



BEAVERTON URBAN REDEVELOPMENT AGENCY

Urban Renewal Advisory Committee (URAC)

Monday, May 4, 2015

The Beaverton Building
Council Chambers
12725 SW Millikan Way

MEETING MINUTES

In attendance: Chair Bill Berg, Calvin Hamerus, Sean Colletta, Jennifer Nye, Roy Kim, Scott Winter, and Staff Liaison Tyler Ryerson

Excused: Domonic Biggi, Inessa Vitko, Deric Weiss, Lorraine Clarno, Ramsay Weit, Carmela Bowns

Unexcused: Amy Saberiyan

Others in Attendance:

Public:

Chair Berg called the meeting to order at 7:00 p.m.

Central Beaverton URA 2015–16 Budget and 2015–2020

Mr. Ryerson took the URAC comments and staff responses to those comments to the BURA Board. As this a new process the BURA Board was appreciative for the feedback and they took the comments with enthusiasm. We should expect to hear their feedback after the June 1, 2015 budget committee meeting.

The following will be modified in the Proposed BURA 2015-2016 Budget:

Category Other:

Administration: changed slightly to reflect urban renewal staffing

Professional Services: \$50K (\$5,500 placed into subcategory Audit Services)

Incentive Programs:

Predevelopment assistance will be renamed to development opportunity strategy program and predevelopment assistance moved to the joint investment category.

Joint Investment:

Land Acquisition: BURA supports being aggressive with land acquisition and realizes we may need to spend more during the in years. There is some concern about property value.



General fund:

The City has formed a Real Estate Committee, they are working to develop a process for instances when we need to move quickly. The Real Estate Committee will make a recommendation to the Mayor who may or may not forward to City Council.

Mr. Ryerson clarified that any assistance for System Development Charges would come out of the Joint Investment Partnership (33% of the pie).

Mr. Ryerson went over the General Fund and why it is separate from the BURA fund in the budget document.

Mr. Ryerson clarified that funding can be moved from one allocation to another. The BURA Board understands we are in the beginning stages and acknowledges there will be adjustments.

Mr. Ryerson clarified that The City has a membership with the Association of Oregon Redevelopment Agencies (AORA). They meet twice a year with a focus on assisting smaller agencies with a base of best practices, a voice in Salem, and starting points (marketing plan, messaging, and public outreach to various audiences: agencies, business owners, school districts, constituents, general public...).

Mr. Ryerson will clarify how the "Other" category fits into the pie. He believes this is staff (Cadence Moylan and Tyler Ryerson) time. How does it fit into the percentage?

BURA's next meeting will focus on the Action Plan and budget.

The BURA Budget Committee and URAC both are scheduled for June 1, 2015 and will be Action Plan driven.

The BURA Board understands this is a learning curve and with each year we will make adjustments as necessary to improve and grow.

Roles and Responsibilities

Roles and Responsibilities will be a section in the 5 Year Action Plan. Mr. Ryerson distributed a draft version of the Roles & Responsibilities outline of expectations for staff, URAC, and BURA. Modifications will include more details and a less linear approach (flow).

The BURA Board wants to see URAC with more authority and decision making power. As we develop/start programs BURA wants URAC to process/regulate and then make recommendations. For example, with property acquisition—if there were ten sites URAC would analyze each site and offer advice on all sites with levels of rank.

The URAC bylaws will be revised, the Assistant City Attorney is reviewing. Bylaws should be reviewed/revised once every three years or so. BURA wants to be transparent.

The cities purchasing code has been implemented, The BURA Board has signing authority for up to \$100K before contract must go through the RFP process. There is some concern that may be too much (may be revised based on the type of work).

Will URAC members be able to propose projects that are not decided by staff? Mr. Ryerson clarified that yes, good ideas are both welcome and appreciated.

Is there a contact sheet for URAC? An updated Boards and Commissions contact sheet is being revised and will include URAC.

Are there any URAC members on other sub-committees? Other than the budget committee, not yet, we do expect sub-committees moving forward. If there is Planning (Creekside Steering Committee) underway we encourage them to take a pass through URAC.

Grants are a big topic—The BURA Board and The City Council are looking for opportunities that involve matching funds. Mr. Ryerson asked all URAC members to keep this in mind and to pass opportunities along to him as they see fit.

Mr. Ryerson gave a brief overview of the new hires (new Senior Development Manager) in the new Development Division and how it will allow him to focus more on Urban Renewal and move these projects forward in a more reasonable timeframe.

What role will URAC play with contracts? At a minimum, URAC should be aware of contracts as they move between staff and BURA. Timing and confidentiality need to be considered in land acquisition contracts. Mr. Ryerson will get more clarification on this process.

Annual Report

BURA would like quarterly updates. What did we spend the money on, what were the results, and how projects fit into the plan? It would also be good to have a project map/matrix listing status details.

The existing annual report is strictly financial. The annual report will be modified to include pictures, maps (where the projects are), and spreadsheets to make it easier to read. BURA board member Jerry Jones suggested THPRD's Annual Report associated with their bond measure as a good example. It was agreed we would create the report based on calendar year so it won't interfere with budget.

Beaverton Update and Announcements

Economic Development Division Manager, Alma Flores has taken a position as Community Development Director with The City of Milwaukie.

Planning has a new Manager, Sandra Monsalve who will oversee the Current Development Planning Staff. This adds another layer between Steve Sparks and Scott Whyte which will help Steve and assist with the permit process as well.

The Building Division is short two structural plans examiners this is delaying some Building permits.

The Beaverton Central Creekside Redevelopment RFQ is due May 8, at 2 pm. The elevation committee will meet on Wednesday, May 13, 2015 to evaluate the proposals. Members include: The City of Beaverton Community Development, Finance, City Attorney Departments; Urban Renewal; Metro staff; and City Council. We attempted to get a developer on board without success.

April 7, 2015, Meeting Minutes Approval

On the first page in the 48% paragraph the word “park” should be changed to “parking”. Minutes are approved with this edit.

Calendar Items

June 1, 2015: Next URAC Meeting

June 23, 2015: BURA Board Meeting

The meeting was adjourned at 8:18 p.m.