

DEVELOPMENT COMMISSION BUDGET MEETING

April 28, 2025
6:00 PM

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10. Meeting Called to Order

20. Roll Call

30. Approval of Minutes

A. Approval of May 20, 2024, Meeting Minutes

40. Pledge of Allegiance

50. Business

A. Proposed 2025-26 Budget
Steve Weber, Finance Director

60. Upcoming Meeting Date

70. Adjournment

Individuals wishing to attend a meeting via Zoom or needing special accommodations such as sign language, foreign language interpreters, or equipment for deaf and hard of hearing people must request such services at least 72 hours before the City Council meeting. To make your request, please contact the City Recorder at 541-423-1015 (voice) or by e-mail to meetings@centralpointoregon.gov.

Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta pública de la ciudad por favor llame con 72 hora de anticipación al 541-664-3321 ext. 201.

CITY OF CENTRAL POINT
BUDGET COMMITTEE MEETING
Regular Meeting
May 20, 2024 6:00 PM

I. Call to Order

The meeting was called to order at 6:01 PM by Commissioner Jim Mock

Council Members

Neil Olsen
Kelley Johnson
Taneea Browning
Michael Parsons
Melody Thueson
Hank Williams

Citizen Members

Kathleen Flanagan-Clark
Jim Mock
Kay Harrison
Eden Foster

City Staff

Chris Clayton, City
Manager
Steven Weber, Finance
Director
Rachel Neuenschwander,
City Recorder

Budget committee members not present: Lori Garfield, Mike Quilty, Rob Hernandez

II. Presentation

1. *Development Commission 24/25 Budget Presentation*

Finance Director Steve Weber presented to the Budget Committee the 2024/25 Proposed Budget for the Central Point Development Commission. The proposed budget includes the Economic Incentive Program, Debt Service, and future savings. The total budget amount is \$2,458,040, with revenue sources of the carry over balance, tax increment revenue, previously levied taxes and interest.

City Manager Chris Clayton presented to the Budget Committee an overview of the Community Center project, its financial aspect, and how the Development Commission will help fund it.

Mike Parsons made a motion to approve the proposed budget as presented; seconded by Kay Harrison all said aye, and the motion was approve.

Adjournment

Hank Williams moved to adjourn, all said aye, and the meeting was adjourned at 6:31 PM.

I hereby certify that the minutes for the May 20, 2024 budget meeting are accurate as outlined above.

Jim Mock
Chair

Dated _____



DEPARTMENT: Finance

MEETING DATE: April 28, 2025

STAFF CONTACT: Steve Weber, Finance Director

SUBJECT: Proposed 2025-26 Budget

SUMMARY AND BACKGROUND:

Proposed 2025-26 Budget Highlights:

Resources:

Beginning Fund Balance - \$1,894,575

Current Property Taxes - \$1,312,620

Delinquent Taxes - \$24,000

Interest Earnings - \$72,000

Total Resources - \$3,303,195

Requirements:

Materials & Services - \$50,000

Debt Service - \$383,045

Capital Outlay - \$75,000

Contingency - \$100,000

Ending Fund Balance - \$2,695,150

Total Requirements - \$3,303,195

FINANCIAL ANALYSIS:

By Oregon Law the budget is balanced at \$3,303,195.

LEGAL ANALYSIS:

N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Strategic Priority – Responsible Governance

GOAL 1 - Maintain a strong financial position that balances the need for adequate service levels and capital requirements against the affordability that is desired by our citizens.

GOAL 2 - Invite Public Trust.

STRATEGY 1 – Be a trusted source of factual information.

ATTACHMENTS/EXHIBITS:

1. Proposed 2025-26 Budget

STAFF RECOMMENDATION:

Approve proposed 2025-26 budget as presented.

RECOMMENDED MOTION:

**CENTRAL POINT DEVELOPMENT
COMMISSION**

**PROPOSED BUDGET
FISCAL YEAR 2025-26**

**BUDGET COMMITTEE MEETING
APRIL 28, 2025**

CENTRAL POINT DEVELOPMENT COMMISSION

CENTRAL POINT DEVELOPMENT COMMISSION MEMBERS

*TANEEA BROWNING
ROB HERNANDEZ
KELLEY JOHNSON
NEIL OLSON
MIKE PARSONS
GREY ZIMMERMAN
BRIAN WHITAKER*

CITIZEN BUDGET COMMITTEE MEMBERS

*KAY HARRISON
JIM MOCK
EDEN FOSTER
KATHLEEN FLANAGAN-CLARK
ROYCE CHAMBERS
CHUCK PILAND*

BUDGET OFFICER

CHRIS CLAYTON, CITY MANAGER

URBAN RENEWAL STAFF

*CHRIS CLAYTON, URBAN RENEWAL MANAGER/ CITY MANAGER
STEVE WEBER, FINANCE DIRECTOR
STEPHANIE POWERS, PLANNING DIRECTOR
MATT SAMITORE, PARKS & PUBLIC WORKS DIRECTOR/ASST. CITY MANAGER*

BUDGET MESSAGE

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

BUDGET COMMITTEE MEMBERS;

AND CITIZENS OF CENTRAL POINT

INTRODUCTION

In 2013 the Development Commission prioritized projects listed in the Downtown & East Pine Street Corridor Revitalization Plan. One of the projects contained in the plan is the City of Central Point Community Center. To that end, this budget reflects saving for future lease payments on a facility in partnership with Jackson County.

There are three primary actions that necessitate the proposed budget:

1. **Economic Incentive Program (\$75,000).** The Commission will continue the façade improvement program as well as introduce the new parklet program.
2. **Debt Service (\$383,045).** Represents the debt service for the East Pine Streetscape borrowing.
3. **Saving for the Future (\$2,695,150).** Represents funds that will carry over into the 2026-27 budget.

MISSION

It is the primary mission of the Central Point Development Commission to eliminate blight and depreciating property values within the urban renewal district. This mission will be accomplished through the strategic implementation of projects and activities that consciously maximize both public and private investments within the Urban Renewal Area, investments that are designed to target, facilitate and strengthen the economic and aesthetic vitality of the urban renewal district as the City's traditional mixed-use urban core.

OVERALL GOAL

The basic goal of the Development Commission is to address, through the implementation of the Plan, existing blighted conditions within the urban renewal district so that unused and underused properties can be placed in productive condition and utilized at their highest and best use in accordance with the *City of Central Point Comprehensive Plan*.

KEY OBJECTIVES AND ACTIVITIES

Section 1.5.2 of the Plan identifies fourteen (14) goals and objectives to be accomplished by the Plan. 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. The activities budgeted for FY 2025-26 are consistent with the Plan's goals and objectives and the Development Commission's activities schedule.

KEY PERFORMANCE MEASURES

- Increased real property assessed value within the urban renewal district
- Track and manage Return-on-Investment (ROI) ratio between public and private investment dollars within the urban renewal district
- Completion of projects on schedule.

THE BUDGET

This budget is a financial plan listing all planned expenses and revenues for fiscal year 2025-26. 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 tax increment financing.

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. Total requirements are \$3,303,195.

PERSONAL SERVICES

Funding for Personal Services has been re-structured this budget year and is now within the Materials and Services category.

MATERIALS & SERVICES

The Materials & Services category (\$50,000) is comprised of six subcategories, most of which address basic administrative requirements of the Development Commission such as; the costs of legal services, annual audit, materials, contract services, etc.

CAPITAL OUTLAY

Funding for the economic incentive program – façade improvement and parklet programs - is the only capital item included in this year's budget (\$75,000).

DEBT SERVICE

The purpose of the Debt Service category is to account for the payment of principal and interest due on Commission debt. In fiscal year 2016-17 the Development Commission received funding for the East Pine Streetscape Project which will incur an annual debt service for FY 2025-26 of \$383,045.

CONTINGENCY

Funding is set aside in the event something comes during the fiscal year that requires additional appropriations (\$100,000).

ENDING FUND BALANCE

Funding that will carry over to the 2026-27 budget is \$2,695,150.

GENERAL FUND RESOURCES

Funding for activities and projects will come from three sources; tax increment revenue, interest, and cash balance forward, for a total of \$3,303,195.

TAX INCREMENT REVENUE

The primary source of urban renewal revenue will be tax increment revenue. For FY 2025-26 it is estimated that the Commission will receive \$1,312,620 in tax increment revenue.

INTEREST & PREVIOUSLY LEVIED TAXES

It is estimated that the Development Commission will receive \$24,000 in previously levied taxes and \$72,000 interest on its cash balance.

BALANCE FORWARD

The Commission will begin FY 2025-26 with an estimated beginning cash balance of \$1,894,575.

A BALANCED BUDGET

By Oregon Law the budget is balanced at \$3,303,195.

**FORM
LB-20**

**RESOURCES
General Fund**

Central Point Development Commission

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2025-26		
Actual		Adopted Budget This Year 2024-25		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2022-23	First Preceding Year 2023-24					
\$ 1,046,797	\$ 1,086,339	\$ 1,663,160	Available cash on hand* (cash basis) or	\$ 1,894,575		
\$ -	\$ -	\$ -	Net working capital (accrual basis)	\$ -		
\$ 23,865	\$ 23,756	\$ 26,000	Previously levied taxes estimated to be received	\$ 24,000		
\$ 29,177	\$ 73,813	\$ 18,000	Interest	\$ 72,000		
\$ -	\$ -	\$ -		\$ -		
			OTHER RESOURCES			
\$ -	\$ -	\$ -		\$ -		
\$ -	\$ -	\$ -		\$ -		
\$ 1,099,839	\$ 1,183,908	\$ 1,707,160	Total resources, except taxes to be levied	\$ 1,990,575		
		\$ 1,200,880	Taxes estimated to be received	\$ 1,312,620		
\$ 922,160	\$ 1,044,496		Taxes collected in year levied			
\$ 2,021,999	\$ 2,228,404	\$ 2,908,040	TOTAL RESOURCES	\$ 3,303,195	\$ -	\$ -

REQUIREMENTS SUMMARY

**FORM
LB-30**

Central Point Development Commission - General Fund

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2025-26		
Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2022-23	First Preceding Year 2023-24	This Year 2024-25				
			PERSONAL SERVICES			
\$ -	\$ -	\$ -	TOTAL PERSONAL SERVICES	\$ -	\$ -	\$ -
			MATERIALS AND SERVICES			
\$ -	\$ -	\$ 1,000	Advertising/Legal Notices	\$1,000		
\$ 24,822	\$ 27,158	\$ 18,000	Professional Services	\$18,000		
\$ 12,913	\$ 114,582	\$ 30,000	Contract Services, Admin. Staff	\$30,000		
\$ 3,870	\$ 266	\$ 1,000	Office Supplies/Postage/Phone	\$1,000		
\$ 41,605	\$ 142,006	\$ 50,000	TOTAL MATERIALS AND SERVICES	\$50,000	\$ -	\$ -
			CAPITAL OUTLAY			
\$ -	\$ -	\$ 200,000	Pfaff Park Band Shell	\$ -		
\$ 502,489	\$ -	\$ -	Hamrick/Pine Street Drop Lane	\$ -		
\$ -	\$ -	\$ 250,000	Miscellaneous Public Works Projects	\$ -		
\$ 49,639	\$ -	\$ -	Pfaff Park Restroom	\$ -		
\$ 13,546	\$ -	\$ 50,000	Economic Incentive Program (Façade/Parklet)	\$ 75,000		
\$ 15,464	\$ -	\$ -	Capital Project Design Costs	\$ -		
\$ -	\$ -	\$ -	TPR Planning	\$ -		
\$ 581,138	\$ -	\$ 500,000	TOTAL CAPITAL OUTLAY	\$ 75,000	\$ -	\$ -
			DEBT SERVICE			
\$ 312,917	\$ 341,119	\$ 363,465	FY 16-17 Bond	\$ 383,045		
\$ 312,917	\$ 341,119	\$ 363,465	TOTAL DEBT SERVICE	\$ 383,045	\$ -	\$ -
		\$ 100,000	OPERATING CONTINGENCY	\$ 100,000		
\$ 1,086,339	\$ 1,745,279		Ending balance (prior years)			
		\$ 1,894,575	UNAPPROPRIATED ENDING FUND BALANCE	\$ 2,695,150		
\$ 2,021,999	\$ 2,228,404	\$2,908,040	TOTAL REQUIREMENTS	\$3,303,195	\$0	\$0