

MRC

**MILWAUKIE
REDEVELOPMENT
COMMISSION**

**MEETING
PACKET**

City of Milwaukie, Oregon

COUNCIL REGULAR SESSION

Zoom Video Conference
www.milwaukieoregon.gov

2317th Meeting**AGENDA NOTICE**

JUNE 16, 2020

Note: times are estimates and are provided to help those attending meetings know when an agenda item will be discussed. Times are subject to change based on Council discussion.

Video Meeting: due to the governor's "Stay Home, Stay Healthy" order, the City Council will hold this meeting through Zoom video meetings. The public is invited to watch live on the [city's YouTube channel](#), Comcast Cable channel 30 in city limits, or by joining the Zoom webinar (visit <https://www.milwaukieoregon.gov/citycouncil/city-council-regular-session-278> for details).

Public Comments: written comments may be submitted by email to ocr@milwaukieoregon.gov. Council will take verbal comments. To speak during the meeting, see the Zoom webinar login information and in-person pre-registration instructions online (see meeting page link above).

1. CALL TO ORDER (6:00 p.m.)**A. Pledge of Allegiance****B. Native Lands Acknowledgment****7. INFORMATION – Announcements (6:01 p.m.)**

Council will announce upcoming events and activities. **NOTE:** this item has been moved up the agenda.

2. PROCLAMATIONS AND SPECIAL REPORTS**A. Milwaukie High School Resource Officer - Report (6:05 p.m.)**

Staff: Luke Strait, Police Chief

B. COVID-19 Emergency Declaration – Extension (6:15 p.m.)

Staff: Ann Ober, City Manager

3. CONSENT AGENDA (6:20 p.m.)

Consent items are routine matters that are not discussed during the meeting; they may be approved in one blanket motion and any Councilor may remove an item from the Consent Agenda for separate consideration.

A. Approval of Council Meeting Minutes of:

1. May 19, 2020, Work Session; and
2. May 19, 2020, Regular Session.

B. Reappointments to the City Boards and Committees – Resolution**C. Appointments to the Planning Commission – Resolution****D. Authorization of an Intergovernmental Agreement for Consultant Services for the Central Milwaukie Bikeways Project – Resolution****E. Adoption of an Accessory Dwelling Unit (ADU) Waiver Pilot Program – Resolution**

4. AUDIENCE PARTICIPATION (6:25 p.m.)

To address Council, complete a comment card and submit it to staff. The Mayor will call for comments regarding City business. Per the Milwaukee Municipal Code (MMC) only issues that are “not on the agenda” may be raised; issues that await a Council decision and for which the record is closed may not be discussed; “all remarks shall be directed to the whole Council, and the presiding officer may limit comments or refuse recognition.” The presiding officer may limit the time permitted for comments and may request that a spokesperson be selected for a group of persons wishing to speak. **The public is also invited to make comments in writing and may submit comments before the meeting, by mail, e-mail, or in person to City staff.**

Agenda Order: due to the time needed for the hearing items, Council will consider items 6. A. and 6. B. before the hearings. The estimated times below reflect this adjusted agenda order.

5. PUBLIC HEARINGS

Public Comment will be allowed on items under this part of the agenda following a brief staff report presenting the item and action requested. The presiding officer may limit testimony.

A. Fiscal Year 2021 Master Fee Schedule Adoption – Resolution (6:50 p.m.)

Staff: Keith McClung, Assistant Finance Director

B. 2021-2022 Biennial City Budget Adoption – Resolution (7:10 p.m.)

Staff: Bonnie Dennis, Finance Director

C. 2021-2022 State Revenue Sharing Election – Resolution (7:40 p.m.)

Staff: Bonnie Dennis, Finance Director

D. 2021-2022 Biennial Redevelopment Commission Budget Adoption – Resolution (8:10 p.m.)

Staff: Bonnie Dennis, Finance Director

Note: the regular session will be recessed so that Council, whose members serve as the commission, may meet to consider the commission budget. The regular session will reconvene after the commission hearing.

E. Comprehensive Plan Update – Ordinance, continued from June 9, 2020 (8:40 p.m.)

Staff: Denny Egner, Planning Director

6. OTHER BUSINESS

These items will be presented by staff or other individuals. A synopsis of each item together with a brief statement of the action requested shall be made by those appearing on behalf of an agenda item.

A. Council Agenda Order Change – Ordinance (6:30 p.m.)

Staff: Scott Stauffer, City Recorder

B. Solid Waste Rates – Resolution (6:35 p.m.)

Staff: Keith McClung, Assistant Finance Director

8. ADJOURNMENT (10:40 p.m.)

Americans with Disabilities Act (ADA) Notice

The City of Milwaukie is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). If you require any service that furthers inclusivity please contact the Office of the City Recorder at least 48 hours prior to the meeting by email at ocr@milwaukieoregon.gov or phone at 503-786-7502 or 503-786-7555. Most Council meetings are streamed live on the City's website and cablecast on Comcast Channel 30 within Milwaukie City Limits.

Executive Sessions

The City Council may meet in executive session pursuant to ORS 192.660(2); all discussions are confidential and may not be disclosed; news media representatives may attend but may not disclose any information discussed. Executive sessions may not be held for the purpose of taking final actions or making final decisions and are closed to the public.

Meeting Information

Times listed for each agenda item are approximate; actual times for each item may vary. Council may not take formal action in study or work sessions. Please silence mobile devices during the meeting.



Milwaukie Redevelopment Commission

Zoom Video Conference
www.milwaukieoregon.gov

MINUTES

JUNE 16, 2020

Commission Present in Person: Commissioners Angel Falconer, Lisa Batey, Kathy Hyzy

Commission Present via Video: Commissioners Wilda Parks, Mark Gamba

Staff Present	Assistant City Manager Kelly Brooks	City Manager Ann Ober
by Video:	Assistant Finance Director Keith McClung	City Recorder Scott Stauffer (in-person)
	Associate Planner Brett Kelder	Community Development Director Leila Aman
	Associate Planner Vera Kolias	Finance Director Bonnie Dennis
	City Attorney Justin Gericke	Planning Director Denny Egner

Commissioner Falconer called the meeting to order at 9:54 p.m.

PUBLIC HEARING

2021-2022 Biennial Redevelopment Commission Budget Adoption – Resolution

Call to Order: **Commissioner Falconer** called the hearing to order at 9:54 p.m.

Purpose: **Commissioner Falconer** announced that the purpose of the hearing was to take public comment on the proposed Commission budget.

It was noted that no commissioner wished to declare a conflict of interest.

Staff Presentation: **Ms. Dennis** provided a brief overview of the budget preparation process. She noted that the budget totaled \$2,953,000, which included capital projects and debt service. She reported that the budget met reserve policies and that the Commission Budget Committee had approved the proposed budget.

It was noted that no correspondence on the budget had been received and no audience member wished to address the Commission.

Close Public Hearing: **It was moved by Commissioner Batey and seconded by Commissioner Hyzy to close the public hearing on the 2021-2022 biennial Redevelopment Commission budget. Motion passed with the following vote: Commissioners Falconer, Batey, Parks, Hyzy, and Gamba voting “aye.” [5:0]**

Commissioner Falconer closed the public hearing at 9:57 p.m.

It was moved by Commissioner Parks and seconded by Commissioner Batey to approve the resolution adopting the budget for the biennium commencing July 1, 2020, making appropriations and declaration of tax increment. Motion passed with the following vote: Commissioners Falconer, Batey, Parks, Hyzy, and Gamba voting “aye.” [5:0]

Redevelopment Commission Resolution 1-2020:

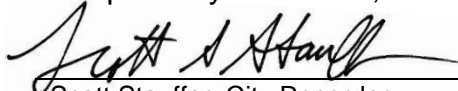
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, ADOPTING THE BUDGET FOR THE BIENNIUM COMMENCING JULY 1, 2020, MAKING APPROPRIATIONS AND DECLARATION OF TAX INCREMENT.

ADJOURNMENT

It was moved by Commissioner Hyzy and seconded by Commissioner Batey to adjourn the Commission meeting. Motion passed with the following vote: Commissioners Falconer, Batey, Parks, Hyzy, and Gamba voting “aye.” [5:0]

Commissioner Falconer adjourned the meeting at 9:58 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Scott Stauffer", written over a horizontal line.

Scott Stauffer, City Recorder



STAFF REPORT



To: Chair and Commissioners
Through: Ann Ober, City Manager
Leila Aman, MRC Executive Director
From: Bonnie Dennis, Finance Director
Subject: **BUDGET ADOPTION, APPROPRIATION OF FUNDS, AND DECLARATION OF TAX INCREMENT**

Date: 6/4/2020

ACTION REQUESTED

The Commission is asked to consider, and adjust if necessary, a resolution to adopt the budget for the biennium commencing July 1, 2020, after receiving and considering public testimony on the budget approved by the Budget Committee.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

April 29, 2020: A notice of the Commission's Budget Committee meeting to receive the budget message and receive comment from the public on the proposed budget was published in *The Clackamas Review* newspaper.

May 23, 2020: A meeting of the Commission Budget Committee was held, the budget was presented, public comment was received, and the committee approved the budget and the division of tax in accordance with the Oregon Constitution and ORS 457.

June 10, 2020: The approved budget and notice of the public hearing on the approved budget was published in *The Clackamas Review* newspaper.

ANALYSIS, BUDGET IMPACTS

See attached approved budget document.

COORDINATION, CONCURRENCE, OR DISSENT

The proposed budget was approved by the Commission's Budget Committee, the Commission's executive director who is also the city's community development director, and the city manager.

STAFF RECOMMENDATION

Staff recommends that the Commission adopt the budget resolution.

ALTERNATIVES

If the Commission does not adopt the budget or request tax to be divided, revenue for the Commission would not be raised.

ATTACHMENTS

1. Resolution
2. Commission Approved Budget by the Budget Committee



RESOLUTION No.

A RESOLUTION OF THE MILWAUKIE REDEVELOPMENT COMMISSION, ADOPTING THE BUDGET FOR THE BIENNIUM COMMENCING JULY 1, 2020, MAKING APPROPRIATIONS AND DECLARATION OF TAX INCREMENT.

Be it Resolved by the Milwaukie Redevelopment Commission that the budget for the biennium commencing July 1, 2020, and ending June 30, 2022, in the total of \$2,953,000 is adopted and is on file at Milwaukie City Hall, 10722 SE Main Street, Milwaukie, Oregon 97222.

APPROPRIATIONS

Be it further Resolved, that the Commission directs that the below-noted amounts for the fiscal year beginning July 1, 2020, and July 1, 2021 (BN 2021-2022), for the purposes shown below are appropriated:

MRC Urban Renewal Fund

Program: Urban Renewal activities	\$1,470,000
Unappropriated:	
Reserve for Future	\$1,483,000
Total	\$2,953,000

DECLARATION OF TAX INCREMENT

Be it further Resolved, that the Commission certifies to the County Assessor of Clackamas County that the Milwaukie Urban Renewal Plan Area requests the maximum amount of revenue that may be raised by dividing the taxes under section 1C, Article IX of the Oregon Constitution and ORS 457.

Introduced and adopted by the Commission on **June 16, 2020**.

This resolution is effective immediately.

Mark Gamba, Commission Chair

ATTEST:

APPROVED AS TO FORM:
Justin D. Gericke

Scott Stauffer, City Recorder

City Attorney



CITY OF MILWAUKIE, OREGON

APPROVED BUDGET 2021 – 2022

July 1, 2020 – June 30, 2022



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Budget Message for Fiscal Years 2021-2022

April 28, 2020

To: Mayor Mark Gamba, Honorable Chair of the Milwaukie Redevelopment Commission
Members of the Milwaukie Redevelopment Commission
Members of the Budget Committee
Citizens of Milwaukie

I am pleased to present you with the proposed biennial budget for fiscal years 2021-2022 for the Milwaukie Redevelopment Commission (MRC). This budget cycle includes a recommendation to form the Citizen Advisory Committee – a collaboration with city staff to develop a five-year action plan that prioritizes projects in the Urban Renewal Plan (Plan) for implementation.

Urban Renewal activities are funded through a mechanism called Tax Increment Financing (TIF), authorized under Oregon Revised Statute 457. When the Plan was adopted in 2016, the existing tax base for the urban renewal area was frozen – this is referred to as the frozen base. Property value increases and new development within the Plan area that increases revenue above the frozen base gets allocated to the MRC and can be spent within the boundaries of the Urban Renewal Area (URA). TIF is important as it provides funding for redevelopment projects that enhance an areas livability, reduce blight and ultimately increase the tax base within the URA. TIF can be used to provide much needed infrastructure, amenities and investments in new housing and commercial development, as well as improvements to existing buildings within the URA.

Milwaukie's URA focuses primarily in the downtown and central commercial areas. The frozen base for Milwaukie's URA is \$135,994,953. It is anticipated that the Plan will take 29 years to implement with a maximum indebtedness of \$92,500,000, where the maximum indebtedness is an estimate of future property tax growth over the period based on detailed assumptions, estimates and projects from the Plan.

Milwaukie begins this next budget cycle with \$495,000 and anticipates an additional \$456,000 will be generated over the next biennium. A contingency fund of \$100,000 per budget year and the issuance of \$2.0 million in debt to fund projects over the five-year action plan period is proposed. City staff anticipates beginning work on the five-year action plan in fiscal year 2021 and implementation efforts in the second half of fiscal year 2022. Proposed expenditures are reflected in this recommendation.

This budget is MRC's financial plan for the biennium ending June 30, 2022. The budget is prepared based on the modified accrual basis of accounting and appropriated at the program level – this involves recognizing revenue when it becomes both available and measurable, rather than when it is earned. Expenditures, a term used instead of expenses for modified accrual accounting, are recognized when the related liability is incurred.

MRC is managed by city staff and conforms to the same financial policies as the city. The city is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and transparency. These fiscal policies enable the city to achieve and maintain a long-term stable and positive financial condition and are the basic framework for overall financial management and day-to-day and long-range fiscal planning and decision-making. The financial policies can be found within the city's biennial budget.

Respectfully submitted,

Leila Aman
Executive Director
Milwaukie Redevelopment Commission

MILWAUKIE REDEVELOPMENT COMMISSION BUDGET



Approved BUDGET

\$ 1,470,0000

DEPARTMENT DIVISIONS:

- Administration

2021-2022 KEY INITIATIVES

- Develop a five-year action plan and prioritize projects
- Secure debt financing in Fiscal Year 2021 for capital projects.

DID YOU KNOW?

- Milwaukie Redevelopment Commission serves the public's interest in guiding how land and structures in Milwaukie are developed and served by infrastructure
- The city is actively pursuing solutions to the region's and city's housing affordability dilemma



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Milwaukee Redevelopment District - Urban Renewal Fund Summary

(Amounts in Thousands: \$100 = \$100,000)

	Actual FY 2017	Actual FY 2018	BN 2019-2020			BN 2021-2022				
			Budget	Actuals FY 2019	Estimated FY 2020	Estimated Total	Proposed Total	Approved FY 2021	Approved FY 2022	Approved Total
Resources										
Beginning Fund Balance	-	-	93	95	271	95	495	495	711	495
Property Taxes	-	94	212	172	218	390	456	225	231	456
Interest Income	-	1	10	4	6	10	2	1	1	2
Proceeds from Issuance of Debt	-	-	-	-	-	-	2,000	-	2,000	2,000
Total Resources	\$ -	\$ 95	\$ 315	\$ 271	\$ 495	\$ 495	\$ 2,953	\$ 721	\$ 2,943	\$ 2,953
Requirements										
Materials & Services:										
Professional Services	-	-	100	-	-	-	130	10	120	130
Contractual Services	-	-	-	-	-	-	40	-	40	40
Total Materials & Services	-	-	100	-	-	-	170	10	160	170
Capital Outlay	-	-	50	-	-	-	1,000	-	1,000	1,000
Debt Service	-	-	-	-	-	-	200	-	200	200
Contingency	-	-	25	-	-	-	100	-	100	100
Total Program Requirements	-	-	175	-	-	-	1,470	10	1,460	1,470
Unappropriated Ending Fund Balance	-	95	140	271	495	495	1,483	711	1,483	1,483
Total Requirements	\$ -	\$ 95	\$ 315	\$ 271	\$ 495	\$ 495	\$ 2,953	\$ 721	\$ 2,943	\$ 2,953

	Actual FY 2017	Actual FY 2018	BN 2019-2020			BN 2021-2022				
			Budget	Actuals FY 2019	Estimated FY 2020	Estimated Total	Proposed Total	Approved FY 2021	Approved FY 2022	Approved Total
Contingency & Ending Fund Balance Above	\$ -	\$ 95	\$ 165	\$ 271	\$ 495	\$ 495	\$ 1,583	\$ 711	\$ 1,583	\$ 1,583
Policy Requirement (50%)	-	-	165	-	-	-	80	5	80	80
Reserve	-	-	140	271	495	495	1,583	711	1,583	1,583
Amount over (under) Policy Requirement	\$ -	\$ -	\$ -	\$ 271	\$ 495	\$ 495	\$ 1,503	\$ 706	\$ 1,503	\$ 1,503

City of Milwaukie
 FIVE-YEAR FORECAST
 (amounts in thousands)

MRC Urban Renewal Fund

						Current	Projected				
						Fiscal Year					
	FY15	FY16	FY17	FY18	FY19	Estimated	+1	+2	+3	+4	+5
						FY20	FY21	FY22	FY23	FY24	FY25
Resources											
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 95	\$ 271	\$ 495	\$ 711	\$ 1,483	\$ 362	\$ (252)
Revenues											
Property Taxes	-	-	-	94	172	218	225	231	238	245	253
Interest Income	-	-	-	1	4	6	1	1	1	1	1
Proceeds from Issuance of Debt	-	-	-	-	-	-	-	2,000	-	-	-
Total Revenues	-	-	-	95	176	224	226	2,232	239	246	254
Total Resources	\$ -	\$ -	\$ -	\$ 95	\$ 271	\$ 495	\$ 721	\$ 2,943	\$ 1,722	\$ 608	\$ 2
Requirements											
Expenditures											
Materials & Services	-	-	-	-	-	-	10	160	160	160	160
Capital Outlay	-	-	-	-	-	-	-	1,000	1,000	500	500
Debt Service	-	-	-	-	-	-	-	200	200	200	200
Contingency	-	-	-	-	-	-	-	100	-	-	-
Total Expenditures	-	-	-	-	-	-	10	1,460	1,360	860	860
Fund Balance											
Policy Requirement (50%)	-	-	-	-	-	-	5	80	80	80	330
Over (Under) Policy	-	-	-	95	271	495	706	1,403	282	(332)	(1,188)
Total Ending Fund Balance	-	-	-	95	271	495	711	1,483	362	(252)	(858)
Total Requirements	\$ -	\$ -	\$ -	\$ 95	\$ 271	\$ 495	\$ 721	\$ 2,943	\$ 1,722	\$ 608	\$ 2

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Milwaukie Redevelopment Commission will be held on June 16, 2020 at 6:00 pm at Milwaukie City Hall, Milwaukie, Oregon. The purpose of this meeting is to discuss the biennium budget for fiscal years 2021 and 2022 as approved by the Milwaukie Redevelopment Commission Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained online at www.milwaukieoregon.gov/bc-rc. This budget is for a biennial budget period and was prepared on a basis of accounting that is the same as used the preceding year.

Video Meeting: due to the governor's "Stay Home, Stay Healthy" order, the City Council will hold this meeting through Zoom video meetings. The public is invited to watch live on the city's YouTube channel, Comcast Cable channel 30 in city limits, or by joining the Zoom webinar. Visit the meeting link at: <https://www.milwaukieoregon.gov/citycouncil/city-council-regular-session-278> for details

Public Comments: written comments may be submitted by email to ocr@milwaukieoregon.gov. Council will take verbal comments. To speak during the meeting, see the Zoom webinar login information and in-person pre-registration instructions online (see meeting page link above).

Contact: Bonnie Dennis

Telephone: 503-786-7505

Email: dennisb@milwaukieoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount FY 2017-2018	Adopted Budget FY Year 2019-2020	Approved Budget FY 2021-2022
Beginning Fund Balance/Net Working Capital	0	93,000	495,000
All Other Resources Except Division of Tax & Special Levy	0	10,000	2,002,000
Revenue from Division of Tax	130,000	212,000	456,000
Total Resources	130,000	315,000	2,953,000

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Materials and Services	130,000	100,000	170,000
Capital Outlay	0	50,000	1,000,000
Debt Service	0	0	200,000
Contingencies	0	25,000	100,000
Reserve for future	0	140,000	1,483,000
Total Requirements	130,000	315,000	2,953,000

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Milwaukie Redevelopment Commission			
FTE for that unit or program			
Urban Renewal	130,000	175,000	1,470,000
Non-Departmental / Non-Program		140,000	1,483,000
Total Requirements	130,000	315,000	2,953,000
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
Urban renewal uses tax increment financing (TIF) to fund these projects.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total		

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.