid as much disruption as possible during construction. Staff felt that Adkins provided assurance that they will be the best company for this project. They have done similar projects around the state.

Below are the primary tasks for the project:

1. Data Collection
2. Preliminary Streetscape Design
3. Preliminary engineering plans
4. Phasing plan for meetings and public outreach
5. Preliminary cost estimate for each phase, meeting, and public outreach
6. Design of pedestrian signal in phase 1 with additional traffic control
7. Design of water line replacement options and design of permanent sign replacement

He explained the contract cost is budgeted for \$310,000. The base contract is not to exceed \$215,000, extra work is not to exceed \$75,000, and the contract will carry over into the 2016/2017 fiscal year. Staff requests that the Commission approve the proposed Resolution awarding the contract to Adkins Consulting Engineering.

Bruce Dingler moved to approve Resolution No 2016-02 Awarding a contract to Adkins Consulting Engineering for the Streetscape Design and Engineering on East Pine Street. Mike Quilty Seconded. Roll Call: Mayor Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Rick Samuelson, yes; and Mike Quilty, yes.

VI. ADJOURNMENT

Rick Samuelson moved to adjourn, Tanea Browning seconded, all said “aye” and the meeting was adjourned at 6:35 p.m.

Dated:

Chair Mayor Hank Williams

ATTEST:

City Recorder

Business

Letter of Engagement



STAFF REPORT

June 9, 2016

AGENDA ITEM: V-A

Consideration of Resolution Adopting the Central Point Development Commission Budget for Fiscal Year 2016-17.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

On April 18, 2016 the Central Point Development Commission Budget Committee met to review the draft budget for Fiscal Year 2016-17. After discussion they voted to approve the budget as follows:

General Fund	
Personnel Services	\$39,000
Materials & Services	\$120,300
Capital Outlay	\$1,588,010
Debt Service	\$397,400
Contingency	\$50,000
Total General Fund	\$2,194,710

For purposes of budgeting tax increment revenue projections ranging between \$325,000 and \$268,000 were developed. The Budget was based on the higher, more aggressive, estimate with the understanding that actual tax increment receipts will be known prior to any financings and/or construction contracts, and that expenditures will be appropriately adjusted. If the lower tax increment projection were used the Budget would generally appear as follows:

General Fund	
Personnel Services	\$39,000
Materials & Services	\$102,300
Capital Outlay	\$1,318,010
Debt Service	\$328,400
Contingency	\$50,000
Total General Fund	\$1,837,710

Expense reductions would occur in Materials & Services (bond costs), Capital Outlay, and Debt Service. Because of the variability in establishing bond parameters (interest, market vs. private placement, etc.) and expenditure controls, use of the higher tax increment revenue projection for purposes of preparing the Budget had minimal risk.

EXHIBITS/ATTACHMENTS:

Exhibit "A" – Central Point Development Commission Annual Budget, Fiscal Year 2016-17.
Attachment "B" – Resolution No. 2016-03 Approving Budget

ACTION:

Consider resolution approving the fiscal year 2016-17 budget for the Central Point Development Commission.

RECOMMENDATION:

Adopt Resolution No. 2016-03 approving the alternate fiscal year 2016-17 budget for the Central Point Development Commission.

EXHIBIT "A"

**CENTRAL POINT DEVELOPMENT
COMMISSION**

**PROPOSED BUDGET
FISCAL YEAR 2016-17**

**BUDGET MEETING
JUNE 9, 2016**

EXHIBIT "A"

**CENTRAL POINT DEVELOPMENT
COMMISSION**

CENTRAL POINT DEVELOPMENT COMMISSION MEMBERS

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

CITIZEN BUDGET COMMITTEE MEMBERS

*KAY HARRISON
ROB HERNANDEZ
KAREN HUCKINS
CHRIS RICHEY
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*

EXHIBIT "A"

BUDGET MESSAGE

TO: CHAIR AND BOARD OF DIRECTORS CENTRAL POINT DEVELOPMENT COMMISSION;

BUDGET COMMITTEE MEMBERS;

AND CITIZENS OF CENTRAL POINT

INTRODUCTION

The FY 2016-17 Budget represents the Commission's first significant venture toward the physical implementation of the Plan. This becomes apparent in the knowledge that not only will it exceed, by a significant amount, all prior budgets combined, but it will also represent the Commission's first use of tax increment financing in the amount of \$1,700,000.

There are three actions that necessitate the size of the proposed budget:

1. East Pine Streetscape Design & Engineering (\$210,000). As a carryover from the FY15-16 Budget, the Commission will be completing the design, preliminary engineering, and Phase 1 final construction engineering for the downtown streetscape project on East Pine Street. This design and engineering project will identify the scope and cost of constructing Phase 1 of the East Pine's streetscape.
2. Phase 1 Streetscape Construction (\$1,348,010). The Phase 1 streetscape construction project will require an estimated \$1,700,000 tax increment revenue bond before commencement of construction. It can be expected that due to construction timing (beginning late spring 2017) that a large percentage of the construction funding will be carried forward to the FY17-18 Budget.
3. Bond Costs. Including the first year's estimated Debt Service Payment and Debt Service Reserve the total cost for the bond will be approximately \$102,000.

It should be noted that the costs and funding for the FY 2016-17 Budget will cover most of two fiscal years to see the Phase 1 streetscape project through to completion.

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.

EXHIBIT “A”

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. 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 FY 2016-17 are both long awaited and 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

This budget is a financial plan listing all planned expenses and revenues for fiscal year 2016-17. The Development Commission’s budget consists of a single fund; the General Fund. The Budget’s primary source of income is tax increment revenue, including proceeds from the sale of tax increment revenue bonds.

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

Funding for Personal Services (\$39,000) is 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.

Because of the East Pine Street project scheduled for this fiscal year the Personal Services budget has increased from last year.

EXHIBIT “A”

MATERIALS & SERVICES

The Materials & Services category (\$120,300) 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. For this fiscal year the costs for an anticipated bond sale have been added, substantially raising the total costs allocated to Materials and Services.

CAPITAL PROJECTS

The Capital Projects Fund accounts for all expenditures (\$1,588,010) 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 21 years it is the Commission’s charge to undertake each of these projects, while not exceeding its Maximum Indebtedness limit of \$43,177,530.

For FY 2016-17 the Capital Projects Fund includes the following projects:

- Engineering for the streetscape and signalization improvements on East Pine within the downtown (Project No. 1 and 5). This project was started in FY 2015-16 and will be completed FY 2016-17.
- Construction of Phase 1 of East Pine Streetscape Project (Project No. 1 and 5).
- Funding for the Economic Development Incentive Program (commercial façade improvement).

DEBT SERVICE

The purpose of the Debt Service category 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 (FY17-18). The Commission also has a debt service obligation in the amount of \$4,900 for improvements made along Hwy. 99 by Walgreen’s per the Streetscape Reimbursement Program.

For the first time the Debt Service category will also include provision for repayment of the anticipated FY 2016-17 Bond.

RESOURCES

Funding for activities and projects will come from four sources; tax increment revenue, interest, cash balance forward, and bond proceeds, for a total of \$2,194,710.

FY 2016-17 BOND

It is anticipated that in FY 2016-17 the Commission will \$1,700,000 in bond proceeds.

EXHIBIT "A"

TAX INCREMENT REVENUE

The primary source of urban renewal revenue will be bond proceeds, followed by tax increment revenue. For FY 2016-17 it is estimated that the Commission will receive \$325,000 in tax increment revenue.

INTEREST & PREVIOUSLY LEVIED TAXES

It is estimated that the Development Commission will receive \$2,600 in previously levied taxes and interest on its cash balance.

BALANCE FORWARD

The Commission will begin FY 2016-17 with an estimated beginning cash balance of \$167,110.

A BALANCED BUDGET

By Oregon Law the budget is balanced at \$2,194,710.

EXHIBIT "A"

NOTICE OF BUDGET HEARING

A public meeting of the Central Point Development Commission will be held on June 9, 2016 at 6:00 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, 2016 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	Adopted Budget	Proposed Budget
	2014/15	This Year 2015/16	Next Year 2016/17
Beginning Fund Balance/Net Working Capital	\$ 126,059	\$ 126,500	\$ 167,110
Federal, State and All Other Grants	\$ -	\$ -	\$ -
Revenue from Bonds and Other Debt	\$ -	\$ -	\$ 1,700,000
Interfund Transfers	\$ -	\$ -	\$ -
All Other Resources Except Division of Tax & Special Levy	\$ 94	\$ -	\$ -
Interest	\$ 890	\$ -	\$ 100
Revenue from Division of Tax	\$ 119,074	\$ 287,800	\$ 327,500
Revenue from Special Levy	NA	NA	NA
Total Resources	\$ 246,117	\$ 414,300	\$ 2,194,710

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	\$ -	\$ 18,000	\$ 39,000
Materials and Services	\$ 690	\$ 18,900	\$ 120,300
Capital Outlay	\$ 210	\$ 360,000	\$ 1,588,010
Debt Service	\$ -	\$ 7,400	\$ 397,400
Interfund Transfers	\$ -	\$ -	\$ -
Contingencies	\$ -	\$ 10,000	\$ 50,000
All Other Expenditures and Requirements	\$ -	\$ -	\$ -
Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Requirements	\$ 900	\$ 414,300	\$ 2,194,710

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding	Estimated Debt Authorized
	July 1, 2016	But not incurred on July 1
General Obligation Bonds	\$ -	\$ -
Other Bonds	\$ -	\$ 1,700,000
Other Borrowings	\$ 157,060	\$ 152,662
Total	\$ 157,060	\$ 1,852,662

EXHIBIT "A"

**FORM
LB-20**

RESOURCES General Fund

Central Point Development Commission

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2016-17		
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	First Preceding Year 2014-15	This Year 2015-16				
1	\$ 124,242	\$ 126,059	\$ 125,150	1. Available cash on hand* (cash basis) or	\$ 167,110	\$ 167,110	\$ 167,110
2	-	-	-	2. Net working capital (accrual basis)	-	-	-
3	-	94	150	3. Previously levied taxes estimated to be received	\$ 2,500	\$ 2,500	\$ 2,500
4	296	890	1,200	4. Interest	\$ 100	\$ 100	\$ 100
5	-	-	-	5. Transferred in, from other funds	-	-	-
6				OTHER RESOURCES			
7	-	-	-	7. Loan (City of Central Point)	-	-	-
8	-	-	-	8. FY16-17 Bond	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000
9				9			
10				10			
11				11			
12				12			
13				13			
14				14			
15				15			
16				16			
17				17			
18				18			
19				19			
20				20			
21				21			
22		-		22			
23				23			
24				24			
25				25			
26				26			
27				27			
28				28			
29	\$ 124,538	\$ 127,044	\$ 126,500	29. Total resources, except taxes to be levied	\$ 1,869,710	\$ 1,869,710	\$ 1,869,710
30			\$ 287,800	30. Taxes estimated to be received	\$ 325,000	\$ 325,000	\$ 325,000
31	6,194	119,074		31. Taxes collected in year levied			
32	\$ 130,732	\$ 246,117	\$ 414,300	32. TOTAL RESOURCES	\$ 2,194,710	\$ 2,194,710	\$ 2,194,710

*Includes ending balance from prior year

EXHIBIT "A"

REQUIREMENTS SUMMARY

FORM
LB-30

Central Point Development Commission - General Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-17			
	Actual		Adopted Budget This Year 2015-16		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15						
PERSONAL SERVICES								
1	\$ -	\$ -	\$ 15,000	Salaries & Wages	\$ 30,000	\$ 30,000	\$ 30,000	1
2	\$ -	\$ -	\$ 3,000	City Taxes & Benefits	\$ 9,000	\$ 9,000	\$ 9,000	2
3	\$ -	\$ -	\$ 18,000	TOTAL PERSONAL SERVICES	\$ 39,000	\$ 39,000	\$ 39,000	3
MATERIALS AND SERVICES								
4	\$ 690	\$ 916	\$ 2,300	Advertising/Legal Notices	\$ 2,300	\$ 2,300	\$ 2,300	4
5	\$ 1,400	\$ 223	\$ 5,500	Professional Services	\$ 102,000	\$ 102,000	\$ 102,000	5
6	\$ 82	\$ 126	\$ 10,000	Contract Services, Admin. Staff	\$ 15,000	\$ 15,000	\$ 15,000	6
7	\$ -	\$ -	\$ 400	Office Supplies	\$ 400	\$ 400	\$ 400	7
8	\$ -	\$ -	\$ 400	Postage	\$ 300	\$ 300	\$ 300	8
9	\$ -	\$ -	\$ 300	Phone/Internet	\$ 300	\$ 300	\$ 300	9
10	\$ 2,172	\$ 1,265	\$ 18,900	TOTAL MATERIALS AND SERVICES	\$ 120,300	\$ 120,300	\$ 120,300	10
CAPITAL OUTLAY								
11	\$ -	\$ 79,181	\$ 15,000	Oak Street Parking Lot & Hwy. 99 Street Lights	\$ -	\$ -	\$ -	11
12	\$ 210	\$ -	\$ 310,000	East Pine Streetscape & Signals (Engineering)	\$ 210,000	\$ 210,000	\$ 210,000	12
13	\$ -	\$ -	\$ -	East Pine Streetscape & Signals Construcion (Phase 1)	\$ 1,348,010	\$ 1,348,010	\$ 1,348,010	13
14	\$ -	\$ -	\$ 30,000	Economic Incentive Program	\$ 30,000	\$ 30,000	\$ 30,000	14
15	\$ -	\$ 29,133	\$ 5,000	Design Services, Concept Plan	\$ -	\$ -	\$ -	15
16	\$ 210	\$ 108,314	\$ 360,000	TOTAL CAPITAL OUTLAY	\$ 1,588,010	\$ 1,588,010	\$ 1,588,010	16
DEBT SERVICE								
17	\$ 2,500	\$ 2,500	\$ 2,500	City Loan, Interest Only	\$ 2,500	\$ 2,500	\$ 2,500	17
18	\$ -	\$ -	\$ 4,900	Streetscape Reimbursement	\$ 4,900	\$ 4,900	\$ 4,900	18
19	\$ -	\$ -	\$ -	FY16-17 Bond + Reserve	\$ 390,000	\$ 390,000	\$ 390,000	19
20	\$ 2,500	\$ 2,500	\$ 7,400	TOTAL DEBT SERVICE	\$ 397,400	\$ 397,400	\$ 397,400	20
TRANSFERRED TO OTHER FUNDS								
21	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	21
22	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	22
23	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	23
24	\$ -	\$ -	\$ -	TOTAL TRANSFERS	\$ -	\$ -	\$ -	24
25			\$ 10,000	OPERATING CONTINGENCY	\$ 50,000	\$ 50,000	\$ 50,000	25
26	\$ 126,059	\$ 134,038		Ending balance (prior years)				
27			\$ -	UNAPPROPRIATED ENDING FUND BALANCE	\$ -			
28	\$ 4,882	\$ 112,080	\$ 414,300	TOTAL REQUIREMENTS	\$ 2,194,710	\$ 2,194,710	\$ 2,194,710	28

150-504-030 (Rev 12/09)

EXHIBIT "A"

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, 2016 to June 30, 2017, will be held the City Council Chambers, 140 S. Third Street, Central Point, Oregon. The meeting will take place on April 18, 2016, at 4:00 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 18, 2016 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.

EXHIBIT "A"

NOTICE OF BUDGET HEARING

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Interfund Transfers	\$ -	\$ -	\$ -
All Other Resources Except Division of Tax & Special Levy	\$ 94	\$ -	\$ -
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Revenue from Division of Tax	\$ 119,074	\$ 287,800	\$ 327,500
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Contingencies	\$ -	\$ 10,000	\$ 50,000
All Other Expenditures and Requirements	\$ -	\$ -	\$ -
Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Requirements	\$ 900	\$ 414,300	\$ 2,194,710

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1, 2016	Estimated Debt Authorized But not incurred on July 1
General Obligation Bonds	\$ -	\$ -
Other Bonds	\$ -	\$ 1,700,000
Other Borrowings	\$ 157,060	\$ 152,662
Total	\$ 157,060	\$ 1,852,662

EXHIBIT "A"

FORM UR-50

NOTICE TO ASSESSOR

2016-2017

• 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 2016-2017 ad valorem tax increment amounts by plan area for the tax roll of: Jackson County

Chris Clayton
(Contact Person)

(541) 423-1018
(Telephone Number)

July 10, 2016
(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.

**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 2016–17 in the total of \$2,194,710 is adopted (Exhibit “A”). 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	\$39,000
Materials & Services	\$120,300
Capital Outlay	\$1,588,010
Debt Service	\$397,400
Contingency	\$50,000
TOTAL GENERAL FUND	\$2,194,710

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 9th day of June 2016.

Hank Williams, Chair
Central Point Development Commission

ATTEST

Deanna Casey, Recorder

Business

Letter of Engagement



Planning Department

STAFF REPORT

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

STAFF REPORT

June 9, 2016

AGENDA ITEM: V-B

Consideration of Resolution No. 2016-04 Approving a Letter of Engagement with Western Financial Group

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

In preparation for financing of Phase I of the East Pine Streetscape Project it is appropriate for the Commission to seek professional financial assistance for services such as:

- Assist with development of financial plans
- Provide professional advice on structuring, pricing, and execution of financings
- Coordinate and carry out financings, including review of financing documents, coordination of the financing team, draft RFP's, solicitation of bids, negotiation with banks, assist with closings

The City currently contracts with Western Financial Group (WFG) for financial services to the City. For purposes of consistency and financial coordination it is proposed that the Commission consider contracting with WFG for financial services. The proposed hourly rate is \$235/hr. plus expenses (at cost). As proposed the term of the Engagement Letter would terminate, unless extended, on June 30, 2018. Use of WFG will be on an as needed basis throughout the term of the agreement. Prior to any use of WFG for a "specific purpose" WFG will provide an estimate of the cost for the "specific purpose".

The City's Finance Director, who also serves as the Commission's Finance Director, has reviewed the Letter of Engagement and finds it acceptable.

EXHIBITS/ATTACHMENTS:

Attachment "A" – Letter of Engagement with Western Financial Group

Attachment "B" – Resolution No. 2016-04 Approving Letter of Engagement

ACTION:

Consider resolution approving a Letter of Engagement with Western Financial Group.

EXHIBIT "A"

RECOMMENDATION:

Adopt Resolution No. 2016-04 approving the Letter of Engagement with Western Financial Group

EXHIBIT "A"



April 6, 2016

Don Burt, Planning Manager
Central Point Development Commission
City of Central Point
140 South 3rd Street
Central Point, OR 97502

Via Email

RE: WFG Engagement Letter

Dear Don:

This letter specifies the terms of the engagement between Western Financial Group (WFG) located in Portland, Oregon and Central Point Development Commission (CPDC).

Scope of Municipal Advisory Activities to be Performed

- Assist CPDC with development of financing plans
- Provide professional advice on structuring, pricing, and execution of CPDC's financings
- Coordinate and carry out financings, including review of financing documents, coordination of the financing team, draft RFPs, solicit bids, negotiate with banks, assist with closings
- Attend CPDC meetings, as requested, held to discuss or explain financing plans, debt management and debt issues
- Provide professional advice on a specific project basis, and general consultation on public finance matters, as needed
- Provide additional services as requested by CPDC

Term of Engagement Agreement

The commencement date of the agreement is the date of execution of this agreement and the termination date of this agreement is June 30, 2018 or earlier, at the option of either party. Any extensions must be mutually agreed upon by all parties in writing.

EXHIBIT "A"

Independent Registered Municipal Advisor ("IRMA")

If acting in the capacity of an Independent Registered Municipal Advisor ("IRMA") with regard to the IRMA exemption of the SEC Rule, WFG will review all third party recommendations submitted to WFG in writing by CPDC.

Compensation and Out-of-Pocket Expenses

Compensation for the municipal advisory activities to be performed for this engagement is hourly at a rate of \$235 per hour. When a financing is required, WFG may propose fixed-fee arrangement at that time. Our hourly rate will be adjusted annually based on the CPI of the Portland area, beginning on July 1, 2017. Out-of-pocket expenses (such as travel, printing, etc) will be billed at cost, without mark up.

Fiduciary Duty

WFG is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board (MSRB). As such, WFG has a fiduciary duty to CPDC and hereby agrees to comply with both the Duty of Care and Loyalty that entails the following:

Duty of Care:

- a) exercise due care in performing its municipal advisory activities;
- b) possess the degree of knowledge and expertise needed to provide CPDC with informed advice;
- c) make a reasonable inquiry as to the facts that are relevant to CPDC's determination as to whether to proceed with a course of action or that form the basis for any advice provided to CPDC; and
- d) undertake a reasonable investigation to determine that we are not forming any recommendation on materially inaccurate or incomplete information; WFG must have a reasonable basis for:
 - i. any advice provided to or on behalf of CPDC,
 - ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by CPDC any other party involved in the municipal securities transaction or municipal financial product, or investors in CPDC securities; and
 - iii. any information provided to CPDC or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

WFG must deal honestly and with the utmost good faith with CPDC and act in CPDC's best interests without regard to the financial or other interests of WFG. WFG will eliminate or provide full and fair disclosure (included herein) to CPDC about each material conflict of interest (as applicable). WFG will not engage in municipal advisory activities with CPDC as a municipal entity if it cannot manage or mitigate its conflicts in a manner that will permit it to act in CPDC's best interests.

EXHIBIT "A"

Conflicts of Interest and Other Matters Requiring Disclosures

- As of the date of the Agreement, there are no actual or potential conflicts of interest that WFG is aware of that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty. If WFG becomes aware of any potential conflict of interest that arise after this disclosure, WFG will disclose the detailed information in writing to CPDC in a timely manner.
- The fee paid to WFG increases cost to CPDC. The increased cost occurs from compensating WFG for municipal advisory services provided.
- During the term of the municipal advisory relationship, this agreement will be promptly amended or supplemented to reflect any material changes in or additions to the terms or information within this agreement and the revised writing will be promptly delivered to CPDC.
- If during the term of this Agreement, WFG is paid a fee that is contingent on the size or closing of a transaction, WFG hereby notifies CPDC that a potential conflict of interest will exist for recommending the transaction. This disclosure of a potential conflict of interest will not impair WFG's ability to render unbiased and competent advice or to fulfill its fiduciary duty.

Legal Events and Disciplinary History

WFG does not have any legal events and disciplinary history on its Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. CPDC may electronically access WFG's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: www.sec.gov/edgar/searchedgar/companysearch.html.

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC.

Recommendations

If WFG makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by CPDC and is within the scope of the engagement, WFG will determine, based on the information obtained through reasonable diligence of WFG whether a municipal securities transaction or municipal financial product is suitable for CPDC. In addition, WFG will inform CPDC of:

- the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- the basis upon which WFG reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for CPDC; and
- whether WFG has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve CPDC's objectives.

If CPDC elects a course of action that is independent of or contrary to the advice provided by WFG, WFG is not required on that basis to disengage from CPDC.

EXHIBIT "A"

Record Retention

Effective July 1, 2014, pursuant to the Securities and Exchange Commission (SEC) record retention regulations, WFG is required to maintain in writing, all communication and created documents between WFG and CPDC for 5 years.

If there are any questions regarding the above, please do not hesitate to contact WFG. If the foregoing terms meet with your approval, please indicate your acceptance by executing both copies of this letter and returning one copy.

Sincerely,

For Western Financial Group



By: _____

Kieu-Oanh Nguyen, Partner

Agreed to and Accepted as of _____, 2016:

Central Point Development Commission

By: _____ [signature]

_____ [Individual Name, Title]

EXHIBIT "A"

RESOLUTION NO. 2016-04
A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION
AUTHORIZING APPROVAL OF A LETTER OF ENGAGEMENT WITH WESTERN
FINANCIAL GROUP

(File No: 2016-0004)

WHEREAS, The Central Point Development Commission has reached a time in the administration of the Downtown & East Pine Street Corridor Revitalization Plan (the Plan) where the Commission is in need of professional financial services to effectively administer the Plan; and

WHEREAS, The City of Central Point currently contracts with Western Financial Group for financial services; and

WHEREAS, For purposes of maintaining financial continuity between the City and the Central Point Development Commission (CPDC) it is deemed appropriate to retain Western Financial Group as CPDC's financial advisor.

NOW, THEREFORE, BE IT RESOLVED that the City of Central Point Development Commission by Resolution No. 2016-04 hereby authorizes the Urban Renewal Director to sign the Letter of Engagement (Exhibit "A") between the Central Point Development Commission and Western Financial Group.

PASSED by the Development Commission and signed by me in authentication of its passage this 9th day of June 2016.

Hank Williams, Chair

ATTEST:

City Representative

Business

**Façade Grant
Approval**



STAFF REPORT

June 9, 2016

AGENDA ITEM: V-B

Consideration of Application for Façade Improvement Grant, 117 East Pine, Francisco and Maria Orozco (File No. HFG 2016-001)

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The Development Commission has received a request for a Historic Façade Improvement Grant for 117 East Pine Street. The applicant/owner is Francisco and Maria Orozco. The applicant is proposing to repaint the building and install new windows consistent with the existing older windows.

The estimated total cost for the improvements to the building \$9,500. When adjusted for the improvements qualifying for the grant the estimated qualifying amount is \$3,685. Only improvements to the building's façade qualify for the Historic Façade Grant.



ESTIMATED CONSTRUCTION COSTS, MERRITT BUILDING

Painting	Qualifying	Non-Qualifying	Total
Façade	\$ 2,570.00	\$ -	\$ 2,570.00
Remainder of Building	\$ -	\$ 1,990.00	\$ 1,990.00
Windows			
Façade	\$ 4,800.00	\$ -	\$ 4,800.00
Remainder of Building	\$ -	\$ 2,300.00	\$ 2,300.00
Total	\$ 7,370.00	\$ 4,290.00	\$ 11,660.00
Grant Eligible	\$ 7,370.00		
Grant Amount (50% max.)	\$ 3,685.00		

The property is known as the Merritt Building and was built in 1888. In 1992 the building was listed on the National Register of Historic Places. The Merritt Building has since been removed from the National Register of Historic Places and has since has been in disrepair. Presently the building is being cleaned-up and painted and new windows are proposed. The building is now occupied by Central Point Perk, a coffee/espresso café with indoor and outdoor sit-down accommodations.

Approval of the Historic Façade Grant only authorizes final payment upon verification of final billing and payment of invoices. Authorization of this application allows staff to proceed with disbursement of funds upon verification of qualifying receipts.

EXHIBITS/ATTACHMENTS:

Attachment "A" – Resolution No. 2016-05 Approving Historic Façade Grant

ACTION:

Consider Resolution No. 2016-005 approving a Historic Façade Grant for the Merritt Building

RECOMMENDATION:

Approve the Historic Façade Grant per Resolution No. 2016-005

RESOLUTION NO. 2016-05
A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION
AUTHORIZING APPROVAL OF A HISTORIC FAÇADE GRANT FOR THE MERRITT
BUILDING, 117 EAST PINE STREET

(File No: HFG 2016-001)

WHEREAS, The Central Point Development Commission has reviewed and application for a Historic Façade Grant from Francisco and Maria Orozco for 117 East Pine Street; and

WHEREAS, The building at 117 East Pine Street is historically known as the Merritt Building, an historic building in the City of Central Point; and

WHEREAS, The requested Historic Façade Grant meets all applicable criteria set forth in the Historic Façade Grant Program.

NOW, THEREFORE, BE IT RESOLVED that the City of Central Point Development Commission by Resolution No. 2016-05 hereby approves the Merritt Building Historic Façade Grant in an amount not to exceed \$4,000 and authorizes the Urban Renewal Director to reimburse the Applicant an amount not to exceed \$4,000 subject to verification of qualifying receipts.

PASSED by the Development Commission and signed by me in authentication of its passage this 9th day of June 2016.

Hank Williams, Chair

ATTEST:

City Representative