



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, June 18, 2024**

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

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

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

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

**Tuesday, June 18, 2024  
(Following the 7:00 pm City Council Meeting)**

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

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**URA BOARD MEETING**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CONSENT AGENDA**

**A. Approval of April 16, 2024 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)

**4. PUBLIC HEARING**

**A. URA Resolution 2024-003, Adopting the FY2024-25 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)

**5. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, April 16, 2024**

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

**URA BOARD MEETING**

1. **CALL TO ORDER:** Chair Rosener called the meeting to order at 8:15 pm.
2. **BOARD PRESENT:** Chair Tim Rosener, Vice Chair Kim Young, Board Members Renee Brouse, and Doug Scott. Board Member Keith Mays attended remotely. Board Members Dan Standke and Taylor Giles were absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, IT Director Brad Crawford, Finance Director David Bodway, Police Captain Jon Carlson, City Attorney Ryan Adams, HR Director Lydia McEvoy, Public Works Utility Manager Rich Sattler, and Agency Recorder Sylvia Murphy.
4. **CONSENT AGENDA:**
  - A. Approval of February 6, 2024 URA Board Meeting Minutes
  - B. Approval of February 20, 2024 URA Board Meeting Minutes
  - C. URA Resolution 2024-002, Authorizing a Public Utility Easement (PUE) to be Established at the Festival Plaza Located at 16020 SW 1st Street

**MOTION: FROM BOARD MEMBER BROUSE TO APPROVE CONSENT AGENDA. SECONDED BY VICE CHAIR YOUNG. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (BOARD MEMBERS STANDKE AND GILES WERE ABSENT).**

**5. ADJOURN**

Chair Rosener adjourned the meeting at 8:17 pm.

Attest:

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Sylvia Murphy, MMC, Agency Recorder

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Tim Rosener, Chair

**Agenda Item:** Public Hearing

**TO:** Sherwood Urban Renewal Agency Board of Directors

**FROM:** David Bodway, Finance Director  
**through:** Craig Sheldon, Agency Manager

**SUBJECT:** **URA Resolution 2024-003, adopting the FY2024-25 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**

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**Issue:**

Shall the Board adopt the FY2024-25 2021 URA Budget as approved by the URA Budget Committee?

**Background:**

On May 23, 2024, the URA Budget Committee received the budget message, heard public comment, and on May 23, 2024, 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 FY2024-25 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 adoption of URA Resolution 2024-003, adopting the FY2024-25 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 2024-003**

**ADOPTING THE FY2024-25 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 May 23, 2024; and

**WHEREAS**, in accordance with State law, on June 18, 2024, 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 FY2024-25 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 2024-25 in the sum of \$27,210,273 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, 2024 and for the purposes shown below are hereby appropriated as follows:

	2021 URA Operations Fund
Operations Department	\$629,688
Debt Service	871,488
Contingency	131,870
TOTAL APPROPRIATED	\$1,633,046
Unappropriated Reserved Balance	190,163
	\$1,823,209

	2021 URA Capital Fund
Capital Department	\$24,103,659
TOTAL APPROPRIATED	24,103,659
Unappropriated Reserved Balance	1,283,405
	\$25,387,064

**Total Adopted Budget for FY2024-25 \$27,210,273**

**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 18<sup>th</sup> of June 2024.**

\_\_\_\_\_  
Tim Rosener, Chair

Attest:

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



# CITY OF SHERWOOD

2021 URBAN RENEWAL FY2024-25 APPROVED BUDGET



# City of Sherwood 2021 Urban Renewal Agency Annual Budget

For the Fiscal Year  
July 1, 2024 - June 30, 2025

## BOARD OF DIRECTORS:

Tim Rosener, *Board Chair*  
Kim Young, *Board President*  
Renee Brouse, *Board Member*  
Taylor Giles, *Board Member*  
Doug Scott, *Board Member*  
Dan Standke, *Board Member*  
Keith Mays, *Board Member*

## BUDGET COMMITTEE:

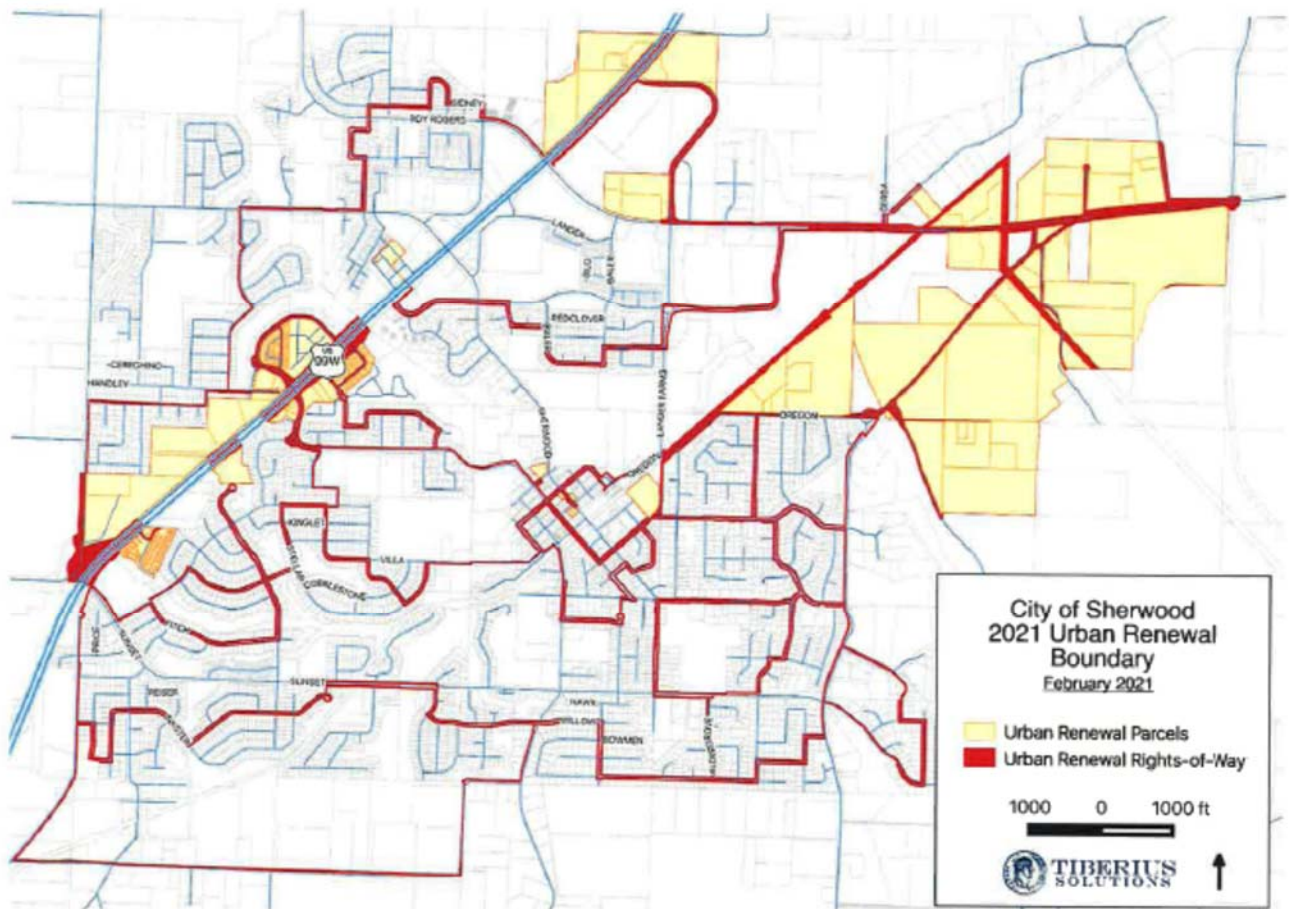
Kady Strode, *Chair*  
Lana Painter, *Vice Chair*  
Thomas Sherwood  
Matt Kaufman  
Paul Mayer  
Brian Fairbanks  
Nancy Taylor

## CITY STAFF:

Craig Sheldon, *City Manager Pro Tem/URA Manager*  
Kristen Switzer, *Assistant City Manager*  
David Bodway, *Finance Director*



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



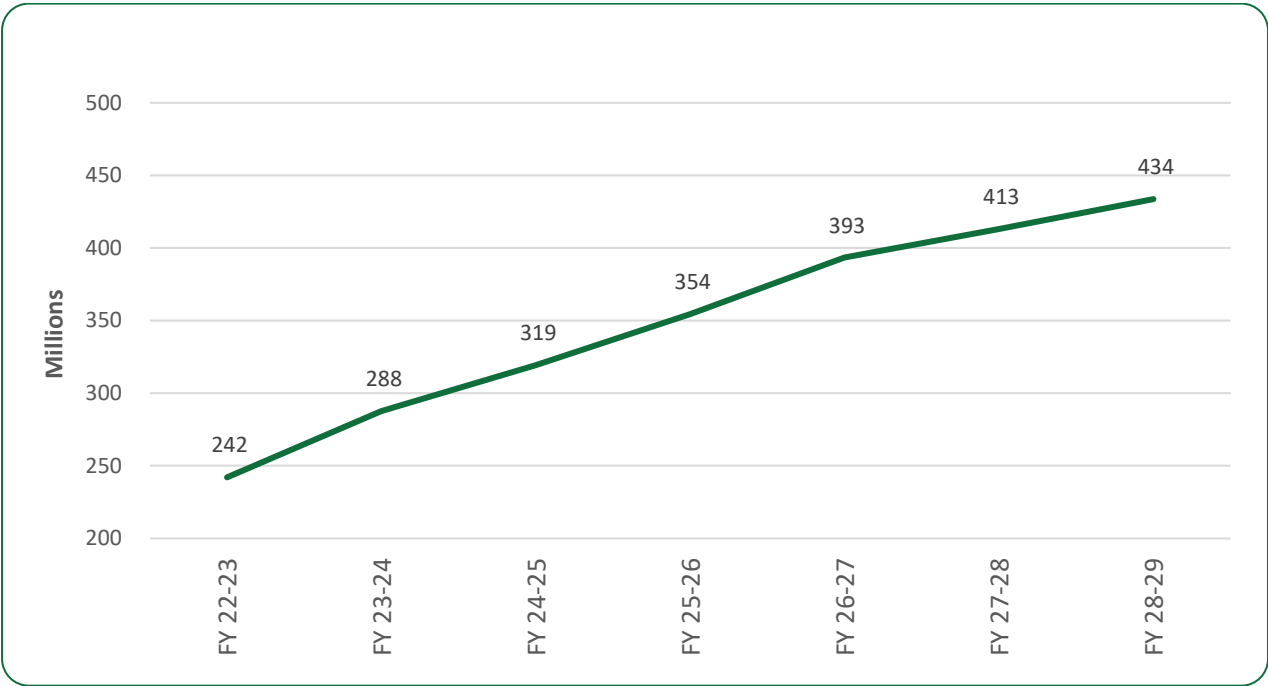
About the Agency

The 2021 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 2021 Urban Renewal Plan was adopted in 2021, 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.

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 Agency Actual and Projected Assessed Value



## Budget Message

It is my privilege to provide you, the citizens of the City of Sherwood, with the proposed 2021 Urban Renewal Agency (URA) budget for Fiscal Year 2024-2025 (FY2024-25).

The Agency budget consists of two funds: a General Operating Fund and a Capital Projects Fund. The Operating Fund is used to account for Agency administration costs and some economic development activities within the Urban Renewal Area. The Capital Projects Fund is used to account for construction projects and property purchases. All of the projects funded through the URA Capital Projects Fund are transferred to City ownership upon completion.

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

### **FY2024-25 Proposed Budget**

The proposed FY2024-25 Operations Fund budget consists of personal services, allocated overhead, and material and services expenses needed to continue administering the URA. Debt service payments account for 58% of the proposed expenditures, while personal services account for 29% of the proposed expenditures.

The proposed FY2024-25 Capital Projects Fund budget primarily includes appropriations for construction of a High-Arched Pedestrian Bridge across Highway 99W, final design and start of construction on Ice Age Drive and continuing moving forward with developing Tannery design plans for mass grading and site cleanup for approval by Department of Environmental Quality (DEQ). Funding for these projects will come from tax increment revenue and loans.

This promises to be another exciting year for the Agency. Projects that have lived in the imaginations of elected officials and Sherwood citizens for years are proceeding through meticulous planning, design and construction. I am looking forward to another active year of Agency progress and community achievement.

Respectfully Submitted,



Craig Sheldon  
URA Manager

## Operations Budget

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
<b>RESOURCES</b>						
\$ -	\$ 862,643	\$ 487,788	Beginning fund balance	\$ 504,513	\$ 504,513	\$ -
-	594,413	814,400	Revenue			
5,467	15,505	10,000	Taxes	1,266,696	1,266,696	-
5,467	609,918	824,400	Fines, interest and other	52,000	52,000	-
			Total revenue	1,318,696	1,318,696	-
			Other sources			
1,613,031	-	-	Issuance of long-term debt	-	-	-
1,613,031	-	-	Total other sources	-	-	-
<b>1,618,498</b>	<b>1,472,561</b>	<b>1,312,188</b>	<b>Total resources</b>	<b>1,823,209</b>	<b>1,823,209</b>	<b>-</b>
<b>REQUIREMENTS</b>						
			Expenditures			
			Personal services			
567	42,902	148,047	Salaries and wages	285,168	285,168	-
49	3,775	13,907	Payroll taxes	26,827	26,827	-
134	10,089	67,944	Benefits	129,890	129,890	-
750	56,766	229,898	Total personal services	441,885	441,885	-
			Materials and services			
-	9,250	10,750	Professional & technical	12,500	12,500	-
1,963	1,316	3,250	Other purchased services	7,250	7,250	-
-	-	-	Supplies	1,000	1,000	-
-	1,000	-	Community activities	-	-	-
273	12,730	138,041	Cost Allocation	167,053	167,053	-
2,236	24,296	152,041	Total materials & services	187,803	187,803	-
2,986	81,062	381,939	Total expenditures	629,688	629,688	-
			Debt service			
752,869	871,488	871,488	Interest	871,488	871,488	-
752,869	871,488	871,488	Total debt service	871,488	871,488	-
862,643	520,011	-	Ending Fund Balance	-	-	-
-	-	41,220	Contingency	131,870	131,870	-
-	-	17,541	Reserved for Future Years	190,163	190,163	-
<b>\$ 1,618,498</b>	<b>\$ 1,472,561</b>	<b>\$ 1,312,188</b>	<b>Total requirements</b>	<b>\$ 1,823,209</b>	<b>\$ 1,823,209</b>	<b>\$ -</b>

## Capital Projects:

**Pedestrian Bridge:** Construct a pedestrian bridge across 99W, Elwert and Kruger.

**Ice Age Drive:** Design Ice Age Drive in the Tonquin Employment Area to provide an east/west collector between Oregon Street and 124<sup>th</sup>.

**Tannery Site Clean Up:** Developing design plans for mass grading and site cleanup for approval by (DEQ).

## Capital Fund Budget

2021-22 Actual	2022-23 Actual	2023-24 Budget		2024-25 Proposed	2024-25 Approved	2024-25 Adopted
<b>RESOURCES</b>						
\$ -	\$ 25,034,596	\$ 23,387,706	Beginning fund balance	\$ 8,887,064	\$ 8,887,064	\$ -
-	-	7,000,000	Revenue			
131,207	438,655	133,000	Intergovernmental	4,000,000	4,000,000	-
131,207	438,655	7,133,000	Fines, interest and other	500,000	500,000	-
			Total revenue	4,500,000	4,500,000	-
			Other sources			
25,996,536	-	-	Issuance of long-term debt	12,000,000	12,000,000	-
25,996,536	-	-	Total other sources	12,000,000	12,000,000	-
<b>26,127,743</b>	<b>25,473,251</b>	<b>30,520,706</b>	<b>Total resources</b>	<b>25,387,064</b>	<b>25,387,064</b>	<b>-</b>
<b>REQUIREMENTS</b>						
			Expenditures			
			Personal services			
33,075	332,958	83,220	Salaries and wages	63,087	63,087	-
2,725	3,830	8,783	Payroll taxes	11,804	11,804	-
11,584	18,590	49,598	Benefits	38,128	38,128	-
47,383	355,378	141,601	Total personal services	113,019	113,019	-
			Materials and services			
200	350,116	200,000	Professional & technical	-	-	-
-	64,469	-	Facility and equipment	-	-	-
495	149,841	2,500	Other purchased services	55,500	55,500	-
-	118,624	-	Supplies	-	-	-
-	15,839	-	Minor equipment	-	-	-
41,143	46,295	177,345	Cost Allocation	145,890	145,890	-
41,838	745,184	379,845	Total materials & services	201,390	201,390	-
			Capital outlay			
-	2,693,457	54,000	Land	-	-	-
790,009	4,449,968	13,129,967	Infrastructure	23,789,250	23,789,250	-
-	2,975	-	Buildings	-	-	-
790,009	7,146,399	13,183,967	Total capital outlay	23,789,250	23,789,250	-
<b>879,231</b>	<b>8,246,962</b>	<b>13,705,413</b>	<b>Total expenditures</b>	<b>24,103,659</b>	<b>24,103,659</b>	<b>-</b>
			Debt service			
213,916	-	-	Issuance costs	-	-	-
213,916	-	-	Total debt service	-	-	-
25,034,596	17,226,289	-	Ending Fund Balance	-	-	-
-	-	16,815,293	Reserved for Future Years	1,283,405	1,283,405	-
<b>\$26,127,743</b>	<b>\$ 25,473,251</b>	<b>\$ 30,520,706</b>	<b>Total requirements</b>	<b>\$ 25,387,064</b>	<b>\$ 25,387,064</b>	<b>\$ -</b>

## Urban Renewal Debt Service

City Loans for Sherwood 2021 Urban Renewal Agency Projects			
	2021 Series A Full Faith and Credit	2021 Series B Full Faith and Credit	Total Debt on behalf of 2021 URA
Original Amount	\$ 3,975,300	\$ 19,640,000	\$ 23,615,300
Balance at 6/30/2024	3,975,300	19,640,000	23,615,300
Payment Source	Tax Increment		
Paying Fund	URA Operations		
Year Ending June 30			
2025	85,888	785,600	871,488
2026	85,888	785,600	871,488
2027	326,338	785,600	1,111,938
2028	326,324	785,600	1,111,924
2029	325,903	785,600	1,111,503
2030-2034	1,632,023	3,928,000	5,560,023
2035-2039	1,632,439	3,928,000	5,560,439
2040-2044	511,809	9,260,400	9,772,209
2045-2049	-	11,692,400	11,692,400
2050-2051	-	4,676,400	4,676,400
	<u>\$ 4,926,611</u>	<u>\$ 37,413,200</u>	<u>\$ 42,339,811</u>

Above is the current debt service schedule

URA Board of Directors Meeting

Date: June 18, 2024

- List of Meeting Attendees: ✓
- Request to Speak Forms: ✓
- Documents submitted at meeting: ✓

None.

URA Board of Directors Meeting Date: June 18, 2024

## ATTENDANCE SHEET

**NAME**

**ADDRESS**

**PHONE**




# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, June 18, 2024**

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

**URA BOARD MEETING**

- 1. CALL TO ORDER:** Chair Rosener called the meeting to order at 8:26 pm.
- 2. BOARD PRESENT:** Chair Tim Rosener, Vice Chair Kim Young, Board Members Keith Mays, Taylor Giles, Renee Brouse, and Doug Scott. Board Member Dan Standke attended remotely.
- 3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Public Works Utility Manager Rich Sattler, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, HR Director Lydia McEvoy, City Engineer Jason Waters, and Agency Recorder Sylvia Murphy.

**4. CONSENT AGENDA:**

**A. Approval of April 16, 2024 URA Board Meeting Minutes**

**MOTION: FROM BOARD MEMBER BROUSE TO APPROVE CONSENT AGENDA. SECONDED BY VICE CHAIR YOUNG. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.**

Chair Rosener addressed the next agenda item and the City Recorder read aloud the public hearings statement.

**5. PUBLIC HEARING:**

**A. URA Resolution 2024-003, Adopting the FY2024-25 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 David Bodway recapped that the URA Budget Committee had received the budget message, reviewed the proposed budget, heard public comment, and approved the proposed budget on May 23<sup>rd</sup>. 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 2024-25 budget for the 2021 URA. Mr. Bodway asked for discussion or questions from the Board. Chair Rosener opened the public hearing portion of the meeting and asked for comment or discussion from the Board on the proposed resolution. Chair Rosener opened the public hearing and asked for public comment. Hearing none, Chair Rosener closed the public hearing and asked for discussion or a motion from the Board. With no further comments or discussion, the following motion was stated.

**MOTION: FROM BOARD MEMBER BROUSE TO APPROVE URA RESOLUTION 2024-003, ADOPTING THE FY2024-25 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 BOARD MEMBER SCOTT. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.**

**6. ADJOURN**

Chair Rosener adjourned the meeting at 8:31 pm.

Attest:

  
Sylvia Murphy, MMC, Agency Recorder

  
Tim Rosener, Chair