



MEETING NOTICE

**TUALATIN BUDGET ADVISORY COMMITTEE
MAY 14, 2018
TUALATIN POLICE TRAINING CENTER
8650 SW TUALATIN ROAD
TUALATIN, OR 97062**

- A. **CALL TO ORDER**
- B. **WELCOME AND INTRODUCTIONS**
- C. **ELECT COMMITTEE CHAIR**
- D. **APPROVAL OF MINUTES**
 - 1. Consideration of Minutes for the Budget Advisory Committee Meeting of May 30, 2017
- E. **MEETING AGENDA AND MATERIALS**
 - 1. Review Fiscal Year 2017-18
 - 2. Deliver Budget Message and Distribute proposed Fiscal Year 2018-19 Budget
 - 3. Discussion of Fiscal Year 2018-19 Budget
 - 4. Discuss Second Budget Committee Agenda
- F. **OTHER ISSUES**
- G. **ADJOURNMENT**

Budget Advisory Committee

D.1.

Meeting Date: 05/14/2018

Information

Attachments

Budget Committee Meeting Minutes of May 30, 2017



OFFICIAL MINUTES BUDGET ADVISORY COMMITTEE MEETING FOR MAY 30, 2017

Present: Candice Kelly, Roger Mason, Terri Ward, Lou Ogden, Frank Bubenik, Rebekah Morse, Paul Morrison, Jeff DeHaan, Robert Kellogg, Brittany Valli, Taylor Sarman, Joelle Davis

Absent: Dan Gaur, Nancy Grimes

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Community Services Director Paul Hennon; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Maintenance Services Division Manager Clayton Reynolds; Street/Sewer/Storm Division Manager Bert Olheiser; Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; Management Analyst II Kelsey Lewis; Parks and Recreation Manager Rich Mueller; Management Analyst II Zoe Monahan; City Engineer Jeff Fuchs; Program Coordinator Lisa Thorpe; Accounting Supervisor Matthew Warner; Economic Development Manager Melinda Anderson; Human Resources Director Stacy Ruthrauff; Court Administrator Cortney Kammerer; Information Services Director Bates Russell

A CALL TO ORDER

Committee Chair Roger Mason called the meeting to order at 6:00 p.m.

B APPROVAL OF MINUTES

MOTION by Lou Ogden, SECONDED by Paul Morrison to approve the Budget Advisory Committee meeting minutes of May 31, 2016 and May 8, 2017.

Vote: 12 - 0 MOTION CARRIED

- 1 Consideration of Minutes from the Budget Advisory Committee Meeting of May 31, 2016 and May 8, 2017

C PUBLIC HEARING

- 1 Public Hearing in Accordance with ORS 221.270 Regarding State Shared Revenues

Chair Mason stated the hearing is being held in compliance with provisions of the state revenue sharing regulations in ORS 221.770.

Director Hudson stated the intent of the public hearing is to receive state shared revenues. He gave a brief report on the state shared revenues the City receives. He noted the city is estimated to receive \$365,900. The revenue is not restricted and is used for general city operations. Cigarette, gas, and remaining liquor taxes are not covered in the public hearing.

PUBLIC COMMENT

None.

COMMITTEE COMMENTS AND DISCUSSION

None.

D MEETING AGENDA AND MATERIALS

1 Discussion of Fiscal Year 2017-18 Budget

Director Hudson distributed questions that had been asked by the committee members via email. He briefly reviewed answers to the questions regarding general fund decreases and transfers to the operation fund, park development fund increases in SDC's, and overtime in the police department.

Councilor Kellogg asked about the status of current overtime in the police department. Chief Steele stated they are projected to be \$36,000 under budget this year.

Director Hudson stated funds to be discussed tonight include general fund, water operating, sewer operating, storm drain operating, road utility operating, and road utility fee fund. Commons themes include an increase in interest earnings, personal services expenditures, expenditures per replacement schedules, and merchant discount fees. A list of proposed capital outlay projects were reviewed and included projects such as an electronic document management system, police mobile data terminals, police vehicle replacement, Pohl Center furniture replacement, public technology and furniture replacement in the Library, and painting of the Tualatin Commons wave rail. An overview of revenues for the general fund including property taxes, intergovernmental revenues, fines and forfeitures, and other miscellaneous revenues were reviewed. Director Hudson presented the proposed utility rate increases. The proposed water rate increase is based off the Water Master Plan schedule and on average will be a 4.25% increase to residential meters. He stated the road maintenance fee is not currently programmed into the budget until it is adopted. Revenues in the water, sewer, storm drain, and road utility operating funds were reviewed based on proposed rate increases. Transfers in the water, sewer, and road operating funds were addressed.

Director Hudson discussed expenditures in the following areas: Policy and Administration, Community Development, Community Services, Public Safety and Public Works. Items reviewed included new line items and one time expenditures for each department.

Committee Member Rebekah Morse asked about the rate stabilization fund line in the water operating. Director Hudson stated it is the reserve fund to pay for capital projects in the future.

Councilor Kellogg asked if the city has interest in buying its own street sweeping equipment. Street Division Manager Bert Olheiser stated they evaluated the possibility a couple of years ago and it was determined that it was cheaper to maintain it as a contract service.

E PUBLIC COMMENT

None.

F COMMITTEE QUESTIONS AND COMMENTS

Director Hudson presented proposed amendments for carryovers for capital projects in water operating, core area parking, road operating, and the general fund. Material and services carryovers were proposed in the storm drain operating, building, and general funds.

Councilor Paul Morrison asked about the increases and carryover in the water operating fund. Director Hudson stated a project has taken longer than anticipated and there were additional costs due to the construction cost estimate being high.

MOTION by Terri Ward, SECONDED by Candice Kelly to approve the Fiscal Year 2017-18 City of Tualatin budget, as amended, the property taxes it contains at the rate of \$2.2665 per \$1,000 of assessed value for operating purposes, and the amount of \$978,950 for payment of general obligation bond principal and interest.

Vote: 12 - 0 MOTION CARRIED

MOTION by Candice Kelly, SECONDED by Terri Ward to approve the Fiscal Year 2017-18 Tualatin Development Commission budget.

Vote: 12 - 0 MOTION CARRIED

G ADJOURNMENT

Committee Chair Mason adjourned the meeting at 7:15 p.m.

Sherilyn Lombos, City Manager

_____ / Recording Secretary