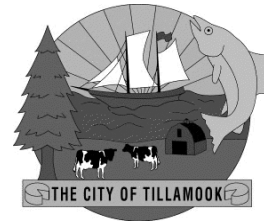


# Memo

City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141



**To: City Council and Urban Renewal Agency**

**From: Paul Wyntergreen**

**Date: March 28, 2011**

**Re: Proposed Budget Process**

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March - April – Department Heads preparing Budget recommendations.

April 4<sup>th</sup> – Council sets Budget Process.

April 5<sup>th</sup> – Department Heads present Budget recommendations to Budget Officer. Urban Renewal Agency sets Budget Process.

April 8<sup>th</sup> – First “Notice of Budget Committee Meeting” submitted to Headlight-Herald, which lists all three meeting dates.

April 5<sup>th</sup> to 15<sup>th</sup> – Budget Officer compiles, reconciles, and prepares initial Budget proposal and Budget message.

April 13<sup>th</sup> – Publication of first “Notice of Budget Committee Meeting”. Finance Committee meeting to review financial policies and initial budget.

April 15<sup>th</sup> – Second “Notice of Budget Committee Meeting” submitted to Headlight-Herald.

April 18<sup>th</sup> – Council appoints Budget Committee members. Packets provided to Councilors for review with packets to other Committee members the following day.

April 20<sup>th</sup> – Publication of second “Notice of Budget Committee Meeting”.

April 26<sup>th</sup> – First Budget Meeting @ 5:15 P.M. in Council Chambers, which includes overview, election of officers, an opportunity for the Public to comment. Urban Renewal may wish to meet before or after each Council Budget meeting.

May 11<sup>th</sup> – Second Budget Meeting @ 5:30 P.M. in Council Chambers.

May 25<sup>th</sup> – Third Budget Meeting @ 5:30 P.M. in Council Chambers, if necessary.

May 27<sup>th</sup> – “Summary of the budget” and “Notice of Budget Hearing” submitted to Headlight-Herald.

June 1<sup>st</sup> – Publication of “Summary of the budget” and “Notice of Budget Hearing”

June 6<sup>th</sup> – Council Budget Hearing on the overall budget and the receipt of State Revenues, which may result in changes, including increases in expenditures of up to 10%.

June 7<sup>th</sup> – Urban Renewal Agency Budget Hearing on the overall budget, which may result in changes, including increases in expenditures of up to 10%.

June 20<sup>th</sup> – Council enacts Resolutions to elect to receive state revenues, to formally adopt budget as approved at the June 6<sup>th</sup> meeting, to make appropriations, and to levy and categorize any tax.

June 21<sup>st</sup> – Urban Renewal Agency enacts Resolutions to formally adopt budget as approved at the June 7<sup>th</sup> meeting, to make appropriations, and to levy and categorize any tax.

June 24<sup>th</sup> – “Notice of levy and the categorization certification” submitted to Headlight-Herald.

June 29<sup>th</sup> – Publication of “Notice of levy and the categorization certification”.

July 1 through 15 – two copies of notice of levy and the categorization certification, along with two copies of the four resolutions, submitted to county assessor’s. One copy of complete budget submitted to County Clerk.

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**A**

Use this notice if public comment will be taken at this meeting.

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## NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Tillamook Urban Renewal Agency, Tillamook, State of Oregon,  
(Agency Name) (County)

to discuss the budget for the fiscal year July 1, 2011 to June 30, 2012, will be held at City Hall, 210 Laurel Ave, Tillamook OR.  
(Location)

The meeting will take place on April 26, May 11, May 25, 2011, at 4:30 ☐ A.M. ☒ P.M. The purpose of the meeting is to receive the budget  
(Date)

message and to receive comment from the public on the budget.

A copy of the budget document may be inspected or obtained on or after April 19, 2011 at City Hall, 210 Laurel Ave, Tillamook OR.  
(Date) (Location)

between the hours of 8:00 ☒ A.M. ☐ P.M. and 4:00 ☐ A.M. ☒ P.M.

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.



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

**Phone: 503-842-2472**

**Fax: 503-842-3445**

**Tillamook Urban Renewal Agency Budget  
Meeting Agenda**

April 26<sup>th</sup>, 2011 - 4:30 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: City Manager Paul Wyntergreen
4. Review Budget for FY 2011-2012
5. Business Action Items:
  - Recommend approval of 2011-2012 Tillamook Urban Renewal Agency Budget
6. Next Regularly Scheduled Budget Meetings if required – May 11<sup>th</sup>, 2011 and May 25<sup>th</sup>, 2011
7. Adjourn

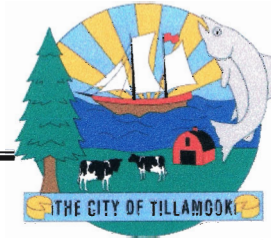
This is a public meeting per ORS Chapter 192. The meeting location is accessible to persons with disabilities. Please contact the office of the City Manager of Tillamook at 503-842-2472 should special accommodations be required for citizens with visual or hearing impairment. Persons with hearing impairments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

Budget Notice Posted April 13<sup>th</sup> and April 20<sup>th</sup>, 2011  
Tillamook Headlight Herald

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Agency Board Members:  
Chair: Don Hurd; Vice-Chair: Carolyn Decker  
Joe, Martin, John Sandusky; Sean Lambert, Alene Allen  
Administrator: Paul Wyntergreen, Administrative Assistant: Debbi Reeves

# CITY OF TILLAMOOK



**City of Tillamook**  
210 Laurel Avenue  
Tillamook, OR 97141

Fax: 503-842-3445  
Telephone: 503-842-2472

## TURA BUDGET MESSAGE

In accordance with the Budget parameters provided by the Lincoln City URA (attached), we have restructured the Tax Increment Fund to only pay for Debt Service on the loan proceeds that the TURA General Fund receives and then expends on the projects that it selects. There is no longer any transfer to the General Fund for operating purposes, but correspondingly all bank fees have been moved from General Fund into the TIF as part of debt service. The balance is placed into line 15 as a reserve for Future Debt Service to be determined by the Board.

The General Fund is accordingly broken out by loans that you have already obligated and future loans that are yet to be determined. All revenues and expenditures related to future loans are highlighted with an asterisk to ensure that none of the proceeds can be expended until the Board adopts a 5-year projection with its future projects prioritized in such a way that their accompanying debt can be serviced with future unobligated revenues referenced above.

Therefore, on the expense page, please note that all potential future expenditures are tagged with an asterisk and will be frozen until the Board completes its prioritization process. This 5-year projection process is something that we should be able to commence this fiscal year.

The administrative services line has been calculated in accordance with the Urban Renewal Agency's 2009 IGA with the City based upon the loaded hourly rate of each administrative position assisting the Agency. I am recommending that the administrative assistant personal services contract (Debbi) be shifted entirely to a 30-hour per week part-time employee basis in order to bring the position into compliance with labor regulations. The resulting employee rates are converted into the loaded rates below and applied with affiliated average-use assumptions, which will need to be verified after a year's experience, in the following manner:

<b>Loaded Rate</b>	<b>Urb. Renewal</b>
MANAGER (\$60.84)	3 hours/week \$9,491/year
FIN. OFFICER (\$37.74)	1 hour/week \$1,963/year
EXEC. ASST. (\$36.16)	15 hours/week \$28,204/year

This assumes that the Agency's books will be kept in-house by the Finance Officer (Jamy Wilson). We placed a comparison of external versus internal bookkeeping in the proposed Budget for your review. I recommend the in-house route as a more cost-effective approach.

Regardless, we are recommending conversion of all accounting to Springbrook (UR currently uses Quickbooks) cash basis.

Finally, you will note that the reserves and ending fund balances now are categorized into one of five different groupings, a new rule which the Auditors have notified us of as required by GASB 54. By law, all of TURA's funds are restricted to the projects contained in its Plan and its boundaries; therefore, I have indicated that type in each fund. The Board will need to adopt a resolution to that effect prior to June 30.

As information, I am also recommending several initiatives to the Council which should dovetail with the Agency's work, such as the refocusing of the Public Works Technician in the Streets Division to dedicate 25% of his time the next fiscal year on pedestrian/bicycle maintenance. This is a one-year special emphasis coincides with the Agency's interest in sidewalk connectivity and condition.

Also, the Transient Room Tax fund is proposed with an additional emphasis on Beautification in order to give some special spruce-up attention downtown and hopefully complement some TURA's efforts.

The current draft of the Council's budget also includes a potential CBDG grant to fund a homeless shelter; if TURA has any projects that would complement a CBDG grant for Community Facilities or Infrastructure you should let the Council know.

## Urban Renewal Budget – (Two Funds)

### **Tax Increment Fund / Bond Fund**

#### Revenue

Current Tax Receipts  
Prior Year Tax Receipts  
Interest

#### Expenditures

Debt Service (Bond/Loan Repayment)  
Required Reserve (10% of Bond)

### **General / Construction Fund**

#### Revenue

Bond (Loan) Proceeds  
Interest  
Grants

#### Expenditures

Administrative Costs  
Materials and Services  
Capital Construction / Projects

# DETAILED EXPENDITURES

**FORM  
LB-31**

**General Fund**  
(Name of Organizational Unit - Fund)

**Tillamook Urban Renewal Agency**

	Historical Data			EXPENDITURE DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year <u>2011-2012</u>			
	Actual		Adopted Budget This Year <u>2010-2011</u>				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>2008-2009</u>	First Preceding Year <u>2009-2010</u>								
1				1 <b>Materials &amp; Services</b>						1
2	120	450	500	2 Bank Fees			0			2
3		0	0	3 Fees Advanced (City of Tillamook)			0			3
4		9,080	15,000	4 IGA Admin Services (3 hrs & 15 hrs per week)			37,695			4
5	820	2,752	5,000	5 Legal Services			5,000			5
6	907	786	600	6 Legal/Advertising/Publications Notices			1,500			6
7	338	577	500	7 Agency/Community Meeting Expense			500			7
8	432	1,087	1,500	8 Office Supply			1,500			8
9	0	0	300	9 Postage			300			9
10	0	0	10	10 RARE student services			0			10
11	653	11,841	2,500	11 Consulting Fees			25,000			11
12	715	0	10,000	12 Financial Bookkeeping/Audit Services			0			12
				Proposed Financial Bookkeeping (\$1,963)/Audit Services(\$6,500			8,463			
13			5,000	13 Engineering/Architect Services			3,000			13
14			5,000	14 Design/Environmental Studies			2,500			14
15			600	15 Internet Web Services			500			15
16			500	16 Conference and Education			200			16
17			5000	17 Appraisals and Inspections			200			17
18			500	18 Loan Service Fees			0			18
19	3,984	26,571	52,510	19 <b>Sub Total Materials &amp; Services</b>			86,358			19
20				20						20
21				21 <b>Capital Outlay</b>						21
22				22 Third Street ROW, Match, & Waterline			358,000			22
23			50,000	23 Façade Loan & Grants			50,000			23
24	0	0	50,000	24 Streetscape & Neighborhood Beautification Projects			10,000			24
25				25 Playground Equipment			21,000			25
26	0	296,581	390,000	26 Land Property Purchase Development			0			26
27	0	0	100,000	27 Reserved Agency Approved Project			100,000			27
28	0	296,581	490,000	28 <b>Sub Total Capital Outlay</b>			539,000			28
28				29						29
30	0	281,837	210,000	30 Special Payments - Loans, Grants, AV Producing			0			30
31	0	0	12,140	31 Contingency			0			31
32				32						32
33	3,984	604,989	864,650	32 <b>TOTAL EXPENDITURES</b>			625,358			33
34	239,759	171,679	0	34 UNAPPROPRIATED ENDING FUND BALANCE 5% (restricted)			32,642			34
35	243,743	776,668	864,650	35			658,000			35



**FORM  
LB-20**

**RESOURCES  
General Fund**

Tillamook Urban Renewal Agency  
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year <u>2011-2012</u>			
	Actual		Adopted Budget This Year <u>2010-2011</u>		Proposed By Budget Officer	Approved By Budget Committee	Budget Adopted By Governing Body	
	Second Preceding Year <u>2008-2009</u>	First Preceding Year <u>2009-2010</u>						
				Beginning Fund Balance:				
1	67,391	239,758	170,000	1 Available cash on hand* (cash basis) or	140,000			1
2	0	0	0	2 Net working capital (accrual basis)	0			2
3	1,352	520	500	3 Interest	500			3
4			0	4 Short Term Loan Repayment - Principal	0			4
5			0	5 Short Term Loan Repayment - Interest	0			5
6			5,200	6 Long Term Loan Repayment - Principal	12,000			
7			2,600	7 Long Term Loan Repayment - Interest	0			6
8				8 Late Charges and Fees	1,500			7
9				9				8
10				10				9
11				11				10
12				12				11
13				13 OTHER RESOURCES				12
14	0	0	5,000	14 Grants and Donations	0			13
15				15 Obligated Loan Proceeds	379,000			14
16				16 Future Loan Proceeds*	125,000			15
17	175,000	461,390	480,000	17 Short Term Loan	0			16
18	0	75,000	201,350	18 Transfer in from Detailed Expenditures	0			17
19				19				18
20				20				19
21				21				20
22				22				21
23				23 *NOTE: FUTURE LOAN PROCEEDS CANNOT BE				22
24				24 EXPENDED UNTIL BOARD ADOPTION OF 5-YEAR				23
25				25 PROJECTION.				24
26				26				25
27				27				26
28				28				27
29				29				28
30				30				29
31				31				30
32				32				31
33	243,743	776,668	864,650	33 TOTAL RESOURCES	658,000	0	0	32

\*Includes Unappropriated Balance Budgeted Last Year

# RESOURCES AND REQUIREMENTS

**FORM  
LB-10**

## Tax Increment Fund

(Fund)

Tillamook Urban Renewal District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2011-2012			
	Actual		Adopted Budget This Year 2010-2011		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2008-2009	First Preceding Year 2009-2010						
				RESOURCES				
				Beginning Fund Balance:				
1	27,826	160,637	125,000	1. Cash on hand * (cash basis)	30,000			
2	2,173	5,492	5,500	2 Previously levied taxes to be received	7,000			
3	0	0	0	3 Earnings from temporary investments	0			
4	0	0	0	4 Transferred from other funds	0			
5	1,588	973	1,000	5 Interest Earned	500			
6				6 Other Revenues				
7				7				
8				8				
9			131,500	9 Total Resources, except taxes to be levied	37,500			
10			210,000	10 Taxes estimated to be received	240,000			
11	141,177	174,776		11 Taxes collected in year levied				11
12	172,764	341,878	341,500	12 TOTAL RESOURCES	277,500			12
				REQUIREMENTS				
1	12,000	0	0	1 Reserved Debt Service	0			1
2	0	229,976	140,000	2 Short Term Loan Repayment	0			2
3				3 Janac/Cameron Loan Repayment	88,000			3
4				4 Parking Lot Repayment (principal \$100,000)	22,500			4
5				5 Third St. Loan Payments (principal \$160,000)	36,000			5
6				6 Other Loan Payments in 2011/2012	11,500			6
				(Plan Amendment \$25,000 & Facades \$25000)				
7				7 Playground Equipment Match (principal \$21,000)	4,800			7
8	126	125	150	8 Bank/Loan Fees	1,500			8
9	0	75,000	201,350	9 Transfer out to General Fund	0			9
10				10				10
11				11 * NOTE: Based on 5 yr. amortization at 4.75% int				11
12				12 All final terms subject to Board approval				12
13				13				13
14				14				14
15				15 Reserve for Future Debt Service (Restricted)	113,200			15
16	160,638	36,777	0	16. UNAPPROPRIATED ENDING FUND BALANCE	0			16
17	172,764	341,878	341,500	17. TOTAL REQUIREMENTS	277,500			17

\*Includes Unappropriated Balance budgeted last year



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

**Phone: 503-842-2472**

**Fax: 503-842-3445**

**FY 2011-2012 BUDGET COMMITTEE MEETING**

**Tuesday, April 26<sup>th</sup>, 2011**

**4:30 P.M.**

**TURA Chairman Don Hurd** called the meeting of the Budget Committee to order at 4:35 P.M. to discuss and approve the proposed budget for FY 2011-2012. **Hurd** asked for introductions of each person present. Everyone went around the room introducing themselves.

**1. ROLL CALL:**

**Budget Committee Members present:**

TURA Board Members: Don Hurd, Carolyn Decker, Alene Allen, Joe Martin, John Sandusky

Budget Committee Members: Sheryl Pingel, Kate Skinner, Jim Nelson

Budget Committee Members Absent: Scott Malmquist

**Staff Present:**

City Manager/Budget Officer, Paul Wyntergreen; Administrative Assistant, Debbi Reeves

**City Officials:** Mayor Suzanne Weber, Councilor Steve Forster, Councilor Cheryl Davy

**2. ELECTION OF OFFICERS**

**Chairman Hurd** said the first item on the agenda is to elect Budget Officers. **Reeves** said Budget Officers for 2010-2011 were **Hurd** as Chair, **Weber** as Vice-Chair and **Decker** as Secretary.

- **Hurd** made a motion to nominate **John Sandusky** as Budget Chairman. Second was made by **Mayor Weber**. **Hurd** called for the vote and Ayes were received from all committee members and the motion passed unanimously.
- **Sandusky** nominated **Hurd** as Budget Vice- Chair which was seconded by **Nelson**. Ayes were received by all committee members except **Hurd** who voted no. The motion passed.
- **Weber** nominated **Sheryl Pingel** as Budget Secretary. The motion seconded by **Hurd**. Ayes were received by all and the motion carried.

**Hurd** turned the meeting over to Budget Chairman **Sandusky**.

### 3. BUDGET MESSAGE

**Sandusky** asked Budget Officer **Wyntergreen** to present the 2011-2012 Budget Message. **Wyntergreen** began explaining the Tax Increment Fund and the General Fund as they pertain to urban renewal agencies. He also explained debt service. **Wyntergreen** went over the Tax Increment Fund form LB-10 regarding anticipated revenues and reserved future debt service. He explained the different lines of the General Fund Resources form LB-20 mentioning grants, obligations, urban renewal projects and possible projects. He explained the budget note listed and the reason for the note pertaining to 5 year projections of the TURA Board. He explained the General Fund Expenditures form LB-31 touching on the different lines with changes. The lines explained were IGA Services, Consulting fees, Financial Services which include bookkeeping and audit services. Also spoken about were lines under Capital Outlay.

### 4. BUDGET REVIEW FOR FY 2011-2012

**Hurd** asked **Wyntergreen** about Line 27, LB-31 pertaining to Reserved Agency Approved Projects. There was discussion about locking up the funds in budget lines. There was also discussion about the wages for the finance officer. The committee discussed some of the budget lines mentioned by **Wyntergreen**. **Wyntergreen** explained proposed, approved and adopted lines in the budget. **Sandusky** asked for a clarification of the “Note” shown on the budget document which **Wyntergreen** explained. **Sandusky** asked if there were any other questions. The committee went through the budget forms and discussed the line items. **Hurd** asked about the Public Works Technician work mentioned in the Budget Message which **Wyntergreen** explained. There was discussion about school and street grants and a budget line for matching funds. Restrictions of budget lines were discussed. **Wyntergreen** explained GASB 54 which is Government Accounting Standards Board Pronouncement No. 54 which deals with funds restricted by boundaries and the urban renewal plan. **Nelson** asked about sidewalk repairs which were discussed.

**Sandusky** asked if there were any other discussion of budget changes other what had been discussed. The changes discussed were to delete the Budget Note on LB-20 and all asterisks associated with that Budget Note on forms LB-20 and LB-31. The next change was to set Line 12 on LB-31 to \$10,500 for Financial/Audit Services and to balance the total of the General Fund accordingly.

- **Hurd** made a motioned to accept the changes as presented. The motion was seconded by **Nelson**. All members voted aye and the motion passed.

**Sandusky** announced the TURA Budget was ready to adopt if there were no other comments, changes, questions or discussion.

- **Martin** made a motioned to adopt the 2011-2012 TURA Budget as modified. **Nelson** seconded the motion. **Sandusky** called for the vote to adopt the budget as adjusted. Ayes were received by all committee members present and the motion passed unanimously.

**Sandusky** asked if there were any other meetings for the budget committee. **Wyntergreen** explained the TURA Board would complete the adoption of the Budget in June in the Budget Hearing.

**Sandusky** mentioned the wonderful job TURA is doing and spoke of the 3<sup>rd</sup> Street Improvement Project. **Mayor Weber** gave “kudos” to TURA **Chairman Hurd** for his visioning and noted appreciation of the entire community. Sandusky said “Bravo” to **Chairman Hurd**.

With no further business **Sandusky** adjourned the meeting at 5:10 p.m.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

---

Sheryl Pingel  
Budget Committee Secretary

**FORM  
LB-1**

**NOTICE OF BUDGET HEARING**

A meeting of the \_\_\_\_\_ will be held on \_\_\_\_\_  
☐ A.M. (Governing body) (Date)  
 at ☐ P.M. at \_\_\_\_\_. The purpose of this meeting is to discuss the budget for  
 (Location)  
 the fiscal year beginning July 1, 2011 as approved by the \_\_\_\_\_ Budget Committee.  
 (Municipal corporation)

A summary of the budget is presented below. A copy of the budget may be inspected or obtained at \_\_\_\_\_  
 \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_. This budget was prepared on  
 (Street address)

a basis of accounting that is: ☐ consistent; ☐ not consistent with the basis of accounting used during the preceding year. Major changes, if any, and their effect on the budget, are explained below. This budget is for: ☐ Annual Period; ☐ 2-Year Period.

County	City	Chairperson of governing body	Telephone number ( )
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**FINANCIAL SUMMARY**

<input type="checkbox"/> Check this box if your budget only has one fund.		<b>TOTAL OF ALL FUNDS</b>	<b>Adopted Budget This Year: 20__-20__</b>	<b>Approved Budget Next Year: 20__-20__</b>
Anticipated Requirements	1. Total Personal Services .....			
	2. Total Materials and Services .....			
	3. Total Capital Outlay .....			
	4. Total Debt Service .....			
	5. Total Transfers .....			
	6. Total Contingencies.....			
	7. Total Special Payments .....			
	8. Total Unappropriated and Reserved for Future Expenditure....			
	9. <b>Total Requirements</b> —add lines 1 through 8.....			
Anticipated Resources	10. Total Resources Except Property Taxes.....			
	11. Total Property Taxes Estimated to be Received.....			
	12. <b>Total Resources</b> —add lines 10 and 11.....			
Estimated Ad Valorem Property Taxes	13. Total Property Taxes Estimated to be Received (line 11) ....			
	14. Plus: Estimated Property Taxes Not to be Received.....			
	A. Loss Due to Constitutional Limits .....			
	B. Discounts Allowed, Other Uncollected Amounts .....			
	15. <b>Total Tax Levied</b> —add lines 13 and 14.....			
Tax Levies By Type		Rate or Amount	Rate or Amount	
	16. Permanent Rate Limit Levy (rate limit _____) .....			
	17. Local Option Taxes.....			
	18. Levy for Bonded Debt or Obligations.....			

**STATEMENT OF INDEBTEDNESS**

Debt Outstanding		Debt Authorized, Not Incurred	
<input type="checkbox"/> None	<input type="checkbox"/> As Summarized Below	<input type="checkbox"/> None	<input type="checkbox"/> As Summarized Below

**PUBLISH BELOW ONLY IF COMPLETED**

Long-Term Debt	Estimated Debt Outstanding at the Beginning of the Budget Year (July 1)	Estimated Debt Authorized, Not Incurred at the Beginning of the Budget Year (July 1)
Bonds .....		
Interest Bearing Warrants.....		
Other.....		
<b>Total Indebtedness</b> .....		

**Short-Term Debt**

This budget includes the intention to borrow in anticipation of revenue ("Short-Term Borrowing") as summarized below:

FUND LIABLE	Estimated Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost



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

**Phone: 503-842-2472**

**Fax: 503-842-3445**

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**PUBLIC NOTICE**

TURA Budget Hearing Meeting Agenda

June 7<sup>th</sup>, 2011 - 5:00 PM

Tillamook City Hall – 210 Laurel Avenue – Tillamook Oregon 97141

1. Call to Order/Roll Call

2. Business:

- Approve Minutes of April 26<sup>th</sup>, 2011 Budget Meeting
- Public Hearing: 2011-2012 Urban Renewal Agency Budget
- Review Budget Documents
- Adopt TURA 2011-2012 Budget
- Approve Resolution 2011-04 Adopting the Budget

3. Concerns of the Board

4. Adjournment

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)

Posted June 2<sup>nd</sup>, 2011

Tillamook Fire District \* Tillamook City Hall  
Tillamook County Library \* Tillamook County Court House

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Agency Board Members: Chair: Don Hurd; Vice-Chair-Carolyn Decker  
Lynda Casey, Alene Allen, Joe Martin, John Sandusky  
Administrator: Paul Wyntergreen; Administrative Assistant: Debbi Reeves



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

**Phone: 503-842-2472**

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**FY 2011-2012 BUDGET HEARING  
Tuesday, June 7<sup>th</sup>, 2011  
5:00 P.M.**

**URA Budget Committee Chairman John Sandusky** called the meeting order at 5:00 P.M. for the final Budget Hearing of the Tillamook Urban Renewal Agency.

**1. ROLL CALL:**

**Budget Chairman Sandusky** asked **Reeves** to call the roll of the Board. Present at the meeting were **Don Hurd, Carolyn Decker, Alene Allen, Joe Martin, Lynda Casey, and Dave Schrom.** Staff present was Administrative Assistant, **Debbi Reeves.**

**2. BUSINESS:**

**Budget Chairman Sandusky** asked for approval of the Budget Committee minutes of the April 26, 2011 if there were no additions or corrections.

- **Martin** made a motion to approve the budget meeting minutes of April 26, 2011 as typed. A second was made by **Hurd. Sandusky** called for the vote, ayes were received from all members, and the motion passed unanimously.

**Budget Chairman Sandusky** opened the Public Hearing for the Tillamook Urban Renewal 2011-2012 budget. No citizens were present for the hearing. **Decker** asked about the changes the Budget Committee had made to the budget, which was discussed. **Casey** asked about the expenditure for the Quilt Trail brochures and which budget line this would come from. This was discussed and will be addressed when it is expended.

With no further discussion **Budget Chairman Sandusky** closed the Public Hearing.

The committee reviewed the budget documents. **Schrom** mentioned he is new to the board and was not involved in the budget process and asked a few questions which were discussed and answered. **Sandusky** explained the budget process, that the board would need to adopt what has been presented, and he would entertain a motion to adopt the budget.



- **Hurd** made a motioned to adopt the final 2011-2012 TURA Budget. **Decker** seconded the motion. With no further discussion, **Sandusky** called for the vote. Ayes were received by all board members present and the motion passed unanimously.

**Budget Chairman Sandusky** asked about Resolution 2011-04 Adopting the Budget. **Reeves** explained the Resolution Adopting the TURA 2011-2012 could be approved at this meeting since there were no changes to the budget documents that were presented at the budget hearing. **Sandusky** asked the board to review the resolution. There were questions about the different Declaration of Tax Increment Options shown on the resolution form and **Reeves** explained the TURA is under the “Other Plans” option because they fall under the standard rate plan.

- **Hurd** made a motioned to approve Resolution 2011-04 Adopting the 2011-2012 Tillamook Urban Renewal Agency budget. **Allen** seconded the motion. **Sandusky** called for the vote. Ayes were received by all board members present and the motion passed unanimously.

**3. CONCERNS OF THE BOARD: None**

**4. ADJOURNMENT:** With no further business, **Sandusky** adjourned the meeting at 5:15 p.m.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

---

John Sandusky  
Budget Committee Chairman

**FORM  
LB-20**

**RESOURCES  
General Fund**

Tillamook Urban Renewal Agency  
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year <u>2011-2012</u>			
	Actual		Adopted Budget This Year <u>2010-2011</u>		Proposed By Budget Officer	Approved By Budget Committee	Budget Adopted By Governing Body	
	Second Preceding Year <u>2008-2009</u>	First Preceding Year <u>2009-2010</u>						
				Beginning Fund Balance:				
1	67,391	239,758	170,000	1 Available cash on hand* (cash basis) or	140,000	140,000	140,000	
2	0	0	0	2 Net working capital (accrual basis)	0	0	0	2
3	1,352	520	500	3 Interest	500	500	500	3
4			0	4 Short Term Loan Repayment - Principal	0	0	0	4
5			0	5 Short Term Loan Repayment - Interest	0	0	0	5
6			5,200	6 Long Term Loan Repayment - Principal	12,000	12,000	12,000	
7			2,600	7 Long Term Loan Repayment - Interest	0	0	0	6
8				8 Late Charges and Fees	1,500	1,500	1,500	7
9				9				8
10				10				9
11				11				10
12				12				11
13				13 OTHER RESOURCES				12
14	0	0	5,000	14 Grants and Donations	0	0	0	13
15				15 Obligated Loan Proceeds	379,000	379,000	379,000	14
16				16 Future Loan Proceeds	125,000	125,000	125,000	15
17	175,000	461,390	480,000	17 Short Term Loan	0	0	0	16
18	0	75,000	201,350	18 Transfer in from Detailed Expenditures	0	0	0	17
19				19				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	243,743	776,668	864,650	33 TOTAL RESOURCES	658,000	658,000	658,000	32

\*Includes Unappropriated Balance Budgeted Last Year

# DETAILED EXPENDITURES

FORM  
LB-31

General Fund  
(Name of Organizational Unit - Fund)

Tillamook Urban Renewal Agency

	Historical Data			EXPENDITURE DESCRIPTION	Number of Employ ees	Range*	Budget for Next Year <u>2011-2012</u>			
	Actual		Adopted Budget This Year <u>2010-2011</u>				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>2008-2009</u>	First Preceding Year <u>2009-2010</u>								
1				1 <b>Materials &amp; Services</b>						1
2	120	450	500	2 Bank Fees			0	0	0	2
3		0	0	3 Fees Advanced (City of Tillamook)			0	0	0	3
4		9,080	15,000	4 IGA Admin Services (3 hrs & 15 hrs per week)			37,695	37,695	37,695	4
5	820	2,752	5,000	5 Legal Services			5,000	5,000	5,000	5
6	907	786	600	6 Legal/Advertising/Publications Notices			1,500	1,500	1,500	6
7	338	577	500	7 Agency/Community Meeting Expense			500	500	500	7
8	432	1,087	1,500	8 Office Supply			1,500	1,500	1,500	8
9	0	0	300	9 Postage			300	300	300	9
10	0	0	10	10 RARE student services			0	0	0	10
11	653	11,841	2,500	11 Consulting Fees			25,000	25,000	25,000	11
12	715	0	10,000	12 Financial Bookkeeping/Audit Services			0	10,500	10,500	12
				Proposed Financial Bookkeeping (\$1,963)/Audit Services(\$6,500			8,463	0	0	
13			5,000	13 Engineering/Architect Services			3,000	3,000	3,000	13
14			5,000	14 Design/Environmental Studies			2,500	2,500	2,500	14
15			600	15 Internet Web Services			500	500	500	15
16			500	16 Conference and Education			200	200	200	16
17			5000	17 Appraisals and Inspections			200	200	200	17
18			500	18 Loan Service Fees			0	0	0	18
19	3,984	26,571	52,510	19 <b>Sub Total Materials &amp; Services</b>			86,358	88,395	88,395	19
20				20						20
21				21 <b>Capital Outlay</b>						21
22				22 Third Street ROW, Match, & Waterline			358,000	358,000	358,000	22
23			50,000	23 Façade Loan & Grants			50,000	50,000	50,000	23
24	0	0	50,000	24 Streetscape & Neighborhood Beautification Projects			10,000	10,000	10,000	24
25				25 Playground Equipment			21,000	21,000	21,000	25
26	0	296,581	390,000	26 Land Property Purchase Development			0	0	0	26
27	0	0	100,000	27 Reserved Agency Approved Project			100,000	100,000	100,000	27
28	0	296,581	490,000	28 <b>Sub Total Capital Outlay</b>			539,000	539,000	539,000	28
28				29						29
30	0	281,837	210,000	30 Special Payments - Loans, Grants, AV Producing			0	0	0	30
31	0	0	12,140	31 Contingency			0	0	0	31
32				32						32
33	3,984	604,989	864,650	32 <b>TOTAL EXPENDITURES</b>			625,358	627,395	627,395	33
34	239,759	171,679	0	34 UNAPPROPRIATED ENDING FUND BALANCE 5% (restricted)			32,642	30,605	30,605	34
35	243,743	776,668	864,650	35			658,000	658,000	658,000	35

# RESOURCES AND REQUIREMENTS

**FORM  
LB-10**

## Tax Increment Fund

(Fund)

Tillamook Urban Renewal District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2011-2012			
	Actual		Adopted Budget This Year 2010-2011		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2008-2009	First Preceding Year 2009-2010						
				RESOURCES				
				Beginning Fund Balance:				
1	27,826	160,637	125,000	1. Cash on hand (cash basis)	30,000	30,000	30,000	1
2	2,173	5,492	5,500	2 Previously levied taxes to be received	7,000	7,000	7,000	2
3	0	0	0	3 Earnings from temporary investments	0	0	0	3
4	0	0	0	4 Transferred from other funds	0	0	0	4
5	1,588	973	1,000	5 Interest Earned	500	500	500	5
6				6 Other Revenues				6
7				7				7
8				8				8
9			131,500	9 Total Resources, except taxes to be levied	37,500	37,500	37,500	9
10			210,000	10 Taxes estimated to be received	240,000	240,000	240,000	10
11	141,177	174,776		11 Taxes collected in year levied				11
12	172,764	341,878	341,500	12 TOTAL RESOURCES	277,500	277,500	277,500	12
				REQUIREMENTS				
1	12,000	0	0	1 Reserved Debt Service	0	0	0	1
2	0	229,976	140,000	2 Short Term Loan Repayment	0	0	0	2
3				3 Janac/Cameron Loan Repayment	88,000	88,000	88,000	3
4				4 Parking Lot Repayment (principal \$100,000)	22,500	22,500	22,500	4
5				5 Third St. Loan Payments (principal \$160,000)	36,000	36,000	36,000	5
6				6 Other Loan Payments in 2011/2012	11,500	11,500	11,500	6
				(Plan Amendment \$25,000 & Facades \$25,000)				
7				7 Playground Equipment Match (principal \$21,000)	4,800	4,800	4,800	7
8	126	125	150	8 Bank/Loan Fees	1,500	1,500	1,500	8
9	0	75,000	201,350	9 Transfer out to General Fund	0	0	0	9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15 Reserve for Future Debt Service (Restricted)	113,200	113,200	113,200	15
16	160,638	36,777	0	16. UNAPPROPRIATED ENDING FUND BALANCE	0	0	0	16
17	172,764	341,878	341,500	17. TOTAL REQUIREMENTS	277,500	277,500	277,500	17

**ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Tillamook Urban Renewal Agency hereby adopts the budget for fiscal year 2011-12 in the total of \$ 658,000.00 now on file at the City of Tillamook - 210 Laurel Avenue - Tillamook OR 97141.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2011, and for the purposes shown below are hereby appropriated:

**General Fund**

Personal Services .....	\$ <u>0</u>
Materials & Services .....	\$ <u>88,395</u>
Capital Outlay .....	\$ <u>539,000</u>
Contingencies .....	\$ <u>30,605</u>
Transfers .....	\$ <u>0</u>
.....	\$ <u>        </u>
<b>Total .....</b>	<b>\$ <u>658,000</u></b>

**Debt Service Fund**

Debt Service .....	\$ <u>0</u>
<b>Total Appropriations, All Funds \$</b>	<b><u>658,000</u></b>

**DECLARATION OF TAX INCREMENT****Option One**

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor for the \_\_\_\_\_ 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 \$ \_\_\_\_\_ as the amount to be raised through the imposition of a special levy.

**Option One (alternate)**

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor for the \_\_\_\_\_ Plan Area a request that \$ \_\_\_\_\_ in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

**Option Three**

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor for the \_\_\_\_\_ Plan Area a request for \$ \_\_\_\_\_ of revenue specified in the Ordinance choosing Option Three to be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution, and \_\_\_\_\_ as the amount to be raised through the imposition of a special levy, and for the \_\_\_\_\_ Plan Area that \$ \_\_\_\_\_ in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

**Other Plans**

BE IT RESOLVED that the Board of Directors of the Tillamook Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Tillamook Urban Renewal Plan Area 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.

**Other Plans (alternate)**

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor a request for the \_\_\_\_\_ Plan Area that \$ \_\_\_\_\_ in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, or the Oregon Constitution.

The above resolution statements were approved and declared adopted on this 7th day of June 2011.

X  \_\_\_\_\_  
Signature

X  \_\_\_\_\_  
Signature

• Submit two (2) copies to county assessor by July 15.

☐ Check here if this is  
an amended form.**Notification**

Tillamook Urban Renewal Agency authorizes its 2011-12 ad valorem tax increment amounts  
 by plan area for the tax roll of Tillamook  
 (Agency Name) (County Name)

Paul Wyntergreen 503-842-2472 Ext. 3460 July 1, 2011  
 (Contact Person) (Telephone Number) (Date)

210 Laurel Avenue Tillamook OR 97141 pwyntergreen@tillamookor.gov  
 (Agency's Mailing Address) (Contact Person's E-mail Address)

**Part 1: Option One Plans (Reduced Rate).** [ORS 457.435(2)(a)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax	Special Levy Amount**
	\$ OR	<input type="checkbox"/> Yes	
	\$ OR	<input type="checkbox"/> Yes	
	\$ OR	<input type="checkbox"/> Yes	
	\$ OR	<input type="checkbox"/> Yes	

**Part 2: Option Three Plans (Standard Rate).** [ORS 457.435(2)(c)]

Plan Area Name	Increment Value to Use***	100% from Division of Tax***	Special Levy Amount****
	\$ OR		
	\$ OR		
	\$ OR		

**Part 3: Other Standard Rate Plans.** [ORS 457.010(4)(b)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax*
	\$ OR	<input type="checkbox"/> Yes
	\$ OR	<input type="checkbox"/> Yes
	\$ OR	<input type="checkbox"/> Yes
	\$ OR	<input type="checkbox"/> Yes

**Part 4: Other Reduced Rate Plans** [ORS 457.010(4)(a)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax*
Tillamook Urban Renewal District	\$ OR	<input checked="" type="checkbox"/> Yes
	\$ OR	<input type="checkbox"/> Yes
	\$ OR	<input type="checkbox"/> Yes
	\$ OR	<input type="checkbox"/> Yes

**Notice to Assessor of Permanent Increase in Frozen Value.** Effective 2011-2012, permanently increase frozen value to:

Plan Area Name	New frozen value
	\$
	\$

\*All Plans except Option Three: Enter amount of Increment Value to Use that is less than 100 percent or check "Yes" to receive 100 percent of division of tax. Do NOT enter and amount of increment Value to Use AND check "Yes" to receive 100 percent of division tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".

\*\*If an Option One plan enters a Special Levy Amount, you MUST check "Yes" and NOT enter and amount of Increment to Use.

\*\*\*Option Three plans enter EITHER an amount of Increment Value to Use to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the Amount from Division of Tax stated in the ordinance, NOT both.

\*\*\*\*If an Option Three plan requests both an amount of Increment Value to Use that will raise less than the amount of division of tax stated in the 1998 ordinance and a Special Levy Amount, the Special Levy Amount cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.

## ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Tillamook Urban Renewal Agency hereby adopts the budget for fiscal year 2011-12 in the total of \$ 658,000.00 now on file at the City of Tillamook - 210 Laurel Avenue - Tillamook OR 97141

## MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2011, and for the purposes shown below are hereby appropriated:

## General Fund

Personal Services .....	\$	0
Materials & Services .....	\$	88,395
Capital Outlay .....	\$	539,000
Contingencies .....	\$	30,605
Transfers .....	\$	0
.....	\$	
Total .....	\$	658,000

## Debt Service Fund

Debt Service .....	\$	0
Total Appropriations, All Funds	\$	658,000

## DECLARATION OF TAX INCREMENT

## Option One

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor for the \_\_\_\_\_ 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 \$ \_\_\_\_\_ as the amount to be raised through the imposition of a special levy.

## Option One (alternate)

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor for the \_\_\_\_\_ Plan Area a request that \$ \_\_\_\_\_ in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

## Option Three

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor for the \_\_\_\_\_ Plan Area a request for \$ \_\_\_\_\_ of revenue specified in the Ordinance choosing Option Three to be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution, and \_\_\_\_\_ as the amount to be raised through the imposition of a special levy, and for the \_\_\_\_\_ Plan Area that \$ \_\_\_\_\_ in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

## Other Plans

BE IT RESOLVED that the Board of Directors of the Tillamook Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Tillamook Urban Renewal Plan Area 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.

## Other Plans (alternate)

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor a request for the \_\_\_\_\_ Plan Area that \$ \_\_\_\_\_ in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, or the Oregon Constitution.

The above resolution statements were approved and declared adopted on this 7th day of June 2011.

X [Signature]  
Signature Chairman

X [Signature]  
Signature Vice Chairman

# RESOURCES AND REQUIREMENTS

**FORM  
LB-10**

## Tax Increment Fund

(Fund)

Tillamook Urban Renewal District

Budget for Next Year 2011-2012

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2011-2012			
	Actual		Adopted Budget This Year 2010-2011		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2008-2009	First Preceding Year 2009-2010						
				RESOURCES				
				Beginning Fund Balance:				
1	27,826	160,637	125,000	1. Cash on hand (cash basis)	30,000	30,000	30,000	1
2	2,173	5,492	5,500	2 Previously levied taxes to be received	7,000	7,000	7,000	2
3	0	0	0	3 Earnings from temporary investments	0	0	0	3
4	0	0	0	4 Transferred from other funds	0	0	0	4
5	1,588	973	1,000	5 Interest Earned	500	500	500	5
6				6 Other Revenues				6
7				7				7
8				8				8
9			131,500	9 Total Resources, except taxes to be levied	37,500	37,500	37,500	9
10			210,000	10 Taxes estimated to be received	240,000	240,000	240,000	10
11	141,177	174,776		11 Taxes collected in year levied				11
12	172,764	341,878	341,500	12 TOTAL RESOURCES	277,500	277,500	277,500	12
				REQUIREMENTS				
1	12,000	0	0	1 Reserved Debt Service	0	0	0	1
2	0	229,976	140,000	2 Short Term Loan Repayment	0	0	0	2
3				3 Janac/Cameron Loan Repayment	88,000	88,000	88,000	3
4				4 Parking Lot Repayment (principal \$100,000)	22,500	22,500	22,500	4
5				5 Third St. Loan Payments (principal \$160,000)	36,000	36,000	36,000	5
6				6 Other Loan Payments in 2011/2012 (Plan Amendment \$25,000 & Facades \$25,000)	11,500	11,500	11,500	6
7				7 Playground Equipment Match (principal \$21,000)	4,800	4,800	4,800	7
8	126	125	150	8 Bank/Loan Fees	1,500	1,500	1,500	8
9	0	75,000	201,350	9 Transfer out to General Fund	0	0	0	9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15 Reserve for Future Debt Service (Restricted)	113,200	113,200	113,200	15
16	160,638	36,777	0	16. UNAPPROPRIATED ENDING FUND BALANCE	0	0	0	16
17	172,764	341,878	341,500	17. TOTAL REQUIREMENTS	277,500	277,500	277,500	17



**FORM  
LB-20**

**RESOURCES  
General Fund**

Tillamook Urban Renewal Agency

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2011-2012			
	Actual		Adopted Budget This Year 2010-2011		Proposed By Budget Officer	Approved By Budget Committee	Budget Adopted By Governing Body	
	Second Preceding Year 2008-2009	First Preceding Year 2009-2010						
				Beginning Fund Balance:				
1	67,391	239,758	170,000	1 Available cash on hand* (cash basis) or	140,000	140,000	140,000	1
2	0	0	0	2 Net working capital (accrual basis)	0	0	0	2
3	1,352	520	500	3 Interest	500	500	500	3
4			0	4 Short Term Loan Repayment - Principal	0	0	0	4
5			0	5 Short Term Loan Repayment - Interest	0	0	0	5
6			5,200	6 Long Term Loan Repayment - Principal	12,000	12,000	12,000	
7			2,600	7 Long Term Loan Repayment - Interest	0	0	0	6
8				8 Late Charges and Fees	1,500	1,500	1,500	7
9				9				8
10				10				9
11				11				10
12				12				11
13				13 OTHER RESOURCES				12
14	0	0	5,000	14 Grants and Donations	0	0	0	13
15				15 Obligated Loan Proceeds	379,000	379,000	379,000	14
16				16 Future Loan Proceeds	125,000	125,000	125,000	15
17	175,000	461,390	480,000	17 Short Term Loan	0	0	0	16
18	0	75,000	201,350	18 Transfer in from Detailed Expenditures	0	0	0	17
19				19				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	243,743	776,668	864,650	33 TOTAL RESOURCES	658,000	658,000	658,000	32

\*Includes Unappropriated Balance Budgeted Last Year

# DETAILED EXPENDITURES

## General Fund

(Name of Organizational Unit - Fund)

## Tillamook Urban Renewal Agency

	Historical Data			EXPENDITURE DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year 2011-2012				
	Actual		Adopted Budget This Year 2010-2011				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2008-2009	First Preceding Year 2009-2010									
1				1	Materials & Services						1
2	120	450	500	2	Bank Fees			0	0	0	2
3		0	0	3	Fees Advanced (City of Tillamook)			0	0	0	3
4		9,080	15,000	4	IGA Admin Services (3 hrs & 15 hrs per week)			37,695	37,695	37,695	4
5	820	2,752	5,000	5	Legal Services			5,000	5,000	5,000	5
6	907	786	600	6	Legal/Advertising/Publications Notices			1,500	1,500	1,500	6
7	338	577	500	7	Agency/Community Meeting Expense			500	500	500	7
8	432	1,087	1,500	8	Office Supply			1,500	1,500	1,500	8
9	0	0	300	9	Postage			300	300	300	9
10	0	0	10	10	RARE student services			0	0	0	10
11	653	11,841	2,500	11	Consulting Fees			25,000	25,000	25,000	11
12	715	0	10,000	12	Financial Bookkeeping/Audit Services			0	10,500	10,500	12
					Proposed Financial Bookkeeping (\$1,963)/Audit Services(\$6,500			8,463	0	0	
13			5,000	13	Engineering/Architect Services			3,000	3,000	3,000	13
14			5,000	14	Design/Environmental Studies			2,500	2,500	2,500	14
15			600	15	Internet Web Services			500	500	500	15
16			500	16	Conference and Education			200	200	200	16
17			5000	17	Appraisals and Inspections			200	200	200	17
18			500	18	Loan Service Fees			0	0	0	18
19	3,984	26,571	52,510	19	Sub Total Materials & Services			86,358	88,395	88,395	19
20				20							20
21				21	Capital Outlay						21
22				22	Third Street ROW, Match, & Waterline			358,000	358,000	358,000	22
23			50,000	23	Façade Loan & Grants			50,000	50,000	50,000	23
24	0	0	50,000	24	Streetscape & Neighborhood Beautification Projects			10,000	10,000	10,000	24
25				25	Playground Equipment			21,000	21,000	21,000	25
26	0	296,581	390,000	26	Land Property Purchase Development			0	0	0	26
27	0	0	100,000	27	Reserved Agency Approved Project			100,000	100,000	100,000	27
28	0	296,581	490,000	28	Sub Total Capital Outlay			539,000	539,000	539,000	28
28				29							29
30	0	281,837	210,000	30	Special Payments - Loans, Grants, AV Producing			0	0	0	30
31	0	0	12,140	31	Contingency			0	0	0	31
32				32							32
33	3,984	604,989	864,650	32	TOTAL EXPENDITURES			625,358	627,395	627,395	33
34	239,759	171,679	0	34	UNAPPROPRIATED ENDING FUND BALANCE 5% (restricted)			32,642	30,605	30,605	34
35	243,743	776,668	864,650	35				658,000	658,000	658,000	35

**FORM  
UR-1**

**NOTICE OF BUDGET HEARING**

A meeting of the \_\_\_\_\_ will be held on \_\_\_\_\_  
☐ A.M. (Governing Body) (Date)  
 at ☐ P.M. at \_\_\_\_\_. The purpose of this meeting is to discuss the budget for  
 \_\_\_\_\_  
 \_\_\_\_\_ (Location)

the fiscal year beginning July 1, 2011 as approved by the \_\_\_\_\_ Budget Committee.  
 \_\_\_\_\_ (Municipal Corporation)

A summary of the budget is presented below. A copy of the budget may be inspected or obtained at \_\_\_\_\_  
 \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_. This budget was prepared on  
 \_\_\_\_\_ (Street Address)

a basis of accounting that is: ☐ consistent; ☐ not consistent with the basis of accounting used during the preceding year. Major changes, if any, and their effect on the budget, are explained below. This budget is for: ☐ Annual Period; ☐ 2-Year Period.

County	City	Chairperson of Governing Body	Telephone Number (      )
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**FINANCIAL SUMMARY**

<input type="checkbox"/>	Check this box if your budget only has one fund.	<b>TOTAL OF ALL FUNDS</b>	Adopted Budget This Year: 20__-20__	Approved Budget Next Year: 20__-20__
Anticipated Requirements		1. Total Personal Services .....		
		2. Total Materials and Services .....		
		3. Total Capital Outlay .....		
		4. Total Debt Service .....		
		5. Total Transfers .....		
		6. Total Contingencies .....		
		7. Total Special Payments .....		
		8. Total Unappropriated and Reserved for Future Expenditure....		
		9. <b>Total Requirements</b> —add lines 1 through 8.....		
Anticipated Resources		10. Total Resources Except Urban Renewal Taxes.....		
		11. Total Urban Renewal Taxes Estimated from Division of Tax		
		12. Total Urban Renewal Taxes Estimated from Special Levy ...		
		13. <b>Total Resources</b> —add lines 10, 11, and 12.....		

**STATEMENT OF INDEBTEDNESS**

Debt Outstanding	Debt Authorized, Not Incurred
<input type="checkbox"/> None <input type="checkbox"/> As Summarized Below	<input type="checkbox"/> None <input type="checkbox"/> As Summarized Below

**PUBLISH BELOW ONLY IF COMPLETED**

Long-Term Debt	Estimated Debt Outstanding at the Beginning of the Budget Year (July 1)	Estimated Debt Authorized, Not Incurred at the Beginning of the Budget Year (July 1)
Bonds .....		
Interest Bearing Warrants .....		
Other .....		
<b>Total Indebtedness</b> .....		

**Short-Term Debt**

This budget includes the intention to borrow in anticipation of revenue ("Short-Term Borrowing") as summarized below:

FUND LIABLE	Estimated Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost

**FORM  
UR-2****SUMMARY BY FUND**Publish ONLY completed portion of this page. Total Anticipated Requirements **must equal** Total Resources.

Name of Fund	Actual Data Last Year 20__-__	Adopted Budget This Year 20__-__	Approved Budget Next Year 20__-__
1. Total Personal Services .....			
2. Total Materials and Services .....			
3. Total Capital Outlay .....			
4. Total Debt Service .....			
5. Total Transfers .....			
6. Total Contingencies .....			
7. Total Special Payments .....			
8. Total Unappropriated and Reserved for Future Expenditure ...			
9. Total Requirements .....			
10. Total Resources Except Urban Renewal Taxes....			
11. Total U/R Taxes Estimated from Div. of Tax .....			
12. Total U/R Taxes Estimated from Special Levy .....			
13. Total Resources.....			

Name of Fund	Actual Data Last Year 20__-__	Adopted Budget This Year 20__-__	Approved Budget Next Year 20__-__
1. Total Personal Services .....			
2. Total Materials and Services .....			
3. Total Capital Outlay .....			
4. Total Debt Service .....			
5. Total Transfers .....			
6. Total Contingencies .....			
7. Total Special Payments .....			
8. Total Unappropriated and Reserved for Future Expenditure ...			
9. Total Requirements .....			
10. Total Resources Except Urban Renewal Taxes....			
11. Total U/R Taxes Estimated from Div. of Tax .....			
12. Total U/R Taxes Estimated from Special Levy .....			
13. Total Resources.....			

Name of Fund	Actual Data Last Year 20__-__	Adopted Budget This Year 20__-__	Approved Budget Next Year 20__-__
1. Total Personal Services .....			
2. Total Materials and Services .....			
3. Total Capital Outlay .....			
4. Total Debt Service .....			
5. Total Transfers .....			
6. Total Contingencies .....			
7. Total Special Payments .....			
8. Total Unappropriated and Reserved for Future Expenditures ...			
9. Total Requirements .....			
10. Total Resources Except Urban Renewal Taxes....			
11. Total U/R Taxes Estimated from Div. of Tax .....			
12. Total U/R Taxes Estimated from Special Levy .....			
13. Total Resources.....			