

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

May 14, 2020

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. as a virtual meeting.

Those Attending

Committee Members attending were Joe Benetti, Drew Farmer, Harold (Ken) Folker, Steven Horne, Stephanie Kilmer, Ali Mageehon, Phil Marler, Rob Miles, Florence Pourtal-Stevens, Fredrick Taylor, and Patrick Terry. Committee Members Lucinda DiNovo, Carmen Matthews, 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, Library Director Sami Pierson, Deputy Library Director Christina Coffman, Police Chief Gary McCullough, Deputy Police Chief Chris Chapanar, Police Lieutenant Michael Shaffer, 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 Benetti nominated Phil Marler as Chair. Committee Member Kilmer seconded the motion which carried. Ayes: Benetti, Farmer, Folker, Horne, Kilmer, Mageehon, Marler, Miles, Pourtal-Stevens, Taylor, Terry. Absent: DiNovo, Matthews, Metzger.

Committee Member Benetti nominated Stephanie Kilmer as Vice-Chair. Committee Member Miles seconded the motion which carried. Ayes: Benetti, Farmer, Folker, Horne, Kilmer, Mageehon, Marler, Miles, Pourtal-Stevens, Taylor, Terry. Absent: DiNovo, Matthews, Metzger.

Committee Member Benetti nominated Patrick Terry as Secretary. Committee Member Kilmer seconded the motion which carried. Ayes: Benetti, Farmer, Folker, Horne, Kilmer, Mageehon, Marler, Miles, Pourtal-Stevens, Taylor, Terry. Absent: DiNovo, Matthews, Metzger.

Public Comments

No comments were provided online and no public comment forms were received.

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) 2020-2021 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

\$15,766,240 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 \$12,148,889 for both districts; Downtown totaling \$8,500,926 and Empire totaling \$3,647,963. Proposed projects and programs included: \$750,000 for Downtown and \$50,000 Empire Façade programs, \$2,350,000 for Downtown and \$1,010,000 for Empire street improvement projects, and \$1,853,854 for Downtown and \$589,935 Empire unidentified URA projects. Other projects budgeted for the Downtown District included \$790,000 for Front Street property acquisition and Brownfield mitigation, \$150,000 for sidewalk rehabilitation, \$50,000 for possible kayak launch, and \$1,600,000 for Hemlock / Hwy intersection (Coos Bay Village); other projects budgeted for the Empire District included \$1,500,000 for Hollering Place related development and \$200,000 for Newmark Seawall.

In 2018, URA went out for a long-term loan for the new library site purchase and Newmark Seawall for \$1,435,000; it is a ten (10) year loan maturing in 2027. In 2019, URA completed 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 2019, URA completed a second long-term loan agreement in the amount of \$2,850,000 for Empire street infrastructure reconstruction; it is a ten (10) year loan maturing in 2028. In 2020, URA went out for a long-term loan in the amount of \$3,400,000 for 4th Street and pedestrian infrastructure reconstruction; it is a ten (10) year loan maturing in 2029.

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, 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.

Review of the Proposed Budget for Fiscal Year 2020-2021

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, no changes were made.

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.

Empire Bond Reserve Fund

The Budget Committee reviewed the Empire Bond Reserve Fund 61, Department 955, no changes were made.

Review of Redlined Budget Items

There were no redlined items.

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

Committee Member Miles 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 Kilmer seconded the motion which carried. Ayes: Benetti, Farmer, Folker, Horne, Kilmer, Mageehon, Marler, Miles, Pourtal-Stevens, Taylor, Terry. Absent: DiNovo, Matthews, 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 Farmer 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 Kilmer seconded the motion which carried. Ayes: Benetti, Farmer, Folker, Horne, Kilmer, Mageehon, Marler, Miles, Pournal-Stevens, Taylor, Terry. Absent: DiNovo, Matthews, Metzger.

Approval of Fiscal Year 2020-2021 Budget

Committee Member Pournal-Stevens moved to approve the fiscal year 2020-2021 Urban Renewal budget and forward it to the Urban Renewal Agency for adoption at the June 2, 2020 Urban Renewal Agency meeting. Committee Member Kilmer seconded the motion which carried. Ayes: Benetti, Farmer, Folker, Horne, Kilmer, Mageehon, Marler, Miles, Pournal-Stevens, Taylor, Terry. Absent: DiNovo, Mathews, Metzger.

Adjourn

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

Attest: 
Patrick Terry, Secretary


Phil Marler, Chair