



**OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION
MEETING FOR JUNE 27, 2011**

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 "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 for the Meeting of February 28, 2011

E. SPECIAL REPORTS

None.

F. PUBLIC HEARINGS

1. Resolution No. 592-11 Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2011

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. EXECUTIVE SESSION

K. ADJOURNMENT



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

APPROVED BY TUALATIN DEVELOPMENT
COMMISSION
Date 6-27-11
Recording Secretary M. Smith

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Maureen Smith, Executive Assistant

DATE: 06/27/2011

SUBJECT: Approval of the Minutes for the Meeting of February 28, 2011

ISSUE BEFORE THE COMMISSION:

The issue before the Commission is to approve the minutes of the Meeting of February 28, 2011.

RECOMMENDATION:

Staff respectfully recommends that the Commission adopt the attached minutes.

FINANCIAL IMPLICATIONS:

There are no financial impacts associated with this item.

Attachments: A - Meeting Minutes of February 28, 2011



APPROVED BY TUALATIN DEVELOPMENT
COMMISSION
Date 6-27-11
Recording Secretary M. Smith

OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR
FEBRUARY 28, 2011

Present: Chairman Lou Ogden, Commission President Chris Barhyte, Commissioner Monique Beikman, Commissioner Joelle Davis, Commissioner Wade Brooksby, Commissioner Frank Bubenik, Commissioner Ed Truax

Staff Present: Sherilyn Lombos, City Manager
Brenda Braden, City Attorney
Mike McKillip, City Engineer
Kent Barker, Police Chief
Paul Hennon, Community Services Director
Ben Bryant, Management Intern
Maureen Smith, Executive Assistant

A. CALL TO ORDER

The meeting was called to order at 8:01 p.m.

B. PRESENTATIONS, ANNOUNCEMENTS, SPECIAL REPORTS

None.

C. CITIZEN COMMENTS

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D. CONSENT AGENDA

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MOTION by Commission President Chris Barhyte, SECONDED
by Commissioner Joelle Davis to adopt the Consent Agenda as read.

Vote: 7 - 0 CARRIED

1. Approval of the Minutes for the Meeting of February 14, 2011

E. PUBLIC HEARINGS

None.

F. GENERAL BUSINESS

None.

G. 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.

H. COMMUNICATIONS FROM COMMISSIONERS

None.

I. EXECUTIVE SESSION

None.

J. ADJOURNMENT

MOTION by Commission President Chris Barhyte, SECONDED
by Commissioner Ed Truax to adjourn the meeting at 8:01 p.m.

Vote: 7 - 0 CARRIED

Sherilyn Lombos, Administrator

 / Maureen Smith, Recording Secretary



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

APPROVED BY TUALATIN DEVELOPMENT
COMMISSION
Date 6-27-11
Recording Secretary [Signature]

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, Administrator

FROM: Don Hudson, Finance Director

DATE: 06/27/2011

SUBJECT: Resolution Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2011

ISSUE BEFORE THE COMMISSION:

Adoption of the Fiscal Year 2011 - 2012 budget, after conducting a public hearing to consider public input on the Fiscal Year 2011 - 2012 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 24, 2011. The total of the Fiscal Year 2011 - 2012 Budget is \$10,901,615.

Oregon State law requires the Commission to adopt a budget prior to July 1, 2011.

RECOMMENDATION:

Staff recommends adoption of the attached resolution, which includes the Approved Fiscal Year 2011 - 2012 Budget.

EXECUTIVE SUMMARY:

The total budget for the Commission is \$10,901,615 and is divided among Economic Development Administration (\$721,000), Central Urban Renewal Projects (\$2,709,185), and Leveton Tax Increment District Projects (\$7,471,430). 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. The adjustments included in the attached resolution fall into this category.

The carry-forwards for these projects are "self-funding" because the beginning fund balance for 2011 - 2012 is increased by the amount budgeted and not spent in the current fiscal year (2010 - 2011). This increases both the revenue and the expenditure appropriations in the appropriate fund.

Proposed changes include:

Central Urban Renewal District Projects Fund

- Tualatin-Sherwood Enhancement (UC0602) - \$100,000

This carry-forward does not exceed 10% of the approved budget and is, therefore, allowed to be added by the Commission at the public hearing.

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 2011 - 2012.

Attachments: A Resolution Adopting Tualatin Development Commission FY 11-12 Budget

RESOLUTION NO. 592-11

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2011

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 2011 - 12 in the total sum of \$10,901,615 (including \$1,938,754, Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2011, and for the purposes shown below, are hereby appropriated:

URBAN REDEVELOPMENT ADMINISTRATION FUND

Personal Services	\$ 111,661
Material & Services	95,512
Transfers	322,716
Contingency	191,111

Total URBAN REDEVELOPMENT ADMIN FUND Appropriation\$ 721,000

CENTRAL URBAN RENEWAL DISTRICT - PROJECT FUND

Material & Services	\$ 76,000
Capital Outlay	1,833,279
Transfers	175,000
Contingency	297,642

Total CURD PROJECT FUND Appropriation\$ 2,381,921

Reserve Funds	<u>327,264</u>
Total CURD PROJECT FUND	\$2,709,185

LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Material & Services	\$ 10,000
Capital Outlay	4,840,600
Transfers	245,000
Contingency	764,340

Total LEVETON TAX INCREMENT DISTRICT	
PROJECT FUND Appropriation	\$5,859,940
Reserve Funds	<u>1,611,490</u>
Total LTID PROJECT FUND	\$7,471,430

TOTAL APPROPRIATIONS	\$ 8,962,861
TOTAL RESERVES	<u>1,938,754</u>

TOTAL DEVELOPMENT COMMISSION BUDGET	<u>\$10,901,615</u>
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INTRODUCED AND ADOPTED this 27th day of June, 2011.

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

BY


Chairman

ATTEST:

BY


Administrator