



HRA Board Agenda
January 09, 2024
6:30 PM

Chair Person: Robert Duncan
Vice Chair Person: Mike Caughey
Members: Kimberly Downey, Robert Boese, Cindy Knox, Randy Klemm, and Charlotte Thomas
Meeting Location: Harrisburg Municipal Center Located at 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*

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 June 27, 2023

NEW BUSINESS

2. **THE MATTER OF: HOLDING AN ANNUAL HRA MEETING AS REQUIRED BY THE HRA BY-LAWS, ARTICLE III, SECTION 1**

STAFF REPORT:

Exhibit A: None

ACTION/DISCUSSION: THIS IS AN OPPORTUNITY FOR THE HRA BOARD TO REVIEW THE STATUS OF THE AGENCY, ASK QUESTIONS OF STAFF AND DISCUSS POSSIBLE FUTURE HRA PROJECTS

3. **THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 1ST QUARTER 2023/2024 EXPENSE REPORT**

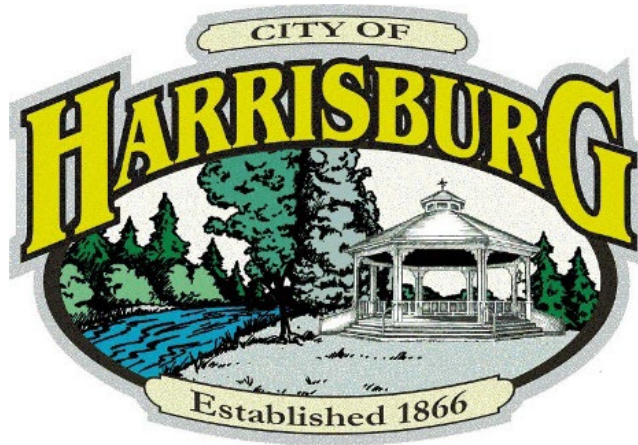
STAFF REPORT:

Exhibit A: 1st Quarter HRA Expense Report Ending September 30, 2023

ACTION: MOTION TO APPROVE THE HRA 1st QUARTER 2023/2024 EXPENSE REPORT.

OTHER

ADJOURN



HRA Meeting Minutes
June 27, 2023

Chairperson: Robert Duncan, Presiding
 Vice Chairperson: Mike Caughey, Present
 Members Present: Kimberly Downey, Robert Boese, and Randy Klemm
 Members Absent: Charlotte Thomas, and Vacant Position
 Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer/Deputy City Recorder Cathy Nelson and City Recorder/Municipal Court Clerk Lori Ross
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St.

CALL TO ORDER AND ROLL CALL by Chairperson, Robert Duncan at the hour of 7:58pm

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

APPROVAL OF MINUTES: No comments or concerns.

- Klemm motioned to approve the minutes for the April 25, 2023 HRA Board meeting and was seconded by Boese. The motion passed unanimously with a vote of 4-0. (Yes: Caughey, Downey, Klemm and Boese. No: None.)

THE MATTER OF APPROVING THE HRA BUDGET FOR FISCAL YEAR 2023-24 AND APPROVING HRA BUDGET APPROPRIATIONS FOR FY 2023-2024 BY ADOPTING RESOLUTION NO. HRA-66 AS WELL AS TO ADOPT A MODIFIED CASH BASIS FOR ACCOUNTING BY APPROVING RESOLUTION NO. HRA-67

STAFF REPORT: Nelson stated that Resolution No. HRA-66 accepts the budget as is and no changes were made. HRA-67 was suggested by the City auditor for switching to Modified Cash Accounting. There were no comments or concerns.

- Klemm motioned to approve Resolution No. HRA-66, "A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2023-2024" AND RESOLUTION NO. HRA-67, "A RESOLUTION ADOPTING THE CASH BASIS OF ACCOUNTING FOR THE ANNUAL BUDGET, BOOKS OF RECORD, AND FINANCIAL REPORTING FOR THE HRA" and was seconded by Downey. The

motion passed unanimously by a vote of 4-0. (Yes: Caughey, Downey, Klemm and Boese. No: None.)

[City Recorder notes that with no further business, the HRA Board Meeting adjourned at the hour of 8:00pm, however, further discussion took place not affiliated with the HRA and before returning to the City Council Work Session. That discussion is included in the City Council Work Session Minutes.]

Chairperson

City Recorder

UNAPPROVED

Agenda Bill

Harrisburg Redevelopment Agency

Harrisburg, Oregon

THE MATTER OF: HOLDING AN ANNUAL HRA MEETING AS REQUIRED BY THE HRA BY-LAWS, ARTICLE III, SECTION 1

STAFF REPORT:

Exhibit A: None

ACTION/DISCUSSION: THIS IS AN OPPORTUNITY FOR THE HRA BOARD TO REVIEW THE STATUS OF THE AGENCY, ASK QUESTIONS OF STAFF AND DISCUSS POSSIBLE FUTURE HRA PROJECTS

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – January 9, 2024

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

STAFF RECOMMENDATION:

Staff recommends: The discussion of HRA matters as desired by the HRA Board.

BACKGROUND INFORMATION:

The HRA is required to have an “annual meeting of the agency...on the second Tuesday in January immediately following the City Council meeting” An annual meeting is a good opportunity for the Board to discuss the progress and future of the agency and ask questions of staff.

Last year was a busy year for the HRA, with our pursual of Substantial Amendment No. 6 in order to obtain access to the program funds of \$2.1M in the HRA fund for the water bond project. During that process, we also ran into an issue with revenue sharing, which was first generated in 2018, and therefore should have started in 2019. We worked through that process, and the other taxing districts are now receiving their revenue sharing through the tax assessor’s office, the way it was designed to. (Revenue Sharing Funds are capped; those funds are removed from the HRA tax revenues and are instead provided to the other taxing districts). The HRA is still receiving all the normal tax revenues as determined by the plan and property values are still high, which brings us better revenue structure.

As noted in the water bond project staff report, the HRA can provide a portion of the \$2.1M in funds for the water bond project if they are needed. To officially use these funds, the HRA board will need to meet, and determine a formula proving what structure we choose to use in meeting the proportionality rules provided for in the state statutes. In addition, there are still funds available for debt structure as the City hasn’t yet met the

maximum indebtedness figure that the program is designed for. Because these are funds that are planned for, this kind of debt doesn't get referred to the voters; it's what the entire urban renewal program was designed to do. The HRA has utilized a cumulative \$5,695,586 since the start of the program, and the authorized maximum indebtedness is calculated at \$8,177,674. This allows for approximately \$2.4M that is available if needed.

Ultimately, the funds in the HRA can be used to help the City reach its goals, whether that is paying for overly inflated prices for 3rd bid in the water bond project, or for building a new Community Center/Library for the City right next to City Hall on the riverfront. Both of these projects are still listed in the HRA Plan. The City can also plan for future economic development projects, by going through a minor amendment to add them to the plan under the current maximum indebtedness ceiling.

We hope that the HRA and City will still have the ability to budget for another \$50,000 in HRA funds for Property Improvement Grants in 2024/2025. As we've proven in the past, these funds help us to increase the tax value of the properties that are inside the boundaries of the HRA district.

REVIEW AND APPROVAL:



01/03/2024

Michele Eldridge, Executive Director

Date

Agenda Bill
Harrisburg Redevelopment Agency Board
Harrisburg, Oregon

**THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY
1ST QUARTER 2023/2024 EXPENSE REPORT**

STAFF REPORT:

Exhibit A: 1st Quarter HRA Expense Report Ending September
30, 2023

**ACTION: MOTION TO APPROVE THE HRA 1ST QUARTER 2023/2024
EXPENSE REPORT.**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – January 9, 2024

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 1st Quarter 2023/2024 Expense Report.

BACKGROUND INFORMATION:

The HRA’s Finance Officer has prepared the 1st Quarter 2023/2024 Expense Report for review by the HRA Board. The report shows all revenues and expenditures for the 1st quarter for fiscal year 2023-2024. Please remember when looking at the percentage column that we are only 25% of the way through the budget year. We have currently only received 1.03% of the budgeted property taxes. This is normal for the 1st quarter as the larger payments are received in November. Our investment revenue will be higher than budgeted due to the increased interest rates over the last three months. 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 2022-2023 is audited due to any auditor adjustments or reclassifications.**

REVIEW AND APPROVAL:

Cathy Nelson

Cathy Nelson 01.02.24
Finance Officer Date

**HARRISBURG REDEVELOPEMENT AGENCY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023**

HRA GENERAL FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	2,179,995.00	2,179,995.00	2,179,995.00	0.00	100.00%
TAXES	2,360.62	2,360.62	229,556.00	(227,195.38)	1.03%
INVESTMENT REVENUE	22,360.38	22,360.38	36,000.00	(13,639.62)	62.11%
MISCELLANEOUS REVENUE	3,000.00	3,000.00	9,000.00	(6,000.00)	33.33%
TOTAL FUND REVENUE	2,207,716.00	2,207,716.00	2,454,551.00	(246,835.00)	89.94%

EXPENDITURES (REQUIREMENTS)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	3,000.00	3,000.00	26,730.00	23,730.00	11.22%
CAPITAL OUTLAY	0.00	0.00	2,161,421.00	2,161,421.00	0.00%
SPECIAL PAYMENTS	0.00	0.00	50,000.00	50,000.00	0.00%
DEBT SERVICES	0.00	0.00	216,400.00	216,400.00	0.00%
TOTAL FUND EXPENDITURES	3,000.00	3,000.00	2,454,551.00	2,451,551.00	0.12%
NET REVENUES OVER EXPENDITURES	2,204,716.00	2,204,716.00	0.00		