

MINUTES OF THE PROCEEDINGS OF THE URBAN RENEWAL AGENCY BUDGET COMMITTEE

April 15, 2021

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, Drew Farmer, Harold Folker, Stephanie Kilmer, Phil Marler, Carmen Matthews, Rob Miles, and Colleen Sutton. Committee Members Lucinda DiNovo, Steven Horne, Ali Mageehon, Sara Stephens, and Frederick Taylor attended remotely by teleconference. Committee Member Florence Pourtal-Stevens was absent. City staff present were Agency Manager Rodger Craddock, Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Fire Chief Mark Anderson, Library Director Sami Pierson, Deputy Police Chief Chris Chapanar, and Public Works and Community Development Director Jim Hossley. City staff attending remotely by teleconference were Police Chief Gary McCullough and Deputy Library Director Christina Coffman.

Welcome and Introductions by Agency Manager Rodger Craddock

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

Overview of Municipal Budgeting in Oregon

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

Election of Officers

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

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

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

Public Comments

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

Presentation of the Budget Message by Budget Officer Rodger Craddock

Agency Manager Rodger Craddock presented the budget message for fiscal year (FY) 2021-2022 as attached to the proposed budget and hereby made part of the record. Agency Manager Craddock reported the proposed Urban Renewal Agency (URA) budget was a combined total of \$10,543,913 with planned expenditures balancing total revenues. Agency Manager Craddock provided a general overview of the budget funds and categories and noted both the Downtown and Empire Districts were financially sound. The proposed budget document reflected a reduction in the number of funds from five (Special Revenue Bond, Program Fund, Bond Fund, Capital Projects Fund, and Bond Reserve Fund) to three (Special Revenue Fund, Bond Fund, and Capital Projects Fund) for each district as a best governmental accounting practice.

Significant highlights of the proposed budget included a combined total of materials and services and capital project expenditures of \$7,231,413 for both districts; Downtown totaling \$4,041,939 and Empire totaling \$3,189,474. Proposed projects and programs included: \$750,000 for Downtown and \$100,000 Empire Building Improvement programs, \$1,340,127 for Downtown and \$1,449,500 for Empire Street improvement projects, and \$395,834 for Downtown and \$1,009,549 Empire unidentified URA projects. Other projects budgeted for the Downtown District included \$250,000 for Front Street / Coos History Museum Plaza, \$150,000 for sidewalk rehabilitation, and \$450,000 for streetscapes.

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.

Agency Manager Craddock stated the proposed budget included the imposition of a citywide urban renewal special levy option pursuant to ORS 457.435 (2) (a). Agency 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 2021-2022

Chair Farmer 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. This fund was combined with the Empire Capital Projects Fund 58.

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. This fund was combined with the Downtown Capital Projects Fund 57.

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. This fund was combined with the Downtown Bond Fund 54.

Empire Bond Reserve Fund

The Budget Committee reviewed the Empire Bond Reserve Fund 61, Department 955, no changes were made. This fund was combined with the Empire Bond Fund 55.

Review of Redlined Budget Items

There were no redlined items.

Approval of “Option 1” Pursuant to ORS 457.435 (2) (a)

Committee Member DiNovo moved to approve selecting “Option 1” pursuant to ORS 457.435 (2) (a) as the method used to collect urban renewal property taxes. Vice-Chair Matthews seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Folker, Horne, Kilmer, Mageehon, Marler, Matthews, Miles, Stephens, Sutton, Taylor. Absent: Pournal-Stevens.

Approval to Impose the Division of Taxes and Special Levy Option Levy Option Taxes

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

Approval of Proposed Fiscal Year 2021-2022 Budget

Committee Member Marler moved to approve the proposed fiscal year 2021-2022 Urban Renewal budget and forward it to the Urban Renewal Agency for adoption at the June 1, 2021 Urban Renewal Agency meeting. Secretary Kilmer seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Folker, Horne, Kilmer, Mageehon, Marler, Matthews, Miles, Stephens, Sutton, Taylor. Absent: Pournal-Stevens.

Adjourn

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

Drew Farmer, Chair

Attest: _____
Stephanie Kilmer, Secretary