



AGENDA
Urban Renewal District Advisory Committee
Wednesday, January 3, 2024 - 5:30 p.m.
Council Chambers – City Hall

URDAC MEMBERS

CHAIR:

Rich Rohde

VICE CHAIR:

Tory Banford

MEMBERS:

Bob Brixius

Trevor Peterson

Sam Dufner

Marlene Cox

Ken Woods

STAFF:

Charlie Mitchell,

Economic &

Community

Development Director

Tyler Ferrari,

Economic

Development

Specialist

Benjamin Curry,
Recording Secretary

1. CALL TO ORDER
2. ELECTION OF OFFICERS
3. PUBLIC COMMENTS
4. CONSENT AGENDA
 - a. APPROVAL OF DECEMBER 5, 2023 MEETING MINUTES
 - b. BUDGET & GRANTS REPORT
5. STAFF REPORTS
 - a. General Updates
 - b. Dallas Downtown Assoc. Request – Minor Improvement Program
6. CHAIR COMMENTS
7. MEMBER COMMENTS
8. OTHER BUSINESS
 - a. PRESENTATION – City of Dallas Public Works Annual Update
9. NEXT MEETING AGENDA BUILD
10. ADJOURN

Next meeting: February 6, 2024 5:30 PM

Dallas City Hall is accessible to all persons with disabilities. Any requests for accommodation should be made at least 48 hours before the meeting to the Administration Department, 503.831.3502 or TDD 503.623.7355.

For questions or comments on the agenda, contact: Charlie Mitchell at 503-831-3565 or charlie.mitchell@dallasor.gov.

City of Dallas - Urban Renewal District Advisory Committee
Council Chambers
187 SE Court Street, Dallas, OR
December 5, 2023 - 5:30 PM

MINUTES

1 Mr. Rohde presiding, opened the meeting at 5:31 p.m.

2 **1. CALL TO ORDER**

3 Members Present: Sam Dufner, Rich Rohde, Trevor Petersen, Marlene Cox, Tory Banford, Bob Brixius, Ken
4 Woods

5 Staff Present: E&CD Director, Charlie Mitchell; E&CD, Tyler Ferrari; Recording Secretary, Benjamin Curry
6

7 **2. PUBLIC COMMENT**

8 Brian Dalton, representing the Dallas Downtown Association (DDA), provided an update on current and
9 upcoming events downtown.

10 He presented a recommendation from the DDA board to reallocate funds from the Urban Renewal budget to
11 the Minor Improvement Grant (MIG) program.

12 He notified the committee that his term as President of the DDA will be coming to an end, and that there
13 may be a new representative from the organization at future meetings. Mr. Dalton is looking forward to still
14 working with the DDA as a member of the design committee.
15

16 **3. APPROVAL OF MINUTES**

17 Mr. Rohde presented the minutes from the regularly scheduled meeting on November 7, 2023.

18 Ms. Cox motioned to approve the minutes as written. Mr. Petersen seconded the motion. The motion was
19 passed unanimously.
20

21 **4. STAFF REPORTS – General Updates**

22 Mr. Mitchell read from the staff report and provided general updates on the following topics:

- 23 1. Bank property project update (791 Main Street)
- 24 2. Property tax revenue
- 25 3. Main Street banner pole replacement
- 26 4. Wells Fargo building
- 27 5. ARPA 2022 and 2023 Grant Program
28

29 The committee discussed the banner pole replacement in more detail, Mr. Mitchell shared that both of the
30 poles were damaged in the accident and that there were additional delays due to liability and insurance. New
31 replacements have been ordered and are currently being manufactured. The new poles will be insured against
32 future damage. The City is very motivated to get the poles reinstalled as soon as possible to accommodate
33 upcoming public events.
34

35 **5. CHAIR REPORTS**

36 Mr. Rohde reported that the Planning Commission has denied the Conditional Use Permit for Tim's
37 Automotive Specialties on Washington Street which was discussed at the November URDAC meeting.
38

39 **6. MEMBER COMMENTS**

40 Ms. Cox initiated a discussion about considering a school zone in the downtown corridor if the new tenant of
41 the Wells Fargo Building is another school. She asked about the mechanism and requirements for creating an
42 education district and the types of traffic signaling that would need to be installed.
43

44 **7. ADJOURN**

45 Chair Rich Rohde adjourned the committee at 5:52 p.m.

46 Next meeting: January 3, 2024 5:30 p.m.



CITY OF DALLAS
URBAN RENEWAL DISTRICT ADVISORY COMMITTEE
STAFF REPORT

DATE: January 3, 2024
AGENDA ITEM NO. Consent
TOPIC: Budget & Grants Report
PREPARED BY: Charlie Mitchell
APPROVED BY:
ATTACHMENTS: Attachment A – November 2023 budget + Grants detail

RECOMMENDED ACTION:

N/A – This item is information sharing only.

BACKGROUND:

Attachment A is the budget report for November 2023. The attachment also includes an update on the two grant programs – Building Improvement Grants and Minor Improvement Grants.

For the month of November:

- Revenue: \$191,695.39 – property taxes
\$3,392.83 – interest

\$195,088.22
- Expenses: \$1,289.23 – personnel expenses
\$1,000.00 – Minor Improvement Grant (141 SW Washington)

\$2,289.23

Budget Report

For Fiscal: 2023-2024 Period Ending: 11/30/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 29 - DALLAS DOWNTOWN URBAN RENEWAL FUND						
Revenue						
State LB Report: 90 - Property Taxes						
29-450-00-4100	CURRENT PROPERTY TAXES	235,000.00	235,000.00	190,810.37	192,176.47	-42,823.53 18.22 %
29-450-00-4110	DELINQUENT PROPERTY TAXES	3,000.00	3,000.00	885.02	2,568.35	-431.65 14.39 %
	State LB Report: 90 - Property Taxes Total:	238,000.00	238,000.00	191,695.39	194,744.82	-43,255.18 18.17 %
State LB Report: 91 - Resources Except Property Taxes						
29-400-00-5900	BEGINNING BALANCE	300,000.00	300,000.00	0.00	0.00	-300,000.00 100.00 %
29-480-00-4610	INTEREST ON INVESTMENTS	10,000.00	10,000.00	3,392.83	14,201.77	4,201.77 142.02 %
29-480-00-4830	MISCELLANEOUS REVENUE	20,000.00	20,000.00	0.00	0.00	-20,000.00 100.00 %
	State LB Report: 91 - Resources Except Property Taxes Total:	330,000.00	330,000.00	3,392.83	14,201.77	-315,798.23 95.70 %
	Revenue Total:	568,000.00	568,000.00	195,088.22	208,946.59	-359,053.41 63.21 %
Expense						
State LB Report: 01 - Personnel Services						
29-019-50-6051	SALARIES	5,500.00	5,500.00	995.32	4,975.78	524.22 9.53 %
29-019-50-6061	FRINGE BENEFITS	3,500.00	3,500.00	293.91	2,590.24	909.76 25.99 %
	State LB Report: 01 - Personnel Services Total:	9,000.00	9,000.00	1,289.23	7,566.02	1,433.98 15.93 %
State LB Report: 02 - Materials and Services						
29-019-50-6210	MATERIALS AND SUPPLIES	250.00	250.00	0.00	0.00	250.00 100.00 %
29-019-50-6465	PROFESSIONAL SERVICES	35,000.00	35,000.00	0.00	1,540.00	33,460.00 95.60 %
29-019-50-6473	BUILDING IMPROVEMENT GRANT P...	2,200.00	2,200.00	0.00	2,131.25	68.75 3.13 %
29-019-50-6484	MINOR IMPROVEMENT GRANT	10,000.00	10,000.00	1,000.00	4,000.00	6,000.00 60.00 %
29-019-50-6600	MISCELLANEOUS	2,000.00	2,000.00	0.00	48.42	1,951.58 97.58 %
	State LB Report: 02 - Materials and Services Total:	49,450.00	49,450.00	1,000.00	7,719.67	41,730.33 84.39 %
State LB Report: 03 - Capital Outlay						
29-019-50-6507	SPECIAL PROJECTS	10,000.00	10,000.00	0.00	0.00	10,000.00 100.00 %
29-019-50-6553	PROPERTY AQUISION	105,000.00	105,000.00	0.00	5,345.03	99,654.97 94.91 %
	State LB Report: 03 - Capital Outlay Total:	115,000.00	115,000.00	0.00	5,345.03	109,654.97 95.35 %
State LB Report: 05 - Transfers						
29-019-50-6908	TRANSFER TO GF-DEBT SERVICE	148,915.00	148,915.00	0.00	86,367.38	62,547.62 42.00 %
	State LB Report: 05 - Transfers Total:	148,915.00	148,915.00	0.00	86,367.38	62,547.62 42.00 %
State LB Report: 06 - Contingencies						
29-019-50-6980	OPERATING CONTINGENCIES	96,720.00	96,720.00	0.00	0.00	96,720.00 100.00 %
	State LB Report: 06 - Contingencies Total:	96,720.00	96,720.00	0.00	0.00	96,720.00 100.00 %
State LB Report: 07 - Reserves and Special Payments						
29-019-50-6955	DEBT SERVICE RESERVE	148,915.00	148,915.00	0.00	0.00	148,915.00 100.00 %
	State LB Report: 07 - Reserves and Special Payments Total:	148,915.00	148,915.00	0.00	0.00	148,915.00 100.00 %
	Expense Total:	568,000.00	568,000.00	2,289.23	106,998.10	461,001.90 81.16 %
Fund: 29 - DALLAS DOWNTOWN URBAN RENEWAL FUND Surplus (...)		0.00	0.00	192,798.99	101,948.49	101,948.49 0.00 %

ATTACHMENT A.

URA GRANTS REPORT – 2023-24, THROUGH 11/30/23

BUILDING IMPROVEMENT GRANTS (BUDGET = \$2,200)

\$2,131.25 - JUDI LAMBERT – 936 MAIN ST.

MINOR IMPROVEMENT GRANTS (BUDGET = \$10,000)

\$1,000 - NEW MORNING BAKERY – 788 MAIN STREET

\$1,000 - WASHINGTON STREET STEAKHOUSE – 125 SW WASHINGTON

\$1,000 - WORLD GYM – 887 MAIN ST.

\$1,000 - WASHINGTON STREET STEAKHOUSE – 141 SW Washington

\$4,000.00

Pending:

\$1,000 – 123 MILL STREET

\$1,000 – 131 MILL STREET

\$1,000 – 135 MILL STREET

\$1,000 – 139 MILL STREET

\$1,000 – 745 MAIN STREET

\$1,000 – 375 MAIN STREET

**CITY OF DALLAS
URBAN RENEWAL DISTRICT ADVISORY COMMITTEE
STAFF REPORT**

DATE: January 3, 2024
AGENDA ITEM NO.
TOPIC: DDA Request, Minor Improvement Program
PREPARED BY: Charlie Mitchell
APPROVED BY:
ATTACHMENTS: Attachment B. – Letter from DDA

RECOMMENDED ACTION:

Staff is forwarding this request from the DDA for the URDAC to consider a recommendation to the Agency, which if approved, would allow for internal administrative budget adjustments to accommodate the additional \$5,000 for the Minor Improvement Grant program.

BACKGROUND:

The Minor Improvement Program has proven to be popular over the past several years, notably so after the maximum grant amount was raised from \$500 to \$1,000. In the current fiscal year, \$10,000 was budgeted for this program. At this time, all of these funds have been committed.

In the past two years, this program has been modified by increasing the grant awards and the budget for the program, largely due to inflation and increased materials and contractor costs. However, staff remains concerned with placing emphasis on this program. In 2021, the name of this program was changed to remove the word “maintenance” from the title, as “maintenance” is not an allowable urban renewal expense, and our contracted urban renewal consultant cautioned us about this activity. There is a degree of liability associated with this program, as it could be argued that these activities, in some cases, may not be authorized uses of tax increment/urban renewal funding, per state statute. It is for this reason that staff expresses caution with growing this program further and is choosing to neither support nor recommend denial of this request.

The Dallas Downtown Association (DDA) has provided a letter approved by its board of directors, asking for an additional \$5,000 to be allocated to this program for the current fiscal year. Staff supports the request, with one minor suggested change. Rather than move the \$5,000 from Contingency, as the letter proposes, staff recommends these funds be managed internally administratively, reducing funding allocated to Professional Services by a like amount. This minor change would allow the request to move forward without a formal budget change.

SUMMARY TIMELINE:

Dec. 13, 2023 – DDA Board votes to request an additional \$5,000 for the MIG program
Dec. 17, 2023 – City of Dallas receives a letter from the DDA formalizing the request
Jan. 3, 2024 – URDAC considers the request

Jan. 16, 2024 – If approved by the URDAC, request would be considered by the Agency
Jan. 17, 2024 – If approved by the Agency, the MIG program can begin receiving new applications for funding

FISCAL IMPACT:

Internally to the existing Dallas Downtown Urban Renewal Fund, the budgeted amount for Professional Services would be reduced by \$5,000 from \$35,000 to \$30,000; the budgeted amount for the Minor Improvement Grant program would be increased by \$5,000 from \$10,000 to \$15,000. As this would not impact the ending balance for the Fund, this change would be handled administratively and not require a budget adjustment.

SUGGESTED MOTION:

I move to recommend to the Dallas Urban Renewal Agency to direct staff to internally adjust the Dallas Downtown Urban Renewal Fund budget by reducing the Professional Services budget by \$5,000 and increasing the Minor Improvement Grant budget by \$5,000.



Revitalizing the Heart of Our Community

December 17, 2023

Chairman, Rich Rohde
Dallas Urban Renewal Advisory Committee
187 SW Court Street
Dallas, OR 97338

Dear Rich,

As President of the Board of Directors of the Dallas Downtown Association (DDA), I am writing to address the preservation of funding for the Urban Renewal District's Minor Maintenance Grant (MMG) program for the remainder of the Urban Renewal District's 2023-24 Fiscal Year.

We have been informed that this important program - which is budgeted at \$10,000 this FY - looks like it will run out of funding half way through the year. By a unanimous vote of the DDA board, we are asking that the URDAC recommend to the Agency that it reallocate \$5,000, perhaps from its budgeted \$96,720.00 Operating Contingency fund, to keep the program alive and well for the remaining six months of this fiscal year.

The \$1,000 MMG program has gained great popularity and punches above its weight in fixing up the rough edges in our historic downtown. The Design Committee of the DDA is a primary marketer of this program to property owners and businesses downtown, helping the District be sure that the money goes to the right projects in a timely fashion. This small program is also a help in making some funds, however small, available to the owners and businesses for small fixes until the funding for the URD's larger Building Improvement Grants is reinstated and larger grants can once again become available, hopefully sometime during FY 2024-25.

Thanks for your consideration of our request. It will be money well and visibly spent.


Brian Dalton
President

CC: Charlie Mitchell, City of Dallas

Dallas Downtown Association
PO Box 903, Dallas, OR 97338
ddaprogrammanager@gmail.com