



Harrisburg Redevelopment Agency Board Meeting Agenda
December 08, 2020
6:30 PM (Directly following the City Council meeting)

Chair Person: Robert Duncan
Vice Chair Person: Mike Caughey
Members: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
7. *Meetings are held in a facility that is disinfected. Masks are required. Seating is set with 6' physical separation.*
8. *If you wish to testify, and are unable to attend due to the Coronavirus Pandemic, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

CALL TO ORDER AND ROLL CALL BY CHAIR PERSON ROBERT DUNCAN

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

APPROVAL OF MINUTES

- 1. MOTION TO APPROVE THE MINUTES OF OCTOBER 13, 2020**

NEW BUSINESS

- 2. THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 1st QUARTER 2020/2021 EXPENSE REPORT**

STAFF REPORT:

Exhibit A: 1st Quarter HRA Expense Report ending September 30, 2020

ACTION: MOTION TO APPROVE THE HRA 1st QUARTER 2020/2021 EXPENSE REPORT.

OTHER

ADJOURN



Harrisburg Redevelopment Agency Board Meeting Minutes October 13, 2020

Chairperson: Robert Duncan, Presiding
 Vice Chairperson: Mike Caughey, Present
 Members Present: Robert Boese, Adam Keaton, and Randy Klemm
 Members Absent: Kim Downey and Charlotte Thomas
 Staff Present: City Administrator John Hitt, Assistant City Administrator/City Recorder Michele Eldridge, Finance Officer Cathy Nelson, and PW Director Chuck Scholz
 Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL BY CHAIRPERSON ROBERT DUNCAN at the hour of 7:00pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE. All present were there for items on the agenda.

THE MATTER OF DISCUSSING THE HARRISBURG REDEVELOPMENT AGENCY FISCAL YEAR 2018-2019 AUDIT REPORT WITH THE AUDITOR, STEVE TUCHSCHERER

STAFF REPORT: Tuchscherer said that the same comments in relation to internal controls apply to the HRA as well. The HRA is really just getting going on the types of uses it was meant to exist for. The biggest challenge with the HRA is with the loans paid out, and grants made to local businesses. There is a spreadsheet going on there, so you need to understand how those spreadsheets balance and relate to the accounting. You also need to make sure you understand what the agreement is for each loan, and make sure that they are being adhered to. The bond details are the biggest challenge for them and requires a second set of books. Mainly, the issue with the HRA loans and grants, and the processes around them, need to be tightly controlled. Otherwise, everything is the same as the City accounting.

- **Klemm motioned to approve the HRA's Fiscal Year 2018-2019 Audit Report, as Presented by the Auditor Steve Tuchscherer, and was seconded by Caughey. The HRA Board then voted unanimously to approve the HRA's Fiscal Year 2018-2019 Audit Report.**

APPROVAL OF MINUTES

- **Klemm motioned to approve the minutes of June 23, 2020 and was seconded by Caughey. The HRA Board then voted unanimously to approve the Minutes of June 23, 2020.**

October 13, 2020

THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY FISCAL YEAR 2019/2020 (4TH Quarter) EXPENSE REPORT

STAFF REPORT: Hitt noted that this was a one-page report, cut and dried, and there isn't much to report on. This is the 4th Quarter report, and the end of the year, but the amounts represent the fiscal year before that.

- Keaton **motioned to approve the HRA Fiscal Year 2019-2020 (4th Quarter) Expense Report and was seconded by Caughey. The HRA Board then voted unanimously to approve the 4th Quarter Expense Report.**

OTHER - None

ADJOURN: The HRA Board adjourned at the hour of 7:08pm in order to return to the City Council meeting.

HRA Chairperson

HRA Secretary

STAFF REPORT:

**ACTION: MOTION TO APPROVE THE HRA 1ST QUARTER 2020/2021
EXPENSE REPORT.**

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

The HRA's Finance Officer has prepared the 1st Quarter 2020/2021 Expense Report for review by the HRA Board. The report shows all revenues and expenditures for the 1st quarter for fiscal year 2020-2021. The HRA Board should review the document and raise any questions or concerns they may have to the HRA staff. **Be aware that these numbers could change after fiscal year 2020-2021 is audited due to any auditor adjustments or reclassifications.**

John Hitt
City Administrator

Date

**HARRISBURG REDEVELOPEMENT AGENCY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING September 30, 2020**

HRA GENERAL FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	2,934,000.00	2,934,000.00	2,934,000.00	0.00	100.00%
TAXES	2,749.30	2,749.30	283,040.00	280,290.70	0.97%
INVESTMENT REVENUE	7,933.03	7,933.03	65,000.00	57,066.97	12.20%
MISCELLANEOUS REVENUE	78,179.14	78,179.14	113,156.00	34,976.86	69.09%

TOTAL FUND REVENUE	3,022,861.47	3,022,861.47	3,395,196.00	372,334.53	89.03%
---------------------------	---------------------	---------------------	---------------------	-------------------	---------------

EXPENDITURES (REQUIREMENTS)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	0.20	0.20	19,200.00	19,199.80	0.00%
CAPITAL OUTLAY	181,113.50	181,113.50	2,947,785.00	2,766,671.50	6.14%
SPECIAL PAYMENTS	76,736.48	76,736.48	208,161.00	131,424.52	36.86%
DEBT SERVICES	0.00	0.00	220,050.00	220,050.00	0.00%

TOTAL FUND EXPENDITURES	257,850.18	257,850.18	3,395,196.00	3,137,345.82	7.59%
--------------------------------	-------------------	-------------------	---------------------	---------------------	--------------

NET REVENUES OVER EXPENDITURES	2,765,011.29	2,765,011.29	3,395,196.00	630,184.71	81.44%
---------------------------------------	---------------------	---------------------	---------------------	-------------------	---------------