



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 4, 2013

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

5:00-6:00pm URA Board Work Session

URA Board of Directors Regular Meeting

(Following the City Council Meeting)

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

Tuesday, June 4, 2013

**Regular Board meeting
(following the City Council meeting)**

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

URA BOARD WORK SESSION, 5-6pm

A. Community Center Design Development

REGULAR URA BOARD MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT

A. Approval of April 2, 2013 URA Board Meeting Minutes

B. Approval of May 7, 2013 URA Board Meeting Minutes

4. NEW BUSINESS

A. URA Resolution 2013-005 transferring Budget Expenditure Appropriations between categories for Budget Year 2012-13 (Julie Blums, Accounting Supervisor)

5. PUBLIC HEARINGS

A. URA Resolution 2013-006 Adopting the 2013-14 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)

6. STAFF REPORTS

7. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, April 2, 2013
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 8:00 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Dave Grant, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Finance Director Craig Gibons, Police Chief Jeff Groth, Public Works Director Craig Sheldon, City Engineer Bob Galati, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.

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

4. **CONSENT AGENDA:**

- A. **Approval of January 29, 2013 URA Board Meeting Minutes**
- B. **Approval of February 19, 2013 URA Board Meeting Minutes**
- C. **Approval of March 19, 2013 URA Board Meeting Minutes**

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

5. **NEW BUSINESS:**

A. URA Resolution 2013-003 Repealing URA Resolutions 2011-013 and 2012-006

Tom Pessemier explained the history of the two previously adopted resolutions and recapped the discussion held at the February 19, 2013, URA Board work session. Tom stated the Board discussed the Community Center and the formation of a Project Management Team. Tom stated the URA Board discussed and concluded that the team would consist of staff and URA Board members, specifically, himself, Kristen Switzer, Bill Butterfield and Linda Henderson. Tom said the URA Board also discussed a Design Management Team and said not everyone was on the same page with how to move forward with this, with a design/build project or a design/bid/build project. Tom said when the group met later, they were not sure how many opportunities were going to exist in the building to change things and how they would address those changes when they arose. Tom stated it depended on what they viewed as opportunities in the new building and which path they felt most comfortable pursuing.

Tom explained that the team decided to look at a design/bid/build process and concluded that certain things needed to happen from the architect. He said staff met with Akrom Moisan, who had

previously worked on the project, to give them ideas on what they needed to do in order to get a scope that would be comfortable for the project management team. Tom stated Ankrom Moisan came back and met with the full project management team and discussed what they would do to make that happen. Tom stated the other thing the URA Board discussed on February 19th was funding restrictions and said we have some fairly serious restrictions in regards to this project. He explained discussing construction costs for the building at \$4 million, and said this would put us at \$370,000 left in maximum indebtedness to do all the other projects, which is probably well inside of our contingency. He said there will be other things that will move around as our committed dollars change on downtown streets and other things, but this is the budget we are working with today and the budget we have identified and what we have planned moving forward.

Tom stated, after these discussions, they realized there was adopted URA legislation that was not going to be consistent moving forward with the new building and this is why staff is proposing to repeal these resolutions and bring a resolution forward to get a designer onboard to begin designing.

City Engineer Bob Galati asked if the Board had any questions and said the first resolution repeals two previously adopted URA resolutions that basically set budgetary constraints along with design criteria on an initial resolution that established the project. Bob stated because of what has occurred since then, costs overrun, failed trusses, and the fact that the building now has to come down, these two URA resolutions establishing budget constraints no longer apply and actually create restrictions moving forward.

Chair Middleton asked for Board questions.

Ms. Folsom clarified that these two pieces of legislation were very structured and did not have the budget flexibility that we now need to work on this project and said she appreciates staff pointing this out. Ms. Folsom commented regarding Bill Butterfield's contributions to the project team with his experience and his research, and bringing forward information that has benefited the team. She stated she appreciated the diversity on the team, having good conversations and said the team is doing the best they can to make the most of the funds and still live within the intent of what was agreed to two years ago.

Chair Middleton asked for additional questions from the Board, with none heard the following motion was received.

MOTION: FROM LINDA HENDERSON TO ADOPTED URA RESOLUTION 2013-003, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Chair Middleton addressed the next agenda item.

B. URA Resolution 2013-004 Authorizing the Urban Renewal Agency Administrator to award a Professional Services contract to Ankrom Moisan Architects for the design services of the Sherwood Community Center

Bob Galati came forward and stated the resolution before the Board includes two attachments and the full contract and said this is basically showing how the design services portion of the contract will proceed. He said we needed to move forward to allow Ankrom Moisan to do their portion of the design.

Bob informed the Board the contract is being done by a Direct Appointment process and said, under state law for contracting, if you have a project that meets certain criteria, and said, that is well defined here, then you can take the contract for continued services or similar services and directly appoint it to that contractor. Bob stated in this case, architectural consulting, because Ankrom Moisan did the initial design, a significant amount of it, we can direct appoint this contract to them to complete the remainder of the process.

Bob stated under this process, a few items need to be spelled out and explained the following conditions: Condition 1) Work provided under the contract is consistent with the architectural services and the amount of the services being provided is in excess of \$250,000.00. Bob stated the contract amount Ankrom Moisan is providing us in this design phase is in the neighborhood of \$400,000.00 therefore it meets the first condition. Bob stated they are still providing the same services as before.

Bob addressed Condition 2 and said originally Akrom Moisan was selected under a Request for Proposal (RFP), a formal selection process, and was awarded the contract based on their submittal. Bob stated records indicate this process took place, therefore meeting the second criteria.

Bob stated the third condition is a staff report presented to the URA Board which constitutes written findings that we are entering into a separate contract and is based on continuing the design utilizing the original elements. Bob stated this process provides the most efficient use of the public monies and protects the competitive nature of the contract procurement as required by the state statutes. He said we still fit within this and are getting the best deal we can. Bob stated staff's recommendation is for the URA Board to authorize the City Manager as the Agency Administrator to enter into a contract with Ankrom Moisan via direct appointment for a total not to exceed contract amount of \$416,274.00. Tom Pessemier added staff worked closely with legal counsel to ensure all requirements were met.

Chair Middleton asked for Board comments.

Matt Langer stated this is for the additional design work to get us from this point forward and asked how much we have spent on design work to this point.

Tom responded \$520,000.00, which includes all preliminary design and meetings held with the steering committee.

City Manager Gall wanted confirmation that legal review occurred as it was not noted in the staff report.

Tom stated that legal counsel provided a thorough review.

With no other comments, the following motion was received.

MOTION: FROM BILL BUTTERFIELD TO ADOPT URA RESOLUTION 2013-004, SECONDED BY LINDA HENDERSON, MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Chair Middleton addressed the next agenda item.

6. STAFF REPORTS:

Assistant City Manager Tom Pessemier reported the demolition of the Machine Works building has started with the signing of the contract with Konell Construction and said they are taking three days to remove the roof in sections as it contains asbestos. Tom stated they are using special equipment to do this. He stated it would probably be Tuesday of next week before we see anything come down. Tom confirmed with City Engineer Bob Galati that Konell planned on doing a controlled demolition as they plan on utilizing a lot of the materials inside of the building and separating out the different types of materials to allow for recycling. Tom asked about grinding of the concrete and Bob replied he wasn't sure and said he is trying to contact the contractor regarding this, as well as the request the City received from a local artist who wants to use some of the demolition materials as a basis to establish community art.

Linda Henderson asked if Columbia Street would be closed and asked about the parking lot. Tom replied Columbia is currently closed and said the contractor hasn't asked to move the fencing back. He said he guesses we may end up moving the fencing back which will leave us one row of parking on the side. He said if the contractor is going to do something that will cause dust or noise, then we may have to consider closing the whole thing. Tom stated he would prefer they water it down.

Bob added, in his conversation with the contractor, at this time they don't feel they have to close even Pine Street to do the demolition and said the contractor was happy with the amount of space he has.

With no other comments or questions, Chair Middleton adjourned the meeting.

7. ADJOURN:

Chair Middleton adjourned the meeting at 8:40 pm.

Submitted by:

Sylvia Murphy, CMC, Agency Recorder

Bill Middleton, Chair

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, May 7, 2013
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 9:50 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Robyn Folsom, Bill Butterfield and Matt Langer. Dave Grant and Krisanna Clark were absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Finance Director Craig Gibbons, Police Chief Jeff Groth and Agency Recorder Sylvia Murphy.

4. TOPICS DISCUSSED:

A. Sherwood Community Center: Tom Pessemier shared renderings of proposed floor plans prepared by Ankrom Moisan (see record, Exhibit A). He explained banquet seating and theater seating and setup. Tom explained the drawings and how things were moved around, ie restrooms, office space, retail space. He said a big change was changing the co-location facility into a classroom and adding a second classroom to the second story. The Board discussed lobby, functionality and seating and made comparisons to Sherwood High School PAC. The Board discussed the courtyard size and functionality. Tom explained Exterior Elevations, mechanics, construction types and materials. Tom explained next steps of completing the design and staff bringing detailed design information to the Board at their June 4th meeting. He said the architects will probably be at this meeting and should have information on cost estimates. Tom stated staff will seek the Boards direction to proceed with design phase and construction drawings.

The Board discussed construction timeline and construction type and cost estimates. Tom stated staff wasn't sure if this would be a modification or new application and expected more public hearings with a full land use process.

B. Sherwood Main Street (SMS) Support: Tom Pessemier briefly explained the history of Sherwood Main Street and informed the Board that after discussion with SMS representative Lee Weislogel, SMS would not be requesting funding and will look to reorganize. He stated SMS has moved their office to the Morback House, will be paying rent and will focus on obtaining grants, opportunities to partner with the City and will continue to working on the paver project.

Tom explained the 20% financial commitment to SMS, \$9000 for funding of staff. He informed the Board no decisions were made after speaking with Lee and the \$9000 fitting into their vision to continue with the transforming level. Tom stated SMS will coordinate the Pics in the Plaza this summer.

5. ADJOURN:

Chair Middleton adjourned the meeting at 10:15 pm.

Submitted by:

Sylvia Murphy, CMC, Agency Recorder

Bill Middleton, Chair

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Julie Blums, Accounting Supervisor
Through: Craig Gibons, Finance Director and Joseph Gall, City Manager

SUBJECT: URA Resolution 2013-005 - transferring Budget Expenditure Appropriations between categories for Budget Year 2012-13

ISSUE: A budget transfer resolution for the URA Funds.

BACKGROUND: In November 2012 the URA board refinanced two capital project loans with a bond sale. That transaction resulted in a change in the debt service payment schedule and this Resolution creates the expenditure authorization for that payment.

In addition Administrative Overhead and legal expenses have been higher than anticipated on the Community Center project. This has required a transfer from capital outlay to materials and services.

This resolution does not increase expenditure authorization in the URA Funds, it only transfers authorization to spend from one category to another.

RECOMMENDATIONS: Staff respectfully recommends adoption of URA Resolution 2013-005, adopting a resolution transferring budget expenditure appropriations between categories for budget year 2012-13.



URA RESOLUTION 2013-005

TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES FOR BUDGET YEAR 2012-13

WHEREAS, Pursuant to ORS 294.450, Oregon Municipalities can transfer appropriation between existing categories within the same fund during the budget year; and

WHEREAS, the Sherwood Urban Renewal Agency has need to adjust certain categories because of unforeseen expenditures related to debt service on two loans that were refinanced in November 2012 and overhead on the Community Center building; and

WHEREAS, said changes will not alter the total appropriations in the altered funds;

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

Section 1. Appropriations for the 2012-13 fiscal year are increased/(decreased) in the following amounts:

Urban Renewal Operations Fund	Current	Amount of Change	Revised
Personal Services	\$96,986	\$ (20,000)	\$76,986
Materials and Services	175,561	(30,000)	145,561
Debt Service	6,822,482	370,000	7,192,482
Transfers Out	100,000	(40,000)	60,000
Contingency	<u>2,036,804</u>	<u>(280,000)</u>	<u>1,756,804</u>
Total	\$9,231,833	\$ -	\$9,231,833
Urban Renewal Capital Fund			
Materials and Services	\$56,703	\$53,000	\$109,703
Capital Outlay	<u>4,958,449</u>	<u>(53,000)</u>	<u>4,905,449</u>
Total	\$5,015,152	\$ -	\$5,015,152

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

Duly passed by the Urban Renewal Agency Board of Directors this 4th day of June 2013.

Bill Middleton, Board Chair

Attest:

Sylvia Murphy, CMC, Agency Recorder

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Craig Gibbons, Finance Director
Through: Joseph Gall, City Manager

SUBJECT: URA Resolution 2013- 006, Adopting the 2013-14 City of Sherwood Urban Renewal Agency Budget

ISSUE: Adoption of the 2013-14 URA Budget

BACKGROUND: On April 29, 2013, the Budget Committee received the budget message, heard public comment, and approved the budget. On June 4, 2013, the Board held a public hearing on the approved 2013-14 budget. The final step of the budget process is the adoption of the 2013-14 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 respectfully recommends adoption of URA Resolution 2013-006, adopting the 2013-14 City of Sherwood Urban Renewal Agency budget.



URA RESOLUTION 2013-006

ADOPTING THE 2013-14 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 29, 2013; 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 2013-14 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 2013-14 in the sum of \$14,436,560, now on file at City Hall.

Section 2: Making Appropriations. The amounts for the fiscal year beginning July 1, 2013 and for the purposes shown below are hereby appropriated as follows:

	URA Operations Fund	URA Capital Fund
Personal Services	79,480	167,218
Materials and Services	182,624	105,796
Capital Outlay	0	5,699,224
Debt Service	1,846,439	0
Transfers Out	3,371,126	1,209,953
Contingency	2,036,804	149,585
Total	7,254,369	7,182,191

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 4th day of June 2013.

Bill Middleton, Board Chair

Attest:

Sylvia Murphy, CMC, Agency Recorder

Sherwood URA Board Meeting

Date: June 4, 2013

List of Meeting Attendees: —

Request to Speak Forms: —

Documents submitted at meeting: ✓

Work Session

A) Community Center Design, Exh. A

Sherwood Community Center

URA Board Work-session

URBAN RENEWAL AGENCY, CITY OF SHERWOOD / ANKROM MOISAN
4 JUNE 2013

June 4, 2013
Date

URA Board of Directors
Gov. Body

Work Session
Agenda Item

A
Exhibit #



Ankrom Moisan Architects, Inc.
ARCHITECTURE INTERIORS URBAN DESIGN BRANDING
ankrommoisan.com

6720 SW Macadam Ave / Suite 100
Portland, OR 97219
503.245.7100

117 S Main St / Suite 400
Seattle, WA 98104
206.576.1600



Ankrom Moisan

SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

The Place

Sherwood Cannery Square



Project History

With change comes opportunity.



SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Project History

With change comes opportunity.



URA BOARD WORK-SESSION

3 JUNE 2013

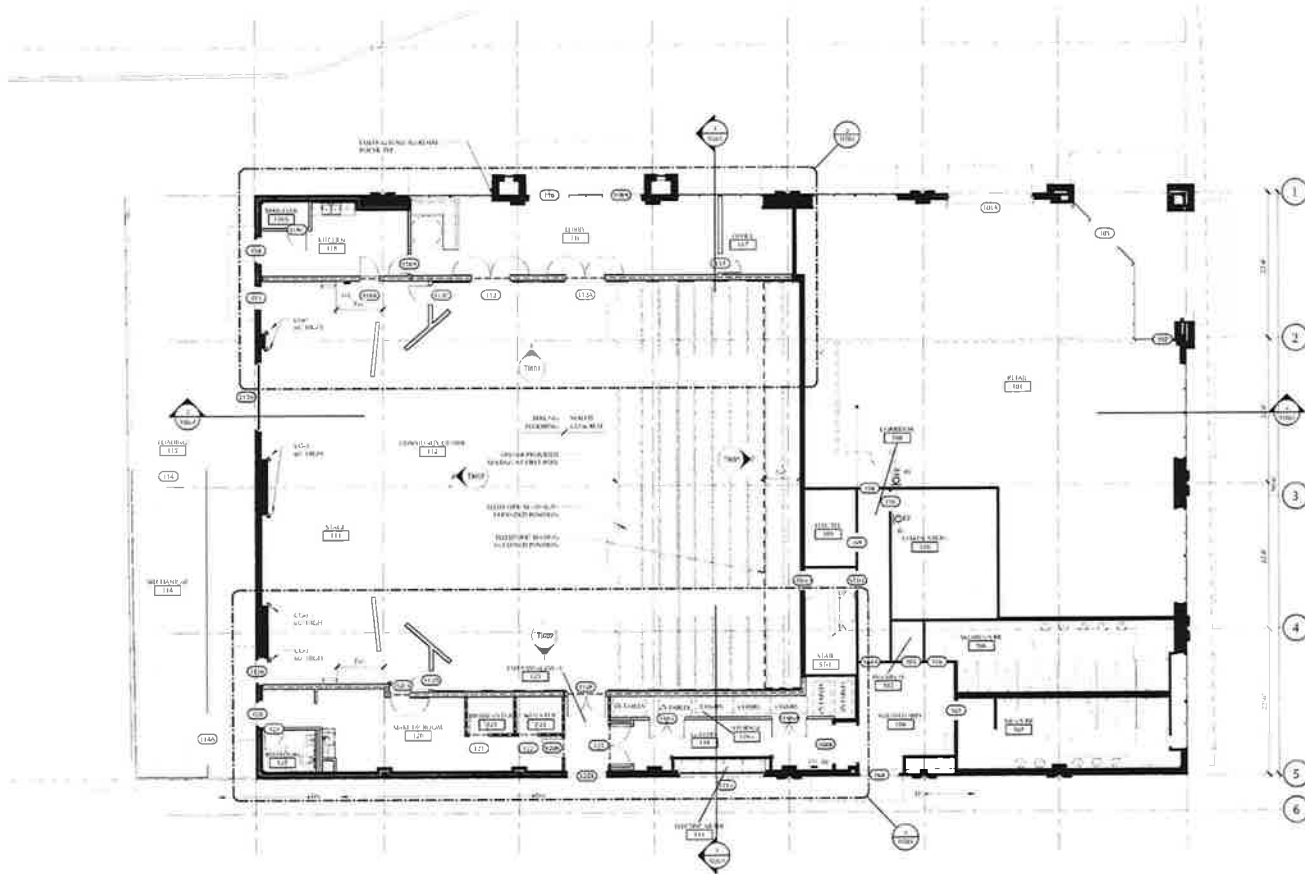
URBAN RENEWAL AGENCY, CITY OF SHERWOOD
ANKROM MOISAN ARCHITECTS, INC.



SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Project History

With change comes opportunity.



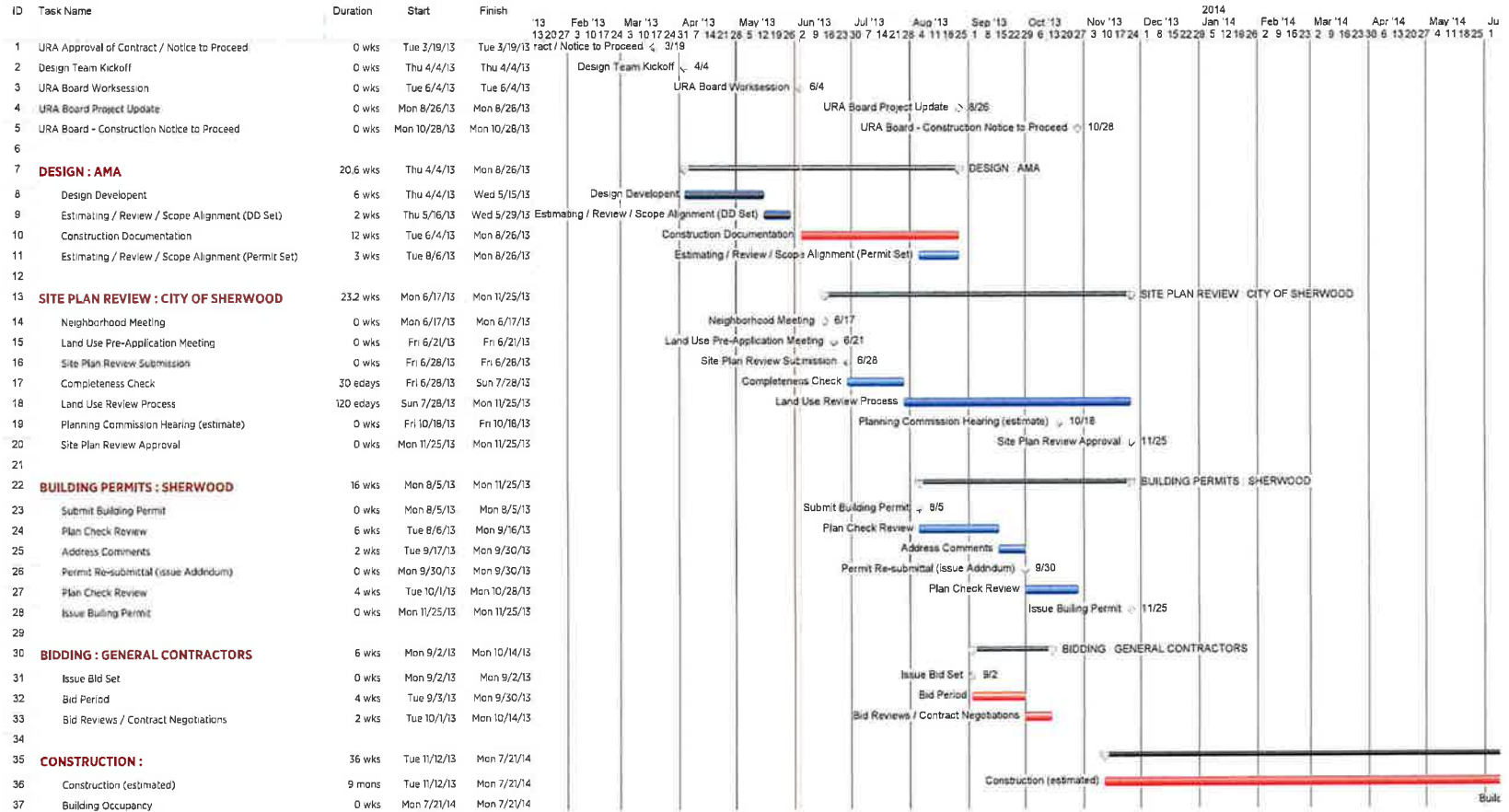
Project History

With change comes opportunity.



SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Project Status
Progress in 2013



SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Project Status
Progress in 2013

ANKRUM MOISAN

SHERWOOD COMMUNITY CENTER
2400 WASHINGTON ST
SHERWOOD, OREGON
CITY OF SHERWOOD

COVER SHEET

DESIGN DEVELOPMENT SET

DATE: 02/22/13
PROJECT NUMBER: 081107
SCALE: A0.00

VICINITY MAP - N.T.S.

SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Project Status
Progress in 2013

	Railyard Parking Lot	Comm Center Parking Lot	Community Center
Project Budget	\$ 155,000	\$ 110,000	\$ 4,000,000

SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Project Status
Progress in 2013

	Railyard Parking Lot	Comm Center Parking Lot	Community Center
Project Budget	\$ 155,000	\$ 110,000	\$ 4,000,000
SD Estimate	\$ 153,569	\$ 107,344	\$ 4,782,197
Over/Under Budget	(\$ 1,431)	(\$ 2,656)	\$ 782,197

SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

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Accepted Scope Changes

- » Use wood studs/framing where possible
- » Reduce lobby area
- » Reduce building massing at entry/lobby
- » Reduce glazing at community center entry/lobby
- » Eliminate storage platform on north side of stage
- » Reduce height of main hall (doesn't impact usability, limits addition of acoustic reflectors in future)
- » Wood framing for stairway
- » Retain as much of the water treatment facility landscaping as possible
- » Leave existing storm drain to north of building in place
- » Remove dressing area restroom
- » Remove walls/doors at dressing room
- » Revise roofing system (type and eliminate leak detection system
- » Eliminate wood veneer paneling in main hall
- » Remove carpet at telescoping seating
- » Remove carpet throughout (classrooms and offices)
- » Revise building exterior materials
- » Eliminate polished concrete finish. Seal only
- » Decrease acoustic wall panels in lobby
- » Decrease sprung stage floor
- » Revise building weather barrier
- » Remove third lighting row at stage
- » Simplify pipe grid, no acoustical reflectors
- » Outfit a single lighting pipe, rough-in only two additional
- » Defer State Lighting Fixtures
- » Less expensive house lighting fixtures

SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

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SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

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Pending Further Discussion

- » Eliminate 2nd classroom
- » Decrease Retail area
- » Revise HVAC systems

SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

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Additional Scope Changes Being Discussed \$ 0 \$ 0 (\$ 119,774 ++)

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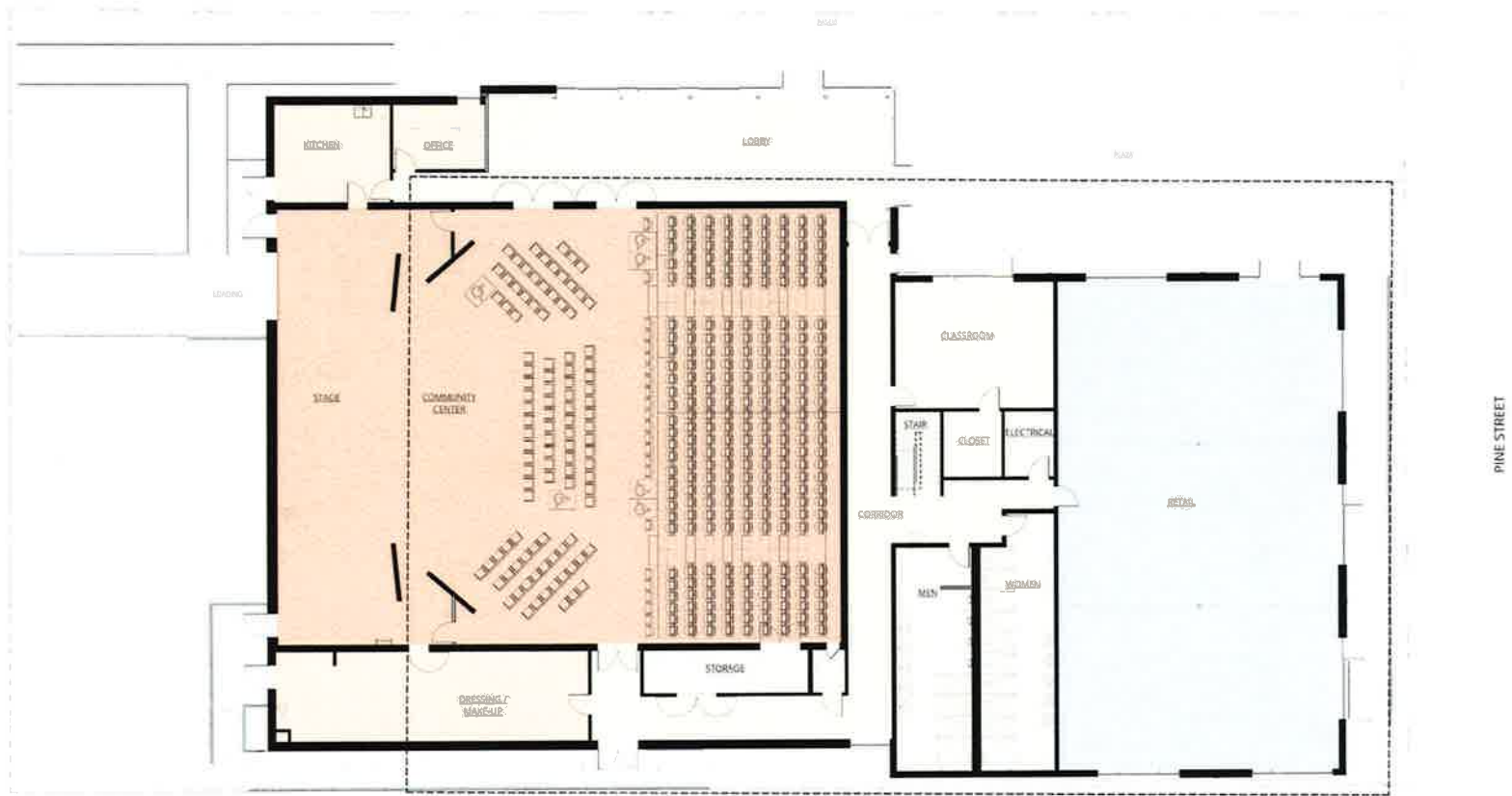
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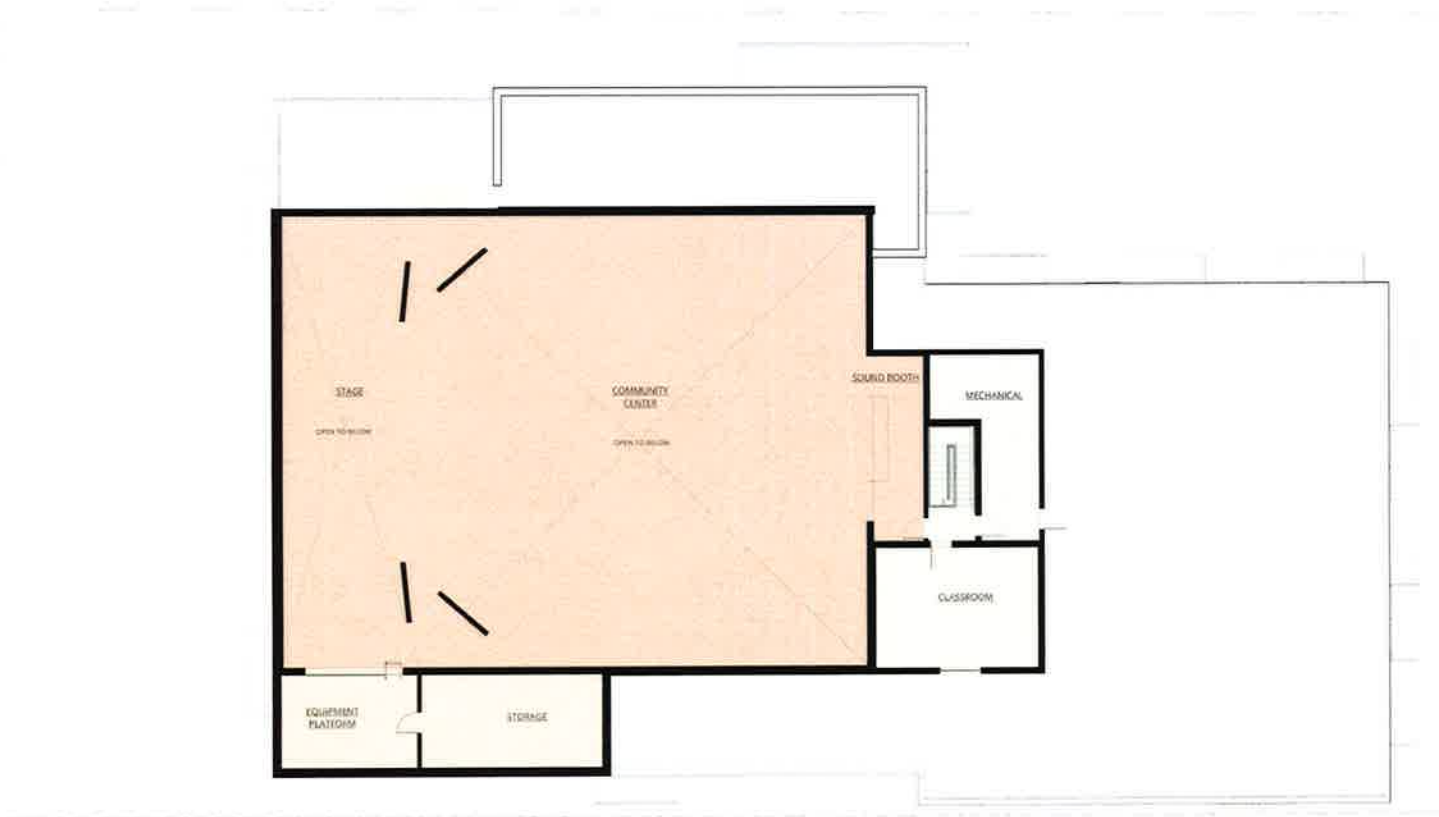
SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Vision for the Future
First Floor Plan



SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Vision for the Future
Second Floor Plan



SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Vision for the Future
Perspective

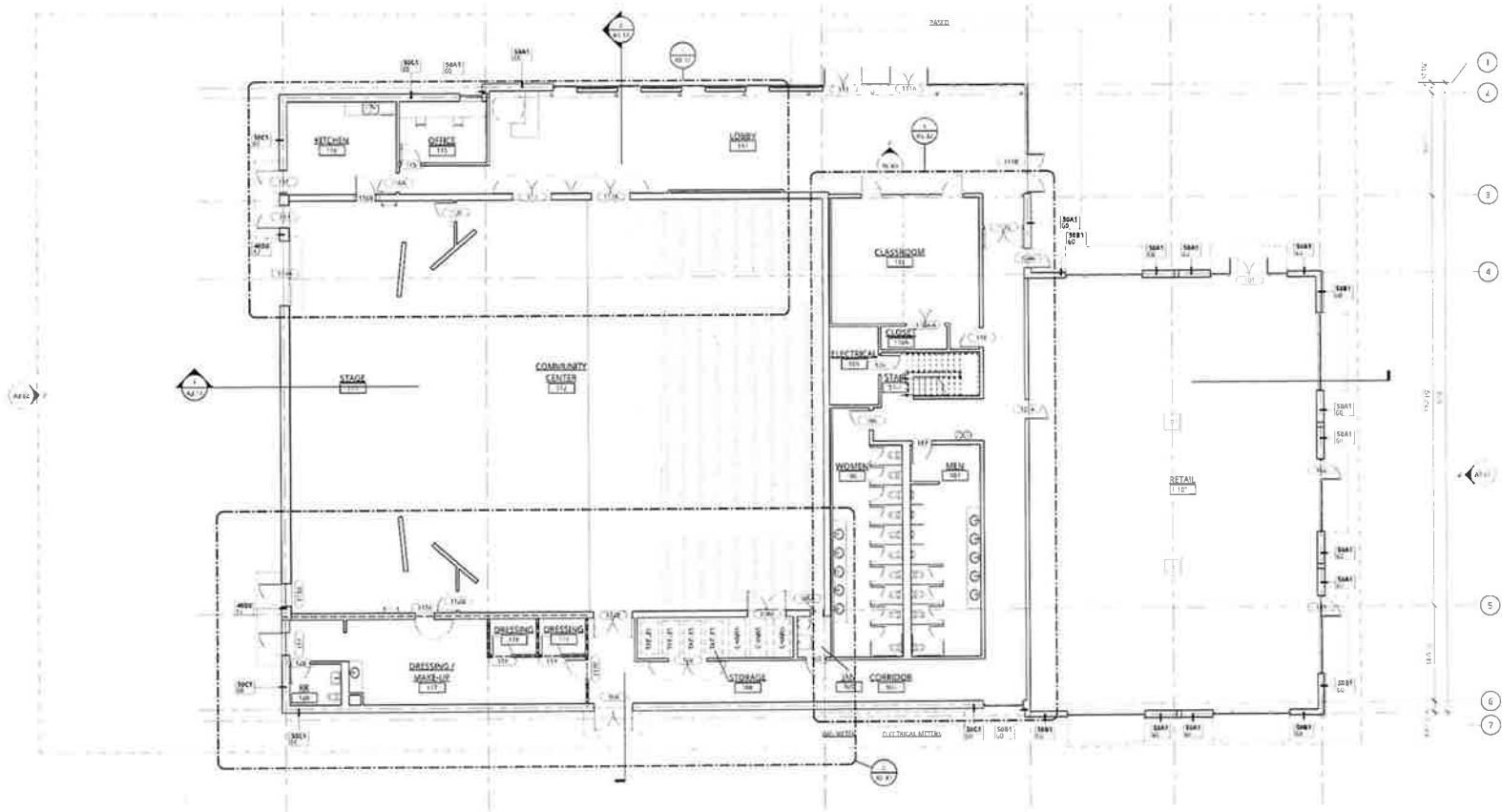


Vision for the Future
Perspective



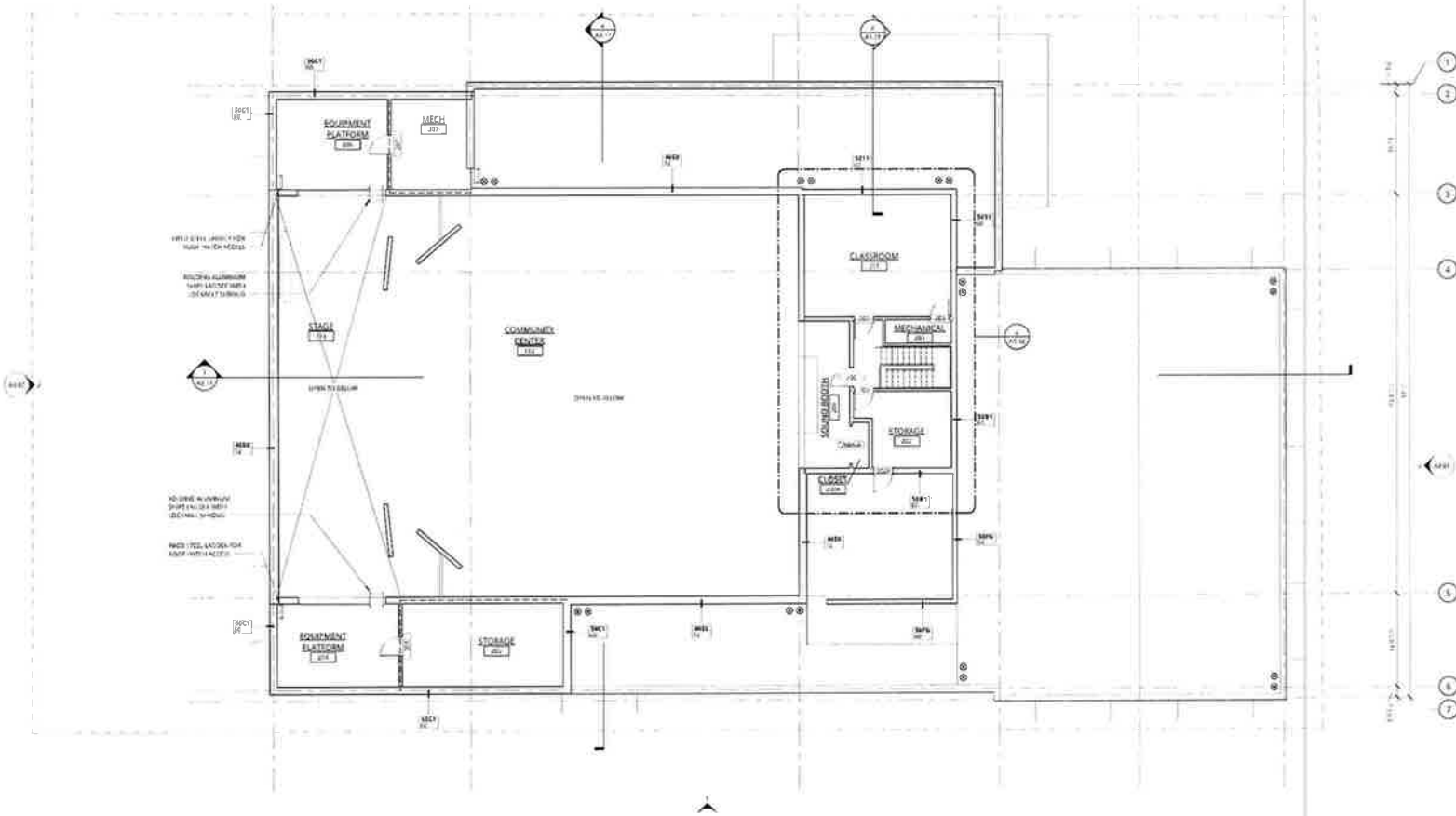
SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Priced Design
Floor Plans



SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Priced Design
Floor Plans



Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 4, 2013
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARX WORK SESSION

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 5:10 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark. Dave Grant was absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, City Engineer Bob Galati, Finance Director Craig Gibons, Accounting Supervisor Julie Blums, Police Chief Jeff Groth, City Engineer Bob Galati, Intern Ashley Graff, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** Murray Jenkins and Jason Fifield with Ankrom Moisan.
5. **TOPICS DISCUSSED:**

A. Community Center Design Development

Tom Pessemier and Murray Jenkins explained proposed design features of the Community Center and presented a power point (see record, Exhibit A). The URA Board discussed facility amenities, classroom space, and funding.

Chair Bill Middleton adjourned the meeting and convened to a City Council joint Planning Commission work session at 5:55 pm (see City Council records).

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 8:00 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark. Dave Grant was absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Finance Director Craig Gibons, Julie Blums Accounting Supervisor, Police Chief Jeff Groth, Public Works Director Craig Sheldon, City Engineer Bob Galati, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.

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

4. CONSENT AGENDA:

A. Approval of April 2, 2013 URA Board Meeting Minutes

B. Approval of May 7, 2013 URA Board Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 6:0, ALL MEMBERS VOTED IN FAVOR (DAVE GRANT WAS ABSENT).

Chair Middleton addressed the next agenda item.

5. NEW BUSINESS:

A. URA Resolution 2013-005 transferring Budget Expenditure Appropriations between categories for Budget Year 2012-13

Julie Blums explained that this is an appropriation transfer similar to what we did in the City Council meeting, to move funds to cover debt service payment from when we refinanced a loan earlier this year and we did not know what the debt service payment would be later on in the year, this is to cover the debt service payment. She explained this is moving money out of the Capital Outlay to Materials and Services, where the spending actually happened.

With no Board comments Chair Middleton asked for a motion.

MOTION: FROM ROBYN FOLSOM TO ADOPT URA RESOLUTION 2013-005, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 6:0, ALL MEMBERS VOTED IN FAVOR, (DAVE GRANT WAS ABSENT).

Chair Middleton addressed the next agenda item.

6. PUBLIC HEARINGS:

A. URA Resolution 2013-006 Adopting the 2013-14 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

Chair Middleton addressed the next agenda item and Board member Matt Langer recused himself and stepped down from the dais. Chair Middleton asked the Agency Recorder to read the public hearing statement.

Craig Gibons explained that the 2013-14 City of Sherwood URA budget is the same as the Budget Committee reviewed and passed in April of 2013. He said major expenditures are construction projects in the Community Center and debt service.

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

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

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2013-006, SECONDED BY ROBYN FOLSOM, MOTION PASSED 6:0, ALL MEMBERS VOTED IN FAVOR, (DAVE GRANT WAS ABSENT).

Chair Middleton addressed the next agenda item.

7. STAFF REPORTS:

With no staff reports, Chair Middleton adjourned the meeting.

8. ADJOURN:

Chair Middleton adjourned the meeting at 11:50 pm.

Submitted by:



Sylvia Murphy, CMC, Agency Recorder



Bill Middleton, Chair