



Home of the Tualatin River National Wildlife Refuge

### **URA BOARD WORK SESSION**

- 1. Grant Writing Alternatives**

### **CITY COUNCIL WORK SESSION**

1. Automatic Meter Reading (AMR) Project

### **REGULAR CITY COUNCIL MEETING**

- 1. CALL TO ORDER**

- 2. PLEDGE OF ALLEGIANCE**

- 3. ROLL CALL**

- 4. CONSENT**

- A. Approval of August 20, 2013 Council Meeting Minutes
- B. Approval of August 22, 2013 Council Meeting Minutes
- C. Resolution 2013-050 Authorizing the City Manager to sign the 2013 IGA with Washington County for the purposes of continued participation in the Urban Area Security Initiative (UASI)
- D. Resolution 2013-051 Authorizing the City Manager to sign an Intergovernmental Agreement (IGA) with Washington County Health and Human Services for the purposes of supporting the Sherwood Youth Substance Abuse Team

- 5. PRESENTATIONS**

- A. Proclamation Declaring Constitution Week

- 6. PUBLIC HEARING-Business Carried Forward**

- A. Ordinance 2013-003 to amend Section 16.12 of the Zoning and Community Development Code relating to property zoned Very Low Density Residential (Michelle Miller, Senior Planner)

- 7. CITIZEN COMMENTS**

- 8. COUNCIL ANNOUNCEMENTS**

- 9. CITY MANAGER REPORT**

- 10. ADJOURN**

### **AGENDA**

**SHERWOOD CITY COUNCIL  
September 3, 2013**

**URA Board Work Session  
6:00-6:15 pm**

**6:15-7 pm City Council Work Session**

**7:00 pm Regular City Council Meeting**

**Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140**

**How to Find Out What's on the Council Schedule:**

City Council meeting materials and agenda are posted to the City web page at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov), by the Friday prior to a Council meeting. Council agendas are also posted at the Sherwood Library/City Hall, the YMCA, the Senior Center, and the City's bulletin board at Albertson's. Council meeting materials are available to the public at the Library.

**To Schedule a Presentation before Council:**

If you would like to appear before Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder Sylvia Murphy by calling 503-625-4246 or by e-mail to: [murphys@sherwoodoregon.gov](mailto:murphys@sherwoodoregon.gov)



**TO:** Urban Renewal Agency Board of Directors  
**FROM:** Kristen Switzer, Community Services Director  
**Through:** Joseph Gall, City Manager  
**Subject:** Grant writing for new Community Center

**Issue:** Should the Urban Renewal Agency use funds to hire a firm to assist with grant writing for the Community Center?

**Why do we need this?**

The City does not have a professional grant writer on staff. Though local committees and organizations have shown an interest in writing grants, at this point there is no organized effort and no plan in place for obtaining grants for the new Community Center. There are firms out there that can manage the grant process. This would include developing a schedule of when to apply for specific grants, identifying which organizations are best to approach for certain items, writing the grants, and setting up meetings with potential funders.

With a \$4,000,000 local investment it is reasonable to expect that a capital campaign plan can secure additional private foundation resources adequate to include a commercial kitchen, high tech conferencing equipment and the necessary furnishings and fixtures to build a top-notch facility.

**How would this work?**

A "Friends of the Community Center" committee would be established which would be made up of 5-7 individuals who would spearhead a grant writing and fundraising effort for the Center. This group of individuals would be the representatives of Sherwood and the Community Center project working with the private foundations.

The City would be identified as the fiscal agent for all funds raised and the committee would not need to be a 501(C)(3) non-profit corporation to operate, although we would need a community non-profit to act as an umbrella agency for the select number of grants which must be received by a 501(C)(3) corporation.

**How much can we reasonably expect to receive in grants?**

It is reasonable to assume that this group can raise \$400,000-\$500,000 in a 12 month period if they pursue these resources in a diligent manner.

Sept 3, 2013  
Date

URA Board of Directors  
Gov. Body

Work Session  
Agenda Item

A  
Exhibit #

**What other benefits are there to establishing a committee and kicking off the fundraising at this time?**

The added benefit to kicking off the fundraising at this point is that it gets the private foundations involved in the center from the get go and helps establish local relationships with funders. Establishing a committee will also empower local citizens to take an active role in the success of the Center.

**What is the cost?**

Depending on the involvement of the firm we could expect to spend \$15,000 to \$20,000. If the City or volunteers write the smaller grants and we hire a firm to only write the larger grants the cost would be approximately \$10,000-\$12,000.

**How do we pay for this?**

Urban Renewal funds can be used to fund this project.

# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, September 3, 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 6:00 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Bill Butterfield, Matt Langer, Krisanna Clark and Robyn Folsom. Dave Grant and Linda Henderson arrived at 6:05 pm
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, Public Works Utility Manager Richard Sattler, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.

4. **TOPICS DISCUSSED:**

**A. Grant Writing Alternatives for New Community Center**

Community Services Director Kristen Switzer and Assistant City Manager Tom Pessemier provided the Board with a staff report, (see record, Exhibit A). Kristen recapped the staff report and explained the services a grant writer could provide and Tom explained the RFP process. Staff provided information on a potential steering committee. Discussion was held regarding the steering committee members and the potential for the Cultural Arts Commission members filling this role. Tom stated the Board could discuss the idea of a steering committee and membership at a future date. Robyn Folsom shared information regarding organizations that provide funding and explained how if one organization provides funds, another may do so. Discussion followed.

Staff stated they were seeking the Board's consensus on moving forward with seeking grant writers. The Board conceded for staff to move forward.

5. **ADJOURN:**

Chair Middleton adjourned the meeting at 6:24 pm.

Submitted by:

  
Sylvia Murphy, MMC, Agency Recorder

  
Bill Middleton, Chair