

DUNDEE URBAN RENEWAL AGENCY MEETING

Board Meeting Agenda

Dundee Fire Station Community Room
801 N. Highway 99W
Dundee, OR 97115

TELECONFERENCED MEETING OPEN TO THE PUBLIC IN-PERSON OR VIA ZOOM

Join Zoom Meeting:

<https://us02web.zoom.us/j/82010959188>

Or Via Phone: +1-301-715-8592

Meeting ID: 820 1095 9188

March 21, 2023

8:30 PM*

1. Call to Order

2. Public Comment: Speakers will be allowed up to 3 minutes to speak after being recognized by the Chair.

3. Approval of Minutes

Dundee Urban Renewal Agency Minutes, January 17, 2023

4. Urban Renewal Study

Going out for a Request for Proposal to do a traffic/parking study for 99W

5. Updated Study of Urban Renewal Estimated Tax Availability

Executive Session: In accordance with ORS 192.600 (2)(f) to consider information or records that are exempt by law from public inspection.

6. Review of Grant Request

Return to Regular Meeting

7. Action on Grant Request, if necessary

8. Agency Member Concerns

*Or immediately following City Council meeting.

Dundee Urban Renewal Agency Board Meeting Minutes January 17, 2023

Call to Order

Chair David Russ called the meeting to order at 6:15 P.M.

Attendance

Agency Member Attendance:

Chair David Russ; Agency Members: Jeannette Adlong; Storr Nelson; David Ford; Tim Weaver; and Bruce Starr. Absent: David Hinson.

Staff Attendance: Steve Dahl, City Administrator; Bill Monahan, City Attorney; and Melissa Lemen, Administrative Assistant.

Public Attendance

None.

Public Comments

None.

Urban Renewal Study

C.A. Dahl explained that he hopes to go out for an RFP to reexamine the urban renewal area and the urban renewal amount of business. He explained that urban renewal will be accessed once Ninth Street is finished. C.A. Dahl noted that if the construction of a new hotel occurs there will be more funds than originally planned.

Urban Renewal Expansion

C.A. Dahl reviewed that a new elementary school will be built in Dundee. He discussed that it may be beneficial to the city to expand the urban renewal district so the City of Dundee could potentially purchase the old school property and possibly Billick Park. Studies have been done to support the feasibility. C.A. Dahl explained that he has communicated with two representatives from the school district, though he has not spoken to the district superintendent yet. Discussion ensued. Jeannette Adlong reminded the Agency that the Billick Park was developed through federal funds on a perpetuity agreement. She explained that all the park facilities and the park equipment would have to be replaced. It was noted that the agreement was in place prior to current staffing at the city and the school district.

C. A. Dahl discussed thoughts and ideas for the old school property including potentially preserving the first gymnasium as a historic building while perhaps tearing down remaining building to allow for workforce housing and possibly a new City Hall. Chair Russ stated that workforce housing could make Dundee more accessible to workers and look more appealing to businesses which is a goal. David Ford questioned building a housing complex in a commercial zone. Chair Russ discussed the importance of the Agency being ready to make decisions on expansion.

C.A. Dahl discussed the size of expansion and possibilities after the purchase. He suggested going out for an RFP to get a company to come in and work the city through the process for a major expansion, which would include increasing the amount of the businesses and the land size. It was noted that up to 25% of the city can be in urban renewal; presently the city is at 15.3 percent.

Mr. Ford discussed the timing and his feelings that the levy for the fire department is a higher priority at this time. It was noted that the levy would impose a tax.

C.A. Dahl suggested scheduling an Urban Renewal Agency meeting every two months. He discussed the RFP process and asked the Agency for their permission to put out an RFP for a major adjustment to the urban renewal district. Storr Nelson requested obtaining more information on the legal relationship between the park and the school. Chair Russ agreed. Following discussion, the consensus of the Agency was to not go out for the RFP at this time. The Agency expressed their appreciation to C.A. Dahl for his efforts and bringing his thoughts to the Agency.

Executive Session: Review of Grant Request

The Dundee Urban Renewal Agency entered into Executive Session at 8:39 P.M. in accordance with ORS 192.600 (2)(f) to consider information or records that are exempt by law from public inspection. Executive Session ended at 9:12 P.M. and the Agency reconvened briefly.

Agency Member Concerns

None.

The Dundee Urban Renewal Agency meeting was adjourned at 9:13 P.M.

David Russ, Chair

Steve Dahl, Executive Director

AGENDA REPORT

To: Mayor and City Council
From: Steve Dahl, City Administrator
Date: March 13, 2023
Reason: Urban Renewal Study

Background:

When the Council approved the urban renewal plan in April 2017, the plan was broad and unspecific in many ways. For example, it states that the board can buy property but does not specify the property that urban renewal can purchase.

Recently, the city has received multiple questions about development in Dundee and particularly on or around 99W. I am concerned that if the city does not get out in front of the building that we may have parking issues like 7th Street pop up around town.

What I am suggesting is that urban renewal hire a consultant to evaluate the urban renewal area, while paying specific attention to Highway 99W and possible public parking off of 99W to encourage visitors to stop in Dundee and help alleviate traffic and parking issues on residential streets.

I also would suggest that the consultants review the industries in Dundee and the surrounding area to offer suggestions on what kind of businesses would be beneficial to the Dundee community.

I have drafted a request for proposal for this consultant and put \$40,000 in this year's urban renewal budget to pay for their services.

Motion: I move to approve urban renewal to go out for a request for proposal to review the urban renewal area of 99W for parking and suggested compatible industries.

THE CITY OF DUNDEE
A MUNICIPAL CORPORATION OF THE STATE OF OREGON

REQUEST FOR PROPOSAL (RFP)

CITY OF DUNDEE

Request for Proposal due 2:00 p.m., May 19, 2023
(Proposals will not be received or considered after this time)

City of Dundee (“City”) is soliciting proposals from qualified consulting firms to provide certain long-range land use planning services, including facilitation of a major plan for the development of the City of Dundee frontage on Highway 99W and industrial property just off Highway 99W. Interested firms can obtain a copy of the RFP (Request for Proposals) and any addenda by contacting Steve Dahl Dundee City Administrator at 503-538-3922 or steve.dahl@dundeecity.org.

Proposal documents must be received by Steve Dahl, City Administrator Dundee, Oregon at 620 SW 5th Street P.O. Box 220 Dundee, Oregon 97115 on or before 2:00p.m., Friday May 19, 2023. For all email proposals, the timepiece used to determine the precise passing of the Proposal Opening Date and time shall be the clock on the computer of the City Administrators as shown on the email receipt timestamp associated with a Proposal’s email in the email inbox. For all physical mail, the time piece used to determine the precise passing of the Proposal Opening Date and Time shall be the wall clock in the City of Dundee City Hall.

Proposals shall be either sealed in an opaque envelope that has been clearly marked “City of Dundee 99W Development.” or emailed in a single .pdf document to steve.dahl@dundeecity.org. Contract Award Accouchements will be released on May 26, 2023.

Request for proposal documents, requirements, questions, or requests for clarification must be submitted in writing no later than May 5, 2023, by email or mail at:

Email: steve.dahl@dundeecity.org
Mail: Steve Dahl
City Administrator
City of Dundee 99W Development
P.O. Box 220
Dundee, Or 97115

Background

In April of 2017, the City of Dundee set up an Urban Renewal Plan focused around Highway 99W that travels through Dundee. Also included in the plan are various acres of industrial land/commercial property the city would like to develop to grow its economic base and bring higher wage jobs to the community.

In conjunction with the Oregon Department of Transportation and local community organizations the city has put sidewalks all along Highway 99W. Put in unique Welcome to Dundee signs, along with marketing banners to help create a brand identity for the City of Dundee.

The City has also established a public park that includes a public restroom and picnicking area to encourage visitors passing through Dundee to stop and enjoy the City.

Goals for the Project

- a. Work with the City of Dundee Tourism Committee to help reinforce the Dundee Identity Program by suggesting hardscape and other amenities to encourage more visitors to stop in Dundee.
 1. Review land availability and suggest where public car park would work best.
 2. Beside pole banners and welcome sign suggest any fixtures, statues, advertising displays that would encourage visitors to the city.
- b. Review the industries currently active in Dundee and suggest ancillary business and industries that will help round out the city's economic goals. These can be both retail and industrial businesses.
- c. Develop a marketing plan to help bring these industries into the community.
- d. Involve nearby property owners and residents, local and state governments, and other stakeholders.
- e. Identify preliminary capital costs for public improvements.

Project Site and Study Area

The project site includes both sides of Highway 99W and a couple of blocks north and south off Highway 99W. This land includes acres of industrial and commercial zoned property and includes possible retail development. All the area is located within the city urban renewal area.

Public Involvement

The project should provide opportunities for public input in the form of at least two no more than five public meetings. Potential meetings include a kickoff meeting introducing the project to the community and presenting goals, a refinement meeting presenting multiple concepts

scenarios, and a concluding meeting presenting the resulting preferred plan. City staff will help arrange public meetings in Dundee, including identified stakeholders and contacting neighbors.

WORK TASKS AND DELIVERABLES

Task 1 – Reconnaissance

- 1.1 City will provide Consultants with relevant background information. When available, native format computer files will be sent; otherwise, hard copies or scanned computer files will be provided. Information includes (but not limited to):
 - a. Comprehensive Plan, maps, and text
 - b. Development regulation, zoning maps and text
 - c. Transportation System Development Plan
 - d. City of Dundee Urban Renewal Plan
 - e. Site plans and pending applications within the project area.
 - f. Any other data specific to the area.
- 1.2 Consultant shall visit the site to gain familiarity and to take photographs of the site, adjacent areas, and other relevant items.
- 1.3 Consultant shall conduct at least three meetings with city staff and key partnerships to establish project bounds and expectations.
- 1.4 Consultant shall conduct one public meeting (e.g., open house) to introduce the project to the public. The city is responsible for arranging and publishing this meeting.
- 1.5 The city will provide access to and commitment of a Technical Advisory Committee to meet with consultants for no less than five (5) meetings and to be comprised of City Engineer, City planner, representative from the planning commission and city council.

Task 2 – Conceptual Plans

- 2.1 The consultant shall prepare up to three unique conceptual plans for the area. Concepts should include the elements listed below and vary along these elements to give participants a range of options for further discussion. Each concept must include a matrix showing the development program, location of proposals for new uses, transportation networks, and parking plan. Concepts should vary along these elements:
 - a. Table showing zoning of the area and type of industry recommended for the zones.
 - b. Table showing suggested changes in zone for housing, if any,
 - c. Connections to nearby destinations for pedestrians and bicycles.

- d. Parking lots and suggested compacity of one or more lots.
 - e. Configuration of commercial buildings
 - f. Location of parks, open spaces, multi-use trails, and other recreational amenities.
- 2.2 Consultant shall prepare a preliminary public finance analysis for the different concepts identifying needed public investment and expected land-value productivity (e.g., tax revenue return on investment).
- 2.3 Consultant shall prepare a Conceptual Plan memorandum for each concept and poster for display to the public.
- 2.4 City is responsible for publicizing the Concepts, collecting, and tabulating public feedback prior to Public Workshop #2.

Task 3 – Preferred Concept

- 3.1 Consultant shall prepare Revised Concept using elements from the three concepts in Task 2 and based on feedback in Task 2.
- 3.2 Consultant shall prepare one preservative or axonometric drawing to capture the essence of the Revised Concept
- 3.3 Consultant shall prepare a Revised Conceptual Plan Poster for display to the public and shall provide original high-resolution digital files suitable for large-format printing.
- 3.4 Consultant shall conduct one public meeting to present the preferred concept to the public. The city is responsible for arranging and publicizing this meeting.

Task 4 – Implementation Measures

- 4.1 Consultant shall conduct up to three meetings with TAC and other applicable city staff and key participants to establish implementation measures and coordinate Task 4 deliverables
- 4.2 The consultant shall prepare a report identifying suggested changes to the City of Dundee Planning Document to reflect and facilitate the 99W Plan.
- 4.3 Consultant shall provide preliminary cost estimates where new public facilities are proposed similar to other city plans.
- 4.4 Consultant shall present plan to both the City of Dundee Planning Commission and City Council for suggestions before final approval.

4.5 Consultant shall present plan for final approval to the City Council.

DELIVERABLES AND WORK PRODUCT

The Consultant shall provide a complete report of the final approved project suggestion to the City. This report shall include:

1. The suggested location and type of public improvements complete with estimated costs.
2. A list of both industrial, commercial, and retail industries and/or businesses that would be a good fit for Dundee based on local industries and land availability.
3. A map of the area and how it can interact with possible walking and biking trails.

DRAFT

AGENDA REPORT

To: Urban Renewal Committee
From: Steve Dahl, City Administrator
Date: March 15, 2023
Reason: Update on the possible revenue for Urban Renewal

Background:

The City of Dundee started the urban renewal agency back in 2017. During that time there was an estimated valuation of the urban renewal area. It is not unheard of to go back and review the effect that the urban renewal has had on the valuation especially after some major projects have been completed or near completion. I am suggesting that the city hire Tiberius Solutions to reexamine the urban renewal area and develop new estimates for the maximum indebtedness for urban renewal.



DATE: March 17, 2023
TO: Steve Dahl, City of Dundee
FROM: Nick Popenuk
SUBJECT: DUNDEE URA FINANCIAL UPDATE SCOPE OF WORK

The City of Dundee (City) desires updated financial projections for the Dundee Urban Renewal Area (URA). This proposal describes a scope of work for Tiberius Solutions LLC to complete this analysis.

Scope of Work

Task 1. Data Acquisition

- Obtain and review relevant background data, including:
 - Summary of Assessment and Levies (SAL) data for the URA for current and historical fiscal years.
 - The most recent version of the Urban Renewal Plan (including amendments, if applicable), Report, Annual Financial Statements, Budget Documents, and financial analyses.
 - Any relevant loan documents, especially schedules of future debt service payments for all outstanding debt.
- Provide summary statistics to compare actual historical growth to the original estimates in the Urban Renewal Plan

Assumptions

- The analysis will assume only one minor change to the existing URA boundary, which will result in adding tax-exempt, publicly-owned property to the boundary.

Task 2. Calculate Maximum Indebtedness Used-to-Date

- Based upon the review of relevant financial documents described in Task 1, we will prepare a maximum indebtedness tracker workbook using existing Excel templates. We will calculate maximum indebtedness used as of June 30, 2022, and estimate maximum indebtedness used in FYE 2023.
- The analysis will also determine if the URA has received any non-TIF revenues (i.e., “program income”) that is available to spent in future years without counting against maximum indebtedness.

Assumptions

- In rare situations, the City may need to consult with outside bond counsel to obtain a legal opinion to resolve potential issues or discrepancies related to the calculation of maximum indebtedness.

Task 3. Update TIF Forecasts

- Update forecast of annual TIF revenues in an Excel workbook for two scenarios:
 1. Baseline forecast that assumes 3.0% growth in assessed value for all properties with the exception of one planned resort development inside the current URA boundary.

2. Preferred forecast that includes the same growth as the baseline forecast plus two additional planned developments inside the boundary, including the expansion of an existing hotel, and redevelopment of the old school property (currently located outside but adjacent to the existing boundary).
- Determine assumptions for the following factors:
 - Specific assumptions on the expected increase in assessed value from new construction projects. We will rely on City staff to provide input on these key assumptions.
 - Applicable tax rates. Identify taxing districts affected by the URA and document permanent property tax rates. If applicable, identify which taxing districts have general obligation bonds remaining that are also included in the tax rate. Obtain future debt service schedules for applicable bonds, and calculate estimated future tax rates.
 - Adjustments to gross TIF to account for discounts, delinquencies, compression loss, and rate truncation.
 - Annual collections of prior-year TIF revenues, based on historical trends for the URA or experience with other jurisdictions.

Assumptions

- This scope assumes one TIF forecast would be generated for each scenario. If the City desires additional forecasts or growth scenarios, it would require additional budget.

Task 4. Create Finance Plans

- Create one long-term finance plan for each scenario that reflects projected TIF revenues, desired terms for future indebtedness, and budgeted expenditures.
- Discuss the results of the draft financial projections with City staff, including any potential changes to underlying assumptions.
- Based upon input from City staff, make final revisions to the Excel workbooks, and provide the workbooks to the City.

Assumptions:

- One finance plan for each scenario. Additional finance plans would require additional budget, based on the number and complexity of scenarios desired.
- City staff will need to provide information on planned/desired expenditures and future financing preferences.

Task 5. Technical Memo

- Write a memorandum that describes the steps used in the analysis, documents the key assumptions, and describes the implications of the results.

Task 6. Presentation

- Prepare PowerPoint presentation summarizing results of analysis.
- Present to the City Council/URA Board in person, including travel time to/from the City of Dundee from Portland, OR.

Budget

All work will be completed for a base total cost not to exceed \$10,500. Key personnel and their billing rates are identified below in Exhibit 1.

Task	Nick Popenuk	Ali Danko	Total	
	Project Director \$ 180 / hr	Senior Analyst \$ 130 / hr	Hours	Cost
1. Data Acquisition	2	4	6	\$ 880
2. Calculate MI	2	6	8	\$ 1,140
3. Update TIF Forecasts	6	12	18	\$ 2,640
4. Create Finance Plans	4	8	12	\$ 1,760
5. Summary Memorandum	6	8	14	\$ 2,120
6. Presentation	8	4	12	\$ 1,960
Total	28	42	70	\$ 10,500