

CITY OF COOS BAY URBAN RENEWAL AGENCY MEETING NOTICE

October 16, 2012

The meeting will be held immediately following the City Council Meeting
Which begins at 7 p.m. in the Council Chambers at City Hall
500 Central Avenue – Coos Bay Oregon

1. Public Comments
2. Consent Calendar
 - a. Approval of the Minutes of September 18, 2012
 - b. Acceptance of September Combined Cash Report
3. Consideration of Approval on the 2nd Court Improvement Options
4. Award of Contract for Preparation of Seismic Upgrade Plans and Specifications for the Egyptian Theatre
5. Adjourn

All citizens addressing the Urban Renewal Agency under regular agenda items or public comments
are required by URA Rule 4.8.4 to sign-in on the forms
provided on the agenda table and podium.

If you require a listening enhancement device please contact the City Recorder.
Please silence electronic devices – Thank you.

**MINUTES OF THE PROCEEDINGS OF THE
CITY OF COOS BAY URBAN RENEWAL AGENCY**

September 18, 2012

The minutes of the proceedings of the City of Coos Bay Urban Renewal Agency, held immediately following the City Council meeting held at 7 p.m. in the Library Meeting Room, 525 Anderson Avenue, Coos Bay, Coos County, Oregon.

Those Attending

Those present were Chair Gene Melton and Board Members Jennifer Groth, Jon Hanson, Stephanie Kramer, John Muenchrath, and Mike Vaughan. Board Member Crystal Shoji was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Economic Revitalization Administrator Joyce Jansen, Library Director Sami Pierson, Public Works and Development Director Jim Hossley, Fire Chief Stan Gibson, and Police Chief Gary McCullough.

Public Comments

No comments were given.

Consent Calendar

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of August 21, 2012; and 2b: acceptance of the August 2012 URA combined cash report. Board Member Groth moved to approve the consent calendar approving the minutes of August 21, 2012, and accepting the August 2012 combined cash report. Board Member Muenchrath seconded the motion which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Muenchrath, and Vaughan voting aye. Board Member Shoji was absent.

**Approval of Refinancing the Downtown and Empire 2003 Umpqua Bank Loans –
Approval Would Require Adoption of Resolutions 12-08 and 12-09**

Finance Director Susanne Baker stated in 2003 the Coos Bay Urban Renewal Agency authorized the issuance of bonds for the Downtown District in the amount of \$5,700,000 and \$2,600,000 for the Empire District. The terms of the Series 2003 bonds each required two annual payments, with terms of 15 years, and interest rates of 4.5%. Staff contacted several financial institutions specializing in municipal financing and conferred with the City/Agency's Financial Advisor, Western Mercantile Group, and determined current market conditions were favorable to seek a lower interest rate and refund (refinance) both of the Series 2003 bonds. Ms. Baker advised the existing contracts did not have prepayment penalties and the loan balances were \$2,530,741 for the Downtown and \$1,154,373 for Empire. Staff proposed preparing a Request for Proposal (RFP) for consideration by local and other financial institutions for rate quotes. The scope of the RFP would retain the existing term of the loan and obtain a lower interest rate. If rate terms were favorable enough to produce an adequate debt service savings, then staff would proceed with the refunding. Board Member Muenchrath moved to approve authorization to soliciting an RFP for refinancing of the Urban Renewal bonds. Board Member Kramer seconded the motion. Board Member revised his motion to include approving authorizing solicitation of an RFP, to approve staff to select a financial institution if a proposal provided an adequate debt service savings, to proceed with the refunding, and adopt Resolution

Urban Renewal Agency Minutes – September 18, 2012

12-08 and 12-09. Board Member Kramer re-seconded the motion which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Muenchrath, and Vaughan voting aye. Board Member Shoji was absent.

Discussion on Future Uses of the Pedway

City Manager Rodger Craddock provided an overview of the minor enhancements and the various concept design plans which had been considered for the Pedway over the past several years. The most recent proposal was presented by Board Member Vaughan in July 2012 to construct an obelisk near the east end of the plaza. The Agency did not accept the obelisk as a project but Board Member Vaughan was in process of securing donated services and materials to construct the obelisk which could be used as a fundraising thermometer for the Egyptian Theatre restoration project. Mr. Craddock advised the proposal was reviewed by the Egyptian Theatre Restoration Steering Committee, Egyptian Theatre Preservation Association, and the Coos Bay Downtown Association. General consensus of the three groups was the visual obelisk or pyramid fundraising thermometer concept was good, but suggested rather than constructing the obelisk or pyramid, one could be painted on the wall of the building located on the south side of the plaza. The August 30th Egyptian Theatre Fundraising Committee meeting found no support for constructing the piece but they did support and encourage painting an obelisk or pyramid on the south wall of the plaza.

Board Member Muenchrath inquired if there were funds available in the Downtown District for non specific use. Mr. Craddock advised unallocated funds were reserved for future years. Board Member Kramer was in favor of incorporating the Prefontaine mural in the Pedway. Board Member Vaughan suggested incorporating an artistic context to the proposed fundraising mural. Greg Rueger, Coos Bay: stated he served on the board for the Egyptian Theatre Preservation Association and noted the association supported painting the obelisk or pyramid fundraising thermometer concept. Board Member Vaughan suggested the fundraising mural could be painted with little to no costs through volunteer work and donations. It was the consensus of the Agency to move forward with a fundraising mural, for Board Member Vaughan to design a conceptual plan, and to authorize the Egyptian Theatre Preservation Association to choose the final design.

Adjourn

There being no further business to come before the Agency, Chair Melton adjourned the meeting.

Gene Melton, Chair

Attest:

Jennifer Groth, Secretary

CITY OF COOS BAY URBAN RENEWAL AGENCY
Agenda Staff Report

MEETING DATE October 16, 2012	AGENDA ITEM NUMBER
----------------------------------	--------------------

TO: Chair Gene Melton and Board Members

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

9/16/12

ISSUE: September 2012 Urban Renewal Fund Summary, Balance Sheet, and Combined Cash Investment Reports

BACKGROUND:

These reports are being provided to the Urban Renewal Agency and the public pursuant to a recommendation from the City's Auditor and City Manager to provide transparency and full disclosure to all interested parties. Routinely, the Urban Renewal transactions are included in three of the City's five bank statements (Accounts Payable, Local Government Investment Pool, and Umpqua Bank State Pool) and are balanced by the middle of the following month; expenditures and receipts are updated daily; deposits made daily; and the financial reports available upon request as well as uploaded monthly onto the Citywide drive.

ATTACHED REPORTS:

The **Fund Summary** shows all Urban Renewal funds are within appropriation levels for September with 25% of the fiscal year having elapsed. Urban Renewal Downtown Property Tax Collections are at 1.6% of budget and Urban Renewal Empire Property Tax Collections are at 1.5% of budget.

The **Balance Sheet** shows the unaudited Beginning Balance (Fund Balance 7/1/12); (Used or Earned) or the difference between what has been earned to what has been spent (7/1/12 through 9/30/12); and the Ending Balance or what amount remains as Fund Balance on 9/30/12.

Balance Sheet Fund	Beginning Fund Balance FYE13 Unaudited	(Used) Earned	Ending Fund Balance
Downtown Special Revenue	337,849.98	15,845.13	353,695.11
Empire Special Revenue	60,250.56	9,082.87	69,333.43
Empire Program	432,351.51	609.70	432,961.21
Downtown Bond	1,033.66	0.00	1,033.66
Empire Bond	.15	0.00	.15
Downtown Program	23,214.53	32.74	23,247.27
Downtown Capital Projects	1,560,311.27	(127,060.73)	1,433,250.54
Empire Capital Projects	1,111,521.29	1,345.27	1,112,866.56
Downtown Bond Reserve	665,719.94	0.00	665,719.94
Empire Bond Reserve	239,710.86	0.00	239,710.86

The **Combined Cash Investment Report** shows total combined cash of \$4,408,696.86 (see table below).

Combined Cash Accounts:

Allocations to:	
Downtown Special Revenue Fund	\$ 353,695.11
Empire Special Revenue Fund	69,334.11
Empire Program Fund	432,961.21
Downtown Bond Fund	1,033.66
Empire Bond Fund	.15
Downtown Program Fund	23,247.27
Downtown Capital Projects Fund	1,510,127.99
Empire Capital Projects Fund	1,112,866.56
Downtown Bond Reserve Fund	665,719.94
Empire Bond Reserve Fund	239,710.86
TOTAL URBAN RENEWAL AGENCY COMBINED CASH	\$ 4,408,696.86

DISADVANTAGES:

None.

BUDGET:

The cash carryover is secure (fully collateralized or held in State's Local Government Investment Pool) and available for operations.

ACTION:

If it pleases the Urban Renewal Agency, accept the monthly Fund Summary, Balance Sheet, and Combined Cash Reports for September 30, 2012.

Attachments:

Fund Summary September 30, 2012 (10 pages)

Balance Sheet September 30, 2012 (10 pages)

Combined Cash Investment September 30, 2012 (1 page)

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Downtown Special Revenue Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Carryover	.00	.00	337,590.00	337,590.00	.0
Property Taxes	7,663.22	15,376.37	971,770.00	956,393.63	1.6
Use Of Money & Property	83.26	468.76	1,000.00	531.24	46.9
	<u>7,746.48</u>	<u>15,845.13</u>	<u>1,310,360.00</u>	<u>1,294,514.87</u>	<u>1.2</u>
<u>Expenditures</u>					
Expenditures	.00	.00	1,310,360.00	1,310,360.00	.0
	<u>.00</u>	<u>.00</u>	<u>1,310,360.00</u>	<u>1,310,360.00</u>	<u>.0</u>
Net Revenue Over Expenditures	<u>7,746.48</u>	<u>15,845.13</u>	<u>.00</u>	<u>(15,845.13)</u>	<u>.0</u>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Empire Special Revenue Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	27,727.00	27,727.00	.0
Property Taxes	4,486.64	9,002.52	592,059.00	583,056.48	1.5
Use Of Money & Property	15.60	80.35	100.00	19.65	80.4
	<u>4,502.24</u>	<u>9,082.87</u>	<u>619,886.00</u>	<u>610,803.13</u>	<u>1.5</u>
<u>Expenditures</u>					
Expenditures	.00	.00	619,886.00	619,886.00	.0
	<u>.00</u>	<u>.00</u>	<u>619,886.00</u>	<u>619,886.00</u>	<u>.0</u>
Net Revenue Over Expenditures	<u>4,502.24</u>	<u>9,082.87</u>	<u>.00</u>	<u>(9,082.87)</u>	<u>.0</u>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Empire Program Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Carryover	.00	.00	442,000.00	442,000.00	.0
Use Of Money & Property	104.18	609.70	1,326.00	716.30	46.0
	<u>104.18</u>	<u>609.70</u>	<u>443,326.00</u>	<u>442,716.30</u>	<u>.1</u>
Total Fund Revenue					
	<u>104.18</u>	<u>609.70</u>	<u>443,326.00</u>	<u>442,716.30</u>	<u>.1</u>
<u>Expenditures</u>					
Expenditures	.00	.00	443,326.00	443,326.00	.0
	<u>.00</u>	<u>.00</u>	<u>443,326.00</u>	<u>443,326.00</u>	<u>.0</u>
Total Fund Expenditures					
	<u>.00</u>	<u>.00</u>	<u>443,326.00</u>	<u>443,326.00</u>	<u>.0</u>
Net Revenue Over Expenditures	<u>104.18</u>	<u>609.70</u>	<u>.00</u>	<u>(609.70)</u>	<u>.0</u>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Downtown Bond Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Use Of Money & Property	.00	.00	1,034.00	1,034.00	.0
Other Financing Sources	.00	.00	1,054,940.00	1,054,940.00	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Fund Revenue	.00	.00	1,055,974.00	1,055,974.00	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Expenditures</u>					
Expenditures	.00	.00	1,055,974.00	1,055,974.00	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Fund Expenditures	.00	.00	1,055,974.00	1,055,974.00	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net Revenue Over Expenditures	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Empire Bond Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Other Financing Sources	<u>.00</u>	<u>.00</u>	<u>619,883.00</u>	<u>619,883.00</u>	<u>.0</u>
Total Fund Revenue	<u>.00</u>	<u>.00</u>	<u>619,883.00</u>	<u>619,883.00</u>	<u>.0</u>
<u>Expenditures</u>					
Expenditures	<u>.00</u>	<u>.00</u>	<u>619,883.00</u>	<u>619,883.00</u>	<u>.0</u>
Total Fund Expenditures	<u>.00</u>	<u>.00</u>	<u>619,883.00</u>	<u>619,883.00</u>	<u>.0</u>
Net Revenue Over Expenditures	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Downtown Program Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Carryover	.00	.00	23,750.00	23,750.00	.0
Use Of Money & Property	5.59	32.74	75.00	42.26	43.7
	<u>5.59</u>	<u>32.74</u>	<u>23,825.00</u>	<u>23,792.26</u>	<u>.1</u>
Total Fund Revenue					
	<u>5.59</u>	<u>32.74</u>	<u>23,825.00</u>	<u>23,792.26</u>	<u>.1</u>
<u>Expenditures</u>					
Expenditures	.00	.00	23,825.00	23,825.00	.0
	<u>.00</u>	<u>.00</u>	<u>23,825.00</u>	<u>23,825.00</u>	<u>.0</u>
Total Fund Expenditures					
	<u>.00</u>	<u>.00</u>	<u>23,825.00</u>	<u>23,825.00</u>	<u>.0</u>
Net Revenue Over Expenditures	<u>5.59</u>	<u>32.74</u>	<u>.00</u>	<u>(32.74)</u>	<u>.0</u>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Downtown Capital Projects Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	846,837.89	846,837.89	.0
Revenue From Other Agencies	.00	.00	20,000.00	20,000.00	.0
Use Of Money & Property	377.39	3,133.91	2,300.00 (833.91)	136.3
Repayments	.00	.00	66,000.00	66,000.00	.0
Other Revenue	705.11	4,166.48	644,000.00	639,833.52	.7
Transfers In	.00	.00	355,834.00	355,834.00	.0
Total Fund Revenue	1,082.50	7,300.39	1,934,971.89	1,927,671.50	.4
<u>Expenditures</u>					
Expenditures	58,569.86	134,361.12	1,934,971.89	1,800,610.77	6.9
Total Fund Expenditures	58,569.86	134,361.12	1,934,971.89	1,800,610.77	6.9
Net Revenue Over Expenditures	(57,487.36)	(127,060.73)	.00	127,060.73	.0

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Empire Capital Projects Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Carryover	.00	.00	784,132.00	784,132.00	.0
Revenue From Other Agencies	.00	.00	3,394,687.00	3,394,687.00	.0
Use Of Money & Property	267.79	1,571.44	400.00	(1,171.44)	392.9
Transfers In	.00	.00	380,137.00	380,137.00	.0
	<u>267.79</u>	<u>1,571.44</u>	<u>4,559,356.00</u>	<u>4,557,784.56</u>	<u>.0</u>
 <u>Expenditures</u>					
Expenditures	.00	226.17	4,559,356.00	4,559,129.83	.0
	<u>.00</u>	<u>226.17</u>	<u>4,559,356.00</u>	<u>4,559,129.83</u>	<u>.0</u>
 Total Fund Expenditures					
	<u>.00</u>	<u>226.17</u>	<u>4,559,356.00</u>	<u>4,559,129.83</u>	<u>.0</u>
 Net Revenue Over Expenditures	<u>267.79</u>	<u>1,345.27</u>	<u>.00</u>	<u>(1,345.27)</u>	<u>.0</u>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Downtown Bond Reserve Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Use Of Money & Property	.00	.00	665,720.00	665,720.00	.0
Other Financing Sources	.00	.00	33,356.00	33,356.00	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Fund Revenue	.00	.00	699,076.00	699,076.00	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Expenditures</u>					
Expenditures	.00	.00	699,076.00	699,076.00	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Fund Expenditures	.00	.00	699,076.00	699,076.00	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net Revenue Over Expenditures	.00	.00	.00	.00	.0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Empire Bond Reserve Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Use Of Money & Property	.00	.00	239,711.00	239,711.00	.0
Other Financing Sources	.00	.00	3.00	3.00	.0
	<u>.00</u>	<u>.00</u>	<u>239,714.00</u>	<u>239,714.00</u>	<u>.0</u>
Total Fund Revenue	.00	.00	239,714.00	239,714.00	.0
<u>Expenditures</u>					
Expenditures	.00	.00	239,714.00	239,714.00	.0
	<u>.00</u>	<u>.00</u>	<u>239,714.00</u>	<u>239,714.00</u>	<u>.0</u>
Total Fund Expenditures	.00	.00	239,714.00	239,714.00	.0
Net Revenue Over Expenditures	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

City of Coos Bay
Balance Sheet
September 30, 2012

Downtown Special Revenue Fund

ASSETS

51-000-100-1001	Cash - Combined Fund	353,695.11	
51-000-100-1204	Taxes Receivable	114,129.00	
	Total Assets		467,824.11

LIABILITIES AND EQUITY

LIABILITIES

51-000-200-2040	Deferred Revenue	114,129.00	
	Total Liabilities		114,129.00

FUND EQUITY

	Unappropriated Fund Balance:		
51-000-200-2500	Fund Balance	337,849.98	
	Revenue over Expenditures - YTD	15,845.13	
	Balance - Current Date	353,695.11	
	Total Fund Equity		353,695.11
	Total Liabilities and Equity		467,824.11

City of Coos Bay
Balance Sheet
September 30, 2012

Empire Special Revenue Fund

ASSETS

52-000-100-1001	Cash - Combined Fund	69,334.11	
52-000-100-1204	Taxes Receivable	67,618.00	
	Total Assets		136,952.11

LIABILITIES AND EQUITY

LIABILITIES

52-000-200-2040	Deferred Revenue	67,618.68	
	Total Liabilities		67,618.68

FUND EQUITY

	Unappropriated Fund Balance:		
52-000-200-2500	Fund Balance	60,250.56	
	Revenue over Expenditures - YTD	9,082.87	
	Balance - Current Date	69,333.43	
	Total Fund Equity		69,333.43
	Total Liabilities and Equity		136,952.11

City of Coos Bay
Balance Sheet
September 30, 2012

Empire Program Fund

ASSETS

53-000-100-1001	Cash - Combined Fund	432,961.21	
	Total Assets		432,961.21

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
53-000-200-2500	Fund Balance	432,351.51	
	Revenue over Expenditures - YTD	609.70	
	Balance - Current Date	432,961.21	
	Total Fund Equity		432,961.21
	Total Liabilities and Equity		432,961.21

City of Coos Bay
Balance Sheet
September 30, 2012

Downtown Bond Fund

ASSETS

54-000-100-1001	Cash - Combined Fund	1,033.66	
54-000-100-1490	Future Bond Requirement Dtn 03	2,530,741.20	
54-000-100-1494	Future Require - URA Bond 2009	1,046,000.00	
	Total Assets		3,577,774.86

LIABILITIES AND EQUITY

FUND EQUITY

54-000-200-2406	Reserve For Future Debt Dtn 03	2,530,741.20	
54-000-200-2410	Reserve Future Debt Dtn VI 09	1,046,000.00	
	Unappropriated Fund Balance:		
54-000-200-2500	Fund Balance	1,033.66	
	Balance - Current Date	1,033.66	
	Total Fund Equity		3,577,774.86
	Total Liabilities and Equity		3,577,774.86

City of Coos Bay
Balance Sheet
September 30, 2012

Empire Bond Fund

ASSETS

55-000-100-1001	Cash - Combined Fund	.15	
55-000-100-1490	Future Bond Requirement Emp 03	1,154,373.16	
		<hr/>	
	Total Assets		1,154,373.31
			<hr/>

LIABILITIES AND EQUITY

FUND EQUITY

55-000-200-2406	Reserve For Future Debt Emp 03	1,154,373.16	
	Unappropriated Fund Balance:		
55-000-200-2500	Fund Balance	.15	
		<hr/>	
	Balance - Current Date	.15	
		<hr/>	
	Total Fund Equity		1,154,373.31
			<hr/>
	Total Liabilities and Equity		1,154,373.31
			<hr/>

City of Coos Bay
Balance Sheet
September 30, 2012

Downtown Program Fund

ASSETS

56-000-100-1001	Cash - Combined Fund	23,247.27	
	Total Assets		23,247.27

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
56-000-200-2500	Fund Balance	23,214.53	
	Revenue over Expenditures - YTD	32.74	
	Balance - Current Date	23,247.27	
	Total Fund Equity		23,247.27
	Total Liabilities and Equity		23,247.27

City of Coos Bay
Balance Sheet
September 30, 2012

Downtown Capital Projects Fund

ASSETS

57-000-100-1001	Cash - Combined Fund	1,510,127.99	
57-000-100-1201	Accounts Receivable	368.94	
57-000-100-1210	Long Term A/R DSL Edgewater	5,173.86	
57-000-100-1490	Long Term A/R CH Seismic Loan	600,000.00	
	Total Assets		2,115,670.79

LIABILITIES AND EQUITY

LIABILITIES

57-000-200-2041	Deferred Revenue DSL Edgewater	5,173.86	
57-000-200-2042	Deferred Revenue CH Seismic Lo	600,000.00	
57-000-200-2105	Retainage Payable	77,246.39	
	Total Liabilities		682,420.25

FUND EQUITY

	Unappropriated Fund Balance:		
57-000-200-2500	Fund Balance	1,560,311.27	
	Revenue over Expenditures - YTD	(127,060.73)	
	Balance - Current Date	1,433,250.54	
	Total Fund Equity		1,433,250.54
	Total Liabilities and Equity		2,115,670.79

City of Coos Bay
Balance Sheet
September 30, 2012

Empire Capital Projects Fund

ASSETS

58-000-100-1001	Cash - Combined Fund	1,112,866.56	
	Total Assets		1,112,866.56

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
58-000-200-2500	Fund Balance	1,111,521.29	
	Revenue over Expenditures - YTD	1,345.27	
	Balance - Current Date	1,112,866.56	
	Total Fund Equity		1,112,866.56
	Total Liabilities and Equity		1,112,866.56

City of Coos Bay
Balance Sheet
September 30, 2012

Downtown Bond Reserve Fund

ASSETS

60-000-100-1001	Cash - Combined Fund	665,719.94	
	Total Assets		665,719.94

LIABILITIES AND EQUITY

FUND EQUITY

60-000-200-2500	Unappropriated Fund Balance: Fund Balance	665,719.94	
	Balance - Current Date	665,719.94	
	Total Fund Equity		665,719.94
	Total Liabilities and Equity		665,719.94

City of Coos Bay
Balance Sheet
September 30, 2012

Empire Bond Reserve Fund

ASSETS

61-000-100-1001	Cash - Combined Fund	239,710.86	
	Total Assets		239,710.86

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
61-000-200-2500	Fund Balance	239,710.86	
	Balance - Current Date	239,710.86	
	Total Fund Equity		239,710.86
	Total Liabilities and Equity		239,710.86

City of Coos Bay
Combined Cash Investment
September 30, 2012

Combined Cash Accounts


Cash Allocation Reconciliation

51	Allocation to Downtown Special Revenue Fund	353,695.11
52	Allocation to Empire Special Revenue Fund	69,334.11
53	Allocation to Empire Program Fund	432,961.21
54	Allocation to Downtown Bond Fund	1,033.66
55	Allocation to Empire Bond Fund	.15
56	Allocation to Downtown Program Fund	23,247.27
57	Allocation to Downtown Capital Projects Fund	1,510,127.99
58	Allocation to Empire Capital Projects Fund	1,112,866.56
60	Allocation to Downtown Bond Reserve Fund	665,719.94
61	Allocation to Empire Bond Reserve Fund	239,710.86
Total Allocations to Other Funds		4,408,696.86
Zero Proof if Allocations Balance		4,408,696.86

CITY OF COOS BAY URBAN RENEWAL AGENCY
Agenda Staff Report

MEETING DATE October 16, 2012	AGENDA ITEM NUMBER
---	---------------------------

TO: Chair Melton and Board Members

FROM: Jim Hossley, Public Works & Development Director 

Through: Rodger Craddock, City Manager

ISSUE: 2nd Court Improvement Options

BACKGROUND:

At the February 21, 2012 Urban Renewal Agency meeting, the Agency requested staff to research options to enhance and improve safety access on 2nd Court between Anderson Avenue and the public parking areas off Curtis Avenue. The options include: different styles of canopy lighting, renovation of exsisting covered walkway, new covered walkway, sidewalk improvements, and utility screen walls.

ADVANTAGES:

Improve access on 2nd Court, pedestrian safety access, improve traffic flow.

DISADVANTAGES:

None noted.

BUDGET:

Cost will depend on option or improvements approved by the Agency.

RECOMMENDATION:

Staff requests the Agency to direct staff to proceed with one of the proposed options to enhance and improve access on 2nd Court between Anderson Avenue and the public parking areas off Curtis Avenue.

ATTACHMENTS:

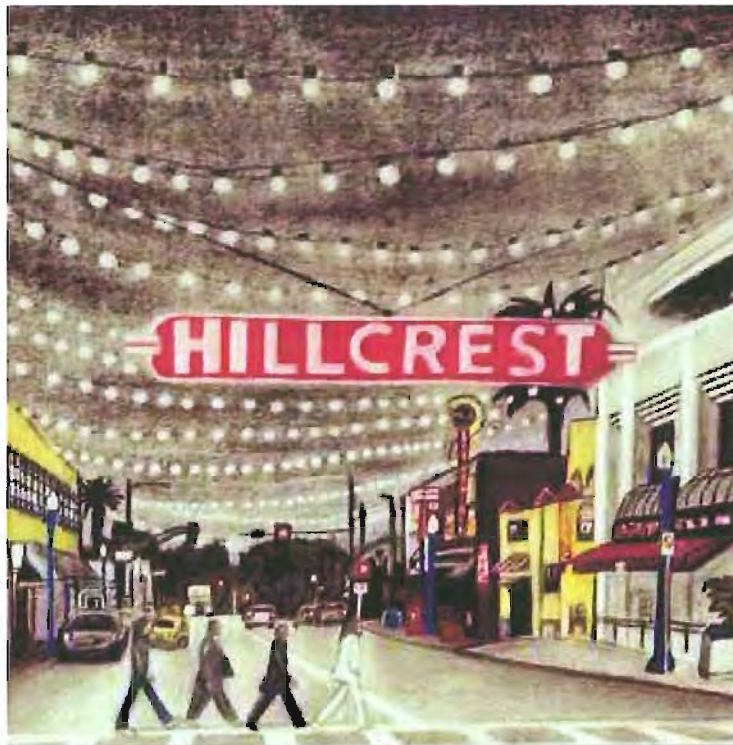
Canopy design plan for proposed improvements and cost estimates for different options.
Canopy lighting examples.

CANOPY STREET LIGHTING
September 18, 2012

Location: Montreal, Canada
Type: Bulb



Location: San Diego, CA
Type: Bulb



CANOPY STREET LIGHTING

September 18, 2012

Location: Los Angeles, CA

Type: Rope



Location: New Orleans, Louisiana

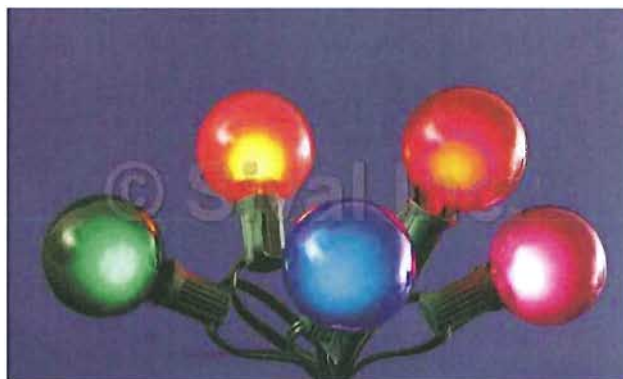
Type: Rope



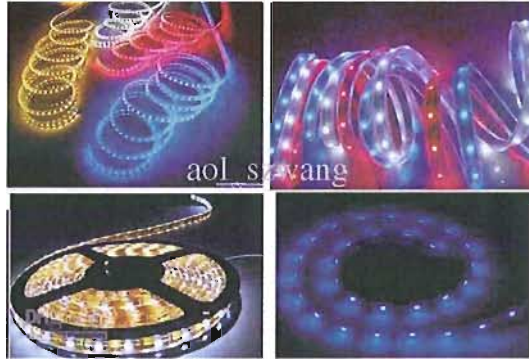
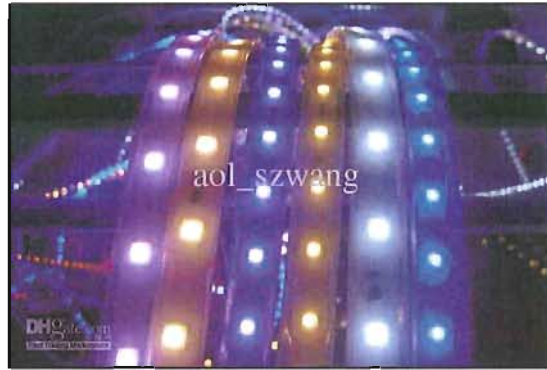
Location:
Type: Traditional Wall Pack lighting, cost \$150.00 each.



Type: Bulb canopy lighting detail, cost \$2.00 LF.



Type: Rope lighting detail, cost \$1.00 LF.



SECOND COURT LIGHT COST EST.

FISCAL YEAR 2012 / 2013

Date: September 19, 2012

ITEM DISCRPTION		UNIT	QTY	UNIT COST	RENTAL	COST EST.
OPTION I (Traditional Wall Pack Lighting)						
1	Wall Pack Light	Each	8	\$ 150.00		\$ 1,200.00
2	Electrical service + conduit	Ft	1,000	\$ 3.50		\$ 3,500.00
3	Meter Service (Installed)	Each	1	\$ 7,500.00		\$ 7,500.00
4	Labor	Hr	40	\$ 110.00		\$ 4,400.00
	Total					\$ 16,600.00
OPTION II Bulb Canopy Light						
5	Bulb Canopy Light	Ft	5,000	\$ 2.00		\$ 10,000.00
6	Stainless Steel Cable	Ft	5,000	\$ 0.45		\$ 2,250.00
7	Stainless Steel Wall Anchor	Each	250	\$ 1.40		\$ 350.00
8	Electrical service + conduit	Ft	200	\$ 3.50		\$ 700.00
9	Meter Service (Installed)	Each	1	\$ 7,500.00		\$ 7,500.00
10	Labor	Hr	60	\$ 110.00		\$ 6,600.00
	Total					\$ 27,400.00
OPTION III Rope Light Canopy						
11	Rope Canopy Light	Ft	5,000	\$ 1.00		\$ 5,000.00
12	Stainless Steel Cable	Ft	5,000	\$ 0.45		\$ 2,250.00
13	Stainless Steel Wall Anchor	Each	250	\$ 1.40		\$ 350.00
14	Electrical service + conduit	Ft	200	\$ 3.50		\$ 700.00
15	Meter Service (Installed)	Each	1	\$ 7,500.00		\$ 7,500.00
15	Labor	Hr	40	\$ 110.00		\$ 4,400.00
	Total					\$ 20,200.00

SECOND COURT SIDEWALK / CANOPY COST EST.

FISCAL YEAR 2012 / 2013

Date: October 5, 2012

		ITEM DESCRIPTION	UNIT	QTY	UNIT COST	COST EST.
OPTION I: INSTALL NEW CANOPY						
1		Demo existing canopy	EA	2	\$ 8,500.00	\$ 17,000.00
2		Demo 3' (ft) of the existing sidewalk eastside (Anderson to Public Parking Lot)	LF	900	\$ 2.50	\$ 2,250.00
3		Demo 7' X 250' (ft) Asphalt prep for sidewalk	LF	1,750	\$ 2.00	\$ 3,500.00
4		Demo 15' X 500' (ft) Resurface 2nd Court asphalt	LF	7,500	\$ 3.00	\$ 22,500.00
5		Add 5' (ft) sidewalk on Westside (Anderson to Public Parking Lot)	LF	1250	\$ 2.75	\$ 3,437.50
6		Add 5' (ft) screen walls around utilities	LF	800	\$ 3.75	\$ 3,000.00
7		Add 7' X 250' (ft) New canopy along the Westside of new sidewalk	LF	1750	\$ 55.00	\$ 96,000.00
8		Installation of 7' X 250' (ft) New canopy along Westside of new sidewalk	LF	1740	\$ 10.00	\$ 17,500.00
9		Install canopy lighting under canopy 250' (ft)	LF	1250	\$ 15.00	\$ 18,750.00
						\$ 183,937.50
OPTION II: RENOVATE EXISTING CANOPY / CONSTRUCT NEW ONE						
11		Demo lighting	LF	168	\$ 9.00	\$ 1,512.00
12		Demo flat roofing	LF	1,176	\$ 12.00	\$ 14,112.00
13		Demo 1/2" X 6" X 7' cedar boards	LF	1,176	\$ 8.00	\$ 9,408.00
14		Replace PT framing	LF	600	\$ 105.00	\$ 6,300.00
15		Replace with new 1/2" X 6" X 7' cedar boards	LF	1,176	\$ 55.00	\$ 64,000.00
16		Replace with new flat roof	LF	1,176	\$ 20.00	\$ 23,520.00
17		Replace with new flashing	LF	372	\$ 6.00	\$ 2,232.00
18		Replace with new roof gutter system	LF	120	\$ 95.00	\$ 11,400.00
19		Replace with new canopy lighting	LF	168	\$ 15.00	\$ 2,520.00
CONSTRUCT NEW CANOPY BEHIND EGYPTIAN THEATER						
20		New construction; footing foundation supports (concrete columns)	LF	400	\$ 55.00	\$ 22,000.00
21		New construction; PT framing	LF	300	\$ 105.00	\$ 3,150.00
22		New construction; 1/2" X 6" X 7' cedar boards	LF	602	\$ 8.00	\$ 4,816.00
23		New construction; flashing	LF	186	\$ 6.00	\$ 1,116.00
24		New construction; flat roof	LF	602	\$ 20.00	\$ 12,040.00
25		New construction; roof gutter system	LF	60	\$ 95.00	\$ 5,700.00
26		New construction; 8' X 80' sidewalk	LF	640	\$ 2.75	\$ 1,760.00
27		New construction; install new canopy lighting	LF	84	\$ 15.00	\$ 1,260.00
						\$ 186,846.00

CITY OF COOS BAY URBAN RENEWAL AGENCY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
October 16, 2012	

TO: Chair Melton and Board Members

FROM: Jennifer Wirsing, Engineering Service Coordinator

Through: Rodger Craddock, City Manager
Jim Hossley, Public Works and Development Director *HL*

ISSUE: Consideration of Approval to Award the Contract for Preparation of Seismic Upgrade Plans and Specifications for the Egyptian Theatre to KPFF Consulting Engineers

BACKGROUND:

The City of Coos Bay Urban Renewal Agency (URA) owns the Egyptian Theatre which is listed on the National Register of Historic Places. The theatre opened for motion picture use in 1925 and remains one of the best examples of its type in the Western United States. In December 2010, ZCS Engineers performed an in-depth facilities evaluation of the Egyptian Theatre for the purpose of identifying building improvement needs and creating a facilities improvement plan. ZCS presented the findings of the evaluation in the report titled *Facilities Improvement Evaluation Report* dated December 2010. The evaluation effort identified significant structural problems which resulted in the closing of the theatre as required by the building codes.

In order to correct the structural deficiencies, bring the building up to current structural standards, and repair other issues (electrical, plumbing, etc.) identified in the ZCS report, it is estimated that the renovation will cost approximately \$3.7 million over the course of two phases. It is important to note that this estimate of work would entail a seismic upgrade that meets current seismic standards. The purpose of upgrading the structure to current seismic standards and strengthen the structure to resist future design seismic events is to minimize and avoid catastrophic building failure and loss of life.

In December 2011, the URA hired George Kramer to assist and advise the URA with its restoration efforts of the Egyptian Theatre. Mr. Kramer has 30 years of experience in historic preservation, and he has helped restore theaters in Oregon and northern California. After reviewing the ZCS's Facilities Improvement Evaluation Report and examining the Egyptian Theatre, Mr. Kramer suggested hiring another structural engineering firm with experience in historic building restorations to review and evaluate ZCS's report and the conditions of the theatre for the purpose of exploring alternative approaches and more cost effective measures, to address the identified structural deficiencies.

In July 2012, the URA contracted with KPFF Consulting Engineers to review the ZCS report, assess the building, and provide recommendations for upgrade that will remove the dangerous building designation and provide for an ADA accessible restroom. Engineers from KPFF have completed their assessment. At this time, KPFF has reviewed the ZCS report, assessed the building, coordinated with the City's Building Official, and provided recommendations for

upgrades that will remove the dangerous building designation. Important to note is that KPFF's letter stated that in general they agree with the findings in the ZCS report. The report identifies that "[full] seismic upgrade work is typically only required by the Oregon Structural Specialty Code (OSSC) and municipal codes if a change in occupancy or an increase in structural demand occurs due to an alteration. Based on this information, the theatre would not require a [full] mandatory seismic upgrade as part of the currently recommended modifications." The improvements recommended and listed in the KPFF report will cost approximately \$500,000 to \$550,000 and include some voluntary seismic upgrades, an ADA restroom, and egress lighting.

On August 21, 2012, the URA provided staff with direction to start negotiations with KPFF to create final design plans and specifications to perform seismic upgrades to the building to prevent collapse during a design seismic event. This will entail mitigating the structural deficiencies and adding seismic reinforcement where necessary. Additionally, the scope of work will include voluntary seismic upgrades where economically feasible. As noted by ZCS and confirmed by George Kramer, since the theatre is not changing occupancy nor is it changing an increase in structural demand, a full seismic upgrade in compliance with the Oregon Structural Specialty Code (OSSC) and Municipal Code is not required. However, while this upgrade would protect the occupants within the building during a design seismic event, it is very likely that the building will sustain significant structural damage.

ADVANTAGES

If KPFF proceeds forward with the preparation of seismic plans and specifications, it will allow the theatre to open its doors and start generating revenue. The upgrade will satisfy minimum seismic standards and protect occupants during a design seismic event. Also, where economically feasible, voluntary seismic upgrades that exceed minimum standards will be constructed. The seismic upgrade approach identified by KPFF will cost approximately \$500,000 to \$550,000 (voluntary upgrades may increase this base cost) as opposed to \$3.7 million. Finally, upon completion of the project, the Dangerous Building designation will be removed.

DISADVANTAGES:

By not doing the full seismic upgrade this project may not qualify for state or federal assistance. However, the grant writer feels confident that if the construction costs remain below \$750,000 that this project can be funded privately. Also, the scope of work does not include upgrade of electrical, plumbing, equipment, snack bar, etc. Additionally, scope of work does not include ADA restroom, egress lighting, and additional geotechnical investigations. In the case of a design seismic event, while this structure is designed to prevent collapse and protect the patrons inside, there may be significant damage and thus cause the building to be unsafe/dangerous.

BUDGET:

If the URA decides to proceed forward with KPFF preparing plans and specifications, the funds will be obtained from the Downtown Capitol Projects Fund (57-940-530-3133) and billed at time and materials not to exceed, \$30,501.25. This scope of work and budget also includes construction support coordination. In addition to this scope, there is minor geotechnical work

that must be performed to complete design. The work is anticipated to cost approximately \$5,000. Plans for an ADA bathroom and egress lighting must also be prepared, and this is estimated to cost an additional \$7,500. Once construction commences, special inspections shall be required. This must be performed by a licensed structural engineer, and this is anticipated to cost an additional \$6,500.

RECOMMENDATION:

If it pleases the Council, approve the award of the contract for preparation of seismic upgrade plans and specifications for the Egyptian Theatre to KPFF Consulting Engineers for a not to exceed cost of \$30,501.25 and approve the expenditure of an additional \$19,000 for professional services including geotechnical work, restroom/lighting plans, and special inspections.