



URBAN RENEWAL AGENCY AGENDA

March 04, 2024 at 5:00 PM

Wilsonville City Hall

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 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 any matter concerning City's Business or any matter over which the Agency has control. It is also the time to address 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. [URA Resolution No. 340](#)

[A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing The Assignment Of The Facilities Lease With Wilsonville Community Sharing. \(Davidson\)](#)

4. [Minutes of the January 18, 2024 Urban Renewal Agency Meeting. \(Veliz\)](#)

NEW BUSINESS

CONTINUING BUSINESS

Urban Renewal Agency
March 04, 2024

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PUBLIC HEARING

5. [URA Resolution No. 349 \(Legislative Hearing\)](#)

[A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing A Supplemental Budget Adjustment For Fiscal Year 2023-24. \(Smith\)](#)

ADJOURN

THE URBAN RENEWAL AGENCY MEETING WILL IMMEDIATELY FOLLOW THE WORK SESSION

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: 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 MEETING STAFF REPORT

Meeting Date: March 4, 2024		Subject: URA Resolution No. 340 A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Assignment Of The Facilities Lease With Wilsonville Community Sharing Staff Member: Stephanie Davidson, Assistant City Attorney Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Board Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: N/A	
Staff Recommendation: Staff recommends the Urban Renewal Agency (URA) adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt URA Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE AGENCY:

Consideration of whether to assign the Facilities Lease between the Urban Renewal Agency of the City of Wilsonville (the "Agency") and Wilsonville Community Sharing ("WCS").

EXECUTIVE SUMMARY:

WCS is a food bank and provides related social services to Wilsonville residents. The Agency entered into a Facilities Lease (“Lease”) with WCS effective as of July 1, 2022, pursuant to which WCS uses and occupies approximately 1,116 square feet of the building commonly known as the “Art Tech Building” located at 29796 SW Town Center Loop East in Wilsonville.

The Agency is the “Lessor” under the Lease. However, because the Art Tech Building is located in The Year 2000 Plan Area (i.e., the East Side District), which has been closed, the Lease should be assigned to the City of Wilsonville. City staff have prepared an Assignment and Assumption of Facilities Lease by and between the City of Wilsonville and the Agency, which is attached as **Exhibit A** to Resolution no. 340, to effect this assignment (the “Assignment”).

EXPECTED RESULTS:

If Resolution no. 340 is adopted, the City of Wilsonville will become the “Lessor” under the Lease. The Agency will cease to be a party to the Lease.

TIMELINE:

All parties to the Lease desire the Assignment to take effect as soon as possible.

CURRENT YEAR BUDGET IMPACTS:

None.

COMMUNITY INVOLVEMENT PROCESS:

WCS consents to the Assignment.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

None.

ALTERNATIVES:

None.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. URA Resolution No. 340
 - A. Assignment and Assumption of Facilities Lease by and between the City of Wilsonville and the Urban Renewal Agency of the City of Wilsonville
 - B. First Amendment to Facilities Lease by and between the City of Wilsonville and Wilsonville Community Sharing

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
RESOLUTION NO. 340

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
AUTHORIZING THE ASSIGNMENT OF THE FACILITIES LEASE WITH WILSONVILLE COMMUNITY
SHARING.**

WHEREAS, the Urban Renewal Agency of the City of Wilsonville (the “Agency”) entered into a Facilities Lease (“Lease”) with Wilsonville Community Sharing (“WCS”) effective as of July 1, 2022, pursuant to which WCS uses and occupies approximately 1,116 square feet of the building commonly known as the “Art Tech Building” located at 29796 SW Town Center Loop East, Wilsonville, Clackamas County, Oregon; and

WHEREAS, the Agency desires to assign its rights and obligations under the Lease to the City, and the City desires to accept the Agency’s rights and obligations under the Lease.

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

Findings. The above-recitals are incorporated as if fully set forth herein as findings of the Urban Renewal Agency, along with the staff report accompanying this Resolution.

Section 2. The Agency Director, or designee, is hereby authorized to enter into an Assignment and Assumption of Facilities Lease by and between the City of Wilsonville and the Urban Renewal Agency of the City of Wilsonville, in a form substantially similar to **Exhibit A**.

Section 3. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Urban Renewal Agency of the City of Wilsonville at a regular meeting thereof this 4th day of March, 2024, and filed with the Wilsonville City Recorder this date.

JULIE FITZGERALD, CHAIR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Chair Fitzgerald

Member Akervall

Member Linville

Member Berry

Member Dunwell

EXHIBITS:

- A. Assignment and Assumption of Facilities Lease by and between the City of Wilsonville and the Urban Renewal Agency of the City of Wilsonville

CITY OF WILSONVILLE
ASSIGNMENT AND ASSUMPTION OF FACILITIES LEASE

This Assignment and Assumption Agreement (this “Agreement”) is effective the ____ day of _____ 2024 (“Effective Date”), by and between **Urban Renewal Agency of the City of Wilsonville**, an Oregon public body corporate and politic (“Assignor”), and the **City of Wilsonville**, a municipal corporation of the State of Oregon (“Assignee”), upon the terms and conditions set forth below.

RECITALS

WHEREAS, the Assignor is the “Lessor” under the Facilities Lease dated July 1, 2022 (“Lease”), pursuant to which Wilsonville Community Sharing, an Oregon public benefit non-profit corporation, leases, uses, and occupies approximately 1,116 square feet of the building commonly known as the “Art Tech Building” located at 29796 SW Town Center Loop East, Wilsonville, Clackamas County, Oregon.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

The terms of the Lease are hereby amended as follows:

- 1. Assignment and Transfer.** As of the Effective Date, Assignor assigns, transfers, and conveys to Assignee, Assignor’s right, interest, duties, and obligations in and to the Lease, as it may be amended from time to time.
- 2. Acceptance of Assignment.** As of the Effective Date, Assignee accepts the assignment, transfer, and conveyance of Assignor’s right, interest, duties, and obligations in and to the Lease.

ASSIGNOR:

CITY OF WILSONVILLE

By: _____

Print Name: _____

As Its: _____

ASSIGNEE:

CITY OF WILSONVILLE

By: _____

Print Name: _____

As Its: _____

APPROVED AS TO FORM:

Amanda Guile-Hinman, City Attorney
City of Wilsonville, Oregon

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URBAN RENEWAL AGENCY MINUTES

January 18, 2024 at 5:00 PM

Wilsonville City Hall

CALL TO ORDER

1. Roll Call

The Urban Renewal Agency held a regular meeting at the Wilsonville City Hall beginning on Thursday, January 18, 2024. The Chair called the meeting to order at 7:25 p.m., followed by roll call.

PRESENT

Chair Fitzgerald

Member Akervall

Member Linville

Member Berry

Member Dunwell - Excused

STAFF PRESENT

Amanda Guile-Hinman, City Attorney

Andrea Villagrana, Human Resource Manager

Bryan Cosgrove, City Manager

Cindy Luxhoj, Associate Planner

Jeanna Troha, Assistant City Manager

Kimberly Veliz, City Recorder

Mark Ottenad, Public/Government Affairs Director

Matt Lorenzen, Economic Development Manager

Zach Weigel, City Engineer

Zoe Mombert, Assistant to the City Manager

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

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

Motion made by Member Akervall, Seconded by Member Berry.

Voting Yea:

Chair Fitzgerald, Member Akervall, Member Linville, Member Berry

Vote: Motion carried 4-0.

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.

There was none.

CONSENT AGENDA

The City Attorney read the title of the Consent Agenda items into the record.

3. **URA Resolution No. 346**

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Coffee Creek Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.

4. **URA Resolution No. 347**

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The Termination Of Tax Increment Collection For The West Side Plan.

5. **URA Resolution No. 348**

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

6. Minutes of the December 4, 2023 Urban Renewal Agency Meeting.

Motion: Moved to adopt the Consent Agenda as read.

Motion made by Member Berry, Seconded by Member Linville.

Voting Yea:

Chair Fitzgerald, Member Akervall, Member Linville, Member Berry

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 7:29 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Julie Fitzgerald, Chair



URBAN RENEWAL AGENCY MEETING STAFF REPORT

Meeting Date: March 4, 2024	Subject: URA Resolution No. 349 Supplemental Budget Adjustment Staff Member: Katherine Smith, Assistant Finance Director Department: Finance	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: March 4, 2024 <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Board 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	
Comments: N/A		
Staff Recommendation: Staff recommends the Urban Renewal Agency (URA) adopt URA Resolution No. 349.		
Recommended Language for Motion: I move to adopt URA Resolution No. 349.		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE AGENCY:

A supplemental budget resolution for the fiscal year 2023-2024 budget year.

EXECUTIVE SUMMARY:

Oregon's Local Budget Law allows the Urban Renewal Agency (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 2023-2024 budget was adopted by the Agency on June 5, 2023.

Budget Adjustment Resolution

This supplemental budget includes:

- The re-appropriation of funds from the prior fiscal year for a capital project (CIP) that was started but not completed in that fiscal year – Boeckman Dip Bridge (CIP 4212), and
- Recognition of Wilsonville Investment Now (WIN) Program reimbursement.

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:

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman on February 22, 2024. The adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2024.

CURRENT YEAR BUDGET IMPACTS:

See detail outlined in Exhibit A.

COMMUNITY INVOLVEMENT PROCESS:

The public hearing will be held on March 4, 2024 as a 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 Annual Comprehensive Financial Report (ACFR).

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. URA Resolution No. 349
 - A. Exhibit A – Need, Purpose and Amount: Detail by Fund & Category

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
URA RESOLUTION NO. 349

**A RESOLUTION OF THE CITY OF WILSONVILLE URBAN RENEWAL AGENCY AUTHORIZING
A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2023-24.**

WHEREAS, the Urban Renewal Board adopted a budget and appropriated funds for fiscal year 2023-24 by Resolution 349; and

WHEREAS, unanticipated revenues and expenditures are expected to exceed 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 THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

The Agency adopts the Supplemental Budget to the Fiscal Year 2023-24 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 is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regular meeting thereof this 4th day of March, 2024, and filed with the Wilsonville City Recorder this date.

JULIE FITZGERALD, CHAIR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Chair Fitzgerald

Member Akervall

Member Linville

Member Berry

Member Dunwell

EXHIBITS:

- A. Need, Purpose, and Amount: Detail by Fund & Category

ATTACHMENT A
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

		Current	Change in	Amended
		Appropriations	Appropriations	Appropriations
805-Year 2000 CIP Fund				
Resources				
	Investment Revenue	\$ 262,000	\$ 214,000	\$ 476,000
	Fund balances - beginning	10,974,128	3,256,416	14,230,544
	Total Resources	\$ 11,236,128	\$ 3,470,416	\$ 14,706,544
Requirements				
	Materials & Services	\$ 295,572	\$ -	\$ 295,572
	Capital Outlay	10,940,556	3,470,416	14,410,972
	Total Requirements	\$ 11,236,128	\$ 3,470,416	\$ 14,706,544
Budget request to recognize unspent budget authority from FY 2022-23, for Boeckman Dip Bridge (CIP 4212).				
830-WIN Fund				
Resources				
	Taxes	\$ 750,000	\$ 255,000	\$ 1,005,000
	Other Revenues	10,300	-	10,300
	Total Resources	\$ 760,300	\$ 255,000	\$ 1,015,300
Requirements				
	Materials & Services	\$ 750,000	\$ 255,000	\$ 1,005,000
	Contingency	10,300	-	10,300
	Total Requirements	\$ 760,300	\$ 255,000	\$ 1,015,300
Budget request to recognize WIN Program reimbursement.				