

**CITY OF COOS BAY URBAN RENEWAL AGENCY  
BUDGET COMMITTEE**

**April 17, 2014**

The minutes of the proceedings of a meeting of the City of Coos Bay Urban Renewal Agency Budget Committee held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Committee Members attending were Brian Bowers, Mark Daily, Lucinda DiNovo, Jennifer Groth, Thomas Leahy, Philip Marler, Roy Metzger, Colin Myatt, Alan Pettit, Crystal Shoji, and Brooke Walton. Committee Members Stephanie Kramer, John Muenchrath, and Mike Vaughan were absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Community Development Director Eric Day, Fire Chief Mark Anderson, Police Chief Gary McCullough, and Public Works Director Jim Hossley.

Council Members, Budget Committee Members, and Staff introduced themselves. City Manager Rodger Craddock gave a presentation on governmental budgeting.

Committee Member Metzger entered the meeting at 7:03 p.m. Committee Member Daily entered the meeting at 7:05 p.m.

**Election of Officers**

Committee Member Metzger nominated Jennifer Groth as Chair. Committee Member Bowers seconded the motion which carried with Committee Members Bowers, Daily, DiNovo, Groth, Leahy, Marler, Metzger, Myatt, Pettit, Shoji, and Walton voting aye. Committee Members Kramer, Muenchrath, and Vaughan were absent.

Committee Member Shoji nominated Brian Bowers as Vice-Chair. Committee Member Daily seconded the motion which carried with Chair Groth and Committee Members Bowers, Daily, DiNovo, Leahy, Marler, Metzger, Myatt, Pettit, Shoji, and Walton voting aye. Committee Members Kramer, Muenchrath, and Vaughan were absent.

Committee Member Shoji nominated Lucinda DiNovo as Secretary. Committee Member Daily seconded the motion which carried with Chair Groth and Committee Members Bowers, Daily, DiNovo, Leahy, Marler, Metzger, Myatt, Pettit, Shoji, and Walton voting aye. Committee Members Kramer, Muenchrath, and Vaughan were absent.

**Public Comments**

No comments were made.

**Presentation of the 2014-2015 Urban Renewal Agency Budget Message**

City Manager Rodger Craddock presented the budget message for Fiscal Year 2014-2015 which is attached and hereby made part of the record. City Manager Craddock reported the proposed Urban Renewal Agency budget was a combined total of \$4,967,803 with planned expenditures balancing total revenues and noted both the Downtown and Empire Districts were financially sound. City Manager Craddock provided a general overview of the budget funds and categories.

Significant highlights of the proposed budget included a combined total of materials and services and capital project expenditures of \$2,691,279 for both districts; Downtown totaling \$1,642,806 and Empire totaling \$1,048,473. Proposed projects and programs included: Façade Program, \$100,000 for Downtown and \$75,000 for Empire; South Empire Boulevard Enhancement Project totaling \$616,900; and \$270,000 in Downtown for finalizing restoration of the Egyptian Theatre. City Manager Craddock stated the proposed budget did not include, nor did he recommend the budget committee impose any portion of the Special Levy option pursuant to ORS 457.435(2). The lawful maximum which could be imposed was \$1.97/1K of assessed valuation, \$1.29/1K for the Downtown District and \$0.68/1K for the Empire District with all or a fractional portion imposed. City Manager Craddock recommended the budget committee impose the Urban Renewal Agency's maximum 100% amount from the division of taxes and not impose the Special Levy.

### **Review of the Proposed Budget for Fiscal Year 2014-2015**

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. Committee Member Metzger seconded the motion which carried with Chair Groth and Committee Members Bowers, Daily, DiNovo, Leahy, Marler, Metzger, Myatt, Pettit, Shoji, and Walton voting aye. Committee Members Kramer, Muenchrath, and Vaughan were absent.

Committee Member DiNovo moved to approve imposing the Urban Renewal Agency's maximum 100% amount from the division of taxes and not impose the Special Levy option. Committee Member Walton seconded the motion which carried with Chair Groth and Committee Members Bowers, Daily, DiNovo, Leahy, Marler, Metzger, Myatt, Pettit, Shoji, and Walton voting aye. Committee Members Kramer, Muenchrath, and Vaughan were absent.

The Committee reviewed each fund in the Urban Renewal Agency budget, the following change was made:

Committee Member Daily redlined Downtown Capital Project Fund 57, Department (940), page 20, line item 590-6002, Unappropriated Ending Fund Balance; suggested moving \$100,000 from unappropriated to 530-3123, Urban Renewal Projects. City Manager Craddock stated unappropriated was budgeted in effort to reserve funds to allow for budgeted expenditures in fiscal year 2015-2016. Committee Member Shoji inquired if the funds could be budgeted in a way to preserve the funds for future use but also available for use in fiscal year 2014-2015. City Manager Craddock suggested adding a contingency line item to the Downtown Capital Project Fund 57. Committee Member DiNovo moved to transfer \$100,000 from Downtown Capital Project Fund 57, Department (940), page 20, line item 590-6002, Unappropriated Ending Fund Balance to a new Contingency line item yet to be assigned. Committee Member Walton seconded the motion which carried with Chair Groth and Committee Members Bowers, Daily, DiNovo, Leahy, Marler, Metzger, Myatt, Pettit, Shoji, and Walton voting aye. Committee Members Kramer, Muenchrath, and Vaughan were absent.

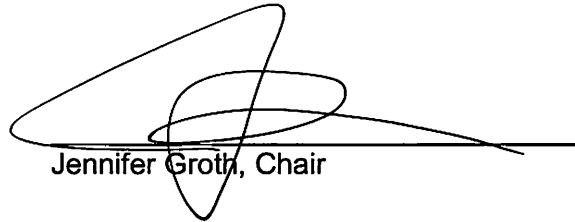
### **Approval of Fiscal Year 2014-2015 Budget and Submission of the Budget to the Urban Renewal Agency for Adoption at the June 3, 2014 Meeting**

Approval of the URA budget approved requesting the division of taxes per Article IX of the Oregon Constitution and ORS 457.440 for the two Urban Renewal plans but did not request the citywide special levy option.

Committee Member Metzger moved to approve the Fiscal Year 2014-2015 Urban Renewal budget as amended and forward it to the Urban Renewal Agency for adoption at the June 3, 2014 Urban Renewal Agency meeting. Committee Member Walton seconded the motion which carried with Chair Groth and Committee Members Bowers, Daily, DiNovo, Leahy, Marler, Metzger, Myatt, Pettit, Shoji, and Walton voting aye. Committee Members Kramer, Muenchrath, and Vaughan were absent.

**Adjourn**

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



Jennifer Groth, Chair

Attest:   
Lucinda DiNovo, Secretary