

*Please route this booklet to your budget officer, finance officer, bookkeeper, or other person responsible for preparing your budget.*

# 2008–2009 Local Budget Law and Notice of Property Tax



## Forms and Instructions for Urban Renewal Agencies

This booklet contains the forms and instructions you need to publish a summary of your agency's budget in order to comply with Oregon Local Budget Law. It also contains the forms needed to notify the county assessor of your agency's tax increment financing request and to publish notice for a supplemental budget hearing.

The booklet is arranged with the instructions and examples in the front and the forms in the back.

### Budget detail sheets

The budget detail sheets are available again this year by special order only. No significant changes have been made to these forms. Computer-produced versions (spreadsheets) of these forms may be used as long as the formats are the same as the LB forms provided by the Department of Revenue. You may order the specific forms you need from the Department of Revenue. These forms are also available on Revenue's website at: [www.oregon.gov/DOR/PTD/LocalB.shtml](http://www.oregon.gov/DOR/PTD/LocalB.shtml).

### Publication forms

The publication forms are used to give notice of the budget committee meeting, to give notice of the budget hearing, and to publish a summary of the budget. Computer-produced versions of these forms may be used as long as the formats are the same as the forms provided in this booklet. These forms are available on the Department of Revenue's website at [www.oregon.gov/DOR/PTD/LocalB.shtml](http://www.oregon.gov/DOR/PTD/LocalB.shtml).

- Notice of Budget Committee Meeting
- Form UR-1—Notice of Budget Hearing and Financial Summary
- Form UR-2—Summary by Fund

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### Notice to Assessor—UR-50

Each urban renewal agency requesting tax increment financing must give notice to the county assessor by July 15.

## Biennial Budgeting

Local governments may budget either on a one-year (fiscal year) or a two-year (biennial) budget period.

- The governing body of a municipal corporation may, by ordinance, resolution, or charter, provide that the budget be prepared for a budget period of **24 months**.
- The members of a budget committee that prepare a biennial budget are appointed for terms of **four years**. As near as practicable, the terms of the members should be staggered so that **one-fourth of the terms** will end each year. During the transition from fiscal year budgeting to biennial budgeting, sitting members of the budget committee may serve out the three-year term for which they were originally appointed.
- The budget detail sheets containing the estimates of resources and expenditures in a biennial budget must show actual expenditures for the **two budget periods** preceding the current budget period, the estimated expenditures for the **current budget period**, and the estimated expenditures for the **ensuing budget period**. For the first three years after adopting a biennial budget period, **one or more of these columns will show the data for single fiscal years, while the remaining columns will show data for two-year budget periods**.
- The summary of the budget as approved by the budget committee that is published along with the notice of the budget hearing will show a **mix of single fiscal year and two-year biennial budget data** during the transition to a two-year budget period.
- If an agency adopts biennial budgeting, the budget committee must approve the amount or rate of ad valorem property taxes for **each year** of the biennium.
- After the budget committee approves a biennial budget and before the budget is adopted, the governing body may not increase the amount of estimated expenditures **for the biennium** in any fund by more than **\$10,000** or 10 percent, whichever is greater. Also, it may not increase the amount or rate of the tax levies approved by the budget committee for **either year** of a biennial budget unless the amended budget document is republished and another budget hearing is held.
- If an agency adopts a biennial budget, then after the budget hearing and before the June 30 that precedes the start of the budget period, the governing body must pass a resolution or ordinance to adopt the budget and make appropriations for the **ensuing budget period of 24 months**. Before July 15, the governing body must also pass a resolution or ordinance to levy and categorize property taxes **for each year for the ensuing budget period**.
- Regardless of whether a budget is for a single fiscal year or for a biennium, certification of amount to raise for each plan area and a copy of a resolution or ordinance levying and categorizing taxes **for the ensuing year** must be submitted to the county assessor **every year by July 15**.
- Agencies that do not use tax increment financing only need to submit budget adoption and appropriation resolutions to the Department of Revenue the first year of a biennial budget period.
- In a biennial budget, interfund loans for operating purposes must be repaid by the end of the **two-year budget period** or the repayment must be budgeted as a requirement in the **ensuing biennium**.

***If you have questions, please contact Finance & Taxation at: 503-945-8293 or [finance.taxation@state.or.us](mailto:finance.taxation@state.or.us)***

# The Publication Forms

## Publication

Publication is defined in local budget law [ORS 294.311(34)] as being one of the following actions:

- Printing in one or more newspapers of general circulation within the boundaries of the municipal corporation; or
- Mailing through the United States Postal Service by first class mail, postage prepaid to each street address within the boundaries of the municipal corporation; or
- Hand delivery to each street address within the boundaries of the municipal corporation.

When this document refers to “publish” it means any of the methods described above.

## Notice of Budget Committee Meeting

Local Budget Law provides that budget committees must hold one or more meetings for the purpose of (1) receiving the budget message and the budget document, and (2) providing members of the public with an opportunity to ask questions about and comment on the budget document. Prior notice is required when the budget committee is performing these two functions. If more than one meeting is being used to meet these two requirements, then the first meeting must be to receive the budget and budget message. The public may be heard at that meeting. If the public is not provided the opportunity to comment at that first meeting, then the budget committee must provide such an opportunity at one or more subsequent meetings.

Prior published notice is required for all meetings used to meet the two requirements stated above. If more than one meeting is used to meet the requirements, the notice may be a single notice containing all of the required information. If several meetings are being held to take public questions and comments, only the first of the series must be published, but notice of each must meet the requirements of ORS 294.406—be given in the same time frame as meetings of the governing body and in the same manner, or in one of the publication formats described in Local Budget Law [ORS 294.311(34): printing in newspaper, mailing, or hand delivery].

Notice of the meeting(s) to meet the two budget committee requirements must state:

- The purpose, time, and place of the meeting(s) and where the budget document is available.
- That the meeting is a public meeting.

- If the meeting is one at which public comment will be invited, then any person may ask questions about and comment on the budget document at that time.

The Notice of Budget Committee Meeting form included in this packet may be used to provide notice of the budget committee meeting. Two forms are provided in this booklet for this notice. The “A” form is to be used when the budget committee will receive the budget message and take public comment at the same meeting. The “B” form is to be used when public comment will be taken only at a meeting held after the meeting where the budget message is delivered. If you use the “B” form, you need to publish the date, time, and location of the first meeting at which public comment will be taken in addition to the date, time, and location of the meeting at which the budget message is delivered.

The agency may wish to compose its own notice. This is acceptable as long as all of the required elements are included in the notice.

**If the notice is published in a newspaper, the notice must be published at least twice, separated by at least five days.** The first publication cannot be earlier than 30 days before the meeting and the second publication cannot be less than five days before the meeting date. If notice is made by mailing or by hand delivery, only one notice is required and the notice must be mailed or hand delivered not later than 10 days prior to the meeting date.

## Notice of Budget Hearing

Every agency must publish information about its approved budget and notice of the budget hearing. The publication forms (Forms UR-1 and UR-2) may be used for this purpose. Complete a separate UR-2 form for each fund and a UR-1 form to summarize the entire budget. The UR-1 form also provides notice of the budget hearing. Agencies may use a narrative publication in lieu of using these forms. See the *Local Budgeting Manual* and ORS 294.418 for details about the narrative publication alternative.

**Form UR-1, Notice of Budget Hearing and Financial Summary,** contains three items:

1. Legal notice of the time and place of the budget hearing.
2. A financial summary of the current year’s budget and next year’s approved budget.
3. A statement of indebtedness.

Amounts from the funds presented on the UR-2 form are totaled on the UR-1.

The UR-2 form summarizes each fund in the budget as approved by the budget committee. The “Name of Fund” section should be completed on the UR-2 form where any fund amounts are listed.

**Form UR-2** summarizes funds by object classification.

**Note:** All funds must be published in which amounts were adopted for the current year budget or in which amounts were expended or received for the preceding year. This is required regardless of whether the fund, organizational unit, or program is budgeted for next year. **All** funds must be included in the totals on the UR-1 financial summary form. If your budget only has one fund, check the box in the “Financial Summary” area of the UR-1 to indicate this.

### ***Filling out the forms***

Start by filling out Form UR-2. When this form is completed, fill out Form UR-1. This is the form that summarizes all of the agency’s funds.

### ***Columns on the forms***

Both of the publication forms contain two or more columns for financial data. These columns provide data for different fiscal years, as explained below:

**Actual data last year (UR-2).** This column contains the actual amounts spent or received as reflected in the audited financial data for the fiscal year 2007–08.

**Adopted budget this year.** This column contains the amounts in the current year’s adopted budget (2007–08), including supplemental budget adjustments adopted by the governing body.

**Approved budget next year.** This column contains the amounts for next year (2008–09) as **approved by the budget committee.**

### ***Expenditures***

**Line 1. Total personal services.** This amount includes all salaries, fringe benefits, and other costs associated with salaries.

**Line 2. Total materials and services.** This includes contractual and other services, materials, supplies, and other miscellaneous charges.

**Line 3. Total capital outlay.** This amount includes land acquisition, buildings, improvements, machinery, and equipment.

**Line 4. Total debt service.** This is the amount for payment of debt. It includes both short-term and long-term debt.

**Line 5. Total transfers.** This includes amounts transferred from one fund to another **within** the agency. **Transfers are not payments to the city or county.**

**Line 6. Total contingencies.** This is the amount set aside in operating funds for unforeseen events in the budgeted year.

**Line 7. Total reserves and special payments, etc.** This amount is for publication purposes only. Include special payments, **reserves for future expenditures**, and any other requirement that doesn’t fit in any other specific category.

**Line 8. Total unappropriated ending fund balance.** This is the total amount set aside under ORS 294.371 to provide for funds between July 1 and the time when enough new revenues are on hand to meet cash flow needs of the fund in the following fiscal year. In the “Actual Data Last Year” column on the UR-2, show the actual ending fund balance.

### ***Resources***

Forms UR-1 and UR-2 ask for information about resources. For purposes of these forms, all resources can be divided into two main categories. These are (1) all resources except urban renewal taxes, and (2) urban renewal taxes.

The “urban renewal taxes” category includes **only** urban renewal taxes for the budgeted year. The “total resources except urban renewal taxes” category reported on line 10 includes all other types of resources including grants, bond proceeds, gifts, and prior years’ urban renewal tax revenues to be received in the budgeted year. Lines 11 and 12 show urban renewal tax amounts for the budget year. These are explained in the following:

**Total Urban Renewal Taxes Estimated from Division of Tax (line 11).** This is the amount of urban renewal taxes expected to be received during the budget year through the division of tax process [see ORS 457.440 and OAR 150-457.440(9)]. To estimate the amount of tax, determine whether the plan is a “Standard Rate Plan” or a “Reduced Rate Plan.” Standard Rate Plans are Option Three Existing Plans and Part 4 “Other” Plans. Reduced rate plans are Option One Existing Plans and New Plans. Estimate the division of tax for Standard Rate Plans by multiplying the estimated consolidated rate in each urban renewal tax code area by the estimated assessed value above the frozen value in that code area, then total for all code areas. If the urban renewal plan is an Option Three Plan, the number on line 11 must not exceed the amount stated in the ordinance selecting Option Three.

Estimate the division of tax for a Reduced Rate Plan by multiplying the estimated consolidated rate minus rates for any local option taxes or bonds passed by the voters after October 6, 2001 by the estimated assessed value above the frozen value in that code area, then total for all code areas.

The budgeted estimates must account for loss due to discounts and uncollected taxes (see [www.oregon.gov/DOR/STATS/ProCol.shtml](http://www.oregon.gov/DOR/STATS/ProCol.shtml)) and reduction to meet the constitutional limit.

**Total Urban Renewal Taxes Estimated from Special Levy (line 12).** This is the amount of urban renewal taxes expected to be received from an urban renewal special levy (see ORS 457.435). The amount to be received is the levy amount less discounts allowed, unpaid taxes, and reduction to meet the constitutional limit. This line is used by existing plan areas only.

### ***Form UR-1—Notice of Budget Hearing***

Form UR-1 contains information in addition to the financial summary of fund resources and expenditures.

**Notice of budget hearing.** This notice tells the public when and where the public hearing will take place. It also states where copies of the budget are located and provides other information.

**Statement of accounting basis.** The notice tells the public if the basis of accounting for the budget year is consistent with the basis of accounting used in the preceding year. If major changes have been made, a narrative description

of the changes and their effects on the budget should be included with the publication.

**Statement of indebtedness.** This section summarizes the agency's authorized and outstanding debt. The first section is for long-term debt. The second is for short-term debt.

**Long-term debt.** This part offers information about debt outstanding and debt authorized but not yet incurred. This section should detail debt estimates only as of the beginning of the fiscal year.

Enter the amounts expected to be outstanding or authorized by July 1, 2008.

**Short-term debt.** Short term debt includes all other forms of borrowing other than long-term debt.

## **Publishing**

Most agencies must notify the public by publishing the required forms not less than 5 nor more than 30 days before the scheduled budget hearing. See page 3 for the definition of "publication."

## **For more information**

To order specific budget detail sheets, call 503-945-8293 or you can download them from Revenue's website at [www.oregon.gov/DOR/PTD/LocalB.shtml](http://www.oregon.gov/DOR/PTD/LocalB.shtml). If you need help with these forms, refer to the manuals provided by the Department of Revenue. You may also contact your county assessor or the Oregon Department of Revenue, telephone 503-945-8293. Our e-mail address is: [finance.taxation@state.or.us](mailto:finance.taxation@state.or.us).

# Form UR-1 Sample

**FORM  
UR-1**

## NOTICE OF BUDGET HEARING

A meeting of the City Urban Renewal Agency will be held on May 16, 2008  
(Governing Body) (Date)  
 at 7:00  A.M.  P.M. at City Hall. The purpose of this meeting is to discuss the budget for  
(Location)

the fiscal year beginning July 1, 2008 as approved by the City Urban Renewal Agency Budget Committee.  
(Municipal Corporation)

A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall  
123 Main Street between the hours of 8:00am and 4:30pm. This budget was prepared on  
(Street Address)

a basis of accounting that is:  consistent;  not consistent with the basis of accounting used during the preceding year. Major changes, if any, and their effect on the budget, are explained below. This budget is for:  Annual Period;  2-Year Period.

County	City	Chairperson of Governing Body	Telephone Number
Sample	Illustration	A. Test	( 503 ) 555-0000

### FINANCIAL SUMMARY

<input type="checkbox"/> Check this box if your budget only has one fund.		<b>TOTAL OF ALL FUNDS</b>	<b>Adopted Budget This Year: 2007–2008</b>	<b>Approved Budget Next Year: 2008–2009</b>
Anticipated Requirements	1. Total Personal Services.....		0	0
	2. Total Materials and Services .....		4,520,342	4,073,014
	3. Total Capital Outlay .....		0	0
	4. Total Debt Service .....		562,908	3,632,570
	5. Total Transfers.....		2,243,106	0
	6. Total Contingencies.....		0	0
	7. Total Reserves and Special Payments.....		5,564,797	6,591,678
	8. Total Unappropriated Ending Fund Balance.....		0	0
	9. <b>Total Requirements</b> —add lines 1 through 8.....		12,891,153	14,297,262
Anticipated Resources	10. Total Resources Except Urban Renewal Taxes .....		891,153	297,262
	11. Total Urban Renewal Taxes Estimated from Division of Tax .....		6,000,000	8,000,000
	12. Total Urban Renewal Taxes Estimated from Special Levy .....		6,000,000	6,000,000
	13. <b>Total Resources</b> —add lines 10, 11, and 12.....		12,891,153	14,297,262

### STATEMENT OF INDEBTEDNESS

Debt Outstanding <input type="checkbox"/> None <input checked="" type="checkbox"/> As Summarized Below	Debt Authorized, Not Incurred <input type="checkbox"/> None <input type="checkbox"/> As Summarized Below
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### PUBLISH BELOW ONLY IF COMPLETED

Long-Term Debt	Estimated Debt Outstanding at the Beginning of the Budget Year	Estimated Debt Authorized, Not Incurred at the Beginning of the Budget Year
	July 1, 2008	July 1, 2008
Bonds .....	52,710,000	0
Interest Bearing Warrants.....		
Other.....		
<b>Total Indebtedness.....</b>	<b>52,710,000</b>	<b>0</b>

#### Short-Term Debt

This budget includes the intention to borrow in anticipation of revenue ("Short-Term Borrowing") as summarized below:

FUND LIABLE	Estimated Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost

150-504-076-2 (12-07)

## Form UR-2 Sample

Show name of each fund.

**FORM  
UR-2**

**SUMMARY BY FUND**

Publish **ONLY** completed portion of this page. Total Anticipated Requirements **must equal** Total Resources.

Name of Fund	Actual Data Last Year 2006-07	Adopted Budget This Year 2007-08	Approved Budget Next Year 2008-09
Housing			
1. Total Personal Services.....	0	0	0
2. Total Materials and Services .....	0	0	0
3. Total Capital Outlay .....	0	0	0
4. Total Debt Service .....	0	0	0
5. Total Transfers.....	0	0	0
6. Total Contingencies .....	0	0	0
7. Total Reserves and Special Payments.....	0	13,000	17,000
8. Total Unappropriated Ending Fund Balance.....	0	0	0
9. Total Requirements .....	0	13,000	17,000
10. Total Resources Except Urban Renewal Taxes .....	0	13,000	17,000
11. Total U/R Taxes Estimated from Div. of Tax.....	0	0	0
12. Total U/R Taxes Estimated from Special Levy.....	0	0	0
13. Total Resources.....	0	13,000	17,000

Name of Fund	Actual Data Last Year 2006-07	Adopted Budget This Year 2007-08	Approved Budget Next Year 2008-09
General			
1. Total Personal Services.....			
2. Total Materials and Services .....	3,950,000	4,520,342	4,073,014
3. Total Capital Outlay .....	0	0	0
4. Total Debt Service .....	460,000	562,908	3,632,570
5. Total Transfers.....	0	2,243,106	0
6. Total Contingencies .....	0	0	0
7. Total Reserves and Special Payments.....	2,300,000	5,551,797	6,574,678
8. Total Unappropriated Ending Fund Balance.....	90,000	0	0
9. Total Requirements .....	6,800,000	12,878,153	14,280,262
10. Total Resources Except Urban Renewal Taxes .....	400,000	878,153	280,262
11. Total U/R Taxes Estimated from Div. of Tax.....	6,400,000	6,000,000	8,000,000
12. Total U/R Taxes Estimated from Special Levy.....	0	6,000,000	6,000,000
13. Total Resources.....	6,800,000	12,878,153	14,280,262

Add together on  
line 7, UR-1.

For "Actual Data,"  
use ending fund  
balance.

150-504-076-3 (12-07)

# Resolutions Adopting, Appropriating, Imposing, and Categorizing Taxes

The resolution is a formal expression of the opinion or will of the governing board. An ordinance has the character of an enactment of law by an established authority. Sometime after the public hearing, at a regularly scheduled meeting, the governing body must enact specific resolutions or ordinances to adopt the budget, make appropriations, impose taxes, and categorize the taxes.

## Formally adopting the budget

Adopt the budget by June 30. The resolution that adopts the budget should **state the total amount of all the budget requirements**. Budget requirements include expenditures along with “reserved for future” amounts and unappropriated ending fund balance amounts.

## Making appropriations

Include a schedule of appropriations by fund in the resolution making appropriations. This schedule provides the agency with legal spending authority and spending limitations throughout the fiscal year. At a minimum you must appropriate to the level outlined in statute, ORS 294.435(3).

If you are doing a biennial budget, you must appropriate for the entire 24-month budget period.

## Organizational style budgets

If you prepared an organizational style budget, for each fund make a separate appropriation for each organizational unit or program. For example:

- General fund.
  - Administration.
  - Financial services.

Items that are not specifically identified with an organizational unit or program—interfund transfers, debt service, and operating contingency—are appropriated separately in each fund. For more information on organizational style budgets refer to the *Local Budgeting Manual*.

## Single program style budgets

If the term “organizational unit” does not apply to a fund, show relevant appropriations for:

- Personal services.
- Materials and services.
- Capital outlay.
- Debt service.

- Special payments.
- Interfund revenue transfers.
- General operating contingency.

It is **illegal** to make appropriations by categories that are not listed in statute, such as “other” or “miscellaneous.”

Remember, “unappropriated ending fund balances” and “reserved for future expenditure” amounts are **not included as appropriations** in the resolution because these amounts are not going to be spent in the coming year.

## Declaring tax increment financing

Urban renewal agencies with plan areas under Options 1 or 2 must declare for each plan area whether or not the agency is requesting a special levy within its authority. If a special levy is wanted, give the amount. The amount may be stated as the “remainder of authority” or a specific dollar amount. Option 1 plan areas will automatically receive the money from the division of tax. Option 2 plans may only extend a special levy.

Agencies with Option 3 plan areas need to declare the amount of money wanted for each such plan area from the division of tax. The amount from the division of tax is the amount stated in the 1998 ordinance selecting Option 3. The resolution statement for Option 3 plan areas also needs to declare whether or not the agency is requesting a special levy and the amount of that levy. The amount may be stated as the “remainder of authority” or a specific dollar amount.

Plans that are not “existing” plans will get revenue only from the division of tax. These plan areas have no authority to impose a special levy or take less than their full amount of revenue from the division of tax.

The declarations made in the resolution statements must match the information that will be certified on the Form UR-50, Notice to Assessor.

## Sample resolution

The sample resolution form provided in this booklet is designed to be removed and the blanks filled in. If it doesn’t meet your needs, you can use it as an example from which to create your own resolution. For more details on the resolution statements read Chapter 12 in the *Local Budgeting Manual*.



# Instructions for Form UR-50 Notice to Assessor

## Who must use this form

Urban renewal agencies that use tax increment financing must provide notice of their urban renewal taxes for **each** plan by submitting this form to their county assessor by **July 15**.

## Instructions

### Notice

This form notifies the county assessor that your agency has the responsibility and authority to collect urban renewal taxes. It also tells the assessor the type of urban renewal authority that will be used by the agency.

Please provide the following information:

- Name of your agency.
- Name of county or counties in which your agency lies.
- Name and telephone number of your contact person.
- Your agency mailing address.
- E-mail is optional but encouraged.

### Is the plan area an “existing urban renewal plan”?

Plans that existed on December 6, 1996 that were amended as provided for in ORS 457.190(3) and meeting the definition in ORS 457.010(5) are “existing urban renewal plans.” If the plan is an existing urban renewal plan, the plan must provide notice as an Option One, Option Two, or an Option Three plan.

Before July 1, 1998 options were selected for imposing urban renewal taxes for all “existing urban renewal plans” [ORS 457.010(4)]. The choices are known as “Option One,” “Option Two,” or “Option Three” (ORS 457.435).

Substantial amendments described in ORS 457.085(2) (i)(A) or (B) terminate a plan’s “existing” status.

**Option One.** The assessor will calculate the amount of urban renewal revenue to be raised through a division of ad valorem taxes as provided in ORS 457.420 to 457.460. If this amount is less than the urban renewal plan area’s maximum authority [ORS 457.435(3)(a)] and the agency requests a special levy amount on the UR-50 form, the assessor will calculate, and extend, a “special levy” for the plan. The special levy will be imposed on all taxable property in the municipality and any portion of the urban renewal plan area outside of the municipality.

**Option Two. This option applies only to the Cascade Locks Agency.** The assessor will not calculate

any amount of tax increment from division of tax. All urban renewal excess value will be taxed by the taxing districts, as if the plan had been completed and the excess value returned to taxing districts. The agency will certify an amount of “special levy” to the assessor to calculate a rate and extend on the tax roll. The special levy can not exceed the plan area’s maximum authority.

**Option Three.** The ordinance selecting Option Three stated a maximum amount to be collected through division of tax. If this amount is less than the plan area’s maximum authority, the assessor may calculate, and extend an urban renewal “special levy” for the additional amount, if requested by the agency on the UR-50. The assessor will calculate the amount of incremental assessed value (“increment”) necessary to supply the amount for division of tax stated in the ordinance. The remaining increment value, if any, will be taxed by the taxing districts.

### Part 1: Option One Plans (Reduced Rate plans)

**Plan Area Name.** Enter the name of each plan area.

**Amount from Division of Tax.** The assessor will compute and distribute the full division of tax for these plans. Option One plans may not limit this amount.

**Special Levy.** Option One plans may request a “Special Levy” to raise revenues in addition to the division of tax amount. The special levy can be any amount up to the amount which when added to the division of tax amount equals the plan’s maximum authority. Option One plans may choose not to request any special levy. If the agency has chosen **not to impose any special levy, check the “No” box**. If the agency has chosen to request a special levy, check the “Yes” box.

**Special Levy Amount.** Make an entry in this column only if “Yes” is checked in the prior column for this plan. Option One plans are entitled to tax increment amounts from a combination of division of tax and special levy up to their maximum authority. In no case will the assessor extend a special levy amount that, in combination with the division of tax amount, exceeds the plan area maximum authority. However, if the difference between the plan area maximum authority and the amount calculated for the division of tax is greater than the amount entered in this column, the assessor will only use the lower number as the special levy. If the plan requires all of the taxes due to it, you may enter the words “remainder of authority” in this column.

## **Part 2: Option Two Plans**

This portion of the form may only be used by the Cascade Locks Agency.

**Plan Area Name.** Enter the name of each plan area.

**Special Levy.** Check the appropriate box. Check the “Yes” box if the plan area is requesting a special levy this year. Check the “No” box if the plan area is not requesting a special levy this year.

**Special Levy Amount.** If the “Yes” box is checked, enter the total amount of the special levy. If the “No” box is checked, enter “0” or the word “zero.”

## **Part 3: Option Three Plans (Standard Rate plans)**

**Plan Area Name.** Enter the name of each plan area.

**Amount from the Division of Tax.** Enter the amount stated in the 1998 ordinance selecting Option Three as the maximum division of tax amount. This is entered as a dollar amount.

**Special Levy.** Option Three plans may request a special levy to raise revenues in addition to the division of tax amount. The special levy can be any amount up to the amount which when added to the division of tax amount equals the plan’s maximum authority. Option Three plans may choose not to request any special levy. If the agency has chosen not to request any special levy, check the “No” box. If the agency has chosen to request a special levy, check the “Yes” box.

**Special Levy Amount.** Make an entry in this column only if “Yes” is checked in the prior column for this plan. Option Three plans are entitled to tax increment amounts from a combination of division of tax and special levy, up to their maximum authority. In no case will the assessor extend a special levy amount that, in combination with the division of tax amount, exceeds the plan area maximum authority. However, if the difference between the plan area maximum authority and the amount calculated for the division of tax is greater than the amount entered in this column, the assessor will only use the lower number as the special levy. If the plan requires all of the taxes due to it you may enter the words “remainder of authority” in this column.

## **Part 4: Other Standard Rate plans**

All other plans. This includes plans adopted before October 6, 2001 that did not qualify as Option One, Two, or Three plans; and plans that had been an Option Three plan on October 6, 2001 that were substantially amended since then as described in ORS 457.085(2)(i)(A) or (B).

**Plan Area Name.** Enter the name of each plan area.

**Amount from Division of Tax.** The assessor will calculate and distribute to the agency the full amount of urban renewal taxes available from the division of taxes. No special levy is allowed.

## **Part 5: Other Reduced Rate plans**

Plans adopted on or after October 6, 2001 and plans that had been an Option One or Two plan on October 6, 2001 that were substantially amended since, as described in ORS 457.085(2)(i)(A) or (B).

**Plan Area Name.** Enter the name of each plan area.

**Amount from Division of Tax.** The assessor will calculate and distribute to the agency the full amount of urban renewal taxes available from the division of taxes. No special levy is allowed.

## **Submission to assessor/other filings**

You must submit the following documents to the county assessor in each county in which your plan exists by July 15 if any plan will receive tax increment financing:

- Two copies of a complete UR-50.
- Two copies of the resolutions adopting the budget, making appropriations, and declaring tax increment financing.

If no plans raise revenue from special levies or division of tax, file one copy of the resolution adopting the budget and making appropriations with the Department of Revenue.

A copy of your complete budget must be submitted to the county clerk by September 30.

A copy of the budget must also be filed with the governing body of the city or county that activated the agency by August 1. See ORS 457.460 for this and other annual filing and notice requirements.

# Form UR-50 Sample

**FORM  
UR-50**

**NOTICE TO ASSESSOR**

**2008–2009**

• Submit two (2) copies to county assessor by July 15.

Check here if this is  
an amended form.

**Notification**

Very Large City Redevelopment Agency \_\_\_\_\_ authorizes its 2008–09 ad valorem tax increment amounts  
(Agency Name)

by plan area for the tax roll of \_\_\_\_\_ Complex \_\_\_\_\_  
(County Name)

Urb Newal \_\_\_\_\_ 541-555-1234 \_\_\_\_\_ June 30, 2008  
(Contact Person) (Telephone Number) (Date)

123 First Street, Very Large City, Oregon 97777 \_\_\_\_\_ contact@county.or.us  
(Agency's Mailing Address) (Contact Person's E-mail Address)

*Check the appropriate box. The Special Levy Amount column will only have an entry if "Yes" is checked.*

**Part 1: Option One Plans (Reduced Rate).** [ORS 457.435(2)(a)]

Plan Area Name	Amount from Division of Tax	Special Levy	Special Levy Amount
Downtown	100%	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Uptown	100%	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$1,000,000
Airport	100%	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Remainder

*You may enter a dollar amount or ask for the remainder of authority. No entry in this column unless the "Yes" box is checked.*

**Part 2: Option Two Plans (Cascade Locks Agency Only).** [ORS 457.435(2)(b)]

Plan Area Name	Special Levy	Special Levy Amount
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*To be used only by the Cascade Locks Agency.*

**Part 3: Option Three Plans (Standard Rate).** [ORS 457.435(2)(c)]

Plan Area Name	Amount from Division of Tax	Special Levy	Special Levy Amount
Eastside	\$ 460,000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
South Center	\$5,500,000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$3,600,000
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*The dollar amount must equal the amount in the ordinance adopting Option Three.*

**Part 4: Other standard rate plans** [ORS 457.010(4)(b)]

Plan Area Name	Amount from Division of Tax
Water Front	100%
	100%
	100%

*All plans listed in Parts 4 and 5 receive all of the division of tax amount. These plans have no other choice.*

**Part 5: Other reduced rate plans** [ORS 457.010(4)(a)]

Plan Area Name	Amount from Division of Tax
Westside	100%
	100%
	100%

160-504.076.6 (12-07)

# Instructions for Notice of Supplemental Budget Hearing

## Supplemental budget publication forms

Use this form only if a supplemental budget is needed. Not every agency will need to do a supplemental budget.

This notification form is used to notify citizens of a supplemental budget hearing when the supplement budget is proposing a **change in expenditures of 10 percent or more** in a fund.

See the *Local Budgeting Manual* for information on supplemental budgets that change a fund's expenditures by less than 10 percent.

## Hearing notice

Complete this portion of the form by giving the name of the agency. Also give the location, date, and time of the hearing, and indicate when and where a copy of the supplemental budget document can be obtained or inspected.

## Summary of supplemental budget

Give the name of each fund being adjusted. Use a separate section for each fund being adjusted.

Next, show the source(s) of the resource(s), such as "unrestricted grant," or "transfer from Special Revenue Fund," and the amount(s). Also show a corresponding requirement, such as "personal services" or "capital outlay," and the amount(s).

If the supplemental budget is changing an existing resource or requirement, the amount shown should be the new total amount for that line item. The amounts in the "Total Resources" and "Total Requirements" boxes should be the new total **for the fund**. Unchanged resources and requirements do not need to be separately listed.

In the comment area explain the reason for the adjustment. See example below.

## Publication

Publish this form **not less than 5 nor more than 30 days** before the supplemental budget hearing. If the regular budget hearing notice and financial summary were posted, this notice of supplemental budget hearing can also be posted, but a second notice must then be published.

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### SUMMARY OF SUPPLEMENTAL BUDGET

PUBLISH ONLY THOSE FUNDS BEING MODIFIED

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FUND: _____			
General Fund			
Resource	Amount	Requirement	Amount
1. _____	_____	1. Transfer out	\$200,000
2. _____	_____	2. Materials and services	\$3,873,014
3. _____	_____	3. _____	_____
<b>Revised Total Resources</b>	<b>\$14,280,262</b>	<b>Revised Total Requirements</b>	<b>\$14,280,262</b>

Comments:

Anticipated legal costs came in under budget so the total of materials and services is reduced by \$200,000 in order to send \$200,000 to the housing fund. Fund total requirements are unchanged.

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FUND: _____			
Housing Fund			
Resource	Amount	Requirement	Amount
1. Transfer in	\$200,000	1. Materials and services	\$200,000
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
<b>Revised Total Resources</b>	<b>\$217,000</b>	<b>Revised Total Requirements</b>	<b>\$217,000</b>

Comments:

Transfer from general fund of \$200,000 will be expended on rent, equipment, and contract labor for the housing improvement program.

**A**

Use this notice if public comment will be taken at this meeting.

**NOTICE OF BUDGET COMMITTEE MEETING**

A public meeting of the Budget Committee of the \_\_\_\_\_, \_\_\_\_\_, State of Oregon,  
(Agency Name) (County)

to discuss the budget for the fiscal year July 1, 2008 to June 30, 2009, will be held at \_\_\_\_\_  
(Location)

\_\_\_\_\_. The meeting will take place on the \_\_\_\_\_,  
(Date)

at \_\_\_\_\_  A.M.  P.M. The purpose of the meeting is to receive the budget message and to receive comment from

the public on the budget. A copy of the budget document may be inspected or obtained on or after \_\_\_\_\_  
(Date)

at \_\_\_\_\_, between the hours of \_\_\_\_\_  A.M.  P.M. and \_\_\_\_\_  A.M.  P.M.  
(Location)

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

**B**

Use this notice if public comment will be taken at a later meeting.

**NOTICE OF BUDGET COMMITTEE MEETING**

A public meeting of the Budget Committee of the \_\_\_\_\_, \_\_\_\_\_, State of Oregon,  
(Agency Name) (County)

on the budget for the fiscal year July 1, 2008 to June 30, 2009, will be held at \_\_\_\_\_  
(Location)

\_\_\_\_\_. The meeting will take place on the \_\_\_\_\_  
(Date)

at \_\_\_\_\_  A.M.  P.M. The purpose of the meeting is to receive the budget message.

A copy of the budget document may be inspected or obtained on or after \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Location)

\_\_\_\_\_, between the hours of \_\_\_\_\_  A.M.  P.M. and \_\_\_\_\_  A.M.  P.M.

This is a public meeting where deliberation of the Budget Committee will take place. Listed below is the time and place of an additional Budget Committee meeting that will be held to take public comment. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

Date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.  P.M. Location: \_\_\_\_\_

**FORM  
UR-1**

**NOTICE OF BUDGET HEARING**

A meeting of the \_\_\_\_\_ will be held on \_\_\_\_\_  
 A.M. (Governing Body) (Date)  
 at  P.M. at \_\_\_\_\_. The purpose of this meeting is to discuss the budget for  
 (Location)  
 the fiscal year beginning July 1, 2008 as approved by the \_\_\_\_\_ Budget Committee.  
 (Municipal Corporation)

A summary of the budget is presented below. A copy of the budget may be inspected or obtained at \_\_\_\_\_  
 \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_. This budget was prepared on  
 (Street Address)

a basis of accounting that is:  consistent;  not consistent with the basis of accounting used during the preceding year. Major changes, if any, and their effect on the budget, are explained below. This budget is for:  Annual Period;  2-Year Period.

County	City	Chairperson of Governing Body	Telephone Number ( )
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**FINANCIAL SUMMARY**

	TOTAL OF ALL FUNDS	Adopted Budget This Year: 2007-2008	Approved Budget Next Year: 2008-2009
<input type="checkbox"/> Check this box if your budget only has one fund.			
Anticipated Requirements	1. Total Personal Services .....		
	2. Total Materials and Services .....		
	3. Total Capital Outlay .....		
	4. Total Debt Service .....		
	5. Total Transfers .....		
	6. Total Contingencies.....		
	7. Total Reserves and Special Payments .....		
	8. Total Unappropriated Ending Fund Balance .....		
	9. <b>Total Requirements</b> —add lines 1 through 8.....		
Anticipated Resources	10. Total Resources Except Urban Renewal Taxes.....		
	11. Total Urban Renewal Taxes Estimated from Division of Tax .....		
	12. Total Urban Renewal Taxes Estimated from Special Levy ...		
	13. <b>Total Resources</b> —add lines 10, 11, and 12.....		

**STATEMENT OF INDEBTEDNESS**

Debt Outstanding	Debt Authorized, Not Incurred
<input type="checkbox"/> None <input type="checkbox"/> As Summarized Below	<input type="checkbox"/> None <input type="checkbox"/> As Summarized Below

**PUBLISH BELOW ONLY IF COMPLETED**

Long-Term Debt	Estimated Debt Outstanding at the Beginning of the Budget Year	Estimated Debt Authorized, Not Incurred at the Beginning of the Budget Year
	July 1, 2008	July 1, 2008
Bonds .....		
Interest Bearing Warrants.....		
Other.....		
<b>Total Indebtedness</b> .....		

**Short-Term Debt**

This budget includes the intention to borrow in anticipation of revenue ("Short-Term Borrowing") as summarized below:

FUND LIABLE	Estimated Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost

**FORM  
UR-2**

**SUMMARY BY FUND**

Publish ONLY completed portion of this page. Total Anticipated Requirements **must equal** Total Resources.

Name of Fund	Actual Data Last Year 2006-07	Adopted Budget This Year 2007-08	Approved Budget Next Year 2008-09
1. Total Personal Services .....			
2. Total Materials and Services .....			
3. Total Capital Outlay .....			
4. Total Debt Service .....			
5. Total Transfers .....			
6. Total Contingencies.....			
7. Total Reserves and Special Payments .....			
8. Total Unappropriated Ending Fund Balance .....			
9. Total Requirements .....			
10. Total Resources Except Urban Renewal Taxes....			
11. Total U/R Taxes Estimated from Div. of Tax .....			
12. Total U/R Taxes Estimated from Special Levy .....			
13. Total Resources.....			

Name of Fund	Actual Data Last Year 2006-07	Adopted Budget This Year 2007-08	Approved Budget Next Year 2008-09
1. Total Personal Services .....			
2. Total Materials and Services .....			
3. Total Capital Outlay .....			
4. Total Debt Service .....			
5. Total Transfers .....			
6. Total Contingencies.....			
7. Total Reserves and Special Payments .....			
8. Total Unappropriated Ending Fund Balance .....			
9. Total Requirements .....			
10. Total Resources Except Urban Renewal Taxes....			
11. Total U/R Taxes Estimated from Div. of Tax .....			
12. Total U/R Taxes Estimated from Special Levy .....			
13. Total Resources.....			

Name of Fund	Actual Data Last Year 2006-07	Adopted Budget This Year 2007-08	Approved Budget Next Year 2008-09
1. Total Personal Services .....			
2. Total Materials and Services .....			
3. Total Capital Outlay .....			
4. Total Debt Service .....			
5. Total Transfers .....			
6. Total Contingencies.....			
7. Total Reserves and Special Payments .....			
8. Total Unappropriated Ending Fund Balance .....			
9. Total Requirements .....			
10. Total Resources Except Urban Renewal Taxes....			
11. Total U/R Taxes Estimated from Div. of Tax .....			
12. Total U/R Taxes Estimated from Special Levy .....			
13. Total Resources.....			

Resolution No. \_\_\_\_\_

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby adopts the budget for fiscal year 2008-09 in the total of \$ \_\_\_\_\_ now on file at the \_\_\_\_\_.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2008, and for the purposes shown below are hereby appropriated:

General Fund

Personal Services ..... \$ \_\_\_\_\_
Materials & Services ..... \$ \_\_\_\_\_
Capital Outlay ..... \$ \_\_\_\_\_
Contingencies ..... \$ \_\_\_\_\_
Transfers ..... \$ \_\_\_\_\_
\_\_\_\_\_ \$ \_\_\_\_\_
Total ..... \$ \_\_\_\_\_

Fund
Personal Services ..... \$ \_\_\_\_\_
Materials & Services ..... \$ \_\_\_\_\_
Capital Outlay ..... \$ \_\_\_\_\_
Total ..... \$ \_\_\_\_\_

Fund
Personal Services ..... \$ \_\_\_\_\_
Materials & Services ..... \$ \_\_\_\_\_
\_\_\_\_\_ \$ \_\_\_\_\_
Capital Outlay ..... \$ \_\_\_\_\_
Total ..... \$ \_\_\_\_\_

Debt Service Fund

Debt Service ..... \$ \_\_\_\_\_

Total Appropriations, All Funds \$ \_\_\_\_\_

DECLARATION OF TAX INCREMENT

Option One

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor for the \_\_\_\_\_ Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution, and \$ \_\_\_\_\_ as the amount to be raised through the imposition of a special levy.

Option Two

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor for the \_\_\_\_\_ Plan Area a request for \$ \_\_\_\_\_ as the amount to be raised through the imposition of a special levy.

Option Three

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor for the \_\_\_\_\_ Plan Area a request for \$ \_\_\_\_\_ of revenue specified in the Ordinance choosing Option 3 to be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution, and \$ \_\_\_\_\_ as the amount to be raised through the imposition of a special levy.

Other Plans

BE IT RESOLVED that the Board of Directors of the \_\_\_\_\_ hereby resolves to certify to the county assessor a request for the \_\_\_\_\_ Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

The above resolution statements were approved and declared adopted on this \_\_\_\_\_ day of \_\_\_\_\_ 2008.

X \_\_\_\_\_
Signature

X \_\_\_\_\_
Signature

X \_\_\_\_\_
Signature

X \_\_\_\_\_
Signature



Check here if this is an amended form.

• Submit two (2) copies to county assessor by July 15.

**Notification**

\_\_\_\_\_ authorizes its 2008-09 ad valorem tax increment amounts  
(Agency Name)

by plan area for the tax roll of \_\_\_\_\_  
(County Name)

\_\_\_\_\_ (Contact Person) \_\_\_\_\_ (Telephone Number) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Agency's Mailing Address) \_\_\_\_\_ (Contact Person's E-mail Address)

**Part 1: Option One Plans (Reduced Rate).** [ORS 457.435(2)(a)]

Plan Area Name	Amount from Division of Tax	Special Levy	Special Levy Amount
	100%	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	100%	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	100%	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Part 2: Option Two Plans (Cascade Locks Agency Only).** [ORS 457.435(2)(b)]

Plan Area Name	Special Levy	Special Levy Amount
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Part 3: Option Three Plans (Standard Rate).** [ORS 457.435(2)(c)]

Plan Area Name	Amount from Division of Tax	Special Levy	Special Levy Amount
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Part 4: Other Standard Rate Plans** [ORS 457.010(4)(b)]

Plan Area Name	Amount from Division of Tax
	100%
	100%
	100%

**Part 5: Other Reduced Rate Plans** [ORS 457.010(4)(a)]

Plan Area Name	Amount from Division of Tax
	100%
	100%
	100%

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

• Use for supplemental budget proposing a change in a fund's expenditures of 10 percent or more.

A public hearing on a proposed supplemental budget for \_\_\_\_\_, \_\_\_\_\_,  
(Agency Name) (County)

State of Oregon, for the fiscal year July 1, 2008 to June 30, 2009, will be held at \_\_\_\_\_.  
(Location)

The hearing will take place on the \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Time)  A.M.  P.M.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after \_\_\_\_\_ at \_\_\_\_\_  
(Date)

\_\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_  
(Location)  A.M.  P.M.  A.M.  P.M.

### SUMMARY OF SUPPLEMENTAL BUDGET PUBLISH ONLY THOSE FUNDS BEING MODIFIED

FUND:

Resource	Amount	Requirement	Amount
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
<b>Revised Total Resources</b>		<b>Revised Total Requirements</b>	

Comments:

\_\_\_\_\_

\_\_\_\_\_

FUND:

Resource	Amount	Requirement	Amount
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
<b>Revised Total Resources</b>		<b>Revised Total Requirements</b>	

Comments:

\_\_\_\_\_

\_\_\_\_\_

Oregon Department of Revenue  
PO Box 14380  
Salem OR 97309-5075

