



TUALATIN DEVELOPMENT COMMISSION MEETING

TUESDAY, MAY 26, 2020

JUANITA POHL CENTER
8513 SW TUALATIN ROAD
TUALATIN, OR 97062

IMMEDIATELY FOLLOWING THE 7:00PM REGULAR COUNCIL MEETING

Special Announcement Regarding the May 26, 2020 Tualatin Development Commission Meeting

The Tualatin Development Commission meeting scheduled for Tuesday, May 26 will proceed at this time with several modifications:

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 Tuesday, May 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. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 823 3194 6942

Link: <https://us02web.zoom.us/j/82331946942pwd=RVc1clBtMnlQTVZML3dpYW5GWXZsZz09>

Questions? Please contact Assistant to the City Manager Megan George.

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 March 23, 2020

Public Hearings - Legislative or Other

- 1.** Consideration of **Resolution No. 617-20**, Authorizing Changes to the FY 2019-2020 Adopted Budget

General Business

If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. 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.

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: May 26, 2020

SUBJECT:

Consideration of Approval of the Tualatin Development Commission Meeting Minutes of March 23, 2020

RECOMMENDATION:

Staff respectfully recommends approval of the meeting minutes.

ATTACHMENTS:

-TDC Meeting Minutes of March 23, 2020



OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR MARCH 23, 2020

Present: Chairman Frank Bubenik, Commissioner Nancy Grimes, Commissioner Bridget Brooks, Commissioner Robert Kellogg, Commissioner Paul Morrison, Commissioner Maria Reyes, Commissioner Valerie Pratt

Call to Order

Chairman Bubenik called the meeting to order at 9:46 p.m.

Public Comment

None.

Consent Agenda

Motion to approve consent agenda made by Councilor Grimes, Seconded by Councilor Brooks. Voting Yea: Mayor Bubenik, Councilor Grimes, Councilor Brooks, Councilor Kellogg, Councilor Morrison, Councilor Reyes, Councilor Pratt
MOTION PASSED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 27, 2020

General Business

1. Consideration of **Resolution No. 616-20** of the Tualatin Development Commission Establishing an Economic Stabilization Program for Businesses Impacted By COVID-19; and Authorizing the Administrator to Administer the Program

Councilor Kellogg recommended the removal of the "first come first serve" language and direct staff to make scoring criteria based off of conversations from the Council meeting.

Motion to adopt Resolution No. 616-20 of the Tualatin Development Commission establishing an Economic Stabilization Program for businesses impacted by COVID-19; and authorizing the Administrator to administer the program made by Councilor Morrison, Seconded by Councilor Grimes.

Voting Yea: Mayor Bubenik, Councilor Grimes, Councilor Brooks, Councilor Kellogg, Councilor Morrison, Councilor Reyes, Councilor Pratt
MOTION PASSED

2. Consideration of **Resolution No. 617-20** Authorizing an Interfund Loan from the Leveton Tax Increment District Project Fund to the Tualatin Development Commission Administration Fund

Finance Director Hudson stated since the Tualatin Economic Stabilization program was approved earlier the \$250,000 for the program will be funded by interest accrued in the Leveton Tax Increment District Project Fund. He stated the program will be administered through the Tualatin Development Administration Fund. Director Hudson stated to bridge the gap before a

supplemental budget can be prepared and heard by the Commission, an interfund loan will be made from the Leveton Projects Fund to the TDC Admin Fund.

Motion to adopt Resolution No. 617-20 authorizing an interfund loan from the Leveton Tax Increment District Project Fund to the Tualatin Development Commission Administration fund made by Councilor Grimes, Seconded by Councilor Morrison.

Voting Yea: Mayor Bubenik, Councilor Grimes, Councilor Brooks, Councilor Kellogg, Councilor Morrison, Councilor Reyes, Councilor Pratt

MOTION PASSED

Adjournment

Chairman Bubenik adjourned the meeting at 10:16 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: May 26, 2020

SUBJECT:

Consideration of **Resolution No. 617-20**, Authorizing Changes to the FY 2019-2020 Adopted Budget.

RECOMMENDATION:

Staff recommends adopting the attached resolution.

EXECUTIVE SUMMARY:

Local Budget Law allows for transfer of appropriations between funds when authorized by a resolution of the Board of Commissioners. It also allows for a supplemental budget to be prepared for an occurrence or condition that was not ascertained when preparing the budget.

On March 23rd, the Development Commission approved the Economic Stabilization Program, utilizing non-increment funds from the Leveton Projects Fund. The grants from this program were to be expended from the TDC Administration Fund, so an interfund loan was approved by the Commission that same evening. The understanding was that the loan would be paid off when the supplemental budget was approved transferring the funds from the Leveton Projects Fund to the TDC Administration Fund. This resolution approves the supplemental budget, allowing for the transfer of funds to cover the \$250,000 of awarded grants. Once the budget transfer is approved, the interfund loan between the two funds will be paid.

All proposed changes to the adopted budget are included in Exhibit A, attached to the Resolution that follows.

FINANCIAL IMPLICATIONS:

The net effect in both funds is zero.

ATTACHMENTS:

- Resolution No. 617-20, with Exhibit A attached

RESOLUTION NO. 617-20

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION AUTHORIZING CHANGES TO THE ADOPTED 2019-2020 BUDGET

WHEREAS, an occurrence or condition arose which requires a transfer of appropriations in the adopted FY 2019-2020 budget;

WHEREAS, an occurrence or condition that was not ascertained when preparing the budget requires a change in the adopted FY 2019-2020 budget;

WHEREAS, in order to lawfully comply with the requirements of Local Budget Law, changes to the adopted 2019-2020 budget are necessary;

WHEREAS, Oregon Revised Statutes (ORS) 294.463 allows for transfers of appropriations between funds when authorized by a resolution of the governing body;

WHEREAS, ORS 294.471 allows for the preparation of a supplemental budget.

BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, THE 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 appropriations and preparation of a supplemental budget.

Section 2. The purpose of the appropriation is to transfer non-increment revenues to the TDC Admin Fund for the Economic Stabilization Program.

Section 3. Adjustments to the adopted 2019-2020 budget should be made as detailed in Exhibit A to this Resolution, which is attached and incorporated by reference.

Section 4. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 26th day of May, 2020.

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

BY _____
Chairman

APPROVED AS TO LEGAL FORM

ATTEST

BY _____
Attorney

BY _____
Administrator

Exhibit A

743-00-00-59740	Transfer to TDC Admin Fund	\$	250,000	743-00-00-62000	General Account Reserve	\$	(250,000)
740-00-00-54208	Economic Stabilization Grants	\$	250,000	740-00-00-49743	Transfer In from Leveton Proj Fund	\$	(250,000)
			<u>\$</u>				<u>\$</u>
Total			<u>500,000</u>				<u>(500,000)</u>