



OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION FOR JANUARY 14, 2013

A. CALL TO ORDER

B. ANNOUNCEMENTS

1. Swear-In Newly Elected Commissioners

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 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



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

TO: Honorable Chairman and Members of the Commission

FROM: Sara Singer, Deputy City Manager

DATE: 01/14/2013

SUBJECT: Approval of the Minutes from the Regular Meeting of the Tualatin Development Commission on June 25, 2012

ISSUE BEFORE THE COMMISSION:

The issue before the Commissioners is to approve the minutes from the June 25, 2012 Tualatin Development Commission Meeting.

RECOMMENDATION:

Staff respectfully recommends that the Commission approved the minutes from the June 25, 2012 Tualatin Development Commission Meeting.

Attachments: [June 25, 2012 Tualatin Development Commission Meeting Minutes](#)



OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR JUNE 25, 2012

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; Police Chief Kent Barker; Community Development Director Alice Rouyer; Community Services Director Paul Hennon; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Deputy City Manager Sara Singer; Management Analyst Ben Bryant; Deputy City Recorder Maureen Smith

A. CALL TO ORDER

Chairman Ogden opened the meeting at 8:14 p.m.

B. ANNOUNCEMENTS

C. CITIZEN COMMENTS

D. CONSENT AGENDA

1. Approval of the Minutes for the Meeting of April 23, 2012

E. SPECIAL REPORTS

F. PUBLIC HEARINGS

1. Resolution No. **597-12** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2012

Finance Director Don Hudson presented the staff report on the Tualatin Development Commission budget for Fiscal Year 2012-2013. The Budget Advisory Committee approved the proposed budget in May, 2012. Finance Director Hudson reviewed the total budget for the Commission, and noted it is divided among Economic Development Administration, Central Urban Renewal Projects, and Leveton Tax Increment District Projects. Activities continue to wind down since the closure of the districts, and funds that have previously been received will be used to complete identified projects.

to adopt the resolution, which includes the Budget Committee-approved Tualatin Development Commission Fiscal Year 2012-2013 Budget, and making appropriations for the Fiscal Year commencing July 1, 2012.

Vote: 7 - 0 MOTION CARRIED

- G. GENERAL BUSINESS**
- H. ITEMS REMOVED FROM CONSENT AGENDA**
- I. COMMUNICATIONS FROM COMMISSIONERS**
- J. EXECUTIVE SESSION**
- K. ADJOURNMENT**
The meeting adjourned at 8:33 p.m.

Sherilyn Lombos, Administrator

 / Maureen Smith, Recording Secretary



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: Ben Bryant, Management Analyst

DATE: 01/14/2013

SUBJECT: 2012 Annual Financial Report

ISSUE BEFORE THE COMMISSION:

Should the Tualatin Development Commission send the 2012 Annual Urban Renewal Agency Financial Report to the Tualatin City Council for acceptance?

RECOMMENDATION:

Forward the 2012 Annual Financial Report to the Tualatin City Council.

EXECUTIVE SUMMARY:

Annual Financial Report Contents

In accordance with Oregon Revised Statute 457.460, the City of Tualatin's Urban Renewal Agency must file an annual financial report with the Tualatin Development Commission and City of Tualatin prior to January 31st. Once the report is filed, it will be published in *The Tigard-Tualatin Times*.

The Central Urban Renewal District (CURD) and the Leveton Tax Increment District (LTID) stopped collecting revenue on June 30, 2010. The annual financial report (Attachment A) outlines:

- the remaining revenues and expenditures as expected in the Fiscal Year 2012-13 Adopted Budget; and,
- the year-end actual revenues and expenditures from Fiscal Year 2011-12.

Since both urban renewal districts stopped collecting revenue, no taxes were forgone by other taxing jurisdictions in the districts.

Behind the Numbers

For more detail behind the numbers in the report, below is a summary of the highlights in both districts this past year and the goals for the current year, as reflected in the 2012-13 Adopted

Budget

CURD 2011-12 Highlights

- Finished the quiet zone project.
- Made substantial progress on the Tualatin-Sherwood Road Landscaping Enhancement Project.
- Completed environmental monitoring and testing of the former Hanagan gas station site and Robinson Crossing project.

CURD 2012-13 Goals

- Finish the construction of the Tualatin-Sherwood Road beautification project
- Work with the TDC to prioritize remaining CURD funds.

LTID 2011-12 Highlights

- Made substantial progress on the Leveton Drive extension project.

LTID 2012-13 Goals

- Complete construction of the Leveton Drive extension project.
- Wetland monitoring and reporting for Herman Road
- Work with the TDC to prioritize remaining LTID funds.

FINANCIAL IMPLICATIONS:

The numbers in the annual financial report are reflected in the 2012-13 Adopted Budget.

Attachments: [Attachment A: Annual Financial Summary](#)

NOTICE

TUALATIN URBAN RENEWAL AGENCY – ANNUAL FINANCIAL REPORT FOR 2012

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. A complete copy of the report is available at the City of Tualatin.

TABLE 1

TUALATIN URBAN RENEWAL AGENCY - ANNUAL FINANCIAL REPORT FOR 2012		
CENTRAL URBAN RENEWAL DISTRICT	FY 12/13	FY 11/12
BOND FUND		
Revenue		
Beginning Balance	\$ -	\$ -
Tax Increment, Current & Prior Years	\$ -	\$ -
Interest	\$ -	\$ -
Expenditures		
Materials & Services	\$ -	\$ -
Debt Service	\$ -	\$ -
Contingency and Reserves	\$ -	\$ -
PROJECT FUND		
Revenues		
Beginning Balance	\$ 777,240	\$ 2,677,660
Interest	\$ 3,885	\$ 12,591
Sale of Bonds	\$ -	\$ -
Expenditures		
Materials & Services	\$ -	\$ -
Transfers & Reimbursements	\$ 32,035	\$ 175,000
Capital Outlay	\$ 300,000	\$ 1,400,068
Contingency & Reserves	\$ 449,090	\$ 1,115,183
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	\$ 4,756,730	\$ 7,973,677
Interest	\$ 23,785	\$ 36,714
Sale of Bonds	\$ -	\$ -
Transfers & Reimbursements	\$ -	\$ 24,617
Expenditures		
Materials & Services	\$ -	\$ -
Transfers and Reimbursements	\$ 156,410	\$ 245,000
Capital Outlay	\$ 1,500,000	\$ 2,128,877
Contingency & Reserves	\$ 3,124,105	\$ 5,661,131

Both urban renewal districts stopped collecting revenue on June 30, 2010. Accordingly, no taxes were forgone by other taxing jurisdictions in the districts.