



PHILOMATH URBAN RENEWAL AGENCY AGENDA



February 12, 2024
7:00 P.M.

Council Chambers; Philomath City Hall
980 Applegate St., Philomath, OR

Mission: To promote ethical and responsive municipal government which provides its citizenry with high quality municipal services in an efficient and cost effective manner.

- A. ROLL CALL
- B. APPROVAL OF MINUTES
 - 1. Minutes of June 12, 2023
- C. NEW BUSINESS
 - 1. Appointment of 2024-2025 Budget Officer
- D. ADJOURNMENT

MEETING PARTICIPATION INSTRUCTIONS

This meeting is being held in-person at the City Hall Council Chambers, and the public is invited to attend. Public comments and testimonies are also available via written or electronic participation. City meetings are live-streamed on the City's YouTube channel at: [City of Philomath - YouTube](#). This is a public page; no account or user fee is required.

Given two business days' notice, an interpreter can be provided for the hearing impaired or those with limited proficiency in English.

Contact the City Manager's Office to make interpreter arrangements:
541-929-6148; cityhall@philomathoregon.gov; PO Box 400, Philomath, OR 97370

The City formed the Philomath Urban Renewal Agency to provide improvements to blighted areas of the City. Tax dollars received by the Urban Renewal Agency are used to make improvements such as the replacement of aging water and sewer lines under Main Street and Applegate Street and the upcoming Downtown Safety and Streetscapes Project. The City Council also serves as the members of the Urban Renewal Agency.

PHILOMATH URBAN RENEWAL AGENCY
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
June 12, 2023

A. CALL TO ORDER - ROLL CALL

Meeting called to order at 7:00 p.m. by Chas Jones.

Present:

Chas Jones
Jessica Andrade
Ruth Causey
Diane Crocker
Matt Lehman
Christopher McMorran
Teresa Nielson

Absent:

Staff Present:

City Manager Chris Workman
City Recorder Ruth Post
City Attorney Jim Brewer
Finance Director Mike Murzynsky
Assistant City Manager Chelsea Starnier
Deputy City Attorney Catherine Pratt

Absent:

Police Chief Ken Rueben
Public Works Director Kevin Fear

B. PUBLIC HEARING

1. Fiscal Year 2023-2024 URA Budget

- Finance Director Murzynsky reviewed the budget as proposed by the Budget Committee.
- Public hearing opened at 7:02 p.m.
- No requests by public to testify.
- Public hearing closed at 7:03 p.m.

a) Resolution 23-01 Adopting the budget, making appropriations, and declaring a tax increment for the Fiscal Year 2023-2024.

Action: To adopt Resolution No. 23-01, a resolution adopting the budget for the Fiscal Year 2023-2024, making appropriations of \$839,987 and declaring a levy of the maximum amount of taxes to fund said operations and debt.
Motion/Second: Causey/Nielson
Vote: APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

C. PUBLIC COMMENT

Start Time: 7:04 p.m.
None.

D. APPROVAL OF MINUTES

Start Time: 7: 04 p.m.

1. Minutes of March 13, 2023

Action: Approve the minutes of March 13, 2023 as presented.
Motion/Second: Causey/Lehman
Vote: APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

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E. ADJOURNMENT

Meeting adjourned at 7:05 p.m.

SIGNED:

ATTEST:

Chas Jones, Mayor

Ruth Post, MMC, City Recorder



Philomath Urban Renewal Agency Agenda Item Summary

Title/Topic: Appointment of Budget Officer

Meeting Date: February 12, 2024
Department: Finance

Staff Contact: Chris Workman
Email: chris.workman@philomathoregon.gov

BACKGROUND

At the beginning of each budget year, the Urban Renewal Agency must appoint a Budget Officer. The Budget Officer is responsible for preparing the proposed budget which will be presented to the Budget Committee.

Excerpt from The Oregon Department of Revenue Local Budgeting Manual

ORS 294.331 states:

“The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body.”

The budget officer cannot be an appointed member of the budget committee because appointed members of the budget committee cannot be officers, agents, or employees of the local government [ORS 294.414(4), renumbered from 294. 336(4)].

The budget officer is responsible for publishing all of the notices required by Local Budget Law. Most budget officers are also responsible for monitoring budget expenditures during the budget year and notifying the governing body of the need to make any budget changes required after adoption.

AGENCY OPTIONS

A) Appoint Finance Director Mike Murzynsky as Budget Officer.

CITY MANAGER RECOMMENDATION

Appoint Mike Murzynsky.

RECOMMENDED MOTION

I move the Urban Renewal Agency appoint Finance Director Mike Murzynsky as the 2024-2025 Budget Officer under the supervision of the City Manager.