



OFFICIAL MINUTES BUDGET ADVISORY COMMITTEE MEETING FOR MAY 14, 2013

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

Absent: Lou Ogden, Joelle Davis, Wade Brooksby

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; 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; Parks and Recreation Manager Carl Switzer; Library Manager Abigail Elder; Teen Program Specialist Julie Ludemann; Program Coordinator Denice Ambrosio; Parks Maintenance Manager Tom Steiger; Water Division Manager Mick Wilson; Street/Sewer/Storm Division Manager Bert Olheiser; Human Resources Manager Janet Newport; Assistant City Manager Alice Rouyer; Economic Development Manager Joe Phillips; Program Coordinator Lisa Thorpe; Public Services Manager Jerianne Thompson; Pohl Center Coordinator Matt Saviello; Maintenance Services Division Manager Clayton Reynolds; Accounting Supervisor Matthew Warner

Attendees: Kathy Newcomb

A CALL TO ORDER

The Budget Advisory Committee meeting was called to order at 6:04 p.m.

B ELECT COMMITTEE CHAIR

Nominations were opened to elect a Budget Advisory Committee Chair.

MOTION by Mike Riley, SECONDED by Monique Beikman to nominate Terri Ward as committee chair.

Vote: 11 - 0 MOTION CARRIED

C MEETING AGENDA AND MATERIALS

1 Fiscal Year 2012-2013 Review

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 Budget Message and Distribution of Fiscal Year 2013-2014 Budget

A break was taken from 7:05 p.m. to 7:15pm

Finance Director Don Hudson presented a PowerPoint on the Fiscal Year 2013-14 Budget Message. He noted that he had distributed summaries of last year's questions and that any questions regarding this year's budget could be emailed to him for response for the next meeting. He announced that the budget documents would be distributed following the budget message.

Director Hudson noted that a lot has changed over the last 100 years, but the one constant has been the quality of service we provide. He reviewed the expenditures, explaining that the decrease is due to the reduction in capital projects. He went on to explain that the revenues are overall stable with a slight decrease of about 3%. He explained that the overall assessed value of the city has increased 2.5%.

Director Hudson stated that we are running a very lean organization due to the low tax rates. When putting together the budget, departments were directed to maintain current service levels, look for savings and efficiencies, and limit growth in material and services. He noted that materials and services have decreased and a large reason for that is the decrease in what the city pays in water to the City of Portland.

Director Hudson stated that personnel services are 35% of the total budget and the increase in this category is due to the large increases in the Public Employee Retirement System (PERS). He noted that PERS is the second largest single expenditure in the General Fund. Director Hudson explained the "rate-collar" and how the increases in PERS are applied.

Director Hudson spoke to the Capital Outlay, Debt Services, and Tualatin Development Funds.

Director Hudson stated that the proposed budget continues to provide quality services, maintain current service levels, address council priorities, continues the transition at Juanita Pohl Center, assumes parking enforcement from the core area, focuses on economic development, and prioritized one-time expenditures.

Director Hudson distributed the proposed FY 2013/14 budget. He began by noting that this year's budget celebrates the centennial of the City of Tualatin. He thanked Lisa Thorpe for her outstanding work on preparing the document.

3 Discussion on Fiscal Year 2013-2014 Budget

Director Hudson preceded with an overview of the smaller funds including Science and Technology Scholarship Fund, 9-1-1 Emergency Communication Tax Fund, Core Area Parking 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 Park Development Fund, Water, Sewer, Storm Drain, Road, and Transportation Development Tax Funds were reviewed. The Tualatin Development Commission (TDC) Funds were reviewed and explanations of the two closed funds were covered.

The meeting concluded with a brief discussion of the agenda for the next budget meeting on May 29th.

D ADJOURNMENT

The meeting adjourned at 7:53 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Recording Secretary