

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

2012–2013 Local Budget Law and Notice of Property Tax



Forms and Instructions for Urban Renewal Agencies

This booklet contains the forms and instructions that an **urban renewal agency** uses to **publish notice of its budget committee meetings and a financial summary of its budget** in order to comply with Oregon’s Local Budget Law.¹ It also contains the forms you need 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

Budget detail sheets are used to prepare your urban renewal agency’s budget. These forms are not included in this booklet. These forms are available for download in fillable PDF or Microsoft Excel format on the Department of Revenue website at: www.oregon.gov/dor/ptd, click the link under “Local Budget.” You may create your own computer-produced versions of these forms as long as the formats are the same as the detail sheets provided by the department.

Publication forms

The publication forms are used to give **notice of the first budget committee meeting, and to publish the notice of the budget hearing and a financial summary of the budget.** These forms are available in this booklet or on our website at: www.oregon.gov/dor/ptd, click the link under “Local Budget.” Computer-produced versions of these forms may be used as long as the format is the same as the forms provided in this booklet.

Important: The law has changed. **The publication forms have changed significantly.** Be sure to use the

new forms for 2012-2013 provided in this booklet or on our website. The old forms from prior years no longer comply with the law. Read the instructions in this booklet carefully. If you use forms generated by your computer, revise your forms accordingly.

Form UR-50, Notice to Assessor, 150-504-076-5

Each urban renewal agency requesting tax increment financing must give notice to the county assessor on Form UR-50 by July 15.

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¹ Local Budget Law is found in Oregon Revised Statutes (ORS) 294.305 to 294.565.

Notice of Supplemental Budget Hearing, 150-504-076-6

At least five days before you adopt a supplemental budget, you must publish notice of the meeting at which the supplemental budget will be considered.

If a supplemental budget changes expenditures in any fund by more than 10 percent, the governing body must hold a public hearing and notice of the hearing must include a summary of the changes proposed in the funds that are changing by more than 10 percent. This booklet contains Form 150-504-076-6 for publishing this hearing notice and summary.

If a supplemental budget changes the expenditures in no fund by more than 10 percent, the supplemental budget can be adopted at a regular meeting of the governing body. The notice of the meeting must be published in the same manner as notice of a regular meeting of the governing body, and must contain a statement that a supplemental budget will be considered at the meeting.

How to publish

Publication is defined in ORS 294.311(35) 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 U.S. Postal Service by first class mail, postage prepaid to each street address, PO Box or rural route number within the boundaries of the municipal corporation; or
- Hand delivery to each street address within the boundaries of the municipal corporation.

When this booklet says “publish” it means by any of the methods described above, unless otherwise noted.

Filling out the forms

You may fill out the electronic versions of the forms found on our website at: www.oregon.gov/dor/ptd, **click the link under “Local Budget.”** There is a “fillable” PDF version and a Microsoft Excel version of each form. The “fillable” PDF version can be filled in online and then printed. However, it cannot be saved to your computer, so every time you access a form

online, you must begin with the blank form. The Excel version can be downloaded to your computer and then filled in, saved, and edited later. If you use the Excel version you may insert lines (rows) as necessary to make more room, for example on the Form UR-1 for all of your organizational units/programs. You may also delete any unused lines. You do not need to publish blank lines.

Alternatively, you may cut out and fill in the paper versions of the blank forms found in this booklet or download and print the blank forms from our website and then fill in your information by hand. If you prepare a paper version of a form, you may cut and paste to add more space or to delete unused lines.

Biennial budgets

Urban renewal agencies may budget either for a one-year (fiscal year) or a two-year (biennial) budget period. Except as noted, all requirements for publishing notices and certifying property tax are the same for both.

If an agency adopts a biennial budget, the financial summary of the budget as approved by the budget committee that is published on Form UR-1, *Notice of Budget Hearing* must show actual revenues and expenditures for the biennial budget period preceding the current budget period, the estimated resources and requirements in the budget adopted for the current biennial budget period, and the estimated resources and requirements for the ensuing biennial budget period.

After the budget hearing and before the June 30 that precedes the start of the budget period, the governing body must pass a resolution to adopt the budget and make appropriations for the **ensuing budget period of 24 months**. The governing body must also pass a resolution to request revenue from tax increment financing **for each year of the ensuing budget period**.

Regardless of whether a budget is for a single fiscal year or for a biennium, Form UR-50, *Notice to Assessor* and a copy of a resolution requesting division of taxes and any special levy for the ensuing year must be submitted to the county assessor **every year by July 15**.

Agencies that are required to submit their budgets to the Tax Supervising and Conservation Commission must do so **only during the first year of a biennial budget period**.

Notice of Budget Committee Meeting, 150-504-076-1

Budget committees must hold at least one meeting 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 published notice is required when the budget committee is performing these two functions. If more than one meeting is being held to meet these two requirements, then the first meeting must be to receive the budget and budget message. The public comments may also be heard at that meeting. If the public will not be provided the opportunity to comment at that first meeting, then the budget committee must provide such an opportunity at one or more subsequent meetings.

If more than one meeting is used to meet the requirements, the published 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 formally "published," but notice of each subsequent meeting must 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: printing in newspaper, mailing, or hand delivery.

Notice of the meeting(s) to fulfill 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 the notice must state that any person may ask questions about and comment on the budget document at that meeting.

The *Notice of Budget Committee Meeting* form included in this packet may be used to provide notice of the budget committee meeting. Two versions of the form are provided in this booklet for this notice. Use the "A" version of the form if the budget committee will receive the budget message and take public comment at the same meeting. Use the "B" form if public comment will be taken only at a meeting held after the meeting at which the budget message is delivered. If you use the "B" form, you must publish the date, time, and location of the meeting at which the budget message will be delivered, and also the date, time, and location of the first meeting at which public comment will be taken.

A district 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. The first publication cannot be more than 30 days prior to the meeting date, and the second publication cannot be less than five days prior to the meeting date.

Alternatively, you may publish one time in a newspaper, five to 30 days before the meeting, and also post notice of the meeting on your website for at least 10 days before the meeting. If you choose to post one of the notices on your website, the newspaper notice must give the website address where the notice is also posted.

If notice is published by mailing or by hand delivery, only one notice is required and it must be mailed or hand delivered not later than 10 days prior to the meeting date.

Form UR-1, Notice of Budget Hearing, 150-504-076-2

Every agency must publish information about its approved budget and notice of the budget hearing. Form UR-1 may be used for this purpose.

Important: Please note that this form has changed considerably in order to comply with new provisions of Local Budget Law, as enacted in HB2425 (2011). If you generate your publication notice from your computerized accounting system, you must change the output to conform to the new format and content of the revised Form UR-1. In addition, Form UR-2 is obsolete and is no longer provided in this booklet or online. It is no longer necessary to publish a financial summary of each fund, as that form provided. The summary of the entire budget, as published on Form UR-1 is all that is now required.

Instead of using Form UR-1, you may use a narrative publication format of your own design. If a narrative format is used, it must contain all of the same information provided on the form, but it can also include any other information you want to provide.

Form UR-1, Notice of Budget Hearing contains six sections:

1. Legal notice of the time and place of the budget hearing, including a statement of where a copy of the budget may be obtained, and a statement of the basis of accounting used to prepare the budget. If the basis of accounting has changed, include a description of the effect this change will have on the budget.
2. A financial summary of the budget resources approved by the budget committee.
3. A financial summary of the budget requirements approved by the budget committee, by object classification.
4. A financial summary of the budget requirements approved by the budget committee, by organizational unit or program including the number of employees in each unit or program.
5. A narrative statement of the prominent changes from the current year in the activities and financing of the major organizational units or programs.
6. A statement of indebtedness.

Columns on the form

Some sections of Form UR-1 contain three columns for financial data. These columns provide data for different fiscal years. They are explained as follows:

Actual Amounts Last Year. This column contains the actual amounts spent or received as reflected in the audited financial data for the prior fiscal year or biennial budget period. This column corresponds with column 2 of the budget detail sheet, "First Preceding Year."

Adopted Budget This Year. This column contains the amounts in the current year's adopted budget, including any supplemental budgets adopted by the governing body. This column corresponds with column 3 of the budget detail sheet, "Adopted Budget this Year."

Approved Budget Next Year. This column contains the amounts for next year as approved by the budget committee. This column corresponds with the "Approved by Budget Committee" column on the budget detail sheets.

Summarizing resources and expenditures

The amounts in the financial summary must include the total from all funds. A resource or expenditure item or an organizational unit or program must be included in the publication if an amount was adopted for the item in the current year budget or in the preceding year or was approved for that item for next year.

Resources

Fill in the total amount for each year for the following budget resource items:

- **Beginning Fund Balance/Net Working Capital.**
- **Federal, State and All Other Grants.** Grants, gifts and allocations given to you by others during the budget year.
- **Revenue from Bonds and Other Debt.** Any money you borrow and receive during the budget year.
- **Interfund Transfers.**
- **All Other Resources Except Division of Tax and Special Levy.** This includes any prior years' urban renewal tax revenues to be received in the budgeted year.
- **Revenue from Division of Tax.** 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)].

- **Revenue from Special Levy.** This is the amount of urban renewal taxes expected to be received from an urban renewal special levy (see ORS 457.435). Only Option One and Option Three plans may impose a special levy. The amount to be received is the levy amount less discounts allowed, unpaid taxes, and reduction to meet the constitutional limit.

Requirements by Object Classification

- **Personnel Services.** Salaries, benefits, workers compensation insurance, social security tax and other costs associated with employees.
- **Materials and Services.** Contractual and other services, materials, supplies, utilities, insurance, travel and other miscellaneous charges and operating expenses.
- **Capital Outlay.** Expenditures for land acquisition, buildings, improvements, machinery, equipment and other capital assets.
- **Debt Service.** The amount set aside for repayment of debt. It includes principal and interest on both short-term debt and long-term debt
- **Interfund Transfers.** Amounts budgeted to be transferred from one fund to another within the budget.
- **Contingencies.** This is the amount set aside for anticipated operating expenses that cannot be specifically identified at the time the budget is prepared.
- **All Other Expenditures and Requirements.**
- **Unappropriated Ending Balance.** The total of unappropriated ending fund balances in all funds. Unappropriated "Ending Fund Balance" is the amount set aside under ORS 294.371 to provide funds in the budget period following the one for which this budget is approved, for expenditures expected between July 1 and the time when enough new revenues are on hand to meet cash flow needs.

The "Total Requirements" in each column in this section of the form should equal the "Total Resources" in the corresponding column of the "Resources" section of the form.

Requirements by Organizational Unit or Program

In this section of the form list the total expenditures and other budget requirements and the total number of employees in each major organizational unit or program in your budget. Write in the name of each major organizational unit or program as it appears in your budget. In the columns to the right of the unit

or program name, show the total requirements in all funds budgeted for that unit or program last year, in the current year, and in the approved budget for next year. On the line immediately below the total requirements for each unit or program, write the number of Full-Time Equivalent employees (FTE) for that unit or program in each year. Add more lines if necessary, so that all of your major units or programs are shown. You may delete any unused lines before publishing.

If you have expenditures or employees that are not budgeted for a particular organizational unit or program, write the total of all such requirements on the line labeled "Non-Departmental/Non-Program," and the total FTE of such employees on the line immediately below. If your organization does not budget by organizational unit or program, write the total of all budget requirements and all FTE on these two lines.

The "Total Requirements" in each column in this section of the form should equal the "Total Requirements" in the corresponding column in the "Requirements by Object Classification" section of the form.

Statement of Changes in Activities and Sources of Financing

In this section of the form, write a narrative describing any prominent changes in the approved budget, compared to the current year budget, in the activities and financing of the major organizational units or major programs in your budget. The information you include here might be copied from similar information in the budget message that you presented to your budget committee this year.

Take as much space or as little as necessary to describe all prominent changes. If you need more space and you are using the Excel version of the form, you may insert lines (rows). If you are using a paper version of the form, you may use additional sheets of paper. If you use a paper version of the form, and you publish the notice in a newspaper, be sure to cut and paste, so the narrative section is printed properly, all together. As in other sections of the form, if you do not need all of the lines or space provided, you may delete any unused lines before publishing.

Statement of Indebtedness

This section summarizes your authorized and outstanding debt. List for any general obligation bonds, other bonds and other borrowings the debt outstanding and the debt authorized but not yet incurred on July 1. Debt authorized but not incurred usually refers to debt that has been budgeted in the approved budget, but for which the bonds have not yet been sold.

Publishing Form UR-1, *Notice of Budget Hearing*, 150-504-076-2

Urban renewal agencies must notify the public of the budget hearing by publishing the notice and financial summary in a newspaper not less than five or more than 30 days before the scheduled hearing or by mail or hand-delivery not less than 10 days before the hearing. You may also post this notice on your website if you want to, but one of the other methods of publishing must also be used. See page two for "How to Publish."

Posting

If no newspaper is published in the municipality that created the urban renewal agency **and** the total anticipated requirements will not exceed \$100,000 (\$200,000 if a biennial budget), the hearing notice and financial summary may be posted in three conspicuous places in the municipality for at least **20 days** before the scheduled budget hearing instead of publishing them by newspaper, mail or hand-delivery.

Resolutions Adopting, Appropriating, and Declaring Tax Increment Financing

Sometime after the public hearing, at a regularly scheduled meeting, the governing body must enact specific resolutions to adopt the budget, make appropriations, and declare tax increment financing.

Resolution 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.

Resolution 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 adopt a biennial budget, you must appropriate for the entire 24-month budget period.

Organizational and program style budgets

If you prepare an organizational style budget or a program budget, at a minimum, for each fund with organizational units or programs, make a separate appropriation for each organizational unit or program. For example:

General Fund	
Infrastructure.....	\$100,000
Revitalization	\$200,000

The amount appropriated for a unit or program should include the amounts for personnel services, materials and services, and any capital outlay attributed to that unit or program.

Appropriate items that are not specifically identified with an organizational unit or program including interfund transfers, debt service, special payments, non-departmental/non-program capital outlay, and operating contingency, are listed separately in each fund. For more information on organizational style or program budgets refer to the *Local Budgeting Manual*.

Single program style budgets

If a fund is not budgeted by organizational unit or program, show relevant appropriations for:

- Personal Services.
- Materials and Services.
- Capital Outlay.
- Debt Service.
- Special Payments.
- Interfund Revenue Transfers.
- General Operating Contingency.

Use only these appropriation categories. Do not use categories 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.

Resolution Declaring Tax Increment Financing

Urban renewal agencies with **Option One** plans must declare for each plan area whether or not the agency is requesting a special levy. 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 One plans that request a special levy will automatically receive 100 percent of the money from the division of tax.

Alternatively, instead of a special levy and 100 percent of division of tax, under the provisions of ORS 457.455 and 457.470, Option One plans may request less than 100 percent of division of tax by specifying an amount of increment value to use that is less than 100 percent of the increment available. If a plan requests less than its full increment be used, it may not at the same time request a special levy.

Agencies with an **Option Three** plan have a similar choice. The agency may declare the amount of money wanted from the division of tax, where the amount from the division of tax is the amount stated in the 1998 ordinance selecting Option Three. In that case, the resolution statement for an Option Three plan area also must 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,” a percentage of the remainder or a specific dollar amount.

Alternatively, instead of the amount of division of tax stated in the 1998 ordinance, under the provisions of ORS 457.455 and 457.440, an Option Three plan may request less than the division of tax amount stated

in the 1998 ordinance. An agency may do this by specifying a lesser amount of increment value to use.

If an Option Three plan requests less increment be used, it may also request a special levy. However, the total of division of tax stated in the 1998 ordinance plus the special levy may not exceed the plan's maximum authority.

Plans that are not Option One or Option Three plans will get revenue only from the division of tax. These plan areas have no authority to impose a special levy. Under ORS 457.455 they may take less than their full

amount of revenue from the division of tax by specifying a lesser amount of increment to use.

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

Sample resolutions

There are sample resolutions provided in this booklet that you can use as examples from which to create your own resolutions. For more details on the resolution statements read Chapter 11 in the *Local Budgeting Manual*.

Sample Resolution

Resolution No. 2012-13

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Very Large City Redevelopment Agency hereby adopts the budget for fiscal year 2011-12 in the total of \$ 25,100,500 now on file at the Agency Office, 123 First St., Very Large City, Oregon 97777.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2012, and for the purposes shown below are hereby appropriated:

General Fund	Debt Service Fund
Personal Services\$ <u>100,000</u>	Debt Service.....\$ <u>25,000,000</u>
Materials & Services\$ <u>500</u>	Total Appropriations, All Funds \$ <u>25,100,500</u>
Capital Outlay\$ _____	
Contingencies.....\$ _____	
Transfers.....\$ _____	
.....\$ _____	
Total.....\$ <u>100,500</u>	

DECLARATION OF TAX INCREMENT

Option One

BE IT RESOLVED that the Board of Directors of the Very Large City Redevelopment Agency hereby resolves to certify to the county assessor for the Downtown 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 \$ 1,000,000 as the amount to be raised through the imposition of a special levy, and for the North Center 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 the Remainder of Authority as the amount to be raised through the imposition of a special levy.

Option One (alternate)

BE IT RESOLVED that the Board of Directors of the Very Large City Redevelopment Agency hereby resolves to certify to the county assessor for the Uptown Plan Area a request that \$ 12,500,000 in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

Option Three

BE IT RESOLVED that the Board of Directors of the Very Large City Redevelopment Agency hereby resolves to certify to the county assessor for the South Center Plan Area a request for \$ 5,600,000 of revenue specified in the Ordinance choosing Option Three to be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution, and 100% as the amount to be raised through the imposition of a special levy, and for the Airport Plan Area that \$ 5,000,000 in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

Other Plans

BE IT RESOLVED that the Board of Directors of the Very Large City Redevelopment Agency hereby resolves to certify to the county assessor a request for the New Plan South 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, and for the New Plan Area that \$ 5,000,000 in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, or the Oregon Constitution.

The above resolution statements were approved and declared adopted on this 15th day of June 2012.

X Ima Sample
Signature

Form UR-50, Notice to Assessor, 150-504-076-5

This form notifies the county assessor of the type of tax increment financing authority that will be used by your agency. 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**. If you have more than one plan area, submit one combined UR-50 that includes all plans.

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.”

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,” or “Option Three” (ORS 457.435).

Substantial amendments described in ORS 457.085(2) (i)(A) or (B) terminate a plan’s “existing” status. Existing plans that adopt a substantial amendment of this type become either an “other standard rate plan” or an “other reduced rate plan,” and **lose the authority to impose a special levy**.

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 Form UR-50, 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.

Alternatively, under the provisions of ORS 457.455, if an Option One plan does not need 100 percent of the division of tax to pay the principal and interest on its indebtedness in the coming year, the plan may specify a lesser amount of increment value to use in computing division of tax. The remaining increment value will be taxed by the taxing districts. If a plan specifies less than 100 percent of increment value to use, it may not request a special levy in the current year.

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

increment value 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.

Alternatively, under ORS 457.455, if an Option Three plan does not need 100 percent of the division of tax specified in its 1998 ordinance to pay the principal and interest on its indebtedness, the plan may specify a lesser amount of increment value to use in computing division of tax. The remaining increment value will be taxed by the taxing districts. If an Option Three plan specifies less increment value than stated in its ordinance, it may request a special levy. The total of the division of tax amount stated in the 1998 ordinance adopting Option Three and the special levy may not exceed the plan’s maximum authority.

Filling out Form UR-50

Notification

Complete the top of the form with 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 address is optional but encouraged.

Part 1: Option One Plans (Reduced Rate Plans) ORS 457.435(2)(a)

Plan area name. Enter the name of each Option One plan area.

Increment Value to Use. If less than 100 percent of the division of tax amount is desired, specify the amount of increment value to use in computing division of tax. If a plan specifies less than 100 percent of increment value to use, it may not request a special levy.

Amount from Division of Tax. If an amount of “Increment Value to Use” is not specified and “Yes” is checked, the assessor will compute and distribute the full division of tax for the plan.

Special Levy. Option One plans may either specify an amount of “Increment Value to Use” that is less than 100 percent of the total increment in the plan area, or the plan may request a “Special Levy” to raise revenues in addition to 100 percent 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, enter "0" (zero) under "Special Levy Amount."**

Special Levy Amount. Subject to the provisions of ORS 457.470, 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. If the difference between the plan area maximum authority and the amount calculated for the division of tax using 100 percent of the increment value 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 using 100 percent of the increment value, you may enter the words "remainder of authority" or "100 percent" in this column.

Part 2: Option Three Plans (Standard Rate Plans) ORS 457.435(2)(c)

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

Increment Value to Use. If an amount of "Increment Value to Use" is specified, the assessor will use that amount for computing division of tax, provided the amount of increment value specified is less than the total increment value in the plan area and less than the amount of division of tax stated in the 1998 ordinance adopting Option Three.

If an amount of "Increment Value to Use" is specified, the assessor may extend a special levy, but the amount of the special levy that may be requested is limited to the amount that would have been available under the plan's maximum authority if the agency had requested the amount of division of tax stated in the 1998 ordinance.

Amount from the Division of Tax. If an amount of Increment Value to Use is not specified, 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 stated in the 1998 ordinance adopting Option Three, 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, enter "0" (zero) under "Special Levy Amount."

Special Levy Amount. Option Three plans are entitled to request amounts from a combination of the division of tax amount stated in the 1998 ordinance adopting Option Three and a 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 stated in the 1998 ordinance, 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 "100 percent" or the words "remainder of authority" in this column.

Part 3: Other Standard Rate Plans ORS 457.010(4)(b)

Other standard rate plans are those adopted before October 6, 2001 that did not qualify as an Option One or Three plan; and plans that were 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.

Increment Value to Use. Under the provisions of ORS 457.455, if a plan does not need 100 percent of the division of tax to pay the principal and interest on its indebtedness, the plan may specify a lesser amount of "Increment Value to Use" for computing division of tax. The tax raised on the remaining increment value will be distributed to the taxing districts. No special levy is allowed.

Amount from Division of Tax. If no Increment Value to Use is specified, indicate "Yes" under "100% 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 4: Other Reduced Rate Plans ORS 457.435(2)(c)

Other reduced rate plans are those adopted on or after October 6, 2001, and plans that were an Option One 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.

Increment Value to Use. Under the provisions of ORS 457.455, if a plan does not need 100 percent of the division of tax to pay the principal and interest on its indebtedness, the plan may specify a lesser amount of “Increment Value to Use” in computing division of tax. The tax raised on the remaining increment value will be distributed to the taxing districts. No special levy is allowed.

Amount from Division of Tax. If no Increment Value to Use is specified, indicate “Yes” under “100% 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.

Permanently increasing frozen value

Under ORS 457.455, if 100 percent of division of tax will never be required to pay principal and interest on indebtedness, an agency may notify the assessor to permanently increase the plan area’s frozen value. There is a section near the bottom of the Form UR-50 for this notice. The agency must specify the new frozen value. The new value may not be subsequently

decreased except in connection with boundary changes.

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 Form 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

2012-2013

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

Check here if this is an amended form.

Notification

Very Large City Redevelopment Agency (Agency name) authorizes its 2012-13 ad valorem tax increment amounts by plan area for the tax roll of Sample (County name).

Urb Newal (Contact person) 541-555-1212 (Telephone number) June 30, 2012 (Date)

123 First Street, Very Large City, Oregon 97000 (Agency's mailing address) urbnewal@vlc.ci.or.us (Contact person's e-mail address)

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

Plan Area Name	Increment Value to Use*	100% from Division of Tax	Special Levy Amount**
Downtown	\$ OR <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	1,000,000
Uptown	\$12,500,000 OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
North Center	\$ OR <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	Remainder
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

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

Plan Area Name	Increment Value to Use***	100% from Division of Tax***	Special Levy Amount****
Airport	\$5,000,000 OR		
South Center	\$ OR	\$5,000,000	100%
	\$ OR		

Part 3: Other Standard Rate Plans. [ORS 457.010(4)(b)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
New Plan	\$1,000,000 OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
New Plan South	\$ OR <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

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

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2012-2013, permanently increase frozen value to:

Plan Area Name	New frozen value
	\$
	\$

***All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100 percent or check "Yes" to receive 100 percent of division of tax. **Do NOT enter and amount of "Increment Value to Use" AND check "Yes."**

****If an Option One plan enters a Special Levy Amount, you MUST check "Yes" and NOT enter and amount of "Increment to Use."**

*****Option Three plans enter EITHER an amount of "Increment Value to Use" to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the "Amount from Division of Tax" stated in the ordinance, NOT both.**

******If an Option Three plan requests both an amount of "Increment Value to Use" that will raise less than the amount of division of tax stated in the 1998 ordinance and a "Special Levy Amount," the "Special Levy Amount" cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.**

Notice of Supplemental Budget Hearing, 150-504-076-6

General

Use this form only if a supplemental budget hearing is needed. Not every supplemental budget requires a hearing. A hearing is required when the supplemental budget makes a change in expenditures in a fund of more than 10 percent.

Hearing notice

Complete this portion of the form by giving the name of the district, 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 by more than 10 percent. Use a separate section of the form for each fund being adjusted by more than 10 percent. You do not have to summarize the changes in any fund that is being adjusted by 10 percent or less.

Next, list any new resource that is not currently in the budget or any resource that is being adjusted, and the new amount. Also list the object classification of any

requirement that is being added or adjusted and its new amount. In the comment area, explain the reason for the adjustment. See example below.

If the supplemental budget is changing an existing resource or requirement, the amount shown should be the new total amount. The amounts in the "Total Resources" and "Total Requirements" boxes should be the new total for the fund.

In the comment area explain the adjustments. See example below.

If a supplemental budget **changes the expenditures in no fund by more than 10 percent**, the supplemental budget can be adopted at a regular meeting of the governing body. The notice of the meeting must be published in the same manner as notice of a regular meeting of the governing body, and must contain a statement that a supplemental budget will be considered at the meeting.

Publication

Publish this form **at least 5 days** before the supplemental budget hearing by publishing in a newspaper, mailing by first class mail or hand-delivering.

SUMMARY OF SUPPLEMENTAL BUDGET PUBLISH ONLY THOSE FUNDS BEING MODIFIED

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

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.

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

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, _____ to June 30, _____, will be held at _____.
(Location)

The meeting will take place on _____, at _____ a.m. p.m.. The purpose of the meeting is to receive the budget
(Date)

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 _____ 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. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

150-504-076-1 (Rev. 11-11)

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, _____ to June 30, _____, will be held at _____.
(Location)

The meeting will take place on _____, at _____ a.m. p.m.. The purpose of the meeting is to receive the
(Date)

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: _____

150-504-076-1 (11-11)

**FORM
UR-1**

NOTICE OF BUDGET HEARING

A public meeting of the _____ will be held on _____ at _____ a.m. at _____
(Governing body) (Date) (Street address)

_____, Oregon. The purpose of this meeting is to discuss the budget for the
(Location)

fiscal year beginning July 1, 20____ as approved by the _____ Budget Committee. A summary of the
(Municipal corporation)

budget is presented below. A copy of the budget may be inspected or obtained at _____
(Street address)

_____ between the hours of _____ a.m., and _____ p.m., or on the city's website at _____

This budget is for an annual; biennial budget period. This budget was prepared on a basis of accounting that is: the same as;

different than the preceding year. If different, the major changes and their effect on the budget are:

Contact	Telephone number ()	E-mail
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FINANCIAL SUMMARY – RESOURCES

TOTAL OF ALL FUNDS	Actual Amounts 20____-20____	Adopted Budget This Year: 20____-20____	Approved Budget Next Year: 20____-20____
1. Beginning Fund Balance/Net Working Capital			
2. Federal, State & all Other Grants			
3. Revenue from Bonds & Other Debt			
4. Interfund Transfers.....			
5. All Other Resources Except Division of Tax & Special Levy.....			
6. Revenue from Division of Tax			
7. Revenue from Special Levy.....			
8. Total Resources —add lines 1 through 7.....			

FINANCIAL SUMMARY – REQUIREMENTS BY OBJECT CLASSIFICATION

9. Personnel Services			
10. Materials and Services			
11. Capital Outlay			
12. Debt Service			
13. Interfund Transfers.....			
14. Contingencies.....			
15. All Other Expenditures and Requirements			
16. Unappropriated Ending Fund Balance.....			
17. Total Tax Requirements —add lines 9 through 16			

FINANCIAL SUMMARY – REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM*

Name of Organizational Unit or Program			
FTE for Unit or Program			
Name			
FTE			
Name			
FTE			
Name			
FTE			
Name			
FTE			

Resolution No. _____

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the _____ hereby adopts the budget for fiscal year 20____-____ in the total of \$_____. This budget is now on file at the _____, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 20____, and for the purposes shown below are hereby appropriated:

General Fund

Personnel Services\$ _____
Materials & Services\$ _____
Capital Outlay\$ _____
Contingencies\$ _____
Transfers\$ _____
_____ \$ _____
Total\$ _____

Debt Service Fund

Debt Service\$ _____
Total Appropriations, All Funds \$ _____

RESOLUTION DECLARING 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 One (alternate)

BE IT RESOLVED that the Board of Directors of the _____ hereby resolves to certify to the county assessor for the _____ Plan Area a request that \$_____ in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

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 Three 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, and for the _____ Plan Area that \$_____ in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

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.

Other Plans (alternate)

BE IT RESOLVED that the Board of Directors of the _____ hereby resolves to certify to the county assessor a request for the _____ Plan Area that \$_____ in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, or the Oregon Constitution.

The above resolution statements were approved and declared adopted on this _____ day of _____ 20_____.

X _____
Signature

Check here if this is an amended form.

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

Notification

_____ authorizes its 20____ - ____ ad valorem tax increment amounts
by plan area for the tax roll of _____
(Agency name) (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	Increment Value to Use*	100% from Division of Tax	Special Levy Amount**
_____	\$ _____ OR <input type="checkbox"/> Yes		
_____	\$ _____ OR <input type="checkbox"/> Yes		
_____	\$ _____ OR <input type="checkbox"/> Yes		
_____	\$ _____ OR <input type="checkbox"/> Yes		

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

Plan Area Name	Increment Value to Use***	100% from Division of Tax***	Special Levy Amount****
_____	\$ _____ OR		
_____	\$ _____ OR		
_____	\$ _____ OR		

Part 3: Other Standard Rate Plans. [ORS 457.010(4)(b)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
_____	\$ _____ OR <input type="checkbox"/> Yes		
_____	\$ _____ OR <input type="checkbox"/> Yes		
_____	\$ _____ OR <input type="checkbox"/> Yes		
_____	\$ _____ OR <input type="checkbox"/> Yes		

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

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
_____	\$ _____ OR <input type="checkbox"/> Yes		
_____	\$ _____ OR <input type="checkbox"/> Yes		
_____	\$ _____ OR <input type="checkbox"/> Yes		
_____	\$ _____ OR <input type="checkbox"/> Yes		

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2012-2013, permanently increase frozen value to:

Plan Area Name	New frozen value
_____	\$ _____
_____	\$ _____

***All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100 percent or check "Yes" to receive 100 percent of division of tax. **Do NOT enter and amount of "Increment Value to Use" AND check "Yes."**
****If an Option One plan** enters a Special Levy Amount, you **MUST** check "Yes" and **NOT** enter and amount of "Increment to Use."
*****Option Three plans** enter EITHER an amount of "Increment Value to Use" to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the "Amount from Division of Tax" stated in the ordinance, **NOT** both.
******If an Option Three plan** requests both an amount of "Increment Value to Use" that will raise less than the amount of division of tax stated in the 1998 ordinance and a "Special Levy Amount," the "Special Levy Amount" cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

• For supplemental budgets 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, _____ to June 30, _____, will be held at _____.
(Location)

The hearing will take place on _____ at _____ a.m. p.m.. The purpose of the hearing is to discuss the supplemental
(Date)

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 _____ a.m. p.m. and _____ a.m. p.m.
(Location)

SUMMARY OF SUPPLEMENTAL BUDGET PUBLISH ONLY THOSE FUNDS BEING MODIFIED

FUND:

Resource	Amount	Expenditure	Amount
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
Revised Total Resources		Revised Total Requirements	

Comments:

FUND:

Resource	Amount	Expenditure	Amount
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
Revised Total Resources		Revised Total Requirements	

Comments:

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

