



**OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION
FOR JUNE 22, 2015**

A. CALL TO ORDER

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.*

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.

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of May 26, 2015.

D. GENERAL BUSINESS

1. Consideration of **Resolution No. 605-15** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2015.

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

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 06/22/2015

SUBJECT: Consideration of Approval of the Tualatin Development Commission Meeting Minutes of May 26, 2015.

ISSUE BEFORE THE COMMISSION:

Approval of the Tualatin Development Commission Meeting Minutes of May 26, 2015.

RECOMMENDATION:

Staff respectfully recommends approval of the meeting minutes.

Attachments: [Tualatin Development Commission Meeting Minutes of May 26, 2015](#)



**OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR MAY
26, 2015**

Present: Chairman Lou Ogden; Commission President Monique Beikman; Commissioner Wade Brooksby; Commissioner Nancy Grimes; Commissioner Ed Truax

Absent: Commissioner Joelle Davis; Commissioner Frank Bubenik

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Information Services Manager Lance Harris; Economic Development Manager Ben Bryant; Assistant City Manager Alice Cannon; Recording Secretary Colleen Resch; Public Works Director Jerry Postema

A. CALL TO ORDER

Mayor Ogden called the meeting to order at 7:25 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 Wade Brooksby to approve the consent agenda.

Vote: 5 - 0 MOTION CARRIED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of February 23, 2015.

E. GENERAL BUSINESS

1. Consideration of **Resolution 604-15** Authorizing the Commission Administrator to Execute an Agreement for Disposition and Development and a Quitclaim Deed Conveying 2,586 square feet of real property located near the "White Parking Lot" at 18626 SW Boones Ferry Road to Haberman Properties LLC

Economic Development Director Ben Bryant presented a resolution to execute an agreement for disposition and development and a quitclaim deed conveying 2,586 square feet of real property located near the "White Parking Lot" at 18626 SW Boones Ferry Road to Haberman Properties LLC. He stated the Tualatin Development Commission (TDC) owns the land that consists of the "White Parking Lot" adjacent to the Hot Seat Sports Bar. The Hot Seat Sports Bar is interested in purchasing the section of vacant land between the parking lot and his business in order to build an outside patio. The Central Urban Renewal District Plan allows for the conveyance of property to developers in accordance with the objectives of the plan, which include strengthening the social and economic development of the area, as well as encouraging and facilitating commercial development. The resolution authorizes an agreement for \$12,725 and grants and easement for the utilities. The developer is proposing to remove two light posts, the easement would allow the City to reinstall the light posts in the future.

MOTION by Commission President Monique Beikman, SECONDED by Commissioner Ed Truax to approve Resolution 604-15 authorizing the commission administrator to execute an agreement for disposition and development and a quitclaim deed conveying 2,586 square feet of real property located near the "White Parking Lot" at 18626 SW Boones Ferry Road to Haberman Properties LLC.

Vote: 4 - 0 MOTION CARRIED

2. Consideration of **Resolution 603-15** Granting the City of Tualatin an Easement for Utilities, Improvement, and Access for Property Located at 18626 SW Boones Ferry Road

Economic Development Director Ben Bryant presented a resolution to grant an easement for utilities, improvement, and access for property.

MOTION by Commission President Monique Beikman, SECONDED by Commissioner Ed Truax to approve Resolution 603-15 granting the City of Tualatin an easement for utilities, improvement, and access for property located at 18626 SW Boones Ferry Road.

Vote: 4 - 0 MOTION CARRIED

F. 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.

G. COMMUNICATIONS FROM COMMISSIONERS

None.

H. ADJOURNMENT

Chairman Ogden adjourned the meeting at 7:34 p.m.

Sherilyn Lombos, City Administrator

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Chairman



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: Don Hudson, Finance Director

DATE: 06/22/2015

SUBJECT: Consideration of **Resolution No. 605-15** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2015.

ISSUE BEFORE THE COMMISSION:

Adoption of the Fiscal Year 2015 - 2016 Budget, after conducting a public hearing to consider public input on the Fiscal Year 2015 - 2016 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 27, 2015. The total of the Fiscal Year 2015 - 2016 Budget is \$4,136,720, including the proposed amendment described below.

Oregon State law requires the Commission to adopt a budget prior to July 1, 2015.

RECOMMENDATION:

Staff recommends adoption of the attached resolution, which includes the Approved Fiscal Year 2015 - 2016 Budget, as amended.

EXECUTIVE SUMMARY:

The total budget for the Commission is \$4,136,720 and is divided among Economic Development Administration (\$163,535), Central Urban Renewal Projects (\$120,565), and Leveton Tax Increment District Projects (\$3,852,620). 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. There is one change proposed in the Economic Development Administration Fund, reducing Contingency by \$7,000 and adding \$7,000 to Capital Outlay to install signage and ensure ADA compliance at the Tualatin Shuttle stop locations. This project fits with the Tualatin City Council's priority of improving local transit service. The net effect of this change is zero to the fund, as it shifts budget appropriation from one line item to another.

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 2015 - 2016.

Attachments: Resolution No. 605-15

RESOLUTION NO. 605-15

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2015

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 fiscal year 2015 - 16 in the total sum of \$4,136,720 (including \$3,699,625 in Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below, are hereby appropriated:

ECONOMIC DEVELOPMENT ADMINISTRATION FUND

Material & Services	\$ 61,725
Capital Outlay	7,000
Contingency	94,810

Total ECONOMIC DEVELOPMENT ADMIN FUND Appropriation\$ 163,535

CENTRAL URBAN RENEWAL DISTRICT - PROJECT FUND

Capital Outlay	\$ 120,565
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Total CURD PROJECT FUND Appropriation\$ 120,565

LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$ 87,070
Capital Outlay	50,000
Contingency	15,925

Total LEVETON TAX INCREMENT DISTRICT PROJECT FUND Appropriation\$ 152,995

Reserve Funds	<u>3,699,625</u>
Total LTID PROJECT FUND	\$3,852,620

TOTAL APPROPRIATIONS	\$ 437,095
TOTAL RESERVES	<u>3,699,625</u>

TOTAL DEVELOPMENT COMMISSION BUDGET\$ 4,136,720

INTRODUCED AND ADOPTED this 22nd day of June, 2015.

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

APPROVED AS TO FORM

BY _____ BY _____
City Attorney Chairman

ATTEST:

BY _____
Administrator