

# Tillamook Urban Renewal Agency



## Budget FY 2014-2015

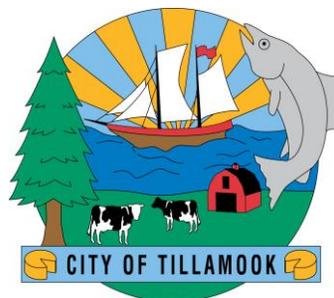
Tillamook Urban Renewal Agency  
210 Laurel Avenue  
Tillamook OR 97141

# Tillamook Urban Renewal Agency

## 2014-2015 Budget

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**Tillamook Urban Renewal Agency**  
**Budget Committee**  
**FY 2014-2015**

**Board of Directors**

Interim Chair Carolyn Decker  
244 Bluebird Lane  
Tillamook OR 97141

Vice Chair Ruth LaFrance  
7730 Trask River Road  
Tillamook OR 97141

Alene Allen  
1102 5<sup>th</sup> Street  
Tillamook OR 97141

Cheryl Davy  
2406 8<sup>th</sup> Street  
Tillamook OR 97141

Dave Schrom  
PO Box 41  
Netarts OR 97143

Doug Henson  
1130 Meadow Drive  
Tillamook OR 97141

Suzanne Weber  
314 Miller Avenue  
Tillamook OR 97141

**Staff:**

TURA Administrator – Paul Wyntergreen  
Executive Assistant – Debbi Reeves

**Budget Committee**

Sheryl Pingel (2011-2014)  
2418 8<sup>th</sup> Street  
Tillamook OR 97141

Justin Aufdermauer (2012-2015)  
702 Ash Avenue  
Tillamook OR 97141

Pat Kehr (2013-2016)  
303 Miller Ave  
Tillamook OR 97141

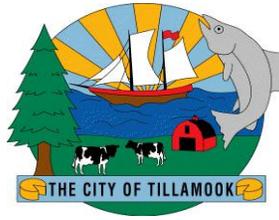
Jorge Rios (2013-2016)  
1207 2<sup>nd</sup> Street  
Tillamook OR 97141

Adam Schwend (2014-2017)  
403 Main Avenue Apt A  
Tillamook OR 97141

Steve Fladstol (2014-2017)  
3409 Alder Lane  
Tillamook OR 97141

Teri Fladstol (2014-2017)  
3409 Alder Lane  
Tillamook OR 97141





## Tillamook Urban Renewal Agency Budget Committee Meeting Agenda

**May 12, 2014 at 5:00 p.m.**

City of Tillamook ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141

**TURA Board:** Interim Chair Carolyn Decker, Vice Chair Ruth LaFrance, Alene Allen, Suzanne Weber, Dave Schrom, Councilor Cheryl Davy, Councilor Doug Henson  
**Budget Committee Members:** Justin Aufdermauer, Pat Kehr, Sheryl Pingel, Jorge Rios, Adam Schwend, Steve Fladstol, Teri Fladstol  
**Staff:** City Manager Paul Wyntergreen, Executive Assistant Debbi Reeves

### **1. CALL TO ORDER- ROLL CALL - INTRODUCTIONS:**

### **2. ELECTION OF BUDGET OFFICERS:**

- ~ Chairman
- ~ Vice-Chairman
- ~ Secretary

### **3. APPROVAL OF BUDGET COMMITTEE MINUTES OF APRIL 23, 2013:**

### **4. BUDGET MESSAGE:** TURA Administrator Paul Wyntergreen

### **5. REVIEW BUDGET FOR FY 2014-2015:**

### **6. BUSINESS ACTION ITEMS:**

- ~ Recommend Approval of FY 2014-2015 Tillamook Urban Renewal Budget

### **7. ADJOURNMENT:**

*Citizens having an interest in the agenda item(s) are encouraged to attend this meeting. This is a public meeting per ORS 192, with public testimony allowed, once recognized by the Committee Chairperson. The above committee reserves the right to hold an executive session per ORS Chapter 192.660. 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 (TTY) OR 1-800-848-4442 (VOICE) The City of Tillamook is an equal opportunity provider and employer.*

*Se anima a los ciudadanos que tengan interés en el tema (S) del orden del día para asistir a esta reunión es una reunión pública por ORS 192, con testimonio público permitido, **UNA VEZ** reconocido por el Presidente del Comité. El comité anteriormente se reserva el derecho de celebrar una sesión ejecutiva por Estatuto Revisado de Oregon Capítulo 192.660. El Ayuntamiento es accesible a discapacitados. Por favor, póngase en contacto con la oficina del administrador de la ciudad deben ser adaptaciones especiales requerida. Los ciudadanos con impedimentos visuales o manuales pueden comunicarse con el Servicio de Retransmisión de Oregon llamando al 1-800-648-3458 (TTY) or 1-800-848-4442 (VOZ). La ciudad de Tillamook es un proveedor y empleador de la igualdad de oportunidades.*



**Tillamook Urban Renewal Agency  
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**Phone: 503-842-2472**

**Fax: 503-842-3445**

**FY 2013-2014 BUDGET COMMITTEE MEETING  
Tuesday, April 23, 2013  
5:30 P.M.**

**1. CALL TO ORDER:**

TURA **Chairman Carolyn Decker** called the meeting of the Budget Committee to order at 5:30 P.M. to discuss and approve the proposed budget for FY 2013-2014. **City Manager Paul Wyntergreen** asked everyone to introduce themselves.

**Budget Committee Members present:**

TURA Chairman Carolyn Decker, TURA Vice Chair Dave Schrom, Board Director Alene Allen, Board Director Ruth LaFrance, City Councilor Steve Forster, Budget Committee Member Sheryl Pingel, Budget Committee Member Jorge Rios, Budget Committee Member Pat Kehr

**Budget Committee Members Absent:** Councilor Cheryl Davy, Justin Aufdermauer

**Staff Present:**

City Manager/Budget Officer Paul Wyntergreen; Executive Assistant Debbi Reeves

**City Officials and Guests:** Mayor Suzanne Weber, Councilor John Sandusky, City Recorder Abigail Donowho

**2. ELECTION OF OFFICERS**

**City Manager/Budget Officer Paul Wyntergreen** stated the first item on the agenda is to elect Budget Officers. He noted Budget Officers last year were Budget Chair **John Sandusky**, **Dave Schrom** Vice Chair and **Alene Allen** Secretary.

- **Ruth LaFrance** made a motion to appoint **Dave Schrom** as Budget Chairman. **Alene Allen** seconded the motion. There were no other nominations. Ayes were received from all committee members seated and the motion passed unanimously.

**Budget Chairman Dave Schrom** asked for nomination for the Budget Vice Chairman.

- **Carolyn Decker** nominated **Steve Forster** as Budget Vice Chairman which was seconded by **Allen**. With no further nomination **Budget Chairman Schrom** called for the vote. Ayes were received by all committee members. The motion passed unanimously.

**Budget Chairman Dave Schrom** opened the nominations for Budget Secretary.

- **Steve Forster** nominated **Ruth LaFrance** as Budget Secretary. The nomination was seconded by **Carolyn Decker**. With no further nominations, **Budget Chairman Schrom** closed the nominations and the vote was called for. Ayes were received by all committee members and the motion passed.

### 3. BUDGET MESSAGE

**P. Wyntergreen** commented on the budget message and explained the TURA budget history for the past 6 years. He explained how the budget process works, the adoption of the budget and the budget hearing. He mentioned that changes can be made by the Board of Directors after the Budget Committee has approved it but there is a 10% limitation. He noted the significant changes for the upcoming fiscal year would be the refinance of the current loan with Columbia State Bank to TLC Federal Credit Union and several of the upcoming anticipated projects for 2013-2014. He also explained the county has made the adjustments to the tax base in conjunction with the substantial Plan amendment completed in June 2012. There were several questions, which were discussed.

### 4. BUDGET REVIEW FOR FY2013-2014

**Budget Officer Wyntergreen** continued by going over the budget forms one at a time with the first being the Tax Increment Fund LB-10. He explained that the agency gets revenue from the eleven contributing districts. The next forms discussed were the General Fund Resources LB-20 and General Fund Expenditures LB-31. **P. Wyntergreen** explained the beginning fund balances could potentially be far lower if there are disbursements before yearend on one of the current TURA projects. He also commented on the refund from the 3<sup>rd</sup> Street Improvement project that still may happen. There was discussion of unappropriated ending fund balance, restricted debt reserve, tax revenue, materials, and service line items including legal services, consulting services, environmental services, and capital outlay.

- **Steve Forster** made a motion to increase the Legal Services line in the General Fund Expenditures to \$25,000. **Carolyn Decker** seconded the motion. There was discussion about the Line of Credit's and 10% limitations in budget lines. With no further discussion, **Budget Chair Schrom** called for the vote. Ayes were received from all committee members seated and the motion passed unanimously.

**Budget Chair Schrom** asked if there were any other questions or comments from the committee. **Jorge Rios** asked about Capital Outlay figures and how those were calculated. **City Manager Paul Wyntergreen** explained that Line 28 is not pinpointed, but part of it includes a grant for the Hoquarton House project. He explained the TURA application process.

### 5. BUSINESS ACTION ITEMS:

- **Steve Forster** made a motion for approval of the recommending 2013-2014 TURA Budget with one amendment. **Carolyn Decker** seconded the motion. **Budget Chairman Schrom** asked for any discussion and there was none. He then called for the vote to approve the TURA budget as amended. Ayes were received by all committee members and the motion passed unanimously.

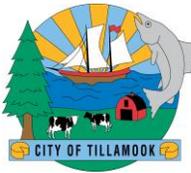
**City Manager Paul Wyntergreen** commented the final budget hearing will be held in June at which time the TURA Budget will adopted. He noted the Budget Committee members are welcome to come to the meeting but it is not required. **Jorge Rios** asked about future meetings and **City Manager Wyntergreen** explained the Budget Committee members sit on the TURA and the City budgets. The city budget generally takes several meeting while the TURA budget is complete with one meeting.

With no further business to the good of the order, Budget **Chairman Schrom** adjourned the meeting at 6:15 p.m.

Reviewed by:

  
\_\_\_\_\_  
Ruth LaFrance  
Budget Committee Secretary

Prepared by:  
Debbi Reeves  
Executive Assistant



## **Tillamook Urban Renewal Agency 2014-2015 Budget Message**

The Tillamook Urban Renewal Agency continues to expand 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 7 years and funded projects for 5 years.

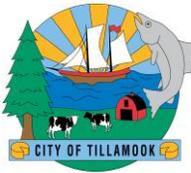
Due to tax revenue projections made in the 2012 Plan Amendment that did not assume loss of property from the district and Report on the Plan, tax revenues were lower than anticipated in 2013 therefore we have lowered tax revenue estimates until we can re-evaluate the trend.

As Tillamook moves closer to the ODOT Hwy 101/US 6 Intersection project anticipated to begin construction in 2015-2016, focus is still in the town center area and the 2<sup>nd</sup> Street Pilot Project area.

The following pending projects, some of which could possibly carry over until Fiscal Year 2014-2015, are:

- 1) The Hoquarton Historical and Interpretive Center with the move of the Hoquarton House with a potential commitment of \$50,000
- 2) OBB Partners V, LLC renovations at 1906-1908 1<sup>st</sup> Street for \$100,000
- 3) The 2<sup>nd</sup> Street Pilot project with estimated costs of \$300,000
- 4) Branding Support with a commitment of up to \$10,000
- 5) The Town Center Planter Program with a commitment of \$2,800

The projects mentioned above for the 2<sup>nd</sup> Street pilot project and the Hoquarton House have lines of credit established and ready to draw from as the projects commence. Project costs for OBB are anticipated to be paid from cash reserves and the other reimbursement. Funding for this project will be a \$40,000 grant and a \$60,000 loan. At this time, there is a potential that one of the businesses disrupted by ODOT project will move into the renovated building.



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Though anticipated cash carry-over is low, we again expect a refund from the 3<sup>rd</sup> Street Project of approximately \$200,000. This additional cash inflow may be utilized for any unanticipated projects for 2014-2015, along with the restructure of certain Lines of Credit at TLC Credit Union.

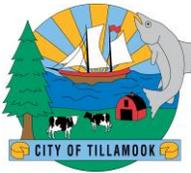
Materials and Services remain steady with slight increases as necessary. We are moving the line for Loan Service Fees to the Tax Increment Fund as any costs associated debt service should come from that fund. We have increased the line for “Conference and Education” as several of the board took advantage of the Oregon Main Street Conference in October 2013 and we hope they will continue attending conferences this year also. The line for “Other Types of Expense” has been increased for several state fees that have increased over the past couple of years. The budget draft proposes elimination of additional accounting services, which will be confirmed by the Board of Directors.

In regards to Capital Outlay lines, we have added a new line for potential Grant Projects. In March 2014, TURA applied for a “Diamonds In The Rough” grant for one of the buildings on 2<sup>nd</sup> Street in the pilot project area so there is the potential to receive grant funds and do a project with these funds.

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

While the Agency looks forward to new projects in 2014-2015, we need to keep in consideration the large ODOT project beginning in 2015 that will take several years to complete. This state project could have a large impact to Agency funds and projects in the town center area. At this time, TURA has committed \$50,000 in the year 2015 towards the Cross Town Connections grant, which is affiliated with this project.

The Agency has 19 years left in its 25-year plan, as the substantial amendment completed in 2012 extended the approximate life of the Agency to 2033. The Agency has been working towards the goals and objectives of the Plan with projects that improve the living conditions for community members and revitalize properties within the district boundaries. The Plan contains six goals for the Agency to focus on and projects implemented thus far have remained true to those goals.



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**Goal One:**

*Promote private development to increase the City's economic base*

*Objectives:*

- *Improve the ratio of profitable business to residential growth within the City and immediate area surrounding the district.*
- *Improve streets, streetscapes, parks, and public buildings and spaces to enhance investment and development of existing commercial areas within the City and district.*
- *Assist property owners in rehabilitating existing buildings and property to accommodate more profitable and alluring commercial businesses.*
- *Increase the number of family wage jobs within the district.*
- *Help create economic vitality by promoting and creating activities and encouraging uses that bring a significant amount of new business activity and new people into the downtown area.*
- *Support and assist in implementing the City's Comprehensive & Town Center Plans.*

**Goal Two:**

*Improve and retain existing profitable businesses.*

*Objectives:*

- *Entice private investments in new development and redevelopment in the commercial area of the district.*
- *Encourage retention and expansion of profitable businesses within the commercial areas of the district.*
- *Support and assist in implementing the City's Comprehensive and Town Center plans.*

3

**Goal Three:**

*Provide efficient, safe, and effective streets, streetscapes and open spaces.*

*Objectives:*

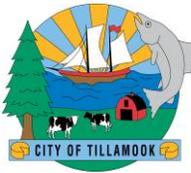
- *Enhance streetscapes by installing street lighting, street furniture, banners, planters, and other amenities.*
- *Reconstruct existing roadways and sidewalks where needed and in a manner meeting the objectives of the Plan.*
- *Construct new streets to provide connectivity and encourage private investment.*
- *Address and improve pedestrian safety on Main and Pacific Avenues.*
- *Improve pedestrian and bicycle access to and through the renewal area.*
- *Create pedestrian spaces that are attractive areas for residents and employees that stimulate economic activity and enhance livability.*
- *Construct or reconstruct utilities (including electrical, water, sewer, and storm sewer) as necessary to encourage and permit development of private properties and public amenities.*

**Goal Four:**

*Maintain, remodel, and construct public parks and open spaces, public facilities and public safety facilities to maintain and enhance safety in the renewal area and increase public utilization of the renewal area.*

*Objectives:*

- *Evaluate the adequacy of public facilities serving the renewal area.*



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- *Repair, improve, or construct new public facilities to enable appropriate service within the renewal area.*
- *Develop convenient, attractive parking facilities close to shopping, entertainment, and business destinations.*
- *Improve or construct public parking facilities to support profitable business and activities in the area.*

**Goal Five:**

*Upgrade and repair existing buildings within the renewal area.*

*Objectives:*

- *Improve the appearance of existing buildings in order to enhance the overall aesthetics of the renewal plan.*
- *Repair and improve existing historical buildings for architectural continuity and a revitalized appearance.*
- *Improve the safety of older buildings in regard to seismic stability, fire safety, building code compliance and accessibility to persons with disabilities by repairing or upgrading existing buildings to current code.*
- *Promote the redevelopment of existing buildings and areas that are inconsistent with the goals and objectives of this Plan in manners that benefit the entire economic development effort and the property owners.*

**Goal Six:**

*Provide for new housing units that collectively reflect a diversity of housing types, occupancy (rental and owner occupied) and income levels in the City.*

*Objectives:*

- *Provide a wide range of housing opportunities to accommodate households at all income levels, including low income, moderate-income, and market rate rental and owner-occupied housing which support prospective residential markets in, adjacent to, and near the area.*
- *Provide assistance to help maintain and assist in the rehabilitation of the stock of existing housing in the renewal area.*
- *Assist in the development of quality housing for a range of household incomes that are representative of the City as a whole.*
- *Rehabilitate existing housing stock.*

## RESOURCES AND REQUIREMENTS

**FORM  
LB-10**

### Tax Increment Fund

(Fund)

Tillamook Urban Renewal District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				<b>RESOURCES</b>				
				Beginning Fund Balance:				
1	48,945	165,127	272,231	1 Cash on hand (cash basis)	201,000			1
2	10,671	13,230	11,000	2 Previously levied taxes to be received	12,000			2
3	561,545	107,000	0	3 Transferred from other funds	0			3
4	544	1,146	500	4 Interest Investment Earnings	500			4
5				5 Other Revenues				5
6				6				6
7				7				7
8				8				8
9	621,705	286,503	283,731	9 Total Resources, except taxes to be levied	213,500		0	9
10			240,000	10 Taxes estimated to be received	230,000			10
11	228,057	231,767		11 Taxes collected in year levied				11
12	<b>849,762</b>	<b>518,270</b>	<b>523,731</b>	<b>12 TOTAL RESOURCES</b>	<b>443,500</b>		0	12
				<b>REQUIREMENTS</b>				
1	684,635	0	157,000	1 Debt Service	200,495			1
2	0	0	10,000	2 Short Term Loan Repayment	0			2
3	0	125	500	3 Bank Fees/Loan Service Fees	1,500			3
4	0	107,000	224,786	4 Transfer out to General Fund	241,505			4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15	0	0	131,445	15 Reserve for Future Debt Service (Restricted)	0			15
16			0	16 UNAPPROPRIATED ENDING FUND BALANCE	0	0	0	16
17	<b>684,635</b>	<b>107,125</b>	<b>523,731</b>	<b>17 TOTAL REQUIREMENTS</b>	<b>443,500</b>	0	0	17

**FORM  
LB-20**

**RESOURCES  
General Fund**

Tillamook Urban Renewal Agency  
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year <u>2014-2015</u>			
	Actual		Adopted Budget This Year <u>2013-2014</u>		Proposed By Budget Officer	Approved By Budget Committee	Budget Adopted By Governing Body	
	Second Preceding Year <u>2011-2012</u>	First Preceding Year <u>2012-2013</u>						
				Beginning Fund Balance:				
1	137,850	229,663	112,131	1 Available cash on hand* (cash basis) or	44,000			1
2	502	0	500	2 Interest Investment Earnings	200			2
3	22,881	10,491	21,500	3 Long Term Loan Repayment	29,016			3
4	0	0	1,000	4 Late Charges and Fees	1,000			4
5	0	0	200,000	5 Deposit Refund - 3rd Street Project	200,000			5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13 <b>OTHER RESOURCES</b>				13
14	0	0	0	14 Grants and Donations Received (Diamonds In Rough)	20,000			14
15	0	0	300,000	15 Obligated Loan Proceeds	300,000			15
16	0	0	1,084,445	16 Short Term Loans (Move to Future Loan Proceeds)	0			16
17	1,633,855	1,552,813	90,000	17 Future Loan Proceeds	200,000			17
18	0	107,000	224,786	18 Transfer in from TIF	241,505			18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29				29
30				30				30
31				31				31
32				32				32
33	1,795,088	1,899,967	2,034,362	33 <b>TOTAL RESOURCES</b>	<b>1,035,721</b>	0		0 33

\*Includes Unappropriated Balance Budgeted Last Year

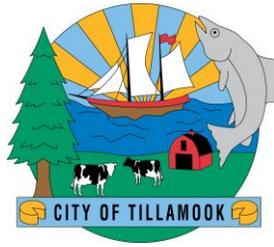
## DETAILED EXPENDITURES

FORM  
LB-31

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

**Tillamook Urban Renewal Agency**

Historical Data			EXPENDITURE DESCRIPTION	Number of Employees	Range*	Budget for Next Year <u>2014-2015</u>				
Actual		Adopted Budget				Proposed by	Approved by	Adopted by		
Second Preceding Year <u>2011-2012</u>	First Preceding Year <u>2012-2013</u>	This Year <u>2013-2014</u>				Budget Officer	Budget Committee	Governing Body		
1			1	<b>Materials &amp; Services</b>						1
2	116	196	300	2	Bank Fees	200				2
3	19,805	44,553	44,368	3	IGA Services	45,700				3
4	8,869	10,502	25,000	4	Legal Services	15,000				4
5	606	939	1,500	5	Advertising/Publications/Notices	2,000				5
6	98	426	1,000	6	Agency/Community Meeting Expense	1,000				6
7	75	1,182	500	7	Office Supply	1,500				7
8	342	0	200	8	Postage	200				8
9	21,609	80	15,000	9	Consulting Services	15,000				9
10	13,989	14,590	15,000	10	Financial Bookkeeping/Audit Services	5,000				10
11	250	600	2,000	11	Engineering Architect Services	2,000				11
12	0	0	2,000	12	Design/Environmental Studies	2,000				12
13	394	466	500	13	Internet Web Services	100				13
14	0	0	2,000	14	Conference and Education	2,000				14
15	0	964	200	15	Appraisals and Inspections	1,000				15
16	1,275	800	1,000	16	Loan Service Fees (Moved Line to TIF)	0				16
17	573	573	600	17	Insurance	500				17
18	1,953	0	500	18	Other Types of Expense (Audit fee, Ethics Comm fee, etc)	2,000				18
19				19						19
20	<b>69,954</b>	<b>75,871</b>	<b>111,668</b>	20	<b>Sub Total Materials &amp; Services</b>	<b>95,200</b>				0
21				21						21
22				22	<b>Capital Outlay</b>					22
23	806,996	0	0	23	Third Street ROW, Match, & Waterline	0				23
24	33,045	23,910	50,000	24	Façade Loan & Grants	100,000				24
25	3,000	0	300,000	25	Streetscape & Neighborhood Beautification Projects	300,000				25
26	68,731	0	150,000	26	Land Property Purchase Development	0				26
27	21,300	122,000	417,694	27	Reserved Agency Approved Projects	407,521				27
28				28	Miscellaneous Grant Projects (New Line)	40,000				28
29	0	67,969	0	29	Loan Interest Paid	0				0
30	854	0	1,000	30	Project Fees	1,000				30
31	0	1,530,000	0	31	Special Payments - Loans, Grants, AV Producing	0				31
32	<b>933,926</b>	<b>1,743,879</b>	<b>918,694</b>	32	<b>Sub Total Capital Outlay</b>	<b>848,521</b>				32
33	561,545	0	0	33	Transfer out to TIF	0				33
34				34						34
35	<b>1,565,425</b>	<b>1,819,750</b>	<b>1,030,362</b>	35	<b>TOTAL EXPENDITURES</b>	<b>943,721</b>				35
36				36	UNAPPROPRIATED ENDING FUND BALANCE 10% (restricted)	92,000				36
37	<b>1,565,425</b>	<b>1,819,750</b>	<b>1,030,362</b>	37	<b>TOTAL RESOURCES</b>	<b>1,035,721</b>			0	0



## **PUBLIC NOTICE**

**Tillamook Urban Renewal Agency**

### **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, 2014 to June 30, 2015, will be held at Tillamook City Hall 210 Laurel Avenue Tillamook Oregon. The meeting will take place on May 12, 2014 at 5:00 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 May 5, 2014 at City Hall 210 Laurel Avenue, Tillamook Oregon, between the hours of 8:00 A.M. and 4:00 P.M.

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

City of Tillamook and Tillamook Urban Renewal Agency  
Budget Calendar  
Fiscal Year 2014/2015

	BUDGET COMMITTEE	URBAN RENEWAL BUDGET COMMITTEE
<b><u>PREPARING THE BUDGET</u></b>		
1. <b><u>BUDGET OFFICER APPOINTED.</u></b> 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.	April 7, 2014	
Council to set two budget committee meeting dates for both budgets.	1) May 12, 2014 - TURA 5:00 PM; Council 6:00 PM 2) May 19, 2014 - 5:00 PM	
2. <b><u>PROPOSED BUDGET PREPARED.</u></b> 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.	May 5, 2014 (Publically Available)	
<b><u>APPROVING THE BUDGET</u></b>		
3. <b><u>BUDGET OFFICER PUBLISHES NOTICE.</u></b> 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. The second notice can be posted on the city website at least 10 days prior to the meeting date.	Notice #1 - May 7, 2014 (Publish Date) Notice #2 - May 1, 2014 Publication Deadline: May 2, 2014 at NOON	
Prepare budget committee packets for pickup.	May 2, 2014 - NOON Deadline	
4. <b><u>BUDGET COMMITTEE MEETS.</u></b> 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.	1) May 12, 2014 - TURA 5 PM; Council 6 PM 2) May 19, 2014 - 5 PM	
5. <b><u>COMMITTEE APPROVES BUDGET.</u></b> 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.	May 19, 2014	
<b><u>ADVERTISING AND HOLDING HEARINGS</u></b>		
6. <b><u>BUDGET SUMMARY AND NOTICE OF BUDGET HEARING PUBLISHED.</u></b> 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.	Published June 4, 2014 (publish once only at least 5 days prior, but not more than 30 days prior to meeting date). Publication Deadline: May 30, 2014 at NOON	
7. <b><u>BUDGET HEARING HELD.</u></b> 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 11, 2014 4:30 PM	June 11, 2014 5:30 PM
<b><u>ADOPTING THE BUDGET</u></b>		
8. <b><u>BUDGET ADOPTED, APPROPRIATIONS MADE, TAX LEVY DECLARED AND CATEGORIZED.</u></b> 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 30, 2014 4:30 PM	UR Adoption June 11, 2014 5:30 PM
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. #
<b><u>9. BUDGET FILED AND LEVY CERTIFIED.</u></b>		
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, 2014	UR - File July 1, 2014