



OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION FOR JUNE 25, 2012

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 for the Meeting of April 23, 2012

E. SPECIAL REPORTS

F. PUBLIC HEARINGS

1. Resolution Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2012

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

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, Administrator

FROM: Maureen Smith, Deputy City Recorder

DATE: 06/25/2012

SUBJECT: Approval of the Minutes for the Meeting of April 23, 2012

ISSUE BEFORE THE COMMISSION:

The issue before the Commission is to approve the minutes of the Meeting of April 23, 2012.

RECOMMENDATION:

Staff respectfully recommends that the Commission adopt the attached minutes.

FINANCIAL IMPLICATIONS:

There are no financial impacts associated with this item.

Attachments: A - Development Commission Meeting Minutes of April 23, 2012



OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR APRIL 23, 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; City Attorney Brenda Braden; Police Chief Kent Barker; Community Development Director Alice Rouyer; Operations Director Dan Boss; Community Services Director Paul Hennon; Deputy City Manager Sara Singer; Parks and Recreation Manager Carl Switzer; Management Analyst Ben Bryant; Deputy City Recorder Maureen Smith

Attendees: William Harper, Senior Planner

A. CALL TO ORDER

Chairman Ogden opened the meeting at 7:26 p.m.

B. ANNOUNCEMENTS

1. Chamber of Commerce CEO Linda Moholt thanked city staff for all the work that was done on the visitor kiosk project.

C. CITIZEN COMMENTS

D. CONSENT AGENDA

MOTION by Commissioner Ed Truax, SECONDED by Commission President Monique Beikman to adopt the Consent Agenda as read.

Vote: 7 - 0 MOTION CARRIED

1. Approval of the Minutes for the Meeting of February 27, 2012 and Meeting of April 9, 2012
2. Resolution No. **596-12** Authorizing a Revocable Permit for a Public Information Kiosk for the Tualatin Chamber of Commerce located on Tualatin Development Commission property within the Core Area Parking District "White Lot" (2S124BC 01501)

E. SPECIAL REPORTS

- F. PUBLIC HEARINGS**
- G. GENERAL BUSINESS**
- H. ITEMS REMOVED FROM CONSENT AGENDA**
- I. COMMUNICATIONS FROM COMMISSIONERS**
- J. EXECUTIVE SESSION**
- K. ADJOURNMENT**

MOTION by Commission President Monique Beikman, **SECONDED**
by Commissioner Joelle Davis to adjourn the meeting at 7:29 p.m.

Vote: 7 - 0 MOTION CARRIED

Sherilyn Lombos, Administrator

Maureen Smid

./ Maureen Smith, Recording Secretary



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, Administrator

FROM: Don Hudson, Finance Director

DATE: 06/25/2012

SUBJECT: Resolution Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2012

ISSUE BEFORE THE COMMISSION:

Adoption of the Fiscal Year 2012 - 2013 budget, after conducting a public hearing to consider public input on the Fiscal Year 2012 - 2013 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 30, 2012. The total of the Fiscal Year 2012 - 2013 Budget is \$5,774,165.

Oregon State law requires the Commission to adopt a budget prior to July 1, 2012.

RECOMMENDATION:

Staff recommends adoption of the attached resolution, which includes the Approved Fiscal Year 2012 - 2013 Budget.

EXECUTIVE SUMMARY:

The total budget for the Commission is \$5,774,165 and is divided among Economic Development Administration (\$212,525), Central Urban Renewal Projects (\$781,125), and Leveton Tax Increment District Projects (\$4,780,515). 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 no proposed adjustments to the committee approved budget.

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 2012 - 2013.

Attachments: A - Resolution Adopting Tualatin Development Commission FY 12-13 Budget

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2012

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 2012 - 13 in the total sum of \$5,774,165 (including \$3,274,930 in Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2012, and for the purposes shown below, are hereby appropriated:

URBAN REDEVELOPMENT ADMINISTRATION FUND

Material & Services	\$ 63,730
Contingency	148,795

Total URBAN REDEVELOPMENT ADMIN FUND Appropriation\$ 212,525

CENTRAL URBAN RENEWAL DISTRICT - PROJECT FUND

Transfers	\$ 32,035
Capital Outlay	300,000
Contingency	49,805

Total CURD PROJECT FUND Appropriation\$ 381,840

Reserve Funds	<u>399,285</u>
Total CURD PROJECT FUND	\$ 781,125

LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$ 156,410
Capital Outlay	1,500,000
Contingency	248,460

Total LEVETON TAX INCREMENT DISTRICT PROJECT FUND Appropriation\$1,904,870

Reserve Funds	<u>2,875,645</u>
Total LTID PROJECT FUND	\$4,780,515

TOTAL APPROPRIATIONS.....\$ 2,499,235
TOTAL RESERVES 3,274,930
TOTAL DEVELOPMENT COMMISSION BUDGET\$ 5,774,165

INTRODUCED AND ADOPTED this 25th day of June, 2012.

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

BY _____
Chairman

ATTEST:

BY _____
Administrator