

Coos County Urban Renewal Agency
Board Meeting & Budget Hearing

Wednesday, May 30, 2018, 7:30am

125 Central Ave, Coos Bay, OR 97420
2nd Floor Conference Room

**COOS COUNTY URBAN RENEWAL AGENCY
NORTH BAY DISTRICT**

P.O. Box 1215 • Coos Bay, Oregon 97420 • 541-267-7678

M E M O R A N D U M

TO: Coos County Urban Renewal Agency Board
and all Interested Parties

FROM: John Burns, Agency Administrator

DATE: May 23, 2018

SUBJECT: CCURA Meeting Notice

NOTICE OF REGULAR CCURA MEETING & BUDGET HEARING

A public meeting of the Coos County Urban Renewal Agency – North Bay District, Coos County, State of Oregon, will be held on **Wednesday, May 30, 2018, at 7:30 am** at Oregon International Port of Coos Bay's Second Floor Conference Room, located at 125 West Central Avenue, Suite 230, Coos Bay, Oregon.

The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Coos County Urban Renewal Agency's Budget Committee. A copy of the budget may be inspected or obtained at the Oregon International Port of Coos Bay office at 125 W Central Avenue, Suite 300, Coos Bay, OR, between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

JB:km

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING & BUDGET HEARING
7:30 A.M. Wednesday, May 30, 2018**

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

T E N T A T I V E A G E N D A

1. **CALL MEETING TO ORDER**

2. **INTRODUCTION OF GUESTS**

3. **CONSENT ITEMS**
 - A. Approval of April 11, 2018, Board Meeting Minutes
 - B. Approval of April 25, 2018, Budget Committee Meeting Minutes

4. **OPEN BUDGET HEARING – FY 2018/19 BUDGET**

5. **BUDGET HEARING – FY 2018/19 BUDGET**
 - A. Public Hearing
 - B. Budget Document
 - C. 2018Res02 Adoption of Budget for Fiscal Year 2018/19

6. **CLOSE BUDGET HEARING – FY 2018/19 BUDGET**

7. **OPEN BOARD MEETING**

5. **ACTION ITEMS**

6. **PUBLIC COMMENT**

7. **SCHEDULE NEXT MEETING DATE**

8. **OTHER/ADJOURN**

Consent Items

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING**

7:30 A.M. Wednesday, April 11, 2018

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

DRAFT MINUTES

ATTENDANCE

Agency Board Members: Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Howard Graham, City of North Bend; Mike Erbele, City of North Bend; Jennifer Groth, City of Coos Bay; Joe Benetti, City of Coos Bay; and Nathan McClintock, Legal Counsel.

Guests: John Burns, Port Staff; Fred Jacquot, Port Staff; Amrha Wimer, Port Staff; Timm Slater, Bay Area Chamber of Commerce; and Maeora Mosieur, Budget Committee.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:29 a.m.

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

A. Approval of February 13, 2018, Board Meeting Minutes

Upon a motion by Eric Farm (Second by Howard Graham), the Agency Board Members voted to approve the February 13, 2018, Board Meeting Minutes. **Motion Passed.**

4. ACTION ITEMS

A. 2018Res01 Amend 2017/2018 Budget – Presented by Megan Richardson

At the close of fiscal year 2016/17 the Coos County Urban Renewal Agency elected to collapse the Special Revenue Fund, Capital Projects Fund, and Debt Service Fund to the General Fund due to the low activity level of the agency.

The cash from the closed funds should have been budgeted as the cash carry forward. Instead, the cash from the closed funds were budgeted as transfers in from other funds. It is recommended that the cash carry forward be increased by \$973,000 for a total cash carry forward of \$998,000 and that the transfers from other funds be decreased by \$973,000.

Upon a motion by Eric Farm (Second by Jennifer Groth), the Agency Board Members voted to approve 2018Res01 correcting 2017/18 budget to accurately reflect cash carry forward from 2016/17. **Motion Passed.**

5. PUBLIC COMMENT

There was no public comment.

6. SCHEDULE NEXT MEETING DATE

Budget Meeting: Wednesday, April 25 at 7:30 am

Budget Hearing: Wednesday, May 30 at 7:30 am

7. OTHER/ADJOURN

A. Plan Amendment Update – Presented by Fred Jacquot

Mr. Jacquot provided an overview of the plan amendment. He stated the process started with a solicitation in late 2016 and authorized a contract with Howard Consulting in January of 2017 to provide technical services to guide the Agency through the plan amendment process and adoption. The updated plan amendment was approved by the City of Coos Bay on February 6, 2018 and by the City of North Bend on February 15, 2018. The plan was adopted by county ordinance March 27, 2018. According to the adopting ordinance, the amended plan will become effective June 25, 2018.

The project originally intended to review the previous plan and amendments, review and report on the project status from the 2006 plan and add additional recommended projects which resulted in the Coos County Urban Renewal Agency Urban Renewal Projects Report by BergerABAM. The project was also to develop the statutory required plan amendment document, plan report and other required documents for the adoption process including notices and filings. The consultant also intended to present the plan amendment at a public open house, county planning commission and to the county board of commissioners. Additional scope was added during the plan process. The legal description of the plan did not include GIS shape files and while working with the county assessor's office it was determined there were some discrepancies in boundaries of some tax lots. The consultant was authorized to generate a GIS shape file for the boundary and provided it to the assessor office which was an additional \$600.00 to the project. The Agency also had additional scope due to revisions driven by the county during the approval process which resulted in an additional public open house, revisions and additional presentation materials.

The changes to the plan made after it was presented were the reinstatement of a sunset date to the end of fiscal year 2038, addition of an under levy, and removal of the special levy provision. The changes resulted in an adjusted maximum indebtedness from \$60 million to \$37 million.

Mr. Jacquot stated at this point all scope items have been completed and the plan amendment has been adopted by county ordinance and the consultant has delivered all requirements. The original completion date was July 31, 2017 which anticipated a single public hearing and second reading

by the county to adopt but during the project execution it was determined that both the City of Coos Bay and the City of North Bend had to have formal approvals on the plan amendment which added additional time and extended the project to October 2017 and the county hearing process extended the process further to December 13, 2017. The overall schedule went from January 2017 to end of March 2018.

Mr. Jacquot stated in relation to the budget, the Agency originally authorized Howard Consulting for \$114,774, the additional scope added \$10,000 making the final amount of \$124,874. The Agency authorized project support cost at \$10,000 for project management and legal services. In September 2017 there was a request for an additional \$5,000 making the total final project support cost \$12,843. There was also an unexpected cost for the project through the county planning office for filings and notices associated with the public hearing process of \$8,840. Total project completion cost was \$146,557. When the solicitation was first authorized in the 2016/17 fiscal year, the project budget was \$150,000. In the 2017/18 Agency budget for professional services it was listed at \$164,000.

At this time, the project is considered complete and the only outstanding issue is if the plan should be recorded at the county clerk office and how to publish the plan amendment.

Mrs. Groth asked why there is an option to record or not record the plan. Mr. Jacquot stated previous plans had not been recorded. Because this amendment was not a substantial amendment that required a vote it does not have to be recorded. The county ordinance was recorded.

It was decided to provide one copy to the assessor office and the county planning office along with the commissioners. It was also decided to provide one copy to each jurisdiction and to the local county libraries along with the Port website.

B. Financial Review - Megan Richardson

Megan Richardson provided the Profit & Loss Budget vs Actual, Profit & Loss and the Balance Sheet to the Board. She stated interest is doing better than expected because the pool rate for the state is up. Materials and services is below budget and the project spending is completed so the Agency should end the year within budget. The Balance Sheet shows the cash balance is \$1.1 million.

Todd Goergen adjourned the meeting at 7:50 a.m.

**COOS COUNTY URBAN RENEWAL AGENCY
BUDGET COMMITTEE MEETING
7:30 A.M. Wednesday, April 25, 2018**

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

DRAFT MINUTES

ATTENDANCE

Agency Board Members: Chairman Todd Goergen, At Large; Eric Farm, Port Commissioner; Howard Graham, City of North Bend; Mike Erbele, City of North Bend; Jennifer Groth, City of Coos Bay; and Joe Benetti, City of Coos Bay.

Budget Committee Members: Pamela Plummer; Gary Gregor; Jeff Bunnell; George Wales; and Jayson Wartnik.

Guests: John Burns, Port Staff; Fred Jacquot, Port Staff; Megan Richardson, Port Staff; and Amrha Wimer, Port Staff.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:30 a.m.

2. INTRODUCTION OF GUEST

3. SELECTION OF BUDGET CHAIR

Upon a motion by Howard Graham (Second by Greg Gregor), the Budget Committee Members voted to appoint Todd Goergen as Budget Committee Chair. **Motion Passed.**

4. RECEIVE FY 2018/2019 BUDGET MESSAGE

Megan Richardson presented the budget message for fiscal year 2018/2019 for the North Bay District of the Coos County Urban Renewal Agency. The budget was prepared in accordance with the directions of the Agency Board and with the current state statutes and administrative regulations.

The CCURA was approved for formation by the Coos County Board of Commissioners in December 1985. The Agency works closely with the cities of Coos Bay and North Bend, the CB/NB Water Board, Coos County and the Port of Coos Bay. The Port has served as the administrator for the Agency since 2000.

In the upcoming fiscal year, the agency will no longer receive the Special Levy. This reduces the anticipated property tax revenues by about \$100,000. This year's property tax revenue is projected to be \$84,000.

The Agency completed a plan amendment to extend the Agency's existence until fiscal year 2038. The amended plan updates the long-term plan for development of the land resources under its jurisdiction. It incorporates the need to promote and attract development of industrial sites as well as maintaining opportunities for a wide range of recreational use on parcels set aside for such purpose.

Fiscal year 2018/19 focuses on completing two new plans for the agency. The first, is a Stormwater Management Plan for comprehensive stormwater management throughout the district. The plan would address short term and long term needs for flood control, stormwater pollution control, and stormwater conveyance from upland properties into detention locations or final dispersal into the bay. The plan will evaluate the potential construction of detention/containment facilities to serve current and future industrial development and runoff from public roads. Construction of immediate flood control measures may be considered as well.

The second plan proposed for the upcoming fiscal year is a Disaster Safety and Resiliency Plan for the North Bay District. This plan would coordinate with current efforts underway with the State and County to identify safety and resiliency measures to be incorporated into current infrastructure and future development in the district.

After the repayment and restructuring of the Umpqua Bank loan, the annual principal payment is now \$5,000. The required debt service reserve of two times annual principal payment [\$10,000] is incorporated in the General Fund's unappropriated balance carried forward. At fiscal year end 2017/2018 the outstanding bank loan will be \$45,000.

The normal Agency operating expenses are anticipated to remain at prior years' level, around \$30,000.

The current planned expenditures and expected revenues for the remainder of the current fiscal year (2017/2018) will result in the following projected carry forward ending cash balance on June 30, 2018:

Total General Fund Carry Forward	<u>\$1,120,000</u>
---	---------------------------

5. REVIEW FY 2018/2019 BUDGET DOCUMENT

Budget Chair Todd Goergen reviewed the budget document.

Mr. Goergen reviewed the proposed Resources with the Budget Committee stating cash on hand is \$1,120,000; previously levied taxes expected to be received is \$10,000; interest is \$12,000; tax increment revenues is \$83,974. Total resources is \$1,225,974.

Mr. Goergen reviewed the Expenditures with the Budget Committee stating insurance is \$2,000; publications is \$1,000 which is a bump of \$400 over the previous budget; legal counsel is \$6,000 which is less than last year budget of \$10,000; management is \$1,000 a month for Port staff to administer the agency; audit is \$7,500 which is an increase because of the increased spending that will require a more in-depth review; professional services – project support is \$288,000. Mr. Jacquot stated the \$288,000 is the amount in the financial plan for the fiscal year for special studies based on the plan amendment. \$125,000 will be for the Storm Water Management Plan and about \$120,000 for a Tsunami Resiliency Plan. The \$288,000 is a place holder and a proposal will be brought to the Agency Board once a scope is developed.

Mr. Goergen stated feedback from the public during the plan amendment update included incorporating an evacuation plan for the North Spit.

Mr. Gregor asked if future expenses will be presented to the Board. Mr. Jacquot stated that when ready to request solicitations for service, it will be brought before the Board. Once bids are received, it will also be brought before the Board again for authorization.

Mr. Goergen went over the plan amendment. He stated it eliminated the special levy so there is no impact on tax payers outside of the URA district.

Mr. Gregor stated there is a lot of work that needs to get done and will be very costly and asked how it will get done. Mr. Goergen stated the Agency is not responsible to fund the whole project but to leverage private capital.

6. PUBLIC COMMENT

There was no public comment.

7. CONFIRM NEXT BUDGET MEETING DATE OR APPROVE BUDGET

Upon a motion by Jennifer Groth (second by Mike Erbele), the Budget Committee Members voted to recommend approval of the Coos County Urban Renewal Agency Budget for the fiscal year July 1, 2018 to June 30, 2019 to the full agency. **Motion Passed.**

8. OTHER/ADJOURN

Todd Goergen adjourned the meeting at 8:01 a.m.

Budget Hearing

**COOS COUNTY URBAN RENEWAL AGENCY
NORTH BAY DISTRICT
RESOLUTION 2018Res02**

BE IT RESOLVED that the Board of Commissioners of the Coos County Urban Renewal Agency (North Bay District) hereby adopts the budget approved by the budget committee for fiscal year 2018/2019 in the sum of \$1,225,974 now on file at the Agency Office.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2018 and for the purposes shown below are appropriated as follows:

GENERAL FUND

Materials & Services	\$ 316,500.00	
Debt Service	\$ 6,910.00	
Total Transfers to Other Funds	\$ -	
Operating Contingency	\$ -	
Total General Fund		<u>\$ 323,410.00</u>

UNAPPROPRIATED ENDING FUND BALANCE

General Fund	\$ 902,564.00	
Special Revenue Fund	\$ -	
Special Reserve Fund	\$ -	
Capital Fund	\$ -	
Total Unappropriated Ending Fund Balance		<u>\$ 902,564.00</u>

TOTAL BUDGET

\$ 1,225,974.00

BE IT FURTHER RESOLVED that the Agency Board of the Coos County Urban Renewal Agency hereby resolves to certifies to the County Assessor for the North Bay District 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 the "Remainder of Authority" as the amount to be raised through the imposition of a special levy.

The foregoing resolution was approved and duly adopted this **30th** day of May 2018 by the Agency Board of the Coos County Urban Renewal Agency, North Bay District.

Todd Goergen, Chairman
Coos County Urban Renewal Agency

Eric Farm, Vice Chair
Coos County Urban Renewal Agency

Action Items

Other Items