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URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, JUNE 25, 2018

**Community Auditorium
1915 Main Street
Forest Grove, OR 97116,**

9:20 PM – Urban Renewal Agency Meeting

PETER B. TRUAX, DIRECTOR BOARD CHAIR

**Thomas L. Johnston, Vice Chair
Timothy A. Rippe
Ronald C. Thompson**

**Elena Uhing
Adolph “Val” Valfre, Jr.
Malynda H. Wenzl**

All meetings of the Urban Renewal Agency Board are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Urban Renewal Agency Board as follows:

➔ **Public Hearings –** Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Board action.

➔ **Citizen Communications –** Anyone wishing to address the Board on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Urban Renewal Agency Board, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

- 9:20**
1. **URBAN RENEWAL AGENCY MEETING:** Roll Call
 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Urban Renewal Agency Board on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.
 3. **CONSENT AGENDA:**
 - A. *Approve Urban Renewal Agency Regular Meeting Minutes of May 29, 2018.*
 4. **ADDITIONS/DELETIONS:**
 5. **PRESENTATIONS:** None
 6. **PUBLIC HEARING AND URA RESOLUTION NO. 2018-03 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2018, AND ENDING JUNE 30, 2019**
 7. **ADJOURNMENT:**

Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

9:25

9:30

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Urban Renewal Agency Meeting

Tuesday, May 29, 2018
9:00 p.m., Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 9:12 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice Chair; Timothy Rippe; Ronald Thompson; Adolph "Val" Valfre; Malynda Wenzl; and Peter Truax, Chair. **URA DIRECTORS ABSENT:** Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

- A. Approve Urban Renewal Agency Regular Meeting Minutes of January 22, 2018.
- B. Approve Urban Renewal Agency Work Session (URA Storefront Improvements Program) Meeting Minutes of April 23, 2018.

MOTION: Director Vice Chair Johnston moved, seconded by Director Rippe, to approve the Consent Agenda as presented. **ABSENT:** Director Uhing. **MOTION CARRIED 6-0 by voice vote.**

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS: None.

6. URA RESOLUTION NO. 2018-02 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY (URA) AMENDING URA RESOLUTION NO. 2016-05 ESTABLISHING THE STOREFRONT IMPROVEMENT (GRANT) PROGRAM AND MAKING CHANGES TO ADD DESIGN ASSISTANCE FUNDING GUIDELINES AND TO CLARIFY PROGRAM INTENT

Staff Report:

Riordan and Pohl presented the above-proposed resolution for Board consideration, noting the proposed resolution is amending the Storefront Improvement Grant (SIG) Program. Riordan and Pohl reported staff met with the Board in work session on April 23, 2018, to discuss proposed modifications to the SIG Program. Riordan and Pohl presented a PowerPoint presentation overview, noting the proposed resolution removes the tiered match requirements and instead implements a flat 1:1 match ratio for any grant amount of up to \$10,000; adds initial design assistance funding guidelines of up to \$500 with an additional \$500 if matched by grant applicant; clarifies the SIG Program applies to one application per business per fiscal year (current language limits to one application per parcel which may contain multiple businesses); and specifies that funding priority is given to applications deemed complete. In conclusion of the above-noted staff report, Riordan and Pohl advised staff is recommending the URA adopt the proposed resolution, attached as Exhibit A, noting the resolution is also making an appropriation of \$60,000, based on the amount budgeted by the URA for capital improvements, and allocates 10 percent (\$6,000) for fund design assistance. Staff noted the appropriated amount may be modified during the annual budget authorization process.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2018-02.

VanderZanden read URA Resolution No. 2018-02 by title.

MOTION: Director Rippe moved, seconded by Director Thompson, to adopt URA Resolution No. 2018-02 of the City of Forest Grove Urban Renewal Agency Establishing the Storefront Improvement Program and Making Changes to Add Design Assistance Funding Guidelines and to Clarify Program Intent.

Board of Directors Discussion:

Hearing no concerns from the Board, Director Chair Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Directors Johnston, Rippe, Thompson, Valfre, Wenzl, and Director Chair Truax. NOES: None. ABSENT: Director Uhing.
MOTION CARRIED 6-0.

7. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 9:27 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	6.
FINAL ACTION:	

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *June 25, 2018*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Adoption of FY 2018-19 URA Budget and Property Taxes*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT: The Forest Grove Urban Renewal Budget Committee approved on May 17, 2018, the Proposed FY 2018-19 Budget of \$400,182 and declared the tax increment to be collected. The Urban Renewal Agency (URA) Board now needs to adopt the FY 2018-19 Approved Budget, make the appropriations that set the legal expenditure level, and declare the tax increment to be collected for FY 2018-19. Staff has prepared a resolution that includes all three actions for the Board’s consideration.

BACKGROUND: This is the third operating budget for the URA. The principal revenues that will be available in FY 2018-19 are the taxes collected on the incremental increase in the assessed value of the URA. The Budget includes funds to pay interest to the City’s Capital Project Fund for debt for the land purchase and the loan for development costs. Staff has not proposed any changes to the Budget approved by the URA Budget Committee.

FISCAL IMPACT: The projected property taxes on the increase in incremental assessed value for the URA will be sufficient to repay the interest for the loans for the property purchase and storefront improvement grants.

STAFF RECOMMENDATION: Staff recommends the Urban Renewal Agency Board of Directors approve the attached resolution to adopt the FY 2018-19 Budget, set the legal appropriations for FY 2018-19, and declare the tax increment for FY 2018-19.

ATTACHMENT(s): Resolution

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Forest Grove Urban Renewal Agency will be held on June 25, 2018, at 7:00 pm at the Community Auditorium, 1915 Main Street, Forest Grove, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018, as approved by the Forest Grove Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 1924 Council Street, Forest Grove, Oregon, between the hours of 9:00 a.m. and 5:00 p.m. or online at www.forestgrove-or.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as was used the preceding year.

Contact: Paul Downey, Director of Administrative Services

Telephone: 503-992-3200

Email: pdowney@forestgrove-or.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2016-17	Adopted Budget This Year 2017-18	Approved Budget Next Year 2018-19
Beginning Fund Balance/Net Working Capital	8,410	77,847	185,308
Federal, State and All Other Grants			
Revenue from Bonds and Other Debt	962,561		
Interfund Transfers			
All Other Resources Except Division of Tax & Special Levy	2,199	3,100	4,000
Revenue from Division of Tax	114,068	117,789	210,874
Revenue from Special Levy			
Total Resources	1,087,238	198,736	400,182

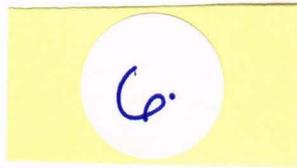
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services			
Materials and Services	838,860	157,484	358,930
Capital Outlay	136,945		0
Debt Service	20,626	41,252	41,252
Interfund Transfers			
Contingencies			
All Other Expenditures and Requirements			
Unappropriated Ending Fund Balance	90,807		
Total Requirements	1,087,238	198,736	400,182

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
FTE			
Non-Departmental / Non-Program	1,087,238	198,736	400,182
FTE	0	0	0
Total Requirements	1,087,238	198,736	400,182
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The Proposed Budget for FY 2018-19 includes funding for a major kitchen improvement at the City-owned Forest Grove Senior and Community Center, grants for storefront improvement projects in the City's Town Center Area, and payment of interest only on loan from the City of Forest Grove through the City's Capital Project Fund. Principal repayment on the debt will commence in FY 2019-20. The City expects property tax revenue to increase significantly in FY 2019-20 with the completion of some larger projects in the urban renewal area.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$2,065,000	\$0
Total	\$2,065,000	\$0



URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2018-03

RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING
THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2018,
AND ENDING JUNE 30, 2019

WHEREAS, the Budget Committee of the City of Forest Grove Urban Renewal Agency has approved a budget and the collection of the tax increment for the Urban Renewal Agency for the fiscal year commencing July 1, 2018, pursuant to the provisions of the Oregon Local Budget Law; and

WHEREAS, staff has not proposed any change to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the Urban Renewal Agency Board of Directors as required by law, and

WHEREAS, it appears to the Board that the Budget approved by the Budget Committee and the tax increment set by the Budget Committee should be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1: That the City of Forest Grove Urban Renewal Agency Board hereby adopts the FY 2018-19 Budget in the total amount of \$400,182. The Budget is on file with City Recorder's Office.

Section 2: That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2018, and for the purposes hereby appropriated as follows:

<u>General Fund</u>	
Materials and Services	\$358,930
Debt Service	<u>\$41,252</u>
Total Appropriations	<u>\$400,182</u>

Section 3: The City of Forest Grove Urban Renewal Agency certifies to the Washington County Assessor's Office a request for the Forest Grove Urban Renewal 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.

Section 4: This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

PRESENTED AND PASSED this 25th day of June, 2018.

Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting therefor this 25th day of June, 2018, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Chair