



**OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION  
FOR JULY 14, 2014**

**A. CALL TO ORDER**

**B. ANNOUNCEMENTS**

**C. CITIZEN COMMENTS**

*This section of the agenda allows citizens to address the Commission regarding any issue not on the 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.*

**D. CONSENT AGENDA**

*The Consent Agenda will be enacted with one vote. The Chairman will first ask the staff, the public and Commissioners if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under H) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed to be discussed under "Items Removed from the Consent Agenda," is then voted upon by roll call under one motion.*

1. Consideration of Approval of the Minutes from the Regular Meeting of the Tualatin Development Commission on June 23, 2014
2. Consideration of **Resolution No. 599-14** Awarding the Bid for the City Hall/Library Parking Lot Project located at 18880 SW Martinazzi Avenue
3. Consideration of **Resolution No. 600-14** Authorizing Changes to the Adopted 2014-2015 Budget

**E. ITEMS REMOVED FROM CONSENT AGENDA**

*Items removed from the Consent Agenda will be discussed individually at this time. The Chairman may impose a time limit on speakers addressing these issues.*

**F. COMMUNICATIONS FROM COMMISSIONERS**

**G. ADJOURNMENT**



# STAFF REPORT

## TUALATIN DEVELOPMENT COMMISSION

D. 1.

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Nicole Morris, Deputy City Recorder

**DATE:** 07/14/2014

**SUBJECT:** Consideration of Approval of the Minutes from the Regular Meeting of the Tualatin Development Commission on June 23, 2014

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### ISSUE BEFORE THE COMMISSION:

Consideration of Approval of the Minutes from the Regular Meeting of the Tualatin Development Commission on June 23, 2014.

### RECOMMENDATION:

Staff respectfully recommends the approval of the minutes.

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**Attachments:** [Tualatin Development Commission Meeting Minutes of June 23, 2014](#)

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## OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR JUNE 23, 2014

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Present: Chairman Lou Ogden; Commission President Monique Beikman; Commissioner Joelle Davis; Commissioner Wade Brooksby; Commissioner Frank Bubenik; Commissioner Nancy Grimes; Commissioner Ed Truax

Staff Administrator Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker;  
Present: Finance Director Don Hudson; Assistant City Manager Alice Cannon

### A. CALL TO ORDER

Chairman Ogden called the meeting to order at 7:50 p.m.

### B. ANNOUNCEMENTS

### C. CITIZEN COMMENTS

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### D. CONSENT AGENDA

*The Consent Agenda will be enacted with one vote. The Chairman will first ask the staff, the public and Commissioners if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under H) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed to be discussed under "Items Removed from the Consent Agenda," is then voted upon by roll call under one motion.*

MOTION by Commission President Monique Beikman, SECONDED by Commissioner Joelle Davis to approve the consent agenda.

**Vote: 7 - 0 MOTION CARRIED**

1. Consideration of Approval of the Minutes from the Regular Meeting of the Tualatin Development Commission on January 27, 2014

### E. PUBLIC HEARINGS

1. Consideration of **Resolution No. 601-14** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2014

Finance Director Don Hudson presented the fiscal year 2014-2015 Tualatin Development Commission budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 28, 2014. The total budget for the Commission is \$4,198,700 and is divided among Economic Development Administration (\$142,500), Central Urban Renewal Projects (\$899,700), and Leveton Tax Increment District Projects (\$3,156,500).

Public Comment  
None

Commission Questions and Deliberations  
None

MOTION by Commission President Monique Beikman, SECONDED by Commissioner Joelle Davis to adopt Resolution No. 601-14 adopting the Tualatin Development Commission Budget and making appropriations for the fiscal year commencing July 1, 2014.

**Vote:** 7 - 0 MOTION CARRIED

**F. COMMUNICATIONS FROM COMMISSIONERS**

**G. ADJOURNMENT**

Chairman Ogden adjourned the meeting at 7:56.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Lou Ogden, Chairman



# STAFF REPORT

## TUALATIN DEVELOPMENT COMMISSION

D. 2.

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Kaaren Hofmann, Engineering Manager

**DATE:** 07/14/2014

**SUBJECT:** Consideration of **Resolution No. 599-14** Awarding the Bid for the City Hall/Library Parking Lot Project located at 18880 SW Martinazzi Avenue

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### ISSUE BEFORE THE COMMISSION:

Awarding the City Hall/Library Parking Lot project to Robinson Construction.

### RECOMMENDATION:

Staff recommends that this project be awarded to Robinson Construction for \$565,968.02.

### EXECUTIVE SUMMARY:

The City Council approved the Nyberg Rivers Master Plan on August 26, 2013. The approved Plan shows the extension of Seneca Street to improve circulation, pedestrian safety and enhance the access to the adjacent development site. In February of 2014, the City Council affirmed this decision as a part of the Public Facilities Decision. The extension of the street requires demolition of the Council Building and a rebuild of the parking lots. There will be two parking lots constructed north and south of the eastern extension of SW Seneca Street.

The bids for this project were opened on Wednesday, July 2, 2014 at 2:00 pm. The following firms submitted bids:

|                             |              |
|-----------------------------|--------------|
| Robinson Construction       | \$565,968.02 |
| Kodiak Pacific Construction | \$594,399.00 |
| Brown Contracting           | \$599,316.00 |
| Kerr Contractors            | \$678,505.00 |

Robinson Construction submitted the lowest responsible bid of \$565,968.02. This award will be made in accordance with the public contracting rules.

### OUTCOMES OF DECISION:

Awarding of the contract will result in the following:

1. The proposed project will be constructed.

Not awarding the contract will result in the following:

1. The project will not move forward until a contractor selection is made.

### FINANCIAL IMPLICATIONS:

While adequate funds are available in the Central Urban Renewal project fund to construct this project, only \$450,000 was budgeted for the project. A transfer resolution is also before the Commission as a separate item that will need to be approved to fully fund the project.

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**Attachments:** A. Resolution

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RESOLUTION NO. 599-14

RESOLUTION AWARDING THE BID FOR THE CITY HALL/LIBRARY  
PARKING LOT PROJECT AND AUTHORIZING THE ADMINISTRATOR TO  
EXECUTE THE CONTRACT

WHEREAS, the City Hall/Library Parking Lot project was advertised in the *Daily Journal of Commerce* on June 18, 2014; and

WHEREAS, four proposals were received and publically opened and read on July 2, 2014; and

WHEREAS, the procurement complies with the City's public contracting requirements; and

WHEREAS, funding for this project is budgeted in the proposed 2014/15 fiscal year Central Urban Renewal Project Fund.

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

**Section 1.** Robinson Construction was the successful responsible low bidder and is hereby awarded a contract to construct parking lots in front of the City Hall/Library Building.

**Section 2.** The Administrator is authorized to execute a contract with Robinson Construction in the amount of \$565,968.02.

**Section 3.** The Administrator or designee is authorized to execute change orders that do not exceed 10 percent of the total contract.

Adopted by the Development Commission this 14<sup>th</sup> Day of July, 2014.

TUALATIN DEVELOPMENT  
COMMISSION

BY \_\_\_\_\_  
Chair

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder



# STAFF REPORT

## TUALATIN DEVELOPMENT COMMISSION

D. 3.

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Don Hudson, Finance Director

**DATE:** 07/14/2014

**SUBJECT:** Consideration of Resolution No. 600-14 Authorizing Changes to the Adopted 2014-2015 Budget

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### ISSUE BEFORE THE COMMISSION:

Whether or not to approve changes to the adopted 2014-2015 budget.

### RECOMMENDATION:

Staff recommends adopting the attached Resolution.

### EXECUTIVE SUMMARY:

Occasionally, it becomes necessary after the budget is adopted to transfer appropriation authority between appropriation categories within the same fund. A transfer of appropriation authority is a decrease of one existing appropriation and a corresponding increase of another existing appropriation, with no net change in the total amount of all appropriations. A common situation in which appropriations are transferred from one category to another within a fund is when a specific need is identified for money that was budgeted and appropriated as operating contingency. Oregon Revised Statutes (ORS) 294.463 allows for resolution transfers and ORS 294.463(2) limits the contingency amount to 15% of the total appropriations in the fund.

After bids were opened for the Library/City Offices Parking Lot project, it became necessary to increase the budget in the Fund Projects line item to cover costs above the estimate used during the budget process. There are sufficient dollars available in contingency in the Central Urban Renewal District Projects Fund and the attached resolution is within the 15% contingency limit for a resolution transfer under ORS 294.463(2).

### FINANCIAL IMPLICATIONS:

The net effect to the adjustments is zero, as the resolution transfers existing appropriations from one account to another.

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**Attachments:** Resolution No. 600-14

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RESOLUTION NO. 600-14

RESOLUTION AUTHORIZING CHANGES TO THE ADOPTED 2014–2015 BUDGET

WHEREAS after the budget process for the 2014-2015 fiscal year was completed, an occurrence or condition arose that could not have been ascertained at the time of the budget preparation; and

WHEREAS in order to lawfully comply with the requirements of Local Budget Law, a resolution transfer is necessary to transfer adopted appropriations authority; and

WHEREAS Oregon Revised Statutes 294.463 allows for transfers of appropriations within a fund.

BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, THE URBAN RENEWAL AGENCY OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The Board of Commissioners of the Tualatin Development Commission wishes to comply with Local Budget Law, and authorize a resolution transfer, in the amount of \$134,900, from Contingency to Fund Projects in the Central Urban Renewal District Projects Fund for the Library/City Offices Parking Lot Project.

INTRODUCED AND ADOPTED this 14<sup>th</sup> day of July, 2014.

TUALATIN DEVELOPMENT COMMISSION, the  
Urban Renewal Agency of the City of Tualatin

BY \_\_\_\_\_  
Chairman

APPROVED AS TO LEGAL FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
Administrator