



TUALATIN DEVELOPMENT COMMISSION MEETING

MONDAY, JUNE 22, 2020

JUANITA POHL CENTER
8513 SW TUALATIN ROAD
TUALATIN, OR 97062

IMMEDIATELY FOLLOWING THE 7:00PM REGULAR COUNCIL MEETING

Special Announcement Regarding the June 22, 2020 Tualatin Development Commission Meeting

The Tualatin Development Commission meeting scheduled for Monday, June 22, 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 Monday, June 22. 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: 324 720 2183

Password: 18880

Link: <https://us02web.zoom.us/j/3247202183pwd=MINDSGhuYnpTYi9xZzRWN3ZsSG9XQT09>

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 May 26, 2020

Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 618-20** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2020
2. Consideration of **Resolution No. 619-20**, Authorizing Changes to the FY 2019-2020 Adopted Budget

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 22, 2020

SUBJECT:
Consideration of Approval of the Tualatin Development Commission Meeting Minutes of May 26, 2020

RECOMMENDATION:
Staff respectfully recommends approval of the meeting minutes.

ATTACHMENTS:

-TDC Meeting Minutes of May 26, 2020



OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR MAY 26, 2020

Present: Mayor Frank Bubenik, Council President Nancy Grimes, Councilor Morrison, Councilor Pratt, Councilor Brooks, Councilor Reyes, Councilor Kellogg

Call to Order

Chairman Bubenik called the meeting to order at 11:06 p.m.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Kellogg, Seconded by Councilor Grimes. 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 March 23, 2020

Public Hearings - Legislative or Other

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

Finance Director Don Hudson stated on March 23, 2020 the Commission approved the Economic Stabilization Program that utilized non-increment funds from the Leveton Projects Fund. The grants from the program were to be expended from the TDC Administration Fund, so an interfund loan was approved that same evening. Director Hudson stated this resolution approves the interfund loan transfer.

Councilor Kellogg asked if the state approves a grant to pay this back will the Council have to do another transfer resolution. Director Hudson stated only a resolution to accept the funds would be needed.

Motion to adopt Resolution No. 617-20 authorizing changes to the FY 2019-2020 adopted budget made by Councilor Kellogg, Seconded by Councilor Brooks.

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

MOTION PASSED

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Adjournment

Chairman Bubenik adjourned the meeting at 11:09 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 22, 2020

SUBJECT:

Consideration of **Resolution No. 618-20** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2020

RECOMMENDATION:

Staff recommends adoption of the attached resolution, which includes the Budget Committee Approved Fiscal Year 2020-2021 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 20, 2020. The total of the Fiscal Year 2020-2021 Budget is \$3,526,685 and is allocated between the Tualatin Development Commission Administration Fund (\$135,295), and the Leveton Tax Increment District Projects Fund (\$3,391,390). Funds will be utilized for expenditures for general operations, an analysis of potential future project areas and capital projects, as identified by the Commission.

Oregon State law requires the Commission to adopt a budget prior to July 1, 2020.

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 2020-2021.

ATTACHMENTS:

- Resolution No. 618-20

RESOLUTION NO. 618-20

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION
ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET;
AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2020

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 2020-21 in the total sum of \$3,526,685 (including \$1,288,500 in Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below, are hereby appropriated:

TUALATIN DEVELOPMENT COMMISSION ADMINISTRATION FUND

Material & Services	\$	76,550
Contingency		58,745

Total TDC ADMINISTRATION FUND Appropriation\$ 135,295

LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$	78,600
Capital Outlay		1,750,000
Contingency		274,290

Total LEVETON TAX INCREMENT DISTRICT
PROJECT FUND Appropriation\$ 2,102,890

Reserve Funds		<u>1,288,500</u>
Total LTID PROJECT FUND		\$3,391,390

TOTAL APPROPRIATIONS		\$ 2,238,185
TOTAL RESERVES		<u>1,288,500</u>

TOTAL DEVELOPMENT COMMISSION BUDGET\$ 3,526,685

Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 22nd day of June, 2020.

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

BY _____
Chairman

APPROVED AS TO 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 22, 2020

SUBJECT:

Consideration of **Resolution No. 619-20**, Authorizing Changes to the FY 2019-2020 Adopted Budget.

RECOMMENDATION:

Staff recommends adopting the attached resolution.

EXECUTIVE SUMMARY:

Local Budget Law allows for the preparation of a supplemental budget for an occurrence or condition that was not ascertained when preparing the budget. Appropriation of reserve funds may be completed when authorized by a resolution of the Board of Commissioners, after conducting a public hearing.

In January 2020, the Development Commission closed the Central Urban Renewal District and directed staff to transfer the remaining balance in the District to the TDC Administration Fund, to be used for analysis of potential future urban renewal districts. At the time, the analysis was not anticipated to be started until Fiscal Year 2020-2021, so the funds were placed in the TDC Administration Reserve account. Work commenced in Fiscal Year 2019-2020, requiring a portion of the reserve funds to be appropriated in the Materials and Services category in the TDC Administration Fund.

The attached resolution authorizes this appropriation.

FINANCIAL IMPLICATIONS:

The net effect in the TDC Administration Fund is zero.

ATTACHMENTS:

- Resolution No. 619-20

RESOLUTION NO. 619-20

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

WHEREAS, an occurrence or condition arose which requires a supplemental budget be prepared to appropriate funds 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) 294.471 allows for the preparation of a supplemental budget.

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 preparation of a supplemental budget.

Section 2. The purpose of this resolution is to appropriate funds that were transferred from the closure of the Central Urban Renewal District Project Fund in January 2020 and placed into a reserve account in the TDC Administration Fund for analysis of potential future urban renewal districts.

Section 3. Adjustments to the adopted 2019-2020 budget should be made to move \$40,000 from TDC Administration Reserves to TDC Administration Materials and Services, for work completed prior to June 30, 2020.

Section 4. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 22nd day of June, 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