



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 16, 2020

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

URA Board of Directors Regular Meeting
(Following the 7:00 pm City Council meeting)

Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>

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

Tuesday, June 16, 2020
(Following the 7:00 pm City Council Meeting)

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22560 SW Pine Street
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<https://www.youtube.com/user/CityofSherwood>

URA BOARD MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Approval of June 18, 2019 URA Board Meeting Minutes**
- B. Approval of August 6, 2019 URA Board Meeting Minutes**
- C. Approval of February 4, 2020 URA Board Meeting Minutes**
- D. URA Resolution 2020-001, Transferring budget expenditure appropriations between categories for FY2019-20 (David Bodway, Finance Director)**

4. PUBLIC HEARING

- A. URA Resolution 2020-002, Adopting the FY2020-21 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 (David Bodway, Finance Director)**

5. ADJOURN

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

Tuesday, June 18, 2019
(Following the 7:00 pm City Council Meeting)

**City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon 97140**

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 8:20 pm.
2. **BOARD PRESENT:** Chair Mays, Vice Chair Tim Rosener, Board Members Sean Garland, Kim Young, Renee Brouse, Russell Griffin, and Doug Scott.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, Community Development Director Julia Hajduk, Public Works Operations Supervisor Rich Sattler, Finance Director Katie Henry, Legal Intern Ashleigh Dougill, Community Services Director Kristen Switzer, and Agency Recorder Sylvia Murphy.

4. **CONSENT AGENDA:**

A. Approval of April 16, 2019 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 Mays addressed the next agenda item and asked the Agency Recorder to read the public hearing statement.

5. **PUBLIC HEARING:**

A. URA Resolution 2019-002, Adopting the FY2019-20 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 explained that the URA budget had a .5 FTE which accounted for a portion of City Manager Joe Gall and Community Development Director Julia Hajduk's time. She added that a portion of the newly-created Economic Development Manager's time may be included in the URA budget depending on how job duties were allocated. She stated that the majority of expenses were in debt and explained that the city needed to communicate with the lending agency once the budget was approved to get a new amortization schedule. She recapped that the fund balance had lowered significantly and explained that the city was using that money to lower the amount of money they were requesting in taxes. She explained that the resolution before the board was to set the amount the city wished to use of the tax increment. She stated that the amount in the resolution was lower than the maximum amount the city could request and explained that this was because the city was lowering the amount requested so the city could

lower the debt owed. Ms. Henry stated that a cash flow study would be completed every year until the URA was closed in 2022. Chair Mays opened up the floor to received public comment on the proposed resolution. Hearing none, Chair Mays closed the public hearing and asked for discussion or a motion.

MOTION: FROM RENEE BROUSE TO APPROVE URA RESOLUTION 2019-002 ADOPTING THE FY2019-20 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. SECONDED BY SEAN GARLAND. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

5. ADJOURN

Chair Mays adjourned the meeting at 8:25 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Keith Mays, Chair

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

Tuesday, August 6, 2019
(Following the 7:00 pm City Council Meeting)

**City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon 97140**

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 9:41 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Tim Rosener, Board Members Sean Garland, Kim Young, Renee Brouse, Russell Griffin, and Doug Scott.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, and Community Development Director Julia Hajduk.

4. TOPICS:

A. Executive Session, ORS 192.660(2)(e) Real Property Transactions.

5. ADJOURN

Chair Mays adjourned the meeting at 10:03 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Keith Mays, Chair

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

Tuesday, February 4, 2020
(Following the 7:00 pm City Council Meeting)

**City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon 97140**

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 9:11 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Tim Rosener, Board Members Sean Garland, Kim Young, Renee Brouse, and Doug Scott. Russell Griffin was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, Community Development Director Julia Hajduk, and Economic Development Manager Bruce Coleman.
4. **TOPICS:**
 - A. **Executive Session, ORS 192.660(2)(e) Real Property Transactions.**

5. **ADJOURN:**

Chair Mays adjourned the meeting at 9:22 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Keith Mays, Chair

Agenda Item: Consent Agenda

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: David Bodway, Finance Director
Through: Joseph Gall, ICMA-CM, City Manager

SUBJECT: URA Resolution 2020-001, Transferring budget expenditure appropriations between categories for FY2019-20

Issue:

Shall the Urban Renewal Agency (URA) Board of Directors approve the transfer of budget expenditure appropriations as presented for FY2019-20?

Background:

Pursuant to ORS 294.463, Oregon Municipalities can transfer appropriation between existing categories during the budget year. Our practice over the past years is to perform such transfers generally twice per year, once around mid-fiscal year and then at the end of the fiscal year, if necessary.

As a result of paying off the 2006 Downtown Streets loan early, the URA incurred additional interest costs. This requested transfer of \$30,051 from (Contingency) to (Debt Service) is to cover the additional interest costs associated with paying off the 2006 Downtown Streets loan early. This cost was unanticipated at the time the budget was adopted.

Financial Impacts:

There are no financial impacts from adoption of this resolution.

Recommendation:

Staff respectfully recommends the URA Board's approval of URA Resolution 2020-001, transferring budget expenditure appropriations between categories for FY2019-20.



URA RESOLUTION 2020-001

**TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN
CATEGORIES FOR FY2019-20**

WHEREAS, on June 18, 2019, the Urban Renewal Agency (URA) budget for FY2019-20 was adopted and funds were appropriated by the URA Board; and

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

WHEREAS, the following unplanned expense has occurred during the course of this budget year:

- Additional interest costs associated with paying off the 2006 Downtown Streets loan.

NOW, THEREFORE, THE SHERWOOD URA BOARD RESOLVES AS FOLLOWS:

Section 1. The additional amount for fiscal year beginning July 1, 2019 shown below is hereby appropriated as follows:

Debt Service	30,051
Contingency	<u>(30,051)</u>
Total Requirements	-

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

Duly passed by the URA Board this 16th day of June, 2020.

Keith Mays, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Agenda Item: Public Hearing

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: David Bodway, Finance Director
through: Joseph Gall, ICMA-CM, Agency Manager

SUBJECT: URA Resolution 2020-002, adopting the FY2020-21 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 Board adopt the FY2020-21 URA Budget as approved by the URA Budget Committee?

Background:

On May 28, 2020, the URA Budget Committee received the budget message, heard public comment, and approved the proposed budget. The final steps of the budget process are for the URA Board to hold a public hearing and then adopt the FY2020-21 budget.

Financial Impacts:

All financial impacts of this resolution have been considered by the Budget Committee and are included in the approved budget that is being presented for adoption. There are no additional financial impacts.

Recommendation:

Staff respectfully recommends approving URA Resolution 2020-002, adopting the FY2020-21 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 2020-002

ADOPTING THE FY2020-21 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 approved and recommended a balanced budget to the Urban Renewal Agency Board of Directors on May 28, 2020; and

WHEREAS, in accordance with State law, on June 16, 2020, the Urban Renewal Agency Board of Directors held a public hearing on the budget as approved and recommended 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 SHERWOOD URBAN RENEWAL AGENCY BOARD RESOLVES AS FOLLOWS:

Section 1. **Adoption of the FY2020-21 Budget.** The Board of Directors of the Urban Renewal Agency of the City of Sherwood, Oregon hereby adopts the budget for the City of Sherwood Urban Renewal Agency for FY2020-21 in the sum of \$3,445,965 now on file at City Hall, and attached hereto as Exhibit A.

Section 2. **Making Appropriations.** The amounts for the fiscal year beginning July 1, 2020 and for the purposes shown below are hereby appropriated as follows:

	URA Operations Fund
Operations Department	126,625
Debt Service	2,359,400
Contingency	<u>140,475</u>
TOTAL APPROPRIATED	2,626,500
Unappropriated Reserved Balance	<u>819,465</u>
Total Budget	<u>\$3,445,965</u>

Section 3. **Imposing and Categorizing Taxes.** The Board of Directors of the Urban Renewal Agency of the City of Sherwood hereby resolves to certify to the county assessor a request for the Urban Renewal District Old Town Plan Area in the amount of \$2,950,000 that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

Section 4: **Agency Manager Authorization.** The Urban Renewal Agency Manager is hereby authorized to take such action as is necessary to carry out the adopted budget.

Section 5: **Effective Date.** This Resolution shall be effective upon its approval and adoption.

Duly passed by the Urban Renewal Agency Board this 16th of June 2020.

Keith Mays, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder



CITY OF SHERWOOD

2020-2021 URBAN RENEWAL APPROVED BUDGET



City of Sherwood Urban Renewal Agency Annual Budget

For the Fiscal Year

July 1, 2020 - June 30, 2021

BOARD OF DIRECTORS:

Keith Mays, *Board Chair*

Tim Rosener, *Board President*

Renee Brouse, *Board Member*

Sean Garland, *Board Member*

Russell Griffin, *Board Member*

Doug Scott, *Board Member*

Kim Young, *Board Member*

BUDGET COMMITTEE:

Nancy Taylor, *Chair*

Lana Painter, *Vice Chair*

Brian Fairbanks

Matt Kaufman

Paul Mayer

Thomas Sherwood

Kady Strode

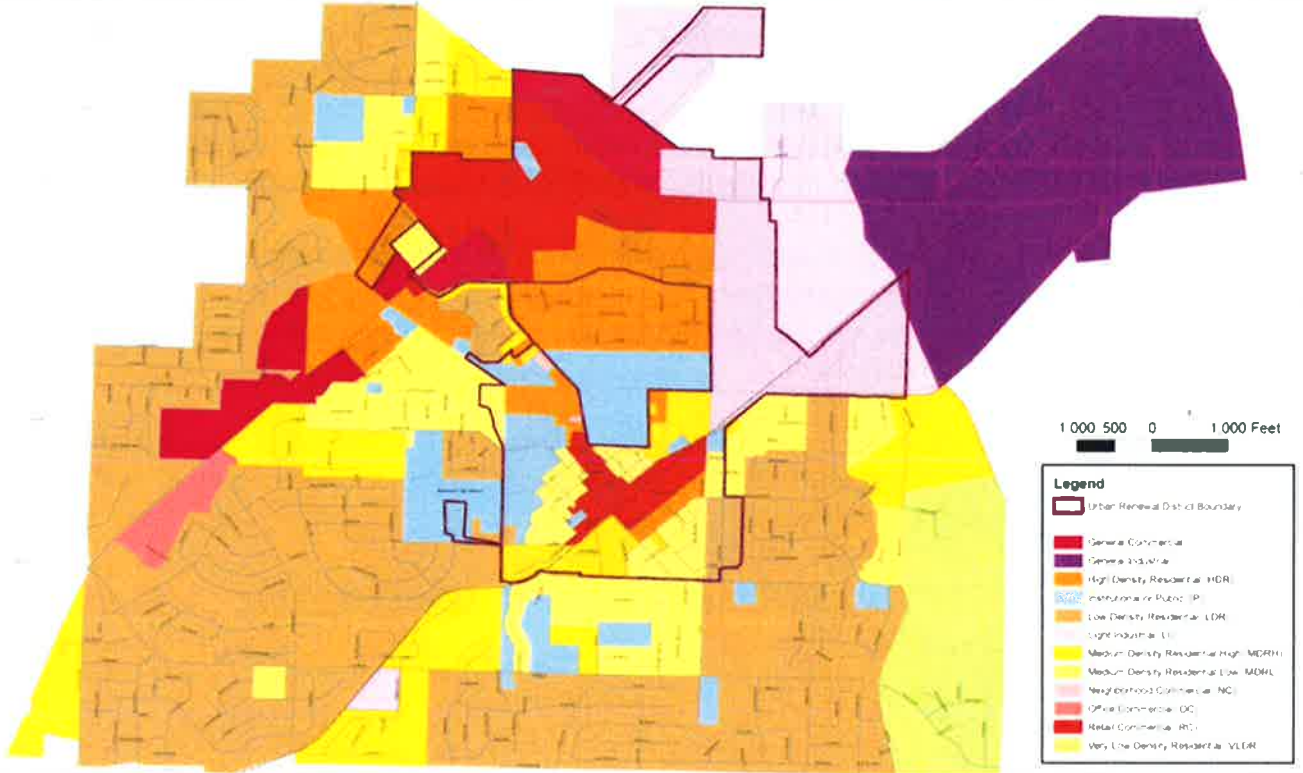
CITY STAFF:

Joseph Gall, *City Manager/URA Manager*

David Bodway, *Finance Director*

- 1 About the Agency
- 2 Budget Message
- 3 Operations Budget
- 4 Debt Service

Sherwood Zoning and Urban Renewal District Map



About the Agency

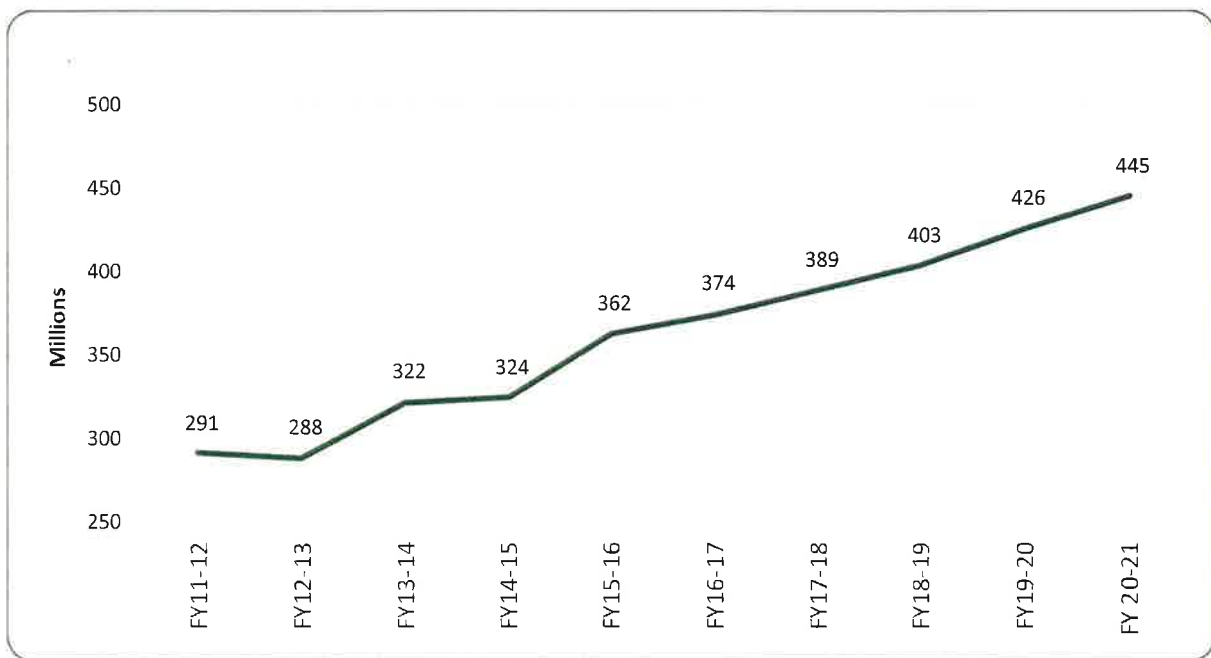
The Urban Renewal Agency (URA) is a separate entity from the City of Sherwood. The Sherwood City Council serves as the Board of Directors for the URA and is financially accountable for its operations. In accordance with Oregon budget law, the URA prepares its own budget, and the Board of Directors approves 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 typically 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 has been 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 projected to close in FY2022-23.

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 Assessed Value



Budget Message

It is my privilege to provide you, the citizens of the City of Sherwood, with the proposed Urban Renewal Agency (URA) budget for Fiscal Year 2020-21 (FY2020-21).

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

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

FY2020-21 Proposed Budget

The proposed FY2020-21 budget consists of personal services, allocated overhead, and a few miscellaneous expenses needed to continue to administer the URA in preparation of its closure in the near future. Economic development activities which support Old Town Sherwood and City involvement in regional economic development partnerships are budgeted so that the URA can continue to provide some assistance within the district. Debt service payments account for 95% of the proposed expenditures.

The proposed FY2020-21 Capital Projects budget does not have any appropriations this year and no additional large projects are on the horizon.

The Agency will continue to focus on Old Town economic development activities, considering the possible sale of property and preparing to place the Agency in a position to run with little effort until the URA debt is paid off in FY2022-23 depending on tax increment revenue. We are looking forward to the ultimate closure of this successful urban renewal district in the near future.

Respectfully Submitted,



Joseph Gall
URA Manager

Operations

2017-18 Actual	2018-19 Actual	2019-20 Budget		2020-21 Proposed	2020-21 Approved	2020-21 Adopted
\$ 1,792,891	\$ 2,135,138	\$ 3,223,382	RESOURCES			
			Beginning fund balance	\$ 636,465	\$ 636,465	
			Revenue			
3,776,565	3,785,946	3,351,897	Taxes	2,800,000	2,800,000	
34,532	73,107	65,000	Fines, interest and other	9,500	9,500	
3,811,097	3,859,052	3,416,897	Total revenue	2,809,500	2,809,500	
			Other sources			
3,000	-	-	Transfers in	-	-	
3,000	-	-	Total other sources	-	-	
5,606,988	5,994,190	6,640,279	Total resources	3,445,965	3,445,965	
			REQUIREMENTS			
			Expenditures			
			Personal services			
100,446	36,988	71,397	Salaries and wages	59,713	59,713	
8,381	3,581	5,445	Payroll taxes	4,951	4,951	
38,255	16,175	34,546	Benefits	27,318	27,318	
147,082	56,744	111,388	Total personal services	91,982	91,982	
			Materials and services			
12,325	7,332	-	Professional & technical	675	675	
8,716	6,579	2,645	Other purchased services	4,550	4,550	
513	-	-	Supplies	-	-	
6	-	-	Community activities	-	-	
71,620	20,395	37,684	Cost Allocation	29,418	29,418	
93,179	34,304	40,329	Total materials & services	34,643	34,643	
			Capital outlay			
391,345	-	-	Infrastructure	-	-	
391,345	-	-	Total capital outlay	-	-	
631,606	91,050	151,717	Total expenditures	126,625	126,625	
			Debt service			
2,245,610	2,310,910	5,244,695	Principal	2,091,960	2,091,960	
594,634	529,109	461,493	Interest	267,440	267,440	
2,840,245	2,840,019	5,706,188	Total debt service	2,359,400	2,359,400	
2,135,138	3,063,123	-	Ending Fund Balance	-	-	
-	-	170,845	Contingency	140,475	140,475	
-	-	611,530	Reserved for Future Years	819,465	819,465	
\$ 5,606,988	\$ 5,994,190	6,640,279	Total requirements	\$ 3,445,965	\$ 3,445,965	

Urban Renewal Debt Service

City Loans for Sherwood Urban Renewal Agency Projects				
	2010 Streets & Cannery	2010 Cannery	2012 City Hall/Street Refinancing	Total Debt on behalf of URA
Original Amount	\$ 7,065,000	\$ 8,500,000	\$ 5,245,000	\$ 27,210,000
Balance at 6/30/20	4,345,000	1,226,960	1,680,000	7,251,960
Payment Source Paying Fund		Tax Increment URA Operations		
Year Ending June 30				
2021	553,595	1,251,499	554,306	2,359,400
2022	555,768	-	430,506	986,274
2023	553,563	-	388,806	942,369
2024	550,660	-	389,091	939,751
2025	552,060	-	-	552,060
2026-2030	2,768,053	-	-	2,768,053
	\$ 5,533,699	\$ 1,251,499	\$ 1,762,709	\$ 8,547,907

Above is the current debt service schedule.



Approved Minutes

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

Tuesday, June 16, 2020
(Following the 7:00 pm City Council Meeting)

**City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon 97140**

Pursuant to Executive Order 20-16, this meeting was conducted electronically and live streamed at
<https://www.youtube.com/user/CityofSherwood>

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 7:54 pm.
2. **BOARD PRESENT:** Chair Mays, Vice Chair Tim Rosener, Board Members Sean Garland, Kim Young, Renee Brouse, Russell Griffin, and Doug Scott.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director David Bodway, Community Services Director Kristen Switzer, Police Chief Jeff Groth, IT Director Brad Crawford, and Agency Recorder Sylvia Murphy.

4. **CONSENT AGENDA:**

- A. **Approval of June 18, 2019 URA Board Meeting Minutes**
- B. **Approval of August 6, 2019 URA Board Meeting Minutes**
- C. **Approval of February 4, 2020 URA Board Meeting Minutes**
- D. **URA Resolution 2020-001, Transferring budget expenditure appropriations between categories for FY2019-20**

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

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

5. **PUBLIC HEARING:**

- A. **URA Resolution 2020-002, Adopting the FY2020-21 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**

The Agency Recorder read the public hearings statement aloud and reported that no written testimony had been submitted.

Finance Director David Bodway recapped that the URA Budget Committee had met on May 28th and received the budget message from City Manager Joe Gall. He explained that it was a straightforward budget and was ready to be voted on by the board. He stated this was the final opportunity for citizens to

provide public comment on the budget prior to the adoption of the budget. Mayor Mays explained that the Budget Committee for the Urban Renewal Agency was comprised of the same 14 members as the City of Sherwood Budget Committee (seven members of City Council and seven members from the community) and stated that the Sherwood Budget Committee had unanimously recommended the budget to the URA Board. With no further comments or discussion, the following motion was stated.

MOTION: FROM KIM YOUNG TO APPROVE URA RESOLUTION 2020-002 ADOPTING THE FY2020-21 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. SECONDED BY RUSSELL GRIFFIN. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

5. ADJOURN

Chair Mays adjourned the meeting at 7:58 pm.

Attest:



Sylvia Murphy, MMC, Agency Recorder



Keith Mays, Chair