



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA

Columbia Gateway Urban Renewal Agency

City Council Chamber

313 Court Street, The Dalles, Oregon

Meeting Conducted in a Handicap Accessible Room

Monday, October 12, 2015

Immediately Following the City Council Meeting

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Five minutes per person will be allowed. If a response is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for Agency Board consideration.

5. APPROVAL OF MINUTES
 - A. Approval of July 27, 2015 Meeting Minutes
6. ACTION ITEMS
 - A. Recommendation Regarding Use of Urban Renewal Funds for Children's Library Addition Project
 - B. Resolution No. 15-004 Adopting a Supplemental Budget for Fiscal Year 2015-16, Making Appropriations and Authorizing Expenditures From and Within the Capital Fund of the Columbia Gateway Urban Renewal Agency Adopted Budget
 - C. Amending the Guidelines for the Facade Improvement Program



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7. EXECUTIVE SESSION

- A. Recess to Executive Session in Accordance With ORS 192.660 (2) (e) to Conduct Deliberations With Persons Designated by the Governing Body to Negotiate Real Property Transactions
- B. Reconvene to Open Session

8. DECISIONS FROM EXECUTIVE SESSION

9. ADJOURNMENT

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY
REGULAR MEETING
OF
JULY 27, 2015

CITY COUNCIL CHAMBER
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Chair Steve Lawrence

AGENCY PRESENT: Dan Spatz, Tim McGlothlin, Linda Miller, Russ Brown, Taner Elliott

AGENCY ABSENT: None

STAFF PRESENT: City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Project Coordinator Daniel Hunter, Business Development Director Gary Rains

CALL TO ORDER

The meeting was called to order by Chair Lawrence at 8:12 p.m.

ROLL CALL

Roll call was conducted by City Clerk Krueger; all members present.

APPROVAL OF AGENDA

It was moved by Miller and seconded by Elliott to approve the agenda as presented. The motion carried unanimously.

MINUTES (Continued)
Urban Renewal Agency Meeting
July 27, 2015
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AUDIENCE PARTICIPATION

None.

APPROVAL OF MINUTES

It was moved by Miller and seconded by Spatz to approve the minutes of the June 8, 2015 and July 13, 2015 meetings. The motion carried unanimously.

ACTION ITEMS

Approval of Facade Improvement Grant for Petite Provence

Project Coordinator Daniel Hunter reviewed the staff report.

It was moved by Spatz and seconded by Miller to approve the request for facade improvement grant funds to Petite Provence of The Gorge. The motion carried unanimously.

EXECUTIVE SESSION

Chair Lawrence recessed the meeting to Executive Session at 8:18 p.m., in accordance with ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Reconvene to Open Session

Chair Lawrence reconvened the meeting to open session at 8:56 p.m.

DECISIONS FOLLOWING EXECUTIVE SESSION

None.

MINUTES (Continued)
Urban Renewal Agency Meeting
July 27, 2015
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ADJOURNMENT

Being no further business, the meeting adjourned at 8:57 p.m.

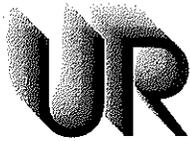
Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

Stephen E. Lawrence, Chair

ATTEST:

Julie Krueger, MMC, City Clerk



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CITY OF THE DALLES

AGENDA STAFF REPORT

URBAN RENEWAL AGENCY

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
October 12, 2015	Action Items 6, A	

TO: Urban Renewal Agency Board

FROM: Daniel Hunter, Project Coordinator

DATE: September 30, 2015

ISSUE: Recommendation Regarding Use of Urban Renewal Funds for Children’s Library Addition Project.

BACKGROUND: During the budget process I made an error when totaling the FY14/15 projected expenditures under the Property Rehabilitation line item in the Urban Renewal Budget. This error resulted in a lower budgeted beginning fund balance in FY15/16 for this line item by \$152,297. This amount was not budgeted but is available as needed.

I will work with the Finance Director to make appropriate amendments to the Urban Renewal Budget.

You may be aware that in July we received one bid on the planned Library Expansion. That bid was \$950,120 and the engineer’s estimate was \$667,000. Given this difference we undertook a Value Engineering process with the bidding Contract and the Architect. Through that process we were able to get the construction costs down to \$779,214. Because of the changes made there are additional design costs of \$15,980 and Construction Administration Cost increases \$1,450 from \$27,420. This brings the total for construction and construction administration to \$808,084. The original budget for these two items was \$721,834.

Through discussions with the Library Foundation Board we have come up with a plan to bridge the financial gap. The Foundation is going back to its private donors to secure an addition \$50,000. The Library Director has agreed to provide funds out of his budget of \$53,368. Further detail is provided here and in the attached budget.

Prior to having a bid, the Foundation was short of their goal by \$61,928. Due to the changes made through Value Engineering there is an additional cost for Architectural Plans to accommodate the Value Engineering changes of \$15,980; and additional construction costs above the Engineer's Estimate by \$85,755.

\$61,928 original shortfall

\$85,755 added construction costs above engineer's estimate

\$15,980 added design costs after Value Engineering (not included in Construction costs)

\$163,663 Total added costs

\$156,736 is being sought in addition funding, \$53,368 from Urban Renewal. The remainder of the shortage \$6,927 (\$163,663 - \$156,736) will be made up by reducing the construction contingency.

The Library Foundation is asking the Urban Renewal Agency to provide the additional \$53,368 needed to complete the project. With the budget correction noted above we have sufficient funds to supply that need.

Therefore, this staff report is provided on behalf of the Library Foundation to seek the Urban Renewal Advisory Committee recommendation to the Agency Board, regarding approval of a Grant to The Dalles-Wasco County Library Children's Addition in the Amount of \$53,368. A copy of the Current Library Budget and Contract's Value Engineering Schedule are attached for your information.

The Advisory Committee met September 29, 2015 and voted unanimously to recommend to the Agency Board approval of the grant request contingent on The Library Foundation's ability to secure the \$50,000 in private donations they agreed to. As of the date of this report, the foundation has secured \$38,000 of the \$50,000.

ALTERNATIVES:

- 1. Move to approve a grant for completion of The Dalles-Wasco County Library Children's Addition in an amount not to exceed \$53,368 contingent on the Foundation's ability to secure an additional \$50,000 in private donations.***
2. Approval of a Grant for completion of The Dalles-Wasco County Library Children's Addition in an amount not to exceed \$53,368.
3. Deny the request for a Grant.



CITY of THE DALLES
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THE DALLES, OREGON 97058

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AGENDA STAFF REPORT COLUMBIA GATEWAY URBAN RENEWAL AGENCY

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
October 12, 2015	Action Items 6, B	

TO: Urban Renewal Board of Directors

FROM: Kate Mast, Finance Director

DATE: September 30, 2015

ISSUE: Supplemental Budget on the Urban Renewal Capital Fund (200); and Resolution No. 15-004 Adopting a Supplemental Budget for Fiscal Year 2015/2016, Making Appropriations and Authorizing Expenditures from and within the Capital Fund of the Columbia Gateway Urban Renewal Agency Adopted Budget.

BACKGROUND: Oregon Budget Law recognizes that after the beginning of the fiscal year, changes in appropriations in the budget sometimes become necessary and so allows for those changes via supplemental budgets and budget amendments. Supplemental budgets are required when allocations are needed for new resources that increase or decrease the total amount of the budget. Budget amendments are required when already allocated amounts are moved from one category to another within a fund.

The budget changes being proposed for Urban Renewal Board of Directors' consideration at the October 12, 2015 meeting require a supplemental budget to be processed for the Capital Fund 200.

A Public Hearing is required for any supplemental budget that changes a fund by more than 10%. The proposed supplemental budget does not exceed the 10% limit, so no Public Hearing is required. However, a notice of the Supplemental Budget is required to be published, and that notice is scheduled to be printed in The Dalles Chronicle on Sunday, October 4, 2015.

Capital Fund (200): The Capital Fund will realize a Beginning Fund Balance in excess of the amount budgeted.

This proposed Supplemental Budget will recognize \$53,368 of those additional funds as revenue and allocate that amount to the "Capital Projects by City" line item (200-3700-419.75-10). This will allow those funds to be sent to the City's Library Fund to help fund the Library Expansion Project for children's space.

The estimates for this project were developed during the recession when building costs were lower. However, when the bids were received recently, they exceeded the estimates by approximately 38%. Changes have been made to the project, bringing the need for additional funds down to approximately \$156,736, with anticipation that the Urban Renewal Agency Board will authorize a grant contribution of \$53,368 to the Library project, the Library Fund will reallocate \$53,368 of their budget, and the Library Foundation expects to collect another \$50,000 through fundraising efforts.

The Urban Renewal Advisory Committee, at their meeting on September 29, 2015, recommended to the Agency Board approval of the grant request to the Library in the amount of \$53,368, contingent on the Foundation's ability to raise \$50,000 in private donations. As of September 29, the Foundation has raised \$38,000 in additional private donations.

This proposed resolution puts the funds in place for this grant, but we will not actually pay out the grant funds until the full \$50,000 in additional private donations has been raised by the Foundation.

BUDGET IMPLICATIONS: The Supplemental Budget Resolution No. 15-004 increases the total Urban Renewal Capital Adopted Budget by \$53,368.

ALTERNATIVES:

A. Staff Recommendation:

1. ***Move to adopt Resolution No. 15-004 Adopting a Supplemental Budget for Fiscal Year 2015/2016, Making Appropriations and Authorizing Expenditures from and within the Capital Fund of the Columbia Gateway Urban Renewal Agency Adopted Budget.***
2. The Board may choose to direct Staff to make changes to the proposed Supplemental Budget and bring it back to a future meeting for consideration.
3. The Board may choose to not allocate any additional beginning fund balance and let it roll into next year's beginning fund balance.

RESOLUTION NO. 15-004

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2015/2016, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FROM AND WITHIN THE CAPITAL FUND OF THE COLUMBIA GATEWAY URBAN RENEWAL AGENCY ADOPTED BUDGET

WHEREAS, the Columbia Gateway Urban Renewal Agency Capital Fund (200) will realize a Beginning Fund Balance in excess of the amount budgeted; and

WHEREAS, the Urban Renewal Board of Directors wishes to allocate a portion of those additional funds in the amount of \$53,368 to be provided as a grant to the City Library Fund to cover a portion of the increased costs of the Library Expansion project; and

WHEREAS, the Urban Renewal Board of Directors wishes to make payment of said grant contingent upon the Library Foundation raising an additional \$50,000 in additional private contributions towards the Library expansion project; and

WHEREAS, a supplemental budget is required in order for the Agency to allocate and expend these funds in FY15/16; and

WHEREAS, a public hearing is required by Oregon Budget Law only for those funds which propose expenditure increases that exceed ten percent (10%) of the receiving funds, and the changes in this resolution do not exceed 10%, and do not require a public hearing; and

WHEREAS, the required public notice was published on Sunday, October 4, 2015;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. The Board of Directors hereby adopts the following Supplemental Budget for FY15/16, increasing revenues and making appropriations as shown below.

Summary of Supplemental Budget – Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
Capital Fund (200)	Additional Beginning Balance	53,368	Capital Outlay	53,368
	Total New Resources	53,368	Total New Requirements	53,368
	New Total Capital Outlay Category			1,412,462
	New Total All Fund 200 Resources	2,037,195	New Total All Fund 200 Expenditures	2,037,195

Section 2. This Resolution shall become effective upon adoption by the Board of Directors and shall remain in effect until receipt and acceptance of the FY15/16 audit report.

PASSED AND ADOPTED THIS 12th DAY OF OCTOBER, 2015

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

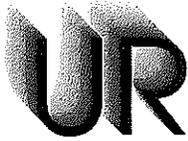
AND APPROVED BY THE MAYOR THIS 12th DAY OF OCTOBER, 2015

SIGNED:

ATTEST:

Stephen E. Lawrence, Chair

Julie Krueger, MMC, City Clerk



IMPROVING OUR COMMUNITY

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CITY OF THE DALLES

AGENDA STAFF REPORT

URBAN RENEWAL AGENCY

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
October 12, 2015	Action items 6, C	

TO: Urban Renewal Agency Board

FROM: Daniel Hunter, Project Coordinator

DATE: September 3, 2015

ISSUE: Amending Guidelines for Façade Improvement Program

BACKGROUND: On August 31, 2015 staff presented to the URAC a discussion item on the inclusion of residential structures under the current Façade Improvement Program. Several options were considered by the Advisory Committee.

During the discussion at that meeting two requests were made for definitions. Definitions were sought for “commercial” and “façade.” Research was conducted on these terms in an attempt to provide a clear definition. Finding a clear, plain English definition of commercial was difficult. A conglomeration of definitions for commercial activity is provided below (Oxford English Dictionary), as is the definition for façade provided by the University of Oregon School of Architecture.

Commercial Activity: *The act of selling or trading a good or service for the primary purpose of making a profit.*

Façade: *The principal exterior face of a building, usually the front.*

At the Agency’s direction these definitions will be included in the program guidelines if the program is expanded to include residential structures. The façade definition includes both the face, conceivably all exterior portions, and the front. Staff recommends that façade not be limited to the front. The rationale for this is, to further limit façade to the front face of a building would conceivably add costs to a project to parse out just that

portion of a renovation and further that portion of the renovation which the program will help fund. Additionally, the current program guidelines limit façade work to the portion in public view. Recent commercial facades have included up to three sides, all in public view.

The current Façade Improvement Program provides limits to what may be done to the improvements and the time limit for those restrictions. The Advisory Committee asked to include similar restrictions on the commercial activity for a residential façade improvement agreement. Staff will add a requirement to the Development Agreement that the primary purpose of the structure be commercial activity and that this activity must be maintained for a minimum of three (3) years.

Both residential properties currently under consideration are zoned CBC – Central Business Commercial. Both properties are within the Trevitt’s Historic District and the Central Business District. There are roughly 40 structures with an originally residential design that are located in within both districts. Some of those structures are currently used primarily as business locations.

On September 29, 2015 The Urban Renewal Advisory Committee provided their recommendation with the following options. Their conclusion was to include the Façade Definition (I.) and include both Commercial restrictions (A. & B.).

OPTIONS:

Façade Definition

- I. Façade includes the exterior face of a building including cornice, roof gable face, skirting, and porches. It includes all sides of the building within public view. It does not include the foundation or the roof.
- II. ~~Façade is limited to the single face of a building most directly viewed from the public right-of-way (front). It may include porches, skirting, cornice and roof gable face. It does not include foundation or roof.~~

Commercial

- A. To be considered under the amended Façade Improvement Program, a property originally designed as a residence must be the site of commercial activity that occupies at least 30% of the structure for a minimum of three (3) years.
Commercial Activity is defined as: The act of selling or trading a good or service for the primary purpose of making a profit.
- B. To be considered under the amended Façade Improvement Program, a property originally designed as a residence must be located in both the Trevitt’s Historic District and the Central Business District.

ALTERNATIVES:

1. **Staff Recommendation:** *Move to approve the recommendation of the Urban Renewal Advisory Committee, including a new definition for façade and new criteria for commercial applications, as listed in this staff report as I, A, and B.*

2. (I & A above) Inclusion of buildings originally designed as residential under the Façade Improvement Program provided they meet the following conditions: Commercial activity must exist and occupy at least 30% of the structure for a minimum of 3 years after award of the grant; façade Grants will help fund façade improvements on all sides in view of the public excluding foundations and roofs.

3. (II & B above) Inclusion of buildings originally designed as residential under the Façade Improvement Program provided they meet the following conditions: The property is located in both the Trevitt's Historic District and Central Business District; façade grants will help fund façade improvements to the front of a building only and do not include foundations or roofs.

4. (II & A above) Inclusion of buildings originally designed as residential under the Façade Improvement Program provided they meet the following conditions: Commercial activity must exist and occupy at least 30% of the structure for a minimum of 3 years after award of the grant; façade grants will help fund façade improvements to the front of a building only and do not include foundations or roofs.