



City of Florence
A City in Motion

Florence Urban Renewal Agency Special Session

Florence Events Center
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www.ci.florence.or.us

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found of the City of Florence website at www.ci.florence.or.us/urbanrenewal.
- Items distributed during the meeting and meeting minutes are posted to the City's website at www.ci.florence.or.us/urbanrenewal as soon as practicable after the meeting.
- To be notified of Urban Renewal meetings via email, please contact City Recorder Kelli Weese at kelli.weese@ci.florence.or.us.

March 8, 2017

SPECIAL MEETING AGENDA

10:00 a.m.

Vice-Chair John Scott	Chairperson, Joshua Greene		
Ron Caputo	Joe Henry	Ron Preisler	Dave Braley
	Patricia Riley	Mike Webb	Judy Marsall

With 48 hour prior notice, an interpreter and/or TDY: 541-997-3437, can be provided for the hearing impaired.
Meeting is wheelchair accessible.

CALL TO ORDER – ROLL CALL

10:00 a.m.

1. APPROVAL OF AGENDA

Joshua Greene
Chairperson

2. PUBLIC COMMENTS

This is an opportunity for members of the audience to bring to the Agency's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Joshua Greene
Chairperson

ACTION ITEMS

3. SUPPLEMENTAL BUDGET

A. PUBLIC HEARING

Hear and consider written or oral testimony on the proposed supplemental budget and making appropriations.

B. SUPPLEMENTAL BUDGET

Consider approval of Urban Renewal Agency Resolution No.1 , Series 2017, a resolution adopting a 2016-17 supplemental budget and making appropriations.

Andy Parks
Int. Finance Dir.

4. MSA CONTRACT AMENDMENT

Consider authorizing City Manager Erin Reynolds to sign a contract amendment for ReVision Florence design and engineering services with Murray Smith and Associates.

Megan Messmer
Project Manager

5. UPCOMING MEETING CALENDAR

URBAN RENEWAL CALENDAR

All meetings are held at City Hall (250 Hwy 101, Florence Oregon) unless otherwise indicated

Date	Time	Description
March 22, 2017	5:30 p.m.	Florence Urban Renewal Agency Meeting <i>Tentative</i>
April 26, 2017	5:30 p.m.	Florence Urban Renewal Agency Meeting
May 24, 2017	5:30 p.m.	Florence Urban Renewal Agency Meeting <i>Rescheduled</i>
May 31, 2017	5:30 p.m.	Florence Urban Renewal Agency Budget Committee & Regular Meeting

Florence Urban Renewal Agency

Memorandum

To: Florence Urban Renewal Board
From: Andy Parks, Interim Finance Director
Date: March 8, 2017

Public Hearing and Resolution No. 1, Series 2017 Approving a Supplemental Budget and Appropriations for Fiscal Year 2016-17

Oregon Budget Law requires a supplemental budget and revised appropriations whenever revenues and expenditures change from the originally approved budget. Furthermore, if the proposed supplemental budget changes expenditures in any fund by more than 10 percent, the governing board must hold a public hearing to consider and deliberate citizen's input. A public hearing has been advertised as required and scheduled for this meeting.

The changes made by the supplemental budget resolution (see **Attachment 1**) for fiscal year 2016-17 is related to the appropriation of funds to continue the engineering and design services necessary to provide ODOT 60% drawings by June 30, 2017.

The original and current budget for design services for the ReVision Florence work is \$600,000. The balance of funding was anticipated to be needed in fiscal year 2017-18. The total estimated design services contract, including property management/easement acquisition is approximately \$1.2 million. The necessary funding will come from two sources; 1. An allocation of \$100,000 from contingency and funding from ODOT.

During the fiscal year 2016-17 budget process the amount and timing of funding from ODOT was not known. During the past several months City staff have been working with ODOT on the ReVision Florence project and ODOT's share of the project costs. Based on those discussions, and the need to timely complete engineering, design and property and easement acquisition by June 30, 2017 an estimated \$500,000 in funding from ODOT is anticipated prior to June 30, 2017.

Fiscal Impact

Approval of the supplemental budget will revise appropriations so that FURA will have adequate appropriations to authorize contract design and professional services if desired.

Alternatives

- a. Approve the resolution as presented
- b. Modify the proposed resolutions and approve it
- c. Reject the proposed resolution

Staff Recommendation

Consider approval of Resolution No. 1, Series 2017

Attachments:

- **Attachment 1:** Proposed Resolution No. 1, Series 2017

**FLORENCE URBAN RENEWAL AGENCY
RESOLUTION NO. 1, SERIES 2017**

**A RESOLUTION ADOPTING 2016-17 SUPPLEMENTAL BUDGET AND MAKING
APPROPRIATIONS**

RECITALS:

1. Certain events that were unforeseen at the time the 2016-17 budget was prepared, including unanticipated resources that are expected to be received to reimburse the Florence Urban Renewal Agency for ReVision Florence project expenditures.

Based on these findings,

THE FLORENCE URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

1. The Florence Urban Renewal Agency determines that it is desirable to recognize the expected receipt of reimbursement for project expenditures from the Oregon Department of Transportation in fiscal year 2016-17.
2. The Florence Urban Renewal Agency hereby adopts a supplemental budget, increasing the General Fund for the fiscal year 2016-17 now on file at City Hall by \$500,000.
3. The Florence Urban Renewal Agency hereby makes appropriations in the current fiscal year shown as follows:

Florence Urban Renewal Agency General Fund	
Resources:	
Intergovernmental	\$500,000
Appropriations:	
Capital Outlay	\$600,000
Contingency	-\$100,000

4. This Resolution takes effect immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 8th day of March, 2017.

Attest:

Joshua Greene, Chairperson

Kelli Weese, City Recorder

Florence Urban Renewal Agency

Memorandum

To: Florence Urban Renewal Board
From: Megan Messmer, City Project Manager
Date: February 28, 2017

ReVision Florence Contract Amendment

At the Urban Renewal Agency meeting on February 22, 2017, the Board reviewed several options on proceeding with the design process for the ReVision Florence project. The Board discussed these options and indicated that they would like to proceed with the right-of-way administration process and to continue the design process to meet the 60% design milestone at the beginning of July. The packet from the February 22, 2017 meeting, as well as the items distributed at the meeting, can be found online at <http://www.ci.florence.or.us/urbanrenewal/florence-urban-renewal-agency-meeting-7>.

In order to enter into a contract amendment that would authorize the consultant, Murray Smith and Associates (MSA), to proceed with these two items, the FURA Board needed to review the budget authorized for the FY 2017 fiscal year. The budget was developed prior to finalizing the timeline for the design of ReVision Florence and a larger majority of the work was expected to be completed in the following fiscal year. Due to our current schedule and the timing of the critical path milestones, the Board provided direction for staff to develop a Supplemental Budget for the Agency in order to accommodate a contract amendment to proceed.

In June 2016, the FURA Board authorized City Manager Reynolds to sign the contract with MSA to complete the 30% design acceptance package (DAP) milestone. That contract authorized spending of up to \$422,047. The FY 2017 anticipated \$600,000 in spending, with additional design services in FY 2018.

The contract Amendment 1 before the Urban Renewal Board on March 8th includes the right-of-way administration process and design services to meet the 60% design milestone. Contract Amendment 1 includes a fee for right-of-way administration and 60% design totaling \$781,274. With the 60% design due the first week of July, the amendment for design will work well with the fiscal year calendar. For right-of-way, the process takes between 10 and 12 months to complete. The consultant estimates approximately 60% of the right-of-way administration would be done this fiscal year but it is difficult to be certain on that. The amendment accounts for the entire right-of-way administration process. We can continue that process into the next fiscal year for the elements that are not done by June 30, 2017.

A breakdown of the fees for ReVision Florence through 60% design is provided below. The total fees for

Contract Task	Fee
Original Contract – 30% Design	\$ 422,047
Amendment 1 – Right-of-Way	288,184
Amendment 1 – 60% Design	493,090
Total FY 2017	\$ 1,203,321

FY 2017 would be \$1,203,321, including right-of-way process. In FY 2018, there will be additional design services required to move the project through final design, as well as right-of-way acquisition costs. Based on current estimates, the

additional design fee in FY 2018 would be approximately \$220,000 and acquisition costs are estimated at \$166,000.

FURA Board Action

Consider authorizing City Manager Reynolds to sign Contract Amendment 1, with Murray Smith and Associates, to proceed with the right-of-way administration process and the 60% design for ReVision Florence in the amount of \$781,274. This action would result in the total allocation towards ReVision Florence consulting services for FY 2017 at \$1,203,321.