



URBAN RENEWAL AGENCY MEETING AGENDA

TUESDAY, MAY 28, 2018

6:50 PM – Urban Renewal Agency Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116,

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.

- 6:50**
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 13, 2019.*
 4. **ADDITIONS/DELETIONS:**
 5. **PRESENTATIONS:** None
 6. **PUBLIC HEARING AND URA RESOLUTION NO. 2019-06 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, 2019, AND ENDING JUNE 30, 2020**
 7. **ADJOURNMENT:**

Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

6:55

7:00

3A



Monday, May 13, 2018

Urban Renewal Agency Meeting Minutes

6:15 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 6:19 p.m.

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

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

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

- A. Approve Urban Renewal Agency Work Session (B/C Reform; Urban Renewal Advisory Committee) Meeting Minutes of April 22, 2019.
- B. Approve Urban Renewal Agency Regular Meeting Minutes of April 22, 2019.

MOTION: Director Rippe moved, seconded by Director Vice Chair Johnston, to approve the Consent Agenda as presented. MOTION CARRIED 7-0 by voice vote.

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS: None.

6. URA RESOLUTION NO. 2019-04 ESTABLISHING THE FOREST GROVE URBAN RENEWAL ADVISORY COMMITTEE

Staff Report:

Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is establishing the Urban Renewal Advisory Committee (URAC) to assist the Board on matters related to the URA Plan as outlined in Exhibit A. Pohl presented a PowerPoint presentation overview, noting at the April 22, 2019, work session, the Board collectively concurred to establish the URAC's purpose and scope as noted below:

- Providing a public form for public discussion on implementation of the urban renewal plan;
- Giving consideration and making recommendations regarding urban renewal policies, projects and program budgets;
- Reviewing or proposing Plan amendments for consideration by the Board; and
- Conducting studies and preparing reports at the request of the Board.

The Board proposed the URAC consist of no more than seven voting members who represent the following:

Membership:	Terms:
1) Economic Development Commission and/or Forest Grove-Cornelius Chamber of Commerce member	December 31, 2021
2) Non-profit organization located within the Plan area	December 31, 2021
3) Finance, Banking or Lending Industry	December 31, 2022 ³
4) Real Estate, Development or Construction Industry	December 31, 2022
5) At-Large Resident residing adjacent to or within 1 mile of the Plan Area	December 31, 2023
6) Commercial Property and/or Business Owner within the Plan Area	December 31, 2023 ²
7) Commercial Property and/or Business Owner within the Plan Area	December 31, 2023

In conclusion of the above-noted staff report, Pohl advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A, noting establishing the URAC will increase administration costs depending on the workload to support the URAC.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-04, which resulted in making the following motions to amend.

MOTION TO AMEND NO. 1: Director Rippe moved, seconded by Director Uhing, to amend URA Resolution No. 2019-04 as noted in **Red** above (residing adjacent to or within 1 mile of the Plan Area) above.

ROLL CALL VOTE MOTION TO AMEND NO. 1: AYES: Directors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Director Chair Truax. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

MOTION TO AMEND NO. 2: Director Wenzl moved, seconded by Director Vice Chair Johnston, to amend URA Resolution No. 2019-04 as noted in **Red** above (staggered terms).

ROLL CALL VOTE MOTION TO AMEND NO. 2: AYES: Directors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Director Chair Truax. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-04 as amended.

VanderZanden read URA Resolution No. 2019-04 by title as amended.

MOTION: Director Vice Chair Johnston moved, seconded by Director Wenzl, to approve URA Resolution No. 2019-04 Establishing the Forest Grove Urban Renewal Advisory Committee as amended.

Board of Directors Discussion:

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

ROLL CALL VOTE: AYES: Directors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Director Chair Truax. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

7. URA RESOLUTION NO. 2019-05 AUTHORIZING THE EXECUTIVE DIRECTOR TO DEVELOP AN INSTALLATION PUBLIC ART PROGRAM

Staff Report:

Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is authorizing the Executive Director to engage with the URAC and Public Arts Commission to establish a process and guidelines for the acquisition and installation of public art for certain parts of the Town Center Plan as outlined in Exhibit A. Pohl presented a PowerPoint presentation overview, noting at the April 22, 2019, Board meeting, the Board approved amending the URA Plan to include a five-year installation art program subject to available URA funding of \$100,000. In conclusion of the above-noted staff report, Pohl advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-05.

VanderZanden read URA Resolution No. 2019-05 by title.

MOTION: Director Rippe moved, seconded by Director Vice Chair Johnston, to approve URA Resolution No. 2019-05 Authorizing the Executive Director to Develop an Installation Public Art Program.

Board of Directors Discussion:

Pohl addressed various Board inquiries pertaining to the above-mentioned program, noting the Board will have final authority to approve proposals, and if the Board desires extending the program, staff will evaluate the program after five years.

Hearing no further 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, Uhing, Valfre, Wenzl, and Director Chair Truax. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

8. ADJOURNMENT:

Director Chair Truax adjourned the URA regular meeting at 6:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

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

URBAN RENEWAL AGENCY STAFF REPORT

TO: Urban Renewal Agency Board of Directors

FROM: Jesse VanderZanden, Executive Director

MEETING DATE: May 28, 2019

PROJECT TEAM: Paul Downey, Administrative Services Director

SUBJECT TITLE: Adoption of FY 2019-20 URA Budget and Property Taxes

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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X all that apply

ISSUE STATEMENT: The Forest Grove Urban Renewal Budget Committee approved on May 9, 2019, the Proposed FY 2019-20 Budget of \$674,564 and declared the tax increment to be collected. The Urban Renewal Agency (URA) Board now needs to adopt the FY 2019-20 Approved Budget, make the appropriations that set the legal expenditure level, and declare the tax increment to be collected for FY 2019-20. Staff has prepared a resolution that includes all three actions for the Board’s consideration.

BACKGROUND: This is the fourth operating budget for the URA. The principal revenues that will be available in FY 2019-20 are the taxes collected on the incremental increase in the assessed value of the URA. The Budget includes funds to pay principal and 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 debt service and operating costs of the URA. Proposed projects include storefront improvement grants, a parklet pilot project, public art in the downtown area, and a concept study of a festival street on 21st Street.

STAFF RECOMMENDATION: Staff recommends the Urban Renewal Agency Board of Directors approve the attached resolution to adopt the FY 2019-20 Budget, set the legal appropriations for FY 2019-20, and declare the tax increment for FY 2019-20.

ATTACHMENT(s): Resolution

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Forest Grove Urban Renewal Agency will be held on May 28, 2019, at 6:50 p.m. 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, 2019, 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 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	90,807	185,308	342,814
Federal, State and All Other Grants			
Revenue from Bonds and Other Debt			
Interfund Transfers			
All Other Resources Except Division of Tax & Special Levy	4,550	4,000	11,750
Revenue from Division of Tax	162,099	210,874	320,000
Revenue from Special Levy			
Total Resources	257,456	400,182	674,564

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services			
Materials and Services	25,743	358,930	178,891
Capital Outlay			
Debt Service	41,252	41,252	335,673
Interfund Transfers			
Contingencies			
All Other Expenditures and Requirements			
Unappropriated Ending Fund Balance	190,461		160,000
Total Requirements	257,456	400,182	674,564

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	257,456	400,182	674,564
FTE	0		0
Total Requirements	257,456	400,182	674,564
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The FY 2019-20 Proposed Budget for the Forest Grove Urban Renewal Area is \$674,564 and proposed expenditures include: 1) \$20,000 for storefront improvement grants; 2) \$50,000 for a festival street concept design; 3) \$10,000 for up to two parklets in the central downtown area; 4) \$10,000 for installation public art; and 5) \$335,673 in principal and interest repayment for the loan from the City for costs related to a significant development project in the downtown 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	\$2,063,000	\$0
Total	\$2,063,000	\$0

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE



URA RESOLUTION NO. 2019-06

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, 2019, AND ENDING JUNE 30, 2020

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, 2019, 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 2019-20 Budget in the total amount of \$674,564. 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, 2019, and for the purposes hereby appropriated as follows:

<u>General Fund</u>	
Materials and Services	\$178,891
Debt Service	<u>335,673</u>
Total Appropriations	\$514,564
Unappropriated Ending	
Fund Balance	<u>\$160,000</u>
Total Adopted Budget	<u>\$674,564</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 28th day of May, 2019.

Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting on this 28th day of May, 2019, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Board Chair