

**MRC**

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**MILWAUKIE  
REDEVELOPMENT  
COMMISSION**

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**MEETING  
PACKET**

City of Milwaukie, Oregon



City Hall Council Chambers  
10722 SE Main Street  
[www.milwaukieoregon.gov](http://www.milwaukieoregon.gov)

## AGENDA

### JUNE 5, 2018

- |  | Page #   |
|--|----------|
| <b>1. CALL TO ORDER</b><br>The MRC will convene after the City Council Regular Session Agenda Item 5. D. (time uncertain).   |          |
| <b>2. APPROVE MINUTES</b><br><b>A. June 20, 2017, Commission Meeting.</b>  | <b>2</b> |
| <b>3. REGULAR BUSINESS</b><br>Regular Business items will be presented individually by staff or other appropriate individuals. A synopsis of each item together with a brief statement of the action being requested shall be made by those appearing on behalf of an agenda item.<br><b>A. Public Hearing on Approved Commission Budget – Resolution</b><br>Staff: Haley Fish, Finance Director | <b>5</b> |
| <b>4. INFORMATION</b><br>The MRC Executive Director will provide reports on Commission business as necessary.  |          |
| <b>5. ADJOURNMENT</b>  |          |

#### **Americans with Disabilities Act (ADA) Notice**

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#### **Executive Sessions**

The MRC may meet in Executive Session pursuant to ORS 192.660(2); all discussions are confidential and may not be disclosed; news media representatives may attend but may not disclose any information discussed. Executive Sessions may not be held for the purpose of taking final actions or making final decisions and are closed to the public.

#### **Meeting Information**

Times listed for each Agenda Item are approximate; actual times for each item may vary. The MRC may not take formal action in Study or Work Sessions. Please silence mobile devices during the meeting.



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## MINUTES

JUNE 5, 2018

### **Commissioner Mark Gamba called the meeting of the Milwaukie Redevelopment Commission (MRC) to order at 9:18 p.m.**

**Present:** Commissioners Angel Falconer, Lisa Batey, Wilda Parks, Shane Abma

**Staff:** Assistant City Manager Kelly Brooks  
Assistant Finance Director Bonnie Dennis  
City Attorney Tim Ramis  
City Manager Ann Ober  
City Recorder Scott Stauffer  
Engineering Director Charles Eaton  
Finance Director Haley Fish

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF MINUTES**

##### **A. June 20, 2017, Commission Minutes**

It was moved by Commissioner Falconer and seconded by Commissioner Parks to approve the Minutes of the June 20, 2017, MRC Meeting. Motion passed with the following vote: Commissioners Falconer, Batey, Parks, Abma, and Gamba voting "aye." [5:0]

#### **3. REGULAR BUSINESS**

##### **A. Public Hearing on Approved Commission Budget – Resolution**

Opening: Commissioner Gamba called the hearing on the MRC budget to order at 9:19 p.m. He explained that the purpose of the hearing was to consider the MRC budget approved by the Budget Committee.

Staff Report: Ms. Fish reported that notice for the budget hearing had been posted and that the Budget Committee had approved a proposed MRC budget of \$315,000.

Correspondence: Staff noted that no correspondence on the budget had been received.

Audience Testimony: It was noted that no audience member wished to address the Commission.

Close Public Testimony: It was moved by Commissioner Batey and seconded by Commissioner Abma to close the public hearing on the MRC budget. Motion passed with the following vote: Commissioners Falconer, Batey, Parks, Abma, and Gamba voting "aye." [5:0]

Commissioner Gamba closed the public hearing on the MRC budget at 9:20 p.m.

Commission Discussion: Commissioner Abma and Ms. Fish noted a date correction to be made to the resolution adopting the MRC budget.

Commission Decision: It was moved by Commissioner Batey and seconded by Commissioner Abma to approve the Resolution adopting the Budget for the

**Biennium commencing July 1, 2018, making appropriations and Declaration of Tax Increment as amended. Motion passed with the following vote: Commissioners Falconer, Batey, Parks, Abma, and Gamba voting “aye.” [5:0]**

**Resolution 1-2018:**

**A RESOLUTION OF THE MILWAUKIE REDEVELOPMENT COMMISSION ADOPTING THE BUDGET FOR THE BIENNIUM COMMENCING JULY 1, 2018, MAKING APPROPRIATION AND DECLARATION OF TAX INCREMENT.**

**4. INFORMATION**

It was noted that staff had no informational report.

**5. ADJOURNMENT**

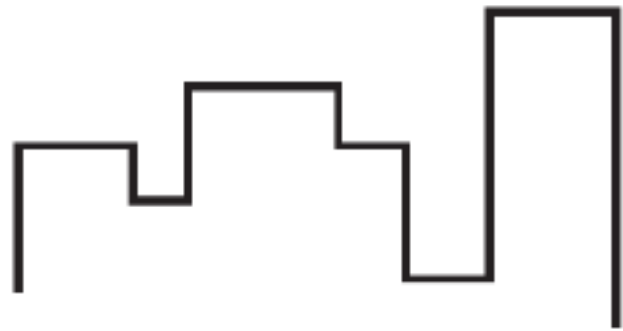
It was moved by Commissioner Batey and seconded by Commissioner Falconer to adjourn the MRC. Motion passed with the following vote: Commissioners Falconer, Batey, Parks, Abma, and Gamba voting “aye.” [5:0]

Commissioner Gamba adjourned the MRC meeting at 9:22 p.m.

Respectfully submitted,



Scott Stauffer, City Recorder



**MRC**

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**Agenda Item 2.**

**MINUTES**



**MILWAUKIE**  
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## **MINUTES**

**JUNE 20, 2017**

**Commissioner Mark Gamba called the meeting of the Milwaukie Redevelopment Commission (MRC) to order at 8:40 p.m.**

**Present:** Commissioners Angel Falconer, Wilda Parks, Shane Abma

**Excused:** Commissioner Lisa Batey

**Staff:** City Manager Ann Ober  
Administrative Specialist Amy Aschenbrenner  
City Attorney Dan Olsen  
Finance Director Haley Fish  
Engineering Director Charles Eaton

### **1. CALL TO ORDER**

### **2. APPROVAL OF MINUTES**

**It was moved by Commissioner Parks and seconded by Commissioner Abma to approve the Minutes of the February 21, 2017, MRC Meeting, and the June 8, 2017, MRC Budget Committee meeting. Motion passed with the following vote: Commissioners Falconer, Parks, Abma, and Gamba voting “aye.” [4:0]**

### **3. REGULAR BUSINESS**

#### **A. Public Hearing to Adopt Proposed Commission Budget – Resolution**

**Opening: Commissioner Gamba called the Public Hearing on the proposed MRC budget to order at 8:42 p.m.**

**Staff Report: Ms. Fish** reported that the MRC Budget Committee had approved the proposed budget and that the assessed value of the frozen tax base had been set at \$138,482,705. She provided an overview of the relationship between the frozen tax base the MRC budget.

**Correspondence: Ms. Fish** reported that some questions and comments had been received at the MRC Budget Committee’s public hearing and that no additional correspondence had been received.

**Conduct of Hearing: Commissioner Gamba** noted that no members of the audience wished to address the Commission.

**Audience Testimony:** It was noted that no members of the audience wished to speak.

**Staff Comments:** It was noted that there were no comments for staff to respond to.

**Question of Clarification:** It was noted that the Commission had no questions for staff.

**Close Public Testimony: It was moved by Commissioner Abma and seconded by Commissioner Parks to close the public testimony portion of the hearing. Motion passed with the following vote: Commissioners Falconer, Parks, Abma, and Gamba voting “aye.” [4:0]**

**Commissioner Gamba closed the public testimony portion of the hearing at 8:45 p.m.**

Commission Discussion: There was no Commission discussion of the proposed budget.

Commission Decision:

**Ms. Fish** suggested that the Commission was required to read the full resolution text.

**It was moved by Commissioner Falconer and seconded by Commissioner Abma to approve the Resolution Adopting the Budget for the 2017-2018 Fiscal Year. Motion passed with the following vote: Commissioners Falconer, Parks, Abma, and Gamba voting “aye.” [4:0]**

**Resolution 2-2017:**

**A RESOLUTION OF THE MILWAUKIE REDEVELOPMENT COMMISSION ADOPTING THE BUDGET FOR THE 2017-2018 FISCAL YEAR.**

**Commissioners Falconer and Gamba** read the full text of the adopted resolution into the record:

**A RESOLUTION OF THE MILWAUKIE REDEVELOPMENT COMMISSION (MRC), ADOPTING THE BUDGET FOR THE 2017-2018 FISCAL YEAR.**

**Be it Resolved** that the Commissioners of the Milwaukie Redevelopment Commission hereby adopts the budget for the fiscal year 2017-2018 in the total of \$130,000 now on file at the City of Milwaukie City Hall, 10722 SE Main Street, Milwaukie, Oregon 97222.

#### **RESOLUTION MAKING APPROPRIATIONS**

**Be it Resolved** that the amounts for the fiscal year beginning July 1, 2017 and for the purpose shown below are hereby appropriated:

#### **MRC Urban Renewal Fund**

Program: Urban Renewal \$130,000

#### **DECLARATION OF TAX INCREMENT**

**Be it Resolved** that the Commissioners of the Milwaukie Redevelopment Commission hereby resolves to certify to the county assessor for the Milwaukie Urban Renewal Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1 C, Article IX of the Oregon Constitution and ORS 457.

#### **4. INFORMATION**

#### **5. ADJOURNMENT**

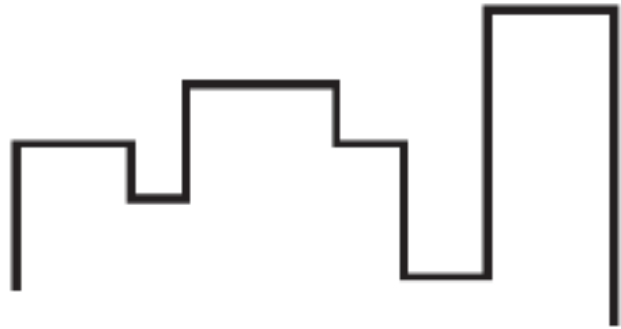
**It was moved by Commissioner Abma and seconded by Commissioner Parks to adjourn the MRC. Motion passed with the following vote: Commissioners Falconer, Parks, Abma, and Gamba voting “aye.” [4:0]**

**Commissioner Gamba adjourned the MRC meeting at 8:51 p.m.**

Respectfully submitted,

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Amy Aschenbrenner, Administrative Specialist II



**MRC**

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**MILWAUKIE  
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**Agenda Item 3.**

**REGULAR BUSINESS**





## STAFF REPORT

**MRC 3. A.**

**6/5/18**

**OCR USE ONLY**

To: Chair and Commissioners  
Through: Ann Ober, City Manager  
Alma Flores, MRC Executive Director  
From: Haley Fish, Finance Director

Date: 5/24/2018

Subject: **BUDGET ADOPTION, APPROPRIATION OF FUNDS AND DECLARATION OF TAX INCREMENT**

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### ACTION REQUESTED

Consider, and adjust if necessary, a resolution to adopt the budget for the biennium commencing July 1, 2018 after receiving and considering public testimony on the budget approved by the Budget Committee.

### HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

**April 25, 2018** - A notice of the Milwaukie Redevelopment Commission (MRC) Budget Committee meeting to receive the budget message and receive comment from the public on the proposed budget was published in the Clackamas Review.

**May 14, 2018** – A meeting of the MRC Budget Committee was held, the budget message was presented, public comment was received and the Budget Committee approved the budget and approved the division of tax in accordance with the Oregon Constitution and ORS 457.

**May 30, 2018** – The approved budget and notice of the public hearing on the approved budget was published in the Clackamas Review.

### ANALYSIS, BUDGET IMPACTS

See attached approved budget document.

### COORDINATION, CONCURRENCE, OR DISSENT

Approved by the MRC budget committee, Alma Flores, the MRC Executive Director and City Community Development Director and the City Manager, Ann Ober.

### STAFF RECOMMENDATION

Adopt the resolution.

### ALTERNATIVES

Not adopt the budget or request tax to be divided therefore not raising any tax revenue for the MRC.

### ATTACHMENTS

1. Resolution
2. MRC Approved Budget



RESOLUTION No.

A RESOLUTION OF THE MILWAUKIE REDEVELOPMENT COMMISSION, ADOPTING THE BUDGET FOR THE BIENNIUM COMMENCING JULY 1, 2018, MAKING APPROPRIATIONS AND DECLARATION OF TAX INCREMENT

Be it Resolved that the Commissioners of the Milwaukie Redevelopment Commission hereby adopt the budget for the biennium commencing July 1, 2018 in the total of \$315,000 now on file at the City of Milwaukie City Hall, 10722 SE Main Street, Milwaukie, Oregon 97222.

RESOLUTION MAKING APPROPRIATIONS

Be it Resolved that the amounts for the fiscal year beginning July 1, 2017 and for the purpose shown below are hereby appropriated:

MRC Urban Renewal Fund

Program:	Urban Renewal activities	\$175,000
Unappropriated:		
	Reserve for Future	\$140,000
	Total	\$315,000

DECLARATION OF TAX INCREMENT

Be it Resolved that the Commissioners of the Milwaukie Redevelopment Commission hereby resolve to certify to the County Assessor for the Milwaukie Urban Renewal Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1C, Article IX of the Oregon Constitution and ORS 457.

Introduced and adopted by the Commission on \_\_\_\_\_.

This resolution is effective on \_\_\_\_\_.

\_\_\_\_\_  
Mark Gamba, Commission Chair

ATTEST:

APPROVED AS TO FORM:  
Jordan Ramis PC

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Scott Stauffer, City Recorder

City Attorney



# CITY OF MILWAUKIE



## MILWAUKIE REDEVELOPMENT COMMISSION

APPROVED BUDGET BN 2019-2020



# CITY OF MILWAUKIE

## MILWAUKIE REDEVELOPMENT COMMISSION

### **BUDGET MESSAGE FOR FISCAL YEAR 2019 (BN 2019-2020)**

April 17, 2018

To: Mayor Mark Gamba, Honorable Chair of the Milwaukie Redevelopment Commission  
Members of the Milwaukie Redevelopment Commission  
Members of the Budget Committee  
Citizens of Milwaukie

I am pleased to present you with the Fiscal Year 2019 and 2020 Biennial proposed budget for the Milwaukie Redevelopment Commission (MRC). The MRC is the Urban Renewal Agency for the City of Milwaukie and is governed by the Commission, which is made up of the City of Milwaukie's City Council.

The Milwaukie City Council adopted an Urban Renewal Plan for the Downtown and Central Milwaukie areas on August 25, 2016 in order to provide economic development and place making tools and resources to help catalyze redevelopment in these areas.

As a matter of background, Urban Renewal allows cities to borrow against future tax increases in designated areas to create funds for infrastructure improvements or loans and grants to private entities to make development feasible in difficult locations. Urban renewal uses tax increment financing (TIF) to fund these projects. This means that the existing tax base for the urban renewal area is frozen and tax on the incremental assessed value within the plan area is allocated to the MRC. Tax revenue generated by the increment is used to execute projects or pay debt service issued to execute projects and activities outlined in the plan. Per the Clackamas County Tax Assessor this frozen base for the MRC was determined to be \$135,994,953. It is anticipated that the plan will take 29 years to implement and the MRC intends to not collect tax increment revenues after fiscal year end 2046. According to the plan, the maximum amount of indebtedness that may be issued for the plan is \$92,500,000. The current conservative estimate for MRCs budget is approximately \$213,000 in tax increment that will be generated during the biennium in addition to the \$93,000 projected to be realized in the current fiscal year. We are proposing that \$175,000 be appropriated for urban renewal programming which could include economic development activities such as tenant improvements, pre-development assistance, downtown main street improvements, and others. We propose a reserve fund of \$141,000 to begin saving for coverage ratios of future debt issuances (these amounts include an estimated \$10,000 in interest gained by the city). Staff is creating a matrix of potential representation on the citizens' (stakeholder) advisory committee to help inform the prioritization of projects and programming.

This budget is the MRCs financial plan for the biennium ending June 30, 2020. The budget is prepared based on the modified accrual basis of accounting and appropriated at the program level. This involves recognizing revenue when it becomes both available and measurable, rather than when it is earned. Expenditures, a term used instead of expenses for modified accrual accounting, are recognized when the related liability is incurred.

The MRC is managed by City staff and conforms to the same financial policies as the City. The City of Milwaukie is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and full disclosure. The broad purpose of these Fiscal Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by the City Council as the basic framework for overall financial management of the City, to guide day-to-day and long-range fiscal planning and decision-making. The financial policies as adopted can be found in their entirety within the City's biennial budget.

Respectfully presented this 14<sup>th</sup> day of May, 2018.

*Alma Flores*

Alma Flores  
Executive Director

### MRC Urban Renewal Fund Summary

(Amounts in Thousands: \$100 = \$100,000)

	Actual FY 2015	Actual FY 2016	BN 2018			Budget BN 2018	BN 2020		
			Actual FY 2017	Estimate FY 2018	Total		Proposed Biennial Budget		
							FY 2019	FY 2020	Total
<b>Resources</b>									
Beginning Fund Balance	-	-	-	-	-	-	93	117	93
Property Taxes	-	-	-	92	92	130	95	117	212
Interest	-	-	-	1	1	-	4	6	10
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93</b>	<b>\$ 93</b>	<b>\$ 130</b>	<b>\$ 192</b>	<b>\$ 240</b>	<b>\$ 315</b>

(Amounts in Thousands: \$100 = \$100,000)

	Actual FY 2015	Actual FY 2016	BN 2018			Budget BN 2018	BN 2020		
			Actual FY 2017	Estimate FY 2018	Total		Adopted Biennial Budget		
							FY 2019	FY 2020	Total
<b>Requirements</b>									
<b>Urban Renewal Program</b>									
Materials & Services	-	-	-	-	-	130	50	50	100
Capital Outlay	-	-	-	-	-	-	25	25	50
Contingency	-	-	-	-	-	-	25	25	25
<b>Unappropriated Ending Fund Balance</b>									
Reserve for Future	-	-	-	93	93	-	92	140	140
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93</b>	<b>\$ 93</b>	<b>\$ 130</b>	<b>\$ 192</b>	<b>\$ 240</b>	<b>\$ 315</b>