



City of Tualatin

TUALATIN BUDGET ADVISORY COMMITTEE MEETING

Wednesday, May 20, 2020
6:00 PM

JUANITA POHL CENTER
8513 SW TUALATIN ROAD
TUALATIN, OR 97062

Special Announcement Regarding the May 20, 2020 Tualatin Budget Advisory Committee Meeting

The Tualatin Budget Committee meeting scheduled for Monday, May 20 will proceed at this time with several modifications:

To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

You can also join the meeting below:

Phone: +1 669 900 6833

Meeting ID: 309 437 2592

Link: <https://us02web.zoom.us/j/3094372592>

Questions? Please contact Deputy City Recorder Nicole Morris.

Call to Order

Welcome and Introductions

Approval of Minutes

1. Consideration of Minutes of the Budget Advisory Committee Meeting of May 11, 2020

Public Hearing

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

Meeting Agenda and Materials

1. Discussion of Fiscal Year 2020-21 Budget

Public Comment

Adjournment

In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting.



OFFICIAL MINUTES OF THE TUALATIN BUDGET ADVISORY COMMITTEE MEETING FOR MAY 11, 2020

Present: Bridget Brooks, Brittany Valli, Chris Brune, Frank Bubenik, John Hannam, Maria Reyes, Nancy Grimes, Paul Morrison, Rebekah Deal, Robert Kellogg, Cyndy Hillier, Veronica Williams, Valerie Pratt, Monica Gibson

Absent: Monique Beikman

Call to Order

Mayor Bubenik called the meeting to order at 5:01 p.m.

Welcome and Introductions

Elect Committee Chair

Motion to elect Cyndy Hillier as Budget Committee Chair made by Morrison, Seconded by Grimes. Voting Yea: Valli, Brune, Bubenik, Hannam, Reyes, Grimes, Morrison, Deal, Kellogg, Hillier, Williams, Pratt, Gibson
MOTION PASSED

Approval of Minutes

Motion to approve the Budget Committee Meeting Minutes of May 20, 2019 made by Morrison, Seconded by Valli. Voting Yea: Brooks, Valli, Brune, Bubenik, Hannam, Reyes, Grimes, Morrison, Deal, Kellogg, Hillier, Williams, Pratt, Gibson
MOTION PASSED

1. Consideration of the Budget Committee Meeting Minutes of May 20, 2019

Meeting Agenda and Materials

1. Deliver Budget Message for Fiscal Year 2020-2021 Budget

Finance Director Don Hudson presented a brief history of the city departments over the past decade. He then presented the Fiscal Year (FY) 2020-21 budget message. Director Hudson spoke to budget layout changes. He stated the proposed budget is \$133,841,320 which is a 1.09% increase over the previous year. Director Hudson spoke to revenue impacts on the budget due to the pandemic. He stated he estimates impacts on the budget through September 30, 2020.

Director Hudson began an overview of revenue funds noting they are the same as last year. He stated Property Tax revenue is the steady revenue source the city has with an anticipated 4% growth this year. He spoke to potential concerns with property tax collection, noting Washington County has a high collection rate and he will continue to monitor the

situation closely. Director Hudson stated there will be a slight decrease in the License and Permits category due to some businesses not reopening. He stated the Franchise Fee category will see a 6.42% decrease mostly due to decreases in commercial and industrial utility usage, partially offset by an increase in residential usage. Director Hudson stated Intergovernmental Revenue will see a 14.46% increase which is made up of different state shared revenues, and contributions for capital projects from Metro and Clean Water Services.. He stated the Fees and Charges category is down slightly as there was transitions in projects. Director Hudson stated Charges for Services is down as the city has seen a reduction in water consumption and less passport and finger printing services since city offices are currently closed. He stated the Fines and Forfeitures categories has seen a decrease from less municipal court and library fines. Director Hudson stated the Transfers and Others category is seeing a 3.2% decrease from changes in water projects and the city's interest portfolio.

Director Hudson highlighted changes to city expenditures. He noted overall there is a proposed 4.1% decrease. He stated there is a proposed 7% decrease in Personal Services from savings from the city's PERS Employer Incentive Fund. He stated the city deposited money into a side account to help smooth out rates in future years. Director Hudson stated this account will save the city approximately \$300,000. He stated the Materials and Services category will increase 2.25% due to items outside the city's control including increases in utilities and various contracts. Director Hudson stated Capital Outlay will be increasing 6.4% due to planned projects in the water, sewer, and stormwater division, transportation bond projects, and construction of the Tualatin City Services Building. He stated Debt Services will be increasing slightly as the city begins to pay back loans borrowed for the Tualatin City Services Building.

Director Hudson stated the Tualatin Development Commission established an Economic Stabilization Fund this year that set aside \$250,000 in non-tax increment revenue for a grant program for business impacted by the pandemic. He stated 143 application were received and 54 small business grants were awarded from the fund with an average award amount of \$4,600.

2. Discussion of Fiscal Year 2020-2021 Budget

Director Hudson proceeded with an overview of the Core Area Parking Fund, Development Funds, and the Tualatin Scholarship Fund. He reviewed the Tualatin Development Commission (TDC) funds including the TDC Administration and Leveton Tax Increment District Project funds.

3. Discuss Second Budget Committee Agenda

Director Hudson reviewed the agenda for the upcoming meeting on May 20, 2020.

Adjournment

Chair Hillier adjourned the meeting at 6:09 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary



***Fiscal Year 2020 – 2021 Proposed Budget
Second Budget Committee Meeting – May 20, 2020***

Tonight's Agenda

- Approval of previous meeting minutes
- Public Hearing – State Revenue Sharing
- Questions since meeting of May 6th
- Discussion of FY 2020-2021 Budget
- Public Comments
- Consideration of Budget Approval
- Adjourn



Public Hearing – State Revenue Sharing

- ORS 221.770 requires two public hearings in order to receive apportionment of liquor taxes
 - Before the Budget Committee on possible uses of funds
 - Before the City Council on proposed uses of funds
- City is estimated to receive \$413,890 in FY 20/21
- Revenue is not restricted and is used for general city operations
- Cigarette, marijuana, gas and remaining liquor taxes are not covered by this public hearing





Fiscal Year 2020 – 2021 Proposed Budget
Continue Review of Proposed Budget

Funds to Discuss

Fund Name	Pages	Revenue	Expenditures
Building Fund	93 – 97	Page 95	Pages 96 - 97
Water Operating Fund	98 – 102	Page 100	Pages 101 - 102
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	54 -55		Page 55
	56 -58		Page 58
	59 -60		Page 60
	61 -62		Page 62
	63 -64		Page 64
	65 -66		Page 66
	67 -70		Pages 69 - 70
	71 -73		Page 73
	74 -75		Page 75
	76 - 79		Pages 78 - 79
	80 -83		Pages 82 - 83
	84 -86		Page 86
	87 -89		Page 89
	90 -92		Pages 91 - 92



Common Themes

- Personal Services Expenditures
 - Full and Part Time Salaries
 - Health and dental insurance premiums
 - PERS
- Expenditures per Replacement Schedules:
 - Personal Computer/Laptop in Information Services
 - Small Tools in Public Works
 - Library Equipment
- Transfers In to Utility Operating Funds
- Transfers from funds to repay Tualatin City Services Building Loan
- Interest Earnings
- Utility Rate Revenues



Proposed Residential Utility Rates

		FY 19/20	FY 20/21	Change
Water:				
- 5/8" x 3/4" meter	Facilities Charge	\$ 4.31	\$ 4.49	\$ 0.18
- 8 CCF used	Service Charge	\$ 4.36	\$ 4.55	\$ 0.19
- Rates set by City Council	Consumption Charge Per CCF \$ 3.20	\$ 24.56	\$ 25.61	\$ 1.04
	Monthly Total	\$ 33.22	\$ 34.63	\$ 1.41
Sewer:				
- 1 Dwelling Unit (DU)	Regional Base Charge Per DU	\$ 25.11	\$ 25.11	\$ -
- Winter average water consumption = 8 CCF	Regional Use Charge Per CCF \$ 1.66	\$ 13.29	\$ 13.29	\$ -
- Clean Water Services sets Regional rates;	Local Base Charge Per EDU	\$ 6.53	\$ 6.53	\$ -
- Tualatin sets Local rates	Local Use Charge Per CCF \$ 0.444	\$ 3.55	\$ 3.55	\$ -
	Monthly Total	\$ 48.49	\$ 48.49	\$ -
Stormwater:				
- 1 Equivalent Surface Unit (ESU) = 2,640 Sq Ft = 1 house	Regional SWM Per ESU	\$ 2.31	\$ 2.31	\$ -
- Clean Water Services sets Regional rates	Local SWM Per ESU	\$ 7.93	\$ 7.93	\$ -
	Monthly Total	\$ 10.24	\$ 10.24	\$ -
Road Maintenance:				
- Rates set by City Council	Road Utility Fee per Single Family Residence	\$ 2.12	\$ 2.19	\$ 0.07
- 1/7th goes to street light operation	Sidewalk/StreetTree Reverse Frontage	\$ 3.45	\$ 3.56	\$ 0.12
	Monthly Total	\$ 5.58	\$ 5.76	\$ 0.19
Net Change		\$ 97.53	\$ 99.13	\$ 1.60
All new rates take effect on July 1 (Sewer and Stormwater rate increases will be reviewed in the Fall)				

General Fund Capital Outlay

- Police Vehicles
- Library Public Furniture Replacement
- 60” Riding Mower
- Atfaliti Park Sports Court Resurfacing
- Commons and Community Park Restroom Renovations
- Jurgens Park Playground Surface Replacement
- Ki-a-Kuts Pedestrian Bridge Repairs
- Stoneridge Park Renovation – Planning and Redesign



Utility Funds Capital Outlay

- Road Operating Fund
 - Borland Road Improvement
 - Herman Road Widening (Tualatin to Teton) Design
 - Transportation System Plan Update
- Water Operating Fund
 - Blake Street to 115th Water Line
 - SCADA System Improvements
 - Tualatin-Sherwood Road Water Relocation
 - B1 Water Reservoir: Interior/Exterior



Utility Funds Capital Outlay

- Sewer Operating Fund
 - 65th Avenue/Nyberg Sewer Trunk Line
- Stormwater Operating Fund
 - Storm Pipe Replacement
 - Sweek Drive/Emery Zidele Retention Pond
 - Venetia Water Quality Facility



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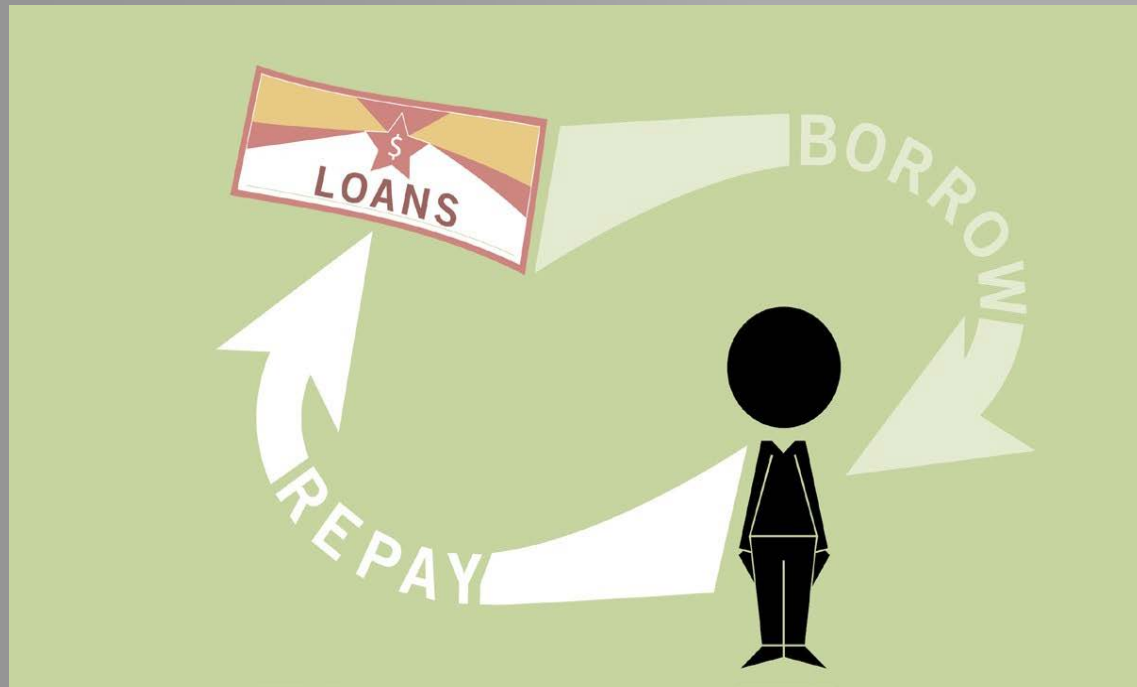
Building Fund



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Loan Repayment from Park Development Fund



Drinking Water Services Fact Sheet: Creating a Water System Operations and Maintenance Manual

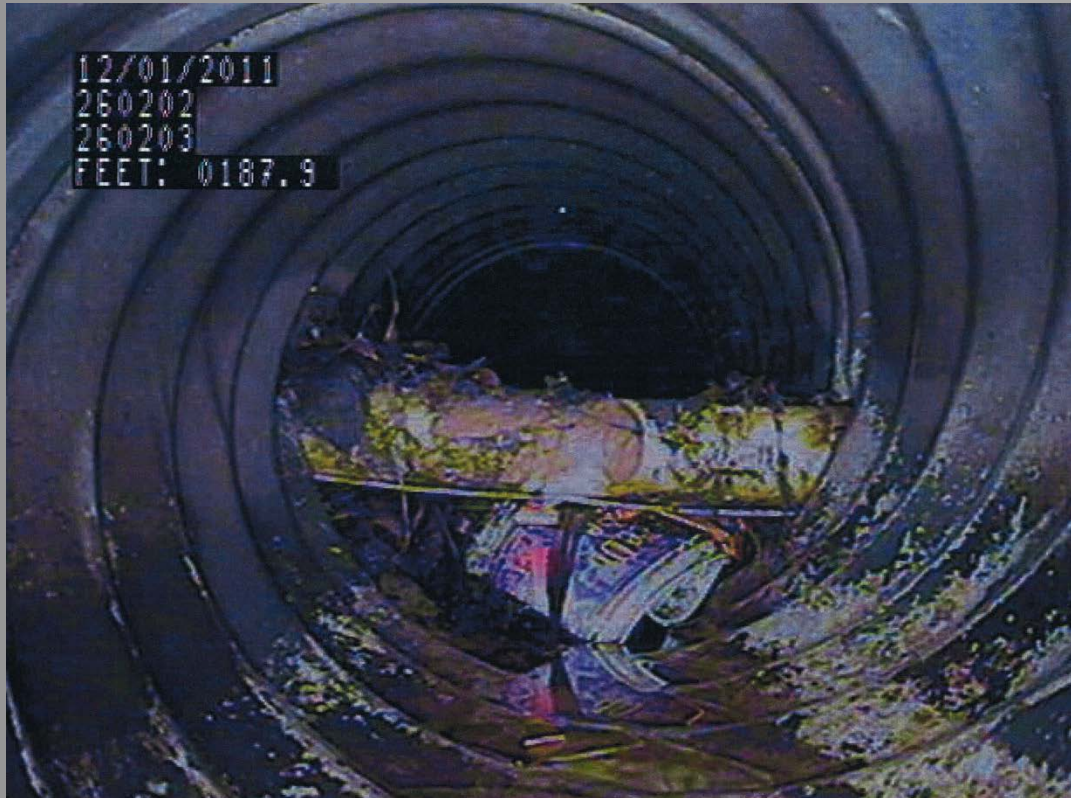


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65th/Nyberg Trunk Line

Sewer Lateral Repair (R&M – Systems)



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Camel Truck Replacement



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Road Operating Revenue



Grants - Other Grant Revenue	-	625,000
State Gas Tax	2,016,680	2,014,070
Washington County Gas Tax	92,730	88,065
Vehicle License Fee - WashCo	400,000	400,000
Vehicle License Fee - ClackCo	60,000	60,000
INTERGOVERNMENTAL	2,569,410	3,187,135
Interest on Investments	38,950	39,730
INVESTMENT EARNINGS	38,950	39,730
Other Misc Income	1,172,500	-
MISCELLANEOUS	1,172,500	-

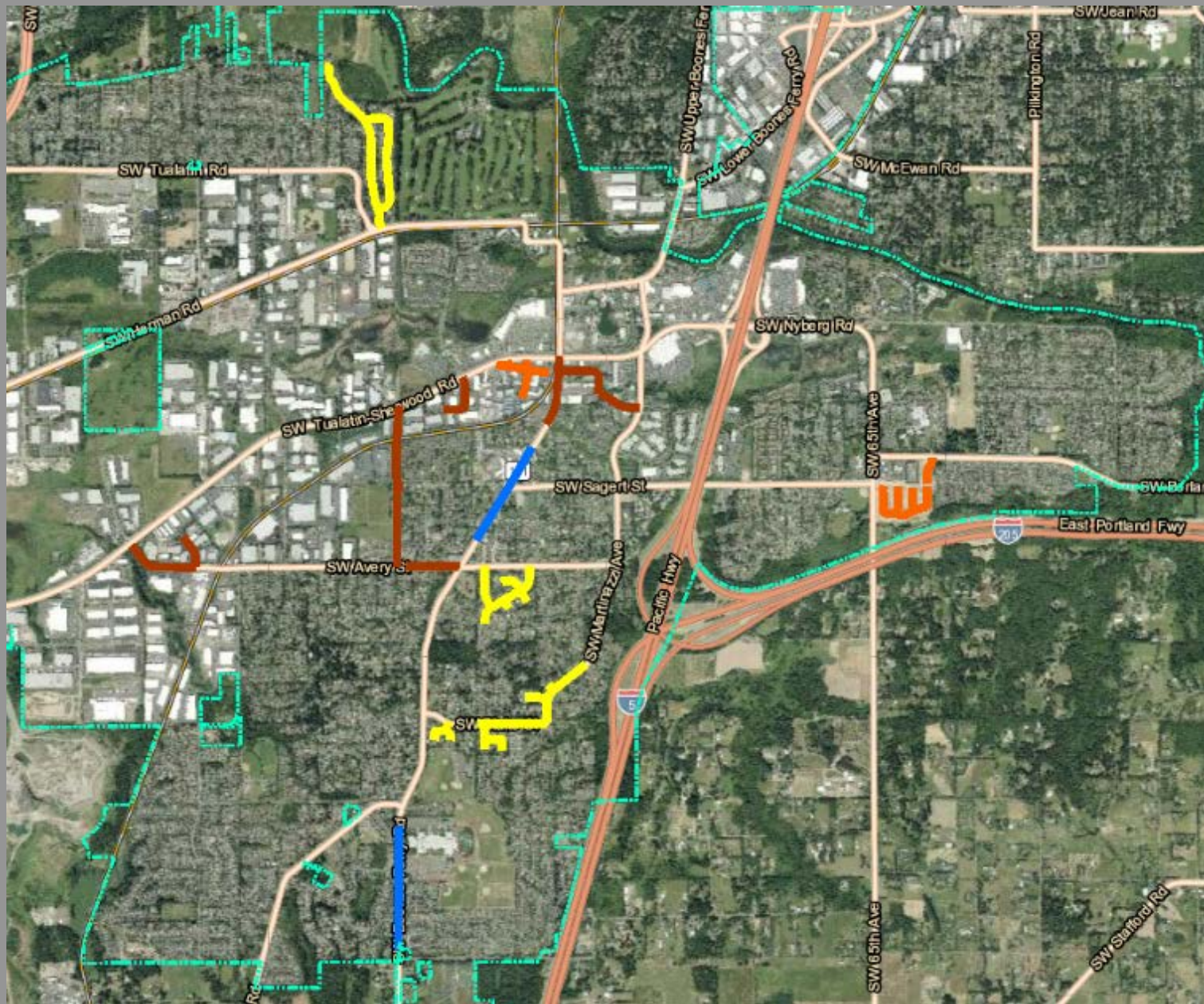
Other Misc Income	Herman Rd Project- RFFA grant	625,000
Other Misc Income	Herman Rd Project- MSTIP grant	70,000
Other Misc Income	Sagert St Project- CDBG from WashCo	111,000
Other Misc Income	Borland Rd Improvement- Clack. Co.	366,500



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2020 Pavement Maintenance Program



-  Overlay
-  Slurry Seal
-  Crack Seal
-  Seal Coat



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Commons on the Tualatin – Parks SDC

Park Development Fund Capital Outlay

- Commons Fountain Renovation
- Tualatin River Greenway Trail Extension



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Transportation Bond Projects



www.tualatinmovingforward.com



Congestion Relief



Neighborhood Safety



Safe Access to Schools

- 118th & Herman Rd
- 95th & Avery
- Boones Ferry & Alabama crossing
- Boones Ferry sidewalk infill & bike lanes
- Garden Corner Curves
- Hwy 99: Pony Ridge to 124th sidewalks
- Martinazzi/Sagert signal
- Myslony, 112th to 124th
- Neighborhood Traffic Safety Program
- Tualatin Rd: Sweek to Park
- Tualatin-Sherwood Rd: Martinazzi to I-5



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Tualatin City Services/City Offices



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Water Operating Fund	98 – 102	Page 100	Pages 101 - 102
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COVID-19 Impacted Revenues

- Franchise Fees
- Business License Fees
- Motel Taxes (Transient Lodging Tax)
- Passport Execution Fees
- Fingerprint Fees
- GREAT Program
- Fines and Forfeitures
- Parks and Recreation Programs and Events
 - Still looking at revenue and expenditure impacts



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Volunteer Services - Administration



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Microsoft Exchange Server to Office 365 Migration



Fund Name	Pages	Revenue	Expenditures
General Fund	51 - 92	Pages 51 - 53	Pages 54 - 92
<ul style="list-style-type: none"> ➤ Expenditures <ul style="list-style-type: none"> ➤ City Council ➤ Administration ➤ Finance ➤ Municipal Court ➤ Legal ➤ Information Services ➤ Maintenance Services ➤ Community Development ➤ Engineering ➤ Police ➤ Parks and Recreation ➤ Parks Maintenance ➤ Library ➤ Non-Departmental 	<ul style="list-style-type: none"> 54 -55 56 -58 59 -60 61 -62 63 -64 65 -66 67 -70 71 -73 74 -75 76 - 79 80 -83 84 -86 87 -89 90 -92 		<ul style="list-style-type: none"> Page 55 Page 58 Page 60 Page 62 Page 64 Page 66 Pages 69 - 70 Page 73 Page 75 Pages 78 - 79 Pages 82 - 83 Page 86 Page 89 Pages 91 - 92



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What is our future?

Help us advance Tualatin's future by updating our development goals and rules.

Photo credit: City of Tualatin staff

tualatin | 2040



TOURISM PROGRAM

GOAL

TO ENCOURAGE VISITOR ATTRACTION BY INVESTING THE TRANSIENT LODGING TAX IN FIVE KEY AREAS.



Fund Name	Pages	Revenue	Expenditures
General Fund	51 - 92	Pages 51 - 53	Pages 54 - 92
<ul style="list-style-type: none"> ➤ Expenditures <ul style="list-style-type: none"> ➤ City Council ➤ Administration ➤ Finance ➤ Municipal Court ➤ Legal ➤ Information Services ➤ Maintenance Services ➤ Community Development ➤ Engineering ➤ Police ➤ Parks and Recreation ➤ Parks Maintenance ➤ Library ➤ Non-Departmental 	<ul style="list-style-type: none"> 54 -55 56 -58 59 -60 61 -62 63 -64 65 -66 67 -70 71 -73 74 -75 76 - 79 80 -83 84 -86 87 -89 90 -92 		<ul style="list-style-type: none"> Page 55 Page 58 Page 60 Page 62 Page 64 Page 66 Pages 69 - 70 Page 73 Page 75 Pages 78 - 79 Pages 82 - 83 Page 86 Page 89 Pages 91 - 92



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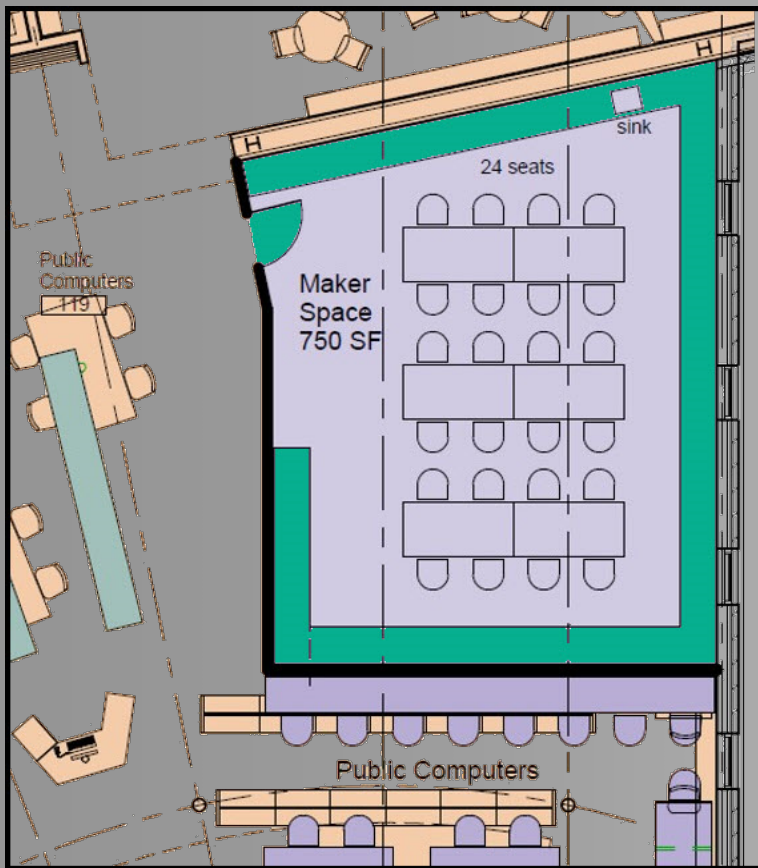


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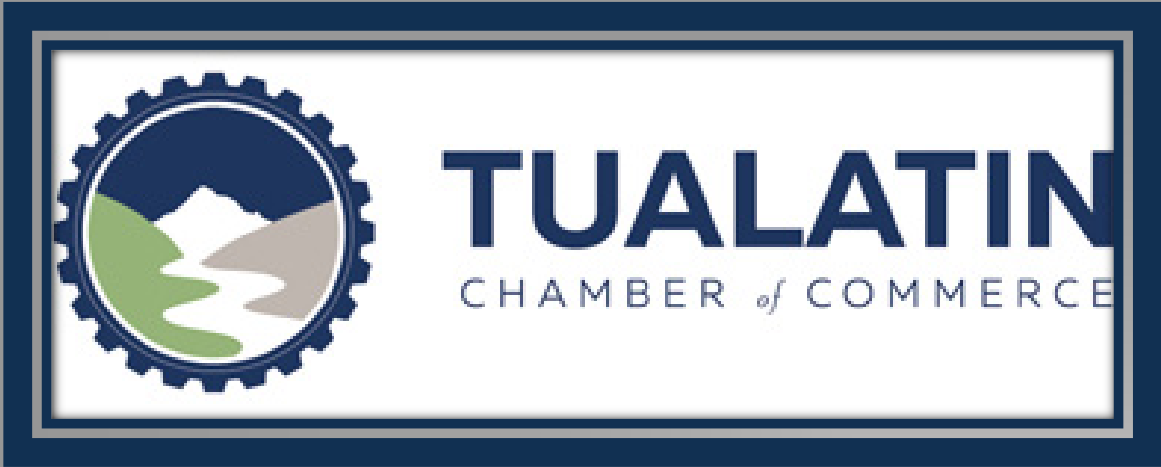


Library Self-Check Machines



Fund Name	Pages	Revenue	Expenditures
General Fund	51 - 92	Pages 51 - 53	Pages 54 - 92
<ul style="list-style-type: none"> ➤ Expenditures <ul style="list-style-type: none"> ➤ City Council ➤ Administration ➤ Finance ➤ Municipal Court ➤ Legal ➤ Information Services ➤ Maintenance Services ➤ Community Development ➤ Engineering ➤ Police ➤ Parks and Recreation ➤ Parks Maintenance ➤ Library ➤ Non-Departmental 	<ul style="list-style-type: none"> 54 -55 56 -58 59 -60 61 -62 63 -64 65 -66 67 -70 71 -73 74 -75 76 - 79 80 -83 84 -86 87 -89 90 -92 		<ul style="list-style-type: none"> Page 55 Page 58 Page 60 Page 62 Page 64 Page 66 Pages 69 - 70 Page 73 Page 75 Pages 78 - 79 Pages 82 - 83 Page 86 Page 89 Pages 91 - 92





May 2020 LIBRARY CALENDAR BILL PAY POLICE PARKS/REC

May 2020 LIBRARY CALENDAR BILL PAY POLICE PARKS/REC



General Account Reserve



City of Tualatin
Proposed Budget Amendments - Budget Committee
May 20, 2020

General Fund

	<u>Beginning Fund Balance</u>	<u>Computer Equip and Software</u>
Community Development - Trakt/Laserfiche interface	\$ 1,900	\$ 1,900
	<u>\$ 1,900</u>	<u>\$ 1,900</u>

	<u>Misc. Grants</u>	<u>Library Programs</u>
Library - Ready to Read Grant	\$ 4,525	\$ 4,525
	<u>\$ 4,525</u>	<u>\$ 4,525</u>

	<u>Beginning Fund Balance</u>	<u>Office Equipment and Furniture</u>
Library - Public Furniture Replacement	\$ 12,820	\$ 12,820
	<u>\$ 12,820</u>	<u>\$ 12,820</u>

<u>Water Operating Fund</u>	<u>Beginning Fund Balance</u>	<u>Transfer In - Water Development</u>	<u>Fund Projects</u>
Blake to 115th Waterline	\$ 67,000	\$ 33,000	\$ 100,000
	<u>\$ 67,000</u>	<u>\$ 33,000</u>	<u>\$ 100,000</u>

<u>Water Development Fund</u>	<u>Beginning Fund Balance</u>	<u>Transfer Out - Water Operating</u>
Blake to 115th Waterline	\$ 33,000	\$ 33,000
	<u>\$ 33,000</u>	<u>\$ 33,000</u>



Recommended Motions for Budget Approval

➤ **City of Tualatin Budget:**

- I move to approve the Fiscal Year 2020-2021 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 \$2,923,950 for payment of general obligation bond principal and interest.

➤ **Tualatin Development Commission Budget:**

- I move to approve the Fiscal Year 2020-2021 Tualatin Development Commission budget.



*Thank
you*

