

**MINUTES OF THE PROCEEDINGS OF THE  
URBAN RENEWAL AGENCY BUDGET COMMITTEE**

**April 11, 2019**

The minutes of the proceedings of a budget committee meeting of the Urban Renewal Agency of the City of Coos Bay, Coos County, Oregon, held at 6:00 p.m. in the City Hall Council Chambers, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Committee Members attending were Joe Benetti, Curt Benward, Lucinda DiNovo, Drew Farmer, Harold (Ken) Folker, Steven Horne, Stephanie Kilmer, Phil Marler, Carmen Matthews, Rob Miles, Joe Monahan, and Patrick Terry. Committee Members Melissa Cribbins and Roy Metzger were absent. City staff present were City Manager Rodger Craddock, Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Fire Chief Mark Anderson, Battalion Chief Jeffery Adkins, Library Director Sami Pierson, Police Captain Chris Chapanar, and Public Works and Community Development Director Jim Hossley.

**Welcome and Introductions by City Manager Rodger Craddock**

City Manager Rodger Craddock opened and welcomed everyone to the budget committee meeting.

**Election of Officers**

Committee Member DiNovo nominated Phil Marler as Chair. Committee Member Farmer seconded the motion which carried. Ayes: Benetti, Benward, DiNovo, Farmer, Folker, Horne, Kilmer, Marler, Miles, Monahan, Terry. Absent: Cribbins, Matthews, Metzger.

Committee Member Benetti nominated Steve Horne as Vice-Chair. Committee Member Kilmer seconded the motion which carried. Ayes: Benetti, Benward, DiNovo, Farmer, Folker, Horne, Kilmer, Marler, Miles, Monahan, Terry. Absent: Cribbins, Matthews, Metzger.

Committee Member DiNovo nominated Stephanie Kilmer as Secretary. Committee Member Farmer seconded the motion which carried. Ayes: Benetti, Benward, DiNovo, Farmer, Folker, Horne, Kilmer, Marler, Miles, Monahan, Terry. Absent: Cribbins, Matthews, Metzger.

**Public Comments**

No comments were made.

**Overview of Municipal Budgeting in Oregon**

City Manager Rodger Craddock provided an overview of municipal budgeting in Oregon.

**Presentation of the Budget Message by Budget Officer Rodger Craddock**

City Manager Rodger Craddock presented the budget message for fiscal year (FY) 2019-2020 as attached to the proposed budget and hereby made part of the record. City Manager Craddock reported the proposed Urban Renewal Agency (URA) budget was a combined total of

\$13,207,888 with planned expenditures balancing total revenues. City Manager Craddock provided a general overview of the budget funds and categories and noted both the Downtown and Empire Districts were financially sound. Significant highlights of the proposed budget included a combined total of materials and services and capital project expenditures of \$9,757,900 for both districts; Downtown totaling \$4,619,900 and Empire totaling \$5,138,000. Proposed projects and programs included: \$100,000 for Downtown and \$50,000 Empire Façade programs, \$600,000 for Downtown and \$3,476,000 for Empire street improvement projects, and \$919,566 for unidentified URA projects. Other projects budgeted for the Downtown District included \$700,000 for Front Street property acquisition and Brownfield mitigation, \$150,000 for sidewalk rehabilitation, \$50,000 for Front Street enhancements, and \$1,600,000 for Hemlock / Hwy intersection (Coos Bay Village); other projects budgeted for the Empire District included \$1,193,958 for Hollering Place related development. In the process of completing a long-term loan agreement in the amount of \$3,300,000 for the procurement and development of property and reimbursement for cost related to the Hemlock intersection upgrades and future streetscape projects; it is a ten (10) year loan maturing in 2028. In 2018, URA went out for a long-term drawdown loan for the new library site purchase and Newmark Seawall; to date \$692,000 has been drawn down with the remaining to be drawn for Newmark Seawall project this budget year. The Agency will be going out for a second long-term loan for \$2,800,000 to fund Empire street projects.

City Manager Craddock stated the proposed budget included the imposition of a citywide urban renewal special levy option pursuant to ORS 457.435(2). City Manager Craddock recommended the budget committee impose the Urban Renewal Agency's maximum 100% amount from the division of taxes and should the budget committee wish to impose the special levy, he recommended a limitation of 28% of the plan's maximum authority, and limit it to the Downtown Plan area. Imposing more would likely have an adverse effect on the City's General Fund as well as the overlapping taxing districts due to compression as a result of Measure 5.

Committee Member Matthews entered the meeting at 6:14 p.m.

### **Review of the Proposed Budget for Fiscal Year 2019-2020**

Chair Marler briefly explained the procedures for going through the proposed budget and the procedures for redlining items. The Committee reviewed each fund in the URA budget, no suggested changes were made.

### **Downtown Special Revenue Fund**

The Budget Committee reviewed the Downtown Special Revenue Fund 51, Department 910, no changes were made.

### **Empire Special Revenue Fund**

The Budget Committee reviewed the Empire Special Revenue Fund 52, Department 915, no changes were made.

### **Empire Program Fund**

The Budget Committee reviewed the Empire Program Fund 53, Department 930, no changes were made.

### **Downtown Bond Fund**

The Budget Committee reviewed the Downtown Bond Fund 54, Department 920, no changes were made.

### **Empire Bond Fund**

The Budget Committee reviewed the Empire Bond Fund 55, Department 925, no changes were made.

### **Downtown Program Fund**

The Budget Committee reviewed the Downtown Program Fund 56, Department 935, no changes were made.

### **Downtown Capital Projects Fund**

The Budget Committee reviewed the Downtown Capital Projects Fund 57, Department 940. Committee Member Benetti redlined Downtown Capital Projects Fund Resources, page 12, line item 370-0310 City Hall Seismic Principal Payment and line item 370-0320 City Hall Seismic Interest Payment.

Committee Member Kilmer moved to approve an increase of \$200,000 to line item 520-2415 Façade Program to \$300,000, and reduce line item 530-3123, Urban Renewal Projects, by equal amount to \$719,566. Committee Member Benetti seconded the motion which carried. Ayes: Benetti, Benward, DiNovo, Farmer, Folker, Horne, Kilmer, Marler, Matthews, Miles, Monahan, Terry. Absent: Cribbins, Metzger.

### **Empire Capital Projects Fund**

The Budget Committee reviewed the Empire Capital Projects Fund 58, Department 945, no changes were made.

### **Downtown Bond Reserve Fund**

The Budget Committee reviewed the Downtown Bond Reserve Fund 60, Department 950, no changes were made.

### **Review of Redlined Budget Items**

Committee Member Benetti redlined Downtown Capital Projects Fund Resources Fund 57, Department 940, page 12, line item 370-0310 City Hall Seismic Principal Payment and line item 370-0320 City Hall Seismic Interest Payment. Committee Member Benetti stated he redlined the items to forgo the final two (2) payments to URA from the City of Coos Bay. Committee Member Monahan moved to approve forgoing the payments from the City's General Fund to the URA reducing line item 370-0310 City Hall Seismic Principal Payment and line item 370-0320 City Hall Seismic Interest Payment to zero (\$0) dollars. Committee Member Benetti seconded the motion which carried. Ayes: Benetti, Benward, DiNovo, Farmer, Folker, Horne, Kilmer, Marler, Matthews, Miles, Monahan, Terry. Absent: Cribbins, Metzger.

**Approval of Option 1 for Method used in Collecting Urban Renewal Property Taxes, Pursuant to ORS 457.435(2)(a)**

Committee Member Monahan moved to approve selecting "Option 1" pursuant to ORS 457.435 (2)(a) as the method used to collect urban renewal property taxes. Committee Member Benward seconded the motion which carried. Ayes: Benetti, Benward, DiNovo, Farmer, Folker, Horne, Kilmer, Marler, Matthews, Miles, Monahan, Terry. Absent: Cribbins, Metzger.

**Approval to Impose Urban Renewal Agency's Maximum 100% Amount from the Division of Taxes and Special Levy Option Levy at 28% for the Downtown District**

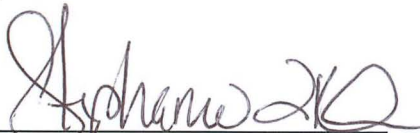
Committee Member Kilmer moved to approve imposing the Urban Renewal Agency's maximum 100% amount from the division of taxes and to impose the special levy option in the Downtown Plan area and limit it to 28% of the plan's maximum authority. Committee Member DiNovo seconded the motion which carried. Ayes: Benetti, Benward, DiNovo, Farmer, Folker, Horne, Kilmer, Marler, Matthews, Miles, Monahan, Terry. Absent: Cribbins, Metzger.

**Approval of Fiscal Year 2019-2020 Budget**

Committee Member DiNovo moved to approve the fiscal year 2019-2020 Urban Renewal budget and forward it to the Urban Renewal Agency for adoption at the June 4, 2019 Urban Renewal Agency meeting. Committee Member Miles seconded the motion which carried. Ayes: Benetti, Benward, DiNovo, Farmer, Folker, Horne, Kilmer, Marler, Matthews, Miles, Monahan, Terry. Absent: Cribbins, Metzger.

**Adjourn**

There being no further business to come before the Committee, Chair Marler adjourned the meeting.

Attest:   
Stephanie Kilmer, Secretary

  
Phil Marler, Chair