



City of Bandon

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Bandon by the Sea

AGENDA REPORT

TO: Honorable Mayor and Members of the Urban Renewal Agency

FROM: Torrey Contreras, City Manager *TC*

INITIATED BY: Paula Burris, Finance Director *PB*

DATE: June 3, 2024

SUBJECT: **Item Number 5.9: RESOLUTION NO. UR24-02, AGREEMENT FOR SERVICES WITH THE CITY OF BANDON FOR FISCAL YEAR 2024-25**

BACKGROUND:

The Urban Renewal Agency does not have its own staff and contracts annually for administration of the Districts.

ANALYSIS OF THE ISSUES:

The Bandon Urban Renewal Agency contracts with the City of Bandon for administrative, accounting, planning, public works and auditing services. Additional services may be contracted by amending the annual agreement.

FISCAL IMPACT:

The fees for services are included in the Fiscal Year 2024-25 annual budget.

RECOMMENDATION:

The following is recommended to the Urban Renewal Agency Board of Directors:

1. Review and discuss the information provided;
2. Adopt Resolution No. UR24-02, which is captioned as follows:

RESOLUTION NO. UR24-02 OF THE URBAN RENEWAL AGENCY APPROVING AN AGREEMENT FOR SERVICES WITH THE CITY OF BANDON FOR FISCAL YEAR 2024-25

Attachments: Resolution No. UR24-02

RESOLUTION NO. UR24-02

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE URBAN RENEWAL AGENCY AND THE CITY OF BANDON FOR ADMINISTRATIVE, ACCOUNTING, PLANNING, PUBLIC WORKS, AND AUDIT SERVICES FOR FISCAL YEAR 2024-25

WHEREAS, the Bandon Urban Renewal Agency has no separate staff and needs services for Fiscal Year (FY) 2024-25, and

WHEREAS, the Bandon Urban Renewal Agency desires to contract with the City of Bandon for Administrative, Accounting, Planning, Public Works and Auditing Services, as specified below, and

WHEREAS, the City of Bandon is willing to provide said services for the Bandon Urban Renewal Agency.

NOW, THEREFORE, BE IT RESOLVED that the Agreement for Services for FY 2024-25 between the Bandon Urban Renewal Agency and the City of Bandon is hereby approved, and the Urban Renewal President and Manager are authorized to sign the Agreement on behalf of the Bandon Urban Renewal Agency.

ADOPTED by the City Council on this 3rd day of June 2024.

Mary Schamehorn, Urban Renewal President

ATTEST:

June Hinojosa, City Recorder

**AGREEMENT FOR SERVICES
BETWEEN THE URBAN RENEWAL AGENCY AND
THE CITY OF BANDON**

The Bandon Urban Renewal Agency does not have staff and desires to contract with the City of Bandon for services for Fiscal Year (FY) 2024-25. The City of Bandon has staff available and is willing to provide services to the Bandon Urban Renewal Agency, as detailed below.

1. For Administrative Services during FY 2024-25, a fee of \$36,225 for District No. 1 and \$22,260 for District No. 2, to be paid as a lump sum.
2. For Accounting Services during FY 2024-25, a fee of \$12,915 for District No. 1 and \$13,400 for District No. 2 to be paid as a lump sum.
3. For Auditing Services during FY 2024-25, a fee of \$14,200 for District No. 1 and \$7,250 for District No. 2 to be paid to the contracted audit firm upon completion of work.
4. For planning services during FY 2024-25, a fee of \$8,660 for District No. 1 and \$7,350 for District No. 2.
5. For public works services during FY 2024-25, a fee of \$8,660 for District No. 1 and \$7,350 for District No. 2.

All costs of legal notices, whether published in the newspaper or sent to property owners, are to be charged directly to the Urban Renewal Agency.

The City of Bandon shall bill any legal or outside consulting services without markup. Any additional services the Urban Renewal Agency desires from the City of Bandon can be contracted for by an amendment to this Agreement.

Torrey Contreras, Urban Renewal Manager