



**McMinnville Urban Renewal Agency Meeting Agenda
Tuesday, June 13, 2023
7:00 p.m.
(IMMEDIATELY FOLLOWING REGULAR CITY COUNCIL MEETING)**

Welcome! The public is strongly encouraged to participate remotely but there is seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself.

The public is strongly encouraged to relay concerns and comments in one of three ways:

- *Email at any time up to **12 p.m. on Monday, June 12th** to claudia.cisneros@mcminnvilleoregon.gov*
- *If appearing via telephone only please sign up prior by **12 p.m. on Monday, June 12th** by emailing the City Recorder at claudia.cisneros@mcminnvilleoregon.gov as the chat function is not available when calling in zoom;*
- *Join the zoom meeting use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic. **You will need to provide your First and Last name, Address, and contact information (email or phone) to the City.***

You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:

mcm11.org/live

URBAN RENEWAL AGENCY MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/86727552762?pwd=V2dKa01VcG1rTXdLR2p1UDNzaXFzZ09>

Zoom ID: 867 2755 2762

Zoom Password: 747609

Or you can call in and listen via Zoom: 1-253- 215- 8782

ID: 867 2755 2762

1. CALL TO ORDER
2. PUBLIC HEARING
 - a. Public Hearing on the Proposed Fiscal Year 2023-2024 Urban Renewal Budget as approved by the Budget Committee.
3. CONSENT AGENDA
 - a. Consider the Minutes of the June 8, 2021 Urban Renewal Agency Meeting.
 - b. Consider the Minutes of the June 22, 2021 Urban Renewal Agency Meeting.
 - c. Consider the Minutes of the December 14, 2021 Urban Renewal Agency Meeting.

4. RESOLUTION

- a. Consider **Resolution No. 2023-02**: A Resolution adopting the budget for the fiscal year beginning July 1, 2023, making appropriations, and declaring the tax increment.

5. ADJOURNMENT



STAFF REPORT

DATE: June 13, 2023
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: Public Hearing on FY2023-24 Approved Urban Renewal District Budget



CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

Report in Brief: A public hearing on the FY2023-24 Urban Renewal Budget as approved by the Budget Committee is required by Oregon statute.

Discussion of Hearing and Resolution Actions:

On May 17, 2023, the McMinnville Urban Renewal District's (UR) Budget Committee approved the City of McMinnville 2023– 2024 Budget. ORS 294.453 requires that, after the local government's budget committee has approved the budget, the governing body must hold a budget hearing to take citizen testimony on the approved budget.

Five to 30 days before the scheduled hearing, ORS 294.448 requires that the governing body publish a "Notice of Budget Hearing and Financial Summary." The Notice includes the date, time, location and remote access instructions for the budget hearing and a summary of the 2023 – 2024 Approved Budget. The Notice must appear in a newspaper of general circulation.

The required Notice and Financial Summary were published in the News Register on June 2, 2023.

The City also has a Budget Public Comment page on its website to facilitate the community's ability to weigh in on budget matters in a remote way.

A resolution adopting the FY2023-24 Urban Renewal District Budget will be presented to the City Council following the public hearing this evening. The City will then certify the budget to the County Assessor's office prior to July 15, 2023.

Fiscal Impact:

Following the budget adoption and public hearing process is required for the Urban Renewal District to draw property taxes as allowed above the District's frozen base.

Documents:

1. FY24 McMinnville Urban Renewal District Approved Budget Hearing notice

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the McMinnville Urban Renewal Agency will be held on June 13, 2023 at 7:00 pm at the Kent L Taylor Civic Hall, 200 NE 2nd Street, McMinnville, Oregon and via Zoom for remote access. Information on remote viewing and real time public comment options is available in the calendar section of mcminnvilleoregon.gov. In addition, public comment may be submitted ahead of the hearing online on the city's website mcminnvilleoregon.gov/finance/webform/budget-public-comment. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget is available online at mcminnvilleoregon.gov/finance. This budget is for an annual budget period and was prepared on a basis of accounting that is the same basis of accounting as used the preceding year.

Contact: Jennifer Cuellar

Telephone: 503-434-2350

Email: Jennifer.Cuellar@mcminnvilleoregon.gov

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2021-22	This Year 2022-23	Next Year 2023-24
Beginning Fund Balance/Net Working Capital	494,303	616,439	934,716
Interfund Transfers	40,221	250,848	893,212
All Other Resources Except Division of Tax & Special Levy	78,698	25,820	34,628
Revenue from Division of Tax	513,664	598,000	710,000
Total Resources	1,126,887	1,491,107	2,572,556

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Materials and Services	161,636	288,350	604,890
Capital Outlay	0	75,000	104,000
Debt Service	0	0	0
Interfund Transfers	273,631	490,634	1,138,207
Contingencies	0	121,292	300,000
All Other Expenditures and Requirements	0	0	0
Unappropriated Ending Fund Balance	691,620	515,831	425,459
Total Requirements	1,126,887	1,491,107	2,572,556

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program			
FTE for that unit or program			
Urban Renewal Fund	316,914	437,140	966,590
FTE	0	0	0
Urban Renewal Debt Service Fund	809,973	1,053,967	1,605,966
FTE	0	0	0
Total Requirements	1,126,887	1,491,107	2,572,556
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

This is the Urban Renewal (UR) District's tenth year. Revenues are continuing to grow based on investments made in the district. For FY2023-24 the total assessed value is anticipated to be a \$52.7 million increase in value over the District's "frozen" 2012-2013 base of \$86,331,273. Property taxes are projected to increase by \$112,000 to \$710,000. Projects for FY2023-24 include the Third Street Improvement project (\$185,000), an update of the 2000 Downtown Improvement Plan (\$200,000), planning for District Identity Improvements (\$40,000), and housing incentives (\$50,000). Debt Service of \$187,295 (included in Interfund Transfers) is appropriated for payment on 2016-17 Alpine Avenue loan.

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	
Other Bonds	\$0	
Other Borrowings	\$1,454,830	
Total	\$1,454,830	

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville Urban Renewal Agency
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, June 22, 2021 at 7:00 p.m.

Presiding (via zoom): Scott Hill, Chair

Recording Secretary: Claudia Cisneros

Councilors (via zoom): Present

Excused Absence

Remy Drabkin, Council President
Adam Garvin
Zack Geary
Sal Peralta
Kellie Menke
Chris Chenoweth

Also present were City Manager Jeff Towery (via zoom), City Attorney Amanda Guile-Hinman (via zoom), City Recorder Claudia Cisneros, Police Chief Matt Scales, Finance Director Jennifer Cuellar (via zoom), Planning Director Heather Richards (via zoom), and members of the News Media – Jerry Eichten, McMinnville Community Media and Kirby Neumann-Rea *News Register* (via zoom).

1. CALL TO ORDER & ROLL CALL: Chair Hill via Zoom called the meeting to order at 8:57 p.m.

2. RESOLUTION:

2.a. Consider Resolution No. **2021-02**: A Resolution adopting the budget for the fiscal year beginning July 1, 2021, making appropriations, and declaring the tax inclement.

Finance Director Cuellar stated there were no changes from when it was approved by the Budget Committee on May 24, 2021.

Councilor Menke MOVED to adopt Resolution No. 2021-02 adopting the 2021-2022 budget in the amount of \$1,036,267 for fiscal year beginning July 1, 2021; to make the appropriations in the amount of \$881,237; and to certify to the County Assessor a request for the McMinnville 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. SECONDED by Councilor Geary. Motion PASSED unanimously 6-0.

3. ADJOURNMENT: Chair Hill adjourned the Urban Renewal Agency Meeting at 9:01 p.m.

Claudia Cisneros, Recording Secretary

DRAFT

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville Urban Renewal Agency
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Excused Absence

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Adam Garvin
Zack Geary
Sal Peralta
Kellie Menke
Chris Chenoweth

Also present were City Manager Jeff Towery (via zoom), City Attorney Amanda Guile-Hinman (via zoom), City Recorder Claudia Cisneros, Police Chief Matt Scales, Finance Director Jennifer Cuellar (via zoom), Planning Director Heather Richards (via zoom), and members of the News Media – Jerry Eichten, McMinnville Community Media and Kirby Neumann-Rea *News Register* (via zoom).

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CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville Urban Renewal Agency
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, December 14, 2021 at 7:00 p.m.

Presiding (via zoom): Scott Hill, Chair

Recording Secretary: Claudia Cisneros

Councilors (via zoom): Present

Excused Absence

Remy Drabkin, Council President
Adam Garvin
Zack Geary
Sal Peralta
Kellie Menke
Chris Chenoweth

Also present were City Manager Jeff Towery (via zoom), City Attorney Amanda Guile-Hinman (via zoom), City Recorder Claudia Cisneros, Information, Finance Director Jennifer Cuellar (via zoom), Planning Director Heather Richards (via zoom), Fire Chief Rich Leipfert (via zoom), and members of the News Media –Jerry Eichten, McMinnville Community Media and Kirby Neumann-Rea *News Register* (via zoom).

1. CALL TO ORDER & ROLL CALL: Chair Hill via Zoom called the meeting to order at 9:28 p.m.
2. RESOLUTION:
 - 2.a. Consider Resolution No. **2021-03**: A Resolution Appointing Members of the McMinnville Urban Renewal Advisory Committee.

Planning Director Heather Richards stated these were for five appointments and three applicants are re-appointments.

Councilor Peralta MOVED to adopt Resolution No. 2021-03 appointing members to the McMinnville Urban Renewal Advisory Committee. SECONDED by Councilor Chenoweth. Motion PASSED unanimously 6-0.
3. ADJOURNMENT: Chair Hill adjourned the Urban Renewal Agency Meeting at 9:31 p.m.

Claudia Cisneros, Recording Secretary

STAFF REPORT

DATE: June 13, 2023
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: A Resolution adopting the budget for fiscal year beginning July 1, 2023 for the McMinnville Urban Renewal Agency

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

Report in Brief:

Oregon Revised Statute (ORS) 294.456 requires the City to enact a resolution to adopt the McMinnville Urban Renewal Agency's budget for the fiscal year. Resolution 2023-02 adopts the FY2023-24 budget for the fiscal year beginning July 1, 2023, makes appropriations and declares tax increment.

ORS 294.456 also allows the City Council to make changes to the budget that was approved by the Budget Committee. If a change increases expenditures by more than 10 percent, a revised financial summary must be published and a second budget hearing must be held before the adjusted budget can be adopted.

Discussion of Changes in Budget Appropriation Levels:

No changes to the 2023-24 Budget approved by the Budget Committee on May 17, 2023, are included in the Budget that is being presented to the Council for adoption.

Fiscal Impact:

Enacting the annual budget allows the city to request and receive tax increment property taxes, the largest revenue source supporting Urban Renewal programming.

Recommendation:

Approve the Resolution

- adopting the budget for the fiscal year beginning July 1, 2023, in the amount of \$2,572,556
- making appropriations in the amount of \$2,147,097

- certifying to the county assessor a request for the McMinnville 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

Attachments:

Resolution 2023-02

