



## TUALATIN DEVELOPMENT COMMISSION MEETING

MONDAY, JUNE 26, 2023

JUANITA POHL CENTER  
8513 SW TUALATIN ROAD  
TUALATIN, OR 97062

IMMEDIATELY FOLLOWING THE 7:00PM REGULAR COUNCIL MEETING

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To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, June 26. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so: either by speaking in person or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

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### Call to Order

#### Public Comment

*This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent 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.*

#### Consent Agenda

*The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda.*

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 23, 2023

#### Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 635-23** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2023

## Adjournment

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In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting



*City of Tualatin*

## TUALATIN DEVELOPMENT COMMISSION Staff Report

**TO:** Honorable Chairman and Members of the Commission  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Nicole Morris, Deputy City Recorder  
**DATE:** June 26, 2023

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**SUBJECT:**  
Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 23, 2023

**RECOMMENDATION:**  
Staff respectfully recommends approval of the meeting minutes.

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**ATTACHMENTS:**

-TDC Meeting Minutes of January 23, 2023



## OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR JANUARY 23, 2023

Present: Chair Frank Bubenik, Commissioner Bridget Brooks, Commissioner Maria Reyes, Commissioner Valerie Pratt, Commissioner Cyndy Hillier, Commissioner Christen Sacco, Commissioner Octavio Gonzalez

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### Call to Order

Chair Bubenik called the meeting to order at 7:47 p.m.

### Public Comment

None.

### Consent Agenda

Motion to adopt the consent agenda made by Commissioner Brooks, Seconded by Commissioner Pratt.

Voting Yea: Chair Bubenik, Commissioner Brooks, Commissioner Reyes, Commissioner Pratt, Commissioner Hillier, Commissioner Sacco, Commissioner Gonzalez

MOTION PASSED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of September 12, 2022
2. Consideration of **Resolution No 634-23** of the Tualatin Development Commission Approving the Annual Financial Report for FY 2021-2022

### Adjournment

Chair Bubenik adjourned the meeting at 7:48 p.m.

Sherilyn Lombos, City Manager

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

\_\_\_\_\_ / Frank Bubenik, Mayor



*City of Tualatin*

## TUALATIN DEVELOPMENT COMMISSION Staff Report

**TO:** Honorable Chairman and Members of the Commission  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Don Hudson, Assistant City Manager/Finance Director  
**DATE:** June 26, 2023

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**SUBJECT:**

Consideration of **Resolution No. 635-23** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2023

**RECOMMENDATION:**

Staff recommends adoption of the attached resolution, which includes the Budget Committee Approved Fiscal Year 2023-2024 Budget, after conducting a public hearing to consider public input.

**EXECUTIVE SUMMARY:**

The City of Tualatin Budget Advisory Committee approved the proposed budget on May 30, 2023. The total of the Fiscal Year 2023-2024 Budget is \$3,466,010 and is allocated between the Tualatin Development Commission Administration Fund (\$163,550), the Leveton Tax Increment District Projects Fund (\$3,027,460) and the Southwest Urban Renewal District (SWURD) Bond Fund (\$275,000). The new Core Area Reinvestment Area (CORA) will not start collecting tax increment until the FY 2024-2025 Fiscal Year, so that fund will not be set-up until then.

The SWURD Bond Fund will collect tax increment funds for future expenditures. Other funds will be utilized for expenditures for general operations, and the Herman Road Widening project.

Oregon State law requires the Commission to adopt a budget prior to July 1, 2023.

**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 2023-2024.

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**ATTACHMENTS:**

- Resolution No. 635-23

RESOLUTION NO. 635-23

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2023

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 2023-2024 in the total sum of \$3,466,010 now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2023, and for the purposes shown below, are hereby appropriated:

TUALATIN DEVELOPMENT COMMISSION ADMINISTRATION FUND

Material & Services	\$ 36,900
Contingency	126,650

Total TDC ADMINISTRATION FUND Appropriation .....\$ 163,550

LEVETON TAX INCREMENT DISTRICT PROJECT FUND

Capital Outlay	\$ 2,895,240
Transfers	132,220

Total LEVETON TAX INCREMENT DISTRICT PROJECT FUND Appropriation .....\$ 3,027,460

SOUTHWEST URBAN RENEWAL DISTRICT BOND FUND

General Account Reserve	\$ 275,000
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TOTAL APPROPRIATED – ALL FUNDS .....\$ 3,191,010

TOTAL RESERVES .....\$ 275,000

TOTAL TUALATIN DEVELOPMENT COMMISSION BUDGET .....\$ 3,466,010

Section 3. The Board of Commissioners of the Tualatin Development Commission hereby resolves to certify to the County Assessors of Washington and Clackamas Counties a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

INTRODUCED AND ADOPTED this 26th day of June, 2023.

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

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

APPROVED AS TO FORM:

ATTEST:

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

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