



**CITY OF TALENT
BUDGET COMMITTEE
REGULAR MEETING AGENDA
HELD VIA ZOOM
May 26, 2021 — 6:30-7:30 PM**

This meeting will be held electronically via Zoom. There are two ways join the meeting:

You can join the meeting with your computer or smart phone using the following link and password:

<https://us02web.zoom.us/j/83654791158?pwd=MGR4SWVQUjdEWVY3MGZlQ3hgZmk3QT09>

Passcode: **111169**

You can join the meeting by dial-in phone or smart phone by dialing 1-669-900-6833 and using the following information:

Webinar ID: 836 5479 1158, Passcode: **111169**

1. Call to Order/Roll Call

2. Meeting Accessibility

2.1 Opportunity to Interpret Meeting into Spanish

- Question for the public: Do any attendees need this meeting interpreted into Spanish?
- Pregunta para el público: ¿Alguien necesitaría la reunión interpretada en español?

3. Budget Committee Minutes

3.1 Approval of Budget Committee Minutes from May 5, 2021

3.2 Approval of Budget Committee Minutes from May 19, 2021

4. Budget and Property Tax Review and Work Session

5. Public Hearing

This is a time for the public to ask questions of committee members (or staff through committee) and/or to provide comments on the FY2021-2022 Proposed Budget. Speaking time may be limited at the discretion of the Chair.

6. Consideration of Approval of City of Talent Property Tax Rate for FY 2021-2022

7. Consideration of Approval of City of Talent Budget for FY 2021-2022

8. Adjournment

Note: This agenda and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website (www.cityoftalent.org) in advance of each meeting.



**CITY COUNCIL
REGULAR BUDGET COMMITTEE MINUTES
HELD VIA ZOOM
May 5th, 2021 — 6:30 PM**

Study Session, Regular Council & TURA meetings are digitally recorded and will be available on the City website: www.cityoftalent.org.

1. Call to Order/Roll Call at 6:46 p.m. (01:39:05):

Members Present:	Members Absent:
Member D'Amato Member Clark Member Ponomareff Member Volkart Member Pastizzo Member Byers Member Paré-Miller Member Riley Member Pederson Member Hazel	Member Chase Member Baker
Also Present:	
Jamie McLeod-Skinner, Interim City Manager Hector Flores, Interim City Recorder Kurt Sexton, Finance Director Dick Converse, Interim Community Development Director	

2. Meeting Accessibility (01:39:57):

2.1 Opportunity to Interpret Meeting into Spanish

None Requested

3. Election of Chair and Vice-Chair (1:41:40):

Councilor Clark nominated Anna D'Amato as Chair for the Budget Committee of 2021. Councilor Ponomareff seconds nomination.

Vote: 10 ayes (Clark, Ponomareff, Volkart, Pastizzo, Byers, Paré-Miller, Riley, Pederson, and Hazel)
0 nays.

Councilor Hazel nominated Rayan Pederson as Vice Chair for the Budget Committee of 2021. Councilor Byres seconded nomination.

Vote: 10 ayes (Clark, Ponomareff, Volkart, Pastizzo, Byers, Paré-Miller, Riley, Pederson, and Hazel)
0 nays.

4. Overview of Budget Process (01:44:10):

5. Presentation of the Budget and Budget message by Interim City Manager (01:45:10)

6. Budget Training and Next Steps by Finance Director (01:52:42):

7. **Adjournment 7:31 pm (02:29:00):**

Respectfully submitted by:

Hector Flores, Interim City Recorder

Attest:

Anna D'Amato, Chair

Note: These minutes and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website (www.cityoftalent.org) after each meeting. The minutes are not a verbatim record: the narrative has been condensed and paraphrased to reflect the discussions and decisions made.

DRAFT



**CITY OF TALENT
REGULAR BUDGET COMMITTEE MINUTES
HELD VIA ZOOM
May 19th, 2021 — 6:30 PM**

Study Session, Regular Council & TURA meetings are digitally recorded and will be available on the City website: www.cityoftalent.org.

1. Call to Order/Roll Call at 6:30 p.m. (00:01:50):

Members Present:	Members Absent:
Member Clark Member Ponomareff Member Volkart Member Pastizzo Member Byers Member Paré-Miller Member Hazel Member Chase Member Riley Member Pederson Member D’Amato	Member Baker
Also Present:	
Jamie McLeod-Skinner, Interim City Manager Hector Flores, Interim City Recorder Kurt Sexton, Finance Director Dick Converse, Interim Community Development Director Bret Marshall – Public Works Director	

2. Meeting Accessibility (00:04:25):

2.1 Opportunity to Interpret Meeting into Spanish

None Requested

3. Budget Review and Considerations (00:04:52):

Staff Report – Interim City Manager

Staff Report – Finance Director

Questions and deliberation by the Budget Committee.

4. Public Hearing (00:47:57):

Chair D’Amato opened the public hearing.

Motion (00:49:30): Councilor Byers moved to close the Public Hearing. Councilor Ponomareff seconds Motion.

Discussion: None

Vote: 10 ayes (Paré-Miller, Byers, Pastizzo, Volkart, Ponomareff, Clark, Hazel, Pederson, Chase, Riley, and Chair D’Amato) 0 nays. Motion carries.

Further deliberation by the Budget Committee and referral by consensus to staff on modifications to draft budget, including addition of three positions, addition of study related to Police Department, and modification of introductory language.

5. Adjournment 7:36 pm (01:05:50):

Respectfully submitted by:

Hector Flores, Interim City Recorder

Attest:

Anna D'Amato, Chair

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Budget Committee Agenda Report

Meeting Date: May 26, 2021
Department: Finance
Staff Recommendation: Approval

Staff Contact: Kurt Sexton
E-Mail: ksexton@cityoftalent.org
Estimated Time:

ISSUE BEFORE THE BUDGET COMMITTEE

Approval of 2021-2022 fiscal year budget.
Approval of property taxes for 2021-2022 fiscal year

BACKGROUND

The City of Talent Budget Committee received the City 's proposed FY 2021-2022 Budget and received introductory staff remarks on May 5, 2021. The Committee began discussion on the proposed budget, asked questions, and conducted a public hearing on May 19, 2021. The Budget Committee deliberated and referred some changes to staff by consensus, including adding three staff positions (two of which will be covered by grants), a study related to the Police Department, and modifications of the introductory language. The modified pages are attached.

The annual Budget process also requires the City to approve the property tax rate for the upcoming fiscal year. Based on the information provided by staff during the meeting, staff is recommending a rate of \$3.2316 per \$1,000 of assessed value for the permanent rate tax levy, and in the amount of \$94,936 for the general obligation bond levy.

It is the Budget Committee's responsibility to approve the annual budget for the coming fiscal year. Following the Budget Committee's approval, it is the City Council's responsibility to adopt the budget.

RELATED COUNCIL POLICIES

None

POTENTIAL MOTIONS

TO APPROVE THE BUDGET

"I move that the Budget Committee of the City of Talent approve the budget for the 2021-22 fiscal year in the amount of \$14,703,142."

TO APPROVE TAX RATE

"I move that the Budget Committee of the City of Talent approve property taxes for the 2021-22 fiscal year at the rate of \$3.2316 per \$1,000 of assessed value for the permanent rate tax levy, and in the amount of \$94,936 for the general obligation bond levy."

ATTACHMENTS

Modified pages based on May 19, 2021, Budget Committee meeting

6.1b

City of Talent 2021-22 Annual Budget

GENERAL FUND

The General Fund includes all Administration, Public Safety / Police Department, Community Development, Public Works, Mayor and City Council, as well as Committees and Commissions. The Administration heading includes the City Manager's office, Finance Department, City Recorder and Community Engagement. The maintenance of the City Hall, Town Hall, Community Center, Historical Society and the Depot buildings are included as well. The Community Development Department includes the Community Development Director and staff as well as the building inspection program, municipal code enforcement, and storm water and management. The City contracts with Jackson County to provide Building Code and Fire Code review as well as building inspection services. The City contracts with the City of Medford for flood plain review. And the City contracts with the City of Ashland for patrol, detective, and supervision support for the Police Department.

Revenues – In the current fiscal year, the City has seen a slight uptick in development-related revenues, but future revenues will continue to be restricted due to a lack of buildable land as well as economic uncertainty. As a result of the Almeda Fire on September 8, 2020 the city lost 30% of its homes which may result in a reduction of property taxes in the coming fiscal year. Dedicated Public Safety Surcharge, established in FY2008-09, no longer provides an adequate source of funding for the Police Department. When the fund was established, a provision was included in the ordinance for the City Council to review the adequacy of for the Public Safety Surcharge on a biennial basis, but this has not occurred. The City Manager's Office had planned to bring a review to Council this Spring, but those plans were put on hold due to the economic disruption of the Covid-19 pandemic and further delayed by the Almeda Fire.

The major sources of revenue within the General Fund are the beginning fund balance, property taxes, franchise fees, building fees and state shared revenue. Franchise fees are an assessment on utilities that sell their services within the City limits. The fee is a calculated percentage of revenue agreed upon by the City and the utility. As the utility rates increase, the fees collected on behalf of the City go up as well. Franchise fees come from Avista, Spectrum/Charter, Pacific Power, Recology and the City's Water Utility.

All traffic citations are issued into the Jackson County Justice Court. The City has seen a decrease in fine revenue along with an offsetting decrease in court associated expenditures after outsourcing all fine collection and court duties to Jackson County.

Expenditures - Administration – The expenditures listed under Administration include both the costs related to the respective city departments – namely the City Manager's office, Finance Department, City Recorder and Community Engagement, City Hall operations, and Council expenses – as well as the costs for city facilities located in the

vicinity of City Hall. These include the Town Hall, Community Center, Depot Building, and the property that houses the Historical Society (105 Market Street). An initial assessment of city properties was conducted in early 2020 to begin the cue up a future Council discussion on policies for city owned properties. Expenses associated with city properties include energy, water, sewer, and maintenance costs.

Expenditures - Community Development – The City's Community Development Department helps guide the physical and economic growth of the community and ensures that buildings are safe and that developments improve the city environment and promote economic vitality.

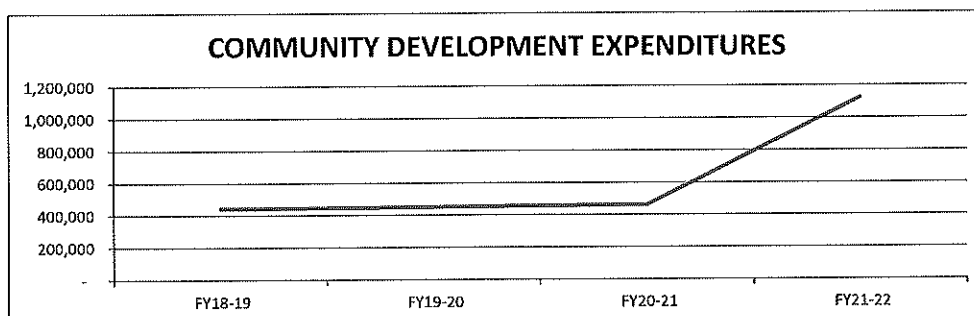
The Community Development Department provides planning, long and short-range planning, code enforcement and conservation services. The City contracts with other jurisdictions and organizations for building permit review and inspection services for construction activities, floodplain review, and for Geographic Information Systems (GIS) mapping and data analysis through intergovernmental agreements (IGAs). Code compliance receives and processes code compliance issues and the Conservation Division provides energy and conservation program coordination. Together these divisions provide administrative support for the City Council and City Commissions and Committees including Planning Commission, Architectural Review Committee, and the Urban Forestry Committee. Community Development employees included the Community Development Director, Planning Technician, Community Development Assistants, and a Sustainability/Code Enforcement Officer.

The two largest expenses in the Community Development Department are personnel and the administration of the City's Building Inspection Program. The City's Building Inspection Program is bifurcated, with actual inspection services provided by Jackson County through an intergovernmental agreement, and all clerical responsibilities are handled by Community Development staff.

Expenditures - Police Department – The Police Department continues to represent a significant portion of General Fund expenditures in the proposed budget, specifically due to high personnel and equipment costs. The Police Department provides the residents of Talent with police services. Due to the challenge of recruiting new officers, the City recently entered into an Intergovernmental Agreement with the City of Ashland for additional police patrol services, enabling the City to return to 24/7 coverage. During 2020, the department handled over 6,000 calls for service, which is down from the 9,081 calls for service in 2019. Staff attributes this drop in calls to the Alameda Fire, COVID-19, and staffing.

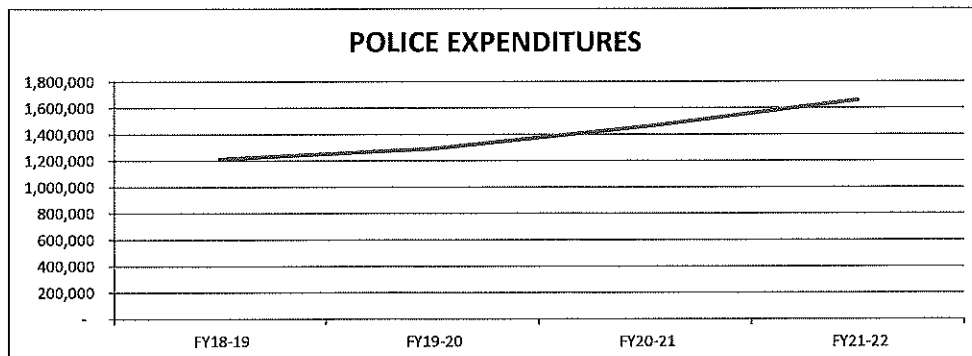
GENERAL FUND

Actual FY18-19	Actual FY19-20	Adopted FY20-21	COMMUNITY DEVELOPMENT EXPENDITURES	Proposed FY21-22	Approved FY21-22	Adopted FY21-22
PERSONNEL SERVICES						
172,507	186,871	202,420	REGULAR SALARIES	473,715		
-	-	-	OVERTIME	-		
-	-	-	ACCRUED LEAVE PAYOUT	2,900		
-	-	-	COMP TIME PAYOFF	-		
-	-	2,989	SICK LEAVE SELL BACK	-		
-	-	-	VACATION PAYOUT	-		
-	-	-	FRINGE BENEFITS	-		
13,086	14,055	15,655	FICA/MEDICARE	38,113		
-	-	-	WELLNESS PROGRAM	1,600		
45,796	50,238	49,630	HEALTH INSURANCE	126,342		
1,804	1,801	1,881	HRA VEBA	4,780		
1,477	1,630	1,995	LIFE & DISABILITY INSURANCE	5,100		
9,842	11,212	12,279	PERS EMPLOYEE	29,887		
19,827	28,843	31,870	PERS EMPLOYER	77,446		
411	259	191	WORKERS COMPENSATION	483		
2,082	1,698	2,961	UNEMPLOYMENT	6,591		
266,832	296,607	321,871	TOTAL PERSONNEL SERVICES	766,957		-
MATERIALS & SERVICES						
24,177	6,459	25,000	ATTORNEY SERVICES - GENERAL	25,000		
-	-	500	ATTORNEY SERVICES - LABOR	500		
834	861	750	AUDIT SERVICES	850		
183	3,000	-	CONSULTING SERVICES	15,000		
99,053	120,044	65,000	BUILDING INSPECTION SERVICES	180,000		
1,571	2,868	15,000	CONTRACTED PERSONNEL SERVICES	40,000		
715	408	5,000	ENGINEERING, DESIGN & CONST. MGMT	5,000		
26,978	3,445	2,500	INFORMATION TECHNOLOGY SUPPORT SERVICES	6,000		
8,974	5,856	7,500	COMPUTER SERVICES AND SUPPLIES	5,500		
2,742	1,773	3,500	PHONE, INTERNET, & RADIO COMMUNICATIONS	3,500		
2,659	2,380	3,000	PROPERTY & CASUALTY INSURANCE	3,750		
1,190	79	-	CUSTODIAL	-		
-	-	-	REPAIR & MAINTENANCE	1,000		
2,684	996	3,000	ADVERTISING	1,500		
743	782	750	BANKING FEES	1,000		
380	599	1,000	DUES, MEMBERSHIPS & PUBLICATIONS	1,500		
506	190	500	GENERAL SUPPLIES	500		
1,194	1,130	1,000	OFFICE SUPPLIES	1,750		
960	502	1,750	POSTAGE	750		
758	1,018	2,500	PRINTING & BINDING	1,500		
571	-	2,000	TRAVEL & TRAINING	3,000		
56	-	100	FUEL	500		
96	79	1,250	MISCELLANEOUS	-		
-	-	-	PUBLIC ARTS SUPPLIES	-		
-	-	1,000	OUTREACH AND EDUCATION	15,000		
177,024	152,469	142,600	TOTAL MATERIALS & SERVICES	313,100		-
CAPITAL OUTLAY						
-	4,404	-	COMPUTER HARDWARE	6,000		-
190	-	-	COMPUTER SOFTWARE	40,000		-
190	4,404	-	TOTAL CAPITAL OUTLAY	46,000		-
444,046	453,480	464,471	TOTAL COMM. DEVELOPMENT	1,126,057		-



GENERAL FUND

Actual FY18-19	Actual FY19-20	Adopted FY20-21	POLICE EXPENDITURES	Proposed FY21-22	Approved FY21-22	Adopted FY21-22
PERSONNEL SERVICES						
597,041	598,977	715,650	REGULAR SALARIES	569,000		
41,251	46,613	40,003	OVERTIME	33,000		
-	-	-	ACCRUED LEAVE PAYOUTS	20,000		
3,061	3,078	614	COMP TIME PAYOFF	-		
-	10,555	13,018	PD HOLIDAY PAYOUT	-		
-	1,163	2,403	SICK LEAVE SELL BACK	-		
2,005	12,617	10,474	VACATION PAYOUT	-		
-	-	-	FRINGE BENEFITS	-		
-	-	-	WELLNESS PROGRAM	8,050		
48,577	50,619	58,576	FICA/MEDICARE	46,600		
153,707	155,345	175,881	HEALTH INSURANCE	141,100		
5,955	5,456	6,666	HRA VEBA	5,400		
5,134	5,278	7,070	LIFE & DISABILITY INSURANCE	5,700		
29,593	29,825	32,091	PERS EMPLOYEE	36,000		
79,389	119,770	168,178	PERS EMPLOYER	138,700		
13,178	15,757	13,561	WORKERS COMPENSATION	10,400		
8,120	5,928	11,118	UNEMPLOYMENT	9,000		
987,011	1,060,981	1,255,303	TOTAL PERSONNEL SERVICES	1,022,950		
MATERIALS & SERVICES						
741	2,641	1,500	ATTORNEY SERVICES - GENERAL	2,000		
240	-	1,500	ATTORNEY SERVICES - LABOR	1,500		
2,643	2,729	2,000	AUDIT SERVICES	2,000		
1,394	8,520	10,000	CONTRACTED SERVICES	375,000		
17,819	20,568	5,000	INFORMATION TECHNOLOGY SUPPORT SERVICES	5,000		
17,116	7,977	10,000	COMPUTER SERVICES AND SUPPLIES	8,000		
9,596	7,768	10,000	PHONE, INTERNET, RADIO, & COMPUTER COMM.	10,000		
190	-	-	BUSINESS CONSULTING SERVICES	23,000		
65	159	500	ADVERTISING/RECRUITING	3,000		
886	1,151	1,000	DUES, MEMBERSHIPS, & PUBLICATIONS	1,000		
9,965	11,077	7,500	GENERAL SUPPLIES	7,500		
4,816	1,002	1,500	OFFICE SUPPLIES	1,500		
1,458	825	1,000	POSTAGE	1,000		
3,790	2,389	2,000	PRINTING AND BINDING	1,500		
6,323	5,434	7,500	TRAVEL & TRAINING	7,500		
8,247	6,570	6,000	UNIFORMS	7,000		
6,395	553	7,500	SAFETY EQUIPMENT	7,500		
6,496	6,912	4,200	AMMUNITION	4,000		
87,480	90,104	90,000	ECSO	93,000		
15,089	14,994	12,000	VEHICLE REPAIR & MAINTENANCE	17,000		
15,117	17,939	17,000	FUEL	15,000		
297	35	-	MISCELLANEOUS	-		
-	-	-	MEETING EXPENSE	2,500		
216,163	209,347	197,700	TOTAL MATERIALS & SERVICES	595,500		
CAPITAL OUTLAY						
-	-	-	MINOR EQUIPMENT- GENERATOR	25,000		
-	-	5,000	MINOR EQUIPMENT- RADIO REPEATER	-		
5,608	13,223	-	MINOR EQUIPMENT- VEHICLES	17,500		
-	-	-	MINOR EQUIPMENT-TASERS / RIFLES	-		
6,313	9,371	2,500	COMPUTER HARDWARE / SOFTWARE	-		
11,921	22,594	7,500	TOTAL CAPITAL OUTLAY	42,500		
1,215,095	1,292,922	1,460,503	TOTAL POLICE	1,660,950		



GENERAL FUND

Actual FY18-19	Actual FY19-20	Adopted FY20-21	EXPENDITURES	Proposed FY21-22	Approved FY21-22	Adopted FY21-22
			NON-DEPARTMENTAL			
30,300	7,500	-	TRANSFER TO CIP - GENERAL FUND	-	-	
	-	13,000	CITY HALL BLDG MAINT RESERVE (P#016)	-	-	
	-	-	POLICE DEPT BLDG MAINT RESERVE (P#017)	-	-	
	-	-	COMMUNITY CENTER BLDG MAINT RES (P#018)	-	-	
	-	-	TOWN HALL REPAIR RESERVE (P#014)	-	-	
	-	15,000	POLICE DEPT VEHICLE RESERVE (P#13)	-	-	
30,300	7,500	28,000	TOTAL INTERFUND TRANSFERS OUT	-	-	-
		284,274	CONTINGENCY	317,590		
1,486,741	1,773,160	330,148	UNAPPROPRIATED ENDING FUND BALANCE	1,177,453		
1,486,741	1,773,160	614,422	TOTAL UNALLOCATED FUNDS	1,495,043	-	-
1,517,041	1,780,660	642,422	TOTAL NON-DEPARTMENTAL	1,495,043	-	-
4,750,646	4,141,716	3,555,450	TOTAL GENERAL FUND REVENUE	5,143,500	-	-
4,750,836	4,141,716	3,555,450	TOTAL GENERAL FUND EXPENDITURES	5,143,500	-	-