



URBAN RENEWAL AGENCY AGENDA

December 20, 2021 at 7:00 PM

City Hall Council Chambers & Remote Video Conferencing

Immediately Following the City Council Meeting

PARTICIPANTS MAY WATCH THE URBAN RENEWAL AGENCY MEETING AT:

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

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

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

CALL TO ORDER

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 members will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three (3) minutes.*

CONSENT AGENDA

1. [Minutes of the November 1, 2021 URA Meeting. \(Veliz\)](#)

NEW BUSINESS

CONTINUING BUSINESS

PUBLIC HEARING

2. [URA Resolution No. 323](#)

[A Resolution Authorizing a Supplemental Budget Adjustment for Fiscal Year 2021-2022.](#)
[\(Katko\)](#)

ADJOURN

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY
NOVEMBER 1, 2021**

The Urban Renewal Agency held a regular meeting on November 1, 2021 in the Wilsonville City Hall immediately following the adjournment of the City Council meeting.

The following Board Members were present:

Chair Fitzgerald
Member Akervall
Member Lehan
Member West
Member Linville

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Zoe Mombert, Assistant to the City Manager

CALL TO ORDER

Chair Fitzgerald called the URA meeting to order at 7:54 p.m. followed by roll call.

CITIZEN INPUT

There was none.

CONSENT AGENDA

- A. **URA Resolution No. 322**
A Resolution Of The City Of Wilsonville Urban Renewal Agency Board Authorizing The City Manager To Execute A Professional Services Agreement Contract With Murraysmith, Inc. For Owner's Representative Services For The Boeckman Road Corridor Project (Capital Improvement Project # 2102, 4205, 4206, 4212). (Weigel)
- B. Minutes of the October 18, 2021 URA Meeting.

Ms. Jacobson read the titles of the URA consent agenda items into the record.

Motion: Mr. West moved to adopt the consent agenda as read. Ms. Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Chair Fitzgerald	Yes
Member Akervall	Yes
Member Lehan	Yes
Member West	Yes
Member Linville	Yes

PUBLIC HEARING

A. None.

NEW BUSINESS

A. None.

ADJOURN

The URA meeting adjourned at 7:57 p.m.

Respectfully submitted,

DocuSigned by:

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 Kimberly Veliz, City Recorder

ATTEST:

DocuSigned by:

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 Julie Fitzgerald, Chair



URBAN RENEWAL AGENCY MEETING STAFF REPORT

Meeting Date: December 20, 2021	Subject: URA Resolution No. 323 Supplemental Budget Adjustment	
	Staff Member: Keith Katko, Finance Director	
	Department: Finance	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: December 20, 2021 <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 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. 323.		
Recommended Language for Motion: I move to approve URA Resolution No. 323.		
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:

A supplemental budget resolution for the FY2021-22 budget year.

EXECUTIVE SUMMARY:

Oregon's Local Budget Law allows the 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 2021-22 Budget was adopted by the Agency on June 7, 2021.

Budget Adjustment Resolution

To account for costs of the KIVA/ART TECH Building. This \$29,200 supplemental is to account for utility costs previously covered under a now terminated lease agreement (West Linn – Wilsonville School) and additional building maintenance (parking lot light fixes and slurry seal).

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:

A public notice for the Urban Renewal meeting was published as required. The notice was published in the Oregonian and the Wilsonville Spokesman (December 15, 2021). Oregon Budget Law requires all budget adjustments and transfers be approved prior to the end of the fiscal year, June 30, 2022.

FINANCIAL REVIEW:

Reviewed by: KAK Date: 12/06/2021

LEGAL REVIEW:

Reviewed by: JRA Date: 12/08/2021

COMMUNITY INVOLVEMENT PROCESS:

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice has also been published on the City's website. As the accompanying resolution is a budget adjustment, a public hearing must be 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 Comprehensive Annual Financial report.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. URA Resolution No. 323
 - A. Need, Purpose And Amount: Detail By Fund & Category

**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
URA RESOLUTION NO. 323**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET
ADJUSTMENT FOR FISCAL YEAR 2021-22.**

WHEREAS, the Urban Renewal Board adopted a budget and appropriated funds for fiscal year 2021-22 by URA Resolution No. 321; and,

WHEREAS, unanticipated revenues and expenditures are expected to exceed the 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
WILSONVILLE RESOLVES AS FOLLOWS:**

The Agency adopts the Supplemental Budget to the Fiscal Year 2021-22 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 becomes effective upon adoption.

ADOPTED by the Urban Renewal Board of the City of Wilsonville at a regular meeting thereof this 20th day of December 2021 and filed with Wilsonville City Recorder this same date.

DocuSigned by:
Julie Fitzgerald
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Julie Fitzgerald, Board Chair

ATTEST:

DocuSigned by:
Kimberly Veliz
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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

- Chair Fitzgerald Yes
- Member Akervall Yes
- Member Lehan Yes
- Member West Yes
- Member Linville Yes

ATTACHMENT:

- 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
Year 2000 Urban Renewal Program Income Fund			
Materials & Services	61,000	29,200	90,200
Contingency	<u>1,071,327</u>	<u>(29,200)</u>	<u>1,042,127</u>
Net change in requirements	\$ 1,132,327	\$ -	\$ 1,132,327
Budget request is account for costs (utilities, building maintenance) of the KIVA/ART TECH Building after recent lease termination agreement.			