



# Tualatin Development Commission

Monday, January 27, 2014

**CITY COUNCIL CHAMBERS**  
18880 SW Martinazzi Avenue  
Tualatin, OR 97062

**BUSINESS MEETING** to immediately follow City Council Regular Meeting

## OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION FOR JANUARY 27, 2014

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**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. Consideration of Approval of the Minutes from the Regular Meeting of the Tualatin Development Commission on June 24, 2013.

2. Consideration of 2013 Annual Financial Report

**E. 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.*

**F. COMMUNICATIONS FROM COMMISSIONERS**

**G. ADJOURNMENT**





# STAFF REPORT

## TUALATIN DEVELOPMENT COMMISSION

D. 1.

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Nicole Morris, Deputy City Recorder

**DATE:** 01/27/2014

**SUBJECT:** Consideration of Approval of the Minutes from the Regular Meeting of the Tualatin Development Commission on June 24, 2013.

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**ISSUE BEFORE THE COMMISSION:**

The issue before the Commissioners is to approve the minutes from the June 24, 2013 Tualatin Development Commission Meeting.

**RECOMMENDATION:**

Staff respectfully recommends that the Commission approved the minutes from the June 24, 2013 Tualatin Development Commission Meeting.

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**Attachments:** Tualatin Developmen Commission Meeting Minutes of June 24, 2013

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## OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR JUNE 24, 2013

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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; Assistant City Manager Alice Rouyer; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Information Services Manager Lance Harris; Human Resources Manager Janet Newport; Deputy City Recorder Nicole Morris; Public Works Director Jerry Postema

### A. CALL TO ORDER

Mayor Ogden called the meeting to order at 7:50 p.m.

### B. ANNOUNCEMENTS

### C. CITIZEN COMMENTS

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### 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.*

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

**Vote:** 7 - 0 MOTION CARRIED

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

Finance Director Don Hudson presented the fiscal year 2013-2014 Tualatin Development Commission Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 29, 2013. 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).

The Commission has the ability to change the approved budget in each fund by no more than 10% of the total budget. 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, \$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.

No public comment.

No Commission deliberations.

MOTION by Commission President Monique Beikman, SECONDED by Commissioner Nancy Grimes to adopt Resolution No. 598-13 adopting the Tualatin Development Commission budget and making appropriations for the fiscal year commencing July 1, 2013.

**Vote:** 7 - 0 MOTION CARRIED

**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**

MOTION by Commission President Monique Beikman, SECONDED by Commissioner Frank Bubenik to adjourn the meeting at 7:54 p.m.

**Vote:** 7 - 0 MOTION CARRIED

Sherilyn Lombos, Administrator

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Lou Ogden, Commission Chair



# STAFF REPORT

## TUALATIN DEVELOPMENT COMMISSION

D. 2.

**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Ben Bryant, Management Analyst  
**DATE:** 01/27/2014  
**SUBJECT:** Consideration of 2013 Annual Financial Report

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### ISSUE BEFORE THE COMMISSION:

Tualatin Development Commission review of the 2013 Annual Urban Renewal Agency Financial Report. Upon review, the report will be sent to the Tualatin City Council.

### RECOMMENDATION:

Consider the 2013 Annual Financial Report and forward it 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 2013-14 Adopted Budget; and,
- the year-end actual revenues and expenditures from Fiscal Year 2012-13.

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 2012-13 Highlights

- Finished the Tualatin-Sherwood Road Landscaping Enhancement Project

#### CURD 2013-14 Goals

- Work with the TDC to prioritize remaining CURD funds

#### LTID 2011-12 Highlights

- Completed construction of the Leveton Drive extension project
- Continued wetland monitoring and reporting for SW 124th Avenue and Herman Road

#### LTID 2013-14 Goals

- Work with the TDC to prioritize remaining LTID funds
- Continue wetland monitoring and reporting for SW 124th Avenue and Herman Road

**FINANCIAL IMPLICATIONS:**

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

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**Attachments:**     [Attachment A: 2013 Financial Report](#)

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# NOTICE

## TUALATIN URBAN RENEWAL AGENCY – ANNUAL FINANCIAL REPORT FOR 2013

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

<b>TUALATIN URBAN RENEWAL AGENCY - ANNUAL FINANCIAL REPORT FOR 2013</b>		
<b>CENTRAL URBAN RENEWAL DISTRICT</b>	<b>FY 13/14</b>	<b>FY 12/13</b>
<b>BOND FUND</b>		
<b>Revenue</b>		
Beginning Balance	\$ -	\$ -
Tax Increment, Current & Prior Years	\$ -	\$ -
Interest	\$ -	\$ -
<b>Expenditures</b>		
Materials & Services	\$ -	\$ -
Debt Service	\$ -	\$ -
Contingency and Reserves	\$ -	\$ -
<b>PROJECT FUND</b>		
<b>Revenues</b>		
Beginning Balance	\$ 868,460	\$ 1,115,183
Interest	\$ 3,945	\$ 6,907
Sale of Bonds	\$ -	\$ -
<b>Expenditures</b>		
Materials & Services	\$ -	\$ -
Transfers & Reimbursements	\$ 61,925	\$ 32,035
Capital Outlay	\$ 79,300	\$ 36,001
Contingency & Reserves	\$ 731,180	\$ 1,054,054
<b>LEVETON TAX INCREMENT DISTRICT</b>		
<b>BOND FUND</b>		
<b>Revenue</b>		
Beginning Balance	\$ -	\$ -
Tax Increment, Current & Prior Years	\$ -	\$ -
Interest	\$ -	\$ -
<b>Expenditures</b>		
Materials & Services	\$ -	\$ -
Debt Service	\$ -	\$ -
Contingency and Reserves	\$ -	\$ -
<b>PROJECT FUND</b>		
<b>Revenues</b>		
Beginning Balance	\$ 4,054,600	\$ 5,661,131
Interest	\$ 20,275	\$ 28,608
Sale of Bonds	\$ -	\$ -
Transfers & Reimbursements	\$ -	\$ 48,890
<b>Expenditures</b>		
Materials & Services	\$ -	\$ -
Transfers and Reimbursements	\$ 104,595	\$ 156,410
Capital Outlay	\$ 50,000	\$ 1,440,596
Contingency & Reserves	\$ 3,920,280	\$ 4,141,623

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