



Home of the Tualatin River National Wildlife Refuge

SHERWOOD URBAN RENEWAL AGENCY BUDGET COMMITTEE MEETING May 27, 2015 MINUTES

1. CALL TO ORDER – Chair Shannon

COMMITTEE MEMBERS PRESENT: Mayor Clark, Council President Robinson, Councilor Kuiper, Neil Shannon, Andy Jensen, Andrew McConnell, Meerta Meyer and Brian Stecher

COMMITTEE MEMBERS CONFERENCED IN: Susan Claus, Councilor Harris and Kurt Studer

COMMITTEE MEMBERS ABSENT: Councilor Cook, Councilor King and Councilor Henderson

CITY STAFF PRESENT: City Manager Joe Gall, Finance Director Julie Blums, Assistant City Manager Tom Pessemier,

2. NEW BUSINESS

A. RECEIVE BUDGET MESSAGE – Tom Pessemier, Assistant City Manager (pg. 2)

Tom read the Budget Message; the FY15-16 capital projects primarily includes appropriations to:

- Construct a parking lot on the 1st Street Properties acquired by the URA in 2014
- Sidewalk Improvements in Old Town
- Old Town Alley conversion (between 1st and 2nd Streets)
- Signage for the Sherwood Center for the Arts

Funding for all projects will come from fund balance.

B. URBAN RENEWAL OVERVIEW – Tom Pessemier, Assistant City Manager (pg. 3)

It says “Operations Budget,” but we will probably change that title to “Operations and Capital,” so it is clear that this includes both portions. We used to have a separate Operations and Capital Budget, but this year we put them into one because our Capital Projects are going down so much.

Tom has heard the concern about the monuments. The ORS says that we can spend moneys on transportation type projects, as long as it was a project in the plan. The URA will have to take some action in order to change the plan to create a project that would encompass taking care of the monuments. That would also require them to go back and look at the list of priorities. Those are the two things that would have to happen before that money is spent, but he does not think those things need to happen before the money is allocated. It would be safe to add some money to the “Professional and Technical Services,” line of the Budget. Tom proposes to add \$30,000 instead of \$50,000.

What is not included in the Budget is money for The Center for the Arts. There could be some tenant improvements, which we are expecting to have to do, as well as some capital items. We will probably be able to do that in the Capital Infrastructure that we already have outlaid, but if we have to come back at some point, we will.

Councilor Robinson- Why do we go from \$15,000 to \$32,000 on the Professional and Technical without adding the additional \$30,000? Also, what is the Sale of Fixed Asset? **Julie-** The Sale of Fixed Asset: We are working to sell off the property that the URA owns and we are making the assumption that we will be selling off at least one of those properties in the next year. **Tom-** The Professional and Technical: We are in the proses of getting an intern working full time for 11 months of the year on Old Town activities that equals \$22,000.

Councilor Kuiper- On Furniture and Equipment, \$25,000 for signage for the Art Center seems cheap. **Tom-** We are limited to a 6x6 sign, due to city code, so it will not be large. Sign cost have also significantly come down because there are more options. **Councilor Kuiper-** Are you adding more signage to The Center for the Arts or just the reader board? **Tom-** We are hoping to accomplish 2 purposes in one. One is a monument sign that says "Center for the Arts," the other is the reader board.

Susan Claus- Do we have any city property on Highway 99? **Tom-** Not owned by the URA **Susan Claus-** It would be nice to get some off site signage in a high traffic area. **Tom-** That area is outside the URA boundary and we have had trouble getting other signs out there approved by ODOT because of the large number of signs already there.

Meerta Meyer- What about more directional signage that would lead people to The Center for the Arts? Is a reader board the most effective way to spend money at this point? **Tom-** the reader board would not be exclusively for The Center for the Arts. We currently have a reader board in the Robin Hood lot, this would really be to replace that. That sign is very expensive for us to maintain and put the letters up. We feel the cost saving from not using the Robin Hood sign and doing it electronically will pay for itself within a year or two.

Councilor Kuiper- The property that we are selling, is it downtown? **Tom-** It is on Main Street, just one house north of Columbia Street. It is the property that we purchased for the construction of the water quality facility, we did a lot line adjustment and are now ready to sell it.

3. PUBLIC COMMENT FOR SHERWOOD URBAN RENEWAL AGENCY BUDGET

Public comment opened, no requests to comment, public comment closed

4. COMMITTEE DISCUSSION

Susan Claus- There is a \$4M transfer, what is that? **Julie-** That is in the current year and it is a transfer in from the Operations Fund to the Capital Fund; between the two URA Funds.

Councilor Kuiper- Whose salaries are paid out of the URA? **Julie-** Tom's time, engineering's time... it's all related to who is working on those projects.

Meerta Meyer moves to add \$30,000 to the URA expenditures and reduce reserves to address the monuments, **Mayor Clark** seconds, Discussion about the motion, All approved, Motion passes

Susan Claus- On the May 20th attachment on page 16 that we had for the Budget Committee meeting, there is more detail for the URA. There is Administrative overhead of \$43,480 and an Engineering overhead on capital projects. I'm assuming that is a reimbursement. How are we calculating our administrative overhead reimbursement that we have done out of the URA Budget back into the normal City of Sherwood Budget? **Julie-** Explains overhead is calculated the same way for all funds. It's the administrative costs less any direct revenue those departments earn. Whatever is left, is allocated out to the other general fund departments and all of the other funds based on a proportional share of personal services charged to those departments and funds. **Susan Claus-** What rate is that? **Julie-** It's a proportional share. It's budgeted at about 40% of personal services, but we charge based on actuals. **Susan Claus-** Where did we come up with that 40%? **Julie-** It's based on the costs of the administrative division. **Susan Claus-** Can you put something together for the Budget Committee? **Julie-** It's on my list of things for us to look at later in the year during one of our quarterly meetings.

5. APPROVAL OF THE SHERWOOD URBAN RENEWAL AGENCY BUDGET AND TAX RATE

Chair Shannon moves to approve the proposed 2015-2016 Sherwood Urban Renewal District Budget including the prior motions to amend and to approve taxes for the 2015-2016 fiscal year of \$3,534,760 for operating purposes, **Andy Jensen** Seconds, All approved, Motion passes

6. CHAIR SHANNON ADJOURNED THE SHERWOOD URA BUDGET MEETING

Submitted by: Kelsey Beilstein, Finance Administrative Assistant, Minutes approved on: November 12, 2015