



Warrenton Urban Renewal Agency Budget Committee Agenda

City Hall, 225 S. Main Warrenton, OR 97146

Saturday, May 10, 2025

The meeting will be broadcast via Zoom at the following link

<https://us02web.zoom.us/j/5332386326?pwd=VHNVVXU5blkxbDZ2YmxlSWpha0dhUT09#success>

Meeting ID: 533 238 6326 | Passcode: 12345 | Dial-in Number: 253-215-8782

Public Comment: To provide public comment, participants should register prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter. Once your public comment is submitted it becomes part of permanent public record.

You may provide public comment using the following methods:

1. In-person: Complete a public comment card and submit to the City Recorder prior to the start of the meeting.
2. Via Zoom: Register with the City Recorder, at cityrecorder@warrentonoregon.us no later than 4pm, Friday, May 9, 2025. Please ensure that your zoom name matches the name registered to comment.
3. Written comments: Submit via e-mail to the City Recorder, at cityrecorder@warrentonoregon.us, no later than 4 pm, Friday, May 9, 2025.

Budget Committee Meeting 9:00 AM

1. Call to order
2. Roll Call
3. Appointment of Chair
4. Appointment of Vice-Chair
5. Consent Calendar
 - A. Urban Renewal Agency Budget Committee Meeting Minutes 2024.05.18
6. **Public Comment** - Pursuant to State requirements, the Warrenton Urban Renewal Agency Budget Committee will receive public comment on the Agency's Proposed Budget for Fiscal Year 2025-2026. (Statutory Requirement)
7. **Budget Committee Receives Budget Message** – Budget Officer
8. **Business Items**
 - A. Capital Projects Fund – Page 4
 - B. Debt Service Fund – Page 5
 - C. Debt Service Reserve Fund – Page 6
9. Adjournment

MINUTES
Warrenton Urban Renewal Agency Budget Committee
May 18, 2024 – 9:00 a.m.
Warrenton City Hall - Commission Chambers
225 S. Main Ave.
Warrenton, Or 97146

Mayor Henry Balensifer called the meeting to order at 1:32 p.m.

Budget Committee Members Present: Dan Sollaccio, Flint Carlson, William Kerr, Angelo Schauermann, David Burkhart, Commissioner Tom Dyer, Commissioner Gerald Poe, and Mayor Henry Balensifer

Excused: Commissioner Paul Mitchell and Commissioner Mark Baldwin

Staff Members Present: Budget Officer Esther Moberg, Finance Director Jessica Barrett, and City Recorder Dawne Shaw

Commissioner Poe made the motion to appoint Mayor Balensifer as Chair. Motion was seconded and passed unanimously.

Carlson – aye; Sollaccio – aye; Burkhart – aye; Kerr – aye; Poe – aye; Balensifer – aye; Schauermann – aye; Dyer - aye

Commissioner Dyer made the motion to appoint Commissioner Poe as Vice Chair. Motion was seconded and passed unanimously.

Carlson – aye; Sollaccio – aye; Burkhart – aye; Kerr – aye; Poe – aye; Balensifer – aye; Schauermann – aye; Dyer – aye

CONSENT CALENDAR

A. May 16, 2023 Urban Renewal Agency Budget Committee Meeting Minutes

Commissioner Dyer made the motion to approve the consent calendar as presented. Motion was seconded and passed unanimously.

Carlson – aye; Sollaccio – aye; Burkhart – aye; Kerr – aye; Poe – aye; Balensifer – aye; Schauermann – aye; Dyer - aye

Public Comments: None

Budget Officer Esther Moberg reviewed her budget message. She stated the district was created in 2007 and noted the amendments to the plan. She reviewed completed projects and the upcoming projects for the remaining years of the district.

Page 4 – Capital Projects Fund – Brief discussion on building purchases and purchase grants.

Page 5 – Debt Service Fund – no discussion

Warrenton URA Budget Committee

Minutes - May 18, 2024

Page: 1

Page 6 – Debt Service Reserve Fund – no discussion

Commissioner Dyer made the motion to approve the FY 2024/2025 Urban Renewal Agency budget. Motion was seconded and passed unanimously.

Carlson – aye; Sollaccio – aye; Burkhart – aye; Kerr – aye; Poe – aye; Balensifer – aye; Schauermann – aye; Dyer - aye

There being no further business, Chair Balensifer adjourned the meeting at 1:45 p.m.

APPROVED

Chair,

ATTEST

Dawne Shaw, Secretary



WARRENTON URBAN RENEWAL AGENCY

PROPOSED BUDGET

FISCAL YEAR 2025-2026

WARRENTON URBAN RENEWAL AGENCY
FISCAL YEAR 2025 – 2026 BUDGET
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Budget Message - Urban Renewal District

May 10, 2025

Dear Urban Renewal Budget Committee Members:

The Warrenton City Commission adopted an ordinance creating an Urban Renewal Agency (URA) in 2007. At that time, the Commission appointed itself as the Agency. The Commission also decided to appoint members of the City's Budget Committee to the Urban Renewal Budget Committee. The latter action was to expedite the review and adoption of Urban Renewal budgets which are required by statute to be separate from the City budget. The Commission also appointed an advisory board to make recommendations to the URA as to the creation of Urban Renewal Districts, development plans, and related activities. The Advisory Board has been active in developing plans for the District as funding becomes available.

The Warrenton Urban Renewal Agency Budget is being recommended for your consideration. In 2009, the URA applied for a credit line to establish debt with a local bank and implemented a Downtown Master Plan and Warrenton Marina Master Plan process. In 2012 and 2016 the URA placed revenue bonds with a local bank in the amount of \$1.64 million and \$2.2 million, respectively to finance projects at the marina and downtown. In 2019, the City completed a substantial amendment providing for an approximate \$4.7 million in additional revenue over the life of the District. A minor amendment to the plan was made in 2023 that was not budgetary in nature.

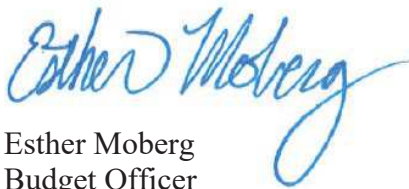
The URA budget for the 2025-2026 budget year consists of a Capital Projects Fund, a Debt Service Fund, and a Debt Service Reserve Fund which is a requirement of the Urban Renewal bond issuance, dated July 31, 2012 and August 4, 2016. The money in this fund is "reserved" to pay the debt service on these bonds. Staff is projecting tax increment revenue at \$838,315 with a total resource of \$2,458,137 in the Debt Service Fund. Staff is initially projecting transfers to the Capital Projects Fund in the amount of \$1,708,119 to use accumulated tax on a "pay as you go" basis, rather than incurring additional formal debt. While it is not currently budgeted for expenditure in this fiscal year, the estimated maximum indebtedness remaining at the end of this fiscal year is \$1,373,831.

Thanks to the Urban Renewal Agency incentivizing and revitalizing downtown buildings, a list of significant buildings was selected by the Urban Renewal Agency and Urban Renewal Advisory Board in 2024. Of that list, thanks to grants and budgetary support, Urban Renewal and City owned properties had the following done: 69 NE Heron is in the process of a full renovation (new brewery opening in 2025), 99 N. Main Ave was purchased by the Urban Renewal for future revitalization (existing post office). For those significant buildings supporting private business owners with Urban Renewal grants: 90 N. Main was purchased and is in the process of a complete renovation by a (new businesses opening in 2025-2026), 1015 S. Main was purchased and turned into a new carpet store and is in the process of renovations, and 368 S. Main Ave. has had some minor façade work done. These buildings had lain fallow for many years so it is exciting to see this much work achieved in just 1-2 years.

All small Façade grants were completed in 2024-2025. The Peterson project was started in 2024-2025. Additional Food Cart Pod updates were completed by May of 2025.

As we start the final two years of the Urban Renewal Agency, I am pleased with the priority list the joint work session between the Urban Renewal Advisory Board and Urban Renewal Agency has created and I expect more positive changes in the downtown core area as we wrap up the Urban Renewal Agency for this area of Warrenton.

Respectfully submitted,



Esther Moberg
Budget Officer
Urban Renewal Agency Executive Director

Warrenton Urban Renewal Agency Budget Committee Members Fiscal Year 2025-2026

Commissioners

- Mayor Henry Balensifer III
- Commissioner Paul Mitchell
- Commissioner Tom Dyer
- Commissioner Gerald Poe
- Commissioner Jessica Sollaccio

Appointed Members

- Budget Committee Member David Burkhart
- Budget Committee Member Dan Sollaccio
- Budget Committee Member Flint Carlson
- Budget Committee Member William Kerr
- Budget Committee Member Vacancy

Budget Committee Staff

- Esther Moberg, Budget Officer
- Jessica Barrett, Finance Director
- Dawne Shaw, City Recorder

Warrenton Urban Renewal Agency

Budget Document

Capital Projects Fund 200 (800)

Historical Data			Budget for Fiscal Year 7/1/2025 - 6/30/2026			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/23	FYE 6/30/24	FYE 6/30/25				
			<u>Resources</u>			
\$ 9,011	\$ 7,970	\$ 6,400	300000 Beginning Fund Balance	\$ 6,600		
59			360000 Miscellaneous Revenue			
542	314		361000 Interest Earnings			
			334140 Loan Proceeds - UR Bonds			
			Transfer from:			
990,628	986,221	1,800,000	Debt Service Fund	1,708,119		
1,000,240	994,505	1,806,400	Total Resources	1,714,719	-	-
			<u>Requirements</u>			
			Materials and Services:			
1,163	1,546	2,000	310000 Printing/Advertising/Publicity	1,000		
329	567	2,000	320000 Dues/Mtgs/Travel/Training	650		
8,550	19,255	50,000	380000 Professional Services	55,000		
		25,000	380002 Bond Issue Costs			
			390010 Holiday Decoration Grant	25,000		
			390020 Building Revitalization Grant	100,000		
	25,900	60,000	390050 Façade Improvements			
10,042	47,268	139,000	Total Materials and Services	181,650	-	-
			Capital Outlay:			
921,178	1,278		620011 Commercial Work Pier Improvements			
			620050 Landscape Improvements			
58,550	178,411		620051 Parking Lot Improvements(Food Pod)			
		7,000	620084 SW 4th Street (S Main Ave-SW Alder Ct)			
2,500			620015 Downtown Improvement Project			
	535,000	685,400	620009 Building Purchases	750,000		
	226,061	900,000	620012 Building Refurbishments			
			620096 1st & Main Stormwater Infrastructure	50,000		
			620097 Commercial E Dock	375,000		
		75,000	620098 Peterson Property Project	358,069		
982,228	940,750	1,667,400	Total Capital Outlay	1,533,069	-	-
-	-	-	800000 Contingency	-		
992,270	988,018	1,806,400	Total Expenditures	1,714,719	-	-
7,970	6,487	-	Ending Fund Balance	-	-	-
\$ 1,000,240	\$ 994,505	\$ 1,806,400	Total Requirements	\$ 1,714,719	\$ -	\$ -

Warrenton Urban Renewal Agency

Budget Document

Debt Service Fund 300 (800)

Historical Data			Budget for Fiscal Year 7/1/2025 - 6/30/2026		
Actual		Adopted	Resources and Requirements	Proposed by	Approved by
FYE 6/30/23	FYE 6/30/24	Budget FYE 6/30/25		Budget Officer	Budget Committee
				Adopted by	Governing
					Body
			<u>Resources</u>		
\$ 2,695,833	\$ 2,322,951	\$ 1,881,597	300000 Beginning Fund Balance	\$ 1,525,822	
840,553	841,634	838,315	311100 Current Ad Valorem Taxes	838,315	
31,645	23,999	20,000	311200 Prior Taxes	24,000	
95,564	137,157	70,000	361000 Interest Earnings	70,000	
			314100 County Land Sales		
<u>3,663,595</u>	<u>3,325,741</u>	<u>2,809,912</u>	Total Resources	<u>2,458,137</u>	<u>-</u>
			<u>Requirements</u>		
			Debt Service:		
		200,000	471230 Other Principal and Interest	200,000	
120,569	125,091	129,782	471220 UR 2012 Bonds - Principal	134,649	
24,367	19,486	15,155	472220 UR 2012 Bonds - Interest	10,288	
184,448	187,895	191,406	471240 UR 2016 Bonds - Principal	194,983	
20,632	17,185	13,674	472240 UR 2016 Bonds - Interest	10,098	
<u>350,016</u>	<u>349,657</u>	<u>550,017</u>	Total Debt Service	<u>550,018</u>	<u>-</u>
			Transfers:		
990,628	986,221	1,800,000	860020 Transfer to Capital Projects	1,708,119	
		200,000	860040 Transfer to Debt Service Reserve	200,000	
<u>990,628</u>	<u>986,221</u>	<u>2,000,000</u>	Total Transfers	<u>1,908,119</u>	<u>-</u>
<u>-</u>	<u>-</u>		800000 Contingency		
1,340,644	1,335,878	2,550,017	Total Expenditures	2,458,137	-
2,322,951	1,989,863	259,895	Ending Fund Balance	-	-
<u>\$ 3,663,595</u>	<u>\$ 3,325,741</u>	<u>\$ 2,809,912</u>	Total Requirements	<u>\$ 2,458,137</u>	<u>\$ -</u>

Warrenton Urban Renewal Agency
Budget Document

Debt Service Reserve Fund 400 (800)

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2025 - 6/30/2026		
Actual	Adopted			Proposed by	Approved by	Adopted by
FYE 6/30/23	FYE 6/30/24	FYE 6/30/25		Budget Officer	Budget Committee	Governing Body
			<u>Resources</u>			
\$ 350,017	\$ 350,017	\$ 350,017	300000 Beginning Fund Balance	\$ 350,017		
		200,000	391300 Transfer from URA Debt Service Fund	200,000		
<u>350,017</u>	<u>350,017</u>	<u>550,017</u>	Total Resources	<u>550,017</u>	<u>-</u>	<u>-</u>
			<u>Requirements</u>			
			Debt Service:			
		505,017	471220 UR Bonds - Principal	505,017		
		45,000	472220 UR Bonds - Interest	45,000		
<u>-</u>	<u>-</u>	<u>550,017</u>	Total Debt Service	<u>550,017</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>		800000 Contingency			
<u>-</u>	<u>-</u>	<u>550,017</u>	Total Expenditures	<u>550,017</u>	<u>-</u>	<u>-</u>
<u>350,017</u>	<u>350,017</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 350,017</u>	<u>\$ 350,017</u>	<u>\$ 550,017</u>	Total Requirements	<u>\$ 550,017</u>	<u>\$ -</u>	<u>\$ -</u>