



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, February 17, 2009

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

URA Board of Directors Meeting
(Following the City Council Meeting at 7:00pm)

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

Tuesday, February 17, 2009
Following the City Council Meeting

City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

REGULAR URA MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

A. Approval of February 3, 2009 URA Board Meeting Minutes

4. BUSINESS CARRIED FORWARD

**A. URA Resolution 2009-001 approving a Sherwood Chamber of Commerce
Recovery Plan (Tom Nelson, Economic Development Manager)**

5. STAFF REPORTS

6. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
February 3, 2009**

WORK SESSION

1. **CALL TO ORDER:** Chair Keith Mays called the work session to order at 6:08pm.
2. **BOARD PRESENT:** Chair Keith Mays, Board members Dave Heironimus, Dave Grant, Linda Henderson, Lee Weislogel, Del Clark and Robyn Folsom.
3. **STAFF PRESENT:** City Manager Jim Patterson, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier, Public Works Director Craig Sheldon, Planning Manager Julia Hajduk and District Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** Kurt Lango with Lango-Hansen Architects, Ben Austin with HHPR (civil engineering), Martha Shelley with Capstone Partners, Eric Lindahl with Capstone Partners, Jeff Sackett with Capstone Partners, Ray Pitz with the Sherwood Gazette and Neil Shannon.
5. **CANNERY SITE PRESENTATION:** Tom Nelson asked the Capstone representatives to introduce themselves and said Capstone will be providing the Board with the status of the project. Martha Shelley provided handouts (see record, Exhibits A-D). Eric Lindahl and Martha presented a power point presentation. Board discussion followed and capstone briefed the Board and reviewed Exhibit A-Site Plan, Cannery, Exhibit B-Site Plan, Machine Shop, Exhibit C-Public Improvement Projects (Preliminary Summary) & Exhibit D-Streetscape Design Element Review.

URA REGULAR BOARD MEETING:

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 8:22pm.
2. **BOARD PRESENT:** Chair Keith Mays, Board members Dave Heironimus, Dave Grant, Linda Henderson, Lee Weislogel, Del Clark and Robyn Folsom.
3. **STAFF PRESENT:** City Manager Jim Patterson, Police Chief Jeff Groth, Economic Development Manager Tom Nelson, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Budget Finance Analyst Julie Blums and District Recorder Sylvia Murphy.

Chair Keith Mays addressed the Consent Agenda and asked for a motion.

4. CONSENT AGENDA:

A. Approval of October 7, 2008 URA Board Meeting Minutes

MOTION: BOARD MEMBER DAVE HEIRONIMUS MOVED TO ADOPT THE CONSENT AGENDA, SECONDED BY MR. LEE WEISLOGEL, ALL VOTED IN FAVOR.

Chair Keith Mays addressed the next agenda item.

5. NEW BUSINESS:

A. URA Resolution 2009-001 approving a Sherwood Chamber Recovery Plan

Tom Nelson, Economic Development Manager came forward and stated if the Board recalls this topic came up previously with the Chamber asking for financial support of the City Council. The Council recommended the request be forward to SURPAC. The Chamber Board made the request to SURPAC at their meeting on January 21st. Tom stated the Chamber is requesting \$10,000 to fill a gap for financing ongoing operations and a change in direction. Tom informed the Board SURPAC had some concerns with the request and stipulations were made. Tom recapped this discussion in the staff report provided in the meeting packet.

Chair Mays stated the Board head earlier that there will be a Chamber wide meeting this Saturday. Chair Mays asked from a timing standpoint, is there a need to act on a potential plan today or can it wait two weeks and allow the Chamber members to have their meeting this Saturday and weigh in on the proposal. Tom replied, he thinks it can wait two weeks. Tom informed the Board we planned on helping the Chamber a few months ago and he was recently contacted by a Chamber executive to review his book and believes it would be a great idea to have the executive help in changing the direction of the Chamber.

Chair Mays asked for the Board's input on waiting to receive feedback from Chamber members at the Saturday meeting. The Board discussed the documents provided by the Chamber and the lack of an income statement. Tom replied they did provide a Profit & Loss statement, but it did not make it into the documents provided to the Board, but the City does have this document.

Ms. Henderson asked what is the status of their fund balance. Chair Mays replied staff will provide this information in two weeks.

Mr. Heironimus asked to know the specific use intended for the funds; to pay rent and have a staff person there, to hire a consultant.

Ms. Folsom asked to receive information on how the Chamber got to this point. Board members replied this information will be provided at the Saturday Chamber Board member meeting. Ms. Folsom stated she can't attend the Saturday meeting and Tom replied she can get the information from a Chamber Board member.

Mr. Grant asked if the URD rules allows for this type of financial support. He stated he is not speaking against this, but thought URD funds per the state were to be spent on bricks and mortar. Tom replied there is a clause in the plan that references business development assistance and it's allowed under the plan. Discussion followed.

City Manager Patterson replied this is in no way attached to the Façade Grant Program or anything the City is currently doing. In the information Tom has provided on the second item, which is on the work session, he has clearly defined in the rules of our district what is allowed. And under those rules and terms, this type of assistance, you can create a nexus, because the Chamber exists within the Urban Renewal District, you can create a financial assistance program which does fall within the guidelines. The question in front of the Board is whether or not as a part of the URD Plan, does the Board feel comfortable creating such a plan.

Mr. Grant stated again, he is asking if the state allows...Chair Mays and City Manager Patterson replied, yes, it's allowed.

Mr. Weislogel commented in the past the Council has added to SURPAC's responsibilities the responsibility for economic development and this adds a new dimension that's factoring into this.

City Manager Patterson asked to clarify and stated, "It's really important for people to understand we the City have been approached by the Chamber of Commerce to consider assisting their organization. We are not affiliated in anyway other than we are a member of the Chamber. Staff' direction on this has essentially been to provide as much logistical support to get people to the point where they know what they are going to ask for so we can then give you the information so you can make a good decision on whether or not to support them. We are simply responding to a request from the business community.

Chair Mays stated, without further objection, we will continue this item to the February 17th Urban Renewal Board meeting. No objections or comments were received

Chair Mays addressed the next agenda item.

B. URA Resolution 209-002 approving the Development and implementation of a Financial Assistance Program

Tom Nelson, Economic Development Manager came forward and stated "We're finding in the current economic climate there is some development that is happening where there might be a gap in financing. There are situations where maybe a development was perceived initially to be one thing and due to the market conditions it changes and now they are having to convert what was going to be residential to office. When this happens the SDC's change for that development and they are now having to borrow more or get capital and pay those SDC's before they can occupy the building. Looking at how this could paralyze a development, I was thinking of if there is a way to somewhat like the Façade Grant Program offer financial assistance in the form of a loan program.

Chair Mays asked what's the risk to the district with this type of program or the benefits?

Tom replied the benefits would be as outlined in the document; Increase overall tax collection, avoid blight conditions and stimulate the economy. The risk is basically is what I'm proposing, no more than \$50,000 in a loan, a loan fund of \$250,000 taken from the funds balance. Loans would be no more than 6 months in term unless circumstance came to the Board for a 9 or 12 month term. This concept was reviewed by SURPAC and they have recommended it to the Board.

Chair Mays asked if each individual loan would come before the Board for approval as part of the program.

Tom replied his recommendation would be that the District Administrator approve as noted in Section 1 of the resolution. This is so we can be more flexible as things come and we don't want to wait.

Mr. Heironimus asked isn't there already language in the City Code about people being able to defer their SDC's and wouldn't this help developers get to that point.

Tom replied in some situations SDC's are not allowed to be deferred.

Mr. Heironimus asked if we have developers asking for this kind of help. Tom replied yes.

Ms. Folsom asked is this because lending is so tight right now. Tom replied yes.

Mr. Heironimus asked what the assurance after 6 months that they will get financing or have the cash to repay the loan. Tom replied we wouldn't make the loan unless we knew they had tenants lined up.

Ms. Folsom asked what's the collateral. Tom replied we can issue a lien on the property.

Chair Mays asked Tom if he's comfortable with the program and feels secure that we'll receive payment within the time frame proposed. Tom replied yes.

Mr. Heironimus asked if the \$250,000 is going to put us in a pinch with the cannery project or other things happening. Tom replied it shouldn't because they're short term loans and it's a small amount compared to the district. \$250,000 isn't going to keep us from doing the project.

Mr. Heironimus stated he recalls Tom previously saying the district was at capacity as far as borrowing. Tom Replied, if we were to do every project on the list we would be at capacity and we have a \$1 million line of credit.

Chair Mays commented, this is a good idea to provide support assuming we have the security to get it back.

Ms. Henderson asked what do we do when we give away the \$250,000 and people are asking for assistance. Tom replied he did not think this would happen as there is not that much development occurring and if it did occur staff would come back to the Board asking for more funds. Ms. Henderson commented ideally most of the loans would be paid off and we would replenish the funds.

City Manager Patterson stated there is a specific development with this challenge and he is not aware of any others.

Ms. Henderson stated in theory this is a good program and expressed concern over the language under section 1 of the resolution, where the UR Manager has the authority and discretion to make loans. As opposed to the Façade Grant which goes through SURPAC for a \$15,000 grant and then comes to Council, this program is a \$50,000 and does not get reviewed.

City Manager Patterson replied he did not request this language and he would be fine with whatever the board decides. Discussion followed with timing and if waiting two weeks for a Board or SURPAC approval would make much of a difference.

Tom Nelson informed the Board there is a moving van in town that is ready to move in but can't because they don't have their occupancy.

Mr. Heironimus commented regarding allowing special authority for this particular situation tonight and having future requests come through a process and to the Board.

Ms. Henderson asked what the amount of the loan was. Tom replied about \$40,000.

Chair Mays asked the Board if they would entertain a motion to amend giving authority to this first request and any subsequent requests would have to come to the Board for approval.

Mr. Grant commented we have to trust these people and they are perfectly fine to make this decision and doesn't feel it is necessary to bog-down the system.

Motion: Mr. Heironimus motioned to amend Section 1 authorizing the first applicant's request per the District Administrator and have future requests go through SURPAC and then the URA Board for approval, unless an emergency exists and the Board would address the request. Ms. Henderson seconded the motion. Motion Passed: 6:1, with Mr. Grant opposed.

Chair Mays asked for a motion on amended URA Resolution 2009-002.

MOTION: Mr. Heironimus motion to approve the amended resolution, Ms. Henderson seconded the motion. All voted in favor.

Chair Mays thanked the Board and staff.

Chair Mays state with the current economy he believes we should have a stimulus program in the district and have SURPAC review the project list to update it and report back to the Board with recommendations for public improvements and economic development. The list need to be updated and added to the program.

Tom informed the Board that SURPAC reviewed the list at their last meeting and will have them review it again at their next meeting and report back to the Board.

Chair Mays asked Tom to share the information provide by Capstone in work session with SURPAC and get information on the City website so people can see where information on the cannery project. He requested SURPAC meet monthly until we have a recommendation on the project. Chair Mays asked for the Board's support on this request. No objects were received.

Tom reported tomorrow night 6-8:30pm there will be a downtown development meeting at lavender tea house with FOOT members and other businesses. They will be discussing with a consultant forming a down town association, whether or not to proceed with an application to for a Main Street Program which is a program working with the State Economic development department. Several things will come from this one being a resolution seeking Council support of the Main Street Program. They will also be following up on marketing discussions.

6. ADJOURNED: Chair Keith Mays adjourned the URA Board meeting at 8:50pm.

Submitted by:

Approved:

Sylvia Murphy, District Recorder

Keith S. Mays, Chairman

URA Meeting Date: February 17, 2009

Agenda Item: Business Carried Forward

To: Sherwood Urban Renewal Agency

From: Tom Nelson, Economic Development Manager

SUBJECT: Resolution to Authorize the Sherwood Chamber of Commerce Recovery and Growth Subsidy

Issue

Should the URA provide financial assistance to the Sherwood Chamber of Commerce to assist the organization in its planned recovery and growth?

Background

The URA Board considered URA Resolution 2009-001 at their February 3, 2009 meeting. After discussion the Board directed staff to wait and receive information from the Chamber Board meeting scheduled for Saturday February 7th at the Tri County Gun Club. Staff attended this Chamber meeting and has brought URA Resolution 2009-001 back to the URA Board for consideration.

The Sherwood Chamber of Commerce initially approached the City for financial assistance in January 2009 to help with its recovery and growth. Knowing that this request for assistance was being developed, at its January 17, 2009 Planning Work Session, the City Council gave direction to staff to send the request to SURPAC. At its January 21, 2009 meeting, SURPAC received a written and verbal request from Chamber Board Members, and unanimously recommended that the URA fund the request as a grant on the condition that the Chamber have a change in direction from what has been a social organization to a business advocacy organization, and with the stipulation that SURPAC and the City Economic Development Manager be included in oversight of the recovery plan. They further stipulated that payment of the requested \$10,000 be in an immediate \$5,000 payment, and followed by a payment of \$5,000 in May 2009 after the Chamber had reported positive progress.

The Sherwood Chamber of Commerce Donation Request Form is attached to this Staff Report, along with financial information. In the request the Chamber has committed to a change in direction by redefining its structure and daily operations. The money requested will be used to assist the Chamber with operations until cash flow is realized from the 2009 Cruisin' Sherwood event.

The Urban Renewal Plan authorizes this type of assistance, as noted below:

506. PLAN ADMINISTRATION: "It is the intent of this Renewal Plan to provide for the effective administration of the Plan, and to plan for the various activities contained in the Plan. Project funds may be utilized to pay indebtedness associated with preparation of the urban renewal plan, to carry out design plans, miscellaneous land use and public facility studies, engineering, market, and other technical studies as may be needed

during the course of the urban renewal plan. Project funds may be utilized to pay for marketing materials and programs to assist in carrying out the objectives of the redevelopment plan. Project funds also may be used to pay for personnel and other administrative costs incurred in management of the renewal plan.”

Benefits and Recommended Criteria:

- The City and URA benefits from a strong chamber of commerce acting as a business advocacy group.
- The City’s Economic Development Strategy specifically recommends a chamber partnership to implement its plan. Here are some examples:
 - Continue provision of incubator space for Sherwood area - City Chamber
 - Pursue “economic gardening” or entrepreneur facilitation to spur new small businesses and networking among existing businesses. - City, Chamber,
 - Work with the Chamber of Commerce, including their economic growth committee, state agencies, and other stakeholders to conduct outreach to existing businesses to help them expand in Sherwood.
 - Organize a proactive network of business clusters including: light manufacturing, specialty contractors, creative service professionals, home-based businesses, amusement/recreation/lodging, educational facilities, and health care. - City, Chamber Staff
 - Develop a coordinated marketing strategy, including identification of resources needed. - City, Chamber Staff
 - Update marketing strategies periodically. Participate in regional marketing coalitions, such as recreation and winery groups. - City, Chamber Staff
 - Develop coordinated strategy with youth sports associations, school district, and Parks Board. – Chamber
 - Develop a marketing strategy to promote Sherwood area wineries and tourism events, including as a destination - Chamber
- At its membership meeting on Saturday, February 7, 2009, the Chamber Board, along with members present, affirmed their intent to change direction toward a business advocacy organization, and to provide more accountability in how it ran its operation.
- Staff recommends that the requested financial assistance should be accompanied with the retention of services from a professional Chamber Executive Consultant to assist them in establishing a clearly defined action plan for change in direction.
- The URA has sufficient capacity to fund this recommendation.

Recommendation: Staff recommends that the URA Board adopt the attached resolution authorizing the requested “financial assistance” and the stipulations detailed in this report.

Actions Needed: Adopt URA Resolution 2009-001.



City of
Sherwood
Oregon

Home of the Tualatin River National Wildlife Refuge

Donation Request Form FY 2009-2010

All funding requests are subject to Budget Committee and City Council approval. All requests must be received by 5pm on December 30, 2008.

Please fill out this form by typing in the spaces provided. Spaces will expand as necessary.

Date	January 22, 2009
Contact Name	Stephanie Adams
Organization	Sherwood Chamber of Commerce
Address	16065 SW Railroad Street
City, State, Zip	Sherwood, Oregon 97140
Phone	503-925-9700 (Stephanie Adams work)
Phone (other)	503-209-1009 (cell)
Email Address	Stephanie@adams-screenprint.com
Non-Profit Tax Exempt ID #	93-0938421
(Note: Cash donations can't be authorized without a tax exempt ID #)	
Item or cash donation requested	\$10,000
Name of event or fundraiser the donation will be used for:	Sherwood Chamber of Commerce Recovery and Growth Subsidy
Please write a narrative, in the space below, justifying your request for funds. Include goals of the organization and how the donation will be used.	
<p>The Sherwood Chamber of Commerce is committed to redefining its structure and daily operations. Although the chamber funds are low, the chamber will attempt to continue to provide member businesses support and increase their potential for success through business communication, networking, training and other valuable offerings.</p> <p>We are hoping to quickly and effectively develop a stabilization and recovery program which would rely on one paid office staff member, an existing storefront operation, and volunteers to provide necessary duties for ongoing functions like membership benefits, chamber development and management of planned events. At the same time, we will be creating a long term goal for the chamber, as we progress through this financial and leadership transition.</p> <p>This donation would allow the Sherwood Chamber of Commerce to a) maintain current, minimal operations and staffing in the existing leased office space by meeting current and short term financial obligations, and b) generate and implement a long term plan to ensure the viability and success of the chamber.</p>	
Please include with your request:	
<ul style="list-style-type: none"> • Your organization's most recent balance sheet • Your organization's most recent income statement • Your organization's budget for the fiscal year which overlaps the City's budget year (July 1-June 30) 	

All requests must be received by 5pm on December 30, 2008.

Submit Donation Request Form to:

Kristen Switzer

City of Sherwood

22560 SW Pine Street

Sherwood, OR 97140

Email: switzerk@ci.sherwood.or.us Fax: 503-625-4254

**Sherwood Chamber Of Commerce
Budget Overview: 2008-2009 Budget - FY09 P&L**

July 2008 - June 2009

	Jul - Sep, 2008	Oct - Dec, 2008	Jan - Mar, 2009	Apr - Jun, 2009	Total
Income					
3100 City Benefit Income					0.00
3105 Annual Banquet & Awards					0.00
3110 Meals	780.00	0.00	0.00	5,823.00	6,603.00
Total 3105 Annual Banquet & Awards	\$ 780.00	\$ 0.00	\$ 0.00	\$ 5,823.00	\$ 6,603.00
3120 Directory Income	0.00	9,000.00	0.00	0.00	9,000.00
3130 Map Income	2,800.00	0.00	0.00	0.00	2,800.00
3140 Scholarship Income	4,000.00	0.00	0.00	0.00	4,000.00
3150 Xmas Lights Income	0.00	450.00	0.00	0.00	450.00
3160 Brochure Income	0.00	0.00	0.00	689.00	689.00
Total 3100 City Benefit Income	\$ 7,580.00	\$ 9,450.00	\$ 0.00	\$ 6,512.00	\$ 23,542.00
3200 Cruisin' Sherwood					0.00
3210 Apparel Income	45.00	0.00	0.00	7,944.00	7,989.00
3220 Car Guys Income	0.00	0.00	60.00	13,097.00	13,157.00
3223 Engine Blow Income	0.00	0.00	0.00	53.00	53.00
3225 Misc. Income	0.00	0.00	0.00	100.00	100.00
3235 Sponsorship	1,500.00	0.00	0.00	18,896.00	20,396.00
3240 Trophy Income	175.00	0.00	375.00	3,900.00	4,450.00
3245 Vendor Income	0.00	0.00	1,700.00	6,060.00	7,760.00
Total 3200 Cruisin' Sherwood	\$ 1,720.00	\$ 0.00	\$ 2,135.00	\$ 50,050.00	\$ 53,905.00
4200 Membership					0.00
4250 Initiation Fee	275.00	300.00	222.16	425.00	1,222.16
4260 Membership Meeting Income	1,306.50	1,565.00	1,285.70	1,016.00	5,173.20
4264 Membership Other					0.00
4265 Ribbon Cuttings, labels	100.00	675.00	725.00	900.00	2,400.00
4266 Newsletter Income	185.00	0.00	600.00	1,200.00	1,985.00
Total 4264 Membership Other	\$ 285.00	\$ 675.00	\$ 1,325.00	\$ 2,100.00	\$ 4,385.00
Membership Dues					0.00
4205 Non Profit Rate - 1/2 price of \$149 (74.50) - New Member	727.00	185.00	55.00	0.00	967.00
4208 Non Profit \$250 Renewals (\$500)	0.00	0.00	225.00	0.00	225.00
4210 Dues1/Home Based \$149 - New Member	0.00	0.00	1,035.60	610.00	1,645.60
4211 Dues- 1/Home Based- \$149 - Renewal	1,540.00	1,870.00	2,221.06	1,920.00	7,551.06
4214 Dues-US Corp-\$75- Renewal	0.00	0.00	0.00	260.00	260.00
4215 Dues- US Corp- \$75 - New Member	2,025.00	1,500.00	825.00	900.00	5,250.00
4216 Dues-\$179 - 2 to 3 Employees - New Member	1,939.00	1,043.00	441.24	894.00	4,317.24
4217 Dues-\$179 - 2 to 3 Employees - Renewal	0.00	0.00	3,272.24	1,542.00	4,814.24
4219 Non Profit Rate - 1/2 price of \$149 (\$74.50) - Renewal	0.00	0.00	459.00	315.00	774.00
4220 Dues 4-9 \$225 - New Member	597.00	1,194.00	199.00	1,194.00	3,184.00
4221 Dues 4-9 \$225- Renewal	0.00	0.00	2,587.00	597.00	3,184.00
4230 Dues 10-19 \$350 - New Member	1,795.00	0.00	498.00	1,196.00	3,489.00
4231 Dues 10-19 \$350 - Renewal	0.00	0.00	2,392.00	0.00	2,392.00
4240 Dues 20+ \$500 - New Member	1,012.50	900.00	0.00	900.00	2,812.50
4241 Dues 20+ \$500 - Renewal	0.00	0.00	3,826.00	1,487.50	5,313.50
Total Membership Dues	\$ 9,635.50	\$ 6,692.00	\$ 18,036.14	\$ 11,815.50	\$ 46,179.14
Total 4200 Membership	\$ 11,802.00	\$ 9,232.00	\$ 20,869.00	\$ 15,356.50	\$ 56,959.50
5200 Onion Festival					0.00
5220 Onion Food Income	0.00	5,821.00	0.00	0.00	5,821.00
5235 Onion Contrib & Sponsors	0.00	6,300.00	50.00	0.00	6,350.00
5245 Onion Vendors	1,775.00	600.00	0.00	0.00	2,375.00
Total 5200 Onion Festival	\$ 1,775.00	\$ 12,721.00	\$ 50.00	\$ 0.00	\$ 14,546.00
6200 Golf Income					0.00
6215 Raffle/Mulligans	20.00	0.00	0.00	0.00	20.00
6220 Registration Fees	2,396.00	1,430.94	0.00	0.00	3,826.94
6225 Other Income	320.00	50.00	0.00	0.00	370.00
6240 Hole Sponsorships	200.00	50.00	0.00	50.00	300.00
Total 6200 Golf Income	\$ 2,936.00	\$ 1,530.94	\$ 0.00	\$ 50.00	\$ 4,516.94
6300 Other Income					0.00
6305 Other - misc.	0.00	41.06	0.00	21.00	62.06
6310 WAMU Interest Income	146.90	157.52	136.24	88.39	529.05
Total 6300 Other Income	\$ 146.90	\$ 198.58	\$ 136.24	\$ 109.39	\$ 591.11
7200 Visitor Center Income					0.00
7210 WCCCP Income	889.00	0.00	889.00	889.00	2,667.00
Total 7200 Visitor Center Income	\$ 889.00	\$ 0.00	\$ 889.00	\$ 889.00	\$ 2,667.00
Total Income	\$ 26,548.90	\$ 33,132.52	\$ 24,079.24	\$ 72,966.89	\$ 156,727.55

Expenses					
6580 Payroll Taxes	0.00	0.00	0.00	0.00	0.00
6585 FICA	1,110.00	1,110.00	1,110.00	1,110.00	4,440.00
6590 FUTA	0.00	0.00	0.00	0.00	0.00
6595 Medicare	270.00	270.00	270.00	270.00	1,080.00
6604 Tri-Met payroll taxes	120.00	120.00	120.00	120.00	480.00
6605 SUI	132.00	132.00	132.00	132.00	528.00
6607 WBF	15.00	15.00	15.00	15.00	60.00
Total 6580 Payroll Taxes	\$ 1,647.00	\$ 1,647.00	\$ 1,647.00	\$ 1,647.00	\$ 6,588.00
8100 Administrative Expense					0.00
8105 Accounting Expense	0.00	0.00	0.00	0.00	0.00
8110 Bank Service Charges	105.00	105.00	105.00	105.00	420.00
8115 Computer Expense	1,842.00	1,842.00	1,842.00	1,842.00	7,368.00
8120 Contract Labor	189.00	189.00	189.00	189.00	756.00
8130 Dues and Subscriptions	348.00	348.00	348.00	348.00	1,392.00
8135 Insurance (D&O, Gen Liab.)	0.00	1,147.00	0.00	0.00	1,147.00
8140 Licenses and Permits	100.00	0.00	0.00	398.94	498.94
8145 Meats	0.00	117.10	70.65	134.43	322.18
8150 Mileage	25.53	75.64	138.66	536.05	775.88
8155 Miscellaneous Expense	277.23	1,229.92	0.00	75.18	1,582.33
8156 Misc. Board Expenses	0.00	0.00	113.41	58.24	171.65
8160 Office Supplies	1,209.00	1,209.00	1,209.00	1,209.00	4,836.00
8165 Outside Labor/Atty Fees	0.00	37.50	0.00	0.00	37.50
8171 Postage Equip. Rental	150.00	150.00	150.00	150.00	600.00
8172 Postage Expense	197.50	209.99	48.99	1,044.17	1,500.65
8173 Postage Supplies	0.00	0.00	0.00	153.97	153.97
8175 Printing	163.00	0.00	340.00	0.00	503.00
8180 Rent	1,224.00	1,200.00	1,200.00	1,200.00	4,824.00
8181 NNN (pro-rata share of maint)	300.00	300.00	300.00	300.00	1,200.00
8185 Telephone Expense	1,155.00	1,155.00	1,155.00	1,155.00	4,620.00
8190 Training	0.00	438.60	0.00	661.80	1,100.40
8195 WC Insurance	0.00	0.00	376.00	0.00	376.00
Total 8100 Administrative Expense	\$ 7,285.28	\$ 9,753.75	\$ 7,585.71	\$ 9,560.78	\$ 34,185.50
8200 City Benefit Expenses					0.00
8205 Annual Banquet & Awards					0.00
8206 Coursages	0.00	0.00	0.00	180.00	180.00
8207 Entertainment	0.00	0.00	0.00	650.00	650.00
8208 Meal Expense	2,478.00	0.00	0.00	2,010.75	4,488.75
8210 Printing	18.60	0.00	0.00	120.00	138.60
8211 Recognition & Plaques	113.64	0.00	0.00	348.76	462.40
8212 Room Rental	75.00	0.00	0.00	0.00	75.00
Total 8205 Annual Banquet & Awards	\$ 2,685.24	\$ 0.00	\$ 0.00	\$ 3,309.51	\$ 5,994.75
8215 Community Events - Misc.	2,160.00	275.00	0.00	0.00	2,435.00
8220 Contributions	0.00	500.00	0.00	0.00	500.00
8225 Goodwill	55.00	285.10	0.00	0.00	340.10
8230 Map Expense	150.00	0.00	0.00	258.49	408.49
8235 Misc. City Benefit	5,000.00	0.00	0.00	0.00	5,000.00
Total 8200 City Benefit Expenses	\$ 10,050.24	\$ 1,060.10	\$ 0.00	\$ 3,568.00	\$ 14,678.34
8300 Cruisin' Sherwood Expense					0.00
8305 Advertising-General	0.00	0.00	185.00	2,297.32	2,482.32
8310 Apparel	562.55	0.00	0.00	5,959.75	6,522.30
8320 Car Club	0.00	0.00	0.00	1,645.00	1,645.00
8325 Car Participants Expense	0.00	0.00	0.00	2,810.95	2,810.95
8335 Entertainment	0.00	0.00	70.00	580.00	650.00
8345 Misc. Expenses	470.00	0.00	205.71	481.82	1,157.53
8350 Postage & Delivery	0.00	0.00	0.00	620.09	620.09
8355 Printing	0.00	0.00	0.00	278.70	278.70
8365 Sponsorship Expense	0.00	0.00	0.00	1,563.87	1,563.87
8370 Transportation	0.00	0.00	0.00	1,059.90	1,059.90
8375 Visitors/Spectators Expense	1,200.00	0.00	0.00	1,875.00	2,875.00
Total 8300 Cruisin' Sherwood Expense	\$ 2,232.55	\$ 0.00	\$ 460.71	\$ 18,972.40	\$ 21,665.66
8400 Golf Tournament					0.00
8405 Golf Tournament Expenses	1,080.00	3,248.71	1,700.00	0.00	6,028.71
Total 8400 Golf Tournament	\$ 1,080.00	\$ 3,248.71	\$ 1,700.00	\$ 0.00	\$ 6,028.71
8500 Membership Expenses					0.00
8505 Membership Drive Expense					0.00
8520 Supplies	80.76	0.00	566.50	0.00	647.26
Total 8505 Membership Drive Expense	\$ 80.76	\$ 0.00	\$ 566.50	\$ 0.00	\$ 647.26
8530 Membership Meeting Expense					0.00
8535 Food	1,417.50	750.00	748.10	570.25	3,485.85
8550 Room Rental	75.00	25.00	305.00	90.00	495.00
8555 Supplies	0.00	196.16	0.00	0.00	196.16
Total 8530 Membership Meeting Expense	\$ 1,492.50	\$ 971.16	\$ 1,053.10	\$ 660.25	\$ 4,177.01
8560 Membership Other Expense	0.00	95.31	87.00	60.00	242.31
8565 Newsletter Expense					0.00
8570 Postage	280.65	69.67	88.26	0.00	438.58
8575 Printing	555.00	555.00	555.00	555.00	2,220.00
Total 8565 Newsletter Expense	\$ 835.65	\$ 624.67	\$ 643.26	\$ 555.00	\$ 2,658.58
Total 8500 Membership Expenses	\$ 2,408.91	\$ 1,691.14	\$ 2,349.86	\$ 1,275.25	\$ 7,725.16
8600 Onion Festival Expense					0.00
8610 Food Expense	0.00	1,875.83	0.00	0.00	1,875.83
8615 Marketing	50.00	175.95	220.00	0.00	445.95
8620 Onion Sales Donation	0.00	250.00	250.00	0.00	500.00
8625 Rental Fees	365.00	872.58	0.00	0.00	1,237.58
8630 Supplies	0.00	2,043.93	0.00	0.00	2,043.93
Total 8600 Onion Festival Expense	\$ 415.00	\$ 5,218.29	\$ 470.00	\$ 0.00	\$ 6,103.29

→ 139K. CRUSIN

→ 1.5K OOLT

39K

→ 8K OMON

8700 Payroll Expenses						0.00
8710 Gross Wages	11,157.00	11,157.00	11,157.00	11,157.00		44,628.00
8715 Gross Wages - Assistant	4,774.20	6,933.50	5,478.00	9,090.50		26,276.20
8720 Insurance - Benefits	781.92	586.44	416.24	755.34		2,539.94
8725 Other Wages	0.00	0.00	0.00	0.00		0.00
8735 Retirement Match/Employer	371.91	371.91	265.65	416.16		1,425.63
Total 8700 Payroll Expenses	\$ 17,085.03	\$ 19,048.85	\$ 17,316.89	\$ 21,419.00		\$ 74,869.77
8800 WN County Visitors Center Exp						0.00
8805 B. Maplethorpe						0.00
8806 Labor	150.00	150.00	150.00	150.00		600.00
8807 Rent	675.00	675.00	675.00	675.00		2,700.00
8808 Utilities	59.48	88.96	97.76	92.32		336.52
Total 8805 B. Maplethorpe	\$ 884.48	\$ 913.96	\$ 922.76	\$ 917.32		\$ 3,638.52
8810 Visitors Center Fixed Admin						0.00
8815 Harold Payne						0.00
8816 Expenses	129.14	110.38	80.99	160.37		480.88
8817 Harold Payne - Other	0.00	100.00	0.00	0.00		100.00
8818 Office/Labor	255.00	255.00	285.00	300.00		1,095.00
Total 8815 Harold Payne	\$ 384.14	\$ 465.38	\$ 365.99	\$ 460.37		\$ 1,675.88
8825 Telephone	136.48	181.17	90.59	45.27		453.51
Total 8810 Visitors Center Fixed Admin	\$ 520.62	\$ 646.55	\$ 456.58	\$ 505.64		\$ 2,129.39
Total 8800 WN County Visitors Center Exp	\$ 1,405.10	\$ 1,560.51	\$ 1,379.34	\$ 1,422.96		\$ 5,767.91
Total Expenses	\$ 43,609.09	\$ 43,228.35	\$ 32,909.51	\$ 57,865.39		\$ 177,612.34
Net Income	\$ 17,060.19	\$ 10,095.83	\$ 8,830.27	\$ 15,101.50		\$ 20,884.79

Wednesday, Jan 21, 2009 - Cash Basis

Sherwood Chamber Of Commerce
Balance Sheet
 As of January 21, 2009

	Total
ASSETS	
Current Assets	
Bank Accounts	
1110 Key Bank Checking	308.11
1120 Washington Mutual Checking	-2,391.99
1125 Washington Mutual MM	343.08
1130 CD #2 - Washington Mutual	3,342.22
1131 Washington Mutual CD-	0.00
Cash Advance for Cruisin'	0.00
Petty Cash	50.05
Total Bank Accounts	\$1,651.47
Accounts Receivable	
1200 Accounts Receivable	-863.00
Total Accounts Receivable	\$ -863.00
Other Current Assets	
1499 Undeposited Funds	174.00
Cash Advances for Events	
Cruisin Sherwood Advance	0.00
Total Cash Advances for Events	0.00
Total Other Current Assets	\$174.00
Total Current Assets	\$962.47
Fixed Assets	
1400 Fixed Assets	1,414.93
Total Fixed Assets	\$1,414.93
TOTAL ASSETS	\$2,377.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2080 Deferred Scholarship Payment	0.00
2100 Payroll Liabilities	246.45
2110 Federal Withholding	969.21
2120 FICA	861.03
2122 Company	0.00
2124 Employee	-418.65
Total 2120 FICA	442.38
2140 Medicare	201.36
2144 Employee	-51.43
Total 2140 Medicare	149.93
2150 SDI	0.00
2160 State Withholding	509.40
2180 Workers Comp	19.56
2182 Company	214.31

	<u>Total</u>
2184 Employee	-13.84
Total 2180 Workers Comp	220.03
2190 Retirement	2,499.16
2194 Employee	-2,398.15
Total 2190 Retirement	101.01
Total 2100 Payroll Liabilities	2,638.41
2101 *Payroll Liabilities	0.00
Total Other Current Liabilities	\$2,638.41
Total Current Liabilities	\$2,638.41
Total Liabilities	\$2,638.41
Equity	
3000 Opening Bal Equity	2,075.17
3010 Retained Earnings	38,301.87
Net Income	-40,638.05
Total Equity	\$ -261.01
TOTAL LIABILITIES AND EQUITY	\$2,377.40

Wednesday, Jan 21, 2009 09:49:00 AM GMT-8 - Cash Basis

MEM 2ND

UNANIMOUS

Motion SPERCH

TO RECOMMEND \$10,000

GRANT \$5000 NOW



URA RESOLUTION 2009-001

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF SHERWOOD TO APPROVE A SHERWOOD CHAMBER RECOVERY PLAN

WHEREAS, the Urban Renewal Agency of the City of Sherwood (“Agency”), as the duly designated Urban Renewal Agency for the City of Sherwood, Oregon (“City”), is undertaking to carry out The Sherwood Urban Renewal Plan (“Plan”) which Plan was approved by the City Council of the City (“Council”) on August 29, 2000 by Ordinance No. 2000-1098; and

WHEREAS, the Plan’s goals and objectives include the economic development efforts defined in the Plan; and

WHEREAS, the Sherwood Chamber of Commerce is an important partner in those efforts as demonstrated in the Plan; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SHERWOOD URBAN RENEWAL AGENCY:

Section 1. The Agency approves the \$10,000 grant request to the Sherwood Chamber of Commerce for the purpose of assisting said organization in its recovery and growth with the stipulation that a representative of SURPAC and the City Economic Development Manager have oversight in the development and the implementation of the Chamber Recovery and Growth plan. The Agency further approves and stipulates the retention of professional services as may be needed to assist the chamber board in development and implementation of an Action Plan with focus on business advocacy.

Section 2. This Resolution shall be effective from and after its adoption by the Agency Board.

Duly passed by the Urban Renewal Agency Board this 17th day of February 2009.

Keith S. Mays, Board Chairman

ATTEST:

Sylvia Murphy, District Recorder

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
February 17, 2009**

URA REGULAR BOARD MEETING:

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 9:50pm.
2. **BOARD PRESENT:** Chair Keith Mays, Board members Dave Heironimus, Linda Henderson, Lee Weislogel, Del Clark and Robyn Folsom. Dave Grant was absent.
3. **STAFF PRESENT:** City Manager Jim Patterson, Police Chief Jeff Groth, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer and District Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** City Attorney Chris Crean.

Chair Keith Mays addressed the Consent Agenda and asked for a motion.

5. CONSENT AGENDA:

A. Approval of February 3, 2009 URA Board Meeting Minutes

MOTION: BOARD MEMBER DAVE HEIRONIMUS MOVED TO ADOPT THE CONSENT AGENDA, SECONDED BY MR. LEE WEISLOGEL, ALL PRESENT MEMBERS VOTED IN FAVOR.

Chair Keith Mays addressed the next agenda item.

6. BUSINESS CARRIED FORWARD:

A. URA Resolution 2009-001 approving a Sherwood Chamber Recovery Plan

Tom Nelson, Economic Development Manager came forward as well as Chamber President Stephanie Adams. Tom Nelson stated this resolution was continued from the previous URA Board meeting. Tom informed the Board he included additional information to the staff report to address questions brought forward by the Board. Tom stated Chamber Board members are present this evening if the URA Board wishes to ask questions of the Chamber. Tom informed the Board that the Chamber is asking for \$10,000 and stated SURPAC has requested the recommendation be brought to the URA Board, the funds would be paid as \$5000 now and \$5000 in May. Tom stated he is also asking for further guidance in assisting the Chamber in their economic recovery and said several months ago before this request came forward he was leaning towards trying to assist the Chamber with bringing in a consultant to help them with strategic planning and hopes we can provide assistance with this as well.

Chair Mays stated there was a meeting of the Chamber membership since the last URA Board meeting and Chair Mays asked Stephanie Adams to report on how the meeting went.

Stephanie stated the meeting held at the Tri County Gun Club went very well with 42 members in attendance and some non-members. A lot of questions were asked and concerns were voiced.

Chair Mays stated he read the minutes from that meeting and asked Stephanie if the request for support is the same today as it was prior to their meeting.

Stephanie replied at this point they are in a better situation than they were a month ago and believes they need more time to look at everything. Their biggest hurdle at this time is interviewing for an event planner to take over and help plan Cruis'in, and she is expecting to receive a bid from them tomorrow. Stephanie stated she believes they are going to request money upfront to fund their services and this is the only thing that concerns her as she doesn't know if they will be able to fund this. She would like to take a few weeks and look everything over and does not want the Board to make a decision tonight.

Mr. Heironimus asked if the event planner was charging a flat fee and what was the bid. Stephanie stated it is a flat fee and she hasn't received the bid yet.

Chair Mays stated he is thrilled with the turnout at the Chamber Board meeting and the positive feedback that was received and stated the URA Board supports continuing this business to their next meeting in two weeks.

Chair Mays asked for Board member questions.

Mr. Weislogel asked "I see in your assets, you listed a Washington Mutual CD, what is the maturity date on this?" Stephanie replied it has been depleted.

Ms. Folsom replied so this is not an updated balance sheet. Stephanie replied no.

Tom replied this is what was submitted at the SURPAC meeting a month ago.

Ms. Folsom asked why is it necessary to have all these accounts at three different banks. Stephanie replied, she did not know why and they now have 1 checking account and they have one other account with very little funds and they plan on closing this account.

Mr. Heironimus asked if they have a proposed budget for the rest of this year. Stephanie replied they are working on it. Mr. Heironimus asked if it would be available in two weeks and Stephanie replied perhaps and they could be very close to having it.

Ms. Folsom asked what is the hope for hiring the event planner? Is it that they would continue the size and scope of Cruis'in, but you don't think the staff person you currently have could manage this. Stephanie replied, no and our intent is to hopefully increase revenue and make the event bigger and better and hopefully add more value to the event and believes with the volunteer base currently in place, they don't have the time to put it all together as this is one of their biggest money makers besides memberships.

Ms. Folsom asked so currently you have one staff person in the office. Stephanie replied yes. Ms. Folsom thanked Stephanie for all they are doing and volunteering their time.

Ms. Henderson asked if they will have updated financials in two weeks. Stephanie replied yes.

Mr. Weislogel asked and you'll have more on the business advocacy dimension. Stephanie replied, yes, we hope to develop this.

Chair Mays thanked Stephanie and the Board members for staying for the late meeting and carrying the load of the Chamber.

Chair Mays stated with the Boards support, he moves to:

MOTION: CONTINUE URA RESOLUTION 2009-001 TO THE MARCH 3, 2009 BOARD MEETING, SECONDED BY MR. HEIRONIMUS, ALL MEMBERS PRESENT VOTED IN FAVOR.

Tom Nelson asked in regards to bringing in a consultant, it's a timely issue to retain him and make travel arrangements and clarified the Boards comments of moving in this direction.

Chair Mays stated he is supportive of this and would defer too Jim' (City Manager Patterson) discretion and stated he has the authority in the City and the district.

Mr. Heironimus asked now verses next month. Tom Nelson replied the consultant is asking to come next week to do some reconnaissance and again in March to meet with the Board, somewhere around March 11-13 as it takes planning.

Mr. Weislogel commented, the sooner the better? Tom replied if we are going to help them go in a new direction we need to have someone working on it right now.

Ms. Folsom stated, what she is hearing is the Chamber would likely not be able to cover the cost of the event planner and would probably need us to step in and do this to make it happen, is this correct. Stephanie replied for the event planner. Ms. Folsom asked could this be paid back out of the Cruis'in money.

District Recorder note: The District Recorder was unable to determine the reply from the meeting audio tape.

Ms. Henderson asked what's the cost of the consultant? Tom replied a \$1500 consultant fee plus travel. Ms. Henderson replied for each time he comes? Tom replied, no. His first trip is on his own time and \$1500 for the 2 ½ days he'll be here. Is there a reason we are hiring that consultant? Tom replied because he has 30 years of experience in working with Chambers. Ms. Henderson confirmed he is from out of state, Tom replied yes.

Chair Mays stated again unless there is an objection he would defer this to Tom Nelson or to the City Manager.

City Manager Patterson commented regardless of the Chamber's financial situation had they been flush with cash verses in the position that they are in, the training in and of itself is valuable moving forward for a new Chamber and he will talk with Tom Nelson about this and appreciates the Chair allowing the flexibility to make that decision and believes it's a wise investment. Mr. Patterson informed the Board that he also attended the Chamber meeting at the gun club and he believes we need to honor the efforts of the volunteers.

Chair Mays addressed the next agenda item.


7. STAFF REPORTS: No reports were given.

8. ADJOURNED: Chair Keith Mays adjourned the URA Board meeting at 10:05pm.

Submitted by:


Sylvia Murphy, District Recorder

Approved:


Keith S. Mays, Chairman