

WALDPORT URBAN RENEWAL AGENCY
JUNE 14, 2018
MEETING NOTICE AND AGENDA

THE WALDPORT URBAN RENEWAL AGENCY WILL MEET ON THURSDAY, JUNE 14, 2018 AT 2:00 P.M. IN THE CITY COUNCIL MEETING ROOM, 125 ALSEA HIGHWAY TO TAKE UP THE FOLLOWING AGENDA:

1. ROLL CALL
2. CITIZEN COMMENTS AND CONCERNS
3. AGENCY MEMBER COMMENTS AND CONCERNS
4. MINUTES: *October 12, 2017 and April 24, 2018 (Budget Committee)*
5. PUBLIC HEARING: *Urban Renewal Agency Budget for FY 2018-2019*
6. DISCUSSION/ACTION ITEMS:
 - A. *Consideration of Resolution Adopting Budget for FY 2018-2019*
 - B. *Other Issues*
7. ADJOURNMENT

The City Council Meeting Room is accessible to all individuals. If you will need special accommodations to attend this meeting, please call City Hall, 264-7417, during regular business hours.

Notice given this 7th day of June, 2018

Reda Q. Eckerman, City Recorder

**WALDPOR T URBAN RENEWAL AGENCY
OCTOBER 12, 2017
MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Chair Woodruff called the meeting to order at 3:09 p.m. Chair Woodruff and Agency Members Dunn, Christenson, Cutter and Holland answered the roll. A quorum was present.

2. CITIZEN COMMENTS AND CONCERNS: None.

3. AGENCY MEMBER COMMENTS AND CONCERNS: None.

4. MINUTES: The Agency considered the minutes from the July 13, 2017 meeting. Mr. Holland **moved** to approve the minutes as presented. Mr. Cutter **seconded**, and the motion **carried** unanimously.

5. DISCUSSION/ACTION ITEMS:

A. Consideration of Resolution Implementing Commercial Improvement Loan/Grant Program: City Manager Kemp noted that the Agency had discussed the program in July, and this resolution memorializes that discussion. He asked the Agency to consider modifications of the criteria to aid in decreasing administrative costs and incentivizing participation in the program, such as increasing the minimum dollar amount from \$1000 to \$2000, making the loan forgivable if work is completed within six months of funding, and increasing the term of the loan. Following discussion, **consensus** of the Agency was to adopt the resolution as originally presented, then revisit the issue if modifications become necessary. Mr. Holland **moved** to approve Resolution 17-03. Mr. Dunn **seconded**, and the motion **carried** unanimously.

B. Other Issues: None.

6. ADJOURNMENT: At 3:23 p.m., there being no further business to come before the Agency, the meeting was adjourned.

Respectfully submitted,

Reda Q. Eckerman, City Recorder

APPROVED by the Waldport Urban Renewal Agency this ____ day of _____, 20__.

SIGNED by the Chair this ____ day of _____, 20__.

Susan Woodruff, Chair

WALDPOR T URBAN RENEWAL AGENCY
APRIL 24, 2018
BUDGET COMMITTEE MEETING MINUTES

CALL TO ORDER AND ROLL CALL: The meeting was called to order at 5:21 p.m. Agency members Woodruff and Dennis, and Laypersons Canfield, Welch, Virtue, Perkins and Virtue answered the roll. Agency members Dunn, Swan, Holland and Cutter and Layperson Campbell were absent. A quorum was present.

SELECTION OF BUDGET COMMITTEE CHAIR: Mr. Welch nominated Ms. Woodruff for Chair. Ms. Virtue seconded. There were no other nominations. The vote was unanimous for Ms. Woodruff.

PUBLIC HEARING - Waldport Urban Renewal Agency Budget for FY 2018/2019: Ms. Woodruff opened the public hearing. There were no public comments. Chair Woodruff closed the public hearing. The Budget Committee reviewed the Urban Renewal #1 fund. Ms. Woodruff suggested that a notice for the facade improvement program be placed on the annual business license renewal notices. Staff indicated this would be possible. With regard to the Urban Renewal #2 budget, Mr. Welch noted significant concern about the fact that the Industrial Park is not within the Urban Renewal #2 district boundary, and **moved** to remove that item from the budget until such time as the Urban Renewal District Board can bring the acreage within the boundaries. In discussion, Ms. Woodruff noted that the Industrial Park would be of value to the City in bringing jobs to the area. Mr. Kemp added that the portion of Urban Renewal #2 boundary along Crestline Drive was intended to provide sewer. Further, the Agency had looked into inclusion of the property a couple of years ago, but they would only have been able to add a portion of the Industrial Park, not the entire property. Mr. Perkins **seconded** the motion. Mr. Kemp suggested that the grant application could be submitted with funding from the Urban Renewal #2 fund in the amount of \$150,000 rather than the originally proposed amount. Further discussion ensued. Ms. Woodruff **moved** to amend the motion to reduce the amount to \$150,000 and to require the Agency to "resolve any conflicts that may exist" rather than requiring the Agency to add the acreage to the boundaries. Mr. Dennis **seconded**, and the motion to amend **carried** unanimously. The main motion, as amended, **carried**, with Mr. Virtue voting "Nay", and the remaining committee members voting "Aye". Ms. Virtue **moved** to accept the proposed budget as amended and recommend its adoption to the Urban Renewal Board, and to approve taxes for the 2018/2019 fiscal year at the maximum amount that may be raised from division of taxes for the Urban Renewal #2 Plan. Mr. Welch **seconded**, and the motion **carried** unanimously on a voice vote.

ADJOURNMENT: At 6:07 p.m., there being no further business to come before the Committee, the meeting was adjourned.

Respectfully submitted,

Reda Q. Eckerman, City Recorder

APPROVED by the Waldport Urban Renewal Agency this ___ day of _____,
2018.

SIGNED by the Chair this ___ day of _____, 2018.

Susan Woodruff, Chair



WALDPORT URBAN RENEWAL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Adopting Waldport Urban Renewal Budget for Fiscal Year 2018/2019

REQUESTED BY: City Manager, City Accountant

FOR MEETING DATE: June 14, 2018

SUMMARY OF ISSUE:

The budget committee met on April 24^h and approved the budget document with amendments, shown in the attached document (in red) and described below, and recommended its adoption to the Waldport Urban Renewal Agency. A summary of the budget, as approved by the budget committee, was presented in the Newport News Times in the May 23rd edition.

- A. Loan proceeds and Wastewater Infrastructure to the Industrial Park within UR #2 Construction was decreased from \$660,000 to zero.
- B. Debt service within UR #2 Debt Service was increased by \$150,500 and debt reserve was decreased by \$150,500.
- C. Loan proceeds and Wastewater Infrastructure to the Industrial Park within UR #2 Construction was increased from zero to \$150,000.

Once the budget hearing has been held, the governing body can make changes to the budget that was approved by the budget committee. The governing body must take all available information into consideration when adopting the budget. This information includes the public testimony presented at the budget hearing and any new information.

Any expenditure in any fund can be reduced as long as resources and requirements in the fund remain in balance. Any tax levy can be reduced from the rate or amount that was approved by the budget committee.

Expenditures may be increased by \$5,000 or 10 percent, whichever is greater. If any funds are increased by more than \$5,000 or 10 percent, the governing body must publish notice of a second budget hearing and a new financial summary, and hold the second hearing before the adjusted budget can be adopted.

Funds	Expenditures	10%
UR#1 Construction	75,920	7,592
UR#2 Construction	165,618	16,562
UR#2 Debt Service	150,500	15,050

FISCAL IMPACT:

The adopted budget decreased UR #2 construction by \$510,000, increased UR #2 debt service by \$150,500, and decreased reserves by \$150,500. The proposed borrowing for UR #2 decreased from \$660,000 to \$150,000.

STAFF RECOMMENDATION or ACTION REQUESTED:

After the public hearing and budget deliberations, we recommend the Urban Renewal Agency approve a resolution to either adopt the budget for fiscal year 2018/2019 as presented, or adopt the budget for fiscal year 2018/2019 as amended, and authorize the Chair to sign when document has been revised.

WALDPOR T URBAN RENEWAL RESOLUTION # _____
ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
DECLARING TAX INCREMENT

BE IT RESOLVED the Waldport Urban Renewal Agency hereby adopts the budget for fiscal year 2018/2019 in the amount of \$472,900, now on file at Waldport City Hall, Waldport, Oregon.

BE IT RESOLVED that the amounts shown below are hereby appropriated for the following purposes for the fiscal year beginning July 1, 2018.

<u>Urban Renewal Construction</u>		<u>Urban Renewal Debt Service</u>	
UR#1 Construction	75,920	UR#2 Debt Service	150,500
UR#2 Construction	165,618	Total	150,500
Contingencies	60,862		
Total	302,400		

Total Appropriated	452,900
Total Reserved and Unappropriated	20,000
Total Adopted Budget	472,900

BE IT RESOLVED that the Waldport Urban Renewal Agency hereby resolves to certify to the county assessor for the Urban Renewal #2 Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

The above resolution statements were approved and declared adopted on June 14, 2018

Signed by the Chair of the Waldport Urban Renewal Agency this _____ day of June 2018

Susan Woodruff, Chair

Attested by Reda Eckerman, City Recorder

FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Budget	FYE 2018 Projected		FYE 2019 Proposed	FYE 2019 Approved	FYE 2019 Adopted
UR Construction Fund							
UR#1 Construction							
86,087	85,680	77,500	79,997	Beginning Balance	81,100	81,100	
560	886	500	1,100	Interest Earnings	1,100	1,100	
86,646	86,567	78,000	81,097	Total Resources	82,200	82,200	
0	0	-700	0	Audit Services	0	0	
-966	-1,870	0	0	Interfund Services	-920	-920	
-966	-1,870	-700	0	Total Materials & Services	-920	-920	
0	0	-50,000	0	Commercial Facade Improvement Pro	-50,000	-50,000	
0	-4,700	0	0	Hwy 101 Vehicle Access	0	0	
0	0	-25,000	0	Way Finding / Port / Beach Access	-25,000	-25,000	
0	-4,700	-75,000	0	Total Capital Outlays	-75,000	-75,000	
0	0	-2,300	0	Contingency	-6,280	-6,280	
0	0	-2,300	0	Total Contingency	-6,280	-6,280	
85,680	79,997	0	81,097	UR#1 Construction Summary	0	0	
UR#2 Construction							
83,982	77,282	186,600	196,010	Beginning Balance	68,200	68,200	
523	1,716	500	2,000	Interest Earnings	2,000	2,000	
0	120,000	440,000	0	Loan Proceeds	660,000	150,000	A C
84,505	198,998	627,100	198,010	Total Resources	730,200	220,200	
-422	-440	-600	-200	UR#2 Fees	-200	-200	
0	0	-1,500	0	Advertising	0	0	
0	0	-250	-250	Memberships	0	0	
0	0	-1,800	0	Audit Services	0	0	
0	0	-21,000	0	Consultant Services	0	0	
-6,801	-2,548	-20,000	-61	Interfund Services	-418	-418	
-7,223	-2,988	-45,150	-511	Total Materials & Services	-618	-618	
0	0	0	0	Crestline Sidewalk Design	-15,000	-15,000	
0	0	-440,000	-10,000	Wastewater Infrastructure to IP	-660,000	-150,000	A C
0	0	-115,000	-119,300	WW Plant UV System Upgrade	0	0	
0	0	-555,000	-129,300	Total Capital Outlays	-675,000	-165,000	
0	0	-26,950	0	Contingency	-54,582	-54,582	
0	0	-26,950	0	Total Contingency	-54,582	-54,582	
77,282	196,010	0	68,199	UR#2 Construction Summary	0	0	
162,963	276,007	0	149,296	UR Construction Fund Balance	0	0	

FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Budget	FYE 2018 Projected		FYE 2019 Proposed	FYE 2019 Approved	FYE 2019 Adopted
UR Debt Service Fund							
UR#2 Debt Service							
30,892	85,582	23,000	25,573	Beginning Balance	94,500	94,500	
52,864	58,079	61,000	66,900	Tax Increment Revenues	74,000	74,000	
1,414	1,529	1,600	1,500	Prior Tax Increment	1,500	1,500	
412	488	300	500	Interest Earnings	500	500	
85,582	145,678	85,900	94,473	Total Resources	170,500	170,500	
0	-105	-15,576	0	Debt Interest	0	-500	
0	-120,000	-8,467	0	Debt Principal	0	-150,000	B
0	-120,105	-24,043	0	Total Debt Service	0	-150,500	
0	0	-61,857	0	Debt Reserve	-170,500	-20,000	B
0	0	-61,857	0	Total Reserves	-170,500	-20,000	
85,582	25,573	0	94,473	UR#2 Debt Service Summary	0	0	
85,582	25,573	0	94,473	UR Debt Service Fund Balance	0	0	