



**MEETING NOTICE  
CITY COUNCIL SPECIAL WORK SESSION**

**TUALATIN POLICE FACILITY  
8650 SW Tualatin Road  
Tualatin, Oregon 97062**

**Tuesday, April 12, 2011  
5:00 p.m. - 7:30 p.m.**

---

- A) CALL TO ORDER**
- B) ANNOUNCEMENTS**
- C) AGENDA**  
Council Priorities and Budget Update
- D) EXECUTIVE SESSION**
- E) COMMUNICATIONS FROM COUNCILORS**
- F) ADJOURNMENT**

**Council Priorities and Budget Update  
City Council Work Session  
April 12, 2011  
5:00-7:30pm  
Tualatin Police Department**

**PURPOSE:**

Review Tualatin's Fiscal Health

Review Council Priority Objectives from Fall Retreat and their impacts on the FY 2011/2012 budget

**OUTCOMES:**

Receive Council direction on items to be considered for proposed budget

**AGENDA:**

<b>Time</b>	<b>What</b>	<b>Who</b>
5:00p 10 min.	Welcome, FY11-12 Budget Process, Review Agenda	Sherilyn
5:10p 20 min	Updated Fiscal Health Model	Don
5:30p 100 min.	Discussion of Council Priorities and Impact on Budget <ul style="list-style-type: none"> <li>• Council Priorities (40 min)</li> <li>• Tualatin Tomorrow, Bethany Wurtz (15 min)</li> <li>• Council Priority on Recreation, Paul Hennon (45 min)</li> </ul>	Sherilyn/Don
7:10p 15 min	Updated Fiscal Health Model with Proposed Changes	Don
7:25p 5 min	Next Steps / Budget Timeline	Don
7:30p	Adjourn	Everyone



OFFICIAL MINUTES OF THE SPECIAL WORK SESSION  
OF THE TUALATIN CITY COUNCIL FOR APRIL 12, 2011

---

- Present: Mayor Lou Ogden, Council President Chris Barhyte, Councilor Monique Beikman, Councilor Joelle Davis (arrived at 6:08 p.m.), Councilor Frank Bubenik (arrived at 5:11 p.m.), Councilor Ed Truax
- Absent: Councilor Wade Brooksby
- Staff Present: City Manager Sherilyn Lombos, City Attorney Brenda Braden, Police Chief Kent Barker, Operations Director Dan Boss, Community Services Director Paul Hennon, Finance Director Don Hudson, Planning Manager Aquilla Hurd-Ravich, Development Manager Eric Underwood, Management Intern Ben Bryant, Executive Assistant Maureen Smith, Assistant to the City Manager Sara Singer, Community Development Director Alice Rouyer
- Attendees: Bob Martin, Parks Maintenance Manager; Becky Savino, Program Coordinator; Bert Olheiser, Street/Storm/Sewer Manager; Mick Wilson, Water Division Manager; Kathy Kaatz, Operations Program Coordinator; John Wall, IT Manager; Clay Reynolds, Facilities Maintenance Manager; Larry Braaksma, Police Captain; Mark Gardner, Police Captain; Carl Switzer, Parks and Recreation Manager

**A. CALL TO ORDER**

Mayor Ogden called the special work session to order at 5:04 p.m.

**B. ANNOUNCEMENTS**

**C. AGENDA**

Agenda for April 12, 2011 Special Work Session

**Council Priorities and Budget Update**

City Manager Sherilyn Lombos began the discussion on Council Priorities and Budget Update for FY 2011/12, and reviewed the agenda - purposes and outcomes, update of fiscal health diagnostic, Council priorities and budget impact, and next steps and budget timeline.

Finance Director Don Hudson displayed a PowerPoint outlining the discussion and started with review of the fiscal health diagnostic, indicating ongoing revenues and expenses, and a history of one-time sources, and one-time expenses. He explained how the one-time expenses and one-time sources works with contingency, and there is an appropriate amount set aside to meet the reserves and contingency. The City is in a stable condition, which is not necessarily the case with other cities. Hudson reviewed the revenues, property taxes, franchise fees, state shared revenues, municipal court revenue; expenditures include current service levels continue to be funded, PERS impact, negotiated contract agreements, fuel/utility rate increases, and municipal court staffing.

Council priorities were reviewed, which are: comprehensive website redevelopment, health

and wellness campus/eastside redevelopment, review downtown redevelopment plans, comprehensive community engagement, and addressing community recreation. Website redevelopment was mentioned, and proposed to use "one-time" funds to accomplish this priority. Continued review of priorities; health and wellness campus/eastside redevelopment, and the downtown redevelopment plans are already addressing this priority through many avenues. Community engagement is another priority, which includes the visioning effort of *Tualatin Tomorrow* .

Tualatin Tomorrow Interim Project Manager Bethany Wurtz was present and spoke about the various aspects of Tualatin Tomorrow - who they are and what they do. Ms. Wurtz also reviewed their goals for the coming year, along with the proposed budget request for FY 2011-12.

***A break was taken from 5:45 p.m. to 5:54 p.m .***

Community Services Director Paul Hennon presented a PowerPoint on the "Council Goal on Recreation." Clarifying the Council goal statement of developing a senior citizen recreation program and intentions was reviewed. An overview of current conditions and age groups served, types of programs, locations of programs, attendance, and departments offering programs was given.

A pie chart was displayed on the distribution of participation by age group. Community Services Director Hennon explained how the breakout works in comparison to the programs that are being provided by Tualatin. He continued with review of changing conditions, in particular the Pohl Center, which is staffed by the Loaves & Fishes (L&F) organization. A recreation program position was eliminated due to budget constraints, the center director is now shared with Sherwood's center, with the nutrition manager supervising in the director's absence, and the increasing demands for older adult services. An addition and renovation project for the center is scheduled to be completed by December 2011.

Discussion followed on the Loaves & Fishes program, their primary objective being providing a nutrition program. A considerable subsidy is provided to the Center through the L&F organization, with the City historically contributing \$11,000 annually to L&F. To meet the Council goal of providing more older adult programming, there would need to be additional staff and funding, another option is the City managing the Center and continuing to partner with L&F for the nutrition program, and offer more programming for people of all ages, which would require \$85,000 in new funding.

Discussion continued on Center funding, and how to address the recreation/management of the Center. It was noted that centers are typically 98% volunteer-driven. Council asked staff for a comparative of what type of services would be able to be provided with the variable amounts of funding considered. Finance Director Hudson displayed the modeling spreadsheet and entered numbers to view how the proposed additional funding for the Center changes the budget alignment.

Discussion followed. Council asked how the budget "gap" would be addressed, and City Manager Lombos said it is not uncommon that there is a "hole" in the out years, partly due to assumptions that are made. She added in the coming years there also needs to be a discussion with Council on service level priorities and how to fund one-time expenditures.

A question was asked if by making adjustments during the year, should there be rethinking of the assumptions going into it. It was noted that it would be good information to know what the gap has been over the past several years. City Manager Lombos noted staff is budgeting tighter than before and there is not as large a gap as in years past. Discussion of whether or not to fund the proposed increases. The assumptions that are made and the adjustments during the fiscal year have typically ended up with a balanced budget. It was suggested to go ahead with the additional funding and deal with the "fall out", if needed, in future years.

Discussion continued and a suggestion was made that getting quarterly reports on budget issues during the fiscal year would be helpful for Council. Council President Barhyte questioned adding to the budget when looking at holding the line on benefits, etc. Council consensus was to go ahead with the changes, and address the outcome in future fiscal years.

The next steps are the upcoming Budget Advisory Committee meetings in May, with budget adoption at the June 27, 2011 Council/Commission meeting agenda.

### **Process for Council Vacancy**

Council briefly discussed the appointment process with the Council vacancy created by the resignation of Council President Chris Barhyte. Discussion followed on whether to get the position on board by July 1, 2011. Staff discussed the current application and its need to be revamped to include additional information. Discussion followed and it was decided to have applications ready by May 2, 2011, hold interviews on either June 8 or 15, and appoint the selected candidate at the second Council meeting in June.

#### **D. EXECUTIVE SESSION**

*None.*

#### **E. COMMUNICATIONS FROM COUNCILORS**

*None.*

#### **F. ADJOURNMENT**

Mayor Ogden adjourned the special work session at 7:57 p.m.

Sherilyn Lombos, City Manager

---

Maureen Smith / Recording Secretary

# **Council Priorities and Budget Update**

**City Council Work Session**

**April 12, 2011**



# Agenda

- ▶ Welcome
- ▶ Purpose and Outcomes
- ▶ Update of Fiscal Health Diagnostic
- ▶ Council Priorities and Budget Impact
- ▶ Next Steps and Budget Timeline



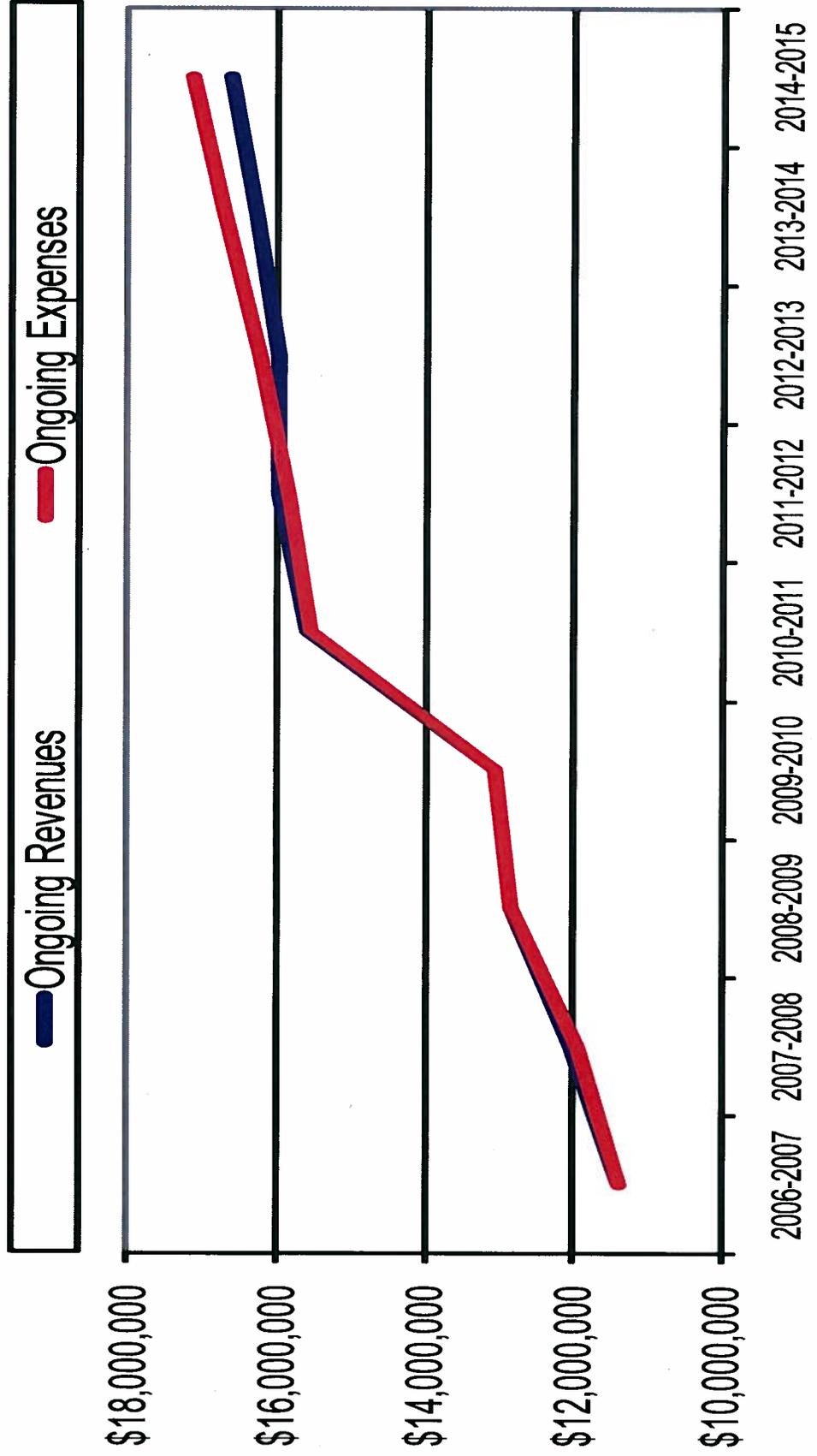
# Purpose and Outcomes

- ▶ Purpose of tonight's meeting
  - Review Tualatin's Fiscal Health
  - Review Council Priorities and their impacts on the FY 11 / 12 budget
- ▶ Outcomes
  - Receive Council direction on items to be considered for proposed budget



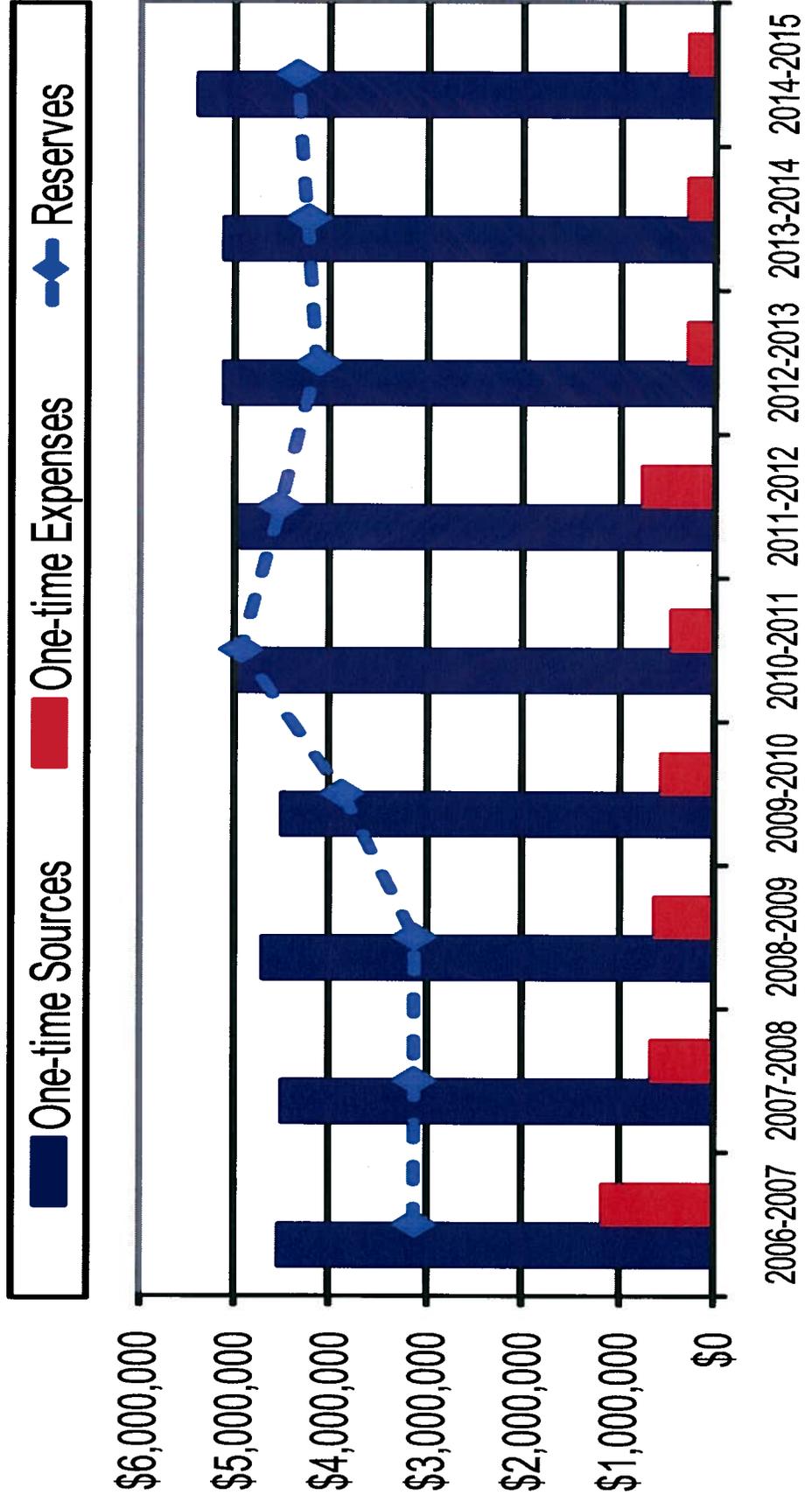
# Fiscal Health Diagnostic

## Ongoing Alignment



# Fiscal Health Diagnostic

## One-time Alignment



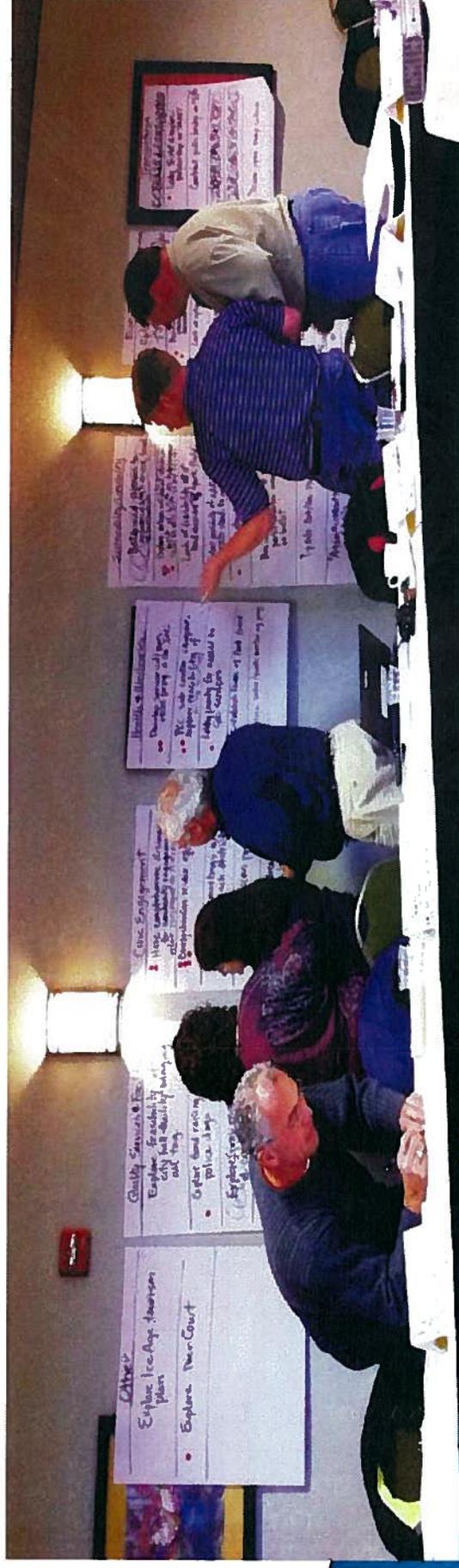
# On-Going Alignment – Stable Condition

- ▶ Revenues
  - Property Taxes
  - Franchise Fees
  - State Shared Revenues
  - Municipal Court Revenue
- ▶ Expenditures
  - Current service levels continue to be funded
  - PERS impact
  - Negotiated contract agreements
  - Fuel/utility rate increases
  - Municipal Court staffing



# Council Priorities

- ▶ Comprehensive Website Redevelopment
- ▶ Health & Wellness Campus / Eastside Redevelopment
- ▶ Review Downtown Redevelopment Plans
- ▶ Comprehensive Community Engagement
- ▶ Address Community Recreation



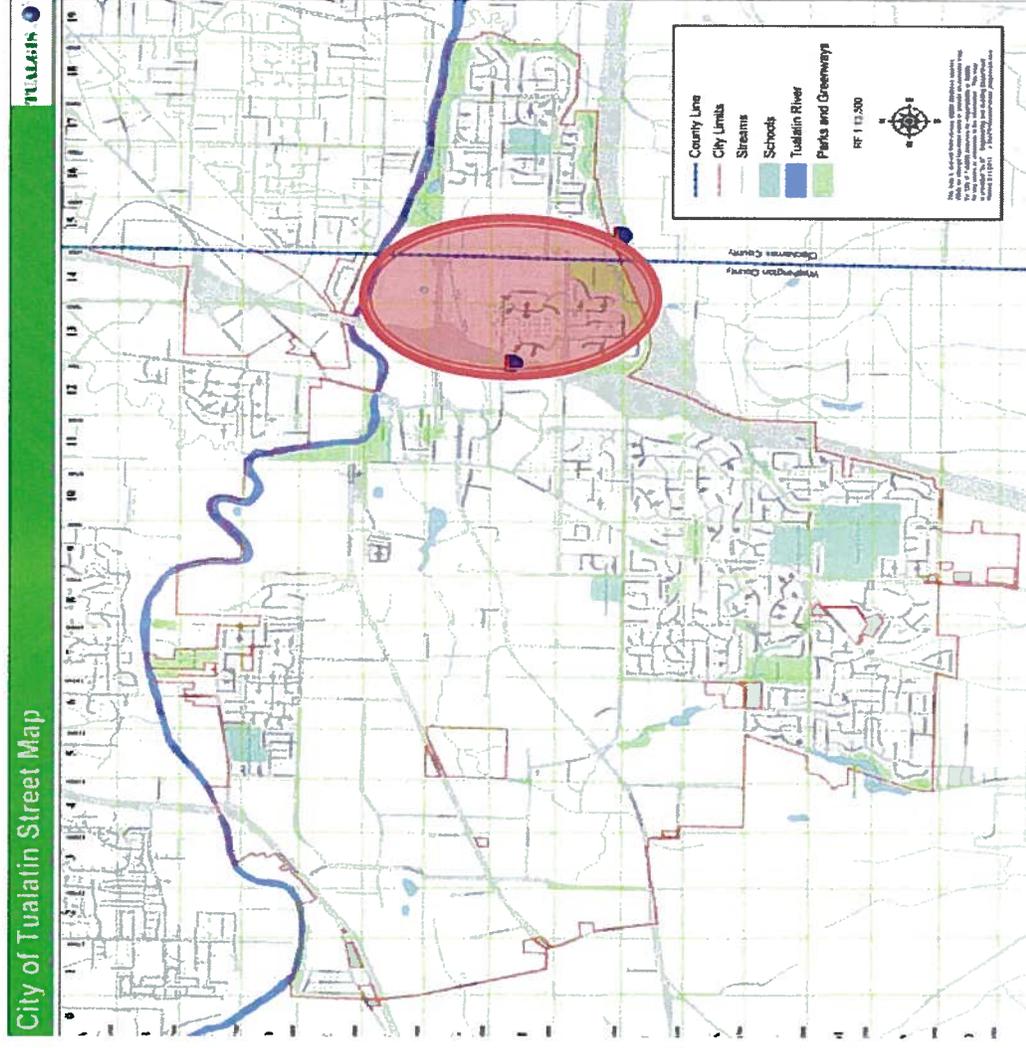
# Website Redevelopment

- ▶ Comprehensive redevelopment of website
  - Engage community
  - Improve flow of information/communication
  - Enhance use of social media
- ▶ Propose to use “one-time” funds to accomplish this priority



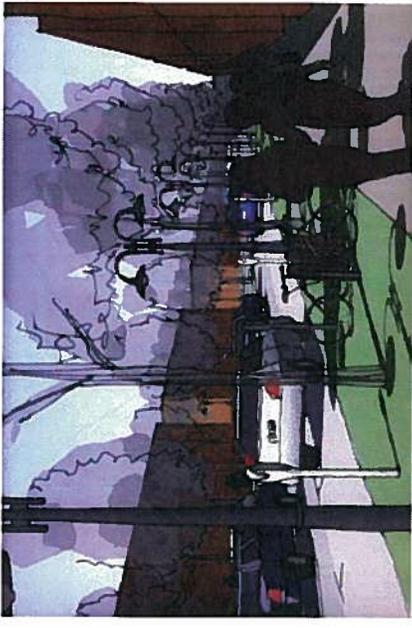
# Health & Wellness Campus / Eastside Redevelopment

- ▶ Work plan to be created during FY 11/12
- ▶ Propose to include funding in Community Development to address this priority



# Review Downtown Redevelopment Plans

- ▶ Addressing this priority through many avenues
  - Signs in downtown
  - Core Area Parking
  - Tualatin-Sherwood Road Project
  - Gateway
- ▶ Work plan to be created in FY 11/12
- ▶ Close-out plan for downtown district to be developed, to include analysis of any remaining funds



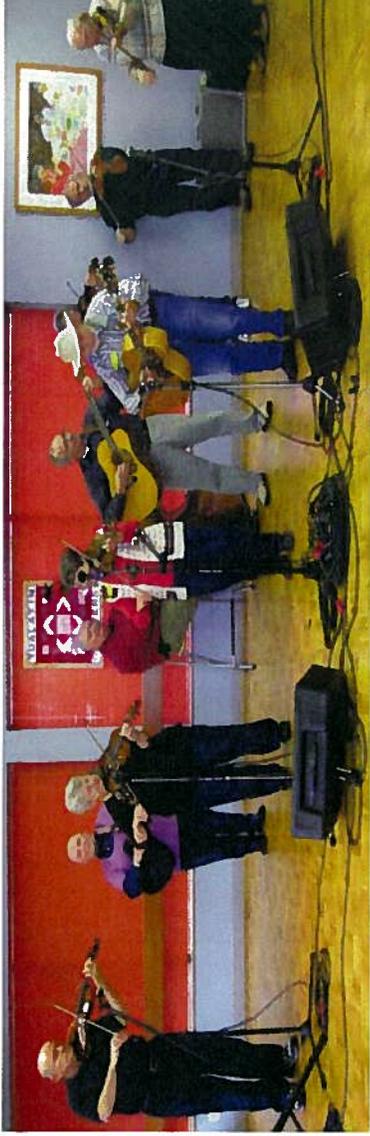
# Community Engagement

- ▶ Engagement strategies to be developed in FY 11/12
  - Tualatin Tomorrow
  - Neighborhoods



# Address Community Recreation

- ▶ Paul Hennon, Community Services Director



# Effect on Fiscal Health

# Next Steps/Timeline

- ▶ May 10<sup>th</sup> – First Budget Committee Meeting
- ▶ May 24<sup>th</sup> – Second Budget Committee Meeting
- ▶ May 26<sup>th</sup> – Third Budget Committee Meeting  
(if necessary)
- ▶ June 27<sup>th</sup> – Budget Adoption





## **TUALATIN TOMORROW**

### **Who We Are and What We Do**

- Comprised of volunteer Focus Area Leads, a variety of city partners such as the Chamber, TTSD, Legacy Health, CWS, our two counties, and city staff, the Vision Implementation Committee (VIC) works to **facilitate and track the progress of the *Community Vision and Strategic Action Plan***  
-- [www.tualatintomorrow.org/docs/VisionandActionPlan\\_FinalDraft.pdf](http://www.tualatintomorrow.org/docs/VisionandActionPlan_FinalDraft.pdf)
- The VIC, and the Steering Committee that helps guide it, has meetings throughout the year to **update each other on projects, events and ensure that this vision is being worked on by all partners**. Some of these projects such as the Tualatin Farmer's Market have launched, some of these projects are much longer term such as development of a pedestrian/bicycle trail along the Tualatin River, or a community busing system.
- **Hundreds of volunteer hours each year have been put in by the Steering Committee and VIC members** on Tualatin Tomorrow events, community events, and discussions about the vision, its six areas, and how to engage the community in these efforts. Regular reports have been given to the City Council throughout the years by our Focus Area Leads.
- At last year's Annual Partner Luncheon, **communication was a strong theme that came out of each of the Focus Area discussions**. Outreach to our Hispanic Community was begun, redevelopment of our website was begun, and information sharing with the community was heightened. For example, Larry McClure, our Focus Area Lead for Arts, Culture & Education, has developed a Tualatin Arts & Culture calendar that appears monthly in the Tualatin Life newspaper.

### **Goals For Next Year**

- Remain open, flexible, and adaptive to city and community needs and changes. Continue to **become a better conduit for communication** among all areas of our community. Emphasize that our meetings and work continue to be open to the public and we welcome everyone.
- **Develop a work plan for focusing on one or two areas** such as Community Engagement or Transportation, and center our efforts around this. Facilitate an annual event/meeting, begin small group work sessions, and conduct one or two community forums on pertinent issues.
- Comprehensive **website redevelopment [www.tualatintomorrow.org](http://www.tualatintomorrow.org) to better engage our partners, the community, and the city**. Have this become a major avenue to inform, to educate, and to recruit new volunteers and partners.
- Continue efforts to **engage the community and our partners**, such as our ongoing work with the Transportation System Plan (TSP), new conversations with city advisory committees and neighborhoods, and finding new ways to highlight our partners.

**TUALATIN TOMORROW**  
**Adopted FY10-11 and Proposed FY11-12 Budgets**

	<b>Adopted Budget FY10-11</b>	<b>Proposed Budget FY 11-12</b>
	\$20,000	\$23,400
	\$150	\$150
	\$6,780	\$4,263
	6 Inserts	4 Inserts (price quoted for FY11-12)
	\$4,000	\$2,000
	Multiple Events	1 or 2 events only (Partner Luncheon)
	\$1,100	\$1,000
	\$1,800	\$1,000
	\$250	\$250
	\$1,500	\$1,000
	\$2,031	\$661
	FY10-11 = 6%	FY11-12 = 2%
	<b>\$37,611</b>	<b>\$33,724</b>

**Administrative Support/ Project Manager:**

**Awards:**

**Communications:** TT Insert in City Newsletter

**Community Events:** Annual Event, Partner Luncheon, Crawfish Festival, Health Fair, Concerts, etc.

**Promotional/Marketing Materials:**

**Other Publicity:** \$100 each for expenses of 6 Area Leads, Chair, and Co-Chair; Speakers' Bureau, etc.

**Office Supplies:**

**Printing and Postage:**

**Contingency:**

**TOTAL ANNUAL BUDGET:**

Total In-Kind figures are included below for discussion only, hence are not included in the "Total Budgets" above.

	(Prior Years)	(In-kind hours based on Jan. -- Sept. 2010)	(Will likely be somewhat less than prior year)
<b>In-Kind City Staff Time:</b>			
Administrative Support	108 hours = \$2,072	296 hours = \$7,622	296 hours = \$7,622
Department Director	54 hours = \$2,483	74 hours = \$3,552	74 hours = \$3,552
City Manager	20 hours = \$1,280	20 hours = \$1,440	20 hours = \$1,440
<b>TOTAL IN-KIND:</b>	<b>\$5,835</b>	<b>\$12,614</b>	<b>\$12,614</b>

# Council Goal on Recreation

Council Work Session  
April 12, 2011

## Outline for Tonight

- Clarify Council Goal and Options
- Overview of Current Conditions
- Changing Conditions
- Alternatives

## **Clarify Council Goal and Options**

### Goal Statement in Report from Retreat

"Develop a senior citizen recreation program."

### Clarify Intentions of Goal

1. Expand recreation programming for older adults only.
2. Expand recreation programming for people of all ages by managing the Juanita Pohl Center, Van Raden Community Center, and Lafky House as a multigenerational recreation complex.

## **Overview of Current Conditions**

### Focus of Presentation

- Programs sponsored by City staff and partners
- City-sponsored Special Events
- Supervised Informal Use

### Not Focus of Presentation

- Sports field/picnic shelter/building rentals
- Special events not managed by City
- Library materials check-out/Internet/casual use of reading areas/rooms

## **Overview of Current Conditions (cont.)**

### **Age Groups Served**

- Preschool (1 – 5 years)
- Youth (6 – 12 years)
- Teens (13 – 17 years)
- Adult (18 – 54 years)
- Older Adult (55 + years)

### **Types of Programs**

- Arts and Crafts
- Camps
- Drop-In
- Fitness & Wellness
- Heritage & Cultural Awareness
- Life Enrichment
- Literacy & Reading
- Nutrition (Meals)
- Nature & Outdoors
- Performing & Visual Arts
- Sports
- Travel (Day Trips)
- Youth Development

## **Overview of Current Conditions (cont.)**

### **DEPARTMENTS offering programs**

- Community Services
- Operations
- Police
- Mix of staff, contract instructors, volunteers, and partners

### **PARTERSHIPS**

- Loaves and Fishes
- Portland Community College
- Tualatin Historical Society
- Washington County Cooperative Library Services and Library District of Clackamas County
- Sherwood YMCA
- Tigard/Tualatin School District
- Westside YMCA

## **Overview of Current Conditions (cont.)**

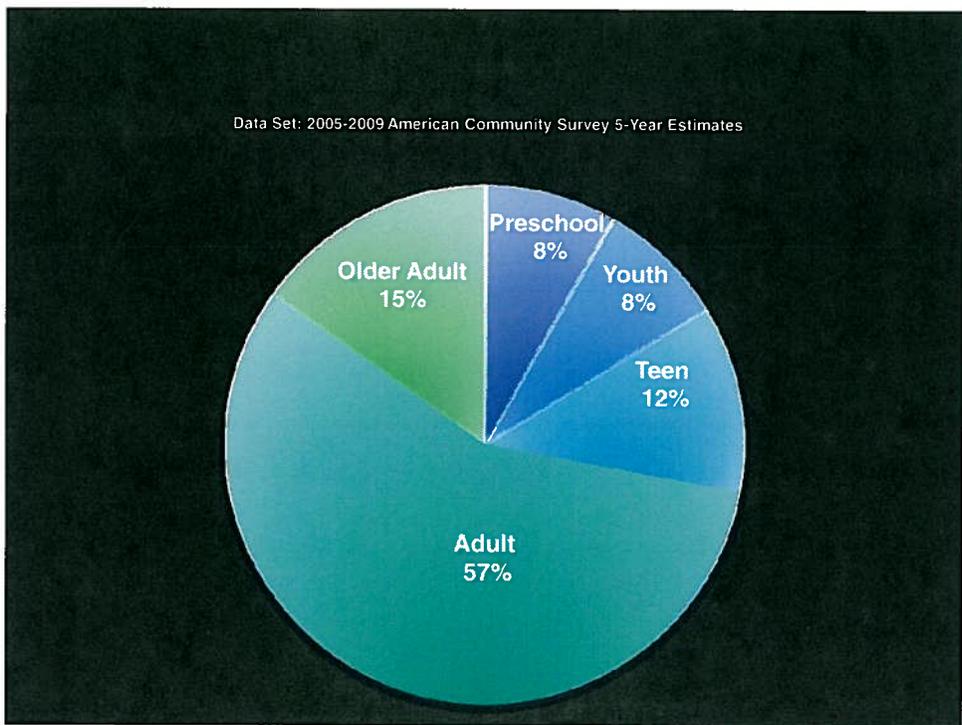
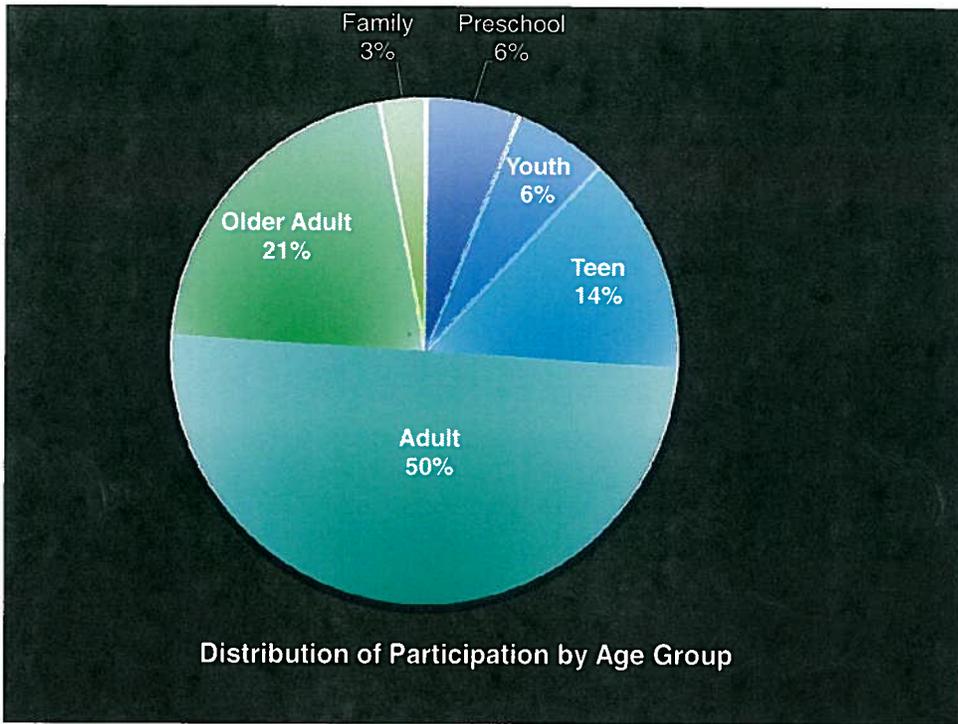
### **Locations**

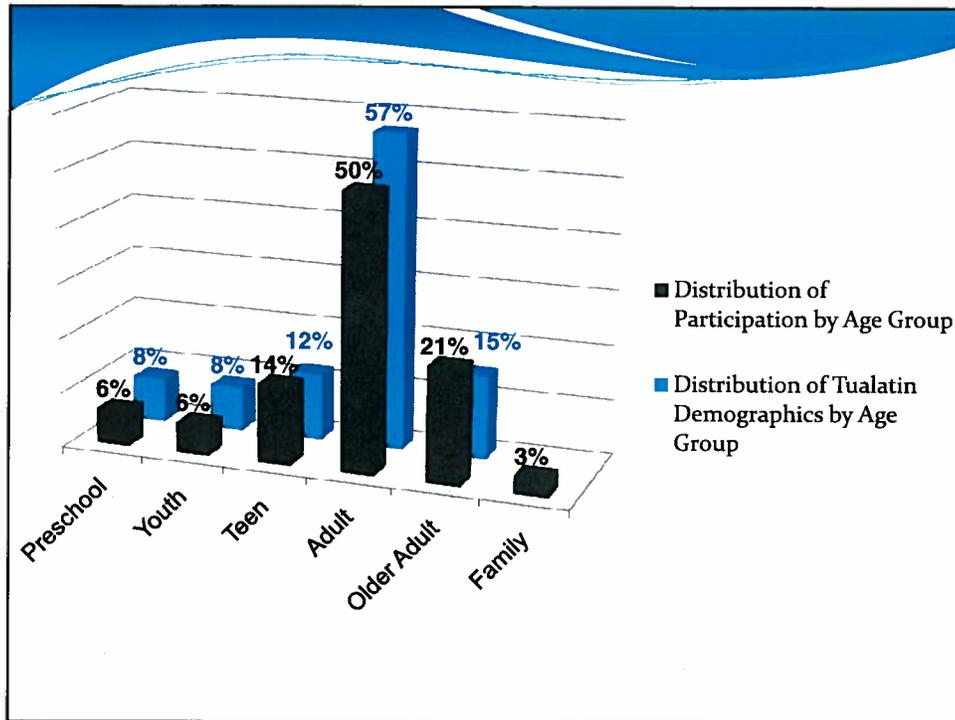
- Brown's Ferry Community Center
- Tualatin Heritage Center
- Juanita Pohl Center
- Lafky House
- Library
- Parks
- Van Raden Community Center
- Schools and other off-site locations

## **Overview of Current Conditions (cont.)**

### **Participation**

- 159,000 attendees over last 12 months
- Library and Pohl Center – 80%





## Changing Conditions

### Pohl Center Staffing

- o Recreation Program position was eliminated due to budget constraints (was shared Tualatin/Tigard/Sherwood)
- o Center Director now shared equally with Sherwood Senior Center
- o Nutrition Manager supervises Pohl Center in Director's absence

Older Adult population is growing and changing due to Baby Boomers reaching retirement age

Increasing demands for older adult services

More older adults available to volunteer and be involved

### Juanita Pohl Center Addition and Renovation Project

- o Complete by December 2011

## Clarify Council Goal

**Alternatives**

<u>Options</u>	<u>Outcome (Older Adults Only)</u>	<u>Outcome (People of All Ages)</u>	<u>Cost</u>
No Change	Retains current program		\$11,000 contribution to L&F
Backfill Loaves & Fishes Half time Director Part time Programmer	More older adult programming		\$35,000 new funding \$25,000 new funding
City Manages Pohl Center Continue to partner with L&F for nutrition program		More programming for people of all ages	\$85,000 new funding



AGE GROUP	NUMBER OF PARTICIPANTS	AGE GROUP	NUMBER OF PARTICIPANTS
<b>Preschool (0-5 yrs)</b>		<b>Teen (13-17 yrs)</b>	
• Library	5,473	• Library	24,795
~ Toddler Storytime		~ Internet	
~ Preschool Storytime		~ Wii Weekends	
<b>Sub-Total: Preschool</b>	<b>5,473</b>	~ Animanga Club	
<b>Youth (6-12 yrs)</b>		~ Teen Movie Night	
• Heritage Center	474	• Recreation	1,341
~ Oregon Trail Days		~ Haunted House	
• Library	799	~ Teen Extravaganza	
~ Spanish Storytime		~ The Zone	
~ D.E.A.R. Days		• Youth Development	
~ Fancy Nancy Soiree		• YAC	1,564
• Recreation	996	• Police: GREAT	1,500
~ Walk & Bike to School Day		• Team Tualatin	140
~ YMCA Lego Camp		<b>Sub-Total: Teen</b>	<b>29,340</b>
<b>Sub-Total: Youth</b>	<b>2,269</b>		

AGE GROUP	NUMBER OF PARTICIPANTS	AGE GROUP	NUMBER OF PARTICIPANTS
<b>Adult (18-54 yrs)</b>		<b>Older Adult (55+ yrs)</b>	
• Heritage Center	4,840	• Heritage Center	120
~ Lumiere Theatre Plays		~ Drop-In	
~ Men's Coffee Klatch		• Juanita Pohl Center	42,523
~ Watercolor Classes (Aman)		~ Drop-In	
~ Women of Watercolor Show		~ Cardio Circuit	
~ Knitting & Crocheting		~ Yoga Stretch	
• Library	47,052	~ Line Dancing	
~ Internet		~ Bridge	
~ Spanish-English Conversation		• Library	2,858
~ English as a Second Language		~ Internet	
~ Book Discussion Group		~ Tai Chi Seniors	
• Recreation	9,121	• Recreation	2,171
~ ArtSplash Art Show & Sale		~ Concerts on the Commons	
~ Concerts on the Commons		~ ArtWalk	
~ ArtWalk		<b>Sub-Total: Older Adult</b>	<b>47,672</b>
<b>Sub-Total: Adult</b>	<b>61,013</b>		

AGE GROUP	NUMBER OF PARTICIPANTS
<b>Family</b>	
• Library	6,134
- Family Storytime	
- Summer Reading Program	
- Summer Reading Family Night	
- Family Spanish Storytime	
• Recreation	7,100
- Giant Pumpkin Regatta	
- Movies on the Commons	
- Starry Nights & Holiday Lights	
<b>Sub-Total: Family</b>	<b>13,234</b>

