

# City of Wilsonville

Urban Renewal Agency Meeting

October 7, 2019



**URA AGENDA**

**CITY OF WILSONVILLE  
URBAN RENEWAL AGENCY**

**OCTOBER 7, 2019  
7:00 P.M.**

**CITY HALL  
29799 SW TOWN CENTER LOOP  
WILSONVILLE, OREGON**

*Immediately Following the City Council Meeting*

Chair Tim Knapp

Board Member Kristin Akervall  
Board Member Charlotte Lehan

Board Member Joann Linville  
Board Member Ben West

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**CALL TO ORDER**

A. Roll Call

**CITIZEN INPUT**

This is an opportunity for visitors to address the Urban Renewal Agency Board 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 Board 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 minutes.

**CONSENT AGENDA**

A. Minutes of the July 1, 2019 URA Meeting. (Veliz)

**PUBLIC HEARING**

**URA Resolution No. 303** (*Legislative Hearing*)

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20. (Katko)

**ADJOURN**

**CITY OF WILSONVILLE  
URBAN RENEWAL AGENCY  
JULY 1, 2019**

The Urban Renewal Agency held a regular meeting on July 1, 2019 in the Wilsonville City Hall prior to the City Council meeting.

The following Board Members were present:

Chair Knapp  
Member Akervall - Excused  
Member Lehan  
Member West

Staff present included:

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Chris Neamtzu, Community Development Director  
Cathy Rodocker, Finance Director  
Zach Weigel, Capital Projects Engineering Manager

**CALL TO ORDER**

Chair Knapp called the URA meeting to order at 6:46 p.m. followed by roll call.

**CITIZEN INPUT**

There was none.

**CONSENT AGENDA**

Ms. Jacobson read the titles of the Consent Agenda into the record.

- A. A. Minutes of the June 17, 2019 URA Meeting.
- B. **URA Resolution No. 302**  
A Resolution Of The City Of Wilsonville Urban Renewal Agency Board Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Harper Houf Peterson Righellis Inc. For Construction Engineering Services For The Garden Acres Road And Plm\_1.2 Water Transmission Line Project.

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

**Vote:** Motion carried 3-0.

SUMMARY OF VOTES

Chair Knapp	Yes
Member West	Yes
Member Lehan	Yes
Member Akervall	Excused

**NEW BUSINESS**

Ms. Jacobson read the title of URA Resolution No. 301 into the record.

Finance Director Rodocker provided the staff report.

A. **URA Resolution No. 301**

A Resolution Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District For The Purpose Of Funding The Construction Of Capital Improvement Projects By The Agency.

**Motion:** Ms. Lehan moved to adopt URA Resolution No 301. Mr. West seconded the motion.

**Vote:** Motion carried 3-0.

SUMMARY OF VOTES

Chair Knapp	Yes
Member West	Yes
Member Lehan	Yes
Member Akervall	Excused

**ADJOURN**

The URA meeting adjourned at 6:51 p.m.

Respectfully submitted,

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

ATTEST:

\_\_\_\_\_  
Tim Knapp, Chair



## URBAN RENEWAL AGENCY MEETING STAFF REPORT

<b>Meeting Date:</b> October 7, 2019	<b>Subject: URA Resolution No. 303</b> Supplemental Budget Adjustment  <b>Staff Member:</b> Keith Katko, Assistant Finance Director  <b>Department:</b> Finance	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: October 7, 2019 <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 type="checkbox"/> Approval <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
<b>Comments:</b> N/A		
<b>Staff Recommendation:</b> Staff recommends the Urban Renewal Agency (URA) adopt Resolution No. 303.		
<b>Recommended Language for Motion:</b> I move to approve URA Resolution No. 303.		
<b>Project / Issue Relates To:</b>		
<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 FY2019-20 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 2019-20 Budget was adopted by the Agency on June 3, 2019.

**Budget Adjustment Resolution**

The following adjustments will rollover unspent CIP budget from FY2018-19 for the Tooze Rd-110<sup>th</sup> to Grahams Ferry Road Project (CIP #4146). This rollover is for \$5,085 in Capital Project expense and \$171,993 Project Management fees that are recorded in the Material and Services category. The rollover of funds does not increase the overall project budget but aligns the budget authority for the current fiscal year.

The total requests of \$177,078 will be funded through available contingencies with the West Side Urban Renewal Capital Fund (Fund #910).

**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 Spokesman on September 25, 2019. Oregon Budget Law requires all budget adjustments and transfers be approved prior to the end of the fiscal year, June 30, 2020.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 9/17/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 9/26/2019

**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. 303

A. Need, Purpose And Amount: Detail By Fund & Category

**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE**  
**URA RESOLUTION NO. 303**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET  
ADJUSTMENT FOR FISCAL YEAR 2019-20.**

WHEREAS, the Urban Renewal Board adopted a budget and appropriated funds for fiscal year 2019-20 by URA Resolution 298; 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 THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

The Agency adopts the Supplemental Budget to the Fiscal Year 2019-20 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 7<sup>th</sup> day of October 2019 and filed with Wilsonville City Recorder this same date.

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Tim Knapp, Board Chair

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Board Chair Knapp  
Board Member Akervall  
Board Member Lehan  
Board Member West  
Board Member Linville

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
<b>Westside Capital Projects Fund</b>			
Capital Outlay	\$ -	\$ 5,085	\$ 5,085
Material and Services	977,670	171,993	1,149,663
Contingency	1,073,738	(177,078)	896,660
Net change in requirements	\$ 2,051,408	\$ -	\$ 2,051,408
<p>Budget request is to recognize unspent budget authority from FY 19 into the current fiscal year. The request is for the funding of the Tooze Rd-110th to Grahams Ferry Rd project.</p>			