



## **City Council Meeting January 21, 2021**

**Executive Session 5:00 pm  
Work Session 5:30 pm  
Council Meeting 7:30 p.m.  
Urban Renewal Agency 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](mailto: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](mailto: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

January 21, 2021



**URA AGENDA**

**CITY OF WILSONVILLE  
URBAN RENEWAL AGENCY**

**JANUARY 21, 2021  
7:30 P.M.**

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

*Immediately Following the City Council Meeting*

Chair Julie Fitzgerald

Board Member Kristin Akervall  
Board Member Ben West

Board Member Charlotte Lehan  
Board Member Joann Linville

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**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 October 19, 2020 URA Meeting. (Veliz)

**NEW BUSINESS**

A. None

**CONTINUING BUSINESS**

A. None

**PUBLIC HEARING**

A. URA Resolution No. 312 (Legislative)  
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21. (Katko)

**ADJOURN**

**CITY OF WILSONVILLE  
URBAN RENEWAL AGENCY  
OCTOBER 19, 2020**

The Urban Renewal Agency held a regular meeting on October 19, 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

**CALL TO ORDER**

Chair Knapp called the URA meeting to order at 8:20 p.m. followed by roll call.

**CITIZEN INPUT**

There was none.

**CONSENT AGENDA**

Ms. Jacobson read the titles of the URA Consent Agenda items into the record.

**A. URA Resolution No. 311**

A Resolution Of The City Of Wilsonville Urban Renewal Agency Board Authorizing The City Manager To Execute A Professional Services Agreement Contract With Otak, Inc. For Construction Engineering Services For The 5th Street / Kinsman Road Extension Project (Capital Improvement Project #1139, 2099, 4196).

**B. Minutes of the September 21, 2020 URA Meeting.**

**Motion:** Ms. Linville moved to approve the URA Consent Agenda. Ms. Lehan 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 8:23 p.m.

Respectfully submitted,

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Kimberly Veliz, City Recorder

ATTEST:

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Julie Fitzgerald, Chair

DRAFT



## URBAN RENEWAL AGENCY STAFF REPORT

<b>Meeting Date:</b> January 21, 2021	<b>Subject: URA Resolution No. 312</b> Supplemental Budget Adjustment  <b>Staff Member:</b> Keith Katko, Assistant Finance Director  <b>Department:</b> Finance	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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	
<b>Comments:</b> N/A		
<b>Staff Recommendation:</b> Staff recommends the Urban Renewal Agency adopt URA Resolution No. 312.		
<b>Recommended Language for Motion:</b> I move to approve URA Resolution No. 312.		
<b>Project / Issue Relates To:</b>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE AGENCY:**

A supplemental budget resolution for the FY2020-21 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**

This supplemental will provide the funding for the Restaurant Relief Program through the Program Income Funds of the Westside District, totaling \$40,000 and from the Year 2000 District totaling \$40,000. Each program income fund generates its revenues from either sale of property, rental leases on property owned by the district or interest income. Being as the funding is not related to property taxes, the URA Board has less restrictions on how the money can be spent than our URA Capital Project/Debt Service Funds.

The funds, \$80,000 in total are being transferred to the City’s General Fund for disbursement out of the ADMIN department as a special projects expense to qualifying restaurants, as per Resolution 2868.

**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 Wilsonville Spokesman on January 13, 2021. Oregon Budget Law requires all budget adjustments and transfers be approved prior to the end of the fiscal year, June 30, 2021.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 1/7/2021

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 1/13/2021

**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. Attachment #1-Supplemental Budget Adjustments
2. URA Resolution No. 312
  - A. Need, Purpose And Amount: Detail By Fund & Category

# URBAN RENEWAL

## Attachment #1-Supplemental Budget Adjustments

### Budget Requests - Capital Projects

Westside Project Income Fund		
Miscellaneous Expenses	\$ 40,000	Funded by contingency
<b>Total Requests-Westside Project Income Fund</b>	<b>\$ 40,000</b>	

Year 2000 Project Income Fund		
Miscellaneous Expenses	\$ 40,000	Funded by contingency
<b>Total Requests-Year Project Income Fund</b>	<b>\$ 40,000</b>	

**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE**  
**URA RESOLUTION NO. 312**

**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 URA Resolution No. 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 2020-21 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 21<sup>st</sup> day of January 2021 and filed with Wilsonville City Recorder this same date.

\_\_\_\_\_  
Julie Fitzgerald, Board Chair

ATTEST:

\_\_\_\_\_  
Kimberly Veliz, City Recorder

**SUMMARY OF VOTES:**

Chair Fitzgerald  
Member West  
Member Linville  
Member Lehan  
Member Akervall

Attachment:

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

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

	<u>Current</u> <u>Appropriations</u>	<u>Change in</u> <u>Appropriations</u>	<u>Amended Appropriations</u>
<b>Westside Program Income Fund</b>			
Materials and services	\$ -	\$ 40,000	\$ 40,000
Contingency	185,247	(40,000)	145,247
Net change in requirements	<u>\$ 185,247</u>	<u>\$ -</u>	<u>\$ 185,247</u>
Request to provide funding for Restaurant Relief Program.			
<b>Year 2000 Program Income Fund</b>			
Materials and services	\$ 50,000	\$ 40,000	\$ 90,000
Contingency	983,666	(40,000)	943,666
Net change in requirements	<u>\$ 1,033,666</u>	<u>\$ -</u>	<u>\$ 1,033,666</u>
Request to provide funding for Restaurant Relief Program.			