

**CITY OF ROSEBURG/ROSEBURG URBAN RENEWAL AGENCY
BUDGET COMMITTEE AGENDA – MAY 12, 2020 - 6:00 PM**

Meetings may continue on May 13, 14, and 15, 2020 or until the Budget is adopted.

Electronic Meeting

Public Access:

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at www.Facebook.com/CityofRoseburg

Charter Cable PEG Channel 191



LA
5-5-2020

Public comments can be provided via email to info@cityofroseburg.org by 4:00 p.m. on Tuesday, May 12, 2020

CALL TO ORDER 2019 Chair Knut Torvik

ROLL CALL

Mike Baker	Beverly Cole	Bob Cotterell	Sheila Cox
Alison Eggers	Linda Fisher-Fowler	Ashley Hicks	Brian Prawitz
Bob Scott	Patrice Sipos	Jerry Smead	Bryan Sykes
Knut Torvik	Jeffrey Weller	Andrea Zielinski	

- ELECTION OF OFFICERS – CHAIR AND VICE-CHAIR**
- APPROVAL OF MINUTES – May 14, 2019**
- PUBLIC HEARING – POSSIBLE USES OF STATE REVENUE SHARING FUNDS**
- PRESENTATION OF BUDGET MESSAGE**
- STAFF PRESENTATIONS - FUND BUDGET REVIEW**

A. General Fund

- | | |
|-------------------------------|-------------------------------------|
| 1. Revenues (39) | Finance Director Ron Harker |
| 2. City Manager (41) | City Recorder Amy L. Sowa |
| Finance (43) | Finance Director Ron Harker |
| 3. I.T. (45) | |
| 4. Community Development (47) | Community Develop Dir Stuart Cowie |
| 5. Library (49) | Library Director Kris Wiley |
| 6. Public Works (51) | Public Works Director Brice Perkins |
| A. Engineering (51) | |
| B. Administration (53) | |
| C. Facility Maintenance (55) | |
| D. Street Maintenance (57) | |
| E. Streetlights (59) | |
| F. Parks and Recreation (63) | |
| 7. Municipal Court (65) | Finance Director Ron Harker |
| 8. Police (67) | Police Chief Gary Klopfenstein |
| 9. Fire (69) | Fire Chief Gary Garrisi |
| 10. Non-Departmental (71) | Finance Director Ron Harker |

Tentative Approval of the General Fund

B. Special Revenue Funds

- | | |
|-----------------------------------|-------------------------------------|
| 1. Streetlights and Sidewalk (78) | Public Works Director Brice Perkins |
| 2. Bike Trail (81) | |

- 3. Golf (83)
- 4. Stewart Trust (89)
- 5. Grant Special Revenue (73) Finance Director Ron Harker
- 6. Hotel/Motel Tax (76)
- 7. Economic Development (85)
- 8. Library (87) Library Director Kris Wiley

Tentative Approval of the Special Revenue Funds

- C. Debt Service Funds Finance Director Ron Harker
 - 1. Debt Retirement Fund (91)
 - 2. Pension Obligation Debt Service Fund (93)

Tentative Approval of the Debt Service Fund

- D. Capital Projects Funds
 - 1. Equipment Replacement (102) Finance Director Ron Harker
 - 2. Assessment Improvement (108)
 - 3. Transportation Fund (95) Public Works Director Brice Perkins
 - 4. Park Improvement (99)
 - 5. Facilities Replacement (110)

Tentative Approval of the Capital Projects Funds

- E. Enterprise Funds
 - 1. Storm Drainage (113) Public Works Director Brice Perkins
 - 2. Airport (118) City Manager Nikki Messenger
 - 3. Water Service (123)
 - 4. Off-Street Parking (116) Finance Director Ron Harker

Tentative Approval of the Enterprise Funds

- F. Internal Service Fund (137) Human Resources Dir John VanWinkle

Tentative Approval of the Internal Service Fund

6. AUDIENCE PARTICIPATION

7. APPROVAL OF CITY OF ROSEBURG BUDGET & APPROVAL OF TAX RATE

Suggested motion: I move to approve and recommend City Council adoption of the budget for the 2020/2021 fiscal year in the amount of \$76,595,538, and to approve property taxes for the 2020/2021 fiscal year at the rate of \$8.4774 per \$1,000 of assessed value for the permanent rate tax levy.

8. PRESENTATION OF URBAN RENEWAL BUDGET

- A. General Fund (3) Finance Director Ron Harker
- B. Capital Projects (5)

9. APPROVAL OF URBAN RENEWAL AGENCY BUDGET

Suggested motion: I move to approve the Urban Renewal budget for the 2020/2021 fiscal year in the amount of \$987,316.

10. GOOD OF THE ORDER

11. 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.

AUDIENCE PARTICIPATION INFORMATION

The Roseburg City Budget Committee welcomes and encourages participation by citizens at all our meetings. To allow the Budget Committee to deal with business on the agenda in a timely fashion, we ask that anyone wishing to address the Committee follow these simple guidelines:

Persons providing comments via email to the Budget Committee must include their name and address for the record, including whether or not they are a resident of the City of Roseburg. The Budget Committee reserves the right to delay any action requested until they are fully informed on the matter.

CITIZEN PARTICIPATION – AGENDA ITEMS

Anyone wishing to provide comments may do so by emailing info@cityofroseburg.org by 4:00 p.m. Tuesday, May 12, 2020.

**MINUTES OF THE MEETING OF THE CITY OF ROSEBURG/ROSEBURG
URBAN RENEWAL AGENCY BUDGET COMMITTEE
May 14, 2019**



Chair Torvik called the City of Roseburg/Roseburg Urban Renewal Agency Budget Committee meeting to order at 7:00 p.m. on Tuesday, May 14, 2019, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Committee Members Present: Mike Baker, Bob Cotterell, Hannah Duncan, Alison Eggers, Ashley Hicks (arrived at 7:13 p.m.), Nick Marshall, Tom Ryan, Patrice Sipos, Bryan Sykes, Knut Torvik and Andrea Zielinski.

Committee Members Absent: Brian Prawitz, Ken Fazio, Beverly Cole, Linda Fisher-Fowler and Bob Scott.

Others Present: City Manager Pro-Tem Nikki Messenger, Finance Director Ron Harker, City Recorder Amy Sowa, Police Chief Gary Klopfenstein, Human Resources Director John VanWinkle, Community Development Director Stuart Cowie, Fire Chief Gary Garrisi, Library Director Kris Wiley and Management Assistant Koree Tate.

APPROVAL OF MINUTES

Committee Member Baker moved to approve the minutes of the May 7, 2019 Budget Committee Meeting. The motion was seconded by Committee Member Cotterell and approved with the following vote: Committee Members Baker, Cotterell, Duncan, Eggers, Marshall, Ryan, Sipos, Sykes, Torvik and Zielinski voted yes. No one voted no.

BUDGET GUIDELINES

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

GENERAL FUND

Department Heads shared presentations outlining current year highlights, ensuing year goals and proposals for their respective 2019-2020 budgets.

Revenues - Harker: Primary sources are \$17.089 million in property taxes based on a 20.63% increase in assessed value; \$155,000 other taxes, \$3.056 million franchise fees; \$840,500 State shared revenues; \$641,800 user fees and permits; \$428,000 court collections; \$170,000 local intergovernmental revenue and \$200,000 in interest.

City Manager - Sowa 10.84% increase due to hiring a new City Manager, a full year with a new City Recorder and an increase in PERS and benefit rates. In response to Committee Member Hicks, Ms. Sowa confirmed the dollar amount listed for Council travel expenses was to be used by all of Council and not per Councilor and the codification line item was reduced due to a newly renegotiated price. Mr. Harker explained to Committee Member Hicks that her question regarding office supplies was the same amount of money that is appropriated from year to year.

Finance Department - Harker: 6.2% increase. Status quo. In response to Committee Member Hicks, Mr. Harker explained the new types of payment options would be for the Court Department to have the capability for people to review their open charges and make payments online, by text or on a cell phone. The process would show payments in real time.

Information Technology - Harker – 5% increase due to a part-time help desk position that was added. In response to Committee Member Hicks, Mr. Harker explained the contracted services line item was used for contracts with third party vendors to help carry out projects.

Community Development - Cowie: 7% increase due to the hiring of an additional Associate Planner during the current fiscal year. A small increase was also for office furniture, travel and training expenses. Committee Member Hicks expressed concern about building permits and if fees were a deterrent to citizens in the area. Committee Chair Torvik explained that question was a policy question and should be addressed outside the meeting or at a Council Meeting. Mr. Cowie said he was happy to address her concerns outside of the meeting.

Library – Wiley: 17% increase due to opening the Library last year and reviewing service level needs. Currently, there are over 3,500 cardholders with an expected total of around 10,000 within a couple years. They average 512 visitors a day and have 75 volunteers who assist with day-to-day functions. In response to Committee Member Hicks, Ms. Wiley confirmed a youth employee had been hired for the summer temporary reading aid program.

Public Works - Messenger: The Public Works Department has a total of 45.6 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: 3.8 decrease due to removing a .5 engineering intern.

Administration: 9.22% increase due to personnel cost. Status quo.

Facility Maintenance: 3.48% increase. Status quo.

Street Maintenance: 4% increase. Status quo.

Street Light Division: 1.85% increase. Status quo.

Parks Administration: 8.32% increase. Status quo.

Parks Maintenance: 11.84% increase due to the addition of one Park Maintenance employee.

Municipal Court - Harker: 1.1% increase. Status quo. Will implement an online payment solutions system to allow for payments of fines 24/7. In response to Committee Member Baker, Mr. Harker explained the rental fee was imposed due to the usage of a courtroom at the Douglas County Courthouse. In response to Committee Member Sipos, Mr. Harker stated the banking fees line item was due to merchant fees to process credit cards.

Police - Klopfenstein: 10.43% increase due to the addition of two part-time Community Service Officers and increased dispatch and radio fees charged Douglas County. In response to Committee Chair Torvik, Mr. Klopfenstein explained the increased dispatch fees were based on the evaluation by the County and the creation of a formula used to determine how service calls are split amongst cities within the County and was considered as a non-discretionary increase. Unless the County increases fees to a point of making a determination to open their own dispatch service, the fees were something he had to pay. Committee Member Baker stated that if the City created their own service, other smaller communities could opt to join for better pricing. In response to Committee Member Hicks, Mr. Klopfenstein explained the reason for a decrease with

uniforms was based on the fact they had fewer new employee openings to fill. It was less expensive to maintain uniforms when compared to purchasing several new uniforms.

Fire - Garrisi: 8.47% increase due to an increase from a three quarter secretary to full time, dispatch fees and increased fuel. In response to Committee Member Hicks, Mr. Garrisi explained emergency services were a collaborative effort with all departments and to ensure Staff is ready for an emergency, no matter the size, it was important to continue training.

Non-Departmental - Harker – Represents capital outlay, contingency, reserves, transfers and ending fund balance. Capital Outlay has a 23% decrease. There will be a 6.4% decrease for transfers. There was a new \$25,000 item for insurance deductibles. In the past, each department handled their own deductible. The proposal is to concentrate those into one location that is outside the operational budgets. In response to Committee Chair Torvik, Mr. Harker confirmed this was the sum of operational expenditures.

Committee Member Ryan moved to tentatively approve the General Fund. The motion was seconded by Committee Member Cotterell and approved with the following vote: Committee Members Baker, Duncan, Marshall, Sipos, Sykes, Torvik, Cotterell, Eggers, Hicks, Ryan and Zielinski voted yes. No one voted no.

SPECIAL REVENUE FUNDS

Streetlights and Sidewalk - Messenger: 20.75% increase for ADA improvements, Beulah Park and Wayfinding.

Bike Trail - Messenger: No increase. Status Quo.

Golf Fund - Messenger: 27.95% increase for Administration, buildings and ground maintenance.

Stewart Trust Fund - Messenger: 100% increase and can be used for the Stewart Park Pavilion Project and Legion Field Improvements. In response to Committee Member Hicks, Ms. Messenger confirmed the pavilion was not a historic structure and was constructed in the early 1970's.

Grant Special Revenue Fund - Harker: No transfers proposed this year for the General Fund.

Hotel/Motel Tax - Harker: Revenues projected at \$1,250,000 to reflect current trend in receipts. Revenue allocation by ordinance is 57.25% tourism, 32.89% streetlights, signals and sidewalks and 9.86% Economic Development. Harker presented an additional information sheet showing the total expenditure was going to decrease by 100,000.

Economic Development - Harker: Hotel/motel tax revenue estimated at \$119,310 to be used for Downtown Main Street Program, wayfinding and participating in developing and expanding economic development partnerships. A \$100,000 State Grant will be included with this section from Travel Oregon for Wayfinding.

Library Special Revenue Fund - Wiley: Looking to renovate the Ford Room, painting library stacks area, replacing some wood furniture with lounge seating and library collection maintenance and enhancement. In response to Committee Member Ryan, Ms. Wiley explained she would create a proposal for grant or foundation funds to support the renovations.

Committee Member Ryan moved to tentatively approve the Special Revenue Funds with the adjustments to the hotel/motel tax fund and the Economic Development Fund. The motion was seconded by Committee Member Cotterell and approved with the following vote: Committee Members Baker, Duncan, Marshall, Sipos, Sykes, Torvik, Cotterell, Eggers, Hicks, Ryan and Zielinski voted yes. No one voted no.

DEBT SERVICE FUNDS - Harker

Two debt service funds account for a line of credit for Urban Renewal projects and pension obligation bonds. The Principal and interest due would be \$474,584.00.

Committee Member Eggers moved to tentatively approve the Debt Service Fund. Motion was seconded by Committee Vice-Chair Sykes and approved with the following vote: Committee Members Baker, Duncan, Marshall, Sipos, Sykes, Torvik, Cotterell, Eggers, Hicks, Ryan and Zielinski voted yes. No one voted no.

CAPITAL PROJECT FUNDS:

Equipment Replacement Fund - Harker. Expenditures are proposed at \$1,077,900 for major vehicle and equipment acquisitions. In response to Committee Member Hicks, Mr. Klopfenstein stated the sport utility vehicles for Police Vehicles had proved to be more versatile than other types due to the larger cage area, storage for more equipment and space for prisoners. The vehicles were police rated and do not roll over under the right circumstances.

Assessment Improvement Fund - Harker. No specific local improvement districts are planned, but \$1,000,000 was budgeted for potential LID projects. In response to Committee Member Hicks, Ms. Messenger explained an example of an LID would be for sidewalks. When the new Urban Renewal District begins, people could take advantage of the housing incentives. Owners are responsible for adding sidewalks, but could wait until road design and changes take place. The LID shows commitment by the property owner.

Transportation Fund - Messenger: 33.48% increase due to projects for ARTS, traffic signal coordination, Douglas Avenue design and Stewart Parkway Bridge approaches.

Park Improvement Fund-Messenger: 34.45% decrease.

Facilities Replacement Fund - Messenger. 96% decrease. There were many large projects the previous year and this does not have a general funding source. The City will need to replace the boiler at City Hall, remove an old wastewater treatment plant that is part of the Park Maintenance grounds, and look at ways to expand the substandard facility.

Committee Member Eggers moved to tentatively approve the Capital Projects Funds. Motion was seconded by Committee Member Zielinski and approved with the following vote: Committee Members Baker, Duncan, Marshall, Sipos, Sykes, Torvik, Cotterell, Eggers, Hicks, Ryan and Zielinski voted yes. No one voted no.

ENTERPRISE FUNDS:

Storm Drainage Fund - Messenger: 25.49% increase for the cast in place piping project and service truck replacement.

Airport Fund - Messenger: 164% increase due to obstruction mitigation and runway electrical upgrades.

Water Fund – Messenger: Total increase for Water Service Fund is 42%

Water Production: 3.50% increase. Status quo.

Water Transmission and Distribution: 4.42% increase. Status quo.

Water Administration: 14.25% increase. Status quo.

Water Capital Outlay: \$4,927,500 for main replacements, new mains, plant improvements, chlorine generation, reservoir improvements, transmission main and vehicle replacement.

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 and \$58,732 for maintenance and utilities.

Committee Member Cotterell moved to tentatively approve the Enterprise Funds. Motion was seconded by Committee Vice-Chair Sykes and approved with the following vote: Committee Members Baker, Duncan, Marshall, Sipos, Sykes, Torvik, Cotterell, Eggers, Hicks, Ryan and Zielinski voted yes. No one voted no.

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. Proposed balance at \$702,529 with \$364,000 in resources from other funds based on premium rates and current claims estimates. There is \$417,726 in anticipated expenses based on activities and claims history. In response to Committee Member Hicks, Mr. Harker explained the interest accrued was for holding the funds in the bank.

Committee Member Hicks moved to tentatively approve the Internal Service Fund. Motion was seconded by Ryan and approved with the following vote: Committee Members Baker, Duncan, Marshall, Sipos, Sykes, Torvik, Cotterell, Eggers, Hicks, Ryan and Zielinski voted yes. No one voted no.

CITY BUDGET APPROVAL

Committee Member Cotterell moved to approve and recommend City Council adoption of the proposed 2018/2019 City budget in the amount of \$73,631,621 and approval of the tax rate at \$8.4774 per thousand. Motion was seconded by Committee Member Ryan and approved with the following vote: Committee Members Baker, Duncan, Marshall, Sipos, Sykes, Torvik, Cotterell, Eggers, Hicks, Ryan and Zielinski voted yes. No one voted no.

URBAN RENEWAL

Mr. Harker presented the Urban Renewal Agency budget, which anticipates \$202,000 current tax increment revenue to be generated from new East/Diamond Lake Urban renewal district. There is \$28,000 prior year's tax increment revenue from expiring Urban renewal district. Going to transfer 679,837 for capital projects.

Committee Member Cotterell moved to approve the Urban Renewal budget for the 2019/2020 fiscal year in the amount of \$2,528,782. Motion was seconded by Committee Vice-Chair Sykes and approved with the following vote: Committee Members Baker, Duncan, Marshall, Sipos, Sykes, Torvik, Cotterell, Eggers, Hicks, Ryan and Zielinski voted yes. No one voted no.

GOOD OF THE ORDER

No discussion during this portion of the meeting.

ADJOURN

Meeting adjourned at 9:20 p.m.

Koree Tate

Koree Tate
Management Assistant