

AGENDA
CITY OF ROSEBURG/ROSEBURG URBAN RENEWAL AGENCY BUDGET COMMITTEE
CITY HALL COUNCIL CHAMBERS
900 SE DOUGLAS AVENUE, ROSEBURG

ajd

May 7, 2019 - 7:00 P.M.

Meetings will continue on May 14, 15 and 16, 2019 or until the Budget is adopted.

Please advise the City Administration Office (492-6866) if you will not be able to attend.

CALL TO ORDER 2018 Chair Knut Torvik

ROLL CALL

Mike Baker	Hannah Duncan	Beverly Cole	Bob Cotterell
Ken Fazio	Nick Marshall	Alison Eggers	Linda Fisher-Fowler
Bob Scott	Patrice Sipos	Ashley Hicks	Brian Prawitz
Bryan Sykes	Knut Torvik	Tom Ryan	Andrea Zielinski

1. **ELECTION OF OFFICERS – CHAIR AND VICE-CHAIR**

2. **APPROVAL OF MINUTES – May 15, 2018**

3. **PUBLIC HEARING – POSSIBLE USES OF STATE REVENUE SHARING FUNDS**

4. **PRESENTATION OF BUDGET DOCUMENT AND MESSAGE**

5. **AUDIENCE PARTICIPATION**

6. **GOOD OF THE ORDER**

7. **ADJOURNMENT**

**** AMERICANS WITH DISABILITIES ACT NOTICE ****

Please contact the City Recorder, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (phone 541-492-6866), at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Services at 1-800-735-2900.-

**MINUTES OF THE MEETING OF THE CITY OF ROSEBURG/ROSEBURG
URBAN RENEWAL AGENCY BUDGET COMMITTEE
May 15, 2018**

Chair Torvik called the City of Roseburg/Roseburg Urban Renewal Agency Budget Committee meeting to order at 7:00 p.m. on Tuesday, May 15, 2018, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Committee Members Present: Alison Eggers, Ken Fazio, Linda Fisher-Fowler, Steve Kaser, Nick Marshall, John McDonald, Brian Prawitz (arrived at 7:44 p.m.), Knut Torvik, Bob Scott, Patrice Sipos, Bryan Sykes and Andrea Zielinski.

Committee Members Absent: Hannah Duncan, Mike Baker, Ashley Hicks and Tom Ryan.

Others Present: City Manager Lance Colley, Finance Director Ron Harker, City Recorder Amy Sowa, Police Chief Jim Burge, Human Resources Director John VanWinkle, Public Works Director Nikki Messenger, Community Development Director Stuart Cowie, Fire Chief Gregg Timm, Assistant Fire Chief Gary Garrisi, Police Sergeant Gary Klopfenstein, Police Sergeant Jeff Eichenbusch and Management Assistant Koree Tate.

APPROVAL OF MINUTES

Mr. Kaser moved to approve the minutes of the May 1, 2018, Budget Committee meeting. Motion was seconded by Mr. Sykes and carried unanimously.

BUDGET GUIDELINES

Mr. Harker noted that several questions were received in advance of the meeting. Responses were provided via e-mail to the Committee earlier in the day. A copy of that correspondence is included in the Committee record. Harker shared assumptions built into the proposed budget in regard to staffing, personnel, insurance and benefit costs.

GENERAL FUND

Department Heads shared presentations outlining current year highlights, ensuing year goals and proposals for their respective 2018-2019 budgets.

Revenues-Harker: Primary sources are \$14.015 million in property taxes based on a 3.00% increase in assessed value; \$3.044 million franchise fees; \$785,300 State shared revenues; \$582,800 user fees and permits; \$398,200 court collections; \$170,000 local intergovernmental revenue and \$120,750 in interest.

Finance-Harker: 7.72% increase. Status quo.

City Manager-Colley: 0.6% decrease due to replacement of retired City Recorder.

Finance Information Technology-Harker: 7.2% increase. Status quo.

Community Development-Cowie: 5% increase. Status quo.

Library – Colley: New Department that needs staffing positions filled, library programs established and development of a volunteer support program.

Public Works-Messenger. The Public Works Department has a total of 43.6 FTE's for operations and maintenance for parks, water, streets, storm, facilities and airport; parks and recreation planning, projects, permits and volunteers; engineering and construction for plan review and capital improvements; and administration for policy and support staff.

Engineering: 9.64% increase. Status quo.

Administration: 4.41% decrease. Status quo.

Facility Maintenance: 2.74% increase. Status quo.

Street Maintenance: 3.32% increase. Status quo.

Street Light Division: 0.75% increase. Status quo.

Parks Administration: 2.74% decrease. Status quo.

Parks Maintenance: 2.27% increase.

Municipal Court-Harker: 3.6% increase. Status quo.

Police-Burge: 0.64% increase. Status quo.

Fire-Timm: 2.43% increase. Status quo.

Non-Departmental-Harker – Represents capital outlay, contingency, reserves, transfers and ending fund balance. Capital Outlay includes replacing Storage Area Networks (SAN) storage and capital improvements with city-wide benefits. The Ending Fund Balance equals 21.8% of budget.

Mr. Fazio moved to tentatively approve the General Fund. Motion was seconded by Ms. Fisher-Fowler and carried unanimously.

SPECIAL REVENUE FUNDS

Streetlights and Sidewalk-Messenger: 71% decrease.

Bike Trail-Messenger: 14.29% increase for path maintenance and reconstruction.

Golf Fund-Messenger: 41% decrease.

Stewart Trust-Messenger: No increase.

Grant Fund-Harker: No transfers proposed this year.

Hotel/Motel Tax-Harker: Revenues projected at \$1,258,580 to reflect current trend in receipts.

Economic Development-Harker: Hotel/motel tax revenue estimated at \$119,660 to be used for Downtown Main Street Program, wayfinding and participating in developing and expanding economic development partnerships.

Library Special Revenue Fund: Manages grants and donations received. Local and other grants are \$100,000 and donations at \$50,000 for projects including library collection maintenance and enhancement and software and hardware needs for programs.

Ms. Eggers moved to tentatively approve the Special Revenue Funds. Motion was seconded by Mr. Prawitz and carried unanimously.

DEBT SERVICE FUNDS-Harker

Two debt service funds account for a line of credit for Urban Renewal projects and pension obligation bonds. Mr. Fazio moved to tentatively approve the Debt Service Fund. Motion was seconded by Mr. Sykes and carried unanimously.

CAPITAL PROJECT FUNDS:

Equipment Replacement Fund-Harker: Expenditures are proposed at \$933,500 for equipment including a police motorcycle, police sedans, fire vehicle, fire engine, fire radios, fire SCBA cylinders, carpool sedan, public works pickup, patch truck, street flusher, parks pickup, utility vehicle and large mower.

Assessment Improvement Fund-Harker: No specific local improvement districts are planned, but \$100,000,000 is budgeted for potential LID projects.

Transportation Fund-Messenger: 25% decrease.

Park Improvement Fund-Messenger: 12.7% decrease.

Facilities Replacement Fund - Messenger: 30% increase for Fire Stations Nos. 2 and 3 seismic upgrades and library improvements.

Ms. Eggers moved to tentatively approve the Capital Projects Funds. Motion was seconded by Mr. Fazio and carried unanimously.

ENTERPRISE FUNDS:

Storm Drainage Fund-Messenger: 24.9% decrease. Projects include the Black Avenue, Downtown Phase 2, CIPP and Wetland Mitigation Planting.

Airport Fund-Messenger: 24.4% decrease. Projects include the Airport Master Plan and Airport Layout Plan update.

Water Fund-Messenger: 11.56% overall increase.

Water Production: 4.06% increase. Status quo.

Water Transmission and Distribution: 3.15% increase. Status quo.

Water Administration: 4.1% increase. Status quo.

Water Capital Outlay: \$2,460,000 for main replacements for Downtown Phase 2 and Harvard/Bellows, Plant improvements for telemetry upgrades and chlorine generation, cathodic protection upgrades, pickup replacement and reservoir improvements for Stacie Court, Terrace and Grange.

Off-Street Parking-Harker: Funds are used to manage and maintain parking facilities. Downtown Roseburg Association provides parking enforcement and maintenance and provides the City with \$47,500 in contracted revenues.

Mr. Fazio moved to tentatively approve the Enterprise Funds. Motion was seconded by Ms. Zielinski and carried unanimously.

INTERNAL SERVICE FUND

Mr. VanWinkle reviewed the Internal Service Fund established for self-insured workers compensation coverage. Special assessments to departments continue to be implemented to replenish reserves as a result of some large scale claims in previous years. Ms. Fisher-Fowler moved to tentatively approve the Internal Service Fund. Motion was seconded by Ms. Zielinski and carried unanimously.

CITY BUDGET APPROVAL

Mr. Fazio moved to approve and recommend City Council adoption of the proposed 2018/2019 City budget in the amount of \$69,568,948 and approval of the tax rate at \$8.4774 per thousand. Motion was seconded by Mr. Prawitz and carried unanimously.

URBAN RENEWAL

Mr. Colley presented the Urban Renewal Agency budget, which anticipates \$3.69 million in tax increment revenues representing a 2.8% increase over current year. Debt service will transfer \$725,000 for the City's line of credit outlined in the City budget. Projects are budgeted at \$4.275 million for Airport wetland mitigation, Black Street improvements, Downtown Improvements Phase 2, Edenbower/Stewart Parkway left turn, Garden Valley Grind/Overlay, Traffic signal coordination and Façade improvement program.

Mr. Sykes moved to approve the Urban Renewal budget for the 2018/2019 fiscal year in the amount of \$9,188,833. Motion was seconded by Mr. Fazio and carried unanimously.

GOOD OF THE ORDER

Mr. Colley thanked everyone for the questions that were asked, support and time invested. He added that Staff had done a fabulous job at balancing resources to provide a wide array of services.

ADJOURN

Meeting adjourned at 9:09 p.m.



Koree Tate
Management Assistant