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Phoenix Urban Renewal Agency  
Regular Meeting  
**Agenda**

May 04, 2020

6:00 p.m. Public Meeting

*To attend the meeting electronically call 1 (646) 749-3112, Access code 233-598-421*

Phoenix Plaza Civic Center 220 N. Main St.

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A complete agenda packet is available on the city's website.

*If you need special accommodations, please give city hall 48-hour prior notice.*

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- 1. Call to Order / Roll Call / Confirmation of a Quorum**
- 2. Consent Agenda**
  - 2.1 Approval of February 03, 2020 Minutes
  - 2.2 Resolution No. 20 - 02 A Resolution of the Phoenix Urban Renewal Agency Designating Depositories for Urban Renewal Funds and Designating Authorized Signers
- 3. Citizens Heard on Agenda Items:**

*To comment, please submit your comments in writing to the City Recorder by 5:00 pm on the day of the meeting.*
- 4. Administrative**
- 5. Public Hearing – 2019-2020 Supplemental Budget**
  - 5.1 Resolution No. 20 – 01 A Resolution of the Phoenix Urban Renewal Agency Adopting the Supplemental Budget and Making Appropriations
- 6. New Business**
  - 6.1 Update – Kyle Taylor, President Taylored Elements Construction
  - 6.2 Appointment of 2020 PHURA Board Chair
  - 6.3 Appointment of 2020 PHURA Vice-Chair
- 7. Close Regular Session & Recess to Open Executive Session\*(if needed)**
- 8. Close Executive Session and Adjourn to Open Session\*(if needed)**
- 9. Adjournment**

To Monday, June 01, 2020, in the Phoenix Plaza Civic Center, 220 N. Main Street.

**Phoenix Urban Renewal Agency**

**Minutes**

Monday, February 03, 2020 – 5:30 p.m.

Phoenix Plaza Civic Center

220 N. Main St., Phoenix, Oregon

**AGENDA ITEM 1 CALL TO ORDER / ROLL CALL**

Chair Warren called the meeting to order at 5:30 p.m.

**DIRECTORS PRESENT:**

Chair Warren and Directors Snyder, Westover, Vermillion, Crawford, and Baker

**ABSENT:**

Director Luz (excused)

**STAFF PRESENT:**

Aaron Prunty, Executive Director

Bonnie Pickett, City Recorder

**AGENDA ITEM 2 APPROVAL OF CONSENT CALENDAR**

Director Vermillion requested item 2.2 be pulled

**2.1 Approval of Minutes: December 16, 2019**

*Baker/Vermillion M/S I move to approve the consent agenda by unanimous vote. No further discussion.*

**2.2 Annual Reporting for fiscal year ending June 20, 2019**

Director Vermillion questioned the formatting of the report that was presented requesting the format to be more like the financial reports received by the Council.

Mr. Prunty advised that the report is not a financial report. It is the annual report for the fiscal year.

*Vermillion/Baker M/S I move to approve item 2.2 from the consent agenda by unanimous vote. No further discussion.*

**AGENDA ITEM 3 CITIZENS HEARD ON NON-AGENDA ITEMS:**

None

**AGENDA ITEM 4 ADMINISTRATIVE**

None

**AGENDA ITEM 5 NEW BUSINESS**

None

**AGENDA ITEM 6 RECESS OPEN MEETING**

5 Minute Recess

**AGENDA ITEM 7 CALL TO ORDER/ROLLCALL/CONFIRMATION OF QUORUM**

**AGENDA ITEM 8 CLOSE OPEN SESSION AND ADJOURN TO EXECUTIVE SESSION**

**8.1** ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**AGENDA ITEM 9 CLOSE EXECUTIVE SESSION AND ADJOURN TO OPEN SESSION**

Chair Warren noted that during the executive session the board discussed real property transactions.

*Snyder/Baker M/S Authorizing the Executive Director to execute a contract with Taylored Elements Construction. Motion approved by roll call vote 6-0. No further Discussion.*

**AGENDA ITEM 10 STAFF COMMENTS**

None

**AGENDA ITEM 11 ADJOURNMENT**

*Chair Warren adjourned the meeting at 5:52 p.m.*

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Stuart Warren, Chair

\_\_\_\_\_  
Eric Swanson, Executive Director





# PHOENIX URBAN RENEWAL AGENCY

P.O. Box 330

112 W. 2<sup>nd</sup> Street, Phoenix, OR 97535

541-535-1955

<http://phoenixoregon.gov>

## AGENDA Report

**Agenda item title:** Resolution No. 20-01 A Resolution of The Phoenix Urban Renewal Agency Adopting the Supplemental Budget and Making Appropriations

**Meeting Date:** April 20, 2020

**From:** J.C. Boothe, Finance/HR Director of City of Phoenix

**Action:**  Motion,  Ordinance,  Resolution,  Information only,  Other

### SUMMARY

The Phoenix Urban Renewal Agency of the City of Phoenix, Oregon, (“Agency”) deems it necessary to propose a supplemental budget to account for changes in fund revenues and expenditures. A public hearing is required, as the changes total more than ten percent of the adopted budget.

### BACKGROUND AND DISCUSSION

The Phoenix Urban Renewal Agency has an increase of \$100 in expense for the annual bond borrowing costs and additional project costs in the Capital Projects Fund that require a \$40,000 transfer out in the Debt Service Fund. To appropriate an added expense, the Agency is increasing tax revenue by the same amount. Additionally, the Agency required a distinction in the adopted budget appropriating the bond borrowing costs to materials and services category. This requires a supplemental budget for the Debt Service Fund to adjust the appropriations in the FY 2019-20 budget.

Additionally, the Agency budgeted \$17,820 of Debt Service in the Capital Outlay category. The transfer of funds from the Debt Service Fund will increase Capital Outlay by \$40,000 to ensure the Bioswale Project is fully funded. This requires a supplemental budget for the Capital Projects fund to categorize the appropriation for debt service properly and appropriate an additional Capital Outlay expense to the FY 2019-20 budget.

### FISCAL IMPACT

A Debt Service Fund increase in revenue and expenses totaling \$40,100. A Capital Projects Fund increase in revenue and expenses totaling \$40,000.

### RECOMMENDATION

Staff recommends adopting a supplemental budget to allow PHURA to spend the unanticipated funds.

### PROPOSED MOTION

I move approval of Resolution No. 20-01, adopting the supplemental budget and making appropriations.

**ATTACHMENTS**

Resolution No. 20-01 Adopting the Supplemental Budget and Making Appropriations.

**PHOENIX URBAN RENEWAL AGENCY  
Phoenix, Oregon**

**RESOLUTION NO. 20 - 01**

**A RESOLUTION OF THE PHOENIX URBAN RENEWAL AGENCY ADOPTING THE  
SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS.**

WHEREAS, the Board of Directors of the Phoenix Urban Renewal Agency finds that circumstances exist which were not foreseen at the time of the fiscal year 2019-20 budget was adopted and which require a supplemental budget creating additional appropriations in the Debt Service Fund in accordance with local budget law (ORS 274.471);

WHEREAS, the proposed budget changes to the Debt Service Fund and Capital Projects Fund will increase the fund's expenditures by more than ten percent, requiring a public hearing before adoption of the supplemental budget. Notice of the public hearing and a summary of proposed budget changes were published not less than five days before meeting in accordance with local budget law (ORS 294.471);

WHEREAS, the purpose of the budget change in the Debt Service Fund is to increase the transfer of funds to the Capital Projects Fund by \$40,000, to increase the bond borrowing cost by \$100, and transfer the appropriation of borrowing cost to the proper category after adopting the FY 2019-20 budget;

WHEREAS, the purpose of the budget change in the Capital Projects Fund is to increase the transfer of funds received from the Debt Service Fund by \$40,000 to complete the Bioswale Project and transfer the appropriation of debt service payments for land acquisition to the proper category after adopting the FY 2019-20 budget;

BE IT RESOLVED that the Board of Directors of the Phoenix Urban Renewal Agency hereby adopts the supplemental budget for fiscal year 2019-20 with a revised total Debt Service Fund and Capital Projects Fund now on file at Phoenix Urban Renewal Agency located at City Hall, 112 W. 2<sup>nd</sup> Street, Phoenix, Oregon.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below are hereby appropriated:

	Appropriation	Revenues	Expenses	Adjusted Appropriation
<b><u>Debt Service Fund</u></b>		<u>\$547,662</u>	<u>\$547,662</u>	
Tax Revenue	475,000	40,100		515,100
Materials & Services			1,300	1,300
Debt Service	367,209		(1,200)	366,009
Transfers Out	160,000		40,000	200,000
 <b><i>Total Revised Debt Service Fund</i></b>		<hr style="width: 100%; border: 0.5px solid black;"/> <b>\$ 587,762</b>	<b>\$ 587,762</b>	

	Appropriation	Revenues	Expenses	Adjusted Appropriation
<b><u>Capital Projects Fund</u></b>		<u>\$ 134,492</u>	<u>\$ 134,492</u>	
Transfers In	160,000	\$ 40,000		200,000
Debt Service			17,820	17,820
Capital Outlay	<u>67,820</u>		<u>22,180</u>	<u>90,000</u>
<b><i>Total Revised Capital Projects Fund</i></b>		<b>\$ 174,492</b>	<b>\$ 174,492</b>	

The above resolution statements were approved and declared adopted on this 4th day of May 2020 by the following vote:

AYES -      NAYS -      ABSTAIN -      ABSENT -

Signed by me in authentication of its adoption and passage by the Phoenix Urban Renewal Agency this 4th of May 2020.

\_\_\_\_\_  
Stuart Warren, PHURA Chairman

ATTEST:

\_\_\_\_\_  
Eric Swanson, Interim PHURA Executive Director



**Agenda Report**  
to the PHURA Board

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**Agenda item title:** Appointment of 2020 PHURA Chair

**Meeting Date:** May 04, 2020

**From:** Bonnie Pickett, City Recorder

**Action:**  Motion,  Ordinance,  Resolution,  Information only,  Other

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**SUMMARY**

Per Resolution No. 15-2 adopted February 10, 2015

**BACKGROUND AND DISCUSSION**

Article III - Section 2. Chair: The Chair shall be elected by the Agency members during the first meeting of each calendar year and shall preside at all meetings of the Agency.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

N/A

**PROPOSED MOTION**

I move to appoint \_\_\_\_\_ to serve as the 2020 PHURA Board Chair.”

**ATTACHMENTS**

N/A



**Agenda Report**  
to the PHURA Board

**Agenda item title:** Appointment of 2020 PHURA Board Vice-Chair

**Meeting Date:** May 04, 2020

**From:** Bonnie Pickett, City Recorder

**Action:**  Motion,  Ordinance,  Resolution,  Information only,  Other

**SUMMARY**

Per Resolution No. 15-2 adopted February 10, 2015

**BACKGROUND AND DISCUSSION**

Article III - Section 3. Vice-Chair: The Vice-Chair shall be elected by the Agency members during the first meeting of each calendar year and shall perform the duties of the Chair in the absence of the Chair. Whenever the Chair is unable to perform the functions of the office, the Vice-Chair shall act as Chair. If both the Chair and the Vice-Chair are absent from an Agency meeting, the members present shall select one of their number to perform the Chair's functions at the meeting.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

N/A

**PROPOSED MOTION**

I move to appoint \_\_\_\_\_ to serve as the 2020 PHURA Board Vice-Chair."

**ATTACHMENTS**

N/A