



AGENDA

ASTORIA DEVELOPMENT COMMISSION

June 4, 2018
Immediately Follows Council Meeting

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) REPORTS OF COMMISSIONERS
- 4) CHANGES TO AGENDA
- 5) CONSENT

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the Commission requests to have any item considered separately. Members of the community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

- a) ADC Minutes for February 26, 2018
- b) ADC Budget Committee Minutes: April 24, 2018, April 25, 2018

6) REGULAR AGENDA ITEMS

All agenda items are open for public comment following deliberation by the Commission. Rather than asking for public comment after each agenda item, the President asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

- a) Public Hearing and Resolution to Adopt the Astoria Development Commission Budget

7) NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)

<p>THE MEETINGS ARE ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING THE CITY MANAGER'S OFFICE AT 503-325-5824.</p>
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CITY OF ASTORIA

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MEMORANDUM • CITY MANAGER

DATE: MAY 31, 2018
TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF JUNE 4, 2018

CONSENT CALENDAR

Item 5(a): ADC Minutes for February 26, 2018

The minutes of the City Council meeting are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 5(b): ADC Budget Committee Minutes: April 24, 2018, April 25, 2018

The minutes of the above Commission are included. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

REGULAR AGENDA ITEMS

Item 6(a): Public Hearing and Resolution to Adopt the Astoria Development Commission Budget

Oregon Local Budget Law requires that the Astoria Development Commission hold a public hearing on the budget, as approved by the Budget Committee. Notice of this hearing, scheduled for June 4, 2018, was published in the Daily Astorian on Friday, May 18, 2018. The budget for the ADC is ready for the Commission to consider for adoption. It is recommended that the Astoria Development Commission hold a public hearing on the FYE June 30, 2019 budget as approved by the Budget Committee. After the hearing, it is recommended that the Commission consider the resolution to adopt this budget.

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 7:21 pm.

Commissioners Present: Price, Jones, Brownson, Nemlowill, Mayor LaMear

Commissioners Excused: None

Staff Present: City Manager Estes, Community Development Director Cronin, Parks and Recreation Director Cosby, Finance Director Brooks, Library Director Pearson, Fire Chief Ames, Police Chief Johnston, Public Works Director Cook, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

REPORTS OF COMMISSIONERS: No reports.

CHANGES TO AGENDA: No changes.

CONSENT CALENDAR:

The following items were presented on the Consent Calendar:

5(a) ADC Minutes of 6/19/17

Commission Action: Motion by Commissioner Brownson, seconded by Commissioner Price, to approve the Consent Calendar. Motion carried unanimously. Ayes: Commissioners Jones, Nemlowill, Brownson and Price, and Mayor LaMear. Nays: None.

REGULAR AGENDA ITEMS:

Item 6(a): Lease Agreement with Lower Columbia Q Center's Astoria Pride Block Party 2018

The 3rd Annual PRIDE Festival is scheduled for June 9, 2018. The Q Center has requested a short-term lease of ADC owned property adjacent to the Barbey Center to hold the festival. The Q Center has an agreement from Columbia Memorial Hospital to accommodate off street parking. The lease agreement has been approved as to form by the City Attorney.

It is recommended the Astoria Development Commission approve the lease agreement for \$1.

Commission Action: Motion by Commissioner Brownson, seconded by Commissioner Price, to approve the Consent Calendar. Motion carried unanimously. Ayes: Commissioners Jones, Nemlowill, Brownson and Price, and Mayor LaMear. Nays: None.

NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS: There were none.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:42 pm [24:15] to reconvene the Astoria City Council meeting.

ATTEST:

APPROVED:

Secretary

City Manager

The meeting of the Astoria East and West Urban Renewal Districts 2018-19 Budget Committee was held at the above place at the hour of 6:00 pm.

Committee Members Present: Mayor LaMear, City Councilors Nemlowill, Price, Jones, and Brownson. Richard Hurley, Loran Mathews, Chris Breitmeyer, Andrea Mazzarella, Andrew Davis.

Committee Members Excused: None.

Staff Present: City Manager Estes, Finance Director Brooks, Parks Director Cosby, Library Director Pearson, Police Chief Spalding, Public Works Director Harrington, and Fire Chief Ames.

The meeting was called to order by Mayor LaMear.

Committee members and Staff shared introductions.

City Manager Estes briefly explained the process for addressing the Urban Renewal and Budget Committee agenda items.

Election of Officers

Mayor LaMear called for nominations for Chairperson.

Motion made by Richard Hurley, seconded by Andrew Davis, to nominate Loren Mathews as the 2018-19 Budget Committee Chairperson. (Motion carried by unanimous vote.)

Mayor LaMear passed the gavel to newly elected Chair Mathews.

Chair Mathews called for nominations for Secretary. Motion made by Councilor Nemlowill seconded by Councilor Price, to nominate Richard Hurley as Secretary of the 2018-19 Budget Committee. (Motion carried by unanimous vote.)

BUDGET MESSAGE

City Manager Opening Comments and Budget Message

City Manager Estes presented the Budget Message and a brief overview of the proposed 2018-19 Astoria East and West Urban Renewal District Budgets. He noted the boundaries of each district and explained why separate budget hearings had to be conducted for their funds. He reviewed past, current, and future projects funded by district funds and provided details about each district's income, expenses, and balances. Funds in the Astoria East Urban Renewal District would be lower than in the Astoria West Urban Renewal District because the greatest percentage of properties in the district are owned by non-profits or governments. A good amount of development has occurred in the Astoria West Urban Renewal District, which results in higher tax increments into the fund. He responded to Committee Member's questions as follows:

- Tax increment collections, loan receipts, and delinquent tax collections totaled \$419,000.
- Professional services for the Astoria East Urban Renewal District in the upcoming year would include redevelopment of Heritage Square. The Professional Services line item also included a transfer from the Astoria Development Commission Budget to the City of Astoria for management and overhead.
- No specific project has been identified for the Astoria West Urban Renewal District, but professional service funds have been allocated in case a project comes up. City Council would be discussing a potential project on Bond Street at an upcoming work session.

PUBLIC HEARING ON ASTORIA EAST AND ASTORIA WEST URBAN RENEWAL DISTRICT BUDGETS AS PROPOSED

Chair Mathews opened the public hearing on the proposed Astoria East and Astoria West Urban Renewal District 2018-2019 Budgets at 6:10 pm and called for public comment. Hearing none, he closed the public hearing at 6:10 pm.

INDIVIDUAL BUDGET CONSIDERATION FOR TENTATIVE APPROVAL

Astoria East Urban Renewal District General Fund:

Committee Action: Motion made by Councilor Price, seconded by Councilor Brownson to tentatively approve the Astoria East Urban Renewal District General Fund Budget. (Motion carried.) Mayor LaMear, City Councilors Nemlowill, Jones, Price, and Brownson. Richard Hurley, Loran Mathews, Chris Breitmeyer, Andrea Mazzarella, Andrew Davis voted yes.

Andrew Davis noted a scrivener's error in the Training line item. He believed \$3,000 should be allocated to the Conferences, Meetings, and Travel line item, as reflected in the itemized budget.

City Manager Estes confirmed Staff would correct the error before the documents were submitted to City Council.

Astoria West Urban Renewal District General Fund:

Committee Action: Motion made by Mayor LaMear, seconded by Councilor Jones to tentatively approve the Astoria West Urban Renewal District General Fund Budget. (Motion carried.) Mayor LaMear, City Councilors Nemlowill, Jones, Price, and Brownson. Richard Hurley, Loran Mathews, Chris Breitmeyer, Andrea Mazzarella, Andrew Davis voted yes.

Chair Mathews adjourned the meeting at 6:13 pm to convene the City of Astoria Budget Committee Meeting.

ATTEST:



Secretary

The meeting of the Astoria East and West Urban Renewal Districts 2018-19 Budget Committee was held at the above place at the hour of 6:49 pm.

Committee Members Present: Mayor LaMear, City Councilors Nemlowill, Price, Jones, and Brownson. Richard Hurley, Loran Mathews, Chris Breitmeyer (via telephone), Andrea Mazzarella, Andrew Davis.

Committee Members Excused: None.

Staff Present: City Manager Estes and Finance Director Brooks.

MOTION TO APPROVE ASTOR EAST URBAN RENEWAL DISTRICT:

a. General Fund

Committee Action: Motion made by Councilor Price, seconded by Councilor Brownson to approve the Astoria East Urban Renewal District General Fund Budget. (Motion carried.) Mayor LaMear, City Councilors Nemlowill, Jones, Price, and Brownson. Richard Hurley, Loran Mathews, Chris Breitmeyer, Andrea Mazzarella, and Andrew Davis voted yes.

MOTION TO APPROVE MAXIMUM TAX AMOUNT AVAILABLE FOR ASTORIA EAST URBAN RENEWAL DISTRICT

Committee Action: Motion made by Councilor Jones, seconded by Councilor Price to approve the maximum tax amount available for the Astoria East Urban Renewal District General Fund. (Motion carried.) Mayor LaMear, City Councilors Nemlowill, Jones, Price, and Brownson. Richard Hurley, Loran Mathews, Chris Breitmeyer, Andrea Mazzarella, and Andrew Davis voted yes.

MOTION TO APPROVE ASTOR WEST URBAN RENEWAL DISTRICT:

a. General Fund

Committee Action: Motion made by Mayor LaMear, seconded by Councilor Brownson to approve the Astoria West Urban Renewal District General Fund Budget. (Motion carried.) Mayor LaMear, City Councilors Nemlowill, Jones, Price, and Brownson. Richard Hurley, Loran Mathews, Chris Breitmeyer, Andrea Mazzarella, Andrew Davis voted yes.

MOTION TO APPROVE MAXIMUM TAX AMOUNT AVAILABLE FOR ASTORIA WEST URBAN RENEWAL DISTRICT

Committee Action: Motion made by Councilor Price, seconded by Councilor Nemlowill to approve the maximum tax amount available for the Astoria West Urban Renewal District General Fund. (Motion carried.) Mayor LaMear, City Councilors Nemlowill, Jones, Price, and Brownson. Richard Hurley, Loran Mathews, Chris Breitmeyer, Andrea Mazzarella, and Andrew Davis voted yes.

MOTION TO ADJOURN ASTORIA URBAN RENEWAL DISTRICTS BUDGET COMMITTEE MEETING

Committee Action: Motion made by Councilor Brownson, seconded by Councilor Andrea Mazzarella to adjourn the meeting. (Motion carried.) Mayor LaMear, City Councilors Nemlowill, Jones, Price, and Brownson. Richard Hurley, Loran Mathews, Chris Breitmeyer, Andrea Mazzarella, and Andrew Davis voted yes.

The meeting was adjourned at 6:51 pm.

ATTEST:

Richard Hunley


Secretary



CITY OF ASTORIA

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MEMORANDUM • FINANCE DEPARTMENT

DATE: MAY 7, 2018
TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: PUBLIC HEARING AND RESOLUTION TO ADOPT THE ASTORIA
DEVELOPMENT COMMISSION BUDGET

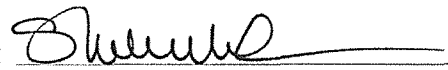
DISCUSSION/ANALYSIS

Oregon Local Budget Law requires that the Astoria Development Commission hold a public hearing on the budget, as recommended for approval by the Budget Committee. Notice of this hearing, scheduled for June 4, 2018, was published in the Daily Astorian on Friday, May 18, 2018.

The budget for the Astoria Development Commission is ready for the Commission to consider for adoption. The attached resolution will adopt resources and appropriations and authorize the collection of tax increment funding available to the Astor East and Astor West Renewal Districts for FYE June 30, 2018.

RECOMMENDATION

It is recommended the Astoria Development Commission hold a public hearing on the FYE June 30, 2019 budget as approved by the Budget Committee. After the hearing, it is recommended that the Commission consider the resolution to adopt this budget.

By: 

Susan Brooks, Director of Finance
and Administrative Services

RESOLUTION NO. ADC 18-_____

**A RESOLUTION TO ADOPT THE BUDGET AND MAKE APPROPRIATIONS FOR THE
ASTORIA DEVELOPMENT COMMISSION**

WHEREAS, under ORS 294.456, the Astoria Development Commission is required to adopt the budget and make appropriations by resolution for the Astor **East and West** Urban Renewal District; now, therefore,

BE IT RESOLVED BY THE ASTORIA DEVELOPMENT COMMISSION:

Section 1. That the Astoria Development Commission hereby adopts the budgets for the Astor **East and West** Urban Renewal District for fiscal year 2018-19 in the total amount of **\$ 6,009,380 ***.

Section 2. The budget for the Astoria Development Commission, as discussed and recommended for approval by the Budget Committee, is ready for the Commission to consider for adoption. Copies of the approved budget were previously distributed to the Commission. The approved budget was also posted on the city's website and is available in hard copy at the Finance Department and the Astoria Public Library.

Section 3. That amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below, are hereby appropriated as follows:

Urban Renewal Administration – Astor East	\$ 791,100
Contingency	<u>89,160</u>
ASTOR EAST FUND TOTAL	<u>\$ 880,260</u>
Urban Renewal Administration – Astor West	\$ 4,335,430
Contingency	<u>250,000</u>
ASTOR WEST TOTAL	<u>\$ 4,585,430</u>
Total Appropriations, All Funds	\$ 5,465,690
Total Unappropriated and Reserve Amounts, All Funds	<u>543,690</u>
Total Adopted Budget	\$ 6,009,380 *

Section 4. That, in accordance with ORS 310.060(2), the maximum amount of the tax increment be imposed, using Option One for Astor East and New for Astor West.

ADOPTED BY THE ASTORIA DEVELOPMENT COMMISSION THIS _____ DAY OF JUNE, 2018.

APPROVED BY THE CHAIRMAN THIS _____ DAY OF JUNE, 2018.

Chairman

ATTEST:

City Manager

ROLL CALL ON ADOPTION

YEA

NAY

ABSENT

Commissioner Nemlowill
Brownson
Price
Jones
Chairman LaMear