

La Pine Urban Renewal Agency Proposed Budget Fiscal Year 2020-2021



LA PINE

OREGON

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

Fiscal Year

July 1, 2020 - June 30, 2021

Budget Committee
Urban Renewal Agency Board
Vicki Russell, URA Board 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
Branden Bren – Utility Worker I
Dylan Gardner – 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 2020-2021

May 7, 2020

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) 2020-21 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 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. This year due to COVID-19 the URA for FY 2020-21 is anticipated (conservatively) to have \$422,516 in total resources. Although projections are at a slight increase, the economic impact of COVID-19 is still unknown. Accordingly, Staff has budgeted tax revenues conservatively as possible; ultimately, the resources on hand are what is expendable to the URA Board via the budget process.

Budget Update:

This year has been like no other and hopefully in the future COVID-19 will be a distant historic reference, but for now we live in the reality. Staff has conservatively projected \$113,337 in property tax revenues for FY 2020-21 combined with a beginning fund balance of \$206,970. The proposed FY 2020-21 budget is balanced with \$422,516 in total resources and \$422,516 in total fund requirements. Any budgeted expenditures that are not spent will rollover to the following budget year. Please note, due to the uncertainty of projections the following changes are in place for the 2020-21 budget: Materials and Services have been decreased by 63%. Key changes in the FY2020-21 budget are listed below:

Most noticeably it was determined the storefront improvement program would be unfunded this year.

Background: 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.

Budget Update: Over the last couple of years, the program has grown in funding, but without a clear vision of how it is to operate and be applied. The City has also lacked the capacity in personnel to help administer the program adequately, although one small grant was made during FY2019-20. Based on the economic forecast, funding has been removed from this program and applied to contingency. This will give the economy time to recover and allow for any shortfalls in revenues that may occur. In addition, the Board will have time to adequately work on details of how the fund should be implemented in the future. It is expected this line item will be fully funded in the next fiscal year with clear directives and adequate staff to dedicate to the program. However, placing the funds in contingency allows the Board to access them through a relatively quick process.

Additional 2020-21FY budget changes:

- Audit line item was increased by \$200 to reflect actual costs associated with the Audit.
- Advertising was increased by \$1,000.
- Contracted Services was decreased by \$5,000
- Office supplies will be unfunded this year; a decrease of \$1,000.
- Minor Enhancements was increased by \$1,000. (For a total of \$60,000 – see additional information below)
- Misc. Expense was decreased by \$825.
- Capital Projects increased by \$10,000.
- Contingency increased by \$100,000.
- Reserve for Capital projects increased by \$100,000. (Increased to \$200,000 to help fund Phase II of La Pine Station)

Minor Enhancement Capital Projects:

Back ground: 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: Sidewalks, Street Lighting, Cross-walks, Parking, Bicycle Racks; and Beautification: Trees, Flowers & Plants, Street Benches, Canopies & Gazebos, Trash & 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 a conservative approach into the next fiscal year as we navigate through the unknown economic impacts of COVID-19. Thank you for your public service, dedication of time, and sincere contribution to making the La Pine Urban Renewal Agency 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



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 2020-2021

Urban Renewal Agency Appoints Budget Officer	May 5, 2020 3:00 pm
Publish 1 st Notice of Budget Committee Meeting And Public Hearing for Comments from Public (WiseBuys/Bend Bulletin)	by April 16, 2020
Publish 2 nd Notice of Budget Committee Meeting And Public Hearing for Use of State Revenue Sharing (Website Only)	by April 23, 2020
Orientation, Budget Message, and Budget Committee Meeting	May 5, 2020 3:30 pm
Publish Notice of Budget Hearing (WiseBuys/Bend Bulletin)	by May 14, 2020
Public Hearing and Adoption of Budget	June 2, 2020 3:00 pm
Budget Officer:	Melissa Bethel, Executive Director
Finance Staff:	Brenda Bartlett, Tracy Read
Budget Committee:	Vicki Russell, Chair, Colleen Scott, Vice Chair, John Cameron, Ann Gawith, Don Greiner, Andrea Hine, Daniel Richer, Russ Smith, Jean Spetter Sutton.

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

Budget Detail



LA PINE URBAN RENEWAL AGENCY
BUDGET WORKSHEET
FY 2020-21

GENERAL FUND

RESOURCES	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21	
	ACTUALS	ACTUALS	BUDGET	YTD FEB	PROJECTION	PROPOSED	APPROVED	ADOPTED
80-301-100 BEGINNING FUND BALANCE	52,584	105,130	165,141	206,970	206,970	307,516	307,516	307,516
80-310-110 PROPERTY TAXES	63,288	108,215	112,000	107,143	113,337	115,000	115,000	
TOTAL FUND RESOURCES	115,872	213,345	277,141	314,113	320,307	422,516	307,516	307,516
MATERIALS & SERVICES								
80-520-2050 AUDIT	3,390	4,820	5,000	5,170	5,170	5,200	5,200	
80-520-2080 ADVERTISING EXPENSE	1,664	-	1,000	1,151	1,151	2,000	2,000	
80-520-2250 CONTRACTED SERVICES	5,650	-	15,000	400	400	10,000	10,000	
80-520-2600 LEGAL FEES	-	1,180	10,000	880	1,000	10,000	10,000	
80-520-2750 OFFICE SUPPLIES	-	-	1,000	-	-	-	-	
80-520-2880 STOREFRONT IMPROVEMENT PROGRAM	-	-	60,000	5,070	5,070	-	-	
TBD MINOR ENHANCEMENTS	-	-	9,000	-	-	10,000	10,000	
80-520-2990 MISCELLANEOUS EXPENSE	38	375	1,141	-	-	316	316	
TOTAL MATERIALS & SERVICES	10,742	6,375	102,141	12,671	12,791	37,516	-	-
CAPITAL OUTLAY								
TBD CAPITAL PROJECTS	-	-	50,000	-	-	60,000	60,000	-
TOTAL CAPITAL OUTLAY	-	-	50,000	-	-	60,000	-	-
INTERFUND TRANSFERS - OUT								
TBD TRANSFERS OUT - GENERAL FUND	-	-	-	-	-	-	-	-
TOTAL INTERFUND TRANSFERS - OUT	-	-	-	-	-	-	-	-
CONTINGENCY								
80-910-1000 CONTINGENCY	-	-	25,000	-	-	125,000	125,000	-
TOTAL CONTINGENCY	-	-	25,000	-	-	125,000	-	-
RESERVE FOR FUTURE EXPENDITURES								
TBD RESERVE - FUTURE CAPITAL	-	-	100,000	-	-	200,000	200,000	-
TOTAL RESERVE FOR FUTURE EXPEND.	-	-	100,000	-	-	200,000	-	-
UNAPPR. ENDING FUND BALANCE								
80-990-1000 UNAPPR. ENDING FUND BALANCE	-	-	-	-	-	-	-	-
TOTAL UNAPPR. ENDING FUND BALANCE	-	-	-	-	-	-	-	-
TOTAL FUND REQUIREMENTS	10,742	6,375	277,141	12,671	12,791	422,516	-	-
NET RESOURCES OVER REQUIREMENTS	105,130	206,970	-	301,442	307,516	-	307,516	307,516