



AGENDA

VENETA URBAN RENEWAL AGENCY

MONDAY, JUNE 13, 2016, immediately following the City Council meeting

Veneta Administrative Center - 88184 8th Street - Veneta, Oregon

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT**
- 3. CONSENT AGENDA**
Minutes for May 9, 2016 (pgs. 3-4)
- 4. PUBLIC HEARING ON APPROVED BUDGET**
 - 1) Open Hearing
 - 2) Staff Report (pgs. 5-8)
 - 3) Public Comment
 - 4) Questions from Agency
 - 5) Close Hearing
 - 6) Agency Deliberation (if needed)
- 5. ADOPTION OF BUDGET FOR FISCAL YEAR 2016-17**
 - i. Agenda Item Summary (pg. 9)
 - ii. RESOLUTION No. 105 – A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2016-2017; SPECIFYING APPROPRIATIONS; AND IMPOSING TAXES (pgs. 11-12)
- 6. OTHER**
- 7. ADJOURN**

Minutes of the Veneta Urban Renewal Agency

May 9, 2016

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Thomas Laing, and Laura Ruff

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

1. CALL TO ORDER

Chair Larson called the meeting to order at 8:09 p.m.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the consent Agenda as presented. Thomas Laing seconded the motion.

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Laura Ruff, aye; Tim Brooker, aye.

4. LOAN AUTHORIZATION

- i. **Resolution No. 103** – A RESOLUTION AUTHORIZING THE BORROWING OF MONEY AND PLEDGING OF TAX INCREMENT REVENUES

Hartz said Resolution No. 103 has to do with being able to pay debt out of the Urban Renewal Debt Service fund, which is where property taxes funds are received. She said the Agency contributes funds to a lot of the City projects that qualify under the Urban Renewal Agency rules from the Urban Renewal General Fund. She said this year we'll borrow about \$300,000 from the bank, put it in the Urban Renewal Agency General Fund and then the Debt Service pays that debt. This is a very short term loan, less than a week.

In response to a question from Chair Larson, Hartz said the Urban Renewal General Fund doesn't have any revenue source itself so the loan is a way to get funds into the General Fund.

In response to a question from Chair Larson, Ingham said property taxes out of the Debt Service fund will pay the loan back but it cannot go into the Urban Renewal General Fund. He said when Urban Renewal Agencies were established, this legislative rule was a way to keep things in check and not provide Agencies with a way to keep syphoning off property taxes. The funds can only be spent on projects and it actually makes it easier to track projects if you have to borrow to pay for those projects. He said we refer to them as Dujour loans or 24 hour loans. The bank application and interest is \$1000 to \$1500.

MOTION: Thomas Cotter made a motion to approve Resolution No. 103, a resolution authorizing the borrowing of money and pledging of tax increment revenue. Tim Brooker seconded the motion which passed with a vote of 5-0.

5. BALANCE FY 2015-16 BUDGET

- i. **Resolution No. 104** – A RESOLUTION BALANCING BUDGETED INTER-FUND (INTERAGENCY) TRANSFERS FOR THE 2015-16 FISCAL YEAR BUDGET

Hartz said Resolution No. 104 is required to correct a data entry error. She said when she prepares the budget, money is budgeted as an expenditure to reimburse the City for staff time spent on Urban Renewal projects. She said she budgeted \$10,000 expenditure from the Agency but the offsetting revenue account in the City's budget was \$15,000. Those amounts needed to be the same.

MOTION: Thomas Cotter made a motion to approve Resolution No. 104, a resolution balancing budgeted inter-fund (interagency) transfers for 2015-16 fiscal year budget. Tim Brooker seconded the motion which passed with a vote of 5-0.

6. OTHER

None

7. ADJOURN

Chair Larson adjourned the Veneta Urban Renewal Agency at 8:15 p.m.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Chair

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

VENETA URBAN RENEWAL AGENCY

AGENDA ITEM SUMMARY

Title/Topic: **PUBLIC HEARING ON APPROVED BUDGET**

Meeting Date: June 13, 2016

Department: Finance

Staff Contact: Shauna Hartz

Email: shartz@ci.veneta.or.us

Telephone Number: 541-935-2191 Ext. 305

ISSUE STATEMENT

To continue Agency operations beyond June 30, 2016 the Agency Board needs to adopt the Fiscal Year 2016-17 Budget. Prior to considering the budget, the Agency Board is required, by State Budget Law, to conduct a hearing on the budget as it was approved by the budget committee.

BACKGROUND

The State of Oregon has established a process by which governmental and other agencies create and adopt an operating budget for a specified amount of time. The timeline for the process is up to the individual agencies; however, the budget does need to be adopted by midnight on June 30th for operations to continue legally.

One of the State's objectives for the process is to allow for citizen involvement and participation. This is achieved by appointing citizen members to be on the budget committee, public notices being published, and by conducting public hearings.

The public hearing scheduled for tonight, on the Fiscal Year 2016-17 Approved Budget, approved by the budget committee, on May 19, 2016 and was noticed in the newspaper on June 1, 2016. A copy of the notice is attached.

Attached also is a summary, by fund, of the projected beginning fund balance, anticipated new revenues, expected expenditures, the projected ending fund balance, and the total budget. Detail sheets can be provided upon request. The entire Approved Budget is available for review at the City's Administrative Center (City Hall) and on the City's website www.venetaoregon.gov.

AGENCY OPTIONS

The role of the Agency Board during this hearing is to listen to and discuss public comments regarding the Fiscal Year 2016-17 Approved Budget. If the Agency Board, based on the public comment, wishes to make changes to the approved budget, they can do so, with some limitations, prior to adopting the budget.

ATTACHMENTS

- A. Copy of Public Hearing Notice
- B. Summary of Approved Budget

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Veneta Urban Renewal Agency will be held on June 13, 2016 immediately following the Veneta City Council meeting at 88184 8th Street Veneta, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the Veneta Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the above address, between the hours of 9:00 a. m. and 4:30 p. m. or online at www.venetaoregon.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Shauna Hartz

Telephone: 541-935-2191 #305 Email: shartz@ci.veneta.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount Last Year 2014-15	Adopted Budget This Year 2015-16	Approved Budget Next Year 2016-17
Beginning Fund Balance/Net Working Capital	1,331,397	1,235,536	1,350,454
Federal, State and All Other Grants	0	0	0
Revenue from Bonds and Other Debt	300,000	300,000	600,000
Interfund Transfers	0	0	0
All Other Resources Except Division of Tax & Special Levy	23,221	15,100	15,100
Revenue from Division of Tax	694,062	643,555	675,751
Revenue from Special Levy	0	0	0
Total Resources	2,348,680	2,194,191	2,641,305

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	0	0	0
Materials and Services	16,523	65,500	150,000
Capital Outlay	0	0	0
Debt Service	578,429	578,238	1,072,067
Interfund Transfers			
Contingencies	0	5,000	5,000
All Other Expenditures and Requirements	206,867	195,000	530,700
Unappropriated Ending Fund Balance	1,546,861	1,350,453	883,538
Total Requirements	2,348,680	2,194,191	2,641,305

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program			
FTE for that unit or program			
Urban Renewal	2,348,680	2,194,191	2,641,305
FTE none	0	0	0
FTE			
Non-Departmental / Non-Program	0	0	0
FTE	0	0	0
Total Requirements	2,348,680	2,194,191	2,641,305
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The approved budget for FY2016-17 includes financial support for a street improvement project and a swimming pool facilities expansion project in addition to the water bond payment contribution in the previous two years. This explains the increase in the amount of proceeds from debt, debt service and other requirements.

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$1,190,000	\$0
Other Borrowings	\$0	\$300,000
Total		

Attachment B

VENETA URBAN RENEWAL AGENCY SUMMARY OF RESOURCES BY TYPE AND REQUIREMENTS BY CLASSIFICATION

FUND	PROJECTED														
	GENERAL	DEBT SERVICE	TOTALS	PROPERTY TAXES	LOAN PROCEEDS	ALL OTHER	TOTAL REVENUE	TOTAL RESOURCES	MATERIALS & SERVICES	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL EXPENDITURES	PROJECTED ENDING FUND BALANCE @ 6-30-2017	TOTAL REQUIREMENTS
	252,442		600,750	-	600,000	750	600,750	853,192	150,000	-	530,700	5,000	685,700	167,492	853,192
	1,098,012	689,251	690,101	689,251	-	850	690,101	1,788,113	-	1,072,067	-	-	1,072,067	716,046	1,788,113
TOTALS	\$1,350,454	\$689,251	\$1,290,851	\$689,251	\$600,000	\$1,600	\$1,290,851	\$2,641,305	\$150,000	\$1,072,067	\$530,700	\$5,000	\$1,757,767	\$883,538	\$2,641,305

VENETA URBAN RENEWAL AGENCY

AGENDA ITEM SUMMARY

Title/Topic: **ADOPTION OF BUDGET FOR FISCAL YEAR 2016-17**

Meeting Date: June 13, 2016
Department: Finance

Staff Contact: Shauna Hartz
Email: shartz@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 305

ISSUE STATEMENT

The adoption of a budget for fiscal year 2016-17 is required in order for the Agency to operate legally past June 30, 2016.

BACKGROUND

The Proposed Budget for fiscal year 2016-17 was presented to the Budget Committee on May 19, 2016. On that same date the Budget Committee approved the proposed budget without making any changes. The committee also imposed a tax levy and specified appropriations. The next required step is for the Agency Board to conduct a hearing on the approved budget. The notice for the hearing was published in the newspaper on June 1, 2016 and the hearing was conducted at the Agency's June 13, 2016 meeting. The resolution included in this packet contains the necessary parts for official action.

COUNCIL OPTIONS

1. Approve resolution without changes
2. Approve resolution after requesting changes
3. Deny resolution and provide direction to staff

CITY ADMINISTRATOR'S RECOMMENDATION

Approve resolution as presented.

SUGGESTED MOTION

"I make a motion to approve Resolution No. 105 a resolution adopting the operating budget for fiscal year 2016-2017; specifying appropriations; and imposing taxes, as presented."

**VENETA URBAN RENEWAL AGENCY
LANE COUNTY, OREGON**

RESOLUTION NO. 105

**A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2016-2017;
SPECIFYING APPROPRIATIONS; AND IMPOSING TAXES**

PART I - ADOPTION:

BE IT RESOLVED that the Board of the Veneta Urban Renewal Agency hereby adopts the budget, approved by the Veneta Urban Renewal Agency Budget Committee on May 19, 2016 for the 2016-2017 fiscal year in the total amount of \$2,641,305, \$883,538 of which is unappropriated, now on file at Veneta Administrative Center; and

PART II - APPROPRIATIONS:

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2016 and for the purposes shown on Exhibit "A" a total of \$1,757,767 be appropriated; and

PART III – TAX LEVY BY FUND:

BE IT FURTHER RESOLVED that the Board of the Veneta Urban Renewal Agency hereby resolves to certify to the county assessor for the Veneta Urban Renewal Plan Area a request for \$675,751 or the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX, of the Oregon Constitution, and \$0.00 as the amount to be raised through the imposition of a special levy; and

BE IT ALSO FURTHER RESOLVED that the Board of the Veneta Urban Renewal Agency directs the Finance Director/Budget Officer to certify to the County Assessor of Lane County, Oregon, the tax levy made by this resolution and shall file required documents by July 15, 2016.

IN WITNESS WHEREOF, the Veneta Urban Renewal Agency has approved this resolution to be declared adopted on this _____ day of June, 2016.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Chair

Attest:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

RESOLUTION NO. 105**EXHIBIT A**

Veneta Urban Renewal Agency
Approved FY2016-17 Budget
By Fund and Expenditure Classification

FUND	MATERIALS & SERVICES	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL TO BE APPROPRIATED
GENERAL	150,000	-	530,700	5,000	685,700
DEBT SERVICE	-	1,072,067	-	-	1,072,067
TOTALS	\$150,000	\$1,072,067	\$530,700	\$5,000	\$1,757,767