



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 21, 2016

**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 21, 2016
(Following the City Council Meeting)**

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

URA BOARD REGULAR MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Adoption of December 15, 2015 URA Board Meeting Minutes**
- B. Adoption of January 5, 2016 URA Board Meeting Minutes**
- C. Adoption of February 2, 2016 URA Board Meeting Minutes**
- D. Adoption of March 1, 2016 URA Board Meeting Minutes**
- E. Adoption of April 19, 2016 URA Board Meeting Minutes**

4. NEW BUSINESS

- A. URA Resolution 2016-001 Transferring budget expenditure appropriations between categories and funds for Budget Year 2015-16 (Cathy Brucker, Interim Finance Director)**

5. PUBLIC HEARING

- A. URA Resolution 2016-002 Adopting the FY2016-17 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 (Cathy Brucker, Interim Finance Director)**

6. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, December 15, 2015
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Clark called the meeting to order at 5:09 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Kuiper, Dan King, and Renee Brouse. Sally Robinson arrived at 5:14 pm. Linda Henderson and Jennifer Harris were absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.

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

4. **CONSENT AGENDA:**

- A. **Approval of July 7, 2015 URA Board Meeting Minutes**
- B. **Approval of December 1, 2015 URA Board Meeting Minutes**

MOTION: FROM RENEE BROUSE TO APPROVE THE CONSENT AGENDA, SECONDED BY DAN KING, MOTION PASSED 4:0, ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (HENDERSON AND HARRIS WERE ABSENT) (SALLY ROBINSON HAD NOT ARRIVED YET).

Chair Clark addressed the next agenda item.

5. **NEW BUSINESS:**

- A. **URA Resolution 2015-006 A Resolution of the Urban Renewal Agency of the City of Sherwood, directing the Agency Manager to sign the termination of amended and restated purchase and sale agreement and related agreements**

Assistant City Manager Tom Pessemier stated the cannery properties were purchased many years ago and we developed a plan to try and develop the properties, and went out for a Request for Proposal and Capstone Partners was selected. He said most of this process occurred in 2008 and shortly after the agreements were signed, there were changes in the economy, and changes were made to the agreements, the last changes occurring in 2012. He said there are three primary agreements that formed the relationship and the hope was Capstone would do the private portion and the City would do the public portion of the project. He said we included all the public pieces and there were private pieces, specifically related to the sale of property and development and the other properties, and these did not get done over time. He said a primary part we put into the Restated and Amended Agreement was a requirement that they were actively marketing and seeking financing for the purchase of those properties. He said we have seen that there has not been much of a marketing effort and staff has had

conversations with Capstone, and we both believe the best thing for the properties at this point is to terminate those agreements so we can work on figuring out what we want to do and meet the plan requirements that are in place.

Tom said staff has been able to work cooperatively with Capstone and they had other thoughts and ideas they thought might work relative to marketing, but after we spoke with other brokers, it did not seem to fit in old town or what we were trying to accomplish. Tom referred to exhibit A to the URA Resolution, a termination agreement to all three agreements. He said staff requested \$10,000 from Capstone to cover some of our out of pocket costs relative to a provision in the agreement and they agreed.

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

Record Note: Board Member Robinson arrived at 5:14 pm.

MOTION: FROM DAN KING TO ADOPT URA RESOLUTION 2015-006, SECONDED BY JENNIFER KUIPER. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (LINDA HENDERSON AND JENNIFER HARRIS WERE ABSENT).

6. STAFF REPORT:

Tom reported on Sherwood Main Street and stated the Urban Renewal Agency has supported the Main Street Program in the past and at one time had a ½ time position we paid for. He said they have been making it on their own for the last few years and from his perspective and Board Member Dan King who has been attending their board meetings, they seem to be headed in a good direction. He said staff has seen efforts in their meeting participation and memberships. He said we looked at how we can help them from an organizational and financial perspective. He said staff members Maggie Chappen at the Arts Center and Adrienne the Library Manager have been working to helping support Sherwood Main Street. He said there is in-kind City support that has been helpful to them. He said they have been talking about their fixed operating costs for a year, about \$1400 and they have about \$1000 worth of printing and marketing costs. He said within the last two years, its been their board members that contributed cash and this has been their only income and have been operating on \$2000-\$3000 per year.

He said when staff put together the budget for last year we were hoping to get a RARE participant and sought a grant for this, but did not get it. He said we budgeted \$22,000 for that participant to work for a full year and we committed to Main Street, as part of that as they helped our application, to have about 25% of that person's time, this being about \$5000 worth of value to give to them in personnel time.

He said we have been talking about giving them about 50% of this to cover their fixed operating costs for a year as well as marketing, this being just for 2016. He said we want Main Street to move forward and find their own funding sources to meet the desired goal of 1/3 from fundraising, 1/3 from membership, 1/3 from public support. He said we are thinking that if we support them for one year of covering their fixed operating costs, then they can go find ways to earn funds. He said it is 12.5% of what we budgeted for the URA for the RARE participant.

City Manager Gall said his only concern is there is not an expectation that this is an annual support. He said they have done very well and the members are very committed to old town and doing good things.

Tom added it also helps the urban renewal agency to build businesses. He clarified the funding was actually \$2400, \$1400 for fixed costs and \$1000 for advertising and promotion.

The Board members indicated support of the financial support for Sherwood Main Street and Tom indicated staff would move forward.

With no other business, Chair Clark adjourned.

7. ADJOURN:

Chair Clark adjourned at 5:20 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, Chair

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, January 5, 2016
22560 SW Pine Street, Sherwood, Oregon 97140**

EXECUTIVE SESSION

1. **CALL TO ORDER:** Chair Clark called the Executive Session to order at 5:10 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Kuiper, Jennifer Harris, Linda Henderson and Renee Brouse. Sally Robinson arrived at 5:37 pm and Dan King was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper and Agency Recorder Sylvia Murphy.
4. **TOPIC:**
 - A. Exempt Public Records, Pursuant to ORS 192.660 (2)(f). Urban Renewal District financials.
5. **ADJOURN:**

Chair Clark adjourned at 5:55 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, Chair

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

Tuesday, February 2, 2016

22560 SW Pine Street, Sherwood, Oregon 97140

EXECUTIVE SESSION

1. **CALL TO ORDER:** Chair Clark called the Executive Session to order at 8:55 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Kuiper, Jennifer Harris, Linda Henderson, Renee Brouse, Sally Robinson and Dan King.
3. **STAFF PRESENT:** City Manager Joe Gall and Assistant City Manager Tom Pessemier.
4. **TOPIC:**
 - A. Real Property Transactions, Pursuant to ORS 192.660 (2)(e).

5. ADJOURN:

Chair Clark adjourned at 9:45 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, Chair

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, March 1, 2016
22560 SW Pine Street, Sherwood, Oregon 97140

WORK SESSION

1. **CALL TO ORDER:** Chair Clark called the work session to order at 8:30 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Kuiper, Jennifer Harris, Linda Henderson, Renee Brouse, Sally Robinson and Dan King.
3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier and Agency Recorder Sylvia Murphy.
4. **TOPIC:**
 - A. **Urban Renewal Agency Properties.**

Tom Pessemier Assistant City Manager provided the Board with a handout (see record, Exhibit A). He explained the exhibit listed properties owned by the URA and their current status. He said the document was prepared in 2013 and was discussed with SURPAC. He said we have accumulated some properties over time and the document has been updated. He said the list shows the nine properties that have been purchased by the URA over the life of the URA as well as the costs of the properties. He said some properties are public use and have been turned over to the City and are no longer owned by the URA.

Tom explained the URA Board recommendations noted on each property description were recommendations of the Board after SURPAC reviewed each property at the end of 2014. He said the URA Board ratified SURPAC's recommendations and these are noted in the exhibit. He said these were the recommendations at the time and doesn't mean they need to be the future recommendations.

Tom recapped the Old School House property on the corner of 3rd and Pine. He said it has been a vacant lot for some time and in 2008 there was an effort to market the property for a mixed use with office and potential retail. He said with the fall of the economy back then the URA decided to wait until the market recovered. He said SURPAC looked at this property as a gateway and wanted to obtain a realtor. He said he thinks this is still a good idea and informed the Board there is some interest in the property and believes it is marketable.

Tom recapped the Robin Hood property and said it has the same recommendation from the Board as the Old School House and is currently being used as a gravel parking lot. He said SURPAC's recommendation was to hold on to it and market it when the market allowed. He said he feels this is a good time to start marketing the property and said there has already been some interest. He said he did not want to get too far ahead of the current parking lot project.

Tom recapped the Cannery property and said it did not include the machine works building originally and it is listed separately. He referenced the exhibit and pointed out the areas of property that were included in the cannery site. He said a lot of the information in the exhibit is no longer valid as Capstone

is no longer a partner. He said there is an opportunity to re-vision the property and then start actively marketing it. He said this property needs the most work and input from the URA Board on what we want to accomplish. He explained the former vision and original plan. He explained the property is made up of multiple lots. Discussion followed.

Tom recapped the Machine Works property and said the machine works building no longer exists and is now the Sherwood Center for the Arts.

Tom recapped the 1st Street properties and said they were originally purchased as part of the downtown streetscape project and they have since been sold to the Sherwood School District for Bowmen Houses.

Tom recapped the Sherwood Blvd. property and said this was purchased with the trail in mind and said we are working with the trail folks to potentially place the trail across the property. He informed the Board we have a full price offer on the property and we accepted the offer with additional disclosures for the trail for easements for sanitary sewer. He said it will be about 450 feet off site and there are also some wetland buffers. He said we currently have a deal that could go through. City Manager Gall indicated he planned on walking the area and invited the Board members. He said he will be walking the trail with staff and said there are two options now and they are being narrowed down. Tom replied the buyer was interested in only one of the options. Tom said we paid \$325,000 for the entire site and the offer we have received is for \$350,000.

Tom recapped the Main Street property and said it was purchased by the URA because of the cannery construction and other needed construction and said we needed to build a water quality facility and this was the only area we could do that. He said we were fortunate to purchase it on a foreclosure. He explained the site, with a house and water quality facility towards the back of the property that services all of old town. He said we delayed selling the house due to the amount of construction in the area. He said the construction is now completed and he is ready to list the house. He said the condition of the house is very poor and we purchased it for the land. He said we will try and get back what we paid for it and wants to sell it as cash only and said someone will not be able to get conventional financing and said there is still an oil tank in the garage and an oil heater. He said the listing price may be between \$125,000 and \$150,000.

Tom recapped the Railroad Parking lot property and said it has been developed.

Tom recapped the 1st Street Parking lot property and said it was purchased for \$160,000 a few years ago and said we are on track to complete a parking lot this spring or summer. Council comments were received regarding staff providing information for City owned properties as well.

5. ADJOURN:

Chair Clark adjourned at 8:53 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, Chair

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, April 19, 2016
22560 SW Pine Street, Sherwood, Oregon 97140

WORK SESSION

1. **CALL TO ORDER:** Chair Clark called the work session to order at 9:05 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Kuiper, Jennifer Harris, Renee Brouse and Dan King. Sally Robinson and Linda Henderson were absent.
3. **STAFF PRESENT:** Assistant City Manager Tom Pessemier, City Attorney Josh Soper and Agency Recorder Sylvia Murphy.
4. **TOPIC:**

A. Monument Removal Project update and Urban Renewal Financial update

Assistant City Manager Tom Pessemier said the Board previously asked staff to look into the monuments and see what could be done. He said staff has looked at the 12 monuments and had engineers do an evaluation of what level of effort it would take to take the monuments out. He said they have come back with a project estimated cost of about \$250,000. He said what drives the cost up, especially on the tall poles, is the way the monument actually lowers the center of gravity of the base/foundation to hold the pole, if you take the monument off, the base is not sufficient to hold the pole. He said basically you would have to go back to a standard pole footing. He said some of the monuments also have utility equipment, such as for broadband and we would need to put in new vaults. He said not all the monuments have equipment and some can just be taken away. He said there are probably 4 or 5 monuments that have any significant utilities, about 6 vaults.

Tom explained this estimate is a rough estimate and said they have not done any detailed work and we are not having them do the detail design. He said we will put out the specifications and will have the contractor do a lot of the design because it's not that complicated. He explained the estimate of \$250,000 was to remove, replace, engineer and bid the entire project. He said this may increase, but this is the number staff is working with for now.

Tom provided the Board with a handout, URA Financial Results as of March 2016 (see record, Exhibit A). He said he wanted to show the Board how this project decision impacts the URA. He explained Chart 1 shows the total maximum indebtedness of \$45,133,469 and today we have spent \$44,816,260.

He said Chart 2 indicates committed open projects and explained staff put this together so they could ensure they were not over expending projects as they were progressing.

He said he added 2 new projects to the list, the Downtown Streetscape Monument Replacement for \$250,000 and Redevelop Public Land into a Parking Lot for \$225,000.

Tom referred to Chart 3 and said this breaks things down to show the bottom number, Uncommitted Maximum Indebtedness (MI) of \$534,039. He said we cannot ever go over the maximum indebtedness.

He explained the figures and said we also get to add back in the sale of property. He said if the URA buys a property and then sells it that money is available, it doesn't count against our maximum indebtedness because it's being repurposed. He referred to an item on the list, Add Program Revenue for \$828,642 and said this is mostly from the sale of the cannery row apartments and from the sale of the two properties sold to the school district. Discussion followed

Tom said according to these projections, we will have about \$534,000 to do our projects without the sale of other properties, such as properties at the cannery or the Robin Hood property or 3rd street property. He said we would have more money to do projects or we could use it to decrease the debt. He said there is nothing that states you have to spend this money.

A question was asked as to when the debt will be paid off. Tom stated we are doing an analysis of that because of the funding for this year and we are still guessing it will be 2021-2022. He said the URA Board will exist until it's paid off, but the activities being done will diminish the projects. He said he will be working on trying to sell property and this will be the biggest task to figure out which properties to sell. He said the Board may decide that they have spent enough and decide to pay off the debt.

Tom explained more information will follow on when we are actually going to pay off the debt but he would expect the activity of the URA to stop before that and then we will just be collecting tax revenue. He said we would pay off the debt as we go if we could, but we can't, he said they, our bond is put together as such that we have to pay it and we can make a lump sum payment at the end to pay it off.

Tom stated we have the money to do this project and said there were a couple of projects that are getting bumped off this list at least for now, they are the Alley Improvements between 1st and 2nd Streets and Sidewalk Improvements in old town, outside of this area and more into the residential areas. He said he believes these can happen with the sale of properties, but would not want to commit doing those in the next budget year if this project (monuments) is the Board's priority. He asked the Board if this project is their priority for \$250,000 and asked for a general head nod so staff can move forward with it in the budget and getting the engineering documents. Comments were received that it's a safety issue and no objections were received regarding moving forward with the project.

5. ADJOURN:

Chair Clark adjourned at 9:15 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, Chair

Board Meeting Date: June 21, 2016

Agenda Item: New business

TO: Sherwood Urban Renewal Board

FROM: Cathy Brucker, Interim Finance Director
Through: Joseph Gall, ICMA-CM, City Manager

**SUBJECT: URA Resolution 2016-001 Transferring Budget Expenditure
Appropriations between Categories and Funds for Budget Year 2015-16**

Issue:

Should the Urban Renewal Board approve a budget transfer resolution for the URA Operations Fund?

Background:

Within the URA Operations Fund, additional appropriation authority is necessary for payment of all required debt service due within the URA Operations Fund for the year. Debt retirement began within this fiscal year on the 2010 Cannery Loan, and the interest payment due was not included in the total appropriation.

This resolution does not increase expenditure authorization in the URA Operations Fund; it only transfers spending authorization from one category to another.

Recommendations:

Staff respectfully recommends approving URA Resolution 2016-001, adopting a resolution transferring budget expenditure appropriations between categories and funds for budget year 2015-16.



URA RESOLUTION 2016-001

TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES AND FUNDS FOR BUDGET YEAR 2015-16

WHEREAS, pursuant to ORS 294.463(3), Oregon Municipalities can transfer appropriation between existing categories within the same fund during the budget year; and

WHEREAS, within the URA Operations Fund, Debt service obligations were not fully budgeted in FY2015-16; and

WHEREAS, said changes will not alter the total appropriations in the URA Operations Fund.

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

Section 1. Appropriations for the 2015-16 fiscal year are increased/(decreased) in the following amounts:

URA Operations Fund	Current	Change	Revised
Materials and Services	172,400	(30,000)	142,400
Capital Outlay	475,000	(100,000)	375,000
Debt Service	<u>1,589,605</u>	<u>130,000</u>	<u>1,719,605</u>
Revised Total Requirements	\$2,237,005	\$ -	\$2,237,005

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

Duly passed by the Sherwood Urban Renewal Board this 21st day of June 2016.

Krisanna Clark, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Agency Meeting Date: June 21, 2016

Agenda Item: Public Hearing

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Cathy Brucker, Interim Finance Director
Through: Joseph Gall, ICMA-CM, District Manager

SUBJECT: URA Resolution 2016-002, Adopting the FY2016-17 City of Sherwood Urban Renewal Agency Budget

ISSUE:

Shall the Board adopt the FY2016-17 URA Budget?

BACKGROUND:

On May 26, 2016, the Budget Committee received the budget message, heard public comment, and approved the proposed budget with no change. Today, June 21, 2016, the Board is holding a public hearing on the approved FY2016-17 budget. The final step of the budget process is the adoption of the FY2016-17 budget.

RECOMMENDATIONS:

Staff respectfully recommends approving URA Resolution 2016-001, adopting the FY2016-17 City of Sherwood Urban Renewal Agency budget.



URA RESOLUTION 2016-002

ADOPTING THE FY2016-17 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 26, 2016 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 FY2016-17 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 2016-17 in the sum of \$5,327,553, now on file at City Hall and attached as Exhibit A.

Section 2: Making Appropriations. The amounts for the fiscal year beginning July 1, 2016 and for the purposes shown below are hereby appropriated as follows:

	URA Operations Fund
Operations Department	797,909
Debt Service	2,838,854
Contingency	197,001
Reserved for Future Years	1,493,789
Total	\$5,327,553

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 \$3,871,240 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 21st day of June 2016.

Krisanna Clark, Board Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

City of Sherwood Urban Renewal Agency Annual Budget

For the Fiscal Year
July 1, 2016 - June 30, 2017



BOARD OF DIRECTORS:

Krisanna Clark, *Board Chair*
Jennifer Harris, *Board President*
Renee Brouse, *Board Member*
Sally Robinson, *Board Member*
Linda Henderson, *Board Member*
Dan King, *Board Member*
Jennifer Kuiper, *Board Member*

BUDGET COMMITTEE:

Andy McConnell, *Chair*
Meerta Meyer, *Vice Chair*
Susan Claus
Andy Jensen
Kurt Studer
Paul Mayer
Amy Kutzkey

CITY STAFF:

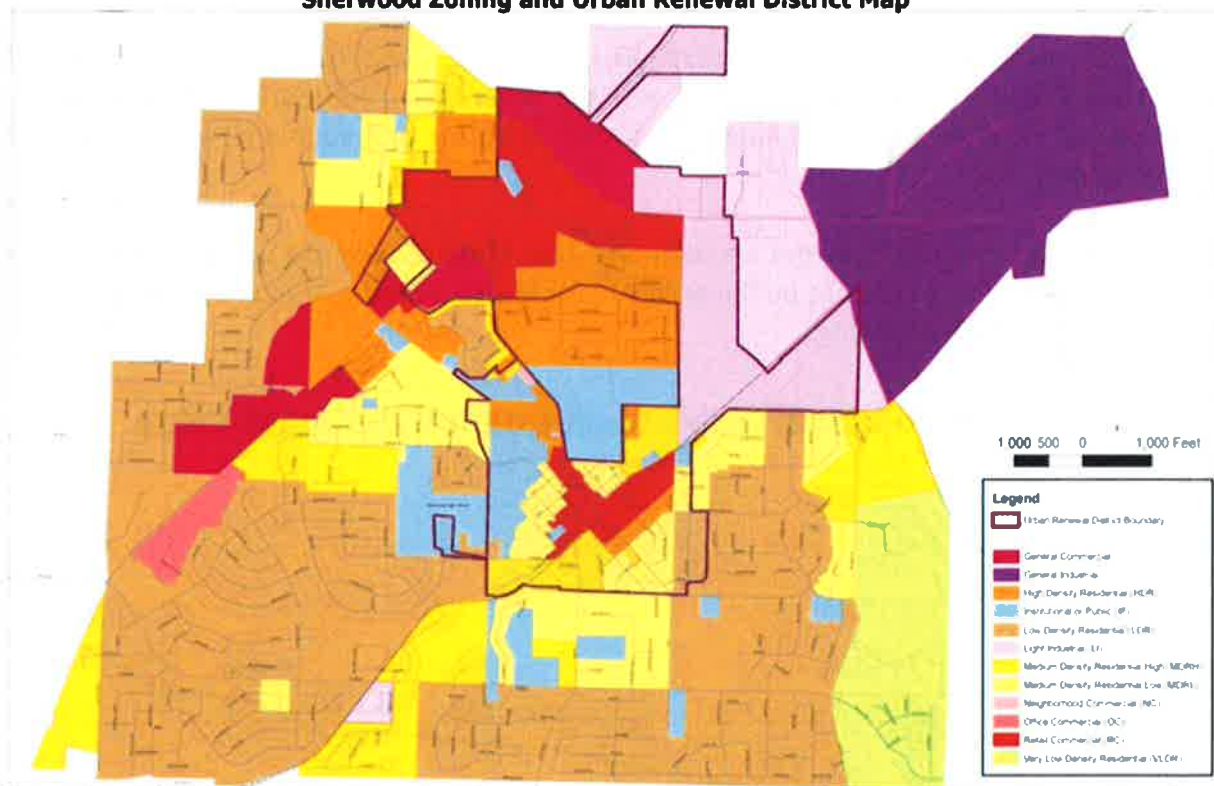
Joseph Gall, *City Manager*
Cathy Brucker, *Interim Finance Director*

www.sherwoodoregon.gov

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Sherwood Zoning and Urban Renewal District Map



About the District

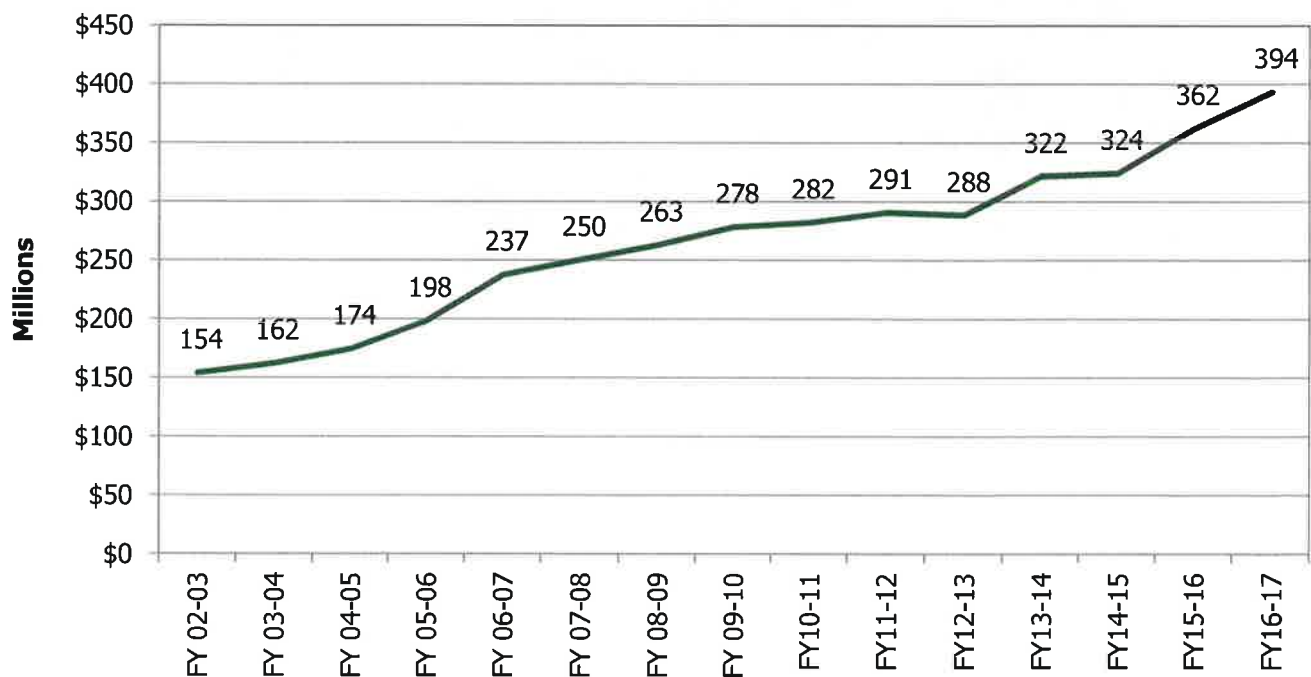
The City of Sherwood Urban Renewal Agency (URA) is a separate entity from the City. The Sherwood City Council serves as the Board of Directors for the URA and is financially accountable for its operations. In accordance with Oregon budget law, the URA prepares its own budget, and the Board of Directors approves its annual appropriations.

Urban renewal agencies are designed to borrow money and make expenditure for economic and community development projects included in the Urban Renewal Plan. When the Sherwood Urban Renewal Plan was adopted in 2000, property values were frozen. The taxes collected on that frozen value continues to flow to the taxing authorities (City, County, Schools, TVF&R, etc.). The taxes collected on increased property values that occur with NEW development generate incremental tax revenue. This tax increment is then used to repay the URA debt and implement the URA plan.

In 2012 the URA plan was amended. The Maximum Indebtedness was increased and starting in 2014 a portion of the NEW tax revenue will be shared with the other taxing authorities. The net effect of the additional shared revenue will be to keep the district open for one additional year. The District is expected to close in 2021.

Urban Renewal Tax Collections are not an additional tax. Urban Renewal Tax Collections are used to initiate development that would not be financially feasible without infrastructure improvements made possible by urban renewal financing.

Urban Renewal District Incremental Assessed Value



Budget Message

It is my privilege to provide you, the citizens of the City of Sherwood, with my proposed Urban Renewal Agency budget for Fiscal Year 16-17.

The Agency budget consists of one fund which covers both operations and capital. The operations for Agency includes administration costs and economic development activities within the Urban Renewal Area. The capital portion of the budget is for construction projects and property purchases. All of the projects funded through URA capital are transferred to City ownership on completion.

The Agency operates under guidance from the Agency Board of Directors.

FY16-17 Proposed Budget

The FY16-17 operations budget is largely a status quo budget but there are some additional expenses as we maintain and prepare to divest of assets in future years. Economic development activities which support for Old Town Sherwood and City involvement in regional economic development partnerships are budgeted to continue including some limited façade grants (\$15,000). Debt service payments account for the majority of the expenditures out of operations. The URA is expected to generate revenue of \$3.91 million in FY 16-17 based on increment value used of \$218 million.

The FY16-17 Capital Projects budget primarily includes appropriations to:

- Construct a parking lot on the 1st Street properties acquired by the URA in 2014
- Removal of Monuments in Old Town
- Signage for the Center for the Arts
- Tenant Improvements for the Center for the Arts lease space

These will be the last capital projects funded by the Urban Renewal Agency unless there is additional revenue from the sale of properties owned by the URA.

The Agency will spend this year finishing construction activities and take the initial steps to sell property over the next few years. The URA debt is scheduled to be paid off in 2021 or 2022 depending on future Tax Increment Financing collections. I am looking forward to an active year of Agency progress and achievements.

Respectfully Submitted,

Tom Pessemier
Assistant City Manager

Operations

2013-14 Actual	2014-15 Actual (restated)	2015-16 Budget		2016-17 Proposed	2016-17 Approved	2016-17 Adopted
\$2,056,165	\$3,653,402	\$1,950,180	RESOURCES			
			Beginning fund balance	\$ 1,337,538	\$ 1,337,538	
			Revenue			
3,771,424	3,474,465	3,585,535	Taxes	3,922,015	3,922,015	
25,986	15,110	18,000	Fines, interest and other	18,000	18,000	
3,797,410	3,489,575	3,603,535	Total revenue	3,940,015	3,940,015	
			Other sources			
-	182,065	150,000	Sale of fixed assets	50,000	50,000	
-	182,065	150,000	Total other sources	50,000	50,000	
5,853,575	7,325,041	5,703,715	Total resources	5,327,553	5,327,553	
			REQUIREMENTS			
			Expenditures			
			Personal services			
35,401	39,529	72,219	Salaries and wages	86,742	86,742	
3,500	3,843	6,742	Payroll taxes	7,739	7,739	
12,382	13,019	26,758	Benefits	32,406	32,406	
51,283	56,390	105,719	Total personal services	126,887	126,887	
			Materials and services			
11,387	13,477	62,000	Professional & technical	20,000	20,000	
-	5,237	6,500	Facility and equipment	2,000	2,000	
7,977	6,025	8,930	Other purchased services	8,407	8,407	
66	-	100	Supplies	100	100	
21,394	28,923	45,000	Community activities	15,000	15,000	
22,677	22,288	49,870	Other materials & services	59,804	59,804	
63,501	75,950	172,400	Total materials & services	105,311	105,311	
			Capital outlay			
-	-	450,000	Infrastructure	565,711	565,711	
-	-	-	Buildings	-	-	
-	-	25,000	Furniture and equipment	-	-	
-	-	475,000	Total capital outlay	565,711	565,711	
114,784	132,340	753,119	Total expenditures	797,909	797,909	
			Debt service			
931,517	968,378	1,010,313	Principal	2,180,846	2,180,846	
652,818	616,863	579,292	Interest	658,008	658,008	
1,584,335	1,585,241	1,589,605	Total debt service	2,838,854	2,838,854	
			Other uses			
2,219,502	3,988,201	-	Transfers out	-	-	
2,219,502	3,988,201	-	Total other uses	-	-	
1,934,953	1,619,260	-	Ending Fund Balance	-	-	
-	-	3,360,991	Contingency	197,001	197,001	
-	-	-	Reserved for Future Years	1,493,789	1,493,789	
5,853,575	7,325,041	5,703,715	Total requirements	5,327,553	5,327,553	
0.3	0.3	0.2	FTE	-	-	

Capital

The URA Capital Fund will be closed at the end of FY14-15. All URA activity will be recorded in the Operations Fund. This page is shown for historical purposes only.

	2013-14 Actual	2014-15 Actual (restated)
RESOURCES		
Beginning fund balance	\$ 508,904	\$ (4,116)
Revenue		
Intergovernmental		16,900
Fines, interest and other	2,237	-
Total revenue	2,237	16,900
Other sources		
Transfers in	2,399,487	3,988,201
Total other sources	2,399,487	3,988,201
Total resources	2,910,628	4,000,985
REQUIREMENTS		
Expenditures		
Personal services		
Salaries and wages	59,334	65,213
Payroll taxes	4,936	5,648
Benefits	21,049	25,271
Total personal services	85,319	96,132
Materials and services		
Professional & technical	13,824	393
Other purchased services	1,233	2,837
Supplies	1,868	-
Other materials & services	70,388	72,605
Total materials & services	87,313	75,834
Capital outlay		
Land	16,000	144,235
Infrastructure	2,257,583	0
Buildings	464,414	3,684,784
Total capital outlay	2,737,997	3,829,018
Total expenditures	2,910,628	4,000,985
Ending Fund Balance	(0)	(0)
Reserved for Future Years	-	-
Total requirements	2,910,628	4,000,985
FTE	0.7	0.7

Urban Renewal Debt Service

	City Loans for Sherwood Urban Renewal Agency Projects				
	2006	2010 Streets & Cannery	2010 Cannery	2012 City Hall/Street Refinancing	Total Debt on behalf of URA
Original Amount	\$ 6,400,000	\$ 7,065,000	\$ 5,898,888	\$ 5,245,000	\$ 24,608,888
Balance at 6/30/16	4,170,133	5,580,000	5,898,888	3,585,000	19,234,021
Payment Source	Tax Increment				
Paying Fund	URA Operations				
Year Ending June 30					
2017	483,419	551,580	1,251,499	552,356	2,838,854
2018	483,220	552,045	1,251,498	553,481	2,840,244
2019	482,619	551,745	1,251,499	554,156	2,840,019
2020	481,619	555,680	1,251,498	549,456	2,838,253
2021	484,863	553,595	1,251,499	554,306	2,844,263
2022-2026	2,417,626	2,764,581	-	1,208,403	6,390,610
2027-2031	484,156	2,215,523	-	-	2,699,679
2032-2036	-	-	-	-	-
	\$ 5,317,522	\$ 7,744,749	\$ 6,257,493	\$ 3,972,158	\$ 23,291,922



- Individuals may not impugn the character of anyone else, including but not limited to members of the community, the reviewing body, the staff, the applicant, or others who testify. Complaints about staff should be placed in writing and addressed to the City Manager. If requested by the complainant, they may be included as part of the public record. Complaints about the City Manager should be placed in writing and addressed to the Mayor. If requested by the complainant, they may be included as part of the public record.
- Comment time is 4 minutes with a Council-optional 1 minute Q & A follow-up.
- The Chair of a meeting may have the ability to modify meeting procedures on a case-by-case basis when especially complicated issues arise, or when the body is involved in extraordinary dialogue, but only after receiving the advice and majority consent of the body. The Chair may also cut short debate if, in his judgment, the best interests of the City would be served.
(Note: Written comments are encouraged, and may be submitted prior to the meeting by mail, or at the meeting. There is no limit to the length of written comment that may be submitted)

Persons who violate these rules may be asked to stop their comments by any member of the body. Comments beyond the 4-minute limit may not be included in the record of the meeting. Persons who impugn the character of anyone will be required to stop immediately. Their comments will not be included in the record of the meeting, and they will forfeit their remaining time. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

I have read and understood the Rules for Meetings in the City of Sherwood.

Name: Eugene Stewart Date: 6-21-2016

Address: PO Box 534

Telephone: 625-7072

I would like to speak to the Council regarding:

Subject: 5A

If you want to speak to Council about more than one subject, please submit a separate form for each item.

Please give this form to the City Recorder prior to you addressing City Council. Thank you.

June 21, 2016
Date

URA Board of Directors
Gov. Body

P. Hearing 5.A
Agenda Item

Exhibit #

Rules for Meetings in the City of Sherwood

It is the purpose of these rules to promote common courtesy and civility in all meetings of the City of Sherwood. All who wish to speak should expect to be treated fairly and with respect. All who speak should reciprocate by focusing on the issue being considered, while respecting the opinions of those with whom they may disagree. This will enable our community to establish an environment wherein all issues and opinions may be fairly considered and decisions, though sometimes difficult, will be made in a spirit of mutual respect of all citizens, no matter their differences.

Public Hearings before the City Council and other Boards and Commissions shall follow the following procedure:

- Staff Report--15 minutes
- Applicant--30 minutes(to be split, at the discretion of the applicant, between presentation and rebuttal.)
- Proponents—5 minutes each (applicants may not also speak as proponents.)
- Opponents—5 minutes each
- Rebuttal—Balance of applicant time(see above)
- Close Public Hearing
- Staff Final Comments—15 minutes
- Questions of Staff/Discussion by Body—no limit
- Decision

(Note: Written comments are encouraged, and may be submitted prior to the hearing, at the hearing, or when the record is left open, after the hearing for a limited time. There is no limit to the length of written comment that may be submitted)

Appeals before the City Council and other Boards and Commissions shall follow the following procedure:

- Staff Report--15 minutes
- Applicant – 30 minutes (to be split, at the discretion of the applicant, between presentation and rebuttal.)
- Only those who previously went on the written or verbal record at the PC hearing may appear before Council.
- No one can pass their time to someone else
- Proponents—5 minutes each (applicants may not also speak as proponents.)
- Opponents—5 minutes each. Opponents who represent a neighborhood or business association have 15 minutes
- Appellants—30 minutes (to be divided if there are multiple appellants.)
- Rebuttal—Balance of applicant time (see above)
- Close Public Hearing
- Staff Final Comments—15 minutes
- Questions of Staff/Discussion by Body—no limit
- Decision

(Note: Written comments are encouraged, and may be submitted prior to the hearing, at the hearing, or when the record is left open, after the hearing for a limited time. There is no limit to the length of written comment that may be submitted)

In any City forum or meeting:

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 21, 2016
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Clark called the meeting to order at 9:04 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Harris, Jennifer Kuiper, Linda Henderson, Renee Brouse, and Dan King. Sally Robinson was absent.
3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Police Captain Ty Hanlon, Community Development Director Julia Hajduk, Interim Finance Director Cathy Brucker, and Agency Recorder Sylvia Murphy.
4. **CONSENT AGENDA**
 - A. **Adoption of December 15, 2015 URA Board Meeting Minutes**
 - B. **Adoption of January 5, 2016 URA Board Meeting Minutes**
 - C. **Adoption of February 2, 2016 URA Board Meeting Minutes**
 - D. **Adoption of March 1, 2016 URA Board Meeting Minutes**
 - E. **Adoption of April 19, 2016 URA Board Meeting Minutes**

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

Chair Clark addressed the next agenda item.

5. NEW BUSINESS

- A. **URA Resolution 2016-001 Transferring budget expenditure appropriations between categories and funds for Budget Year 2015-16**

Interim Finance Director Cathy Brucker stated within the URA operations fund additional appropriation authority is necessary for payment of all required debt service, due within the URA operations fund for the year. She stated debt retirement began this fiscal year for the 2010 cannery loan, but the interest payment due has not been included into the total appropriation. She said the resolution does not increase expenditure authorization in the URA operations fund, it only transfers spending authorization from one category to another to cover the debt service obligation.

Chair Clark asked for Board questions. With none received, the following motion was stated.

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2016-001, SECONDED BY DAN KING. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (SALLY ROBINSON WAS ABSENT).

Chair Clark addressed the next agenda item and opened the public hearing.

6. PUBLIC HEARING

A. URA Resolution 2016-002 Adopting the FY2016-17 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

Interim Finance Director Cathy Brucker stated on May 26, 2016 the Budget Committee received the budget message, received public comments, and approved the proposed budget with no changes. She said today the URA Board is holding a public hearing on the approved FY 2016-17 Budget. She stated the final steps in the budget process is the adoption of the FY 2016-17 Budget.

Chair Clark opened the public hearing.

Eugene Stewart 22595 SW Pine Street Sherwood came forward and asked how close we are to our spending gap on the urban renewal and said a lot of times that number isn't seen anywhere in the budget, how much has been expended through this fiscal year and how much is left to be expended. He said he would like to see this, showing the expenditures by year and see how close they come to the audited financial reports. He said a previous finance director indicated this could not be traced and this has caused him some concerns.

With no other public testimony received Chair Clark closed the public hearing. With no Board questions or discussion, the following motion was made.

MOTION: FROM JENNIFER HARRIS TO ADOPT URA RESOLUTION 2016-002 SECONDED BY DAN KING. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (SALLY ROBINSON WAS ABSENT).

7. ADJOURN

With no further business, Chair Clark adjourned at 9:10 pm.

Submitted by:


Sylvia Murphy, MMC, Agency Recorder


Krisanna Clark, Chair