



## URBAN RENEWAL AGENCY AGENDA

June 05, 2023 at 7:00 PM

Wilsonville City Hall

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### PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

YouTube: <https://youtube.com/c/cityofwilsonvilleor>

Zoom: <https://us02web.zoom.us/j/81536056468>

### TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with the City Recorder:

[CityRecorder@ci.wilsonville.or.us](mailto:CityRecorder@ci.wilsonville.or.us) or 503-570-1506

Individuals may submit comments online at: <https://www.ci.wilsonville.or.us/SpeakerCard>,  
via email to the address above, or may mail written comments to:

City Recorder - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

### CALL TO ORDER

1. Roll Call
2. Motion to approve the following order of the agenda.

### CITIZEN INPUT

*This is an opportunity for visitors to address the Urban Renewal Agency 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 Urban Renewal Agency will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.*

### CONSENT AGENDA

3. [Minutes of the May 15, 2023 Urban Renewal Agency Meeting. \(Veliz\)](#)

### NEW BUSINESS

### CONTINUING BUSINESS

### PUBLIC HEARING

4. [URA Resolution No. 343](#)

[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 2023-24. \(Katko\)](#)

**ADJOURN**

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the City Recorder at 503-570-1506 or [CityRecorder@ci.wilsonville.or.us](mailto:CityRecorder@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1506.*



## URBAN RENEWAL AGENCY MINUTES

May 15, 2023 at 5:00 PM

Wilsonville City Hall

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### CALL TO ORDER

#### 1. Roll Call

The Urban Renewal Agency held a regular meeting on May 15, 2023 in the Wilsonville City Hall immediately following the adjournment of the Work Session. Chair Fitzgerald called the meeting to order at 6:33 p.m., followed by roll call.

#### PRESENT

Chair Fitzgerald

Member Akervall

Member Linville - Excused

Member Berry

Member Dunwell

#### STAFF PRESENT

Amanda Guile-Hinman, City Attorney

Bill Evans, Communications & Marketing Manager

Bryan Cosgrove, City Manager

Jeanna Troha, Assistant City Manager

Kimberly Veliz, City Recorder

Zoe Mombert, Assistant to the City Manager

#### 2. Motion to approve the following order of the agenda.

**Motion:** Moved to approve the order of the agenda.

Motion made by Member Akervall, Seconded by Member Berry.

#### **Voting Yea:**

Chair Fitzgerald, Member Akervall, Member Berry, Member Dunwell

**Vote:** Motion carried 4-0.

## CITIZEN INPUT

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There was no public input.

## CONSENT AGENDA

The City Attorney read the URA Consent Agenda into the record.

### 3. URA Resolution No. 345

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Acquisition Of The Third Group Of Property And Property Interests Related To Construction Of The Boeckman Road Corridor Project.

### 4. Minutes of the April 17, 2023 Urban Renewal Agency Meeting.

**Motion:** Moved to approve the Consent Agenda.

Motion made by Member Berry, Seconded by Member Dunwell.

### **Voting Yea:**

Chair Fitzgerald, Member Akervall, Member Berry, Member Dunwell

**Vote:** Motion carried 4-0.

## NEW BUSINESS

There was none.

## CONTINUING BUSINESS

There was none.

## PUBLIC HEARING

There was none.

**ADJOURN**

The Chair adjourned the meeting at 6:35 p.m.

Respectfully submitted,

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

ATTEST:

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

DRAFT



**URBAN RENEWAL MEETING  
STAFF REPORT**

<b>Meeting Date: June 5, 2023</b>	<b>Subject: URA Resolution No. 343</b> Urban Renewal Budget Adoption for FY 2023-24  <b>Staff Member:</b> Keith Katko, Finance Director	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: June 5, 2023 <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 checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
<b>Comments:</b> Budget as approved by Budget Committee on May 18, 2023.		
<b>Staff Recommendation:</b> Staff recommends the Urban Renewal Agency (URA) adopt URA Resolution No. 343.		
<b>Recommended Language for Motion:</b> I move to approve the FY 2023-24 Proposed Budget for the Urban Renewal Agency in the amount of \$23,489,759. (twenty-three million, four hundred eighty-nine thousand, seven hundred fifty nine dollars); and set the increment assessed value in the West Side Plan District to approximately \$122,100,000 (one hundred twenty-two million, one hundred thousand dollars) which will generate an estimated levy of \$1,600,000 (one million six hundred thousand dollars); And levy the full amount of the “divide-the-taxes” amount for the Coffee Creek District and the WIN Twist Bioscience Plans.		
<b>PROJECT / ISSUE RELATES TO:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:**

Public hearing and adoption of the fiscal year 2023-24 budget.

**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, 2023.

The Urban Renewal Agency budget was approved by the Budget Committee in the amount of \$23,489,759. A comprehensive table displaying the budgets by Urban Renewal Districts and program is on page 306 in 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 the fiscal year 2023-24.

**TIMELINE:**

May 4, 2023 – Public notice #1 of the availability of the budget and Budget Committee meeting dates published in the Wilsonville Spokesman.

May 11, 2023 – Public notice #2 of the availability of the budget and Budget Committee meeting dates published in the Wilsonville Spokesman.

May 18, 2023 – Meeting of the Budget Committee, opportunity for public to testify, voted to approve budget with no changes.

May 25, 2023 – Public notice #1 of the meeting to adopt published in the Wilsonville Spokesman.

June 1, 2023 – Public notice #2 of the meeting to adopt published in the Wilsonville Spokesman.

June 5, 2023 – Agency meeting to receive public testimony, and consider Resolution to adopt the budget.

**COMMUNITY INVOLVEMENT PROCESS:**

The opportunity for the public to address the Budget Committee was offered at the meetings on May 18, 2023. No public comments were received. The public may also attend the June 5, 2023 public hearing on the Agency's budget.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

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

**BUDGET COMMITTEE ACTIONS:**

The Budget Committee approved the Proposed Budget for FY 2023-24 with a 10-0-0 vote at the May 18, 2023 meeting.

**CURRENT YEAR BUDGET IMPACTS:**

This will not impact the current year budget.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

- 1. URA Resolution No. 343
  - A. Schedule of Appropriations



**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE**  
**URA RESOLUTION NO. 343**

**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 2023-24.**

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency (“Agency”) Budget Committee met on May 18, 2023 to receive public testimony, hear the budget message, and listen to presentations pertaining to the proposed budget for Fiscal Year 2023-24; and

WHEREAS, the Budget Committee deliberated on the proposed budget, and on May 18, 2023, approved the budget with no amendments and set the incremental assessed value for the West Side Plan District to \$122,100,000, thus limiting tax imposed in that district to approximately \$1,600,000 in accordance with ORS 457.470(3)(c),

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

WHEREAS, the governing board of the WIN Twist Bioscience Plan declares its intent to collect the full amount of the division of tax for the 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 25, 2023 and June 1, 2023 a summary of the budget, as required by ORS 294.438, was duly published in Pamplin Media, formerly known as 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 5, 2023 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, 2023.

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 2023-24 in the total amount of \$23,489,759.
2. Of the total adopted budget of \$23,489,759, the Agency appropriates \$22,155,013, for the fiscal year beginning July 1, 2023, as shown in Attachment A – Schedule of Appropriations.
3. The Agency certifies to the Clackamas and Washington County Assessors the Agency’s intention as follows for Fiscal Year 2023-24:
  - a. To set the incremental assessed value in the West Side Plan District to \$122,100,000, which will generate approximately \$1,600,000 of taxes imposed.
  - b. To collect 100% of the “Division of Taxes” portion from the Coffee Creek Plan District.
  - c. To collect 100% of the “Division of Taxes” portion from the WIN Twist Bioscience Plan.
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 Wilsonville Urban Renewal Agency at a regular meeting thereof this 5<sup>th</sup> day of June 2023, and filed with the Wilsonville City Recorder this date.

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JULIE FITZGERALD, CHAIR

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Chair Fitzgerald

Member Akervall

Member Berry

Member Dunwell

Member Linville

ATTACHMENT:

A. Schedule of Appropriations

<b>Attachment A - Schedule of Appropriations</b>
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**Year 2000 Plan - Capital Projects Fund**

Materials & Services	\$ 262,900		
Capital Outlay	9,273,000		
Total Fund Appropriations		\$	<b>9,535,900</b>

**Year 2000 Plan - Program Income Fund**

Materials & Services	\$ 5,000		
Interagency Transfer Out	25,000		
Total Fund Appropriations		\$	<b>30,000</b>

**West Side Plan - Debt Service Fund**

Debt Service	\$ 4,702,025		
Total Fund Appropriations		\$	<b>4,702,025</b>

**West Side Plan - Capital Projects Fund**

Materials & Services	\$ 257,364		
Capital Outlay	710,000		
Contingency	5,382,292		
Total Fund Appropriations		\$	<b>6,349,656</b>

**West Side Plan - Program Income Fund**

Contingency	\$ 139,802		
Total Fund Appropriations		\$	<b>139,802</b>

**Coffee Creek Plan - Debt Service Fund**

Debt Service	\$ 782,000		
Total Fund Appropriations		\$	<b>782,000</b>

**Coffee Creek Plan - Capital Projects Fund**

Materials & Services	\$ 136,500		
Contingency	479,130		
Total Fund Appropriations		\$	<b>615,630</b>

**Wilsonville Investment Now Plan - Program Income Fund**

Materials & Services	\$ 750,000		
Contingency	10,300		
Total Fund Appropriations		\$	<b>760,300</b>

**Total URA Appropriations - All Funds**

	\$ 22,155,013
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