

City of Wilsonville

Urban Renewal Agency Meeting

June 3, 2019



URA AGENDA

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY**

**JUNE 3, 2019
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 Charlotte Lehan

Board Member Susie Stevens
Board Member Ben West

CALL TO ORDER

A. Roll Call

CITIZEN INPUT

CONSENT AGENDA

A. Minutes of the March 18, 2019 URA Meeting. (Veliz)

PUBLIC HEARING

A. **URA Resolution No. 298** (*legislative hearing*)

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Adopting The Budget, Making Appropriations, And Declaring The Intent To Collect Tax Increment For Fiscal Year 2019-20. (Rodocker)

ADJOURN

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY
MARCH 18, 2019**

The Urban Renewal Agency held a regular meeting on March 18, 2019 in the Wilsonville City Hall immediately following the adjournment of the City Council meeting. Chair Knapp called the meeting to order at 9:10 p.m.

The following Board Members were present:

Chair Knapp
Member Akervall
Member Stevens
Member Lehan
Member West

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Cathy Rodocker, Finance Director
Zoe Monahan, Assistant to the City Manager
Bill Evans, Communications & Marketing Manager
Patty Nelson, City Engineer

CALL TO ORDER

Chair Knapp called the URA meeting to order at 9:10 p.m. followed by roll call.

CITIZEN INPUT

There was none.

CONSENT AGENDA

A. Minutes of the January 24, 2019 URA Meeting.

Motion: Ms. Stevens moved to approve the consent agenda. Ms. Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Chair Knapp	Yes
Member Akervall	Yes
Member Stevens	Yes
Member Lehan	Yes
Member West	Yes

NEW BUSINESS

Ms. Jacobson read the titles of URA Resolution No. 295 and URA Resolution No. 296 into the record.

Ms. Rodocker presented the staff reports.

A. URA Resolution No. 295

A Resolution Authorizing The Creation Of The Coffee Creek Plan Capital Project Fund.

Motion: Ms. Stevens moved to approve URA Resolution No. 295. Ms. Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Chair Knapp	Yes
Member Akervall	Yes
Member Stevens	Yes
Member Lehan	Yes
Member West	Yes

B. URA Resolution No. 296

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville, Oregon Authorizing Indebtedness For A Capital Project Described In The Urban Renewal Plan For The Coffee Creek Urban Renewal Area.

Motion: Ms. Lehan moved to approve URA Resolution No. 296. Ms. Stevens seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Chair Knapp	Yes
Member West	Yes
Member Stevens	Yes
Member Lehan	Yes
Member Akervall	Yes

PUBLIC HEARING

A. URA Resolution No. 297

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.

Ms. Jacobson read the title of URA Resolution No. 297 into the record.

Chair Knapp opened the public hearing at 9:15 p.m. after reading the hearing format.

Ms. Rodocker presented the staff report.

The Mayor invited public testimony, seeing none he closed the public hearing at 9:17 p.m.

Motion: Mr. West moved to approve URA Resolution No. 297. Ms. Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Chair Knapp	Yes
Member West	Yes
Member Stevens	Yes
Member Lehan	Yes
Member Akervall	Yes

ADJOURN

The URA meeting adjourned at 9:18 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Chair



URBAN RENEWAL AGENCY MEETING STAFF REPORT

Meeting Date: June 3, 2019	Subject: URA Resolution No. 298 Urban Renewal Budget Adoption for FY 2019-20 Staff: Cathy Rodocker, Finance Director Department: Finance	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: June 3, 2019 <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 checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Budget as approved by Budget Committee on May 28, 2019.	
Staff Recommendation: Staff recommends the Urban Renewal Agency (URA) adopt URA Resolution No. 298.		
Recommended Language for Motion: I move to approve URA Resolution No. 298.		
Project / Issue Relates To:		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Adoption of budget for fiscal year 2019-20 via resolution.

EXECUTIVE SUMMARY:

Following the Budget Committee vote to approve the budget the Urban Renewal Board must hold a public hearing and receive comments on the budget prior to adoption. The Board must adopt a budget no later than June 30.

The Urban Renewal Agency budget was approved by the Budget Committee in the amount of \$47,565,963. A comprehensive table displaying the budgets by Urban Renewal Districts and program is on page 283 for the budget document.

By law, the Board may make changes in the approved budget within certain limitations: (1) taxes may not be increased over the amount approved by the budget committee, and (2) estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater. The Board can reduce the budget from that approved by the Budget Committee.

EXPECTED RESULTS:

Create the budget for operating and capital purposes for fiscal year 2019-20.

TIMELINE:

- May 9 and May 22, 2019 - Public notice of the availability of the proposed budget and Budget Committee meeting dates published in the Wilsonville Spokesman.
- May 22, 2019 – Public notice of the meeting to adopt published in the Wilsonville Spokesman.
- May 28, 2019 – Meeting of the Budget Committee, opportunity for public to testify, voted to approve budget with no changes.
- June 3, 2019 – Agency meeting to receive public testimony, consider Resolution to adopt budget.

CURRENT YEAR BUDGET IMPACTS:

Does not affect the current budget.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 5/29/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 5/29/2019

COMMUNITY INVOLVEMENT PROCESS:

The opportunity for the public to address the Budget Committee was offered at the meeting on May 28, 2019. No public comments were received. The public may also attend the June 3, 2019 public hearing on the Agency’s budget.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Budget allows for completion of certain capital projects and payment of scheduled debt service.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. URA Resolution No. 298
 - A. Schedule of Appropriations

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

URA RESOLUTION NO. 298

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE INTENT TO COLLECT TAX INCREMENT FOR FISCAL YEAR 2019-20.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency (“Agency”) Budget Committee met on May 28, 2019 to receive public testimony, hear the budget message, and listen to presentations pertaining to the proposed budget for Fiscal Year 2019-20; and

WHEREAS, the Budget Committee deliberated on the proposed budget, and on May 28, 2019, approved the budget with no amendments and set the incremental assessed value for the West Side Plan District to \$401,210,000, thus limiting tax imposed in that district to approximately \$5,138,639 in accordance with ORS 457.470(3)(c), and set the incremental assessed value for the Year 2000 Plan District to \$322,000,000, thus limiting tax imposed in that district to approximately \$4,240,000 in accordance with ORS 457.455(1); and

WHEREAS, the Coffee Creek Plan District has recently formed and the governing board declares its intent to collect the full amount of the division of tax for the Coffee Creek District; and

WHEREAS, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such amounts were included in the approved budget; and

WHEREAS, on May 22, 2019 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City of Wilsonville (“City”); and

WHEREAS, in accordance with ORS 294.456, the Agency duly held a public hearing on June 3, 2019 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for the fiscal year beginning July 1, 2019.

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

1. The Wilsonville Urban Renewal Agency Board (“Agency Board”) adopts the budget for FY 2019-20 in the total amount of \$47,565,963.
2. Of the total adopted budget of \$47,565,963, the Agency appropriates \$42,165,963, for the fiscal year beginning July 1, 2019 as shown in Attachment A – Schedule of Appropriations. The difference of \$5,400,000 is not appropriated and is not available for expenditure during the fiscal year.
3. The Agency certifies to the Clackamas and Washington County Assessors the Agency’s intention as follows for Fiscal Year 2019-20:
 - a. To set the incremental assessed value in the West Side Plan District to \$401,210,000, which will generate approximately \$5,138,639 of taxes imposed.
 - b. To set the incremental assessed value in the Year 2000 Plan District to \$322,000,000, which will generate approximately \$4,240,000 of taxes imposed.
 - c. To collect 100% of the “Division of Taxes” portion from the Coffee Creek Plan District.
4. In compliance with the City’s Financial Management Policies certain contingencies, reserves, and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
 - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled “Restricted.”

- b. GASB Assigned category includes amounts that are designated, but for which a resolution has not been adopted. Authority is hereby granted to the Agency Board, the Executive Director, and the Finance Director for the purpose of setting aside resources for specific future needs. Within the budget document specific designations shall be titled “Assigned (designated).” All other balances other than Restricted or Assigned (designated) shall be budgeted as “Assigned (contingency).” The Assigned (contingency) is appropriated and available for use during the fiscal year if approved through Agency Board resolution.
 - c. The Agency Board considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Agency Board will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Urban Renewal Agency of the City of Wilsonville at a regularly scheduled meeting thereof this 3rd day of June 2019 and filed with the City Recorder this date.

Tim Knapp, Board Chair

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY of Votes:
Board Chair Knapp
Board Member Akervall
Board Member Stevens
Board Member Lehan
Board Member West

Attachment:
A. Schedule of Appropriations

Attachment A – Schedule of Appropriations
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Year 2000 Plan Area - Debt Service Fund

Debt Service	10,280,000	
Contingency	1,797,282	
Total Fund Appropriations	\$ 12,077,282	

Year 2000 Plan Area - Capital Projects Fund

Materials and Services	798,531	
Capital Outlay	7,208,000	
Contingency	1,160,891	
Total Fund Appropriations	\$ 9,167,422	

Year 2000 Plan Area - Program Income Fund

Materials and Services	50,000	
Contingency	761,554	
Total Fund Appropriations	\$ 811,554	

West Side - Debt Service Fund

Debt Service	2,900,000	
Contingency	10,558,232	
Total Fund Appropriations	\$ 13,458,232	

West Side - Capital Projects Fund

Materials and Services	977,670	
Contingency	1,073,738	
Total Fund Appropriations	\$ 2,051,408	

West Side - Program Income Fund

Materials and Services	-	
Capital Outlay	-	
Contingency	5,431	
Total Fund Appropriations	\$ 5,431	

Coffee Creek Plan - Debt Service Fund

Debt Service	420,000	
Contingency	361,634	
Total Fund Appropriations	\$ 781,634	

Coffee Creek Plan - Capital Projects Fund

Materials and Services	224,040	
Capital Outlay	1,745,238	
Contingency	1,843,722	
Total Fund Appropriations	\$ 3,813,000	

\$ 42,165,963