



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 24, 2025

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

URA Board of Directors Special Meeting
(Following the 6:00 pm City Council Special Meeting)

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

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

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URA BOARD SPECIAL MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

A. Approval of May 20, 2025 URA Board Meeting Minutes (Sylvia Murphy, Agency Recorder)

4. CITIZEN COMMENTS

5. PUBLIC HEARINGS

A. URA Resolution 2025-005, Adopting the BY2025-27 budget of the City of Sherwood 2021 Urban Renewal Agency for the Biennial Budget Period July 1, 2025 to June 30, 2027, 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)

6. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, May 20, 2025**

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

URA BOARD MEETING

1. **CALL TO ORDER:** Chair Tim Rosener called the meeting to order at 7:59 pm.
2. **BOARD PRESENT:** Chair Tim Rosener, Vice Chair Kim Young, Board Members Keith Mays (remote), Renee Brouse (remote), Taylor Giles, Doug Scott and Dan Standke.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, HR Director Lydia McEvoy, Finance Director David Bodway, and City Recorder Sylvia Murphy.

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

4. CONSENT AGENDA:

- A. Approval of March 18, 2025 URA Board Meeting Minutes
- B. URA Resolution 2025-003, Adopting a Plan of Action for Financial Control Deficiencies
- C. URA Resolution 2025-004, Authorizing an Interfund Loan from the Water Fund to the 2021 URA Capital Projects Fund

MOTION: FROM VICE CHAIR KIM YOUNG TO APPROVE THE CONSENT AGENDA, SECONDED BY TAYLOR GILES. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Chair Rosener addressed the next agenda item.

5. CITIZEN COMMENTS

No comments were received, and Chair Rosener adjourned the meeting at 8:02 pm.

6. ADJOURN

Attest:

Sylvia Murphy, MMC, Agency Recorder

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 and Sebastian Tapia, Interim City Attorney

SUBJECT: **URA Resolution 2025-005, adopting the BY2025-27 budget of the City of Sherwood 2021 Urban Renewal Agency for the Biennial Budget Period July 1, 2025 to June 30, 2027, 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 Board adopt the BY2025-27 2021 URA Budget as approved by the URA Budget Committee?

Background:

On June 5, 2025, the URA Budget Committee received the budget message, heard public comment, and on June 5, 2025, approved the proposed biennial budget. The final steps of the budget process are for the URA Board to hold a public hearing and then adopt the BY2025-27 budget for the biennial budget period of July 1, 2025 to June 30, 2027.

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 approving URA Resolution 2025-005, adopting the BY2025-27 budget of the City of Sherwood 2021 Urban Renewal Agency for the biennial budget period July 1, 2025 to June 30, 2027, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted budget.



URA RESOLUTION 2025-005

ADOPTING THE BY2025-27 BUDGET OF THE CITY OF SHERWOOD 2021 URBAN RENEWAL AGENCY FOR THE BIENNIAL BUDGET PERIOD JULY 1, 2025 TO JUNE 30, 2027, 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 5, 2025; and

WHEREAS, in accordance with State law, on June 24, 2025, 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 BY2025-27 Budget.** The Board of Directors of the Urban Renewal Agency of the City of Sherwood, Oregon hereby adopts the biennial budget for the City of Sherwood 2021 Urban Renewal Agency for the biennial budget period July 1, 2025 to June 30, 2027 in the sum of \$31,372,816 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, 2025 and for the purposes shown below are hereby appropriated as follows:

2021 URA Operations Fund	
Operations Department	\$1,125,764
Debt Service	2,857,426
Contingency	600,000
TOTAL APPROPRIATED	\$4,583,190
Unappropriated Reserved Balance	243,548
	<u>\$4,826,738</u>

2021 URA Capital Fund	
Capital Department	\$22,619,274
TOTAL APPROPRIATED	22,619,274
Unappropriated Reserved Balance	3,926,804
	<u>\$26,546,078</u>

Total Adopted Budget for BY2025-27 \$31,372,816

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 for tax year 2025-2026 and 2026-2027.

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 24th day of June, 2025.

Tim Rosener, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder



CITY OF SHERWOOD

2021 URBAN RENEWAL BY2025-27 APPROVED BUDGET



City of Sherwood 2021 Urban Renewal Agency Biennial Budget

For the Budget Period
July 1, 2025 - June 30, 2027

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*

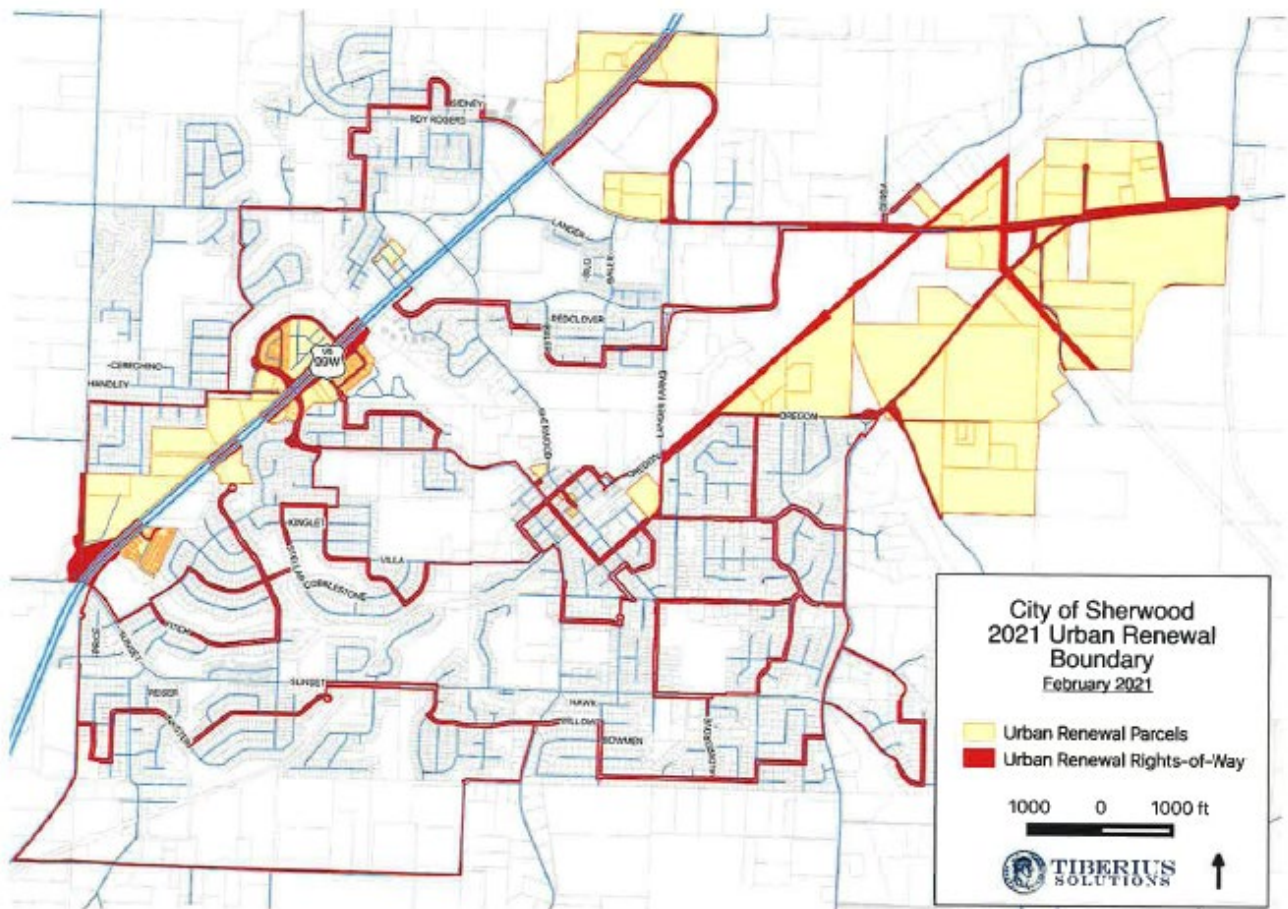
BUDGET COMMITTEE:

Kady Strode, *Chair*
Matthew Kaufman, *Vice Chair*
Brian Fairbanks
Lana Painter
Thomas Sherwood
Nancy Taylor
Aaron Wiebe

CITY STAFF:

Craig Sheldon, *City Manager / URA Manager*
David Bodway, *Finance Director*

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



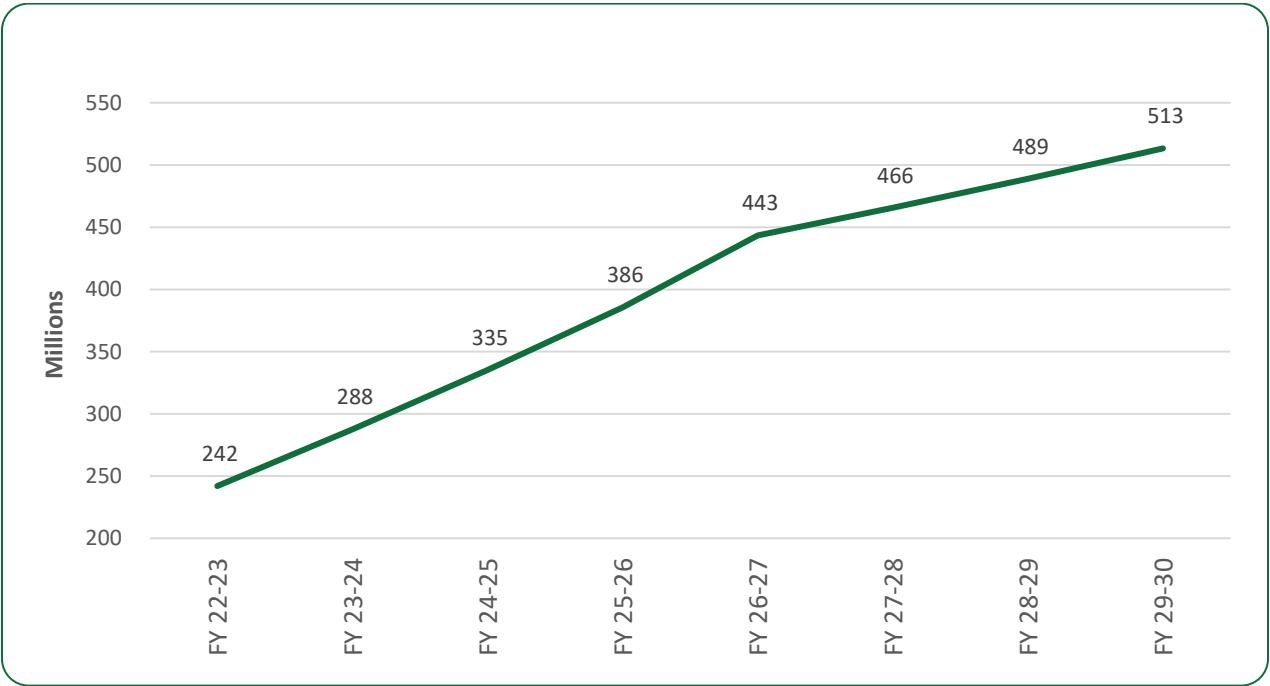
About the Agency

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) biennial budget for the budget period July 1, 2025 – June 30, 2027 (BY2025-27).

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.

BY2025-27 Proposed Budget

The proposed BY2025-27 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 69% of the proposed expenditures in the first year of the biennial budget and 74% in the second year, while personal services account for 23% of the proposed expenditures in the first year and 19% in the second year.

The proposed BY2025-27 Capital Projects Fund budget primarily includes appropriations for construction and completion of a High-Arched Pedestrian Bridge across Highway 99W, start of construction on Ice Age Drive and continuing moving forward with developing Tannery design plans for mass grading and site cleanup. 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, construction and completion. I am looking forward to another active year of Agency progress and community achievement.

Respectfully Submitted,



Craig Sheldon
URA Manager

Operations Budget

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26	2026-27	2025-27
				1st Year	2nd Year	Total Budget
RESOURCES						
\$ 862,643	\$ 520,011	\$ 466,241	Beginning fund balance	\$ 177,838	\$ 557,275	\$ 177,838
594,413	1,099,950	1,266,696	Revenue			
-	9,375	-	Taxes	2,074,500	2,489,400	4,563,900
15,505	49,896	52,000	Intergovernmental	-	-	-
609,918	1,159,222	1,318,696	Fines, interest and other	45,000	40,000	85,000
			Total revenue	2,119,500	2,529,400	4,648,900
1,472,561	1,679,233	1,784,937	Total resources	2,297,338	3,086,675	4,826,738
REQUIREMENTS						
			Expenditures			
			Personal services			
42,902	126,782	285,168	Salaries and wages	252,757	267,922	520,679
3,775	12,865	26,827	Payroll taxes	22,969	24,361	47,330
10,089	54,060	129,890	Benefits	122,815	130,075	252,890
56,766	193,707	441,885	Total personal services	398,541	422,358	820,899
			Materials and services			
9,250	34,968	12,500	Professional & technical	14,500	15,500	30,000
1,316	5,090	7,250	Other purchased services	6,750	7,000	13,750
-	140	1,000	Supplies	1,000	1,000	2,000
1,000	-	-	Community activities	-	-	-
12,730	107,598	167,053	Cost Allocation	125,784	133,331	259,115
24,296	147,796	187,803	Total materials & services	148,034	156,831	304,865
81,062	341,503	629,688	Total expenditures	546,575	579,189	1,125,764
			Debt service			
-	-	-	Principal	-	240,450	240,450
871,488	871,488	871,488	Interest	1,193,488	1,423,488	2,616,976
871,488	871,488	871,488	Total debt service	1,193,488	1,663,938	2,857,426
			Other uses			
-	-	-	Transfers out	-	-	-
-	-	-	Total other uses	-	-	-
520,011	466,241	-	Ending Fund Balance			
-	-	-	Contingency	-	600,000	600,000
-	-	283,761	Reserved for Future Years	557,275	243,548	243,548
\$ 1,472,561	\$ 1,679,233	\$ 1,784,937	Total requirements	\$ 2,297,338	\$ 3,086,675	\$ 4,826,738

Capital Projects:

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

Ice Age Drive: Construct Ice Age Drive in the Tonquin Employment Area to provide an east/west collector between Oregon Street and 124th.

Tannery Site Clean Up: Developing design plans for mass grading and site cleanup.

Capital Fund Budget

2022-23 Actual	2023-24 Actual	2024-25 Budget		Biennial		
				2025-26 1st Year	2026-27 2nd Year	2025-27 Total Budget
\$ 25,034,596	\$17,226,289	\$ 8,473,820	RESOURCES			
			Beginning fund balance	\$ 8,664,533	\$ 5,197,387	\$ 8,664,533
-	-	4,000,000	Revenue			
-	-	-	Intergovernmental	1,500,000	3,500,000	5,000,000
438,655	584,861	500,000	Infrastructure development	-	-	-
438,655	584,861	4,500,000	Fines, interest and other	315,000	250,000	565,000
			Total revenue	1,815,000	3,750,000	5,565,000
			Other sources			
-	-	-	Transfers in	-	-	-
-	-	12,000,000	Issuance of long-term debt	7,316,545	5,000,000	12,316,545
-	-	12,000,000	Total other sources	7,316,545	5,000,000	12,316,545
25,473,251	17,811,149	24,973,820	Total resources	17,796,078	13,947,387	26,546,078
			REQUIREMENTS			
			Expenditures			
			Personal services			
332,958	545,218	63,087	Salaries and wages	137,808	143,320	281,128
3,830	54,305	11,804	Payroll taxes	16,096	16,800	32,896
18,590	280,607	38,128	Benefits	83,416	90,965	174,381
355,378	880,130	113,019	Total personal services	237,320	251,085	488,405
			Materials and services			
350,116	1,169,376	-	Professional & technical	151,500	101,500	253,000
64,469	104,228	-	Facility and equipment	-	-	-
149,841	54,863	55,500	Other purchased services	8,845	9,872	18,717
118,624	71,518	-	Supplies	500	500	1,000
15,839	33,233	-	Minor equipment	-	-	-
46,295	475,025	145,890	Cost Allocation	233,981	237,485	471,466
745,184	1,908,245	201,390	Total materials & services	394,826	349,357	744,183
			Capital outlay			
2,693,457	54,125	-	Land	-	-	-
4,449,968	6,451,324	23,789,250	Infrastructure	11,966,545	9,420,141	21,386,686
2,975	-	-	Buildings	-	-	-
-	43,505	-	Furniture and equipment	-	-	-
7,146,399	6,548,954	23,789,250	Total capital outlay	11,966,545	9,420,141	21,386,686
8,246,962	9,337,329	24,103,659	Total expenditures	12,598,691	10,020,583	22,619,274
17,226,289	8,473,820	-	Ending Fund Balance			
-	-	870,161	Reserved for Future Years	5,197,387	3,926,804	3,926,804
\$ 25,473,251	\$ 17,811,149	\$ 24,973,820	Total requirements	\$ 17,796,078	\$ 13,947,387	\$ 26,546,078

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 6/30/25	3,975,300	19,640,000		23,615,300
Payment Source	Tax Increment			
Paying Fund	URA Operations			
Year Ending June 30				
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	326,172	785,600		1,111,772
2031-2035	1,632,288	3,928,000		5,560,288
2036-2040	1,632,306	3,928,000		5,560,306
2041-2045	185,505	10,811,200		10,996,705
2046-2050	-	11,692,400		11,692,400
2051	-	2,340,000		2,340,000
	<u>\$ 4,840,723</u>	<u>\$ 36,627,600</u>	<u>\$</u>	<u>41,468,323</u>

City Interfund Loan for Sherwood 2021 Urban Renewal Agency Projects	
	2025 Interfund Loan
Original Amount	\$ 12,000,000
Balance at 6/30/25	12,000,000
Payment Source	Tax Increment
Paying Fund	URA Operations
Year Ending June 30	
2026	322,000
2027	552,000
2028	552,000
2029	1,401,425
2030	2,008,328
2031-2035	10,041,737
2036	836,803
	<u>\$ 15,714,293</u>

Above is the current debt service schedule