



Urban Renewal Agency

Proposed Budget

Fiscal Year 2018-2019

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

Fiscal Year

July 1, 2018 - June 30, 2019



L A P I N E

O R E G O N

Budget Committee

Urban Renewal Agency Board

Connie Briese, URA Board Chair

Ann Gawith, URA Board Vice-Chair

Stu Martinez, URA Board Member

Craig Heaton, URA Board Member

Vicki Russell, URA Board Member

Dan Varcoe, URA Board Member

Andrea Hine, URA Board Member

City Staff

Cory Misley – Executive Director, Budget Officer, City Manager

Melissa Bethel – City Community Development Director

Jake Obrist – City Public Works Manager

Jeremy Green – City Attorney

Erik Huffman – City Engineer

Brenda Bartlett – City Financial Consultant

Ashley Williams – City Accounting Clerk

Holly Smith – City Administrative Assistant

John Bales – City Utility Worker I

Reed Campbell – City Utility Worker I



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

Urban Renewal Agency

16345 Sixth Street — PO Box 2460

La Pine, Oregon 97739

TEL (541) 536-1432 — FAX (541) 536-1462

www.lapineoregon.gov/urbanrenewal

La Pine Urban Renewal Agency Budget Message for Fiscal Year 2018-19

May 1, 2018

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) 2018-19 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 was formed by the La Pine City Council on June 16, 2014 via the adoption of Ordinance 2014-06. Up to this point, the URA has only spent funds on an annual audit and supporting the Sustainable City Year Program (SCYP) in La Pine during FY 2017-18, while most of the funds have been set aside allowing the beginning fund balance to grow and rollover. Correspondingly, the annual tax revenue has increased over the years, and the URA for FY 2018-19 is anticipated (conservatively) to have \$184,585 in total resources.

With an increase in development within the City of La Pine, and specifically the Urban Renewal District, the URA can expect to see continued—perhaps rapid—revenue increases through property taxes. This is due to new development and increases in assessed property values, not new taxes. The actual amount of property taxes received year-to-date this fiscal year have exceeded the budgeted \$45,000 by over \$15,000. 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.

Staff has confidently budgeted \$80,000 in revenues for FY 2018-19 combined with a beginning fund balance of \$104,585; this proposed FY 2018-19 budget is balanced with \$184,585 in total resources and \$184,585 in total fund requirements. The resources in this proposed budget are allocated as approximately 30% for the storefront assistance program (\$50,000), 30% for minor capital enhancements (\$50,000), 20% reserved for future capital (\$37,000), 10% in fund contingency (\$20,000), and the remaining 10% spread across operating expenses. Any budgeted expenditures that are not spent will rollover to the following budget year. We are at the point to proactively and strategically build up the Reserve for Future Expenditures line item.

On the URA website, as well as at La Pine City Hall, the URA Plan and Report are available for public review. Furthermore, the reports produced through SCYP are available in those locations as well. During FY 2018-19, the URA Board anticipates building upon that foundation and recommendations to better outline and articulate priorities through a goal setting and strategic planning process. It will be important for the URA to balance expenditures of funds on current projects, while saving for the future. The potential for debt service—and the associated steps and requirements—should be explored during FY 2018-19 in order for planning and budgeting for larger, longer-term projects to take shape in their early stages.

Storefront Loan Program

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 will be accomplished through a storefront assistance 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. Staff intends to build upon their work—and timing of the City TGM Code Assistance project looking to establish architectural design standards by Fall 2018—to have a pilot program to roll out over the Winter 2019.

Key Program Considerations:

- Proactive vs. Reactive
- Overall Program Funding
- Loan/Grant Amount & Owner Contribution
- Business Criteria & Eligibility



Above and Below: “City of La Pine: Urban Renewal” by Liam Jacobs, Alex Edmonds, Ari Shapiro, Stephen Paul, Amy Marks, Drew Kriens, Rene Bodart, Nick Miller, Skylar Yang, and Pruthvi Nannapaneni.

Minor Enhancement Capital Projects

In the URA Report (Page 13) and Plan (Page 8) there is outline 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. It will be critical for the URA to leverage dollars in conjunction with City projects, as well as looking at other public partners and private projects. Through SCYP, there were several recommendations in regards to prioritizing types of projects, especially given the limited resources in the URA budget at this point. Staff will work closely with the URA Board to identify opportunities and strategize how to maximize these funds.

Recommendations:

- Phase I Public Safety: Sidewalk, Street Lighting, Crosswalks, Parking, Bicycle Racks
- Phase II Beautification: Trees, Flowers & Plants, Street Benches, Canopies & Gazebos, Trash & Recycling Cans, Dog Stations



Other Fund Changes

Given that the URA projects slated for FY 2018-19 (and beyond) will require additional staff time to administer, monitor, and review, this budget includes a Transfer Out to the City's General Fund to help support personnel services. This will be an item the URA Board—in consultation with staff— should monitor closely in the coming years to find the right balance. For this year, the intent is mostly to establish the precedent and keep the need at the forefront of consideration with future budgets.

This budget includes \$13,500 in Contracted Services available for additional consulting needs or the ability to support planning projects—either directly through the URA or in partnership with other public organizations. Some of these funds, and/or the Capital Outlay funds, may be allocated towards supporting specific elements of the Transit/City Center property development. That project is anticipated to have Phase I under construction in Summer 2019 with continued investment in Summer 2020.

Conclusion

This proposed budget represents a significant step in the role of the URA. We should all be excited for FY 2018-19 to be a year of action. Staff in close consultation with the URA Board will need to be cognizant of the time and energy necessary to bring the items budgeted for this upcoming year to fruition. It will be crucial for realistic timelines to be established and check points along the way to be monitored. As we have already started, it will be important to meet on a more regular basis (monthly) and maintain communication both between staff and the URA Board, while proactively engaging and including the public.

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,



Cory Misley

La Pine Urban Renewal Executive Director and Budget Officer

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 and the BendBulletin newspapers 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 \$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 www.lapineoregon.gov and hard copies are placed throughout City Hall.



SCYP Bicycle Transportation Class—April 2018

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.

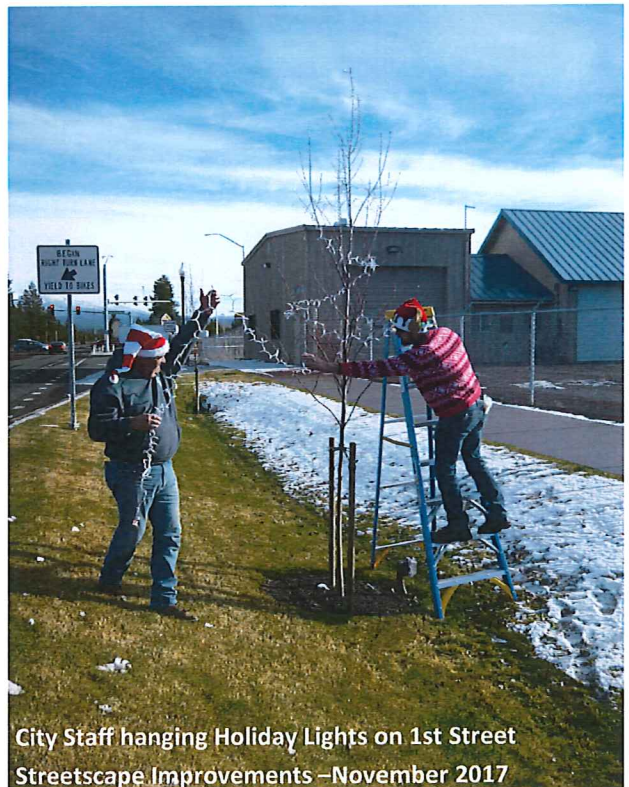
Public Comment or testimony may be provided by:

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.

See Budget Calendar on the next page.



City Staff hanging Holiday Lights on 1st Street Streetscape Improvements—November 2017



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Urban Renewal District Budget Calendar Fiscal Year 2018-2019

Urban Renewal Agency Appoints Budget Officer	April 3, 2018 3:00 pm
City Council Appoints the Budget Committee	April 11, 2018 6:00 pm
Publish 1 st Notice of Budget Committee Meeting And Public Hearing for Comments from Public (WiseBuys/Bend Bulletin)	by April 17, 2018
Publish 2 nd Notice of Budget Committee Meeting And Public Hearing for Use of State Revenue Sharing (Website Only)	by April 24, 2018
Budget Message and Budget Committee Meeting	May 1, 2018 3:00 pm
Publish Notice of Budget Hearing (WiseBuys/Bend Bulletin)	by May 15, 2018
Public Hearing and adoption of budget	June 5, 2018 3:00 pm
Budget Officer:	Cory Misley, Executive Director
Finance Staff:	Brenda Bartlett, Ashley Williams, Holly Smith
Budget Committee:	Connie Briese, Craig Heaton, Stu Martinez, Ann Gawith, Dan Varcoe, Vicki Russell, and Andrea Hine

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

Budget Detail Sheet

**LA PINE URBAN RENEWAL AGENCY
BUDGET WORKSHEET
FY 2018-19**

GENERAL FUND									
		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March	Projection	PROPOSED	APPROVED	ADOPTED
80-301-100	BEGINNING FUND BALANCE	-	22,764	51,115	52,585	52,585	104,585		
80-310-110	PROPERTY TAXES	22,764	35,405	45,000	60,838	65,000	80,000		
80-480-100	TRANSFER IN - GENERAL FUND	-							
TOTAL FUND RESOURCES		22,764	58,169	96,115	113,423	117,585	184,585	-	-
MATERIALS & SERVICES									
80-520-2050	ACCOUNTING / AUDIT	-	5,584	5,500	3,390	5,000	5,000		
80-520-2080	ADVERTISING EXPENSE				468	1,000	-		
80-520-2250	CONTRACTED SERVICES			15,000	650	6,500	13,500		
80-520-2520	IT - SOFTWARE AND SUPPORT						-		
80-520-2600	LEGAL FEES						2,000		
80-520-2750	OFFICE SUPPLIES						-		
80-520-2880	STOREFRONT ASSISTANCE PROGRAM						50,000		
80-520-2990	MISCELLANEOUS EXPENSE	-		5,000	38	500	2,085		
TOTAL MATERIALS & SERVICES		-	5,584	25,500	4,546	13,000	72,585	-	-
CAPTIAL OUTLAY									
TBD	ENHANCEMENT PROJECTS						50,000		
TOTAL CAPITAL OUTLAY		-	-	-	-	-	50,000	-	-
INTERFUND TRANSFERS - OUT									
TBD	TRANSFERS OUT - GENERAL FUND						5,000		
TOTAL INTERFUND TRANSFERS - OUT		-	-	-	-	-	5,000	-	-
CONTINGENCY									
80-910-1000	CONTINGENCY			10,000		-	20,000		
TOTAL CONTINGENCY		-	-	10,000	-	-	20,000	-	-
RESERVE FOR FUTURE EXPENDITURES									
TBD	RESERVE - FUTURE CAPITAL						37,000		
TOTAL RESERVE FOR FUTURE EXPEND.		-	-	-	-	-	37,000	-	-
UNAPPR. ENDING FUND BALANCE									
80-990-1000	UNAPPR. ENDING FUND BALANCE			60,615					
TOTAL UNAPPR. ENDING FUND BALANCE		-	-	60,615	-	-	-	-	-
TOTAL FUND REQUIREMENTS		-	5,584	96,115	4,546	13,000	184,585	-	-
NET RESOURCES OVER REQUIREMENTS		22,764	52,585	-	108,877	104,585	-	-	-