



**OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION
FOR JUNE 24, 2013**

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. Approval of the Minutes from the Regular Meeting of the Tualatin Development Commission on January 14, 2013.

E. SPECIAL REPORTS

F. PUBLIC HEARINGS

1. Resolution No. 598-13 Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2013

G. GENERAL BUSINESS

H. 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.

I. COMMUNICATIONS FROM COMMISSIONERS

J. ADJOURNMENT



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

D. 1.

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 06/24/2013

SUBJECT: Approval of the Minutes from the Regular Meeting of the Tualatin Development Commission on January 14, 2013.

ISSUE BEFORE THE COMMISSION:

The issue before the Commissioners is to approve the minutes from the January 14, 2013 Tualatin Development Commission Meeting.

RECOMMENDATION:

Staff respectfully recommends that the Commission approved the minutes from the January 14, 2013 Tualatin Development Commission Meeting.

Attachments: [TDC Minutes January 14, 2013](#)



OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR JANUARY 14, 2013

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

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Information Services Manager Lance Harris; Parks and Recreation Manager Carl Switzer; Maintenance Services Division Manager Clayton Reynolds; Management Analyst Ben Bryant; Deputy City Recorder Nicole Morris

Attendees: Alice Rouyer

A. CALL TO ORDER

Mayor Ogden called the meeting to order at 8:12 p.m.

B. ANNOUNCEMENTS

1. Swear-In Newly Elected Commissioners

Oath of Office was administered to Commissioner Joelle Davis, Commissioner Ed Truax, Commissioner Nancy Grimes, and Commissioner Monique Beikman.

C. CITIZEN COMMENTS

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D. CONSENT AGENDA

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MOTION by Commission President Monique Beikman, SECONDED
by Commissioner Nancy Grimes to approve the consent agenda as read.

Vote: 7 - 0 MOTION CARRIED

1. Approval of the Minutes from the Regular Meeting of the Tualatin Development Commission on June 25, 2012
2. 2012 Annual Financial Report

E. SPECIAL REPORTS

F. PUBLIC HEARINGS

G. GENERAL BUSINESS

H. 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.

I. COMMUNICATIONS FROM COMMISSIONERS

J. ADJOURNMENT

The meeting adjourned at 8:14 p.m.

Sherilyn Lombos, City Manager

Nicole Morris

/ Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

F. 1.

FROM: Don Hudson, Finance Director

DATE: 06/24/2013

SUBJECT: Resolution No. 598-13 Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2013

ISSUE BEFORE THE COMMISSION:

Adoption of the Fiscal Year 2013 - 2014 budget, after conducting a public hearing to consider public input on the Fiscal Year 2013 - 2014 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 29, 2013. The total of the Fiscal Year 2013 - 2014 Budget is \$5,195,215.

Oregon State law requires the Commission to adopt a budget prior to July 1, 2013.

RECOMMENDATION:

Staff recommends adoption of the attached resolution, which includes the Approved Fiscal Year 2013 - 2014 Budget.

EXECUTIVE SUMMARY:

The total budget for the Commission is \$5,195,215 and is divided among Economic Development Administration (\$247,935), Central Urban Renewal Projects (\$872,405), and Leveton Tax Increment District Projects (\$4,074,875). Funds previously received in the projects funds will be used to complete identified projects.

In addition to the budget approved by the budget committee, the Commission has the ability to change the approved budget in each fund by no more than 10% of the total budget. Typical changes that the Commission may make are related to unanticipated lags in completion of capital projects that necessitate adjustments to future year budget(s), especially for large construction projects. There are two proposed adjustments to the committee approved budget. First, the Tualatin Sherwood Road Landscaping Project (CURD Projects Fund) has an outstanding claim with the vendor that will likely not be settled prior to June 30, 2013, so \$79,300 is proposed to be carried over into FY 2013-2014 to pay the claim when settled. Second, \$15,000 of capital outlay funds in the Leveton Projects Fund is proposed to be added to pay for transit related signs within the district boundaries.

OUTCOMES OF DECISION:

By adopting the budget before July 1st, the Commission will be able to operate, expend money and incur liabilities for fiscal year 2013 - 2014.

Attachments: [Resolution Adopting FY 13-14 Budget](#)

RESOLUTION NO. 598-13

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2013

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

Section 1. The Board of Commissioners of the Tualatin Development Commission hereby adopts the Budget approved by the Budget Committee for fiscal year 2013 - 14 in the total sum of \$5,195,215 (including \$4,621,230 in Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2013, and for the purposes shown below, are hereby appropriated:

URBAN REDEVELOPMENT ADMINISTRATION FUND

Material & Services	\$ 64,225
Contingency	183,710

Total URBAN REDEVELOPMENT ADMIN FUND Appropriation\$ 247,935

CENTRAL URBAN RENEWAL DISTRICT - PROJECT FUND

Transfers	\$ 61,925
Capital Outlay	79,300
Contingency	9,290

Total CURD PROJECT FUND Appropriation\$ 150,515

Reserve Funds	<u>721,890</u>
Total CURD PROJECT FUND	\$ 872,405

LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$ 104,595
Capital Outlay	50,000
Contingency	20,940

Total LEVETON TAX INCREMENT DISTRICT PROJECT FUND Appropriation\$ 175,535

Reserve Funds	<u>3,899,340</u>
Total LTID PROJECT FUND	\$4,074,875

TOTAL APPROPRIATIONS.....\$ 573,985
TOTAL RESERVES 4,621,230

TOTAL DEVELOPMENT COMMISSION BUDGET\$ 5,195,215

INTRODUCED AND ADOPTED this 24th day of June, 2013.

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

APPROVED AS TO FORM

BY _____
City Attorney

BY _____
Chairman

ATTEST:

BY _____
Administrator