

Jc
4/27/18

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

May 1, 2018 - 7:00 P.M.

Meetings will continue on May 15, 16 and 17, 2018 or until the Budget is adopted.

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

CALL TO ORDER 2017 Chair Knut Torvik

ROLL CALL

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

- 1. ELECTION OF OFFICERS – CHAIR AND VICE-CHAIR**
- 2. APPROVAL OF MINUTES – May 9, 2017**
- 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 9, 2017**

Chair Knut Torvik called the City of Roseburg/Roseburg Urban Renewal Agency Budget Committee meeting to order at 7:00 p.m. on Tuesday, May 9, 2017, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Committee Members Present: Mike Baker, Hannah Duncan, Jon Dyer, Alison Eggers, Ken Fazio, Linda Fisher-Fowler, Ashley Hicks, Steve Kaser, Nick Marshall, John McDonald, Elias Minaise, Brian Prawitz, Knut Torvik and Andrea Zielinski.

Committee Members Absent: Tom Ryan and Bob Scott.

Others Present: City Manager Lance Colley, Finance Director Ron Harker, City Recorder Sheila Cox, 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, Sergeant Gary Klopfenstein and Management Technician Debi Davidson. Mayor Larry Rich arrived at 7:16 p.m.

APPROVAL OF MINUTES

Baker moved to approve the minutes of the May 2, 2017, Budget Committee meeting. Motion was seconded by Hicks and carried unanimously.

BUDGET GUIDELINES

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. At the time of budget preparation, dental insurance increases were estimated at 2% increase. Since that time, Staff has learned there will not be a rate increase. Health insurance was originally projected at an 11% increase. Confirmation has been received that the actual increase will be 6.5%.

GENERAL FUND

Department Heads shared presentations outlining current year highlights, ensuing year goals and proposals for their respective 2017-2018 budgets.

Revenues-Harker: Primary sources are \$13.588 million in property taxes based on a 3.25% increase in assessed value; \$2.87 million franchise fees; \$681,598 State shared revenues; \$574,400 user fees and permits; \$374,875 court collections; \$170,000 local intergovernmental revenue, \$9,000 in grants and \$80,000 in interest.

Finance-Harker: 3.3% increase. Status quo.

Finance Information Technology-Harker: 5.9% increase due to reclassification of the IT Technician position. All city computer purchases are budgeted through this division.

Municipal Court-Harker: 3.0% increase. Status quo.

City Manager-Colley: 6.27% increase due to replacing the retiring part-time Management Technician with a full time position. City Recorder Sheila Cox will also be retiring in May 2018, so transition with those positions is a significant goal.

Fire-Timm: 7.1% increase with an increase in time for the Secretary from ½ to ¾.

Community Development-Cowie: 6% increase with enhancements for the compliance program. Abatement expenses are increasing from \$3500 to \$15,000 due to the heavy amount of activity generated by the full-time Compliance Officer. Staff is applying for \$20,000 grant through Travel Oregon to initiate a wayfinding program. Thereafter, a second grant would be pursued for actual sign construction. Baker commended the new Compliance Officer's communication skills.

Police-Burge: 6.85% increase with the addition of a Community Policing Officer and a School Resource Officer which was actually added in the current budget year and is partially funded by the Glide School District. Community policing will spend time primarily in downtown, the parks and bike paths on foot, bicycle or vehicle patrol and help downtown businesses solve problems. Burge believed the biggest impact on criminal issues would come from having immediate consequences for criminal behavior. Thus additional jail bed space needs to be available. Therefore, Staff is working with the Sheriff's Office to buy one jail bed dedicated solely to Roseburg.

Public Works-Messenger. The Public Works Department has a total of 56.35 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: 6.99% increase. Status quo.

Administration: 6.76% increase. Status quo.

Facility Maintenance: 5.06% increase. Status quo.

Street Maintenance: 6.20% increase. Status quo.

Street Light Division: 2.70% increase. Status quo.

Parks Administration: 0.1% decrease due to retirement of a long term employee that will be replaced by someone at the beginning range of the pay scale. Status quo.

Parks Maintenance: 5.18% increase. Costs include utility increases for the anticipated splash pad that will be installed next spring. To address vandalism, cameras were installed at Gaddis Park. Unfortunately, while they may help identify vandals they don't necessarily stop the vandalism.

Non-Departmental-Harker – Represents capital outlay, contingency, reserves, transfers and ending fund balance. Capital Outlay includes acquisition of Laser Fiche Web Portal licensing and potential citywide capital improvement necessities. The Ending Fund Balance equals 23.1% of budget.

Fazio moved to tentatively approve the General Fund. Motion was seconded by Eggers and carried unanimously.

SPECIAL REVENUE FUNDS

Streetlights and Sidewalk-Messenger. 164% increase to pay for South Stewart Parkway and ADA Improvements.

Bike Trail-Messenger: 33% decrease.

Golf Fund-Messenger: 33% decrease. A storm water event this year required a mid-year increase in current year budget to repair damages.

Stewart Trust-Messenger: 45% decrease. Trust funds have been requested for riparian repairs. The City can only use Trust interest earnings. Discussion was held regarding the split of the Trust Fund between the City and the American Legion baseball program.

Grant Fund-Harker: \$1,928,500 is proposed upon receipt of grants for the Head Start building, Certified Local Government, Diamonds in the Rough, Heritage Grant, Preserving Oregon Arts grant for the Lane House, Police training equipment and bullet proof vests, equipment replacement and riparian enhancement.

Hotel/Motel Tax-Harker: Revenues projected at \$1,231,440 to reflect current trend in receipts. Colley indicated the City cannot change the percentage allocations for tourism, economic development, street lights, signals and sidewalks due to legislative restrictions.

Economic Development-Harker: Hotel/motel tax revenue estimated at \$120,000 to be used for wayfinding, Downtown Main Street Program and support of The Partnership. DRA receives \$22,000 toward downtown management.

Eggers moved to tentatively approve the Special Revenue Funds. Motion was seconded by Fisher-Fowler 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. Zielinski moved to tentatively approve the Debt Service Fund. Motion was seconded by Fazio and carried unanimously.

CAPITAL PROJECT FUNDS:

Equipment Replacement Fund-Harker: Expenditures are proposed at \$556,600 for equipment including Community Development permitting system, Fire Staff vehicle, Fire communications equipment, Police motorcycle, Police sedan, 37 conducted energy weapons, an Engineering truck, Street patch truck, Parks pickup, Parks infield groomer and Parks ditchwitch. A transfer of \$675,000 will come from the General Fund. The permitting system will have ongoing maintenance costs which are funded through the I.T. Division Fund.

Assessment Improvement Fund-Harker: No specific local improvement districts are planned, but \$200,000 is budgeted in the event one is formed during the fiscal year.

Facilities Replacement Fund-Harker: Expenditures are proposed at \$2,250,000 for City Hall second floor remodel and seismic upgrades for Fire Stations 2 and 3.

Transportation Fund-Messenger: 27.4% increase which is primarily capital for the South Stewart Parkway improvement project. Only \$150,000 is scheduled for pavement management versus the usual \$800,000 to reflect the Stewart Parkway component. Transportation funds are insufficient and work will be done over the next year to generate additional revenues. Baker pointed out that the ISTE/STP fund program has been replaced with the STBG program.

Park Improvement Fund-Messenger: 10.65% increase for the Fir Grove splash pad and playground and river bank stabilization projects. Donations under Revenues are typically for memorial benches.

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

ENTERPRISE FUNDS:

Storm Drainage Fund-Messenger: 29.06% increase. Projects include South Stewart Parkway, Lane Avenue CIPP, mapping, TMDL implementation and miscellaneous project.

Airport Fund-Messenger: 63.25% increase due to anticipated grant receipts for the Airport Master Plan and Airport Layout Plan updates and obstruction mitigation. Matching funds for those grants will come from the Urban Renewal Fund. Operations decrease by 17.5% due to elimination of the part-time Airport Manager position.

Water Fund-Messenger: 9.7% overall increase.

Water Production: 3.91% increase. Status quo.

Water Transmission and Distribution: 5.35% increase. Status quo.

Water Administration: 3.86% increase. Status quo.

Water Capital Outlay: \$2,027,500 for main replacements on Kansas and Vine; Reservoir Hill Phase 3; plant improvements; upgrades for telemetry, chlorine generation, pumping and cathodic protection, pickup replacement, reservoir improvements on Stacie, 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 \$45,000 in contracted revenues.

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

INTERNAL SERVICE FUND

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. Fazio moved to tentatively approve the Internal Service Fund. Motion was seconded by Fisher-Fowler and carried unanimously.

CITY BUDGET APPROVAL

Fazio moved to approve and recommend City Council adoption of the proposed 2017/2018 City budget and approval of the tax rate at \$8.4774 per thousand. Motion was seconded by Hicks and carried unanimously.

URBAN RENEWAL

Colley presented the Urban Renewal Agency budget which anticipates \$3.59 million in tax increment revenues representing a 3.2% increase over current year. Debt service will transfer \$1,065,000 for the City's line of credit outlined in the City budget. Projects are budgeted at \$3.01 million for pavement management, airport wetland mitigation, Black Street extension,

downtown sidewalk program and streetscape, Edenbower/Stewart Parkway and Garden Valley/Stewart Parkway intersection improvements, Templin Beach restroom relocation, traffic signal coordination, West Avenue improvements and façade improvement program. The District will cease to exist in 2019. Funds will then go back to the impacted taxing entities including \$2 million to the City's General Fund.

Fisher-Fowler moved to approve the Urban Renewal budget. Motion was seconded by Zielinski and carried unanimously.

GOOD OF THE ORDER

Torvik noted the City is in a good state fiscally and expressed appreciation to Staff and the Council for their efficient management of resources. Colley agreed with that assessment and thanked the Committee for their services.

Fisher-Fowler stated that she was aware as a new member there would be a learning curve but the budget document was a great help in forming a picture of City operations, and she thanked everyone for their work on the document.

Meeting adjourned at 9:13 p.m.



Debi Davidson
Management Technician