

La Pine Urban Renewal Agency

Adopted Budget

Fiscal Year 2019-2020



LA PINE

OREGON

Annual Budget for the La Pine Urban Renewal Agency (URA)

Fiscal Year

July 1, 2019 - June 30, 2020

Budget Committee
Urban Renewal Agency Board
Vicki Russell, URA Board Chair
Michael Harper, URA Board Vice-Chair
Ann Gawith, URA Board Member
Andrea Hine, URA Board Member
Daniel Richer, URA Board Member
Don Greiner, URA Board Member
Jean Spetter-Sutton, URA Board Member
John Cameron, Budget Committee Member
Colleen Scott, Budget Committee Member
Russ Smith, Budget Committee Member

City Staff
Melissa Bethel – Executive Director, Budget Officer
Jake Obrist – Public Works Manager
Tracy Read – Accounting Clerk
Kelly Notary – Administrative Assistant
Ken Douglas – Public Works Lead
John Bales – Utility Worker I
Reed Campbell – Utility Worker I

The Budget Process

The budget process is governed by the Urban Renewal Plan, Urban Renewal Bylaws, and State of Oregon Budget Laws. The initial tasks such as filling vacancies on the budget committee and setting the date for the first budget committee meeting begins early in the calendar year. The majority of the budget creation process takes place from February through June of each year.

The Executive Director and other staff work together to allocate spending parameters and estimate revenue from January through April to help develop a proposed budget. The Proposed Budget is then submitted to the Budget Committee which consists of the Urban Renewal Agency and, if available, an equal number of citizen members.

Notice of the Budget Committee public hearings, which are held in May, are published in the Bend Bulletin and on the City's website preceding the meetings. At the Budget Committee meeting, the Budget Officer presents the budget and budget message. The budget message explains the proposed budget and any significant changes in the Agency's financial position. The public is given a chance to comment or give testimony at this meeting. For more information about public involvement, see "Citizen Involvement Opportunities" section below.

When the Budget Committee is satisfied with the budget, including any changes, additions to or deletions from the proposed budget, it approves the budget for submission to the Urban Renewal Agency for adoption.

After the Budget Committee approves the proposed budget, the Budget Officer publishes a financial summary and notice of budget hearing in the local newspaper. The hearing is held during a regular Urban Renewal Agency meeting in June. The purpose of the public hearing is to receive budget related testimony from citizens and provide an opportunity for citizens to discuss the approved budget prior to adoption.

The Board has the authority to make some changes to the approved budget. The changes can be initiated by receiving new information and/or consideration of the public testimony. The changes allowed include adjusting resources, reducing or eliminating expenditures and/or increasing expenditures on a limited basis. Increases of expenditures of the amounts approved by the budget committee are limited to not exceed more than \$5,000 or 10 percent—whichever is greater. Expenditure increases above those limits require a republishing of the budget and an additional hearing. The Urban Renewal Agency then votes on a resolution, which formally adopts the budget and makes appropriations not later than June 30.

After the budget document is finalized, it is submitted to the County Clerk, distributed to all members of the Budget Committee, the Board and City staff. The document is posted on the City's website at www.lapineoregon.gov and hard copies are available at City Hall.

La Pine Urban Renewal Agency Budget Message for Fiscal Year 2019-2020

May 7, 2019

Members of the La Pine Urban Renewal Agency Budget Committee:

As the acting Executive Director and Budget Officer for the La Pine Urban Renewal Agency (URA) it is my pleasure to present the proposed Fiscal Year (FY) 2019-20 budget for consideration by the URA Budget Committee. The budget is submitted as required under Chapter 294 of the Oregon Revised Statutes (ORS). The URA Plan and Report are available for public review on the City website as well as City Hall.

Background:

The URA was formed by the La Pine City Council on June 16, 2014 via the adoption of Ordinance 2014-06. Previously, the URA has spent funds on its annual audit and in FY 2017-18, it provided funding support for the Sustainable City Year Program (SCYP). Last year (FY 2018-19) the URA was able to establish and provide for a storefront improvement program. Correspondingly, the annual tax revenue has increased over the years, and the URA for FY 2019-20 is anticipated (conservatively) to have \$277,141 in total resources. Staff will continue to budget tax revenues each year as accurately (but conservatively) as possible; ultimately, the resources on hand are what is expendable to the URA Board via the budget process.

Budget Update:

Staff has projected \$106,931 in property tax revenues for FY 2019-20 combined with a beginning fund balance of \$170,210; this proposed FY 2019-20 budget is balanced with \$277,141 in total resources and \$277,141 in total fund requirements. Any budgeted expenditures that are not spent will rollover to the following budget year.

Materials and Services received a 35% increase due to increases or the addition of the following line items:

- Legal Fees: Increased to \$10,000 to cover the costs of agreements and contracts related to the Storefront Improvement Project.
- Storefront Improvement Project: Increased by \$10,000 to \$60,000.
- Minor Enhancements: This line item was added to aid with beautification projects which might not meet the definition under Capital Projects. \$9,000 has been added to this line item.

The Contingency fund was raised an additional \$5,000 to \$25,000.

Reserve for Future Expenditures: The Reserve Fund shows the largest increase from \$37,000 to \$100,000. This allows Urban Renewal to help fund a portion of Phase II of the La Pine Station building.

Key Projects:

Storefront Improvement Program


Eligibility and Process

Buildings must meet the following criteria:

- Primarily commercial use
- Street-front location
- Open to the public
- Within a Program Area

National chains are not eligible.

Contact city staff to determine eligibility.
Identify scope of work and obtain bids.
Complete and return Program Application.
If approved, sign Letter of Commitment.
Applicable permits and applications.
Construction after necessary approvals.
Submit paid receipts for reimbursement.



Ickabods Tavern, Beaverton

Ickabods Tavern, Beaverton

The La Pine Urban Renewal Agency was created in 2014 by the La Pine City Council via Ordinance 2014-05 to revitalize the downtown core of La Pine through a District funded by Tax Increment Financing (TIF). To learn more about the District, please visit our website at: www.lapineoregon.gov/urbanrenewal

The Urban Renewal District encompasses much of the downtown area. Please see the attached map for specific properties located within the District and therefore eligible for this Program

The La Pine Urban Renewal Agency Board is comprised of seven members: three members are from the La Pine City Council, and four members are from the community at large but must own a business or live within five miles of the City limits.

The La Pine Urban Renewal Board typically meets the first Tuesday of each month at 3:00 p.m. at La Pine City Hall.

La Pine Urban Renewal Agency

La Pine City Hall
P.O. Box 2460
16345 Sixth Street
La Pine, OR 97739
Phone: 541-536-1432
E-mail: info@lapineoregon.gov

Storefront Improvement Program



L A P I N E
O R E G O N

Urban Renewal Agency

Assisting you with building and property upgrades

In the URA Report (Page 14) and Plan (Page 9) there is specific reference to “work with business owners to improve the overall appearance of the exteriors of their properties.” Specifically, this was accomplished through a storefront improvement program; the URA worked with students through SCYP to develop short-term best practices and recommendations with an eye towards this program. They provided tangible next steps to help guide the creation and implementation of a storefront program during FY 2018-19. As revenues continue to grow over the next years, the Urban Renewal will be able to refine and grow the Store Front Improvement Program. This budget reflects an increase to \$60,000 available for the program.

Minor Enhancement Capital Projects:

In the URA Report (Page 13) and Plan (Page 8) provides for a wide variety of public improvements under the heading of “District Identity/Transportation Improvements.” These include: sidewalk improvements, signage, streetscape, bicycle paths, gathering spaces, and parking. Priorities remain to be in the realm of: Public Safety: Side-walks, Street Lighting, Cross-walks, Parking, Bicycle Racks; and Beautification: Trees, Flowers & Plants, Street Benches, Canopies & Gazebos, Trach & Recycling Cans, Dog Stations This budget reflects a new line item “Minor Enhancements” which could cover beautification enhancements such as flower baskets downtown.



Conclusion:

This proposed budget represents the priorities, policies and goals of the URA. Thank you for your public service, dedication of time, and sincere contribution to making the La Pine Urban Renewal Agency a force for good and a critical component of shaping the future our community.

Respectfully submitted,

Melissa Betward

Citizen Involvement Opportunities

All meetings of the Budget Committee and the Urban Renewal Agency are open to the public. Citizens are encouraged to provide comment during any of these meetings during the Public Comment period of the agenda. Citizens may also testify before the Urban Renewal Agency during the public hearing on the approved budget for adoption. The proposed budget document will be available for public review at City Hall and on the City's website for a reasonable amount of time prior to the first budget committee meeting.

Copies of the entire document, or portions thereof, may be requested through the normal process of requesting public records.

Public Comment or testimony may be provided by:

1. Submitting a written statement by mail, e-mail or at a meeting or public hearing; or
2. Speaking to the Committee at their meetings during



Changes after Adoption

Once the governing body has enacted the resolutions to adopt the budget, expenditures may not be made for any purpose in an amount greater than the amount appropriated, excepted as allowed by Oregon Revised Statute (ORS) (mainly 294.338, 463, 471, 473, and 478). Most changes require formal action in the form of a resolution or a supplemental budget. In some instances, a public hearing is required. The ORS sections mentioned above provide direction on which formal action is needed depending on the specific situation giving rise to the needed budget change; however, generally speaking, a supplemental budget is needed to create a new appropriation or a new fund transfer where a category of expense does not already exist in the adopted budget. Most other situations can be handled by resolution.





Urban Renewal District Budget Calendar Fiscal Year 2019-2020

Urban Renewal Agency Appoints Budget Officer	April 30, 2019 3:00 pm
City Council Appoints the Budget Committee	March 27, 2019 5:30 pm
Publish 1 st Notice of Budget Committee Meeting And Public Hearing for Comments from Public (WiseBuys/Bend Bulletin)	by April 16, 2019
Publish 2 nd Notice of Budget Committee Meeting And Public Hearing for Use of State Revenue Sharing (Website Only)	by April 23, 2019
Orientation, Budget Message, and Budget Committee Meeting	May 7, 2019 3:00 pm
Publish Notice of Budget Hearing (WiseBuys/Bend Bulletin)	by May 14, 2019
Public Hearing and adoption of budget	June 4, 2019 3:00 pm
Budget Officer:	Melissa Bethel, Executive Director
Finance Staff:	Brenda Bartlett, Tracy Read
Budget Committee:	John Cameron, Ann Gawith, Don Greiner, Michael Harper, Andrea Hine, Daniel Richer, Colleen Scott, Russ Smith, Jean Spetter Sutton, and Vicki Russell

*****All dates and times are subject to change***

Budget Detail



LA PINE URBAN RENEWAL AGENCY
BUDGET WORKSHEET
FY 2019-20

GENERAL FUND

RESOURCES	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20	
	ACTUALS	BUDGET	ACTUALS	BUDGET	YTD FEB	PROJECTION	PROPOSED	ADOPTED
80-301-100	22,763	104,585	52,584	104,585	105,130	105,130	165,141	165,141
80-310-110	35,405	80,000	63,288	80,000	99,271	106,931	112,000	112,000
80-480-100	-	-	-	-	-	-	-	-
TOTAL FUND RESOURCES	58,168	184,585	115,872	184,585	204,401	212,061	277,141	277,141
MATERIALS & SERVICES								
80-520-2050	5,584	5,000	3,390	5,000	4,820	4,820	5,000	5,000
80-520-2080			1,664	-			1,000	1,000
80-520-2250			5,650	13,500			15,000	15,000
80-520-2600				2,000	960	2,000	10,000	10,000
80-520-2750				-			1,000	1,000
80-520-2880				50,000		40,000	60,000	60,000
TBD							9,000	9,000
80-520-2990			38	2,085	38	100	1,141	1,141
TOTAL MATERIALS & SERVICES	5,584	72,585	10,742	72,585	5,818	46,920	102,141	102,141
CAPITAL OUTLAY								
TBD				50,000			50,000	50,000
TOTAL CAPITAL OUTLAY	-	50,000	-	50,000	-	-	50,000	50,000
INTERFUND TRANSFERS - OUT								
TBD				5,000			-	-
TOTAL INTERFUND TRANSFERS - OUT	-	5,000	-	5,000	-	-	-	-
CONTINGENCY								
80-910-1000				20,000			25,000	25,000
TOTAL CONTINGENCY	-	20,000	-	20,000	-	-	25,000	25,000
RESERVE FOR FUTURE EXPENDITURES								
TBD				37,000			100,000	100,000
TOTAL RESERVE FOR FUTURE EXPEND.	-	37,000	-	37,000	-	-	100,000	100,000
UNAPPR. ENDING FUND BALANCE								
80-990-1000								
TOTAL UNAPPR. ENDING FUND BALANCE	-	-	-	-	-	-	-	-
TOTAL FUND REQUIREMENTS	5,584	184,585	10,742	184,585	5,818	46,920	277,141	277,141
NET RESOURCES OVER REQUIREMENTS	52,584	105,130	-	-	198,583	165,141	-	-