



**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 City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Assistant

Present: 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