



Bend City Council
May 2, 2007 Council Meeting

Issue Summary

Department: Admin

Staff Member: Patty Stell

EID Remonstrance Hearing and adoption of Resolution

- A. Hold a public hearing to consider remonstrances to the assessments for the downtown Bend Economic Improvement District.
- B. Consider a roll call vote on a proposed resolution levying assessments for the downtown Bend Economic Improvement District.

Staff Review and Recommendation to Council: Staff recommends that the City Council adopt the proposed resolution

History: Presented for public hearing: March 7, 2007
1st Reading March 7, 2007
Presented for roll call vote: March 21, 2007

Background: The City Council adopted an ordinance on March 21, 2007 that created the downtown Bend Economic Improvement District (EID). Upon adoption, City staff sent notices of proposed assessments to commercial property owners within the district. The Council is now asked to hold a public hearing to consider objections (known as remonstrances) to the proposed assessments.

In accordance with the adopted ordinance, and ORS 223.112 through ORS 223.161 governing EIDs, the proposed assessments are for \$0.11 per square foot on all commercial properties included within the district territory.

The assessments will be billed by the City's Finance Department and will be utilized in the following manner:

- Flower baskets-every block-spring and summer
- Beautified planters-every block-year around
- Sidewalk snow removal-District wide-November to April
- Sidewalk sweeping and debris removal-year around
- Graffiti removal-year around
- Tree lights-winter
- Holiday Wreaths-winter
- Banners
- Benches

- Outdoor Music

Beautification projects and services will be provided equally throughout the EID area with every block receiving flowers, every tree with electrical service receiving lights, etc. Maintenance will be performed throughout the entire EID area. Capital improvements will be phased in over the life of the EID in a geographically equitable manner.

The EID will be managed by a professional director (Project Manager), paid from EID revenues for 30 hours per week.

The tasks of the Project Manager shall include, but not be limited to:

- Organize and oversee Committees that will help direct the economic improvement projects (beautification etc.)
- Research contractors for projects and operate RFP processes to find best candidates
- Oversee and manage contractors from concept to completion
- Develop quarterly reports to property and business owners on EID progress
- Coordinate resources with the City of Bend to ensure there is maximum leveraging of funding
- Report monthly progress in newsletter to all downtown stakeholders
- Organize and coordinate monthly Board Meetings to report on EID progress
- Oversee all fiscal EID activities including budgeting and accounts payable and receivable
- Act as a liaison between property and business owners and the City of Bend and others
- Organize monthly General Meetings to get information out to all stakeholders
- Meet regularly with property and business owners one on one to address issues
- Develop, negotiate, administrate all contracts and interact with all vendors
- Ensure execution of the Scope of Work
- Interact with City of Bend Finance Department to ensure accurate accounting of EID funding
- Work with property owners to ensure accurate assessment of square footage

Discussion of the Issue and Alternatives Explored: N/A

Secondary Issues: None identified

Committee Review and Recommendation to Council: None

Budgetary Considerations: A 5% administration fee will be transferred from the EID Fund to the Internal Services Fund – Finance Department to cover the cost of billing, collections, and disbursements of funds collected