



Growth Ad hoc Committee Meeting Minutes

Wednesday July 18, 2018 4:15 PM

549 Congress St

Board members present: Penny St. Louis, David Packard, Sue-Ellen McClain

Staff present: Casey Gilbert, Taffy Eaton

Minute 1. David called the meeting to order

Minute 2. Approval of June 20th meeting minutes in draft form: Sue-Ellen McClain made a motion to approve the June 20th meeting minutes. Penny St. Louis seconded the motion and the vote was unanimous.

Minute 3. Follow-up on June 18th City Council meeting: Casey reported that PD rallied a number of people to speak in support of PD's expansion. Many Councilors, such as Belinda Ray, were also very complimentary of PD, our partnership with the City, and all that we achieve. An amendment was proposed by Councilor Costa, then Councilor Thibodeau proposed an amendment which resulted in an approximately \$6,000 reduction in assessment revenue and the removal of a handful of properties from the proposed expansion area. The FY19 budget was approved and the mil rate was set at \$1.03 for FY19. The amendment resulted in a budget reduction, which should not have been the case, as the Council had approved the budget that was provided by PD. Further discussions with the City should occur as PD prepares its budget for FY20, to ensure that everyone is on the same page. The City incorporates an estimate for non-collection of assessment taxes into their list of costs of administering the DID tax collection program. This was the first time in 10 years that the mil rate was increased and there was a bit of a learning curve.

- This committee asked for a postcard to be sent to expansion area property owners, welcoming them to the district. A more detailed letter will be included in the September City tax bill.
- Casey has been impressed with the Public Works crew's response to immediate needs in the expansion area. Penny cautioned that proving that the current crew numbers are sufficient could backfire with the City and they may not hire the extra person PD budgeted for. Casey said the additional funds that were added to our budget to hire another person was not accounted for in the Public Works budget approved by Council, as that budget was approved during the City's budgeting process which occurred before the Portland Downtown budget was presented to Council. Better coordination and communication is needed in future. The Clean & Safe Committee would have to ask Public Works Department Director Chris Branch to hire someone and amend the SSA budget, or we could be billed separately for the new hire, which would be fine. The forum for these discussions should be at the Clean & Safe Committee. Sue-Ellen will initiate the conversation next month.

Minute 4. Review and approve final recommendations to the Board: Casey determined that the committee would like to use Penny St. Louis's edits as the draft document.

- Kim recommended we go for a banking RFP for transparency reasons. We have a template to begin with. The Finance Committee will handle the RFP later this year.
- Kim asked about prioritizing the bullet points in the letter. Committee members present today agree with the current list. Casey reviewed the bullet points.
- The recommendations will be put on PD letterhead and will be presented to the Executive Committee on August 9th

A motion to approve the recommendation letter as edited was made by Sue-Ellen McClain, seconded by Penny St. Louis and the vote was unanimous.

Minute 5. Review Sunset Provision in 5 years: All bullet points in the recommendation letter will be handled by other committees. The Governance Committee will review the Sunset Provision. Research will be done on Downtown Improvement Districts (DID) in other states. This Growth committee will morph into the Finance Committee.

Minute 6. Recommendations re: plans to update the City on Supplemental Services Agreement update: Casey had her quarterly meeting with Jon Jennings. She and City staff will have specific meetings to review the Master Agreement and SSA in detail. They will have an update for the City in October. Casey is looking forward to robust Board member involvement in these discussions.

Minute 7. Additional/New expenses attached to Assessment Revenue: Casey read from the email from Brendan O'Connell explaining the method he used in determining the assessment income. Jon Jennings and Casey discussed the possibility of the City paying PD the gross amount of the DID tax revenues, then billing PD for the tax that was not collected and administrative expenses at the end of the year. Penny would like the future Finance Committee to see invoices of costs for City services provided to PD that they are charging us for – PD needs details on the process. Penny suggests asking for a Board vote to ask for an invoice from the City for the past 3 – 5 years of expenses that are related to the DID tax collection program. Similar language should be added to the Master Contract. We should also ask the City for records of delinquent payments.

Minute 8. Other business:

- Next steps to convert to Finance Committee: The Board needs to vote to disband the Growth Ad hoc Committee

Respectfully Submitted,
Taffy Eaton, Recorder