

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Appointments to Expenditure Review Panel for the Downtown Urban Renewal Plan

Meeting Date: January 9, 2011
Department: PDD/Development
www.eugene-or.gov

Agenda Item Number: 3D
Staff Contact: Amanda Nobel
Contact Telephone Number: 541-682-5535

ISSUE STATEMENT

This is a consent calendar item to review the Mayor's nominations to the new advisory committee, Expenditure Review Panel for the Downtown Urban Renewal Plan (ERP), and to appoint committee members. (See Attachment A for the Mayor's nominations.)

BACKGROUND

The concept for the ERP comes from Section 600 of the 2010 amended Downtown Urban Renewal Plan, which calls for the City Manager acting as the Agency Director to:

“convene not less than once each year a committee of such persons to prepare a report to the Director on:

- a) the activities of the Agency for the previous fiscal year, and
- b) whether the Agency's expenditure of tax increment dollars was limited to the projects authorized by the Plan and the associated administrative costs authorized by the Plan.

The Director shall forward that report to the Agency Board upon its receipt.”

The function of the committee is to prepare annual reports for documenting the Agency's use of Downtown Urban Renewal Plan funds. The reports will be presented to the Agency Director, who will then provide it to the Agency Board. Staff will assist the ERP in compiling and distributing the reports. (See Attachment B for more details.)

COUNCIL OPTIONS

The City Council may:

1. Appoint the Mayor's nominations for the ERP.
2. Appoint other applicants after reviewing all of the applications.
3. Choose no applicants at this time.

CITY MANAGER'S RECOMMENDATION

The City Manager recommends approval of the Mayor's recommendations and, by consent, appointment of the nominated individuals to the ERP.

SUGGESTED MOTION

Move to appoint the nominated individuals to the ERP for FY12.

ATTACHMENTS

- A. Mayor's Nominations
- B. ERP Framework

Note: The applications are available in the council office for review.

FOR MORE INFORMATION

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Mayor's Nominations

Live/work/own downtown

Tamara Underwood (*Bagel Sphere; Friendly Street Neighborhood*)

Tom Kamis (*Davis Restaurant; Downtown Neighborhood*)

Financial/legal/accounting

Josh Burstein (*University of Oregon Law School; Crest Drive Neighborhood*)

Christopher Looney (*Commercial property management and leasing; Bethel Neighborhood*)

General public

David Mandelblatt (*Downtown Neighborhood Association Chair; Downtown Neighborhood*)

ERP Framework

Expenditure Review Panel for the Downtown Urban Renewal Plan

The concept for the Expenditure Review Panel (ERP) for the Downtown Urban Renewal Plan comes from Section 600 of the 2010 amended Plan, which calls for the City Manager acting as the Agency Director to:

“convene not less than once each year a committee of such persons to prepare a report to the Director on:

- a) the activities of the Agency for the previous fiscal year, and
- b) whether the Agency’s expenditure of tax increment dollars was limited to the projects authorized by the Plan and the associated administrative costs authorized by the Plan.

The Director shall forward that report to the Agency Board upon its receipt.”

Fulfilling this Plan requirement includes establishing a panel charter and member expectations consistent with the Plan language, identifying panel membership guidelines, developing and implementing a process to recruit and select members, providing staff support so the panel can fulfill its charter, and assisting the panel in distributing its reports in a timely fashion. The City Manager’s proposal for the form, function, committee member selection process, and orientation is described below.

ERP Charter

- Prepare a report on the Agency’s use of Downtown Urban Renewal Plan funds and on whether the expenditure of tax increment dollars was limited to the projects and the associated administrative costs authorized by the Plan.

Expectations of ERP Members

- Have or develop a basic understanding of the projects, expenditures, terms, and requirements authorized in the Downtown Urban Renewal Plan
- Prepare annual reports documenting the Urban Renewal Agency’s use of tax increment dollars and noting whether the funds were used in compliance with the approved 2010 amended Plan. (The ERP reports would be separate and distinct from the reports prepared by the City’s outside auditor.)

ERP Membership Guidelines

- Generally, strive to represent the richness of the community’s perspectives, neighborhoods and population demographics
- Seek a balanced mix of constituent representatives*, including but not limited to:
 - 1. downtown stakeholder(s) (property/business owner, resident)
 - 2. representative(s) from the general public
 - 3. member(s) with financial/accounting expertise
- Terms not to exceed the life of the Downtown District (approximately eight years)
- A long-term commitment to serve on the ERP is preferred but not required

** One person may be able to represent more than one interest (for example, a downtown resident with financial expertise).*

Membership Selection Process

- Mayor compiles a list of individuals and recommends five for council consideration in June 2011.
- Council selects the committee no later than July 2011.

In the event of vacancies, the Mayor would appoint replacement members, striving to maintain a balanced mix of constituent representatives.

Staff Support

Agency staff would be designated to support the work of the ERP with financial, technical and legal expertise. Staff also would assist the panel with scheduling meetings and facilities, preparing meeting agendas, taking notes at meetings, and other administrative functions deemed necessary and appropriate by the Agency Director. Staff support would be paid for with Agency administrative funds.

Reporting to the Urban Renewal Agency Board and the Community

As stated in the Plan, the ERP would prepare annual reports documenting the Agency's use of tax increment dollars. The report would be presented to the Agency Director, who will provide it to the Agency Board. Staff would assist the ERP in compiling and distributing the report.

Timing

- Outreach and recruitment – starting June 2011
- Mayor recommends individuals for council consideration – January 9, 2012
- Council selects ERP – no later than January 2012
- ERP Orientation & Meeting(s) – February 2011

Ongoing

- Materials delivered on prior year activity – October of each year
- ERP meeting – November of each year
- Draft report compiled by staff ratified by ERP – December of each year
- Council receives report – January of each year (with the City/URA financial statements for approval)