

CITY OF KEIZER MISSION STATEMENT
*KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY SERVICES TO THE
COMMUNITY IN A COORDINATED, EFFICIENT AND LEAST COST FASHION*

AGENDA
URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Monday, June 17, 1996

6:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon 97303

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC TESTIMONY**
This time is provided for citizens to address the Urban Renewal Agency on matters not on the agenda.
4. **PUBLIC HEARINGS**
 - a. **RESOLUTION** - Adoption of FY 1996-97 Urban Renewal Agency Budget, Making Appropriations and Levying Taxes
5. **ADMINISTRATIVE ACTION**
 - a. **RESOLUTION** - Adopting Supplemental Budget and Making Appropriations for Fiscal Year 1995-96
 - b. **RESOLUTION** - Transferring Appropriations
 - c. **RESOLUTION** - Establishing Process for Program Design for Property Improvement Program
6. **CONSENT CALENDAR**
 - a. Property Improvement Program Grant Requests
 - Paul and Judy Wittenberg
 - John Hyder
 - b. Approval of June 3, 1996 Agency Minutes

7. OTHER BUSINESS

This time is provided to allow Urban Renewal Agency members the opportunity to bring matters before the Agency which are not on tonight's agenda.

8. WRITTEN COMMUNICATIONS

To inform the Urban Renewal Agency of significant written communications and petitions.

9. ADJOURN

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services, please contact us at 390-3700 at least two working days (48 hours) in advance.

URBAN RENEWAL AGENCY MEETING: June 17, 1996

AGENDA ITEM NUMBER: 4a

TO: CHAIR KOHO AND AGENCY BOARD

FROM: DOTTY TRYK *Dotty*
CITY MANAGER

SUBJECT: ADOPTION OF FISCAL YEAR 96-97 BUDGET

BACKGROUND:

The City Budget Committee sitting as the Agency Budget Committee approved a budget for the Renewal Agency of the City of Keizer for Fiscal Year 1996-97. It consists of two funds:

The Tax Increment Fund accounts for collecting the tax increment, paying the debt, transferring money to fund the capital projects and reserves for future debt payments.

The Projects Fund accounts for planning, managing and constructing the projects which are in the Urban Renewal Plan.

The tax increment revenues were estimated based \$1.00/thousand dollars assessed value which is consistent with the commitment made to the citizens to contain the tax rate.

Major projects funded by this budget include one east-west connector, street lights and decorative lights for River Road and a property improvement program which will be used in partnership with local businesses to improve their properties.

FISCAL IMPACT:

If this budget is adopted, the tax increment revenue collected would be \$1,159,552.

COUNCIL GOALS:

The projects funded in this budget will further the Council goal to "...continue redevelopment along the River Road/Cherry Avenue Corridor"

RECOMMENDATION:

It is recommended that the Board:

1. Conduct the public hearing on the approved budget; and
2. Adopt the attached resolution adopting the budget.

**KEIZER URBAN RENEWAL AGENCY BOARD,
CITY OF KEIZER, STATE OF OREGON**

**RESOLUTION R 96-
ADOPTING THE FY 96-97 BUDGET, MAKING APPROPRIATIONS, AND
LEVYING TAXES**

BE IT RESOLVED, that the Board of the Keizer Urban Renewal Agency of the City of Keizer hereby adopts a budget for fiscal year 1995-96 in the sum of \$3,832,704;

BE IT FURTHER RESOLVED, that the amounts for the fiscal year beginning July 1, 1996, and for the purposes shown below are hereby appropriated as follows:

TAX INCREMENT FUND

Debt Service	\$ 367,010
Transfers	868,607
Reserves	<u>434,750</u>

TOTAL TAX INCREMENT FUND	<u>\$1,670,367</u>
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PROJECT FUND

Renewal Projects	\$1,693,730
Contingency	<u>468,607</u>

TOTAL PROJECT FUND	<u>\$2,162,337</u>
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TOTAL ALL FUNDS	<u>\$3,832,704</u>
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BE IT FURTHER RESOLVED the following allocation and categorization subject to the limits of section 11b, Article XI of the Oregon Constitution make up the above increment:

Subject to the
General Government
Limitation

TAX INCREMENT FUND	\$1,159,552
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PASSED this

SIGNED this



City of Keizer

**1996-1997
Urban Renewal
Agency
Committee
Approved
Budget**

May 13, 1996

CITY OF KEIZER
 URBAN RENEWAL BUDGETS
 SUMMARY OF RESOURCES AND EXPENDITURES
 RECOMMENDED FY'97

	TAX INCREMENT FUND	PROJECTS FUND	TOTALS
Activity Generated Resources			
Beginning Fund Balance	\$431,274	\$2,400,000	\$2,831,274
Tax Increment Receipts	\$1,159,552	\$0	\$1,159,552
Bond Receipts	\$0	\$0	\$0
Transfer from Tax Increment Fund	\$0	\$700,000	\$700,000
Interest	\$79,541	\$155,000	\$234,541
	<u>\$1,670,367</u>	<u>\$3,255,000</u>	<u>\$4,925,367</u>
Expenditures			
Personal Services	\$0	\$47,480	\$47,480
Materials & Services	\$0	\$110,500	\$110,500
Capital Outlay	\$0	\$1,525,750	\$1,525,750
Contingencies	\$0	\$300,000	\$300,000
Debt Service	\$367,010	\$0	\$367,010
Transfers	\$700,000	\$0	\$700,000
Reserve for Future Requirements	\$369,750	\$0	\$369,750
Tax Stabilization	\$233,607	\$0	\$233,607
Ending Balance	\$0	\$1,271,270	\$1,271,270
	<u>\$1,670,367</u>	<u>\$3,255,000</u>	<u>\$4,925,367</u>

**CITY OF KEIZER
URBAN RENEWAL BUDGETS
SUMMARY OF RESOURCES AND EXPENDITURES
APPROVED FY'97**

	TAX INCREMENT FUND	PROJECTS FUND	TOTALS
Activity Generated Resources			
Beginning Fund Balance	\$431,274	\$2,400,000	\$2,831,274
Tax Increment Receipts	\$1,159,552	\$0	\$1,159,552
Bond Receipts	\$0	\$0	\$0
Transfer from Tax Increment Fund	\$0	\$868,607	\$868,607
Interest	\$79,541	\$163,430	\$242,971
	<u>\$1,670,367</u>	<u>\$3,432,037</u>	<u>\$5,102,404</u>
Expenditures			
Personal Services	\$0	\$47,480	\$47,480
Materials & Services	\$0	\$120,500	\$120,500
Capital Outlay	\$0	\$1,525,750	\$1,525,750
Contingencies	\$0	\$468,607	\$468,607
Debt Service	\$367,010	\$0	\$367,010
Transfers	\$868,607	\$0	\$868,607
Reserve for Future Requirements	\$369,750	\$0	\$369,750
Tax Stabilization	\$65,000	\$0	\$65,000
Ending Balance	\$0	\$1,269,700	\$1,269,700
	<u>\$1,670,367</u>	<u>\$3,432,037</u>	<u>\$5,102,404</u>

**CITY OF KEIZER
RECOMMENDED 1996-1997 BUDGET**

URBAN RENEWAL AGENCY - TAX INCREMENT FUND

Actual 1993-94	Actual 1994-95	Budget 1995-96		Manager Recommended	Committee Approved	Council Adopted
REVENUE						
\$565,118	\$ 623,019	\$406,209	Beginning Fund Balance	\$431,274	\$431,274	
\$849,637	\$ 666,846	\$1,035,314	Tax Increment Revenue	\$1,159,552	\$1,159,552	
\$0	\$ -	\$0	Bond Receipts	\$0	\$0	
\$15,154	\$ 28,137	\$57,661	Interest	\$79,541	\$79,541	
\$1,429,909	\$ 1,318,002	\$1,499,184	TOTAL RESOURCES	\$1,670,367	\$1,670,367	\$0
EXPENDITURES						
\$0	\$ 150,000	\$145,000	Principal	\$150,000	\$150,000	
\$106,890	\$ 228,810	\$222,910	Interest	\$217,010	\$217,010	
\$106,890	\$378,810	\$367,910	TOTAL EXPENDITURES	\$367,010	\$367,010	\$0
TRANSFERS						
\$700,000	\$ 530,000	\$700,000	Transfer to Project Fund	\$700,000	\$668,607	
\$700,000	\$530,000	\$700,000	TOTAL TRANSFERS	\$700,000	\$668,607	\$0
RESERVES						
\$0	\$ -	\$369,750	Debt Service Reserve	\$369,750	\$369,750	
\$0	\$ -	\$61,524	Tax Stabilization Account	\$233,607	\$65,000	
\$0	\$0	\$431,274	TOTAL RESERVES	\$603,357	\$434,750	\$0
\$806,890	\$908,810	\$1,499,184	TOTAL EXP/RESERVES	\$1,670,367	\$1,670,367	\$0
\$623,019	\$409,192	\$0	ENDING FUND BALANCE	\$0	\$0	\$0
\$1,429,909	\$1,318,002	\$1,499,184	TOTAL EXP & FUND BALANCE	\$1,670,367	\$1,670,367	\$0

CITY OF KEIZER
RECOMMENDED 1996-1997 BUDGET

URBAN RENEWAL AGENCY - PROJECT FUND

Actual 1993-94	Actual 1994-95	Budget 1995-96		Manager Recommended	Committee Approved	Council Adopted
RESOURCES						
\$0	\$ 4,417,498	\$3,134,943	Beginning Fund Balance	\$2,400,000	\$2,400,000	
\$4,381,407	\$ -	\$0	Bond Receipts	\$0	\$0	
\$700,000	\$ 530,000	\$700,000	Transfer from Tax Increment Fund	\$700,000	\$868,607	
\$141,728	\$ 188,043	\$191,747	Interest	\$155,000	\$163,430	
\$5,223,135	\$ 5,135,541	\$4,026,690	TOTAL RESOURCES	\$3,255,000	\$3,432,037	\$0

PERSONAL SERVICES						
\$0	\$ 1,311	\$1,342	City Manager	\$1,413	\$1,413	
\$15,134	\$ 15,295	\$16,162	Community Development Director	\$30,010	\$30,010	
\$4,048	\$ 4,444	\$4,328	Finance Officer	\$5,278	\$5,278	
\$1,904	\$ 2,463	\$2,003	Clerical	\$1,520	\$1,520	
\$2,098	\$ 1,758	\$3,066	Retirement	\$4,893	\$4,893	
\$2,114	\$ 2,257	\$2,233	Health & Dental Insurance	\$2,603	\$2,603	
\$977	\$ 1,241	\$691	Medicare	\$1,108	\$1,108	
\$26	\$ 26	\$35	Life Insurance	\$46	\$46	
\$284	\$ 213	\$384	Disability Insurance	\$521	\$521	
\$141	\$ 62	\$80	Workers Compensation	\$88	\$88	
\$ 26,726	\$ 29,070	\$ 30,324	TOTAL PERSONAL SERVICES	\$ 47,480	\$ 47,480	\$ -

MATERIALS AND SERVICES						
\$3,059	\$ 2,059	\$2,500	Materials and Supplies	\$2,500	\$2,500	
\$22,572	\$ 20,049	\$35,000	Contractual Services	\$60,000	\$60,000	
\$1,367	\$ 931	\$5,000	Printing and Mailing	\$5,000	\$5,000	
\$9,202	\$ 30,643	\$20,000	Design Services	\$20,000	\$20,000	
\$1,488	\$ 1,834	\$2,000	Training & Travel	\$2,000	\$2,000	
\$27,633	\$ -	\$0	Bond Issue Costs	\$0	\$0	
\$556	\$ 1,004	\$1,000	Dues	\$1,000	\$1,000	
\$0	\$ 227	\$0	Audit	\$0	\$0	
\$0	\$ 5,201	\$5,000	Mapping	\$5,000	\$5,000	
\$2,603	\$ 91	\$15,000	Legal Services	\$15,000	\$25,000	
\$68,480	\$ 62,039	\$85,500	TOTAL MATERIALS & SERVICES	\$110,500	\$120,500	\$0

CAPITAL OUTLAY

\$3,104	\$	11,213	\$0	East/West Connector	\$500,000	\$250,000	
\$0	\$	-	\$250,000	Cherry Avenue Reserve	\$250,000	\$500,000	
\$34,959	\$	59,251	\$0	Signal Interconnect & Revisions	\$125,000	\$125,000	
\$368,292	\$	150,699	\$0	Storm Drainage	\$0	\$0	
\$0	\$	-	\$0	Sewer and Water	\$75,000	\$75,000	
\$0	\$	-	\$0	Right-of-Way	\$75,000	\$75,000	
\$0	\$	-	\$0	Street Lighting	\$125,000	\$125,000	
\$287,512	\$	1,230,677	\$1,000,000	Underground Lines	\$100,000	\$100,000	
\$0	\$	-	\$90,000	Property Improvement Program	\$175,000	\$175,000	
\$6,011	\$	-	\$100,000	Signage & Identity	\$100,000	\$100,000	
\$1,405	\$	342	\$550	Phone & Computer System	\$750	\$750	
\$0	\$	-	\$50,000	Business Loan Fund	\$0	\$0	
\$0	\$	-	\$25,000	Housing Loan Fund	\$0	\$0	
\$701,283	\$	1,452,182	\$1,515,550	TOTAL CAPITAL OUTLAY	\$1,525,750	\$1,525,750	\$0

TRANSFERS

\$9,148	\$	9,148	\$0	To General Fund	\$0	\$0	
\$9,148	\$	9,148	\$0	TOTAL TRANSFERS	\$0	\$0	\$0

CONTINGENCY

\$0	\$	-	\$300,000	Contingency	\$300,000	\$468,607	
\$0	\$	-	\$300,000	TOTAL CONTINGENCY	\$300,000	\$468,607	\$0
\$799,196	\$	1,552,439	\$1,931,374	TOTAL EXPENDITURES	\$1,983,730	\$2,162,337	\$0
\$4,423,939	\$	3,583,102	\$2,095,316	ENDING FUND BALANCE	\$1,271,270	\$1,269,700	\$0
\$5,223,135	\$	5,135,541	\$4,026,690	TOTAL EXP/FUND BALANCE	\$3,255,000	\$3,432,037	\$0

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URBAN RENEWAL AGENCY, CITY OF KEIZER, STATE OF OREGON

Resolution R96-_____

TRANSFERRING APPROPRIATIONS FOR FISCAL YEAR 1995-96

WHEREAS, the Urban Renewal Agency of the City of Keizer adopted a budget for the City of Keizer for the 1995-96 fiscal year on June 19, 1995;

WHEREAS, there have been occurrences which were specifically unanticipated at the time of the preparation of the budget for the 1995-96 fiscal year for the funds indicated below;

WHEREAS, ORS.294.450 (3) provides for the transfer of appropriations within a fund;
NOW, THEREFORE,

BE IT RESOLVED by the Urban Renewal Agency of the City of Keizer, that appropriations for the fiscal year ending June 30, 1996 be transferred in the amounts indicated below:

Projects Fund:

	Increase	Decrease
Capital Outlay	300,000	
Contingency		<u>300,000</u>

PASSED this _____ day of _____, 1996.

SIGNED this _____ day of _____, 1996.

Mayor

City Recorder

ADOPTING A SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS
FOR FISCAL YEAR 1995-96

WHEREAS, there have been occurrences which were not ascertained at the time of the preparation of the 1995-96 budget which require a change in the Agency's fiscal planning; **NOW THEREFORE**,

BUDGET CHANGES		
Current Budget	Supplemental Budget	Change

Revenue			
Beginning Fund Balance	3,134,943	3,234,943	<u>100.000</u>
Expenditures			
Capital Outlay	1,515,550	1,615,550	<u>100.000</u>

City Recorder

URBAN RENWAL AGENCY MEETING: June 17, 1996
AGENDA ITEM NUMBER: 5c

TO: MAYOR AND AGENCY BOARD

THROUGH: DOTTY TRYK, 
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR 

SUBJECT: PROPERTY IMPROVEMENT PROGRAM -
PROGRAM DESIGN

DISCUSSION:

Since the adoption of the Urban Renewal District in 1990, the renewal plan has called for the Agency to provide financial assistance to private property owners who are upgrading their property in a manner that helps to implement the design goals and objectives of the District.

Based on the recommendations of the River Road Redevelopment Board, the Agency Board established a property improvement program in 1995, but limited its scope to sign grants and driveway closure grants. Now both R3B and the Agency Board have indicated their desire to establish a broader property improvement program that will potentially address all improvements to the exterior of a property. \$175,000 has been included in the Budget Committee recommended budget to fund this program. To this end, the Agency Board established a joint Board/R3B subcommittee consisting of Carl Beach, Jerry Watson, and Stan Compton, along with staff support from John Morgan and Dotty Tryk, to draft a program design.

R3B discussed the property improvement program in detail at its May meeting to give Mr. Compton and Mr. Beach ideas and guidance for the subcommittee work. The subcommittee met on June 5 and formulated a specific program design proposal for the Agency Board's consideration. That proposal is attached in resolution format.

RECOMMENDATION:

It is recommended the Board adopt the resolution establishing a program design for the Property Improvement Program.

I. Grants for Frontage Improvements

- A. Grants will be given for improvements to a property's frontage including construction of sidewalks, installation or upgrading of landscaping, installation of street furniture, and other improvements.
- B. Grants will only be given to upgrade an existing development. They will not be given when a property is the site of a proposed new building.
- C. Grants will not exceed 50% of the total cost of the proposed improvement.
- D. Three bids are required for any project with a total project cost exceeding \$500.00.
- E. Property frontage is defined as the area between the building and/or parking lot and the street.
- F. The property owner will be responsible for perpetual maintenance of the improvements funded by the grant. If an improvement is not maintained, the city may cause the maintenance to occur and bill the property owner, placing a lien on the property if necessary.
- G. An agreement will be executed between the City and grantee detailing the conditions of the grant.

II. Loans for Internal Improvements

- A. Loans will be given for improvements to the internal portions of a site such as parking lot landscaping and for building facade improvements.
- B. Loans will be for up to 75% of the cost of the project with a maximum loan amount of \$50,000.
- C. Three bids are required for any project with a total project cost exceeding \$500.00.
- D. Loans will be recorded as liens against each property.
- E. Loans will bear no interest and will be repayable in five equal annual payments.
- F. The property owner will be responsible for perpetual maintenance of the improvements funded by the loan. If an improvement is not maintained, the city may

1 the Agency's role is to reimburse some of the applicant's expenses, through a loan or
2 grant, after the work is completed and all financial obligations fulfilled. These
3 provisions will be reflected in agreements with each applicant.

4 C. Grant payments will be made upon presentation of a bill from the applicant not
5 exceeding the grant award amount and after final inspection of the work by the Staff
6 to determine its conformance to the approved request with any conditions of
7 approval. Payments will not be made until proof is provided showing the applicant
8 has fulfilled his or her obligations to pay all contractors.

9 D. The award of grants and loans is solely at the discretion of the Urban Renewal Agency
10 Board of Directors.

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14 PASSED THIS _____ DAY OF JUNE, 1996
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19 _____
MAYOR

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21 ATTEST:
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24 _____
CITY RECORDER
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1. Terminate it immediately after the current applications are finalized.
2. Set a dollar cap after which no more grants will be awarded.
3. Set a deadline for applying for grants.

Mr. Morgan suggested using the third alternative and setting a termination date of September 1, 1996.

Responding to a question from Dennis Koho, Mr. Morgan noted all the big issues have been taken care of with the exception of Town and County Bowl and Creekside Shopping Center. He does not anticipate an influx of applications.

Jerry McGee moved to close the incentive sign grant program by processing those proposals which have been submitted and by accepting no new applications.

There was no second to this motion.

Jim Keller preferred to keep funds available until the May 7, 1997 deadline for compliance, however since this may not be a reasonable approach he would support the staff recommendation to terminate the program at a given deadline.

Jerry Watson suggested including a funding cap of \$15,000 as well as setting a deadline for applications. He further recommended making a change to the grant program to limit the total funds available for additional signs.

Bob Newton indicated his preference of allowing until the end of 1996 for compliance.

Jerry McGee questioned the number of notices that have been provided to business owners concerning the compliance deadline and the availability of grant funds. He added this was intended as an incentive program to gain early compliance. Mr. McGee also voiced his concern for combining the funds for both the sign grant program and the property improvement program.

Dennis Koho moved to adopt the staff recommendation to set a September 1, 1996 deadline and place a cap on the grant funds of \$15,000 for applications received. Jerry Watson seconded the Motion.

Mr. Koho understood Mr. McGee's concerns, however he felt it was necessary to provide notice of the termination of the program for those businesses presently in the planning stages.

Tracy L. Davis
City Recorder

APPROVED:
URBAN RENEWAL AGENCY BOARD CHAIR

Dennis Koho

BOARD MEMBERS:

Jerry Watson

Carl Beach

Bob Newton

(absent)
Al Miller

Jim Keller

Jerry McGee

Minutes Approved:
