

CITY OF WOODBURN

URBAN RENEWAL AGENCY

AGENDA

ERIC SWENSON, CHAIR
DEBBIE CABRALES, BOARD MEMBER WARD 1
LISA ELLSWORTH, BOARD MEMBER WARD II
ROBERT CARNEY, BOARD MEMBER WARD III
SHARON SCHAUB, BOARD MEMBER WARD IV
MARY BETH CORNWELL, BOARD MEMBER WARD V
ERIC MORRIS, BOARD MEMBER WARD VI

DECEMBER 9, 2019 – 6:30 P.M.

City Hall Council Chambers – 270 Montgomery Street

1. CALL TO ORDER
2. ROLL CALL
3. CONSENT AGENDA
 - A. **Urban Renewal meeting minutes of November 12, 2019** 1
Recommended Action: Approve the minutes.
4. PRESENTATIONS
 - A. **Urban Renewal Agency Audit Report** 2
5. PUBLIC HEARINGS

None.
6. GENERAL BUSINESS
 - A. **Woodburn Public Art Program** 34
Recommendation Action: Approve the expenditure of URA funds in the amount of up to \$25,000 for a mural of the historic PIX Theater on the building wall of its former location at 461 N. First Street.
 - B. **URG 2019.04: 425 N. First Street (Monte Alban) – NEW SIGNAGE** 36
Recommendation Action: Approve grant funds for the Building Improvements Program Grant Application (Program) from Tienda Monte Alban (Applicant) for \$6,527; 50% of the overall cost of \$13,054 for installation of signage on their business location at 425 N. First Street.
7. PUBLIC COMMENT
8. ADJOURNMENT

COUNCIL GOALS 2019-2021

Thematic Goals

1. *Create an inclusive environment where residents participate and are engaged in the community (that is vibrant, safe and active).*
2. *Promote an environment that encourages sustainable economic health maximizing our geographic, workforce, cultural and community assets.*

Strategic Goals

3. *Create an inclusive environment where Woodburn residents want to participate and are engaged in the community.*
4. *Develop innovative funding sources to help support the completion of capital improvement projects.*
5. *Grow and support strategic partnerships for economic health.*
6. *Explore the development of a non-profit consolidation facility.*
7. *Improve Communication and Coordination with School District on matters of mutual interest.*
8. *Completion of the First Street remodel.*
9. *Completion of Phase 1 & 2 of the Community Center Project including the formation of an ad hoc steering committee to review and recommend design.*
10. *Creation of the Dick Jennings Community Leadership Academy.*
11. *Develop a strategy to limit PERS liability.*
12. *Establishment of a Woodburn 20 year community-visioning plan.*

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
NOVEMBER 12, 2019**

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, NOVEMBER 12, 2019

CONVENED The meeting convened at 6:50 p.m. with Chair Swenson presiding.

ROLL CALL

Chair Swenson	Present
Member Schaub	Present
Member Cornwell	Present
Member Carney	Present
Member Morris	Present – 7:13 p.m
Member Ellsworth	Present

Staff Present: City Administrator Derickson, City Attorney Shields, Economic Development Director Johnk, Community Development Director Kerr, Project and Engineering Director Liljequist, Finance Director Montoya, Operations Director Stultz, City Recorder Pierson

CONSENT AGENDA

A. Urban Renewal Agency minutes of October 14, 2019

Carney/Ellsworth... adopt the Consent Agenda. The motion passed unanimously.

A RESOLUTION APPROVING TRANSFERS OF FY 2019-2020 APPROPRIATIONS AND APPROVING A SUPPLEMENTAL BUDGET FOR THE CREATION OF A PERS SIDE ACCOUNT

Finance Director Montoya provided a staff report. **Carney/Ellsworth...** adopt Resolution No. 2019-03 authorizing a \$10,000 transfer to the Public Employees Retirement System (PERS) Reserve Fund. The motion passed unanimously.

ADJOURNMENT

Ellsworth/Schaub... meeting be adjourned. The motion passed unanimously. The meeting adjourned at 7:15 p.m.

APPROVED _____
ERIC SWENSON, CHAIR

ATTEST _____
Heather Pierson, City Recorder
City of Woodburn, Oregon

WOODBURN URBAN RENEWAL AGENCY
(A COMPONENT UNIT OF THE
CITY OF WOODBURN, OREGON)
ANNUAL FINANCIAL REPORT
Year Ended June 30, 2019

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
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INTRODUCTORY SECTION

Introduction

Urban renewal agencies are required to prepare an annual report for the governing body and the public in accordance with Oregon Revised Statute 457.460 (ORS 457.460). The report includes a financial summary of the preceding year and the budget for the new fiscal year. It also includes an analysis of the financial impact of carrying out the urban plan on the tax collections for all taxing districts.

The following elements must be included as part of the financial summary:

- ♦ the amount of money received during the preceding fiscal year;
- ♦ the purposes and amounts for which any money received were expended during the preceding fiscal year;
- ♦ an estimate of moneys to be received during the current fiscal year;
- ♦ a budget setting forth the purposes and estimated amounts for moneys that are to be expended during the current fiscal year;
- ♦ an analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year.

The Urban Renewal Concept

Urban renewal is a process authorized by Oregon law (ORS 457) to finance improvements in those neighborhoods and districts in need of revitalization with the intent to improve underdeveloped areas or areas that have declined resulting in stagnated private development or investment. More specifically, urban renewal is a funding method used to economically revitalize areas of “blight” through public investments that stimulate private development. Examples of blight include buildings that are unsafe or unfit for occupancy, inadequately maintained streets, or areas with environmental impacts. Due to these “blighted” conditions, private developers, property owners or business owners are unable to generate sufficient returns on potential development in the area. As a result, private investment stalls and the blighted conditions remain.

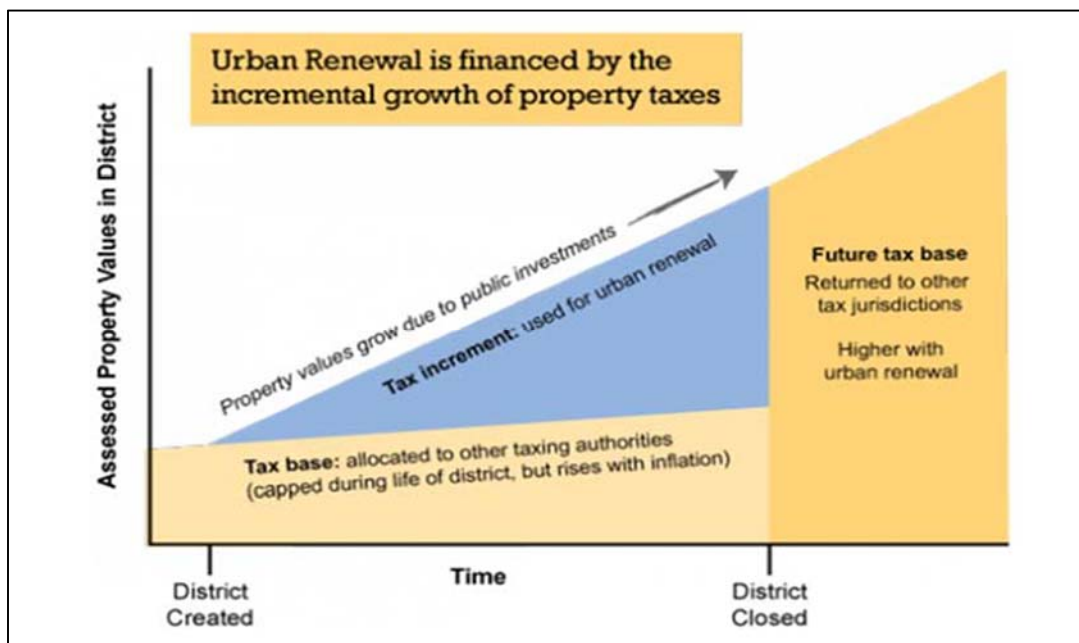
The types of urban renewal activities undertaken generally include development of infrastructure and public amenities (i.e., streetscape and infrastructure improvements, lighting, public open spaces, building improvements, parks, etc.) and with these publicly funded efforts, investment becomes achievable for private developers. Urban renewal allows a city to increase the level of public investment by providing funds that can be used to match regional, state or federal funds for specific projects.

The goal is encourage private sector investment for the majority of the redevelopment funding by selectively investing over a period of time. With the initial commitment of public funding the plan can achieve the goals to construct necessary streetscape infrastructure improvements and provide public amenities and to attract private investment.

Tax Increment Financing

The major source of funding for urban renewal projects has been tax increment financing. Once an urban renewal district is established, the tax valuation for the district is “frozen”. As properties appreciate, the increase in taxes (the “increment”) generated above the frozen base are used to pay for the outlay or debt on specific projects within the urban renewal plan.

This tax increment financing works by identifying an area where property values are not rising as rapidly as the rest of the community; drawing a line around it; planning for major public improvements like roadways, street lighting, parks, and other amenities; securing funds to finance the public costs; implementing the plans for public improvement; and encouraging private investment in the area. Then, as property values rise and bring an increase in tax revenues, that increase sets the limit for the property taxes levied to pay off urban renewal bonds.



During the 1990's, three Ballot Measures: Measure 5 (1990), Measure 47 (1996), and Measure 50 (1997) made significant changes to Oregon's system of property taxation influencing urban renewal programs and tax increment revenue calculations. Those provisions provide the basic framework for revenue calculations in this report.

To determine the amount of the taxes levied, the total assessed value within each urban renewal area is segregated by the County Assessor into two parts: (a) the total taxable assessed value in the district at the time the Urban Renewal Plan was adopted (the base or “frozen” value); and (b) the difference between the frozen base value and the current total assessed value (the incremental value or “excess”). The urban renewal agency is entitled to the amount of property taxes levied on the increase in property values within the urban renewal area. This revenue is used to pay for the projects designated in the Urban Renewal Plan or to repay indebtedness incurred in carrying out the projects.

Woodburn's Urban Renewal Plan

The City of Woodburn established the Woodburn Urban Renewal District pursuant to Oregon Revised Statutes (ORS) Chapter 457, the Oregon Constitution, and all applicable laws and ordinances on March 13, 2001, upon adoption of Ordinance 2283. On August 13, 2001, the City adopted Ordinance 2298 establishing the maximum indebtedness of the Plan of \$29.3 million. The City's urban renewal redevelopment area consists of approximately 260 acres, all within the Woodburn city limits. In general, the area includes the historic downtown, Front Street to Highway 214 and Highway 214 to redevelopment sites on Stacy Allison, Young Street to Highway 99 and Highway 99 to Highway 211. The Woodburn's urban renewal is governed by the Urban Renewal Agency, which consists of the City's Mayor and City Council members.

The Urban Renewal Plan states the following overall renewal goals:

- Public improvements
- Redevelopment through new construction
- Preservation, rehabilitation, development and redevelopment
- Property acquisition and disposition
- Plan administration

The Core Values created by the Urban Renewal Agency are as follows:

- Ensure positive return on investment
- Cultivate resources and investment in underutilized or blighted areas
- Job creation
- Economic vitality
- Establish downtown as a destination
- Historic preservation and cultural interpretation

Urban Renewal Impact

The Woodburn Urban Renewal program has played a key role in revitalization. Through public investments and business development partnerships, urban renewal will continue to be a catalyst for making Woodburn a more economically vital, livable and sustainable place. The number of significant public investments include: Downtown Plaza, Historic Locomotive, Front Street, Fire Station, First Street, Downtown Alleyways, Downtown Public Restroom, Bungalow Theater, Building Improvement Grant/Loan Program.

Major Project Costs by Year				
Capital Outlay Project Description	Actual 2016-17	Actual 2017-18	Actual 2018-19	Budget 2019-20
Woodburn Fire District Remodel				
Financial Study	8,577			
Construct Downtown Public Restroom	99,674	150,515		
Pix Building			311,954	
Land Purchase			43,172	50,000
Grant and Loan Program	54,680	42,161	4,159	150,000
First Street Design/Reconstruction	20,283	96,303	2,549,512	3,088,500
Alleyway Beautification	24,868	36,821	16,785	75,000
Bungalow Theater/Museum Restoration		29,923	303,845	400,000
Public Arts and Mural Program			30,632	100,000
	208,082	355,723	3,260,059	3,863,500

Effect of Urban Renewal on Taxing Districts

Carrying out an urban renewal plan has an effect on the amount of property taxes received by the overlapping taxing districts of Woodburn's urban renewal areas. A portion of property taxes that were to be received by the taxing bodies that levy property taxes within Woodburn's urban renewal areas are redirected to Woodburn's Urban Renewal Agency for the agency's projects and programs.

Passage of Ballot Measure 50 (Article XI, Section 11 of the Oregon Constitution) resulted in converting most property taxes (i.e., tax bases) from a levy-based system to a rate-based system. Schedules provided later in this Report reflect the "post" Measure 50 financial impact by taxing district for Woodburn's Urban Renewal. The following schedules show the impact of the division of taxes on the overlapping taxing jurisdictions for the prior fiscal year and the current fiscal year.

The schedules include each taxing entity's:

- Permanent taxing rate is the levy imposed on every thousand dollars of assessed property value
- Adjusted district rate is the rate that the district will receive net of the URA calculation
- URA division of tax rate is the rate redirected from the taxing entity to the urban renewal agency
- Shared value is the common value of the underlying properties within the URA and the overlapping taxing entities
- Calculated property taxes from each taxing entity that is redirected to the urban renewal agency

Woodburn Urban Renewal Agency
Financial Impact Report
Fiscal Year Ended June 30, 2019

Woodburn Urban Renewal Agency (URA)						
Financial Impact of the Division of Taxes on Overlapping Taxing Jurisdictions						
Taxing District		Permanent Rate	Adjusted District Rate	URA Division of Tax Rate	District Shared Value	Division of Tax
Marion County	\$	3.0252	2.9361	0.0891	1,631,394,823	\$ 145,453
City of Woodburn		6.05	5.88	0.18	1,631,394,823	291,050
Woodburn SD		4.52	4.39	0.13	1,631,394,823	217,550
Woodburn FD		1.60	1.55	0.05	1,631,394,823	76,972
Willamette Regional ESD		0.30	0.29	0.01	1,631,394,823	14,265
Chemeketa Community College		0.63	0.61	0.02	1,631,394,823	30,094
Regional Library		0.08	0.08	0.00	1,631,394,823	3,933
Marion Soil & Water		0.04	0.04	0.00	1,107,902,748	1,016
MC & 4-H Extension Service		0.05	0.0486	0.0014	1,631,394,823	2,404
Totals	\$	16.301	\$ 15.821	\$ 0.480		782,737
% of Total Permanent Rate				2.94%		
Less: Truncation Loss						-
Less: Compression Loss						-
Total URA Levy					\$	782,737

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
AGENCY OFFICIALS
JUNE 30, 2019

MAYOR AND COUNCIL MEMBERS

<u>Name</u>	<u>Term Expires</u>
<i>Mayor</i>	
Eric Swenson	December 31, 2020
<i>Council Members</i>	
Debbie Cabrales	December 31, 2020
Robert Carney	December 31, 2022
Mary Beth Cornwell	December 31, 2022
Lisa Ellsworth	December 31, 2020
Eric Morris	December 31, 2020
Sharon Schaub	December 31, 2022

The above individuals may be contacted at the address below.

Staff

Scott Derickson, City Administrator
N. Robert Shields, City Attorney
Sandra Montoya, Finance Director
Marne Anderson, Assistant Finance Director

City of Woodburn, Oregon
270 Montgomery Street
Woodburn, Oregon 97071

FINANCIAL SECTION



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Woodburn Urban Renewal Agency
270 Montgomery Street
Woodburn, Oregon 97071

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Woodburn Urban Renewal Agency (a component unit of the City of Woodburn, Oregon) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Woodburn Urban Renewal Agency, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis (MD&A) and the schedule of revenues, expenditures and changes in fund balances - budget to actual be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to management's discussion and analysis in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The budgetary schedule described above was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The budgetary schedule has been subject to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.


Other Information

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated November 27, 2019, on our consideration of the Agency's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

GROVE, MUELLER & SWANK, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

By 
Katherine R. Wilson, A Shareholder
November 27, 2019

MANAGEMENT'S DISCUSSION AND ANALYSIS

**WOODBURN URBAN RENEWAL AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Woodburn Urban Renewal Agency (the Agency), we offer readers of the Agency's basic financial statements this narrative overview and analysis of the financial activities of the Agency as of June 30, 2019 and for the fiscal year then ended. We encourage readers to consider the information presented here in conjunction with the Agency's basic financial statements in the financial section of this report.

Financial Highlights

The Agency's liabilities exceeded assets by \$300,189.

The Agency has recorded the following assets as of June 30, 2019: Cash and investments of \$3,804,747, accounts receivable of \$53,301 and property taxes receivable of \$30,565.

Liabilities are comprised of accounts payable and amounts due to the City for personnel costs of \$1,288,802 and long-term debt of \$2,900,000 at June 30, 2019.

	<i>June 30,</i>	
	<u>2019</u>	<u>2018</u>
ASSETS		
Cash and investments	\$ 3,804,747	\$ 2,339,653
Accounts receivable	53,301	-
Property tax receivable	30,565	43,398
<i>Total Assets</i>	<u>3,888,613</u>	<u>2,383,051</u>
LIABILITIES		
Other liabilities	1,288,802	53,616
Long-term liabilities	2,900,000	-
<i>Total Liabilities</i>	<u>4,188,802</u>	<u>53,616</u>
NET POSITION (DEFICIT)		
Unrestricted	<u>\$ (300,189)</u>	<u>\$ 2,329,435</u>

Property taxes totaling \$748,476 comprise 81% of the Agency's revenue and are derived from the tax increment assessment within the Agency's boundaries. The remaining revenue is comprised of \$117,078 in intergovernmental revenue and \$64,074 in interest earnings. Economic development expenses for the year ended June 30, 2019 consisted of \$132,706 in reimbursements to the City for personnel costs and \$172,277 for the Agency's Downtown Grant and Loan program.

The Agency maintains a single fund used to account for activities supported by the property tax increment.

Statements of Activities

	<i>Year Ended June 30,</i>	
	<i>2019</i>	<i>2018</i>
REVENUES		
Property taxes	\$ 748,476	\$ 684,606
Intergovernmental	117,078	5,000
Miscellaneous	64,074	41,131
<i>Total Revenues</i>	<u>929,628</u>	<u>730,737</u>
EXPENSES		
Economic development	<u>304,983</u>	<u>178,266</u>
REVENUES OVER EXPENSES	624,645	552,471
TRANSFERS TO PRIMARY GOVERNMENT	<u>(3,254,269)</u>	<u>(325,643)</u>
CHANGE IN NET POSITION	(2,629,624)	226,828
NET POSITION, beginning of year	<u>2,329,435</u>	<u>2,102,607</u>
NET POSITION (DEFICIT), end of year	<u><u>\$ (300,189)</u></u>	<u><u>\$ 2,329,435</u></u>

Overview of the Basic Financial Statements

The Agency's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The government-wide financial statements are comprised of the Statement of Net Position and the Statement of Activities. These two statements are designed to provide readers with a broad overview of the Agency's finances utilizing the full accrual method of accounting, in a manner similar to a private-sector business. Under the full accrual method of accounting, transactions are reported as soon as the underlying event(s) giving rise to the change occurs, regardless of the timing of related cash flows. Thus, assets, liabilities, revenues and expenses are reported in these statements for some items that will only result in cash flows in future fiscal periods (i.e. uncollected revenues and accrued but unpaid interest).

The Statement of Net Position presents information on all of the Agency's assets and liabilities, including capital assets and long-term liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Agency as a whole is improving or deteriorating.

The Statement of Activities presents information showing how the Agency's net position changed during the most recent fiscal year.

Fund financial statements. The fund financial statements focus on current available resources and are organized on the basis of funds, each of which is defined as a fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 10-15.

Financial Analysis of the Fund

As of June 30, 2019 the Agency's governmental fund reported a fund balance of \$2,572,007 or an increase of \$283,066 over the prior year. This is due mainly to proceeds from issuance of debt, net of project expenses.

Budgetary Highlights

The budget was amended to reflect a beginning fund balance increase of \$7,940, revenue increase of \$67,600, and expenditure increase of \$75,540. The changes were amended through a supplemental budget.

Capital Assets and Debt Administration

The Agency has no capital assets. All assets constructed with urban renewal funds are property of the City (see the City of Woodburn financial statements).

As of June 30, 2019 the Agency had \$2,900,000 in long-term debt outstanding:

	<i>June 30,</i>	
	<i>2019</i>	<i>2018</i>
Note payable	\$ 2,900,000	\$ -

Financial Contact

The Agency's financial statements are designed to present users (citizens, taxpayers, customers, investors, and creditors with a general overview of the Agency's finances and to demonstrate the Agency's accountability.

Any questions or request for additional information should be directed to the City of Woodburn at 270 Montgomery Street, Woodburn, Oregon.

BASIC FINANCIAL STATEMENTS

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
STATEMENT OF NET POSITION – GOVERNMENTAL ACTIVITIES
JUNE 30, 2019

ASSETS

Current assets

Cash and investments	\$ 3,804,747
Accounts receivable	53,301
Property taxes receivable	30,565

Total Assets 3,888,613

LIABILITIES

Current liabilities

Accounts payable 1,288,802

Noncurrent liabilities - long-term debt

Due within one year 260,000

Due in more than one year 2,640,000

Total Liabilities 4,188,802

NET POSITION (DEFICIT)

Unrestricted \$ (300,189)

The accompanying notes are an integral part of the financial statements.

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
STATEMENT OF ACTIVITIES – GOVERNMENTAL ACTIVITIES
YEAR ENDED JUNE 30, 2019

Revenues

Taxes and assessments	\$ 748,476
Intergovernmental	117,078
Miscellaneous	64,074

<i>Total Revenues</i>	929,628
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Expenses

Economic development	304,983
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<i>Revenues Over Expenses</i>	624,645
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<i>Transfer to Primary Government</i>	(3,254,269)
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CHANGE IN NET POSITION	(2,629,624)
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NET POSITION, beginning of year	2,329,435
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NET POSITION (DEFICIT), end of year	\$ (300,189)
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The accompanying notes are an integral part of the financial statements.

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
BALANCE SHEET – GOVERNMENTAL FUND
JUNE 30, 2019

ASSETS

Cash and investments	\$ 3,804,747
Accounts receivable	53,301
Property taxes receivable	30,565

<i>Total Assets</i>	<u>\$ 3,888,613</u>
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LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE

Liabilities

Accounts payable	\$ 1,288,802
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Deferred Inflows

Unavailable revenue	27,804
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Fund Balance

Restricted for economic development	2,572,007
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<i>Total Liabilities, Deferred Inflows, and Fund Balance</i>	<u>\$ 3,888,613</u>
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RECONCILIATION TO THE STATEMENT OF NET POSITION

<i>Fund Balance</i>	\$ 2,572,007
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The Statement of Net Position reports receivables at their net realizable value. However, receivables not available to pay for current-period expenditures are reported as unavailable revenue in governmental funds.

	27,804
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All liabilities are reported in the Statement of Net Position. However, if they are not due and payable in the current period, they are not recorded in governmental funds.

Long-term debt	(2,900,000)
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<i>Net Position (Deficit) of Governmental Activities</i>	<u>\$ (300,189)</u>
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The accompanying notes are an integral part of the financial statements.

WOODBURN URBAN RENEWAL AGENCY*(A Component Unit of the City of Woodburn, Oregon)***STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –****GOVERNMENTAL FUND****YEAR ENDED JUNE 30, 2019****REVENUES**

Taxes and assessments	\$ 761,166
Intergovernmental	117,078
Miscellaneous	64,074
<i>Total Revenues</i>	<u>942,318</u>

EXPENDITURES

Current	
Community development	304,983
Capital outlay	3,254,269
<i>Total Expenditures</i>	<u>3,559,252</u>

REVENUES OVER (UNDER)**EXPENDITURES** (2,616,934)**OTHER FINANCING SOURCES (USES)**

Loan proceeds	2,900,000
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NET CHANGE IN FUND BALANCE

283,066

FUND BALANCE, Beginning of year

2,288,941

FUND BALANCE, End of year\$ 2,572,007**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES***Net Change in Fund Balance* \$ 283,066Revenues in the Statement of Activities that do not provide current financial resources
are not reported as revenues in the fund financial statements.

Property taxes (12,690)

Proceeds from the issuance of long-term debt provide current financial resources to governmental funds and are reported as revenues. In the same way, repayments of long-term debt use current financial resources and are reported as expenditures in governmental funds. However, neither the receipt of debt proceeds nor the payment of debt principal affect the Statement of Activities, but are reported as increases and decreases in noncurrent liabilities in the Statement of Net Assets.

Loan proceeds (2,900,000)

Change in Net Position\$ (2,629,624)*The accompanying notes are an integral part of the financial statements.*

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Woodburn Urban Renewal Agency (the Agency) was created to provide for rehabilitation of blighted and deteriorated areas within the City's designated urban renewal areas. Through the Downtown Grant and Loan program the Agency enables property owners to rehabilitate properties. The Agency is governed by a seven-member board of directors that include the City's mayor and other council members and is included as a component unit in the City's financial statements.

Urban Renewal Areas

Tax Allocation bonds for urban renewal plan areas are authorized by state law to 1) "...eliminate and prevent the development or spread of urban blight and deterioration; and 2) encourage needed urban conservation and rehabilitation and provide for redevelopment of blighted or deteriorated areas."

Projects are financed in urban renewal plan areas as follows:

- The Agency (City Council) selects an urban renewal plan area and defines its boundaries.
- The County Assessor "freezes" the assessed value of property within the urban renewal area. This is referred to as the "frozen" value.
- Any increase in assessed value above the frozen value is called the "incremental value." The tax revenue generated by the tax rate times the incremental value is provided for use in paying the principal and interest on any indebtedness incurred to finance the Urban Renewal project.
- Urban renewal tax increment revenues are used to repay the indebtedness of the Agency. The proceeds of the indebtedness finance the Agency's activities.

As required by ORS 457.190(3)(a), the Agency has included in its current plan the maximum amount of indebtedness that may be issued or incurred under the plan in the amount of \$29,300,000.

Measurement Focus and Basis of Accounting

Basic Financial Statements

Basic financial statements are presented at both the government-wide and fund financial level. Governmental activities are normally supported by taxes and intergovernmental revenues.

Government-wide financial statements display information about the reporting government as a whole. These statements focus on the sustainability of the Agency as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. These aggregated statements consist of the Statement of Net Assets and the Statement of Activities.

The Statement of Net Position presents all the assets and liabilities of the Agency, including related debt, if any. Net position, representing assets less liabilities and is shown as unrestricted.

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus and Basis of Accounting (Continued)

Basic Financial Statements (Continued)

The Statement of Activities indicates how net position changed during the current period.

Fund financial statements display information about the Agency's fund. The single major fund, Urban Renewal fund, accounts for general administration of the Agency's urban renewal areas, for acquisition and rehabilitation of blighted and deteriorated areas within the designated urban renewal areas, and repayment of debt incurred for these activities.

Basis of Presentation

The financial transactions of the Agency are recorded in a single fund. The fund's activity is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues and expenditures.

Accounting principles generally accepted in the United States of America, as promulgated by the Governmental Accounting Standards Board, define principles that should be used to report financial transactions. The government-wide financial statements are reported using the economic resources and accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when the liability is incurred.

Fund Balance

In the fund financial statements, the fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Agency is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Although not a major impact on the financial statements, Governmental Fund type fund balances are now reported in the following classifications.

Fund balance is reported as non-spendable when the resources cannot be spent because they are either in a non-spendable form or legally or contractually required to be maintained intact. Resources in non-spendable form include inventories, prepaid amounts, deposits, and assets held for sale.

Fund balance is reported as restricted when the constraints placed on the use of resources are either: (a) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Fund balance is reported as committed when the Agency takes formal action that places specific constraints on how the resources may be used. The Agency can modify or rescind the commitment at any time through taking a similar formal action.

Resources that are constrained by the Agency's intent to use them for a specific purpose, but are neither restricted nor committed, are reported as assigned fund balance. Intent is expressed when the Agency approves which resources should be "reserved" during the adoption of the annual budget.

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus and Basis of Accounting (Continued)

Fund Balance (Continued)

Unassigned fund balance is the residual classification. This classification represents fund balance that has not been restricted, committed or assigned.

Governmental Fund Financial Statements

The governmental fund financial statements are reported using the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recorded when they become both measurable and available, while expenditures are recorded when the related liability is incurred.

Cash and Investments

The City of Woodburn maintains the Agency's cash and investments in a common pool.

Oregon Revised Statutes and the City of Woodburn investment policy authorize the City to invest in certificates of deposit, savings accounts, bank repurchase agreements, bankers' acceptances, general obligations of U.S. Government and its agencies, certain bonded obligations of Oregon Municipalities and the State Treasurer's Local Government Investment Pool, among others.

Investments are stated at cost, which approximates fair value.

Receivables and Deferred Inflows

Property taxes are levied by the County Assessor and collected by the County Tax Collector. The taxes are levied and become a lien as of July 1. They may be paid in three installments payable in equal payments due November 15, February 15, and May 15. Uncollected property taxes levied for the current and prior years are recorded as receivable at year-end. The Agency's property tax collection records show that most of the property taxes due are collected during the year of levy and delinquent taxes are collected in the next few years.

Property tax receivables not available are recognized as deferred inflows in the governmental funds balance sheet.

Long-term debt

Long-term debt is reported in the Statement of Net Position as noncurrent liabilities. The governmental fund financial statements do not report long-term debt because it does not require the use of current financial resources.

Budget and Budgetary Accounting

The Agency budgets in accordance with requirements of State law. Annual appropriated budgets are adopted in accordance with the modified accrual basis of accounting.

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budget and Budgetary Accounting (Continued)

The Agency begins its budgeting process by appointing budget committee members. The budget officer prepares a budget, which is reviewed by the Budget Committee. The budget is then published in proposed form and is presented for public hearings to obtain taxpayer comments and approval from the Budget Committee. The budget is legally adopted by the Agency's Board by resolution prior to the beginning of the Agency's fiscal year.

The Board resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. Appropriations are made at the program level. Appropriations lapse at year end.

Appropriation authority may be transferred from one level of control to another by Board resolution. Supplemental appropriations may occur if the Board approves them due to a need which exists which was not determined at the time the budget was adopted.

Use of Estimates

The preparation of basic financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that effect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements and reported amounts of revenues and expenses/expenditures during the reporting period. Actual results may differ from those estimates.

CASH AND INVESTMENTS

The Agency's deposits with financial institutions and investments are pooled with the City of Woodburn. Cash and investments for the City of Woodburn are disclosed in the City's financial statements. Other disclosures about the City's cash and investment that are applicable to the Agency are as follows.

Deposits

Bank deposits are secured to legal limits by federal deposit insurance. The remaining amount is secured in accordance with ORS 295 under a collateral program administered by the Oregon State Treasurer.

Investments

The State Treasurer of the State of Oregon maintains the Oregon Short-term Fund, of which the Local Government Investment Pool is part. Participation by local governments is voluntary. The State of Oregon investment policies are governed by statute and the Oregon Investment Council. In accordance with Oregon Statutes, the investment funds are invested as a prudent investor would do, exercising reasonable care, skill and caution. The Oregon Short-Term Fund is the LGIP for local governments and was established by the State Treasurer. It was created to meet the financial and administrative responsibilities of federal arbitrage regulations. The investments are regulated by the Oregon Short-Term Fund Board and approved by the Oregon Investment Council (ORS 294.805 to 294.895). The carrying value of the City's position in the pool is the same as the value of the pool shares; fair value was 100.65% of the value of the pool shares as of June 30, 2019. The investment in the Oregon Short-term Fund is not subject to classification. Separate financial statements for the Oregon Short-term Fund are available from the Oregon State Treasurer.

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2019

CASH AND INVESTMENTS (Continued)

Interest Rate Risk

In accordance with its investment policy, the City manages its exposure to declines in fair value of its investments by limiting the weighted average maturity of its investments.

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the City's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) and the National Credit Union Administration (NCUA) provide insurance for the City's deposits up to \$250,000 for the aggregate of all demand deposits and the aggregate of time deposit and savings accounts at each financial institution and credit union. Deposits in excess of FDIC and NCUA coverage are with institutions participating in the Oregon Public Funds Collateralization Program (PFCP). The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities. At June 30, 2019, none of the Agency's bank balances were exposed to custodial credit risk as part of the Public Funds Collateralization Program

Custodial Risk - Investments

For an investment, this is the risk that, in the event of a failure of the counterparty, the City will not be able to recover the value of its investments or collateralized securities that are in the possession of an outside party. The City's investment policy limits the types of investments that may be held and does not allow securities to be held by the counterparty.

The LGIP is administered by the Oregon State Treasury with the advice of other state agencies and is not registered with the U.S. Securities and Exchange Commission. The LGIP is an open-ended no-load diversified portfolio offered to any agency, political subdivision, or public corporation of the state that by law is made the custodian of, or has control of any fund. The LGIP is commingled with the State's short-term funds. In seeking to best serve local governments of Oregon, the Oregon Legislature established the Oregon Short Term Fund Board, which has established diversification percentages and specifies the types and maturities of the investments. The purpose of the Board is to advise the Oregon State Treasury in the management and investment of the LGIP. These investments within the LGIP must be invested and managed as a prudent investor would, exercising reasonable care, skill and caution. Professional standards indicate that the investments in external investment pools are not subject to custodial risk because they are not evidenced by securities that exist in physical or book entry form. Nevertheless, management does not believe that there is any substantial custodial risk related to investments in the LGIP. The LGIP is not rated for credit quality.

WOODBURN URBAN RENEWAL AGENCY
(A Component Unit of the City of Woodburn, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2019

LONG-TERM LIABILITIES

Long-term debt transactions for the fiscal year ended June 30, 2019 were as follows:

	<i>Outstanding July 1, 2018</i>	<i>Issued</i>	<i>Matured/ Redeemed During Year</i>	<i>Outstanding June 30, 2019</i>	<i>Due Within One Year</i>
Direct borrowing	\$ -	\$ 2,900,000	\$ -	\$ 2,900,000	\$ 260,000

2019 Urban Renewal Note Payable: In June 2019, the Agency entered into a note payable agreement in the amount of \$2,900,000 at 2.77% interest, to fund urban renewal projects. Interest is payable semiannually, while principal is due annually through June 2029. The loan is secured by the tax increment revenues, and amounts due are not subject to acceleration in the event of default. The balance at June 30, 2019 is \$2,900,000.

Future maturities of long-term debt are as follows:

Fiscal Year Ending June 30,	Urban Renewal Agency Note, Series 2019		
	Principal	Interest	Total
2020	\$ 260,000	\$ 74,975	\$ 334,975
2021	262,000	73,128	335,128
2022	269,000	65,870	334,870
2023	277,000	58,420	335,420
2024	285,000	50,746	335,746
2025-2029	1,547,000	130,854	1,677,854
	<u>\$ 2,900,000</u>	<u>\$ 453,993</u>	<u>\$ 3,353,993</u>

DEFICIT NET POSITION

The Agency reported a deficit net position of \$300,189 at June 30, 2019, due to the issuance of a note payable during the year.

CONTINGENCIES

The Agency purchases commercial insurance to cover all commonly insurable risks, which includes property damage, liability and employee bonds. Most policies carry a small deductible amount. No insurance claims settled in each of the prior three years have exceeded policy coverage.

REQUIRED SUPPLEMENTARY INFORMATION

WOODBURN URBAN RENEWAL AGENCY*(A Component Unit of the City of Woodburn, Oregon)***SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –****BUDGET AND ACTUAL - URBAN RENEWAL FUND****YEAR ENDED JUNE 30, 2019**

	Budgeted Amounts		Actual	Variance
	Original	Final		
REVENUES				
Taxes and assessments	\$ 682,370	\$ 749,970	\$ 761,166	\$ 11,196
Intergovernmental	50,000	50,000	117,078	67,078
Miscellaneous	56,630	56,630	64,074	7,444
<i>Total Revenues</i>	789,000	856,600	942,318	85,718
EXPENDITURES				
Personnel services	140,180	140,180	132,706	7,474
Materials and services	229,930	233,670	172,277	61,393
Capital outlay	4,945,000	5,016,800	3,254,269	1,762,531
Contingency	199,890	199,890	-	199,890
<i>Total Expenditures</i>	5,515,000	5,590,540	3,559,252	2,031,288
REVENUES OVER (UNDER) EXPENDITURES	(4,726,000)	(4,733,940)	(2,616,934)	2,117,006
OTHER FINANCING SOURCES (USES)				
Proceeds from issuance of debt	2,450,000	2,450,000	2,900,000	450,000
NET CHANGE IN FUND BALANCE	(2,276,000)	(2,283,940)	283,066	2,567,006
FUND BALANCE, Beginning of year	2,276,000	2,283,940	2,288,941	5,001
FUND BALANCE, End of year	\$ -	\$ -	\$ 2,572,007	\$ 2,572,007

COMPLIANCE SECTION



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

Honorable Mayor and Members of the City Council
Woodburn Urban Renewal Agency
270 Montgomery Street
Woodburn, Oregon 97071

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the Woodburn Urban Renewal Agency as of and for the year ended June 30, 2019, and have issued our report thereon dated November 27, 2019.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Woodburn Urban Renewal Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the Agency was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except a deficit net position as disclosed in the financial statements.

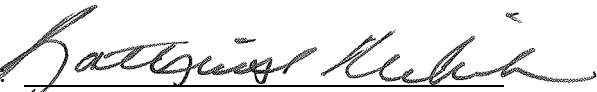
Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

Restriction on Use

This report is intended solely for the information and use of the governing body and management of the Woodburn Urban Renewal Agency and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

GROVE, MUELLER & SWANK, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

By: 
Katherine R. Wilson, A Shareholder
November 27, 2019

December 9, 2019

TO: Urban Renewal Agency Chair and Members

FROM: Public Arts and Mural Committee
McKenzie Granum, Assistance City Attorney
Chris Kerr, Community Development Director
Jamie Johnk, Economic Development Director

SUBJECT: **Woodburn Public Art Program**

RECOMMENDATION:

Approve the expenditure of URA funds in the amount of up to \$25,000 for a mural of the historic PIX Theater on the building wall of its former location at 461 N. First Street.

BACKGROUND:

The City purchased the former PIX Theater in 2018. Due to years of neglect and disrepair, the City was not able to salvage the building and demolished the dilapidated structure. The PIX Theater was an iconic building in the community and held many stories for families and residents in the area. Therefore, in order to commemorate the PIX Theater, the Public Arts and Mural Committee has worked with a muralist to design a mural to install on the remaining wall of the PIX Theater.

DISCUSSION:

The Public Arts and Mural Committee identified the former PIX Theater location as a priority for installing public art. Working with J and S Signs out of Portland, the Committee designed a mural that illustrates the PIX Theater as well as other key elements of downtown.

If expenditure approval by the Urban Renewal Agency is received, staff will work with the Public Arts and Mural Committee to schedule, notice, and hold a public hearing to approve the final design and move forward with the project. Once the hearing is concluded and the Committee has its final decision, it will be forwarded to the City Council as a call up item on the next agenda following the public hearing. Following approval of the mural project, the City will formally enter into a contract with J and S Signs to complete the scope of work.

FINANCIAL IMPACT:

For FY 2019-20 the budget for the Public Arts and Mural Program was \$100,000. Sufficient funds remain in the budget to fund this request.



Urban Renewal Agenda Item

December 9, 2019

TO: Urban Renewal Agency

FROM: Downtown Advisory Review Subcommittee (DARS)
Jamie Johnk, Economic Development Director

SUBJECT: **URG 2019.04: 425 N. First Street (Monte Alban) – NEW SIGNAGE**

RECOMMENDATION:

Approve grant funds for the Building Improvements Program Grant Application (Program) from Tienda Monte Alban (Applicant) for \$6,527; 50% of the overall cost of \$13,054 for installation of signage on their business location at 425 N. First Street.

BACKGROUND:

The Applicant leased the property at 425 N. First Street for a retail market and has completed substantial improvements with more than \$137,198 investment in the building, funded in part by URA. (Total URA funds committed to date are below the maximum allowed per applicant/per property of \$50,000 at \$34,300.)

PROPOSAL:

With the interior investments made, the Applicant is putting the final touch on the building with a new sign (see attached). The Applicant has provided one estimate for the sign. He had reached out to other companies and did not receive additional bids. With the need to get signage in place to better market his business, the Applicant has requested consideration of the single proposal. Staff reviewed the proposal and does not feel it is excessive. DARS is recommending to the Urban Renewal Agency approval

The overall cost of the signage for the building located at 425 N. First Street:

Building Improvements Program Grant	<u>\$ 6,527</u>
Estimated cost of all improvements	\$13,054
Percentage of grant	50%

FINANCIAL IMPACT:

For FY 2019-20 the budget for the Urban Renewal Building Improvements

Agenda Item Review: City Administrator ____x____ City Attorney ____x____ Finance ____x____

Program was \$150,000. Sufficient funds remain in the budget to fund this grant request.

SUMMARY AND CONCLUSION:

The Program is intended to encourage and assist business and property owners to invest in the Urban Renewal District. This Application reflects the intent of the program by making improvements to the property and maintaining the useful life of the building. In addition, a retail occupant in the building will add value to the business environment to downtown Woodburn.

CONDITIONS OF APPROVAL:

1. There is a 50% match requirement required for exterior improvements through the Program. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the Agency.
2. Grant and loan funds may be used for materials and services provided by licensed contractors.
3. Projects shall be completed within one year of approval in order to be eligible for reimbursement. Grants provide for a single payment after receipts are provided and all completed work is accepted by the City.
4. Licensed contractors will complete all work.

City of Woodburn

Building Improvements Program

APPLICATION ☒ EXTERIOR GRANT ☐ INTERIOR GRANT ☐ Loan (Fee \$150) ☐ Design Services (Fee \$50)

APPLICANT INFORMATION

FOR OFFICE USE ONLY

Name:	Armando Dominguez
Phone:	503.381-4553
Tax ID number:	

Application Date:	11/22/19
Approval Date:	
Amount Awarded:	

PROPERTY OWNER INFORMATION

Property Address:	425 N. First St. Woodburn, OR		
Name:	Armando Dominguez	Phone/Email:	503.381-4553
Address:	257 W. Lincoln St.	City:	Woodburn St: OR Zip: 97071
Owner's Signature:	Date: 11-22-19		

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Tienda Mexicana	Business Owner's Name:	Armando Dominguez
Address:	Same as above	Phone:	
City:		State:	
Type of Business:	grocery store / check cashing / restaurant	Upper Floor Use:	NA

PROPOSED IMPROVEMENTS

Improvements Type:	<input type="checkbox"/> Interior Improvements	<input type="checkbox"/> Exterior Improvements	<input checked="" type="checkbox"/> Other
Description:	Installation of permanent outside signage. Channel letters w/ neon LED Lights.		
Estimated Cost of Improvements: \$	12,968.63 + \$85 (permits) = \$13053.64		




Application Fee	
Collected By:	[Signature]
Receipt #:	
Date:	

\$6527 (50% URA)

CERTIFICATION BY APPLICANT

The Applicant certifies that all information provided in this application is true and complete to the best of the Applicant's knowledge and belief. The Applicant represents to the City that this Agreement has been duly authorized by all necessary action on the part of the Applicant and no other corporate or other action on the part of the Applicant is legally required. If the Applicant is not the owner of the property to be rehabilitated, the Applicant certifies that it has the legal authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this legal authority must be attached.

Applicant acknowledges and agrees the Agency shall have no obligation to pay any persons providing materials or performing labor or to cause the release of any mechanics or other liens that may be recorded against the above property in connection with the proposed improvements.



Applicant's Signature

11-22-19

Date

ACKNOWLEDGMENT BY PROPERTY OWNER *(if different than Applicant)*

The Property Owner hereby acknowledges all the above terms of this application and agrees that the Agency shall have no obligation to pay any persons providing materials or performing labor or to cause the release of any mechanics or other liens that may be recorded against the above property in connection with the proposed improvements.

Property Owner's Signature

Date



1542 Mt Hood Ave
Woodburn Or. 97071
503.989.2362 503.539.1300

job
INVOICE

BILL TO:

Name: MONTE ALBAN
Address: Tienda Mexicana y Restaurante
City, St. Zip: 311 North Front Street
Country: Woodburn, OR 97071
Phone: Phone: (503) 902-0714

Start date	Finish date	Job address		Client name
Item ID	Description	Quantity	Unit Price	Line Total
	3d aluminum channel letters with 12V LED LIGHTS	1	\$12,968.00	\$12,968.63

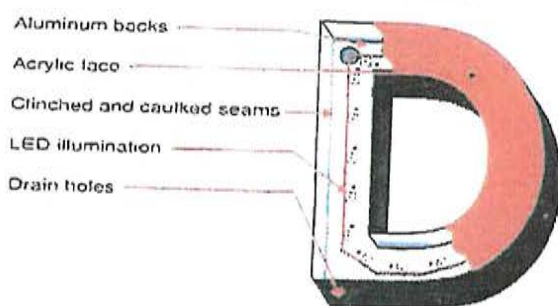
PROJECT ESTIMATE VALID ONLY 30 DAYS
Project installed after 50% deposit and city permit
in 30 days.

SUBTOTAL	\$ 12,968.63 -
EXTRAS	-
TOTAL	-
PAID	-
TOTAL DUE	-

THANK YOU FOR YOUR BUSINESS




CHANNEL LETTER DETAILS



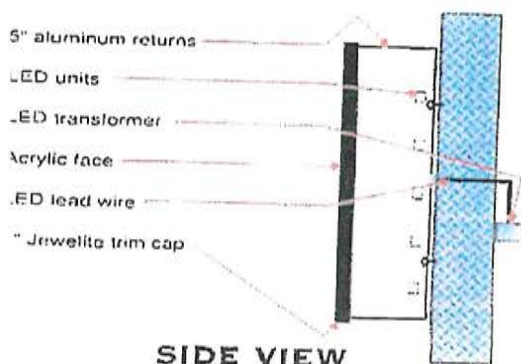
FRONT VIEW

FRONT VIEW

FACE BUILDING SIZE 42X20 FT
SIGN SIZE 16.7X2.11 FT

MONTE ALBAN 167X16.5 INCHES
TIENDA MEXICANA & RESTAURANTE 166X8.5 INCHES
 31X23 INCHES

 **MONTE ALBAN** 200X25.35 INCHES
TIENDA MEXICANA & RESTAURANTE

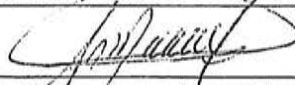


SIDE VIEW


Certification/Certificación

I hereby declare that as applicant or property owner, I have read the foregoing application and know the contents of the application to be true. *Por la presente declaro que como solicitante o propietario, he leído la solicitud anterior y sé que lo contenido es verídico.*

Note: If Applicant is different than landowner, Applicant must also obtain landowner certification.

Landowner's Signature/Firma del Propietario:	Applicant's signature/Firma del Solicitante:
	
Print Name/Escriba en letra de molde:	Print Name/Escriba en letra de molde:
	Irma Noceda
Date/Fecha:	Date/Fecha:
	10-29-19

STAFF USE ONLY
Para Uso de Personal Solamente

Zone: <u>DDC</u>	<input checked="" type="checkbox"/> Vision Clearance standards met.
Notes: <u>max 4% of facade for wall signs.</u> <u>facade = 42 x 20 = 840 sq ft</u> <u>4% allowance = 33.6 sq ft = 34 sq ft</u> <u>sign area = 19.1 + 9.8 + 5 = 33.9 sq ft</u>	
<input checked="" type="checkbox"/> Approved/Aprobado	<input type="checkbox"/> Denied/Negado
Reviewer: <u>Dan Handel</u>	Date: <u>11/6/2019</u> Signature of Reviewer: 



Make sure you know where underground utilities are located. Call 811 Before You Dig!



Certification/Certificación

I hereby declare that as applicant or property owner, I have read the foregoing application and know the contents of the application to be true. *Por la presente declaro que como solicitante o propietario, he leído la solicitud anterior y sé que lo contenido es verídico.*

Note: If Applicant is different than landowner, Applicant must also obtain landowner certification.

Landowner's Signature/Firma del Propietario: Doublesigned by: 	Applicant's signature/Firma del Solicitante: 
Print Name/Escriba en letra de molde: Ann Chay	Print Name/Escriba en letra de molde: Irma Noceda
Date/Fecha: 10/29/2019	Date/Fecha: 10-29-19

STAFF USE ONLY
Para Uso de Personal Solamente

Zone _____ ☐ Vision Clearance standards met.

Notes

☐ Approved/Aprobado ☐ Denied/Negado **Date:** _____

Signature of Officer _____ **Signature of Reviewer** _____