



**CITY OF LA PINE, OREGON
URBAN RENEWAL AGENCY
REGULAR MEETING**

Tuesday, June 4, 2024, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/89692647868>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- 1. 05.07.2024 Urban Renewal Agency Meeting Minutes.....3.

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the Urban Renewal Agency.

PUBLIC HEARINGS

None

OLD BUSINESS:

- 1. Archway Project
 - a. Draft Scope of Work (O’Brien Design + Build)6.

NEW BUSINESS:

- 1. Resolution 2024-01 Adopting Fiscal Year 2024-24 Budget
 - a. Resolution 2024-0110.
 - b. Urban Renewal Budget11.

OTHER MATTERS:

Only Items that were previously added above in the Added Agenda Items will be discussed.

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city.

Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and address. This helps the Agency and staff determine if you are a city resident. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response. Any matter that warrants testimony and rebuttal may be debated only during a Public Hearing on the matter.

STAFF COMMENTS

BOARD MEMBER COMMENTS

ADJOURN MEETING

Pursuant to ORS 192.640: This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the Urban Renewal Agency to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.



**CITY OF LA PINE, OREGON
URBAN RENEWAL AGENCY
BUDGET COMMITTEE MEETING & REGULAR MEETING**

Tuesday, May 7, 2024, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/85241398244>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

MINUTES

BUDGET COMMITTEE MEETING

CALL TO ORDER

Vicki Russell called the meeting to order at 3:02 p.m.

ESTABLISH QUORUM

Agency

Vicki Russell

Scott Asla

Ann Gawith

Councilor Ignazzitto – Excused

Staff

Geoff Wullschlager – Agency Director

Amanda Metcalf – City Recorder

Present Via Zoom

Patricia Lucas – SLED Executive Director

ELECTION OF CHAIRPERSON

Scott Asla made a motion to nominate Ann Gawith as the Budget Committee Chairperson. *Vicki Russell seconded the motion.* Motion passed unanimously.

FY 2024-2025 BUDGET MESSAGE AND REVIEW

Agency Director Wullschlager read aloud the Budget Message for the Budget Committee.

There was a discussion on the General Fund for the Urban Renewal Agency. There were no questions or changes from the Committee.

APPROVAL OF THE FY 2024-2025 BUDGET

Scott Asla made a motion to approve the FY 2024-2025 Urban Renewal Agency Budget. *Vicki Russell seconded the motion.* Motion passed unanimously.

PUBLIC COMMENTS AND QUESTIONS

There were no public comments.

ADJOURNMENT

Chairperson Gawith adjourned the meeting at 3:10 pm

REGULAR MEETING

CALL TO ORDER

Vicki Russell called the meeting to order at 3:11 p.m.

ESTABLISH QUORUM

Agency

Vicki Russell

Scott Asla

Ann Gawith

Andrea Hine – Excused

Councilor Ignazzitto – Excused

Staff

Geoff Wullschlager – Agency Director

Amanda Metcalf – City Recorder

Present Via Zoom

Patricia Lucas – SLED Executive Director

PLEDGE OF ALLEGIANCE

Scott Asla led the Pledge of Allegiance

ADDED AGENDA ITEMS

None.

CONSENT AGENDA

1. 04.02.2024 Urban Renewal Agency Minutes
2. Urban Renewal Agency Financial Statements
 - a. February
 - b. March

Scott Asla made a motion to approve the Consent Agenda. *Ann Gawith seconded the motion.* Motion passed unanimously.

OLD BUSINESS:

3. Archway Project (Discussion Only)

Agency Director Wullschlager gave an update on the Archway Project. He said that he had a meeting with Vito Cerelli with O'Brien Design + Build and they are putting together a proposal for the design of the archway that he is waiting to receive. He added that O'Brien Design recently opened an office in Bend which will allow for the construction to have a local project manager. He concluded that they are also going to incorporate right of way designation when designing the archway. O'Brien Design will be able to do the full scope of the project including construction when it goes to production.

NEW BUSINESS:

None.

OTHER MATTERS

None.

PUBLIC COMMENTS

None.

STAFF COMMENTS

Agency Director Wullschlager made a comment regarding a potential applicant for the Storefront Improvement Program. There was discussion on the specifics regarding the Cascadian theme and what will be accepted as an improvement for the program.

City Recorder Metcalf did not have any comments.

SLED Executive Director Lucas did not have any comments.

BOARD MEMBER COMMENTS

Mr. Asla did not have any comments.

Ms. Gawith did not have any comments.

Ms. Russell did not have any comments.

ADJOURN MEETING

Ms. Russell adjourned the meeting at 3:24 p.m.

MAY 15, 2024

LA PINE GATEWAY SIGN

PROJECT UNDERSTANDING

The City of La Pine, Oregon intends to have a city archway, with illumination, to span Huntington Rd. at its intersection with US. Hwy 97, in the City of La Pine.

The project consists of design and construction of a metal or composite material archway, and two structural supports over Huntington Rd.

Design and composition will use the city logo and/or other elements reflective of the La Pine community.

Architectural/Engineering and structural design will meet current UBC standards, 2021 Oregon Standard Specifications for Construction, Deschutes County Construction Specifications, Public Right of Way Accessibility Guidelines (PROWAG) and City of La Pine zoning and construction standards.

SCOPE / WORK PLAN

We will begin by building a comprehensive understanding of you and your community's needs through consultation with city staff and public works team. Site visitation and review of City-submitted surveys, elements, and branding will inform our development of a preliminary design approach that is both functional and beautiful, solving for unique project complexities.

1.0 Project Discovery / Feasibility + / - \$7,000

Project Kick-off and Site Visit (Meeting 1.1) : kick-off project; review current direction, project status, budget, and schedule.

Document existing conditions and collect all relevant project background information (i.e. research, surveys, standards and code, material finishes, and existing design standards, etc.).

Develop basis for Concept Design by gathering brand and local community background, contextual research, and visual precedents.

Review lines of sight and assess accessibility and visitor flow.

Develop diagrammatic plans to illustrate opportunities and constraints.

Prepare digital presentation.

Final Project Discovery Presentation (Meeting 1.2) : virtual presentation; listen to feedback, confirm direction, and align on next steps.

Submit: Visioning and Preliminary Design

2.0 Concept Design + / - \$12,000

Develop preliminary sketches, drawings, studies, and visualizations of key areas and components to illustrate ideas and preliminary direction of up to three (3) concepts.

Concept Design Presentation (Meeting 2.1) : virtual presentation; listen to feedback, confirm direction, and align on next steps.

Refine and iterate as needed based on feedback received.

Refine sign location plan.

Final Concept Design Presentation (Meeting 2.2) : virtual presentation; listen to feedback, confirm direction, select up to two (2) concepts to move forward, and align on next steps.

3.0 Design Development + / - \$20,000

Expand on the preliminary direction with typographic and graphic studies, drawings, overviews, and/or renderings that represent a holistic and comprehensive design of up to two (2) options.

Design Development Presentation (Meeting 3.1) : in-person presentation; share material samples, listen to feedback, select one (1) design direction, and align on next steps.

Refine and iterate as needed based on feedback received.

Continue Design Development with typographic and graphic style guides, drawings, overviews, elevations, sections, details, and/or renderings that represent a holistic and comprehensive design.

Identify any long lead times and/or other special considerations.

Prepare ROMs (Rough Order of Magnitude Cost Estimate) for two options.

Design Direction Presentation (Meeting 3.2) : virtual presentation; listen to feedback, confirm direction, and align on next steps.

Finalize the design direction with typographic and graphic style guides, drawings, overviews, elevations, sections, details, and/or renderings that represent a holistic and comprehensive design.

Final Design Direction Presentation (Meeting 3.3) : virtual presentation; listen to feedback, confirm direction, and align on next steps.

Refine and iterate as needed based on feedback received.

Cost analysis of final selected design.

Preconstruction Meeting (Meeting 3.4) : virtual presentation; ---

4.0 Permit Drawings + / - \$10,000

Make all final edits to drawings, details, and specifications.

Make all final edits to location plans and message schedules.

Conduct an internal QA/QC review. Resolve all redlines and edits.

Prepare final documentation set.

Plan set for City

Permitting support including preparation of Site plans / plans / details / structural base details

5.0 Construction Administration (TBD)

Bid Support and Construction Coordination

Review bids and support the specialty fabricator selection process.

As needed, respond to bidder questions, assist in the evaluation of substitution requests, and issue clarifications.

Review any field verifications and resulting implications during construction.

Prepare art files for production.

Site Visit #1: Post-Installation Review.

Prepare summary of findings.

ASSUMPTIONS AND CLARIFICATIONS

This project is anticipated to be a collaborative effort between the City of La Pine, O'Brien & Company, LLC, Anzelina Coodey, and key stakeholders.

The deliverables described in this proposal will be submitted as PDF format on an 11" sheet size.

Reimbursable Expenses. Previously approved expenses shall be passed through without markup and may include procurement of materials, graphic assets, fonts, production of prototypes, etc.

Costs for travel to and from the project site and/or project partner sites will be passed through without markup and will be based on typical/average rates at time of required travel.

Exclusions

Please note, the following services are excluded from the scope of services:

- Structural and/or civil engineering, and/or electrical services for signs.
- Sign fabrication and/or installation.
- Obtaining sign permits including fees thereof.
- Coordinating the location of utilities, documenting vision triangles, and/or performing on-site staking.

Resolution of the City of La Pine Urban Renewal Agency 2024-01

**A RESOLUTION ADOPTING THE FISCAL YEAR 2024-25 BUDGET, MAKING APPROPRIATIONS,
DECLARING THE TAX INCREMENT, AND COLLECTING THE MAXIMUM AMOUNT OF THE
DIVISION OF TAX**

ADOPTING THE BUDGET

BE IT RESOLVED that the City of La Pine Urban Renewal Agency Board hereby adopts the budget for fiscal year 2024-25 in the total amount of \$1,132,421. The budget can be reviewed at La Pine City Hall, 16345 Sixth Street, La Pine, Oregon 97739.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2024, for the following purpose:

General Fund

Personnel Services	\$ 107,388
Materials and Services	\$ 94,000
Capital Outlay	\$ 250,000
Contingency	\$ 200,000
Total	\$ 651,388
Total Appropriations, All Funds	\$ 651,388
Total Unappropriated Reserve Amounts, All Funds	\$ 481,033
TOTAL ADOPTED BUDGET	\$1,132,421

DECLARING TAX INCREMENT

BE IT RESOLVED that the La Pine Urban Renewal Agency Board hereby elects to certify to the county assessor a request for the La Pine Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1e, Article IX of the Oregon Constitution and ORS Chapter 457.

The above resolution statements were approved and declared adopted on this 4th day of June, 2024.

Vicki Russell, Chair

Geoffrey Wullschlager, Executive Director



L A P I N E

O R E G O N

Urban Renewal Agency

Approved Budget

Fiscal Year 2024-25

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

Fiscal Year

July 1, 2024 – June 30, 2025



Budget Committee
Urban Renewal Agency Board
Vicki Russell, URA Board Chair
Ann Gawith, URA Board Vice-Chair
Courtney Iggnazitto, Council Member
Andrea Hine, URA Board Member
Scott Asla, URA Board Member
Vacant
Vacant

City Management Staff
Geoff Wullschlager – Agency President
Ashley Ivans – Finance Director, Budget Officer
Brent Bybee – Principal Planner
Kelly West – Public Works Director

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La Pine Urban Renewal Agency Budget Message Fiscal Year 2024-25

April 29, 2024

Members of the La Pine Urban Renewal Agency Budget Committee

As the Budget Officer for the La Pine Urban Renewal Agency I am pleased to provide you with the proposed Fiscal Year (FY) 2024-25 Budget. This budget is provided as required under Chapter 294 of the Oregon Revised Statutes.

This year's budget is similar to last year's with only one notable difference. I have projected tax revenues at a little less than a 3% increase based on last year's tax assessment. This information was projected by using the Deschutes County Assessment report provided by Scott Langton annually.

In the Materials and Services and Capital Outlay allocation categories you will see that the budgeted amounts remain the same. This year staff budgeted .55 FTE (Full Time Equivalent) employees to the Urban Renewal Agency. This includes a portion of time from the City Manager, Finance Director, City Planners and City Recorder. In years past the Urban Renewal Agency has not contributed to the pay for employees as it built reserves (reflected in the Agency's Beginning Fund Balance). However, as staff continue to spend more time working for the Agency staff felt it appropriate to budget payroll into it. Aside from this, the budget remains consistent throughout, with the exception of higher reserves for saving.

Overall, the financial health of the Agency is good. I am pleased to see that the Agency has had the foresight to place funds in reserve and unappropriated ending fund balance to prepare for the future of its operation and success.

Sincerely,

Ashley Ivans
Assistant City Manager / Finance Director

The Budget Process

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 Bulletin newspaper preceding the meeting as well as on the City's website. 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 \$10,000 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 www.lapineoregon.gov.

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 the public comment opportunities.

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.



Budget Detail Sheet

**LA PINE URBAN RENEWAL AGENCY
BUDGET WORKSHEET
FY 2024-25**

GENERAL FUND									
		FY 2021-22	FY 2022-23	FY 2023-24			FY 2024-25		
		ACTUALS	ACTUALS	BUDGET	YTD March	Projection	PROPOSED	APPROVED	ADOPTED
80-301-100	BEGINNING FUND BALANCE	433,149	575,749	521,266	546,118	546,118	815,421	815,421	
80-310-110	PROPERTY TAXES	148,900	198,544	205,243	302,821	305,000	312,000	312,000	
80-310-810	INTEREST INCOME	1,009	7,819	4,500	10,152	15,228	5,000	5,000	
80-480-100	TRANSFER IN - GENERAL FUND								
TOTAL FUND RESOURCES		583,058	782,112	731,009	859,091	866,346	1,132,421	1,132,421	-
PERSONNEL SERVICES									
10-510-1100	REGULAR PAYROLL						76,467	76,467	
10-510-1150	OVERTIME WAGES						7,700	7,700	
10-510-1420	SOCIAL SECURITY/MEDICARE						5,220	5,220	
10-510-1440	STATE UNEMPLOYMENT						2,047	2,047	
10-510-1460	WORKERS COMP ASSESSMENT						60	60	
10-510-1800	HEALTH INSURANCE						11,800	11,800	
10-510-1900	RETIREMENT BENEFITS						4,094	4,094	
TOTAL PERSONNEL SERVICES		-	-	-	-	-	107,388	107,388	-
MATERIALS & SERVICES									
80-520-2050	ACCOUNTING / AUDIT	20	245	7,500	8,925	8,925	10,000	10,000	
80-520-2080	ADVERTISING EXPENSE		3,082	1,500	597	1,500	1,500	1,500	
80-520-2250	CONTRACTED SERVICES	7,289	11,000	15,000	380	5,000	15,000	15,000	
80-520-2520	IT - SOFTWARE AND SUPPORT								
80-520-2600	LEGAL FEES			10,000	94	5,000	10,000	10,000	
80-520-2750	OFFICE SUPPLIES			1,000					
80-520-2880	STOREFRONT IMPROVEMENT PROGRAM			50,000	20,000	30,000	50,000	50,000	
80-520-2990	MISCELLANEOUS EXPENSE		44	7,500	75	500	7,500	7,500	
TOTAL MATERIALS & SERVICES		7,309	14,371	92,500	30,071	50,925	94,000	94,000	-
CAPTIAL OUTLAY									
80-550-2000	CAPITAL PROJECTS		221,623.00	250,000	-	-	250,000	250,000	
TOTAL CAPITAL OUTLAY		-	221,623.00	250,000	-	-	250,000	250,000	-
INTERFUND TRANSFERS - OUT									
TBD	TRANSFERS OUT - GENERAL FUND								
TOTAL INTERFUND TRANSFERS - OUT		-	-	-	-	-	-	-	-
CONTINGENCY									
80-910-1000	CONTINGENCY						200,000	200,000	
TOTAL CONTINGENCY		-	-	-	-	-	200,000	200,000	-
RESERVE FOR FUTURE EXPENDITURES									
TBD	RESERVE - FUTURE CAPITAL			175,000			225,000	225,000	
TOTAL RESERVE FOR FUTURE EXPEND.		-	-	175,000	-	-	225,000	225,000	-
UNAPPR. ENDING FUND BALANCE									
80-990-1000	UNAPPR. ENDING FUND BALANCE			213,509			256,033	256,033	
TOTAL UNAPPR. ENDING FUND BALANCE		-	-	213,509	-	-	256,033	256,033	-
TOTAL FUND REQUIREMENTS		7,309	235,994	731,009	30,071	50,925	1,132,421	1,132,421	-
NET RESOURCES OVER REQUIREMENTS		575,749	546,118	-	829,020	815,421	-	-	-