



## **AGENDA**

### **VENETA URBAN RENEWAL AGENCY**

**MONDAY, SEPTEMBER 14, 2015, immediately following the City Council meeting**  
Veneta Administrative Center - 88184 8<sup>th</sup> Street - Veneta, Oregon

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- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT**
- 3. CONSENT AGENDA**
  - a. Minutes for June 8, 2015 (pgs. 3-5)
- 4. FINANCIAL ACTIVITY AND FUND BALANCE REPORT FY 2014-15 (pgs. 7-8)**
- 5. OTHER**
- 6. ADJOURN**



# Minutes of the Veneta Urban Renewal Agency June 8, 2015

Present: Sandra Larson, Tim Brooker, Thomas Cotter, and Victoria Hedenstrom

Absent: Thomas Laing

Staff: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder, and Joan Mariner, Fern Ridge Review

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## 1. CALL TO ORDER

Chair Larson called the Urban Renewal Agency to order at 8:13 p.m.

## 2. PUBLIC COMMENT

None

## 3. APPROVED BUDGET FOR FISCAL YEAR 2015-16

### a. Public Hearing on Approved Budget

1) Chair Larson opened the Public Hearing at 8:13 p.m.

2) Staff Report

Hartz said similar to City's budget, the Agency is required to comply with state budget laws. She said the Budget Committee approved the budget on May 14<sup>th</sup> and noticed in the Fern Ridge Review on May 27, 2015. A final requirement is to conduct a second public hearing tonight to allow the public to ask questions or make comments.

3) Public Comment

None

4) Questions from Committee

None

5) Chair Larson closed the Public Hearing at 8:14 p.m.

6) Committee Deliberation

None

### b. ADOPTION OF BUDGET FOR FISCAL YEAR 2015-16

In order for the Agency to continue operations, we need to adopt the budget to be effective July 1, 2015, this resolution along with attachment adopts the total, unappropriated and appropriated for the Urban Renewal Agency.

**RESOLUTION No. 99** – A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2015-2016; SPECIFYING APPROPRIATIONS; AND IMPOSING TAXES

**MOTION:** Thomas Cotter made a motion to approve Resolution No. 99, a resolution adopting the operating budget for fiscal year 2015-2016; specifying appropriations; and imposing taxes. Tim Brooker seconded the motion which passed with a vote of 4-0.

Hartz said she learned from the auditor, that cities are allowed to create a department within a City fund for Urban Renewal Agency budgeting and accounting. She said that would simplify processing transactions, budgeting and auditing. She said that may be something to consider in the future.

In response to questions from Thomas Cotter, Hartz said the advantage of doing that is we wouldn't have to do two budgets or audits. We would no longer need to do du jour loans. She said if we merged the Urban Renewal Agency with the City, it would likely be a department within the general fund or it could be a stand-alone fund.

Thomas Cotter said he wonders if the Urban Renewal Agency should stay separate because of the different types of loans we do. He said he thought it would be more difficult to operate out of our general budget because it's such a large entity that the Agency would still have to have its own budget.

In response to a question from Thomas Cotter, Hartz said the Urban Renewal Agency would be a department within the City like many other departments.

**4. CONSENT AGENDA**

**MOTION:** Thomas Cotter made a motion to approve the Consent Agenda as presented. Tim Brooker seconded the motion.

**VOTE:** Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye; Tim Brooker, aye.

**5. LOAN AUTHORIZATION**

**RESOLUTION No. 100** – A RESOLUTION AUTHORIZING THE BORROWING OF MONEY AND PLEDGING OF TAX INCREMENT REVENUES

Hartz said the current budget year we included loan proceeds of \$300,000 to be used to assist with the debt service payments related to the water pipeline and to continue with the programs the Agency would like to do. She said the only other revenue source in the Agency's general fund is interest earnings, which isn't much. To complete that loan, Resolution No. 100 is needed. She said she will then send the Resolution to legal counsel who will draft a legal opinion so Banner Bank can process the loan.

**MOTION:** Thomas Cotter made a motion to approve Resolution No. 100, a resolution authorizing the borrowing of money and pledging of tax increment revenues. Victoria Hedenstrom seconded the motion which passed with a vote of 4-0.

**6. BALANCE FY 2014-15 BUDGET**

**RESOLUTION No. 101** – A RESOLUTION BALANCING BUDGETED INTERAGENCY TRANSFERS FOR THE 2014-15 FISCAL YEAR BUDGET

Hartz said Resolution No. 101 is required in order to fix an error. Also, the title should include the word "interagency" instead of "interfund". She said we budget for a transfer from the Agency to the City and those two numbers should match but they were off by \$3000 so she's proposing we adjust the appropriation in the URA or "transfer out" portion to match the City's "received" portion.

In response to a question from Thomas Cotter, Hartz said we typically transfer \$15,000 to reimburse for staff's time spent on Urban Renewal projects. She said in the past we budgeted \$15,000 but we rarely have to transfer that much. In an attempt to reflect the lower need, she forgot to change it from \$15,000 to \$12,000.

In response to a question from Victoria Hedenstrom, Hartz said the error would not have been apparent to the Council.

**MOTION:** Thomas Cotter made a motion to approve Resolution No. 101, a resolution balancing budgeted interagency transfers for the 2014-2015 fiscal year. Victoria Hedenstrom seconded the motion which passed with a vote of 4-0.

**7. ADOPTION OF THE URBAN RENEWAL PLAN AMENDMENTS**

Ingham said amendments to the Urban Renewal Plan came before the Agency at the April 13<sup>th</sup> work session. He said based on Agency direction, staff included those changes and combined several amendments into one document. He said staff is recommending the Agency approve Resolution 102 for adoption of the Veneta Urban Renewal Plan.

**RESOLUTION No. 102** - A RESOLUTION PROPOSING A MINOR AMENDMENT TO THE VENETA URBAN RENEWAL PLAN ("PLAN")

**MOTION:** **Thomas Cotter made a motion to approve Resolution No. 102, a resolution proposing a minor amendment to the Veneta Urban Renewal Plan ("Plan"). Tim Brooker seconded the motion which passed with a vote of 4-0.**

Hartz said the Agency's remaining maximum indebtedness figures have changed slightly but she will provide more information at the next meeting.

Ingham said staff will vet out the pros and cons of combining the Urban Renewal Agency into the City's budget. He said staff will bring this back to the Agency before January 2016 for a full discussion.

**8. OTHER**  
None

**9. ADJOURN**

Chair Larson adjourned the Veneta Urban Renewal Agency at 8:32 p.m.

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Sandra H. Larson, Chair

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Darci Henneman, City Recorder  
(Minutes prepared by DHenneman)



Veneta Urban Renewal Agency  
 Financial Activity and Fund Balance Report  
 For Fiscal Year 2014-15

Fiscal Year to Date Through June 30, 2015

	<u>Adopted Budget</u>	<u>Actual Results</u>	<u>Variance</u>
<b>GENERAL FUND</b>			
<b>RESOURCES</b>			
Beginning Fund Balance	295,167	313,053	(17,886)
Available from Loan Proceeds	300,000	300,000	0
Interest Income (62%)	350	1,046	(696)
<b>TOTAL RESOURCES</b>	<b>595,517</b>	<b>614,100</b>	<b>(18,583)</b>
<b>EXPENDITURES</b>			
<b>Materials and Services:</b>			
Administrative Supplies	2,200	1,322	878
Re-Development Toolkit	25,500	0	25,500
Debt Issuance Costs	1,000	1,000	0
Consultant Fees-Farmer's Market	4,100	2,000	2,100
COV Administrative Contract	10,000	10,000	0
Legal Fees	5,000	708	4,292
Audit Fees	525	525	0
Secure Farmer's Market Site	15,000	0	15,000
Other Professional Services	5,000	500	4,500
<b>Total Materials and Services</b>	<b>68,325</b>	<b>16,055</b>	<b>52,270</b>
<b>Transfers:</b>			
COV Personal Services	12,000	6,867	5,133
COV Street	90,000	0	90,000
COV Water	200,000	200,000	0
<b>Total Transfers</b>	<b>302,000</b>	<b>206,867</b>	<b>95,133</b>
<b>Contingency</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>
<b>Appropriated Expenditures</b>	<b>375,325</b>	<b>222,922</b>	<b>152,403</b>
<b>Ending Fund Balance</b>	<b>220,192</b>	<b>391,177</b>	<b>(170,985)</b>
<b>TOTAL EXPENDITURES</b>	<b>595,517</b>	<b>614,100</b>	<b>(18,583)</b>

Veneta Urban Renewal Agency  
 Financial Activity and Fund Balance Report  
 For Fiscal Year 2014-15

Fiscal Year to Date Through June 30, 2015

	<u>Adopted Budget</u>	<u>Actual Results</u>	<u>Variance</u>
<b>DEBT SERVICE FUND</b>			
<b>RESOURCES</b>			
Beginning Fund Balance	938,778	1,018,344	(79,566)
Interest Income (38%)	250	3,405	(3,155)
Previously Levied Taxes	11,000	15,206	(4,206)
Interest on Taxes (with regular payments)	1,800	2,312	(512)
Investment Income on Property Taxes	25	152	(127)
In-Lieu Taxes	900	1,100	(200)
<b>Total Resources Except Taxes</b>	<b>952,753</b>	<b>1,040,518</b>	<b>(87,765)</b>
<b>Tax Increment Revenues</b>	<b>597,975</b>	<b>694,062</b>	<b>(96,087)</b>
<b>TOTAL RESOURCES</b>	<b>1,550,728</b>	<b>1,734,580</b>	<b>(183,852)</b>
<b>EXPENDITURES</b>			
<b>Debt Service:</b>			
<b>"Du Jour" Loan</b>			
Loan Principal & Interest	300,100	300,079	21
<b>Water Bonds: Issued Feb 15, 2001</b>			
Series 2001 Bond Principal	190,000	190,000	0
Series 2001 Bond Interest	90,000	87,900	2,100
Bond Agent Fees	450	450	0
<b>Total Debt Service</b>	<b>580,550</b>	<b>578,429</b>	<b>2,121</b>
<b>Contingency</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Expenditures</b>	<b>580,550</b>	<b>578,429</b>	<b>2,121</b>
<b>Ending Fund Balance</b>	<b>970,178</b>	<b>1,156,151</b>	<b>(185,973)</b>
<b>TOTAL EXPENDITURES</b>	<b>1,550,728</b>	<b>1,734,580</b>	<b>(183,852)</b>
<b>TOTAL URBAN RENEWAL AGENCY RESOURCES</b>	<b>2,146,245</b>	<b>2,348,680</b>	
<b>TOTAL URBAN RENEWAL AGENCY EXPENDITURES</b>	<b>2,146,245</b>	<b>2,348,680</b>	