



HRA Board Meeting Agenda

June 22, 2021

6:30 PM

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, Lori Ross, at 541-995-6655*
7. *Meetings are held in a facility that is disinfected. Masks are required if there are 10 or more people in the room. Seating is set with 6' physical separation in mind.*
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 FOR MARCH 23, 2021**

NEW BUSINESS

- 2. THE MATTER OF APPROVING THE HRA BUDGET FOR FISCAL YEAR 2021-22 AND APPROVING HRA BUDGET APPROPRIATIONS FOR FY 2021-2022 BY ADOPTING RESOLUTION NO. HRA-63**

STAFF REPORT:

Exhibit A: Approved HRA 2021/2022 Budget

Exhibit B: Resolution No. HRA-63

ACTION: I MOVE TO APPROVE THE HRA BUDGET FOR FISCAL YEAR 2021-22 AND RESOLUTION NO. HRA-63 “A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2021- 2022.”

- 3. THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 3RD QUARTER 2020/2021 EXPENSE REPORT**

STAFF REPORT:

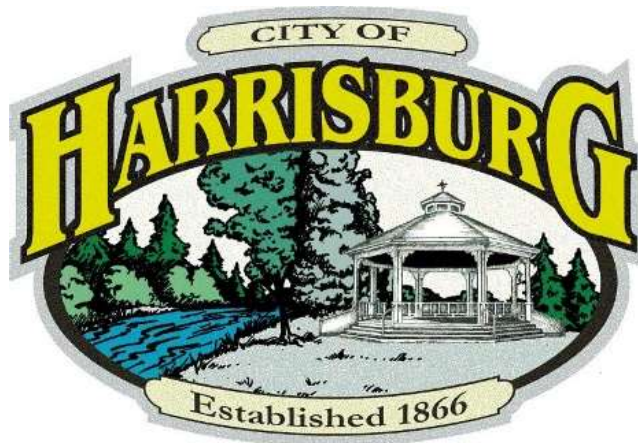
Exhibit A: 3rd Quarter HRA Expense Report Ending

March 31, 2021

ACTION: MOTION TO APPROVE THE HRA 3RD QUARTER 2020/2021 EXPENSE REPORT.

OTHER

ADJOURN



Harrisburg Redevelopment Agency Board Meeting Minutes March 23, 2021

Chairperson: Robert Duncan, Presiding
 Vice-Chair: Mike Caughey, Present
 Board Members Present: Robert Boese, Adam Keaton, and Kim Downey
 Board Members Absent: Randy Klemm and Charlotte Thomas
 Staff Present: City Administrator Michele Eldridge, Finance Officer/Deputy Recorder Cathy Nelson, and Public Works 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 8:11pm.

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

APPROVAL OF MINUTES

- Keaton motioned to approve the minutes for January 26, 2021 and February 9, 2021 and was seconded by Caughey. The HRA Board then voted unanimously to approve the minutes for January 26, 2021 and February 9, 2021.

NEW BUSINESS

THE MATTER OF AMENDING A FUNDING AGREEMENT BETWEEN THE HRA AND CLYDE THE GLIDE, LLC, FOR THE \$250,000 OREGON MAIN STREET REVITALIZATION GRANT AND PROPERTY IMPROVEMENT GRANT FUNDS BEING USED FOR THE ORDER OF THE ODDFELLOWS BUILDING REMODEL

STAFF REPORT: Eldridge explained that setbacks have happened due to Covid-19. The previous deadline of October 1, 2020 for the funding agreement between the HRA and Clyde the Glide, LLC, for the \$250,000 Oregon Main Street Revitalization Grant and Property Improvement Grant needs to be extended to April 1, 2021.

March 23, 2021

- Keaton motioned to authorize the City Administrator to sign the approved funding agreement amendment between the HRA and Clyde the Glide, LLC and was seconded by Caughey. The Board then voted unanimously to authorize the City Administrator to sign the approved funding agreement amendment between the HRA and Clyde the Glide, LLC.

OTHER - None

ADJOURN at the hour of 8:14pm, in order to return to the City Council meeting.

Chairperson

City Recorder

Agenda Bill
Harrisburg Redevelopment Agency Board
Harrisburg, Oregon

THE MATTER OF APPROVING THE HRA BUDGET FOR FISCAL YEAR 2021-22 AND APPROVING HRA BUDGET APPROPRIATIONS FOR FY 2021-2022 BY ADOPTING RESOLUTION NO. HRA-63.

STAFF REPORT:

Exhibit A: Approved HRA 2021/2022 Budget

Exhibit B: Resolution No. HRA-63

ACTION: I MOVE TO APPROVE THE HRA BUDGET FOR FISCAL YEAR 2021-22 AND RESOLUTION NO. HRA-63 “A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2021- 2022.”

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – June 22, 2021

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

STAFF RECOMMENDATION:

Staff recommend the HRA Board adopt FY 2021-2022 budget by approving Resolution No. HRA-63.

BACKGROUND INFORMATION:

The Budget Committee has reviewed the proposed budget for the HRA for the next fiscal year. It has approved the budget and recommends it to the Board of Directors. The Board of Directors can approve the budget as proposed or modify it up to 10%. The proposed resolution will authorize appropriations for the budget year.

REVIEW AND APPROVAL:

Michele Eldridge Date
City Administrator



***HARRISBURG REDEVELOPMENT AGENCY
HRA BOARD APPROVED BUDGET: 2021-2022***

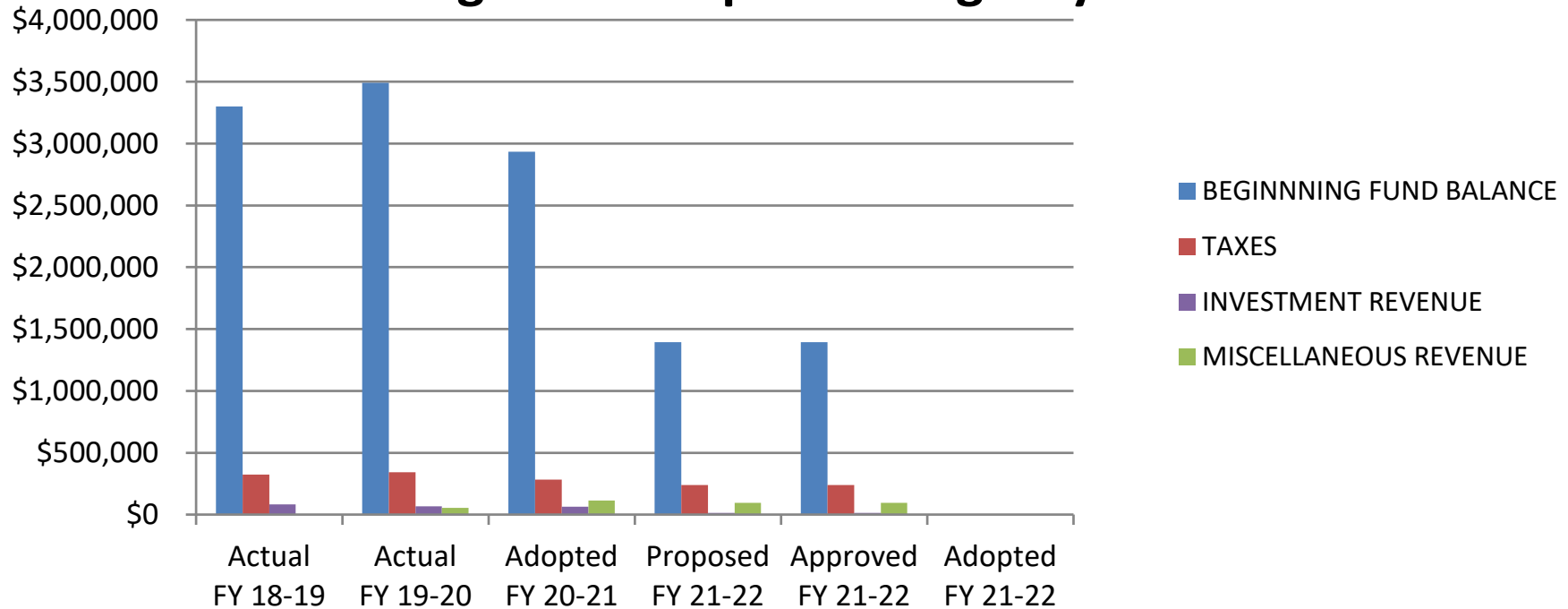
June 22, 2021

TABLE OF CONTENTS

<i>Fund</i>	<i>Page Number</i>
<i>Harrisburg Redevelopment Agency Fund – Resources</i>	<i>3</i>
<i>Harrisburg Redevelopment Agency Fund – Expenditures</i>	<i>6</i>

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Harrisburg Redevelopment Agency Resources



HRA FUND (71): Resources

FUNCTION	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
BEGINNING FUND BALANCE	\$3,301,524	\$3,490,184	\$2,934,000	\$1,394,200	\$1,394,200	\$0
TAXES	\$322,143	\$343,480	\$283,040	\$239,260	\$239,260	\$0
INVESTMENT REVENUE	\$82,246	\$67,998	\$65,000	\$15,000	\$15,000	\$0
MISCELLANEOUS REVENUE	\$4,507	\$54,636	\$113,156	\$95,160	\$95,160	\$0

**HARRISBURG REDEVELOPMENT AGENCY
HRA BOARD APPROVED BUDGET: 2021-2022**

Harrisburg Redevelopment Agency Fund (71)

HRA FUND (71): RESOURCES

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year FY 2021-2022		
Actual		Adopted Budget This Year FY 2020-2021		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2018-2019	First Preceding Year 2019-2020					
3,301,524	3,490,184	2,934,000	BEGINNING FUND BALANCE	1,394,200	1,394,200	0

TAX REVENUE

310,943	336,805	277,040	TAX RECEIPTS-CURRENT	233,260	233,260	0
11,200	6,675	6,000	TAX RECEIPTS - PRIOR YEARS	6,000	6,000	0
322,143	343,480	283,040	TOTAL TAX REVENUE	239,260	239,260	0

INVESTMENT REVENUE

82,246	67,998	65,000	EARNED INTEREST	15,000	15,000	0
82,246	67,998	65,000	TOTAL INVESTMENT REVENUE	15,000	15,000	0

MISCELLANEOUS REVENUE

5	0	0	MISCELLANEOUS INCOME	0	0	0
4,502	13,156	13,156	HRA LOAN PROGRAM PAYMENTS	13,160	13,160	0
0	41,480	100,000	MAIN STREET GRANT	82,000	82,000	0
4,507	54,636	113,156	TOTAL INVESTMENT REVENUE	95,160	95,160	0

3,710,420	3,956,298	3,395,196	TOTAL TOTAL RESOURCES	1,743,620	1,743,620	0
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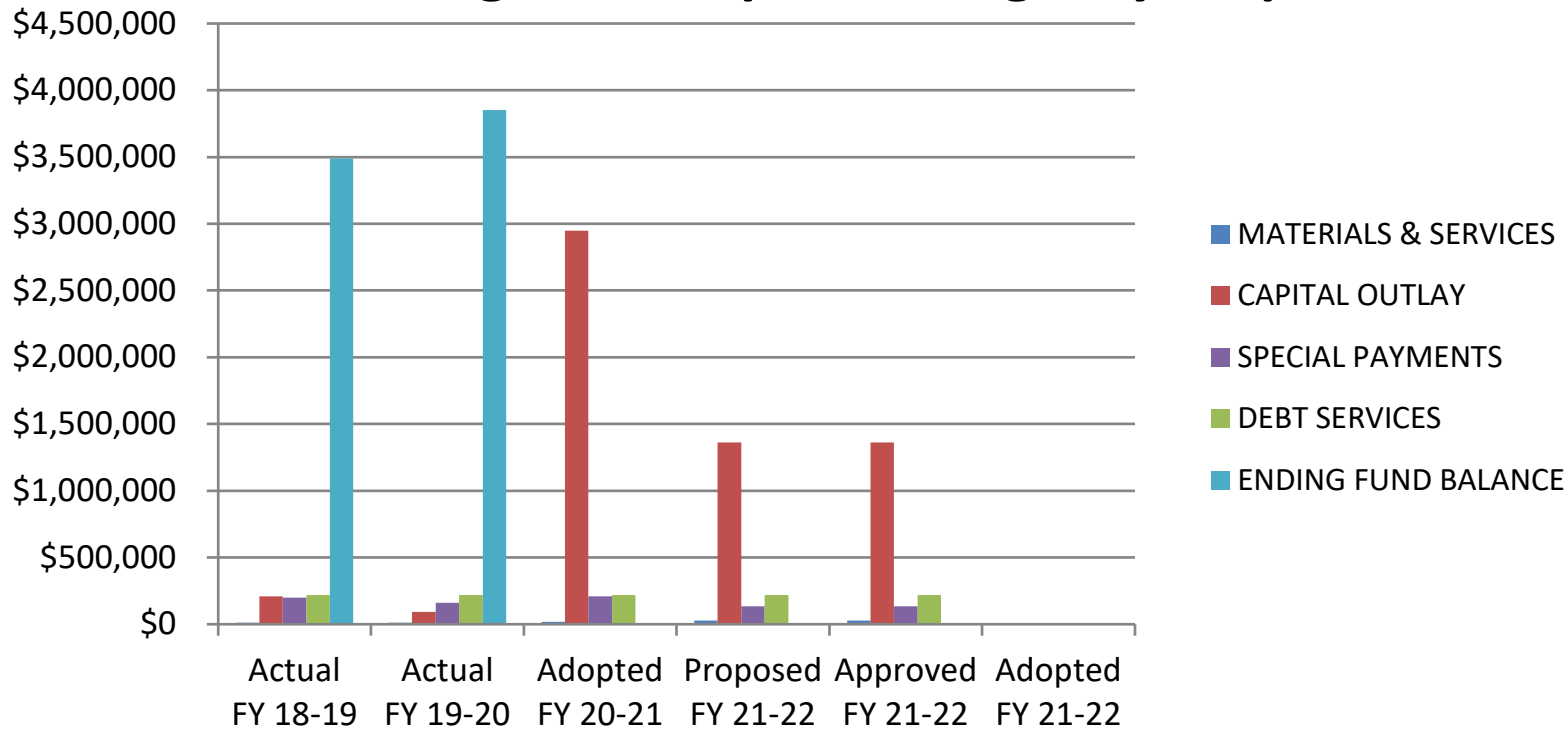
Levy for Debt Services:

\$220,050 (Amount Needed to Cover Bonds)

94% (Collection rate)

\$233,253 (Tax to Levy)

Harrisburg Redevelopment Agency Requirements



HRA FUND (71): Requirements

FUNCTION	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
MATERIALS & SERVICES	\$10,835	\$11,550	\$19,200	\$28,450	\$28,450	\$0
CAPITAL OUTLAY	\$209,401	\$92,163	\$2,947,785	\$1,361,120	\$1,361,120	\$0
SPECIAL PAYMENTS	\$200,000	\$161,306	\$208,161	\$134,000	\$134,000	\$0
DEBT SERVICES	\$220,006	\$220,006	\$220,050	\$220,050	\$220,050	\$0
ENDING FUND BALANCE	\$3,490,184	\$3,852,585	\$0	\$0	\$0	\$0

HARRISBURG REDEVELOPMENT AGENCY
HRA BOARD APPROVED BUDGET: 2021-2022

Harrisburg Redevelopment Agency Fund (71)

BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

HRA FUND (71): EXPENDITURES

Historical Data			REQUIREMENTS FOR: ADMINISTRATION	Budget for Next Year FY 2021-2022		
Actual		Adopted Budget This Year FY 2020-2021		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2018-2019	First Preceding Year 2019-2020					
<u>MATERIALS & SERVICES</u>						
6,000	6,000	7,200	CITY OF HSBG ADMIN SERVICES	7,200	7,200	0
4,605	4,869	5,000	BUDGET & FINANCIAL ASSISTANCE	8,150	8,150	0
0	0	1,000	LEGAL EXPENSES	500	500	0
0	351	5,000	CONSULTANT COSTS	7,000	7,000	0
38	329	500	GOVERNMENT ETHICS COMMISSION	400	400	0
192	1	500	MISC COSTS(BANK FEES, ETC)	5,200	5,200	0
10,835	11,550	19,200	TOTAL MATERIALS & SERVICES	28,450	28,450	0
<u>CAPITAL OUTLAY</u>						
209,401	92,163	547,785	INFRASTRUCTURE CONSTRUCTION	361,120	361,120	0
0	0	2,400,000	SMITH & 2nd STREET PROJECT	1,000,000	1,000,000	0
209,401	92,163	2,947,785	TOTAL CAPITAL OUTLAY	1,361,120	1,361,120	0
220,236	103,713	2,966,985	TOTAL ORG./PROG. REQUIREMENTS	1,389,570	1,389,570	0
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM						
<u>SPECIAL PAYMENTS</u>						
0	71,824	100,000	OREGON MAIN ST REVIT GRANT	82,000	82,000	0
200,000	89,482	108,161	BUILDING FACADE GRANT	52,000	52,000	0
200,000	161,306	208,161	TOTAL SPECIAL PAYMENTS	134,000	134,000	0
<u>DEBT SERVICES</u>						
105,629	110,363	115,500	LOAN PRINCIPAL	120,750	120,750	0
114,377	109,643	104,550	LOAN INTEREST	99,300	99,300	0
0	0	0	LOAN FEES	0	0	0
220,006	220,006	220,050	TOTAL DEBT SERVICES	220,050	220,050	0
0	0	428,211	TOTAL REQUIREMENTS NOT ALLOCATED	354,050	354,050	0
3,490,184	3,852,585	0	ENDING FUND BALANCE	0	0	
3,710,420	3,956,298	3,395,196	TOTAL REQUIREMENTS	1,743,620	1,743,620	0

RESOLUTION No. HRA-63

A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2021-2022.

WHEREAS the Board of Directors of the Harrisburg Redevelopment Agency has reviewed the budget of the Harrisburg Redevelopment Agency for the fiscal year 2021-2022 and has approved it and referred it to the City Council.

NOW , THEREFORE BE IT RESOLVED that the Board of Directors of the Harrisburg Redevelopment Agency hereby adopts the budget for fiscal year 2021-2022 in the total amount of **\$1,743,620.***

This budget is now on file at **120 Smith Street in Harrisburg, Oregon.**

BE IT FURTHER RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021, for the following purposes:

General Fund	
Administration	\$1,389,570
Total.....	\$1,389,570
Total APPROPRIATIONS, All Funds	\$1,389,570
Total Unappropriated and Reserve Amounts, All Funds	\$354,050
TOTAL ADOPTED BUDGET	\$1,743,620 *
<i>(*amounts with asterisks must match)</i>	

BE IT FURTHER RESOLVED that the Board of Directors of the Harrisburg Redevelopment Agency hereby resolves to certify to the county assessor for the Harrisburg Urban Renewal District Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article XI, of the Oregon constitution.

The above resolution statements were approved and declared adopted on June 22, 2021.

X_____
Signature (Mayor)

X_____
Signature (City Recorder)

Agenda Bill
Harrisburg Redevelopment Agency Board
 Harrisburg, Oregon

**THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY
 3RD QUARTER 2020/2021 EXPENSE REPORT**

STAFF REPORT:

Exhibit A: 3rd Quarter HRA Expense Report Ending March
 31, 2021

**ACTION: MOTION TO APPROVE THE HRA 3RD QUARTER 2020/2021
 EXPENSE REPORT.**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – June 22, 2021

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

STAFF RECOMMENDATION:

**Staff recommend the HRA Board reviews and approves the HRA 3rd Quarter
 202/2021 Expense Report.**

BACKGROUND INFORMATION:

The HRA's Finance Officer has prepared the 3rd Quarter 2020/2021 Expense Report for review by the HRA Board. The report shows all revenues and expenditures for the 3rd 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.**

REVIEW AND APPROVAL:

 Michele Eldridge
 City Administrator

 Date

**HARRISBURG REDEVELOPEMENT AGENCY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING March 31, 2021**

HRA GENERAL FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	3,176,606.14	3,176,606.14	2,934,000.00	(242,606.14)	108.27%
TAXES	13,314.86	381,266.66	283,040.00	(98,226.66)	134.70%
INVESTMENT REVENUE	4,351.01	17,811.82	65,000.00	47,188.18	27.40%
MISCELLANEOUS REVENUE	338.99	82,357.81	113,156.00	30,798.19	72.78%

TOTAL FUND REVENUE 3,194,611.00 3,658,042.43 3,395,196.00 (262,846.43) 107.74%

EXPENDITURES (REQUIREMENTS)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	8,006.46	13,386.18	19,200.00	5,813.82	69.72%
CAPITAL OUTLAY	353,804.01	1,084,110.98	2,947,785.00	1,863,674.02	36.78%
SPECIAL PAYMENTS	0.00	76,736.48	208,161.00	131,424.52	36.86%
DEBT SERVICES	0.00	52,272.94	220,050.00	167,777.06	23.76%

TOTAL FUND EXPENDITURES 361,810.47 1,226,506.58 3,395,196.00 2,168,689.42 36.12%

NET REVENUES OVER EXPENDITURES 2,832,800.53 2,431,535.85 3,395,196.00 963,660.15 71.62%