



**OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION
FOR JANUARY 14, 2019**

A. CALL TO ORDER

B. ANNOUNCEMENTS

1. Swearing-In of New 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. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 8, 2018 and June 25, 2018

E. GENERAL BUSINESS

1. Consideration of the 2018 Urban Renewal Agency Annual Financial Report for Filing with the Tualatin Development Commission.

F. COMMUNICATIONS FROM COMMISSIONERS

G. ADJOURNMENT



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 01/14/2019

SUBJECT: Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 8, 2018 and June 25, 2018

ISSUE BEFORE THE COMMISSION:

Approval of the Tualatin Development Commission Meeting Minutes of January 8, 2018 and June 25, 2018.

RECOMMENDATION:

Staff respectfully recommends approval of the meeting minutes.

Attachments: TDC Meeting Minutes of January 8, 2018
TDC Meeting Minutes of June 25, 2018

Minutes Attachments

No file(s) attached.



**OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR
JANUARY 8, 2018**

Present: Chairman Lou Ogden; Commissioner Joelle Davis; Commissioner Frank Bubenik; Commissioner Nancy Grimes; Commissioner Paul Morrison; Commissioner Jeff DeHaan; Commissioner Robert Kellogg

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Finance Director Don Hudson; Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; IS Director Bates Russell

A. CALL TO ORDER

Chairman Ogden called the meeting to order at 7:36 p.m.

B. 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.*

None.

C. 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.

MOTION by Commissioner Jeff DeHaan, SECONDED by Commissioner Joelle Davis to approve the consent agenda.

Vote: 7 - 0 MOTION CARRIED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of June 26, 2017

D. GENERAL BUSINESS

1. Consideration of the 2017 Urban Renewal Agency Annual Financial Report for Filing with the Tualatin City Council

Assistant City Manager Alice Cannon presented the 2017 Urban Renewal Agency Annual Financial Report for filing with the Tualatin City Council. She stated the agency is required by law to file an annual report with the commission. She noted funds have not been collected since 2010.

MOTION by Commissioner Joelle Davis, SECONDED by Commissioner Robert Kellogg to accept the financial report and direct staff to file with City Council.

Vote: 7 - 0 MOTION CARRIED

E. COMMUNICATIONS FROM COMMISSIONERS

None.

F. ADJOURNMENT

Chairman Ogden adjourned the meeting at 7:39 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Chairman



OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR JUNE 25, 2018

Present: Commissioner Joelle Davis; Commissioner Frank Bubenik; Commissioner Paul Morrison; Commissioner Jeff DeHaan; Commissioner Robert Kellogg

Absent: Chairman Lou Ogden; Commissioner Nancy Grimes

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Finance Director Don Hudson; Economic Development Manager Jonathan Taylor; City Engineer Jeff Fuchs

A. CALL TO ORDER

Commissioner Davis called the meeting to order at 7:39 p.m.

B. 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.

Moved to the next meeting for further review by the Commission.

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 8, 2018

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.

None.

D. PUBLIC HEARINGS

1. Consideration of **Resolution No. 610-18** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2018

Finance Director Don Hudson presented the Fiscal Year 2018 - 2019 Budget. He stated the Tualatin Budget Advisory Committee approved the proposed budget on May 30, 2018. The total proposed budget is \$4,027,580. Which is divided among the Tualatin Development Commission Administration (\$139,900), Central Urban Renewal Projects (\$123,580), and Leveton Tax Increment District Projects (\$3,764,100).

PUBLIC COMMENT

None.

MOTION by Commissioner Frank Bubenik, SECONDED by Commissioner Jeff DeHaan to adopt Resolution No. 610-18 adopting the Tualatin Development Commission budget, and making appropriations, for the Fiscal Year commencing July 1, 2018.

Vote: 5 - 0 MOTION CARRIED

2. Consideration of **Resolution No. 611-18** of the Tualatin Development Commission Authorizing the Administrator to Execute a Vendor Agreement to Allow a Mobile Food Unit to Operate on the Hanigan Lot

Economic Development Manager Jonathan Taylor presented a proposal from Carrie Pabst, of the Ohana Shack, to utilize the Hanigan Lot on the corner of Nyberg Street and Lower Boones Ferry Road for operation of a mobile food unit. The lot is owned by the Tualatin Development Commission and has remained vacant with a loose gravel cover since 1990. The proposal is for a two month period. He stated the Central Urban Renewal Plan document requires all property sale, transfer, and lease agreements to be approved by the Tualatin Development Commission.

Commissioner Kellogg asked why the Ohana Shack is looking to relocate. Ms. Pabst stated their current lot was sold.

Commissioner Kellogg asked about power and parking at the lot. Ms. Pabst stated there are solar panels on their unit and there is a city parking lot across the street.

Commissioner Bubenik stated he has concerns with locating a business on a city lot. He would prefer they reach out to private property owners. Ms. Pabst stated she attempted to reach out to multiple property owners.

Commissioners Morrison and DeHaan spoke in favor of the agreement.

PUBLIC COMMENT

None.

MOTION by Commissioner Jeff DeHaan, SECONDED by Commissioner Paul Morrison to adopt Resolution No. 611-18 of the Tualatin Development Commission authorizing the administrator to execute a vendor agreement to allow a mobile food unit to operate on the Hanigan Lot.

DISCUSSION ON MOTION

Councilor Kellogg asked why there will only be a \$50 a month fee. Manager Taylor stated that was what staff came up with as a fair price.

Vote: 3 - 2 MOTION CARRIED

Nay: Commissioner Frank Bubenik
Commissioner Robert Kellogg

E. COMMUNICATIONS FROM COMMISSIONERS

None.

F. ADJOURNMENT

Commissioner Davis adjourned the meeting at 8:06 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: Jonathan Taylor, Economic Development Manager

DATE: 01/14/2019

SUBJECT: Consideration of the 2018 Urban Renewal Agency Annual Financial Report for Filing with the Tualatin Development Commission.

ISSUE BEFORE THE COMMISSION:

Consideration of the 2017-2018 Urban Renewal Agency Annual Financial Report. The approved report will be presented to Tualatin City Council on January 28, 2019.

RECOMMENDATION:

Approve the 2017-2018 Urban Renewal Agency Annual Financial Report.

EXECUTIVE SUMMARY:

Under ORS 457.460, the Tualatin Development Commission, as the City's Urban Renewal Agency, must file an annual financial report with the City Council prior to January 31 each year. After approval of the financial report by the Commission, the report will be filed with the City Council on January 28, 2019. Notice of the report will be published once a week for two consecutive weeks in *The Tigard-Tualatin Times* in accordance with law beginning on January 14 through January 28, 2019.

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) outlines:

1. The remaining revenues and expenditures as expected in the Fiscal Year 2018-19 adopted budget; and
2. The year-end actual revenues and expenditures from Fiscal Year 2017-18.

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

OUTCOMES OF DECISION:

If approved the 2017-2018 Urban Renewal Agency Annual Report will be presented for filing with the Tualatin City Council on January 28, 2019.

FINANCIAL IMPLICATIONS:

The numbers in the annual financial report are reflected in the audit of Fiscal Year 2017-2018 and the adopted budget of Fiscal Year 2018-2019

Attachments: 2017-2018 Financial Report

Minutes Attachments

No file(s) attached.

NOTICE

TUALATIN URBAN RENEWAL AGENCY – ANNUAL FINANCIAL REPORT FOR 2018

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 2018

CENTRAL URBAN RENEWAL DISTRICT	FY 17/18	FY 18/19
BOND FUND		
Revenue		
Beginning Balance	\$ -	\$ -
Tax Increment, Current & Prior Years	\$ -	\$ -
Interest	\$ -	\$ -
Expenditures		
Materials & Services	\$ -	\$ -
Debt Service	\$ -	\$ -
Contingency and Reserves	\$ -	\$ -
PROJECT FUND		
Revenues		
Beginning Balance	\$ 119,406	\$ 121,160
Interest	\$ 2,023	\$ 2,420
Sale of Bonds	\$ -	\$ -
Expenditures		
Materials & Services	\$ -	\$ -
Transfers & Reimbursements	\$ -	\$ -
Capital Outlay	\$ -	\$ 123,580
Contingency & Reserves	\$ 121,429	\$ -
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	\$ 3,730,142	\$ 3,690,290
Interest	\$ 62,311	\$ 73,810
Sale of Bonds	\$ -	\$ -
Transfers & Reimbursements	\$ -	\$ -
Expenditures		
Materials & Services	\$ -	\$ -
Transfers and Reimbursements	\$ 91,850	\$ 79,400
Capital Outlay	\$ 1,040	\$ 73,000
Contingency & Reserves	\$ 3,699,563	\$ 3,611,700

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