



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, August 16, 2011

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

**URA Board of Directors Meeting
(Following the City Council Meeting)**

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

Tuesday, August 16, 2011
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

- A. Approval of June 7, 2011 URA Board of Directors Meeting Minutes**
- B. Approval of July 19, 2011 URA Board of Directors Meeting Minutes**
- C. Approval of July 26, 2011 URA Board of Directors Meeting Minutes**
- D. Approval of August 2, 2011 URA Board of Directors Meeting Minutes**

4. NEW BUSINESS

- A. URA Resolution 2011-014 a Resolution authorizing a personal services contract with Tashman Johnson, LLC for the purpose of preparing for a substantial amendment to the Urban Renewal Plan to increase maximum indebtedness (Tom Nelson, Economic Development Manager)**

5. STAFF REPORTS

6. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
June 7, 2011
22560 SW Pine Street, Sherwood Oregon 97140**

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board work session to order at 4:45pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and David Luman. Councilor Elect Krisanna Clark.
3. **STAFF PRESENT:** City Manager Jim Patterson, Community Development Director Tom Pessemier, Economic Development Manager Tom Nelson, Community Services Director Kristen Switzer, Finance Director Craig Gibons, Senior Planner Heather Austin and District Recorder Sylvia Murphy.
4. **TOPIC: URA Board review of PARC Report.** URA Board members received a copy of the Sherwood Cultural Arts Community Center Feasibility Analysis, prepared by PARC Resources, in prior days and met to discuss the report (see record, Exhibit A). Chair Mays proposed a URA Resolution authorizing the District Administrator to negotiate a contract and select a contractor to redevelop the Machine Works building. A draft resolution was provided to the URA Board members, (see record, Exhibit B). Discussion followed with proposed amendments. Staff offered to provide a revised resolution at the URA Board meeting this evening for consideration of adoption at the regular meeting.
5. **ADJOURN:** Chair Mays adjourned the URA work session at 5:35 pm and convened to a City Council work session, followed by a regular Council meeting and a regular URA Board meeting.

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board meeting to order at 9:32 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and David Luman. Councilor Elect Krisanna Clark.
3. **STAFF PRESENT:** City Manager Jim Patterson, Police Chief Jeff Groth, Police Captain Mark Daniel, Economic Development Manager Tom Nelson, Community Services Director Kristen Switzer, Finance Director Craig Gibons and District Recorder Sylvia Murphy.

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

4. CONSENT AGENDA

A. Approval of May 17, 2011 URA Board of Directors Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY ROBYN FOLSOM. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. PUBLIC HEARING:

URA Resolution 2011-012 adopting the 2011-12 Budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Administrator to take such action necessary to carry out the adopted budget

Craig Gibbons Finance Director came forward and explained the resolution.

Chair Mays opened the public hearing to receive testimony, with none received, he closed the public hearing and asked for Board discussion.

Chair Mays commended staff for their work on the URA Budget document. With no other comments received the following motion was made.

MOTION: FROM LINDA HENDERSON TO APPROVE URA RESOLUTION 2011-012, SECONDED BY BILL BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays stated in the URA Board work session earlier this evening, the Board discussed the PARC Resources Feasibility Analysis of the Sherwood Cultural Arts Community Center and considered a URA resolution. After discussion in work session of the proposed URA resolution, amendments were made by the Board and staff provided an amended walk-on resolution for the Board's consideration at the regular Board meeting (see record, Exhibit C). Chair Mays read the entire resolution, title is noted below, and asked for Board discussion.

TITLE: URA Resolution 2011-xxx Authorizing the Urban Renewal Agency Administrator to negotiate a contract and select a contractor to redevelop the building at 22832 SW Washington Street for the Cannery Square Project

Mr. Butterfield stated initially his opinion was not to support the project and after getting involved in the process, he is now in support of.

Mr. Grant recapped the discussions had in prior years of a Community Center and stated he was in support of the Center.

Mr. Langer echoed the comments of Mr. Butterfield and expressed his support of the project and commended staff for their many years of work on the project.

Ms. Henderson thanked the Steering Committee, Capstone Partners and the many others who were involved and stated she believes the Center will be beneficial to the City.

Ms. Folsom thanked the URA Board/Council members.

Mr. Langer thanked City Manager Jim Patterson for his role, creative solutions and addressing hurdles of the project.

Mr. Luman stated he has watched and heard the discussions of this project for many years and thanked Mr. Butterfield for stepping in and participating in the process.

With no other discussion, Chair Mays asked the District Recorder for a legislative number for the resolution, URA Resolution number 2011-013 was assigned. The following motion was received.

MOTION: FROM ROBYN FOLSOM TO ADOPT URA RESOLUTION 2011-013, SECONDED BY LINDA HENDERSON. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

6. STAFF REPORTS: None

7. ADJOURNED: Chair Mays adjourned the URA Board meeting at 9:50 pm.

Sylvia Murphy, CMC, Agency Recorder

Keith S. Mays, Chairman

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

July 19, 2011

22560 SW Pine Street, Sherwood Oregon 97140

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board work session to order at 5:23pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and Councilor Elect Krisanna Clark. David Luman was absent. Robyn Folsom left the meeting at 6:05pm.
3. **STAFF PRESENT:** City Manager Jim Patterson, Economic Development Manager Tom Nelson, Finance Director Craig Gibons, Community Services Director Kristen Switzer, HR Manager Anna Lee, Police Chief Jeff Groth and Agency Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** Jeff Sacket with Capstone Partners LLC, Murray Jenkins with Ankrom Moisan Architects, Scott Wagner with Ankrom Moisan Architects, Paul Luntsford with Pladesigns, Inc. and Judy Silverforb with the Sherwood Cultural Arts Commission.
5. **TOPICS:**
 - A. **Community Center Update.** Scott Wagner, Murray Jenkins and Paul Luntsford presented renderings of proposed building designs (see record, Exhibit A). Discussion followed.
 - B. **URA Update.** Economic Development Manager Tom Nelson and Finance Director Craig Gibons presented information to the URA Board and provided a report including a report from Tashman & Johnson LLC., (see record, Exhibit B). Discussion followed.
6. **ADJOURN:** Chair Mays adjourned the URA work session at 6:37 pm and convened to a City Council work session, followed by a regular Council meeting.

Sylvia Murphy, CMC, Agency Recorder

Keith S. Mays, Chairman

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

July 26, 2011

22560 SW Pine Street, Sherwood Oregon 97140

EXECUTIVE SESSION

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 6:05pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Bill Butterfield, Matt Langer and Krisanna Clark. Robyn Folsom was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Jim Patterson, Community Development Director Tom Pessemier, Economic Development Manager Tom Nelson, Finance Director Craig Gibons and Agency Recorder Sylvia Murphy. City Attorney Chris Crean.
4. **OTHERS PRESENT:** Kelly House with the Oregonian.
5. **TOPICS:** Real Property Transactions, pursuant to ORS 192.660(2)(e).
6. **ADJOURN:** Chair Mays adjourned the Executive Session at 6:25pm.

Sylvia Murphy, CMC, Agency Recorder

Keith S. Mays, Chairman

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

August 2, 2011

22560 SW Pine Street, Sherwood Oregon 97140

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board work session to order at 8:17 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark.
3. **STAFF & LEGAL COUNSEL PRESENT:** City Manager Jim Patterson, Economic Development Manager Tom Nelson, Finance Director Craig Gibons and Agency Recorder Sylvia Murphy. City Attorney Chris Crean.
4. **TOPICS:**
 - A. **URA Update.** Economic Development Manager Tom Nelson presented information to the URA Board and provided a staff memo including a report from Tashman & Johnson LLC., (see record, Exhibit A). Discussion followed. Tom informed the Board that staff would be bringing forward legislation at a future meeting for consideration of a contract for services with Tashman, Johnson LLC.
5. **ADJOURN:** Chair Mays adjourned the URA work session at 8:35 pm.

Sylvia Murphy, CMC, Agency Recorder

Keith S. Mays, Chairman

To: Sherwood Urban Renewal Agency Board of Directors

From: Tom Nelson, Economic Development Manager

Date: August 16, 2011

SUBJECT: A URA RESOLUTION 2011-014 AUTHORIZING A PERSONAL SERVICES CONTRACT WITH TASHMAN JOHNSON, LLC FOR THE PURPOSE OF PREPARING FOR A SUBSTANTIAL AMENDMENT TO THE URBAN RENEWAL PLAN TO INCREASE MAXIMUM INDEBTEDNESS.

Issue

Should the URA adopt a Resolution adopting findings and authorizing a Personal Service Contract with Tashman Johnson LLC?

Background

The URA approved URA Resolution 2011-002 on January 18, 2011 to seek professional assistance from a qualified URA specialist to:

1. Explore the ability to increase maximum indebtedness subject to 2009 State legislation allowing an indexing method;
2. To conduct an official update of URA financial position beyond the annual audit (CAFR);
3. To prepare an Annual Report in accordance with ORS 457.460
4. Tashman Johnson, LLC completed these tasks detailed in the attached report and memo shared with the URA Board at an earlier Work Session, and determined that while sufficient maximum indebtedness remained to complete the Cannery Project, an increase is needed to complete other identified priority projects.
5. Tashman Johnson LLC subsequently provided a proposal to assist with preparation of a substantial amendment that would allow the URA to increase Maximum Indebtedness.

Other Factors:

- The URA may negotiate with a single source to provide a special service if the prospective contractor has unique skills and or experience that are required for the performance of the services;

- The URA finds that Tashman Johnson LLC possesses specialized skills uniquely required for the performance of these services and not possessed by other businesses in Oregon.

Recommendation: Approval of the attached URA Resolution 2011-014 to adopt the findings and approve the contract with Tashman Johnson, LLC.

Date: July 19, 2011

To: URA Board

From: Tom Nelson, URA Manager

RE: Urban Renewal Update



The recent report (attached) completed by Jeff Tashman of Tashman Johnson, LLC indicated that the URA had a little more than \$6.3 million left before Maximum Indebtedness of \$35,347,600 is reached. This should be sufficient to complete the three phases of the Cannery Project based on projected expenses.

These are the major projects completed to date for which the URA is servicing debt:

Debt Instrument	Amount Incurred
2003 OECD Civc Building/Streets Loan	\$5,846,000
2003 BOA Civc Building Loan	2,435,000
2004 Cannery Demolition Loan	350,000
2006 OECD Streets Loan	6,400,000
2006 BOA Streets and Crossings Loan	1,800,000
2008 BOA Line of Credit (Water, Cannery, Signal)	7,065,000
BOA Old School and Sports Fields Loan	830,000
IFA Cannery Loan (to date)	2,046,642
Total Debt to date	\$26,772,642

In addition, the URA has spent \$5,267,596 of tax increment on administration and capital projects since its inception. These expenditures include Façade Grants and other capital projects for which loans were not needed, as well as administrative expenses. They are listed in the following table:

Non-Loan Tax Increment Expenditures	Amounts
Downtown Streetscapes Phase B	25,079
Cedar Creek Trail and Senior Housing Development	365,038
Cultural Arts Feasibility Study	26,715
Façade Grants	181,071
Redevelopment of Sherwood High School Grandstands	100,000
Purchase of the Robin Hood Lot	250,000
Purchase of 15804 & 15824 SW 1st	264,000
Purchase of Machine Shop	925,000
Demo of Old School House	69,627
Civic Building Capital Improvements	916,507
Administration	2,289,039
Less Program Revenue	-144,480
Total Non-Loan Tax Increment Expenditures	\$5,267,596

The remaining Maximum Indebtedness coupled with the repayment of an Interfund loan to the Water Fund left \$6,359,577 as of April 30, 2011 to spend on URA priority projects. Since the Cannery Project has been the URA's top priority, those funds will be allocated toward that project. The URA also owns property that will be sold in the future. The funds generated will not count toward Maximum Indebtedness, and can be used to fund other priority projects. Property sales should generate in excess of \$3 million, depending on market conditions.

Remaining Funds for URA Projects	Amount
Maximum Indebtedness of Plan	35,347,600
Long Term Debt Issued and Incurred	-26,772,642
Total Non-Loan Tax Increment Expenditures	-5,267,596
Repayment of Water Loan	3,052,215
Balance Remaining Funds for URA Projects	\$6,359,577

Staff, SURPAC, and the URA Board have identified some priority projects still needed to successfully complete the URA plan, and the removal of blighted conditions in Sherwood. We have been working with our attorneys at BEH to develop a strategy to increase Maximum Indebtedness to complete these projects. We will ask Community Development to determine projected costs of these projects in future years. URA Specialist, Jeff Tashman has submitted a proposal to assist us in that effort. It is attached. These projects include:

- Completion of downtown streets
- Redevelopment of Washington Hill streets
- Redevelopment of Oregon Street to the roundabout
- Extension of infrastructure to the Tonquin Industrial Area
- Redevelopment of the Tannery property
- Administrative expenses through the completion of the plan
- Additional allocation for Façade Grants
- Other projects yet to be identified by SURPAC and the URA Board

Staff is recommending that we consult with SURPAC at its August 11, 2011 meeting, and with their concurrence we will bring a resolution to the URA Board at its August 16, 2011 meeting to approve Tashman's proposal.



URA RESOLUTION 2011-014

A RESOLUTION AUTHORIZING A PERSONAL SERVICES CONTRACT WITH TASHMAN JOHNSON, LLC FOR THE PURPOSE OF PREPARING FOR A SUBSTANTIAL AMENDMENT TO THE URBAN RENEWAL PLAN TO INCREASE MAXIMUM INDEBTEDNESS

WHEREAS, ORS 457.220 was amended in 2009 to allow an urban renewal agency to amend the urban renewal plan (URP) to include an indexing factor for maximum indebtedness; and

WHEREAS, the Sherwood Urban Renewal Agency (URA) wishes to amend the Sherwood Urban Renewal Plan to include the allowed indexing factor; and

WHEREAS, increasing maximum indebtedness requires a substantial amendment to the Urban Renewal Plan; and

WHEREAS, SURPAC (Sherwood Urban Renewal Plan Advisory Committee met August 11, 2011 and recommended an increase in maximum indebtedness to finance priority projects remaining in the plan; and

WHEREAS, the URA may negotiate with a single source to provide a special service if the prospective contractor has unique skills and or experience that are required for the performance of the services; and

WHEREAS, the URA finds that Tashman Johnson LLC possesses specialized skills uniquely required for the performance of these services and not possessed by other businesses in Oregon as demonstrated by the following:

- Tashman Johnson LLC specializes in assisting cities and counties in Oregon and Washington with urban renewal planning and implementation;
- Tashman Johnson LLC has extensive knowledge and experience with urban renewal plans, especially with financial planning and bond feasibility analysis;
- Jeff Tashman has been working with urban renewal districts since 1979 and began his consulting career in 1991; and
- Jeff Tashman is the author of Policy Guidelines and Administrative Procedures for Oregon, which is relied upon by urban renewal agencies state-wide; and

NOW, THEREFORE, THE SHERWOOD URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

Section 1: The personal services contract for preparation of a substantial amendment to increase maximum indebtedness in an amount not to exceed \$17,525 and attached as Exhibit A to this resolution is awarded to Tashman Johnson LLC.

Section 2: The personnel services contract with Tashman Johnson LLC executed on behalf of the URA by the Agency Administrator is hereby ratified.

Section 3: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the Board of Directors for the Sherwood Urban Renewal Agency this 16th day of August, 2011.

Keith S. Mays, Chair

Attest:

Sylvia Murphy, CMC, District Recorder



Tashman Johnson LLC
Consultants in Policy, Planning & Project Management

MEMORANDUM

TO: Tom Nelson
FROM: Jeff Tashman
SUBJECT: Proposal for Substantial Amendment of Sherwood Urban Renewal Plan
DATE: 30 June 2011

I. UNDERSTANDING OF PROJECT

The City of Sherwood's Sherwood Urban Renewal Plan (the "Plan") has a Maximum Indebtedness ("MI") of \$35,347,600.00, of which \$3,307,361.74 remained to be issued as of April 30, 2011. This means that no more than the \$3.3 million, plus proceeds from prior debt and program income, can be spent on urban renewal projects and administration over the life of the Plan. This financial capacity is not sufficient to complete the projects under the Plan and other projects that may be necessary to cure and prevent blight in the Sherwood Urban Renewal Area ("Area"). Because of this, the City of Sherwood ("City") wishes to consider an amendment of the Plan to increase its maximum indebtedness ("Proposed Amendment"). The increase would be limited to an amount which is 20% of the current MI as modified or "indexed" under ORS 457.220(4).¹

The Proposed Amendment is considered a substantial amendment under the Plan and under Oregon statutes. As such it requires the same procedural steps that would be required for a new urban renewal plan and it also requires a report on the Proposed Amendment ("Amendment Report"). The City has asked us to prepare a scope of work and budget for assisting the City and the Sherwood Urban Renewal Agency in preparing the Proposed Amendment and Amendment Report, as well as drafts of related notices and staff reports. Our proposal below includes a proposed scope of work, budget and schedule.

¹ (4) On or after January 1, 2010, the urban renewal agency may amend a plan that is not a large metropolitan plan as defined in ORS 457.470 to increase the maximum indebtedness, provided that:

(a) The aggregate of all amendments under this subsection may not exceed 20 percent of the plan's initial maximum indebtedness, as adjusted pursuant to paragraph (b) of this subsection.

(b) For purposes of computing the 20 percent limit on increases in maximum indebtedness, the initial maximum indebtedness may be increased annually on the anniversary date of initial approval of the plan by the index used in the urban renewal report to compute the future costs of projects that will be financed under the plan, beginning on the later of July 1, 1999, or the first anniversary of plan approval. This increase may be applied only to the first amendment to the maximum indebtedness that is made on or after January 1, 2010.

Proposal for Substantial Amendment of Sherwood Urban Renewal Plan

II. PROPOSED SCOPE OF WORK

A. Public Involvement

The proposed scope of work includes public involvement, which is required in “all stages in the development of an urban renewal plan.”² In our experience a good way to involve and inform the public regarding the Proposed Amendment is a public meeting prior to beginning the formal adoption process. Additional opportunities for the public to participate will be at the Planning Commission meeting and at the public hearing before the City Council.

B. Draft Urban Renewal Plan Amendment

The essential parts of the Proposed Amendment will be to define the projects that are to be undertaken, determine the costs and urban renewal share of such projects, project future tax increment revenues, estimate the borrowing capacity of these revenues and compare borrowing capacity to projected expenditures. This would provide the basis for a new maximum indebtedness figure but which will be within the statutory 20% limits cited above.

Work on the proposed Amendment would include the following:

1. Inventory Existing Conditions in Urban Renewal Area and Document Conditions of Blight

A substantial amendment of the Plan requires that the City Council find that the Area continues to be a blighted area as defined in statute. There are no precise tests of whether an urban renewal area is blighted or not, but some conditions of blight that were found when the Plan was adopted still remain and others will be inventoried. The inventory of existing conditions will include need for public facilities to support redevelopment, improvement to land value ratios (a measure of whether a parcel is underdeveloped), street and sidewalk conditions, and utility conditions. We will rely on City staff to provide data on street, sidewalk and utility conditions.

2. Determine Necessary Urban Renewal Projects

We will consult with city staff to determine what urban renewal projects and programs are required to complete the Plan and cure and prevent blight in the Area.

3. Determine Project Costs and Urban Renewal Share

We will rely on City staff to provide cost estimates of the projects listed in Task 2.

4. Project Tax Increment Revenues and Borrowing Capacity and Determine Required Maximum Indebtedness

The financial analysis is a critical part of the Proposed Amendment and the Amendment Report, and is the basis for the City Council making a finding that the Proposed Amendment is economically feasible. We will project the tax increment revenues likely to be available for the Plan, identifying and taking into

²(ORS 457.085(1))

Proposal for Substantial Amendment of Sherwood Urban Renewal Plan

account development and redevelopment opportunity sites, land use regulations and the impacts of the anticipated urban renewal investments.

We will then project the borrowing capacity of the tax increment revenue stream, and provide a suggested schedule of long and short term borrowings. We will coordinate all this analysis with the Finance Director.

5. Review Provisions for Plan Amendments

We will review the current provisions for future plan amendments and discuss with staff whether changes to those provisions may be appropriate. If changes are desired we will draft the necessary language.

6. Draft Proposed Amendment

The elements described above will be compiled into a draft Proposed Amendment, consisting primarily of the elements discussed above and other required elements such as the relationship of the Urban Renewal Plan to local objectives as stated in the Comprehensive Plan and its implementing ordinances and codes.

C. Draft Amendment Report

We will prepare the Amendment Report as required by law³. The report is primarily a technical document that provides background information and is a basis for the findings that the Council must make in adopting the plan. Little public review is normally devoted to the report. It is not adopted by Council and is not legally binding on the Urban Renewal Agency.

D. Adoption Process

The consultants will provide the ordinances, notices and the substance of the staff reports required for adoption of the Amendment. The Planning Commission must review the proposed urban renewal plan (primarily for conformance to the City's Comprehensive Plan) and make a recommendation to Council.

The Proposed Amendment and Report will be sent to the overlapping taxing districts, and the City should offer to meet with representatives of those districts to discuss the potential service demand and property tax revenue impacts. A meeting with the County Board of Commissioners is required, but no action need be taken by the County. We assume City staff will conduct the meetings with the County and overlapping taxing districts.

The Council must hold a public hearing before adopting a non-emergency ordinance approving the Proposed Amendment. Notice of the hearing on the Proposed Amendment must be sent to each individual household in the City. Finally, a notice of Plan adoption must be published and the plan recorded and transmitted to the County Assessor.

The consultants will also prepare summary documents and display graphics for the Planning Commission and Council meetings and will assist in the presentations for these meetings.

³ ORS 457.085(3)

Proposal for Substantial Amendment of Sherwood Urban Renewal Plan

III. PROPOSED BUDGET

The work will be completed for a fee not to exceed \$17,525.00 on a flat-fee basis. Monthly invoices will cite the progress made on the project and show a percent of completion accomplished in the billing period. Though we propose a flat-fee compensation method, the following table of hours and tasks is the basis for the proposed fee. The Notes in the table show our assumptions on attendance at public meetings.

Task	Hours	Expenses	Cost	Notes
	Tashman			
Public Information Meeting Materials	6		\$ 1,050.00	Tashman available by phone
Preparation of Amendment and Report	55		\$ 9,625.00	
Preparation of Notices and Staff Reports	12		\$ 2,100.00	
Planning Commission Hearing		\$1,000.00	\$ 1,000.00	Subcontractor attends. Tashman available by phone
Council Hearing	10	\$2,000.00	\$ 3,750.00	Tashman attends one hearing
TOTAL			\$ 17,525.00	
Hourly Billing Rates				
Tashman	\$ 175.00			

IV. SCHEDULE

The work can be started immediately and will take 4 months to complete, subject to timely scheduling of public meetings and assuming one Council hearing.

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
August 16, 2011
22560 SW Pine Street, Sherwood Oregon 97140**

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting 1to order at 9:30 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom and Matt Langer. Bill Butterfield and Krisanna Clark were absent.
3. **STAFF PRESENT:** Community Development Director Tom Pessemier, Economic Development Manager Tom Nelson, Finance Director Craig Gibons and Agency Recorder Sylvia Murphy.

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

4. **CONSENT AGENDA:**

- A. **Approval of June 7, 2011 URA Board of Directors Meeting Minutes**
- B. **Approval of July 19, 2011 URA Board of Directors Meeting Minutes**
- C. **Approval of July 26, 2011 URA Board of Directors Meeting Minutes**
- D. **Approval of August 2, 2011 URA Board of Directors Meeting Minutes**

MOTION: FROM DAVE GRANT TO APPROVE THE CONSENT AGENDA, SECONDED BY LINDA HENDERSON. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (BILL BUTTERFIELD AND KRISANNA CLARK WERE ABSENT).

Chair Mays addressed the next agenda item.

5. **NEW BUSINESS:**

- A. **URA Resolution 2011-014 a Resolution authorizing a personal services contract with Tashman Johnson, LLC for the purpose of preparing for a substantial amendment to the Urban Renewal Plan to increase maximum indebtedness**

Tom Nelson Economic Development Manager came forward and stated the Board held a recent work session and discussed this business. Tom informed the Board that SURPAC recently met and recommended the contract.

Linda Henderson asked when the contractor would begin. Tom replied if approved by the Board, he would contact the contractor tomorrow and get the contract signed and said the contractor has recommended 4 months for the process.

Robyn Folsom stated she missed the work session when this item was discussed and asked to speak with Tom to get informed. Tom confirmed.

Chair Mays stated he believes it's a good step and appreciated staff bringing this forward.

With no other comments received, Chair Mays asked for a motion.

MOTION: FROM MATT LANGER TO APPROVE URA RESOLUTION 2011-014, SECONDED BY DAVE GRANT. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (BILL BUTTERFIELD AND KRISANNA CLARK WERE ABSENT).

Chair Mays addressed the next agenda item.

6. STAFF REPORTS:

Tom Nelson stated staff had no items to report.

Linda Henderson stated the Board recently looked at a draft plan for the Community Center which was very detailed and asked now that we are to this point, when will the plan be adopted.

Tom replied the directive staff received earlier was that the Board had adopted the facets of the plan. Tom offered to bring it back for adoption.

Ms. Henderson replied it may not be necessary, but thought once a plan was adopted it would become a public document and staff would potentially use the adopted plan for the RFP process for potential lease applicants. Ms. Henderson stated she is not sure if we have missed a step.

Tom stated the steps we are taking are to get a general contractor on board to get some hard numbers.

Chair Mays stated a work session could be scheduled to bring it back to ensure everyone is on board with the plan. Tom confirmed staff could do that and said Bill Butterfield has been involved with the design committee to make sure we are staying on track.

With no other comments received, Chair Mays adjourned the meeting.

7. ADJOURN: Chair Mays adjourned at 9:35 pm.


Sylvia Murphy, CMC, Agency Recorder


Keith S. Mays, Chairman