



## STAFF REPORT CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Colleen Resch, Recording Secretary  
**DATE:** 04/27/2015  
**SUBJECT:** Consideration of Approval of the Minutes for the City Council Special Work Session of April 14, 2015

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### ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the City Council Special Work Session of April 14, 2015.

### RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

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**Attachments:** City Council Special Work Session Minutes for April 14, 2015



OFFICIAL MINUTES OF THE SPECIAL WORK SESSION OF THE TUALATIN CITY  
COUNCIL FOR APRIL 14, 2015

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Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Joelle Davis; Councilor Frank Bubenik; Councilor Ed Truax

Absent: Councilor Wade Brooksby; Councilor Nancy Grimes

Staff Present: Sherilyn Lombos, Sean Brady, Paul Hennon, Don Hudson, Sara Singer, Aquilla Hurd-Ravich, Lance Harris, Tom Steiger, Ben Bryant, Alice Cannon, Jerianne Thompson, Kelsey Lewis, Rich Mueller, Colleen Resch, Janet Newport, Matthew Warner, Bert Olheiser, Mick Wilson, Mark Gardner, Kathy Katz, Lisa Thorpe, Clayton Reynolds, Jerry Postema

**A. CALL TO ORDER**

Mayor Ogden called the meeting to order at 5:30 p.m.

**B. AGENDA**

**1. Fiscal Year 2015/16 Budget Discussion**

Finance Director Don Hudson presented a PowerPoint presentation on the FY 2015/16 budget. He provided an update on the Big 3 project, an update on the FY2015/16 Budget Process, and a project scoping exercise for the Road Utility Fee.

Director Hudson shared information on the Big 3 project which includes a major software upgrade and implementation of Springbrook the financial software, CRW the community development planning and permitting software and NextGen the asset management software. He explained this project will enhance services to the public and create efficiencies in our internal business processes. He stated the new utility billing feature will be live on May 1.

Director Hudson said the budget premise is to maintain our current level of services and align with the City Council's goals. He explained the budget process and said staff was given instructions for developing their budgets. The instructions included adding any contractual obligations, limiting growth to 2% for non-contractual materials and services, and prioritizing capital outlay projects. Overall revenues are projected to increase 4.5%, and expenditures are projected to increase 3.4%. The growth in revenue is due to growth in assessed value (AV) for FY2014/15 which is 4%, in addition to projected assessed value growth for FY2015/16 of 4%.

Director Hudson said the capital projects in the budget include the Heritage Center roof replacement, a dog park shelter, fencing at Tualatin River Greenway/Pony Ridge, self-check machines for the Library, the Myslony Bridge, and fiber ring to City offices. Councilor Truax asked about installing the fiber ring before knowing where the future City Hall would be located. City

Manager Lombos said the City currently leases this infrastructure from Comcast for \$50,000 a year, and the installation will cost approximately \$200,000 so it is a quick return on an investment. Information Services Manager Lance Harris stated there will be splice points in the fiber so the new City Hall can be added to the ring within a few hours.

Director Hudson discussed the proposed service enhancement additions to the library program, the recreation program and at the Juanita Pohl Center. Other highlights include continued funding for Basalt Creek, Parks Master Plan, Development Code Update, and Technology Improvements including on-line recreation registration and traffic citation payments..

Councilor Davis asked if the proposed technology requirements include the updates to the police radios. Captain Gardner stated the budget does not include this upgrade, but the item is on the ballot for the November election. City Manager Lombos said there are capital reserves set aside to begin saving for any changes to the radio technology pending the outcome of the November election.

Director Hudson presented the fiscal health model and discussion followed. He explained that PERS rates fluctuate every two years.

Director Hudson shared information about the proposed utility rates. The water rates show a 4.25% increase, sewer rates which are passed through by Clean Water Services (CWS) show a 3% increase, surface water management will see increases of \$.50 from CWS and a proposed additional \$.40 increase, and road Maintenance fees will not increase. These fees show an average overall increase of a 4% to residential bills.

Director Hudson shared the schedule for the Budget Committee meetings, and introduced the members of the Budget Committee.

Director Hudson introduced the project scoping methodology used for the Road Utility Fee. He shared information regarding the scope including the increasing cost of the pavement maintenance program, exploring the appropriate rates for residential, multi-family and non-residential categories, and meeting goal 8.4 of the Tualatin Tomorrow Vision Action Plan. He stated 78% of the Road Utility Fee is paid by non-residential users. He noted the sidewalk/street tree fee is not included in the analysis. He shared the key considerations for this issue including the impact on existing businesses and residents, looking at what other cities are doing particularly Hillsboro and Portland, and he said staff will provide a recommendation on this issue. He acknowledged some of the pre-mortem "bumps in the road" including people being unfamiliar with the process and the potential questions about the seven non-residential categories. He shared the plan for public involvement and the schedule for this project.

Council President Beikman said one of the pre-mortem considerations should include the issue that the Washington County ballot measure to approve funding for road maintenance recently failed and some people may perceive this as going against the voters.

Mayor Ogden said it would be helpful to know the public's perception of the roads in Tualatin and what frustrates them. He said this information would be helpful when presenting the fee increase.

Councilor Bubenik said the mistake Portland made was letting it go for so long, that the rate increase was very significant. He added that the business community came out against it strongly because their impact was greater. If Tualatin learns from those mistakes, we could have a better chance of getting this approved.

Mayor Ogden added that it will be important to share how we have invested the other dollars over the years to improve the streets.

**C. COMMUNICATIONS FROM COUNCILORS**

**D. ADJOURNMENT**

Mayor Ogden adjourned the meeting at 6:50 p.m.

Sherilyn Lombos, City Manager

 / Colleen Resch, Recording Secretary

 / Lou Ogden, Mayor