

NW Lebanon Urban Renewal District

a component of



Adopted Budget & Financial Plan

2018 - 2019



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Budget Committee Members

MAYOR

Paul R. Aziz

LEBANON CITY COUNCIL

Wayne Rieskamp
Robert Furlow
Rebecca Grizzle
Floyd Fisher
Jason Bolen
Bob Elliott

CITIZENS APPOINTED

Lance Caddy
Josh Port
Virginia Cloyd
Kim Ullfers
Todd Gestrin
Vacant

ADMINISTRATIVE STAFF

City Manager: Gary Marks
Chief of Police: Frank Stevenson
City Attorney: Trë Kennedy
City Clerk: Linda Kaser
Community Development Director: Walt Wendolowski
Human Resources Director: Debi Shimmin
Finance Director: Matt Apken
Information Services Director: Brent Hurst
Library Services Director: Kendra Antila
Senior Services Director: Kindra Oliver
Engineering Services Director: Ron Whitlatch
Maintenance Division Director: Jason Williams

Northwest Lebanon Urban Renewal District
FY 2018/19 ADOPTED ANNUAL BUDGET

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FY 2018-19 Budget Message

INTRODUCTION

We, the Agency Manager and the Budget Officer for the Northwest Lebanon Urban Renewal Agency, a component unit of the City of Lebanon, respectfully submit the following budget for the Fiscal Year July 1, 2018 to June 30, 2019. Even with the significant challenge of matching expenses with forecast revenues, the fund is balanced.

SIGNIFICANT HIGHLIGHTS

- Agency contingencies are up 63.05 percent or \$614,867 from \$975,241 to \$1,590,108.
- The fund continues to be set aside for future debt payments.
- Will continue to be underfunded this year by approximately \$1,000,000. This will allow these property taxes to be distributed to the other taxing districts in the area.

OVERVIEW

The Northwest Lebanon Urban Renewal Agency's Adopted Budget is \$3,265,640 The table below shows the overall changes in the budget from the prior year.

	FY 2017/18	FY 2018/19	% Change
Northwest Lebanon Urban Renewal Budget	\$2,710,000	\$3,265,640	20.50%

This amount is \$555,640 more than the budget for FY2017/18, and represents a 20.50 percent increase. The increase is mainly due to the following; \$65,090 increase in transfer to the City to cover related personnel expenses, \$614,867 increase in contingency, \$100,000 decrease in capital outlay.

As in prior years, we have provided a separate summary of inter-fund transfers. This will, hopefully, allow the Budget Committee a comprehensive view of fund transfers as well as assurance that they are balanced.

We extend our sincere thanks to the Budget Committee members for serving our community by being a part of this vital committee. We earnestly solicit your input as we strive to create a budget that is fiscally responsible while also meeting the Council's goals and the community's needs.

The budget is not only a spending plan, but a policy statement. As such, it outlines the priorities of the City and the Council. It outlines activities, service levels and projects for the coming fiscal year and beyond. Thoughtful participation in the budgeting process helps assure a budget that best reflects the values of the community.

This budget is presented to the City Council, Budget Committee and the community for their review and consideration for the Agency's operations, services, projects and programs in Fiscal Year 2018/19.

Respectfully submitted,

Gary B. Marks

Gary B. Marks
Agency Manager

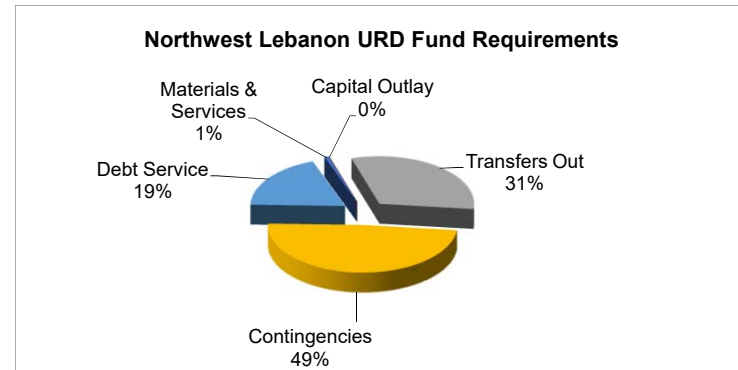
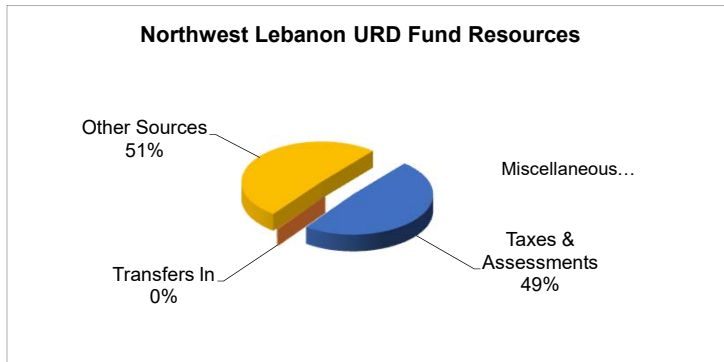
Matt Apken

Matt Apken
Finance Director

NORTHWEST LEBANON URBAN RENEWAL DISTRICT
Adopted for the Fiscal Year 2018-19

RESOURCES	
Taxes & Assessments	\$ 1,595,000
Licenses & Permits	-
Fines & Forfeits	-
Intergovernmental	-
Charges for Services	-
Miscellaneous	10,000
Transfers In	-
Other Sources	1,660,640
Internal Charges	-
Total Resources	\$ 3,265,640

REQUIREMENTS	
Personal Services	\$ -
Materials & Services	25,000
Capital Outlay	-
Transfers Out	1,030,253
Contingencies	1,590,108
Debt Service	620,279
Unappropriated	-
Total Requirements	\$ 3,265,640



Adopted Requirements by Department and Type

Dept-Activity	Personal Services	Materials & Services	Capital Outlay	Interfund Transfers	Contingency Fund	Debt Service	Unapprop	Adopted Budget	Percent of Fund Budget
925-Northwest URD	\$ -	\$ 25,000	\$ -	\$ 1,030,253	\$ 1,590,108	\$ -	\$ -	\$ 2,645,361	81.01%
928-Wetlands Mitigation	-	-	-	-	-	-	-	-	0.00%
930-NW URD Bonds	-	-	-	-	-	620,279	-	620,279	18.99%
Fund Totals	\$ -	\$ 25,000	\$ -	\$ 1,030,253	\$ 1,590,108	\$ 620,279	\$ -	\$ 3,265,640	100.00%
Percent of NW Lebanon URD Fund	0.00%	0.77%	0.00%	31.55%	48.69%	18.99%	0.00%	100.00%	

Urban Renewal District

Northwest Lebanon Urban Renewal District-925

Purpose

The Northwest Lebanon Urban Renewal District (URD) provides the budget authority for administration of the funds collected from the URD. In 1989, the City established the Northwest Lebanon Urban Renewal District. The purpose of the District is to provide for development of infrastructure to serve industrially zoned property within the District boundaries. A substantial amendment to the original Plan was completed in FY 12/13. This amendment adjusted the maximum indebtedness for the District, expanded the boundary to include several street segments south of the original District along with their corresponding underground utility systems, and clarify funding to be used on public facility projects for the water system.

Debt Service

In August 2000, the District issued \$5,435,000 (Lebanon2020) in construction bonds. The agreement with the bondholders requires that a separate account be set up for debt reserve and debt repayment expenses. For the 2000 issue, interest rates range from 4.75% to 6.00%. These bonds were refinanced in 2010 with over \$200,000 in savings over the remaining life of the bond. The interest rates on the refinanced bonds range from 2.5% to 3.5%. Final maturity for the reissued bonds is in June 2020. (LebanonURD10)

To acquire funding in support of the Lowes Project, the City arranged with the State for SPWF (Special Public Works Funds) funding through the Economic and Community Development

Department. The amount borrowed in 2007 was \$3,677,462 with interest rates ranging from 4.00% to 4.375%. Final maturity is in December 2031. (B05003).

FY2018-2019 Objective

The objective of the Northwest Lebanon Urban Renewal District (URD) is to provide an accounting for funds collected from URD, make the bond payments on all authorized debt issues and accomplish projects as listed in the URD master plan. The proposed budget estimates underfunding the property tax collections to provide funding back to the other taxing districts.

FY2018-2019 Staffing

The City plans to hire an Economic Development Specialist to help with wetland mitigation and furthering the economic development of the district. This position would be funded 60% from the district with minimal other staffing allocated to this fund to accomplish the objectives.

Note: Employee salary and benefits are budgeted in their home department for better transparency of total personnel cost, there is a budgeted transfer to cover the compensation cost based on the FTE's allocated to this fund.

City of Lebanon, OR
Budget Report FY 2018-19

Account	Description	2016 Actual	2017 Actual	2018 Budget	2018 Estimated	2019 Proposed	2019 Approved	2019 Adopted
925	NORTHWEST URBAN RENEWAL							
R1	Rev.-Taxes & Assess							
925-000-47010	Current Property Taxes	2,423,123	2,473,552	1,700,000	1,560,000	1,560,000	1,560,000	1,560,000
925-000-47020	Delinquent Prop Taxes	66,124	70,734	35,000	47,000	35,000	35,000	35,000
925-000-48101	Interest On Taxes	16,809	-	-	-	-	-	-
	Rev.-Taxes & Assess Totals:	2,506,056	2,544,286	1,735,000	1,607,000	1,595,000	1,595,000	1,595,000
R6	Rev.-Miscellaneous							
925-000-48100	Interest On Investment	9,320	14,614	5,000	19,000	10,000	10,000	10,000
925-000-48140	Miscellaneous Revenue	29,565	-	-	-	-	-	-
	Rev.-Miscellaneous Totals:	38,885	14,614	5,000	19,000	10,000	10,000	10,000
R8	Rev.-Other Sources							
925-000-49901	Beginning Balance	2,684,200	831,184	970,000	1,667,849	1,660,640	1,660,640	1,660,640
	Rev.-Other Sources Totals:	2,684,200	831,184	970,000	1,667,849	1,660,640	1,660,640	1,660,640
	REVENUES TOTALS:	5,229,141	3,390,084	2,710,000	3,293,849	3,265,640	3,265,640	3,265,640

City of Lebanon, OR
Budget Report FY 2018-19

Account	Description	2016 Actual	2017 Actual	2018 Budget	2018 Estimated	2019 Proposed	2019 Approved	2019 Adopted
925	NORTHWEST URBAN RENEWAL							
E2	Exp.-Materials & Services							
925-925-61130	Contract Services	100,000	2,618	20,000	18,450	25,000	25,000	25,000
925-925-61240	Dept/Operating Expense	-	-	-	-	-	-	-
	Exp.-Materials & Services Totals:	100,000	2,618	20,000	18,450	25,000	25,000	25,000
E3	Exp.-Capital Outlay							
925-925-72300	Improvements	-	24	-	-	-	-	-
925-925-72301	Improvements (Eng)	2,378,289	93	100,000	-	-	-	-
	Exp.-Capital Outlay Totals:	2,378,289	117	100,000	-	-	-	-
E4	Exp.-Transfers Out							
925-925-90010	To General Fund	50,957	47,875	20,145	20,145	15,115	15,115	15,115
925-925-90011	To General Fund-Sal/Ben	149,418	170,315	90,598	90,598	155,688	155,688	155,688
925-925-90017	To Debt Service-317	853,450	840,550	852,650	852,650	859,450	859,450	859,450
925-925-90027	To Info System Service-542	18,250	16,257	14,000	14,000	-	-	-
925-925-90028	To Custodial & Bldg Maint-545	1,143	1,345	-	-	-	-	-
925-925-90123	To Wastewater	1	-	-	-	-	-	-
	Exp.-Transfers Out Totals:	1,073,219	1,076,342	977,393	977,393	1,030,253	1,030,253	1,030,253
E5	Exp.-Contingencies							
925-925-80005	Operating Contingency	-	-	633,610	-	1,248,477	1,248,477	1,248,477
925-925-80026	Res For Debt Service	-	-	341,631	-	341,631	341,631	341,631
	Exp.-Contingencies Totals:	-	-	975,241	-	1,590,108	1,590,108	1,590,108
EXPENDITURES TOTALS:		3,551,508	1,079,077	2,072,634	995,843	2,645,361	2,645,361	2,645,361

City of Lebanon, OR
Budget Report FY 2018-19

Account	Description	2016 Actual	2017 Actual	2018 Budget	2018 Estimated	2019 Proposed	2019 Approved	2019 Adopted
E6	Exp.-Debt Service							
925-930-95100	Bond Principal-UR10	330,000	345,000	355,000	355,000	370,000	370,000	370,000
925-930-95108	Principal SPWF-B05003	120,511	245,051	132,184	132,184	141,311	141,311	141,311
925-930-95200	Bond Interest-UR10	58,490	48,590	36,515	36,515	25,510	25,510	25,510
925-930-95208	Interest SPWF-B05003	123,541	-	113,667	113,667	83,458	83,458	83,458
	Exp.-Debt Service Totals:	632,542	638,641	637,366	637,366	620,279	620,279	620,279
	EXPENDITURES TOTALS:	632,542	638,641	637,366	637,366	620,279	620,279	620,279
	FUND REVENUES	5,229,141	3,390,084	2,710,000	3,293,849	3,265,640	3,265,640	3,265,640
	FUND EXPENSES	4,184,050	1,717,718	2,710,000	1,633,209	3,265,640	3,265,640	3,265,640
	NORTHWEST URBAN RENEWAL Tota	1,045,091	1,672,366	-	1,660,640	-	-	-

PROGRAM EXPENDITURE DETAIL SHEET

FUND: 925 - NW URBAN RENEWAL

DEPARTMENT: 925 - NORTHWEST LEBANON URBAN RENEWAL DISTRICT

DEPARTMENT: 930 - NW URD DEBT SERVICE

<u>SUB-LINE</u>	<u>LINE</u>
<u>ITEM TOTAL</u>	<u>TOTAL</u>

DEPARTMENT: 925 - NORTHWEST LEBANON URBAN RENEWAL DISTRICT

MATERIALS & SERVICES

61130 CONTRACT SERVICES

Wetland Delineation and Analysis

25,000

25,000

CAPITAL OUTLAY

72300 IMPROVEMENTS

Approved URD Projects

-

-

INTERFUND TRANSFERS

90010 TO GENERAL FUND

15,115

15,115

90011 TO GENERAL FUND SALARY/BENEFITS

155,688

155,688

90017 DEBT SERVICE-FFC2013 -317

859,450

859,450

90027 INFORMATION SYSTEMS

-

-

FUND: 925 - NW URBAN RENEWAL
 DEPARTMENT: 925 - NORTHWEST LEBANON URBAN RENEWAL DISTRICT
 DEPARTMENT: 930 - NW URD DEBT SERVICE

SUB-LINE
ITEM TOTAL **LINE**
TOTAL

DEPARTMENT: 930 - NW LEBANON URBAN RENEWAL DISTRICT BONDS

LEBANON UR10 DEBIT SERVICE

95100	Principal	370,000	
95200	Interest	25,510	395,510

SPWF B05003 DEBT SERVICE

95108	Principal	141,311	
95208	Interest	83,458	224,769