1. **LOGIN INFORMATION TO ATTEND VIA ZOOM**

   **Join Zoom Meeting**
   https://us02web.zoom.us/j/88201741753?pwd=QzlwU0xiU3VhalhIZ0pVMEYzcGxQZz09
   Meeting ID: 882 0174 1753
   Passcode: 306888

   **Call in - no internet**
   253-215-8782
   Meeting ID: 882 0174 1753
   Passcode: 306888

2. **CALL TO ORDER**

3. **PLEDGE OF ALLEGIANCE**

4. **ROLL CALL**

5. **OFFICER ELECTIONS - FIRST MEETING OF THE YEAR**
   A. **Nomination and Election of URA Budget Committee Chairperson.**
   B. **Nomination and Election of URA Budget Committee Vice Chairperson.**

6. **CONSENT AGENDA:**
   (The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the URA Budget Committee.)
   A. **Approval of the April 21, 2021 URA Budget Committee Special Session Agenda**
   B. **Approval of minutes of April 22, 2020 URA Budget Committee Special Session.**

   **Motion to approve the Consent Agenda.**
   □ [Urban Renewal Agency Budget Committee - 22 Apr 2020 - Minutes]

7. **PUBLIC COMMENT:**
   We encourage those wishing to comment to do so in advance of the meeting by emailing comments to info@northplains.org. Comments will be read into the record. Persons wishing to speak on matters not on the agenda may be recognized at this time.
8. PUBLIC HEARING:
   A. Proposed 2021 - 2023 URA Budget
      1. URA Budget Message Presentation and Fund Budget Review
         □ 2022-23 URA Budget Narrative
         □ URA 22-23 Budget Exhibit 4-21-21

9. ADJOURNMENT:

*****

North Plains URA Budget Committee meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503) 647-5555

Budget Meetings are held at the Jessie Mays Community Center - 30975 NW Hillcrest St. North Plains, OR 97133

Next meetings if necessary: Wednesday, April 28, 2021 Wednesday, May 19, 2021
URU BUDGET COMMITTEE MINUTES
Urban Renewal Agency Budget Committee
Wednesday, April 22, 2020 Via ZOOM 6:00 PM

URA BUDGET COMMITTEE MEMBERS:
David Hatcher, Christopher Cronk, Charlyn Newton, Ricki Manrique, Heather LaBonte, Michele McCall-Wallace, Russ Sheldon, Teri Lenahan, James Fage, Cameron Martinez, Robert "Butch" Kindel, Trista Papen, Rickey Smith, VACANCY

URA BUDGET COMMITTEE MEMBERS ABSENT:
Kurtis Walton

STAFF PRESENT:
City Manager Andy Varner, City Recorder Lori Lesmeister, Finance Director Bill Reid, Library Director Robin Doughty, Public Works Director Blake Boyles, Police Chief Jesse Baker

1 ZOOM Meeting Login/Call in Information
Join Zoom Meeting
https://us02web.zoom.us/j/73498224717?pwd=ajArMHJjNm5nRXl3K0N4dTFPdhldz09
Meeting ID: 734 9822 4717
Password: 326239

Phone in only (no internet)
1 669 900 9128 US
Meeting ID: 734 9822 4717
a) Remote Meeting Protocol

2 CALL TO ORDER at 8:25 pm

3 ROLL CALL
a) Committee member Kurtis Walton absent

4 OFFICER ELECTIONS
a) Nomination and Election of URA Budget Committee Chairperson.
   Nominates Russ Sheldon for URA Budget Chair
   Moved by Michele McCall-Wallace. Second by Teri Lenahan.
   Motion was approved unanimously.

b) Nomination and Election of URA Budget Committee Vice Chairperson.
   Nominates Cameron Martinez for URA Budget Vice-Chair
   Moved by Teri Lenahan. Second by Trista Papen.
   Motion was approved unanimously.
5 CONSENT AGENDA:
(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the URA Budget Committee.)

a) Approval of the April 22, 2020 URA Budget Committee Special Session Agenda

Move to approve the Consent Agenda
Moved by Cameron Martinez. Second by Teri Lenahan.
Motion was approved unanimously.

6 PUBLIC COMMENT: NONE

a) No written comment provided prior to the meeting. No public comment on the call

7 PUBLIC HEARING:

a) Proposed 2020 - 2021 URA Budget

1. URA Budget Message Presentation and Fund Budget Review

City Manager Andy Varner and Finance Director Bill Reid provided a PowerPoint presentation for the 2020-2021 URA Budget. Varner noted that the URA is debt free at this time. He also said there will be a work session on May 4, 2020 between the URA and the Economic Development Committee (EDC). Commissioner Lenahan is looking forward to that session as she is curious what projects will be focused on during the 2020-2021 year. A discussion on extending the boundaries will come at a meeting later on. Chair Sheldon asked about the staff hours are calculated. City Manager Varner said it is based on fully 'loaded' staff cost. He and Finance Director Reid have made it a goal to do a more thorough job of keeping track of their time as well as any other staff time that is used on the URA.

Move to approve the presented URA Budget and recommend it to City Council for approval at the June 15, 2020 meeting.
Moved by Teri Lenahan. Second by Heather LaBonte.
Motion was approved unanimously.

8 ADJOURNMENT: 8:43 pm
North Plains Urban Renewal Agency

2022-2023

Biennial Budget

Adopted

June 7th, 2021
# North Plains, Oregon
## North Plains Urban Renewal Agency
### 2022-2023 Biennial Budget
#### Budget Committee

<table>
<thead>
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<th>URA Board:</th>
<th>Term Expires:</th>
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<td>Chairperson Russ Sheldon</td>
<td>December 31, 2024</td>
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<tr>
<td>Robert Kindel</td>
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<tr>
<td>Teri Lenahan</td>
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<td>Cameron Martinez</td>
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<td>James Fage</td>
<td>December 31, 2023</td>
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<tr>
<td>Trista Papen</td>
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<tr>
<td>Rickey Smith</td>
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<td>Vacancy</td>
<td>April 15, 2023</td>
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<td>Kurtis Walton</td>
<td>April 15, 2023</td>
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<tr>
<td>Heather LaBonte</td>
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<td>Cindy Hirst</td>
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<tr>
<td>Nathan Speulda</td>
<td>April 15, 2024</td>
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<tr>
<td>Marlo Eckert</td>
<td>April 15, 2025</td>
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<tr>
<td>Sherri Simmons</td>
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**Budget Officer**

Executive Director Andy Varner

Finance Director Bill Reid

Document prepared by the Finance Department
Budget Message

April 21, 2021

Urban Renewal Board and Budget Committee Members,

The Urban Renewal Agency was created in 2006 to accomplish a series of goals and objectives which were established by the community. Projects of the URA include:

Completed Projects:
- Purchase of the 5.07-acre Glencoe Opportunity Area property and environmental due diligence.
- Glencoe road Gateway Improvements: Installation of spires and street furniture
- Purchase of property at 31311 Commercial Street for future economic development
- Development of the lot at Kaybern and Main Streets for parking
- City Center Entrance Signage and wall

Current Projects:
- Small business assistance and improvements through storefront program

Future Projects:
- Downtown corridor study
- Glencoe corridor study
- Glencoe Opportunity Area development process
- City hall and government center
- Economic development strategy
- Substantial amendment to the URA plan
- Further small business programs

Urban Renewal Agency property tax revenues are expected to increase again in the 2022-2023 biennium, due to regular growth in existing properties along with additional development added to the assessment rolls by January 1 of each year.

Professional services have been increased to allow for additional planning for projects that could be funded with Urban Renewal money, as shown above. In addition, a more
appropriate portion of the City Manager (also the URA Executive Director), Finance Director, and City Recorder salaries and materials and supplies is being charged to the Urban Renewal Agency this biennium.

The URA successfully assumed a $2.9 million borrowing to purchase the Glencoe Opportunity Area and have adequate resources to facilitate its development as well as other efforts as outlined in this budget. This is the sole outstanding debt for the Agency with no plan in this budget to assume additional debt.

Respectfully submitted,

[Signature]

Andy Varner,
Executive Director
2022-2023 Budget Calendar

April 16 – City Manager releases proposed budget

April 21 – First Budget Committee meeting

April 28 – Second Budget Committee meeting

May 19 – Third Budget Committee meeting, if necessary

The Budget Committee will approve the budget.

June 7 – URA Board meeting to hold public hearing on the approved 2022-2023 budget.

June 30 – URA Board must adopt the budget by June 30.

July 15 - The adopted budget is filed with the County Clerk and State of Oregon, and the property tax levy is certified to the County Assessor.

The Budget Amendment Process

The budget is not a fixed document. It is constantly monitored and regular updates are presented to the URA Board by the Contract Accountant. Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. Adjustments between appropriation levels may be adopted via resolution. Adjustments that exceed certain thresholds require additional action by the Board, including holding a hearing on the proposed budget changes.

The Budget Committee

The Budget Committee is composed of the Urban Renewal Board, and seven citizen members appointed by the Board. The appointed members:

- Must live in the City of North Plains and be registered to vote
- Cannot be officers, agents, or employees of the local government,
- Serve four-year terms, beginning this year due to transition to a biennial budget. Terms are staggered so approximately one-third of the terms end each year.

Accounting

The budget is prepared using the modified accrual method of accounting. This means that obligations of the Agency are budgeted as expenses when the related goods or services are available for use rather than when invoices are paid. The URA manages its
finances according to Generally Accepted Accounting Principles (GAAP) for local
governments in the United States. During the year, expenditures and revenues are
closely monitored to ensure compliance with the adopted budget and State law.

Monthly reports are prepared by office staff and reviewed by department heads and
provided to the Board. These reports are public records and available for the general
public to review.

Budget Detail Pages

URBAN RENEWAL FUND 113 – The Urban Renewal Agency has a single fund to
account for all revenues and expenditures of the Agency.

Resources

Beginning Fund Balance – The Agency has accumulated resources as property taxes
have continued to grow and projects have been completed. The Agency expects to begin
the two-year biennium with approximately $2,058,800 of beginning fund balance.

Property Taxes – The 22-23 biennial budget assumes property taxes will grow by 4%
annually.

Debt Proceeds – After successfully borrowing $2.9 million in FY 2021 to purchase the
Glencoe Opportunity Area, the Agency is not planning to borrow additional money in the
2022-23 biennium.

Requirements

Capital Outlay – Two major types of capital outlays that combine for $1.4 million during
the biennium are planned. First, $400,000 are set aside for capital projects that will likely
result from the new North Plains Downtown Plan. Second, $1.0 million is set aside for
potential property purchase(s) that will also likely be recommended by the downtown
planning process. The Board will need to decide what specific projects and purchases will
occur after the Downtown Plan is complete and its strategic action plan identifies Agency
investment priorities.

Debt Service – The Urban Renewal Agency successfully borrowed $2.9 million in FY
2020-21 for purchase of the Glencoe Opportunity Area property. Annual debt service
during the biennium will total roughly $671,200. The Agency has no other outstanding
debt.
**Glencoe Opportunity Area Development Loan** – The Agency anticipates that as part of seeking successful development of the Glencoe Opportunity Area property, it may likely need to offer a low-cost/no-cost loan to the developer for expensive, upfront costs such as the Transportation Development Tax and/or System Development Charges. This biennial budget sets aside $1.0 million for a loan to the eventually selected GOA developer that would be paid back within ten years. If a loan to a developer is even deemed necessary after completed due diligence, the Board will need to decide whether to offer such an incentive and if so, the terms of such a loan. This $1.0 million is a set-aside in case such an incentive is needed.

**Future Debt**

The Urban Renewal Agency does not plan to take on new debt issue in addition to the 2021 borrowing to purchase the Glencoe Opportunity Area.
### Opening Fund Balance

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2018-19</th>
<th>2019-20</th>
<th>Budget 3/31/2021</th>
<th>Actuals</th>
<th>Year End 22-23</th>
<th>Proposed</th>
<th>Approved</th>
<th>Adopted</th>
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<tr>
<td>OPENING FUND BALANCE</td>
<td>881,779</td>
<td>1,161,483</td>
<td>1,637,301</td>
<td>1,009,921</td>
<td>1,009,921</td>
<td>2,058,790</td>
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### Revenues

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<tr>
<th>Account Description</th>
<th>2018-19</th>
<th>2019-20</th>
<th>Budget 3/31/2021</th>
<th>Actuals</th>
<th>Year End 22-23</th>
<th>Proposed</th>
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<th>Adopted</th>
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<tr>
<td>Property Taxes</td>
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<td>592,250</td>
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### Expenditures

#### Urban Renewal Dept

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<td>CHANGE IN FUND BALANCE</td>
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<td>UNAPPROPRIATED:</td>
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<td>RESERVE FOR FUTURE EXPENDITURE</td>
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(1) Appropriation level

1,422,483 1,270,921