



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA

COLUMBIA GATEWAY URBAN RENEWAL AGENCY BOARD

Meeting Conducted in a Room in Compliance with ADA Standards

Tuesday, September 18, 2018

5:30 p.m.

City Hall Council Chambers

313 Court Street

The Dalles, Oregon

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES – August 21, 2018
- VI. PUBLIC COMMENT
- VII. PRESENTATION
The Dalles Main Street – Branding
- VIII. DISCUSSION
 - A. Hanlon Development Proposal
 - B. Waldron Drug/Gitchell Building – Possible Relocation
 - C. Agency Revenue/Expenditure Report – August 31, 2018
- IX. STAFF COMMENTS
Next Regular Meeting Date: October 16, 2018
- X. BOARD MEMBERS COMMENTS OR QUESTIONS
- XI. ADJOURNMENT

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IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY BOARD

Meeting Conducted in a Room in Compliance with ADA Standards

Tuesday, August 21, 2018

5:30 p.m.

City Hall Council Chambers

313 Court Street

The Dalles, Oregon

CALL TO ORDER

Chair Miller called the meeting to order at 5:30 p.m.

ROLL CALL

Present: Scott Baker, Staci Coburn, John Fredrick, Steve Kramer, Darcy Long-Curtiss, Linda Miller and Chuck Raleigh

Taner Elliott arrived at 5:39 p.m.

Absent: None

Staff Present: Urban Renewal Manager Steve Harris, City Attorney Gene Parker, Assistant to the City Manager Matthew Klebes, Senior Planner Dawn Hert and Planning Technician Joshua Chandler

In Attendance: Eight

PLEDGE OF ALLEGIANCE

Chair Miller led the Pledge of Allegiance.

APPROVAL OF AGENDA

Board Member Fredrick moved to approve the agenda; Board Member Long-Curtiss seconded the motion. The motion passed unanimously, Elliott absent.

APPROVAL OF MINUTES

Board Member Fredrick moved to approve the minutes of July 17, 2018, as written. Board Member Coburn seconded the motion; the motion passed unanimously, Elliott absent.

PUBLIC COMMENT

None.

PRESENTATION

Mary Hanlon, Hanlon Development, presented a Development Proposal for 523 E. Third Street. The presentation is summarized in her letter dated August 21, 2018, Exhibit 1.

Hanlon stated if there is interest by the Board, she will gather information and return at a future date.

In response to questions from the Board, Hanlon replied:

- Hanlon does the initial work, her partners will then invest
- She has been working on market rate housing and is interested in offering affordable housing. An increase in overall units would allow for additional affordable housing units.
- Alleyway power poles and transformers would obstruct second and third story views; power could be located underground
- Current parking standards were not ideal
- System Development Charge waivers may be requested
- Nailing down the funding gap
- Property would be purchased by Hanlon

Board consensus was to pursue the project.

ACTION ITEMS

Declaration of Agency-Owned Personal Property as Surplus and Authorization to Dispose of Said Property

Manager Harris presented the Staff Report.

Board Member Baker moved to declare the fixtures identified in the Staff Report as surplus personal property; that the Board determines the property is not needed for other public purposes; that the property has a current market value of less than \$250.00; and that the Board determines this is the most efficient and cost-effective method for disposing of the property, and to direct Staff to proceed with the donation of the property to the National Neon Sign Museum. Board Member Kramer seconded the motion; the motion passed unanimously.

Authorization to Participate in Appeal of Predetermination Letter Issued by BOLI for Tony's Building Redevelopment Project

City Attorney Parker presented the Staff Report.

Board Member Elliott moved to authorize the City Attorney to notify Tokola Properties, Inc., that the Agency will participate in an appeal of the predetermination letter issued by BOLI, dated August 9, 2018. Board Member Fredrick seconded the motion. Chair Miller invited discussion.

Board Member Long-Curtiss stated for the record that she was opposed. Prevailing wage should be paid.

Board Member Coburn asked for elaboration on "jointly pursue." Parker replied it would include his time working with the Tokola attorney, identifying witnesses and attendance at the hearing. Parker estimated 25-30 hours to prepare and attend the hearing.

The motion passed 8-1, Long-Curtiss opposed.

Authorization for Execution of Confidentiality and Non-Circumvention Agreement for GBHD, LLC

City Attorney Parker presented the Staff Report.

Board Member Long-Curtiss moved to authorize the Board Chair to sign the Confidentiality and Non-Circumvention Agreement with GBHD, LLC. Board Member Kramer seconded the motion.

Chair Miller invited comments or questions.

Board discussion included:

- Clarification of the purpose of the Agreement
- Transparency concerns
- Additional funds required to complete Phase 1
- Completion of Phase 1 would allow for an October recommendation on the project
- Personal liability for the effective term limits of the Agreement
- Limiting future financial impact

The motion did not carry; the vote was 4-4, Fredrick, Miller, Elliott and Raleigh opposed.

Further discussion included:

- The necessity of a decision
- Lack of information on which to base a decision
- Time frame for submission of documentation
- Potential to move forward without the Agreement
- Agency has already invested in the project
- The Agreement would provide another opportunity to decide on the project

Michael Leash, GBHD, stated the project was in the works for months and documents were already submitted to Leland Consulting. Leash has six confidentiality agreements with other entities.

Board Member Kramer moved to authorize the Agency Chair to sign the Confidentiality and Non-Circumvention Agreement with GBHD, LLC. Long-Curtiss seconded the motion.

Attorney Parker stated a motion to reconsider was required prior to the motion to authorize.

Board Member Long-Curtiss moved to reconsider; Board Member Coburn seconded the motion. The motion passed 5-3, Fredrick, Raleigh and Miller opposed.

Board Member Kramer moved to authorize the Agency Chair to sign the Confidentiality and Non-Circumvention Agreement with GBHD, LLC. Long-Curtiss seconded the motion. The motion passed 5-3, Fredrick, Raleigh and Miller opposed.

EXECUTIVE SESSION

Pursuant to Item IX. A. of the Urban Renewal Agency Board Agenda dated August 21, 2018, which cites ORS 192.660(2)(e), the Board adjourned to Executive Session at 6:25 p.m.

Chair Miller reconvened the Open Session at 6:36 p.m.

Board Member Long-Curtiss moved to approve the purchase and sales agreement for real property located at 215 E. Second Street subject to the terms and conditions of the seller's counter offer Number 1 and completion of a signed DDA. Board Member Fredrick seconded the motion, the motion passed unanimously.

STAFF COMMENTS

Director Harris provided comments:

- The Mid-Columbia Fire and Rescue District had not notified staff of a new Agency appointment
- The Dalles Main Street Project would attend a September meeting to make a presentation on their recent branding project
- Harris is working with the State on a grant with no local match for downtown visioning exercise

- Staff met with representatives from PUD regarding facility upgrades. Staff will follow up with PUD, looking at a master plan for underground utilities.
- Brownfield study grant application was successful. Staff will review three submitted proposals from consultant firms.
- First Street project was at ODOT; they were working out contract details with KPFF. Staff is waiting on Notice to Proceed. Part of that project was to extend boundaries for possible connection with the Mill Creek Trail. KPFF will formally amend the project description and bring construction costs up to date.
- Leash/GBHD proposal:
 - A series of deadlines were agreed upon by Mr. Leash and his attorneys. The first deadline was for a detailed project overview. The materials were due on August 17, 2018, and were received on August 21, 2018.
 - Items due August 22, 2018: a current site control map, a future hotel plan map and a draft project timeline. Other materials due relate to the ownership of GBHD and equity.
 - These deadlines would provide time for review and return to the Board.
 - The October 16 meeting will address additional work completed for Phase 1, the decision to authorize Leland for Phase 2, and decision on the ENA.
- Next regularly scheduled meeting is 18, 2018

Board Member Long-Curtiss left the meeting at 6:47 p.m.

BOARD MEMBERS COMMENTS OR QUESTIONS

Board Member Kramer requested quarterly financials with a suggested October meeting.

Board Member Fredrick requested a roll call vote on action items. Chair Miller agreed with the request.

ADJOURNMENT

Chair Miller adjourned the meeting at 6:49 p.m.

Respectfully Submitted
Paula Webb, Planning Secretary

Linda Miller, Chair

Hanlon Development, LLC

101 SW Main Street, Suite 825
Portland, OR 97204
Telephone: (503) 228-9787
Email: mary@hanlondevelopment.com

August 21, 2018

Steve Harris
Urban Renewal Agency
The Dalles City Hall
313 Court Street
The Dalles, Oregon 97058

Subject: DG Motors Site, The Dalles, OR

Dear Mr. Harris and Advisory Committee Members:

For over a year, Hanlon Development has been in negotiations with DG Motors to purchase its property at 523 E. 3rd Street in historic downtown The Dalles. It has been Hanlon Development's intention to redevelop this site with ground floor retail and three stories of residential housing above. The initial goal was to build this as an entirely privately funded project which would add to the strength and health of the downtown core. However, given the current market conditions in The Dalles, we have concluded that a public-private partnership will be necessary to make this project economically feasible.

Hanlon Development has been involved in housing, economic development, and public-private partnerships since the mid-90s. Hanlon Development focuses its own development efforts in communities and neighborhoods that have not yet experienced significant financial investment. Hanlon Development has over 150,000 sf of retail and housing redevelopment projects in its own portfolio and we have provided development services to both public and private projects on a much larger scale.

As the principal of Hanlon Development, I have a special interest in doing a project in The Dalles because I currently reside in The Dalles. I am a native Oregonian. This community has been my home for two years and I have had a home in the general region for five years.

Hanlon Development has been looking at potential redevelopment opportunities in The Dalles since 2004. We have evaluated the community and its economic potential on several occasions both for our own portfolio and in partnership with local economic development groups. Changes in The Dalles historic downtown core have occurred slowly. This is not necessarily a bad thing, but revitalization of the walkable downtown core would be beneficial to all concerned. It would assist in making the downtown businesses healthier, it would create a focal point for both visitors and residents and would inject new capital in the community. A vibrant, healthy, downtown with the addition of housing options would help to ensure that people who work in The Dalles are able to live in The Dalles.

Steve Harris
August 21, 2018
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A high quality, visible, new development on 3rd street at the east end of downtown would both anchor and activate that part of the downtown core. If new housing and retail can be successfully built, it would stimulate other market growth and renovation making The Dalles historic downtown more desirable for all. In addition, it would create the potential for virtually 24-hour activity and connectivity to the entire downtown area.

As you know, the cost of developing housing in The Dalles is essentially the same as developing housing in Portland. However, at present, the amount of rent that can be charged for those living in The Dalles is approximately 30 to 50 percent less than Portland. That market rental rate difference makes a solely private development not feasible at this time. For this reason, Hanlon Development is interested in determining if the Urban Renewal Agency would consider partnering on the DG Motors site in an effort to stimulate development in the core area. If the response is positive, we would work with your staff to share the project's financial costs and income projections and to identify the funding gaps and the mechanisms available to assist in filling those gaps.

Hanlon Development recently has finished a similar project in historic downtown Canby. We worked closely with the city on a new project in its downtown core. The city of Canby continues to be completely committed to this development and believes it will be the primary stimulus to redevelop its historic core area of that town. During that process, we balanced the city's goals and objectives together with bank financing requirements and developed a package that would be attractive to private investment to provide the necessary equity for the project.

Development in areas that have experienced little to no new development carries substantial risk. Construction is by its very nature is risky. One then must consider conventional financing considerations such as the absence of comparable properties, an inability to verify projected rental rates, uncertainty concerning demand, and no firm projections on the time required to lease both housing and commercial retail. It thus becomes very difficult to obtain conventional financing and attract investors. In addition, we are experiencing a virtually unprecedented regional economic boom which most conventional thought suggests may need to be readjusted in the near future. To avoid this possibility, we would like to have this project financed and under construction before any potential regional economic downturn.

Hanlon Development specializes in opportunities of this nature. It has an ability to interpret and provide an understanding of risk in undeveloped and underserved markets to assist in creating an atmosphere of comfort for investors and lenders. We also firmly believe that new development is only successful if it is properly integrated into the long term goals of the community. In summary, Hanlon Development builds Class A properties in underdeveloped areas that both stimulate small business development and provide quality housing options for local residents who desire to live in core areas.

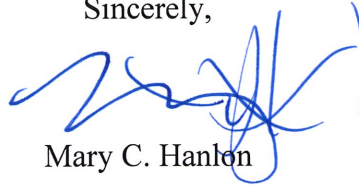
Hanlon Development engages experienced professionals on its projects. John Residential Group (JRCG, also CE John) has been engaged in joint development efforts with it for close to

Steve Harris
August 21, 2018
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15 years. JRCG, located out of Vancouver, WA, generally develops few projects outside its own portfolio and performs high quality work. Hanlon Development also engages SERA Architects on most of its projects. This would be our fifth project with SERA. SERA is one of the best architectural firms in the region for both public-private partnerships and exceptional design.

If the City of The Dalles is interested in working with us on development of this site, you can be assured of open, honest communication with a shared vision for the creation of a healthy, vital, active, downtown core. Additionally, this project would provide a much needed supply of housing for the community.

Sincerely,



Mary C. Hanlon

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IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA STAFF REPORT

AGENDA LOCATION: VIII. B.

DATE: September 18, 2018

TO: Chair and Members of the Urban Renewal Agency Board

FROM: Matthew Klebes, Assistant to the City Manager

ISSUE: **Possible Relocation of the Waldron Drug/Gitchell Building**

BACKGROUND

The City of The Dalles published a Request for Proposals (RFP) late last year to solicit responses to address concerns related to the Waldron Drug/Gitchell Building, one of the oldest commercial buildings in Downtown The Dalles. These concerns relate to the building's proximity to the railroad tracks, accessibility, liability, as well as the fact that without a steward willing to preserve the building and/or utilize it in some way, the building may face demolition.

One response was received through this RFP process, from Eric Gleason, and at the May 14, 2018 City Council meeting staff was directed to craft an agreement for, "Option 3: Move the Waldron Brothers Drug Building to the South Side of East First Street. Stabilize, restore, and re-use the building at the new location." Consensus was that this option, while ambitious, best addresses location, liability, and future use concerns.

DISCUSSION

Staff has worked with Mr. Gleason and a team of volunteers to develop a scope of work, organization framework, financial costs, potential revenue sources, and potential relocation sites. Three potential locations were identified; 1) A parcel between the "Blue Building" and the Wing Hong Hai building, 2) The corner lot of Court and Washington St., across from the Baldwin Saloon, currently used as parking for the residents of the Commodore Hotel, and 3) The northwest corner of the City-owned public parking lot on 1st and Washington St. (see attached exhibit).

The Urban Renewal Agency is the property owner for the first two options. Relocating the Waldron Drug/Gitchell building to one of these options is in line with the goals and objectives of the URA by helping to conserve historically significant places and properties (Goal C4), contributing to 1st St., streetscaping through infill and a historic façade that will now front the street and highway (Goal C3), eliminating blight, by placing underused property in more productive condition (Goal B), and by generating a limited amount of tax revenue through commercial use of the ground floor.

On March 6, 2018, Mr. Gleason submitted, “A Proposal for the Purchase and Redevelopment of a Portion of the Historic Granada Block”. The Waldron Drug/Gitchell project differs in that the request is for a single parcel, the project involves the relocation of an already constructed building achieving the goals of the historic community and the City of The Dalles, and a nucleus of volunteers has already begun the effort to identify financial resources, costs, and timeline.

Staff is requesting input from the Agency Board as to whether there is interest in the potential purchase, lease, or donation of one of these properties to a nonprofit (such as The Dalles Main Street, Wasco County Historical Society, or a newly formed nonprofit) working to relocate, preserve, and restore the Waldron Drug/Gitchell building for commercial use.

STAFF RECOMMENDATIONS

None at this time.

Attachments

- Parcels under consideration



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August 30, 2018

Eric Gleason
egleasonjcheung@gmail.com

SENT VIA E-MAIL

Re: Building Relocation Services – Waldron Drug Building – The Dalles, Oregon
Emmert International Project C171000 – R1

Mr. Gleason,

Thank you for choosing International for the above referenced project. With 50 years in the Engineered Transport and Specialized Rigging Industry, Emmert International has the experience, expert personnel and equipment to get the job done in the safest most efficient manner possible.

Emmert International offers the following budget estimate prices to perform the relocation of the Waldron Drug Building located in The Dalles, Oregon. The building will move from its current location across East 1st Street near Court Street.

- ✓ Lift, transport and set building with over excavation: \$746,963.00 USD
- ✓ Lift, transport and set building at grade elevation: \$773,447.00 USD

Emmert International's plan and price is based relocating the two stories building on a basement. Based on construction of that era the building is believed to have masonry bearing walls on the exterior, and wood bearing walls on the interior. The floors and roof are believed to be wood-framed.

The following is a preliminary project plan based upon similar projects. The pricing submitted in our proposal is based upon this plan. This plan is subject to change based on approved drawings, clarifications, and other changes outside the control of Emmert International.

Emmert International will perform a complete relocation plan that will be submitted for review and comment. This document will contain engineered drawings, step by step instructions, and a job hazard analysis. Once this document has been reviewed and approved by the Owner or Owner's Engineer, Emmert International will begin to collect our owned equipment and materials, perform maintenance on our specialized equipment, stage, and ready for transport the equipment necessary to perform the work.

The plan will be based on a review the site conditions and non-destructive investigations that will document the construction of the existing building via photography and videography. Upon completion of the initial survey Emmert International will conduct testing or perform

invasive probes of structural elements of the building if necessary to determine requirements for temporary support during the relocation operations, and to ensure structural stability of the building during the move.

This plan will identify the proposed route, the removal of trees, protection of utilities, public property, underground substructures, etc. along with the loads to the Geotechnical and Structural Engineers including input on the design of the new basement and/or foundation structure. Any temporary cribbing and bracing required to support the structures during the relocation process will be identified. Emmert has included a budget of \$20,000.00 for shoring the building, if additional costs are incurred these costs will be invoiced on a cost plus 15% basis.

Emmert will also provide a schedule for the relocation operations, including preparation activities, relocation activities, and post-relocation activities. Attend up to two (2) meetings in The Dalles to assist in presenting the means and methods of the move, as well as other information which may be necessary to designated parties.

Emmert will support the building preparation work with two (2) qualified Emmert International employees. Once the building has been prepared for transport by others Emmert will mobilize our transportation and rigging crews to the site in a just-in-time manner due to the limited staging areas to assemble and ready the equipment.

Building preparation work, to be performed by others, includes, but is not limited to the following:

- Build new foundation at new location
- Preparation of Routes and Excavations at the new building location
- Attachment of the building to the new foundation
- Traffic control and street closures
- Shoring of Windows
- Electrical and Plumbing Work
- Architectural Finishes and Masonry Work
- ADA Compliance and Building Safety Systems
- Security

Work to be performed by Emmert International:

Emmert International will mobilize equipment and manpower to the project. The equipment will be mobilized and staged to a pre-determined area secure on the property to adjacent to the building.

The following is the preliminary step-by-step process that will be used to relocate the structure after the site has prepared to Emmert International's specifications (some steps are performed by Emmert and some steps are performed by others):



1. Prepare the floor and inner walls to receive the Emmert transport equipment
2. Insert fabricated jacking beams into the building along the longitudinal axis – aligning each according to Emmert International engineered drawings. Size and quantity of beams to be determined.
3. Insert cross steel beams perpendicular to the mains – aligning each according to Emmert International engineered drawings. Size and quantity of beams to be determined.
4. Insert needle beams, crib blocks, plywood and wedges to provide a sure fit and prevent point loading between the base of the first-floor joists and the steel beams.
5. Construct a holding frame around the inner perimeter of the building.
6. Connect the jacking beams to the jack machines and pressure check the system to ensure that all is working properly and there are no leaks.
7. Pressurize the jacking system and elevate the structure slightly then check all floors for an even distribution of weight and ensure that no point loading exists.
8. Cut the building free from existing foundation.
9. Elevate the building slightly to free it from the foundation.
10. Check to ensure that the building is free from the foundation.
11. Elevate the structure about 36” to sufficiently to allow for the installation of Emmert 70-ton hydraulic dollies.
12. Adjust the jacks install the dollies.
13. Relocate the building west to the park area.
14. Others will install new foundation and prepare load path to shift building over new foundation. Confirm building alignment.
15. Transport building from park area to new foundation.
16. Utilize hydraulic system to propel building over new foundation.
17. Block the structure securely into place.
18. Others will complete the foundation.
19. Lower the structure onto the new foundation.
20. Remove the cross steel through the west side of the foundation.
21. Remove the mains through a process TBA depending upon additional information relating to the use of the street or parking lot areas.
22. Clean up the area as needed and prepare for demobilization.

Emmert International will gather our materials and equipment, load them onto trucks, and demobilize from the site.

Clarifications:

- This price is contingent upon mutually agreed upon terms and conditions. The payment schedule is net 30 days from receipt of invoice.
- Payment and performance bonds are not included. If required Emmert will supply at a cost of \$30.00 per \$1,000.00.
- All utility work, including disconnect, will be done by others.



- All fencing will be provided by others.
- All foundation and masonry work will be done by others.
- All security will be performed by others.
- Removal of all street furniture, lights, utility removal and reinstallation, tree trimming, road closures, traffic control, fencing and security by others.
- Our standard cargo insurance is for a maximum value of up to \$1,000,000.00 per load based on declared value. Emmert International maintains insurance up to the \$1,000,000.00. However, all claims are limited to \$2.50 per pound unless otherwise declared on the shipping documents. If additional insurance is required, the cost for such will be quoted separately upon request. Emmert International assumes no liability for cargo in excess of the insured amount.
- We anticipate that the crew to be dispatched to this job will be certified and trained to operate the equipment they will be using. Any site-specific training and/or certification required for them to work on site will be billed as an additional charge.
- The scheduled hours in the estimate are developed at 8 hours per person per day, Monday through Friday. Overtime costs incurred due to conditions not caused by Emmert will be billed as an additional charge.
- Standby time caused by delays not caused by Emmert will be billed at a rate of full time for all supervisors and staff and half time for all equipment in use at the time. An equipment rate sheet will be provided with the engineered drawings.
- There is no estimate available for any modification or shoring work on any roadway, surface, dock or bridge on the route if applicable. All costs for such work, if done by Emmert or its subcontractor, will be billed at Emmert cost or cost plus 15% if a subcontractor does the work.

We have not included any cost for any construction permits, additional cargo insurance over what Emmert currently carries per above, taxes such as state, local and use fees, overtime, permanent materials, duties, standby time, utility fees, additional licenses, cost of right of way clearances, site improvements, crack repairs, building repairs, glass repairs, infrastructure improvements, cast iron work, traffic control, disposal charges, sanitary facilities, security, waste disposal, dewatering, and any asbestos and lead paint testing or removal. All such charges are considered as extras and will be added as an additional charge.

Again, thank you for choosing Emmert International. If you have any questions, or require additional information, please contact me via or via e-mail.

Respectfully,

Mark Hefty
Project Development Director



Waldron Brothers' Drugstore Restoration Financial Resources Page

Project	Source	Amount	Application Deadline	Timeline
Rehabilitation work	Main St. Revitalization Grant	\$200,000	March 2019	Notification May 2019; complete grant project by May 31, 2022
Restore facade	Diamonds In The Rough	\$20,000	May 2019	Notification July 2019; complete grant project by May 15, 2020
Rehabilitation or archaeological work	Preserving Oregon	\$20,000	Spring 2019	Notification July 2019; complete grant project by May 15, 2020
Preservation of unique local history	Union Pacific Foundation Community Ties Giving Program	\$25,000	June 1, 2019	Notification September 2019; complete grant project by October 2020
Promotion of economic growth and expansion or addition of a building	Northern Wasco County PUD	\$20,000	April 2019	May 2019; commence project by May 2020
Contribution of estimated cost of demolition savings towards rehabilitation	City of The Dalles	\$175,000*		Fall 2019
In kind donations towards rehabilitation	Community volunteer labor and material donations; City of The Dalles in kind contributions to project	\$100,000		Throughout project as needed
Local contributions towards rehabilitation	Community members and businesses	\$150,000		Fundraising drive throughout project
Subtotal		\$710,000		
*Pending approval from City Council				

Rehabilitation grants for community improvement and development with earliest application dates shown. Significant private sector support will be sought first.	Autzen Foundation	\$10,000	March 15, 2019	May-June 2019
	Collins Foundation	\$100,000	6 application periods in 2019 (first one is February 2019)	2-4 months after applying
	Ford Family Foundation	\$200,000	Preapplications accepted year-around; 4 grant meetings in 2019	2-3 months after applying
	Kinsman Foundation	\$10,000	August 2019	November 2019
	Meyer Memorial Trust	\$200,000	2019 deadlines not posted yet	Early 2020
	Oregon Community Foundation	\$35,000	January 15, 2019 (also July 15, 2019)	May 2019 (November 2019 for second cycle)
Subtotal		\$545,000		
Grand total		\$1,255,000		



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA STAFF REPORT

AGENDA LOCATION: VIII. C.

DATE: September 18, 2018

TO: Chair and Members of the Urban Renewal Agency Board

FROM: Steven Harris, AICP
Urban Renewal Manager

ISSUE: **Agency Revenue/Expenditure Report - August 31, 2018**

BACKGROUND

Attached for the Board's information is the URA Revenue/Expenditure Report for the period July 1, 2018 – August 31, 2018. Since the report is only for the first two months of FY2018-19, there is minimal activity. As requested, staff will provide the Board with regular financial updates in the future.

For the Board's information, also attached are excerpts from the adopted FY2018/19; Debt Service Fund (210) revenues/expenditures and budget worksheets for the Capital Projects Fund (200).

Attachments

URA Revenue/Expenditure Report July 1 – August 31, 2018
Debt Service Fund (210)
Capital Projects Fund (200)

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

URBAN RENEWAL AGENCY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SOURCE 300</u>					
200-0000-300.00-00	BEGINNING BALANCE	.00	.00	1,235,771.00	1,235,771.00	.0
	TOTAL SOURCE 300	.00	.00	1,235,771.00	1,235,771.00	.0
	<u>SOURCE 311</u>					
200-0000-311.10-00	PROPERTY TAX - CURRENT	.00	.00	690,242.00	690,242.00	.0
200-0000-311.15-00	PROPERTY TAX - PRIOR YEAR	3,940.64	3,940.64	43,687.00	39,746.36	9.0
200-0000-311.19-00	UNSEGREGATED TAX INTEREST	369.83	369.83	2,587.00	2,217.17	14.3
	TOTAL SOURCE 311	4,310.47	4,310.47	736,516.00	732,205.53	.6
	<u>SOURCE 361</u>					
200-0000-361.00-00	INTEREST REVENUES	2,899.34	2,899.34	14,300.00	11,400.66	20.3
	TOTAL SOURCE 361	2,899.34	2,899.34	14,300.00	11,400.66	20.3
	<u>SOURCE 363</u>					
200-0000-363.50-00	RENTAL INCOME	.00	.00	.00	.00	.0
	TOTAL SOURCE 363	.00	.00	.00	.00	.0
	<u>SOURCE 369</u>					
200-0000-369.00-00	OTHER MISC REVENUES	.00	.00	.00	.00	.0
	TOTAL SOURCE 369	.00	.00	.00	.00	.0
	<u>SOURCE 373</u>					
200-0000-373.10-00	LOAN PRINCIPAL REPAYMENT	10,871.82	21,696.29	153,066.00	131,369.71	14.2
200-0000-373.20-00	LOAN INTEREST REPAYMENT	1,927.04	3,901.43	24,346.00	20,444.57	16.0
	TOTAL SOURCE 373	12,798.86	25,597.72	177,412.00	151,814.28	14.4
	<u>SOURCE 392</u>					
200-0000-392.00-00	SALE OF SURPLUS PROPERTY	.00	.00	20,000.00	20,000.00	.0
	TOTAL SOURCE 392	.00	.00	20,000.00	20,000.00	.0

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

URBAN RENEWAL AGENCY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SOURCE 393</u>					
200-0000-393.10-00	LOAN/BOND PROCEEDS	.00	.00	.00	.00	.0
	TOTAL SOURCE 393	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	20,008.67	32,807.53	2,183,999.00	2,151,191.47	1.5

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

URBAN RENEWAL AGENCY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
200-6700-000.31-10 CONTRACTUAL SERVICES	2,000.00	2,000.00	3,000.00	1,000.00	66.7
200-6700-000.31-15 CONTRACT ADMIN SERVICES	2,825.75	2,825.75	116,263.00	113,437.25	2.4
200-6700-000.32-10 AUDITING SERVICES	.00	.00	3,728.00	3,728.00	.0
200-6700-000.32-60 URBAN RENEWAL CONSULT	.00	.00	35,000.00	35,000.00	.0
200-6700-000.34-10 ENGINEERING SERVICES	.00	.00	157,500.00	157,500.00	.0
200-6700-000.39-10 PROPERTY REHABILITATION	37,737.33	41,054.02	128,738.00	87,683.98	31.9
200-6700-000.41-10 WATER / SEWER	.00	.00	.00	.00	.0
200-6700-000.41-20 GARBAGE SERVICES	.00	.00	.00	.00	.0
200-6700-000.41-30 NW NATURAL GAS	.00	.00	.00	.00	.0
200-6700-000.41-40 ELECTRIC	154.28	154.28	4,500.00	4,345.72	3.4
200-6700-000.43-05 GRANADA BUILDING	.00	.00	.00	.00	.0
200-6700-000.43-10 BUILDINGS & GROUNDS	.00	.00	31,000.00	31,000.00	.0
200-6700-000.46-10 PROPERTY TAXES	.00	.00	2,200.00	2,200.00	.0
200-6700-000.52-10 PROPERTY/LIABILITY INS	.00	15,727.32	23,752.00	8,024.68	66.2
200-6700-000.53-20 POSTAGE	.00	.00	200.00	200.00	.0
200-6700-000.53-40 LEGAL NOTICES	.00	.00	600.00	600.00	.0
200-6700-000.53-60 PUBLIC EDUCATION	.00	.00	.00	.00	.0
200-6700-000.58-10 TRAVEL, FOOD & LODGING	.00	.00	500.00	500.00	.0
200-6700-000.58-50 TRAINING AND CONFERENCES	.00	.00	400.00	400.00	.0
200-6700-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP	.00	.00	570.00	570.00	.0
200-6700-000.60-10 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
200-6700-000.64-10 BOOKS/PERIODICALS	.00	.00	100.00	100.00	.0
200-6700-000.69-50 MISCELLANEOUS EXPENSES	.00	.00	.00	.00	.0
200-6700-000.69-80 ASSETS < \$5000	.00	.00	.00	.00	.0
200-6700-000.71-10 LAND	.00	.00	.00	.00	.0
200-6700-000.75-10 CAPITAL PROJECTS BY CITY	.00	.00	45,000.00	45,000.00	.0
200-6700-000.75-20 CAPITAL PROJECTS BY UR	.00	.00	1,630,748.00	1,630,748.00	.0
TOTAL DEPT 6700	42,717.36	61,761.37	2,183,999.00	2,122,237.63	2.8
DEPT 9500					
200-9500-000.88-00 CONTINGENCY	.00	.00	.00	.00	.0
TOTAL DEPT 9500	.00	.00	.00	.00	.0
TOTAL FUND EXPENDITURES	42,717.36	61,761.37	2,183,999.00	2,122,237.63	2.8
NET REVENUE OVER EXPENDITURES	(22,708.69)	(28,953.84)	.00	28,953.84	.0

BUDGET WORKSHEETS

FY15/16 Actual	FY16/17 Actual	FY17/18 Budget	Account Number	Account Description	Line Item Detail	FY18/19 Proposed Budget
URBAN RENEWAL AGENCY FUND 200						
REVENUES						
655,222	599,338	1,150,583	200-0000-300.00-00	BEGINNING BALANCE		1,235,771
				Current Year Beginning Balance		
				Current Year Projected Revenue		
				Less Current Year Projected Expenditure		
515,815	628,097	656,459	200-0000-311.10-00	PROPERTY TAX - CURRENT		690,242
				Current Year Taxes Assessed (SAL Report)	1,634,910	
				Less Compression Estimate	(83,831)	
				Sub-TOTAL	1,551,080	
				Add 3% inflation	1,597,613	
				Estimated collections in FY18/19	1,485,780	
				Less amount budgeted in Fund 210	795,538	
79,627	53,671	66,407	200-0000-311.15-00	PROPERTY TAX - PRIOR YEAR		43,687
				Average of prior years		
14	7,018	15	200-0000-311.19-00	UNSEGREGATED TAX INTEREST		2,587
6,762	17,662	6,012	200-0000-361.00-00	INTEREST REVENUES		14,300
				Only receives revenue AFTER all budgeted interest revenue is received in Fund 210.		
-			200-0000-363.50-00	RENTAL INCOME		-
(127)	844		200-0000-369.00-00	OTHER MISC REVENUES		-
25,000	116,969	649,701	200-0000-373.10-00	LOAN PRINCIPAL REPAYMENT		153,066
				Sunshine Mill Prin Loan Pmt	133,066	
				Granada Theatre 3 installment paymnts of 20,000	20,000	
41,890	36,897	19,729	200-0000-373.20-00	LOAN INTEREST REPAYMENT		24,346
				Cook loan on Commodore II - annual interest pmts of \$2,824.45, with principal pmt of \$282,445.10 due in full on or before 12/31/26.	2,824	
				Interest Payment of 5% on Granada Building	1,000	
				SS Mill - 5.25% on \$494,118.28 = \$12,798.86 per month Pay off scheduled 8/15/2021	20,521	
1,890	-	365,000	200-0000-392.00-00	SALE OF SURPLUS PROPERTY		20,000
				Granada Block properties (including the Recreation Bldg & Blue Bldg) Anticipating payments		
-	-	-	200-0000-393.10-00	LOAN/BOND PROCEEDS		-
				As of 04/2015: Any bonds will be issued in Fund 018 as part of the repayment will be with Transient Room Tax Funds.		
1,326,093	1,460,496	2,913,906	TOTAL REVENUES			2,183,999

EXPENDITURES					
			Materials & Services		
215	7,350	3,000	200-6700-419.31-10	CONTRACTUAL SERVICES	3,000
				1/6 share of GIS Support to Wasco County (See Meeting rental fees (occasional))	
25,585	91,185	85,509	200-6700-419.31-15	CONTRACT ADMIN SERVICES	116,263
				FY18/19 - Wages + Benefits	
				5% City Manager	
				30% Planning Director	
				25% Planning Tech	
				10% Assistant to City Manager	
				10% Planning Secretary	
				8 hrs/month Accountant in training	
				8 hrs/month Accounts Payable	
				8 hrs/month Finance Director	
				10% City Attorney	
				8 hrs/mn Legal Secretary	
4,150	5,130	5,120	200-6700-419.32-10	AUDITING SERVICES	3,728
				Merina & Co extended for two more years	
				FY18/19 & FY19/20 - Est 3% increase per year	3,348
				Add Secretary of State filing fee - \$380	380
13,090	12,474	35,000	200-6700-419.32-60	URBAN RENEWAL CONSULT	35,000
				UR Consultant - \$30,000	30,000
				Legal Consultant - \$5,000	5,000
8,550	-	152,620	200-6700-419.34-10	ENGINEERING SERVICES	157,500
				1/2 PW Engineer's costs for UR projects	
				1. 1st St Construction Service - \$63,000	63,000
				Mill Crk Trail Phase 1 Engineering - \$95,900	94,500
124,351	62,411	593,185	200-6700-000.39-10	PROPERTY REHABILITATION	128,738
				Dong Xi, LLC	7,200
				Honald Bldg_ loan % still in progress no set amount until project complete. Estimated amount	35,000
				Civic-Engineering Grant 2013	29,102
				New Undetermined Projects	39,438
				Gayer Building	16,198
				Canton Wok	1,800
-	-	-	200-6700-419.41-10	WATER / SEWER	-
2,348	3,008	3,000	200-6700-419.41-30	NW NATURAL GAS	-
				Currently no buildings with Gas	
4,274	7,064	4,500	200-6700-419.41-40	ELECTRIC	4,500
				Tony's, Rec Building, Blue Building	4,500
8,283	440	1,000	200-6700-419.43-10	BUILDINGS & GROUNDS	31,000
				Misc Repairs on Buildings	31,000
1,935	1,971	4,000	200-6700-419.46-10	PROPERTY TAXES	2,200
				Commodore II Parking, other leased URA properties; est 3% increase in FY18/19	
9,972	12,457	13,500	200-6700-419.52-10	PROPERTY/LIABILITY INS	23,752
				Sunshine Mill & Warehouse	
				Loan on Commodore II Building	

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

URBAN RENEWAL AGENCY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SOURCE 300</u>					
210-0000-300.00-00	BEGINNING BALANCE	.00	.00	801,588.00	801,588.00	.0
	TOTAL SOURCE 300	.00	.00	801,588.00	801,588.00	.0
	<u>SOURCE 311</u>					
210-0000-311.10-00	PROPERTY TAX - CURRENT	.00	.00	795,538.00	795,538.00	.0
	TOTAL SOURCE 311	.00	.00	795,538.00	795,538.00	.0
	<u>SOURCE 361</u>					
210-0000-361.00-00	INTEREST REVENUES	1,059.31	5,000.00	5,000.00	.00	100.0
	TOTAL SOURCE 361	1,059.31	5,000.00	5,000.00	.00	100.0
	<u>SOURCE 393</u>					
210-0000-393.10-00	LOAN/BOND PROCEEDS	.00	.00	.00	.00	.0
	TOTAL SOURCE 393	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	1,059.31	5,000.00	1,602,126.00	1,597,126.00	.3

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

URBAN RENEWAL AGENCY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEPT 6600</u>					
210-6600-000.79-30	LOAN PRINCIPAL	.00	.00	485,000.00	485,000.00	.0
210-6600-000.79-40	LOAN INTEREST	.00	.00	315,538.00	315,538.00	.0
210-6600-000.79-80	RESERVE FOR FUTURE DEBT	.00	.00	801,588.00	801,588.00	.0
	TOTAL DEPT 6600	.00	.00	1,602,126.00	1,602,126.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	1,602,126.00	1,602,126.00	.0
	NET REVENUE OVER EXPENDITURES	1,059.31	5,000.00	.00 (5,000.00)	.0

Columbia Gateway Urban Renewal Agency
Fiscal Year 2018-2019

Agency: Urban Renewal Agency
Fund: Debt Service Fund (210)
Program: Debt Service (470)

Mission:

The mission of the Debt Service Fund is to maintain the one-year reserve payment and to continue to make principal and interest payments on the bonded debt.

Description

The requirement of the bond document calls for all property taxes of the Urban Renewal Agency to be received in this fund before any of these financial resources are directed elsewhere. The revenues, along with the working capital amount of this fund, must be present for payment of debt when it is required. All recommended budgets meet this requirement.

2018-2019 Goals, Projects and Highlights

- ✓ A continuation of paying for debt created by bonded debt.

2017-2018 Accomplishments/Comments

- ✓ Debt payments made.

Debt Service Fund
Fiscal Year 2018-2019 BUDGET

FY15/16 Actual	FY16/17 Actual	FY17/18 Budget	Account Number	Account Description	FY18/19 Proposed Budget	FY18/19 Approved Budget	FY18/19 Adopted Budget
URBAN RENEWAL DEBT SERVICE FUND 210							
REVENUES							
797,630	801,588	801,588	210-0000-300.00-00	BEGINNING BALANCE	801,588	801,588	801,588
802,746	796,588	798,788	210-0000-311.10-00	PROPERTY TAX - CURRENT	795,538	795,538	795,538
5,000	5,002	5,000	210-0000-361.00-00	INTEREST REVENUES	5,000	5,000	5,000
-	-	-	210-0000-393.10-00	LOAN/BOND PROCEEDS	-	-	-
1,605,376	1,603,178	1,605,376	TOTAL REVENUES		1,602,126	1,602,126	1,602,126
EXPENDITURES							
Debt Service							
430,000	445,000	465,000	210-6600-000.79-30	LOAN PRINCIPAL	485,000	485,000	485,000
373,788	356,587	338,788	210-6600-000.79-40	LOAN INTEREST	315,538	315,538	315,538
-	-	801,588	210-6600-000.79-80	RESERVE FOR FUTURE DEBT	801,588	801,588	801,588
803,788	801,587	1,605,376	Total Debt Service		1,602,126	1,602,126	1,602,126
803,788	801,587	1,605,376	TOTAL EXPENDITURES		1,602,126	1,602,126	1,602,126
801,588	801,591	-	REVENUES LESS EXPENDITURES		-	-	-