



City of Molalla

Molalla Urban Renewal Agency

Meeting Agenda

June 8, 2016

Meeting Location: Molalla Adult Center, 315 Kennel Ave., Molalla, OR 97038 **Time:** 7:00pm

Last MURA Meeting: *January 13, 2016*

This meeting will be televised. The regularly scheduled meeting of the Molalla City Council will convene following adjournment of this meeting of the Molalla Urban Renewal Agency.

Public Comments: Those wishing to address the Urban Renewal Agency on any agenda item are asked to fill out and submit comment cards to the City Recorder prior to the start of the meeting.

1. CALL TO ORDER

- A. Flag Salute
- B. Roll Call

2. COMMUNICATIONS

- A. Minutes: January 13, 2016 – Approval
- B. Budget Meeting Minutes: April 27, 2016 - Approval

3. NEW BUSINESS

4. CONTINUED

5. ORDINANCE

6. PUBLIC HEARING

- A. Molalla Urban Renewal District FY 16/17 Budget

7. RESOLUTION

- A. Resolution 2016-03: A Resoultion Adopting the Molalla Urban Renewal Agency for the Fiscal Year 2016/2017; Making Appropriations; And Categorizing and Levying Taxes

8. ADJOURNMENT

Minutes of the Urban Renewal Agency
Molalla Adult Center
315 Kennel Ave., Molalla, OR 97038
Wednesday, January 13, 2016

ATTENDANCE: Agency Member Rogge, Present; Member Pottle, Present; Member Thompson, Absent; Member Griswold, Present; Member Clark, Present, Member Riggs, Present, Member Satter, Present.

STAFF IN ATTENDANCE: Director Huff, Present; City Recorder Sadie Cramer, Present; Finance Director Heather Penni, Present; Public Works Director Jennifer Cline

COMMUNICATIONS

- A. Minutes: December 9, 2015 – Pottle made the motion to approve the minutes. Clark seconded. Motion carried 6-0.

RESOLUTION

- A. 2016-01: A Resolution Appointing Dan Huff as Budget Officer for FY 16/17 – Clark made the motion to approve resolution 2016-01. Pottle seconded. Motion carried 6-0.

ADJOURNMENT

Pottle made the motion to adjourn. Griswold seconded. Motion carried 6-0.

Sadie Cramer, City Recorder

Member Debbie Rogge

Molalla Urban Renewal Budget Meeting

Meeting located at: Molalla Adult Center

115 Kennel Avenue, Molalla, OR 97038

April 27, 2016

Meeting called to order by Budget Officer and Agency Director Dan Huff

Flag Salute

Roll Call:

Agency Members: Member Debbie Rogge, Present; Member Jimmy Thompson, Present; Member George Pottle, Present; Member Jason Griswold, Present; Member Steve Clark, Present; Member Russ Riggs, Present; Member Leota Childress, Present.

Citizen Members: Elizabeth Klein, Present; Mary Lynn Jacob, Present; Glen Boreth, Present; Andrew Brown, Present; Mitch Jorgensen, Present; Rory Cramer, Present; Erin Herrington, Present; Stuart Rios, Absent.

Staff Members: Dan Huff, City Manager, Agency Director, Budget Officer, Present; Heather Penni, Finance Director, Present.

Member Thompson made a motion to accept Roberts Rules of Order as the decorum guideline for the meeting. Member Pottle seconded.

Motion carried (14-0) Member Rogge, Aye; Member Thompson, Aye, Member Pottle, Aye; Member Griswold, Aye; Member Clark, Aye; Member Riggs, Aye; Member Childress, Aye; Citizen Member Klein, Aye; Citizen Member Jacob, Aye; Citizen Member Boreth, Aye; Citizen Member Brown, Aye; Citizen Member Jorgensen, Aye; Citizen Member Cramer, Aye; Citizen Member Herrington, Aye.

Citizen Member Jacob nominated Citizen Member Klein as Budget Chair, Member Thompson seconded. Motion carried (14-0) Member Rogge, Aye; Member Thompson, Aye, Member Pottle, Aye; Member Griswold, Aye; Member Clark, Aye; Member Riggs, Aye; Member Childress, Aye; Citizen Member Klein, Aye; Citizen Member Jacob, Aye; Citizen Member Boreth, Aye; Citizen Member Brown, Aye; Citizen Member Jorgensen, Aye; Citizen Member Cramer, Aye; Citizen Member Herrington, Aye.

Member Thompson nominated Citizen Member Glen Boreth as Vice Chair, Member Childress seconded. Motion carried (14-0) Member Rogge, Aye; Member Thompson, Aye, Member Pottle, Aye; Member Griswold, Aye; Member Clark, Aye; Member Riggs, Aye; Member Childress, Aye; Budget Chair Klein, Aye; Citizen Member Jacob, Aye; Citizen Member Boreth,

Aye; Citizen Member Brown, Aye; Citizen Member Jorgensen, Aye; Citizen Member Cramer, Aye; Citizen Member Herrington, Aye.

Member Riggs nominated Citizen Member Herrington as Secretary, Citizen Member Boreth seconded. Motion carried (14-0) Member Rogge, Aye; Member Thompson, Aye, Member Pottle, Aye; Member Griswold, Aye; Member Clark, Aye; Member Riggs, Aye; Member Childress, Aye; Budget Chair Klein, Aye; Citizen Member Jacob, Aye; Budget Vice-Chair Boreth, Aye; Citizen Member Brown, Aye; Citizen Member Jorgensen, Aye; Citizen Member Cramer, Aye; Citizen Member Herrington, Aye.

Member Thompson made a motion to accept this governing body as the budget committee for the Urban Renewal Agency, Member Clark seconded. Motion carried (14-0) Member Rogge, Aye; Member Thompson, Aye, Member Pottle, Aye; Member Griswold, Aye; Member Clark, Aye; Member Riggs, Aye; Member Childress, Aye; Budget Chair Klein, Aye; Citizen Member Jacob, Aye; Budget Vice-Chair Boreth, Aye; Citizen Member Brown, Aye; Citizen Member Jorgensen, Aye; Citizen Member Cramer, Aye; Budget Secretary Herrington, Aye.

Member Pottle made a motion to open the Urban Renewal Meeting, Member Clark seconded. Motion carried (14-0) Member Rogge, Aye; Member Thompson, Aye, Member Pottle, Aye; Member Griswold, Aye; Member Clark, Aye; Member Riggs, Aye; Member Childress, Aye; Budget Chair Klein, Aye; Citizen Member Jacob, Aye; Budget Vice-Chair Boreth, Aye; Citizen Member Brown, Aye; Citizen Member Jorgensen, Aye; Citizen Member Cramer, Aye; Budget Secretary Herrington, Aye.

Budget Officer Huff presented the highlights in the MURA budget message noting we are deliberating a budget that contains expenditures to construct capital improvements. We began the design phase of these projects over one year ago and have completed Heintz Street Extension. The bid process for North and South Molalla Avenue is complete and construction will be underway by April 2016 with a completion date sometime in November 2016. Each of these projects offers a component of the original purpose of the MURA including:

- Carry out public improvements, pursue acquisitions, and provide incentives to attract economic and redevelopment in Molalla.
- Encourage creation and expansion of enterprises which will provide goods and services the community needs.
- Provide more family wage jobs in Molalla.
- Increase property values in Molalla.
- Enhance overall community appearance and livability.
- Help diversify the city's economic base.
- Help implement the city's comprehensive plan, downtown master plan, and enhance recreational opportunities in the community

AD Huff noted that at budget time the contractor for N/S Molalla Avenue Project had not submitted a project calendar, caviat request to have the Agency Board review the beginning fund balance and capital improvement line items before adoption.

Finance Director Penni presented the budget by appropriation. Noted the line item for business loans will be removed from the FY 16/17 budget. The debt repayment schedule is for the life of the URA but does have an early repayment option at year ten if the Agency so chooses.

Citizen Member Jorgensen inquired about possibility of extention of the Agency, answer was possible dependent of future policy changes. Member Rogge inquired about the bond only covering Heintz St and N/S Molalla Avenue, answer was yes. Member Griswold inquired about tax increment financing and the stability for the revenue source, answer was yes. Estimation was conservative and agency is still projecting meeting the 10 year bond payoff date.

Budget Chair Klein opened the meeting for discussion, none.

Member Rogge made a motion to approve the MURA budget with a review of beginning fund balance and capital project status before adoption, Member Thompson seconded.

Motion carried (14-0) Member Rogge, Aye; Member Thompson, Aye, Member Pottle, Aye; Member Griswold, Aye; Member Clark, Aye; Member Riggs, Aye; Member Childress, Aye; Budget Chair Klein, Aye; Citizen Member Jacob, Aye; Budget Vice-Chair Boreth, Aye; Citizen Member Brown, Aye; Citizen Member Jorgensen, Aye; Citizen Member Cramer, Aye; Budget Secretary Herrington, Aye.

Member Pottle made a motion to close the MURA Budget meeting, Citizen Member Jorgensen seconded.

Motion carried (14-0) Member Rogge, Aye; Member Thompson, Aye, Member Pottle, Aye; Member Griswold, Aye; Member Clark, Aye; Member Riggs, Aye; Member Childress, Aye; Budget Chair Klein, Aye; Citizen Member Jacob, Aye; Budget Vice-Chair Boreth, Aye; Citizen Member Brown, Aye; Citizen Member Jorgensen, Aye; Citizen Member Cramer, Aye; Budget Secretary Herrington, Aye.

Minutes reviewed and approved on 31st day of May, 2016



Erin Herrington, Budget Committee Secretary



Administration – City Manager’s Office
117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038
Phone: (503) 829-6855 Fax: (503) 829-3676

Agenda Category – PUBLIC HEARING / NEW BUSINESS

June 8, 2016

To: Agency Members

From: Dan Huff, Agency Director, and Budget Officer

RE: Public Hearing, Administrative Recommendations, Deliberations, and Adoption of FY 2016/2017 budget with changes by resolution.

On Wednesday April 27, 2016, the Molalla Urban Renewal Agency Budget Committee approved the proposed budget and advised staff to review potential adjustments in the beginning fund balances and capital improvement progress at month end close of May 2016 and present those adjustments to City Council on June 8, 2016.

Suggested changes to the approved budget to be incorporated into the adopted budget are:

1. Beginning Fund Balance Analysis. If the beginning fund balance presents at month end May 2015 to be higher or lower than projected. An adjusted estimation will be presented with corresponding adjustments in the requirements section.
2. Capital Project Analysis. At the time of the budget process capital projects were underway with an unknown as to how much might be completed by June 30. Review of project status and current payments with adjustments as needed.

These changes are to be deliberated at the appropriation level as presented in the budget adoption resolution in the packet. The line item detail was provided at the work session as informational only, it is not public hearing data. The adjustments above are fully reflected in Resolution 2016-03.

Actuals FY 2013/2014	Actuals FY 2014/2015	Budgeted FY 2015/2016	URBAN RENEWAL AGENCY SUMMARY RESOURCES	Proposed FY 2016/2017	Approved FY 2016/2017	Adopted FY 2016/2017
\$ 591,258.29	\$ 832,067.44	\$ 4,005,292.42	BFB	\$ 1,750,000.00	\$ 1,750,000.00	\$ -
\$ 267,008.84	\$ 290,891.43	\$ 285,000.00	Property Tax	\$ 295,000.00	\$ 295,000.00	\$ -
\$ 217.51	\$ 3,032,392.11	\$ 750.00	All Other Resources	\$ 150.00	\$ 150.00	\$ -
\$ 858,484.64	\$ 4,155,350.98	\$ 4,291,042.42	TOTAL URA RESOURCES	\$ 2,045,150.00	\$ 2,045,150.00	\$ -

Actuals FY 2013/2014	Actuals FY 2014/2015	Budgeted FY 2015/2016	REQUIREMENTS	Proposed FY 2016/2017	Approved FY 2016/2017	Adopted FY 2016/2017
\$ 26,417.20	\$ 145,838.41	\$ 225,000.00	Material & Services	\$ 125,000.00	\$ 125,000.00	\$ -
\$ -	\$ 243,093.16	\$ 3,100,000.00	Capital Improvements	\$ 1,226,250.00	\$ 1,226,250.00	\$ -
\$ -	\$ -	\$ 375,000.00	Debt Service	\$ 218,750.00	\$ 218,750.00	\$ -
\$ -	\$ -	\$ 100,000.00	Contingency	\$ 50,000.00	\$ 50,000.00	\$ -
\$ -	\$ -	\$ 491,042.42	Reserve	\$ 425,150.00	\$ 425,150.00	\$ -
\$ 26,417.20	\$ 388,931.57	\$ 4,291,042.42	TOTAL URA REQUIREMENTS	\$ 2,045,150.00	\$ 2,045,150.00	\$ -
\$ 832,067.44	\$ 3,766,419.41	\$ -	NET RESOURCES OVER REQUIREMENTS	\$ -	\$ -	\$ -

Actuals FY 2013/2014	Actuals FY 2014/2015	Budgeted FY 2015/2016	URBAN RENEWAL AGENCY Account Name	Proposed FY 2016/2017	Approved FY 2016/2017	Adopted FY 2016/2017
\$ 591,258.29	\$ 832,067.44	\$ 4,005,292.42	BEGINNING FUND BALANCE	\$ 1,750,000.00	\$ 1,750,000.00	\$ -
\$ 267,008.84	\$ 290,891.43	\$ 285,000.00	PROPERTY TAX	\$ 295,000.00	\$ 295,000.00	\$ -
\$ -	\$ 3,031,763.60	\$ -	FULL FAITH IN CREDIT BOND	\$ -	\$ -	\$ -
\$ 217.51	\$ 628.51	\$ 750.00	INTEREST	\$ 150.00	\$ 150.00	\$ -
\$ 858,484.64	\$ 4,155,350.98	\$ 4,291,042.42	Total URA Resources	\$ 2,045,150.00	\$ 2,045,150.00	\$ -

Actuals FY 2013/2014	Actuals FY 2014/2015	Budgeted FY 2015/2016	URBAN RENEWAL AGENCY Account Name	Proposed FY 2016/2017	Approved FY 2016/2017	Adopted FY 2016/2017
\$ 9,516.28	\$ 11,861.48	\$ 25,000.00	OPERATION & MAINTENANCE	\$ 25,000.00	\$ 25,000.00	\$ -
\$ -	\$ -	\$ 100,000.00	BUSINESS LOAN PROGRAM	\$ -	\$ -	\$ -
\$ 16,900.92	\$ 133,976.93	\$ 100,000.00	PROFESSIONAL SERVICES	\$ 100,000.00	\$ 100,000.00	\$ -
\$ 26,417.20	\$ 145,838.41	\$ 225,000.00	Total URA Material & Services	\$ 125,000.00	\$ 125,000.00	\$ -

Actuals FY 2013/2014	Actuals FY 2014/2015	Budgeted FY 2015/2016	URBAN RENEWAL AGENCY Account Name	Proposed FY 2016/2017	Approved FY 2016/2017	Adopted FY 2016/2017
\$ -	\$ 243,093.16	\$ 3,100,000.00	CAPITAL IMPROVEMENTS	\$ 1,226,250.00	\$ 1,226,250.00	\$ -
\$ -	\$ 243,093.16	\$ 3,100,000.00	Total URA Capital Improvements	\$ 1,226,250.00	\$ 1,226,250.00	\$ -

Actuals FY 2013/2014	Actuals FY 2014/2015	Budgeted FY 2015/2016	URBAN RENEWAL AGENCY Account Name	Proposed FY 2016/2017	Approved FY 2016/2017	Adopted FY 2016/2017
\$ -	\$ -	\$ 300,000.00	URA BOND- PRINCIPAL	\$ 120,000.00	\$ 120,000.00	\$ -
\$ -	\$ -	\$ 75,000.00	URA BOND- INTEREST	\$ 98,750.00	\$ 98,750.00	\$ -
\$ -	\$ -	\$ 375,000.00	Total URA Debt Service	\$ 218,750.00	\$ 218,750.00	\$ -

Actuals FY 2013/2014	Actuals FY 2014/2015	Budgeted FY 2015/2016	URBAN RENEWAL AGENCY Account Name	Proposed FY 2016/2017	Approved FY 2016/2017	Adopted FY 2016/2017
\$ -	\$ -	\$ 100,000.00	CONTINGENCY	\$ 50,000.00	\$ 50,000.00	\$ -
\$ -	\$ -	\$ 116,042.42	RESERVE	\$ 200,000.00	\$ 200,000.00	\$ -
\$ -	\$ -	\$ 375,000.00	URA BOND - RESERVE	\$ 225,150.00	\$ 225,150.00	\$ -
\$ -	\$ -	\$ 591,042.42	Total URA Contingency/Reserve	\$ 475,150.00	\$ 475,150.00	\$ -

RESOLUTION 2016-03
MOLALLA URBAN RENEWAL AGENCY

**A RESOLUTION ADOPTING THE MOLALLA URBAN RENEWAL AGENCY BUDGET FOR THE FISCAL YEAR
2016/2017; MAKING APPROPRIATIONS; AND CATEGORIZING AND LEVYING TAXES**

The board of the Molalla Urban Renewal Agency on the 8th day of June, 2016 sat in regular session for the transaction of agency business.

WHEREAS, the Molalla Urban Renewal Agency Budget Committee has reviewed and acted on the proposed Agency budget; and

WHEREAS, the Molalla Urban Renewal Agency Budget Committee approved and recommended a balanced budget to the Urban Renewal Agency Board on April 27, 2016; and

WHEREAS, in accordance with State law, the Urban Renewal Agency Board has held a public hearing on the budget as approved and recommended by the Molalla Budget Committee.

NOW, THEREFORE, THE MOLALLA URBAN RENEWAL AGENCY RESOLVES and hereby adopts the FY 2016/2017 Budget approved by the Budget Committee on April 27, 2016, in the amount of \$2,296,000.00, of which \$325,150.00 is in reserves. Copies of the said budget are on file at the Molalla City Hall, 117 N. Molalla Avenue, Molalla, Oregon, 97038.

THE MOLALLA URBAN RENEWAL AGENCY FURTHER RESOLVES as follows:

1. **THAT** the amounts for the purpose of operating the Agency for the fiscal year 2016/2017 budget year be appropriated as follows, beginning July 1, 2016.

Materials & Services	\$ 125,000.00
Capital Improvements	\$ 1,477,100.00
Debt Service	\$ 218,750.00
Contingency	\$ 150,000.00
TOTAL APPROPRIATED FUNDS	\$ 1,970,850.00
RESERVES	\$ 325,150.00
TOTAL FY 2015/16 BUDGET FOR MURA	\$ 2,296,000.00

2. **THAT** the Budget Officer is authorized to prepare and submit any certifications of the taxes levied that may be deemed necessary by the Oregon Department of Revenue and Clackamas County Assessor.

3. **TO CERTIFY** to the County Assessor for the Downtown 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 and ORS Chapter 457.

Adopted by the Molalla Urban Renewal Agency this 8th day of June, 2016.

ATTEST:

By: _____
Sadie Cramer, CMC
City Recorder

City of Molalla, Oregon
By: _____
Debbie Rogge, Mayor