



MEETING NOTICE

**TUALATIN BUDGET ADVISORY COMMITTEE
WEDNESDAY, MAY 28, 2014**

6:00 p.m.

**POLICE TRAINING ROOM
8650 SW TUALATIN RD
TUALATIN, OR 97062**

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. Consideration of Minutes from the Budget Advisory Committee Meeting of May 29, 2013 and May 13, 2014

C. PUBLIC HEARING

1. Public Hearing in Accordance with ORS 221.270 Regarding State Shared Revenues

D. MEETING AGENDA AND MATERIALS

1. Discussion of Fiscal Year 2014-15 Budget
2. Public Comment
3. Committee Questions and Comments

E. OTHER ISSUES

F. ADJOURNMENT

Budget Advisory Committee

B. 1.

Meeting Date: 05/28/2014

Information

Attachments

Budget Advisory Committee Meeting Minutes of May 29, 2013

Budget Advisory Committee Meeting Minutes of May 13, 2014



OFFICIAL MINUTES BUDGET ADVISORY COMMITTEE MEETING FOR MAY 29, 2013

Present: Candice Kelly, Roger Mason, Diane Buisman, Del Judy, Nancy Grimes, Dan Gaur, Terri Ward, Lou Ogden, Monique Beikman, Mike Riley, Ed Truax, Frank Bubenik, Nancy Grimes

Absent: Wade Brooksby

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Assistant City Manager Alice Rouyer; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Information Services Manager Lance Harris; Library Manager Abigail Elder; Engineering Manager Kaaren Hofmann; Parks Maintenance Manager Tom Steiger; Water Division Manager Mick Wilson; Maintenance Services Division Manager Clayton Reynolds; Police Captain Mark Gardner; Police Captain Larry Braaksma; Street/Sewer/Storm Division Manager Bert Olheiser; Human Resources Manager Janet Newport; Program Coordinator Lisa Thorpe; Pohl Center Coordinator Matt Saviello; Accounting Supervisor Matthew Warner; Public Works Director Jerry Postema

A CALL TO ORDER

Chair Ward called the meeting to order at 6:03 p.m.

B APPROVAL OF MINUTES

Approval of Minutes from the Budget Advisory Committee Meeting of May 30, 2012 and May 14, 2013.

MOTION by Monique Beikman, SECONDED by Mike Riley to approve the meeting minutes for May 30, 2012 and May 14, 2013.

Vote: 13 - 0 MOTION CARRIED

C PUBLIC HEARING

Public Hearing in Accordance with ORS 221.270 Regarding State Shared Revenues.

Finance Director Hudson noted that the intent for holding this public hearing is to receive state shared revenues. He gave a brief staff report on the state shared revenues that the City receives. He noted that the city is estimated to receive \$294,300 in the FY13/14 budget. The revenue is not restricted and is used for general city operations. Cigarette, gas, and remaining liquor taxes are not covered in this public hearing.

No comments were received from the public.

D MEETING AGENDA AND MATERIALS

1 Discussion of Fiscal Year 2013-14 Budget

Director Hudson distributed answers to questions submitted by committee members for review. Items covered included questions related to the infrastructure reserve fund, donations of surplus technology, transfers from same funds, and the fiscal health model.

Councilor Grimes asked questions related to legislation regarding PERS and verified that these potential changes had not been included in the budget.

Mayor Ogden asked questions related to the projected gap in the budget. Director Hudson stated that this gap can comfortably be made up through reserves and other sources of revenue that may come in.

Director Hudson briefly covered operating funds to date for FY 2012-13. He reviewed how the general fund, building fund, and operating funds are currently trending.

Director Hudson began the discussion of the FY 2013-14 budget by explaining commonalities for each department throughout the proposed budget including PERS, computer replacements, and small tools.

He provided the committee with an overview of revenues for property tax, franchise fees, state shared revenues, grant revenues, police services, building fund, water usage charges, and sewer fund transfers. He briefly covered the increase in water rates stating that though the rates are going up the revenues are decreasing because the city is selling less water. Significant changes in expenditures in the following areas were discussed: Policy and Administration, Community Development, Community Services, Public Safety and Public Works. Items including staffing and special onetime expenditures were covered for each department. Items of note were presented and discussed.

An amendment for projects that had balances to be carried over into FY 13/14, as well as the addition of \$11,500 in one-time dollars for a drug detection dog, was presented to the committee for inclusion in the approval of the budget.

2 Public Comment

Kathy Newcomb submitted her suggestions for the record to the budget committee. Comments included the Tualatin Development Commission funding a park and ride, better control over travel expenses, and property tax revenues.

3 Committee Questions and Comments

Chair Ward asked that the City Council line items for Conferences and Meetings for the Mayor and Council not be combined. Consensus amongst the group was reached to keep these as two line items.

MOTION by Roger Mason, SECONDED by Mike Riley to approve the Fiscal Year 2013-2014 City of Tualatin budget, as amended, the property taxes it contains at the rate of \$2.2665 per \$1,000 of assessed value for operating purposes, and the amount of \$995,000 for payment of general obligation bond principal and interest.

Vote: 13 - 0 MOTION CARRIED

E ADJOURNMENT

The meeting was adjourned at 6:28 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole, Morris, Recording Secretary



OFFICIAL MINUTES BUDGET ADVISORY COMMITTEE MEETING FOR MAY 13, 2014

Present: Candice Kelly, Diane Buisman, Robert Kellogg, Nancy Grimes, Terri Ward, Lou Ogden, Frank Bubenik, Joelle Davis

Absent: Roger Mason, Dan Gaur, Monique Beikman, Derek Ruckman, Ed Truax, Wade Brooksby

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Assistant City Manager Alice Cannon; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Information Services Manager Lance Harris; Engineering Manager Kaaren Hofmann; Teen Program Specialist Julie Ludemann; Program Coordinator Denice Ambrosio; Parks Maintenance Manager Tom Steiger; Water Division Manager Mick Wilson; Maintenance Services Division Manager Clayton Reynolds; Street/Sewer/Storm Division Manager Bert Olheiser; Human Resources Manager Janet Newport; Public Services Manager Jerianne Thompson; Program Coordinator Lisa Thorpe; Accounting Supervisor Matthew Warner; Juanita Pohl Center Coordinator Matt Saviello

A CALL TO ORDER

The Budget Advisory Committee meeting was called to order at 6:02 p.m.

B WELCOME AND INTRODUCTIONS

C ELECT COMMITTEE CHAIR

Nominations were opened to elect a Budget Advisory Committee Chair.

MOTION by Joelle Davis, SECONDED by Diane Buisman to nominate Terri Ward as committee chair.

Vote: 8 - 0 MOTION CARRIED

D APPROVAL OF MINUTES

This item was forwarded to the next meeting.

1 Consideration of Budget Advisory Committee Meeting Minutes of May 29, 2013

E MEETING AGENDA AND MATERIALS

1 Review Fiscal Year 2013-2014

City Manager Sherilyn Lombos presented a PowerPoint and gave an overview of the City organization, events, and accomplishments that occurred this past fiscal year.

2 Deliver Budget Message and Distribute Proposed Fiscal Year 2014-2015 Budget

A break was taken from 7:12 p.m. to 7:19 p.m.

Finance Director Don Hudson presented a PowerPoint on the Fiscal Year 2014-15 Budget Message. He started by recapping events for this past year including the Centennial Celebration, Nyberg Rivers development, and the Council Building staff relocation. This fiscal year will bring new software changes for the City. Upgrades to the city's financial software, community development software, and asset management software will be completed.

Director Hudson reviewed revenues noting a 4.3% increase. He covered utility rate increases based off the water master plan and increases passed through from Clean Water Services. A 3.5% increase is expected to the overall assessed value of the city.

Expenditures were reviewed and a 3% decrease is anticipated. Director Hudson stated personnel services are approximately one-third of the city's budget. Additions to staff in the Building department and Library have been proposed. Each department worked to accommodate these additions by realigning priorities within their respective budgets.

Director Hudson covered projects in the Capital Outlay Fund. He proposed a Capital Reserve Fund that would be funded using a portion of excess funds in the City's PERS reserve. There would also be a mechanism to add to the reserve annually.

Councilor Davis asked how much money would be used to fund the Capital Reserve. Director Hudson stated an initial transfer of \$350,000 is proposed.

Director Hudson distributed the proposed FY 2014/15 budget and summaries of last year's questions. He noted any questions regarding this year's budget could be emailed to him.

3 Discussion of Fiscal Year 2014-2015 Budget

Director Hudson preceded with an overview of the smaller funds including the Science and Technology Scholarship Fund, Core Area Parking Fund, Operations Warehouse Project Fund, Infrastructure Reserve Fund, and the Local Improvement District Fund. Debt Services Funds were also reviewed and included the General Obligation Bond, Bancroft Bond, and Enterprise Fund, along with the Capital and Development Funds. The Water, Sewer, Storm Drain, Road, and Transportation Development Tax Funds were reviewed. The Tualatin Development Commission (TDC) Funds were reviewed including the Central Urban Renewal and Leveton projects.

4 Discuss Second Budget Committee Agenda

The meeting concluded with a brief discussion of the agenda for the next budget meeting on May 28th.

F OTHER ISSUES

G ADJOURNMENT

Chair Ward adjourned the meeting at 7:58 p.m.

Sherilyn Lombos, City Manager

_____ / Recording Secretary