

Minutes of the Veneta Urban Renewal Agency

October 8, 2012

Present: Sandra Larson, Brittany Boothe, Tim Brooker, Thomas Cotter, and Marion Esty

Staff: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Kay Bork, Associate Planner; Darci Henneman, Assistant City Recorder, and Michelle Ossowski, Fern Ridge Review

1. CALL TO ORDER

Sandra Larson called the Urban Renewal Agency meeting to order at 7:36 p.m.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the Consent Agenda as presented. Marion Esty seconded the motion.

VOTE: Marion Esty, aye; Thomas Cotter, aye; Sandra Larson, aye; Tim Brooker, aye; and Brittany Boothe, aye.

4. FINANCIAL

a. Pre Audit Financial Report FY11-12

Shauna said the first report provides the financial status of 11-12. She said the final audit field work has not been done but she doesn't see these numbers changing.

b. Annual Report for FY11-12

Shauna said the annual report is required by state statute. The focus of this report is to identify the taxes collected by the Urban Renewal District, what those taxes are used for, and the effect they have on other taxing agencies within our district. This is public information. She said a condensed report will be published for two consecutive weeks in the Fern Ridge Review and the full report will be on the City's website.

In response to questions from Thomas Cotter, Shauna said reimbursements for staff time in the planning department are for actual hours worked. For other staff it's an estimate including overhead costs of the building, etc. Shauna said she will provide more detailed information at a later date.

Ric said Shauna brought the agreement between the City and the Urban Renewal District to the Council and Agency back in 2011. That agreement was to cover staff time when addressing URA matters. Previously staff estimated hours spent but with the agreement in place it will provide clarification between the City and URA. He said there's a lack of benefit in providing a more accurate tracking system. He said previously staff would spend more time putting in the accounting procedures and transfers than it would be to recover staff time. It's more cost effective to just estimate the time spent. Ric said with regard to the pipeline. The City will not be reimbursed for that time.

In response to a question from Thomas Cotter, Ric said the Urban Renewal District made a \$600,000 transfer for improvements with regard to the pipeline. He said we're still operating under this maximum indebtedness of \$13.2 million. Ric said maximum indebtedness also includes funding projects or borrowing and we may reach the maximum indebtedness in the fall of 2018 but we'll still collect Urban Renewal Funds until the debt is paid off.

c. Comparison of Budget to Actual Financial Report (July 1, 2012 – September 30, 2012)

Shauna said this is for the current fiscal year – July 1st through September 30th.

In response to a question from Chair Larson, Shauna said the \$5000 under General Fund resources is a contribution from Mid Lane Community Partners for the VISTA volunteer.

5. OTHER
None

6. ADJOURN

Chair Sandra Larson adjourned the Veneta Urban Renewal Agency at 7:46 p.m.


Sandra Larson, Chair


Darci Henneman, Assistant City Recorder