



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, August 2, 2022

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

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

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>

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

**Tuesday, August 2, 2022
(Following the 7:00 pm City Council Meeting)**

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URA BOARD MEETING

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT AGENDA**
 - A. Approval of June 29, 2022 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)
 - B. Approval of July 19, 2022 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)
 - C. URA Resolution 2022-008, Correcting URA Resolution 2022-007, Adopting the FY2022-23 Budget of the City of Sherwood 2021 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)
- 4. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Wednesday, June 29, 2022
(Following the 5:30 pm Special City Council Meeting)**

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

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>

URA BOARD REGULAR SESSION

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 5:45 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Tim Rosener, Board Members Renee Brouse and Kim Young. Board Members Sean Garland and Taylor Giles participated remotely. Board Member Doug Scott was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Keith D. Campbell, IT Director Brad Crawford, Public Works Director Craig Sheldon, Interim City Attorney Alan Rappleyea, Police Chief Ty Hanlon, Finance Director David Bodway, Community Services Director Kristen Switzer, Public Works Utility Manager Rich Sattler, HR Manager Rebecca Tabra, and Agency Recorder Sylvia Murphy.
4. **CONSENT AGENDA**
 - A. Approval of May 17, 2022 URA Board Meeting Minutes
 - B. URA Resolution 2022-004 Authorizing an Intergovernmental Agreement with the City of Sherwood for the Sherwood Broadband Project
 - C. URA Resolution 2022-005 Transferring budget expenditure appropriations between categories for Fiscal Year 2021-22

MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA. SECONDED BY RENEE BROUSE. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (DOUG SCOTT WAS ABSENT).

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

5. **PUBLIC HEARINGS**
 - A. URA Resolution 2022-006 Adopting the FY2022-23 budget of the City of Sherwood Original 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 David Bodway stated that this resolution pertained to the original URA and recapped that the URA Budget Committee had received the budget message, reviewed the proposed budget, and heard public comment on the proposed budget on June 1st. He reported that the URA Budget Committee had approved the proposed budget at their June 13th meeting and explained that the approved Fiscal Year 2022-23 budget consisted of personnel services, allocated overhead, and allocated materials and service expenses needed to continue to administer the URA in preparation for its closure in the upcoming fiscal year. He reported that debt service payments accounted for 94% of the proposed expenditures and stated that the final step in the process was to hold a final public hearing on the proposed resolution and to then adopt the Fiscal Year 2022-23 budget. Mr. Bodway asked for discussion or questions from the Board. Chair Mays opened the public hearing portion of the meeting and asked for public comment on the proposed resolution. Hearing none, Chair Mays closed the public hearing and asked for discussion or questions from the Board. With no further comments or discussion, the following motion was stated.

MOTION: FROM KIM YOUNG TO APPROVE URA RESOLUTION 2022-006 ADOPTING THE FY2022-23 BUDGET OF THE CITY OF SHERWOOD ORIGINAL 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 RENEE BROUSE. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (DOUG SCOTT WAS ABSENT).

Chair Mays addressed the next agenda item.

B. URA Resolution 2022-007 Adopting the FY2022-23 budget of the City of Sherwood 2021 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 Bodway stated that this resolution pertained to the newer URA and recapped that the URA Budget Committee had received the budget message, reviewed the proposed budget, and heard public comment on the proposed budget on June 1st. He reported that the URA Budget Committee had approved the proposed budget at their June 13th meeting and explained that the Fiscal Year 2022-23 Operations Fund budget consisted of personnel services, allocated overhead, and allocated materials and service expenses needed to continue to administer the URA. He reported that debt service payments accounted for 92% of the proposed expenditures and reported that the approved Fiscal Year 2022-23 Capital Projects Fund budget primarily included appropriations for the design and construction of the festival plaza, portions of Sherwood Broadband, a pedestrian bridge across Highway 99W, Ice Age Drive design, and a new Public Works facility. He explained that funding for the projects would come from tax increment revenue and loans. He stated that the final step in the process was to hold a final public hearing on the proposed resolution and to then adopt the Fiscal Year 2022-23 budget. Mr. Bodway asked for discussion or questions from the Board. Chair Mays opened the public hearing portion of the meeting and asked for public comment on the proposed resolution. Hearing none, Chair Mays closed the public hearing and asked for discussion or questions from the Board. Vice Chair Rosener explained that the city would not be raising property taxes to complete these projects and explained how URA projects were able to be funded through incremental tax revenue. With no further comments or discussion, the following motion was stated.

MOTION: FROM KIM YOUNG TO APPROVE URA RESOLUTION 2022-007 ADOPTING THE FY2022-23 BUDGET OF THE CITY OF SHERWOOD 2021 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 RENEE BROUSE. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (DOUG SCOTT WAS ABSENT).

6. ADJOURN

Chair Mays adjourned the meeting at 5:52 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Keith Mays, Chair

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, July 19, 2022
(Prior to the 7:00 pm Regular City Council Meeting)**

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

URA BOARD EXECUTIVE SESSION

1. **CALL TO ORDER:** The executive session was called to order at 5:33 pm.
2. **BOARD PRESENT:** Vice Chair Tim Rosener, Board Members Taylor Giles, Kim Young, and Doug Scott. Chair Keith Mays and Board Member Sean Garland participated remotely. Board Member Renee Brouse was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** Economic Development Manager Bruce Coleman and City Attorney Josh Soper. City Manager Keith Campbell participated remotely.

4. TOPICS

A. ORS 192.660(2)(e), Real Property.

5. ADJOURN:

Chair Mays adjourned the executive session at 6:14 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: Keith D. Campbell, Agency Manager

SUBJECT: URA Resolution 2022-008, Correcting URA Resolution 2022-007, Adopting the FY2022-23 Budget of the City of Sherwood 2021 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 Sherwood Urban Renewal Agency Board of Directors approve a resolution to correct an error in a previous resolution?

Background:

This resolution corrects an error in URA Resolution 2022-007 where in Section 3 there should not have been a dollar amount associated with the taxes to be raised as the 2021 URA will need to raise the maximum amount of revenue by dividing the taxes under Section 1C, Article IX, of the Oregon Constitution and ORS Chapter 457.

In working with Washington County, it was determined the best course of action is to correct URA Resolution 2022-007 to further clarify the language used in order to obtain the original intent of raising the maximum amount of revenue.

The error was only in the language of URA Resolution 2022-007; this new resolution does not make any changes or corrections to the budget document itself.

Financial Impacts:

There is no financial impact from approval of this resolution.

Recommendation:

Staff respectfully recommends the URA Board adopt URA Resolution 2022-008, Correcting URA Resolution 2022-007, Adopting the FY2022-23 Budget of the City of Sherwood 2021 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 2022-008

CORRECTING URA RESOLUTION 2022-007, ADOPTING THE FY2022-23 BUDGET OF THE CITY OF SHERWOOD 2021 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, on June 29, 2022, the Sherwood Urban Renewal Agency Board of Directors approved URA Resolution 2022-007, Adopting the FY2022-23 Budget of the City of Sherwood 2021 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; and

WHEREAS, subsequent to that approval, staff discovered an error in said resolution; and

WHEREAS, staff is now recommending that the URA Board of Directors adopt a resolution correcting said error.

NOW, THEREFORE, THE URA BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

Section 1. The correction to URA Resolution 2022-007, Adopting the FY2022-23 Budget of the City of Sherwood 2021 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, attached hereto as Exhibit 1, is hereby approved, and the Mayor is hereby authorized to sign said corrected resolution.

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

Duly passed by the URA Board this 2nd day of August 2022.

Keith Mays, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder



**CORRECTED
URA RESOLUTION 2022-007**

ADOPTING THE FY2022-23 BUDGET OF THE CITY OF SHERWOOD 2021 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 2021 Urban Renewal Agency budget; and

WHEREAS, the Budget Committee approved and recommended a balanced budget to the Urban Renewal Agency Board of Directors on June 13, 2022; and

WHEREAS, in accordance with State law, on June 29, 2022, 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 FY2022-23 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 2021 Urban Renewal Agency for fiscal year 2022-23 in the sum of \$24,566,561 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, 2022 and for the purposes shown below are hereby appropriated as follows:

	2021 URA Operations Fund
Operations Department	\$71,784
Debt Service	871,489
Contingency	<u>24,500</u>
TOTAL APPROPRIATED	967,773
Unappropriated Reserved Balance	<u>116,082</u>
	\$1,083,855

	2021 URA Capital Fund
Capital Department	\$13,976,607
Contingency	<u>688,500</u>
TOTAL APPROPRIATED	14,665,107
Unappropriated Reserved Balance	<u>8,817,599</u>
	\$23,482,706

Total Adopted Budget for FY2022-23 \$24,566,561

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 2021 Urban Renewal District Plan Area for a maximum amount of revenue 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 29th of June, 2022.

Keith Mays, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Approved Minutes

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

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URA BOARD REGULAR SESSION

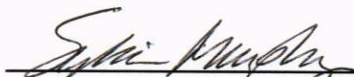
- 1. CALL TO ORDER:** Chair Mays called the meeting to order at 8:37 pm.
- 2. BOARD PRESENT:** Chair Keith Mays, Board Members Renee Brouse, Doug Scott, and Taylor Giles. Vice Chair Tim Rosener and Sean Garland participated remotely. Board Member Kim Young was absent.
- 3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Keith D. Campbell, System Administrator Mark Swanson, Public Works Director Craig Sheldon, Planning Manager Erika Palmer, Finance Director David Bodway, Community Services Director Kristen Switzer, and Agency Recorder Sylvia Murphy.
- 4. CONSENT AGENDA**
 - A. Approval of June 29, 2022 URA Board Meeting Minutes**
 - B. Approval of July 19, 2022 URA Board Meeting Minutes**
 - C. URA Resolution 2022-008, Correcting URA Resolution 2022-007, Adopting the FY2022-23 Budget of the City of Sherwood 2021 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**

MOTION: FROM RENEE BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY TIM ROSENER. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (KIM YOUNG WAS ABSENT).

5. ADJOURN

Chair Mays adjourned the meeting at 8:39 pm.

Attest:



Sylvia Murphy, MMC, Agency Recorder



Tim Rosener, Vice Chair