



## TUALATIN DEVELOPMENT COMMISSION MEETING

MONDAY, JUNE 24, 2024

TUALATIN CITY SERVICES  
10699 SW HERMAN ROAD  
TUALATIN, OR 97062

### IMMEDIATELY FOLLOWING THE 7:00PM REGULAR COUNCIL MEETING

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 24. 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=SS9XZUZyT3FnMk5rbDVKb2pWbnZ6UT09>

---

### 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 22, 2024

#### Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 637-24** Authorizing Changes to the FY 2023-2024 Adopted Budget

- [2.](#) Consideration of **Resolution No. 638-24** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2024

## **Adjournment**

---

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 24, 2024

---

**SUBJECT:**

Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 22, 2024

**RECOMMENDATION:**

Staff respectfully recommends approval of the meeting minutes.

---

**ATTACHMENTS:**

-TDC Meeting Minutes of January 22, 2024



City of Tualatin

## OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR JANUARY 22, 2024

### PRESENT

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

---

### Call to Order

Chairman Bubenik called the meeting to order at 9:02 p.m.

### Public Comment

None.

### Consent Agenda

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

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

MOTION PASSED

1. Consideration of **Resolution No 636-24** of the Tualatin Development Commission Approving the Annual Financial Report for FY 2022-2023
2. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of June 26, 2023

### Adjournment

Chairman Bubenik adjourned the meeting at 9:03 p.m.

Sherilyn Lombos, City Manager

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

\_\_\_\_\_ / Frank Bubenik, Chairman



*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 24, 2024

---

**SUBJECT:**

Consideration of **Resolution No. 637-24**, Authorizing Changes to the FY 2023-2024 Adopted Budget.

**RECOMMENDATION:**

Staff recommends adopting the attached resolution.

**EXECUTIVE SUMMARY:**

Local Budget Law allows for a supplemental budget to be prepared to authorize the transfer of appropriation authority to an appropriations category that doesn't already exist in the adopted budget.

The FY 2023-2024 budget was adopted with \$132,220 in the Leveton Projects Fund Transfers category. During the FY 2022-2023 annual audit process, the Commission's independent auditors determined the appropriate category for this amount should be Special Payments. The attached resolution creates the Special Payments category and moves the appropriation from the Transfers category into the newly created category.

**FINANCIAL IMPLICATIONS:**

There is no impact to the Leveton Project Fund as the resolution is only moving currently budgeted appropriations from one appropriation category to another category in the same amount.

---

**ATTACHMENTS:**

- Resolution No. 637-24

RESOLUTION NO. 637-24

A RESOLUTION AUTHORIZING CHANGES TO THE ADOPTED 2023-2024 BUDGET

WHEREAS, an occurrence or condition that was not ascertained when preparing the budget requires a change in the adopted FY 2023-2024 budget;

WHEREAS, in order to lawfully comply with the requirements of Local Budget Law, changes to the adopted 2023-2024 budget are necessary;

WHEREAS, ORS 294.471 allows for a supplemental budget to be prepared.

BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, THE URBAN RENEWAL AGENCY OF THE CITY OF TUALATIN, OREGON, that:

**Section 1.** The Board of Commissioners wishes to comply with Local Budget Law, and authorize the transfer of appropriation authority to an appropriations category that doesn't already exist in the adopted budget.

**Section 2.** The purpose of the appropriation resolution is to create an appropriation category of Special Payments and transfer the appropriation already budgeted in the Transfers category.

**Section 3.** Adjustments to the adopted 2023-2024 adopted budget should be made to move the \$132,220 appropriation from Transfers to Special Payments in the Leveton Projects Fund.

**Section 4.** This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 24th day of June, 2024.

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

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

APPROVED AS TO LEGAL FORM

ATTEST

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

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



*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 24, 2024

---

**SUBJECT:**

Consideration of **Resolution No. 638-24** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2024

**RECOMMENDATION:**

Staff recommends adoption of the attached resolution, which includes the Budget Committee Approved Fiscal Year 2024-2025 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 29, 2024. The total of the Fiscal Year 2024-2025 Budget is \$3,340,475 and is allocated between the Tualatin Development Commission (TDC) Administration Fund, the Southwest Urban Renewal District (SWURD) Bond Fund and the Core Opportunity and Reinvestment Area (CORA) Bond Fund.

Due to projects and development being considered in the Basalt Creek area, a staff position is included in the TDC Administration Fund, with a transfer from the SWURD Bond Fund to pay for the position. Both SWURD and CORA are currently collecting tax increment and funds are being set aside in the Reserve category to be used for future projects.

Oregon State law requires the Commission to adopt a budget prior to July 1, 2024.

**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 2024-20245.

---

**ATTACHMENTS:**

- Resolution No. 638-24

RESOLUTION NO. 638-24

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2024

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 2024-2025 in the total sum of \$3,340,475 now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below, are hereby appropriated:

TUALATIN DEVELOPMENT COMMISSION ADMINISTRATION FUND

Personal Services	\$ 173,775
Material & Services	34,850
Special Payments	64,000
Contingency	38,650

Total TDC ADMINISTRATION FUND Appropriation .....\$ 311,275

SOUTHWEST URBAN RENEWAL DISTRICT BOND FUND

Transfers	\$ 173,775
-----------	------------

Total SOUTHWEST URBAN RENEWAL DISTRICT BOND FUND Appropriation.....\$ 173,775

General Account Reserve .....\$ 2,620,775

Total SOUTHWEST URBAN RENEWAL DISTRICT BOND FUND .....\$ 2,794,550

CORE OPPORTUNITY AND REINVESTMENT AREA BOND FUND

General Account Reserve	\$ 234,650
-------------------------	------------

TOTAL APPROPRIATED – ALL FUNDS .....\$ 485,050

TOTAL RESERVES .....\$ 2,855,425

TOTAL TUALATIN DEVELOPMENT COMMISSION BUDGET .....\$ 3,340,475



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 24th day of June, 2024.

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

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

APPROVED AS TO FORM:

ATTEST:

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

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