



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, June 16, 2015**

**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 16, 2015**  
(Following the City Council Meeting)

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

**URA BOARD REGULAR SESSION**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CONSENT AGENDA**

**A. Approval of June 2, 2015 URA Board Meeting Minutes**

**4. NEW BUSINESS**

**A. URA Resolution 2015-003 Transferring Budget Expenditure Appropriations between Categories and Funds for Budget Year 2014-15 (Julie Blums, Finance Director)**

**5. PUBLIC HEARING**

**A. URA Resolution 2015-004 Adopting the 2015-16 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 (Julie Blums, Finance Director)**

**6. STAFF REPORT**

**7. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, June 2, 2015  
22560 SW Pine Street, Sherwood, Oregon 97140**

**REGULAR SESSION**

1. **CALL TO ORDER:** Chair Krisanna Clark called the meeting to order at 8:45 pm.
2. **BOARD PRESENT:** Chair Clark, Sally Robinson, Jennifer Kuiper, Jennifer Harris, Dan King and Beth Cooke. Linda Henderson was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, and Agency Recorder Sylvia Murphy. City Attorney Paul Elsner.

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

4. **CONSENT AGENDA:**

A. **Approval of April 21, 2015 URA Board Meeting Minutes**

**MOTION: FROM JENNIFER KUIPER TO APPROVE THE CONSENT AGENDA, SECONDED BY JENNIFER HARRIS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (LINDA HENDERSON WAS ABSENT).**

Chair Clark addressed the next agenda item.

5. **NEW BUSINESS:**

A. **URA Resolution 2015-002 Approving a Façade Grant for Sherwood Midday Lodge #164, 22536 SW Washington Street**

Assistant City Manager Tom Pessemier explained the location of the Midday Lodge. He said the building has had two previous façade grants, one for approximately \$1000 and the other for about \$9000 to do façade improvements on the front of the building. He said the last application was received about three years ago. He said currently they are looking to improve the alley to change out some of the windows and redo veneer that is on the bricks and do some painting. Tom stated staff reviewed the request and it meets the required program criteria. He said the planning department also reviewed the application and staff noted depending on how the applicant does things, especially the windows, the applicant might have to go back for a landmark alteration application. He said if the URA Board approves this, he added information that it was contingent on the applicant receiving approval from the planning department and the landmark alteration process, if needed.

Tom stated when we adopted the façade grant legislation in 2014, the URA Board allocated \$100,000 to the program and \$30,000 went to the Smockville Montessori School, which leaves about \$70,000 in the program, and if this application is approved and the applicant uses the entire \$15,000, we will have

about \$55,000 left in the program. He said this would be enough for another 3.5 facades to be approved.

Chair Clark thanked staff, said she is a huge proponent of the façade grants, and said it's a great opportunity to revitalize our downtown area with little investment, as it's a joint investment with property owners. She said she is in favor of approving the façade grant.

Tom stated the applicant was present if the Board had questions. The applicant came forward and stated he did not have any comments. The Board did not have any questions of the applicant.

Chair Clark asked for Board questions or comments.

Ms. Harris stated she would like to see a before and after photo. General discussion occurred.

Chair Clark asked for a motion.

**MOTION: FROM SALLY ROBINSON TO ADOPT URA RESOLUTION 2015-002, SECONDED BY CHAIR CLARK, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (LINDA HENDERSON WAS ABSENT).**

## **6. STAFF REPORT:**

Tom stated he did not have a staff report and said we are continuing to see good activity in Old Town, and said Blue Plume Studio has moved in.

Ms. Robinson asked about the status of the tenants for the Sherwood Center for the Arts. Tom replied we have met as a committee and have three applications so far, with possibly a fourth one coming in. He said the committee reviewed the applications and met with them, and the committee will be getting back together to either conduct interviews or see if we have additional questions, or have enough information to make a decision. He said we heard from the committee to try and make a second effort to target restaurants that would benefit the Center and Old Town. He said we have been working on pursuing leads.

Tom stated the URA applied for a RARE participant and we heard today that we did not receive a person. He said they had a lot more applicants than students and there was more need in other communities.

Ms. Harris stated she heard 503 Uncorked was moving to the location of the vacant Bank of Oswego Sherwood branch. Tom said he knew they were looking at trying to expand but does not know where they are in that process or what's happening.

## **7. ADJOURN:**

Chair Clark adjourned at 8:55 pm and convened to a URA Board Executive Session.

## **EXECUTIVE SESSION**

**1. CALL TO ORDER:** Chair Clark called the Executive Session to order at 8:58 pm.

2. **BOARD PRESENT:** Chair Clark, Sally Robinson, Jennifer Kuiper, Jennifer Harris, Dan King and Beth Cooke. Linda Henderson was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, and Agency Recorder Sylvia Murphy. City Attorney Paul Elsner.
4. **TOPIC:**
  - A. Real Property Transactions and Exempt Public Records, Pursuant to ORS 192.660 (2)(e) and (f).

5. **ADJOURN:**

Chair Clark adjourned at 9:36 pm.

Submitted by:

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Sylvia Murphy, MMC, Agency Recorder

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Krisanna Clark, Chair

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

**FROM:** Julie Blums, Finance Director  
Through: Joseph Gall, ICMA-CM, District Manager

**SUBJECT: URA Resolution 2015-003, Transferring Budget Expenditure Appropriations between Categories and Funds for Budget Year 2014-15**

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**Issue:**

Shall the URA Board approve a budget transfer resolution for the URA Operations and Capital Funds?

**Background:**

URA Operations Fund

- Additional staff time than anticipated was needed to work on the sale of property owned by the URA, attaining tenants for the retail space at the Arts Center, and for business development in Old Town.
- Property taxes on the new 1<sup>st</sup> Street property were required for the first year.
- The final transfer to General Construction for the Cedar Creek Trail project was needed to fulfill the URA funding component of this project. This funding was expected to be complete in FY13-14; however, costs crossed over into FY14-15.

URA Capital Fund

- The purchase of the 1<sup>st</sup> Street property was anticipated to be complete prior to FY13-14 year end; however, the final sale was finished in July of 2014.

This resolution does not increase expenditure authorization in the URA Operations Fund, it only transfers spending authorization from one category to another. Total expenditure authorization will increase in the URA Capital Fund, offset by a transfer in from the URA Operations Fund.

**Recommendations:**

Staff respectfully recommends approval by the URA Board of URA Resolution 2015-003, transferring budget expenditure appropriations between categories and funds for budget year 2014-15.



**URA RESOLUTION 2015-003**

**TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES AND FUNDS FOR BUDGET YEAR 2014-15**

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

**WHEREAS**, the following events have occurred:

URA Operations Fund

- Additional staff time than anticipated to work on the sale of property owned by the URA, attaining tenants for the retail space at the Arts Center, and for business development in Old Town.
- Property taxes on the new 1<sup>st</sup> Street property required for the first year.
- Transfer to General Construction for the Cedar Creek Trail project, the URA funding component was expected to be complete in FY13-14, however costs crossed over into FY14-15.

URA Capital Fund

- The purchase of the 1<sup>st</sup> Street property was anticipated to be complete prior to FY13-14 yearend; however the final sale was finished in July of 2014.

**WHEREAS**, said changes will not alter the total appropriations in the URA Operations Fund. Total appropriations will increase in the URA Capital Fund, offset by a transfer in from the URA Operations Fund.

**NOW, THEREFORE, THE SHERWOOD URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:**

**Section 1.** Appropriations for the 2014-15 fiscal year are increased/(decreased) in the following amounts:

<b>URA Operations Fund</b>	<b>Current</b>	<b>Change</b>	<b>Revised</b>
Personal Services	34,357	20,000	54,357
Materials and Services	73,502	2,500	76,002
Transfers Out to URA Capital	4,000,000	55,000	4,055,000

Transfers Out to General Construction	0	35,000	35,000
Contingency	<u>180,177</u>	<u>(112,500)</u>	<u>67,677</u>
Revised Total Requirements	4,288,036	\$ -	4,288,036

<b>URA Capital Fund</b>	<b>Current</b>	<b>Change</b>	<b>Revised</b>
Transfers In from URA Operations	4,000,000	55,000	4,055,000
Personal Services	125,080	(15,000)	110,080
Materials and Services	89,761	(10,000)	79,761
Capital Outlay	<u>3,786,262</u>	<u>80,000</u>	<u>3,866,262</u>
Revised Total Requirements	4,001,103	\$ 55,000	4,056,103

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

**Duly passed by the Sherwood Urban Renewal Agency Board this 16th day of June 2015.**

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Krisanna Clark, Chair

Attest:

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Sylvia Murphy, MMC, Agency Recorder

**Agency Meeting Date:** June 16, 2015

**Agenda Item:** Public Hearing

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

**FROM:** Julie Blums, Finance Director  
Through: Joseph Gall, ICMA-CM, District Manager

**SUBJECT: URA Resolution 2015-004, Adopting the 2015-16 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**

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**ISSUE:**

Shall the URA Board adopt the FY2015-16 URA Budget?

**BACKGROUND:**

On May 27, 2015, the Budget Committee received the budget message, heard public comment, and approved the proposed budget with one change. The Committee voted unanimously to increase the expenditures by \$30,000 to do a feasibility study and cost estimate to remove and replace monuments in Old Town.

Today, June 16, 2015, the Board is holding a public hearing on the approved FY2015-16 budget. The final step of the budget process is the adoption of the FY2015-16 budget. The budget is available for review at the City Hall reception desk and in the library. A copy of the budget can also be found on the City's website under the Finance Department section.

**RECOMMENDATIONS:**

Staff respectfully recommends approval by the URA Board of URA Resolution 2015-004, adopting the FY2015-16 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 2015-004**

**ADOPTING THE 2015-16 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 has approved and recommended a balanced budget to the Urban Renewal Agency Board of Directors on May 27, 2015; and

**WHEREAS**, in accordance with State law, the Urban Renewal Agency Board of Directors held a public hearing on the budget as approved 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 URBAN RENEWAL AGENCY BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

**Section 1: Adoption of the FY 2015-16 Budget.** The Urban Renewal Agency Board of Directors of the City of Sherwood, Oregon hereby adopts the budget for the City of Sherwood Urban Renewal Agency for fiscal year 2015-16 in the sum of \$5,703,715, now on file at City Hall.

**Section 2: Making Appropriations.** The amounts for the fiscal year beginning July 1, 2015 and for the purposes shown below are hereby appropriated as follows:

	URA Operations Fund
Operations Department	753,119
Debt Service	1,589,605
Contingency	180,177
Reserved for Future Years	3,180,814
<b>Total</b>	<b>\$5,703,715</b>

**Section 3: Imposing and Categorizing Taxes:** Be it resolved that the Urban Renewal Agency Board of Directors of the City of Sherwood hereby resolves to certify to the county assessor a request

for the Urban Renewal District Old Town Plan Area for \$3,534.760 that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

**Duly adopted by the Urban Renewal Agency Board of Directors this 16<sup>th</sup> day of June 2015.**

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Krisanna Clark, Board Chair

Attest:

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Sylvia Murphy, MMC, Agency Recorder