



TUALATIN DEVELOPMENT COMMISSION MEETING

MONDAY, MARCH 23, 2020

JUANITA POHL CENTER
8513 SW TUALATIN ROAD
TUALATIN, OR 97062

IMMEDIATELY FOLLOWING THE 7:00PM REGULAR COUNCIL MEETING

Special Announcement Regarding March 23, 2020 Tualatin Development Commission Meeting

The Tualatin Development Commission meeting scheduled for Monday, March 23 will proceed at this time with several modifications:

The Development Commissioners will participate in the meeting remotely.

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

For those wishing to provide comment during the meeting, there is one opportunities 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, March 23. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make comment in-person, you will be able to do so at the Juanita Pohl Center. Instead of speaking to the Council Dias, you will be able to address the Council in real-time through a microphone that will be cleaned between each speaker. As always, public comment is limited to three minutes per person. Social distancing measures will be implemented to maintain distance between those attending in person. City staff will be available on-site to answer any questions.

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 January 27, 2020

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.

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
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

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



OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR JANUARY 27, 2020

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

Call to Order

Chairman Bubenik called the meeting to order at 8:12 p.m.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Kellogg, Seconded by Council President Grimes.

Voting Yea: Chairman Bubenik, Commissioner Grimes, Commissioner Brooks, Commissioner Kellogg, Commissioner Morrison, Commissioner Reyes, Commissioner Pratt

MOTION PASSED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 13, 2020
2. Consideration of **Resolution No 616-20** of the Tualatin Development Commission Approving the Annual Financial Report for FY 2018-2019

Adjournment

Chairman Bubenik adjourned the meeting at 8:14 p.m.

Sherilyn Lombos, City Manager

_____ / Teresa Wegscheid, 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: Nicole Morris, Deputy City Recorder
DATE: March 23, 2020

SUBJECT:

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

RECOMMENDATION:

Staff respectfully recommends approval of the meeting minutes.

ATTACHMENTS:

-TDC Meeting Minutes of January 27, 2020



City of Tualatin

TUALATIN DEVELOPMENT COMMISSION Staff Report

TO: Honorable Chairman and Members of the Commission
THROUGH: Sherilyn Lombos, Executive Director
FROM: Jonathan Taylor, Economic Development Manager
DATE: 3/23/2020

SUBJECT:

A resolution establishing an economic stabilization program for businesses impacted by COVID-19

RECOMMENDATION:

Staff recommends that the Commission adopt the attached resolution, establishing the Economic Stabilization Program

EXECUTIVE SUMMARY:

The COVID-19 pandemic has created a severe and unique economic crisis that has never occurred before in the United States. To assist in mitigation efforts of the economic impacts due to COVID-19, Governor Kate Brown issued an executive order for restaurants and bars to cease in-person dining within their establishments. The executive order also suggested additional businesses to take further actions to slow COVID-19 resulting in additional closures and reduced hours of operations.

The economic result of COVID-19 has severely impacted the local economy of Tualatin. Nearly 20% of Tualatin's current workforce is employed in the retail and hospitality sector. This accounts for a total annual payroll of \$145 million dollars. Nearly 145 businesses (as of 3/20/2020) have reduced, altered or ceased operations and 2,807 employees have had their hours altered, reduced or were laid-off or furloughed.

The Tualatin Development Commission believes that the most impactful and quick response to this economic crisis is to provide an economic stabilization grant to affected businesses. The Tualatin Development Commission will utilize non-tax increment funds to set up an economic stabilization program based on established program criteria.

OUTCOMES OF DECISION:

If approved, staff will implement the program as described.

ALTERNATIVES TO RECOMMENDATION:

None.

FINANCIAL IMPLICATIONS:

\$250,000 of non-tax increment funds will be dedicated to this program.

ATTACHMENTS:

- Resolution
- Economic Stabilization Program

RESOLUTION NO. 616-20

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION
ESTABLISHING AN ECONOMIC STABILIZATION PROGRAM FOR
BUSINESSES IMPACTED BY COVID-19; AND AUTHORIZING THE
ADMINISTRATOR TO ADMINISTER THE PROGRAM

WHEREAS, the Tualatin Development Commission is an urban renewal agency organized under the provisions of ORS Chapter 457;

WHEREAS, ORS 457.180(7) authorizes an urban renewal agency to provide for the making of program loans and grants from any available source when such action is delegated to it by the City Council;

WHEREAS, the Council authorized the Tualatin Development Commission to make grants and loans to businesses impacted by the coronavirus/COVID-19;

WHEREAS, the Tualatin Development Commission wishes to establish an Economic Stabilization Program for businesses impacted by the coronavirus/COVID-19;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. Under ORS 457.180(7), the Tualatin Development Commission hereby establishes an Economic Stabilization Program to make grants and loans to businesses impacted by the coronavirus/COVID-19.

Section 2. The Administrator of the Tualatin Development Commission is delegated full authority to create and administer the Economic Stabilization Program.

Section 3. This resolution is effective upon adoption.

Adopted by the Tualatin Development Commission this 23rd day of March, 2020.

TUALATIN DEVELOPMENT COMMISSION

BY _____
Chair

APPROVED AS TO FORM

ATTEST:

BY _____
Attorney

BY _____
Administrator



City of Tualatin

www.tualatinoregon.gov

THE TUALATIN ECONOMIC STABILIZATION PROGRAM

#wearetualatin

Overview

The recent COVID-19 pandemic has created a state of economic emergency and urgency for Tualatin's small businesses and entrepreneurs. The City of Tualatin and the Tualatin Development Commission are committed to our local economy and believe that we should take immediate action to help affected businesses mitigate these extreme challenges.

While nearly all businesses are facing economic losses, businesses that are under mandatory change of services are experiencing additional and unique circumstances. Our focus is helping these businesses remain operational. The City/Commission believe that immediate stabilization assistance to sustain place and labor is our primary goal with the most immediate effect.

Program Description

The Tualatin Development Commission will commit \$250,000 in non-tax increment funds to the Economic Stabilization Program that provides working grants in amounts up to \$10,000 to qualifying businesses. This grant maybe used for any operating expense deemed necessary to sustain the current workforce *as feasible* or maintain an operating physical presence.

Business Eligibility

A business must meet ***all*** of the following:

- Designated business categories under a mandatory service change. As of 3/20/2020, this applies to restaurants and bars, but could be extended to other categories as service orders are extended.
- Businesses with 55 or less FTE (full time equivalent employees.)
- The business must have a physical store-front establishment in Tualatin
- The business must have experienced loss of income due to COVID-19
- The business must have been in operations for two years or more.

Program Operation

- Submit online application
- If approved, notice of award will occur within 2 weeks.
- Grants will be awarded on a first come, first served basis.
- Business will submit reimbursement request with necessary documentation up to \$10,000.

For more information, please contact Jonathan Taylor, Economic Development Manager at jtaylor@tualatin.gov. Application will be submitted online at Tualatin.gov/economicdevelopment



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: March 23, 2020

SUBJECT:

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.

RECOMMENDATION:

Staff recommends adopting the attached resolution.

EXECUTIVE SUMMARY:

The Tualatin Development Commission considered the Tualatin Economic Stabilization Program earlier in this meeting. If the program is approved, the \$250,000 for the program will be funded by interest accrued in the Leveton Tax Increment District Project (Leveton Projects) Fund. The program will be administered through the Tualatin Development Administration (TDC Admin) Fund. 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.

Oregon Revised Statutes (ORS) 294.468 allows for a loan from one fund to another. The loan must be authorized by a Resolution of the Commission and state the fund from which the loan is to be made, the fund to which the loan is to be made, the purpose for which the loan is to be made and the principal amount of the loan. The loan is scheduled to be paid back before June 30, 2020 and must bear interest at an annual rate equivalent to the current rate of return on moneys invested in the Local Government Investment Pool (LGIP), or any such other rate that the Commission may determine. Staff is recommending a loan from the Leveton Projects Fund to the TDC Admin Fund, to be paid off prior to June 30, 2020. The TDC Admin Fund will pay interest at the rate earned through the LGIP, while the loan is outstanding. The current rate of the LGIP is 2%, and changes occasionally. The interest rate on the loan will adjust as the LGIP interest rate changes.

OUTCOMES OF DECISION:

By approving the resolution, the Tualatin Economic Stabilization Program can begin immediately and not have to wait for a supplemental budget to be prepared.

FINANCIAL IMPLICATIONS:

The Leveton Projects Fund has sufficient interest earnings over the last 4 years to fund the program, which will be transferred through a supplemental resolution later this fiscal year.

ATTACHMENTS:

- Resolution No. 617-20

RESOLUTION NO. 617-20

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION AUTHORIZING AN INTERFUND LOAN FROM THE LEVETON TAX INCREMENT DISTRICT PROJECT FUND TO THE TUALATIN DEVELOPMENT COMMISSION ADMINISTRATION FUND FOR THE TUALATIN ECONOMIC STABILIZATION PROGRAM

WHEREAS, the Tualatin Development Commission (TDC) approved The Tualatin Economic Stabilization Program;

WHEREAS, the financing plan is to utilize interest earnings in the Leveton Tax Increment District Project Fund (Leveton Project Fund);

WHEREAS, a future supplemental budget will need to be prepared to move the funds for the program from the Leveton Project Fund to the TDC Administration Fund;

WHEREAS, ORS 294.468 allows for loans from one fund to another; and

WHEREAS, the Leveton Project Fund has sufficient revenue to make an interfund loan as provided in this resolution;

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

Section 1. The Leveton Project Fund shall make an operating loan in the amount of \$250,000 to the TDC Administration Fund, to be repaid prior to June 30, 2020. The TDC Administration Fund will pay interest at the rate earned through the Local Government Investment Pool.

Section 2. The Interfund Loan may be prepaid in whole or in part before the maturity date of the Loan, without penalty.

Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 23rd day of March, 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