



City of Tualatin

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APPROVED BY TUALATIN CITY COUNCIL
Date 10-11-10
Recording Secretary W. Smith

SPECIAL CITY COUNCIL/DEVELOPMENT COMMISSION MEETING MINUTES OF SEPTEMBER 14, 2010

PRESENT: Mayor/Chairman Lou Ogden; Councilors/Commissioners Monique Beikman, Joelle Davis, Jay Harris, Donna Maddux, and Ed Truax

ABSENT: Councilor Chris Barhyte* [* denotes excused]

STAFF

PRESENT: Sherilyn Lombos, City Manager; Don Hudson, Finance Director; Doug Rux, Community Development Director; Mike McKillip, City Engineer; Paul Hennon, Community Services Director; Brenda Braden, City Attorney; Dan Boss, Operations Director; Abigail Elder, Library Manager; Carl Switzer, Parks & Recreation Manager; Kent Barker, Police Chief; Carina Christensen, Assistant to the City Manager; Maureen Smith, Recording Secretary

The special work session was called to order at 5:08 p.m. at the Tualatin Police Facility.

1. ANNOUNCEMENTS – None.

2. ITEMS DISCUSSED

A. *Service Level Discussion*

Finance Director Don Hudson began the discussion on service levels.

Urban renewal was discussed and Finance Director Hudson explained with the closure of the Leveton and Central districts dollars are available for reapportionment. The remaining projects in the Central Urban Renewal District (CURD) will be completed in Fall 2011. In the Leveton District, estimated completion is Summer 2012. At that point then formally close the districts. What remains is personnel costs, and Materials and Services, which will then be funded from the General Fund. Council discussed revenue and expenditures, and what would be the anticipated revenue for 2011/12. Discussion followed on how staff funding in urban renewal will be done with the districts winding down in 2011/12.

Finance Director Hudson explained the total FTE in the General Fund, with the Police Department the largest, and so forth. It was asked and answered is currently paid for by fees, and what with the General Fund. Also asked was what is the actual cost and number of positions, not just the amount of positions in a department/division. Council also asked to include, such as in parks maintenance, contract mowing as it equates to in-house FTEs. Mention was made and explained how the dollar amounts are budgeted for a position, which is overall not done by estimating.

Finance Director Hudson reviewed the list of "gaps" in current services. Also reviewed are examples of unfunded capital items. It was mentioned that on the Police over-hire position would not necessarily be a funded FTE, but would come from left-over funds of departing officers.

Ongoing revenues and expenditures were reviewed. A review of fiscal health diagnostics model was displayed and explained by Finance Director Hudson. Discussion followed on assumptions that could be done with funds included in ongoing and as one-time. It was asked and answered to provide this type of information in writing to better follow the assumptions. Finance Director Hudson continued with review of drivers of the fiscal health model. PERS was mentioned and whether there can be other options.

Options were reviewed and discussed, and how to adjust current levels of services to plug known gaps in services and contain costs without reducing current services. Also discussed revenues, such as enhancement of current revenues, supplementing current revenues, etc.

Council discussed how to address the issues, such as whether to maintain current service levels. What could be contracted out was mentioned, and by doing so what would happen, and does it cost the same, etc. Also discussed if departments looked at a scenario of what could be cut at a 5%, 10% or 15% levels. Suggested different models, such as being able to provide certain services from Washington County was mentioned. Also discussed was having some type of mechanism to identify cost saving opportunities, look at what could be done to increase revenue, and what could be done at keeping current service levels; how something could be done differently.

Discussion followed on overall service levels and how to address revenues. Staff will return with more detail, and how to maintain same level of service and live within the City's means to do it. Council also wanted information on current urban renewal positions. Also asked was how there could be efficiencies in combining services of buildings

A special work session on Tuesday, October 12, 2010 at 5:30 p.m. was suggested to come back to Council with additional information.

- B. Community Development Director Doug Rux briefly explained about litigation between the Home Builders Association (HBA) and Metro regarding Construction Excise Tax (CET), and whether the City wants to be part of the letter along with Washington County and other cities in requesting both parties reach a satisfactory agreement to allow for the funds to do local land use planning.

Community Development Rux also distributed a draft letter to Metro regarding the issue of Urban Growth Boundary (UGB) expansion for large lot industrial development, and Washington County and cities, requesting a change by Metro in the total acreage of industrial land added to the regional UGB, be increased. Brief discussion followed. Council agreed to both letters of support.

3. EXECUTIVE SESSION

None.

4. ADJOURNMENT

The special work session adjourned at 7:16 p.m.

Sherilyn Lombos, City Manager

Recording Secretary / Maureen Smith

