



City of North Plains

Agenda

Urban Renewal Agency Budget Committee

Thursday, May 15, 2025 @ 6:00 PM

Jessie Mays Community Center
and also via ZOOM

Page

1. LOGIN INFORMATION TO ATTEND VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81278989752?pwd=OSHg5Qa6rHJOdBk27rcUZOOuzsvqTR.1>

Meeting ID: 812 7898 9752

Passcode: 212079

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. PUBLIC HEARING:

A. **Proposed 2025 - 2027 URA Budget**

3 - 10

1. **URA Budget Message Presentation and Fund Budget Review**

- [PROPOSED 2025-2027 Biennium URA Budget Corrected](#)

6. PUBLIC COMMENT:

We encourage those wishing to comment to do so in advance of the meeting by emailing comments to Lori.lesmeister@northplains.gov. by 3:00 pm the day of the meeting.

The Public Comment period will take place after the Budget Committee has reviewed the 2025-2027 Budget Document.

7. ADJOURNMENT:

North Plains URA Budget Committee meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at [**\(503\) 647-5555**](tel:5036475555)

Budget Meetings are held at the Jessie Mays Community Center - 30975 NW Hillcrest St. North Plains, OR 97133

— North Plains — Urban Renewal Agency



North Plains Urban Renewal Agency

2025-2027

Biennial Budget

PROPOSED

May 8, 2025

**North Plains, Oregon
North Plains Urban Renewal Agency
2025-2027 Biennial Budget**

Budget Committee

URA Board Members	Term Expires	Citizen Members	Term Expires
Mayor Ariel Goodwin	December 31, 2028	Chris Barron	April 15, 2027
Aaron Dumbrow	December 31, 2028	Lisa Beutler	April 15, 2026
James Fage	December 31, 2026	Mark DeForge	December 31, 2029
Mandy Hagedorn	December 31, 2028	Larry Gonzalez	December 31, 2028
Michele McCall-Wallace	December 31, 2026	David Hatcher	December 31, 2028
Trista Papen	December 31, 2026	Cindy Hirst	December 31, 2027
Katie Reding	December 31, 2028	Tom Murdock	December 31, 2029

Budget Officer

Executive Director Bill Reid

Document prepared by the Finance Department.

Budget Message

May 8, 2025

Urban Renewal Budget Committee Members,

The Urban Renewal Agency was created in 2006 to accomplish a series of goals and objectives which were established by the community. Projects of the URA include:

Completed Projects:

- Purchase of the 5.07-acre Glencoe Opportunity Area (GOA) property and environmental due diligence that will lead to partnership with developer for future commercial center
- Tenant Improvement (TI) Grant/Loan Program

Future Projects:

- Minor plan amendment to extend Sunset Date
- Substantial amendment to update the plan, projects, and consider boundary amendments
- Downtown Improvement Plan projects
- Glencoe Opportunity Area development process
- Further small business programs

The proposed North Plains Urban Renewal Agency Budget for the 2025-27 biennium is constructed to enable the City to shift community development emphasis to the economic vitality of Glencoe Road and Commercial Street/Downtown corridors. Emphases in this budget:

- Of high priority will be extension of the URA “sunset date” or end date for the agency to continue to take on the mandatory debt to fund projects and activities. The URA sunset date is in 2026.
- A substantial amendment is budgeted in order to update the Agency’s Urban Renewal Plan and maximum indebtedness to add and expand the types of economic development projects possible by the URA to focus on economic revitalization. The study should consider modifications to the current URA boundary to add some new development-challenged properties while shedding some properties that no longer need to be in the district.
- Funds for improvement partnership on the Glencoe Opportunity Area to make it the commercial “anchor” of the Glencoe corridor.
- Continued funds for tenant improvement and other business space grants in order to foster a wider array of needed local businesses and vitality of the district.

Urban Renewal Agency property tax increment revenues are expected to increase again by 3% in the 2025-2027 biennium, due to regular growth in value of existing properties under Measure 50 along with additional development added to the assessment rolls by January 1 of each year.

Professional services allocate for additional planning for projects that could be funded with Urban Renewal money, as shown above. In addition, a more appropriate portion of the City Manager (also the URA Executive Director), Finance Manager, and Assistant Planner salaries and materials and supplies is being charged to the Urban Renewal Agency this biennium reflecting a change of emphasis for community development effort by City staff.

The URA successfully assumed a \$2.9 million borrowing in 2021 to purchase the Glencoe Opportunity Area and have adequate resources to facilitate its development as well as other efforts as outlined in this budget. This is the sole outstanding debt for the Agency with no plan in this budget to assume additional debt.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bill Reid", with a stylized, flowing script.

Bill Reid,
Executive Director

2025-2027 Budget Calendar

May 8 – City Manager releases proposed budget

May 15 – First Budget Committee meeting

May 22 – Second Budget Committee meeting, if necessary

May 29 – Third Budget Committee meeting, if necessary

The Budget Committee will approve the budget.

June 2 – URA Board meeting to hold public hearing on the approved 2025-2027 budget.

June 30 – URA Board must adopt the budget by June 30.

July 15 - The adopted budget is filed with the County Clerk and State of Oregon, and the property tax levy is certified to the County Assessor.

The Budget Amendment Process

The budget is not a fixed document. It is constantly monitored and regular updates are presented to the URA Board by the Contract Accountant. Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. Adjustments between appropriation levels may be adopted via resolution. Adjustments that exceed certain thresholds require additional action by the Board, including holding a hearing on the proposed budget changes.

The Budget Committee

The Budget Committee is composed of the Urban Renewal Board, and seven citizen members appointed by the Board. The appointed members:

Must live in the City of North Plains and be registered to vote

Cannot be officers, agents, or employees of the local government,

Serve four-year terms, beginning this year due to transition to a biennial budget. Terms are staggered so approximately one-third of the terms end each year.

Accounting

The budget is prepared using the modified accrual method of accounting. This means that obligations of the Agency are budgeted as expenses when the related goods or services are available for use rather than when invoices are paid. The URA manages its finances according to Generally Accepted Accounting

Principles (GAAP) for local governments in the United States. During the year, expenditures and revenues are closely monitored to ensure compliance with the adopted budget and State law.

Monthly reports are prepared by office staff and reviewed by department heads and provided to the Board. These reports are public records and available for the general public to review.

Budget Detail Pages

URBAN RENEWAL FUND 113 – The Urban Renewal Agency has a single fund to account for all revenues and expenditures of the Agency.

Resources

Beginning Fund Balance – The Agency has accumulated resources as property taxes have continued to grow and projects have been completed. The Agency expects to begin the two-year biennium with approximately \$2,694,963 of beginning fund balance.

Property Taxes – The 25-27 biennial budget assumes property taxes will grow by 3% annually. The Urban Renewal District has few remaining vacant parcels for new development and revenue growth must increasingly depend on infill.

Debt Proceeds – After borrowing \$2.9 million in FY 2021 to purchase the Glencoe Opportunity Area, the Agency is not planning to borrow significant additional money in the 2025-27 biennium.

Requirements

Materials & Services - \$650,000 are set aside for various expenses related to updating the Urban Renewal Plan and moving forward on revitalization priorities identified by the new North Plains Downtown Improvement Plan (NPDIP).

Capital Outlay – Three major types of capital outlays that combine for \$1.85 million during the biennium are planned.

- Glencoe Opportunity Area: \$1 million is set aside for URA effort in partnership with a development partner to successfully construct a much-needed commercial anchor for the Glencoe corridor and nearby local businesses.
- Downtown Plan Projects: The new North Plains Downtown Improvement Plan (NPDIP) calls for a wide array of various capital projects of short-term, medium-term and long-term projects. \$250,000 are set aside for projects over the 25-27 biennium.
- Real Property Purchase: \$500,000 is set aside for potential property purchase(s) that are indicated by the new NPDIP. The Board will need to decide what specific projects and purchases will occur after new plan adoption.

Debt Service – The Urban Renewal Agency successfully borrowed \$2.9 million in FY 2020-21 for purchase of the Glencoe Opportunity Area property. Annual debt service during the biennium will total roughly \$712,014. The Agency has no other outstanding debt.

Future Debt

The Urban Renewal Agency does not plan to take on new debt issue in addition to the 2021 borrowing required to purchase the Glencoe Opportunity Area.

URBAN RENEWAL AGENCY 113		HISTORICAL DATA		CURRENT BIENNIUM 2023-25			2025-2027 BIENNIUM		
Account	Description	Actual 2020-21	Actual* 2021-23	Budget	Actuals 3/31/2025	Year End Estimate	25-27 Proposed	25-27 Approved	25-27 Adopted
OPENING FUND BALANCE		1,009,921	2,085,425	2,280,307	2,826,434	2,826,434	2,439,963	-	-
REVENUES									
411000	Property Taxes	687,513	1,464,565	1,530,000	1,598,218	1,600,000	1,648,000	-	-
411001	Property Taxes Delinquent	3,989	10,018	8,000	12,075	12,500	8,000	-	-
431000	Grants	-	37,298	55,000	750	750	-	-	-
440000	Miscellaneous	-	1,411	-	291	291	-	-	-
445100	DDA Deposit Nonreundable	-	1,000	-	-	-	-	-	-
462000	Property Rental Fees	14,302	91,138	-	-	-	-	-	-
461000	Interest	16,892	69,530	68,726	239,033	240,000	146,398	-	-
493000	Debt Proceeds	3,000,000	-	-	-	-	-	-	-
	Property Sale Proceeds	-	-	1,000,000	-	-	500,000	-	-
	Property Improvement Loan Repayment	-	-	-	-	-	-	-	-
	GOA Loan Repayment	-	-	-	-	-	-	-	-
TOTAL REVENUES		3,722,695	1,674,960	2,661,726	1,850,367	1,853,541	2,302,398	-	-
EXPENDITURES									
Urban Renewal Dept									
330000	Professional Services	57,285	77,864	325,000	289,668	290,000	350,000	-	-
350000	Agency Memberships	-	313	500	151	151	500	-	-
390000	Property Improvement Grants	-	-	300,000	96,504	146,504	300,000	-	-
395000	Development Incentive Loans	-	-	-	-	-	-	-	-
610000	Supplies	325	477	1,000	197	260	1,000	-	-
621000	Insurance - URA Assets	-	-	-	1,381	-	-	-	-
	Materials and Services	57,610	78,654	626,500	387,901	436,915	651,500	-	-
770003	URA Capital Outlay	103,264	-	-	-	-	-	-	-
770000	PW Projects Capital	37,193	-	-	-	-	-	-	-
770005	Ghost Creek Ped Path 20/21	163,380	-	-	-	-	-	-	-
	Commercial Street Infill Sidewalks	-	-	280,600	280,000	280,000	-	-	-
	Downtown Plan Projects	-	-	1,000,000	1,395	-	250,000	-	-
	GOA Project Expenses	-	-	-	-	-	1,000,000	-	-
	Signage and Wayfinding	-	-	-	-	-	100,000	-	-
780000	Real Property Purchase	2,285,745	-	1,000,000	374,018	400,000	500,000	-	-
	Capital Outlay	2,589,582	-	2,280,600	655,413	680,000	1,850,000	-	-
	URBAN RENEWAL DEPT	2,647,192	78,654	2,907,100	1,043,314	1,116,915	2,501,500	-	-
831000	Debt Service - Glencoe	-	-	-	-	-	-	-	-
830000	Debt Service - GF Loan	-	-	-	-	-	-	-	-
	2020 URA Note Principal	-	534,000	504,000	288,000	576,000	576,000	-	-
	2020 URA Note Interest	-	138,985	167,810	68,007	136,014	136,014	-	-
	Debt Service	-	672,985	671,810	356,007	712,014	712,014	-	-
	Transfer Out - GF 419 F&A	-	-	81,063	-	81,063	201,699	-	-
810110	Transfer Out - GF 465 Comm Dev	83,831	182,312	330,020	-	330,020	331,708	-	-
	Transfers Out	83,831	182,312	411,083	-	411,083	533,407	-	-
TOTAL EXPENDITURES		2,647,192	933,951	3,989,993	1,399,321	2,240,012	3,746,921	-	-
999000	Contingency	-	-	200,000	-	-	200,000	-	-
CHANGE IN FUND BALANCE		1,075,504	741,009	(1,528,267)	451,046	(386,471)	(1,644,523)	-	-
UNAPPROPRIATED:									
RESERVE FOR FUTURE EXPENDITURE		2,085,425	2,826,434	752,040	3,277,480	2,439,963	795,440	795,440	795,440
ENDING FUND BALANCE									

*Unaudited