



## OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION FOR JANUARY 9, 2017

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### 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. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of September 12, 2016

### E. GENERAL BUSINESS

1. Consideration of the 2016 Urban Renewal Agency Annual Financial Report for Filing with the Tualatin City Council.

### 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:** 01/09/2017

**SUBJECT:** Consideration of Approval of the Tualatin Development Commission Meeting Minutes of September 12, 2016

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**ISSUE BEFORE THE COMMISSION:**

Approval of the Tualatin Development Commission Meeting Minutes of September 12, 2016.

**RECOMMENDATION:**

Staff respectfully recommends approval of the meeting minutes.

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**Attachments:** [TDC Meeting Minutes of September 12, 2016](#)



**OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR  
SEPTEMBER 12, 2016**

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Present: Chairman Lou Ogden; Commission President Monique Beikman; Commissioner Joelle Davis; Commissioner Frank Bubenik; Commissioner Nancy Grimes; Commissioner Ed Truax

Absent: Commissioner Wade Brooksby

Staff City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele;

Present: Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; Economic Development Manager Melinda Anderson

**A. CALL TO ORDER**

Chairman Ogden called the meeting to order at 7:41 p.m.

**B. ANNOUNCEMENTS**

None.

**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. 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 Ed Truax, SECONDED by Commission President Monique Beikman to adopt the consent agenda.

**Vote:** 6 - 0 MOTION CARRIED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of June 22, 2015 and June 27, 2016

**E. GENERAL BUSINESS**

1. Consideration of **Resolution No. 606-16** to Purchase Wetland Credits for the Herman Road Project

Economic Development Manager Melinda Anderson presented a resolution to purchase wetland credits for the Herman Road project. She provided background on the projects stating the wetlands have failed. Instead of trying to recreate the wetlands due to the cost, it was determined that buying bank mitigation credits to put a storm water quality bioswale in the same area is the best option.

Councilor Bubenik asked about the cost for maintaining a bioswale. Assistant City Manager Cannon stated the ongoing maintenance would be completed by the Operations Department as part of their usual park maintenance program.

Councilor Grimes asked if the City could approach the company who designed the failed wetlands and ask them to mitigate the problem. Manager Anderson stated the City is outside of the warranty period for the project.

MOTION by Commission President Monique Beikman, SECONDED by Commissioner Ed Truax to adopt Resolution No. 606-16 to purchase wetland credits for the Herman Road Project.

**Vote:** 6 - 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 7:50 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:** Melinda Anderson, Economic Development Manager

**DATE:** 01/09/2017

**SUBJECT:** Consideration of the 2016 Urban Renewal Agency Annual Financial Report for Filing with the Tualatin City Council.

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### **ISSUE BEFORE THE COMMISSION:**

Approve the Tualatin Development Commission's 2016 Urban Renewal Agency Annual Financial Report for filing with the Tualatin City Council.

### **RECOMMENDATION:**

Approve for filing the 2016 Urban Renewal Agency Annual Financial Report with the Tualatin City Council.

### **EXECUTIVE SUMMARY:**

Annual Financial Report Contents

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 31st. After approval of the financial report by the Commission, the report will be filed with the City Council on January 23, 2017. Notice of the report will be published once a week for two consecutive weeks in *The Tigard-Tualatin Times* in accordance with law.

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 2016-17 adopted budget; and
2. The year-end actual revenues and expenditures from Fiscal Year 2015-16.

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

Below is a summary of the highlights in both districts this past year, FY 2015-16, and the goals for the current year, FY 2016-17.

#### **CURD 2015-16 Highlights**

1. Completed the Library parking lot and improvements.

2. Completed an environmental clean-up and monitoring of the CURD-owned Hanegan site located at the northwest corner of Nyberg Street and Boones Ferry Road.

#### CURD 2016-17 Goals

1. Work with the TDC to prioritize remaining CURD funds.

#### LTID 2015-16 Highlights

1. Continued monitoring and reporting for Herman Road and Leveton Drive.

#### LTID 2016-17 Goals

1. Close out Herman Road wetlands by purchasing bank mitigation credits.
2. Continue wetland monitoring and reporting for Leveton Drive.
3. Work with the TDC to prioritize remaining LTID funds.

#### **FINANCIAL IMPLICATIONS:**

The numbers in the annual financial report are reflected in the audit of Fiscal Year 2015-16 and the adopted budget of Fiscal Year 2016-2017.

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**Attachments:**    [2016 TDC Financial Report](#)

## NOTICE

### TUALATIN URBAN RENEWAL AGENCY – ANNUAL FINANCIAL REPORT FOR 2016

In accordance with ORS 457.460, notice is given that this 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.

**TABLE 1**

<b>TUALATIN URBAN RENEWAL AGENCY - ANNUAL FINANCIAL REPORT FOR 2016</b>		
<b>CENTRAL URBAN RENEWAL DISTRICT</b>	<b>FY 15/16</b>	<b>FY 16/17</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	\$ 119,882	\$ 123,900
Interest	\$ 1,090	\$ 1,100
Miscellaneous	\$ 12,725	\$ -
<b>Expenditures</b>		
Materials & Services	\$ -	\$ -
Transfers & Reimbursements	\$ -	\$ -
Capital Outlay	\$ 9,439	\$ 125,000
Contingency & Reserves	\$ 124,258	\$ -
<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	\$ 3,954,318	\$ 3,836,420
Interest	\$ 25,050	\$ 35,000
Sale of Bonds	\$ -	\$ -
Transfers & Reimbursements	\$ -	\$ -
<b>Expenditures</b>		
Materials & Services	\$ -	\$ -
Transfers and Reimbursements	\$ 87,070	\$ 86,260
Capital Outlay	\$ 44,520	\$ 150,000
Contingency & Reserves	\$ 3,847,778	\$ 3,635,160

\*The Tualatin Development Commission may need to hold a public hearing prior to the year end to utilize funds from contingency for additional capital expenses.

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