



City Council Meeting September 21, 2020

Executive Session 5:00pm

Work Session 5:20pm

Council Meeting 7:00pm

URA Meeting Following Council Meeting

(All held in Council Chambers)

This meeting is taking place with social distancing precautions in place:

- Councilors are participating virtually, via Zoom videoconferencing.

To Provide Public Comment:

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070).
- Digital comments (email) may be submitted to cityrecorder@ci.wilsonville.or.us.
- Individuals may participate online through the Zoom videoconferencing platform.
- Contact City Recorder at (503) 570-1506 cityrecorder@ci.wilsonville.or.us to register.

You can watch the City Council Meeting here:

You Tube: [youtube.com/c/CityofWilsonvilleOR](https://www.youtube.com/c/CityofWilsonvilleOR)

Zoom: <https://us02web.zoom.us/j/81536056468>

City of Wilsonville

Urban Renewal Agency Meeting

September 21, 2020



URA AGENDA

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY**

**SEPTEMBER 21, 2020
7:00 P.M.**

**CITY HALL
29799 SW TOWN CENTER LOOP
WILSONVILLE, OREGON**

Immediately Following the City Council Meeting

Chair Tim Knapp

Board Member Kristin Akervall
Board Member Ben West

Board Member Charlotte Lehan
Board Member Joann Linville

CALL TO ORDER

A. Roll Call

CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency Board on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the Board will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

CONSENT AGENDA

A. Minutes of the July 20, 2020 URA Meeting. (Veliz)

PUBLIC HEARING

A. **URA Resolution No. 310**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21. (Katko)

ADJOURN

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY
JULY 20, 2020**

The Urban Renewal Agency held a regular meeting on July 20, 2020 in the Wilsonville City Hall immediately following the adjournment of the City Council meeting.

The following Board Members were present:

Chair Knapp
Member Akervall
Member Lehan
Member West
Member Linville

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Andy Stone, IT Director
Beth Wolf, Information Systems Analyst
Cathy Rodocker, Finance Director

CALL TO ORDER

Chair Knapp called the URA meeting to order at 9:36 p.m. followed by roll call.

CITIZEN INPUT

There was none.

CONSENT AGENDA

Ms. Jacobson read the URA consent agenda into the record.

A. Minutes of the June 15, 2020 URA Meeting.

Motion: Ms. Linville moved to approve the consent agenda. Mr. West seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Chair Knapp	Yes
Member Akervall	Yes
Member Lehan	Yes
Member West	Yes
Member Linville	Yes

NEW BUSINESS

A. **URA Resolution No. 309**

A Resolution Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Coffee Creek Area Plan District For The Purpose Of Funding The Construction Of Capital Improvement Projects By The Agency.

Ms. Jacobson read the title of URA Resolution No. 309 into the record.

Ms. Rodocker presented the staff report.

Motion: Ms. Lehan moved to approve URA Resolution No. 309. Ms. Linville seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Chair Knapp	Yes
Member Akervall	Yes
Member Lehan	Yes
Member West	Yes
Member Linville	Yes

ADJOURN

The URA meeting adjourned at 9:40 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Chair

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY
JULY 20, 2020**

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Cathy Rodocker, Finance Director

CALL TO ORDER

Chair Knapp called the URA meeting to order at 9:36 p.m. followed by roll call.

CITIZEN INPUT

There was none.

CONSENT AGENDA

Ms. Jacobson read the URA consent agenda into the record.

A. Minutes of the June 15, 2020 URA Meeting.

Motion: Ms. Linville moved to approve the consent agenda. Mr. West seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Chair Knapp	Yes
Member Akervall	Yes
Member Lehan	Yes
Member West	Yes
Member Linville	Yes

NEW BUSINESS

A. **URA Resolution No. 309**

A Resolution Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Coffee Creek Area Plan District For The Purpose Of Funding The Construction Of Capital Improvement Projects By The Agency.

Ms. Jacobson read the title of URA Resolution No. 309 into the record.

Ms. Rodocker presented the staff report.

Motion: Ms. Lehan moved to approve URA Resolution No. 309. Ms. Linville seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Chair Knapp	Yes
Member Akervall	Yes
Member Lehan	Yes
Member West	Yes
Member Linville	Yes

ADJOURN

The URA meeting adjourned at 9:40 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Chair



URBAN RENEWAL AGENCY MEETING STAFF REPORT

Meeting Date: September 21, 2020	Subject: URA Resolution No. 310 Supplemental Budget Adjustment Staff Member: Keith Katko, Assistant Finance Director Department: Finance	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: September 21, 2020 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends the Urban Renewal Agency (URA) adopt URA Resolution No. 310.		
Recommended Language for Motion: I move to approve URA Resolution No. 310.		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE AGENCY:

A supplemental budget URA resolution for the FY 2020-21 budget year.

EXECUTIVE SUMMARY:

Oregon’s Local Budget Law allows the URA Board to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. The Fiscal Year 2020-21 Budget was adopted by the Agency on June 1, 2020.

Budget Adjustment Resolution

The following adjustments will rollover unspent CIP budget from FY2019-20:

Streets CIP#	Description	Requests	Funding Source
4196	5 th Street Kinsman/Extension	\$1,995,473	Year 2000 UR Capital Fund / Contingency
4201	Garden Acres Road – Ridder to Day	\$158,737	Coffee Creek UR Capital Fund / Contingency

The rollover of funds does not increase the overall project budget but aligns the budget authority for the current fiscal year.

EXPECTED RESULTS:

The Urban Renewal Districts are required to amend their respective annual budget in accordance with Oregon local budget law. It is required to have the supplemental budget adjustment approved by the Board during a public hearing at a regularly scheduled meeting.

TIMELINE:

A public notice for the Urban Renewal meeting was published as required. The notice was published in the Spokesman on September 16, 2020. Oregon Budget Law requires all budget adjustments and transfers be approved prior to the end of the fiscal year, June 30, 2020.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 9/9/2020

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice has also been published on the City’s website. As the accompanying resolution is a budget adjustment, a public hearing must be part of the adoption process.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The amended budget provides for the delivery of services and construction of capital projects throughout the community.

ALTERNATIVES:

Not approving the attached supplemental budget could result in overspending current budget appropriations. The City is required to disclose all excess of expenditures over appropriations in the Comprehensive Annual Financial report.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. URA Resolution No. 310
 - A. Need, Purpose And Amount: Detail By Fund & Category

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
URA RESOLUTION NO. 310

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET
ADJUSTMENT FOR FISCAL YEAR 2020-21.**

WHEREAS, the Urban Renewal Board adopted a budget and appropriated funds for fiscal year 2020-21 by Resolution 307; and,

WHEREAS, unanticipated revenues and expenditures are expected to exceed the original adopted budget in some of the Agency's funds and budgetary changes are necessary within these funds to provide increased appropriation levels to expend the unforeseen revenues; and,

WHEREAS, ORS 294.480 provides that a government may increase the current year adopted budget through supplemental appropriations provided publication notice is met and a public hearing is held; and,

WHEREAS, all transfers from contingencies within the fiscal year to date aggregate have exceeded fifteen percent (15%) of the fund's total appropriations; and,

WHEREAS, all expenditure transfers within the fiscal year to date aggregate to not more than ten percent (10%) of the fund's total expenditures; and,

WHEREAS, to facilitate clarification of the adjustments in this resolutions Attachment A to this resolution provides a summary by fund of the appropriation categories affected by the proposed adjustments of budget appropriation and the purpose of the expenditure.

WHEREAS, consistent with local budget law and based upon the foregoing, the staff report in this matter and public hearing input, the public interest is served in the proposed supplemental budget adjustment.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF WILSONVILLE RESOLVES AS FOLLOWS:

The Agency adopts the Supplemental Budget to the Fiscal Year 2019-20 adopted budget by amending the estimated revenues and appropriations within the funds and categories as delineated and explained in Attachment A, attached hereto and incorporated by reference as if fully set forth herein.

This resolution becomes effective upon adoption.

ADOPTED by the Urban Renewal Board of the City of Wilsonville at a regular meeting thereof this 21st day of September 2020 and filed with Wilsonville City Recorder this same date.

Tim Knapp, Board Chair

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Board Chair Knapp	Yes
Board Member Akervall	Yes
Board Member Lehan	Excused
Board Member West	Yes
Board Member Linville	Yes

ATTACHMENT:

A. Need, Purpose And Amount: Detail By Fund & Category

ATTACHMENT A
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
Year 2000 Urban Renewal Capital Projects Fund			
Beginning Fund Balance	\$ 9,214,013	\$ 1,955,473	\$ 11,169,486
All other resources	89,600	-	89,600
	<u>9,303,613</u>	<u>1,955,473</u>	<u>11,169,486</u>
Capital Outlay	7,500,000	1,935,473	9,435,473
Materials & Services	611,260	20,000	631,260
Contingency	1,192,353	-	1,192,353
Net change in requirements	<u>\$ 9,303,613</u>	<u>\$ 1,955,473</u>	<u>\$ 11,259,086</u>
Budget request is to recognize unspent budget authority from FY 2019-2020. The request is for the funding of the 5th Street to Kinsman Exentsion project.			
Coffee Creek Urban Renewal Capital Projects Fund			
Capital Outlay	2,500,000	158,737	2,658,737
Materials & Services	102,000	-	102,000
Contingency	282,166	(158,737)	123,429
Net change in requirements	<u>\$ 2,884,166</u>	<u>\$ -</u>	<u>\$ 2,884,166</u>
Budget request is to recognize unspent budget authority from FY 2019-2020. The request is for the funding of the Garden Acres Road Road - Ridder to Day Road project.			