



## TUALATIN DEVELOPMENT COMMISSION MEETING

MONDAY, JUNE 24, 2019

JUANITA POHL CENTER  
8513 SW TUALATIN ROAD  
TUALATIN, OR 97062

IMMEDIATELY FOLLOWING THE 7:00PM REGULAR COUNCIL MEETING

### 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 14, 2019

### Public Hearings - Quasi-Judicial

2. [Consideration](#) of **Resolution No. 612-19** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2019

### 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

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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 24, 2019

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**SUBJECT:**  
Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 14, 2019

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

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**ATTACHMENTS:**

-TDC Meeting Minutes of January 14, 2019



## OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR JANUARY 14, 2019

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Present: Commission Chair Frank Bubenik; Commissioner Joelle Davis; Commissioner Nancy Grimes; Commissioner Paul Morrison; Commissioner Robert Kellogg; Commissioner Maria A. Reyes; Commissioner Bridget Brooks

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Planning Manager Aquilla Hurd-Ravich; Economic Development Manager Jonathan Taylor; IS Director Bates Russell

### A. CALL TO ORDER

Commission Chair Bubenik called the meeting to order at 8:21 p.m.

### B. ANNOUNCEMENTS

#### 1. Swearing-In of New Commissioners

Judge Morris swore-in Commission Chair Frank Bubenik and Commissioners Grimes, Brooks, and Reyes.

### C. CITIZEN COMMENTS

*This section of the agenda allows citizens to address the Commission regarding any issue not on the 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.*

None.

### D. CONSENT AGENDA

*The Consent Agenda will be enacted with one vote. The Chairman will first ask the staff, the public and Commissioners if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under H) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed to be discussed under "Items Removed from the Consent Agenda," is then voted upon by roll call under one motion.*

MOTION by Commissioner Joelle Davis, SECONDED by Commissioner Nancy Grimes to adopt the consent agenda.

**Vote:** 7 - 0 MOTION CARRIED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 8, 2018 and June 25, 2018

**E. GENERAL BUSINESS**

1. Consideration of the 2018 Urban Renewal Agency Annual Financial Report for Filing with the Tualatin Development Commission.

Economic Development Manager Johnathan Taylor presented the 2017-2018 Urban Renewal Agency Annual Financial Report. He stated the Central Urban Renewal District (CURD) and the Leveton Tax Increment District (LTID) stopped collecting revenue, and no taxes were foregone by other taxing jurisdictions in the districts. City Manager Lombos stated if the report is approved it will be presented to the Tualatin City Council on January 28, 2019.

MOTION by Commissioner Joelle Davis, SECONDED by Commissioner Robert Kellogg to approve the 2018 Urban Renewal Agency annual financial report for filing with the Tualatin Development Commission.

**Vote:** 7 - 0 MOTION CARRIED

**F. COMMUNICATIONS FROM COMMISSIONERS**

Councilor Kellogg asked if there any projects planned for the district. Manager Taylor stated a programming schedule will be coming forward in the coming months.

**G. ADJOURNMENT**

Commision Chair Bubenik adjourned the meeting at 8:27 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 24, 2019

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**SUBJECT:**

Consideration of **Resolution No. 612-19** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2019

**RECOMMENDATION:**

Staff recommends adoption of the attached resolution, which includes the Budget Committee Approved Fiscal Year 2019-2020 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, 2019. The total of the Fiscal Year 2019-2020 Budget is \$4,041,140 and is divided among Tualatin Development Commission Administration Fund (\$104,250), Central Urban Renewal Projects Fund (\$127,330), and Leveton Tax Increment District Projects Fund (\$3,809,560). Funds previously received in the projects funds will be used to complete identified projects.

Oregon State law requires the Commission to adopt a budget prior to July 1, 2019.

**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 2019-2020.

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**ATTACHMENTS:**

- Resolution No. 612-19

RESOLUTION NO. 612-19

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2019

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 2019-20 in the total sum of \$4,041,140 (including \$3,673,730 in Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below, are hereby appropriated:

TUALATIN DEVELOPMENT COMMISSION ADMINISTRATION FUND

Material & Services	\$ 63,200
Contingency	41,050

Total TDC ADMINISTRATION FUND Appropriation .....\$ 104,250

CENTRAL URBAN RENEWAL DISTRICT - PROJECT FUND

Capital Outlay	\$ 127,330
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Total CURD PROJECT FUND Appropriation .....\$ 127,330

LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$ 68,110
Capital Outlay	50,000
Contingency	17,720

Total LEVETON TAX INCREMENT DISTRICT PROJECT FUND Appropriation .....\$ 135,830

Reserve Funds	<u>3,673,730</u>
Total LTID PROJECT FUND	\$3,809,560

TOTAL APPROPRIATIONS.....\$ 367,410  
TOTAL RESERVES ..... 3,673,730  
TOTAL DEVELOPMENT COMMISSION BUDGET .....\$ 4,041,140

INTRODUCED AND ADOPTED this 24th day of June, 2019.

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

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

APPROVED AS TO FORM:

ATTEST:

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

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