



URBAN RENEWAL AGENCY AGENDA

June 02, 2025 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

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@wilsonvilleoregon.gov or 503-570-1506

Individuals may submit comments online at: <https://www.wilsonvilleoregon.gov/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. [Minutes of the October 7, 2024 Urban Renewal Agency Meeting. \(City Recorder\)](#)

NEW BUSINESS

CONTINUING BUSINESS

PUBLIC HEARING

4. [URA Resolution No. 353](#)

[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 2025-26. \(Smith\)](#)

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 Kimberly Veliz, City Recorder at 503-570-1506 or CityRecorder@wilsonvilleoregon.gov: 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

October 07, 2024 at 7:00 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 Monday, October 7, 2024. The Chair called the meeting to order at 8:58 p.m., followed by roll call.

PRESENT

Chair Fitzgerald

Member Akervall

Member Linville

Member Berry - Excused

Member Dunwell

STAFF PRESENT

Amanda Guile-Hinman, City Attorney

Andy Stone, IT Director

Bryan Cosgrove, City Manager

Cindy Luxhoj, Associate Planner

Jeanna Troha, Assistant City Manager

Katherine Smith, Assistant Finance Director

Keith Katko, Finance Director

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 following order of the agenda.

Motion made by Member Akervall, Seconded by Member Linville.

Voting Yea:

Chair Fitzgerald, Member Akervall, Member Linville, Member Dunwell

Vote: Motion carried 4-0.

CITIZEN INPUT

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There was none.

CONSENT AGENDA

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

3. Minutes of the September 5, 2024, Urban Renewal Agency Meeting.

Motion: Moved to approve the Consent Agenda as read.

Motion made by Member Akervall, Seconded by Member Linville.

Voting Yea:

Chair Fitzgerald, Member Akervall, Member Linville, Member Dunwell

Vote: Motion carried 4-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

4. **URA Resolution No. 352** (*Legislative Hearing*)

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing A Supplemental Budget Adjustment For Fiscal Year 2024-25.

The City Attorney read the title of the URA Resolution No. 352 into the record.

The Chair provided the public hearing format and opened the public hearing at 9:03 p.m.

Katherine Smith, Assistant Finance Director summarized the staff report.

The Agency asked clarifying questions.

The Chair invited public testimony, seeing none the Chair closed the public hearing on URA Resolution No. 352 at 9:05 p.m.

The Chair then requested a motion on URA Resolution No. 352.

Motion: Moved to adopt URA Resolution No. 352.

Motion made by Member Akervall, Seconded by Member Linville.

Voting Yea:

Chair Fitzgerald, Member Akervall, Member Linville, Member Dunwell

Vote: Motion carried 4-0.

ADJOURN

The Chair adjourned the meeting at 9:06 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Shawn O'Neil, Chair



URBAN RENEWAL MEETING STAFF REPORT

Meeting Date: June 2, 2025		Subject: URA Resolution No. 353 Urban Renewal Budget Adoption for fiscal year (FY) 2025-26 Staff Member: Keith Katko, Finance Director	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: June 2, 2025 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd 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 Comments: Budget as approved by Budget Committee on May 13, 2025.	
Staff Recommendation: Staff recommends the Urban Renewal Agency (URA) adopt URA Resolution No. 353			
Recommended Language for Motion: I move to approve the FY 2025-26 Proposed Budget for the Urban Renewal Agency in the amount of \$9,429,791 (nine million, four hundred twenty-nine thousand, seven hundred ninety one dollars); and to levy the full "division-of-tax" amount for the Coffee Creek District and the WIN Twist Bioscience Plans.			
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 COUNCIL:

Public hearing and adoption of the fiscal year 2025-26 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, 2025.

The Urban Renewal Agency budget was approved by the Budget Committee in the amount of \$9,429,791. A comprehensive table displaying the budgets by Urban Renewal Districts and program is on page 277 in the budget document.

Of the total adopted budget of \$9,429,791, the Agency appropriates \$8,810,791 for the fiscal year beginning July 1, 2025, as shown in Attachment A – Schedule of Appropriations. The difference of \$619,000 is not appropriated and is not available for expenditure during the year.

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 2025-26.

TIMELINE:

- April 24, 2025 and May 1, 2025 – Public notice of the availability of the budget and Budget Committee meeting dates published in the Wilsonville Spokesman.
- May 13, 2025 – Meeting of the Budget Committee, opportunity for public to testify, voted to approve budget with no changes.
- May 22, 2025 – Public notice of the meeting to adopt published in the Wilsonville Spokesman.
- June 2, 2025 – 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 meeting on May 13, 2025. No public comments were received. The public may also attend the June 2, 2025 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 2025-26 with a 9-0-0 vote at the May 13, 2025 meeting.

CURRENT YEAR BUDGET IMPACTS:

Does not affect the current year budget.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. URA Resolution No. 353
 - A. Schedule of Appropriations

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
URA RESOLUTION NO. 353

**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 2025-26.**

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency (“Agency”) Budget Committee met on May 13, 2025 to receive public testimony, hear the budget message, and listen to presentations pertaining to the proposed budget for Fiscal Year 2025-26; and

WHEREAS, the Budget Committee deliberated on the proposed budget, and on May 13, 2025, approved the budget with no amendments and

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 22, 2025, 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 2, 2025 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, 2025.

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 2025-26 in the total amount of \$9,429,791.
2. Of the total adopted budget of \$9,429,791 the Agency appropriates \$8,810,791; for the fiscal year beginning July 1, 2025, 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 2025-26:
 - a. To collect 100% of the “Division of Taxes” portion from the Coffee Creek Plan District.
 - b. 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 2nd day of June 2025, and filed with the Wilsonville City Recorder this date.

Shawn O'Neil, Chair

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Chair O'Neil

Member Berry

Member Dunwell

Member Cunningham

Member Shevlin

ATTACHMENT:

A. Schedule of Appropriations

Attachment A - Schedule of Appropriations
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West Side Plan - Capital Projects Fund

Materials & Services	\$ 375,000	
Capital Outlay	2,851,000	
Total Fund Appropriations		\$ 3,226,000
Reserved for Future Expenditures	2,594,691	
Total Budget		\$ 5,820,691

West Side Plan - Program Income Fund

Interagency Transfer Out	\$ 151,000	
Total Fund Appropriations		\$ 151,000

Coffee Creek Plan - Debt Service Fund

Debt Service	\$ 780,000	
Total Fund Appropriations		\$ 780,000

Coffee Creek Plan - Capital Projects Fund

Materials & Services	\$ 236,004	
Capital Outlay	630,000	
Total Fund Appropriations		\$ 866,004
Reserved for Future Expenditures	18,996	
Total Budget		\$ 885,000

Wilsonville Investment Now Plan - Program Income Fund

Materials & Services	\$ 1,174,100	
Total Fund Appropriations		\$ 1,174,100

Total URA Appropriations - including Contingency	\$ 6,197,104
Total Reserved for Future Expenditures	\$ 2,613,687
Total City of Wilsonville URA Budget	\$ 8,810,791