



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, June 19, 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, June 19, 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 June 12, 2018 URA Board of Directors Meeting Minutes**

**4. NEW BUSINESS**

**A. URA Resolution 2018-003 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, June 12, 2018  
22560 SW Pine Street, Sherwood, Oregon 97140**

**REGULAR SESSION**

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 8:50 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Sean Garland, Jennifer Kuiper, Kim Young, Renee Brouse, Russell Griffin and Tim Rosener.
3. **STAFF PRESENT:** City Manager Joe Gall, Police Captain Ty Hanlon, Finance Director Katie Henry, Community Development Director Julia Hajduk, and Agency Recorder Sylvia Murphy.

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

**4. CONSENT AGENDA**

**A. Adoption of March 20, 2018 URA Board Meeting Minutes**

**B. Adoption of May 1, 2018 URA Board Meeting Minutes**

**MOTION: FROM RENEE BROUSE TO APPROVE THE CONSENT AGENDA, SECONDED BY JENNIFER KUIPER. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Chair Mays addressed the next agenda item and the Agency Recorder read the public hearing statement.

**5. PUBLIC HEARING**

- A. URA Resolution 2018-002 Adopting the FY2018-19 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**

Finance Director Katie Henry informed the board that the agenda had an error noting the resolution was listed under new business when in fact it's a public hearing. Katie stated on May 24 the budget committee heard the URA proposed budget and said the approved budget differs slightly from the proposed budget because of the changes that were made to the original general fund and the cuts that were made rolled over into the URA. She said the proposal before the board for a total budget of \$6,002,897,000 and incorporates all the changes. She said the resolution also sets the tax rate for both the debt and taxing commitment financing. Katie said the operations department is extremely small and said this funds .5 FTE which is a combination of several different people that will be handling the administration of the URA including the City Manager, Community Development Director and the Finance Director, and most of the expenses are for debt service as we start to close down the URA and pay off the debt in hopes of closing the URA in 2022.

Chair Mays open the public hearing to receive testimony, with none received, he closed the public hearing and asked for questions from the board. With no questions from the board, he asked for a motion.

**MOTION: FROM RENEE BROUSE TO ADOPT URA RESOLUTION 2018-002, SECONDED BY JENNIFER KUIPER. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

No other business to address, Chair Mays adjourned the meeting.

**6. ADJOURN**

Chair Mays adjourned the meeting at 8:56 pm.

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, Agency Recorder

\_\_\_\_\_  
Keith Mays, Chair

Agenda Item: New Business

**TO:** Sherwood Urban Renewal Agency Board

**FROM:** Katie Henry, Finance Director  
**Through:** Joseph Gall, ICMA-CM, URA Administrator

**SUBJECT: URA Resolution 2018-003, 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 \$23,700?

**Background:**

Overhead charges within the URA fund for fiscal year 2017-18 are exceeding initial expectations due in part to additional work on the part of engineering on projects that extended into the current fiscal year. Additional changes are for Capital Outlay for additional work requested on the Parking Lot by Sherwood Broadband and final wrap up costs for the Monuments Removal project. See Exhibit 1 for general ledger account detail.

Appropriation transfers requested are:

<b>URA Operations Fund</b>	<b>Current</b>	<b>Change</b>	<b>Revised</b>
Personal Services	179,455	-	179,455
Materials and Services	86,650	13,000	99,650
Capital Outlay	384,518	10,700	395,218
Debt Service	2,840,244	-	2,840,244
Contingency	<u>62,487</u>	<u>(23,700)</u>	<u>38,787</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 2018-003 transferring budget expenditure appropriations from contingency to the operations department for budget year 2017-18.

Budget Transfer by general ledger account  
 Fiscal Year 2017-18

Description	Account	Current budget	Revised budget	Adjustment	Fund	Appropriation
<b>Expenditure adjustments</b>						
Administrative Overhead	6801-94-13-0	55,000	65,000	10,000		Materials and Services
Engineering Overhead	6802-94-13-0	7,000	10,000	3,000		Materials and Services
Additional work on parking lot for Broadband	7010-94-34-0-202			3,500		
Final work on Monument Removal project (July/Aug 17)	7010-94-34-0-205			7,200		
Total infrastructure	7010-94-34-0	384,518	395,218	10,700		Capital Outlay
<b>Revenue adjustments</b>						
Transfer in from Broadband	4860-94-13-0-202	-	3,500	3,500		Revenue



### URA RESOLUTION 2018-003

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

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

**WHEREAS**, within the URA Operations Fund, overhead charges have exceeded initial projections; and

**WHEREAS**, additional work was requested on the Parking Lot project to accommodate infrastructure for Sherwood Broadband; and

**WHEREAS**, final work on the Monument Removal project extended into fiscal year 2017-18 and was not anticipated; 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	179,455	-	179,455
Materials and Services	86,650	13,000	99,650
Capital Outlay	384,518	10,200	394,718
Debt Service	2,840,244	-	2,840,244
Contingency	<u>62,487</u>	<u>(23,200)</u>	<u>39,287</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 19<sup>th</sup> day of June 2018.**

\_\_\_\_\_  
Keith Mays, Chair

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, Agency Recorder

# Approved Minutes



**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, June 19, 2018  
22560 SW Pine Street, Sherwood, Oregon 97140**

**Regular Session**

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 8:52 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Board Members Sean Garland, Kim Young, Renee Brouse, Jennifer Kuiper and Russell Griffin. Tim Rosener was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, Finance Director Katie Henry, and Agency Recorder Sylvia Murphy.

4. **CONSENT AGENDA:**

**A. Adoption of June 12, 2018 URA Board of Directors Meeting Minutes**

**MOTION: FROM RENEE BROUSE TO ADOPT THE CONSENT AGENDA, SECONDED BY RUSSELL GRIFFIN. MOTION PASSED 6:0 ALL VOTED IN FAVOR (TIM ROSENER WAS ABSENT).**

5. **NEW BUSINESS**

**A. URA Resolution 2018-003 Transferring budget expenditure appropriations from Contingency to the Operations department for budget year 2017-18**

Finance Director Katie Henry recapped the staff report and explained the small year-end budget transfers. She referred to the old town parking lot project and said Broadband requested putting conduit underneath the lot and that was not budgeted for and involves transferring money from the City to the URA Board and a change order to the contract. She said in the agreement between the URA Board and Broadband, the Broadband director agreed to put forward \$3,500 for this improvement. She referred to the downtown monuments project and said transfers are needed on that project. She explained that when there is extra work on a project there is extra overhead applied. She said she did not account for the additional overhead and that is included in this resolution.

**MOTION: FROM JENNIFER KUIPER TO APPROVE URA RESOLUTION 2018-003 TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS FROM CONTINGENCY TO THE OPERATIONS DEPARTMENT FOR BUDGET YEAR 2017-18, SECONDED BY RENEE BROUSE. MOTION PASSED 6:0 ALL VOTED IN FAVOR (TIM ROSENER WAS ABSENT).**

6. **ADJOURN**

Chair Mays adjourned at 8:58 pm.

Attest:

  
Sylvia Murphy, MMC, Agency Recorder

  
Tim Rosener, Vice Chair