



Urban Renewal Agency

Proposed Budget

Fiscal Year 2023-24

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

Fiscal Year

July 1, 2018 - June 30, 2019



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

City Staff
Geoff Wullschlager – Executive Director, Budget Officer, City Manager
Ashley Ivans – Assistant City Manager / Finance Director
Amanda Metcalf – Administrative Assistant
Erik Huffman – City Engineer
Walt Wendolowski – Contract City Planner
Jacob Obrist – Contract Public Works DRC
Branden Bren – Lead Utility Worker
Dylan Gardner – Utility Worker 2
Zale Anderson – Utility Worker
Zane Anderson – Utility Worker



Chair Connie Briese • Vice-Chair Ann Gawith
Stu Martinez • Craig Heaton • Dan Varcoe
Vicki Russell • Andrea Hine

Urban Renewal Agency

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La Pine Urban Renewal Agency Budget Message Fiscal Year 2023-24

April 25, 2023

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) 2023-24 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 no notable differences. I have projected tax revenues at 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 Expenditure Section you will see an increase to the Accounting/Audit line. In years past the Agency has not had enough significant transactions to require a full audit. Therefore, the agency has filed an Audit-in-lieu form with the Secretary of State. However, this year our expenditures for the Agency's contribution to the City Transit Center has likely surpassed that threshold and staff is expecting to be required a full audit this year. Contracted Services was increased due solely to inflation. Rate increases have been a trend we have seen throughout the year. As a result, staff has projected this budget with higher expenses to prepare for these uncontrollable economic conditions. I have added some additional dollars to the street front program line. While I don't expect to spend this, I wanted to be prepared if we had applicants that provide complete and compelling applications this year. The final portion of the budget to address is the Capital Outlay expenditure of \$250,000. These dollars are slated for the long-awaited archway that the Agency is preparing to design and construct.

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 Wisebuys 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



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 2023-24**

GENERAL FUND									
		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March	Projection	PROPOSED	APPROVED	ADOPTED
80-301-100	BEGINNING FUND BALANCE	307,302	433,149	574,634	575,749	575,749	521,266		
80-310-110	PROPERTY TAXES	130,595	148,900	154,500	192,528	200,000	205,243		
80-310-810	INTEREST INCOME	432	1,009	75	4,218	4,500	4,500		
80-480-100	TRANSFER IN - GENERAL FUND								
TOTAL FUND RESOURCES		438,329	583,058	729,209	772,495	780,249	731,009	-	-
MATERIALS & SERVICES									
80-520-2050	ACCOUNTING / AUDIT	4,800	20	5,668	20	20	7,500		
80-520-2080	ADVERTISING EXPENSE	360		1,500	1,240	1,240	1,500		
80-520-2250	CONTRACTED SERVICES		7,289	10,000	11,000	11,000	15,000		
80-520-2520	IT - SOFTWARE AND SUPPORT								
80-520-2600	LEGAL FEES			10,000			10,000		
80-520-2750	OFFICE SUPPLIES			1,000			1,000		
80-520-2880	STOREFRONT IMPROVEMENT PROGRAM			50,000		25,000	50,000		
80-520-2990	MISCELLANEOUS EXPENSE	20		5,000	44	100	7,500		
TOTAL MATERIALS & SERVICES		5,180	7,309	83,168	12,304	37,360	92,500	-	-
CAPTIAL OUTLAY									
80-550-2000	CAPITAL PROJECTS			260,000	221,623	221,623	250,000		
TOTAL CAPITAL OUTLAY		-	-	260,000	221,623	221,623	250,000	-	-
INTERFUND TRANSFERS - OUT									
TBD	TRANSFERS OUT - GENERAL FUND								
TOTAL INTERFUND TRANSFERS - OUT		-	-	-	-	-	-	-	-
CONTINGENCY									
80-910-1000	CONTINGENCY			125,000		-			
TOTAL CONTINGENCY		-	-	125,000	-	-	-	-	-
RESERVE FOR FUTURE EXPENDITURES									
TBD	RESERVE - FUTURE CAPITAL						175,000		
TOTAL RESERVE FOR FUTURE EXPEND.		-	-	-	-	-	175,000	-	-
UNAPPR. ENDING FUND BALANCE									
80-990-1000	UNAPPR. ENDING FUND BALANCE			261,041			213,509		
TOTAL UNAPPR. ENDING FUND BALANCE		-	-	261,041	-	-	213,509	-	-
TOTAL FUND REQUIREMENTS		5,180	7,309	729,209	233,927	258,983	731,009	-	-
NET RESOURCES OVER REQUIREMENTS		433,149	575,749	-	538,568	521,266	-	-	-