

City of Wilsonville

Urban Renewal Agency Meeting

December 3, 2018



WILSONVILLE
OREGON

URA AGENDA

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY**

**DECEMBER 3, 2018
7:30 P.M.**

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

Immediately Following the City Council Meeting

Chair Tim Knapp

Board Member Scott Starr
Board Member Susie Stevens

Board Member Kristin Akervall
Board Member Charlotte Lehan

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 November 5, 2018 and November 19, 2018 URA Meetings. (Veliz)

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PUBLIC HEARING

URA Resolution No. 292

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19. (Rodocker)

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ADJOURN

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY
NOVEMBER 5, 2018**

The Urban Renewal Agency held a regular meeting on November 5, 2018 in the Wilsonville City Hall immediately following the adjournment of the City Council meeting. Chair Knapp called the meeting to order at 8:54 p.m.

The following Board Members were present:

Chair Knapp – *Recused himself from the Urban Renewal meeting.*
Member Starr
Member Stevens
Member Lehan
Member Akervall

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Bill Evans, Communications & Marketing Manager

CALL TO ORDER

Chair Knapp called the URA meeting to order at 8:54 p.m. Chair Knapp then requested that Board Member Chair officiate the meeting. Mayor Knapp declared he had a personal interest on something that could be construed to be the topic of the item on the agenda. Mayor Knapp then recused himself from the Urban Renewal meeting and joined the audience. Member Starr proceeded to officiate the meeting and requested a roll call.

CITIZEN INPUT

There was none.

CONSENT AGENDA

Ms. Jacobson read the title of the Consent Agenda items into the record.

A. URA Resolution No. 290

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute Amendment #1 To The Professional Services Agreement With Otak, Inc. For The 5th Street / Kinsman Road Extension Project (Boones Ferry Road To Brown Road Connector Corridor Plan Phase 1 Construction) – CIP #4196. (Adams)

B. Minutes of the June 18, 2018 and October 15, 2018 URA Meetings. (Veliz)

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Chair Knapp	Recused
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Yes
Member Akervall	Yes

ADJOURN

The URA meeting adjourned at 8:56 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Chair

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY
NOVEMBER 19, 2018**

The Urban Renewal Agency held a regular meeting on November 19, 2018 in the Wilsonville City Hall immediately following the adjournment of the City Council meeting. Chair Knapp called the meeting to order at 8:53 p.m.

The following Board Members were present:

Chair Knapp
Member Starr
Member Stevens
Member Lehan
Member Akervall

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Nancy Kraushaar, Community Development Director
Miranda Bateschell, Planning Manager
Zach Weigel, Capital Projects Engineering Manager

CALL TO ORDER

Chair Knapp called the URA meeting to order at 8:53 p.m. followed by roll call.

CITIZEN INPUT

There was none.

NEW BUSINESS

Ms. Jacobson read the title of URA Resolution No. 291 into the record.

A. **URA Resolution No. 291**

A Resolution of the City of Wilsonville Urban Renewal Agency Authorizing Acquisition of Real Property. (Jacobson/Bateschell/Weigel)

Staff informed that the staff report and discussion was submitted for the record during the Council meeting and Work Session meeting.

Motion: Ms. Lehan moved to approve URA Resolution No. 291. Ms. Stevens seconded the motion.

Vote: Motion carried 4-1.

SUMMARY OF VOTES

Chair Knapp	Yes
Member Starr	No
Member Stevens	Yes
Member Lehan	Yes
Member Akervall	Yes

ADJOURN

The URA meeting adjourned at 8:55 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Chair

DRAFT



URBAN RENEWAL MEETING STAFF REPORT

Meeting Date: December 3, 2018	Subject: URA Resolution No. 292 Supplemental Budget Adjustment Staff Member: Cathy Rodocker, Finance Director Department: Finance	
Action Required <input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: December 3, 2018 <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	Advisory Board/Commission Recommendation <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. 292.		
Recommended Language for Motion: I move to approve URA Resolution No. 292.		
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 FY2018-19 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 2018-19 Budget was adopted by the Agency on June 18, 2018.

Budget Adjustment Resolution

The following adjustment will fund the acquisition of land for the I-5 Pedestrian Bridge project. Total supplemental request is for \$1,512,000. The total request will be funded through available contingencies.

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 November 28, 2018. Oregon Budget Law requires all budget adjustments and transfers be approved prior to the end of the fiscal year, June 30, 2019.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 11/14/2018

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 11/14/2018

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:

- A. Attachment #1-Supplemental Budget Adjustments

Attachment #1-Supplemental Budget Adjustments

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4202-I-5 Pedestrian Bridge-Land Acquisition	\$ 1,512,000
Total Request: Year 2000 Progam Income Fund	<u>\$ 1,512,000</u>

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

URA RESOLUTION NO. 292

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2018-19.

WHEREAS, the Urban Renewal Board adopted a budget and appropriated funds for fiscal year 2018-19 by Resolution 283; 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 2018-19 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 3rd day of December 2018 and filed with Wilsonville City Recorder this same date.

Tim Knapp, Board Chair

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Board Chair Knapp
Board Member Starr
Board Member Lehan
Board Member Akervall
Board Member Stevens

Attachments:

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

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

	<u>Current</u> <u>Appropriations</u>	<u>Change in</u> <u>Appropriations</u>	<u>Amended</u> <u>Appropriations</u>
Year 2000 Project Income Fund			
Capital Outlay	\$ 70,000	\$ 1,512,000	\$ 1,582,000
Material and Services	50,500	-	50,500
Contingency	<u>1,981,135</u>	<u>(1,512,000)</u>	<u>469,135</u>
Net change in requirements	\$ 2,101,635	\$ -	\$ 2,101,635
Capital outlay increase for the acquisition of property for the I-5 Pedestrian Bridge project.			