

GLADSTONE URBAN RENEWAL AGENCY
(A COMPONENT UNIT OF THE CITY OF GLADSTONE, OREGON)

FINANCIAL STATEMENTS

For the Fiscal Year Ended
June 30, 2019

with

Independent Auditor's
Report



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INTRODUCTORY SECTION

**GLADSTONE URBAN RENEWAL AGENCY
LIST OF PRINCIPAL OFFICIALS
June 30, 2019**

Officials

Term Expires

Tamara Stempel, Mayor
Gladstone, Oregon 97027

December 31, 2022

Matt Tracy, President
Gladstone, Oregon 97027

December 31, 2022

Linda Neace
Gladstone, Oregon 97027

December 31, 2020

Randy Ripley
Gladstone, Oregon 97027

December 31, 2022

Tracy Todd
Gladstone, Oregon 97027

December 31, 2022

Neal Reisner
Gladstone, Oregon 97027

December 31, 2020

Thomas Mersereau
Gladstone, Oregon 97027

December 31, 2020

Administrator

Jacque Betz
Gladstone, Oregon 97027

Finance Director

Cathy Brucker
Gladstone, Oregon 97027

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

Agency Officials
Gladstone Urban Renewal Agency
Gladstone, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Gladstone Urban Renewal Agency, a component unit of the City of Gladstone, Oregon, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Gladstone Urban Renewal Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Gladstone Urban Renewal Agency's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Gladstone Urban Renewal Agency, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As discussed in Note 7 to the financial statements, the Gladstone Urban Renewal Agency adopted new accounting guidance, GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, such as management’s discussion and analysis and, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the management’s discussion and analysis in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information


Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Gladstone Urban Renewal Agency’s basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The introductory has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Reports on Other Legal and Regulatory Requirements

Other Reporting Required by Oregon Minimum Standards

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have also issued our report dated January 23, 2020, on our consideration of the Gladstone Urban Renewal Agency’s compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.


For Merina+Co
Tualatin, Oregon
January 23, 2020

June 30, 2019
Gladstone Urban Renewal Agency
Management's Discussion and Analysis

Management staff of the Gladstone Urban Renewal Agency offers this executive summary of the financial activities of the Gladstone Urban Renewal Agency for the fiscal year ended June 30, 2019.

Financial Highlights

The assets of the Gladstone Urban Renewal Agency exceeded its liabilities at the close of the most recent fiscal year by \$8,879,921 (net position). This amount may be used to meet the Agency's ongoing obligations to citizens and creditors.

The Gladstone Urban Renewal Agency's total net position increased by \$1,433,298 from the fiscal year ending in 2019. The Agency initiated the design and construction of a new Police Station and City Hall on Portland Avenue, as discussed in Note 6 of the Notes to the Financial Statements.

As of the close of the current fiscal year, the Gladstone Urban Renewal Agency's governmental fund reported a total ending fund balance of \$12,650,648. The difference between \$8,879,921 unrestricted net position and the ending fund balance of \$12,650,648 is comprised of uncollected/unavailable property taxes and notes payable.

REPORT LAYOUT

This Management Discussion and Analysis (MD&A) is intended to serve as an introduction to the Gladstone Urban Renewal Agency's basic financial statements. The basic financial statements are comprised of three components: 1) entity-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. The report also contains other supplementary data in addition to the basic financial statements themselves.

Government-Wide Financial Statements

These two statements present an overview of the Agency's finances, in a manner similar to the private sector. Each statement presents highly condensed, entity-wide information and uses the full accrual basis of accounting.

The statement of net position presents information on the Agency's total assets and liabilities, with the resulting difference between the two presented as net position. Over time, increases or decreases to net position may serve as a useful indicator of whether the Agency's financial position is improving or deteriorating.

The statement of activities focuses on the change in net position from the prior year. The costs of the Agency's programs are presented and show to what extent governmental activities are subsidized by taxes and other general revenues.

Fund Financial Statements

Following the government-wide statements is a section containing fund financial statements. The Agency's General Fund is presented in its own column. A "Budgetary Comparison Statement" is included as part of the basic financial statements.

Notes to Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the financial data provided in the entity-wide and fund financial statements. Completing the document is a report by the independent certified public accountant, as required by statute.

AGENCY AS A WHOLE

Entity-wide Financial Statements

Statement of net position at June 30, 2019. As noted earlier, net position may serve over time as a useful indicator of the Agency's financial position. Assets exceeded liabilities by \$8,879,921 at the close of the most recent fiscal year.

By far the largest portion of the Agency's assets is cash and investments which have financial liquidity easily available for future spending.

The following table reflects a summary of net position for fiscal years 2018-19 and 2017-18.

Summary Statement of Net Position			
as of June 30,			
	2019	2018	Total Change
Cash and investments	\$12,654,104	\$7,385,250	\$ 5,268,854
Due from other governments	3,278	2,738	540
Property tax receivable	27,057	57,970	(30,913)
Interest receivable	482	665	(183)
Total Assets	<u>12,684,921</u>	<u>7,446,623</u>	<u>5,238,298</u>
Due to City of Gladstone	5,000	-	5,000
Notes payable	3,800,000	-	3,800,000
Total Liabilities	<u>3,805,000</u>	<u>-</u>	<u>3,805,000</u>
Net position:			
Unrestricted	<u>\$ 8,879,921</u>	<u>\$7,446,623</u>	<u>\$ 1,433,298</u>

The following table reflects a Statement of Activities for fiscal years 2018-19 and 2017-18.

Summary Statement of Activities			
For the Fiscal Years Ended June 30,			
	2019	2018	Total Change
REVENUES			
General Revenues			
Property tax	\$ 941,439	\$ 891,336	\$ 50,103
Interest	357,374	127,732	229,642
Total receipts	<u>1,298,813</u>	<u>1,019,068</u>	<u>279,745</u>
EXPENSES			
Division operations	68,471	6,159	62,312
Transfers (in) out	(202,956)	180,000	(382,956)
Total expense and transfer	<u>(134,485)</u>	<u>186,159</u>	<u>(320,644)</u>
Increase in net position	<u>1,433,298</u>	<u>832,909</u>	<u>600,389</u>
Beginning net position	<u>7,446,623</u>	<u>6,613,714</u>	<u>832,909</u>
Ending net position	<u>\$ 8,879,921</u>	<u>\$ 7,446,623</u>	<u>\$ 1,433,298</u>

Governmental Activities. Governmental activities increased the Gladstone Urban Renewal Agency's net position by \$1,433,298.

Financial Analysis of the Agency's funds

Governmental Fund. The focus of the Gladstone Urban Renewal Agency's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Agency's financial requirements. In particular, unrestricted net position may serve as useful measure of a government's net resources available for spending at the end of the fiscal year. The \$12,650,648 ending fund balance is fully available for Urban Renewal Development.

Budgetary Highlights. The Agency's General Fund original legal appropriations totaled \$4,367,700. Changes were made to the amounts and classifications of resources and appropriations to facilitate the second year of the biennium budget and completion of the notes payable financing. These changes were completed by a supplemental budget adjustment, approved by the board of directors, to allow the transfer of funds to the City of Gladstone Civic Center Capital Project Fund. The Agency's actual spending for urban renewal development fell well short of budgeted levels as monies were held for future projects.

Capital Assets. The Gladstone Urban Renewal Agency has no capital assets. Upon completion of street improvements or building construction, the assets are transferred to the City of Gladstone.

Long-term Debt. At the end of the fiscal year, the Gladstone Urban Renewal Agency had an ending balance of \$3,800,000 in notes payable outstanding for the construction of the new city hall and police facility. Further information on this issue may be found in Note 6 - Long Term Debt in the Notes to the Financial Statements.

In response to 1997 state legislation, the Gladstone City Council, acting as officials of the Gladstone Urban Renewal Agency, at its April 1998 meeting, authorized \$23,000,000 in maximum indebtedness (adjusted for future inflation) for projects that could be financed over the next 30 years. The adjusted maximum indebtedness is currently \$23,589,427.

Economic Factors and Next Year's Budget. The future finances of the Agency will largely be expended on the future debt service, design and construction of the Civic Center Project, currently under construction. The estimated completion date is summer, 2020. Once completed, further analysis and needs of the Agency can be evaluated.

Requests for Information. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to City staff at 525 Portland Avenue, Gladstone, 97027 or call 503.479.6860.

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BASIC FINANCIAL STATEMENTS

GLADSTONE URBAN RENEWAL AGENCY
STATEMENT OF NET POSITION
June 30, 2019

	<u>Governmental Activities</u>
ASSETS:	
Cash and cash equivalents	\$ 12,654,104
Cash with County Treasurer	3,278
Property taxes receivable	27,057
Interest receivable	482
	<hr/>
Total assets	12,684,921
	<hr/>
LIABILITIES:	
Due to City of Gladstone	5,000
Notes payable - current maturity	431,573
Noncurrent portion of notes payable	3,368,427
	<hr/>
Total liabilities	3,805,000
	<hr/>
NET POSITION:	
Unrestricted:	
Urban Renewal Development	8,879,921
	<hr/>
Total net position	<u>\$ 8,879,921</u>

The accompanying notes are an integral part of these financial statements

GLADSTONE URBAN RENEWAL AGENCY
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2019

	<u>Expenses</u>	<u>Net Revenue (Expenses) and Changes in Net Position</u>
EXPENSES:		
Governmental activities:		
Community development	\$ 68,471	\$ (68,471)
GENERAL REVENUES:		
Property taxes		941,439
Interest		357,374
Transfers in (out) to City of Gladstone		<u>202,956</u>
Total general revenues and transfers		<u>1,501,769</u>
Change in net position		1,433,298
NET POSITION, BEGINNING		<u>7,446,623</u>
NET POSITION, ENDING		<u><u>\$ 8,879,921</u></u>

The accompanying notes are an integral part of these financial statements

GLADSTONE URBAN RENEWAL AGENCY
BALANCE SHEET - GOVERNMENTAL FUND
June 30, 2019

ASSETS:

Cash and cash equivalents	\$ 12,654,104
Cash with County Treasurer	3,278
Property taxes receivable	27,057
Interest receivable	<u>482</u>
 Total assets	 <u><u>\$ 12,684,921</u></u>

LIABILITIES:

Due to City of Gladstone	<u>\$ 5,000</u>
 Total liabilities	 <u>5,000</u>

DEFERRED INFLOWS OF RESOURCES:

Unavailable revenue - property taxes	<u>29,273</u>
 Total deferred inflows of resources	 <u>29,273</u>

FUND BALANCE:

Unassigned	<u>12,650,648</u>
Total fund balance	<u>12,650,648</u>
 Total liabilities, deferred inflows of resources and fund balance	 <u><u>\$ 12,684,921</u></u>

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balance	\$ 12,650,648
 Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the fund	 29,273
Accrued liabilities and notes payable are not due and payable in the current period and, therefore, are not reported in the fund	<u>(3,800,000)</u>
 Net position of governmental activities	 <u><u>\$ 8,879,921</u></u>

The accompanying notes are an integral part of these financial statements

**GLADSTONE URBAN RENEWAL AGENCY
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - GOVERNMENTAL FUND
For the Fiscal Year Ended June 30, 2019**

REVENUES:

Property taxes	\$ 967,647
Interest on investments	<u>357,374</u>
Total revenues	<u>1,325,021</u>

EXPENDITURES:

District operations	11,346
Debt service:	
Interest	<u>57,125</u>
Total expenditures	<u>68,471</u>
Revenues over (under) expenditures	<u>1,256,550</u>

OTHER FINANCING (USES):

Issuance of debt	3,800,000
Transfers from City of Gladstone	3,000,000
Transfers to City of Gladstone	<u>(2,797,044)</u>
Total other financing sources (uses)	<u>4,002,956</u>

Net change in fund balance	5,259,506
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FUND BALANCE, BEGINNING	<u>7,391,142</u>
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FUND BALANCE, ENDING	<u><u>\$ 12,650,648</u></u>
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The accompanying notes are an integral part of these financial statements

**GLADSTONE URBAN RENEWAL AGENCY
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2019**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balance - total governmental fund	\$ 5,259,506
Some revenue reported in the statement of activities do not provide current financial resources in the government fund	<u>(3,826,208)</u>
Changes in net position of governmental activities	<u><u>\$ 1,433,298</u></u>

The accompanying notes are an integral part of these financial statements

GLADSTONE URBAN RENEWAL AGENCY
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2019

	Budget for the		Actual		Total	Variance with Final Budget
	2018-2019 Biennium					
	Original	Final	1st Year FY 2017-18	2nd Year FY 2018-19		
REVENUES:						
Property taxes	\$ 1,638,500	\$ 1,638,500	\$ 886,788	\$ 967,647	\$ 1,854,435	\$ 215,935
Interest on investments	120,000	120,000	127,732	357,374	485,106	365,106
Total revenues	1,758,500	1,758,500	1,014,520	1,325,021	2,339,541	581,041
EXPENDITURES:						
District Operations	-	31,100	6,159	11,346	17,505	13,595
Materials and services	225,000	-	-	-	-	-
Capital outlay	300,000	-	-	-	-	-
Debt service:						
Interest	-	57,126	-	57,125	57,125	1
Contingency	3,842,700	2,605,624	-	-	-	2,605,624
Total expenditures	4,367,700	2,693,850	6,159	68,471	74,630	2,619,220
Revenues over (under) expenditures	(2,609,200)	(935,350)	1,008,361	1,256,550	2,264,911	3,200,261
OTHER FINANCING SOURCES (USES):						
Issuance of debt	-	3,800,000	-	3,800,000	3,800,000	-
Transfers from City of Gladstone	-	3,000,000	-	3,000,000	3,000,000	-
Transfers to City of Gladstone	(5,000,000)	(13,473,850)	(180,000)	(2,797,044)	(2,977,044)	10,496,806
Total other financing sources (uses)	(5,000,000)	(6,673,850)	(180,000)	4,002,956	3,822,956	10,496,806
Net changes in fund balances	(7,609,200)	(7,609,200)	828,361	5,259,506	6,087,867	13,697,067
FUND BALANCES, BEGINNING	7,609,200	7,609,200	6,562,781	7,391,142	6,562,781	(1,046,419)
FUND BALANCES, ENDING	\$ -	\$ -	\$ 7,391,142	\$ 12,650,648	\$ 12,650,648	\$ 12,650,648

The accompanying notes are an integral part of these financial statements

GLADSTONE URBAN RENEWAL AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2019

(1) Description of the Agency and Summary of Significant Accounting Policies

The financial statements of the Agency have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). GAAP statements include all relevant Governmental Accounting Standards Board (GASB) pronouncements.

A. Description of Reporting Entity

The Gladstone Urban Renewal Agency (the Agency) (a component unit of the City of Gladstone) was organized October 11, 1988 under the provisions of Oregon Revised Statutes, Chapter 457, to provide rehabilitation of blighted and deteriorated areas within the Agency's designated urban renewal area. The fiscal year ended June 30, 1998 was the first year property taxes were levied by the Agency. As provided by ORS 457, the City Council of the City of Gladstone is designated as the governing body of the Gladstone Urban Renewal Agency. Principle funding sources are property tax revenues and interest earnings. Fiscal and accounting functions are handled by personnel of the City of Gladstone.

The Agency is a legally separate entity governed by the City of Gladstone. The Agency Officials are not financially accountable for any other governmental entity. Financial accountability is determined in accordance with criteria set forth in GAAP, primarily on the basis of authority to appoint voting majority of an organization's governing body, ability to impose its will on that organization, the potential for that organization to provide specific benefits or impose specific financial burdens and that organization's fiscal dependency. The Agency is a blended component unit of the City of Gladstone and, as such is included in the financial statements of the City of Gladstone for the year ended June 30, 2019.

The Agency has no component units.

B. Basic Financial Statements

The Agency's financial operations are presented at both the agency-wide and fund financial levels. All activities of the Agency are categorized as governmental.

Agency-wide financial statements

The statement of net position and the statement of activities display information about the Agency as a whole.

The statement of activities presents a comparison between direct expenses and program revenues for the Agency's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. The Agency reports no indirect expenses. The Agency reports no program revenues. Taxes and other items not properly included among program revenues are reported as general revenues.

Fund financial statements

These statements display information at the individual fund level. Each fund is considered to be a separate accounting entity. Funds are classified and summarized as governmental, proprietary, and fiduciary. Currently the Agency has only one fund of the governmental fund type.

GLADSTONE URBAN RENEWAL AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2019

C. Basis of Presentation

The financial transactions of the Agency are recorded in the General Fund. The fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, deferred inflows of resources, fund balance, revenues and expenditures.

The GASB 34 model sets forth minimum criteria (percentage of the assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues or expenditures of either fund category) for the determination of major funds. For purposes of presentation, the Agency's fund is presented as a major fund.

General Fund - The General Fund is used to record expenditures related to capital improvements projects. Major sources of revenue are specific taxes that are legally restricted to expenditures for specific purposes.

D. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe which transactions are recorded with the various financial statements. Basis of accounting refers to when transactions are recorded regardless of the measurement focus.

The Agency-wide financial statements are reported using the *economic resources measurement focus* and the *full accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Agency considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the agency-wide statements, a reconciliation is necessary to explain the adjustments needed to transform the fund based financial statements into the agency-wide presentation.

E. Cash and Investments

The Agency considers cash equivalents as all highly liquid investments with an original maturity of three months or less. Investments included in cash and cash equivalents are reported at fair value.

GLADSTONE URBAN RENEWAL AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2019

F. Receivables and Property Tax Calendar

Uncollected property taxes receivable, which have been collected within sixty days following year-end are considered measurable and available and are recognized as revenue. The remaining balance is recorded as a deferred inflow of resources because it is not deemed available to finance operations of the current period. Property taxes are levied in July of each fiscal year. Property taxes attach as an enforceable lien on property as of July 1, and are payable in three installments on November 15, February 15, and May 15. All property taxes are billed and collected by Clackamas County and remitted to the Agency. Uncollected taxes, including delinquent amounts, are considered substantially collectible or recoverable through liens, and accordingly no allowance for uncollected taxes has been established. All property taxes receivable are due from property owners within the Agency's boundaries.

G. Long Term Obligations

In the government-wide financial statement in the fund financial statements, long-term debt and other long long-term obligations are reported as liabilities in the Statement of Net Position.

H. Deferred Inflows of Resources

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The Agency only has one type of item that qualifies for reporting in this category, which arises only under the modified accrual basis of accounting. Accordingly, the item "unavailable revenue," is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

I. Fund Balance

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Agency is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – non-spendable, restricted, committed, assigned and unassigned. Currently, the Agency reports only one classification of fund balance – unassigned. This is the residual classification used for those balances not assigned to another category.

J. Use of Restricted Resources

When both restricted and unrestricted resources are available for use: it is the Agency's policy to use restricted resources first, then unrestricted resources, as they are needed. When unrestricted resources are available for use it is the Agency's policy to use committed resources first, then assigned, and then unassigned as needed.

GLADSTONE URBAN RENEWAL AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2019

K. Use of Estimates

In preparing the Agency’s financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(2) Stewardship, Compliance, and Accountability

A. Budgetary Information

On or before June 30 of each year, the Agency enacts a resolution adopting the budget, appropriating the expenditures, and levying the property taxes. Prior to enacting this resolution, the proposed budget is presented to a budget committee consisting of members of the Agency Board of Directors and a like number of interested citizens. The budget committee presents the budget to the Agency Board of Directors for budget hearings prior to enactment of the resolution. The Agency budgets all funds as required by Oregon Local Budget Law.

The resolution authorizing appropriations for the Agency’s fund sets the legal level of control by which expenditures cannot legally exceed appropriations. Expenditure categories of personal services, materials and services, capital outlay, debt service transfers, and contingency are the legal level of control for all other funds. The detail budget document, however, is required to contain more specific information for the above mentioned expenditure categories. Unexpected additional resources may be added to the budget through the use of a supplemental budget. A supplemental budget requires hearings before the public, publications in newspapers, and adoption by the Agency Board. Management may modify original and supplemental budgets by the use of appropriation transfers between the legal levels of control within a fund. Such transfers require approval by the Agency Board. Management may not amend the budget without seeking the approval of the Board. Appropriations lapse as of year-end.

(3) Cash and Cash Equivalents

At June 30, 2019 investments included in cash and cash equivalents of the Gladstone Urban Renewal Agency consist of the following:

	<u>Weighted Average Maturity (Years)</u>	<u>Fair Value</u>
Investments in the State Treasurer’s Local Government Investment Pool	0.00	\$12,636,558

A. Interest rate risk

The Agency does not have a formal investment policy that limits investments maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

GLADSTONE URBAN RENEWAL AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2019

B. Credit risk

State statutes authorize the Gladstone Urban Renewal Agency to invest in general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, and the State Treasurer's Oregon Local Government Investment Pool, among others. The Agency has no investment policy that would further limit its investment choices.

C. Concentration of credit risk

The Gladstone Urban Renewal Agency does not currently have an investment policy for concentration of credit risk.

The State Treasurer's Investment Pool operates in accordance with appropriate state laws and regulations, but is not regulated by other laws, organizations or regulations. The reported value of the Pool is the same as the fair value of Pool shares. Investments are regulated by the Oregon Short-Term Fund Board and approved by the Oregon Investment Council (ORS 294.805 to 294.895). The Pool is not registered with the SEC as an investment company and is not rated.

D. Custodial credit risk – deposits

Custodial credit risk is the risk that in the event of a bank failure, the Agency's deposits may not be returned. The Agency does not have a deposit policy for custodial credit risk. The Federal Depository Insurance Corporation (FDIC) provides insurance for the Agency's deposits up to \$250,000 for the combined total of all deposit accounts at each financial institution. The remaining deposits are covered by the Public Funds Collateralization program (PFCP) of the State of Oregon in accordance with ORS 295. Depositories qualified under this program are required to pledge collateral against any public funds deposits in excess of deposit insurance amounts. This provides additional protection for public funds in the event of a bank failure or loss. ORS 295 sets the specific value of the collateral, as well as the types of collateral that are acceptable. ORS 295 creates a shared liability structure for participating depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. As of June 30, 2019, the book value and bank balance of the Agency's deposits was \$17,546. None of the Agency's bank balances were exposed to custodial credit risk as they were fully insured.

GLADSTONE URBAN RENEWAL AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2019

(4) Property Taxes

Property tax transactions for the year ended June 30, 2019, were as follows:

Tax Year	Taxes	2018-2019 Levy	Collections	Adjustments and Discounts	Taxes
	Receivable July 1, 2018				Receivable June 30, 2019
2018-2019		\$ 979,364	\$ (936,547)	\$ (28,584)	\$ 14,233
2017-2018	18,283	-	(10,025)	(2,479)	5,779
2016-2017	9,353	-	(3,907)	(2,275)	3,171
2015-2016	7,175	-	(3,390)	(2,392)	1,393
2014-2015	5,124	-	(3,842)	(837)	445
2013-2014	4,332	-	(3,338)	(547)	447
Prior Years	13,702	-	(11,045)	(1,068)	1,589
	<u>\$ 57,970</u>	<u>\$ 979,364</u>	<u>\$ (972,094)</u>	<u>\$ (38,182)</u>	<u>\$ 27,057</u>

(5) Risk Management

The Agency is exposed to various risks of loss related to torts, theft, damage or destruction of assets, errors and omissions, injuries to employees, and natural disasters. Except for unemployment compensation, the Agency purchases commercial insurance to minimize its exposure to these risks. There has been no reduction in commercial insurance coverage from fiscal year 2018 to 2019.

(6) Long Term Debt

A. Changes in General Long-Term Liabilities

During the year ended June 30, 2019, long-term liabilities activity was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Governmental Activities					
Note payable - URA	\$ -	\$ 3,800,000	\$ -	\$ 3,800,000	\$ 431,573

B. Direct Borrowings

On July 31, 2018, the City and Agency directly borrowed, in two separate transactions, a total of \$6,800,000 for construction of a new City Hall and Police Station within the Governmental Activities. Because of the co-mingled relationship of these borrowings, information on each transaction is described below:

- a. \$3,000,000 – General Fund Full Faith & Credit Note Payable – secured by the City’s full faith and credit and taxing power, but shall not entitle the lender to any

GLADSTONE URBAN RENEWAL AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
June 30, 2019

lien on, or pledge of, specific properties or revenue of the City. The borrowing carries an interest rate of 3.00%. Interest is payable semi-annually on February 1 and August 1 of each year, and principal is payable annually on August 1 through 2029.

- b. \$3,800,000 – Urban Renewal Agency Note Payable – secured by the Master Borrowing Declaration for the Gladstone Urban Renewal Agency. Funds will be collected annually by the “Divide the Taxes” revenue as will be assessed through the Urban Renewal Agency. The borrowing carries an interest rate of 2.99%. Interest is payable semi-annually on February 1 and August 1 of each year, and principal is payable annually on August 1 through 2026.

The City/Agency may prepay all or any portion of each note, with prepayment applied first to accrued interest and then to principal. Both of the borrowings contain an event of default clause that allows the lender to increase the interest rate by 5.00%, if not cured within five days, while the event of default continues. However, the amounts due from the City/Agency shall not be subject to acceleration.

Annual debt service requirements to maturity for the Urban Renewal Agency direct borrowing is as follows:

Fiscal Year	Series 2018 Note Payable Urban Renewal Agency	
	Principal	Interest
2020	\$ 431,573	\$ 107,168
2021	444,793	94,066
2022	458,092	80,568
2023	471,789	66,666
2024	485,896	52,349
2025-2029	1,507,857	67,377
	<u>\$ 3,800,000</u>	<u>\$ 468,194</u>

(7) Accounting Pronouncements

The Governmental Accounting Standards Board (GASB) has issued *Statement No. 88, Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. GASB Statement 88 amends portions of Statement No. 34, paragraph 119, and Statement No. 38, paragraphs 10 and 12 and establishes new accounting and financial reporting requirements for disclosures related to borrowings. GASB Statement 88 establishes standards for disclosure in notes related to debt, including direct borrowings and direct placements, along with other essential information about debt. The City implemented Statement 88 for the year ending June 30, 2019.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *OREGON STATE REGULATION***

**INDEPENDENT AUDITOR'S REPORT
ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH OREGON STATE REGULATION**

Agency Officials
Gladstone Urban Renewal Agency
Gladstone, Oregon

We have audited the basic financial statements of the Gladstone Urban Renewal Agency, a component unit of the City of Gladstone, Oregon, as of and for the year ended June 30, 2019 and have issued our report thereon dated January 23, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Minimum Standards of Audits of Oregon Municipal Corporations*, prescribed by the Secretary of State.

Compliance

As part of obtaining reasonable assurance about whether the Gladstone Urban Renewal Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including the provisions of Oregon Revised Statutes as specified in the Oregon Administrative Rules 162 of the *Minimum Standards for Audits of Oregon Municipal Corporations*, noncompliance with which could have a direct and material effect on the determination of financial statement amounts:

- Deposits of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions, and repayments.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Highway revenues used for public highways, roads, and streets. The Gladstone Urban Renewal Agency does not receive highway funds.
- Authorized investment of surplus funds. (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, and 279C).
- Accountability for collecting or receiving money by elected officials. The Gladstone Urban Renewal Agency does not have any elected officials collecting or receiving money.

However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. In connection with our testing, nothing came to our attention that caused us to believe the Gladstone Urban Renewal Agency was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in the Oregon Administrative Rules 162-10-000 through 162-10-330 of the *Minimum Standards for Audits of Oregon Municipal Corporations*.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the Gladstone Urban Renewal Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Gladstone Urban Renewal Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Gladstone Urban Renewal Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Minimum Standards of Audits of Oregon Municipal Corporations*, prescribed by the Secretary of State, in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



For Merina+Co
Tualatin, Oregon
January 23, 2020