

**CITY OF ROSEBURG/ROSEBURG URBAN RENEWAL AGENCY
BUDGET COMMITTEE AGENDA – MAY 6, 2025 – 6:00 PM
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470**



Meetings may continue on May 7th and 8th until the Budget is adopted.

Public Online Access:

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

Facebook Live at www.Facebook.com/CityofRoseburg

Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See Audience Participation Information for instructions on how to participate in meetings.

CALL TO ORDER 2024 Chair Mike Baker

ROLL CALL

Mike Baker	Alex Alonso	Shelley Briggs Loosley
Mandy Elder	Stephen Krimetz	Tom Michalek
Ellen Porter	Jerry Smead	Ruth Smith
Bryan Sykes	Jason Tate	Zack Weiss
Jeffrey Weller	Katie Williams	Andrea Zielinski

1. **ELECTION OF OFFICERS – CHAIR AND VICE-CHAIR**
2. **APPROVAL OF MINUTES – May 7, 2024**
3. **PUBLIC HEARING – POSSIBLE USES OF STATE REVENUE SHARING FUNDS**
4. **PRESENTATION OF BUDGET MESSAGE**
5. **STAFF PRESENTATIONS - FUND BUDGET REVIEW**

A. General Fund

- | | |
|-------------------------------|---|
| 1. Revenues (35) | Finance Director Ron Harker |
| 2. City Administration (41) | City Recorder Amy Nytes |
| 3. Finance (43) | Finance Director Ron Harker |
| 4. I.T. (45) | |
| 5. Community Development (47) | Community Develop Director Stuart Cowie |
| 6. Library (49) | Library Director Kris Wiley |
| 7. Public Works (51) | Public Works Director Ryan Herinckx |
| A. Engineering (51) | |
| B. Administration (53) | |
| C. Facility Maintenance (55) | |
| D. Street Maintenance (57) | |
| E. Streetlights (59) | |
| F. Parks and Recreation (61) | |
| 8. Municipal Court (65) | Finance Director Ron Harker |
| 9. Police (67) | Police Chief Gary Klopfenstein |
| 10. Fire (69) | Fire Chief Tyler Christopherson |
| 11. Non-Departmental (71) | Finance Director Ron Harker |

Tentative Approval of the General Fund

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Recorder's Office, 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 Service at 1-800-735-2900.

- B. Special Revenue Funds
1. Grant Special Revenue (73) Finance Director Ron Harker
 2. Hotel/Motel Tax (76)
 3. Economic Development (85)
 4. American Rescue Plan Act (89)
 5. Assessment Improvement Fund (91)
 6. Streetlights and Sidewalk (78) Public Works Director Ryan Herinckx
 7. Bike Trail (81)
 8. Golf (83)
 9. Stewart Trust (93)
 10. Library (87) Library Director Kris Wiley

Tentative Approval of the Special Revenue Funds

- C. Debt Service Funds Finance Director Ron Harker
1. Pension Obligation Debt Service Fund (95)

Tentative Approval of the Debt Service Fund

- D. Capital Projects Funds
1. Equipment Replacement (104) Finance Director Ron Harker
 2. Transportation Fund (97) Public Works Director Ryan Herinckx
 3. Park Improvement (101)
 4. Facilities Replacement (109)

Tentative Approval of the Capital Projects Funds

- E. Enterprise Funds
1. Airport (117) Public Works Director Ryan Herinckx
 2. Water Service (122)
 3. Storm Drainage (112)
 4. Off-Street Parking (115) Finance Director Ron Harker

Tentative Approval of the Enterprise Funds

- F. Internal Service Fund (136) Human Resources Director John VanWinkle

Tentative Approval of the Internal Service Fund

6. **AUDIENCE PARTICIPATION – 30 Minute Maximum**

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

Suggested motions:

- ***I move to approve and recommend City Council adoption of the budget for the 2025-2026 fiscal year in the amount of \$113,968,821.***
- ***I move to approve and recommend City Council adoption of property taxes for the 2025-2026 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 (4) Finance Director Ron Harker
- B. Capital Projects (6)

9. **APPROVAL OF URBAN RENEWAL AGENCY BUDGET**

Suggested motion:

- ***I move to approve and recommend Urban Renewal Agency Board adoption of the Urban Renewal Agency budget for the 2025-2026 fiscal year in the amount of \$5,296,714.***

10. **GOOD OF THE ORDER**

11. **ADJOURNMENT**

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:

Comments may be provided in one of three ways:

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 12:00 p.m. the day of the meeting to info@roseburgor.gov
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@roseburgor.gov) by 12:00 p.m. the day of the meeting to get a link to the meeting.

When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet.

When providing comments virtually or by email, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to info@roseburgor.gov.

When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

Persons addressing the Budget Committee must state their name and city of residence for the record, including whether or not they are a resident of the City of Roseburg. All remarks shall be directed to the entire Budget Committee. The Budget Committee reserves the right to delay any action requested until they are fully informed on the matter.

The Budget Committee meetings are on Facebook Live and available to view on the City website the next day at: <https://www.cityofroseburg.org/your-government/commissions/budget-commitee/budget-committee-videos>.

The full agenda packet is available on the City’s website at: <https://www.cityofroseburg.org/your-government/commissions/budget-commitee>.

**MINUTES OF THE CITY OF ROSEBURG/ROSEBURG URBAN RENEWAL AGENCY
BUDGET COMMITTEE
May 7, 2024**

Chair Mike Baker called the City of Roseburg/Roseburg Urban Renewal Agency Budget Committee to order at 6:03 p.m. on May 7, 2024 in the Roseburg City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL

- Present: Committee Members Mike Baker, Stephen Krimetz, Tom Michalek, David Mohr, Ellen Porter, Kylee Rummel, Patrice Sipos, Bryan Sykes, Jerry Smead, Ruth Smith, Jeffrey Weller, and Andrea Zielinski
- Absent: Shelley Briggs Loosley
- Others: City Manager Nikki Messenger, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, and The News Review – Reporter, Drew Winkelmaier

1. Election of Officers

- A. Committee Member Zielinski nominated Mike Baker to serve as Chair. The nomination was seconded by Committee Member Weller and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.
- B. Committee Member Porter nominated David Mohr to serve as Vice Chair. The nomination was seconded by Committee Member Sykes and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.

2. Approval of Minutes

A. May 9, 2023 Budget Committee Minutes

Committee Member Mohr moved to approve the May 9, 2023 Budget Committee Minutes. The motion was seconded by Committee Member Smead and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.

3. Public Hearing – Possible Uses of State Revenue Sharing Funds

Chair Baker opened the public hearing at 6:04 p.m.

Harker presented the possible uses of State Revenue Sharing Funds. Discussion ensued.

As no one wished to speak, the public comment and the public hearing closed at 6:05 p.m.

4. Presentation of Budget Message

Messenger presented the Budget Message. Discussion ensued.

Committee Members comments and questions included whether the program followed the fiscal year.

Messenger clarified the obligation is required by the end of the calendar year and has to be spent by the end of the calendar year in 2026.

5. State Presentations – Fund Budget Review

A. General Fund

1. Harker presented Revenues. Discussion ensued.

Committee Members comments and questions included what department engineering falls under and an explanation for the increase in property revenue.

Harker clarified that engineering falls under the public works department and that property tax revenue is covered in a later section.

2. Messenger presented City Administration.
3. Harker presented Finance. Discussion ensued.

Committee Members comments and questions included whether this was the 30th GFOA award received and what is driving the banking fees.

Harker clarified they are waiting on the 31st GFOA award and the bank will not waive fees.

4. Harker presented I.T. Discussion ensued.

Committee Members comments and questions included whether the City has an IT plan for upgrades.

Harker clarified that an assessment was done within the last year and an equipment replacement schedule is in place.

5. Cowie presented Community Development. Discussion ensued.

Committee Members comments and questions included clarification of the system replacement fees, support maintenance, implementation costs, and recognition that the department's costs and fees have not increased with inflation over the last eighteen years.

Cowie clarified the increased cost of replacing the system is because the current system is very outdated.

Harker clarified support or maintenance is part of the contract license and implementation costs will be covered by ARPA funds.

6. Wiley presented Library. Discussion ensued.

Committee Members comments and questions included clarification of the utility and property tax amounts, whether there is computer access for children, and clarification of the library special revenue code.

Wiley clarified the process of forecasting expenses for the upcoming budget year, historically they have been underspending, there are sixteen internet computers for all ages, three computers designated for early learner's games located in the children's room, and budget code 4620 is for technology usage in the Ford Room.

Harker clarified the budget codes for the library and the General Fund.

7. Easley presented Public Works. Discussion ensued.

Committee Members comments and questions included clarification of the increase in costs for streetlight rentals, repairs for damage to parks, plans for restoration, request to quantify damage and restoration costs, categorization and usage of safety equipment and supplies, and the increase in property insurance costs.

Easley clarified that electricity costs are included in the streetlight rental fee, repairs for damage in the parks happens throughout the year, storm drain funds will cover some of the costs for restoration along the river, planning for restoration while the damage continues is difficult, the focus has been on cleaning up camps that keep appearing in the same places, it is important to clearly identify and quantify the usage of personal protective and safety equipment, the public works and parks department is working on a work order system to track asset management and the true cost of cleaning up homeless camps and restoration efforts, and allocating for property insurance costs so that it is not under budgeted now or over budget in the future.

8. Harker presented Municipal Court. Discussion ensued.

Committee Members comments and questions included whether the court supervisor position is new.

Harker clarified the court supervisor position is not new, but has been underutilized until now.

9. Klopfenstein presented Police. Discussion ensued.

Committee Members comments and questions included clarification of FTE that reflects being fully staffed, current number of vacancies, how investigations are being handled during the shortage, budgeting for recruitment, current DINT positions, expenditures to combat the Fentanyl crisis, and trafficking investigations.

Klopfenstein clarified there are eight vacancies, a lot of investigations are handled in the field, the department budgeted and bought equipment for testing of potential recruits to help streamline the process, there are two vacant DINT positions, we have a grant for Narcan treatment, and DINT is actively investigating trafficking within the County.

Messenger clarified the current budget does not include being fully staffed as there was a previous consensus to come back and ask for additional funding if enough good candidates are hired. We budget for recruitment in the City Manager department and the line item has increased approximately \$11,000.

10. Christopherson presented Fire. Discussion ensued.

Committee Members comments and questions included whether the department was fully staffed.

Christopherson confirmed the department was fully staffed.

11. Harker presented Non-Departmental. Discussion ensued.

Committee Members comments and questions included clarification of the Sobering Center and associated expenditures.

Messenger clarified the Sobering Center located on Diamond Lake Blvd. is run by Adapt for individuals that are publicly intoxicated and need assistance in lieu of going to jail or the hospital. The City is the highest utilizer of the program and contributes \$50,000 annually.

Committee Member Zielinski moved to approve the General Fund. The motion was seconded by Committee Member Sykes and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.

B. Special Revenue Funds

1. Harker presented Grant Special Revenue. Discussion ensued.

Committee Members comments and questions included whether we are expecting to spend all of the \$4 million allocated on MedEd this year and whether unused money is gathering interest.

Harker clarified the unused money is sitting in a fund that collects interest.

Messenger clarified that we wanted to budget for spending all of the money for MedEd if the opportunity arises.

2. Harker presented Hotel/Motel Tax. Discussion ensued.

Committee Members comments and questions included examples of how money allocated to advisory commissions is used, whether money is being saved for a parking lot by the baseball stadium, data on the differentiation of tax collected from tourism versus discounts given for renting to unhoused individuals, and increase in expenditures from contracted tourism program since 2021.

Harker clarified the contracted tourism and incentive fee schedule.

Messenger clarified that Council had asked to increase the maximum amount that can be issued for a tourism grant. The grant covers promotions, advertising, matching funds for tourism projects, such as the pavilion at Stewart Park. We are programming funding in order to contribute to projects that will increase tourism, which includes looking for opportunities with community partners to increase use in the parks. There

is no tax discount offered for renting out rooms to unhoused individuals unless their stay surpasses forty-five days. Experience Roseburg has been collecting data, which shows that most stays are from tourism and business travel. The new tourism contract has a base fee and an incentive fee schedule that is based on increased revenue from tourism.

3. Harker presented Economic Development.
4. Harker presented American Rescue Plan Act (ARPA). Discussion ensued.

Committee Members comments and questions included clarification of the impact of an approval now on future allocations, the City Manager's approval authority, whether some of the money will be used to replace funds spent on equipment, ideas for possible projects to obligate the money now, and whether any money has been earmarked for an urban campground.

Harker clarified that Council has previously given the City Manager some direction and approval to allocate money for certain projects, future requests will be brought before Council for approval, and there will still be quarterly reporting.

Messenger clarified that Council approved her spending authority at \$100,000 for any single transaction, provide quarterly reports, additional reporting for quarterly spending at or above \$500,000, there will be more reporting and requests very soon to meet Council's goals and expectations, funds are used to replace necessary equipment, obligate means contract in hand, clarification on using the money for future projects and anticipated needs, and the plan is to have ARPA money available when the urban campground issue is addressed.

5. Harker presented Assessment Improvement Fund. Discussion ensued.

Committee Members comments and questions included clarification of the costs associated with legal services and property taxes.

Harker clarified that sometimes it is necessary to pay past due property tax bills in order to gain control of the property and legal services addresses foreclosure of the property.

6. Easley presented Streetlights and Sidewalk. Discussion ensued.

Committee Members comments and questions included how many ramps and sidewalks have been completed.

Easley clarified that 270 ramps have been completed and we are on track with the 30 year plan.

7. Easley presented Bike Trail. Discussion ensued.

Committee Members comments and questions included whether the money will cover trail improvements throughout the City, mitigating homeless camp cleanups and restoration, and the reasoning for spending more money on improvement for a single park versus homeless camp cleanup and restoration efforts.

Easley clarified the grant money is specifically for Sunshine Park, there is money budgeted for cleanup and restoration efforts, there may be opportunities to apply for grants to improve multi-use paths in the future, money allocated for improvements at Sunshine Park came a money match grant, there is not enough revenue coming into this fund to pay for improvements without matching grant funds, and grant funds are necessary to help pay for future improvements.

8. Easley presented Golf. Discussion ensued.

Committee Members comments and questions included clarification of the rental increase and periodic rent increases.

Easley clarified the rent was increased to cover years when back taxes were not paid, taxes are current, there are programmed rent, increases and tax status is monitored regularly.

9. Easley presented Stewart Trust.
10. Wiley presented Library. Discussion ensued.

Committee Members comments and questions included clarification of adding Zoom technology.

Wiley clarified that the Ford Room is the biggest public space available and is used by the public, ESD, City staff, and other community partners. The goal is to increase programming and quality content.

Committee Member sWeller moved to approve the Special Revenue Funds. The motion was seconded by Committee Member Mohr and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.

C. Debt Service Funds

1. Harker presented Pension Obligation Debt Service Fund.

Committee Member Sykes moved to approve the Debt Service Funds. The motion was seconded by Committee Member Zielinski and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.

D. Capital Project Funds

1. Harker presented Equipment Replacement. Discussion ensued.

Committee Members comments and questions included appreciation for efforts to plan ahead.

2. Easley presented Transportation Fund.
3. Easley presented Park Improvement. Discussion ensued.

Committee Members comments and questions included the location for pickle ball and outdoor tennis courts.

Easley clarified some of the current outdoor tennis courts will be converted for pickle ball while others will be retained for tournaments.

4. Easley presented Facilities Replacement.

Committee Member Zielinski moved to approve the Capital Projects Funds. The motion was seconded by Committee Member Smead and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.

E. Enterprise Funds

1. Messenger presented Airport. Discussion ensued.

Committee Members comments and questions included appreciation for efforts to find funding for necessary improvements.

2. Easley presented Water Service. Discussion ensued.

Committee Members comments and questions included clarification of technical services and decrease in home water fees.

Easley clarified the technical services for the water master plan.

Harker clarified that performance in that fund was under the stated amount.

3. Easley presented Storm Drainage. Discussion ensued.

Committee Members comments and questions included the location of the problem area, technology support and maintenance, and the threat of ransomware attacks and resiliency.

Easley clarified that Center Street has been problematic for years and is included in the replacement project.

Harker clarified that ransomware threats and resiliency were part of the IT assessment.

4. Harker presented Off-Street Parking. Discussion ensued.

Committee Members comments and questions included contracted telecommunication services and whether the lines are operational.

Messenger clarified there are telephones lines in the parking garage for the elevator and fire system, which are operational.

Committee Member Smith moved to approve the Enterprise Funds. The motion was seconded by Committee Member Mohr and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.

F. Internal Service Fund

VanWinkle presented Internal Service Fund. Discussion ensued.

Committee Members comments and questions included whether this fund will eventually go away.

VanWinkle confirmed they expect the fund to phase out.

Committee Member Smith moved to approve the Internal Service Fund. The motion was seconded by Committee Member Zielinski and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead,

Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.

6. Audience Participation

None.

7. Approval of City of Roseburg Budget and Approval of Tax Rate

Committee Member Sykes moved to approve and recommend City Council adoption of the budget for the 2024-2025 fiscal year in the amount of \$109,703,516. The motion was seconded by Committee Member Zielinski and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously. Committee Member Mohr moved to approve and recommend City Council adoption of property taxes for the 2024-2025 fiscal year at the rate of \$8.4774 per \$1,000 of assessed value for the permanent rate tax levy. The motion was seconded by Committee Member Weller and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.

8. Presentation of the Urban Renewal Budget

A. Harker presented the General Fund.

B. Harker presented Capital Projects.

Committee Member Mohr moved to approve and recommend Urban Renewal Agency Board adoption of the Urban Renewal Agency budget for the 2024-2025 fiscal year in the amount of \$4,980,438. The motion was seconded by Committee Member Sykes and approved with the following vote: Baker, Krimetz, Michalek, Mohr, Porter, Rummel, Sipos, Smead, Smith, Sykes, Weller, and Zielinski. No Committee Members voted no. The motion passed unanimously.

9. Good of the Order

Committee Member Mohr shared his appreciation for staff's time and effort during this process.

10. Adjourn

Chair Baker adjourned the meeting at 9:21 p.m.