



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 20, 2023

**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 20, 2023
(Following the 7:00 pm City Council Meeting)**

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URA BOARD MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Approval of May 16, 2023 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)
- B. URA Resolution 2023-006, Original URA Transferring budget expenditure appropriations between categories for fiscal year 2022-23** (David Bodway, Finance Director)
- C. URA Resolution 2023-007, 2021 URA Transferring budget expenditure appropriations between categories for fiscal year 2022-23** (David Bodway, Finance Director)

4. PUBLIC HEARINGS

- A. URA Resolution 2023-008, Adopting the FY2023-24 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, May 16, 2023**

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

URA BOARD REGULAR SESSION

- 1. CALL TO ORDER:** Chair Rosener called the meeting to order at 7:58 pm.
- 2. BOARD PRESENT:** Chair Tim Rosener, Board Members Kim Young, Doug Scott, Dan Standke, and Taylor Giles. Vice Chair Keith Mays and Board Member Renee Brouse were absent.
- 3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Keith Campbell, City Attorney Ryan Adams, IT Director Brad Crawford, Public Works Director Craig Sheldon, Police Chief Ty Hanlon, and Planning Technician Colleen Resch.

4. CONSENT AGENDA

- A. Approval of May 2, 2023 URA Board Meeting Minutes**
- B. URA Resolution 2023-005, Authorizing the Agency Manager to Terminate Tax Increment Collections for the Sherwood Old Town Urban Renewal Plan**

MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA. SECONDED BY DOUG SCOTT. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (KEITH MAYS AND RENEE BROUSE WERE ABSENT).

5. ADJOURN

Chair Rosener adjourned the meeting at 7:59 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Tim Rosener, Chair

Agenda Item: Consent Agenda

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: David Bodway, Finance Director
Through: Keith D. Campbell, City Manager

SUBJECT: URA Resolution 2023-006, Original URA Transferring budget expenditure appropriations between categories for fiscal year 2022-23

Issue:

Shall the Board approve the transfer of budget expenditure appropriations as presented for fiscal year 2022-23?

Background:

Pursuant to ORS 294.463, Oregon Municipalities can transfer appropriation between existing categories during the budget year. Our practice over the past years is to perform such transfers generally twice per year, once around mid-fiscal year and then at the end of the fiscal year, if necessary.

This URA Plan is in the process of wrapping up this fiscal year. One of the steps to accomplish this is to retire (pay off) all existing debt. Additional funds were needed to pay off the final two existing loans. This additional cost was unanticipated at the time the budget was adopted.

Additionally, once the books are closed for the prior fiscal year, the Plan must calculate the remaining funds left before the Plan reaches its maximum indebtedness. Additional administrative costs were able to be allocated to this URA Plan to reach this Plans maximum indebtedness. This additional cost was unanticipated at the time the budget was adopted.

The Plan has reached the \$45,133,469 maximum indebtedness dollar limit and retired (paid off) all existing outstanding debt.

Financial Impacts:

There are no financial impacts from adoption of this resolution as we are transferring budget expenditure appropriations between categories.

Recommendation:

Staff respectfully recommends approval of URA Resolution 2023-006, Original URA transferring budget expenditure appropriations between categories for fiscal year 2022-23.



URA RESOLUTION 2023-006

ORIGINAL URA TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES FOR FISCAL YEAR 2022-23

WHEREAS, on June 29, 2022, the Original Urban Renewal Agency (URA) budget for fiscal year 2022-23 was adopted and funds were appropriated by the URA Board; and

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

WHEREAS, the following unplanned events has occurred during the course of this budget year:

URA Operations Fund (Operations)

- Additional funds were needed to pay off the final two existing loans with this URA Plan.
- Additional administrative costs were able to be allocated to this URA Plan to reach this Plans maximum indebtedness.

NOW, THEREFORE, THE URA BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

Section 1. The additional amount for fiscal year beginning July 1, 2022 shown below is hereby appropriated as follows:

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

Operations Fund		
Operations	\$	192,719
Debt Service		245,200
Contingency		(76,090)
Unappropriated Ending		
Balance and Reserved for		(361,829)
Total Requirements	\$	-

Duly passed by the URA Board this 20th day of June, 2023.

Tim Rosener, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Agenda Item: Consent Agenda

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: David Bodway, Finance Director
Through: Keith D. Campbell, City Manager

SUBJECT: URA Resolution 2023-007, 2021 URA Transferring budget expenditure appropriations between categories for fiscal year 2022-23

Issue:

Shall the Board approve the transfer of budget expenditure appropriations as presented for fiscal year 2022-23?

Background:

Pursuant to ORS 294.463, Oregon Municipalities can transfer appropriation between existing categories during the budget year. Our practice over the past years is to perform such transfers generally twice per year, once around mid-fiscal year and then at the end of the fiscal year, if necessary.

Oregon law requires local governments to file annual financial reports and other items to the Secretary of State Audits Division. The audits and reviews shall be completed by an independent accountant who is listed on a roster maintained by the Oregon Board of Accountancy. This was the 2021 URA's first annual audit and the cost of this audit was higher than originally anticipated. This additional cost was unanticipated at the time the budget was adopted.

Additionally, the 2021 URA had printing and advertising costs during the fiscal year. This additional cost was unanticipated at the time the budget was adopted.

Financial Impacts:

There are no financial impacts from adoption of this resolution as we are transferring budget expenditure appropriations between categories.

Recommendation:

Staff respectfully recommends approval of URA Resolution 2023-007, 2021 URA transferring budget expenditure appropriations between categories for fiscal year 2022-23.



URA RESOLUTION 2023-007

2021 URA TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES FOR FISCAL YEAR 2022-23

WHEREAS, on June 29, 2022, the 2021 Urban Renewal Agency (URA) budget for fiscal year 2022-23 was adopted and funds were appropriated by the URA Board; and

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

WHEREAS, the following unplanned events has occurred during the course of this budget year:

URA Operations Fund (Operations)

- Additional funds for external audit costs and expenditures associated with printing and advertising.

NOW, THEREFORE, THE URA BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

Section 1. The additional amount for fiscal year beginning July 1, 2022 shown below is hereby appropriated as follows:

Operations Fund

Operations	14,500
Contingency	<u>(14,500)</u>
Total Requirements	-

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

Duly passed by the URA Board this 20th day of June, 2023.

Tim Rosener, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Agenda Item: Public Hearing

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: David Bodway, Finance Director
through: Keith D. Campbell, Agency Manager

SUBJECT: **URA Resolution 2023-008, adopting the FY2023-24 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**

Issue:

Shall the Board adopt the FY2023-24 2021 URA Budget as approved by the URA Budget Committee?

Background:

On June 1, 2023, the URA Budget Committee received the budget message, heard public comment, and on June 1, 2023, 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 FY2023-24 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 approving URA Resolution 2023-008, adopting the FY2023-24 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 2023-008

ADOPTING THE FY2023-24 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 June 1, 2023; and

WHEREAS, in accordance with State law, on June 20, 2023, 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 FY2023-24 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 2023-24 in the sum of \$21,891,905 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, 2023 and for the purposes shown below are hereby appropriated as follows:

	2021 URA Operations Fund
Operations Department	\$381,939
Debt Service	871,488
Contingency	41,220
TOTAL APPROPRIATED	\$1,294,647
Unappropriated Reserved Balance	17,541
	\$1,312,188

	2021 URA Capital Fund
Capital Department	\$13,703,914
TOTAL APPROPRIATED	13,703,914
Unappropriated Reserved Balance	6,875,803
	\$20,579,717

Total Adopted Budget for FY2023-24 \$21,891,905

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.

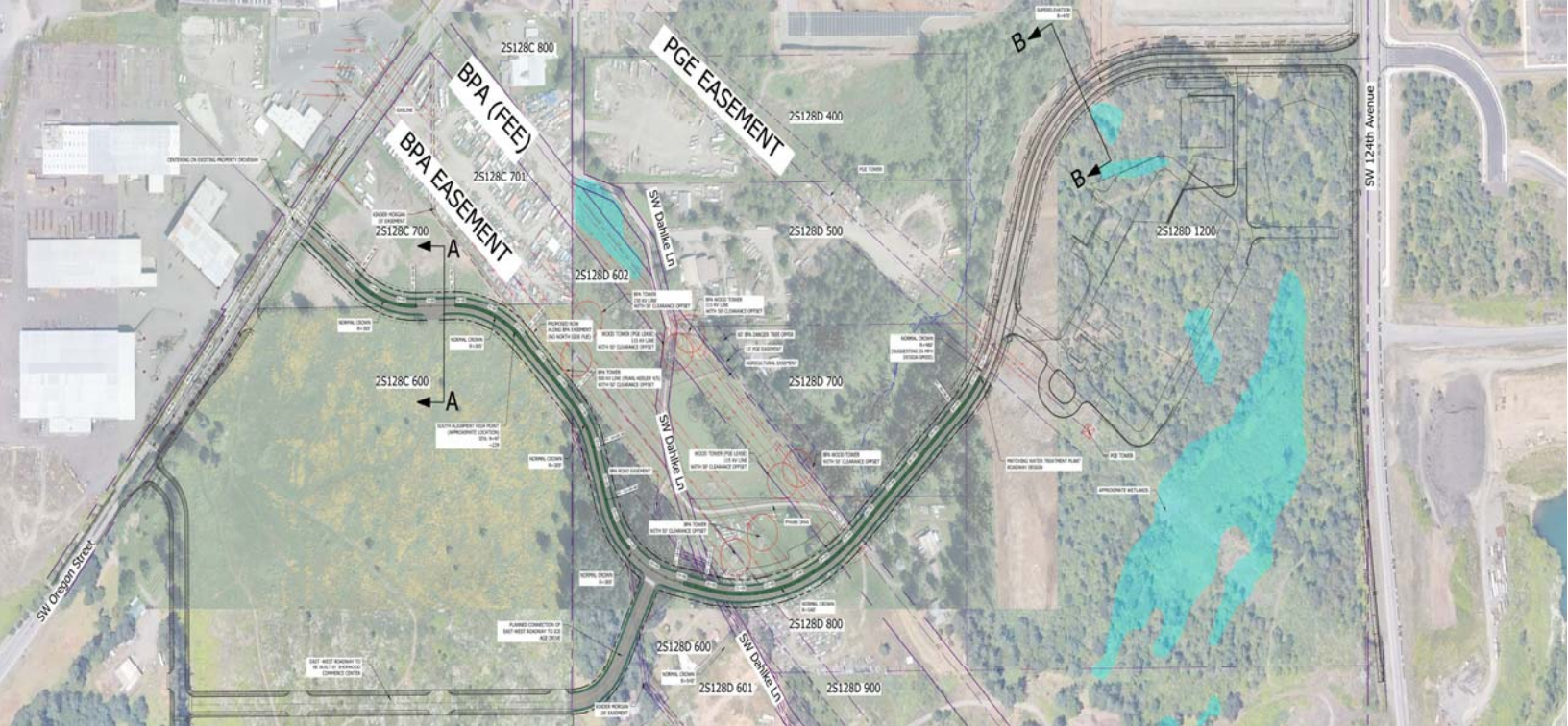
Section 5: **Effective Date.** This Resolution shall be effective upon its approval and adoption.

Duly passed by the Urban Renewal Agency Board this 20th of June, 2023.

Tim Rosener, Chair

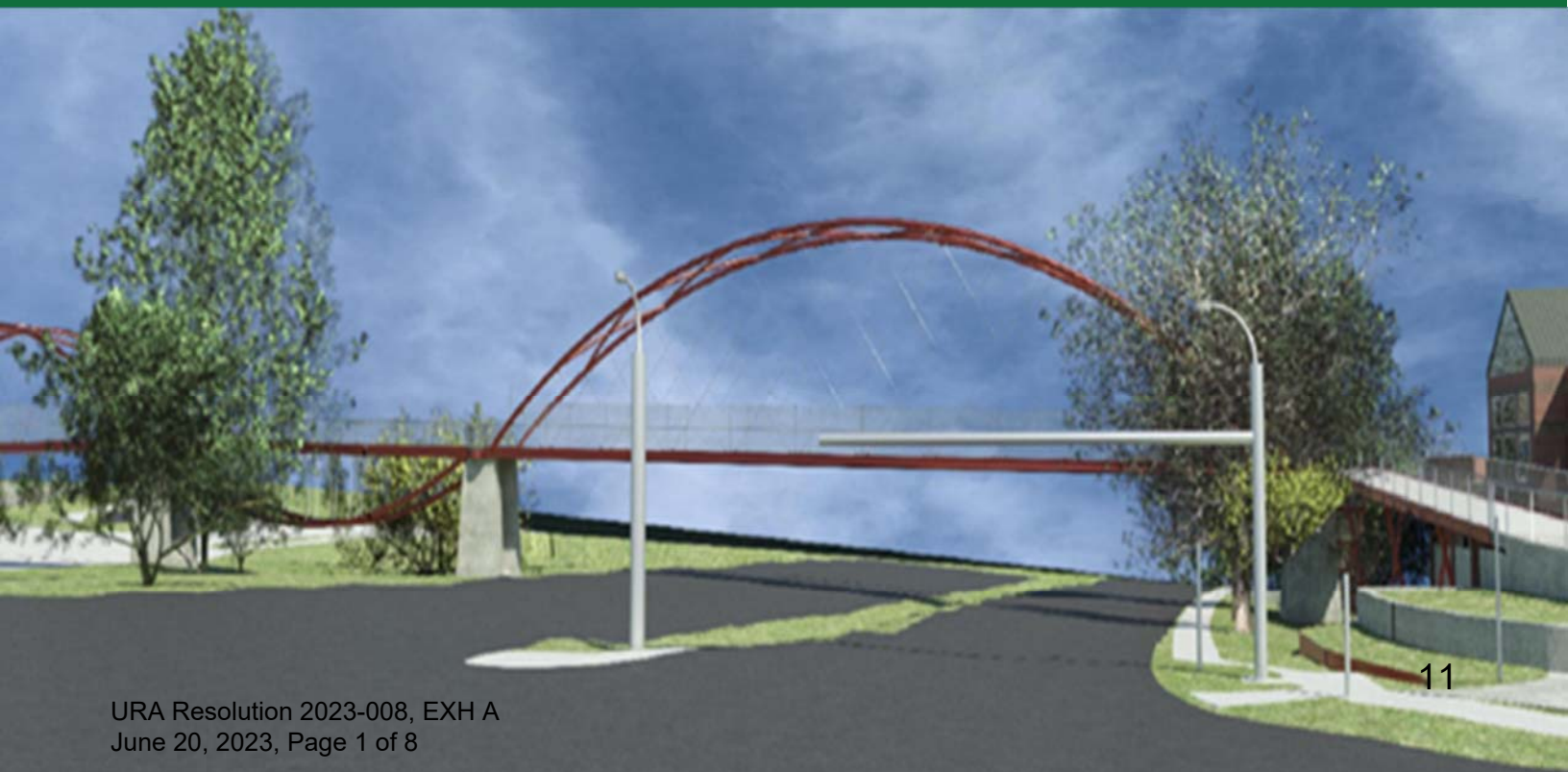
Attest:

Sylvia Murphy, MMC, Agency Recorder



CITY OF SHERWOOD

2021 URBAN RENEWAL FY2023-24 APPROVED BUDGET



City of Sherwood 2021 Urban Renewal Agency Annual Budget

For the Fiscal Year
July 1, 2023 - June 30, 2024

BOARD OF DIRECTORS:

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

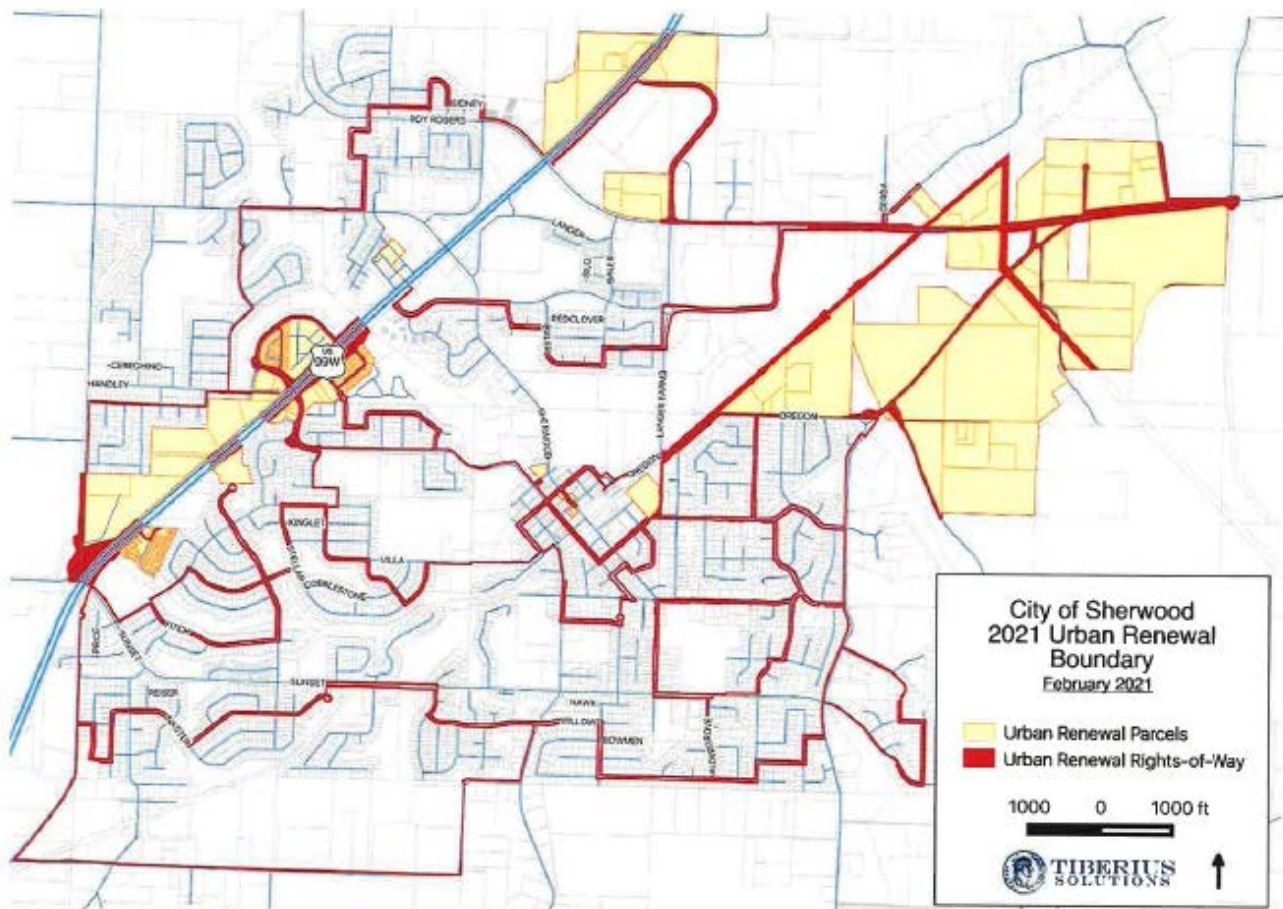
BUDGET COMMITTEE:

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

CITY STAFF:

Keith D. Campbell, *City Manager/URA Manager*
David Bodway, *Finance Director*

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



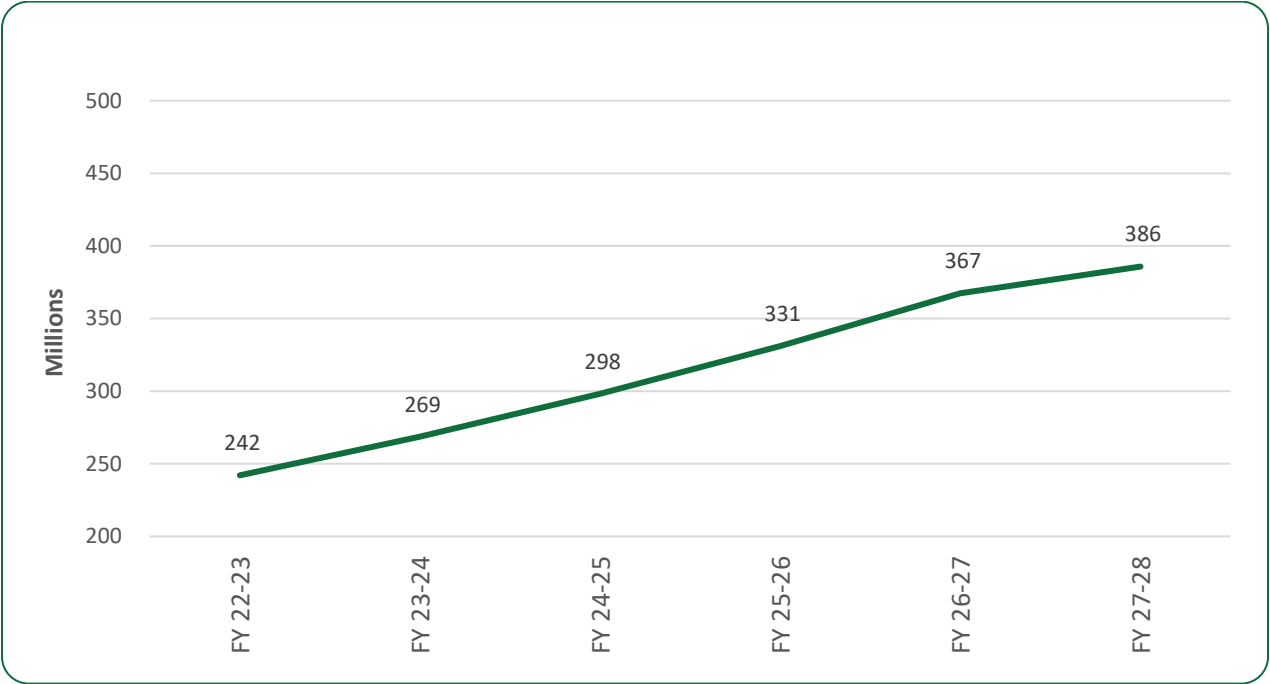
About the Agency

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) budget for Fiscal Year 2023-2024 (FY2023-24).

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.

FY2023-24 Proposed Budget

The proposed FY2023-24 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 70% of the proposed expenditures.

The proposed FY2023-24 Capital Projects Fund budget primarily includes appropriations for design and construction of a High-Arched Pedestrian Bridge across Highway 99W and Ice Age Drive. 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 and design. I am looking forward to another active year of Agency progress and community achievement.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Keith D. Campbell', with a stylized flourish extending to the right.

Keith D. Campbell
URA Manager

Operations Budget

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
RESOURCES						
\$ -	\$ -	\$ 593,855	Beginning fund balance	\$ 487,788	\$ 487,788	\$ 487,788
-	-	480,000	Revenue			
-	5,467	10,000	Taxes	814,400	814,400	-
-	5,467	490,000	Fines, interest and other	10,000	10,000	-
-			Total revenue	824,400	824,400	-
-	1,613,031	-	Other sources			
-	1,613,031	-	Issuance of long-term debt	-	-	-
-			Total other sources	-	-	-
-	1,618,498	1,083,855	Total resources	1,312,188	1,312,188	487,788
REQUIREMENTS						
-	567	41,075	Expenditures			
-	49	3,608	Personal services			
-	134	9,486	Salaries and wages	148,047	148,047	-
-	750	54,169	Payroll taxes	13,907	13,907	-
-			Benefits	67,944	67,944	-
-			Total personal services	229,898	229,898	-
-	-	-	Materials and services			
-	1,963	2,100	Professional & technical	10,750	10,750	-
-	273	15,515	Other purchased services	3,250	3,250	-
-	2,236	17,615	Cost Allocation	138,041	138,041	-
-			Total materials & services	152,041	152,041	-
-	2,986	71,784	Total expenditures	381,939	381,939	-
-	752,869	871,489	Debt service			
-	752,869	871,489	Interest	871,488	871,488	-
-			Total debt service	871,488	871,488	-
-	862,643	-	Ending Fund Balance	-	-	-
-	-	24,500	Contingency	41,220	41,220	-
-	-	116,082	Reserved for Future Years	17,541	17,541	487,788
\$ -	\$ 1,618,498	\$ 1,083,855	Total requirements	\$ 1,312,188	\$ 1,312,188	\$ 487,788

Capital Projects:

Pedestrian Bridge: Design and 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 124th.

Capital Fund Budget

2020-21 Actual	2021-22 Actual	2022-23 Budget		2023-24 Proposed	2023-24 Approved	2023-24 Adopted
\$ -	\$ -	\$ 23,387,706	RESOURCES			
			Beginning fund balance	\$ 13,446,717	\$ 13,446,717	\$ 13,446,717
			Revenue			
-	-	-	Intergovernmental	7,000,000	7,000,000	-
-	131,207	95,000	Fines, interest and other	133,000	133,000	-
-	131,207	95,000	Total revenue	7,133,000	7,133,000	-
			Other sources			
-	25,996,536	-	Issuance of long-term debt	-	-	-
-	25,996,536	-	Total other sources	-	-	-
-	26,127,743	23,482,706	Total resources	20,579,717	20,579,717	13,446,717
			REQUIREMENTS			
			Expenditures			
			Personal services			
-	33,075	76,000	Salaries and wages	83,220	83,220	-
-	2,725	7,000	Payroll taxes	8,284	8,284	-
-	11,584	34,875	Benefits	48,598	48,598	-
-	47,383	117,875	Total personal services	140,102	140,102	-
			Materials and services			
-	200	-	Professional & technical	200,000	200,000	-
-	495	1,000	Other purchased services	2,500	2,500	-
-	41,143	87,732	Cost Allocation	177,345	177,345	-
-	41,838	88,732	Total materials & services	379,845	379,845	-
			Capital outlay			
-	-	-	Land	54,000	54,000	-
-	790,009	13,770,000	Infrastructure	13,129,967	13,129,967	-
-	790,009	13,770,000	Total capital outlay	13,183,967	13,183,967	-
-	879,231	13,976,607	Total expenditures	13,703,914	13,703,914	-
			Debt service			
-	213,916	-	Issuance costs	-	-	-
-	213,916	-	Total debt service	-	-	-
-	25,034,596	-	Ending Fund Balance	-	-	-
-	-	9,506,099	Reserved for Future Years	6,875,803	6,875,803	13,446,717
\$ -	\$ 26,127,743	\$ 23,482,706	Total requirements	\$ 20,579,717	\$ 20,579,717	\$ 13,446,717

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 6/30/23	3,975,300	19,640,000	\$	23,615,300
Payment Source	Tax Increment			
Paying Fund	URA Operations			
Year Ending June 30				
2024	85,888	785,600		871,488
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
2029-2033	1,630,987	3,928,000		5,558,987
2034-2038	1,633,204	3,928,000		5,561,204
2039-2043	837,982	7,706,200		8,544,182
2044-2048	-	11,692,600		11,692,600
2049-2051	-	7,016,000		7,016,000
	<u>\$ 5,012,499</u>	<u>\$ 38,198,800</u>	<u>\$</u>	<u>43,211,299</u>

Above is the current debt service schedule