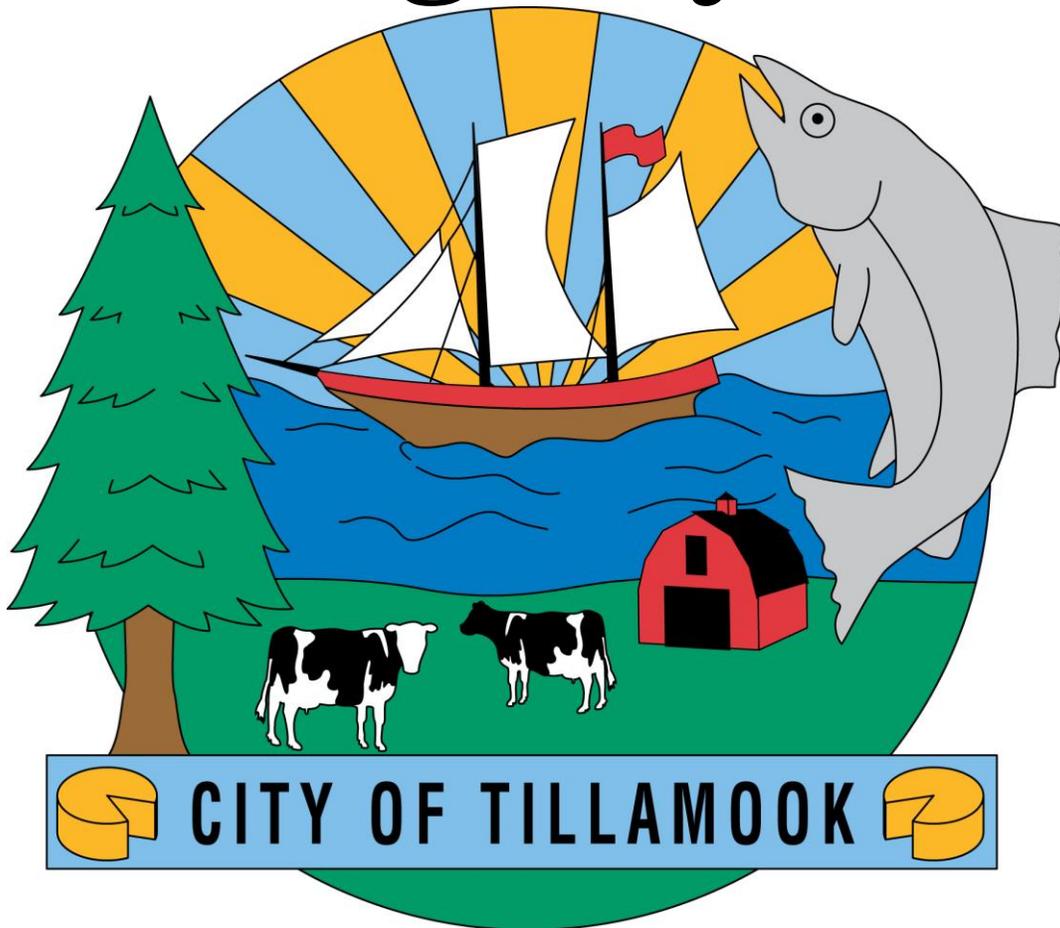


Tillamook Urban Renewal Agency



Budget FY 2013-2014

Tillamook Urban Renewal Agency
Budget Committee Members
FY 2013-2014

Board of Directors

Chair Carolyn Decker
255 Bluebird Lane
Tillamook OR 97141

Vice Chair Dave Schrom
PO Box 41
Netarts OR 97143

Alene Allen
1102 5th Street
Tillamook OR 97141

Ruth LaFrance
7730 Trask River Road
Tillamook OR 97141

Cheryl Davy
2406 8th Street
Tillamook OR 97141

Steve Forster
508 Linden Drive
Tillamook OR 97141

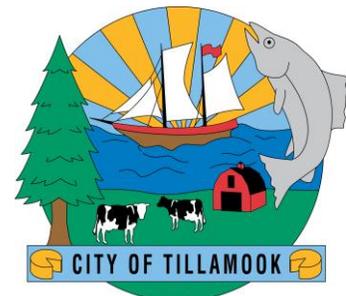
Budget Committee

Sheryl Pingel (2011-2014)
2418 8th Street
Tillamook OR 97141

Justin Aufdermauer (2012-2016)
702 Ash Avenue
Tillamook OR 97141

Pat Kehr
303 Miller Ave
Tillamook OR 97141

Jorge Rios
1207 2nd Street
Tillamook OR 97141





**Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141**

Phone: 503-842-2472

Fax: 503-842-3445

**Tillamook Urban Renewal Agency
Budget Committee Meeting Agenda**

April 23, 2013 - 5:30 PM

Tillamook City Hall – 210 Laurel Avenue – Tillamook Oregon 97141

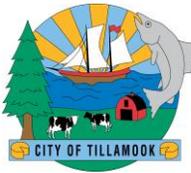
1. Call to Order/Roll Call/Introductions
2. Election of Budget Officers:
 - Chair
 - Vice-Chair
 - Secretary
3. Budget Message presented by City Manager Paul Wyntergreen
4. Review Budget for FY 2013-2014
5. Business Action Items:
 - Recommend approval of 2013-2014 Tillamook Urban Renewal Agency Budget
6. Adjourn

This is a public meeting per ORS Chapter 192. The meeting location is accessible to persons with disabilities. Please contact the office of the City Manager of Tillamook at 503-842-2472 should special accommodations be required for citizens with visual or hearing impairment. Persons with hearing impairments may contact the Oregon Relay Service at 1-800-648-3458 (TDD) OR 1-800-648-4442 (VOICE)

Budget Notice Posted April 17, 2013
Tillamook Headlight Herald and City of Tillamook website www.tillamookor.gov

Agenda Posted April 19, 2013
City Hall, Tillamook County Court House, Tillamook Fire District, Tillamook County Library

Tillamook Urban Renewal Agency – 210 Laurel Avenue – Tillamook OR 97141
Chair Carolyn Decker, Vice Chair Dave Schrom
Alene Allen, Ruth LaFrance, Cheryl Davy, Steve Forster
TURA Administrator Paul Wyntergreen, Executive Assistant Debbi Reeves



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Tillamook, Oregon 97141**

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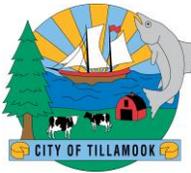
Tillamook Urban Renewal Agency 2013-2014 Budget Message

The Tillamook Urban Renewal Agency continues to increase activities in the district and requests for TURA assistance have increased as anticipated. An urban renewal agency looks to leverage the future in its early stages and the TURA has now received tax revenue for six years. TURA project funding started in 2009.

This year we have conservatively increased tax revenue by approximately 4%. We have received an update on the total taxable assessed value of the district due to the substantial plan amendment done in June 2012. The Tillamook County Tax Assessor estimates an increase of approximately \$3 million in frozen value, but the increment value is harder to calculate so we will wait for a couple of years of experience before making increases to the tax revenue budget line on the basis of that amendment.

For fiscal year 2013-2014, we are following the Board's lead by shifting the focus to the Tillamook town center in anticipation of the ODOT Intersection project coming in 2015-2016. In order to move this direction, the Board has requested the refinance of the Columbia State Bank loan through TLC Federal Credit Union. With this refinance, the requirement for holding \$150,000 in a reserve account is eliminated and the funds become available. The first payment on the new TLC loan of approximately \$200,000 will not be due until June of 2014, thereby allowing for a better cash flow and tax revenue receipts in November 2013. In initial discussions with TLC about the refinance and possible projects, they quoted loans for a total of \$2,150,000. The payoff of the Columbia State Bank loan and the other Line of Credit (LOC) loans do not total that amount discussed, so we have added an additional LOC in the future loan proceeds line item.

Along with the refinance request, are several smaller loans for upcoming projects in 2013-2014 previously discussed and/or already committed. There is a potential property purchase for approximately \$150,000, assistance for the initial Phase of the Hoquarton Historical and Interpretive Center with the move of the Hoquarton House at \$50,000 potentially, and the first Phase of the 2nd Street Pilot project with estimated costs of \$300,000.



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210 Laurel Avenue
Tillamook, Oregon 97141**

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The General Fund and the Tax Increment Fund both show considerable cash carry-over balances. TURA has committed, but not paid out, \$200,000 to the Pelican Brewery Company for their relocation of the brewing company to Front Street in Tillamook. We anticipate these funds will be paid out within the next few months, which could fall into either the current or the next fiscal year. Therefore, we have shown those values in the cash carryover, but this can be adjusted out before final approval when more information is known. The Pelican Brewing Company will potentially begin payments on the \$100,000 loan in August 2013. The other \$100,000 is a forgivable loan contingent on meeting three years of employment targets.

We have continued to leave the potential refund of \$200,000 from the 3rd Street Improvement project in the budget. The completion of that project will take place in the next few months and we then have to wait for ODOT to close out the project to see if this refund comes to fruition. Again, adjustments can take place before final adoption.

Materials and Services are in alignment with city IGA costs. With the City employment of RARE student, Terra Wilcoxson, as an urban designer in 2012, the urban renewal agency benefited from her exceptional talents. Her contract with RARE will end in the summer of 2013 and she is willing to remain in Tillamook to work on the projects she has begun throughout the city and with numerous agencies and groups. She would be able to continue to work with Urban Renewal on a contract basis, so we have added that potential into the consulting line of the budget with an anticipated \$10,000 cost to the agency. At the request of the accountants, we have added a line specifically for insurance payments. At this time, the agency carries a \$100,000 Public Employee Honesty Blanket Bond for employees and the board. We do not anticipate any other increase to Materials and Services.

With regards to Capital Outlay lines, we have included the projects committed to or in the application process and will leave the rest up to the agency board to determine the prioritized projects anticipated for the upcoming fiscal year.

The General Fund Unappropriated Ending Fund Balance has been set at 10% as in previous years.

RESOURCES AND REQUIREMENTS

DRAFT

**FORM
LB-10**

Tax Increment Fund

(Fund)

Tillamook Urban Renewal District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2013-2014			
	Actual		Adopted Budget This Year 2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2010-2011	First Preceding Year 2011-2012						
				RESOURCES				
				Beginning Fund Balance:				
1	36,777	49,067	130,000	1 Cash on hand (cash basis)	260,000	(may be reduced by \$100K to PBC)		1
2	8,248	10,670	9,000	2 Previously levied taxes to be received	11,000			2
3	0	0	0	3 Earnings from temporary investments	0			3
4	0	561,545	0	4 Transferred from other funds	0			4
5	248	544	500	5 Interest Earned	500			5
6	0	0	0	6 Other Revenues	0			6
7				7				7
8				8				8
9	45,273	621,826	139,500	9 Total Resources, except taxes to be levied	271,500		0	9
10			231,000	10 Taxes estimated to be received	240,000	(4% inflation)		10
11	205,270	228,057		11 Taxes collected in year levied				11
12	250,543	849,884	370,500	12 TOTAL RESOURCES	511,500		0	12
				REQUIREMENTS				
1	0	165,249	160,000	1 Reserved Debt Service	200,000	(Loan payment June 2014)		1
2	0	0	0	2 Short Term Loan Repayment	20,000	(HQ & IOOF)		2
3	0	290,760	0	3 Janac/Cameron Loan Repayment	0			3
4	0	103,960	0	4 Parking Lot Repayment	0			4
5	0	289,789	0	5 Third St. Loan Payments	0			5
6	0	0	10,000	6 Other Loan Payments	0			6
	0	0	0	7 Playground Equipment Match	0			
7	126	126	1,500	8 Bank/Loan Fees	500			7
8	201,350	0	80,655	9 Transfer out to General Fund	90,000			8
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15			118,345	15 Reserve for Future Debt Service (Restricted)	201,000			15
16	49,067		0	16 UNAPPROPRIATED ENDING FUND BALANCE	0		0	16
17	250,543	849,884	370,500	17 TOTAL REQUIREMENTS	511,500		0	17

**FORM
LB-20**

**RESOURCES
General Fund**

DRAFT

Tillamook Urban Renewal Agency
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2013-2014			
	Actual		Adopted Budget This Year 2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Budget Adopted By Governing Body	
	Second Preceding Year 2010-2011	First Preceding Year 2011-2012						
				Beginning Fund Balance:				
1	171,679	137,722	248,642	1 Available cash on hand* (cash basis) or	245,000	(may be reduced by \$100,000 to PBC)		1
2	0	0	0	2 Net working capital (accrual basis)	0			2
3	708	502	500	3 Interest	500			3
4	0	0	0	4 Short Term Loan Repayment - Principal	0			4
5	0	0	0	5 Short Term Loan Repayment - Interest	0			5
6	4,000	22,881	13,300	6 Long Term Loan Repayment - Principal	21,500	(Janac & PBC)		
7	0	0	0	7 Long Term Loan Repayment - Interest	0			6
8	0	0	1,500	8 Late Charges and Fees	1,000			7
9	0	0	226,000	9 Deposit Refund	200,000	(3rd Street refund may not occur)		8
10				10				9
11				11				10
12				12				11
13				13 OTHER RESOURCES				12
14	0	0	0	14 Grants and Donations	0			13
15	242,552	0	0	15 Obligated Loan Proceeds	300,000	(Pilot Project)		14
16	0	0	0	16 Short Term Loans	200,000	(IOOF \$150K & HQ House \$50K)		15
17	0	1,633,855	0	17 Future Loan Proceeds	90,000	(extra allowable from TLC)		16
18	201,350	0	80,655	18 Transfer in from TIF	90,000			17
19	0	0	0	19 Special Payments	0			18
20				20				19
21				21				20
22				22				21
23				23				22
24				24				23
25				25				24
26				26				25
27				27				26
28				28				27
29				29				28
30				30				29
31				31				30
32				32				31
33	620,289	1,794,960	570,597	33 TOTAL RESOURCES	1,148,000	0	0	32

*Includes Unappropriated Balance Budgeted Last Year

DETAILED EXPENDITURES

DRAFT

General Fund
(Name of Organizational Unit - Fund)

Tillamook Urban Renewal Agency

Historical Data			EXPENDITURE DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2013-2014			
Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
Second Preceding Year 2010-2011	First Preceding Year 2011-2012	This Year 2012-2013							
1			1	Materials & Services					1
2	121	116	500	2	Bank Fees	300			2
3	0	0	0	3	Fees Advanced (City of Tillamook)	0			3
4	14,613	19,805	40,055	4	IGA Services	40,555			4
5	8,744	8,869	10,000	5	Legal Services	10,000			5
6	1,707	606	1,500	6	Legal/Advertising/Publications Notices	1,500			6
7	218	98	500	7	Agency/Community Meeting Expense	500			7
8	815	75	1,000	8	Office Supply	500			8
9	0	342	200	9	Postage	200			9
10	3,248	21,609	5,000	10	Consulting Fees	15,000	(\$10,000 Urban Designer)		10
11	10,359	13,989	15,000	11	Financial Bookkeeping/Audit Services	15,000			11
12	2,341	250	2,500	12	Engineering Architect Services	2,000			12
13	0	0	2,500	13	Design/Environmental Studies	2,000			13
14	495	394	500	14	Internet Web Services	500			14
15	0	0	200	15	Conference and Education	200			15
16	200	0	200	16	Appraisals and Inspections	200			16
17	126	1,275	1,000	17	Loan Service Fees	1,000			17
18	0	573	0	18	Insurance	600			18
19	0	448	0	19	Other Types of Expense	500			19
20	42,987	68,449	80,655	20	Sub Total Materials & Services	90,555			0 20
21				21					21
22				22	Capital Outlay				22
23	0	806,996	0	23	Third Street ROW, Match, & Waterline	0			23
24	5,000	33,045	50,000	24	Façade Loan & Grants	50,000			24
25	11,384	3,000	50,000	25	Streetscape & Neighborhood Beautification Projects	300,000	(2nd St Pilot Project)		25
26	0	0	5,000	26	Playground Equipment	0			26
27	247,454	68,731	0	27	Land Property Purchase Development	150,000	(IOOF Building)		27
28	11,433	21,300	344,942	28	Reserved Agency Approved Projects	452,445	(includes HQ House)		28
29	275,271	933,072	449,942	29	Sub Total Capital Outlay	952,445			0 29
30	0	0	0	30	Loan Interest Paid	0			30
31	0	853	0	31	Project Fees	1,000			31
32	164,311	0	0	32	Special Payments - Loans, Grants, AV Producing	0			32
33	0	0	0	33	Contingency	0			33
34	0	561,545	0	34	Transfer to TIF account	0			34
35	482,569	1,563,919	530,597	35	TOTAL EXPENDITURES	1,044,000			35
36	137,722	231,041	40,000	36	UNAPPROPRIATED ENDING FUND BALANCE 10% (restricted)	104,000			36
37	620,291	1,794,960	570,597	37	TOTAL RESOURCES	1,148,000		0	0 37

City of Tillamook
Budget Calendar
Fiscal Year 2013 / 2014

	BUDGET COMMITTEE	URBAN RENEWAL BUDGET COMMITTEE
<u>PREPARING THE BUDGET</u>		
<u>1. BUDGET OFFICER APPOINTED.</u> Each local government must have a budget officer, either appointed by the governing body or designated in the local government's charter. The budget officer is under the supervision of either the executive officer or the governing body.	Paul Wyntergreen	
Council to appoint budget committee members.	March 18, 2013	
Council to set two budget committee meeting dates for both budgets.	1) April 23, 2013 2) April 30, 2013	
<u>2. PROPOSED BUDGET PREPARED.</u> The budget officer is responsible for preparing or supervising the preparation of the proposed budget for presentation to the budget committee and to be available to the public.	April 18, 2013	
<u>APPROVING THE BUDGET</u>		
<u>3. BUDGET OFFICER PUBLISHES NOTICE .</u> When the proposed budget and the budget message are ready, the budget officer publishes a "Notice of Budget Committee Meeting." It must be published at least twice, 5 to 30 days before the scheduled budget committee meeting date, separated by at least 5 days.	Notice #1 - April 10, 2013 Notice #2 - April 17, 2013	
Prepare budget committee packets for pickup.	April 18, 2013	
<u>4. BUDGET COMMITTEE MEETS.</u> At least one meeting must be held to 1) receive the budget message and budget document, and 2) hear the public. The budget officer provides a copy of the proposed budget to each member of the budget committee. The copies may be distributed at the advertised meeting. When the budget is given to the budget committee, it becomes a public record and must be made available to the public.	April 23, 2013 April 30, 2013	
<u>5. COMMITTEE APPROVES BUDGET.</u> When the budget committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, the budget is approved.	April 30, 2013	
<u>ADVERTISING AND HOLDING HEARINGS</u>		
<u>6. BUDGET SUMMARY AND NOTICE OF BUDGET HEARING PUBLISHED.</u> The budget officer must publish a summary of the budget approved by the budget committee and notice of budget hearing 5 to 30 days before the scheduled hearing. A second notice of budget hearing must be published, but need not contain the summarized financial information. It should briefly repeat significant information about the scheduled budget hearing, and indicate where the complete budget document is available for inspection.	Published June 5, 2013 (publish once only at least 5 days prior, but not more than 30 days prior to meeting date).	
<u>7. BUDGET HEARING HELD.</u> After the budget is approved, a budget hearing must be held by the governing body. The budget hearing must be held by the governing body on the date specified on the public notices. The purpose of the hearing is to receive citizen's testimony on the budget. Additional hearings may be held, and all hearings are open to the public.	June 17, 2013	June 12, 2013
<u>ADOPTING THE BUDGET</u>		
<u>8. BUDGET ADOPTED, APPROPRIATIONS MADE, TAX LEVY DECLARED AND CATEGORIZED .</u> By law the governing body may make changes in the approved budget before or after it is adopted, but no later than the beginning of the fiscal year to which the budget relates. After the budget hearing, the governing body adopts the budget. It should not be formally adopted until the latter part of June so last-minute revisions can be incorporated.	Adoption June 27, 2013	UR Adoption June 12, 2013
1. The governing body must enact a resolution to formally adopt the budget.	Resol. #	Resol. #
2. The governing body must enact a resolution to make appropriations.	Resol. #	Resol. #
3. The governing body must enact a resolution to levy & categorize any tax.	Resol. #	Resol. #
<u>9. BUDGET FILED AND LEVY CERTIFIED.</u>		
1. Districts levying a property tax must submit to the county assessor's office on or before July 15: 2 copies of notice of levy and the categorization certification, and two copies of the four resolutions. At the same time, one copy of the complete budget should go to the county clerk.	File July 1, 2013	UR - File July 1, 2013

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Tillamook Urban Renewal Agency, Tillamook County, State of Oregon, to discuss the budget for the fiscal year July 1, 2013 to June 30, 2014, will be held at City Hall, 210 Laurel Avenue, Tillamook OR. The meeting will take place on April 23 & 30, 2013 at 5:30 p.m.

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected or obtained on or after April 19, 2013 at City Hall, 210 Laurel Avenue, Tillamook OR, between the hours of 8:00 a.m. and 4:00 p.m.

150-504-073-1 (Rev 1/13)