



**OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION  
FOR JUNE 26, 2017**

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**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 January 9, 2017

**D. PUBLIC HEARINGS**

1. Consideration of **Resolution No. 608-17** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2017

**E. COMMUNICATIONS FROM COMMISSIONERS**

**F. 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:** 06/26/2017

**SUBJECT:** Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 9, 2017

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**ISSUE BEFORE THE COMMISSION:**

Approval of the Tualatin Development Commission Meeting Minutes of January 9, 2017.

**RECOMMENDATION:**

Staff respectfully recommends approval of the meeting minutes.

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**Attachments:** Tualatin Development Commission Meeting Minutes of January 9, 2017  
**Minutes Attachments**

*No file(s) attached.*

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**OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR  
JANUARY 9, 2016**

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

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; Project Engineer Dominique Huffman; Economic Development Manager Melinda Anderson

**A. CALL TO ORDER**

Chair Ogden called the meeting to order at 7:23 p.m.

**B. ANNOUNCEMENTS**

**1. Swear-In Newly Elected Commissioners**

City Manager Lombos swore in Commissioner Paul Morrison, Commissioner Joelle Davis, Commissioner Jeff DeHaan, and Commissioner Robert Kellogg.

**C. CITIZEN COMMENTS**

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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 Nancy Grimes, SECONDED by Commissioner Robert Kellogg to adopt the consent agenda.

**Vote: 7 - 0 MOTION CARRIED**

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.

Economic Development Manager Melinda Anderson presented the 2016 Urban Renewal Agency Annual Financial Report for Filing with the Tualatin City Council. She presented a brief summary of the report to the Commission.

Councilor DeHaan asked about the interest number rounding in the report. Administrator Sherilyn Lombos stated all numbers are rounded when compiling the City budgets.

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

**Vote:** 7 - 0 MOTION CARRIED

**F. COMMUNICATIONS FROM COMMISSIONERS**

None.

**G. ADJOURNMENT**

Sherilyn Lombos, City Manager

\_\_\_\_\_ / 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:** 06/26/2017

**SUBJECT:** Consideration of **Resolution No. 608-17** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2017

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### ISSUE BEFORE THE COMMISSION:

Adoption of the Fiscal Year 2017 - 2018 Budget, after conducting a public hearing to consider public input on the Fiscal Year 2017 - 2018 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 30, 2017. The total of the Fiscal Year 2017 - 2018 Budget is \$4,068,005.

Oregon State law requires the Commission to adopt a budget prior to July 1, 2017.

### RECOMMENDATION:

Staff recommends adoption of the attached resolution adopting the Fiscal Year 2017 - 2018 Budget.

### EXECUTIVE SUMMARY:

The total budget for the Commission is \$4,068,005 and is divided among Tualatin Development Commission Administration (\$153,535), Central Urban Renewal Projects (\$187,020), and Leveton Tax Increment District Projects (\$3,727,450). Funds previously received in the projects funds will be used to complete identified projects.

### 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 2017 - 2018.

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**Attachments:** Resolution No. 608-17

**Minutes Attachments**

*No file(s) attached.*

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RESOLUTION NO. 608-17

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2017

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 2017-18 in the total sum of \$4,068,005 (including \$3,593,070 in Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2017, and for the purposes shown below, are hereby appropriated:

TUALATIN DEVELOPMENT COMMISSION ADMINISTRATION FUND

Material & Services	\$ 63,300
Contingency	90,235

Total TDC ADMINISTRATION FUND Appropriation .....\$ 153,535

CENTRAL URBAN RENEWAL DISTRICT - PROJECT FUND

Capital Outlay	\$ 187,020
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Total CURD PROJECT FUND Appropriation .....\$ 187,020

LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$ 91,850
Capital Outlay	25,000
Contingency	17,530

Total LEVETON TAX INCREMENT DISTRICT PROJECT FUND Appropriation .....\$ 134,380

Reserve Funds	<u>3,593,070</u>
Total LTID PROJECT FUND	\$3,727,450

TOTAL APPROPRIATIONS.....\$ 474,935  
TOTAL RESERVES ..... 3,593,070  
TOTAL DEVELOPMENT COMMISSION BUDGET .....\$ 4,068,005

INTRODUCED AND ADOPTED this 26th day of June, 2017.

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

BY \_\_\_\_\_  
Chairman

APPROVED AS TO FORM:

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
Administrator