



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 5, 2012

**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, June 5, 2012
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 May 15, 2012 URA Board of Directors Meeting Minutes

4. PUBLIC HEARINGS

A. URA Resolution 2012-015 Adopting a Supplemental Budget and making appropriations (Craig Gibons, Finance Director)

B. URA Resolution 2012-016 Adopting the 2012-13 Budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted budget (Craig Gibons, Finance Director)

5. STAFF REPORTS

6. ADJOURN

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

Tuesday, May 15, 2012

22560 SW Pine Street, Sherwood, Oregon 97140

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Mr. Dave Grant called the meeting to order at 7:35 pm.
2. **URA BOARD PRESENT:** Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark. Chair Keith Mays was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibbons, Police Chief Jeff Groth, Police Captain's Mark Daniel and Jim Reed, Planning Manager Julia Hajduk, Associate Planner Michelle Miller, District Recorder Sylvia Murphy and City Attorney Paul Elsner.

Dave Grant addressed the Consent Agenda and asked for a motion

4. **CONSENT:**

A. **Approval of May 1, 2012 URA Board Meeting Minutes**

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY ROBYN FOLSOM. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (CHAIR MAYS WAS ABSENT).

Mr. Grant addressed the next agenda item.

5. **NEW BUSINESS:**

A. **URA Resolution 2012-014 Amending URA Resolution 2012-007, The Old Town Sherwood Paver Program**

Tom Pessemier explained the URA Board recently adopted legislation in regards to the Paver Program and after a recent meeting with the design committee it was recognized that adjustments could be made. Tom stated the changes proposed are to attachment A of the URA resolution. Tom explained the changes as font changes and format changes of allowing a solid line between text.

Mr. Grant asked for comments or questions from the Board, with none received he asked for a motion.

MOTION: FROM LINDA HENDERSON TO APPROVE URA RESOLUTION 2012-014, SECONDED BY BILL BUTTERFIELD. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (CHAIR MAYS WAS ABSENT).

Mr. Grant addressed the next agenda item.

6. STAFF REPORTS:

Tom Pessemier informed the Board that SURPAC met last week and discussed scheduling a joint work session with the URA Board in June. Tom stated SURPAC discussed items that were in the URA budget, that they had not previously discussed, specifically alleys. Tom stated there was some confusion as to what was meant with SURPAC's recommendation of spending \$500,000 for alleys as one of their priority projects. Tom explained the confusion was some SURPAC members thought all alleys in Old Town were included and other members thought improvements were for alleys between Railroad and First Street, between Pine Street and Main Street, the alleys between Pine and Washington and Washington and Main. Tom stated they were able to alleviate the confusion and SURPAC agreed to allocate \$100,000 to improve that alley and decided to wait on the other alley to see where it falls into the other projects they have to prioritize. Tom stated the \$100,000 project will be part of the downtown streetscape phase II project and this is what SURPAC has recommended and what will be in the budget when it comes before the Council.

Tom informed the URA Board that SURPAC also recommended spending \$100,000 to match federal funds going towards designing and planning the Cedar Creek Trail project and said this was also included in the budget.

Tom provided the Board with an update on the Community Center project and said the project is out for bid and bids are due back next week. Tom informed the Board that work needs to be done to deal with asbestos and other hazardous materials found in the building before demolition work can begin. Tom stated staff wants to make sure the full contractor is not on site until after Cruis'in and stated we should see the contractor on site the Monday after Cruis'in with demolition work beginning. Tom informed the Board staff would work with the contractor to get something done by mid-January.

Tom informed the Board that SURPAC and staff will be working towards minimizing impacts of the project construction to downtown businesses through construction staging and management. Tom said SURPAC discussed the cross section on Railroad Street being wider than other streets in the Old Town area, and SURPAC has recommended taking the extra space and widening the sidewalk. Tom stated this will move forward in the design.

7. ADJOURN: Mr. Grant adjourned the URA Board meeting at 7:45 pm

Submitted by:

Sylvia Murphy, CMC, District Recorder

Keith S. Mays, Chair

TO: Sherwood Urban Renewal Board
FROM: Craig L. Gibons, Finance Director
SUBJECT: FY11-12 URA Supplemental Budget Resolution

ISSUE

Adoption of URA Resolution 2012- 015, a Resolution adopting a Supplemental Budget and making appropriations.

BACKGROUND

The Agency has two situations which require additional appropriations.

1. Personal Services expenditures are exceeding budget due to the involvement of more City staff in Agency projects and finances this spring (\$19,018).
2. The Agency took an opportunity to purchase real property this year when it came on the market unexpectedly. The property had been earlier identified as the location of a future storm water treatment facility. Appropriation needs to be created for the purchase and subsequent subdivision of that property (\$360,000). The purchase was done in the storm water fund, but was paid for by the Agency, thus it is a Transfer Out of the Agency's Operations Fund. The portion of the property that is not being used for a storm water facility will be sold following subdivision and the proceeds accrued to the Agency.

The attached resolution transfers contingency appropriation to the appropriate expenditure category for these purchases.

RECOMMENDATION

Staff recommends the URA Board adoption of Resolution 2012-015, a Resolution adopting a Supplemental Budget and making appropriations.



URA RESOLUTION 2012-015

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS

WHEREAS, supplemental budgets are required:

- when a government receives revenue it did not plan for in its budget and wishes to spend the extra revenue, or
- occurrences or conditions which were not known at the time the budget was prepared require changes in financial planning

WHEREAS, the following events have occurred:

- Additional staff time was needed for the URA operations than was originally budgeted and the Agency made an “opportunity” purchase of property for a water quality facility next to the Community Center.

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

Section 1. Appropriations for the 2011-12 fiscal year are increased (decreased) in the following amounts:

Urban Renewal Operations Fund	
Expenditure	Amount
Personal Services	\$ 19,018
Transfers Out	330,000
Contingency	(349,018)
Revised Total Requirements	\$ 6,193,252

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the Sherwood Urban Renewal Board this 5th day of June 2012.

Keith S. Mays, Chair

Attest:

Sylvia Murphy, CMC, District Recorder

Board Meeting Date: June 5, 2012

Agenda Item: Public Hearing

TO: Sherwood Urban Renewal Agency Board

FROM: Craig Gibons, Budget Officer

SUBJECT: URA RESOLUTION 2012-016, ADOPTING THE 2012-13 CITY OF SHERWOOD URBAN RENEWAL AGENCY BUDGET

ISSUE: Adoption of the 2012-13 Budget

BACKGROUND:

On April 23, 2012, the Budget Committee received the budget message, heard public comment, and approved the budget. On June 5, 2012, the Board held a public hearing on the approved 2012-13 budget. No significant changes in the estimated resources or uses in the budget have occurred since the hearing date. Notice of the approved budget has been published in accordance with Oregon Local Budget Law. The final step of the budget process is the adoption of the 2012-13 budget. The budget is available for review at the City Hall reception desk and in the library. A copy of the budget can also be found on the City's website under the Finance Department section.

RECOMMENDATIONS: Staff recommends approving URA Resolution 2012-016, adopting the 2012-13 City of Sherwood Urban Renewal Agency budget.



URA RESOLUTION 2012-016

A RESOLUTION ADOPTING THE 2012-13 BUDGET OF THE CITY OF SHERWOOD URBAN RENEWAL AGENCY, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE AGENCY 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 April 23, 2012; and

WHEREAS, in accordance with State law, the Urban Renewal Agency Board of Directors held a public hearing on the budget as approved 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 THE URBAN RENEWAL AGENCY BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

Section 1: Adoption of the 2012-13 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 2012-13 in the sum of \$13,098,123, now on file at City Hall.

Section 2: Making Appropriations. The amounts for the fiscal year beginning July 1, 2012 and for the purposes shown below are hereby appropriated as follows:

	URA Operations Fund	URA Capital Fund
Personal Services	26,986	115,556
Materials and Services	105,561	56,703
Capital Outlay	0	4,958,449
Debt Service	1,650,035	0
Transfers Out	0	2,269,126
Contingency	3,766,122	149,585
Total	5,548,704	7,549,419

DRAFT

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 adopted by the Urban Renewal Agency Board of Directors this 5th day of June 2012.

Keith S. Mays, Board Chair

Attest:

Sylvia Murphy, CMC, District Recorder

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 5, 2012
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 9:08 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Linda Henderson, Bill Butterfield, Matt Langer and Krisanna Clark. Mr. Dave Grant and Ms. Robyn Folsom were absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibons, Community Services Director Kristen Switzer, Police Chief Jeff Groth, Police Captain Mark Daniel, Accounting Supervisor Julie Blums, City Engineer Bob Galati, Planning Manager Julia Hajduk, Associate Planner Michelle Miller, Administrative Assistant Kirsten Allen and District Recorder Sylvia Murphy. City Attorney Chris Crean.

Chair Mays addressed the Consent Agenda and asked for a motion

4. CONSENT:

A. Approval of May 15, 2012 URA Board Meeting Minutes

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

Chair Mays addressed the next agenda item and asked the District Recorder to read the public hearing statement.

5. PUBLIC HEARING:

A. URA Resolution 2012-015 Adopting a Supplemental Budget and making appropriations

Craig Gibons Finance Director came forward and explained the supplemental budget was coming before the Board for two reasons; the personnel services expenditures exceeded the budget on the operations side and staff is requesting an increase in appropriations of \$19,000, which will be a reduction of fund balance. Craig explained this is due to the involvement of more people in Urban Renewal Agency activities this year than was budgeted and partly due to the transition of the URA and bringing it under the control of the exercises of other city departments. Craig stated the second reason as: earlier this year we purchased property (house) out of the storm fund, which was a URA purchase and this is an increase in the allocation of transfers out to pay for that; transferring money to the storm fund.

Chair Mays stated we have not sold it yet, Craig confirmed it has not been sold. Chair Mays asked if it was being marketed, Craig replied no it is currently being divided.

Chair Mays opened the public hearing to receive testimony, with none received, he closed the public hearing.

Chair Mays asked for questions or comments from the Board, with none received he asked for a motion.

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2012-015, SECONDED BY MATT LANGER, ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (GRANT AND FOLSOM WERE ABSENT).

Chair Mays addressed the next agenda item.

B. URA Resolution 2012-016 Adopting the 2012-13 Budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted budget

Craig Gibons, Finance Director came forward and stated this is the approved budget without any changes.

Chair Mays opened the public hearing to receive testimony.

Eugene Stewart 22595 SW Pine Street Sherwood came forward and asked what the "transfers out" were.

Chair Mays thanked Mr. Stewart and asked for other testimony, with none received, Chair Mays closed the public hearing and asked staff to respond to Mr. Stewart's question.

Craig Gibons replied the "transfers out" were to the street fund to pay for the improvements to the downtown streetscapes.

With no questions or comments from the Board, Chair Mays asked for a motion.

MOTION: FROM BILL BUTTERFIELD TO ADOPT URA RESOLUTION 2012-016, SECONDED BY LINDA HENDERSON, ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (GRANT AND FOLSOM WERE ABSENT).

Craig Gibons thanked the URA Board and Council members and the Budget Committee for their thoughtfulness and work on the budget.

Chair Mays thanked staff and the budget committee members for their work on the budget and stated everyone has been very busy with monthly budget meetings and has seen the benefits of the meetings for the entire community.

Chair Mays addressed the next agenda item.

6. STAFF REPORTS:

Tom Pessemier informed the Board June 19th was their next meeting and June 14th was SURPAC's next scheduled meeting and said SURPAC will be working on prioritizing projects as requested by the URA Board. Tom informed the Board staff is proposing to schedule a joint work session with the URA Board and SURPAC on June 19th to look at projects and said Sherwood Main Street will be providing their quarterly report at this meeting as well.

Chair Mays asked about the start time of the proposed work session and if an hour was sufficient. Tom replied considering the amount of work and not having had a recent robust joint session, he recommends starting the work session at 5:30pm.

7. ADJOURN: Chair Mays adjourned the URA Board meeting at 9:17 pm

Submitted by:


Sylvia Murphy, CMC, District Recorder


Keith S. Mays, Chair