



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 16, 2015

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

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

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

Tuesday, June 16, 2015
(Following the City Council Meeting)

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

URA BOARD REGULAR SESSION

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

A. Approval of June 2, 2015 URA Board Meeting Minutes

4. NEW BUSINESS

A. URA Resolution 2015-003 Transferring Budget Expenditure Appropriations between Categories and Funds for Budget Year 2014-15 (Julie Blums, Finance Director)

5. PUBLIC HEARING

A. URA Resolution 2015-004 Adopting the 2015-16 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 (Julie Blums, Finance Director)

6. STAFF REPORT

7. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 2, 2015
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Krisanna Clark called the meeting to order at 8:45 pm.
2. **BOARD PRESENT:** Chair Clark, Sally Robinson, Jennifer Kuiper, Jennifer Harris, Dan King and Beth Cooke. Linda Henderson was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, and Agency Recorder Sylvia Murphy. City Attorney Paul Elsner.

Chair Clark addressed the consent agenda and asked for a motion.

4. **CONSENT AGENDA:**

A. **Approval of April 21, 2015 URA Board Meeting Minutes**

MOTION: FROM JENNIFER KUIPER TO APPROVE THE CONSENT AGENDA, SECONDED BY JENNIFER HARRIS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (LINDA HENDERSON WAS ABSENT).

Chair Clark addressed the next agenda item.

5. **NEW BUSINESS:**

A. **URA Resolution 2015-002 Approving a Façade Grant for Sherwood Midday Lodge #164, 22536 SW Washington Street**

Assistant City Manager Tom Pessemier explained the location of the Midday Lodge. He said the building has had two previous façade grants, one for approximately \$1000 and the other for about \$9000 to do façade improvements on the front of the building. He said the last application was received about three years ago. He said currently they are looking to improve the alley to change out some of the windows and redo veneer that is on the bricks and do some painting. Tom stated staff reviewed the request and it meets the required program criteria. He said the planning department also reviewed the application and staff noted depending on how the applicant does things, especially the windows, the applicant might have to go back for a landmark alteration application. He said if the URA Board approves this, he added information that it was contingent on the applicant receiving approval from the planning department and the landmark alteration process, if needed.

Tom stated when we adopted the façade grant legislation in 2014, the URA Board allocated \$100,000 to the program and \$30,000 went to the Smockville Montessori School, which leaves about \$70,000 in the program, and if this application is approved and the applicant uses the entire \$15,000, we will have

about \$55,000 left in the program. He said this would be enough for another 3.5 facades to be approved.

Chair Clark thanked staff, said she is a huge proponent of the façade grants, and said it's a great opportunity to revitalize our downtown area with little investment, as it's a joint investment with property owners. She said she is in favor of approving the façade grant.

Tom stated the applicant was present if the Board had questions. The applicant came forward and stated he did not have any comments. The Board did not have any questions of the applicant.

Chair Clark asked for Board questions or comments.

Ms. Harris stated she would like to see a before and after photo. General discussion occurred.

Chair Clark asked for a motion.

MOTION: FROM SALLY ROBINSON TO ADOPT URA RESOLUTION 2015-002, SECONDED BY CHAIR CLARK, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (LINDA HENDERSON WAS ABSENT).

6. STAFF REPORT:

Tom stated he did not have a staff report and said we are continuing to see good activity in Old Town, and said Blue Plume Studio has moved in.

Ms. Robinson asked about the status of the tenants for the Sherwood Center for the Arts. Tom replied we have met as a committee and have three applications so far, with possibly a fourth one coming in. He said the committee reviewed the applications and met with them, and the committee will be getting back together to either conduct interviews or see if we have additional questions, or have enough information to make a decision. He said we heard from the committee to try and make a second effort to target restaurants that would benefit the Center and Old Town. He said we have been working on pursuing leads.

Tom stated the URA applied for a RARE participant and we heard today that we did not receive a person. He said they had a lot more applicants than students and there was more need in other communities.

Ms. Harris stated she heard 503 Uncorked was moving to the location of the vacant Bank of Oswego Sherwood branch. Tom said he knew they were looking at trying to expand but does not know where they are in that process or what's happening.

7. ADJOURN:

Chair Clark adjourned at 8:55 pm and convened to a URA Board Executive Session.

EXECUTIVE SESSION

1. CALL TO ORDER: Chair Clark called the Executive Session to order at 8:58 pm.

2. **BOARD PRESENT:** Chair Clark, Sally Robinson, Jennifer Kuiper, Jennifer Harris, Dan King and Beth Cooke. Linda Henderson was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, and Agency Recorder Sylvia Murphy. City Attorney Paul Elsner.
4. **TOPIC:**
 - A. Real Property Transactions and Exempt Public Records, Pursuant to ORS 192.660 (2)(e) and (f).

5. **ADJOURN:**

Chair Clark adjourned at 9:36 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, Chair

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Julie Blums, Finance Director
Through: Joseph Gall, ICMA-CM, District Manager

SUBJECT: URA Resolution 2015-003, Transferring Budget Expenditure Appropriations between Categories and Funds for Budget Year 2014-15

Issue:

Shall the URA Board approve a budget transfer resolution for the URA Operations and Capital Funds?

Background:

URA Operations Fund

- Additional staff time than anticipated was needed to work on the sale of property owned by the URA, attaining tenants for the retail space at the Arts Center, and for business development in Old Town.
- Property taxes on the new 1st Street property were required for the first year.
- The final transfer to General Construction for the Cedar Creek Trail project was needed to fulfill the URA funding component of this project. This funding was expected to be complete in FY13-14; however, costs crossed over into FY14-15.

URA Capital Fund

- The purchase of the 1st Street property was anticipated to be complete prior to FY13-14 year end; however, the final sale was finished in July of 2014.

This resolution does not increase expenditure authorization in the URA Operations Fund, it only transfers spending authorization from one category to another. Total expenditure authorization will increase in the URA Capital Fund, offset by a transfer in from the URA Operations Fund.

Recommendations:

Staff respectfully recommends approval by the URA Board of URA Resolution 2015-003, transferring budget expenditure appropriations between categories and funds for budget year 2014-15.



URA RESOLUTION 2015-003

TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES AND FUNDS FOR BUDGET YEAR 2014-15

WHEREAS, pursuant to ORS 294.463, Oregon Municipalities can transfer appropriation between existing categories within the same fund and between funds during the budget year; and

WHEREAS, the following events have occurred:

URA Operations Fund

- Additional staff time than anticipated to work on the sale of property owned by the URA, attaining tenants for the retail space at the Arts Center, and for business development in Old Town.
- Property taxes on the new 1st Street property required for the first year.
- Transfer to General Construction for the Cedar Creek Trail project, the URA funding component was expected to be complete in FY13-14, however costs crossed over into FY14-15.

URA Capital Fund

- The purchase of the 1st Street property was anticipated to be complete prior to FY13-14 yearend; however the final sale was finished in July of 2014.

WHEREAS, said changes will not alter the total appropriations in the URA Operations Fund. Total appropriations will increase in the URA Capital Fund, offset by a transfer in from the URA Operations Fund.

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

Section 1. Appropriations for the 2014-15 fiscal year are increased/(decreased) in the following amounts:

URA Operations Fund	Current	Change	Revised
Personal Services	34,357	20,000	54,357
Materials and Services	73,502	2,500	76,002
Transfers Out to URA Capital	4,000,000	55,000	4,055,000

Transfers Out to General Construction	0	35,000	35,000
Contingency	<u>180,177</u>	<u>(112,500)</u>	<u>67,677</u>
Revised Total Requirements	4,288,036	\$ -	4,288,036

URA Capital Fund	Current	Change	Revised
Transfers In from URA Operations	4,000,000	55,000	4,055,000
Personal Services	125,080	(15,000)	110,080
Materials and Services	89,761	(10,000)	79,761
Capital Outlay	<u>3,786,262</u>	<u>80,000</u>	<u>3,866,262</u>
Revised Total Requirements	4,001,103	\$ 55,000	4,056,103

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

Duly passed by the Sherwood Urban Renewal Agency Board this 16th day of June 2015.

Krisanna Clark, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Agency Meeting Date: June 16, 2015

Agenda Item: Public Hearing

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Julie Blums, Finance Director
Through: Joseph Gall, ICMA-CM, District Manager

SUBJECT: **URA Resolution 2015-004, Adopting the 2015-16 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**

ISSUE:

Shall the URA Board adopt the FY2015-16 URA Budget?

BACKGROUND:

On May 27, 2015, the Budget Committee received the budget message, heard public comment, and approved the proposed budget with one change. The Committee voted unanimously to increase the expenditures by \$30,000 to do a feasibility study and cost estimate to remove and replace monuments in Old Town.

Today, June 16, 2015, the Board is holding a public hearing on the approved FY2015-16 budget. The final step of the budget process is the adoption of the FY2015-16 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 approval by the URA Board of URA Resolution 2015-004, adopting the FY2015-16 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.



URA RESOLUTION 2015-004

ADOPTING THE 2015-16 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 May 27, 2015; 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 FY 2015-16 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 2015-16 in the sum of \$5,703,715, now on file at City Hall.

Section 2: Making Appropriations. The amounts for the fiscal year beginning July 1, 2015 and for the purposes shown below are hereby appropriated as follows:

	URA Operations Fund
Operations Department	753,119
Debt Service	1,589,605
Contingency	180,177
Reserved for Future Years	3,180,814
Total	\$5,703,715

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 \$3,534.760 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 16th day of June 2015.

Krisanna Clark, Board Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 16, 2015
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Krisanna Clark called the meeting to order at 9:20 pm.
2. **BOARD PRESENT:** Chair Clark, Sally Robinson, Linda Henderson, Dan King, Renee Brouse and Jennifer Kuiper. Jennifer Harris was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, Finance Director Julie Blums and Agency Recorder Sylvia Murphy. City Attorney Chad Jacobs.

Chair Clark addressed the consent agenda and asked for a motion.

4. CONSENT AGENDA:

A. Approval of June 2, 2015 URA Board Meeting Minutes

MOTION: FROM SALLY ROBINSON TO APPROVE THE CONSENT AGENDA, SECONDED BY DAN KING, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (JENNIFER HARRIS WAS ABSENT).

Chair Clark addressed the next agenda item.

5. NEW BUSINESS:

A. URA Resolution 2015-003 Transferring Budget Expenditure Appropriations between Categories and Funds for Budget Year 2014-15

Finance Director Julie Blums stated as with the City budget this is the last appropriations transfer for the year for the urban renewal district. She said we are transferring expenditure authority between the Operations Fund and the Capital Fund and in between categories. She said the majority of this is related to: In last year's budget we had money allocated for the purchase of the property on First Street and that was not completed before June 30 and it rolled over into the new year and we did not have the appropriation there for the purchase in this current year. She said with the Cedar Creek Trail, the urban renewal portion allotment to that project we thought would be done by June 30 of last year and it wasn't and rolled into this year. She said we also needed some additional staff time in the operations fund related to finding vendors to lease the retail space at the Center for the Arts, business development in old town and working on selling some of the property in the urban renewal district. She said we are hoping to close it down in 2021 and are starting to work on that process of divesting some of the property we own.

Chair Clark asked for Board questions, with none received, she asked for a motion.

MOTION: FROM DAN KING TO ADOPT URA RESOLUTION 2015-003, SECONDED BY CHAIR CLARK, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (JENNIFER HARRIS WAS ABSENT).

Chair Clark addressed the next agenda item and the agency recorder read the public hearing statement.

6. PUBLIC HEARING:

A. URA Resolution 2015-004 Adopting the 2015-16 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 Clark opened the public hearing.

Eugene Stewart Sherwood property owner came forward and said if you take all the expenditures that have been done according to the annual audit reports and subtract the expenditures for principle and interest and then add in the current year's budget and next years proposed budget, the numbers come up that you have overspent by \$300,000. He said he doesn't understand and maybe you aren't spending \$300,000 this year. He said it's hard to get an answer, are we going to tie in our expenditures with our budget at some point to verify that we are not overspending. He said we may know more after we see the budget for this year and the planned expenditures for next year. He said the numbers he has kept track of, it seems like the audit reports don't tie in with what you're saying you have spent. He said he knows there could be things bouncing back and forth between years and he is a bit concerned about this, if there is an expenditure in there you're not counting or some of the money that was spent from the City side has not been added into this, but you're paying back the bonds. He said staff could never explain why it did not compare, but you're a lot closer in comparison to prior years. He said he' will keep an eye on it as we move forward but it seems like you're overspending.

With no other testimony received, Chair Clark closed the public hearing.

Ms. Robinson asked Julie Blums to correct her if she's wrong, and said our budget that we are adopting is self-sustaining in that, is it the same as the City budget where whatever revenues we have coming in, we don't spend more than what we receive.

Julie Blums replied it is different for urban renewal. She said we can spend out fund balance and we can do that because we are winding down the district, that's part of the program so that when we get to the end we have zero. She said this is different from the general fund.

With no other questions or comments, Chair Clark asked for a motion.

MOTION: FROM DAN KING TO ADOPT URA RESOLUTION 2015-004, SECONDED BY LINDA HENDERSON, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (JENNIFER HARRIS WAS ABSENT).

7. STAFF REPORT:

None.

8. ADJOURN:

Chair Clark adjourned at 9:28 pm.

Submitted by:



Sylvia Murphy, MMC, Agency Recorder



Krisanna Clark, Chair