



TUALATIN DEVELOPMENT COMMISSION MEETING

MONDAY, APRIL 26, 2021

JUANITA POHL CENTER
8513 SW TUALATIN ROAD
TUALATIN, OR 97062

IMMEDIATELY FOLLOWING THE 7:00PM REGULAR COUNCIL MEETING

To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, April 26. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so: either by calling in using the number below or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

Call to Order

Public Comment

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

Consent Agenda

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda.

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of March 22, 2021
2. Consideration of **Resolution No 626-21** Approving the Annual Financial Report for FY 2019-2020

General Business

If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is

limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

1. Consideration of **Resolution No. 625-21** Authorizing the Administrator to Execute a Sole Source Contract with Elaine Howard Consulting, LLC

Adjournment

In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting



City of Tualatin

TUALATIN DEVELOPMENT COMMISSION Staff Report

TO: Honorable Chairman and Members of the Commission
THROUGH: Sherilyn Lombos, City Manager
FROM: Nicole Morris, Deputy City Recorder
DATE: April 26, 2021

SUBJECT:

Consideration of Approval of the Tualatin Development Commission Meeting Minutes of March 22, 2021

RECOMMENDATION:

Staff respectfully recommends approval of the meeting minutes.

ATTACHMENTS:

-TDC Meeting Minutes of March 22, 2021



OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR MARCH 22, 2021

Present: Chair Frank Bubenik, Commissioner Nancy Grimes, Commissioner Bridget Brooks, Commissioner Valerie Pratt, Commissioner Cyndy Hillier, Commissioner Christen Sacco

Absent: Councilor Maria Reyes

Call to Order

Chair Bubenik called the meeting to order at 9:35 p.m.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Pratt, Seconded by Councilor Brooks.
Voting Yea: Mayor Bubenik, Councilor Grimes, Councilor Brooks, Councilor Pratt, Councilor Hillier, Councilor Sacco
MOTION PASSED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of February 8, 2021

General Business

1. Consideration of **Resolution No. 624-20** Approving of a Minor Amendment to the Leveton Tax Increment Plan (Plan) to Add Projects and Update Goals and Objectives

Economic Development Manager Jonathan Taylor and Consultant Elaine Howard presented the minor amendment that will add two projects to the project list. The projects are for urban renewal planning and rapid flashing crosswalk beacons at SW Tualatin Road and 108th Street. Manager Taylor stated next steps include work on a substantial amendment.

Motion to adopt Resolution No. 624-20 approving of a minor amendment to the Leveton Tax Increment Plan (Plan) to add projects and update goals and objectives made by Councilor Brooks, Seconded by Councilor Grimes.

Voting Yea: Mayor Bubenik, Councilor Grimes, Councilor Brooks, Councilor Pratt, Councilor Hillier, Councilor Sacco
MOTION PASSED

Adjournment

Chair Bubenik adjourned the meeting at 9:40 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



City of Tualatin

TUALATIN DEVELOPMENT COMMISSION Staff Report

TO: Honorable Chair and Members of the Commission
THROUGH: Sherilyn Lombos, Administrator
FROM: Jonathan Taylor, Economic Development Manager
DATE: April 26, 2021

SUBJECT:

Consideration of **Resolution No 626-21** Approving the Annual Financial Report for FY 2019-2020.

RECOMMENDATION:

Staff recommends that the Tualatin Development Commission approve the resolution.

EXECUTIVE SUMMARY:

In accordance with ORS 457.460, the Tualatin Development Commission shall prepare a statement *regarding the amount of money received during the preceding year; the purposes and amounts in which the money was received; an estimate of the money's to be filed; a budget setting forth the purposes; and analysis, if any, of carrying out the urban renewal plan.*

OUTCOMES OF DECISION:

Upon approval of this resolution, the annual financial report will be recorded with the City of Tualatin and notice will be filed.

FINANCIAL IMPLICATIONS:

None.

ATTACHMENTS:

- **Resolution**
- **Annual Financial Report FY 2019-2020**

RESOLUTION NO. 626-21

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION APPROVING THE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2019-2020.

WHEREAS, under Oregon Revised Statutes (ORS) 457.460, the Tualatin Development Commission required to prepare a financial statement regarding the financial actions of received money during the preceding year;

WHEREAS, under ORS 457.460, the Tualatin Development Commission must file its financial statement with City and distribute the financial statement to each taxing district affected by an urban renewal plan; and

WHEREAS, the financial statement details financial information regarding both urban renewal districts, Leveton Tax Increment District and Central Urban Renewal District.

NOW THEREFORE, BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, that:

Section 1. The TDC adopts the Annual Financial Report FY 2019-2020 as required by ORS 457.460, which is attached as Attachment A and incorporated by reference.

Section 2. The Administrator is authorized and directed to file the Annual Financial Report with the City of Tualatin and distribute the financial statement to each taxing district affected by an urban renewal plan.

Section 3. This resolution is effective upon adoption.

INTRODUCED and ADOPTED by the Tualatin Development Commission this 26th day Of April, 2021.

TUALATIN DEVELOPMENT COMMISSION

BY _____
Chair

APPROVED AS TO FORM

BY _____
Attorney

ATTEST:

BY _____
Administrator

ATTACHMENT A

TUALATIN URBAN RENEWAL AGENCY – ANNUAL FINANCIAL REPORT FOR 2019-2020

In accordance with ORS 457.460, notice is given that the annual financial statement of the City of Tualatin’s Urban Renewal Agency has been filed with the Tualatin Development Commission and the City of Tualatin. Below is a summary of the two urban renewal districts in Tualatin, the Central Urban Renewal District and the Leveton Tax Increment District.

TABLE 1: Tualatin Urban Renewal Agency – Annual Financial Report 2019-2020

CENTRAL URBAN RENEWAL DISTRICT	FY 19/20	FY 20/21
BOND FUND		
Revenue		
Beginning Balance	\$ -	\$ -
Tax Increment, Current & Prior Years	\$ -	\$ -
Interest	\$ -	\$ -
Expenditures		
Materials & Services	\$ -	\$ -
Debt Service	\$ -	\$ -
Contingency and Reserves	\$ -	\$ -
PROJECT FUND		
Revenues		
Beginning Balance	\$ 124,555	\$ -
Interest	\$ 1,445	\$ -
Sale of Bonds	\$ -	\$ -
Expenditures		
Materials & Services	\$ -	\$ -
Transfers & Reimbursements	\$ 126,000	\$ -
Capital Outlay	\$ -	\$ -
Contingency & Reserves	\$ -	\$ -
LEVETON TAX INCREMENT DISTRICT		
BOND FUND		
Revenue		
Beginning Balance	\$ -	\$ -
Tax Increment, Current & Prior Years	\$ -	\$ -
Interest	\$ -	\$ -
Expenditures		
Materials & Services	\$ -	\$ -
Debt Service	\$ -	\$ -
Contingency and Reserves	\$ -	\$ -
PROJECT FUND		
Revenues		
Beginning Balance	\$ 3,663,454	\$ 3,354,800
Interest	\$ 78,478	\$ 36,590
Sale of Bonds	\$ -	\$ -
Expenditures		
Materials & Services	\$ -	\$ -
Transfers and Reimbursements	\$ 318,110	\$ 78,600
Capital Outlay	\$ -	\$ 1,750,000
Contingency & Reserves	\$ 3,423,822	\$ 1,562,790



City of Tualatin

TUALATIN DEVELOPMENT COMMISSION Staff Report

TO: Honorable Chairman and Members of the Commission
THROUGH: Sherilyn Lombos, Administrator
FROM: Jonathan Taylor, Economic Development Manager
DATE: April 26, 2021

SUBJECT:

Consideration of Resolution 625-21 authorizing the administrator to execute a sole source contract with Elaine Howard Consulting, LLC.

RECOMMENDATION:

Approve Resolution

EXECUTIVE SUMMARY:

The contract presented is for requested work from Elaine Howard Consulting, LLC to assist the Tualatin Development Commission with the substantial amendment process for the Leveton Tax Increment Finance District. The plan is to be amended to incorporate the Tualatin Development Commission's identified project – Herman Road Extension. The substantial amendment process is expected to conclude in October 2021.

As the local contract review board for the Urban Renewal Agency, the Tualatin Development Commission is authorized by ORS 279B.075 to enter into a sole source contract with Elaine Howard Consulting, LLC. The agency may enter into a sole source contract based upon certain findings and publishing a notice of public hearing seven days prior to allow protests to be filed. The notice was published on April 22, 2021. Entities wishing to protest will have until April 29, 2021 to protest the award of this contract.

The justification for sole source procurement for this contract is:

- A. Elaine Howard, LLC, Inc. has already worked with the City and TDC relating to its urban renewal programs and is aware of the needs related to those programs;
- B. Selecting a new consultant would require the new consultant to become familiar with the projects and program, in order to perform similar work, likely requiring delays, additional costs to be incurred, and inefficient delivery of services;
- C. Elaine Howard, LLC's knowledge and experience will ensure there is continuity of service and efficient delivery of services to keep the TDC's programs moving forward in a timely manner;
- D. The City previously conducted a qualified pool list of consultants and Elaine Howard LLC, was the only consultant who submitted a proposal. It is therefore likely that Elaine Howard, LLC is the only provider for these services; and
- E. If the TDC were to utilize a quote or proposal process, it is very likely that Elaine Howard, LLC, would be the selected consultant. This is because Elaine Howard, LLC, is most familiar with the

urban renewal programs of the TDC.

OUTCOMES OF DECISION:

Contract will be awarded to Elaine Howard, LLC.

ALTERNATIVES TO RECOMMENDATION:

None

FINANCIAL IMPLICATIONS:

The amount of the contract is \$16,500.

ATTACHMENTS:

- Resolution
- Contract

TDC RESOLUTION NO. 625-21

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION AUTHORIZING THE ADMINISTRATOR TO EXECUTE A SOLE SOURCE CONTRACT WITH ELAINE HOWARD CONSULTING, LLC.

WHEREAS, Elaine Howard Consulting, LLC, was previously selected from the City's Qualified Pool List (QPL) to provide project assistance with Urban Renewal for the City and the Tualatin Development Commission;

WHEREAS, under ORS 279A.060, the Tualatin Development Commission is designated as the Local Contract Review Board for the Urban Renewal Agency that is the Tualatin Development Commission;

WHEREAS, ORS 279B.075 authorizes the TDC to enter into a sole source contract upon the making of certain findings;

WHEREAS, the TDC published notice of the public hearing in the Tigard-Tualatin Times a minimum of seven days prior to allow protests to be filed; and

WHEREAS, it is in the public interest to enter into this sole source contract.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The Tualatin Development Commission authorizes the Administrator to enter into a sole source contract through a direct negotiation with Elaine Howard Consulting, LLC.

Section 2. The justification for sole source procurement is based on the following findings:

- A. Elaine Howard, LLC, Inc. has already worked with the City and TDC relating to its urban renewal programs and is aware of the needs related to those programs;
- B. Selecting a new consultant would require the new consultant to become familiar with the projects and program, in order to perform similar work, likely requiring delays, additional costs to be incurred, and inefficient delivery of services;
- C. Elaine Howard, LLC's knowledge and experience will ensure there is continuity of service and efficient delivery of services to keep the TDC's programs moving forward in a timely manner;
- D. The City previously conducted a qualified pool list of consultants and Elaine Howard LLC, was the only consultant who submitted a proposal. It is therefore likely that Elaine Howard, LLC is the only provider for these services; and
- E. If the TDC were to utilize a quote or proposal process, it is very likely that Elaine Howard, LLC, would be the selected consultant. This is because Elaine Howard, LLC, is most familiar with the urban renewal programs of the TDC.

Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED by the Tualatin Development Commission this _____ day of _____, 2021.

CITY OF TUALATIN, OREGON

BY _____
Chair

APPROVED AS TO FORM

BY _____
Attorney

ATTEST:

BY _____
Administrator