

URA BOARD OF DIRECTORS MEETINGS

TUESDAY, NOVEMBER 13, 2001

MARJORIE STEWART SENIOR CENTER
855 NORTH SHERWOOD BOULEVARD

6 – 6:30 p.m. WORK SESSION

6:30 – 6:50 p.m. EXECUTIVE SESSION

IMMEDIATELY FOLLOWING REGULAR CITY COUNCIL MEETING
SCHEDULED FOR 7 P.M. TO ADJOURNMENT:

REGULAR MEETING

URA Work Session
No packet documents

URBAN RENEWAL AGENCY BOARD OF DIRECTORS MEETINGS
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855 N. SHERWOOD BLVD.
NOVEMBER 13, 2001

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1. CALL TO ORDER
2. ROLL CALL
3. BUDGET PROGRESS REPORT AND CIP (CAPITAL IMPROVEMENTS PLAN)
4. ADJOURN

URA Exec. Session
No packet documents

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 - C. Resolution URA 2001-003, Authorizing Reimbursement to the City of Sherwood General Fund for Expenditures Incurred on Behalf of the URA (Finance Director Chris Robuck)
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WORK SESSION MINUTES

URBAN RENEWAL ADVISORY BOARD OF DIRECTORS

NOVEMBER 13, 2001

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855 N. SHERWOOD BLVD.

1. The meeting was called to order at 6:00 p.m.
2. Roll Call: Mayor Mark Cottle, Council President Keith Mays, Councilors Sterling Fox, Angela Weeks, Dennis Durrell, Thomas Claus and Dave Heironimus. Present at table for staff: City Manager Ross Schultz, City Library Director Dr. Ann Roseberry, Consultant for the proposed Library facility John Spencer from Spencer & Kupper, City Attorney Shannon Johnson who arrived at 6:27 p.m., Public Works Director and City Engineer Terry Keyes and City Recorder Chris Wiley.
3. Council reviewed the Urban Renewal Agency Capital Improvement Plan (CIP) financials provided by Finance Director Chris Robuck (see **Attachment 1**). Please refer to Attachment 1 for line item notes mentioned throughout these minutes.
4. Mayor Cottle suggested reducing the \$3.5 million for Item 11 (Old Town Square and Open Space) to \$500,000 for Old Town Amenities.
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8. Mayor Cottle told staff he wanted to see a design for the types of capital improvements the City proposes for the whole downtown area with the cost analysis included.
9. Mr. Schultz also covered two other projects that are presently in discussion. Mr. Jim Fisher, owner of Fisher Roofing and Construction, Inc., wants to do something different with the Garrigus building site. Mr. Fisher has discussed giving the City right-of-way to align Oregon Street with Railroad.

10. Mayor Cottle stated he wants to make sure if Fisher Roofing buys the Garrigus Building, it doesn't decrease the potential for putting in more downtown parking which will be necessary to accommodate downtown development.

11. Mr. Schultz also told Council there is also a downtown merchant interested in developing the Cantanese property (the bare lot at the corner of Railroad Street and Pine where the fire occurred last year). The merchant wants the City to purchase the property and then the merchant would long-term lease it back from the City. Councilor Durrell advised caution when considering a long-term lease at the onset of the City's downtown urban renewal development.

12. Mr. Schultz will bring back an improved CIP to the Board at another time. The revision will include more clarification on Items 7, 12, and 18.

13. The work session adjourned at 6:35 p.m.

CONFIDENTIAL

Urban Renewal Agency - CIP
Work Session Nov. 13, 2001

Urban Renewal Advisory
Board of Directors Work
Session 11.13.01
Review Budget & CIPS
Attachment 1 (4 pgs w/cover)

Proposed URA Projects - Fiscal Year End 02 & 03

Nov. 13, 2001

<u>Project Number</u>	<u>Description</u>	<u>Available</u>	<u>Cost</u>	<u>Diff.</u>
17 & 25	Library	\$ 2,360,000	\$ 3,000,000	\$100 / sqft
15	City Hall	1,875,000	1,500,000	
2	Street Scape Demo	1,105,000	50,000	
	Garagus			
	Cantonese			
		<hr/>	<hr/>	
		\$ 5,340,000	\$ 4,550,000	

Recommended CIP - City of Sherwood URA - Recap

Nov. 13, 2001

(Current Year)

Curb, Sidewalk Streets

	<u>Total Project</u>	<u>FYE - 02</u>	<u>FYE - 03</u>	<u>FYE - 04</u>	<u>FYE - 05</u>
1 Support traffic and beautification imprvmnts along HWY 99W	\$ 500,000				
2 Downtown Streetscape-Curb	1,105,000				
3 Oregon Street Realignment and Improvements	2,695,000				
4 N. Sherwood Blvd. Imp.	1,200,000				
5 Alley Improvements	260,000				
6 Traffic Management improvements in old Town	100,000				
7 Adams Street enhancements	1,250,000				
8 Edy Road Imprv. Related to Police Station	45,000				
9 Washington Hill Area Improvements	2,012,000				
10 <u>Gateway Project - Century Drive/N. Sherwood Blvd.</u>	<u>50,000</u>				
	\$ 9,217,000	\$ -	\$ -	\$ -	\$ -

Parks & Open Space

11 Old Town Square and Open Space	\$ 3,500,000				
12 Park expansion project at public works shop site	100,000				
13 Trails and General improvements to Cedar Creek Parkway	40,000				
14 <u>Improve park connections from Old Town</u>	<u>100,000</u>		<u>50,000</u>		
	\$ 3,740,000	\$ -	\$ 50,000	\$ -	\$ -

Public Facilities

15 Civic Building Reuse/Revitalization	\$ 1,875,000		1,500,000		
16 Performing Arts Strategy	4,900,000	88,000			
17 Participate in Funding of Library Improvements	500,000		1,140,000		
18 Joint public use facility with School District	100,000				

19 Parking	450,000					
20 Old Town Police Storefront support	100,000					
	\$ 7,925,000	\$ 88,000	\$ 2,640,000	\$ -	\$ -	

Building Rehabilitation

21 Old Town Housing, rehab & redevelopment	\$ 250,000					
22 Comm. Revitalization - Commercial building rehab. Assistance	375,000					
<u>23 Washington Hill Area Housing Rehabilitation</u>	<u>250,000</u>					
	\$ 875,000	\$ -	\$ -	\$ -	\$ -	

Redevelopment and New Construction

24 N. Railroad Area Redevelopment	\$ 1,060,000					
25 Cannery Area Redevelopment	1,860,000		1,860,000			
26 Tannery Clean-up Technical Assistance	100,000					
<u>27 Cedar Creek Greenway Expansion and Redevelopment</u>	<u>1,000,000</u>					
	\$ 4,020,000	\$ -	\$ 1,860,000	\$ -	\$ -	

<u>28 Project Admin</u>	<u>\$ 2,000,000</u>	<u>\$ 188,438</u>	<u>50,000</u>			
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Total CIP in 2000 dollars	\$ 27,777,000	\$ 276,438	\$ 4,600,000	\$ -	\$ -	
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- 5. OTHER BUSINESS or DISCUSSION**
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NOTE: The tape recorder did not record this session therefore the confidential documents have been retained. See Confidential Documents (w/yellow covers) attached.

URA Board of Directors

EXECUTIVE SESSION

Nov 13 2001, 6:30 pm

MEETING DATE, TIME

Senior Center

LOCATION

THIS MEETING IS CALLED TO ORDER UNDER AUTHORITY OF

- _____ 192.660 (1) (d) – LABOR NEGOTIATIONS
- _____ 192.660 (1) (h) – LEGAL COUNSEL
- _____ 192.660 (1) (i) – EMPLOYEE EVALUATION
- _____ 102.660 (1) (a) – EMPLOYMENT OF MANAGER OR ATTORNEY
- X _____ 102.660 (1) (b) – DISCIPLINE
- _____ 102.660 (1) (e) – REAL PROPERTY TRANSACTIONS
- _____ 102.660 (1) (f) – EXEMPT PUBLIC RECORDS
- _____ 102.660 (1) (g) – TRADE NEGOTIATIONS
- _____ 102.660 (1) (j) – PUBLIC INVESTMENTS

NO INFORMATION FROM THIS SESSION SHALL BE DISCLOSED BY THE NEWS MEDIA.

CALLED TO ORDER AT: 6:25 pm

ADJOURNED AT: 7 pm

ATTENDED BY: Council, City Mgr Ross Schultz, Library Dir. Ann Roseberry, Consultant John Spencer, City Atty Shannon Johnson, P.W. Dir. Terry Keyes, City Rec. C. Wiley

SPECIFIC ISSUE DISCUSSED:

Emily Tsao from the Oregonian was also present
Shared/Sec/misc (ms word)

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REGULAR MEETING MINUTES

URBAN RENEWAL ADVISORY BOARD OF DIRECTORS

NOVEMBER 13, 2001

MARJORIE STEWART SR.
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1. The meeting was called to order at 8:30 p.m.
2. **ROLL CALL** – Council President Keith Mayes, Councilors Sterling Fox, Angela Weeks, Dennis Durrell, Thomas Claus and Dave Heironimus. Mayor Mark Cottle was absent. Present for staff: City Manager Ross Schultz and City Recorder Chris Wiley.
3. **CONSENT AGENDA**

- A. Approve Budget Meeting Minutes from May 10, 2001 (Wiley)
- B. Approve Regular Meeting Minutes from May 22, 2001 (Wiley)

THE CONSENT AGENDA WAS UNANIMOUSLY APPROVED BY ALL BOARD MEMBERS PRESENT.

4. **NEW BUSINESS**

- A. Approve Budget Expenses for Urban Renewal projects

ITEM 4A APPROVED BY ALL BOARD MEMBERS PRESENT.

- B. Approve Appointments to the Sherwood Urban Renewal Policy Advisory Committee (SURPAC)

Council President Mays removed from the Agenda – there is still one seat that needs a candidate nomination.

C. Resolution URA 2001-003, Authorizing Reimbursement to the City of Sherwood General Fund for Expenditures Incurred on Behalf of the URA (Finance Director Chris Robuck)

APPROVED BY ALL BOARD MEMBERS PRESENT.

5. **OTHER BUSINESS or DISCUSSION** - None
6. The meeting adjourned at 8:35 p.m.

URBAN RENEWAL AGENCY RESOLUTION NO. 2001-003

A RESOLUTION AUTHORIZING REIMBURSEMENT TO THE CITY OF
SHERWOOD GENERAL FUND FOR EXPENDITURES INCURRED ON BEHALF
OF THE URA

WHEREAS, the City of Sherwood General Fund has expended \$135,798 on behalf of the URA; and

WHEREAS, the URA expects to receive property tax increment revenue in FY02 and is therefore able to reimburse the City of Sherwood General Fund;

**NOW, THEREFORE, THE URBAN RENEWAL AGENCY BOARD OF
DIRECTORS RESOLVES AS FOLLOWS:**

Section 1. The URA General Fund will pay the City of Sherwood General Fund \$135,798 for expenditures incurred through October 31, 2001.

Duly passed by the Urban Renewal Agency Board of Directors this 13th day of November, 2001.

Mark O. Cottle, Mayor

Keith May C.P.

ATTEST:

C.L. Wiley, City Recorder

TO: Urban Renewal Agency Board of Directors

FROM: Chris Robuck, Finance Director

SUBJECT: Authorize reimbursement to the City of Sherwood

ISSUE:

Should the URA authorize:

- reimbursement to the City of Sherwood for actual expenditures incurred to date, and
- projected expenditures for the remainder of the fiscal year ending June 30, 2002?

BACKGROUND:

The City began incurring expenditures to plan the Urban Renewal District in fiscal year 2000, and continues to spend for planning and projects which are part of the URA. The expenditures were made with the expectation that the URA would reimburse them with the inaugural tax increment revenue.

FINDINGS:

The attached schedule shows actual and projected sources and uses of funds. The URA will receive property taxes of approximately \$290,000 in the current fiscal year. Expenditures incurred to date total \$135,798; projected expenditures through the end of FY02 are \$276,438.

RECOMMENDATIONS:

Staff requests authorization to:

- reimburse the City General Fund for expenditures incurred to date, \$135,798
- spend URA funds for the purposes listed, up to the amounts projected, for the remainder of the fiscal year ending June 30, 2002

CITY OF SHERWOOD URBAN RENEWAL DISTRICT
Sources and Uses of Funds

	Adopted Budget FY02	Actual, inception through 10-31-01	Projected, inception through 6-30-02
SOURCES			
Property taxes	240,000		290,096
Interest income			750
<i>Total sources</i>	240,000	0	290,846
USES			
Personal services	40,000		
Materials and services			
Spencer & Kupper			
URA plan and report		65,482	65,482
management/consulting services		2,105	12,105
library site analysis		7,040	8,870
library planning			18,000
Garrigus property/street realignment			10,000
Alpha Engineering			
research/legal description of boundary		4,500	4,500
Ragsdale, Kock, Altman			
consultation		21,188	21,188
Asset Analytics			
Wired Sherwood		31,000	45,000
Other		2,293	2,293
<i>Total materials and services</i>	150,000	133,608	187,438
Capital outlay			
Old School renovation			50,000
Donald Genasci		1,804	
Robin Hood Theatre renovation		387	38,000
Allocated share of accounting software			1,000
<i>Total capital outlay</i>	50,000	2,191	89,000
<i>Total uses</i>	240,000	135,798	276,438
<i>Net increase (decrease) in fund balance</i>	0	(135,798)	14,408

Approved Meeting Minutes



WORK SESSION MINUTES

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