



MEETING NOTICE

**TUALATIN BUDGET ADVISORY COMMITTEE
MAY 29, 2013
POLICE TRAINING ROOM
8650 SW TUALATIN RD
TUALATIN, OR 97062**

A. CALL TO ORDER

B. APPROVAL OF MINUTES

Approval of Minutes from the Budget Advisory Committee Meeting of May 30, 2012 and May 14, 2013.

C. PUBLIC HEARING

Public Hearing in Accordance with ORS 221.270 Regarding State Shared Revenues.

D. MEETING AGENDA AND MATERIALS

1. Discussion of Fiscal Year 2013-14 Budget
2. Public Comment
3. Committee Questions and Comments

E. ADJOURNMENT

Budget Advisory Committee

B.

Meeting Date: 05/29/2013

Information

Attachments

[Budget Advisory Committee Meeting Minutes of May 30, 2012](#)

[Budget Advisory Committee Meeting Minutes of May 14, 2013](#)



OFFICIAL MINUTES OF BUDGET ADVISORY COMMITTEE MEETING FOR MAY 30, 2012

Present: Dan Gaur, Del Judy, Candice Kelly, Roger Mason, Mike Riley, Terri Ward, Diane Weisheit, Monique Beikman, Wade Brooksby, Frank Bubenik, Joelle Davis, Nancy Grimes, Lou Ogden, Ed Truax

Staff Present: City Manager Sherilyn Lombos; Police Chief Kent Barker; Community Services Director Paul Hennon; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Deputy City Manager Sara Singer; Project Engineer Dayna Webb; Parks and Recreation Manager Carl Switzer; Library Manager Abigail Elder; Engineering Manager Kaaren Hofmann; Program Coordinator Becky Savino; Teen Program Specialist Julie Ludemann; Program Coordinator Denice Ambrosio; Parks Maintenance Manager Tom Steiger; Program Coordinator Kathy Kaatz; Water Division Manager Mick Wilson; Police Captain Mark Gardner; Police Captain Larry Braaksma; Senior Planner Will Harper; Street/Sewer/Storm Division Manager Bert Olheiser; Management Analyst Ben Bryant; Assistant City Manager Alice Rouyer

A. CALL TO ORDER

The Budget Advisory Committee meeting was called to order at 6:04 p.m. by Chair Ward.

B. APPROVAL OF MINUTES

MOTION by Mike Riley, SECONDED by Candice Kelly to approve the Budget Committee meeting minutes of May 17, 2012.

Vote: 14 - 0 MOTION CARRIED

C. PUBLIC HEARING

A public hearing regarding possible uses of State Shared Revenue Funds was held in accordance with ORS 221.270.

D. AGENDA

Finance Director Hudson presented the amendments from the May 17th budget meeting for the Juanita Pohl Center Management and the Ice Age Trail Tourism Grant. He also updated the project changes in the Operations, Water Operating, Sewer Operating, Storm Drain Operating, Water Development and Road Gas Tax Funds. A correction of a transfer in the Infrastructure Reserve Fund was also included.

Director Hudson proceeded with an overview of the General Fund, Building Fund, and Operations Funds. Road Funds were reviewed including the Road Utility Fee Fund and the Road Gas Tax Fund. Also reviewed were the Utility Funds including the Water, Sewer, and Storm Drain Funds. Director Hudson concluded with an overview of the Tualatin Development Commission.

MOTION by Mike Riley, SECONDED by Roger Mason to approve the Fiscal Year 2012-2013 Budget as amended.

Vote: 14 - 0 MOTION CARRIED

MOTION by Mike Riley, SECONDED by Roger Mason
to approve the Fiscal Year 2012-2013 Tualatin Development Commission budget.

Vote: 14 - 0 MOTION CARRIED

E. ADJOURN

MOTION by Mike Riley, SECONDED by Roger Mason to adjourn the Budget Committee
meeting at 7:44 p.m.

Vote: 14 - 0 MOTION CARRIED

Sherilyn Lombos, City Manager



Maureen Smith Maureen Smith / Recording Secretary



OFFICIAL MINUTES BUDGET ADVISORY COMMITTEE MEETING FOR MAY 14, 2013

Present: Candice Kelly, Roger Mason, Diane Buisman, Del Judy, Mike Riley, Dan Gaur, Terri Ward, Monique Beikman, Ed Truax, Frank Bubenik, Nancy Grimes

Absent: Lou Ogden, Joelle Davis, Wade Brooksby

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; 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; Parks and Recreation Manager Carl Switzer; Library Manager Abigail Elder; Teen Program Specialist Julie Ludemann; Program Coordinator Denice Ambrosio; Parks Maintenance Manager Tom Steiger; Water Division Manager Mick Wilson; Street/Sewer/Storm Division Manager Bert Olheiser; Human Resources Manager Janet Newport; Assistant City Manager Alice Rouyer; Economic Development Manager Joe Phillips; Program Coordinator Lisa Thorpe; Public Services Manager Jerianne Thompson; Pohl Center Coordinator Matt Saviello; Maintenance Services Division Manager Clayton Reynolds; Accounting Supervisor Matthew Warner

Attendees: Kathy Newcomb

A CALL TO ORDER

The Budget Advisory Committee meeting was called to order at 6:04 p.m.

B ELECT COMMITTEE CHAIR

Nominations were opened to elect a Budget Advisory Committee Chair.

MOTION by Mike Riley, SECONDED by Monique Beikman to nominate Terri Ward as committee chair.

Vote: 11 - 0 MOTION CARRIED

C MEETING AGENDA AND MATERIALS

1 Fiscal Year 2012-2013 Review

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 Budget Message and Distribution of Fiscal Year 2013-2014 Budget

A break was taken from 7:05 p.m. to 7:15pm

Finance Director Don Hudson presented a PowerPoint on the Fiscal Year 2013-14 Budget Message. He noted that he had distributed summaries of last year's questions and that any questions regarding this year's budget could be emailed to him for response for the next meeting. He announced that the budget documents would be distributed following the budget message.

Director Hudson noted that a lot has changed over the last 100 years, but the one constant has been the quality of service we provide. He reviewed the expenditures, explaining that the decrease is due to the reduction in capital projects. He went on to explain that the revenues are overall stable with a slight decrease of about 3%. He explained that the overall assessed value of the city has increased 2.5%.

Director Hudson stated that we are running a very lean organization due to the low tax rates. When putting together the budget, departments were directed to maintain current service levels, look for savings and efficiencies, and limit growth in material and services. He noted that materials and services have decreased and a large reason for that is the decrease in what the city pays in water to the City of Portland.

Director Hudson stated that personnel services are 35% of the total budget and the increase in this category is due to the large increases in the Public Employee Retirement System (PERS). He noted that PERS is the second largest single expenditure in the General Fund. Director Hudson explained the "rate-collar" and how the increases in PERS are applied.

Director Hudson spoke to the Capital Outlay, Debt Services, and Tualatin Development Funds.

Director Hudson stated that the proposed budget continues to provide quality services, maintain current service levels, address council priorities, continues the transition at Juanita Pohl Center, assumes parking enforcement from the core area, focuses on economic development, and prioritized one-time expenditures.

Director Hudson distributed the proposed FY 2013/14 budget. He began by noting that this year's budget celebrates the centennial of the City of Tualatin. He thanked Lisa Thorpe for her outstanding work on preparing the document.

3 Discussion on Fiscal Year 2013-2014 Budget

Director Hudson preceded with an overview of the smaller funds including Science and Technology Scholarship Fund, 9-1-1 Emergency Communication Tax Fund, Core Area Parking 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 Park Development Fund, Water, Sewer, Storm Drain, Road, and Transportation Development Tax Funds were reviewed. The Tualatin Development Commission (TDC) Funds were reviewed and explanations of the two closed funds were covered.

The meeting concluded with a brief discussion of the agenda for the next budget meeting on May 29th.

D ADJOURNMENT

The meeting adjourned at 7:53 p.m.

Sherilyn Lombos, City Manager

_____ / Recording Secretary