

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
REGULAR MEETING AGENDA**

CITY OF SHERWOOD POLICE FACILITY  
20495 SW Borchers Road  
Sherwood, Oregon

TUESDAY, JUNE 8, 2004  
FOLLOWING THE REGULAR CITY COUNCIL MEETING

**1. Call to Order**

**2. Roll Call**

**3. Consent Agenda**

**A. Approve minutes from the April 28, 2004 Budget Committee Meeting**  
(Finance Director Chris Robuck).

**B. Approve minutes from the May 5, 2004 Budget Committee Meeting** (Finance  
Director Chris Robuck).

**C. Approve minutes from the May 25, 2004 URA Board of Directors meeting**  
(Deputy City Recorder Donna Martin).

**4. New Business**

**A. URA Resolution 2004-010 approve FY 2004-05 URA Budget** (URD Manager  
Jim Patterson) Public Hearing was held at the May 25, 2004 URA Board of Directors  
meeting.

**5. Adjourn**

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

CITY OF SHERWOOD POLICE FACILITY  
20495 SW BORCHERS ROAD  
SHERWOOD, OR 97140

TUESDAY, May 25, 2004

1. **Call to Order:** Chair Cottle called the meeting to order at 8:30 p.m.
2. **Roll Call:** Chair Cottle, Co-Chair Mays, Mr. Durrell, Mr. Fox, Mr. Grant, Mr. Heironimus and Mr. Weislogel.

3. **Consent Agenda**

- A. Approve Minutes from the May 11, 2004 URA Board Meeting

**UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT**

4. **New Business**

- A. **Approved FY 2004-05 Budget** (Finance Director Chris Robuck) Mayor Cottle asked for public comment on the budget. No comment was made.
- B. **URA Resolution 2004-007 Lundy Commercial Properties Façade Grant and URA Resolution 2004-009 Sherwood Cobbler Façade Grant** (District Manager Jim Patterson)

**MOTION: From Chair Cottle, seconded by Co-Chair Mays, to approve URA Resolution 2004-007. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT**

**MOTION: From Co-Chair Mays, seconded by Mr. Weislogel, to approve URA Resolution 2004-009 Sherwood Cobbler Façade Grant. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT**

- C. **URA Resolution 2004-008, Appoint Todd Schutte to SURPAC** (District Manager Jim Patterson)

**MOTION: From Mr. Weislogel, seconded by Mr. Durrell, to approve URA Resolution 2004-008. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT**

5. **Adjourn:** Chair Cottle adjourned the meeting at 8:32 pm to go into Executive Session of the City Council.

Board Meeting Date: 6-8-04

Agenda Item: New Business

TO: Urban Renewal Agency Board of Directors

FROM: Chris Robuck, Finance Director

SUBJECT: **RESOLUTION 2004-010, ADOPT URA 2004-05 BUDGET**

ISSUE: Adoption of the 2004-05 Budget

BACKGROUND: In April and May, the Budget Committee received the budget message, heard public comment, and approved the budget as proposed. On May 25, the Board held a public hearing on the approved budget. No significant changes in the estimated resources or uses in the budget have occurred since the hearing date. We are now at the final step of the process, budget adoption.

RECOMMENDATIONS: **MOTION TO APPROVE URA RESOLUTION 2004-010**

**Urban Renewal Agency Resolution 2004-010**

**A RESOLUTION ADOPTING THE 2004-05 BUDGET OF THE CITY OF SHERWOOD URBAN RENEWAL AGENCY, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE DISTRICT MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET**

**WHEREAS**, the Urban Renewal Agency Budget Committee has reviewed and acted on the proposed Urban Renewal Agency budget; and

**WHEREAS**, the Budget Committee has approved and recommended a balanced budget to the Urban Renewal Agency Board of Directors on May 5, 2004; and

**WHEREAS**, in accordance with State law, the Urban Renewal Agency Board of Directors has held a public hearing on the budget as approved and recommended by the Budget Committee; and

**WHEREAS**, the Urban Renewal Agency Board of Directors desires to adopt the approved budget and carry out the programs identified in the budget;

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

**Section 1: Adoption of the 2004-05 Budget.** The Urban Renewal Agency Board of Directors of the City of Sherwood, Oregon hereby adopts the budget for the City of Sherwood Urban Renewal Agency for fiscal year 2004-05 in the sum of \$1,327,426, now on file at City Hall.

**Section 2: Making Appropriations.** The amounts for the fiscal year beginning July 1, 2004, and for the purposes shown below are hereby appropriated as follows:

	<u>General Fund</u>
Personal Services	-
Materials and Services	102,401
Capital Outlay	-
Debt Service	980,264
Reimbursements	10,000
Contingency	234,761
<b>Total</b>	<b>1,327,426</b>

**Notes:** Reimbursements are to the City of Sherwood for expenditures incurred on behalf of the URA.

**Section 3: Imposing and Categorizing Taxes.** Be it resolved that the Urban Renewal Agency Board of Directors of the City of Sherwood hereby resolves to certify to the county assessor a request for the Urban Renewal District Old Town Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

**Duly passed by the City of Sherwood Urban Renewal District Board on June 8, 2004.**

---

Mark O. Cottle, Board Chair

Attest:

---

C. L. Wiley, District Recorder

# Approved Minutes

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

CITY OF SHERWOOD POLICE FACILITY  
20495 SW BORCHERS ROAD  
SHERWOOD, OR 97140

TUESDAY, June 8, 2004

1. **Call to Order:** Chair Cottle called the meeting to order at 8:30 p.m.
2. **Roll Call:** Chair Cottle, Co-Chair Mays, Mr. Durrell, Mr. Fox, Mr. Grant, Mr. Heironimus and Mr. Weislogel.

3. **Consent Agenda**

A. Approve Minutes from the April 28, 2004 Budget Committee Meeting (Finance Director Chris Robuck).

B. Approve Minutes from the May 5, 2004 Budget Committee Meeting (Finance Director Chris Robuck).

C. Approve Minutes from May 25, 2004 URA Board of Directors meeting (Deputy City Recorder Donna Martin).

**UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT**

4. **New Business**

- A. **URA Resolution 2004-011, Amending Urban Renewal Plan** (URD Manager Jim Patterson). This item was a "walk on." Mr. Patterson explained this is a minor amendment to the Urban Renewal Plan to add to the property acquisition list, the cannery property located on the corner of Washington Street in order for staff to move forward with negotiations to purchase the property.

**MOTION: From Co-chair Mays, seconded by Mr. Durrell, to adopt Resolution 2004-011.  
UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT.**

- B. **URA Resolution 2004-010, approve FY 2004-05 URA Budget** (URD District Manager) A Public Hearing was held at the May 25, 2004 Board of Directors meeting.

**MOTION: From Co-chair Mays, seconded by Mr. Durrell, to adopt Resolution 2004-010.  
UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT.**

5. **Other Business**

- A. **Old Schoolhouse Restoration and Remodel** (Dave Grant) Mr. Grant requested an expenditure of \$7,500 for an expanded feasibility study to determine if this facility could be used for a Cultural Arts Center. (See Attachment 1 to these minutes).

URA Board of Directors Minutes

June 8, 2004

Page 1 of 2 *with Attachment (2 pgs)*

**MOTION: From Mr. Weislogel, seconded by Mr. Grant, to authorize the expenditure of \$7,500 for an expanded feasibility study. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT**

**5. Adjourn:** Chair Cottle adjourned the meeting at 8:2 pm to return to the City Council meeting.



# Sherwood Old School Restoration and Remodel

## Expanded Feasibility Study

### 1. Architectural Services -

- Revise current layout to reflect revised program:
  - Increase width of rear addition to accommodate office space.
  - Reallocate space in existing building to maximize leasable space.
  - Examine feasibility of adding 40 to 60 seats on the upper floor of the black box theater for total of 125 to 150 seats.
- Feasibility Study - project management/report
  - Meet with individual consultants to discuss program requirements and preliminary design.
  - Feasibility Study - project management/report.
- Provide fee schedule for architectural services
  - Programming & Design - assume completed at the end of feasibility phase
  - Design development
  - Construction documents
  - Bidding
  - Site supervision

### 2. Structural Engineering Services

- A preliminary structural report has been done and generally sets out requirements for addition of one floor, restructuring roof and seismic upgrade of whole building.
- Provide fee schedule for structural engineering services if needed.

### 3. Cost Consultant

- Prepare a preliminary cost analysis based on revised architectural drawings and structural report.
- Provide fee schedule for preliminary cost services.

### 4. Theater Consultant

- Prepare a preliminary list of elements required for the black box theater - to be included in preliminary cost.
- Provide fee schedule for preliminary costing services.

### 5. Acoustics Consultant

- Prepare a list of items required for theater acoustics - to be included in preliminary cost.
- Provide fee schedule for preliminary costing services.

06.08.04

URA Board of Directors Mtg.  
ATTACHMENT 1

Old School Operating Pro-Forma

8-Jun-04

Revenue	<u>Annual</u>	<u>Amt</u>	Qty	Take	Period
Leased Space	21,600	\$ 1	3000	0.6	12 Months
Theater Weekends	4,000	\$ 200	1	0.2	100 Days
Theater Weekdays	3,750	\$ 75	1	0.2	250 Days
Outdoor Events	1,000	\$ 100	1	0.1	100 Days
<u>Concessions / Misc.</u>	-				
		\$	30,350		

Expenses

Utilities (Elec. Oil, etc.)	12,000				
Garbage and Maint outside	1,800				
Bldg Maint @ \$200/month	2,400				
Janitorial City Paid	2,400				
<u>Insurance</u>	<u>3,000</u>				
		\$	21,600		

Operating Income Before Dep. And Tax \$ 8,750

Depreciation Based on a \$500,000 investment = \$ 25,000 annually  
 Payment if Borrowed \$40,121