

# City Council Meeting June 15, 2020



**Executive Session 5:00pm**

**Work Session 5:30pm**

**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**

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

**You can watch the City Council Meeting here:**

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

# City of Wilsonville

Urban Renewal Agency Meeting

June 15, 2020



**URA AGENDA**

**CITY OF WILSONVILLE  
URBAN RENEWAL AGENCY**

**JUNE 15, 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 Charlotte Lehan

Board Member Ben West  
Board Member Joann Linville

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**CALL TO ORDER**

A. Roll Call

**CITIZEN INPUT**

**CONSENT AGENDA**

A. Minutes of the June 1, 2020 URA Meeting. (Veliz)

**PUBLIC HEARING**

A. **URA Resolution No. 308** (*Legislative Hearing*)  
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20. (Rodocker)

**ADJOURN**

**CITY OF WILSONVILLE  
URBAN RENEWAL AGENCY  
JUNE 1, 2020**

The Urban Renewal Agency held a regular meeting on June 1, 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  
Chris Neamtzu, Community Development Director  
Cathy Rodocker, Finance Director  
Keith Katko, Assistant Finance Director  
Zoe Monahan, Assistant to the City Manager

**CALL TO ORDER**

Chair Knapp called the URA meeting to order at 9:46 p.m. followed by roll call.

**CITIZEN INPUT**

There was none.

**CONSENT AGENDA**

Ms. Jacobson read the title of the consent agenda item into the record.

A. Minutes of the April 20, 2020 URA Meeting

Councilor Linville noted for the record there was an error in the minutes. The minutes indicated that Board Member Stevens was present However; the minutes should reflect that Board Member Linville was present.

**Motion:** Ms. Linville moved to approve the April 20, 2020 minutes as corrected. 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

#### **PUBLIC HEARING**

Ms. Jacobson read the title of URA Resolution No. 307 into the record.

**A. URA Resolution No. 307**

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 2020-21.

Chair Knapp opened the public hearing at 9:58 p.m. after reading the hearing format.

No Board Member declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Board Member's participation.

Mr. Katko and Ms. Rodocker presented the staff report.

Chair Knapp asked for public input. Ms. Veliz read into the record an email sent by Andrew Karr in support of URA Resolution No. 307.

Chair Knapp asked for any further public input. There was none.

**Motion:** Ms. Linville moved for the approval of the 2020-21 Proposed Budget for the Urban Renewal Agency in the amount of \$46,746,760. (Forty-six million, seven hundred forty-six thousand, seven hundred and sixty dollars) and set the Increment Assessed Value in the West Side Plan District to approximately \$401,210,000 (four hundred one million, two hundred ten thousand dollars) which will generate an estimated levy of \$5,263,158 (five million, two hundred sixty three thousand, one hundred and fifty-eight dollars); and set the Increment Assessed Value in the Year 2000 Plan District to approximately \$322,000,000 (three hundred twenty two million) which will generate an estimated levy of \$4,200,000. And levy the full amount of the "divide-the-taxes" amount for the Coffee Creek District. Ms. Akervall 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

Chair Knapp closed the public hearing at 9:58 p.m.

**ADJOURN**

The URA meeting adjourned at 9:59 p.m.

Respectfully submitted,

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Kimberly Veliz, City Recorder

ATTEST:

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Tim Knapp, Chair



## URBAN RENEWAL AGENCY MEETING STAFF REPORT

<b>Meeting Date:</b> June 15, 2020	<b>Subject: URA Resolution No. 308</b> Supplemental Budget Adjustment  <b>Staff Member:</b> Cathy Rodocker, 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: June 15, 2020 <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 (URA) adopt URA Resolution No. 308.		
<b>Recommended Language for Motion:</b> I move to approve URA Resolution No. 308.		
<b>Project / Issue Relates To:</b>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

**ISSUE BEFORE BOARD:**

A supplemental budget resolution for the FY2019-20 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 2019-20 Budget was adopted by the Agency on June 3, 2019.

**Budget Adjustment Resolution**

This supplemental will provide additional funding for the Westside Program Income Fund for the Tooze Rd – 110<sup>th</sup> to Grahams Ferry Rd project in the amount of \$17,800. The project has been completed and the funding is required for the last of the invoices.

**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 Pamplin Media, formerly the Wilsonville Spokesman, on June 8, 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: 6/3/2020

**LEGAL REVIEW / COMMENT:**

Reviewed by: ARGH      Date: 6/10/2020

**COMMUNITY INVOLVEMENT PROCESS:**

As required by Local Budget Law, a notice for the public hearing has been published in the Pamplin Media, formerly 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. Supplemental Budget Adjustments
2. URA Resolution No. 308
  - A. Need, Purpose And Amount: Detail By Fund & Category

## Attachment #1-Supplemental Budget Adjustment

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Westside Program Income Fund</b>			
Materials and services	\$ 165,000	\$ 1,800	\$ 166,800
Capital outlay	-	16,000	16,000
Contingency	23,927	(17,800)	6,127
Net change in requirements	\$ 188,927	\$ -	\$ 188,927
Increase to provide the funding for the Tooze Rd - 110th to Grahams Ferry Rd.			

**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE**

**URA RESOLUTION NO. 308**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2019-20.**

WHEREAS, the Urban Renewal Board adopted a budget and appropriated funds for fiscal year 2019-20 by URA Resolution 283; 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 15<sup>th</sup> day of June 2020 and filed with Wilsonville City Recorder this same date.

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Tim Knapp, Board Chair

ATTEST:

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Kimberly Veliz, City Recorder

**SUMMARY OF VOTES:**

Chair Knapp  
Member Akervall  
Member Lehan  
Member West  
Member Linville

**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
<b>Westside Program Income Fund</b>			
Materials and services	\$ 165,000	\$ 1,800	\$ 166,800
Capital outlay	-	16,000	16,000
Contingency	23,927	(17,800)	6,127
Net change in requirements	\$ 188,927	\$ -	\$ 188,927
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