



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 7, 2011

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

4:30pm URA Board Work Session

**URA Board of Directors Meeting
(Following the City Council Meeting)**

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

Tuesday, June 7, 2011
Following the City Council Meeting

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

WORK SESSION 4:30PM

REGULAR URA MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT

A. Approval of May 17, 2011 URA Board of Directors Meeting Minutes

4. PUBLIC HEARING

A. URA Resolution 2011-012 adopting the 2011-12 Budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Administrator to take such action necessary to carry out the adopted budget (Craig Gibons, Finance Director)

5. STAFF REPORTS

6. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
May 17, 2011
22560 SW Pine Street, Sherwood Oregon 97140**

REGULAR URA BOARD MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board meeting to order at 8:14pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and David Luman.
3. **STAFF & LEGAL COUNSEL PRESENT:** City Manager Jim Patterson, Police Captain Mark Daniel, Finance Director Craig Gibbons, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier and District Recorder Sylvia Murphy. City attorney Chris Crean.

Chair Mays addressed the Consent Agenda and asked for a motion.

4. CONSENT AGENDA

- A. **Approval of April 19, 2011 URA Board of Directors Meeting Minutes**
- B. **Approval of May 4, 2011 URA Board of Directors Meeting Minutes**
- C. **URA Resolution 2011-008 amending URA Resolutions and reassigning legislative numbers**

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY ROBYN FOLSOM, ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. NEW BUSINESS:

- A. **URA Resolution 2011-009 Authorizing the Urban Renewal Agency Administrator to award a contract to construct the Plaza Improvements for the Cannery Square Project**

Economic Development Manager Tom Nelson came forward and explained the resolution. Mr. Nelson informed the board that the contract would be awarded to JP Contractors Incorporated.

Chair Mays asked for questions.

Mr. Butterfield recused himself from participating as his company is doing some work on the Plaza.

Ms. Henderson asked questions about the specifics of the bid. Mr. Nelson answered that the bid was for all of the construction of the plaza including audio video equipment and confirmed that the project was at or under budget.

Mr. Langer asked if this included the grass and the art work. Tom Nelson confirmed that the bid was for the grass, but that the artwork will be done at a later time.

Chair Mays asked what the completion date was. Tom replied that the anticipate completion date was prior to November 23, 2011. He explained the construction staging will happen through Columbia Street and Highland Drive.

With no other comments or discussion the following motion was received.

MOTION: FROM MS. HENDERSON TO ADOPT URA RESOLUTION 2011-009, SECONDED BY MR. LANGER. ALL BOARD MEMBERS VOTED IN FAVOR, MR. BUTTERFIELD DID NOT PARTICIPATE.

Chair Mays addressed the next agenda item.

B. URA Resolution 2011-010 Providing for the creation of a new fund, Capital Projects Fund

Finance Director Craig Gibons explained the resolution. No questions or comments were received. The following motion was made.

MOTION: FROM MS. FOLSOM TO ADOPT URA RESOLUTION 2011-010, SECONDED BY MR. BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

C. URA Resolution 2011-011 Transferring budget expenditure appropriations between categories for budget year 2010-11

Finance Director Craig Gibons explained the resolution.

Ms. Henderson confirmed this was only an adjustment. Mr. Gibons confirmed.

With no other questions or comments, the following motion was received.

MOTION: FROM MR. BUTTERFIELD TO ADOPT URA RESOLUTION 2011-011, SECONDED BY MR. LUMAN. ALL BOARD MEMBERS VOTED IN FAVOR.

6. STAFF REPORTS: None

7. ADJOURNED: Chair Mays adjourned the URA Board meeting at 8:21pm.

Sylvia Murphy, CMC, District Recorder

Keith S. Mays, Chairman

URA Board Meeting Date: June 7, 2011

Agenda Item: Public Hearing

TO: Urban Renewal Agency Board of Directors

FROM: Craig Gibons, Budget Officer

**SUBJECT: URA RESOLUTION 2011- 012, ADOPTING THE 2011-12 CITY OF
SHERWOOD URBAN RENEWAL AGENCY BUDGET**

ISSUE: Adoption of the 2011-12 URA Budget

BACKGROUND: On May 11, 2011, the Agency's Budget Committee received the budget message, heard public comment, and approved the budget. Notice of the approved budget has been published in accordance with Oregon Local Budget Law. The final steps of the budget process are for the Board to hold a public hearing and then adopt the 2011-12 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 in the Finance Department section.

RECOMMENDATIONS: Staff recommends approving URA Resolution 2011-012, adopting the 2011-12 City of Sherwood Urban Renewal Agency budget.



URA RESOLUTION 2011-012

A RESOLUTION ADOPTING THE 2011-12 BUDGET OF THE CITY OF SHERWOOD URBAN RENEWAL AGENCY, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE AGENCY ADMINISTRATOR 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 11, 2011; and

WHEREAS, in accordance with State law, 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 URBAN RENEWAL AGENCY OF THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1: Adoption of the 2011-12 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 2011-12 in the sum of \$11,787,171, now on file at City Hall.

Section 2: Making Appropriations. The amounts for the fiscal year beginning July 1, 2011 and for the purposes shown below are hereby appropriated as follows:

	URA Operations Fund	URA Capital Fund
Personal Services	100,982	65,185
Materials and Services	154,569	50,973
Capital Outlay	42,000	3,893,783
Debt Service	2,957,257	0
Contingency	2,938,443	0
Total	6,193,252	4,009,941

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 the 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: Effective Date: This Resolution shall be in effect upon its approval and adoption.

Duly adopted by the Urban Renewal Agency Board of Directors this 7th day of June 2011.

Keith S. Mays, Board Chair

Attest:

Sylvia Murphy, CMC, District Recorder

City of Sherwood, Oregon Urban Renewal District

22560 SW Pine Street
Sherwood, OR 97140

Approved Budget

2011-2012



Budget Committee

Board of Directors

Board Chair
Board President
Board Member
Board Member
Board Member
Board Member
Board Member
Board Member

Keith Mays
Dave Grant
Bill Butterfield
Robyn Folsom
Linda Henderson
Matt Langer
Dave Luman

Citizens

Chair
Vice Chair
Citizen Member
Citizen Member
Citizen Member
Citizen Member
Citizen Member

Kimberly Rocha-Pearson
Ivonne Pflaum
Irene Baker
Timothy Carkin
Perry Francis
Steve Munsterman
Lynette Waller

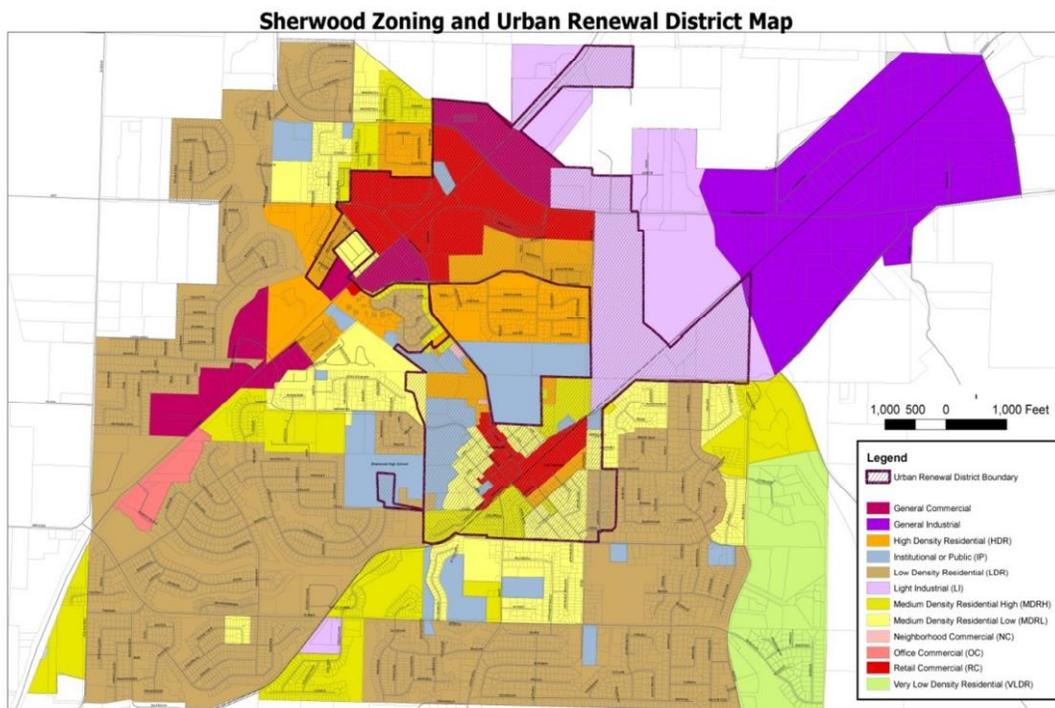
District Administrator
Finance Director/Budget Officer

Jim Patterson
Craig Gibons

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Budget Message for FY 2011-12

The City of Sherwood Urban Renewal Agency (URA) is a legally separate entity from the City. 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 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, and do not take revenue away from other taxing districts. Urban Renewal Tax Collections are used to initiate development that would not be financially feasible without infrastructure improvements made possible by urban renewal financing.

2010-11 Accomplishments

- Façade Grants totaling \$37,863 for Let's Make Music and Bella Via.
- Oregon Infrastructure Financing Authority Cannery Loan was approved.
- Cannery PUD was approved and construction has commenced.
- The non-profit, Businesses of Old Town Sherwood (BOOTS) was formed and a Resource Assistance for Rural Environments (RARE) intern was in position for 10 months, successfully promoting Old Town through events and marketing.
- Completed two Small Business Workshop series in the fall and spring.

2011-2012 Goals, Strategies, Values and Activities

Goal: *The City of Sherwood will promote responsible Economic Development which benefits the community*

Strategies:

Support existing businesses and recruit additional businesses that provide local family wage jobs.

Activities

- Coordinate Cannery Redevelopment
- Promote Sherwood through Business Oregon, Regional Partners, and OEDA involvement
- Promote Oregon Prospector listing of commercial and industrial sites
- Assist with BOOTS efforts in the implementation of the Old Town Marketing Plan
- Strategize with PCC and the Chamber to provide additional business training

Performance Measures

- Complete Cannery Project streets, infrastructure, and Plaza construction
- Track number of recruitment proposals
- Track business retention visits
- Track number of properties listed

- Increase in number of businesses in Old Town
- Hold additional Small Business Workshops in the Fall and Spring

Develop the infrastructure and services necessary to support economic development in Sherwood.

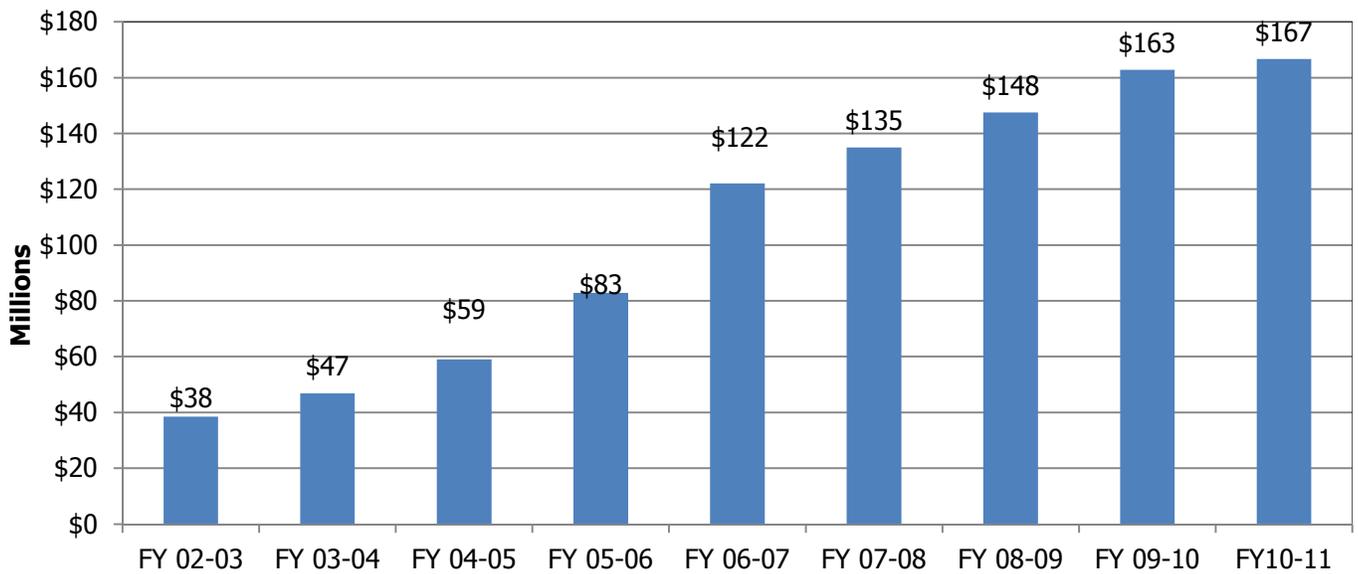
Activities

- Implement an infrastructure Financing Plan for the Urban Renewal District
- Develop URA Plan expansion options to include new employment lands

Performance Measures

- Financing plan complete
- URA plan options complete and ready for consideration
- Increase in assessed value of properties in the district

Urban Renewal District Incremental Assessed Value



Urban Renewal Operations Budget

	2008-09 Actual	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
SOURCES							
Beginning fund balance	\$ 1,181,140	\$ 2,792,650	\$ 2,877,087	\$ 1,810,913	\$ 2,865,240	\$ 2,865,240	
Revenue							
Taxes	2,667,057	3,019,360	2,794,616	2,887,500	3,292,012	3,292,012	
Charges for services	-	42,081	-	-	-	-	
Fines, interest and other	365,000	45,825	28,000	36,000	36,000	36,000	
Total revenue	3,032,057	3,107,267	2,822,616	2,923,500	3,328,012	3,328,012	
Other sources							
Issuance of long-term debt	6,065,000	1,000,000	9,000,000	5,500,000	-	-	
Total other sources	6,065,000	1,000,000	9,000,000	5,500,000	-	-	
Total sources	10,278,197	6,899,916	14,699,703	10,234,413	6,193,252	6,193,252	
USES							
Expenditures							
Personal services							
Salaries and wages	96,036	116,886	103,234	124,155	68,496	68,496	
Payroll taxes	8,325	9,866	9,666	10,877	6,002	6,002	
Benefits	31,261	35,828	31,823	38,622	26,484	26,484	
Total personal services	135,621	162,580	144,722	173,654	100,982	100,982	
Materials and services							
Professional & technical	161,203	403,938	305,000	115,000	52,000	52,000	
Facility and equipment	6,114	6,807	-	6,383	6,500	6,500	
Other purchased services	16,327	18,708	18,970	12,552	16,596	16,596	
Supplies	5,152	2,576	3,600	800	-	-	
Community activities	145,000	27,464	121,200	51,200	1,200	1,200	
Other materials & services	104,148	83,347	79,728	84,620	78,273	78,273	
Total materials & services	437,944	542,840	528,498	270,555	154,569	154,569	
Capital outlay							
Land	3,329,000	577,299	350,000	-	-	-	
Infrastructure	1,480,180	2,172,072	9,000,000	5,161,014	42,000	42,000	
Buildings	150,000	-	-	-	-	-	
Total capital outlay	4,959,180	2,749,370	9,350,000	5,161,014	42,000	42,000	
Debt service							
Principal	1,135,166	911,016	940,917	940,917	2,093,342	2,093,342	
Interest	817,636	723,198	823,033	823,033	863,915	863,915	
Total debt service	1,952,802	1,634,213	1,763,950	1,763,950	2,957,257	2,957,257	
Total expenditures	7,485,547	5,089,003	11,787,170	7,369,174	3,254,808	3,254,808	
Other uses							
Ending Fund Balance	2,792,650	1,810,913	-	-	-	-	
Contingency			2,912,533	2,865,240	2,938,443	2,938,443	
Total uses	10,278,197	6,899,916	14,699,703	10,234,413	6,193,252	6,193,252	

In their November/2010 issue, *Forbes* magazine ranked the Portland/Vancouver metro area in the top 10 metropolitan area for business and careers.

Urban Renewal Capital Projects

Sherwood Forest Senior Community: The Sherwood Urban Renewal Agency purchased property adjacent to the Senior Center in 2009 that will facilitate the extension of Cedar Creek trail and allow for the construction of senior affordable housing. The URA, in partnership with a non-profit will donate the necessary property and pre-development to access a HUD-202 grant for the construction of a 30 unit affordable housing complex for senior citizens. The budgeted expenses are for pre-development costs, and will help in providing the necessary match for the HUD-202 grant proposal.

The project, once completed, will be maintained by the non-profit.

Plaza Development: One element of the Cannery Square project is construction of the 13,000 square foot plaza approved by the Planning Commission and City Council. The budgeted expenses are projected to cover the remainder of expenses for this project which should be completed by December/2011. Funding has already been accessed through an \$8.5 million loan from the State of Oregon Infrastructure Finance Authority.

Maintenance of the plaza will be performed by the Public Works department.

Community Center Building Development: Another element of the Cannery Square project is the redevelopment of the Product Manufacturing building which was once the Portland Cannery Company warehouse. This is the only building remaining of a once major industry in Sherwood. It will be redeveloped into retail and community center space already approved by the City Council. Funding has already been accessed through an \$8.5 million loan from the State of Oregon Infrastructure Finance Authority. The project is expected to be completed by late summer of 2012.

Maintenance of the building and grounds will be performed by the Public Works department.



Urban Renewal Capital Budget

	2008-09 Actual	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
SOURCES							
Beginning fund balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue							
Intergovernmental	-	-	-	-	42,000	42,000	
Total revenue	-	-	-	-	42,000	42,000	
Other sources							
Issuance of long-term debt	-	-	-	-	3,967,941	3,967,941	
Total other sources	-	-	-	-	3,967,941	3,967,941	
Total sources	-	-	-	-	4,009,941	4,009,941	
USES							
Expenditures							
Personal services							
Salaries and wages	-	-	-	-	44,544	44,544	
Payroll taxes	-	-	-	-	3,973	3,973	
Benefits	-	-	-	-	16,668	16,668	
Total personal services	-	-	-	-	65,185	65,185	
Materials and services							
Other purchased services	-	-	-	-	456	456	
Other materials & services	-	-	-	-	50,517	50,517	
Total materials & services	-	-	-	-	50,973	50,973	
Capital outlay							
Land	-	-	-	-	350,000	350,000	
Infrastructure	-	-	-	-	3,543,783	3,543,783	
Total capital outlay	-	-	-	-	3,893,783	3,893,783	
Debt service							
Total debt service	-	-	-	-	-	-	
Total expenditures	-	-	-	-	4,009,941	4,009,941	
Other uses							
Ending Fund Balance	-	-	-	-			
Contingency							
Total uses	-	-	-	-	4,009,941	4,009,941	

In FY 2010 statewide collection of tax increment for investment by Urban Renewal Districts was over \$212 million.

Debt Service Expenditures to Maturity

City Loans for Sherwood Urban Renewal Agency Projects

	2003 Civic Building	2003 OECD	2004 Land Purchase	2005 Old School & Sports Field	2006 Downtown Streets
Original Amount	\$ 2,435,000	\$ 5,845,708	\$ 350,000	\$ 830,000	\$ 1,800,000
Balance at 6/30/11	580,000	4,254,561	105,000	568,000	1,376,005
Payment Source	URA property taxes				
Paying Fund	Urban Renewal Agency				
Year Ending June 30					
2012	305,590	438,486	39,681	80,336	175,396
2013	305,473	435,853	37,809	78,769	175,416
2014	-	437,879	35,983	80,145	175,398
2015	-	434,138	-	80,314	175,396
2016	-	434,738	-	79,334	175,386
2017	-	434,938	-	80,239	175,396
2018	-	434,483	-	80,657	175,395
2019	-	438,353	-	80,487	175,386
2020	-	436,313	-	79,830	175,397
2021	-	438,553	-	-	175,398
2022	-	434,828	-	-	43,849
2023	-	435,496	-	-	-
2024	-	435,234	-	-	-
2025	-	-	-	-	-
2026	-	-	-	-	-
2027	-	-	-	-	-
2028	-	-	-	-	-
2029	-	-	-	-	-
2030	-	-	-	-	-
2031	-	-	-	-	-
2032	-	-	-	-	-
2033	-	-	-	-	-
2034	-	-	-	-	-
2035	-	-	-	-	-
2036	-	-	-	-	-
	\$ 611,063	\$ 5,669,292	\$ 113,473	\$ 720,111	\$ 1,797,813

Debt Service Expenditures to Maturity

City Loans for Sherwood Urban Renewal Agency Projects

	2006 Downtown Streets	2010 Streets & Cannery	2010 Cannery	Total Debt on behalf of URA
Original Amount	\$ 6,400,000	\$ 7,065,000	\$ 8,500,000	33,225,708
Balance at 6/30/11	5,538,077	6,820,000	1,000,000	20,241,643
	URA property taxes Urban Renewal Agency			
Year Ending June 30				
2012	483,820	554,820	-	2,078,129
2013	485,419	553,345	425,000	2,497,084
2014	481,619	551,360	425,000	2,187,384
2015	482,619	553,865	425,000	2,151,332
2016	483,219	555,605	425,000	2,153,282
2017	483,419	551,580	425,000	2,150,572
2018	483,220	552,045	425,000	2,150,800
2019	482,619	551,745	425,000	2,153,590
2020	481,619	555,680	425,000	2,153,839
2021	484,863	553,595	425,000	2,077,409
2022	482,263	555,768	425,000	1,941,708
2023	484,088	553,563	425,000	1,898,147
2024	485,276	550,660	425,000	1,896,170
2025	480,656	552,060	425,000	1,457,716
2026	485,343	552,530	425,000	1,462,873
2027	484,156	552,070	425,000	1,461,226
2028	-	555,680	425,000	980,680
2029	-	553,128	425,000	978,128
2030	-	554,645	425,000	979,645
2031	-	-	425,000	425,000
2032	-	-	425,000	425,000
2033	-	-	-	0
2034	-	-	-	0
2035	-	-	-	0
2036	-	-	-	-
	\$ 7,734,218	\$ 10,513,744	\$ 8,500,000	\$ 35,659,714

