



*City of Tualatin*

# **MEETING NOTICE AND AGENDA**

## **CITY COUNCIL SPECIAL WORK SESSION**

**Tualatin Heritage Center, 8700 SW Sweek Drive  
Tualatin, Oregon 97062**

**Tuesday, April 10, 2012**

**5:00 p.m. - 7:30 p.m.**

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- A. **CALL TO ORDER**
- B. **AGENDA**
- C. **EXECUTIVE SESSION**
- D. **COMMUNICATIONS FROM COUNCILORS**
- E. **ADJOURNMENT**

**Special Council Work Session**

**B.**

**Meeting Date:** 04/10/2012

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Attachments

Agenda - Special Work Session for April 10, 2012

PowerPoint Presentation

**Fiscal Year 2012/2013 Budget Process Update  
City Council Work Session  
April 10, 2012  
5:00-7:30pm  
Tualatin Heritage Center**

**PURPOSE:**

Review Tualatin's Fiscal Health  
Update of Fiscal Year 2012/2013 Budget Process

**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 and Introduction/Fiscal Health Initiative	Sherilyn/Don
5:10p 15 min	Capital Improvement Program Update	Don
5:25p 80 min.	Fiscal Year 2012/2013 Budget Process <ul style="list-style-type: none"> <li>• On-Going Revenues and Expenditures</li> <li>• Programmed One-Time Expenditures</li> <li>• Decision Packages</li> </ul>	Don
6:45p 25 min	Updated Fiscal Health Diagnostic Model	Don
7:10p 15 min	Proposed Utility Rates	Don
7:20p 10 min	Next Steps / Budget Timeline	Don
7:30p	Adjourn	Everyone

# Fiscal Year 2012/2013 Budget Process Update



*City of Tualatin*

City Council Work Session

April 10, 2012

# Agenda

- Welcome and Introduction
- Fiscal Health Initiative Review
- Capital Improvement Program Update
- Fiscal Year 2012/13 Budget Process
- Effect on Fiscal Health
- Proposed FY 2012/13 Utility Rates
- Next Steps and Budget Timeline

# Council Priorities

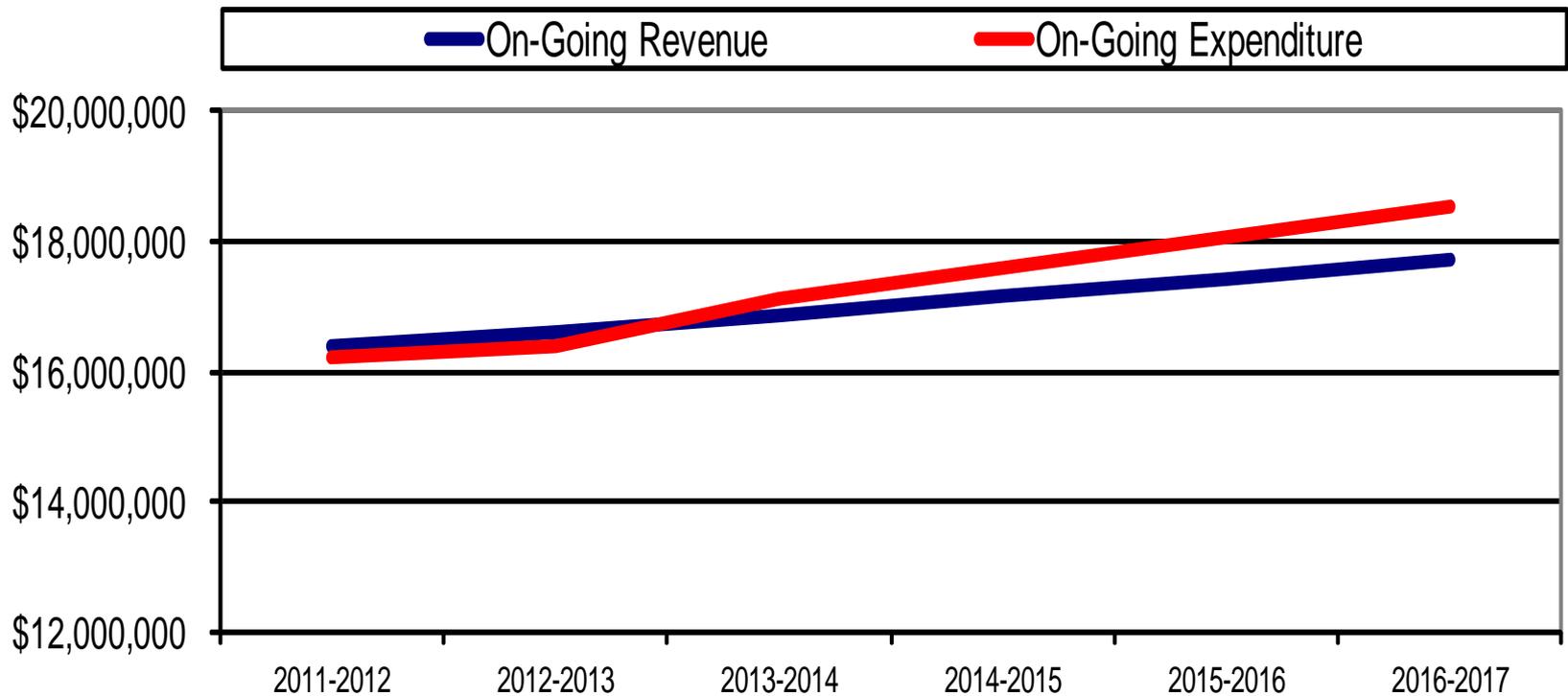
- Website Redesign
  - Launch of new site – June 1, 2012
- Eastside Redevelopment & Downtown Visioning
  - TSP Update/Linking Tualatin/Gateway
- Community Recreation
  - Programming at Juanita Pohl Center
- Community Engagement
  - Community Involvement through CIO's and City projects

# Fiscal Health Initiative

- Spend Within Our Means
  - Differentiate between one-time and on-going revenues and expenditures
- Are we maintaining adequate reserves?
  - Reserve & Contingency policy adopted in December 2009
- Transparent about true cost of doing business
  - Cost of service study
- Incorporating long-term planning into decisions
  - Capital Improvement Program

# Fiscal Health Diagnostic

## Ongoing Alignment





City of  
**Tualatin**

# Capital Improvement Plan

Fiscal Years 2012—2016





City of  
**Tualatin**

# Capital Improvement Plan

Fiscal Years 2012—2016



# PURPOSE

- 1** Create a complete overall picture of the City's infrastructure systems and long range plan.
  - 2** Identify major purchases and expenses.
  - 3** Understand the relationships between projects so no opportunities for "piggybacking" are missed.
  - 4** Provide stable funding for the most pressing needs on a City wide basis.
  - 5** Identify future needs.
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# WHAT'S IN THE CIP?

## Dates:

FYs 2012/2013 through 2016/2017.

## Project/Purchase Costs:

Expenses greater than \$10,000. Routine items occurring each year will not be part of the CIP.

## Categories:

-  Utilities
  -  Facilities and Equipment
  -  Recreation
  -  Transportation
  -  Future Needs
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# PROJECT CRITERIA - EXAMPLES



## **ADDRESSES HEALTH AND SAFETY CONCERNS**

REPLACE WATER LINES AND SEWER LINES, PARKING LOT REPAIRS



## **SUPPORT OF COUNCIL GOALS**

LAND ACQUISITION, ROADWAY MAINTENANCE



## **MEETS A REGULATORY/MANDATED REQUIREMENT**

INSTALL STORM WATER OUTFALLS



## **CONSIDERS SERVICE DELIVERY NEEDS**

COMBINE SEWER & WATER LINE PROJECTS ON MARTINAZZI AVE



## **INCLUDES OUTSIDE FUNDING AND PARTNERSHIPS**

Nyberg: Rehab & Upsize Sewer Trunk Line



## **IMPLEMENTS A MASTER PLAN FOR FUTURE NEEDS**

Upsize Sewer Lines: Bluff - Cipole

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# FY 12/13 PROJECT SUMMARY

## LAFKY PARK: PLAYGROUND/SWINGSET REPLACEMENT

DEPARTMENT: **Operations**  
 CATEGORY: **Recreation**  
 TOTAL COST: **\$78,000**

**RANKING CRITERIA MET:**

- Council Goals
- Master Plan
- Health & Safety
- Regulatory Requirement
- Outside Funding/Partnership
- Service Delivery Need

**TYPE OF PROJECT:**

- Maintenance
- Replacement
- New on-going operating costs
- Expansion
- New

Lafky Park is located at 9655 SW Siletz Drive, serving the residential neighborhoods in the south central areas of town. The existing playground structure is a wooden timber framed structure built in 1984. At the age of 27 years this structure is at the end of its life cycle, the swingset was removed from service (August 2011) as a result of a failure of the timber supports, the remaining structure is in similar decline. The attached photos depict the decaying wooden supports. A complete removal and replacement with updated playground system is due. Tualatin Council’s Vision Statement and Strategic Focus clearly define goals providing vibrant parks and natural spaces with quality recreational, leisure, and cultural amenities.

**FUNDING SOURCES FOR THIS PROJECT:**

		AMOUNT
General Fund: Building Maintenance	FY12/13	\$78,000
	<b>TOTAL:</b>	<b>\$78,000</b>



# SUMMARY SHEET - SAMPLE

	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
<b>RECREATION</b>					
Brown's Ferry Park Barn: Master Plan			\$15,000		
Brown's Ferry Park Com Ctr: Feasibility Study			\$15,000		
Community Pk: Entrance/E Parking Lot Overlay		\$48,900			
Community Pk: N Drive Isle/Boat Ramp Repair		\$64,000			
Jurgens/Atfalati Parks: Parking Lot Repairs		\$16,300			
Lafky Park: Playground/Swingset Replacement	\$78,000				
Parks and Recreation Master Plan: Update		\$125,000			
Public Arts Plan				\$15,000	
Tualatin River Greenway: Land Acquisition	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Van Raden Com Ctr: Feasibility Study		\$10,000			
<b>Total Recreation Projects</b>	<b>\$138,000</b>	<b>\$319,200</b>	<b>\$90,000</b>	<b>\$75,000</b>	<b>\$60,000</b>

	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
<b>TECHNOLOGY</b>					
Automated Inspection Request System (IVR)		\$50,000			
Citywide: Microsoft Desktop App Upgrade		\$40,000			\$40,000
Citywide: Servers / Switches Replacement	\$120,000	\$120,000			\$240,000
Citywide Financial Software: Upgrade/Replace		\$200,000			
Community Park: Fiber Installation		\$79,100			
Handheld GPS Stationing Units	\$75,000				
Library: New Automated Handling Equipment	\$215,000				
Library: Technology Replacement	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Police Mobile Data Terminals Replacement		\$125,000			
SCADA: Evaluation of System		\$100,000			
<b>Total Technology Projects</b>	<b>\$400,000</b>	<b>\$754,100</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$320,000</b>

	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
<b>TRANSPORTATION</b>					
Helenius Freeway Construction	\$210,340				
Martinazzi Ave: Nyberg Signal Replacement	\$300,000				
Ops: Pavement Maintenance	\$713,290	\$206,010	\$737,357	\$650,063	\$63,310
Ops: Unimproved Roadway Maintenance	\$30,610	\$31,222	\$31,876	\$32,513	\$33,150
<b>Total Transportation Projects</b>	<b>\$1,254,240</b>	<b>\$237,232</b>	<b>\$769,233</b>	<b>\$682,576</b>	<b>\$96,460</b>

# NEXT STEPS

**Complete  
FY 12 /13 Budget process**

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**Fall 2012  
Present full CIP to Council**

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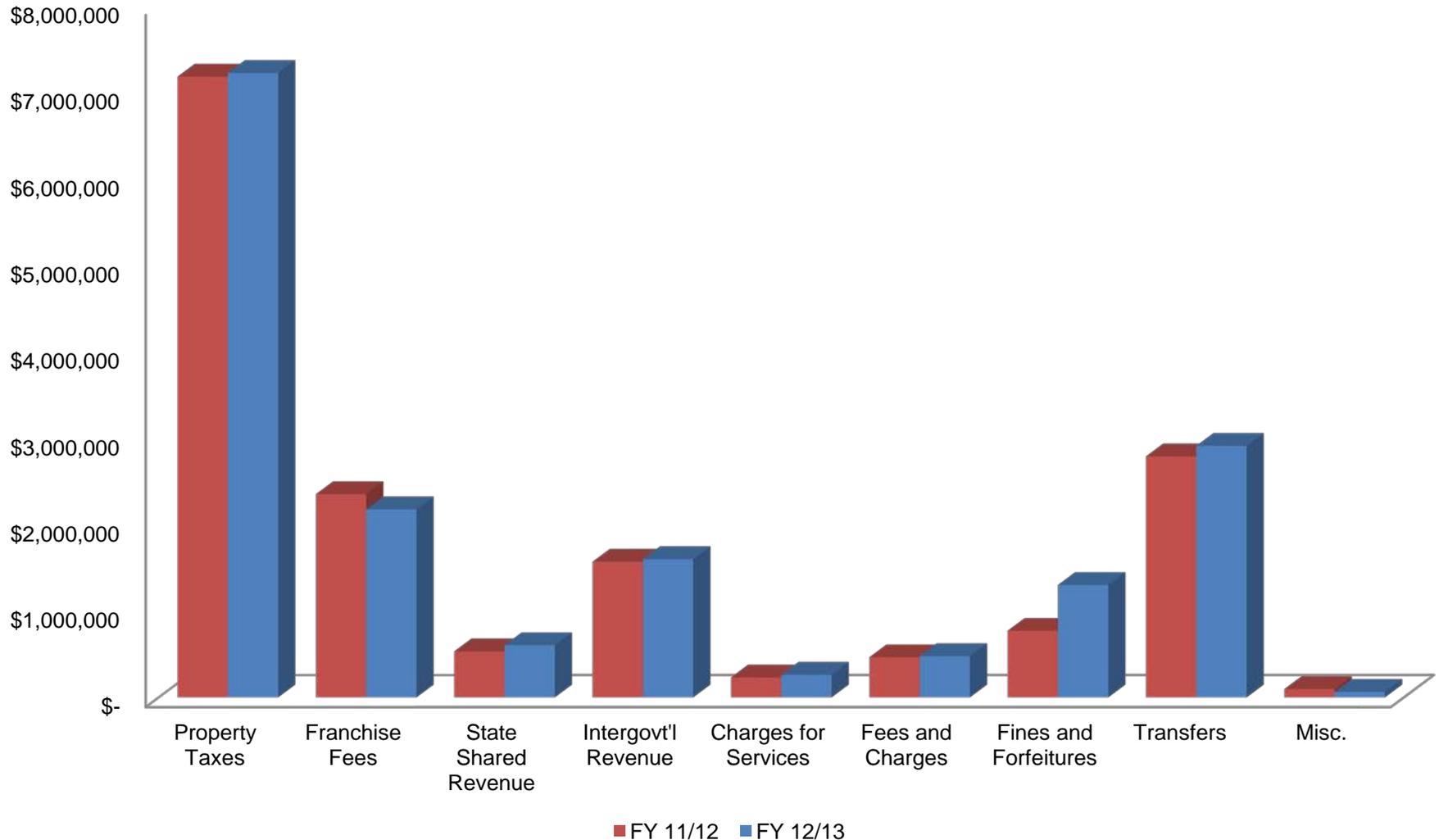
**Questions??**

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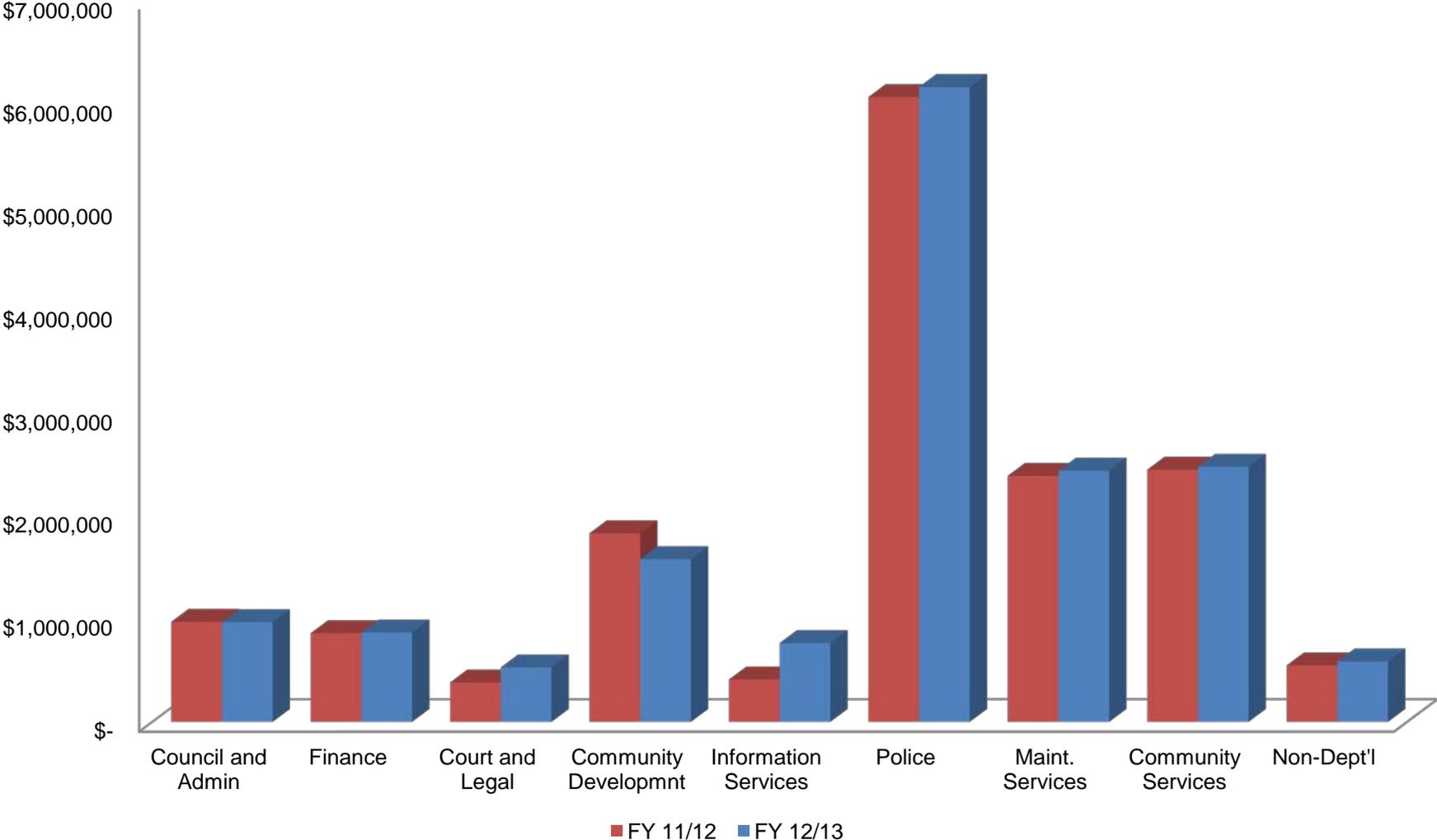
# Fiscal Year 2012/13 Budget

- Continue to provide Quality Services, and still able to:
  - Fund one-time expenditures
  - Complete maintenance projects
  - Commission a community survey
  - Maintain funding for community engagement
  - Complete Commons Fountain repairs
  - Hold a Council goal setting workshop
  - Improve operational efficiencies through technology

# Proposed On-Going Revenues



# Proposed On-Going Expenditures



# On-Going Alignment Continued Stable Condition

- Fiscal Year 2012/2013 maintains positive on-going alignment
- PERS expected to increase beginning in 2013/2014 fiscal year
  - Proposing PERS Reserve to minimize first year fiscal impact

# Programmed One-Time Expenditures

- Library technology - public
- Centennial celebration
- Replace police vehicles
- Upgrade sound systems for ADA listening devices
- Evidence barcode system
- Replace carpet tile at Pohl Center
- Council Chamber technology upgrade
- Playground equipment replacement at Lafky Park

# Decision Packages

- Enhanced children's area services in the Library
- Library materials processing capacity
- Economic Development program
- Core Area Parking subsidy

# **EFFECT ON FISCAL HEALTH**

# Proposed Utility Rates Residential Impact

Utility System	FY 11/12		FY 12/13		Change
<b>Water:</b>					
<ul style="list-style-type: none"> <li>- 5/8" x 3/4" meter</li> <li>- 8 CCF used</li> <li>- Rates set by City Council</li> </ul>	Facilities Charge	\$ 3.50	Facilities Charge	\$ 3.50	\$ -
	Service Charge	\$ 3.40	Service Charge	\$ 3.40	\$ -
	Consumption Charge @ \$2.29/CCF	\$ 18.32	Consumption Charge @ \$2.29/CCF	\$ 18.32	\$ -
	Monthly Total	\$ 25.22	Monthly Total	\$ 25.22	\$ -
<b>Sewer:</b>					
<ul style="list-style-type: none"> <li>- 1 Dwelling Unit (DU)</li> <li>- Winter average water consumption = <b>8 CCF</b></li> <li>- Clean Water Services sets Regional rates; Tualatin sets Local rates</li> </ul>	Regional Base Charge @ \$19.65/DU	\$ 19.65	Regional Base Charge @ \$20.35/DU	\$ 20.35	\$ 0.70
	Regional Use Charge @ \$1.31/CCF	\$ 10.48	Regional Use Charge @ \$1.36/CCF	\$ 10.88	\$ 0.40
	Local Base Charge @ \$4.443/EDU	\$ 4.44	Local Base Charge @ \$4.66/EDU	\$ 4.66	\$ 0.22
	Local Use Charge @ \$0.2990/CCF	\$ 2.39	Local Use Charge @ \$0.3140/CCF	\$ 2.51	\$ 0.12
	Monthly Total	\$ 36.96	Monthly Total	\$ 38.40	\$ 1.44
					\$ -
<b>Surface Water Management:</b>					
<ul style="list-style-type: none"> <li>- 1 Equivalent Surface Unit (ESU) = 2,640 Sq Ft = 1 house</li> <li>- Clean Water Services sets Regional rates; Tualatin sets Local rates no increases since 1998</li> </ul>	Regional SWM @ \$1.31/ESU	\$ 1.31	Regional SWM @ \$1.44/ESU	\$ 1.44	\$ 0.13
	Local SWM @ \$4.10/ESU	\$ 4.10	Local SWM @ \$4.20/ESU	\$ 4.20	\$ 0.10
	Monthly Total	\$ 5.41	Monthly Total	\$ 5.64	\$ 0.23
					\$ -
<b>Road Maintenance:</b>					
<ul style="list-style-type: none"> <li>- Rates set by City Council</li> <li>- 1/7th goes to street light operation</li> </ul>	Road Utility Fee @ \$1.42/house	\$ 1.42	Road Utility Fee @ \$1.42/house	\$ 1.42	\$ -
	Sidewalk/StreetTree Reverse Frontage	\$ 2.00	Sidewalk/StreetTree Reverse Frontage	\$ 2.50	\$ 0.50
	Monthly Total	\$ 3.42	Monthly Total	\$ 3.92	\$ 0.50
<b>Net Change</b>	<b>\$ 71.01</b>	<b>\$ 73.18</b>	<b>\$ 2.17</b>		

# Next Steps/Timeline

- May 17<sup>th</sup> – First Budget Committee Meeting
- May 30<sup>th</sup> – Second Budget Committee Meeting
- May 31<sup>st</sup> – Third Budget Committee Meeting (if necessary)
- June 25<sup>th</sup> – Budget Adoption