



MEMORANDUM

Finance Department

To: Mayor Jackola & Lebanon City Councilors
Ron Whitlatch, City Manager & Budget Officer

Date: June 24, 2026

From: Brandon Neish, Finance Director

Subject: FY26 URA Budget Amendments

I. INTRODUCTION

Oregon Local Budget Law, ORS 294, allows for either the transfer of appropriations or a supplemental budget to increase expenditure authority after a budget has been adopted. The 2026 fiscal year budget was adopted by the Agency Board on June 11, 2025. ORS 294.463(1) allows for the City Council to transfer existing expenditure authority from one budget line to another.

II. CURRENT REPORT

Several expenditures within the North Gateway Urban Renewal District exceeded the amounts originally budgeted for FY 2025-2026. First, additional personnel costs were incurred due to a staff promotion that resulted in higher salary expenditures being charged to the District. Second, transfers to the City's PERS Bond Fund are necessary to cover retirement-related obligations associated with personnel costs allocated to the District. The original budget for this expenses was planned but did not make it into the proposed and adopted budget for 2026. Finally, professional services were needed to conduct a review of the existing North Gateway Urban Renewal Plan and evaluate potential amendments to the plan.

To accommodate these expenditures, staff is proposing a transfer of appropriations from the Improvements budget line. The transfer does not increase the overall budget authority of the Urban Renewal District, rather reallocates existing appropriations to align the budget with anticipated year-end expenditures. The proposed transfer provides sufficient authority to cover personnel costs, PERS-related obligations, and professional services associated with review of the Urban Renewal Plan utilizing funds allocated to the capital line and is due to remain unspent in the fiscal year.

The proposed budget transfer reallocates \$31,579 from the improvements account, including \$21,000 to personnel, \$1,579 to PERS Bond debt service, and \$10,000 to contract services.

III. RECOMMENDATION

- Adopt Resolution No. 2026-15 authorizing a transfer in budget appropriations.

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