



City of Central Point
Development Commission
Meeting

Thursday, December 11, 2014
6:00 P.M.

Members: Hank Williams
Allen Broderick
Bruce Dinger
David Douglas
Ellie George
Kelly Geiger
Rick Samuelson
Staff Liaison: Chris Clayton

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

A. Approval of October 23, 2014 Development Commission Minutes

IV. DISCUSSION ITEMS

- A. Gebhard Road Route Analysis RFQ Schedule
- B. Hwy. 99 Street Light Construction Schedule

V. BUSINESS

- A. Walgreens Streetscape Reimbursement Agreement Payment Authorization (Resolution No. 2014-02)
- B. Oak Street Parking Lot Lighting Reimbursement (Resolution No. 2014-03)

VI. FUTURE AGENDA ITEMS

- A. Gebhard Road Route Analysis RFQ Contract Authorization
- B. Economic Incentives Program, Pine Street Commercial Façade
- C. Economic Incentives Program, High Density Residential (HMR)
- D. East Pine Streetscape Design RFQ

VII. ADJOURNEMENT

Minutes

October 23, 2014

**CITY OF CENTRAL POINT
Development Commission Minutes
October 23, 2014**

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: Allen Broderick, Bruce Dingler, Rick Samuelson, and Kelly Geiger were present. David Douglas arrived at 6:07 pm. Ellie George arrived at 6:26 pm.

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

III. APPROVAL OF MINUTES

- A. Approval of June 12, 2014 Development Commission Minutes

Rick Samuelson moved to approve the Development Commission Minutes as presented. Kelly Geiger seconded. Roll Call: Allen Broderick, yes; Bruce Dingler, yes; Rick Samuelson, yes; and Kelly Geiger, yes. Motion approved.

IV. DISCUSSION ITEMS

A. Review of 2014 Tax Increment Revenue Estimate

Planning Manager Don Burt explained the significant increase in the tax increment for the Urban Renewal District. We do not expect this level of increase to repeat in the future. Based on a review of the Assessor's records the cause for the increase was due to the reappraisal schedule for the residential neighborhoods in the urban renewal district. Options for the increase in revenue:

1. Do nothing. The Commission can leave the budget alone and just receive the revenue which will then be carried over to the next fiscal year; or
2. Amend the budget to add projects allowing the Commission to partially, or completely, spend the increase in tax revenue. An amendment to the budget needs to consider the need/urgency in having to spend the additional funds. If there are no justifiable urgent needs then it is preferable to carry the addition into the following year.

He explained the option of selling urban renewal bonds and the risks that accompany this option.

He explained the budgeted projects for this year are Front Street lights; Gebhard Concept Design and economic incentive programs. For Front Street the Public

Works Department is not in a position to participate, which easily doubles the cost necessitating a substantial amendment to the budget. With the increase in tax increment revenue this project could be accomplished next fiscal year without having to substantially modify the budget this year. There was discussion regarding the best interest of the City in regards to paying off some of the obligations, with the general consensus that no action is necessary at this time.

This was an information only discussion. No recommendation or direction was given to staff.

B. Review of 2013/2014 Development Commission Project Guide & Priorities

Mr. Burt reminded the Commission of the top five project items on the list for the Commission and updated them on the progress: 1) Downtown Core Streetscape; 2) Hwy. 99 Streetscape; 3) Economic Incentives; 4) Gebhard Road Extension and 5) East Pine Improvement.

C. Possible Amendments to 2014/2015 Development Commission Budget

City Manager Chris Clayton explained that with the increase in Tax Increment Revenue there are several options for the Commission as discussed in Item A of this agenda.

There was discussion of the merit of spending the money or sticking with the current plan. Staff explained that we could at this time send out a Request for Proposals for; the streetscape improvements on West Pine, Gebhard Road Extension, Front Street Streetlight Improvements. Upon receipt of the Proposals/Bids the Commission could make a decision on how best to proceed as we move through this fiscal year and into the next fiscal year. There was support from all the members for each of the projects. Not one project was overwhelmingly decided to go forward.

Mr. Burt will return to the Commission with a new project schedule and a plan. He will try to have a better idea before next spring so that the City can apply for grants for specific projects.

VI. ADJOURNMENT

Allen Broderick moved to adjourn, Kelly Gieger seconded, all said "aye" and the meeting was adjourned at 6:46 p.m.

Dated:

Chair Mayor Hank Williams

ATTEST:

City Recorder

Discussion Items

Gebhard Road Route

Hwy 99 Street Lights



STAFF REPORT

STAFF REPORT

December 11, 2014

AGENDA ITEM: IV-A

Gebhard Road Route Analysis Request for Qualifications

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

Staff has prepared and advertised Request for Qualifications (RFQ) for engineering services to identify a preferred route for the southerly extension of Gebhard Road. The submittal deadline is December 19, 2014. Attached is a general schedule of the tasks and timelines for completion of the Project. Also attached is a copy of the RFQ.

ISSUES:

None

EXHIBITS/ATTACHMENTS:

Project Timeline
Project RFQ

ACTION:

Information only

RECOMMENDATION:

Information only

ID	Task Name	Duration	Start	Finish	4th Quarter			1st Quarter			2nd Quarter			3	
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Jul
1	Prepare RFP	10 days	Mon 11/3/14	Fri 11/14/14											
2	Advertise RFP	25 days	Mon 11/17/14	Fri 12/19/14											
3	Review RFPs	15 days	Mon 12/22/14	Fri 1/9/15											
4	Commission Authorization	1 day	Thu 1/22/15	Thu 1/22/15											
5	Finalize Contract	10 days	Fri 1/23/15	Thu 2/5/15											
6	Commence Work	90 days	Mon 2/9/15	Fri 6/12/15											

Project: Gebhard
Date: Tue 12/2/14

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			



City of Central Point Public Works Department

Request for Qualifications:

Gebhard Road Extension Analysis

REPLY WITH A WRITTEN PROPOSAL NO LATER THAN CLOSE OF BUSINESS: DECEMBER 19, 2014.

Project Objective

The City of Central Point is interested in obtaining engineering services from a qualified firm (Firm) to identify a preferred route for the extension of Gebhard Road from Beebe Road south to East Pine Street.

Project Description

Currently, Gebhard Road ends at Beebe Road, but is planned to be extended as a major collector southerly to East Pine Street. The lands in the general project area are predominantly undeveloped. The City is looking for a preferred route for the extension of Gebhard Road. The City's ultimate objective is to incorporate the preferred route as part of the City's Transportation System Plan (TSP) in the form of a Neighborhood Circulation Plan.

Because of the nature of the transition from Beebe Road to Gebhard Road engineering services must also address the intersection design of Beebe Road and Gebhard Road, allowing for the future extension of Beebe Road west across Bear Creek to connect with Penninger Road.

The Study Area is generally defined as the area bound by Hamrick Road on the east, East Pine Street on the north, Bear Creek on the west, and southerly boundary of Green Valley Subdivision on the north (see attached map, Gebhard Road Study Area).

Scope of Work

Interested Firms shall submit a written proposal addressing each of the following tasks and sub-tasks:

Task 1. Data Collection and Map Preparation for Study Area

- a. Topography (use City's latest aerial map)
- b. Existing property lines
- c. Existing structures, utilities, etc.
- d. Existing and abandoned right-of-ways (Old Beebe Road bridge crossing)
- e. IAMP33 design constraints
- f. Transportation System Plan
- g. Approved tentative land division plans

Task 2. Alternative Routes Identification

- a. Meet with staff to discuss and refine three (3) draft route alternatives. Right-of-way width shall be based on the City's 3 Lane Collector – 76 ft. R/W.
- b. Prepare maps showing each refined draft alternative per Task 2a. Each map shall identify:
 - i. Total right-of-way acreage and right-of-way impact on affected parcels;
 - ii. Impact of alignment on abutting land uses (houses, accessory buildings, etc. .
 - iii. Intersection configuration at Beebe Road and Gebhard Road;
 - iv. Traffic flow and control, particularly at intersection of Beebe Road and Gebhard Road.
- c. After completion of Task 2b meet with staff for authorization to proceed with the three (3) refined draft alternatives.

Task 3. Alternative Routes Analysis

- a. Identify strengths and weaknesses matrix of each alternative developed in Task 2, including a system for priority ranking. The priority ranking shall include public input.
- b. Itemized cost estimate (planning level) for each alternative. Cost shall include all infrastructure; i.e. water, sewer, storm drainage, and right-of-way acquisition (est.).
- c. City will incorporate Alternatives Analysis as part of the TSP amendment's written findings.

Task 4. Public Meetings (City will arrange and host all public meetings)

- a. Present the three (3) draft alternatives developed in Task 2, including the Analysis developed in Task 3 at a public meeting for public discussion and input (Meeting 1).
- b. After Meeting 1 at a joint meeting of the Planning Commission and the Development Commission (Meeting 2) present findings and comments from Meeting 1.
- c. After completion of Task 5 prepare a Preferred Alternative for presentation to the Planning Commission at a public hearing (Meeting 3).
- d. Present preferred alternative, including history of selection, to City Council (Meeting 4) for inclusion in TSP.

Task 5. Preferred Alternative

- a. Based on the findings and comments from Meetings 1 and 2 finalize the Preferred Alternative.
- b. City staff will prepare final written findings addressing the Preferred Alternative as an amendment to the TSP.

Please respond no later than 5:00 p.m. on Friday December 19th, 2014 with a complete proposal packet that includes the following items:

1. A brief description of the Firm and relevant experience in transportation planning and engineering, including related experience in evaluating alternative routing.
2. A brief (3 pages) written explanation of understanding of the City's objective and the Scope of Work.
3. The names and contact information of three current references for similar engineering, including at least one for work the proposed individual performed.
4. In a separate sealed envelope the cost of performing the services. Costs shall be itemized based on Tasks and sub-tasks. Cost proposals will only be opened for the top qualifying firms to be interviewed.

The selection will be based up on review of the consultant's qualifications, understanding of the project and written proposal, references, and similar project experience. Following a review of the qualifications and written proposal the top three (3) ranking firms will be invited to meet with staff to review and refine their proposal, including a discussion of costs. Interviews with firms other than the top ranked firms may not occur.

The City reserves the right to reject any or all proposals or cancel the solicitation without liability if such action is in the public interest.

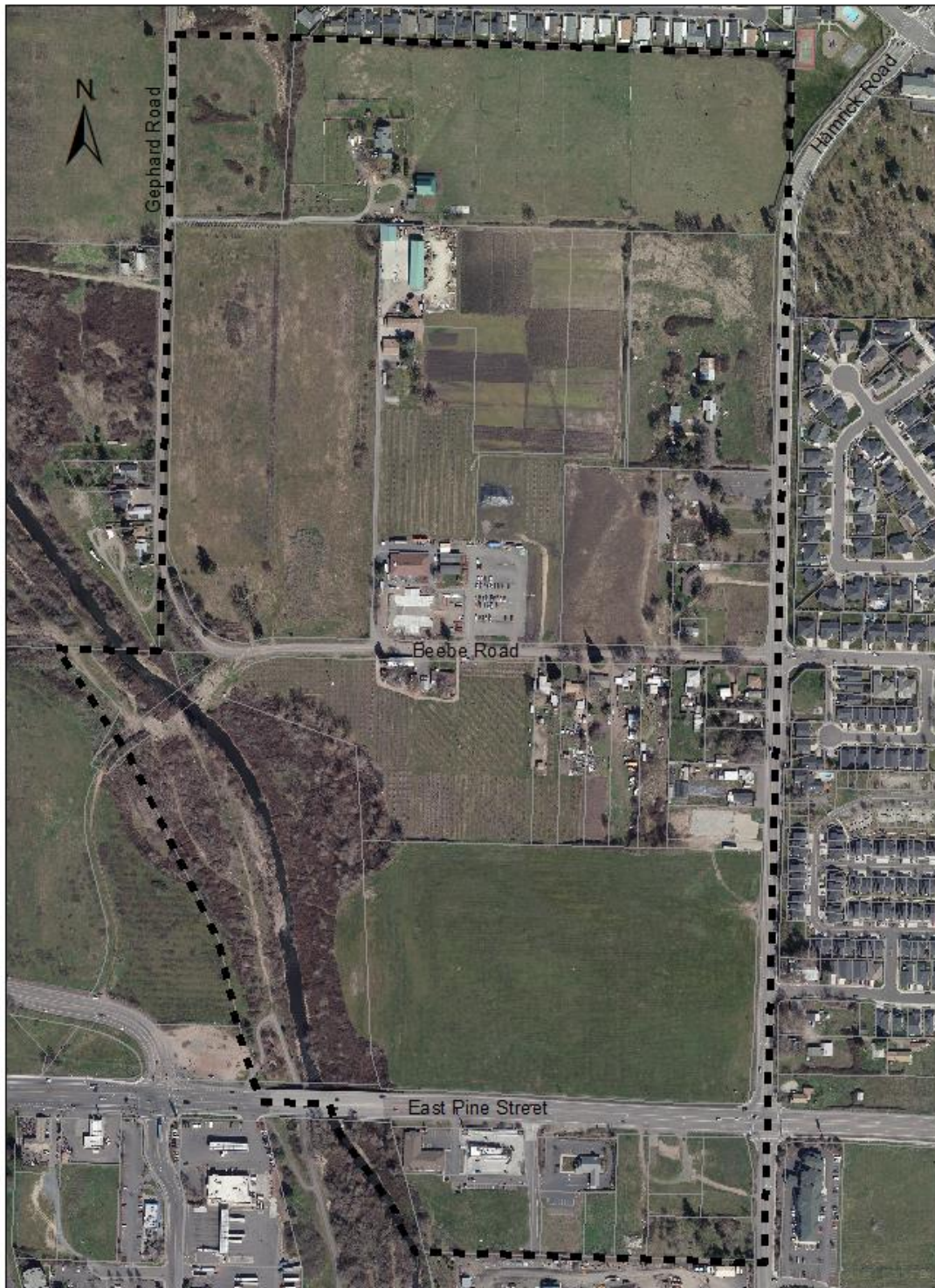
Please submit 3 copies of your proposal, which must be clearly marked "**Gebhard Road Alternative Routes Analysis**" and submit to:

City of Central Point
Public Works Department
Attn: Matt Samitore
140 South 3rd Street
Central Point, OR 97502

Thank you for your interest in this RFQ. To request additional information regarding the project, contact Matt Samitore during regular business hours at (541) 664-7602, Ext. 205.

Sincerely,

Matt Samitore
Public Works Director
City of Central Point
matt.samitore@centralpointoregon.gov



Gephard Road Study Area



STAFF REPORT

December 11, 2014

AGENDA ITEM: IV-C

Discussion, Hwy. 99 Street Light Construction Schedule

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

Staff will receive final engineering plans and estimates on the Hwy. 99 Street Light project just prior to the meeting. This information will be shared at the meeting. Based on the engineer's submittal we will have a better understanding of any reductions in the estimated project cost. Previously the project was estimated at \$125,000. The scope of the project has been reduced, which should reduce the costs commensurately.

At this time, and subject to the Commission's confirmation, this project is structured to move forward this fiscal year with completion early next fiscal year (FY15-16). As illustrated in the attached schedule the earliest expense would be in April with the purchase (\$50,000 approx.) of the streetlights. The FY14-15 Budget for this project is consistent with this expenditure. The balance of the project cost would occur in FY15-16. More information will be available at the meeting.

ISSUES:

As noted this year's budget can accommodate purchase of the streetlights and with the increase in this year's tax increment revenue there will be adequate funding to complete the project early next year.

EXHIBITS/ATTACHMENTS:

Attachment "A- Hwy. 99 Streetscape Schedule"
Engineer's estimates will be presented at the meeting.

ACTION:

Discussion and direction

RECOMMENDATION:

Discussion and direction to proceed per schedule

ATTACHMENT "A-Hwy. 99 Streetlight Schedule"

ID	Task Mode	Task Name	Duration	Start	Finish	4th Quarter			1st Quarter			2nd Quarter			3rd Quarter	
						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
1		Final Engineered Plans	9 days	Mon 12/1/14	Thu 12/11/14											
2		Commission Authorization to Proceed	1 day	Thu 12/11/14	Thu 12/11/14											
3		Commission Review	1 day	Thu 1/8/15	Thu 1/8/15											
4		Prepare Bid Package	10 days	Mon 1/12/15	Fri 1/23/15											
5		Advertise	30 days	Mon 2/2/15	Fri 3/13/15											
6		Review Proposals	10 days	Mon 3/16/15	Fri 3/27/15											
7		Award Bid	10 days	Mon 3/30/15	Fri 4/10/15											
8		Order Street Lights	56 days	Mon 4/13/15	Mon 6/29/15											
9		Commence Construction	30 days	Mon 7/6/15	Fri 8/14/15											

Project: Streetlights
Date: Wed 12/3/14

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

Business Items

Walgreens Reimbursement

Oak Street Parking Lot



STAFF REPORT

December 11, 2014

AGENDA ITEM: V-A

Consideration of Resolution No 2014-02 Authorizing Payment per the Walgreens Streetscape Reimbursement Agreement; Applicant, Tatum Real Estate (Walgreens)

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

Tatum Real Estate (Walgreens) has completed the streetscape improvements as set forth in the Walgreens Streetscape Reimbursement Agreement (Agreement) approved by the Commission by Resolution 2013-6. The initial Reimbursement Agreement was for an amount not to exceed \$35,823 to be paid over a seven (7) year period beginning January 1, 2016. The final amount was dependent on actual construction costs. The Applicant has completed the required improvements at a cost of \$32,058.04 and is requesting payment per the Agreement.

Construction costs were submitted, reviewed and compared with the City's Hwy. 99 streetscape project and found to be comparable. The Public Works Director has accepted the construction costs. The Commission is only obligated to pay the lesser amount, \$32,058.04. Unless otherwise directed, payments will begin January 15, 2016 in annual installments of \$4,832.22. The Commission can pre-pay the obligation at no cost.

ISSUES:

Funding – Commencement of payments must be included beginning with the FY15-16 budget.

EXHIBITS/ATTACHMENTS:

Resolution 2014-2
Exhibit "A" – Request for Reimbursement, Tatum Real Estate, Inc., August 13, 2013

ACTION:

Consider Resolution 2014-02

RECOMMENDATION:

Approve Resolution 2014-02

EXHIBIT “A”

**RESOLUTION NO. 2014-02
A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION
AUTHORIZING PAYMENT PER THE WALGREENS STREETSCAPE REIMBURSEMENT
AGREEMENT**

(File No: 2013-0001)

WHEREAS, Tatum Real Estate (Walgreens) has requested reimbursement for streetscape improvements along Hwy. 99 constructed per the approved Walgreens Streetscape Reimbursement Agreement (Agreement); and

WHEREAS, the requested streetscape improvements and itemized reimbursement costs in the aggregated amount of \$32,058.04 have been reviewed by the Public Works Director and determined to be consistent with the Agreement.

NOW, THEREFORE, BE IT RESOLVED that the City of Central Point Development Commission by Resolution No. 2014-02 hereby approves the requested reimbursement per Exhibit “A” and authorizes the Urban Renewal Director to approve annual payments in accordance with the Agreement commencing on January 15, 2016.

PASSED by the Development Commission and signed by me in authentication of its passage this 11th day of December 2014.

Hank Williams, Chair

ATTEST:

City Representative

EXHIBIT “A – Walgreens Streetscape Reimbursement Agreement”

Item	Description	Agreement				Final Payment Request ¹			
		Quantity	Unit	Unit Price	Total Price	Quantity	Unit	Unit Price	Total Price ²
1	Remove Existing Sidewalk/Driveway	220	SY	\$ 15.00	\$ 3,300.00	220	SY	\$ 15.91	\$ 3,500.00
2	Construct Sidewalk	2,676	SF	\$ 5.50	\$ 14,718.00	2,676	SF	\$ 4.74	\$ 12,690.00
3	Remove Existing Curb and Gutter	58	LF	\$ 7.50	\$ 435.00	58	LF	\$ 7.50	\$ 435.00
4	Construct Curb and Gutter	58	LF	\$ 15.00	\$ 870.00	58	LF	\$ 17.50	\$ 1,015.00
5	Remove and Relocate Existing Pedestrian Street Light	1	LS	\$ 5,000.00	\$ 5,000.00	1	LS	\$ 2,015.00	\$ 2,015.00
6	Install Sidewalk Tree Grates	9	EA	\$ 1,000.00	\$ 9,000.00	9	EA	\$ 878.12	\$ 7,903.04
7	Street Trees and Irrigation	1	LS	\$ 2,500.00	\$ 2,500.00	1	LS	\$ 4,500.00	\$ 4,500.00
TOTAL				\$ 35,823.00				\$ 32,058.04	

¹ Verify with affidavit from general contractor.

² Not to exceed Agreement maximum of \$35,823

Final Payment Request Authorizations:

Approved, Applicant:

Date:

Approved, Public Works Director:

Date:

Approved, Urban Renewal Director:

Date:

Affidavit of Hwy 99 Streetscape Costs

To: City of Central Point
140 South Third Street
Central Point, OR 975028333 Douglas Ave

Date: September 26, 2014

Contractor: Adroit Construction, Inc.

Project: 43 N Front Street, Central Point, OR

Attached hereto as Exhibit A, File No. 2013-001 is a final schedule of cost for Hwy 99 Streetscape work completed per the plans issued with Building Permit 2014-0098. The schedule of costs has been compiled by sub-contractors who have completed the work and to the best of our knowledge is a fair representation of the actual cost incurred. All obligations for work and other costs incurred with respect to these improvements under our supervision have been fully paid and satisfied.

EXECUTED as of the date first written above:

AFFIANT:

By: Adroit Construction, Inc.

By:  , RYAN BEUGLI (PM)
9/29/14

Attachment: Exhibit A, File No. 2013-001

EXHIBIT "A", File No. 2013-0001

WALGREENS HWY. 99 STREETScape REIMBURSEMENT AGREEMENT

Item	Description	Agreement				Final Payment Request ¹			
		Quantity	Unit	Unit Price	Total Price	Quantity	Unit	Unit Price	Total Price ²
1	Remove Existing Sidewalk/Driveway	220	SY	\$ 15.00	\$ 3,300.00	220	SY	\$ 15.91	\$ 3,500.00
2	Construct Sidewalk	2,676	SF	\$ 5.50	\$ 14,718.00	2,676	SF	\$ 4.74	\$ 12,690.00
3	Remove Existing Curb and Gutter	58	LF	\$ 7.50	\$ 435.00	58	LF	\$ 25.86	\$ 1,500.00
4	Construct Curb and Gutter	58	LF	\$ 15.00	\$ 870.00	58	LF	\$ 17.50	\$ 1,015.00
5	Remove and Relocate Existing Pedestrian Street Light	1	LS	\$ 5,000.00	\$ 5,000.00	1	LS	\$ 2,015.00	\$ 2,015.00
6	Install Sidewalk Tree Grates	9	EA	\$ 1,000.00	\$ 9,000.00	9	EA	\$ 878.11	\$ 7,903.00
7	Street Trees and Irrigation	1	LS	\$ 2,500.00	\$ 2,500.00	1	LS	\$ 4,500.00	\$ 4,500.00
TOTAL					\$ 35,823.00				\$ 33,123.00

¹ Verify with invoices for each Item.

² Not to exceed Agreement maximum of \$35,823

Final Payment Request Authorizations

Approved, Applicant:

Date:

Approved, Public Works Director:

Date:

Approved, Urban Renewal Director:

Date:



STAFF REPORT

December 11, 2014

AGENDA ITEM: V-B

Oak Street Parking Lot Lighting Reimbursement

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

At the last Commission meeting it was noted that the Commission was committed to an expenditure of \$29,535 for the lighting in the Oak Street Parking Lot. In a recent discussion with the Public Works Director it was agreed that the City will not invoice the Commission for the cost of lighting (\$29,535) for the Oak Street Parking Lot. Most of the cost for the Oak Street Parking Lot improvements was from a grant and it would be a better use of the Commission's funds to complete the Hwy. 99 Streetlight project. Initially the City agreed to participate in partial funding of the Hwy. 99 Streetlight project, but due to budgeting priorities is no longer able to do so.

ISSUES:

None

EXHIBITS/ATTACHMENTS:

None

ACTION:

Discussion

RECOMMENDATION:

Acknowledge waiver of reimbursement obligation.