



URBAN RENEWAL AGENCY AGENDA

October 07, 2024 at 7:00 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. [Minutes of the September 5, 2024 Urban Renewal Agency Meeting. \(City Recorder\)](#)

NEW BUSINESS

CONTINUING BUSINESS

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. \(Smith\)](#)

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 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 MINUTES

September 05, 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, September 5, 2024. The Chair called the meeting to order at 6:31 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
 Andy Stone, IT Director
 Bryan Cosgrove, City Manager
 Georgia McAlister, Associate Planner
 Jeanna Troha, Assistant City Manager
 Kimberly Veliz, City Recorder
 Kris Ammerman, Parks and Recreation Director
 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 Dunwell.

Voting Yea:

Chair Fitzgerald, Member Akervall, Member Berry, 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 items into the record.

3. URA Resolution No. 351

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute A Professional Services Agreement With Harper Houf Peterson Righellis Inc. (HHPR) For Engineering Consulting Services For The Brown Road Improvements Project (Capital Improvement Project No. 4216).

4. Minutes of the June 3, 2024 Urban Renewal Agency Meeting.

Motion: Moved to approve the Consent Agenda.

Motion made by Member Berry, Seconded by Member Akervall.

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 6:33 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Julie Fitzgerald, Chair

DRAFT



**URBAN RENEWAL AGENCY MEETING
STAFF REPORT**

Meeting Date: October 7, 2024		Subject: URA Resolution No. 352 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: October 7, 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. 352.			
Recommended Language for Motion: I move to adopt URA Resolution No. 352.			
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 2024-2025 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 (FY) 2024-2025 budget was adopted by the Agency on June 3, 2024.

Budget Adjustment Resolution

This supplemental budget includes:

(1) CIP Rollovers:

The re-appropriation of funds from the prior fiscal year capital improvement projects (CIPs) that were started but not completed in that fiscal year. These requests are attributable to multi-year projects approved by the Board. Although overall contracts are not exceeded, a budget supplemental request is needed to roll the balance of these contracts from one fiscal year to the next, due to timing differences of when work is performed. The CIP rollover request of \$1,601,801 is for direct costs, as detailed in **Attachment 1**.

This includes:

- a. Boeckman Dip Bridge (CIP 4212) – \$1,454,120
- b. Brown Road Improvements (CIP 4216) – \$147,681

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 September 26, 2024. The adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2025.

CURRENT YEAR BUDGET IMPACTS:

See detail outlined in Exhibit A.

COMMUNITY INVOLVEMENT PROCESS:

The public hearing will be held on October 7, 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 expenditures over appropriations in the Annual Comprehensive Financial Report (ACFR).

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. CIP Rollover Supplemental Budget Adjustments
2. URA Resolution No. 352
 - A. Exhibit A – Need, Purpose and Amount: Detail by Fund & Category

ATTACHMENT #1 - CIP ROLLOVER SUPPLEMENTAL BUDGET ADJUSTMENTS

FUND	CIP#	CIP Description	Direct	Overhead
Year 2000 Plan	4212	Boeckman Dip Bridge	1,454,120	-
West Side Plan	4216	Brown Road Improvements	147,681	-
			<u>\$ 1,601,801</u>	<u>\$ -</u>

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
URA RESOLUTION NO. 352

**A RESOLUTION OF THE CITY OF WILSONVILLE URBAN RENEWAL AGENCY AUTHORIZING
A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2024-25.**

WHEREAS, the Urban Renewal Agency adopted a budget and appropriated funds for fiscal year 2024-25 by URA Resolution No. 350; 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 2024-25 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 7th day of October, 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

EXHIBIT:

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

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

	Current Appropriations	Change in Appropriations	Amended Appropriations
805-Year 2000 CIP Fund			
Resources			
Investment Revenue	\$ -	\$ -	\$ -
Fund balances - beginning	-	1,454,120	1,454,120
Total Resources	<u>\$ -</u>	<u>\$ 1,454,120</u>	<u>\$ 1,454,120</u>
Requirements			
Materials & Services	\$ -	\$ -	\$ -
Capital Outlay	-	1,454,120	1,454,120
Contingency	-	-	-
Total Requirements	<u>\$ -</u>	<u>\$ 1,454,120</u>	<u>\$ 1,454,120</u>
Recognize unspent budget authority relating to CIPs from FY 2023-24 as well as adjust for beginning fund balance.			
815-Westside CIP Fund			
Resources			
Investment Revenue	\$ 128,500	\$ -	\$ 128,500
Fund balances - beginning	6,332,737	-	6,332,737
Total Resources	<u>\$ 6,461,237</u>	<u>\$ -</u>	<u>\$ 6,461,237</u>
Requirements			
Materials & Services	\$ 223,808	\$ -	\$ 223,808
Capital Outlay	2,080,000	147,681	2,227,681
Contingency	4,157,429	(147,681)	4,009,748
Total Requirements	<u>\$ 6,461,237</u>	<u>\$ -</u>	<u>\$ 6,461,237</u>
Recognize unspent budget authority relating to CIPs from FY 2023-24.			