



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, March 20, 2018

**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, March 20, 2018
(Following the 7:00 pm 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 19, 2017 URA Board Meeting Minutes

4. NEW BUSINESS

**A. URA Resolution 2018-001 Transferring Budget Expenditure Appropriations from
Contingency to the Operations Department for Budget Year 2017-18**
(Katie Henry, Finance Director)

5. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, December 19, 2017
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Weislogel called the meeting to order at 9:15 pm.
2. **BOARD PRESENT:** Chair Lee Weislogel, Sean Garland, Jennifer Kuiper, Kim Young, Renee Brouse, Russell Griffin and Tim Rosener via conference call.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Finance Director Katie Henry, Community Development Director Julia Hajduk, and Agency Recorder Sylvia Murphy.

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

4. CONSENT AGENDA

- A. **Adoption of June 20, 2017 URA Board Meeting Minutes**
- B. **Adoption of November 7, 2017 URA Board Meeting Minutes**
- C. **Adoption of December 5, 2017 URA Board Meeting Minutes**

MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA, SECONDED BY JENNIFER KUIPER. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR (TIM ROSENER VIA CONFERENCE CALL).

Chair Weislogel addressed the next agenda item.

5. NEW BUSINESS

A. URA Resolution 2017-005, Authorizing the Urban Renewal Agency (URA) Administrator to execute a construction contract for the Downtown Parking Lot Project

City Engineer Bob Galati recapped the staff report. The board members asked various questions regarding low bidder, closed bidding process, and project timelines.

With no further questions from the Board, Chair Weislogel asked for a motion.

MOTION: FROM SEAN GARLAND TO ADOPT URA RESOLUTION 2017-005, SECONDED BY RUSSELL GRIFFIN. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR (TIM ROSENER VIA CONFERENCE CALL).

6. ADJOURN

Chair Lee Weislogel adjourned the meeting at 9:25 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Lee Weislogel, Chair

Record Note: Due to technical issues, the meeting was not recorded and there is no audio record on file.

Agenda Item: New Business

TO: Sherwood Urban Renewal Agency Board

FROM: Katie Henry, Finance Director

Through: Joseph Gall, ICMA-CM, URA Administrator
Tom Pessemier, ICMA-CM, Assistant City Manager

SUBJECT: URA Resolution 2018-001, Transferring budget expenditure appropriations from contingency to the operations department for budget year 2017-18

Issue:

Shall the URA Board authorize the transfer of appropriations from contingency to the operations department in the amount of \$125,000?

Background:

At the time of budget preparation for FY2017-18, it was assumed that the improvements to the tenant space at the Arts Center would be completed prior to the end of FY2016-17. Due to several delays, this work carried into FY2017-18. Furthermore, some of the work involved employees from other City departments, which caused an increase in personal services costs charged to the URA. This budget transfer is to move spending authority from contingency into the operations department.

In addition to the tenant improvement project extending longer than anticipated, the bid for the Downtown Parking Lot came in higher than originally anticipated. We originally budgeted \$165,000 for the contract. As is common with large projects that have yet to be bid, an additional amount of \$43,875 had been put into contingency as per the City Engineer's recommendation until the bids could be opened. The Board approved the final bid of \$182,155 through URA Resolution 2017-005 on December 19, 2017.

Appropriation transfers requested are:

URA Operations Fund	Current	Change	Revised
Personal Services	115,092	64,363	179,455
Materials and Services	70,531	16,119	86,650
Capital Outlay	340,000	44,518	384,518
Debt Service	2,840,244	-	2,840,244
Contingency	<u>187,487</u>	<u>(125,000)</u>	<u>62,487</u>
Revised Total Requirements	\$3,553,354	\$ -	\$3,553,354

Financial Impacts:

There are no financial impacts, as the overall appropriations in the fund are not changing.

Recommendation:

Staff respectfully recommends adoption of URA Resolution 2018-001 transferring budget expenditure appropriations from contingency to the operations department for budget year 2017-18.



URA RESOLUTION 2018-001

TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS FROM CONTINGENCY TO THE OPERATIONS DEPARTMENT FOR BUDGET YEAR 2017-18

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, certain capital projects that were budgeted in FY2016-17 extended into FY2017-18; and

WHEREAS, the final bid and change orders for the Parking Lot Project exceed the amount appropriated for Capital Outlay; 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 2017-18 fiscal year are increased/(decreased) in the following amounts:

URA Operations Fund	Current	Change	Revised
Personal Services	115,092	64,363	179,455
Materials and Services	70,531	16,119	86,650
Capital Outlay	340,000	44,518	384,518
Debt Service	2,840,244	-	2,840,244
Contingency	<u>187,487</u>	<u>(125,000)</u>	<u>62,487</u>
Revised Total Requirements	\$3,553,354	\$ -	\$3,553,354

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

Duly passed by the Urban Renewal Agency Board this 20th day of March 2018.

Lee Weislogel, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, March 20, 2018
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Weislogel called the meeting to order at 9:34 pm.
2. **BOARD PRESENT:** Chair Lee Weislogel, Sean Garland, Jennifer Kuiper, Kim Young, Renee Brouse, Russell Griffin and Tim Rosener.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Finance Director Katie Henry, and Agency Recorder Sylvia Murphy.

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

4. CONSENT AGENDA

A. Adoption of December 19, 2017 URA Board Meeting Minutes

MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA, SECONDED BY RUSSELL GRIFFIN. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Chair Weislogel addressed the next agenda item.

5. NEW BUSINESS

A. URA Resolution 2018-001 Transferring Budget Expenditure Appropriations from Contingency to the Operations Department for Budget Year 2017-18

Finance Director Katie Henry recapped the staff report and said this resolution is not a supplemental budget request, it is a transfer from contingency to the operations department. She said the main reason for this transfer is the delays in opening the Smockville Brewery which was all budgeted in the last fiscal year. She stated there was a problem with the grease trap and some of the work involved employees from other City departments which caused an increase in personal services. She stated there were also extra costs that rolled over from the previous year. She noted this had all been budget, just budgeted in the previous year. She referred to the Downtown Parking Lot project and said the bid came in higher than originally anticipated. She said this request is to move funds out of contingency and into the capital outlay.

Kim Young referred to the Smockville delay and the grease trap and asked if they paid the City back for the work performed by the City employees.

Assistant City Manager Tom Pessemier responded that the grease interceptor was something that needed to be included in the Center for the Arts but they were unsure what type of business would be leasing the space. He said when the Center for the Arts was built the City plumbed the building for a grease interceptor but did not put it in until they figured out what size the future tenant would need. He stated this was a commitment the URA was planning on paying for and stated in the agreement with Smockville they

provided a cost for the size of grease interceptor they needed but when they went out for bids it was significantly higher so the City decided to do the work themselves and saved over 50%. He said it was part of the tenant improvements.

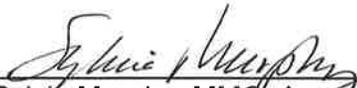
With no further questions from the Board, Chair Weislogel asked for a motion.

MOTION: FROM JENNIFER KUIPER TO ADOPT URA RESOLUTION 2018-001, SECONDED BY RENEE BROUSE. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

6. ADJOURN

Chair Lee Weislogel adjourned the meeting at 9:40 pm.

Attest:



Sylvia Murphy, MMC, Agency Recorder



Chair