



## TUALATIN DEVELOPMENT COMMISSION MEETING

MONDAY, JANUARY 27, 2020

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

### 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:** January 27, 2020

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**SUBJECT:**  
Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 13, 2020

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

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**ATTACHMENTS:**

-TDC Meeting Minutes of January 13, 2020



## OFFICIAL MINUTES OF THE TUALATIN DEVELOPMENT COMMISSION MEETING FOR JANUARY 13, 2020

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

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### Call to Order

Chair Bubenik called the meeting to order at 7:36 p.m.

### Public Comment

None.

### Consent Agenda

Motion to adopt the 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 June 24, 2019

### General Business

1. Consideration of **Resolution No. 613-20** Transferring All Remaining Non-Tax Increment Funds from the Central Urban Renewal District Capital Project Fund to the Tualatin Development Commission Administration Fund

Economic Development Manager Jonathon Taylor presented information on the Central Urban Renewal District (CURD). He provided a recap on the education series that was held over several work sessions. Manager Taylor shared successes of the district including: 327 city acres of redevelopment, completion of 41 of the 60 projects, and an increase in valuation of \$180 million. Notable achievements included the Tualatin Commons, Tualatin-Sherwood Bypass, Nyberg Interchange, Core Area Parking, and the Tualatin City Library. Manager Taylor stated there are three resolutions for consideration tonight including a fund transfer, land transfer, and closure and termination for the CURD district.

Councilor Pratt asked what a feasibility study costs. Manager Taylor stated \$30,000-40,000 per district studied.

Councilor Morrison asked about the vacant lot in the district and any environmental concerns with the transfer. City Attorney Brady stated the city has adhered to the required monitoring and DEQ has issued a remediation closure letter.

Manager Taylor stated 2020 goals for the commission include the closure and project identification for the Leveton District and exploration of new districts.

Motion to adopt Resolution No. 613-20 transferring all remaining non-tax increment funds from the Central Urban Renewal District Capital Project Fund to the Tualatin Development Commission Administration Fund made by Councilor Kellogg Seconded by Councilor Pratt  
Voting Yea: Mayor Bubenik, Councilor Grimes, Councilor Brooks, Councilor Kellogg, Councilor Morrison, Councilor Reyes, Councilor Pratt

MOTION PASSED

2. Consideration of **Resolution No. 614-20** Authorizing the Executive Director to Execute a Land Transfer Agreement of All Real Property of the Tualatin Development Commission in the Central Urban Renewal District to the City of Tualatin

Motion to adopt Resolution No. 614-20 authorizing the executive director to execute a land transfer agreement of all real property of the Tualatin Development Commission in the Central Urban Renewal District to the City of Tualatin 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

3. Consideration of **Resolution 615-20** of the Tualatin Development Commission Approving the Termination of the Central Urban Renewal District (CURD) and Central Urban Renewal District Plan

Motion to adopt Resolution No. 615-20 of the Tualatin Development Commission Approving the Termination of the Central Urban Renewal District (CURD) and Central Urban Renewal District Plan made by Councilor Kellogg, Seconded by Councilor Grimes.

DISCUSSION

Councilor Kellogg shared appreciation for the people who put this plan together and the changes they made.

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

MOTION PASSED

## Adjournment

Chair Bubenik adjourned the meeting at 7:50 p.m.

Sherilyn Lombos, City Manager

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

\_\_\_\_\_ / Frank Bubenik, Mayor



City of Tualatin

## TUALATIN DEVELOPMENT COMMISSION Staff Report

**TO:** Honorable Chair and Members of the Commission  
**THROUGH:** Sherilyn Lombos, Executive Director  
**FROM:** Jonathan Taylor, Economic Development Manager  
**DATE:** January 27, 2020

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**SUBJECT:**

Consideration of **Resolution No 616-20** of the Tualatin Development Commission Approving the Annual Financial Report for FY 2018-2019.

**RECOMMENDATION:**

Approve resolution.

**EXECUTIVE SUMMARY:**

In accordance with ORS 457.460, no later than January 31<sup>st</sup> of each year, the Tualatin Development Commission shall prepare a statement *regarding the amount of money received during the preceding year; the purposes and amounts in which the money was received; an estimate of the money's to be filed; a budget setting forth the purposes; and analysis, if any, of carrying out the urban renewal plan.*

Once adopted, a notice will be published that the financial statement has been prepared and is on file with the City of Tualatin once a week for no less than two weeks before March 1.

**OUTCOMES OF DECISION:**

Upon approval of this resolution, the annual financial report will be recorded with the City of Tualatin and notice will be filed.

**FINANCIAL IMPLICATIONS:**

None.

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**ATTACHMENTS:**

- Resolution
- Annual Financial Report FY 2018-2019

RESOLUTION NO. 616-20

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION APPROVING  
THE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2018-2019

WHEREAS, under Oregon Revised Statutes (ORS) 457.460, the Tualatin Development Commission required to prepare a financial statement regarding the financial actions of received money during the preceding year;

WHEREAS, under ORS 457.460, no later than January 31, the Tualatin Development Commission must file its financial statement with City and distribute the financial statement to each taxing district affected by an urban renewal plan;

WHEREAS, the financial statement details financial information regarding both urban renewal districts, Leveton Tax Increment District and Central Urban Renewal District; and

WHEREAS, upon filing the financial statement, the Tualatin Development Commission is required to publish notice in the newspaper at least once a week for two successive weeks before March 1, 2020, that the financial statement has been prepared and is on file with the City and is available to all interested persons.

NOW THEREFORE, BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, that:

**Section 1.** The TDC adopts the Annual Financial Report FY 2018-2019 as required by ORS 457.460, which is attached as Attachment A and incorporated by reference.

**Section 2.** The Executive Director is authorized and directed to file the Annual Financial Report with the City of Tualatin and distribute the financial statement to each taxing district affected by an urban renewal plan.

**Section 3.** The Executive Director is authorized and directed to publish notice in the newspaper at least once a week for two successive weeks before March 1, 2020 in compliance with ORS 457.460.

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

INTRODUCED and ADOPTED by the Tualatin Development Commission this 27<sup>th</sup> day of January, 2020.

TUALATIN DEVELOPMENT COMMISSION

BY \_\_\_\_\_  
Chair

APPROVED AS TO FORM

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

ATTEST:

BY \_\_\_\_\_  
Executive Director

**NOTICE**

**TUALATIN URBAN RENEWAL AGENCY – ANNUAL FINANCIAL REPORT FOR 2019**

In accordance with ORS 457.460, notice is given that the annual financial statement of the City of Tualatin’s Urban Renewal Agency has been filed with the Tualatin Development Commission and the City of Tualatin. Below is a summary of the two urban renewal districts in Tualatin, the Central Urban Renewal District and the Leveton Tax Increment District. A complete copy of the report is available at the City of Tualatin.

**TABLE 1: Tualatin Urban Renewal Agency – Annual Financial Report for 2019**

<b>CENTRAL URBAN RENEWAL DISTRICT</b>	<b>FY 18/19</b>	<b>FY 19/20</b>
<b>BOND FUND</b>		
<b>Revenue</b>		
Beginning Balance	\$ -	\$ -
Tax Increment, Current & Prior Years	\$ -	\$ -
Interest	\$ -	\$ -
<b>Expenditures</b>		
Materials & Services	\$ -	\$ -
Debt Service	\$ -	\$ -
Contingency and Reserves	\$ -	\$ -
<b>PROJECT FUND</b>		
<b>Revenues</b>		
Beginning Balance	\$ 121,429	\$ 124,330
Interest	\$ 3,126	\$ 3,000
Sale of Bonds	\$ -	\$ -
<b>Expenditures</b>		
Materials & Services	\$ -	\$ -
Transfers & Reimbursements	\$ -	\$ -
Capital Outlay	\$ -	\$ 127,330
Contingency & Reserves	\$ 124,555	\$ -
<b>LEVETON TAX INCREMENT DISTRICT</b>		
<b>BOND FUND</b>		
<b>Revenue</b>		
Beginning Balance	\$ -	\$ -
Tax Increment, Current & Prior Years	\$ -	\$ -
Interest	\$ -	\$ -
<b>Expenditures</b>		
Materials & Services	\$ -	\$ -
Debt Service	\$ -	\$ -
Contingency and Reserves	\$ -	\$ -
<b>PROJECT FUND</b>		
<b>Revenues</b>		
Beginning Balance	\$ 3,699,563	\$ 3,709,560
Interest	\$ 94,001	\$ 100,000
Sale of Bonds	\$ -	\$ -
Transfers & Reimbursements	\$ -	\$ -
<b>Expenditures</b>		
Materials & Services	\$ -	\$ -
Transfers and Reimbursements	\$ 79,400	\$ 68,110
Capital Outlay	\$ 50,710	\$ 50,000
Contingency & Reserves	\$ 3,663,454	\$ 3,691,450

Both urban renewal districts stopped collecting revenue on June 30, 2010. Accordingly, no taxes were forgone by other taxing jurisdictions in the districts.