

A great place to...

**LIVE  
WORK  
PLAY**



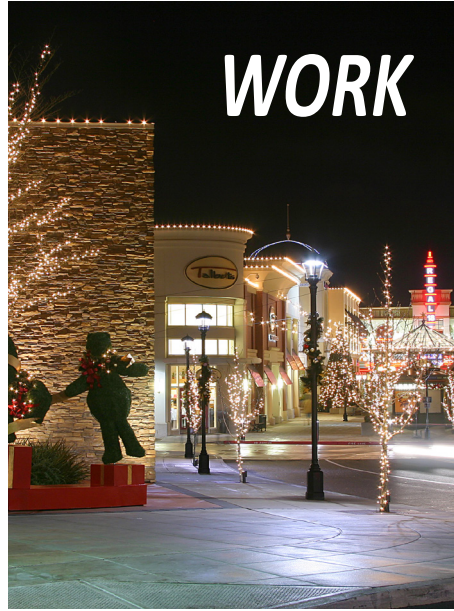
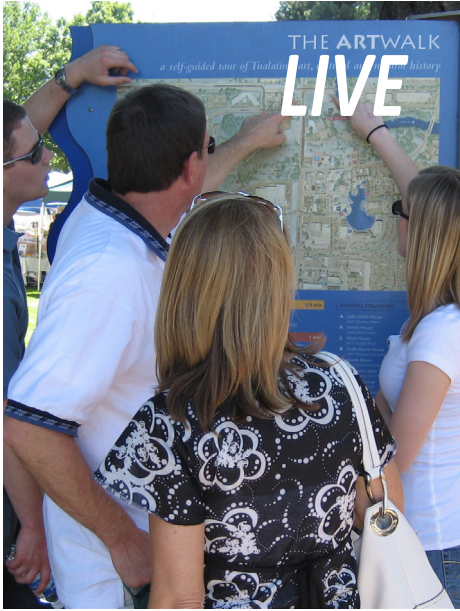
City of  
**Tualatin**

**2014-2015  
Adopted Budget**





# City of Tualatin



**“Dedicated to Quality Service for Our Citizens”**

## Adopted Budget

**Fiscal Year 2014-2015**



City of Tualatin  
State of Oregon

**A Great Place to Live, Work, Play**



City of Tualatin

**“A Great Place to LIVE, WORK, PLAY”**



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# City of Tualatin Annual Budget

**For the Fiscal Year  
July 1, 2014 - June 30, 2015**

## **CITY LEADERSHIP:**

Lou Ogden, *Mayor*  
Monique Beikman, *Council President*  
Wade Brooksby, *Council Member*  
Frank Bubenik, *Council Member*  
Joelle Davis, *Council Member*  
Nancy Grimes, *Council Member*  
Ed Truax, *Council Member*

## **BUDGET COMMITTEE:**

Diane Buisman  
Dan Gaur  
Robert Kellogg  
Candice Kelly  
Roger Mason  
Derek Ruckman  
Terri Ward

## **CITY STAFF:**

Sherilyn Lombos, *City Manager*  
Kent Barker, *Police Chief*  
Sean Brady, *City Attorney*  
Alice Cannon, *Assistant City Manager*  
Lance Harris, *Information Services Manager*  
Don Hudson, *Finance Director*  
Paul Hennon, *Community Services Director*  
Janet Newport, *Human Resources Manager*  
Jerry Postema, *Public Works Director*  
Sara Singer, *Deputy City Manager*

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# City of Tualatin | *City Council Members*



Lou Ogden  
*Mayor*



Monique Beikman  
*Council President*



Wade Brooksby  
*Position 1*



Frank Bubenik  
*Position 3*



Ed Truax  
*Position 4*



Nancy Grimes  
*Position 5*



Joelle Davis  
*Position 6*

**A Great Place to Live, Work, Play**

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Tualatin  
Oregon**

For the Fiscal Year Beginning

**July 1, 2013**

A handwritten signature in black ink, reading 'Jeffrey R. Egan', is positioned above the title 'Executive Director'.

Executive Director

*The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Tualatin, Oregon for the Annual Budget beginning July 01, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.*

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City of Tualatin

“A Great Place to LIVE, WORK, PLAY”



## How to Make the Most of the Budget Document

This budget document serves two primary, but distinct, purposes. One purpose is to present the City Council and the public with a clear picture of the services the city provides and of the policy alternatives that are available. The other purpose is to provide city management with a financial and operating plan that adheres to the city's financial policies. It also communicates the vision of the City Council and Leadership Team for the City of Tualatin and presents the financial and organizational operations for each of the city's departments.

In an effort to assist users in navigating through this document, the following guide is provided.

### Reader's Guide

The introductory section provides a variety of information about the city.

It details some important facts and figures, including acres of parkland, miles of streets, and other information.

It presents the city organization chart.

It explains the Oregon budget process, including explanation of funds.

It explains Tualatin's unique history.

It provides an overview and explanation of property tax revenues.

### Budget Message

The City Manager's budget message explains the budget document and outlines key components of the upcoming budget. Significant changes from the previous year's adopted budget are also explained.

### Budget Summary

This section provides graphical representation of where our money comes from and where it is spent. We also provide a summary of the funds that are required.

## Revenues

This section includes not only the revenue sources for the Departments/Categories, but also includes the Current Revenue by Source, an overview of Oregon's property tax system, and a Property Tax Summary.

## Expenditures

Departments have been grouped into categories which flow together a little more easily than in previous years when we had them all broken down by fund making it cumbersome to figure out what it really took to provide city services. The expenditures for these categories are included in this section while the revenue is included in the Revenue section.

## Debt Service

This section includes information on our General Obligation Bond, Bancroft Bond and Enterprise Bond Funds.

## CIP (Capital Improvement Plan)

The Capital Improvement Plan (CIP) establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. While the CIP serves as a long-range plan, it is reviewed and revised annually. Projects selected for funding this year are included in this section.

## Tualatin Development Commission

The Tualatin Development Commission (TDC) operates as an independent commission and is the Urban Renewal Agency for the City of Tualatin. This section provides both revenue and expenditure summaries for the Commission.

## Appendix

The Appendix includes the Closed Funds, a list of Acronyms, and will include the Budget Resolution in the Adopted Budget. The Salary Schedules for Police, Tualatin Employees Association (TEA) employees, Exempt and Non-Exempt employees are included, as well as the Definition of Terms.





## WELCOME TO TUALATIN!

The City of Tualatin takes pride in being known as a warm and welcoming community for new businesses, retail shoppers, and residents alike. The community values a high QUALITY OF LIFE and promotes LOCAL PRIDE and a sense of OWNERSHIP, INVOLVEMENT, and BELONGING.

## LOCATION

Tualatin is a southern suburb of Portland, Oregon. It is located along Interstate-5 between Interstate-205, Highway 99W, and Highway 217. In addition, the Westside Express Service (WES) commuter rail provides Tualatin residents and visitors access to the greater Portland Metropolitan region. Collectively, these major transportation facilities provide accessible, affordable, and easy movement of goods and people to, from, and within the region.



## DEMOGRAPHICS

Throughout the last 10 years, the City of Tualatin has been one of the fastest growing cities in Oregon. Unlike many other sprawling regions, Tualatin continues to maintain a high standard of living, yet remains an affordable place to locate a family.

All statistics were gathered from the 2010 Census, Oregon Prospector, & Business License Data.

### AGE DISTRIBUTION

Age	Total	Percent
0-4	2,039	7%
5-9	2,093	7%
10-19	4,167	15%
20-29	3,605	13%
30-39	4,367	15%
40-49	4,745	17%
50-59	4,110	14%
60-64	1,236	4%
65+	2,266	8%

### HOUSEHOLD INCOME DISTRIBUTION

Household Income	Percent of Households
<\$10K	3%
\$10-\$20K	6%
\$20-\$30K	9%
\$30-\$40K	10%
\$40-\$50K	9%
\$50-\$60K	9%
\$60-\$75K	10%
\$75-\$100K	14%
>\$100K	30%

### POPULATION GROWTH

Jurisdiction	2000 Population	2010 Population	% Growth
City of Tualatin	22,791	26,160	15%
Washington County	445,342	529,710	19%
State of Oregon	3,421,399	3,831,074	12%



## TUALATIN BY THE NUMBERS

# 1,534

NUMBER OF BUSINESS LICENSES

# 21,373

TOTAL EMPLOYEES IN TUALATIN

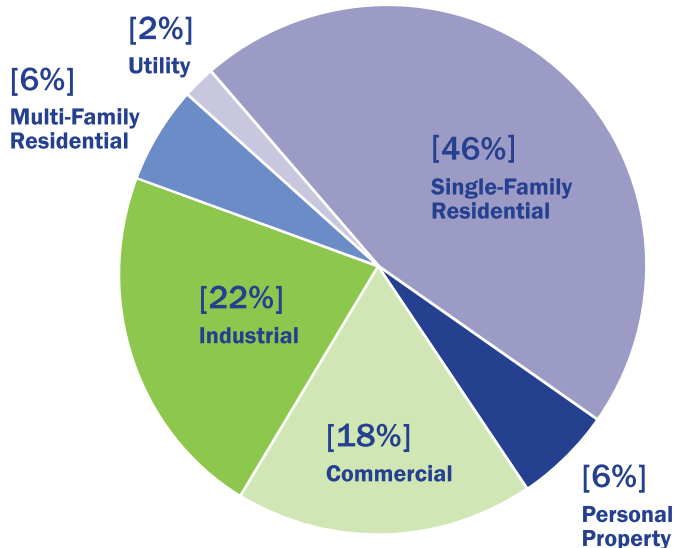
# \$979.1 million

TOTAL PAYROLL IN TUALATIN

## ECONOMY

The City of Tualatin recognizes that a fundamental element to the overall quality of life is the health of the community's economy. As a result of long-range planning and thoughtful policy-making, the City of Tualatin enjoys a diverse economic base. In fact, the land breakdown and tax base (assessed value) in Tualatin is evenly split between residential land and commercial/industrial land. Tualatin is home to a vibrant destination retail lifestyle center and state of the art manufacturing and wholesale trade companies. Furthermore, these businesses are supported by numerous service industries located within the City.

LAND VALUE BREAKDOWN  
2011-12 Assessed Value



### LAND TYPE BREAKDOWN

Land Type	Developed	Vacant
Residential	1,855 Acres	38 Acres
Industrial	1,419 Acres	604 Acres
Commercial	418 Acres	45 Acres
<b>Total</b>	<b>3,722 Acres</b>	<b>687 Acres</b>

### WORKFORCE BY INDUSTRY

Total Employees by Industry	Percent of Workforce
Services	26%
Retail Trade	24%
Manufacturing	16%
Wholesale Trade	12%
Construction	9%
Finance, Insurance & Real Estate	6%
Transportation & Communications	3%
Public Administration	2%
Agricultural, Forestry, Fishing	1%

### TOP 10 EMPLOYERS

#### Business Name

Legacy Meridian Park Medical Center  
 Lam Research (Formerly Novellus Systems, Inc.)  
 United Parcel Service, Inc.  
 Precision Wire Components  
 Hunt Air  
 Tigard-Tualatin School District (Tualatin Only)  
 Portland General Electric  
 DPI Specialty Foods Northwest  
 Pacific Foods of Oregon, Inc.  
 Milgard Windows



While Tualatin has grown substantially in the last two decades, the residents continue to value the community's small town atmosphere, quality of life, affordability, and family friendly environment. A recent survey found that Tualatin residents rated the quality of street maintenance, aesthetics of development, and overall safety and cleanliness higher than residents of other similarly sized cities.

**MORE IMPORTANTLY, 84% OF TUALATIN RESIDENTS RATED THE QUALITY OF LIFE IN TUALATIN AS 'EXCELLENT' OR 'GOOD.'**



## QUALITY OF LIFE

### DOWNTOWN TUALATIN

Downtown Tualatin is not only the center for local commerce and businesses, it also functions as the central meeting place and the community living room. Thus, it is known locally as the Tualatin Commons. The central aspect of the Tualatin Commons is a lake and public plaza. Surrounding the public gathering space is a mix of high-quality residential dwellings, retail, and professional service employment opportunities.

### SHOPPING

Tualatin is home to one of the premier destination shopping centers in Oregon. Bridgeport Village is an upscale lifestyle shopping center that includes over 90 retail stores and restaurants.

### SCHOOLS

The public school system in Tualatin is part of the Tigard-Tualatin School District. District wide, student achievement in math, science, and reading consistently outpaces the rest of the State of Oregon. In 2011, the Center for American Progress concluded that the Tigard-Tualatin School District had one of the highest returns on educational investment statewide.

### PARKS

There are over 200 acres of well-maintained community parks, trails, and natural areas within the City of Tualatin. Park amenities include sports complexes, shelters, boat docks along the Tualatin River, and vast areas of open space.

### RECREATION

The City of Tualatin and other community groups organize regular recreational opportunities that range from canoe rentals and trips to world class festivals. In 2009, the Giant Pumpkin Regatta on the Lake at the Commons was named the best festival in Oregon. Tualatin is also the home of the nation's oldest Crawfish Festival west of the Mississippi River. In addition to these marquee festivals, numerous other events are held each year including weekly summer concerts and a local farmers market.





# CITY OF TUALATIN

## PRINCIPAL PROPERTY TAXPAYERS

Taxpayer	2013			2004		
	Assessed Value	Rank	% of Total City Taxable Assessed Value	Assessed Value	Rank	% of Total City Taxable Assessed Value
BV Centercal LLC	\$ 102,292,681	1	3.01%	-	-	-
Novellus Systems, Inc	81,367,570	2	2.39%	125,151,540	1	5.42%
Tuala Northeast LLC	40,794,770	3	1.20%	-	-	-
Pacific Foods Properties LLC	39,749,380	4	1.17%	-	-	-
SVF Hedges Creek Tualatin LLC	26,145,520	5	0.77%	-	-	-
JAE Oregon, Inc	24,426,840	6	0.72%	27,605,420	2	1.20%
Zian Limited Partnership	25,906,690	7	0.76%	20,539,560	3	0.89%
Rivercrest Acquisition LLC	26,173,370	8	0.77%	-	-	-
Pacific Realty Associates	23,324,710	9	0.69%	-	-	-
Fujimi Corporation	24,146,650	10	0.71%	-	-	-
Riggs Bank NA	-	-	-	20,182,180	4	0.87%
Monadnock Property Trust LLC	-	-	-	20,038,480	6	0.87%
Legacy Health Systems	-	-	-	19,963,116	7	0.86%
Verizon Northwest Inc.	-	-	-	19,134,035	8	0.83%
I & G Tualatin LLC	-	-	-	16,796,590	9	0.73%
Randall, Robert D Rev Liv Trust	-	-	-	16,513,840	10	0.71%
	<u>\$ 414,328,181</u>		<u>12.18%</u>	<u>\$ 92,446,061</u>		<u>12.38%</u>

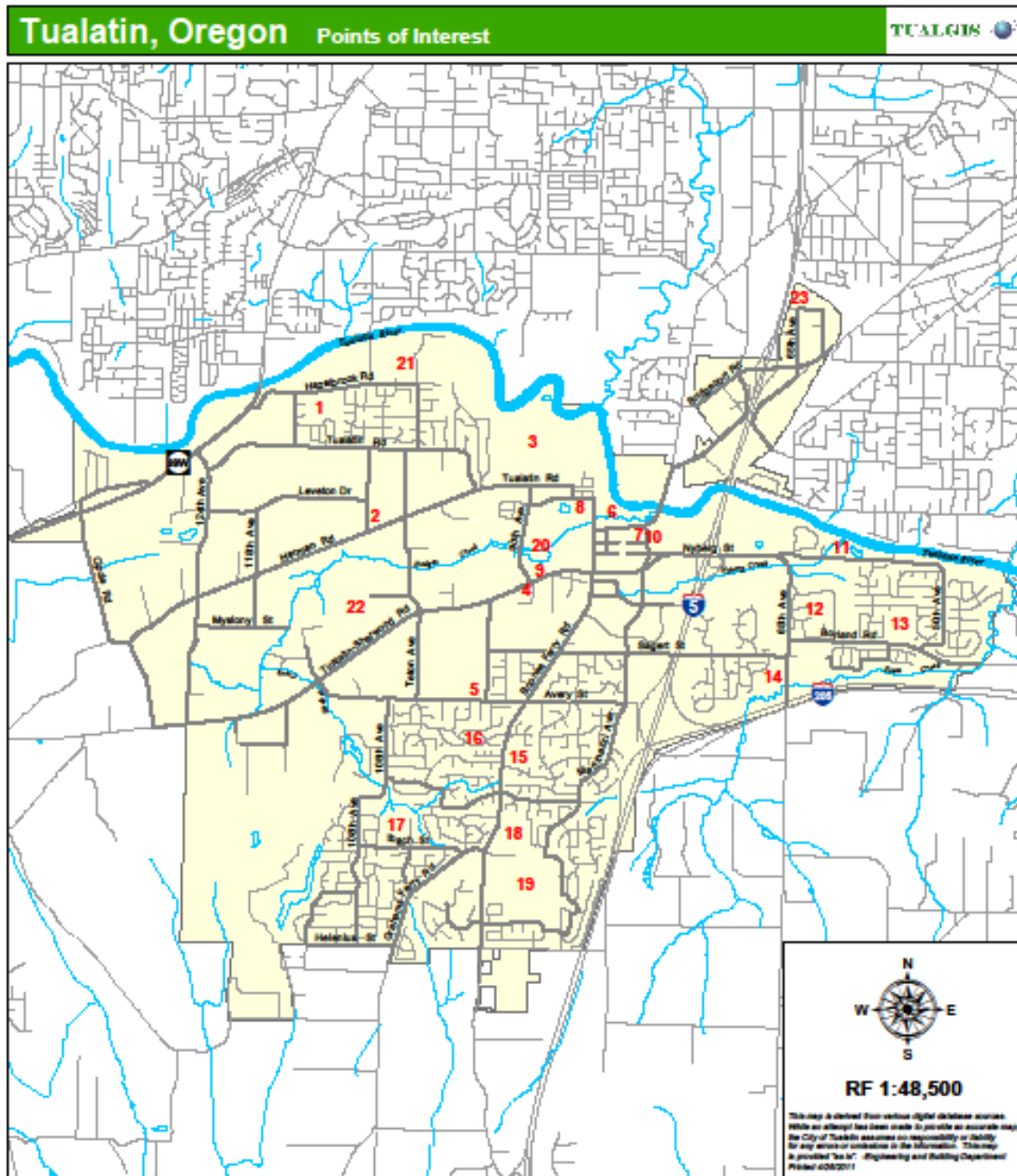
Source: Washington and Clackamas County Assessor's records



## CITY OF TUALATIN PRINCIPAL EMPLOYERS

Employer	2013			2004		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Legacy Meridian Park Hospital	905	1	3.67%	823	1	n/a
Lam Research Corporation	659	2	2.67%	400	4	n/a
United Parcel Service	512	3	2.07%	547	2	n/a
Portland General Electric	478	4	1.94%			
Huntair	460	5	1.86%	-	-	n/a
Precision Wire Components	457	6	1.85%			
Columbia Corrugated	320	7	1.30%	200	9	n/a
Veris Industries LLC	300	8	1.22%			
DPI Northwest	300	9	1.22%	-	-	n/a
Pacific Foods of Oregon, Inc	280	10	1.13%	-	-	n/a
GE Interlogix	-	-	-	500	3	n/a
Fred Meyer	-	-	-	300	5	n/a
Milgard Windows	-	-	-	275	6	n/a
Simple Designs Mfg, Inc	-	-	-	220	7	n/a
Coca-Cola Bottling	-	-	-	203	8	n/a
Haggen Food	-	-	-	200	10	n/a
	<u>4,671</u>			<u>3,668</u>		
Total City employment			<u>24,685</u>			

Information derived from 2013 Business License data provided to the City of Tualatin.

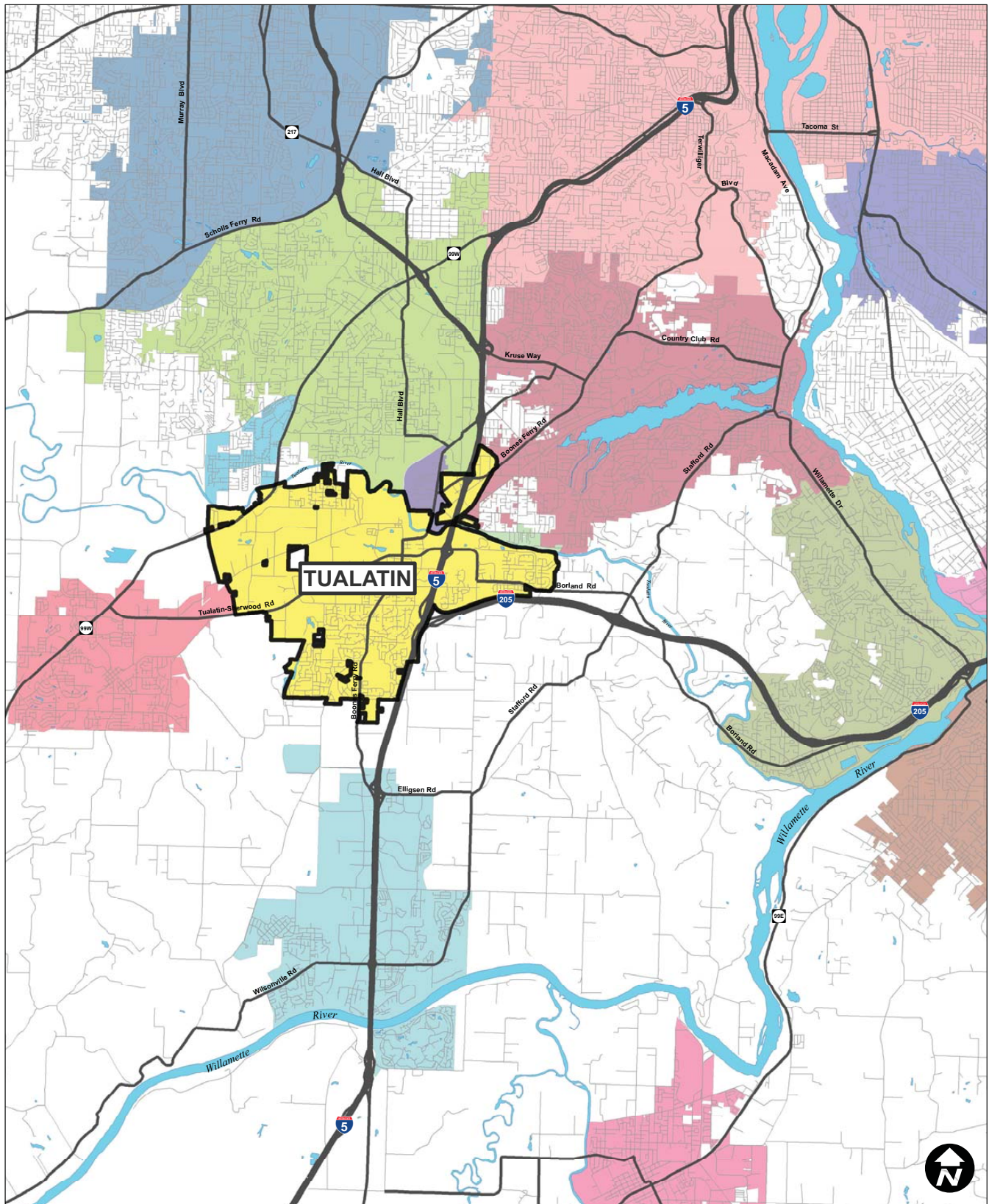


- |  |                                   |
|--|-----------------------------------|
| 1. Hazelbrook Middle School  | 11. Brown's Ferry Park            |
| 2. City Operations Center  | 12. Legacy Meridian Park Hospital |
| 3. Tualatin Country Club   | 13. Bridgeport Elementary School  |
| 4. Tualatin Valley Fire & Rescue Station   | 14. Affalati Park                 |
| 5. Tualatin Elementary School  | 15. Little Woodrose Nature Park   |
| 6. Tualatin Community Park, Park Office,<br>Senior Center, Community Center, Lafky House | 16. Lafky Park                    |
| 7. Chamber of Commerce   | 17. Ibach Park                    |
| 8. Police Department   | 18. Byrom Elementary School       |
| 9. Post Office   | 19. Tualatin High School          |
| 10. City Center/Library, Council Chambers  | 20. Hedges Creek Wetlands         |
|  | 21. Jurgens Park                  |





## Tualatin and the South Metro Region





# Council Goals

***Connected, Informed  
& Engaged Citizenry***



***Enhanced / Expanded  
Transportation  
Options Including  
Public Transit & a  
Regional Connector***



***Protected & Expanded  
Natural Spaces***



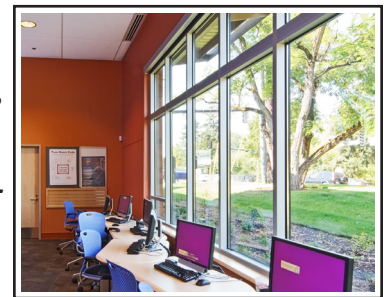
***A Livable, Family-  
Oriented, Healthy,  
Active-Living, & Safe  
Community***



***Expanded, Strengthened  
Tax Base  
Through Smart, Balanced  
Growth***



***Accessible Opportunities for Lifelong  
Learning, Workforce  
Development and  
Training, and Educational  
Innovation & Partnerships***



***A Vibrant, Economically  
Viable, Thriving  
Downtown / Town  
Center***



***Expanded Opportunities for Vibrant  
Parks & Recreational  
Facilities, Including  
Greenway Trails &  
Bike/Pedestrian Trails***



## A Great Place to Live, Work, Play



## Community Trends, Drivers of Change and Goals A Changing Environment and a Responsive Organization

The City of Tualatin Council and staff has identified the following drivers of change in Tualatin. Change drivers are large scale forces which produce change throughout an organization and in various levels of the community. Typically, these change drivers consist of community or regional demographic, economic, technological, and other factors that create a changing environment to which organizations must adapt. Government organizations must continually reevaluate the way they do business and provide service, and seek to respond faster, use resources more efficiently, and produce high quality work and services.

- **Increasing Costs of Services**
- **Increased Traffic in the SW Corridor**
- **Lightening Fast Technology**
- **Changing Demographics**
- **Need for Educational Opportunities**

Based on these drivers, an organizational work plan was created. Here are some of the highlights.\*

### 1. Connected, Informed and Engaged Citizenry

Nineteen goals were identified and departments assigned.

- Increase use of all forms of social media to inform, connect and engage.  
Department: All Departments

- Extend use of geographic information systems (GIS) which facilitate self-help and public inquiries.  
Department: Information Systems
- Assist the community in solving neighborhood traffic issues through the Neighborhood Traffic Solutions Program.  
Department: Legal

### 2. Protect and Expand Natural Spaces

Eight Goals were identified and departments assigned.

- Increase awareness, appreciation and use of natural resources.  
Department: Community Services
- promoting and celebrating storm water quality programs and projects.  
Department: Community Development
- maintaining appealing, access green and open spaces  
Department: Operations

### 3. Expanded, strengthened tax base through smart, balanced growth and by attracting businesses that improve the quality of life and provide employment opportunities in our community

Eight goals were identified and departments assigned.

*We value a high quality of life for our community and will promote actions which increase community spirit and pride, and a sense of ownership, involvement and belonging in the community. We recognize the strengths which come from our heritage and background, our social and economic conditions, and our natural resources. We will manage growth in a manner that will build on these strengths, while fostering a sense of place and a unique identity for the City.*



- Complete an infrastructure phasing project for the SW Concept Plan Area  
Department: Community Development
- Address public safety issues (enforcement, congestion, etc.) proactively.  
Department: Police
- Maintain and support public infrastructure that supports business.  
Department: Operations

#### **4. Vibrant, economically viable, thriving downtown/town center**

Seven goals were identified and departments assigned.

- Connect the town center area through trails.  
Department: Community Services
- Update the downtown plan.  
Department: Community Development
- Support events that take place in the downtown area.  
Department: Operations

#### **5. Enhanced/Expanded Transportation Options Including Public Transit and Regional Connections Around Tualatin.**

Twelve goals were identified and departments assigned.

- Communicate progress and engage in the process on the Oregon Passenger Rail Project.  
Department Assigned: Community Development
- Promote the use of public transit to employees  
Department: Administration
- Finish the Linking Tualatin Project.  
Department: Community Development
- Maintain the City's road system.  
Department: Operations.

#### **6. A Livable, Family-Oriented, Safe, Health and Active-Living Community.**

Twelve goals were identified and departments assigned.

- Expanding opportunities for families (children of all ages) to volunteer.  
Department: Administration
- Participate in the Health Eating Active Living (HEAL) campaign.  
Department: Community Services/Administration
- Ensure emergency preparedness for our public infrastructure (water, sewer, etc.)  
Department: Operations

#### **7. Accessible Opportunities for Lifelong Learning, Workforce Development, Training and Educational Innovation and Partnerships**

Seven goals were identified and departments assigned.

- Facilitate job search skills and job training for the community.  
Department: Community Services
- Lobby for better transit access to OIT and PCC.  
Department: Community Development
- Put WiFi and/or fiber throughout the City.  
Department: Information Services

#### **8. Expand Opportunities for Vibrant Parks and Recreational Facilities Including Greenway trails and Bike/Pedestrian Trails**

Six goals were identified and departments assigned.

- Education and use the CIO's for crime prevention in the parks.  
Department: Police/Community Services
- Work with developers to build the City's trail system.  
Department: Community Services

\*For the complete list of goals, visit our website.





## Budget Process

The annual budget is one of the most important and informative documents city officials will use. In simple terms, the city's budget is a financial plan for one fiscal year. It shows the estimated costs of expenditures (items or services the city wishes to purchase in the coming fiscal year) and other budget requirements that must be planned for, but won't actually be spent. It also shows the resources that will be available to pay for those expenditures.

The budget authorizes the city to spend money and limits how much money can be spent. It also justifies the levy of property taxes. In order to levy taxes through a county assessor, cities must prepare a budget following a specific local budgeting process.

### Phase 1: The Budget Officer Puts Together a Proposed Budget

Each city must designate a budget officer, who may be appointed by the governing body (the city council) or may be designated in the city's charter. The budget officer is responsible for preparing the budget or supervising its preparation. The first step in the budget process is the development of the budget calendar, which maps out all the steps that must be followed for the legal adoption of the city budget. The calendar must allow enough time for the budget to be adopted by June 30, before a new fiscal year begins. After the budget calendar is set, the budget officer begins to develop the estimates of resources and requirements for the coming year.

A city budget is comprised of several funds, each with a specific purpose. The city budget includes different funds that clearly show what the local government is doing and how it is paying for things.

There are seven types of funds used in most city budgets:

**General Fund** – records expenditures needed to run the daily operations of the local government and the

money that is estimated to be available to pay for these general needs.

**Special Revenue Fund** – accounts for money that must be used for a specific purpose and the expenditures that are made for that purpose.

**Capital Project Fund** – records the money and expenses used to build or acquire capital facilities, such as land or buildings. This is a type of special revenue fund and is only used while a project is being done.

**Debt Service Fund** – records the repayment of general obligation bonds. The expenditures in the fund are the bond principal and interest payments. Money dedicated to repay bonds cannot be used for any other purpose.

**Trust and Agency Fund** – accounts for money for a specific purpose that you hold in trust for someone else. Example: investments or securities given to the city with provisions that the income be used to aid the library or park system.

**Reserve Fund** – accumulates money to pay for any service, project, property, or equipment that the city can legally perform or acquire. It functions as a savings account. A special resolution or ordinance of the governing body is needed to set up a reserve fund.

**Enterprise Fund** – records the resources and expenses of acquiring, operating, and maintaining a self-supporting facility of service, such as a city water or wastewater utility.

Oregon budget law requires that each year a city's budget provide a short history of each fund. To meet this requirement, the annual budget will include: the actual or audited resources and expenditures for the prior two years; the current year's budget; the next year's budget as proposed by the budget officer (must balance); and columns for the

budget approved by the budget committee and the final budget adopted by the council.

## Phase 2: The Budget Committee Approves the Budget

As defined by statute, a budget committee is an advisory group comprised of the city council and an equal number of appointed members. If the city council cannot identify enough citizens willing to serve on the budget committee, then the committee is made up of the citizens who have volunteered to serve along with the entire city council. The appointed members of the budget committee must be electors of the city, meaning they must be qualified voters who have the right to vote on the adoption of any measure. The members of the budget committee are appointed for staggered three-year terms, and cannot be employees, officers or agents of the city. No member of the budget committee can receive compensation for serving on the committee except reimbursement of expenses incurred while serving.

Among its functions, the budget committee conducts public meetings to hear the budget message and review the budget proposed by the budget officer. The Budget Committee listens to comments and questions from interested citizens and considers their input while deliberating on the budget. The budget committee can revise the proposed budget to reflect changes it wants to make in the local government's fiscal policy. When the committee is satisfied, it approves the budget. (Note: the budget committee does not have the authority to negotiate employee salaries.)

## The Budget Message

The budget message is an explanation of information provided to the budget committee and the public to help them understand the proposed budget. The budget message is required by statute to contain a brief description of the financial policies reflected in

a proposed budget and, in connection with the financial policies, explains the important features of the budget. The budget message must also explain proposed changes from the prior year's budget and explain any major changes in financial policies.

The budget message should be in writing so it can become part of the budget committee's records. It is delivered at the first meeting of the budget committee by the budget officer, the chief executive officer or the governing body chair.

## Budget Committee Meetings

A quorum, or more than half of the committee's membership, must be present in order for a budget committee to conduct an official meeting. Any action taken by the committee first requires the affirmative vote of the majority of the membership. In the event that only a quorum is present at a meeting, all members must vote in the affirmative for an action to be taken.

Local budget law requires that a budget committee hold at least one meeting for the purpose of receiving the budget message and the budget document; as well as to provide the public with an opportunity to ask questions about and comment on the budget. Prior public notice is required for the meeting(s) held for these two purposes. If the budget committee does not invite the public to comment during the first meeting, the committee must provide the opportunity in at least one subsequent meeting. The notice of the meeting(s) must tell the public at which meeting comments and questions will be taken.

When approving the budget, the budget committee must also approve a property tax rate or the tax amounts that will be submitted to the county assessor. The budget committee should make a motion to approve the property tax so that the action is documented in the minutes of the committee. Upon approval by the budget committee, the budget officer completes the budget column labeled "approved by budget committee," noting any changes from the original proposed budget. Upon completion, a summary of the approved budget is published with



notice of a public hearing to adopt the budget no more than 30 days nor less than five days before the hearing.

### **Phase 3: The Budget is Adopted and Property Taxes Are Certified (When Appropriate)**

Conducted by the city council, the budget hearing includes a final review of the budget before adoption by the council. The hearing also includes deliberations on the budget approved by the budget committee and consideration of any additional public comments. The city council can make any adjustments that it deems necessary (with some restrictions) to the approved budget before it is adopted prior to July 1. The types of changes the governing body may make are:

- Increasing expenditures in any fund up to \$5,000 or 10 percent, whichever is greater. If the increase needs to be greater than these limits, the council must republish the budget summary and hold a second public hearing (before July 1).
- Reducing expenditures of any fund—does not require republishing.
- Increasing the amount or rate of taxes to be imposed above what the budget committee approved—this can only be done if the budget is republished and a second budget hearing is held. However, the council cannot increase taxes above the permanent rate limit or legal, voter-approved local option tax rate/dollar amount.
- Reducing the tax rate or amount approved by the budget committee—does not require republishing.
- Adjusting the other resources in each fund—does not require republishing.

### **Adoption of the Budget**

It is not a requirement that the budget be adopted at the hearing. The council has the option to wait until closer to the end of the fiscal year to formally adopt the budget. By waiting, the budget can include a better estimate of resources. However, the budget must be adopted before July 1.

To adopt the budget, the city council enacts a resolution or ordinance. The resolution (or ordinance) formally adopts the budget for the coming fiscal year; makes appropriations and gives the city the authority to spend money and incur obligations (the schedule of appropriations also sets limits on the amount of money that can be spent in each category within the fund); and sets the amount of taxes to be imposed—up to the permanent rate limit or dollar amount. To accomplish this, cities do not have to pass multiple resolutions (or ordinances). All the resolution statements can be combined into one resolution, which must be signed by the mayor before they are submitted to the county assessor's office.

By July 15 of each year, cities must submit two copies of the resolution (or ordinance) adopting the budget, making appropriations, and imposing and categorizing the tax to the county tax assessor. In addition, the notice of property tax certification (form LB-50) and successful ballot measures for local option taxes or permanent rate limits must be submitted.

In addition to the county tax assessor's copies, a copy of the resolutions required by ORS 221.770 must be submitted to the Oregon Department of Administrative Services by July 31. Finally, a copy of the completed budget document, including the publication and tax certification forms, must be submitted to the county clerk's office by September 30.

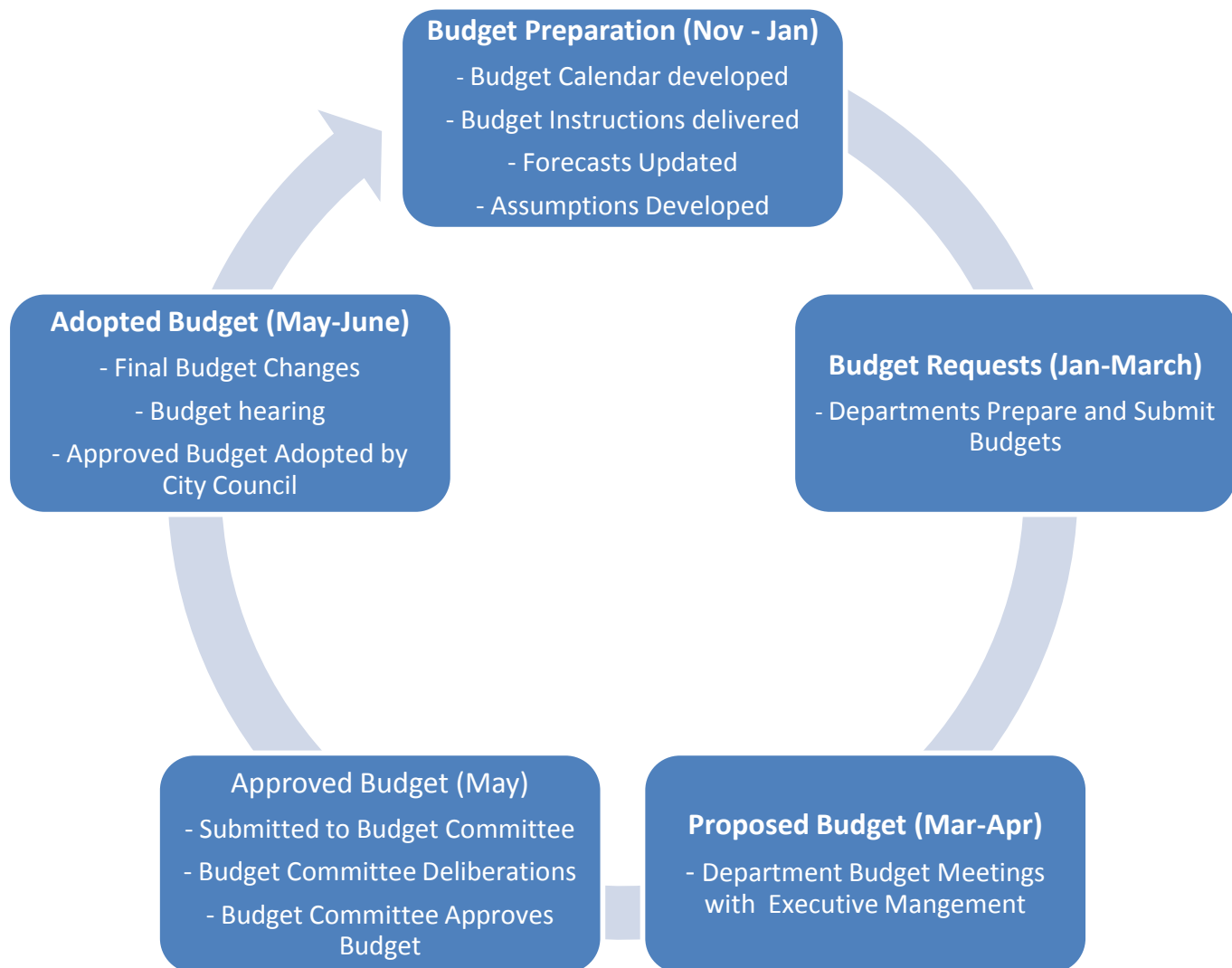
### **Phase 4: Operating Under the Adopted Budget**

Once it is adopted, cities begin operating within that specific budget. While it is possible for changes to

be made to an adopted budget once the fiscal year begins, this can only happen under certain circumstances. Two such examples are resolution transfers and supplemental budgets. These are actions that must be taken before more money is spent beyond what is appropriated in the adopted budget, or before money is spent for different purposes than what is appropriated in the adopted budget.

It is unlawful to spend public money in excess of the amounts budgeted or for a different purpose than budgeted. Public officials can be sued for such actions if the expenditure is found to be malfeasance in office or willful or wanton neglect of duty. Creating a supplemental budget or a resolution transfer after the expenditure is made does not protect the governing body members from a lawsuit.

*\*Budget process article provided by the "League of Oregon Cities"*







## **Basis of Budgeting**

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, long-term compensated absences are recorded only when payment is due.

### **Budgetary Basis of Accounting**

There is no appreciable difference in the basis of accounting used for financial statements and the accounting method used for budgeting. The budgetary basis of accounting for budgeting purposes is also modified accrual.

## **Basis of Auditing**

The audit, as reported in the Comprehensive Annual Financial Report (CAFR), accounts for the City's finances on the basis of generally accepted accounting principles. Generally accepted accounting principles, or GAAP, is defined as conventions, rules, and procedures necessary to describe accepted accounting practice at a particular time. The modified accrual basis of accounting, a GAAP-approved method, is also used in the audit for all funds except for the Proprietary Fund Types. The audit uses the full-accrual method of accounting for the Proprietary Funds. The CAFR shows all of the City's funds on both a budgetary and GAAP basis for comparison. For more information about the City's basis of accounting and measurement focus, see the notes to the financial statements in the City's Comprehensive Annual Financial Report.

***The City of Tualatin uses a modified accrual basis of accounting for budgeting purposes. This means revenues are recognized when they become measurable and available.***



## Fund Structure

The City of Tualatin uses various funds to account for its revenue and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Also, funds are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law.

The revenues in each fund may be spent only for the purpose specified by the fund. For example, the revenues in the Water Fund may be used only for purposes related to water operations. However, the General Fund is the primary exception to this rule. The General Fund is used to account for general-purpose revenues and operations of the city. Most of the traditional core operations of the city such as Police, Library, Parks, Planning and Administration are budgeted in this fund.

### General

General Fund

### Enterprise

Water Operating Fund

Sewer Operating Fund

Storm Drain Operating Fund

Enterprise Bond Fund

Water Development

Sewer Development

Storm Drain Development

### Special Revenue

Building Fund

Road Utility Fee Fund

Road Operating/Gas Tax Fund

Core Area Parking District Fund

Tualatin Science and Tech. Scholarship Fund

911 Emergency Communication Tax Fund  
(closed as of 1/1/13)

Road Development Tax Fund

Transportation Development Tax Fund

### Debt Service

Bancroft Bond Fund

General Obligation Bond Fund

### Capital Projects Funds

Park Development Fund

Operations Warehouse Project Fund

Infrastructure Reserve Fund

Local Improvement District

### Internal Services Fund

Operations Fund

### Tualatin Development Commission

Economic Development Administration Fund

Central Urban Renewal District Project Fund

Leveton Tax Increment Project Fund

A Summary of all funds is provided in the Budget Summary section to show a summary of each of the funds resources and requirements as budgeted and more detailed breakdown is shown in the Funds section. Resources include beginning fund balances, current revenues and transfers in from other funds. Requirements include operating expenditures, debt payments, capital improvements, transfers out to other funds, contingencies and ending fund balances or reserves. The FY 2014-2015 budget is considered a balanced budget as total resources are equal to total requirements in each fund.



## Funding Sources

Program/Section	Departments	Fund
Policy & Administration	Administration City Council Finance Information Services Legal Municipal Court Non-Departmental	General Fund General Fund General Fund General Fund General Fund General Fund General Fund
Community Development	Engineering Building Planning	General Fund Building Fund General Fund
Community Services	Administration & Recreation Library Park Development Tualatin Scholarship	General Fund General Fund Park Development Fund Tualatin Scholarship Fund
Public Safety	Police	General Fund
Public Works	Operations - Administration Operations - Non-Departmental  Maintenance Services - Fleet - Building Maintenance - Parks Maintenance  Utilities - Water - Water Division - Operating - Development  Utilities - Sewer - Sewer Division - Operating - Development	Operations Fund Operations Fund  General Fund General Fund General Fund  Water Division - Operations Fund Water Operating Fund Water Development Fund  Sewer Division - Operations Fund Sewer Operating Fund Sewer Development Fund



### Funding Sources (continued)

Program/Section	Departments	Fund
Public Works (continued)	Utilities - Storm Drain - Storm Drain Operating - Development	Storm Draining Operating Fund Storm Drain Development Fund
	Utilities - Street - Street Division - Road Utility - Road Gas Tax - Development - Transportation Dev. Tax	Street Division - Operations Fund Road Utility Fee Fund Road Gas Tax Fund Road Development Fund Transportation Dev. Tax Fund
	Other Funds Core Area Parking District Operations Warehouse Project Local Improvement District Infrastructure Reserve	Core Area Parking District Fund Operations Warehouse Project Fund Local Improvement District Fund Infrastructure Reserve Fund
Tualatin Development Commission (TDC)	TDC Administration CURD Projects Leveton Projects	TDC Administration Fund CURD Projects Fund Leveton Project Fund





A fund is a grouping of relating accounts that is used to maintain control over resources that have been segregated from specific activities or objectives. The City of Tualatin's funds can be divided into two primary categories: governmental funds and proprietary funds. Governmental funds are used to account for most of the city's functions and include, general, special revenue, debt service and capital project funds. Proprietary Funds are enterprise funds used to account for city activities that are similar to those often found in the private sector. The City's Internal Service Fund accounts for administrative and maintenance functions for the water, sewer, storm and street systems on a cost reimbursement basis.

### **Major Government Funds**

**General Fund** - Accounts for the financial operations of the City that are not account for in any other fund. Principal sources of revenue are property taxes, franchise fees, and state and county shared revenue. Primary expenditures are for culture and recreation, general government and public safety.

**Building Fund** -The Engineering & Building Fund accounts for revenues form various fees collected from Building for construction of buildings and expended for services rendered primarily in the City's Building and Engineering Division.

**Transportation Development Tax Fund** - Accounts for the collection and use of the transportation development tax.

### **Enterprise Funds**

These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing the services to the general public on a continuing basis be financed primarily through user charges. These funds represent three segments of operations - Water, Sewer, and Storm Drain.

#### **Water Operations**

**Water Fund** - Accounts for the operation and maintenance of water facilities and services. The primary source of revenues consists of water sales and related charges.

**Water Development Fund** - Accounts for system development fees charged on new construction. The proceeds are used to finance major expansions of the water system.

**Enterprise Bond Fund** - Accounts for debt service financing for the water reservoir construction and other improvements to the water system.

#### **Sewer Operations**

**Sewer Fund** - Accounts for the operation of the City's sewer system. The primary source of revenue consists of charges for sewer services.

**Sewer Development Fund** - Accounts for the system development fees on new construction. The proceeds are used to finance major expansion of the sewer system.

#### **Storm Drain Operations**

**Storm Drain Fund** - Accounts for storm drain services for residents of the City. The principal revenue source is from user fees.

**Storm Drain Development** - Accounts for system development charges assessed to finance expansion of the storm water system.

For Generally Accepted Accounting Principles purposes, these funds are consolidated and included as three separate Enterprise funds.

### **Nonmajor Governmental Funds**

**Special Revenue Funds** - These funds account for revenue derived from specific taxes or other earmarked revenue sources, which are legally restricted to expenditures for specified purposes. Funds included in this category are:



*Road Utility Fee Fund* - Accounts for road utility fees from the property located within the City and business owners to maintain pavement maintenance and street lighting.

*Road Gas Tax Fund* - Accounts for gas taxes received from the State of Oregon and Washington County for the operation and maintenance of the street system, traffic signals, bike paths and landscaping of roadside areas.

*Core Area Parking District Fund* - Accounts for parking fees from the property located within the City, and business owners to develop additional downtown parking areas and maintain existing parking areas.

*Tualatin Scholarship Fund* - Accounts for funds received from system development charges and restricted for system improvements.

*Road Development Fund* - Accounts for funds received from system development charges and restricted for system improvements.

*Economic Development Administration Fund* - The Urban Redevelopment Administration Fund accounts for the general operations of the City's Urban Renewal Agency, a component unit of the City of Tualatin.

*911 Emergency Fund* - Account for the operations of the 911 system.

### Debt Service Funds

These funds are used to account for revenues and expenditures related to the servicing of general long-term debt.

*General Obligation Bond Fund* - Accounts for the payment of principal and interest on general obligation bonds. Resources are provided by property taxes.

*Bancroft Bond Fund* - The Bancroft Bonded Debt Fund accounts for the collection of special assessments and the payment of debt principal and interest on special assessment bonded debt.

### Capital Projects Funds

These funds are used to account for financial resources to be used for the acquisition or construction of major capital items and facilities. Funds included in this category are:

*Local Improvement District Fund* - Accounts for improvements made to properties that will be assessed to property owners.

*Park Development Fund* - Accounts for capital improvements to parks funded by system development charges.

*Infrastructure Reserve Fund* - Accounts for the accumulation of funds to construct future capital projects. Resources are provided by other City funds.

*Central Urban Renewal District Project Fund* - Accounts for resources provided from the sale of tax increment bonds and interest earnings used for construction within the Urban Renewal Agency's boundary.

*Leveton Tax Increment District Project Fund* - Accounts for the proceeds of tax or construction increment bonds which are used for the acquisition and construction of capital assets within the urban renewal district.

### Internal Service Funds

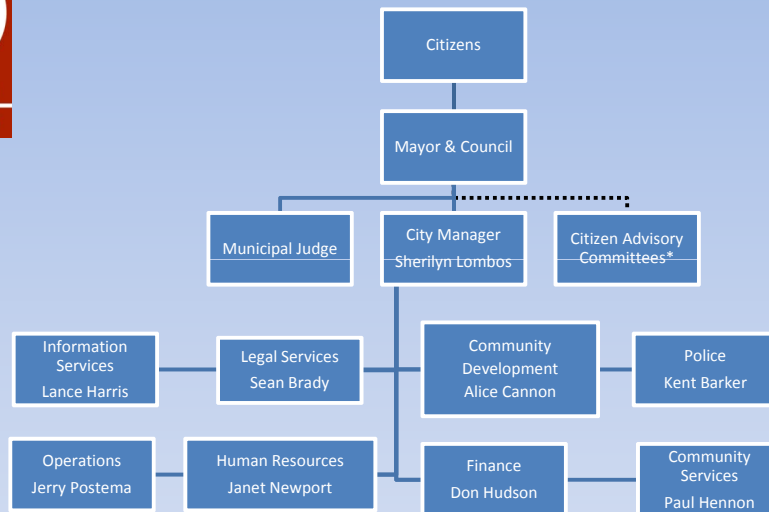
These funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and other government units, on a cost reimbursement basis.

#### Operations Fund

The Operations Fund accounts for the administrative and maintenance functions for the water, sewer, storm and street systems on a cost reimbursement basis.



## City of Tualatin Organization



\* The Citizen Advisory Committees include the Tualatin Library Advisory Committee, the Tualatin Park Advisory Committee, the Tualatin Urban Renewal Advisory Committee, the Tualatin Arts Advisory Committee, the Tualatin Planning Commission, the Core Area Parking District Board, the Architectural Review Board, the Budget Advisory Committee, and the Tualatin Tomorrow Advisory Committee.

A comprehensive list of positions is included in the Appendix.

## Architectural Review Board

Architectural Review Board conducts public hearings, reviews plans and determines compliance with the Development Code (TDC) for the site development, architecture, and landscaping proposed in larger multi-family residential, commercial, semi-public/institutional and industrial development projects.

Meets on Wednesdays at 7:00 pm as needed or not less than 7 days, nor more than 21 days following an appeal of a staff Architectural Features Decision. Please see our Events Calendar to see a schedule of upcoming public meetings.

<b>Members</b>	<b>Jurisdiction</b>
Councilor Ed Truax	Chair/Council
Skip Stanaway	Citizen
John Howorth	Citizen
Robert Perron	Citizen
Chris Goodell	Citizen
Terry Novak	Citizen
Michael Ward	Citizen
John Medvec	Alternate
Joelle Davis	Alt. Chair/councilmember

## Arts Advisory Committee

The Tualatin Arts Advisory Committee was created to encourage greater opportunities for recognition of arts in Tualatin, to stimulate private and public support for programs and activities in the arts, and to strive to ensure excellence in the public arts collection.

Monthly - 3rd Tuesday of each month, 6:30 pm. These meetings are open to the public.

<b>Members</b>	<b>Jurisdiction</b>
Buck Braden	Chair/Citizen
Carol Dersham	Citizen
Gary Thompson	Citizen
Kristin Erickson	Citizen
Arthur Barry	Citizen
Dawn Upton	Citizen
Brett Hamilton	Citizen
Frank Bubenik	Council

## Budget Committee

The Budget Advisory Committee is charged with the responsibility of review the City budget, holding public budget hearings, and recommending its adoption by City Council. The City Council and seven citizen appointees make up the committee.

One to three meetings are held annually in May, and others may be held as needed. See our Public Meetings Calendar to see a schedule of upcoming public meetings.

<b>Members</b>	<b>Jurisdiction</b>
Candice Kelly	Citizen
Roger Mason	Citizen
Diane Buisman	Citizen
Robert Kellogg	Citizen
Dan Gaur	Citizen
Derek Ruckman	Citizen
Terri Ward	Citizen

## Core Area Parking District

The Tualatin Core Area Parking District Board serves in an advisory capacity to the City Council on policy matters affecting the Core Area Parking District. These include location and design of new lots, existing lot improvements, regulations and maintenance, and capital outlays.

<b>Member</b>	<b>Jurisdiction</b>
Monique Beikman	Council
Dr. William Jordan	Chair, Citizen
Diana Emami	Citizen
John Howorth	Citizen
Ryan Miller	Citizen





## Library Advisory Committee

The Library Advisory Committee reviews, advises, and makes recommendations to the staff and City Council on matters affecting the Tualatin Public Library.

Meets Monday - 1st Tuesday of each month, 6:30pm.  
These meetings are open to the public.

<b>Member</b>	<b>Jurisdiction</b>
Sonya Ambuehl	Citizen
Victoria King	Citizen
Len Runion	Chair, Citizen
Alan Feinstein	Citizen
Marcus Young	Citizen
Thea Wood	Citizen
Reem Alkaatan	Student/Citizen

## Park Advisory Committee

The Tualatin Parks Advisory Committee review, advises and makes recommendations to the staff and city Council on matters affecting public parks and recreational activities. These include immediate and long range planning, land acquisition, development, and recreational programming. It also advises Council on Urban Forestry policy.

Monthly - 2nd Tuesday of each month, 6:00 pm.  
These meetings are open to the public.

<b>Member</b>	<b>Jurisdiction</b>
Steve Ricker	Citizen
Dana Paulino	Citizen
Bruce Andrus-Hughes	Citizen
Connie Ledbetter	Citizen
Kay Dix	Citizen
Valerie Pratt	Citizen
Dennis Wells	Chair, Citizen

## Tualatin Planning Commission

Serves as the committee for citizen involvement in the Land Conservation and Development Commission planning process, fulfilling Statewide Planning Goal.

Reviews, advises and makes recommendations to City Council on matters affecting land use planning and the City's Comprehensive Plan, the Tualatin Community Plan, such as (comprehensive) plan amendments. Makes decisions on five specific land use application types:

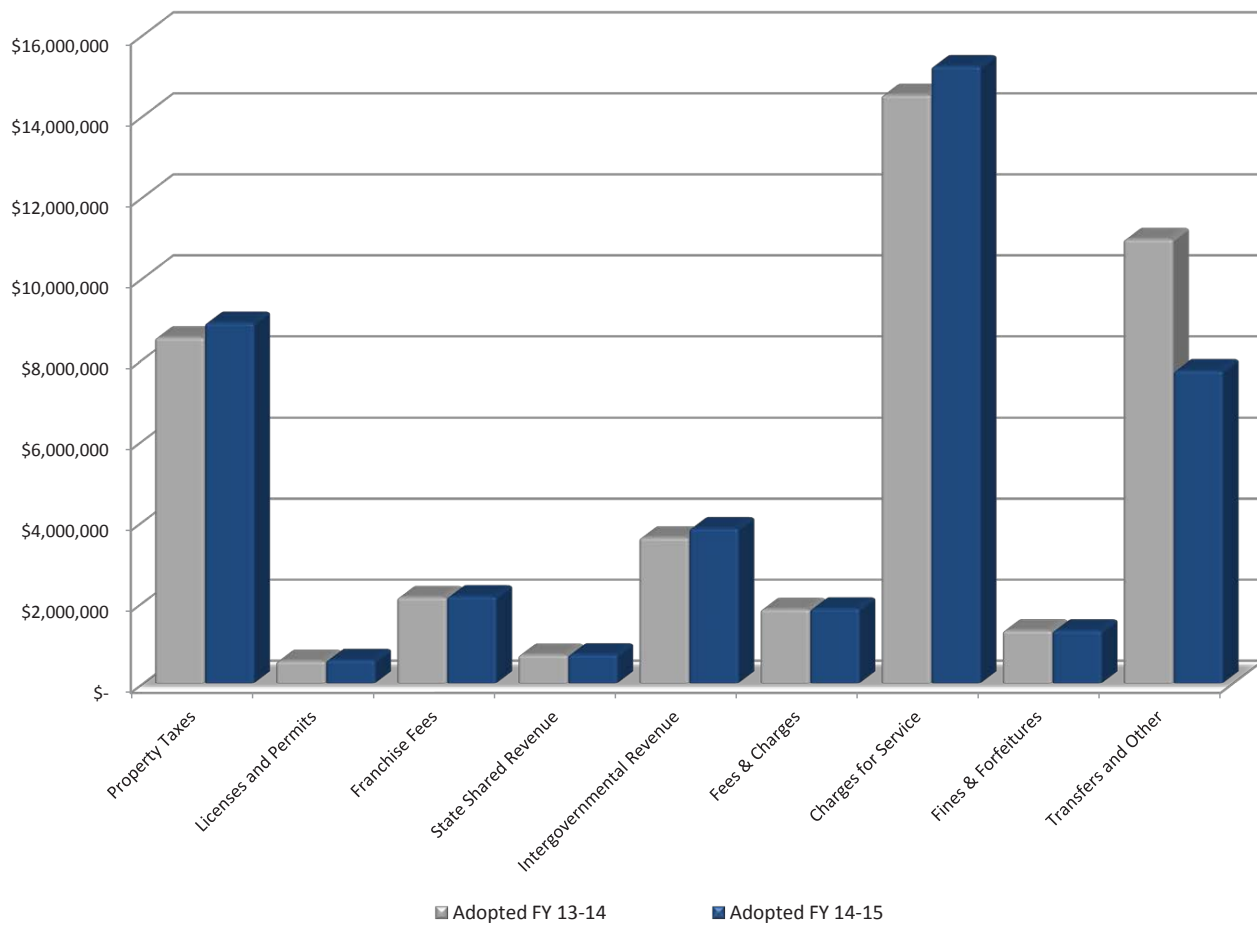
- Industrial Master Plan (IMP)
- Reinstatement of use
- Sign Variance (SVAR)

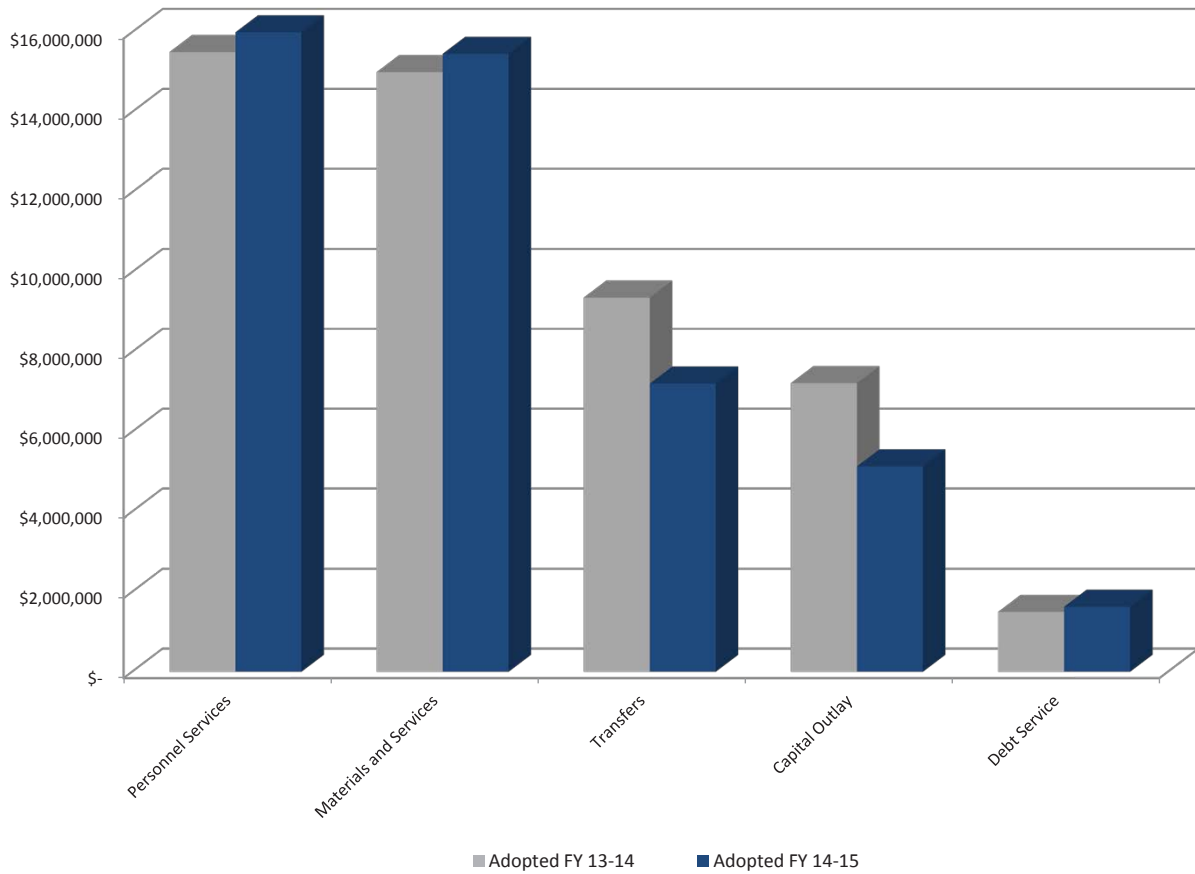
<b>Members</b>	<b>Jurisdiction</b>
Cameron Grile	Citizen
Alan Aplin	Chair/Citizen
William Beers	Vice Chair/Citizen
Adam Butts	Citizen
Jan Giunta	Citizen
Jeff DeHaan	Citizen
Nic Herriges	Citizen

## Tualatin Tomorrow Advisory Committee

The purpose of the Committee is to promote community involvement in implementing the Tualatin Tomorrow Vision through engaging and educating citizen and other community partners; monitoring and assessing the progress made in the defined vision area; promoting implementation of the vision, collaborating as community partners and providing forums to exchange information and create community connections; maintaining and growing partner involvement, conducting meetings, events and other communication activities; participating in regional visioning activities which impact Tualatin, and overseeing the process of updating the vision as needed.

<b>Member</b>	<b>Jurisdiction</b>
Candice Kelly	Citizen
Larry McClure	Citizen
Bethany Wurtz	Citizen
Ed Casey	Citizen
Adam Butts	Citizen
Diane Emami	Citizen
John Bartholomew	Citizen
Frank Bubenik	Council
Linda Moholt	Chamber Representative
Jill Zurschmeide	Partnering Organization Representative (TTSD)





## City of Tualatin

### Fiscal Year 2014 - 2015

### Adopted Budget

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ 8,259,442	\$ 8,438,011	\$ 8,528,225	\$ 8,890,655
Licenses and Permits	385,463	621,689	549,500	574,500
Franchise Fees	2,205,176	2,071,040	2,124,000	2,144,400
State Shared Revenue	641,681	663,776	703,100	711,150
Intergovernmental Revenue	3,726,008	3,613,730	3,597,425	3,827,950
Fees & Charges	3,201,231	4,021,810	1,829,340	1,844,325
Charges for Service	13,754,591	14,690,034	14,517,555	15,225,630
Fines & Forfeitures	1,382,916	1,225,559	1,304,000	1,303,000
Principal	87,056	87,036	-	-
Interest	196,607	228,583	153,610	207,155
Transfers	6,200,327	6,222,800	9,530,405	7,345,195
Other Revenue	241,717	205,398	1,271,750	167,365
Total Current Resources	\$ 40,282,215	\$ 42,089,466	\$ 44,108,910	\$ 42,241,325
Beginning Fund Balance	26,073,363	28,901,415	27,867,995	29,402,010
<b>Total Resources</b>	<b>\$ 66,355,578</b>	<b>\$ 70,990,881</b>	<b>\$ 71,976,905</b>	<b>\$ 71,643,335</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 14,202,411	\$ 14,921,154	\$ 15,503,335	\$ 16,282,550
Materials and Services	13,890,673	15,483,264	15,001,485	15,459,510
Transfers	5,902,228	6,083,335	9,363,885	7,210,475
Capital Outlay	1,772,383	1,861,198	7,220,845	5,136,235
Debt Service	1,684,979	1,731,902	1,499,135	1,629,700
Contingencies & Reserves	28,902,904	30,910,028	23,388,220	25,924,865
<b>Total Requirements</b>	<b>\$ 66,355,578</b>	<b>\$ 70,990,881</b>	<b>\$ 71,976,905</b>	<b>\$ 71,643,335</b>





# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - General Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ 7,301,386	\$ 7,473,816	\$ 7,578,225	\$ 7,940,655
Licenses and Permits	-	-	-	-
Franchise Fees	2,205,176	2,071,040	2,124,000	2,144,400
State Shared Revenue	641,681	663,776	703,100	711,150
Intergovernmental Revenue	1,782,472	1,831,083	1,937,805	1,998,920
Fees & Charges	608,589	588,847	587,120	584,000
Charges for Service	237,754	225,411	240,700	246,200
Fines & Forfeitures	1,369,534	1,223,241	1,302,000	1,303,000
Principal	-	-	-	-
Interest	63,823	68,152	52,000	63,000
Transfers	2,787,545	2,949,935	3,211,620	3,393,300
Other Revenue	91,506	112,412	137,425	93,000
Total Current Resources	\$ 17,089,466	\$ 17,207,713	\$ 17,873,995	\$ 18,477,625
Beginning Fund Balance	5,586,850	6,491,801	6,163,100	6,410,000
<b>Total Resources</b>	<b>\$ 22,676,316</b>	<b>\$ 23,699,514</b>	<b>\$ 24,037,095</b>	<b>\$ 24,887,625</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 12,383,470	\$ 13,091,852	\$ 13,436,785	\$ 14,092,315
Materials and Services	3,557,876	3,568,327	3,978,790	4,391,585
Transfers	49,770	-	-	14,000
Capital Outlay	193,395	334,553	528,045	434,445
Debt Service	-	-	-	-
Contingencies & Reserves	6,491,805	6,704,782	6,093,475	5,955,280
<b>Total Requirements</b>	<b>\$ 22,676,316</b>	<b>\$ 23,699,514</b>	<b>\$ 24,037,095</b>	<b>\$ 24,887,625</b>

# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Water Operating Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	473,264	87,548	63,650	63,500
Charges for Service	4,834,014	5,150,090	4,924,315	5,107,840
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	31,556	34,700	35,535	41,035
Transfers	-	-	-	450,000
Other Revenue	14,520	17,899	16,525	20,390
Total Current Resources	\$ 5,353,354	\$ 5,290,237	\$ 5,040,025	\$ 5,682,765
Beginning Fund Balance	4,110,890	4,753,824	5,506,535	7,046,640
<b>Total Resources</b>	<b>\$ 9,464,244</b>	<b>\$ 10,044,061</b>	<b>\$ 10,546,560</b>	<b>\$ 12,729,405</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	2,096,341	2,006,692	1,675,000	1,684,300
Transfers	2,416,663	2,386,995	2,861,555	2,865,065
Capital Outlay	197,415	248,006	1,547,000	2,340,000
Debt Service	-	-	-	-
Contingencies & Reserves	4,753,825	5,402,368	4,463,005	5,840,040
<b>Total Requirements</b>	<b>\$ 9,464,244</b>	<b>\$ 10,044,061</b>	<b>\$ 10,546,560</b>	<b>\$ 12,729,405</b>



# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Sewer Operating Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	1,280	-	-	-
Charges for Service	6,175,468	6,438,225	6,829,340	7,034,080
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	5,022	8,724	3,040	18,555
Transfers	250,000	232,500	1,975,735	-
Other Revenue	-	-	500	500
<b>Total Current Resources</b>	<b>\$ 6,431,770</b>	<b>\$ 6,679,449</b>	<b>\$ 8,808,615</b>	<b>\$ 7,053,135</b>
Beginning Fund Balance	1,034,154	1,104,993	663,140	3,687,900
<b>Total Resources</b>	<b>\$ 7,465,924</b>	<b>\$ 7,784,442</b>	<b>\$ 9,471,755</b>	<b>\$ 10,741,035</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	5,018,852	5,247,050	5,787,595	5,911,615
Transfers	990,829	1,039,630	1,141,495	1,331,660
Capital Outlay	351,250	295,415	255,000	-
Debt Service	-	-	-	-
Contingencies & Reserves	1,104,993	1,202,347	2,287,665	3,497,760
<b>Total Requirements</b>	<b>\$ 7,465,924</b>	<b>\$ 7,784,442</b>	<b>\$ 9,471,755</b>	<b>\$ 10,741,035</b>

**City of Tualatin**  
**Fiscal Year 2014 - 2015**  
**Adopted Budget - Storm Drain Operating Fund**

**Summary of Resources by Source**

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	1,745,680	1,834,480	1,874,100	2,158,730
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	1,650	2,225	1,800	1,800
Transfers	-	-	-	-
Other Revenue	24	(3)	-	-
Total Current Resources	\$ 1,747,354	\$ 1,836,702	\$ 1,875,900	\$ 2,160,530
Beginning Fund Balance	405,536	500,433	360,415	639,550
<b>Total Resources</b>	<b>\$ 2,152,890</b>	<b>\$ 2,337,135</b>	<b>\$ 2,236,315</b>	<b>\$ 2,800,080</b>

**Summary of Requirements by Object**

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	528,045	557,253	731,455	786,165
Transfers	1,009,079	951,415	950,145	1,096,220
Capital Outlay	115,334	254,000	150,000	357,500
Debt Service	-	-	-	-
Contingencies & Reserves	500,432	574,467	404,715	560,195
<b>Total Requirements</b>	<b>\$ 2,152,890</b>	<b>\$ 2,337,135</b>	<b>\$ 2,236,315</b>	<b>\$ 2,800,080</b>





# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Enterprise Bond Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	2,235	2,438	2,000	2,000
Transfers	539,531	538,285	536,265	535,765
Other Revenue	-	-	-	-
Total Current Resources	\$ 541,766	\$ 540,723	\$ 538,265	\$ 537,765
Beginning Fund Balance	438,615	440,625	442,685	444,615
<b>Total Resources</b>	<b>\$ 980,381</b>	<b>\$ 981,348</b>	<b>\$ 980,950</b>	<b>\$ 982,380</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	225	225	225	225
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	539,531	538,281	536,265	538,365
Contingencies & Reserves	440,625	442,842	444,460	443,790
<b>Total Requirements</b>	<b>\$ 980,381</b>	<b>\$ 981,348</b>	<b>\$ 980,950</b>	<b>\$ 982,380</b>

## City of Tualatin

### Fiscal Year 2014 - 2015

### Adopted Budget - Water Development Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	213,954	274,728	100,000	100,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	3,174	5,365	2,250	3,135
Transfers	100,000	100,000	300,000	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 317,128	\$ 380,093	\$ 402,250	\$ 103,135
Beginning Fund Balance	533,831	723,772	560,360	876,715
<b>Total Resources</b>	<b>\$ 850,959</b>	<b>\$ 1,103,865</b>	<b>\$ 962,610</b>	<b>\$ 979,850</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	1,564	5,295	17,600	452,560
Capital Outlay	125,623	114,923	810,000	200,000
Debt Service	-	-	-	-
Contingencies & Reserves	723,772	983,647	135,010	327,290
<b>Total Requirements</b>	<b>\$ 850,959</b>	<b>\$ 1,103,865</b>	<b>\$ 962,610</b>	<b>\$ 979,850</b>



# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Sewer Development Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	363,905	1,597,962	200,000	200,000
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	18,993	22,327	21,975	20,000
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 382,898	\$ 1,620,289	\$ 221,975	\$ 220,000
Beginning Fund Balance	3,636,891	3,722,075	4,414,520	3,658,220
<b>Total Resources</b>	<b>\$ 4,019,789</b>	<b>\$ 5,342,364</b>	<b>\$ 4,636,495</b>	<b>\$ 3,878,220</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	294,965	1,551,867	192,000	192,000
Transfers	2,748	4,570	16,080	9,770
Capital Outlay	-	-	200,000	-
Debt Service	-	-	-	-
Contingencies & Reserves	3,722,076	3,785,927	4,228,415	3,676,450
<b>Total Requirements</b>	<b>\$ 4,019,789</b>	<b>\$ 5,342,364</b>	<b>\$ 4,636,495</b>	<b>\$ 3,878,220</b>

## City of Tualatin

### Fiscal Year 2014 - 2015

### Adopted Budget - Building Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	385,463	621,689	549,500	574,500
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	294,323	415,598	309,500	319,500
Charges for Service	642	276	100	100
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	8,582	11,139	5,000	8,000
Transfers	15,000	15,460	15,460	20,000
Other Revenue	2,465	112	200	200
Total Current Resources	\$ 706,475	\$ 1,064,274	\$ 879,760	\$ 922,300
Beginning Fund Balance	1,458,273	1,526,017	1,192,075	1,299,010
<b>Total Resources</b>	<b>\$ 2,164,748</b>	<b>\$ 2,590,291</b>	<b>\$ 2,071,835</b>	<b>\$ 2,221,310</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 485,333	\$ 510,547	\$ 623,650	\$ 677,655
Materials and Services	58,724	43,748	62,480	89,030
Transfers	94,674	205,045	260,260	289,190
Capital Outlay	-	-	50,000	190,760
Debt Service	-	-	-	-
Contingencies & Reserves	1,526,017	1,830,951	1,075,445	974,675
<b>Total Requirements</b>	<b>\$ 2,164,748</b>	<b>\$ 2,590,291</b>	<b>\$ 2,071,835</b>	<b>\$ 2,221,310</b>



# City of Tualatin

## Fiscal Year 2014 - 2015

### Proposed Budget - Building Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	385,463	621,689	549,500	574,500
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	294,323	415,598	309,500	319,500
Charges for Service	642	276	100	100
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	8,582	11,139	5,000	8,000
Transfers	15,000	15,460	15,460	20,000
Other Revenue	2,465	112	200	200
Total Current Resources	\$ 706,475	\$ 1,064,274	\$ 879,760	\$ 922,300
Beginning Fund Balance	1,458,273	1,526,017	1,192,075	1,299,010
<b>Total Resources</b>	<b>\$ 2,164,748</b>	<b>\$ 2,590,291</b>	<b>\$ 2,071,835</b>	<b>\$ 2,221,310</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15
Personnel Services	\$ 485,333	\$ 510,547	\$ 623,650	\$ 677,655
Materials and Services	58,724	43,748	62,480	89,030
Transfers	94,674	205,045	260,260	289,190
Capital Outlay	-	-	50,000	190,760
Debt Service	-	-	-	-
Contingencies & Reserves	1,526,017	1,830,951	1,075,445	974,675
<b>Total Requirements</b>	<b>\$ 2,164,748</b>	<b>\$ 2,590,291</b>	<b>\$ 2,071,835</b>	<b>\$ 2,221,310</b>



# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Road Utility Fee Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	635,949	652,870	653,000	656,755
Charges for Service	260,085	325,848	324,000	328,680
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	5,640	2,995	2,500	2,500
Transfers	-	-	-	-
Other Revenue	30,150	216	-	-
Total Current Resources	\$ 931,824	\$ 981,929	\$ 979,500	\$ 987,935
Beginning Fund Balance	1,290,241	1,097,705	650,540	223,090
<b>Total Resources</b>	<b>\$ 2,222,065</b>	<b>\$ 2,079,634</b>	<b>\$ 1,630,040</b>	<b>\$ 1,211,025</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	819,122	1,176,871	1,108,380	838,380
Transfers	305,238	328,010	333,465	343,270
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	1,097,705	574,753	188,195	29,375
<b>Total Requirements</b>	<b>\$ 2,222,065</b>	<b>\$ 2,079,634</b>	<b>\$ 1,630,040</b>	<b>\$ 1,211,025</b>



# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Gas Tax Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	1,514,698	1,517,704	1,585,370	1,607,170
Fees & Charges	-	-	500	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	3,530	4,704	2,145	4,000
Transfers	92,571	162,570	145,360	93,820
Other Revenue	24,617	48,890	-	36,865
Total Current Resources	\$ 1,635,416	\$ 1,733,868	\$ 1,733,375	\$ 1,741,855
Beginning Fund Balance	464,238	640,776	653,760	263,720
<b>Total Resources</b>	<b>\$ 2,099,654</b>	<b>\$ 2,374,644</b>	<b>\$ 2,387,135</b>	<b>\$ 2,005,575</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	722,138	647,351	596,640	549,500
Transfers	700,398	777,750	702,940	759,300
Capital Outlay	36,342	78,247	795,000	180,000
Debt Service	-	-	-	-
Contingencies & Reserves	640,776	871,296	292,555	516,775
<b>Total Requirements</b>	<b>\$ 2,099,654</b>	<b>\$ 2,374,644</b>	<b>\$ 2,387,135</b>	<b>\$ 2,005,575</b>

# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Core Area Parking District Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	39,725	65,008	50,000	50,000
Fines & Forfeitures	2,362	1,088	2,000	-
Principal	-	-	-	-
Interest	1,050	785	1,000	1,000
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 43,137	\$ 66,881	\$ 53,000	\$ 51,000
Beginning Fund Balance	223,508	187,914	106,790	128,860
<b>Total Resources</b>	<b>\$ 266,645</b>	<b>\$ 254,795</b>	<b>\$ 159,790</b>	<b>\$ 179,860</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	14,703	16,686	22,100	24,160
Transfers	64,027	68,435	24,030	23,470
Capital Outlay	-	42,717	11,000	-
Debt Service	-	-	-	-
Contingencies & Reserves	187,915	126,957	102,660	132,230
<b>Total Requirements</b>	<b>\$ 266,645</b>	<b>\$ 254,795</b>	<b>\$ 159,790</b>	<b>\$ 179,860</b>



## City of Tualatin

### Fiscal Year 2014 - 2015

### Adopted Budget - Tualatin Science and Technology Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	260	283	250	250
Transfers	-	-	-	-
Other Revenue	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 260</b>	<b>\$ 283</b>	<b>\$ 250</b>	<b>\$ 250</b>
Beginning Fund Balance	51,485	50,745	50,535	50,635
<b>Total Resources</b>	<b>\$ 51,745</b>	<b>\$ 51,028</b>	<b>\$ 50,785</b>	<b>\$ 50,885</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,000	450	300	400
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	50,745	50,578	50,485	50,485
<b>Total Requirements</b>	<b>\$ 51,745</b>	<b>\$ 51,028</b>	<b>\$ 50,785</b>	<b>\$ 50,885</b>

## City of Tualatin

### Fiscal Year 2014 - 2015

### Adopted Budget - 911 Emergency Communications Tax Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	127,548	31,667	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	-	-	-	-
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 127,548	\$ 31,667	\$ -	\$ -
Beginning Fund Balance	-	-	-	-
<b>Total Resources</b>	<b>\$ 127,548</b>	<b>\$ 31,667</b>	<b>\$ -</b>	<b>\$ -</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	127,548	31,667	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
<b>Total Requirements</b>	<b>\$ 127,548</b>	<b>\$ 31,667</b>	<b>\$ -</b>	<b>\$ -</b>





# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Road Development Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	622,653	3,226	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	3,348	6,438	5,335	3,000
Transfers	-	-	-	-
Other Revenue	461	1,496	-	-
Total Current Resources	\$ 626,462	\$ 11,160	\$ 5,335	\$ 3,000
Beginning Fund Balance	430,226	1,056,367	1,066,740	599,925
<b>Total Resources</b>	<b>\$ 1,056,688</b>	<b>\$ 1,067,527</b>	<b>\$ 1,072,075</b>	<b>\$ 602,925</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	321	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	1,056,367	1,067,527	1,072,075	602,925
<b>Total Requirements</b>	<b>\$ 1,056,688</b>	<b>\$ 1,067,527</b>	<b>\$ 1,072,075</b>	<b>\$ 602,925</b>

## City of Tualatin

## Fiscal Year 2014 - 2015

## Adopted Budget - Transportation Development Tax Fund

## Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	217,430	344,243	175,000	200,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	8,161	22,179	3,700	22,680
Transfers	-	-	-	-
Other Revenue	-	825	-	-
Total Current Resources	\$ 225,591	\$ 367,247	\$ 178,700	\$ 222,680
Beginning Fund Balance	1,419,899	1,645,491	739,500	1,724,320
<b>Total Resources</b>	<b>\$ 1,645,490</b>	<b>\$ 2,012,738</b>	<b>\$ 918,200</b>	<b>\$ 1,947,000</b>

## Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	1,645,490	2,012,738	918,200	1,947,000
<b>Total Requirements</b>	<b>\$ 1,645,490</b>	<b>\$ 2,012,738</b>	<b>\$ 918,200</b>	<b>\$ 1,947,000</b>



# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Bancroft Bond Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	87,056	87,036	-	-
Interest	10,635	5,406	975	1,000
Transfers	-	-	-	-
Other Revenue	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 97,691</b>	<b>\$ 92,442</b>	<b>\$ 975</b>	<b>\$ 1,000</b>
Beginning Fund Balance	397,745	317,276	180,575	180,000
<b>Total Resources</b>	<b>\$ 495,436</b>	<b>\$ 409,718</b>	<b>\$ 181,550</b>	<b>\$ 181,000</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	300	300	300	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	177,860	230,340	-	-
Contingencies & Reserves	317,276	179,078	181,250	181,000
<b>Total Requirements</b>	<b>\$ 495,436</b>	<b>\$ 409,718</b>	<b>\$ 181,550</b>	<b>\$ 181,000</b>

# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - General Obligation Bond Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ 958,056	\$ 964,195	\$ 950,000	\$ 950,000
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	4,270	3,993	1,000	1,000
Transfers	-	-	-	-
Other Revenue	(1,942)	2,290	-	-
Total Current Resources	\$ 960,384	\$ 970,478	\$ 951,000	\$ 951,000
Beginning Fund Balance	88,101	80,897	69,010	90,130
<b>Total Resources</b>	<b>\$ 1,048,485</b>	<b>\$ 1,051,375</b>	<b>\$ 1,020,010</b>	<b>\$ 1,041,130</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	967,588	963,281	962,870	961,725
Contingencies & Reserves	80,897	88,094	57,140	79,405
<b>Total Requirements</b>	<b>\$ 1,048,485</b>	<b>\$ 1,051,375</b>	<b>\$ 1,020,010</b>	<b>\$ 1,041,130</b>



## City of Tualatin

### Fiscal Year 2014 - 2015

### Adopted Budget - Park Development Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	428,838	264,943	74,250	221,860
Fees & Charges	73,720	644,092	15,570	20,570
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	727	3,736	500	2,000
Transfers	22,500	-	-	14,000
Other Revenue	36,196	-	-	-
Total Current Resources	\$ 561,981	\$ 912,771	\$ 90,320	\$ 258,430
Beginning Fund Balance	144,867	153,164	780,430	744,670
<b>Total Resources</b>	<b>\$ 706,848</b>	<b>\$ 1,065,935</b>	<b>\$ 870,750</b>	<b>\$ 1,003,100</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	(507)	453	10,300	21,000
Transfers	16,917	13,690	17,790	25,970
Capital Outlay	537,275	292,416	742,660	956,130
Debt Service	-	-	-	-
Contingencies & Reserves	153,163	759,376	100,000	-
<b>Total Requirements</b>	<b>\$ 706,848</b>	<b>\$ 1,065,935</b>	<b>\$ 870,750</b>	<b>\$ 1,003,100</b>



# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Operations Warehouse Project Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	-	-	-	-
Transfers	-	-	1,010,000	-
Other Revenue	-	-	1,100,000	-
Total Current Resources	\$ -	\$ -	\$ 2,110,000	\$ -
Beginning Fund Balance	-	-	-	-
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,110,000</b>	<b>\$ -</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	10,000	-
Transfers	-	-	-	-
Capital Outlay	-	-	2,100,000	-
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,110,000</b>	<b>\$ -</b>



# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Infrastructure Reserve Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	12,317	9,370	-	-
Transfers	42,270	10,995	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 54,587	\$ 20,365	\$ -	\$ -
Beginning Fund Balance	2,506,069	2,310,657	2,028,525	-
<b>Total Resources</b>	<b>\$ 2,560,656</b>	<b>\$ 2,331,022</b>	<b>\$ 2,028,525</b>	<b>\$ -</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	250,000	302,500	2,028,525	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	2,310,656	2,028,522	-	-
<b>Total Requirements</b>	<b>\$ 2,560,656</b>	<b>\$ 2,331,022</b>	<b>\$ 2,028,525</b>	<b>\$ -</b>

# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Operations Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	11,020	1,230	-	-
Principal	-	-	-	-
Interest	8,131	9,433	8,000	8,000
Transfers	2,350,910	2,213,055	2,335,965	2,838,310
Other Revenue	43,720	21,261	17,100	16,410
Total Current Resources	\$ 2,413,781	\$ 2,244,979	\$ 2,361,065	\$ 2,862,720
Beginning Fund Balance	1,182,535	1,394,132	1,317,745	580,735
<b>Total Resources</b>	<b>\$ 3,596,316</b>	<b>\$ 3,639,111</b>	<b>\$ 3,678,810</b>	<b>\$ 3,443,455</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 1,333,608	\$ 1,318,755	\$ 1,442,900	\$ 1,512,580
Materials and Services	651,341	634,324	825,920	918,650
Transfers	-	-	1,010,000	-
Capital Outlay	215,749	200,921	32,140	377,400
Debt Service	-	-	-	129,610
Contingencies & Reserves	1,395,618	1,485,111	367,850	505,215
<b>Total Requirements</b>	<b>\$ 3,596,316</b>	<b>\$ 3,639,111</b>	<b>\$ 3,678,810</b>	<b>\$ 3,443,455</b>



# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - TDC Administration Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	1,548	1,707	1,235	875
Transfers	420,000	-	-	-
Other Revenue	511	29	-	-
Total Current Resources	\$ 422,059	\$ 1,736	\$ 1,235	\$ 875
Beginning Fund Balance	309,052	318,330	246,700	141,625
<b>Total Resources</b>	<b>\$ 731,111</b>	<b>\$ 320,066</b>	<b>\$ 247,935</b>	<b>\$ 142,500</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 44,128	\$ -	\$ -	\$ -
Materials and Services	45,938	32,829	64,225	64,225
Transfers	322,716	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	318,329	287,237	183,710	78,275
<b>Total Requirements</b>	<b>\$ 731,111</b>	<b>\$ 320,066</b>	<b>\$ 247,935</b>	<b>\$ 142,500</b>

## City of Tualatin

### Fiscal Year 2014 - 2015

### Adopted Budget - CURD Projects Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	12,591	6,908	3,945	4,845
Transfers	-	-	-	-
Other Revenue	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 12,591</b>	<b>\$ 6,908</b>	<b>\$ 3,945</b>	<b>\$ 4,845</b>
Beginning Fund Balance	2,677,659	1,115,182	868,460	894,855
<b>Total Resources</b>	<b>\$ 2,690,250</b>	<b>\$ 1,122,090</b>	<b>\$ 872,405</b>	<b>\$ 899,700</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	175,000	32,035	61,925	80,180
Capital Outlay	1,400,068	36,001	79,300	450,000
Debt Service	-	-	-	-
Contingencies & Reserves	1,115,182	1,054,054	731,180	369,520
<b>Total Requirements</b>	<b>\$ 2,690,250</b>	<b>\$ 1,122,090</b>	<b>\$ 872,405</b>	<b>\$ 899,700</b>





# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Leveton Projects Fund

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	36,714	28,608	20,275	15,820
Transfers	24,617	48,890	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 61,331	\$ 77,498	\$ 20,275	\$ 15,820
Beginning Fund Balance	7,973,676	5,661,131	4,054,600	3,140,680
<b>Total Resources</b>	<b>\$ 8,035,007</b>	<b>\$ 5,738,629</b>	<b>\$ 4,074,875</b>	<b>\$ 3,156,500</b>

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	245,000	156,410	104,595	54,540
Capital Outlay	2,128,877	1,440,596	50,000	50,000
Debt Service	-	-	-	-
Contingencies & Reserves	5,661,130	4,141,623	3,920,280	3,051,960
<b>Total Requirements</b>	<b>\$ 8,035,007</b>	<b>\$ 5,738,629</b>	<b>\$ 4,074,875</b>	<b>\$ 3,156,500</b>

## Fiscal Year 2014/2015

**May 2014**

**Honorable Mayor Ogden**

**Members of the Tualatin City Council**

**Members of the Tualatin Budget Committee**

Coming off the exciting centennial year of 2013 in the City of Tualatin, we are pleased to present to you the Fiscal Year 2014/2015 City of Tualatin and Tualatin Development Commission (TDC) budgets. While it is difficult to outdo the excitement of our 100<sup>th</sup> birthday, City departments are still providing the quality services our citizens have come to enjoy and expect from the City.

Fiscal Year 2014/2015 will be another big year in the City of Tualatin. Development has increased all around town with projects such as Nyberg Rivers, Bridgeport Apartments and the Marquis Assisted Living Center being completed during the upcoming fiscal year. The Nyberg Rivers development will bring Cabela's, New Seasons Market and Home Goods, along with multiple restaurants, to the gateway of our city. While the extension of Seneca Street into the Nyberg Rivers development provides for a safer, more pedestrian friendly intersection adjacent to the Tualatin Public Library, it also meant the displacement of the Council Chambers, Municipal Court and the rest of the Finance Department. To better plan for future facility needs, the proposed budget includes funding for a civic facilities study to be completed during the fiscal year and a report back to the City Council during the year.

In addition to development related happenings, the upcoming fiscal year will keep city staff busy with an organization wide software upgrade. The City currently operates on outdated technology to provide many of

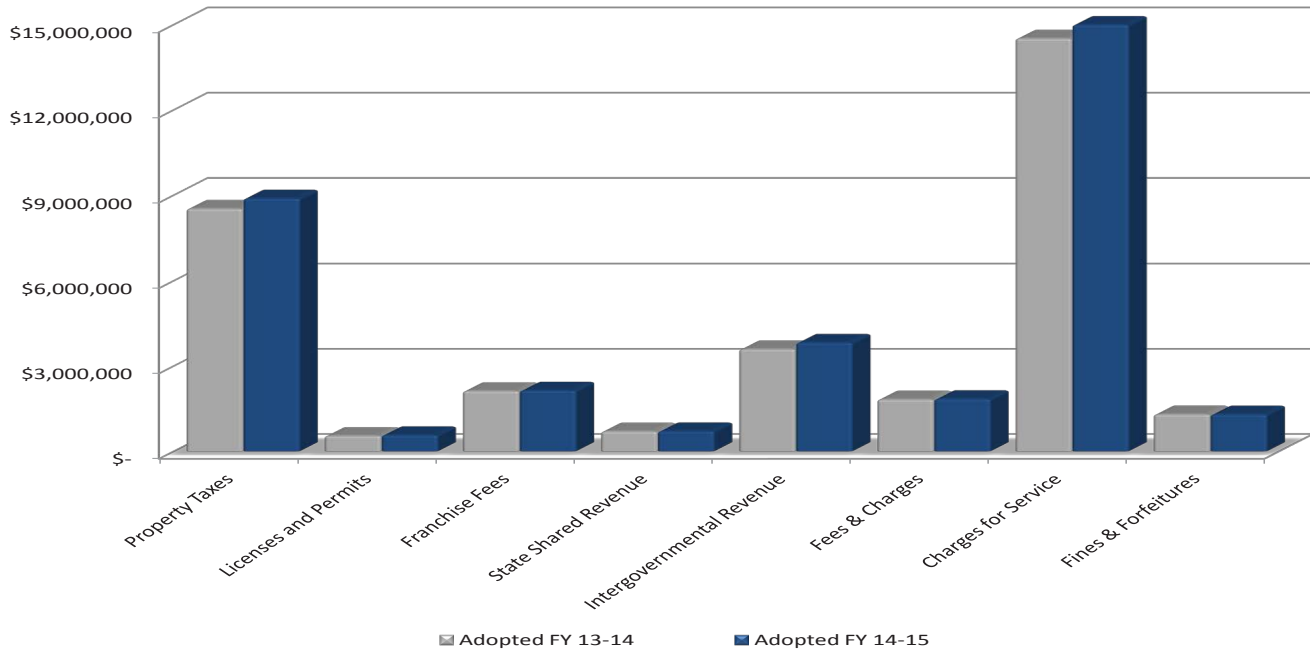
our core services. An inter-departmental team spent the last several years analyzing the City's software needs and after an exhaustive due diligence process, has selected what we are calling "The Big Three". The decision to select three separate software packages offers the City the best solution to improve our financial, community development and asset management software applications. While the project to implement three separate software solutions will be quite an undertaking for the organization, we feel the end product will help us provide additional and more efficient services to our customers. One-time capital outlay funds are included throughout the budget for this project and we will experience a savings on our annual software maintenance contracts, once the project is completed.

With these changes, as well as other changes which are discussed later in this budget message, the total proposed budget for Fiscal Year 2014/2015, including the Tualatin Development Commission, is \$74,847,035. This total accounts for a 3.0% decrease from the 2013/2014 adopted budget, as amended.

You will find that the Fiscal Year 2014/2015 Proposed Budget is once again a financially stable budget and further proves that the City of Tualatin is a Great Place to Live, Work and Play.

### Revenues

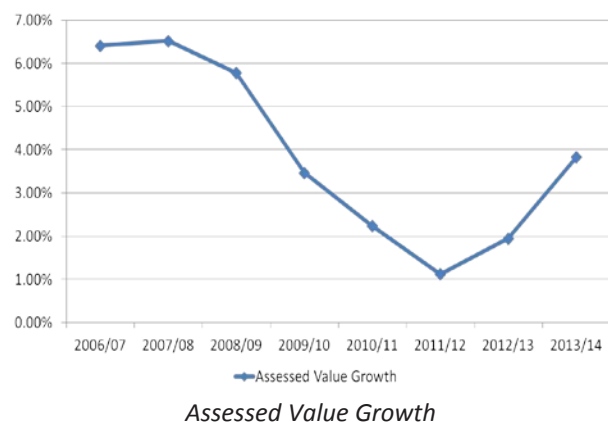
Overall, the City's revenues, less transfers and other revenue, increased 4.3%. The chart at the top of the following page represents the changes in the different categories that make up the total revenues for the City and the TDC. Once again, we are experiencing stable revenue growth, with all categories either maintaining previous levels or showing increases for 2014/2015.



Charges for Service, primarily for water, sewer and storm drain utility charges, make up almost 44% of the City's revenues. Over one-third of the revenue in this category is related to sewer and storm drain rates set by Clean Water Services (CWS). This revenue is passed-through to CWS and there is a corresponding expenditure in the sewer and storm drain operating funds to record these payments. Water rates are set by the City of Tualatin and continue to track the recommendation of the recently updated Water System Master Plan. Other items in this category include system development charges, and police services contracts with the City of Durham and for the Transit Police through TriMet. The category is increasing just less than 5% in 2014/2015.

Property taxes continue to make up almost half of the general fund revenues and are the second largest revenue source city-wide. The City of Tualatin has one of the lowest permanent tax rates in the Portland Metro Area at a levy rate of \$2.2665 per \$1,000 of assessed value.

Property tax revenues are based upon assessed value (AV), which differs from real market value (RMV), of a property and are limited by Measures 5 and 50, passed by Oregon voters in the 1990's. The chart below shows the City's Assessed Value Growth since 2006/2007. After a few years of declining assessed value percentage growth, we are once again exceeding 3% growth in our AV and with the higher than projected assessed value in 2013/2014 and the projected 2014/2015 percentage increase, property tax revenue is estimated to increase 4.25%.



Intergovernmental revenues are projected to increase 6.4% due to the Community Development Block Grant awarded to the City for the fire suppression system project at the Juanita Pohl Center, as well as increases to the dollars received for the Tualatin Public Library from the Washington County Cooperative Library System and the City's share from inclusion in the Clackamas County Library District.

The other noticeable difference in our revenue picture is the increase in Licenses and Permits in the Building Fund. As development activity has picked up, more projects throughout the city are obtaining building permits and we are projecting a 4.5% increase in this category.

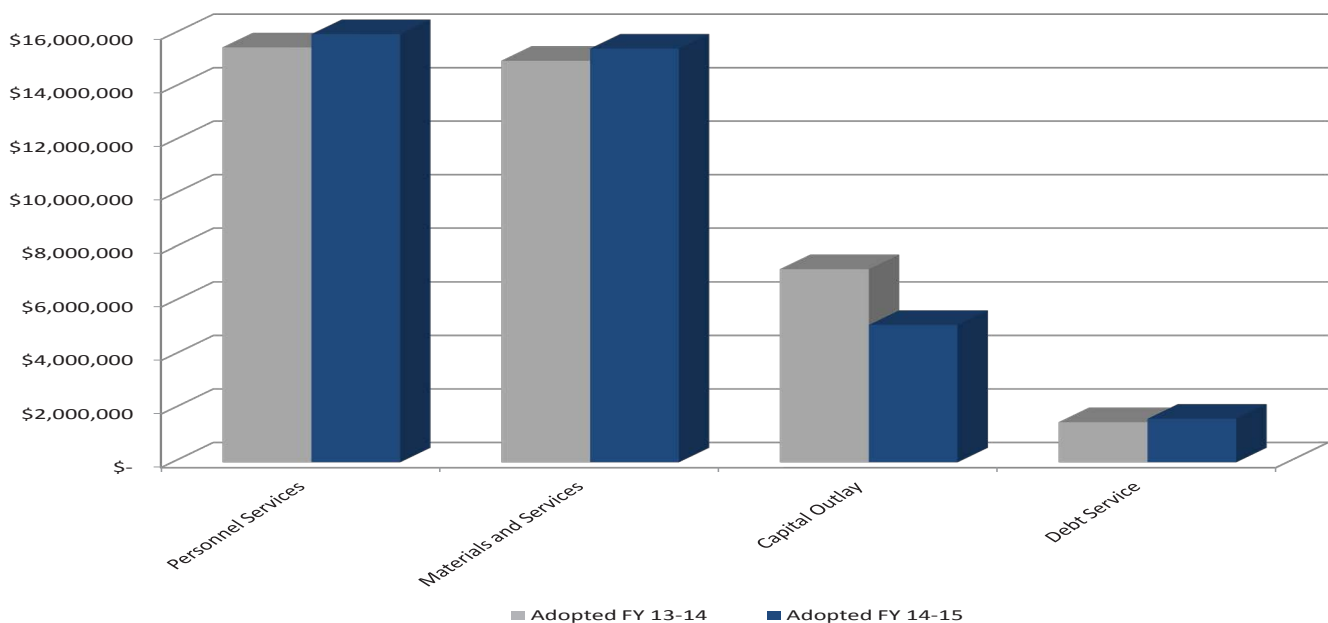
### Expenditures

As the Fiscal Year 2014/2015 budget process got underway, City Departments were given the premise of "Maintaining Our Current Level of Services, Aligned with the City Council's Goals" to work with as they put together their budget requests. Departments had to first incorporate expenditure increases related to items that are out of the City's control, primarily utility rate increases, fuel prices and contractual obligations that are increasing, such as the contract for police dispatch services. Even with these expenditures

incorporated into their requests, departments, once again, did an outstanding job keeping expenditure growth to a manageable level.

Throughout the budget, the materials and services (M&S) categories are at or below current year levels, with many being below. Even those budgets that are experiencing increases have kept the growth minimal. As you can see by the graph at the bottom of this page, there is a slight increase in M&S from the Adopted 2013/2014 budget. The 2.2% increase is largely attributable to the contractual obligations that were described above. Beyond these increases, materials and services expenditures to keep the lights on, and services provided, are remaining steady.

City employees, dedicated to providing excellent services to our citizens, continue to be the City's largest asset. Just over one-third of the City's budget is in personnel services and increases in this category are primarily contractual, as governed by the collective bargaining agreements with the Tualatin Employees Association and the Tualatin Police Officers Association. In addition, we identified a few areas where we needed to realign priorities, as service expectations have shifted. In the Planning Division of Community Development, additional capacity has been





added to keep up with the demands placed on the workload by the increased development around town, as well as the number of regional planning efforts underway and other items that are part of the City Council priorities. In the Tualatin Public Library, additional staffing in the Teen Room, as well as to provide outreach to the City's older adult population and members of our community demographics, has been added. In the General Fund, staffing increases were not funded fully by adding to the budget. Departments were asked to prioritize their requests against other budgeted items and made decisions that were best to provide the services to their customers.

When the budget was adopted for Fiscal Year 2013/2014, the Oregon Legislature had just passed SB822, one of the PERS reform bills considered by the legislature in the 2013 legislative session. The PERS Board had not met to determine the exact impacts on the contribution rate we pay, so the budget was adopted with the rates that were anticipated to be effective July 1, 2013, prior to SB822 being passed. Once the impact was known, reducing our contribution rate by 4.4%, the Council passed a budget adjustment, reducing the department's budgets and moving the amount into our PERS Reserve. Therefore, the adopted budget numbers in the detail pages in the Expenditures section of the budget are adopted budget numbers, as amended.

The City continues to fund capital outlay, using one-time or intermittent funding sources. While this method has worked for the City in the past, the amount fluctuates each year, as do our capital needs. To be prudent and have a more consistent funding source, we are adding a capital reserve in the General Fund in Fiscal Year 2014/2015. To seed this reserve, we are moving funds from the PERS Reserve.

This is possible due to the PERS reforms that were passed, as well as the increased performance of the PERS system and projected PERS contribution rates for the next biennium being significantly lower than originally planned.

Capital Outlay is decreasing from last year, due to the Operations Warehouse project being completed. There are still a number of projects and purchases being completed in the upcoming year for replacement of outdated technology and police vehicles, projects identified through our utility master plans, as well as in the capital improvement program. Capital projects included in the Proposed Budget can be found in the Capital Improvement Plan section of the budget document.

Debt service is increasing with the addition of principal and interest payments beginning in Fiscal Year 2014/2015 for the full faith and credit loan obtained to complete the Operations Warehouse Project during Fiscal Year 2013/2014.

### **Other Items of Note**

#### **Building Fund**

Since 2013, we have experienced an increase in activity and revenue in the Building Fund. Along with this increased activity and projected increases in future development, the Building Division is adding an additional Building Inspector, as well as upgrading their building permit software system. The new software will allow customers to schedule inspections on-line, as well as receive updates on their inspections through an on-line portal. There are a number of other improvements that staff and customers will experience once the software is fully implemented.



**Tualatin Development Commission**

The Tualatin Development Commission (TDC) is Tualatin's urban renewal agency, overseeing the City's two project areas, Central and Leveton. Over the years the Commission has developed excellent projects to reduce blight and ultimately enhance Tualatin's quality of life.

Both project funds have cash balances available to complete projects that were already being funded, or are on the urban renewal project lists. In the Central Urban Renewal District, parking lot improvements adjacent to the Library/City Offices and the SW Seneca Street extension are budgeted. The TDC will be analyzing the best use of the remaining balances in the Leveton Tax Increment District in the coming years.

Sincere thanks and credit goes to all City departments and their staff for their contributions to this proposed budget and to the fiscal health of the City of Tualatin. A special thanks to Finance Director, Don Hudson, and Finance Program Coordinator Lisa Thorpe, for their long hours and dedication to the preparation of this budget document showing why the City of Tualatin continues to be a Great Place to Live, Work and Play.

Respectfully submitted,



Sherilyn Lombos  
City Manager / City Recorder  
Administrator, Tualatin Development  
Commission





City of Tualatin

“A Great Place to LIVE, WORK, PLAY”



## City of Tualatin

### Fiscal Year 2014 - 2015

### Adopted Budget - Revenues

#### Summary of Resources by Source

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Property Taxes	\$ 8,259,442	\$ 8,438,011	\$ 8,528,225	\$ 8,890,655
Licenses and Permits	385,463	621,689	549,500	574,500
Franchise Fees	2,205,176	2,071,040	2,124,000	2,144,400
State Shared Revenue	641,681	663,776	703,100	711,150
Intergovernmental Revenue	3,726,008	3,613,730	3,597,425	3,827,950
Fees & Charges	3,201,231	4,021,810	1,829,340	1,844,325
Charges for Service	13,754,591	14,690,034	14,517,555	15,225,630
Fines & Forfeitures	1,382,916	1,225,559	1,304,000	1,303,000
Principal	87,056	87,036	-	-
Interest	196,607	228,583	153,610	207,155
Transfers	6,200,327	6,222,800	9,530,405	7,345,195
Other Revenue	241,717	205,398	1,271,750	167,365
Total Current Resources	\$ 40,282,215	\$ 42,089,466	\$ 44,108,910	\$ 42,241,325
Beginning Fund Balance	26,073,363	28,901,415	27,867,995	29,402,010
<b>Total Resources</b>	<b>\$ 66,355,578</b>	<b>\$ 70,990,881</b>	<b>\$ 71,976,905</b>	<b>\$ 71,643,335</b>



## Revenue

## revenue sources

Overall, the City's revenues, less transfers and other revenue, increased 4.3%. The chart at the top of the following page represents the changes in the different categories that make up the total revenues for the City and the TDC. Once again, we are experiencing stable revenue growth, with all categories either maintaining previous levels or showing increases for 2014/2015.

**Property taxes** continue to make up almost half of the general fund revenues and are the second largest revenue source city-wide. The City of Tualatin has one of the lowest permanent tax rates in the Portland Metro Area at a levy rate of \$2.2665 per \$1,000 of assessed value.

Property tax revenues are based upon assessed value (AV), which differs from real market value (RMV), of a property and are limited by Measures 5 and 50, passed by Oregon voters in the 1990's.

After a few years of declining assessed value percentage growth, we are once again exceeding 3% growth in our AV and with the higher than projected

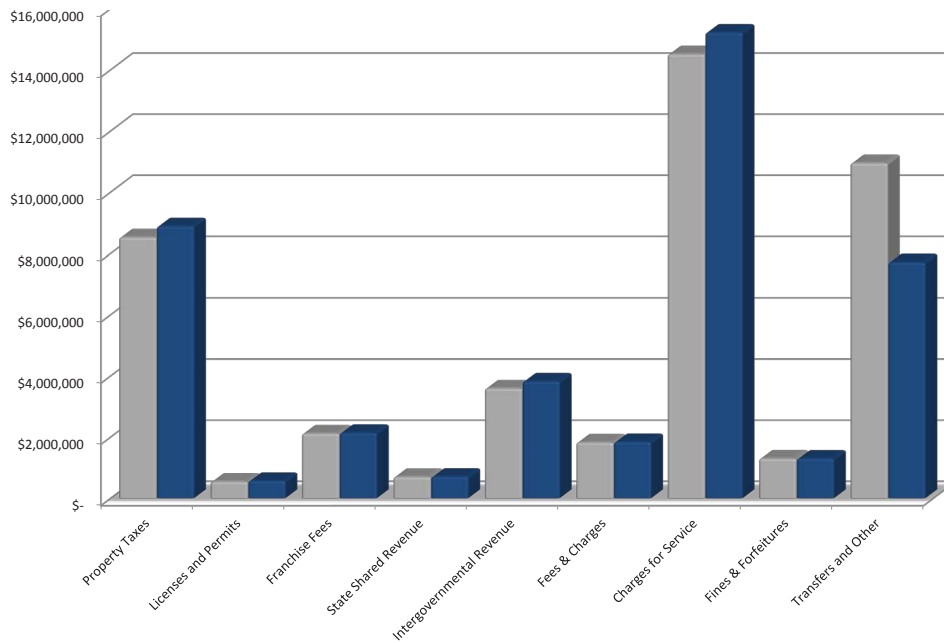
assessed value in 2013/2014 and the projected 2014/2015 percentage increase, property tax revenue is estimated to increase 4.25%.

**Charges for Service**, primarily for water, sewer and storm drain utility charges, make up almost 44% of the City's revenues. Over one-third of the revenue in this category is related to sewer and storm drain rates set by Clean Water Services (CWS). This revenue is passed-through to CWS and there is a corresponding expenditure in the sewer and storm drain operating funds to record these payments. Water rates are set by the City of Tualatin and continue to track the recommendation of the recently updated Water System Master Plan. Other items in this category include system development charges, and police services contracts with the City of Durham and for the Transit Police through TriMet. The category is increasing just less than 5% in 2014/2015.

**Intergovernmental revenues** are projected to increase 6.4% due to the Community Development Block Grant awarded to the City for the fire suppression system project at the Juanita Pohl Center, as well as increases to the dollars received for the Tualatin







Public Library from the Washington County Cooperative Library System and the City's share from inclusion in the Clackamas County Library District.

**Licenses, Permits and Fees** - As development activity has picked up, more projects throughout the city are obtaining building permits and we are projecting a 4.5% increase in this category.

Transfers and others - Transfers and others are decreasing due to one-time transfers related to closure of the Infrastructure Reserve Fund in the 2013/2014 budget.

Fines & Forfeitures - Fines and Forfeitures are budgeted to remain stable from Municipal Court fines.





### An Overview of Property Tax Revenues

The newly-elected city council member, as a member of the governing body of a multi-million dollar (in most cases) municipal corporation, has assumed a tremendous responsibility. Because of new financial procedures, practices, regulations, and constraints, the financial management of a city receives almost daily attention both inside and outside city hall. The bottom line; citizens expect their city councils to oversee the city with appropriate policies and controls – perhaps to an even greater degree in today's economic climate.

To perform this duty in a way that meets these expectations, members of a city council must become involved in many areas of a city's financial management, which requires a basic understanding of city revenues – the different types of revenues, how they originate, and the legal limitations placed on cities.

### The Property Tax System

While property tax revenue makes up only a portion of most city budget, it is usually a critical resource supporting daily operations. Therefore, it is important to understand the Oregon property tax system because it affects how the city is financed. Both the Oregon Constitution and Oregon Revised Statutes (ORS) limit the amount and types of tax a city may impose.

The Oregon Constitution contains several key provisions on property tax limitations. The oldest provision, adopted in 1916, limited the amount of property taxes that a local government may levy (collect) without a vote of the people. The voter approved tax levy was called a **tax base**.

The second limitation came in 1990 with the passage of Ballot Measure 5 [Article XI, Section 11(b), *Oregon Constitution*]. The measure introduced **tax rate limits** – one for schools (kindergarten through community

colleges) and one for all other local governments, including cities.

The third limitation was adopted by the voters in November 1996 and is referred to as Ballot Measure 50 (BM 50). This limitation, created a new property tax system by repealing the tax base system created in 1916 and replacing it with a **permanent tax rate system** with some options. Ballot Measures 5 and 50 govern the state's current property tax system.

### Property Tax Collection & Measure 5 Limitations

Before a city collects property taxes, a county assessor must determine assessed values for property. This is done annually, when the assessor reviews tax bills each year and applies the limitations, in order, described in Ballot Measure 50 and Ballot Measure 5.

As an Oregon local government, cities (along with other taxing districts serving a given area) are limited to collecting no more than \$10.00 per \$1,000 of market value for any property. The actual amount an individual property owner pays in property taxes each year still depends on four factors:

1. The total amount levied by the various local government taxing units;
2. The currency and accuracy of the market value of the individual property relative to all others within the taxing jurisdictions. The "market value" of property is to be determined as of January 1 of each year.
3. The total amount of taxable assessed value within the taxing jurisdictions; and
4. The \$10.00 tax rate limit.  
The Tax rate is generally expressed in Dollars per \$1,000 of assessed value.

The Tax rate is generally expressed in Dollars per \$1,000 of assessed value. The tax rate of each taxing district in which property is located is added together and the total may not exceed \$10.00 per \$1,000 of market value. Cities whose total tax rate for all taxing local government units is over \$10.00 will receive less than the total amount levied. Voter approved debt

**Tax Rate Effect on a \$125,000 House**  
Rate x 100 = Tax Bill

Taxing Jurisdictions	Tax Rate *x	Value = \$125,000 /1,000	Total Tax on a \$125,000 House
City X	\$4.00	125	\$500.00
City Y	\$2.66	125	\$332.50
Park District	\$1.25	125	\$156.25
Total tax bill for local governments	\$7.91	125	\$988.75

service is not included in the \$10.00 limit; so the actual total tax rate may be higher than \$10.00, but the portion that goes for operations may not exceed \$10.00.

### Ballot Measure 50 Limitations

As stated above, BM 50 changed the Oregon property tax system. Some key features of the measure include:

- In the first year, a roll back of assessed values to 10 percent below the 1995-96 level;
- The establishment of a permanent tax rate set by the state;
- A cap on assessed value growth of 3 percent annually, except for new construction, subdivision, re-modeling, rezoning, loss of special assessment or exemption;
- Allowance for a Local Option Levy (see following discussion on Other Levies);
- Limitations on debt financing to bonds for capital construction or improvements; and
- New requirements on voter turnout for Local Options Levies and Bonded Debt.

**Computation of the Local Government Tax Rate**

Taxing District	Operating Levy	Assessed Value = (Value/1,000)	Permanent Tax Rate
City X	\$ 1,000,000.00	\$250,000.00	\$4.00
City Y	\$ 2,000,000.00	\$750,000.00	\$2.66
Park District	\$ 500,000.00	\$400,000.00	\$1.25
Total tax rate for local governments			\$7.91
Additional taxing capacity remaining under BM 5 \$10.00 limitation)			\$2.09



After Ballot Measure 50 was adopted, the Oregon Legislature adopted enabling laws and the state established each jurisdiction's permanent property tax rate. No action of the city may increase the permanent rate. The only way a city may increase its property tax collections is to request additional funds through a local option levy for either general or specific purposes. The legislation also provided guidelines for determining project eligibility for bonded debt.

**Property Assessment: Policies and Administration**  
Assessment of property is primarily done by the county assessor. The Oregon Department of Revenue appraises manufacturing properties valued over \$1 million, public utilities, and certain timberland. County assessors must track both market and assessed values (as noted above, Ballot Measure 5 requires market value and BM 50 requires assessed value). Oregon law requires all real property in each county to be appraised using a method of appraisal approved by the Department of Revenue administrative rules.

To do the appraisal, the assessor divides each county into "appraisal areas," "neighborhoods," "value areas," or "hot spots." Each year appraisers from the assessor's office estimate the real market value for properties within identified re-appraisal areas. Properties that are not included in the re-appraisal area are valued based upon market trends identified by the assessor's certified ratio study.

Oregon law required that all property be valued as of the assessment date for the tax rate. BM 50 changed the definition of the assessment date from July 1 at 1:00 a.m. to January 1 at 1:00 a.m. By choosing one particular day in the assessment year as the basis for taxation, the Legislature has tried to ensure that all taxpayers are treated equitably.

Ballot Measure 50 created a maximum assessed value of property, which in 1997-98 was the 1995-96 value minus 10 percent, and limited future growth of maximum assessed value to three (3) percent per year with certain exceptions. These exceptions are properties that have experienced new construction, remodeling, subdivisions, partitions or re-zoning. The taxable value of a property is whichever is the lower, real market value or the maximum assessed value. BM 50 legislation created a board of Property Tax Appeals (formerly called the Board of Equalization) and eliminated the Board of Ratio Review. Property owners who think that the value is too high may appeal to the board after they receive their tax statement in the third week of October and up to 5:00 p.m. on December 31. The Board of Property Tax Appeals is composed of three members selected by the county clerk. The board is a very important part of maintaining a fair and equitable property tax system in Oregon. If property owners, after appealing locally, are still not satisfied, they have further appeal rights at Magistrate, Tax Court and the Supreme Court.

See chart on next page

Type of Property Tax Levies			
Type of Levy	Length	Purpose	Other Limitations
A. Tax Rate	Indefinite	General	3% annual increase in assessed value' subject to BM limitations
B. Local Option Levy			
1. Fixed dollar	1 -- 5 years 1- 10 years	Operating Capital Purposes	Levy uniformly; include estimate not to be received
2. Tax Rate	same	Operating Capital Purposes	Levied as maximum per \$1,000 AV; must estimate amount raised each year
C. Debt Service	Terms of bonds	Specific	Restricted to annual principal and interest payments

Local option levies for capital purposes may be for up to 10 years or the useful life of the assets. The asset ("project") is also defined in statute to include the acquisition of land, the acquisition of buildings, additions to buildings that increase its square footage, construction of a building, the acquisition and installation of machinery and equipment that will become an integral part of a building, or the purchase of furnishings, equipment or other tangible property with an expected life of more than one year.

statement imposing the tax, fee, charge or assessment is mailed to any one of the petitioners. The city may enact a classification ordinance/resolution at any time. It is important to know that changing the amount of the tax, fee, charge or assessment does not open the door for taxpayer challenges. However, if the city changes the characteristics, attributes or purposes of the revenue, a new 60-day time frame for taxpayer challenge is created. Finally, depending on the outcome of a challenge, the city may be required to refund "excess funds" to the petitioners.

## Taxes Versus Fees under Ballot Measure 5

Part of Ballot Measure 5 legislation allows cities to distinguish between taxes and fees. This is important because how a fee or tax is classified determines whether it is inside or outside the \$10.00 tax rate limit. The council may adopt an ordinance or resolution that classifies whether or not a tax, fee, charge or assessment is subject to the limitation. Taxpayers then have 60 days in which to challenge the classification. The council may also petition the Oregon Tax Court to determine that its classification is correct. If the city chooses not to classify revenues, ten or more taxpayers may challenge the tax, fee, charge or assessment within 60 days after the

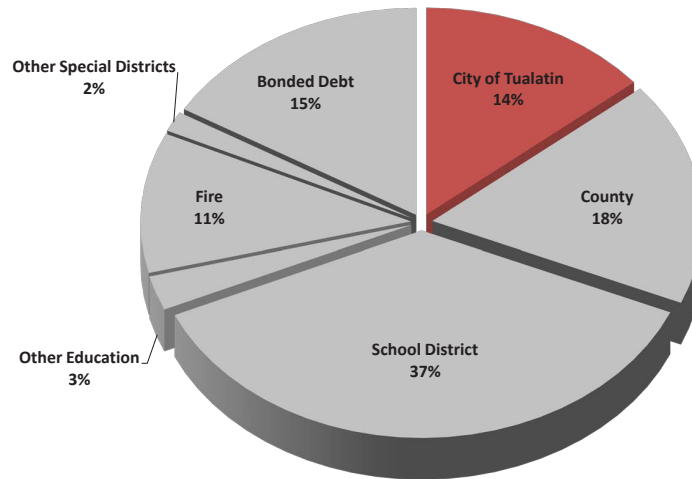
## Summary

Local Government leaders need a sound understanding of local finances to be good stewards of the public's money. While financial administration is not a highly visible management responsibility, good money management is essential to ensuring that the ways and means can be found to fund the city's functions and that adequate internal controls are in place to ensure the city's financial integrity.

*\*Article provided by permission from the League of Oregon Cities, February 2009 Local Focus*

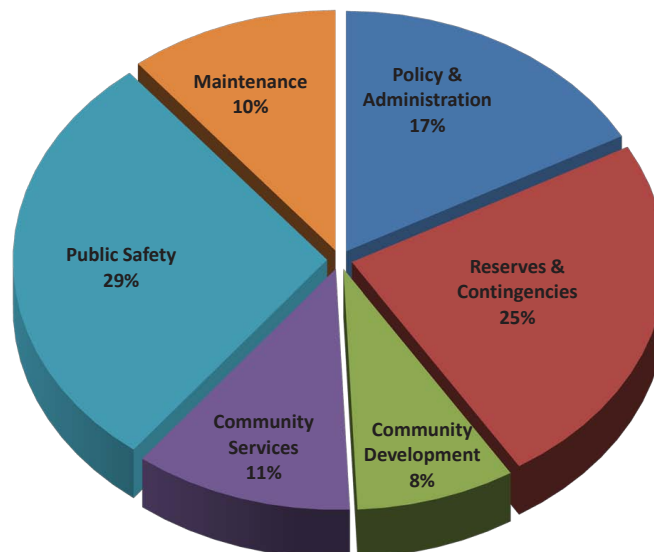


**Tax Dollars at Work**



Annual property taxes are based upon the assessed value, as opposed to the market value, of your property. The average Tualatin resident pays \$16.34 per \$1,000 of assessed value. Therefore, a homeowner with an assessed value of \$200,000 pays property tax of \$3,268 annually. Of this amount, the City of Tualatin receives approximately 14%, or \$458. The remaining amount is allocated to other entities, such as the County, school districts and the fire district. For a complete list of entities, consult your property tax statement.

**Tax Dollars at work in Tualatin**



The amount of your property tax bill that is received by the City of Tualatin is allocated as indicated above.

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	5,586,850	6,491,801	6,163,100	6,400,000	6,405,000	6,410,000
<b>Beginning Fund Balance</b>	<b>5,586,850</b>	<b>6,491,801</b>	<b>6,163,100</b>	<b>6,400,000</b>	<b>6,405,000</b>	<b>6,410,000</b>
Current Year	7,166,131	7,344,738	7,468,225	7,810,655	7,810,655	7,810,655
Prior Year	134,234	128,040	110,000	130,000	130,000	130,000
Payments in Lieu of	1,022	1,037	-	-	-	-
<b>Property Taxes</b>	<b>7,301,386</b>	<b>7,473,816</b>	<b>7,578,225</b>	<b>7,940,655</b>	<b>7,940,655</b>	<b>7,940,655</b>
Franchise Fees	2,159,168	2,032,773	2,124,000	2,144,400	2,144,400	2,144,400
Special Franchise Payment	46,008	38,267	-	-	-	-
<b>Franchise Fees</b>	<b>2,205,176</b>	<b>2,071,040</b>	<b>2,124,000</b>	<b>2,144,400</b>	<b>2,144,400</b>	<b>2,144,400</b>
OLCC Per Capita	332,963	348,017	374,300	377,800	377,800	377,800
Cigarette Taxes	38,104	37,109	34,500	33,150	33,150	33,150
OLCC Formula Shared Rev	270,615	278,650	294,300	300,200	300,200	300,200
<b>State Shared Revenue</b>	<b>641,681</b>	<b>663,776</b>	<b>703,100</b>	<b>711,150</b>	<b>711,150</b>	<b>711,150</b>
Motel Tax	183,534	211,175	180,000	210,000	210,000	210,000
Library Revenue-Wash Co	1,280,673	1,310,128	1,342,890	1,376,455	1,376,455	1,376,455
Library Revenue-Clack Co	141,332	76,000	76,890	81,885	81,885	81,885
PCN Operations Grant	-	52,553	-	-	-	-
Metro Con Excise Tx Grant	13,575	72,000	277,600	253,000	253,000	253,000
DUII Grant	1,300	1,430	1,400	1,400	1,400	1,400
Other Grant Revenue	3,850	5,350	10,350	8,700	8,700	8,700
Seat Belt Grant	2,330	3,950	6,000	4,000	4,000	4,000
Tualatin School Dist	141,894	27,768	32,025	54,280	54,280	54,280
Misc Grants	11,501	36,548	9,650	9,200	9,200	9,200
Other Grant Revenue	2,484	34,180	1,000	-	-	-
<b>Intergovernmental Revenue</b>	<b>1,782,472</b>	<b>1,831,083</b>	<b>1,937,805</b>	<b>1,998,920</b>	<b>1,998,920</b>	<b>1,998,920</b>
Architectural Review	19,714	16,189	20,000	18,000	18,000	18,000
Signs	13,543	10,611	15,000	12,000	12,000	12,000
Other Land Use Appl Fees	79,939	16,907	22,000	22,000	22,000	22,000
Public Works Permit Fees	8,835	7,389	15,000	8,000	8,000	8,000
Water Quality Permit Fees	404	-	2,000	2,000	2,000	2,000
Business License Fee	118,265	134,386	125,000	130,000	130,000	130,000
Metro Business License	30,504	30,380	30,000	30,000	30,000	30,000
Rental License	39,372	30,562	30,000	30,000	30,000	30,000
Lien Search Fees	10,130	14,494	10,000	12,000	12,000	12,000
Maps, Codebooks, Copies	186	439	500	500	500	500
Passport Execution Fee	36,982	40,075	35,000	40,000	40,000	40,000
Passport Execution Fee	10,047	6,537	-	-	-	-





## Revenue

*general fund  
revenue*

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Liquor License Fee	3,300	2,960	3,300	3,300	3,300	3,300
Police Reports & Photos	3,180	2,910	3,000	4,000	4,000	4,000
Vehicle Impound Fee	26,200	24,607	20,000	25,000	25,000	25,000
Picnic Shelter Fees	7,405	8,200	9,140	7,900	7,900	7,900
Ball Field Fees	18,055	15,195	16,000	16,000	16,000	16,000
Alcohol Permit Fees	2,525	2,815	3,150	3,700	3,700	3,700
Juanita Pohl Ctr Use Fees	8,248	20,453	16,000	20,000	20,000	20,000
Brown's Ferry Comm Ctr	440	273	130	1,600	1,600	1,600
Heritage Center	465	4,530	6,000	5,000	5,000	5,000
Concession Fee	3,336	3,505	1,500	3,500	3,500	3,500
Grant / GREAT Program	7,925	7,110	8,000	7,000	7,000	7,000
Recreation User Fees	30,430	77,325	89,900	76,000	76,000	76,000
Recreation Program Fees	25,100	1,170	-	-	-	-
Street Tree Fees	6,430	13,040	10,000	10,000	10,000	10,000
Library Program User Fees	3,082	2,184	3,000	3,000	3,000	3,000
Community Room Rental	120	703	500	500	500	500
Library Fines,Cards,Books	65,460	71,158	70,500	70,500	70,500	70,500
<b>Fees &amp; Charges</b>	<b>608,589</b>	<b>588,847</b>	<b>587,120</b>	<b>584,000</b>	<b>584,000</b>	<b>584,000</b>
Fleet Services	2,821	5,477	4,000	8,000	8,000	8,000
Durham Police	110,000	113,300	116,700	120,200	120,200	120,200
Police Services	124,932	106,634	120,000	118,000	118,000	118,000
<b>Charges for Service</b>	<b>237,754</b>	<b>225,411</b>	<b>240,700</b>	<b>246,200</b>	<b>246,200</b>	<b>246,200</b>
Municipal Court Fines	1,331,425	1,177,520	1,300,000	1,300,000	1,300,000	1,300,000
Other Court Fines	37,459	44,338	-	-	-	-
Other Restitution	650	1,383	2,000	3,000	3,000	3,000
<b>Fines &amp; Forfeitures</b>	<b>1,369,534</b>	<b>1,223,241</b>	<b>1,302,000</b>	<b>1,303,000</b>	<b>1,303,000</b>	<b>1,303,000</b>
Interest on Investments	37,050	43,430	35,000	40,000	40,000	40,000
Washington County	23,833	21,774	15,000	20,000	20,000	20,000
Clackamas County	2,939	2,948	2,000	3,000	3,000	3,000
<b>Interest</b>	<b>63,823</b>	<b>68,152</b>	<b>52,000</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>
Transfers - Building	94,674	205,045	260,260	289,190	289,190	289,190
Transfers - Water	660,000	724,170	848,580	912,530	912,530	912,530
Transfers - Sewer	645,706	717,210	806,990	884,910	884,910	884,910
Transfers - Storm Drain	441,765	419,050	424,810	487,170	487,170	487,170
Transfers - Road Utility	129,762	149,185	160,980	153,020	153,020	153,020
Transfers - Road Gas Tax	407,345	454,930	467,980	469,990	469,990	469,990
Transfers - Core Area Pkg	64,027	68,345	24,030	23,470	23,470	23,470
Transfers - Water Devel	1,564	5,295	17,600	2,560	2,560	2,560
Transfers - Sewer Devel	2,748	4,570	16,080	9,770	9,770	9,770

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Transfers - Park Devel	16,917	13,690	17,790	25,970	25,970	25,970
Transfers - Urban Redevel	322,716	-	-	-	-	-
Reimburse - CURD Projects	-	32,035	61,925	80,180	80,180	80,180
Reimburse - Leveton Proj	-	156,410	104,595	54,540	54,540	54,540
<b>Transfers &amp; Reimbursements</b>	<b>2,787,545</b>	<b>2,949,935</b>	<b>3,211,620</b>	<b>3,393,300</b>	<b>3,393,300</b>	<b>3,393,300</b>
Rental	9,262	3,225	4,500	1,200	1,200	1,200
Other Space Rental	10,645	12,933	12,100	12,410	12,410	12,410
T-Mobile	12,720	15,549	14,525	18,390	18,390	18,390
Other Library Donations	16,315	16,583	26,000	16,000	16,000	16,000
Other Police	(95)	-	-	-	-	-
Concerts on the Commons	11,000	16,600	10,200	15,000	15,000	15,000
Donations Assorted	5,449	11,500	4,000	3,400	3,400	3,400
Insurance Proceeds	9,170	7,278	24,500	-	-	-
Other Misc Income	17,033	27,017	40,000	25,000	25,000	25,000
Employee Store	28	-	-	-	-	-
Cash Over / Short	(20)	26	-	-	-	-
Metro Area Mayors Forum	-	1,700	1,600	1,600	1,600	1,600
<b>Other Revenue</b>	<b>91,506</b>	<b>112,412</b>	<b>137,425</b>	<b>93,000</b>	<b>93,000</b>	<b>93,000</b>
<b>Total Revenue</b>	<b>\$ 22,676,316</b>	<b>\$ 23,699,514</b>	<b>\$ 24,037,095</b>	<b>\$ 24,877,625</b>	<b>\$ 24,882,625</b>	<b>\$ 24,887,625</b>



## Revenue

*building  
revenue*

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	1,458,273	1,526,017	1,192,075	1,299,010	1,299,010	1,299,010
<b>Beginning Fund Balance</b>	<b>1,458,273</b>	<b>1,526,017</b>	<b>1,192,075</b>	<b>1,299,010</b>	<b>1,299,010</b>	<b>1,299,010</b>
Structural	189,789	341,827	350,000	365,000	365,000	365,000
Plumbing	54,580	105,585	65,000	70,000	70,000	70,000
Erosion Control	15,500	8,025	10,000	10,000	10,000	10,000
Mechanical	117,994	160,849	120,000	125,000	125,000	125,000
Mobile Homes	182	-	-	-	-	-
Signs, Excation, Demolition	7,419	5,403	4,500	4,500	4,500	4,500
<b>Building Permits</b>	<b>385,463</b>	<b>621,689</b>	<b>549,500</b>	<b>574,500</b>	<b>574,500</b>	<b>574,500</b>
Structural	126,978	179,967	125,000	130,000	130,000	130,000
Plumbing	8,669	14,059	13,000	13,000	13,000	13,000
Erosion Control	7,140	4,530	4,500	4,500	4,500	4,500
Mechanical	103,582	139,045	110,000	115,000	115,000	115,000
Fire & Safety	40,683	69,485	50,000	50,000	50,000	50,000
Miscellaneous	3,950	2,493	2,000	2,000	2,000	2,000
Admin Fees-Metro	1,885	2,953	2,000	2,000	2,000	2,000
Admin Fees-School Dist	1,436	3,067	3,000	3,000	3,000	3,000
<b>Fees &amp; Charges</b>	<b>294,323</b>	<b>415,598</b>	<b>309,500</b>	<b>319,500</b>	<b>319,500</b>	<b>319,500</b>
Maps, Codebooks, Copies	642	276	100	100	100	100
<b>Maps, Codebooks, Copies</b>	<b>642</b>	<b>276</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
Interest on Investments	8,582	11,139	5,000	8,000	8,000	8,000
<b>Interest</b>	<b>8,582</b>	<b>11,139</b>	<b>5,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
Transfers - Water	6,900	7,110	7,110	9,200	9,200	9,200
Transfers - Sewer	4,050	4,175	4,175	5,400	5,400	5,400
Transfers - Storm Drain	4,050	4,175	4,175	5,400	5,400	5,400
<b>Transfers &amp; Reimbursements</b>	<b>15,000</b>	<b>15,460</b>	<b>15,460</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
Other Misc Income	2,465	112	200	200	200	200
<b>Other Revenue</b>	<b>2,465</b>	<b>112</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Total Revenue</b>	<b>\$ 2,164,748</b>	<b>\$ 2,590,291</b>	<b>\$ 2,071,835</b>	<b>\$ 2,221,310</b>	<b>\$ 2,221,310</b>	<b>\$ 2,221,310</b>

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	144,867	153,164	780,430	744,670	744,670	744,670
<b>Beginning Fund Balance</b>	<b>144,867</b>	<b>153,164</b>	<b>780,430</b>	<b>744,670</b>	<b>744,670</b>	<b>744,670</b>
Greenspaces	-	264,943	74,250	88,860	88,860	88,860
CDBG Grant	428,838	-	-	133,000	133,000	133,000
<b>Intergovernmental Revenue</b>	<b>428,838</b>	<b>264,943</b>	<b>74,250</b>	<b>221,860</b>	<b>221,860</b>	<b>221,860</b>
Parks SDC's	73,720	644,092	15,570	20,570	20,570	20,570
<b>Fees &amp; Charges</b>	<b>73,720</b>	<b>644,092</b>	<b>15,570</b>	<b>20,570</b>	<b>20,570</b>	<b>20,570</b>
Interest on Investments	727	3,736	500	2,000	2,000	2,000
<b>Interest</b>	<b>727</b>	<b>3,736</b>	<b>500</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Reimburse - General Fund	22,500	-	-	14,000	14,000	14,000
<b>Transfers &amp; Reimbursements</b>	<b>22,500</b>	<b>-</b>	<b>-</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
Other Misc Income	36,196	-	-	-	-	-
<b>Other Revenue</b>	<b>36,196</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 706,848</b>	<b>\$ 1,065,934</b>	<b>\$ 870,750</b>	<b>\$ 1,003,100</b>	<b>\$ 1,003,100</b>	<b>\$ 1,003,100</b>



## Revenue

## community services - tualatin scholarship revenue

<b>Account Description</b>	<b>Actual FY 11-12</b>	<b>Actual FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Proposed FY 14-15</b>	<b>Approved FY 14-15</b>	<b>Adopted FY 14-15</b>
Beginning Fund Balance	51,485	50,745	50,535	50,635	50,635	50,635
<b>Beginning Fund Balance</b>	<b>51,485</b>	<b>50,745</b>	<b>50,535</b>	<b>50,635</b>	<b>50,635</b>	<b>50,635</b>
Interest on Investments	260	283	250	250	250	250
<b>Interest</b>	<b>260</b>	<b>283</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Total Revenue</b>	<b>\$ 51,745</b>	<b>\$ 51,029</b>	<b>\$ 50,785</b>	<b>\$ 50,885</b>	<b>\$ 50,885</b>	<b>\$ 50,885</b>



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
911 Emergency Comm Tax	127,548	31,667	-	-	-	-
Fees & Charges	127,548	31,667	-	-	-	-
Total Revenue	<u>\$ 127,548</u>	<u>\$ 31,667</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>





## Revenue

core area parking district  
revenue

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	223,508	187,914	61,290	83,360	83,360	83,360
Reserve for Lot Construct	-	-	45,500	45,500	45,500	45,500
<b>Beginning Fund Balance</b>	<b>223,508</b>	<b>187,914</b>	<b>106,790</b>	<b>128,860</b>	<b>128,860</b>	<b>128,860</b>
Core Area Parking-Current	39,725	65,008	50,000	50,000	50,000	50,000
<b>Charges for Service</b>	<b>39,725</b>	<b>65,008</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Municipal Court Fines	2,362	1,088	2,000	-	-	-
<b>Fines &amp; Forfeitures</b>	<b>2,362</b>	<b>1,088</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	1,050	785	1,000	1,000	1,000	1,000
<b>Interest</b>	<b>1,050</b>	<b>785</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Revenue</b>	<b>\$ 266,645</b>	<b>\$ 254,796</b>	<b>\$ 159,790</b>	<b>\$ 179,860</b>	<b>\$ 179,860</b>	<b>\$ 179,860</b>



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Reimburse - Operations	-	-	1,010,000	-	-	-
<b>Transfers &amp; Reimbursements</b>	-	-	<b>1,010,000</b>	-	-	-
Long Term Debt	-	-	1,100,000	-	-	-
<b>Sales of Bonds/Other Financing</b>	-	-	<b>1,100,000</b>	-	-	-
<b>Total Revenue</b>	-	-	<b>\$ 2,110,000</b>	-	-	-



## Revenue

infrastructure reserve  
revenue

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	2,506,069	2,310,657	-	-	-	-
Beg Bal - Sewer	-	-	1,975,735	-	-	-
Beg Bal - Road Gas Tax	-	-	52,790	-	-	-
<b>Beginning Fund Balance</b>	<b>2,506,069</b>	<b>2,310,657</b>	<b>2,028,525</b>	-	-	-
Sewer	4,003	3,045	-	-	-	-
Road Gas Tax	160	122	-	-	-	-
Storm Drain SDC	8,154	6,203	-	-	-	-
<b>Interest</b>	<b>12,317</b>	<b>9,370</b>	-	-	-	-
Transfers - General Fund	27,270	-	-	-	-	-
Transfers - Road Gas Tax	15,000	10,995	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>42,270</b>	<b>10,995</b>	-	-	-	-
<b>Total Revenue</b>	<b>\$ 2,560,657</b>	<b>\$ 2,331,022</b>	<b>\$ 2,028,525</b>	-	-	-



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	466,961	469,367	473,840	474,875	474,875	474,875
<b>Beginning Fund Balance</b>	<b>466,961</b>	<b>469,367</b>	<b>473,840</b>	<b>474,875</b>	<b>474,875</b>	<b>474,875</b>
Interest on Investments	2,407	2,643	2,370	2,700	2,700	2,700
<b>Interest</b>	<b>2,407</b>	<b>2,643</b>	<b>2,370</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>
<b>Total Revenue</b>	<b>\$ 469,368</b>	<b>\$ 472,011</b>	<b>\$ 476,210</b>	<b>\$ 477,575</b>	<b>\$ 477,575</b>	<b>\$ 477,575</b>



## Revenue

## public works - operations revenue

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	1,182,535	1,394,132	1,317,745	580,735	580,735	580,735
<b>Beginning Fund Balance</b>	<b>1,182,535</b>	<b>1,394,132</b>	<b>1,317,745</b>	<b>580,735</b>	<b>580,735</b>	<b>580,735</b>
Other Restitution	11,020	1,230	-	-	-	-
<b>Fines &amp; Forfeitures</b>	<b>11,020</b>	<b>1,230</b>	-	-	-	-
Interest on Investments	8,131	9,433	8,000	8,000	8,000	8,000
<b>Interest</b>	<b>8,131</b>	<b>9,433</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
Transfers - Water	1,110,232	1,017,430	1,169,600	1,407,570	1,407,570	1,407,570
Transfers - Sewer	341,073	318,245	330,330	441,350	441,350	441,350
Transfers - Storm Drain	563,264	528,190	521,160	603,650	603,650	603,650
Transfers - Road Utility	82,905	86,255	79,915	96,430	96,430	96,430
Transfers - Road Gas Tax	253,436	262,935	234,960	289,310	289,310	289,310
<b>Transfers &amp; Reimbursements</b>	<b>2,350,910</b>	<b>2,213,055</b>	<b>2,335,965</b>	<b>2,838,310</b>	<b>2,838,310</b>	<b>2,838,310</b>
Other Space Rental	10,645	12,933	12,100	12,410	12,410	12,410
<b>Other Revenue</b>	<b>10,645</b>	<b>12,933</b>	<b>12,100</b>	<b>12,410</b>	<b>12,410</b>	<b>12,410</b>
Other Misc Income	31,183	4,175	5,000	4,000	4,000	4,000
Cash Over / Short	1,891	4,153	-	-	-	-
<b>Sales of Bonds/Other Financing</b>	<b>33,075</b>	<b>8,328</b>	<b>5,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Total Revenue</b>	<b>\$ 3,596,316</b>	<b>\$ 3,639,112</b>	<b>\$ 3,678,810</b>	<b>\$ 3,443,455</b>	<b>\$ 3,443,455</b>	<b>\$ 3,443,455</b>

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	4,110,890	4,753,824	5,506,535	6,606,640	7,046,640	7,046,640
<b>Beginning Fund Balance</b>	<b>4,110,890</b>	<b>4,753,824</b>	<b>5,506,535</b>	<b>6,606,640</b>	<b>7,046,640</b>	<b>7,046,640</b>
Reimb Project Admin Costs	-	-	150	-	-	-
Sherwood Water	473,264	87,548	63,500	63,500	63,500	63,500
<b>Fees &amp; Charges</b>	<b>473,264</b>	<b>87,548</b>	<b>63,650</b>	<b>63,500</b>	<b>63,500</b>	<b>63,500</b>
Water Service Charge	266,681	267,494	273,360	284,980	284,980	284,980
Usage Charge	3,957,647	4,274,162	4,058,455	4,230,360	4,230,360	4,230,360
Fire Service	134,731	135,932	129,500	129,500	129,500	129,500
Bulk Water Fees	595	1,860	1,000	1,000	1,000	1,000
Installation	5,791	2,452	2,000	2,000	2,000	2,000
Reconnect Fee	26,312	23,258	20,000	20,000	20,000	20,000
Facility/Capacity Charges	442,257	444,931	440,000	440,000	440,000	440,000
<b>Charges for Service</b>	<b>4,834,014</b>	<b>5,150,090</b>	<b>4,924,315</b>	<b>5,107,840</b>	<b>5,107,840</b>	<b>5,107,840</b>
Interest on Investments	22,267	27,562	27,535	33,035	33,035	33,035
Carry Chrg - Late Pmts	9,289	7,138	8,000	8,000	8,000	8,000
<b>Interest</b>	<b>31,556</b>	<b>34,700</b>	<b>35,535</b>	<b>41,035</b>	<b>41,035</b>	<b>41,035</b>
Transfers - Water Devel	-	-	-	200,000	450,000	450,000
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>450,000</b>	<b>450,000</b>
T-Mobile	12,720	15,549	14,525	18,390	18,390	18,390
Other Misc Income	0	-	500	500	500	500
Bulk Water Revenue	1,800	2,350	1,500	1,500	1,500	1,500
<b>Other Revenue</b>	<b>14,520</b>	<b>17,899</b>	<b>16,525</b>	<b>20,390</b>	<b>20,390</b>	<b>20,390</b>
<b>Total Revenue</b>	<b>\$ 9,464,243</b>	<b>\$ 10,044,061</b>	<b>\$ 10,546,560</b>	<b>\$ 12,039,405</b>	<b>\$ 12,729,405</b>	<b>\$ 12,729,405</b>





## Revenue

*public works - water development  
revenue*

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	533,831	723,772	560,360	626,715	876,715	876,715
<b>Beginning Fund Balance</b>	<b>533,831</b>	<b>723,772</b>	<b>560,360</b>	<b>626,715</b>	<b>876,715</b>	<b>876,715</b>
System Development Chgs	213,954	274,728	100,000	100,000	100,000	100,000
<b>Charges for Service</b>	<b>213,954</b>	<b>274,728</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Interest on Investments	3,174	5,365	2,250	3,135	3,135	3,135
<b>Interest</b>	<b>3,174</b>	<b>5,365</b>	<b>2,250</b>	<b>3,135</b>	<b>3,135</b>	<b>3,135</b>
Transfers - Water Oper	100,000	100,000	300,000	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>100,000</b>	<b>100,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 850,958</b>	<b>\$ 1,103,864</b>	<b>\$ 962,610</b>	<b>\$ 729,850</b>	<b>\$ 979,850</b>	<b>\$ 979,850</b>

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	1,034,154	1,104,993	663,140	3,687,900	3,687,900	3,687,900
<b>Beginning Fund Balance</b>	<b>1,034,154</b>	<b>1,104,993</b>	<b>663,140</b>	<b>3,687,900</b>	<b>3,687,900</b>	<b>3,687,900</b>
Reimb Project Admin Costs	1,280	-	-	-	-	-
<b>Fees &amp; Charges</b>	<b>1,280</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
User Chg-CWS Base	3,407,008	3,535,376	3,719,875	3,831,630	3,831,630	3,831,630
User Chg-CWS Usage	1,362,767	1,389,723	1,548,160	1,592,395	1,592,395	1,592,395
User Chg-COT Base	770,145	809,181	868,900	894,925	894,925	894,925
User Chg-COT Usage	311,068	320,883	364,590	379,290	379,290	379,290
User Chg-LO CWS Base	133,413	140,275	135,790	139,865	139,865	139,865
User Chg-LO CWS Usage	68,081	73,269	70,700	72,820	72,820	72,820
User Chg-LO COT Base	30,165	32,106	32,300	33,270	33,270	33,270
User Chg-LO COT Usage	15,568	16,925	16,785	17,290	17,290	17,290
User Chg-Tigard CWS Base	4,245	4,398	4,450	4,585	4,585	4,585
User Chg-Tigard CWS Usage	3,904	4,178	5,070	5,220	5,220	5,220
User Chg-Tigard COT Base	960	1,007	1,060	1,095	1,095	1,095
User Chg-Tigard COT Usage	891	965	1,210	1,245	1,245	1,245
Sewer Inspection	830	1,645	450	450	450	450
Industrial Discharge	66,423	108,295	60,000	60,000	60,000	60,000
<b>Charges for Service</b>	<b>6,175,468</b>	<b>6,438,225</b>	<b>6,829,340</b>	<b>7,034,080</b>	<b>7,034,080</b>	<b>7,034,080</b>
Interest on Investments	5,022	8,724	3,040	18,555	18,555	18,555
<b>Interest</b>	<b>5,022</b>	<b>8,724</b>	<b>3,040</b>	<b>18,555</b>	<b>18,555</b>	<b>18,555</b>
Transfers - Infrastr Res	250,000	232,500	1,975,735	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>250,000</b>	<b>232,500</b>	<b>1,975,735</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other Misc Income	-	-	500	500	500	500
<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total Revenue</b>	<b>\$ 7,465,924</b>	<b>\$ 7,784,441</b>	<b>\$ 9,471,755</b>	<b>\$ 10,741,035</b>	<b>\$ 10,741,035</b>	<b>\$ 10,741,035</b>



## Revenue

## public works - sewer development revenue

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	3,636,891	3,722,075	4,414,520	3,658,220	3,658,220	3,658,220
<b>Beginning Fund Balance</b>	<b>3,636,891</b>	<b>3,722,075</b>	<b>4,414,520</b>	<b>3,658,220</b>	<b>3,658,220</b>	<b>3,658,220</b>
System Development Charge	363,905	1,597,962	200,000	200,000	200,000	200,000
<b>Fees &amp; Charges</b>	<b>363,905</b>	<b>1,597,962</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
Interest on Investments	18,993	22,327	21,975	20,000	20,000	20,000
<b>Interest</b>	<b>18,993</b>	<b>22,327</b>	<b>21,975</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Total Revenue</b>	<b>\$ 4,019,788</b>	<b>\$ 5,342,364</b>	<b>\$ 4,636,495</b>	<b>\$ 3,878,220</b>	<b>\$ 3,878,220</b>	<b>\$ 3,878,220</b>

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	405,536	500,433	360,415	594,550	639,550	639,550
<b>Beginning Fund Balance</b>	<b>405,536</b>	<b>500,433</b>	<b>360,415</b>	<b>594,550</b>	<b>639,550</b>	<b>639,550</b>
User Chg-CWS Regional	409,684	453,816	483,915	524,240	524,240	524,240
User Chg-COT Local	1,282,195	1,323,646	1,333,860	1,569,610	1,569,610	1,569,610
User Chg-Lake Oswego CWS	11,102	12,233	13,270	14,380	14,380	14,380
User Chg-Lake Oswego COT	34,697	35,679	36,585	43,050	43,050	43,050
User Chg-Tigard CWS	2,208	548	1,725	1,865	1,865	1,865
User Chg-Tigard COT	5,795	8,558	4,745	5,585	5,585	5,585
<b>Charges for Service</b>	<b>1,745,680</b>	<b>1,834,480</b>	<b>1,874,100</b>	<b>2,158,730</b>	<b>2,158,730</b>	<b>2,158,730</b>
Interest on Investments	1,650	2,225	1,800	1,800	1,800	1,800
<b>Interest</b>	<b>1,650</b>	<b>2,225</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>
Other Misc Income	24	(3)	-	-	-	-
<b>Other Revenue</b>	<b>24</b>	<b>(3)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 2,152,890</b>	<b>\$ 2,337,135</b>	<b>\$ 2,236,315</b>	<b>\$ 2,755,080</b>	<b>\$ 2,800,080</b>	<b>\$ 2,800,080</b>



## Revenue

## public works - storm drain development revenue

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	202,448	233,384	447,175	278,400	278,400	278,400
<b>Beginning Fund Balance</b>	<b>202,448</b>	<b>233,384</b>	<b>447,175</b>	<b>278,400</b>	<b>278,400</b>	<b>278,400</b>
Storm Water Quality Fees	450	-	-	-	-	-
Storm Water Quantity Fees	29,389	31,725	-	-	-	-
<b>Charges for Service</b>	<b>29,839</b>	<b>31,725</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	1,096	1,548	2,235	1,500	1,500	1,500
<b>Interest</b>	<b>1,096</b>	<b>1,548</b>	<b>2,235</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Revenue</b>	<b>\$ 233,384</b>	<b>\$ 266,657</b>	<b>\$ 449,410</b>	<b>\$ 279,900</b>	<b>\$ 279,900</b>	<b>\$ 279,900</b>

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	1,290,241	1,097,705	650,540	223,090	223,090	223,090
<b>Beginning Fund Balance</b>	<b>1,290,241</b>	<b>1,097,705</b>	<b>650,540</b>	<b>223,090</b>	<b>223,090</b>	<b>223,090</b>
Road Utility Fees	630,276	647,608	648,000	651,755	651,755	651,755
Tigard Rd Utility Fees	5,674	5,263	5,000	5,000	5,000	5,000
<b>Fees &amp; Charges</b>	<b>635,949</b>	<b>652,870</b>	<b>653,000</b>	<b>656,755</b>	<b>656,755</b>	<b>656,755</b>
Sidewalk/Tree Program	260,085	325,848	324,000	328,680	328,680	328,680
<b>Charges for Service</b>	<b>260,085</b>	<b>325,848</b>	<b>324,000</b>	<b>328,680</b>	<b>328,680</b>	<b>328,680</b>
Interest on Investments	5,640	2,995	2,500	2,500	2,500	2,500
<b>Interest</b>	<b>5,640</b>	<b>2,995</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
Other Misc Income	30,150	216	-	-	-	-
<b>Other Revenue</b>	<b>30,150</b>	<b>216</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 2,222,065</b>	<b>\$ 2,079,634</b>	<b>\$ 1,630,040</b>	<b>\$ 1,211,025</b>	<b>\$ 1,211,025</b>	<b>\$ 1,211,025</b>





## Revenue

*public works - road gas tax  
revenue*

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	464,238	640,776	653,760	263,720	263,720	263,720
<b>Beginning Fund Balance</b>	<b>464,238</b>	<b>640,776</b>	<b>653,760</b>	<b>263,720</b>	<b>263,720</b>	<b>263,720</b>
State Gas Tax	1,420,131	1,426,675	1,495,370	1,517,170	1,517,170	1,517,170
Washington County Gas Tax	94,567	91,029	90,000	90,000	90,000	90,000
<b>Intergovernmental Revenue</b>	<b>1,514,698</b>	<b>1,517,704</b>	<b>1,585,370</b>	<b>1,607,170</b>	<b>1,607,170</b>	<b>1,607,170</b>
Developers Street Signs	-	-	500	-	-	-
<b>Fees &amp; Charges</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	3,530	4,704	2,145	4,000	4,000	4,000
<b>Interest</b>	<b>3,530</b>	<b>4,704</b>	<b>2,145</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
Transfers - Road Utility	92,571	92,570	92,570	93,820	93,820	93,820
Transfers - Infrastr Res	-	70,000	52,790	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>92,571</b>	<b>162,570</b>	<b>145,360</b>	<b>93,820</b>	<b>93,820</b>	<b>93,820</b>
Other Misc Income	24,617	48,890	-	36,865	36,865	36,865
<b>Other Revenue</b>	<b>24,617</b>	<b>48,890</b>	<b>-</b>	<b>36,865</b>	<b>36,865</b>	<b>36,865</b>
<b>Total Revenue</b>	<b>\$ 2,099,654</b>	<b>\$ 2,374,643</b>	<b>\$ 2,387,135</b>	<b>\$ 2,005,575</b>	<b>\$ 2,005,575</b>	<b>\$ 2,005,575</b>

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	430,226	1,056,367	1,066,740	599,925	599,925	599,925
<b>Beginning Fund Balance</b>	<b>430,226</b>	<b>1,056,367</b>	<b>1,066,740</b>	<b>599,925</b>	<b>599,925</b>	<b>599,925</b>
Reimb Project Admin Costs	-	150	-	-	-	-
Washington County	622,653	3,076	-	-	-	-
<b>Fees &amp; Charges</b>	<b>622,653</b>	<b>3,226</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	3,348	6,438	5,335	3,000	3,000	3,000
<b>Interest</b>	<b>3,348</b>	<b>6,438</b>	<b>5,335</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
Other Misc Income	461	1,496	-	-	-	-
<b>Other Revenue</b>	<b>461</b>	<b>1,496</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 1,056,688</b>	<b>\$ 1,067,528</b>	<b>\$ 1,072,075</b>	<b>\$ 602,925</b>	<b>\$ 602,925</b>	<b>\$ 602,925</b>



## Revenue

## public works - transportation development tax revenue

Account Description	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 14-15	FY 14-15
Beginning Fund Balance	1,419,899	1,645,491	739,500	1,724,320	1,724,320	1,724,320
<b>Beginning Fund Balance</b>	<b>1,419,899</b>	<b>1,645,491</b>	<b>739,500</b>	<b>1,724,320</b>	<b>1,724,320</b>	<b>1,724,320</b>
Washington County	217,430	278,887	175,000	200,000	200,000	200,000
Clackamas County	-	65,355	-	-	-	-
<b>Charges for Service</b>	<b>217,430</b>	<b>344,243</b>	<b>175,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
Interest on Investments	8,161	22,179	3,700	22,680	22,680	22,680
<b>Interest</b>	<b>8,161</b>	<b>22,179</b>	<b>3,700</b>	<b>22,680</b>	<b>22,680</b>	<b>22,680</b>
Other Misc Income	-	825	-	-	-	-
<b>Other Revenue</b>	<b>-</b>	<b>825</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 1,645,491</b>	<b>\$ 2,012,737</b>	<b>\$ 918,200</b>	<b>\$ 1,947,000</b>	<b>\$ 1,947,000</b>	<b>\$ 1,947,000</b>



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	88,101	80,897	69,010	90,130	90,130	90,130
<b>Beginning Fund Balance</b>	<b>88,101</b>	<b>80,897</b>	<b>69,010</b>	<b>90,130</b>	<b>90,130</b>	<b>90,130</b>
Current Year	940,308	947,542	940,000	940,000	940,000	940,000
Prior Year	17,614	16,518	10,000	10,000	10,000	10,000
Payments in Lieu of	134	135	-	-	-	-
<b>Property Taxes</b>	<b>958,056</b>	<b>964,195</b>	<b>950,000</b>	<b>950,000</b>	<b>950,000</b>	<b>950,000</b>
Interest on Investments	757	804	1,000	1,000	1,000	1,000
Washington County	3,127	2,809	-	-	-	-
Clackamas County	386	380	-	-	-	-
<b>Interest</b>	<b>4,270</b>	<b>3,993</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
Other Misc Income	(1,942)	2,290	-	-	-	-
<b>Other Revenue</b>	<b>(1,942)</b>	<b>2,290</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 1,048,484</b>	<b>\$ 1,051,374</b>	<b>\$ 1,020,010</b>	<b>\$ 1,041,130</b>	<b>\$ 1,041,130</b>	<b>\$ 1,041,130</b>



## Revenue

*Bancroft Bond  
revenue*

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	397,745	317,276	180,575	180,000	180,000	180,000
<b>Beginning Fund Balance</b>	<b>397,745</b>	<b>317,276</b>	<b>180,575</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>
LID 27-81	20	-	-	-	-	-
LID 43-90-ST	87,036	87,036	-	-	-	-
<b>Principal</b>	<b>87,056</b>	<b>87,036</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
LID 43-90-ST	8,587	3,680	-	-	-	-
Interest on Investments	2,049	1,725	975	1,000	1,000	1,000
<b>Interest</b>	<b>10,635</b>	<b>5,406</b>	<b>975</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Revenue</b>	<b>\$ 495,436</b>	<b>\$ 409,718</b>	<b>\$ 181,550</b>	<b>\$ 181,000</b>	<b>\$ 181,000</b>	<b>\$ 181,000</b>



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	438,615	440,625	442,685	444,615	444,615	444,615
<b>Beginning Fund Balance</b>	<b>438,615</b>	<b>440,625</b>	<b>442,685</b>	<b>444,615</b>	<b>444,615</b>	<b>444,615</b>
Interest on Investments	2,235	2,438	2,000	2,000	2,000	2,000
<b>Interest</b>	<b>2,235</b>	<b>2,438</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Transfers - Water Oper	539,531	538,285	536,265	535,765	535,765	535,765
<b>Transfers &amp; Reimbursements</b>	<b>539,531</b>	<b>538,285</b>	<b>536,265</b>	<b>535,765</b>	<b>535,765</b>	<b>535,765</b>
<b>Total Revenue</b>	<b>\$ 980,382</b>	<b>\$ 981,348</b>	<b>\$ 980,950</b>	<b>\$ 982,380</b>	<b>\$ 982,380</b>	<b>\$ 982,380</b>





City of Tualatin

“A Great Place to LIVE, WORK, PLAY”



# Policy & Administration



*City Council*

*Administration*

*Finance*

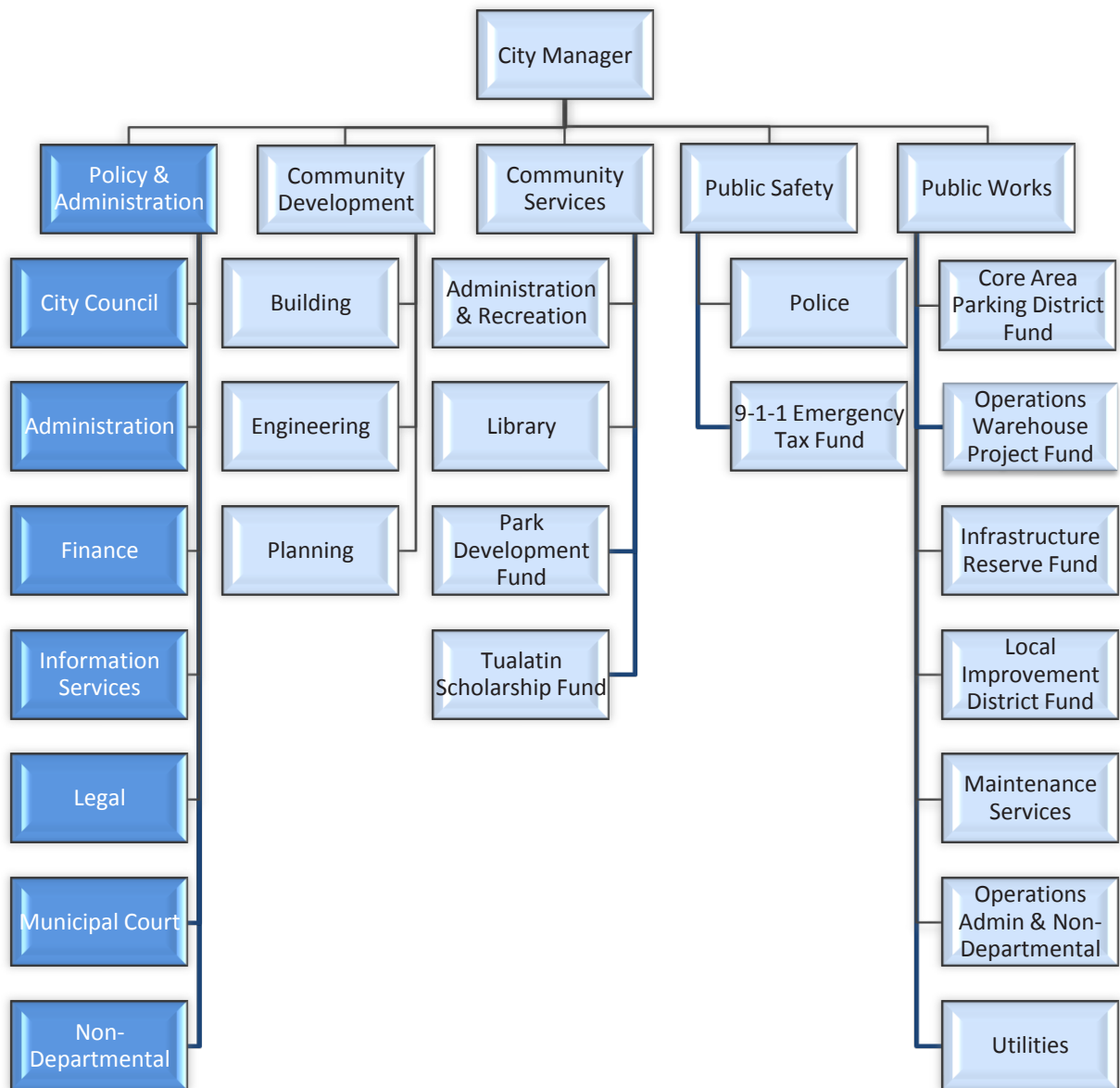
*Information Services*

*Legal*

*Municipal Court*

*Non-Departmental*

**Sherilyn Lombos,  
City Manager**





# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Policy and Administration

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 2,350,310	\$ 2,737,445	\$ 2,818,780	\$ 2,895,340
Materials and Services	1,034,866	1,112,454	1,170,185	1,465,205
Transfers	49,770	-	-	14,000
Capital Outlay	45,536	84,710	39,145	278,045
Debt Service	-	-	-	-
Contingencies & Reserves	6,491,805	6,704,782	6,093,475	5,955,280
<b>Total Requirements</b>	<b>\$ 9,972,287</b>	<b>\$ 10,639,391</b>	<b>\$ 10,121,585</b>	<b>\$ 10,607,870</b>



## Mission Statement

“Dedicated to Quality Service for our Citizens”

## Value Statement

We value a high quality of life for our community and will promote actions which increase community spirit and pride, and a sense of ownership, involvement and belonging in the community. We recognize the strengths which come from our heritage and background, our social and economic conditions, and our natural resources. We will manage growth in a manner that will build on these strengths, while fostering a sense of place and a unique identity for the City.

## Council Meetings

Council meetings are normally the 2nd and 4th Monday of each month, beginning at 7:00 p.m. Special meetings may be held as required. Council meetings are preceded by a work session that usually begins at 5:00 p.m. Work sessions are used to review the agenda and give Council an opportunity to ask questions of staff, to update calendar items, or meet with community leaders. The agenda and Council packet material are available for review in the Library and City offices, and on our Meeting Agenda and ePacket webpage seven calendar days prior to the Council meeting.

Council meetings are televised live on the 2nd and 4th Mondays of the month at 7:00 p.m. on Tualatin Valley Community Television Channel 28. The Council meetings are rebroadcast on Wednesdays at 7:00 a.m., Fridays at 7:00 a.m., Saturdays at 7:00 a.m., and Sundays at 7:00 p.m. Council meetings can also be watched on the day of the meeting, streamed over the internet at: [mms://www.ci.tualatin.or.us/TualatinCouncilLive/](https://www.ci.tualatin.or.us/TualatinCouncilLive/)

## Summary

City Manager	Sherilyn Lombos
Volunteers (Mayor & Council)	7
Expenditures	\$179,295
Funding Source	General Fund

## Local and Regional Boards and Committees

Councilmembers serve on several committees, and attend many local and regional meetings. For a full listing of Council assignments, see our website under Council Committee Assignments Listing.





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Employee Benefits	6,881	7,287	7,300	7,760	7,760	7,760
FICA	510	688	475	510	510	510
WC Insurance & Tax	4	3	-	-	-	-
Insurance	39,776	45,317	43,625	45,645	45,645	45,645
Council Technology	868	2,800	-	3,250	3,250	3,250
<b>Salaries &amp; Benefits</b>	<b>48,037</b>	<b>56,096</b>	<b>51,400</b>	<b>57,165</b>	<b>57,165</b>	<b>57,165</b>
Office Supplies	349	683	500	500	500	500
Printing & Postage	1,002	299	250	250	250	250
Recording Fees	163	51	500	500	500	500
Computer Equip & Software	6,016	-	700	-	-	-
Personal Computer/Laptop	981	-	-	-	-	-
Council Discounts	1,440	1,440	1,680	1,680	1,680	1,680
CIO Grant Program	-	-	-	10,500	10,500	10,500
Consultants	12,180	34,270	78,000	64,800	64,800	64,800
Conferences & Meetings	1,497	-	-	-	-	-
Conf & Meetings - Mayor	17,123	17,662	20,000	20,000	20,000	20,000
Conf & Meetings - Council	3,262	6,732	10,000	17,200	17,200	17,200
Administrative Expense	4,855	7,165	6,000	6,700	6,700	6,700
Advertising-Legis/Judcial	626	-	-	-	-	-
R & M - Equipment	59	6	-	-	-	-
<b>Materials &amp; Services</b>	<b>49,553</b>	<b>68,310</b>	<b>117,630</b>	<b>122,130</b>	<b>122,130</b>	<b>122,130</b>
<b>Total Expenditures</b>	<b>\$ 97,590</b>	<b>\$ 124,406</b>	<b>\$ 169,030</b>	<b>\$ 179,295</b>	<b>\$ 179,295</b>	<b>\$ 179,295</b>





## Administration

The Administration Department is composed of two divisions including the City Manager's Office and Human Resources. The City Manager's Office handles the general administration of the City, oversees the day to day operations of the City, and executes the policies and objectives of the City Council and Tualatin Development Commission. This office is responsible for overseeing all communications and marketing activities; maintaining all official city records; publishing and posting legal notices; monitoring the terms and attendance of all boards and committees of the City; and coordinating municipal elections. The City Manager's Office also provides administrative support to the Mayor and City Council, and coordinates a variety of other programs and projects to support Council and Community-wide initiatives.

The Human Resources Division coordinates services and programs to assist all City departments in recruiting and maintaining a qualified diverse workforce, and provides employment-related services to City

Summary	
Department Manager	Sherilyn Lombos
FTE's	7.50
Expenditures	\$ 910,265
Funding Source	General Fund

employees and job applicants. The division administers the Classification and Compensation Plan, administers employee benefits, supports the City's safety and risk management activities, as well as labor relations and contract administration for two employee associations. The division works to ensure legal compliance on employment issues. This division also oversees the City's vibrant Volunteer Services Program which offers a multitude of volunteer opportunities which greatly benefit the community.





## Highlights from FY2013/2014

- Continued support of the Citizen Involvement Organization Program to improve citizen participation in the community.
- Conducted a community survey to assess the performance of the City organization.
- Completed the update of the Tualatin Tomorrow Vision Plan through conducting comprehensive public involvement activities and engaging all stakeholders in the process.
- Established an interdepartmental economic development strike team to develop coordinated, unified communication efforts which attract businesses.
- Negotiated a successive bargaining agreement with the Tualatin Police Officers Association.
- Increased the number of family friendly volunteer opportunities in Tualatin to include a monthly library and environmental impact opportunities where families were able to serve their community and build family relationships.
- Conducted a Records Management Needs Assessment to determine unmet needs and make recommendations as it pertained to the City's records management systems.

## Goals for FY2014/2015

- Continue to support the developing Citizen Involvement Organization Program, and work to engage the public on all issues impacting the community.
- Complete a Civic Facilities Study to assess current conditions of the City's buildings and identify long-term needs.
- Enhance the City's wellness program including identifying community partnerships to support a healthy community and align wellness policies and events to support the City's initiatives through the HEAL (Healthy Eating Active Living) Cities Campaign.
- Implement the City's Intranet to ensure efficient dissemination of important organizational information to all employees.
- Continue to design volunteer opportunities to encourage families, minority and multi-generational participants to serve together to build their community and family relationships.
- Provide support for the 2014 City Council Elections.
- Implement a citywide Records Management Strategic Plan to make public records more accessible to the public, the organization, and the City Council.



"Volunteers are Tualatin's Treasure" 2014 Appreciation dinner



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	494,668	508,250	522,125	593,350	593,350	593,350
Part Time	44,878	58,296	71,140	21,610	21,610	21,610
Temporary	12,935	8,550	10,220	10,630	10,630	10,630
Overtime	4,110	1,629	2,775	1,600	1,600	1,600
Employee Benefits	482	-	-	-	-	-
FICA	40,473	41,972	42,375	44,000	44,000	44,000
WC Insurance & Tax	1,695	1,405	1,090	1,400	1,400	1,400
Pension	82,814	81,920	84,585	85,100	85,100	85,100
Insurance	76,426	93,104	98,375	108,350	108,350	108,350
Bereavement Leave	1,329	528	-	-	-	-
Sick Leave Conversion	1,300	-	-	-	-	-
Vacation Buy Back	18,576	13,791	-	-	-	-
Comp Time Sell Back	76	25	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>779,761</b>	<b>809,469</b>	<b>832,685</b>	<b>866,040</b>	<b>866,040</b>	<b>866,040</b>
Office Supplies	2,759	2,670	2,100	2,100	2,100	2,100
Printing & Postage	410	398	1,000	1,000	1,000	1,000
Medical & Other Testing	1,269	133	500	-	-	-
Safety/Risk Mgmt Program	8,621	216	-	-	-	-
Cell Phones	419	1,020	1,080	1,080	1,080	1,080
Office Equip & Furniture	509	219	300	300	300	300
Computer Equip & Software	5,957	6,473	2,200	-	-	-
Personal Computer/Laptop	3,544	2,132	-	-	-	-
Consultants	-	5,111	-	-	-	-
Legal	9,502	36,114	5,000	10,000	10,000	10,000
Conferences & Meetings	8,698	13,656	11,625	13,000	13,000	13,000
Membership Dues	2,815	2,416	3,490	3,810	3,810	3,810
Publication,Rpt,Ref Matl	472	287	475	315	315	315
Staff Training	551	556	2,000	2,370	2,370	2,370
Staff/Dept Recognition	(65)	18	200	200	200	200
Administrative Expense	2,651	2,004	2,450	2,450	2,450	2,450
Advertising-Recruitment	639	1,194	-	-	-	-
Equipment Rental	6,817	4,529	4,300	4,300	4,300	4,300
R & M - Equipment	796	4,079	3,300	3,300	3,300	3,300
<b>Materials &amp; Services</b>	<b>56,362</b>	<b>83,224</b>	<b>40,020</b>	<b>44,225</b>	<b>44,225</b>	<b>44,225</b>
<b>Total Expenditures</b>	<b>\$ 836,124</b>	<b>\$ 892,693</b>	<b>\$ 872,705</b>	<b>\$ 910,265</b>	<b>\$ 910,265</b>	<b>\$ 910,265</b>

## Finance Department

The Finance Department is responsible for the finance and accounting functions for the entire city, including the Tualatin Development Commission (TDC). Areas of responsibility include accounting, financial reporting, payroll, utility billing and collection, business and rental housing licensing. Other duties of the department include processing accounts payable transactions for all City programs, invoicing miscellaneous receivables, maintaining all capital asset records, processing passports and serves as the first point of contact for city services. The department prepares records and reports to assure compliance with City ordinances and resolutions, State and Federal law and generally accepted accounting practices. The department prepares the annual budget, monthly financial statements, pension, tax and other financial reports; reconciles bank accounts, and manages cash and debt. The department oversees the external independent annual audit for both the City and the TDC, including the preparation of the Comprehensive Annual Financial Report.

### Highlights of FY 2013/2014

- Received the Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association (GFOA) for the 22<sup>nd</sup> consecutive year.
- Completed selection process and signed contracts with Springbrook Software, Inc. as an upgrade to the City's financial software package.
- Restructured the business license process, increasing overall collections and reducing delinquencies.
- Successfully managed a seamless transition of responsibilities following the retirement of the City's long-tenured utility billing accounting technician.
- Assisted in the temporary relocation of city services previously located in the Council Building
- Received the Distinguished Budget Presentation Award.

## Summary

Department Manager	Don Hudson
FTE's	9
Expenditures	\$ 904,955
Funding Source	General Fund

### Goals for FY 2014/2015

- Continue to review finance related policies, procedures and processes, looking for ways to improve, update and maintain generally accepted accounting practices.
- Publish a Popular Annual Finance Report (PAFR) to increase understanding and accessibility of financial information to the general public and other interested parties without a background in public finance.
- Oversee the successful implementation of Springbrook Software financial reporting package.
- Continue to improve the Adopted Budget Document to improve readability and transparency.



*The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Tualatin, Oregon for the Annual Budget beginning July 01, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.*



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	538,114	531,234	581,960	591,580	591,580	591,580
Temporary	1,446	-	-	-	-	-
Overtime	218	400	500	500	500	500
Employee Benefits	-	100	-	-	-	-
FICA	39,847	39,303	42,250	43,600	43,600	43,600
WC Insurance & Tax	1,745	1,345	1,030	1,400	1,400	1,400
Pension	78,565	77,038	83,405	85,450	85,450	85,450
Insurance	90,860	90,002	97,390	98,050	98,050	98,050
Bereavement Leave	-	644	-	-	-	-
Vacation Buy Back	1,399	2,179	-	-	-	-
Comp Time Sell Back	89	707	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>752,282</b>	<b>742,952</b>	<b>806,535</b>	<b>820,580</b>	<b>820,580</b>	<b>820,580</b>
Office Supplies	5,766	5,322	7,000	6,000	6,000	6,000
Printing & Postage	10,601	13,806	12,500	13,500	13,500	13,500
Medical & Other Testing	164	24	-	-	-	-
Cell Phones	150	360	360	360	360	360
Office Equip & Furniture	1,307	695	1,250	1,250	1,250	1,250
Computer Equip & Software	2,814	1,952	2,000	2,000	2,000	2,000
Personal Computer/Laptop	3,678	2,048	-	-	-	-
Audit	34,796	33,285	38,960	40,575	40,575	40,575
Consultants	2,464	16,970	3,000	3,000	3,000	3,000
Bond Registration & Exp	1,350	1,350	1,350	1,350	1,350	1,350
Conferences & Meetings	1,585	1,808	3,300	3,300	3,300	3,300
Membership Dues	3,675	3,675	3,750	3,750	3,750	3,750
Publication,Rpt,Ref Matl	556	90	500	500	500	500
Staff Training	1,739	621	2,550	2,550	2,550	2,550
Administrative Expense	513	448	1,000	1,000	1,000	1,000
Advertising-Legis/Judcial	405	339	600	600	600	600
Advertising-Recruitment	240	-	-	-	-	-
Equipment Rental	3,915	1,588	1,450	2,640	2,640	2,640
R & M - Equipment	2,503	1,435	2,000	2,000	2,000	2,000
<b>Materials &amp; Services</b>	<b>78,220</b>	<b>85,816</b>	<b>81,570</b>	<b>84,375</b>	<b>84,375</b>	<b>84,375</b>
<b>Total Expenditures</b>	<b>\$ 830,502</b>	<b>\$ 828,768</b>	<b>\$ 888,105</b>	<b>\$ 904,955</b>	<b>\$ 904,955</b>	<b>\$ 904,955</b>



## INFORMATION SERVICES AND GEOGRAPHIC INFORMATION SERVICES

### Information Services

The Information Services (IS) division provides administration and support to 165 computers, supports 18 servers, 25 mobile data terminals in police vehicles and the free public wireless access points in many of the City's buildings. In the Library, IS provides local administration and support for 35 desktops and 10 laptops that are connected to the WCCLS network. IS also provides some limited support to user applications and joint administration of the HTE system with the Finance Department. IS provides support to over 50 applications used by various departments within the City.

### Geographical Information Systems

The Geographical Information Systems [GIS] provide support for mapping services used by most all of the City's departments, other municipalities in the area and the public. GIS integrates hardware, software and data for capturing, managing, analyzing and displaying all forms of geographically referenced information. The City of Tualatin participates with other municipalities in a consortium of proximate agencies reducing costs for aerial photography and software licenses.

With the addition of our new financial, fleet and permitting software GIS will become an integral source of key data elements used by these systems and will link them together.



## Summary

Department Manager	Lance Harris
FTE's	5
Expenditures	\$ 1,167,955
Funding Source	General Fund

## Highlights of FY 2013/2014

### Information Services:

- Improved system security in several significant areas
- Implemented a photo storage and tagging system to enable easier searches for photos
- Implemented an email archiving solution reducing the need for staff to manually manage directories and emails
- Installed 29 PCs to the organization and 23 mobile computers to the Police department

### Geographic Information Systems:

- Expanded GIS services to include more information for the Police department and to assist the Operations Department perform their work on city roads, water supply, sewage and storm water systems
- Completed over 200 special map requests for departments and the public
- Completed annotating IDs for Gate & Butterfly Valves
- Completed identification and mapping of all poles and signs within the City
- Completed providing the Police mobile computers with updated maps of the City plus features to



allow contact information, school exclusion/drug free zones, business information, change directionality of the maps, and many other requested desired features

- Completed the creation of a Storm Maintenance database
- Completed the creation of an ADA Ramp database

### Goals for FY 2014/2015

- Successfully implement three new foundational systems for the City to use in support of finance, permitting and public works. GIS will be integrated into these systems and will be the primary data store for many parts of the systems.
- Improve our system for managing rights and permissions [Active Directory] to facilitate the successful implementation of the Springbrook application.

- Continue development of a private fiber network to connect City buildings.
- Successfully conduct two disaster recovery exercises of the entire Information Services systems to our DR site in the Police department.
- Successfully transition the support of the phone systems to the Information Services department.
- Create more citizen and staff self-service mapping capabilities using GIS tools and services from the ArcGIS application.







Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	173,763	377,338	384,125	380,965	380,965	380,965
Overtime	5,120	24,749	5,000	5,400	5,400	5,400
On-Call	-	4,800	5,200	5,200	5,200	5,200
FICA	13,567	31,769	29,540	29,445	29,445	29,445
WC Insurance & Tax	410	1,512	1,290	1,500	1,500	1,500
Pension	23,727	56,754	56,765	52,580	52,580	52,580
Insurance	31,381	75,563	77,615	75,935	75,935	75,935
Bereavement Leave	1,041	-	-	-	-	-
Sick Leave Conversion	-	3,026	-	-	-	-
Vacation Buy Back	2,070	9,771	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>251,078</b>	<b>585,282</b>	<b>559,535</b>	<b>551,025</b>	<b>551,025</b>	<b>551,025</b>
Office Supplies	63	692	500	1,000	1,000	1,000
Printing & Postage	54	1,531	2,800	2,800	2,800	2,800
Photographic Supplies	-	9,693	3,200	8,100	8,100	8,100
Energy Supplies	-	-	-	300	300	300
Medical & Other Testing	12	-	-	-	-	-
Cell Phones	1,336	2,092	1,680	1,560	1,560	1,560
Fax	463	-	-	-	-	-
Network/Online	54,488	55,666	60,500	61,500	61,500	61,500
Office Equip & Furniture	1,680	-	-	-	-	-
Computer Equip & Software	26,779	51,474	34,175	72,775	72,775	72,775
Personal Computer/Laptop	1,294	3,650	40,000	28,600	28,600	28,600
Consultants	66,768	12,941	31,300	33,800	33,800	33,800
Conferences & Meetings	61	560	4,500	4,500	4,500	4,500
Membership Dues	100	495	-	-	-	-
Staff Training	-	3,977	9,500	15,500	15,500	15,500
Staff/Dept Recognition	28	-	250	250	250	250
Advertising-Recruitment	1,510	-	-	-	-	-
Equipment Rental	6,510	-	-	-	-	-
R & M - Equipment	-	6,911	1,200	5,200	5,200	5,200
R & M - Computers	74,808	106,438	107,000	103,000	103,000	103,000
<b>Materials &amp; Services</b>	<b>235,954</b>	<b>256,121</b>	<b>296,605</b>	<b>338,885</b>	<b>338,885</b>	<b>338,885</b>
Equipment & Furnishings	45,536	84,710	39,145	278,045	278,045	278,045
<b>Capital Outlay</b>	<b>45,536</b>	<b>84,710</b>	<b>39,145</b>	<b>278,045</b>	<b>278,045</b>	<b>278,045</b>
<b>Total Expenditures</b>	<b>\$ 532,569</b>	<b>\$ 926,113</b>	<b>\$ 895,285</b>	<b>\$ 1,167,955</b>	<b>\$ 1,167,955</b>	<b>\$ 1,167,955</b>



## Legal Services Department

The Legal Services Department provides legal advice and representation to the City of Tualatin and the Tualatin Development Commission in the areas of general municipal law, land use, public contracting, labor and employment, real estate transactions, and municipal finance. The Legal Services Department drafts ordinances, resolutions, contracts, and other legal documents, and represents the City of Tualatin and Tualatin Development Commission before courts and administrative bodies. The Legal Services Department also monitors potential claims against the City of Tualatin and the Tualatin Development Commission, negotiates franchise agreements, codifies the Municipal and Development Codes, and advises the Municipal Court.

### Highlights of FY 2013/2014

- Drafted ordinances affecting public health and safety including: noise, towing vehicles from private property, and chickens in residential areas;
- Advised City Departments and drafted legal documents related to a major redevelopment project;
- Successfully litigated matters before state administrative agencies;
- Reviewed and updated the City Codes to assure compliance with new legislation;
- Continued to publish the Tualatin Municipal Code and Tualatin Development Code on the City's website in a searchable format to promote education and transparency to the City's citizens;
- Negotiated and drafted contracts and intergovernmental agreements; and
- Advised City Departments on numerous public record requests.

## Summary

Department Manager	Sean Brady
FTE's	1.60
Expenditures	\$ 255,505
Funding Source	General Fund

### Goals for FY 2014/2015

- Provide legal advice and support to City Council, departments, and staff;
- Continue to negotiate contracts, franchise agreements, intergovernmental agreements, and other legal documents;
- Review City Municipal and Development Codes and suggest improvements to reflect City values and priorities;
- Review City Municipal and Development Codes to assure compliance with new 2014 legislation;
- Provide training to departments and staff on legal topics and issues; and
- Promote public understanding of the Tualatin Municipal and Development Codes.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	121,033	99,841	130,435	139,350	139,350	139,350
Part Time	24,919	36,902	35,050	37,500	37,500	37,500
Temporary	-	15,898	-	-	-	-
FICA	11,461	11,020	10,545	11,400	11,400	11,400
WC Insurance & Tax	450	393	350	375	375	375
Pension	26,305	21,600	27,320	29,235	29,235	29,235
Insurance	11,719	12,628	19,655	20,435	20,435	20,435
Vacation Buy Back	15,812	-	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>211,699</b>	<b>198,281</b>	<b>223,355</b>	<b>238,295</b>	<b>238,295</b>	<b>238,295</b>
Office Supplies	273	338	450	450	450	450
Printing & Postage	687	1,200	1,200	500	500	500
Cell Phones	-	300	360	360	360	360
Office Equip & Furniture	-	2,545	1,500	500	500	500
Computer Equip & Software	178	529	300	300	300	300
Personal Computer/Laptop	-	1,178	-	-	-	-
Court Costs	-	-	1,000	1,000	1,000	1,000
Conferences & Meetings	516	3,600	4,000	5,000	5,000	5,000
Membership Dues	1,462	1,452	1,600	1,800	1,800	1,800
Publication,Rpt,Ref Matl	5,510	4,716	6,650	6,200	6,200	6,200
Staff Training	620	-	200	200	200	200
Administrative Expense	139	142	200	200	200	200
Advertising-Recruitment	554	-	-	-	-	-
R & M - Equipment	-	68	-	700	700	700
<b>Materials &amp; Services</b>	<b>9,940</b>	<b>16,068</b>	<b>17,460</b>	<b>17,210</b>	<b>17,210</b>	<b>17,210</b>
<b>Total Expenditures</b>	<b>\$ 221,639</b>	<b>\$ 214,349</b>	<b>\$ 240,815</b>	<b>\$ 255,505</b>	<b>\$ 255,505</b>	<b>\$ 255,505</b>



## MUNICIPAL COURT

The Tualatin Municipal Court provides a local forum for the resolution of violations stemming from city parking, Municipal and Development code ordinances, as well as traffic. The Court is responsible for administering the legal process as it relates to enforcing city ordinances and traffic laws within city limits. The Court processes and coordinates this effort with other agencies within the justice system (i.e. Department of Motor Vehicles, Clackamas County, Washington County, LEDS-Law Enforcement Data System, Redflex, and Advanced Public Safety). The Court is also responsible for tracking and collecting unpaid fines. The majority of cases heard in Municipal Court are traffic violations.

### Highlights of 2013/2014

- Successfully processed approximately 11,000 citations; efficiently holding hearings on a weekly schedule.
- Presented Photo Red Light videos to Defendant's during arraignment hearings.
- Moved Court to Police Department temporarily.

## Summary

Department Manager	Don Hudson
Court Administrator	Cortney Cox
FTE's	4
Expenditures	\$ 362,815

### Goals for FY 2014/2015

- The Tualatin Municipal Court will promote compliance with laws and regulations by processing citations and violations equitably and timely.
- Court staff will participate in development training, to maintain up to date changes in law and customer service.
- Continue to strengthen processes to ensure up to date revenue collections.
- Follow and keep the City knowledgeable of current legislative issues related to State Municipal Courts.

Court office now located at 8650 SW Tualatin Rd.

We have moved..

Effective March 17th, Tualatin Municipal Court offices have relocated to the Police Department, 8650 SW Tualatin Road. The Court phone number for assistance remains the same. It may be possible to handle court citations over the phone and we encourage customers to contact us at 503-691-3025.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	148,159	186,005	193,760	205,585	205,585	205,585
Part Time	8,199	-	-	-	-	-
Temporary	17,735	17,728	20,850	20,850	20,850	20,850
Overtime	1,441	7	600	-	-	-
FICA	12,496	14,808	15,765	16,350	16,350	16,350
WC Insurance & Tax	506	577	395	580	580	580
Pension	16,807	24,984	26,650	28,350	28,350	28,350
Insurance	44,109	64,217	66,150	69,420	69,420	69,420
Bereavement Leave	-	464	-	-	-	-
Sick Leave Conversion	2,626	1,645	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>252,077</b>	<b>310,436</b>	<b>324,170</b>	<b>341,135</b>	<b>341,135</b>	<b>341,135</b>
Office Supplies	2,727	1,804	1,600	1,600	1,600	1,600
Printing & Postage	4,958	3,099	4,700	3,700	3,700	3,700
Medical & Other Testing	46	-	-	-	-	-
Office Equip & Furniture	37	-	500	500	500	500
Computer Equip & Software	-	1,180	-	-	-	-
Personal Computer/Laptop	4,399	127	-	1,500	1,500	1,500
Legal	137	-	200	200	200	200
Court Costs	5,749	6,829	7,000	7,000	7,000	7,000
Conferences & Meetings	1,738	3,117	4,150	4,150	4,150	4,150
Membership Dues	375	200	200	200	200	200
Staff Training	190	60	400	400	400	400
Administrative Expense	-	-	200	200	200	200
Advertising-Recruitment	588	-	-	-	-	-
Equipment Rental	-	1,588	1,450	-	-	-
R & M - Equipment	-	1,435	1,320	-	-	-
R & M - Computers	1,740	1,123	2,230	2,230	2,230	2,230
<b>Materials &amp; Services</b>	<b>22,684</b>	<b>20,562</b>	<b>23,950</b>	<b>21,680</b>	<b>21,680</b>	<b>21,680</b>
<b>Total Expenditures</b>	<b>\$ 274,761</b>	<b>\$ 330,997</b>	<b>\$ 348,120</b>	<b>\$ 362,815</b>	<b>\$ 362,815</b>	<b>\$ 362,815</b>





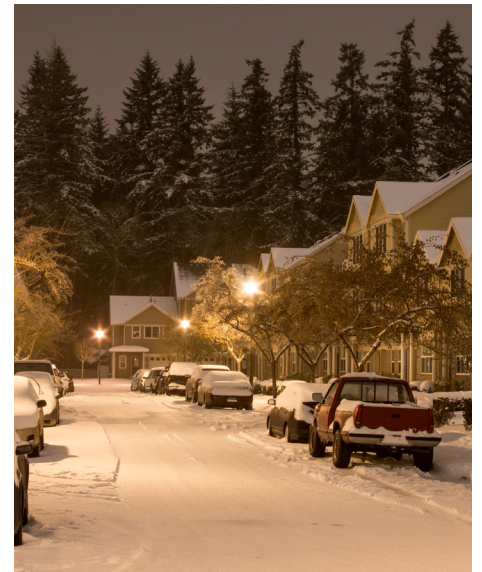
## Non-Departmental

The Non-Departmental division of the General Fund covers costs that are of a general citywide application and not applicable to a particular department or function. Costs recorded in this program include contractual obligations, such as the TriMet employee tax, property and liability insurance premiums, citywide memberships in regional and state-wide organizations, as well as payments to outside agencies. General Fund contingency and reserves, and the fund's unappropriated fund balance (to be used to fund future expenditures), are also recorded in non-departmental.

### Summary

Department Manager	Sherilyn Lombos
FTE's	0
Operating Expenditures	\$ 6,827,080
Funding Source	General Fund

*Earlier this year, Tualatin experienced a snow storm that shut down schools and some businesses in Tualatin. Our crews kept busy plowing streets and sanding critical roads and sidewalks.*







Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Unemployment	53,997	33,844	20,000	20,000	20,000	20,000
Social Security Admin	216	115	-	-	-	-
Other Benefit Costs	1,164	971	1,100	1,100	1,100	1,100
<b>Salaries &amp; Benefits</b>	<b>55,376</b>	<b>34,929</b>	<b>21,100</b>	<b>21,100</b>	<b>21,100</b>	<b>21,100</b>
Office Supplies	5,304	5,714	5,000	5,500	5,500	5,500
Printing & Postage	(1,466)	1,393	1,000	2,200	2,200	2,200
Safety/Risk Mgmt Program	1,095	12,778	25,285	23,000	23,000	23,000
Telephone Service	36,450	38,219	40,200	40,200	40,200	40,200
Network/Online	-	25,000	-	-	-	-
Chamber	5,000	5,000	-	-	-	-
Contribution-Other Agency	15,000	15,000	24,000	30,000	30,000	30,000
Volunteer Programs	5,879	9,015	8,000	8,400	8,400	8,400
Consultants	64,331	26,494	15,000	121,000	121,000	221,000
Insurance	166,721	133,712	179,500	189,000	189,000	196,000
Tri-Met Employee Tax	71,571	69,991	65,000	70,000	70,000	70,000
Insurance Deductible	7,300	47,353	10,000	20,000	20,000	20,000
Membership Dues	40,901	35,577	38,465	38,275	38,275	38,275
Staff Training	10,623	2,130	13,000	10,000	10,000	10,000
Staff/Dept Recognition	9,385	10,614	6,000	6,000	6,000	6,000
Administrative Expense	427	345	500	500	500	500
Advertising-Informational	7,124	2,039	5,000	10,000	10,000	10,000
Advertising-Recruitment	1,198	-	-	1,825	1,825	1,825
City Newsletter	52,641	48,334	50,000	54,000	54,000	54,000
Advertising-Promotional	3,605	11,264	25,200	3,000	3,000	3,000
Election Costs	-	-	-	-	14,000	14,000
Merchant Discount Fees	14,453	15,578	15,000	15,000	15,000	15,000
Bank Fees	14,506	14,492	12,000	12,000	12,000	12,000
Equipment Rental	3,420	4,213	4,800	4,800	4,800	4,800
Seneca Building Lease	46,634	48,040	50,000	51,000	51,000	51,000
R & M - Equipment	51	55	-	-	-	-
<b>Materials &amp; Services</b>	<b>582,153</b>	<b>582,353</b>	<b>592,950</b>	<b>715,700</b>	<b>729,700</b>	<b>836,700</b>
Transfers - Park Devel	22,500	-	-	14,000	14,000	14,000
Transfers - Infrastructur	27,270	-	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>49,770</b>	<b>-</b>	<b>-</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
Contingency	-	-	2,569,730	2,815,220	2,823,050	2,823,050
General Acct Reserves	-	-	1,219,205	790,000	790,000	790,000
Capital Reserve	-	-	-	400,000	400,000	400,000



<b>Account Description</b>	<b>Actual FY 11-12</b>	<b>Actual FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Proposed FY 14-15</b>	<b>Approved FY 14-15</b>	<b>Adopted FY 14-15</b>
Unappropriated	-	-	2,164,040	2,104,260	2,049,230	1,942,230
Contingencies & Reserves	-	-	5,952,975	6,109,480	6,062,280	5,955,280
<b>Total Expenditures</b>	<b>\$ 687,299</b>	<b>\$ 617,283</b>	<b>\$ 6,567,025</b>	<b>\$ 6,860,280</b>	<b>\$ 6,827,080</b>	<b>\$ 6,827,080</b>

Play

# Community Development



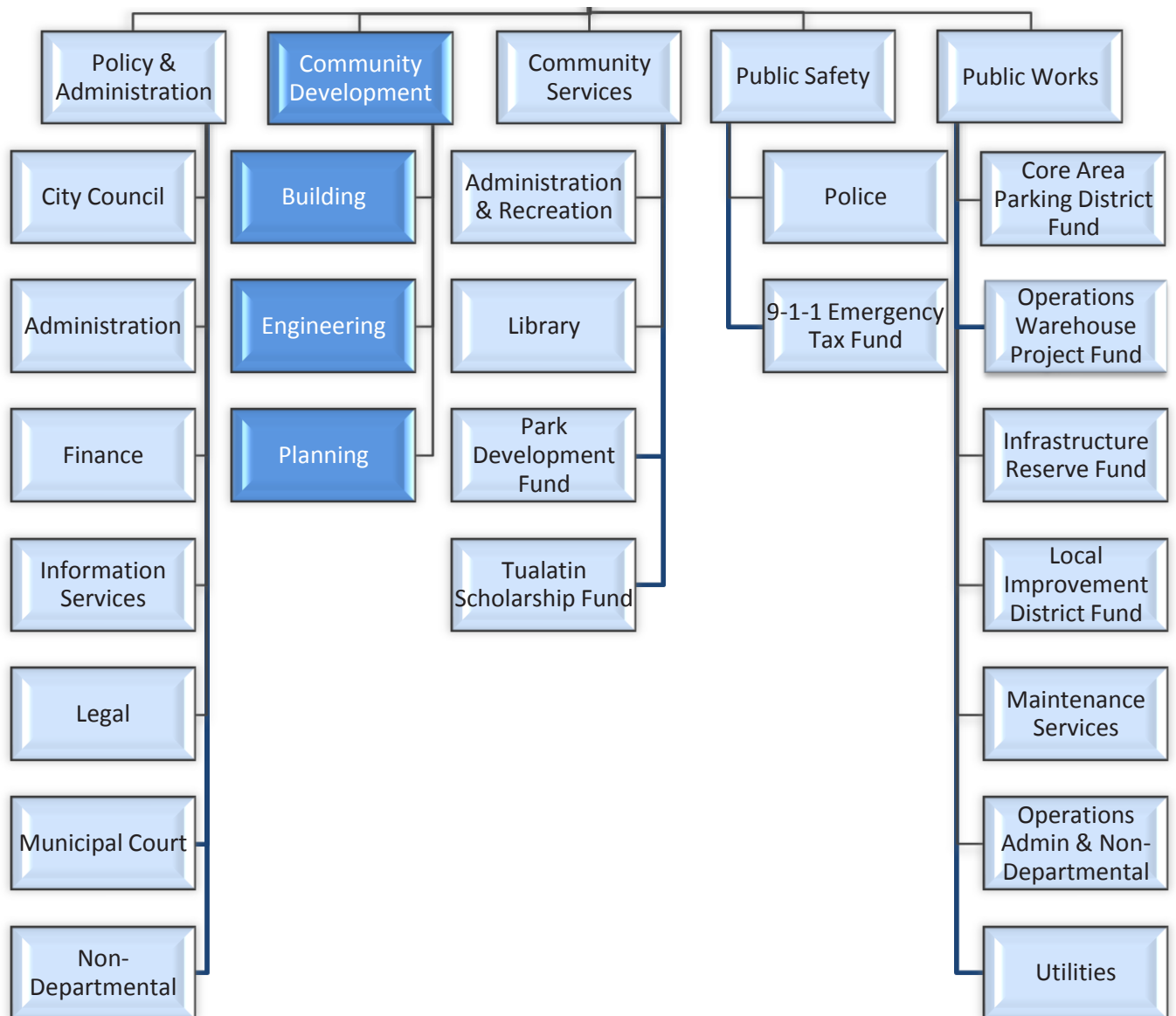
*Building*

*Engineering*

*Planning*

A Great Place to:  
Live, Work,

Alice Cannon,  
Assistant  
City Manager





# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Community Development

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 2,112,511	\$ 1,965,532	\$ 2,204,270	\$ 2,357,945
Materials and Services	284,263	226,463	446,115	515,800
Transfers	94,674	205,045	260,260	289,190
Capital Outlay	-	-	50,000	190,760
Debt Service	-	-	-	-
Contingencies & Reserves	1,526,017	1,830,951	1,075,445	974,675
<b>Total Requirements</b>	<b>\$ 4,017,465</b>	<b>\$ 4,227,991</b>	<b>\$ 4,036,090</b>	<b>\$ 4,328,370</b>



## Building Division

The Building Division is responsible for reviewing building plans and issuing building permits for all structural, mechanical and plumbing applications. The Division monitors all residential, commercial and industrial construction in the city. The Division operates a building inspection program per the guidelines contained in the Oregon Administrative Rules and per the approval of the State Building Codes Division (BCD).

### Highlights of FY 2013/2014

- Issued 1070 building permits with a construction value of \$45,819,135. While this is much lower compared to last year's values of \$91,503,405, 2014 is forecasted to increase significantly.
- Performed 5603 inspections, 47% more than last year.
- Performed over 600 inspections for the City of Durham, a 600% increase.
- Performed 95 minor label inspections for the State of Oregon, a slight increase over last year.
- Coordinated with Code Enforcement Officer on building issues.
- Promoted the Building Division at the annual Home Improvement Show.



## Summary

Department Manager	Alice Cannon
Building Official	Jim Sayers
FTE's	6
Expenditures	\$2,221,310

- Promoted Tualatin through participation on statewide boards & committees by all members of the division.
- Selected a new permit software system to process building permits and inspection requests.

### Goals for FY 2014/2015

- Install new software system to process building permits and inspection requests.
- Ensure faster retrieval of data and documents for customers by improving archiving and retention processes.
- Update informational packets to be provided to applicants.
- Provide frequently requested information such as monthly building statistics and common building division processes on the website to promote education and outreach.
- Create a customer focused, proactive, atmosphere by initiating an in-house customer service training program.
- Proactively coordinate with Economic Development program to facilitate expedient services.





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	314,894	346,660	355,635	435,645	435,645	435,645
Temporary	13,067	-	100,000	20,565	20,565	20,565
Overtime	4,366	3,033	2,660	3,000	3,000	3,000
Employee Benefits	59	-	-	-	-	-
FICA	24,804	26,202	26,900	33,860	33,860	33,860
WC Insurance & Tax	4,818	3,640	3,725	3,700	3,700	3,700
Pension	53,311	52,065	56,950	72,800	72,800	72,800
Insurance	65,845	74,784	77,780	108,085	108,085	108,085
Bereavement Leave	-	467	-	-	-	-
Vacation Buy Back	3,489	2,770	-	-	-	-
Comp Time Sell Back	679	926	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>485,333</b>	<b>510,547</b>	<b>623,650</b>	<b>677,655</b>	<b>677,655</b>	<b>677,655</b>
Office Supplies	467	1,145	500	1,000	1,000	1,000
Printing & Postage	615	1,985	1,500	1,500	1,500	1,500
Field Supplies	1,181	199	1,000	1,000	1,000	1,000
Uniforms & Safety Equip	-	-	1,000	1,500	1,500	1,500
Cell Phones	1,190	1,071	960	1,560	1,560	1,560
Office Equip & Furniture	-	142	1,000	1,000	1,000	1,000
Computer Equip & Software	1,165	1,390	-	1,200	1,200	1,200
Personal Computer/Laptop	-	2,048	-	-	-	-
Erosion Fees to CWS	16,750	8,275	10,000	10,000	10,000	10,000
Plan Check Fees to CWS	3,975	2,265	2,250	2,250	2,250	2,250
Consultants	1,389	2,205	12,000	35,250	35,250	35,250
Conferences & Meetings	3,469	2,006	3,500	3,500	3,500	3,500
Membership Dues	660	630	1,200	1,500	1,500	1,500
Publication,Rpt,Ref Matl	848	542	2,500	2,700	2,700	2,700
Staff Training	4,579	2,575	5,000	5,000	5,000	5,000
Administrative Expense	829	524	400	400	400	400
Advertising-Legis/Judicia	-	-	500	500	500	500
Advertising-Recruitment	74	-	-	-	-	-
Merchant Discount Fees	17,963	13,147	15,000	15,000	15,000	15,000
Equipment Rental	2,156	2,110	1,800	1,800	1,800	1,800
R & M - Equipment	1,414	1,488	2,370	2,370	2,370	2,370
<b>Materials &amp; Services</b>	<b>58,724</b>	<b>43,748</b>	<b>62,480</b>	<b>89,030</b>	<b>89,030</b>	<b>89,030</b>
Transfers - General Fund	94,674	205,045	260,260	289,190	289,190	289,190
<b>Transfers &amp; Reimbursements</b>	<b>94,674</b>	<b>205,045</b>	<b>260,260</b>	<b>289,190</b>	<b>289,190</b>	<b>289,190</b>
Equipment & Furnishings	-	-	50,000	190,760	190,760	190,760
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>190,760</b>	<b>190,760</b>	<b>190,760</b>



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
General Account Reserve	-	-	946,035	787,675	787,675	787,675
Contingencies & Reserves	-	-	1,075,445	974,675	974,675	974,675
<b>Total Expenditures</b>	<b>\$ 638,731</b>	<b>\$ 759,340</b>	<b>\$ 2,071,835</b>	<b>\$ 2,221,310</b>	<b>\$ 2,221,310</b>	<b>\$ 2,221,310</b>

## Engineering Division

The Engineering Division is responsible for

- Providing public facilities availability information, reviewing plans and inspecting the construction of public improvements for residential, industrial and commercial development projects.
- Reviewing applications for utility (franchise) projects, monitoring field work in right-of-ways and addressing property owner concerns.
- Preparing, inspecting, and administering construction contracts on City and Urban Renewal Agency financed projects.
- Preparing and maintaining the water, sewer, storm drain and transportation master plans.
- Representing the City at local, county, Metro, and state transportation policy discussions.
- Maintaining a private water quality inspection program.

### Highlights of FY 2013/2014

- Completed replacing the water line in 86<sup>th</sup> and Cherokee and sewer line laterals in Joshua Street.
- Completed transportation improvements on Leveton Drive
- Completed significant improvements on Martinazzi Ave including utility installations
- Completed the School Zone Sign update, installing flashing signs in all school zones.
- Completed the Stormwater outfall update at 111<sup>th</sup> and Hazelbrook.
- Followed and participated in regional transportation issues with Metro, Washington County and Clackamas County.
- Coordinated with Washington County to design and construct sidewalk and guardrails on Grahams Ferry Road.

### Summary

Department Manager	Alice Cannon
Engineering Manager	Kaaren Hofmann
FTE's	10
Expenditures	\$1,166,915

- Completed 105<sup>th</sup> Street/Blake Street/108<sup>th</sup> Street pedestrian safety project.
- Created a Floodplain webpage.
- Participate in regional water discussions and analysis.
- Coordinated the City's long range Capital Improvement Program.

### Goals for 2014/2015

- Complete the Sewer Master Plan update and begin the stormwater Master Plan update
- Track regional water supply efforts
- Support the Basalt Creek planning effort
- Begin a plan to bring the public right-of-way into compliance with ADA requirements
- Participate in regional transportation issues
- Complete capital improvement projects identified in the CIP
- Develop a policy for signs in the public right-of-way.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	716,330	728,944	759,660	780,595	780,595	780,595
Overtime	14,003	5,085	5,000	9,000	9,000	9,000
FICA	55,846	54,677	56,630	58,000	58,000	58,000
WC Insurance & Tax	12,028	5,922	6,085	6,000	6,000	6,000
Pension	107,458	109,145	116,580	120,150	120,150	120,150
Insurance	118,236	105,673	108,725	146,705	146,705	146,705
Bereavement Leave	239	-	-	-	-	-
Sick Leave Conversion	4,096	-	-	-	-	-
Vacation Buy Back	16,850	1,947	-	-	-	-
Fitness Program	89	-	-	-	-	-
Comp Time Sell Back	327	199	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>1,045,501</b>	<b>1,011,593</b>	<b>1,052,680</b>	<b>1,120,450</b>	<b>1,120,450</b>	<b>1,120,450</b>
Office Supplies	1,130	926	1,200	1,200	1,200	1,200
Printing & Postage	3,097	2,065	4,000	3,000	3,000	3,000
Photographic Supplies	2,604	(162)	500	500	500	500
Field Supplies	705	738	1,700	2,300	2,300	2,300
Medical & Other Testing	38	-	200	-	-	-
Cell Phones	1,442	1,636	1,200	1,740	1,740	1,740
Network/Online	362	-	-	-	-	-
Office Equip & Furniture	98	141	1,000	1,000	1,000	1,000
Computer Equip & Software	5,148	6,418	3,525	2,225	2,225	2,225
Personal Computer/Laptop	2,302	3,074	-	-	-	-
Consultants	14,202	14,889	15,000	15,000	15,000	15,000
Conferences & Meetings	2,639	4,961	8,100	8,100	8,100	8,100
Membership Dues	436	2,708	2,575	2,700	2,700	2,700
Publication,Rpt,Ref Matl	873	421	900	900	900	900
Staff Training	1,373	620	3,500	2,500	2,500	2,500
Administrative Expense	848	677	1,000	1,000	1,000	1,000
Advertising-Legis/Judicia	86	86	100	100	100	100
Advertising-Recruitment	1,657	210	-	-	-	-
Equipment Rental	1,121	911	800	800	800	800
R & M - Equipment	3,392	2,476	3,400	3,400	3,400	3,400
R & M - Computers	14,395	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>57,947</b>	<b>42,795</b>	<b>48,700</b>	<b>46,465</b>	<b>46,465</b>	<b>46,465</b>
<b>Total Expenditures</b>	<b>\$ 1,103,448</b>	<b>\$ 1,054,388</b>	<b>\$ 1,101,380</b>	<b>\$ 1,166,915</b>	<b>\$ 1,166,915</b>	<b>\$ 1,166,915</b>

## Planning Division

The mission of the Planning Division is to serve the public in resolving issues affecting land development and the quality of life in Tualatin. Planning maintains the Tualatin Community Plan, administers the Development Code and supports the Architectural Review Board and the Tualatin Planning Commission.

Long range planning coordinates Tualatin's policies and Community Plan with regional and statewide planning work. Current planning administers the Tualatin Development Code.

## Highlights of FY 2013/2014

- Kicked-off **Basalt Creek Concept Planning**
- **Nyberg Rivers Shopping Center** Master Plan and Architectural Review
- **Backyard Chickens** Ordinance
- **Linking Tualatin** code amendments
- Met with **CIO Land Use Officers** quarterly
- Participated in the **regional population forecast** to 2045
- **Current Planning applications** reviewed and approved during calendar year 2013:
  - 4 Tree Cutting Permits
  - 4 Conditional Use Permits
  - 7 Architectural Reviews
  - 8 Architectural Reviews of Single Family Residences
  - 31 Minor Architectural Reviews
  - 115 Sign Permits
- **Land Use applications** reviewed through February 2014:

Summary	
Department Manager	Alice Cannon
Planning Manager	Aquilla Hurd-Ravich
FTE's	5.75
Expenditures	\$ 940,145

- 4 Architectural Reviews
- 2 Architectural Reviews for Single Family Residences
- 3 Minor Architectural Reviews
- 5 Sign Permits

## Goals for FY 2014/2015

- Accept a final Basalt Creek Concept Plan and adopt implementing ordinances
- Create an infrastructure implementation plan for the Southwest Concept Area funded through a Construction Excise Tax Grant.
- Work with the City Council to clarify their vision and goal for downtown planning.





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	324,853	249,658	322,685	386,270	386,270	386,270
Part Time	84,606	78,541	69,515	37,805	37,805	37,805
Temporary	2,175	-	-	-	-	-
Overtime	2,730	825	3,300	3,300	3,300	3,300
FICA	31,022	24,881	30,090	32,425	32,425	32,425
WC Insurance & Tax	1,514	807	710	810	810	810
Pension	62,558	43,351	55,735	55,800	55,800	55,800
Insurance	69,857	42,041	45,905	43,430	43,430	43,430
Vacation Buy Back	1,623	3,222	-	-	-	-
Comp Time Sell Back	739	67	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>581,677</b>	<b>443,392</b>	<b>527,940</b>	<b>559,840</b>	<b>559,840</b>	<b>559,840</b>
Office Supplies	2,199	1,389	2,400	1,900	1,900	1,900
Printing & Postage	2,098	5,776	4,000	4,500	4,500	4,500
Uniforms & Safety Equip	-	-	100	100	100	100
Medical & Other Testing	23	-	100	-	-	-
Cell Phones	251	270	360	720	720	720
Office Equip & Furniture	-	1,032	1,000	500	500	500
Computer Equip & Software	1,050	803	325	575	575	575
Personal Computer/Laptop	-	3,355	-	-	-	-
Consultants	148,027	92,600	312,600	358,000	358,000	358,000
Conferences & Meetings	4,542	4,949	4,900	5,000	5,000	5,000
Membership Dues	3,390	860	2,300	2,300	2,300	2,300
Publication,Rpt,Ref Matl	49	34	500	100	100	100
Staff Training	-	-	500	500	500	500
Staff/Dept Recognition	-	129	500	500	500	500
Administrative Expense	310	183	300	300	300	300
Advertising-Informational	155	-	250	250	250	250
Advertising-Legis/Judcial	611	1,004	1,500	1,500	1,500	1,500
Advertising-Recruitment	724	24,691	100	100	100	100
Equipment Rental	1,227	1,730	1,400	1,460	1,460	1,460
R & M - Equipment	2,843	1,115	1,800	2,000	2,000	2,000
R & M - Computers	95	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>167,592</b>	<b>139,920</b>	<b>334,935</b>	<b>380,305</b>	<b>380,305</b>	<b>380,305</b>
<b>Total Expenditures</b>	<b>\$ 749,269</b>	<b>\$ 583,312</b>	<b>\$ 862,875</b>	<b>\$ 940,145</b>	<b>\$ 940,145</b>	<b>\$ 940,145</b>



A Great Place to:

**Live,**

**Work,**

**Play**



# Community Services

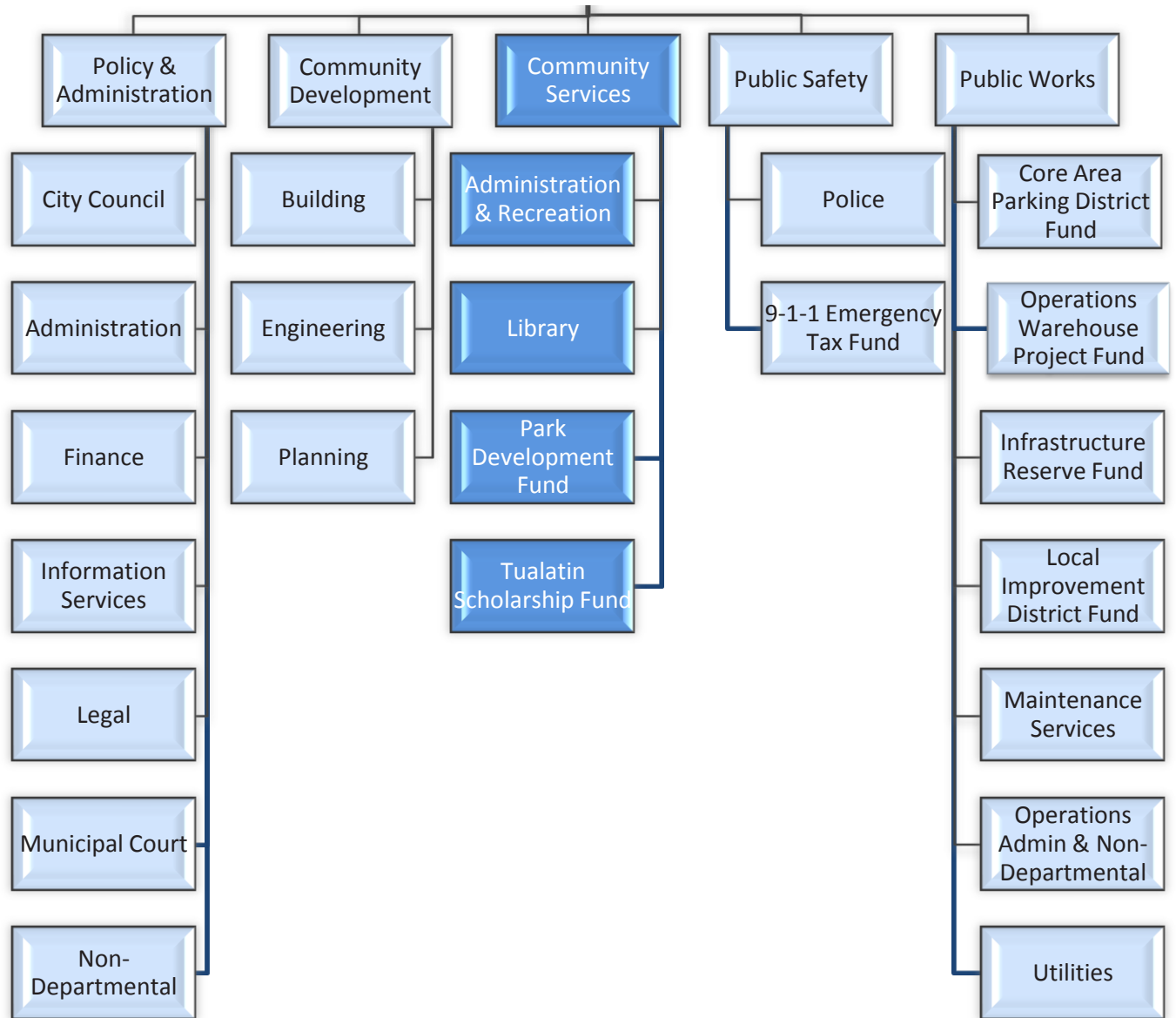
*Administration & Recreation*

*Library*

*Park Development Fund*

*Tualatin Scholarship Fund*

**Paul Hennon,  
Community Services  
Director**





# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Community Services

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 1,828,083	\$ 2,005,847	\$ 2,056,565	\$ 2,191,815
Materials and Services	527,859	606,988	578,670	609,820
Transfers	16,917	13,690	17,790	25,970
Capital Outlay	537,275	347,883	788,560	956,130
Debt Service	-	-	-	-
Contingencies & Reserves	203,908	809,954	150,485	50,485
<b>Total Requirements</b>	<b>\$ 3,114,042</b>	<b>\$ 3,784,362</b>	<b>\$ 3,592,070</b>	<b>\$ 3,834,220</b>



## Administration

The vision of the Community Services Division is to create community through people, facilities, programs, and the natural environment. This vision is carried out through its missions:

- Strengthen Community Image and Sense of Place
- Support Economic Development
- Strengthen Safety and Security
- Promote Health and Wellness
- Foster Human Development and an Informed Citizenry
- Increase Cultural Unity
- Protect Natural and Cultural Resources, and
- Providing Recreational Experiences

The Community Services Division provides leadership and directs the functions of the Community Services Department including the library, recreation and youth development services, older adult services, arts and cultural services, permitting for special events and park and recreation scheduling and facility reservations, park planning and development, and urban forestry policy and public education.



Summary	
Department Manager	Paul Hennon
FTE's	6.50
Expenditures	\$ 960,480
Funding Source	General Fund

This Community Services Division staffs the Tualatin Arts Advisory Committee (TAAC), Tualatin Park Advisory Committee (TPARK), the Youth Advisory Council (YAC), the Juanita Pohl Center Advisory Committee (JPCAC), serves as liaison to the Tualatin Heritage Center Steering Committee, and participates with the Citizen Involvement Organizations (CIO's).

## Highlights of FY 2013/2014

- Managed park and recreation programs and facilities in a manner that promoted health and wellness, created a sense of place, protected natural and cultural resources, and contributed to the quality of life in Tualatin, including Recreation Programs and Special Events with attendance and participation of about 16,000 people and Cultural and Historical programs that enriched the community with 9,000 people attending events at the Tualatin Heritage Center.
- Managed and staffed the Juanita Pohl Center, the Van Raden Community Center, and Lafky House as a multi-generational recreation complex to broaden recreation opportunities for people of all ages.
- Reinforced Tualatin's uniqueness and sense of place by completing the 2013 Centennial Celebration commemorating Tualatin's 100th anniversary of incorporation, including a fireworks display, placement of a time capsule,



and contribution towards a vibrant downtown through installation of public art at the Tualatin Public Library and Tualatin Commons Park.

- Obtained certification as a Tree City USA from the National Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters for the 27th consecutive year.

### Goals for FY 2014/2015

- Promote health and wellness, create a sense of place, protect natural and cultural resources, and contribute to the quality of life in Tualatin through management of parks, recreation programs and facilities, and natural resources.
- Continue to increase community recreation opportunities and participation by people of all ages by managing the Juanita Pohl Center and the Van Raden Community Center as a multi-generational recreation complex, and through other park and recreation facilities and special events.
- Expand transportation options by promoting bike safety and hosting recreational and educational bicycling events.





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Actual FY 12-13	Adopted FY 13-14
Full time	281,618	350,475	376,405	440,810	350,475	376,405
Part Time	78,387	83,202	85,210	32,840	83,202	85,210
Temporary	16,347	22,489	35,650	33,860	22,489	35,650
Overtime	1,716	2,502	2,230	2,200	2,502	2,230
FICA	28,775	34,823	37,235	38,000	34,823	37,235
WC Insurance & Tax	5,117	1,392	1,225	1,250	1,392	1,225
Pension	53,801	63,829	67,325	66,000	63,829	67,325
Insurance	53,006	62,242	68,160	88,840	62,242	68,160
Bereavement Leave	1,997	1,668	-	-	1,668	-
Vacation Buy Back	2,030	2,144	-	-	2,144	-
Comp Time Sell Back	91	123	-	-	123	-
<b>Salaries &amp; Benefits</b>	<b>522,884</b>	<b>624,887</b>	<b>673,440</b>	<b>703,800</b>	<b>624,887</b>	<b>673,440</b>
Office Supplies	2,760	2,569	4,600	3,000	2,569	4,600
Printing & Postage	1,255	899	770	1,000	899	770
Photographic Supplies	-	-	400	-	-	400
Uniforms & Safety Equip	55	533	500	800	533	500
Medical & Other Testing	23	-	100	-	-	100
Cell Phones	1,551	1,944	2,470	2,830	1,944	2,470
Office Equip & Furniture	1,056	1,688	1,500	3,900	1,688	1,500
Computer Equip & Software	1,061	4,221	690	-	4,221	690
Personal Computer/Laptop	2,389	3,237	-	-	3,237	-
Contribution-Other Agency	14,100	18,188	20,100	39,100	18,188	20,100
Loaves & Fishes	19,053	-	-	-	-	-
Youth Development	36,003	36,511	39,370	39,300	36,511	39,370
Concerts on The Commons	18,104	19,023	19,000	19,000	19,023	19,000
CDBG Youth Program	412	-	-	-	-	-
Arts Program	5,685	8,915	9,200	10,700	8,915	9,200
Special Programs	13,287	15,220	12,500	17,500	15,220	12,500
Recreation Program Expend	25,138	29,079	41,860	43,000	29,079	41,860
Consultants	-	-	1,000	2,500	-	1,000
Conferences & Meetings	7,997	11,213	14,800	16,300	11,213	14,800
Membership Dues	970	1,756	950	1,910	1,756	950
Publication,Rpt,Ref Matl	238	299	320	320	299	320
Staff Training	912	352	600	600	352	600
Administrative Expense	3,464	2,465	2,100	2,500	2,465	2,100
Advertising-Recruitment	145	25	-	-	25	-
Advertising-Promotional	29,880	32,233	33,990	35,390	32,233	33,990
Equipment Rental	4,546	6,681	12,700	13,290	6,681	12,700
R & M - Equipment	2,219	3,070	3,480	3,740	3,070	3,480
<b>Materials &amp; Services</b>	<b>192,302</b>	<b>200,121</b>	<b>223,000</b>	<b>256,680</b>	<b>200,121</b>	<b>223,000</b>





<b>Account Description</b>	<b>Actual FY 11-12</b>	<b>Actual FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Proposed FY 14-15</b>	<b>Approved FY 14-15</b>	<b>Adopted FY 14-15</b>
Equipment & Furnishings	-	55,467	35,900	-	-	-
Capital Outlay	-	55,467	35,900	-	-	-
<b>Total Expenditures</b>	<b>\$ 715,185</b>	<b>\$ 880,475</b>	<b>\$ 932,340</b>	<b>\$ 960,480</b>	<b>\$ 965,480</b>	<b>\$ 965,480</b>



## LIBRARY

The vision of the Library is to create an inviting community center, where learning, discovery, and interaction flourish, expressing a welcoming civic identity while embracing Tualatin's values and future.

Tualatin Public Library loans books, music, and videos; presents programs for all age groups; and answers reference questions from the public. The City is a member of Washington County Cooperative Library Services (WCCLS) and receives funding from the Library District of Clackamas County.

The Tualatin Library Advisory Committee provides citizen based advice to library staff and the City Council on library-related issues. The Library is supported by Friends of the Tualatin Library, an active group that gives funds to supplement the library collection, programs, and equipment needs.

The Tualatin Library Foundation generates funds for the long-term financial health of the Library. Volunteers assist the library in checking in and shelving books, helping at programs, pulling items on reserve, and preparing new materials to be added to the Library.



## Summary

Department Manager	Paul Hennon
Library Manager	Jerianne Thompson
FTE's	18
Expenditures	\$ 1,814,755

## Highlights of FY 2013/2014

- The Library checked out over 731,000 items including books, music, film and magazines.
- Volunteers contributed about 10,000 hours; the equivalent of almost five full-time employees.
- Maintained a high service level during the Martinazzi Avenue Reconstruction Project.
- Partnered with the Library Foundation on a \$4,000 grant from Best Buy to enhance the teen gaming and media equipment and with the Teen Library Committee (TLC) to fund and repaint the Teen Room.
- Initiated use of iPads for various in-library uses by the public.





- To manage the Tualatin Library in a manner that creates an inviting community center, where learning, discovery, and interaction will flourish, expressing a welcoming civic identity while embracing Tualatin's values and future.
- To maintain high circulation of the collection of books, music and videos. To maintain the diversity and quantity of programming for children, teens, adults, older adults, and families through the use of library space, materials and staff expertise.
- To actively promote the Library as a social gathering place and increase public involvement through participation with individuals and groups such as the Tualatin Library Advisory Committee, Friends of the Tualatin Library, the Tualatin Library Foundation, and the new Citizen Involvement Organizations.
- To provide excellent library services throughout the construction of the Seneca Street extension, reconstruction of the library and city offices parking lots, and Nyberg Rivers Shopping Center.





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full time	769,938	821,522	861,695	879,835	879,835	879,835
Part Time	47,099	71,304	42,505	87,890	87,890	87,890
Temporary	133,082	136,525	144,435	113,975	113,975	113,975
Overtime	3,156	1,525	2,000	2,205	2,205	2,205
Employee Benefits	350	-	-	-	-	-
FICA	71,608	77,918	76,635	78,765	78,765	78,765
WC Insurance & Tax	5,003	6,019	2,500	6,000	6,000	6,000
Pension	119,000	131,838	131,140	134,925	134,925	134,925
Insurance	148,566	119,140	122,215	184,420	184,420	184,420
Job Injury Time	131	-	-	-	-	-
Bereavement Leave	1,052	1,155	-	-	-	-
Sick Leave	1,209	656	-	-	-	-
Vacation Buy Back	4,653	13,051	-	-	-	-
Comp Time Sell Back	351	309	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>1,305,199</b>	<b>1,380,960</b>	<b>1,383,125</b>	<b>1,488,015</b>	<b>1,488,015</b>	<b>1,488,015</b>
Office Supplies	6,732	9,148	8,600	7,600	7,600	7,600
Printing & Postage	3,478	4,830	5,800	4,000	4,000	4,000
Supplies - Donated Funds	-	-	1,000	1,000	1,000	1,000
Collection Development	248,504	245,552	249,200	239,290	239,290	239,290
Other Material Expenses	(1,141)	(998)	-	-	-	-
Uniforms & Safety Equip	-	293	100	400	400	400
Medical & Other Testing	348	197	710	-	-	-
Cell Phones	633	1,080	1,080	1,080	1,080	1,080
Network/Online	3,076	37	-	-	-	-
Office Equip & Furniture	3,093	5,079	12,060	6,580	6,580	6,580
Computer Equip & Software	2,032	11,569	3,540	1,500	1,500	1,500
Personal Computer/Laptop	7,664	31,468	-	-	-	-
Library Tech - Public	-	38,796	-	-	-	-
Special Programs	30,726	29,796	24,830	24,500	24,500	24,500
Consultants	631	1,475	10,000	1,000	1,000	6,000
Conferences & Meetings	5,643	7,709	7,400	7,480	7,480	7,480
Membership Dues	1,240	1,250	1,120	1,380	1,380	1,380
Staff Training	556	1,600	800	800	800	800
Administrative Expense	3,116	3,727	3,400	3,630	3,630	3,630
Advertising-Recruitment	50	-	-	-	-	-
Advertising-Promotional	2,138	1,922	2,000	7,000	7,000	7,000
Equipment Rental	6,477	5,795	6,700	3,960	3,960	3,960
R & M - Equipment	10,068	5,641	6,730	10,540	10,540	10,540
<b>Materials &amp; Services</b>	<b>335,064</b>	<b>405,964</b>	<b>345,070</b>	<b>321,740</b>	<b>321,740</b>	<b>326,740</b>



<b>Account Description</b>	<b>Actual FY 11-12</b>	<b>Actual FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Proposed FY 14-15</b>	<b>Approved FY 14-15</b>	<b>Adopted FY 14-15</b>
Equipment & Furnishings	-	-	10,000	-	-	-
<b>Capital Outlay</b>	-	-	<b>10,000</b>	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,640,263</b>	<b>\$ 1,786,925</b>	<b>\$ 1,738,195</b>	<b>\$ 1,809,755</b>	<b>\$ 1,809,755</b>	<b>\$ 1,814,755</b>





## PARK DEVELOPMENT FUND

The Park Development Fund captures the revenues and expenditures for the planning, land acquisition, and development of parks and recreation areas and facilities. The Park Development Fund derives its revenues from restricted sources such as System Development Charges, grants, and donations. Tualatin's share of the 2006 Metro Natural Areas Bond Measure are received and expended through this fund.

Summary	
Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 1,003,100
Funding Source	Park Development Fund

## Highlights of FY 2013/2014

- Participated in the Transportation System Plan update with a focus on the interconnected system of on and off street pedestrian and bicycle facilities linking neighborhoods, public facilities, commercial, and other employment areas on streets and through greenways, natural areas, and parks.
- Completed the Ice Age Tonquin Trail Master Plan in partnership with Metro, Washington County, and the cities of Sherwood and Wilsonville.
- Completed acquisition of a segment of the Tualatin River Greenway filling a gap between Tualatin Community Park and Nyberg Lane (near Brown's Ferry Park) that will enable future construction of a shared pathway.
- Completed acquisition of an easement for and partial construction of a bikeway running north and south between Nyberg Street and the Tualatin River Greenway through the Nyberg Rivers Shopping Center Project.
- Obtained a Community Development Block Grant (CDBG) in the amount of \$133,000 to partially fund installation of a fire sprinkling system at the Juanita Pohl Center to be constructed in FY2014/2015.

## Goals for FY 2014/2015

- Complete installation of a fire sprinkling system at the Juanita Pohl Center.
- Complete acquisition of at least one (1) parcel within the Tualatin River Greenway.
- Begin the process of updating the Tualatin Parks and Recreation Master Plan.
- Work with private development to further the land preservation goals of the Natural Areas and Greenway System and related interconnected system of on and off street pedestrian and bicycle facilities.







Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Office Supplies	-	338	100	5,000	5,000	5,000
Printing & Postage	-	87	100	5,000	5,000	5,000
Photographic Supplies	-	-	100	1,000	1,000	1,000
Consultants	-	-	10,000	10,000	10,000	10,000
Property Management	(507)	27	-	-	-	-
<b>Materials &amp; Services</b>	<b>(507)</b>	<b>453</b>	<b>10,300</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
Transfers - General Fund	16,917	13,690	17,790	25,970	25,970	25,970
<b>Transfers &amp; Reimbursements</b>	<b>16,917</b>	<b>13,690</b>	<b>17,790</b>	<b>25,970</b>	<b>25,970</b>	<b>25,970</b>
Land Acquisition	-	291,965	667,660	659,130	659,130	659,130
Feasibility Studies	-	-	75,000	150,000	150,000	150,000
Projects Professional Svc	43,825	200	-	-	-	-
Projects Construction	493,449	251	-	147,000	147,000	147,000
<b>Capital Outlay</b>	<b>537,275</b>	<b>292,416</b>	<b>742,660</b>	<b>956,130</b>	<b>956,130</b>	<b>956,130</b>
Contingency	-	-	100,000	-	-	-
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 553,684</b>	<b>\$ 306,559</b>	<b>\$ 870,750</b>	<b>\$ 1,003,100</b>	<b>\$ 1,003,100</b>	<b>\$ 1,003,100</b>



## TUALATIN SCIENCE AND TECHNOLOGY SCHOLARSHIP

This trust was established in 1990 by a contribution of \$50,000 from Oki Semiconductor. Oki Semiconductor closed operations in Tualatin and the trust document was revised in 2000 and renamed “Tualatin Science and Technology Scholarship Trust.”

The goal of the scholarship trust is to promote higher education in scientific fields by making possible educational opportunities to students who are residents of Tualatin.

Scholarship applications are reviewed by a committee consisting of three members: 1) a Tualatin resident, usually a representative of the Council, 2) a member of the school board of a public school district providing secondary education to students residing in Tualatin, historically Tigard/Tualatin School District; and 3) a representative of the Tualatin Chamber of Commerce.

### Summary

Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 50,885
Funding Source	Tualatin Scholarship Fund Fund

### Highlights of FY 2013/2014

- The fund accumulated interest and will award a grant in FY2014/2015.

### Goals for FY 2014/2015

- Award one grant in the amount of \$400.

### History of Science & Technology Scholarship

In 1990, Oki Semiconductor established the scholarship trust with a \$50,000 grant

Oki-Semiconductor is a manufacturing division of Oki Electric of Japan.

Oki Semiconductor set up the scholarship trust fund with the City to provide 2 education scholarships annually to Tualatin residents. Recipients are announced and honored at the Tualatin City Council Meeting by the committee & OKI Semiconductor provides a small luncheon at their facility.

#### Criteria considered in selecting scholarship recipients include:

Academic standing, field of study, extra-curricular activities, admissions to an Oregon college, and community activities

**Scholarship Committee:** Initially, the committee consisted of a representative from the City of Tualatin, OKI-Semiconductor, and the Tigard-Tualatin School Board. Representative.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Scholarships	1,000	450	300	400	400	400
<b>Materials &amp; Services</b>	<b>1,000</b>	<b>450</b>	<b>300</b>	<b>400</b>	<b>400</b>	<b>400</b>
General Account Reserve	-	-	50,485	50,485	50,485	50,485
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>50,485</b>	<b>50,485</b>	<b>50,485</b>	<b>50,485</b>
<b>Total Expenditures</b>	<b>\$ 1,000</b>	<b>\$ 450</b>	<b>\$ 50,785</b>	<b>\$ 50,885</b>	<b>\$ 50,885</b>	<b>\$ 50,885</b>



City of Tualatin

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## Public Safety



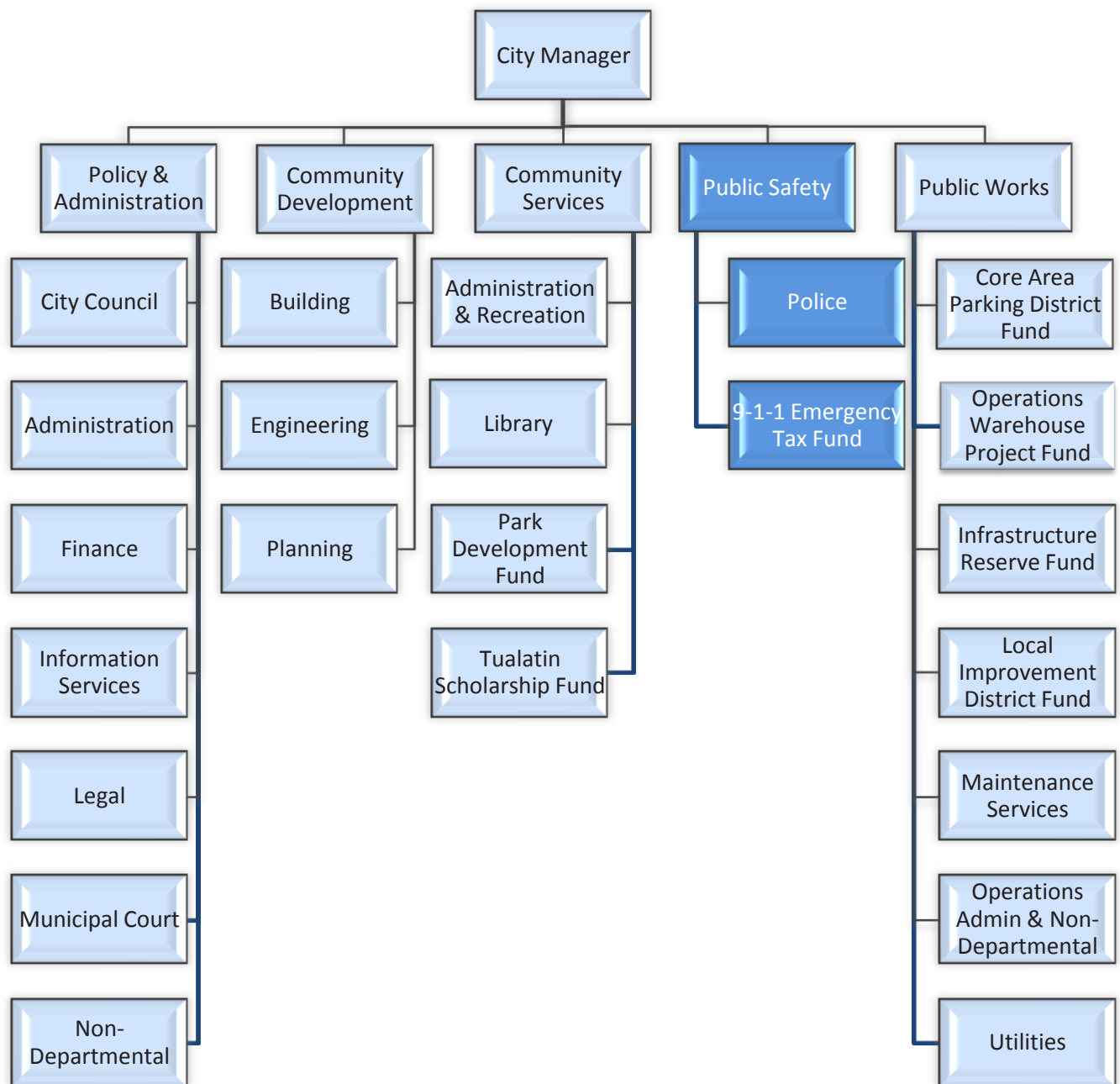
*Police*

*9-1-1 Emergency Tax Fund*

A Great Place to

Live, Work,

**Kent Barker,  
Police Chief**







# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Public Safety

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 5,420,514	\$ 5,739,683	\$ 5,755,945	\$ 6,057,295
Materials and Services	777,362	650,123	605,425	659,530
Transfers	-	-	-	-
Capital Outlay	114,227	145,576	294,500	123,200
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
<b>Total Requirements</b>	<b>\$ 6,312,103</b>	<b>\$ 6,535,382</b>	<b>\$ 6,655,870</b>	<b>\$ 6,840,025</b>



## POLICE DEPARTMENT

The Police Department operates 24 hours a day, seven days a week. Our Mission Statement is, “We are dedicated to a safe community and excellence in customer service.” The department has three divisions, which consist of the Administration division, Patrol division, and the Support Services division.

### Administration

The Administration division is responsible for coordinating Police Department efforts with other departments, criminal justice agencies, and with the community. The Administration division also works with regional, state and national organizations to enhance the ability of the Police Department to perform its mission. The Administration division is responsible for submitting an annual report, requesting and managing grant funding, updating policies and procedures, and maintaining statewide accreditation through the Oregon Accreditation Alliance.

### Patrol

The Patrol Services division responds to emergency and non-emergency calls for service and investigates violations of criminal and traffic laws, taking enforcement action when needed. In addition to call response, patrol officers spend time conducting proactive police patrol functions and act as a visible crime deterrent. Officers are assigned to one of the three specific districts within the City and build partnerships with citizens in their districts to help with problem recognition and resolution, both of a criminal and “quality of life” nature. The traffic team is assigned to work various shifts and locations in the City to address traffic-related issues and investigate motor vehicle crashes. The Community Service Officer is responsible for handling Code Enforcement issues, rental housing ordinance issues and supplementing patrol officers by handling low-priority calls for service.

## Summary

Police Chief	Kent Barker
FTE's	46
Expenditures	\$6,840,025
Funding Source	General Fund

### Support Services

The Police Support Services division consists of Records, Investigations and Training. Investigations is responsible for major criminal investigations and the delivery of all school based police curriculums including Criminal Justice, Bullying, Internet Safety, Gang Resistance, as well as the GREAT Summer Program. Records is responsible for the entry and maintenance of all reports and records as well as the receiving, processing and storage of all evidence and department property. Training is responsible for the training of each member and meeting state-mandated certification.

### Highlights of FY 2013/2014

Increased community engagement activities: 19 participating neighborhoods and C.I.O groups in the National Night Out event with over 900 participants; held 2 Prescription Take-Back events, 3 Child Seat Inspection Clinics and participated in the Polar Plunge and Harley Davidson Raffle to benefit the Special Olympics Oregon; participated in the Pumpkin Regatta, Crawfish Festival, Summer GREAT Program, Birthday Pizza Parties with the Police, Half Marathon and 5k Runs, Try-athlon, Walk and Bike to School Day, Library Reading Programs, Volunteer Coaching for Tualatin High School; and participated in the Tualatin Tomorrow visioning.

## Highlights of FY 2013/2014 (continued)

Engaged each of the Community Involvement Organizations by annual officer attendance at CIO meetings.

Held the 4<sup>th</sup> Annual Citizen/Community Educational Police Academy, which engaged 12 key stakeholders.

Increased social media presence by posting multiple Facebook posts directly related to the Police Department.

Analyzed data to determine the feasibility of adding a 3<sup>rd</sup> Intersection Safety Camera. The data and information we received did not support adding an Intersection Safety Camera at that intersection at this time. We continued to focus our efforts on enforcing traffic at high risk intersections.

Purchased, trained and certified a narcotic detection canine. Zoey, a 2 year old Chocolate Lab, made significant finds within the first 2 months of achieving her certification.

Implemented an electronic threshold event tracking system. This new system is a supervisory tool that tracks complaints, use of force incidents, disciplinary actions, and achievements. It is also used to collect data for our annual accreditation report and annual police department report.

Replaced out-dated Mobile Data Terminals in all patrol cars.

Performed a tabletop exercise for Bridgeport Village to help train the employees in active threat situations and prevent crime at local businesses; Provided training to local businesses regarding merchant safety and suspicious activity awareness.



## Goals For FY 2014/2015

Continue citizen engagement activities through participating in public events, such as: National Night Out, Drug Take-Back, Crawfish Festival, Pumpkin Regatta, Car Seat Clinics, organized running events, Summer GREAT Program, Birthday Pizza Parties with the Police, Special Olympics Fundraisers, Walk and Bike to School Day, and Library Reading Programs.

Improve interactions with citizens and the community by engaging 12 key stakeholders to participate in the 5<sup>th</sup> annual Citizen Academy.

Provide information to every CIO group and business/merchant group at least once annually.

Have a fully functional bar-coding system up and running for Evidence.

Increase Police presence downtown and engage downtown businesses by giving crime prevention tips and/or presentations.

Partner with TriMet to create a sense of safety for those using public transit.

Analyze high risk intersections in Tualatin to determine if a 3<sup>rd</sup> intersection safety camera system needs to be added.

Make the transition from the current report management system to new regional report management system.





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	3,185,673	3,359,300	3,541,390	3,659,400	3,659,400	3,659,400
Part Time	61,734	63,413	19,290	-	-	-
Temporary	44,066	44,337	50,070	46,775	46,775	46,775
Overtime	198,036	206,320	235,000	236,500	236,500	236,500
Employee Benefits	-	75	-	-	-	-
FICA	270,962	284,067	280,925	290,575	290,575	290,575
WC Insurance & Tax	135,331	124,605	124,675	125,000	125,000	125,000
Pension	726,483	772,735	770,345	813,080	813,080	813,080
Insurance	678,075	754,742	788,500	809,465	809,465	809,465
Job Injury Time	11,431	12,296	-	-	-	-
Bereavement Leave	8,808	8,045	-	-	-	-
Sick Leave Bonus	3,892	1,074	-	-	-	-
Vacation Buy Back	16,440	17,915	-	5,000	5,000	5,000
Holiday Sell Back	40,353	54,972	-	40,000	40,000	40,000
Comp Time Sell Back	5,236	3,017	-	-	-	-
Other Benefit Costs	1,553	1,268	-	-	-	-
ORPAT-Fitness Incentive	31,500	31,500	35,750	31,500	31,500	31,500
PORAC Legal Defense Fund	942	-	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>5,420,514</b>	<b>5,739,683</b>	<b>5,845,945</b>	<b>6,057,295</b>	<b>6,057,295</b>	<b>6,057,295</b>
Office Supplies	12,085	10,145	11,000	11,000	11,000	11,000
Printing & Postage	9,485	8,342	10,000	10,000	10,000	10,000
Photographic Supplies	1,059	489	1,300	1,300	1,300	1,300
Energy Supplies	4,960	3,759	4,000	4,000	4,000	4,000
Evidence & Investigation	3,854	2,738	3,000	3,000	3,000	3,000
Uniforms & Safety Equip	60,767	54,070	45,000	45,000	45,000	45,000
Medical & Other Testing	4,188	4,317	3,000	5,000	5,000	5,000
Ammun & Defensive Equip	30,591	34,093	37,000	40,000	40,000	40,000
Cell Phones	14,130	18,607	17,000	17,000	17,000	17,000
Network/Online	14,110	15,045	15,600	15,600	15,600	15,600
Office Equip & Furniture	1,669	2,000	2,000	2,000	2,000	2,000
Computer Equip & Software	5,149	10,306	1,000	4,750	4,750	4,750
Minor Vehicle Equipment	2,978	3,210	4,000	5,000	5,000	5,000
Personal Computer/Laptop	29,362	17,437	-	-	-	-
GREAT Program	10,945	10,003	10,000	10,000	10,000	10,000
Spec Investigative Fund	5,895	6,087	5,500	6,000	6,000	6,000
Crime Prevention Supplies	2,244	2,281	3,000	3,000	3,000	3,000
Legal	-	-	22,500	-	-	-
Conferences & Meetings	8,456	6,461	7,500	7,500	7,500	7,500
Membership Dues	2,357	6,857	7,500	7,500	7,500	7,500
Publication,Rpt,Ref Matl	491	2,105	1,700	1,700	1,700	1,700
Staff Training	37,392	42,970	45,000	45,000	45,000	45,000
Staff/Dept Recognition	4,626	1,841	3,000	3,500	3,500	3,500
Administrative Expense	4,625	3,211	4,500	4,500	4,500	4,500
Advertising-Recruitment	2,074	833	2,500	2,500	2,500	2,500
Contract Services	350,578	329,931	344,425	387,180	387,180	387,180

Account Description	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 14-15	FY 14-15
Equipment Rental	13,679	12,211	5,000	5,000	5,000	5,000
R & M - Equipment	11,776	7,812	10,400	11,000	11,000	11,000
R & M - Computers	289	1,296	1,500	1,500	1,500	1,500
<b>Materials &amp; Services</b>	<b>649,814</b>	<b>618,456</b>	<b>627,925</b>	<b>659,530</b>	<b>659,530</b>	<b>659,530</b>
Equipment & Furnishings	114,227	145,576	294,500	123,200	123,200	123,200
<b>Capital Outlay</b>	<b>114,227</b>	<b>145,576</b>	<b>294,500</b>	<b>123,200</b>	<b>123,200</b>	<b>123,200</b>
<b>Total Expenditures</b>	<b>\$ 6,184,555</b>	<b>\$ 6,503,715</b>	<b>\$ 6,768,370</b>	<b>\$ 6,840,025</b>	<b>\$ 6,840,025</b>	<b>\$ 6,840,025</b>





## 9-1-1 Emergency Tax Fund

The 9-1-1 Program was established by the 1981 Oregon Legislature to ensure the seamless operation of the statewide enhance 9-1-1 system. The Program is funded through the Emergency Communication Tax. This tax imposes \$0.75 on any circuit or device capable of accessing the 9-1-1 network and is collected by communications providers offering such services. The money is distributed by the Oregon Office of Emergency Management quarterly and two-thirds of the collections are distributed to cities and counties on a per-capita basis to fund operations at the Public Safety Answering Point (PSAP), in our case Washington County Consolidated Communications Agency (WCCCA).

Senate Bill 1559, passed during the 2012 Legislative Session, changed the way Emergency Communication Tax is distributed. SB1559 requires distributions be

Summary	
Police Chief	Kent Barker
FTE's	0
Expenditures	0
Funding Source	9-1-1 Emergency Tax Fund

made directly to the 9-1-1 jurisdiction (WCCCA). The Oregon Department of Revenue has changed the budgeting requirements for these funds, ruling that cities and counties which are not the governing authority of a 9-1-1 jurisdiction no longer need to include these revenues in their budget. Therefore, since WCCCA receives the funds directly, the City of Tualatin no longer needs to record the pass through in our budget.







Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
911 Tax/Payment to PSAP	127,548	31,667	-	-	-	-
Materials & Services	127,548	31,667	-	-	-	-
Total Expenditures	<u>\$ 127,548</u>	<u>\$ 31,667</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



City of Tualatin

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# Public Works

*Core Area Parking District Fund*

*Operations Warehouse Project Fund*

*Infrastructure Reserve Fund*

*Local Improvement District Fund*

*Maintenance Services*

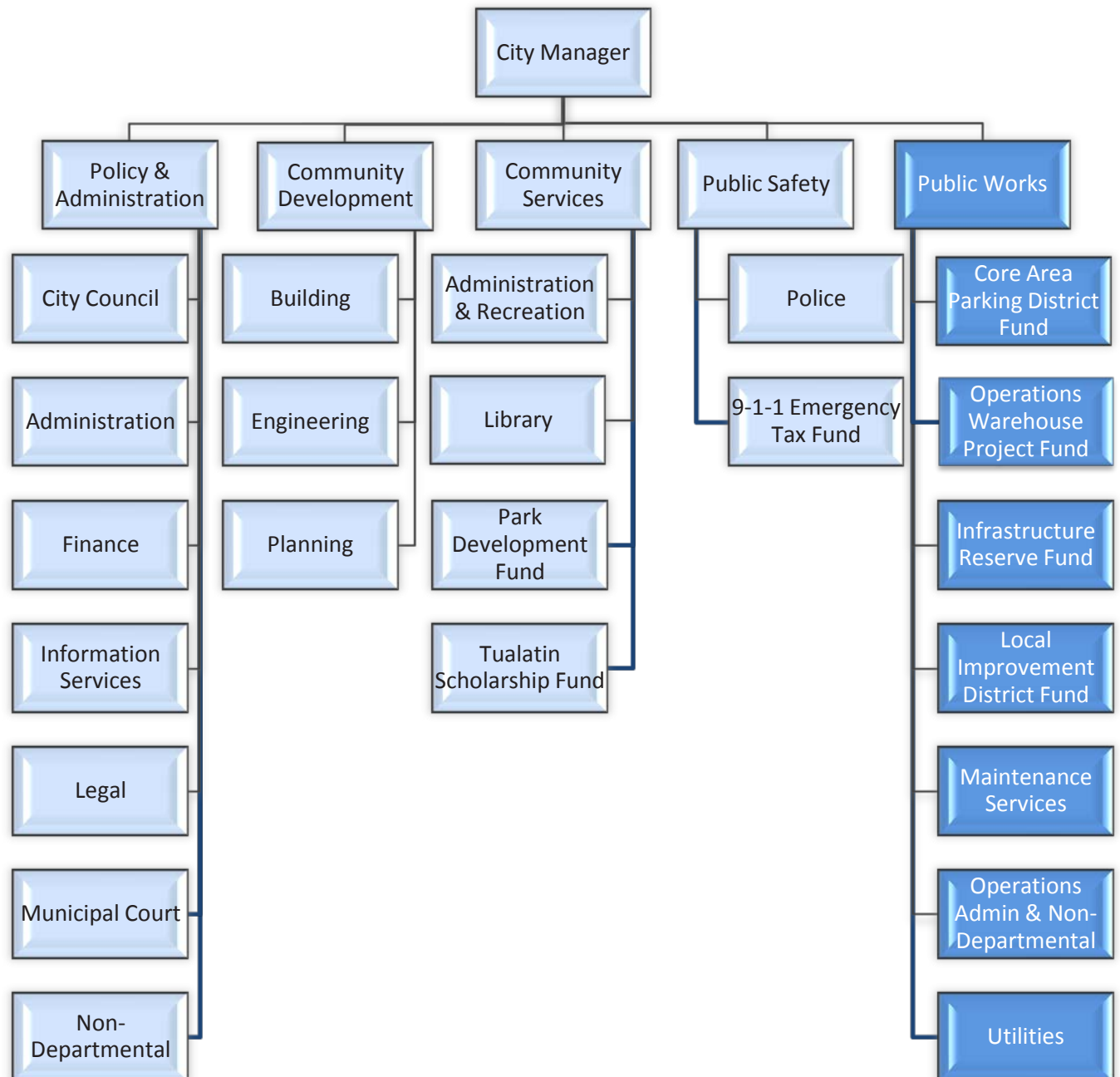
*Operations Administration and Non-Departmental*

*Utilities*



**Jerry Postema,  
Public Works Director  
and  
Alice Cannon,  
Assistant  
City Manager**

A Great Place to  
Live,





## City of Tualatin

### Fiscal Year 2014 - 2015

### Adopted Budget - Public Works

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 2,490,993	\$ 2,472,647	\$ 2,667,775	\$ 2,780,155
Materials and Services	11,265,798	12,886,711	12,200,565	12,208,930
Transfers	5,740,867	5,864,600	9,085,835	6,881,315
Capital Outlay	1,075,345	1,283,029	6,048,640	3,588,100
Debt Service	-	-	-	129,610
Contingencies & Reserves	19,842,376	20,854,327	15,385,965	18,240,230
<b>Total Requirements</b>	<b>\$ 40,415,379</b>	<b>\$ 43,361,314</b>	<b>\$ 45,388,780</b>	<b>\$ 43,828,340</b>



## Operations – Core Area Parking

The Core Area Parking District (CAPD) fund administers the downtown public parking district of the City. Taxes are received from businesses located within the district, a portion of which are transferred to the General Fund for enforcement and maintenance. There are five public lots (White, Yellow, Red, Blue and Green) with 363 parking spaces. In addition, there are 71 on-street parking spaces on Nyberg Street, Seneca Street and 84<sup>th</sup> Avenue, along with 72 spaces associated with the Library and Civic area parking.

## Highlights of FY 2013/2014

- Completed Slurry seal type II in both the Red and Yellow Lots.
- Re-striped all Core Area parking lots.
- Maximized efficiency of constructed public parking lots and on-street parking.
- Collected annual taxes sufficient to operate the District.
- Successfully participated in the Martinazzi Road Reconstruction Project by providing safe access to local businesses.

## Summary

Department Manager	Jerry Postema
Number of Businesses in Core Area	68
Expenditures	\$ 179,860
Funding Source	Core Area Parking District Fund

## Goals for FY 2014/2015

- Evaluate parking lot lighting efficiency and develop an on-going maintenance plan.
- Continue evaluation of options to balance revenues and expenditures.
- Continue to collect annual taxes sufficient to operate the District.
- Determine enforcement needs for all public parking areas.







Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Printing & Postage	30	-	100	100	100	100
Botanical & Chem Supplies	43	-	2,000	1,000	1,000	1,000
Consultants	-	-	1,000	1,000	1,000	1,000
Utilities - Parking Lots	8,254	8,710	9,000	9,540	9,540	9,540
Administrative Expense	-	-	-	120	120	120
Guardrails & Signs	106	19	300	700	700	700
Street/Parking Lot Lights	-	-	-	1,000	1,000	1,000
Grounds & Landscaping	2,730	2,655	3,700	3,700	3,700	3,700
Parking Lot Striping	-	2,810	2,900	2,900	2,900	2,900
Parking Lots	2,400	2,400	3,000	3,000	3,000	3,000
R & M - Parking Lots	1,071	-	-	1,000	1,000	1,000
R & M - Equipment	70	92	100	100	100	100
<b>Materials &amp; Services</b>	<b>14,703</b>	<b>16,686</b>	<b>22,100</b>	<b>24,160</b>	<b>24,160</b>	<b>24,160</b>
Transfers - General Fund	64,027	68,345	24,030	23,470	23,470	23,470
<b>Transfers &amp; Reimbursements</b>	<b>64,027</b>	<b>68,345</b>	<b>24,030</b>	<b>23,470</b>	<b>23,470</b>	<b>23,470</b>
Fund Projects	-	42,717	11,000	-	-	-
<b>Capital Outlay</b>	<b>-</b>	<b>42,717</b>	<b>11,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency	-	-	10,000	10,000	10,000	10,000
General Account Reserve	-	-	47,160	76,730	76,730	76,730
Future Years Project	-	-	45,500	45,500	45,500	45,500
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>102,660</b>	<b>132,230</b>	<b>132,230</b>	<b>132,230</b>
<b>Total Expenditures</b>	<b>\$ 78,730</b>	<b>\$ 127,747</b>	<b>\$ 159,790</b>	<b>\$ 179,860</b>	<b>\$ 179,860</b>	<b>\$ 179,860</b>



## Operations – Warehouse Project Fund

This capital development fund was created to track the expenditures related to the construction of the new Operations Warehouse building. Once the facility is completed and all costs are recorded, this fund will be closed out.

### Highlights of FY 2013/14

Completed the new warehouse facility, adjacent to the Operations Fleet Building.

### Goals for FY 2014/2015

None - project is expected to be completed prior to June 30, 2014

Summary	
Department Manager	Jerry Postema
FTE's	0
Expenditures	\$ 0
Funding Source	Operations Warehouse Project Fund





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Debt Issuance Costs	-	-	11,000	-	-	-
<b>Materials &amp; Services</b>	-	-	<b>11,000</b>	-	-	-
Fund Projects	-	-	2,099,000	-	-	-
<b>Capital Outlay</b>	-	-	<b>2,099,000</b>	-	-	-
<b>Total Expenditures</b>	-	-	<b>\$ 2,110,000</b>	-	-	-



### Infrastructure Reserve Fund

The Infrastructure Reserve Fund was used as a “savings account” for infrastructure replacement to fund projects for which yearly revenues are insufficient.

In FY 2013-2014, reserve fund accounts within each operating fund were established and the bulk of the infrastructure reserves for each operating account were transferred.

### Goals for FY 2014/2015

Transfer the remaining balance to reserve accounts within the operating funds.

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 0
Funding Source	Infrastructure Reserve Fund



<b>Account Description</b>	<b>Actual FY 11-12</b>	<b>Actual FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Proposed FY 14-15</b>	<b>Approved FY 14-15</b>	<b>Adopted FY 14-15</b>
Transfers - Sewer	250,000	232,500	1,975,735	-	-	-
Transfers - Road Gas Tax	-	70,000	52,790	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>250,000</b>	<b>302,500</b>	<b>2,028,525</b>	-	-	-
<b>Total Expenditures</b>	<b>\$ 250,000</b>	<b>\$ 302,500</b>	<b>\$ 2,028,525</b>	-	-	-



### Local Improvement District Fund

The Local Improvement District (LID) Fund is used to construct public improvements that are paid for by adjoining property owners. The City arranges short-term financing of the construction and then after completion of the project, the City assesses the cost to the property owners and sells bonds to pay off the (short-term) construction financing. The debt service (see Bancroft Fund) is paid off over its term through semi-annual assessment payments. A petition from property owners to the City Council initiates projects in this fund.

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 477,575
Funding Source	Local Improvement District Fund

### Highlights of FY 2013/2014

- There were no new requests for construction projects.

### Goals for FY 2014/2015

- Funds are budgeted in the case of a new request.





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Consultants	-	-	-	50,000	50,000	-
Advertising-Informational	-	-	-	2,500	2,500	-
<b>Materials &amp; Services</b>	-	-	-	<b>52,500</b>	<b>52,500</b>	-
Fund Projects	-	-	-	100,000	100,000	-
<b>Capital Outlay</b>	-	-	-	<b>100,000</b>	<b>100,000</b>	-
Contingency	-	-	476,210	325,075	325,075	477,575
<b>Contingencies &amp; Reserves</b>	-	-	<b>476,210</b>	<b>325,075</b>	<b>325,075</b>	<b>477,575</b>
<b>Total Expenditures</b>	-	-	<b>\$ 476,210</b>	<b>\$ 477,575</b>	<b>\$ 477,575</b>	<b>\$ 477,575</b>



## City of Tualatin

### Fiscal Year 2014 - 2015

### Adopted Budget - Maintenance Services

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 1,157,385	\$ 1,153,892	\$ 1,224,875	\$ 1,267,575
Materials and Services	1,120,291	1,048,617	1,251,475	1,251,660
Transfers	-	-	-	-
Capital Outlay	33,632	48,800	148,500	33,200
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
<b>Total Requirements</b>	<b>\$ 2,311,308</b>	<b>\$ 2,251,309</b>	<b>\$ 2,624,850</b>	<b>\$ 2,552,435</b>

## Operations – Maintenance Services

The Maintenance Services Division is responsible for general facility maintenance services for all city-owned buildings and parking lots. This includes preventive maintenance, repair, alteration, and utilities services. Maintenance Services provides direct, as well as contracted, mechanical, electrical, plumbing, carpentry, painting, custodial and other services for 36 city buildings, including more than 120,000 square feet, and 29 parking lots with more than 1,200 parking spaces.

### Highlights of FY 2013/2014

- Met all of the year's departmental goals including completion of all budgeted projects.
- Completed construction of a 12,600 square foot warehouse addition.
- Successfully relocated staff and functions from Council building for the Seneca Street extension.
- Completed Police Building roof repairs.
- Maintained a successful graffiti clean-up program.
- Completed testing of utilities tracking and analysis software for managing energy costs.



### Summary

Department Manager	Jerry Postema
Maintenance Supervisor	Clay Reynolds
FTE	2.50
Expenditures	\$ 779,535

### Goals for FY 2014/2015

- Provide building maintenance services at a reasonable cost not to exceed 48 cents per square foot per month.
- Provide high-quality customer service, measured using monthly survey letters.
- Complete all budgeted projects.
- Utilize utility tracking software, providing data analysis to manage all utilities and reduce energy use.





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	119,728	125,185	129,330	150,740	150,740	150,740
Temporary	12,575	12,523	13,900	-	-	-
Overtime	1,247	1,107	1,755	1,200	1,200	1,200
FICA	10,085	10,664	11,220	11,600	11,600	11,600
WC Insurance & Tax	5,313	4,417	4,675	4,500	4,500	4,500
Pension	18,531	19,321	20,350	21,250	21,250	21,250
Insurance	25,994	28,265	29,330	43,250	43,250	43,250
Job Injury Time	-	248	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>193,473</b>	<b>201,730</b>	<b>210,560</b>	<b>232,540</b>	<b>232,540</b>	<b>232,540</b>
Office Supplies	44	-	-	-	-	-
Uniforms & Safety Equip	665	894	1,000	1,000	1,000	1,000
Medical & Other Testing	-	34	160	-	-	-
Cell Phones	1,427	1,159	1,150	1,150	1,150	1,150
Small Tools	1,964	1,411	2,270	2,370	2,370	2,370
Office Equip & Furniture	752	-	-	-	-	-
Computer Equip & Software	577	600	600	5,400	5,400	5,400
Personal Computer/Laptop	846	1,026	-	-	-	-
Utilities - City Center	53,446	52,172	62,370	64,710	64,710	64,710
Utilities - Council	11,381	10,518	12,860	-	-	-
Utilities - Operations	27,494	24,784	29,280	37,950	37,950	37,950
Utilities - Police	49,109	49,561	55,290	56,055	56,055	56,055
Utilities - Park & Rec	7,448	7,054	7,720	8,055	8,055	8,055
Utilities - Van Raden Ctr	4,413	4,199	5,420	5,805	5,805	5,805
Utilities - Lafky House	2,382	2,059	2,640	4,895	4,895	4,895
Utilities - Pohl Center	16,273	12,853	20,000	18,800	18,800	18,800
Utilities - Park Building	22,177	22,943	30,760	27,520	27,520	27,520
Utilities - Brown's Ferry	3,072	2,977	3,450	3,610	3,610	3,610
Utilities - Heritage Ctr	3,669	3,272	3,920	4,020	4,020	4,020
Conferences & Meetings	-	-	1,500	-	-	-
Membership Dues	123	142	300	300	300	300
Staff Training	1,635	282	1,400	1,200	1,200	1,200
Staff/Dept Recognition	121	91	275	275	275	275
Administrative Expense	110	253	150	200	200	200
Advertising-Recruitment	409	-	-	-	-	-
Contr R & M - Building	118,926	93,314	128,500	117,900	117,900	117,900
Non-Routine Specific Proj	37,386	15,508	7,300	8,400	8,400	8,400
Building Cleaning	124,359	123,257	142,130	132,980	132,980	132,980
Equipment Rental	383	-	500	500	500	500
R & M - City Center	10,488	16,874	13,400	14,600	14,600	14,600
R & M - Council	6,260	2,922	4,300	-	-	-
R & M - Operations	3,649	3,130	3,700	3,800	3,800	3,800
R & M - Police	4,022	4,520	5,300	5,800	5,800	5,800
R & M - Park & Rec	1,508	338	820	700	700	700
R & M - Van Raden Ctr	596	517	1,200	1,200	1,200	1,200
R & M - Lafky House	162	348	250	900	900	900



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
R & M - Pohl Center	4,865	3,974	3,600	4,200	4,200	4,200
R & M - Park Buildings	5,352	6,061	7,500	8,000	8,000	8,000
R & M - Brown's Ferry	1,938	24	1,400	1,300	1,300	1,300
R & M - Heritage Ctr	629	275	1,200	1,200	1,200	1,200
R & M - VanRijn House	412	7	1,200	1,200	1,200	1,200
R & M - Equipment	469	1,117	1,000	1,000	1,000	1,000
<b>Materials &amp; Services</b>	<b>530,939</b>	<b>470,468</b>	<b>565,815</b>	<b>546,995</b>	<b>546,995</b>	<b>546,995</b>
Equipment & Furnishings	3,925	-	-	-	-	-
R & M - Major Projects	17,485	31,148	105,000	-	-	-
<b>Capital Outlay</b>	<b>21,410</b>	<b>31,148</b>	<b>105,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 745,822</b>	<b>\$ 703,346</b>	<b>\$ 881,375</b>	<b>\$ 779,535</b>	<b>\$ 779,535</b>	<b>\$ 779,535</b>



## Operations – Fleet

The Fleet Division inspects, maintains and repairs all city equipment, ranging from police patrol vehicles to backhoes and dump trucks. The fleet consists of 80 pieces of rolling vehicles/equipment and more than 100 smaller pieces of equipment used by the utility and park maintenance crews. As time allows, the Fleet Division does repair work for other agencies, such as King City, Tigard, and Sherwood. All outside agency work is invoiced and fully reimbursed.

Inventory control and central stores are also under the direction of the Fleet Division. The Inventory Control Coordinator (ICC) catalogues, orders, receives, and manage city inventory. The ICC maintains the recently revised Globally Harmonized System SDS (Safety Data Information System) program, including recycling hazardous waste and completion of Department of Environmental Quality (DEQ) reports. The ICC also manages the City's records archiving system and surplus Inventory.

## Highlights for FY 2013/2014

- Met all Fleet performance goals which includes maintaining excellent customer service level standards.
- Successfully completed 4 new vehicle equipment installs.
- Installed 19 vehicle antennas & docking stations for G-TAC mobile data terminals for the Police Department.
- Installed a new safer/easier to use tire machine funded by the Insurance incentive safety program.

## Summary

Department Manager	Jerry Postema
Maintenance Supervisor	Clay Reynolds
FTE	2
Expenditures	\$ 477,665

## Goals for FY 2014/15

- Ensure the city's fleet is maintained to industry safety standards.
- Maintain all DEQ, NASE (National Institute for Automotive Service Excellence) and CPFP (Certified Public Fleet Professionals) certifications.
- Maintain excellent customer service rating.
- Develop ways to measure inventory productivity using Springbrook Software.







Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	116,367	117,423	124,650	130,685	130,685	130,685
Temporary	11,264	12,152	13,110	-	-	-
Overtime	9	55	400	200	200	200
FICA	9,787	10,254	10,750	10,100	10,100	10,100
WC Insurance & Tax	5,280	4,213	4,525	4,300	4,300	4,300
Pension	16,390	17,039	17,895	18,700	18,700	18,700
Insurance	21,403	23,155	23,990	27,850	27,850	27,850
Job Injury Time	-	3,582	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>180,499</b>	<b>187,874</b>	<b>195,320</b>	<b>191,835</b>	<b>191,835</b>	<b>191,835</b>
Office Supplies	259	60	-	-	-	-
Printing & Postage	11	-	-	-	-	-
Inventory Adjustment	659	(2,102)	-	-	-	-
Uniforms & Safety Equip	1,568	2,554	2,120	2,570	2,570	2,570
Medical & Other Testing	-	-	160	-	-	-
Fuel	151,967	132,776	146,800	154,800	154,800	154,800
Small Tools	2,674	519	2,500	1,500	1,500	1,500
Computer Equip & Software	-	2,190	1,100	1,600	1,600	1,600
Personal Computer/Laptop	795	-	-	-	-	-
Drop Box Hauling	236	(324)	300	330	330	330
Conferences & Meetings	531	1,161	-	1,200	1,200	1,200
Membership Dues	405	567	670	670	670	670
Publication,Rpt,Ref Matl	265	141	300	300	300	300
Staff Training	395	345	1,200	2,000	2,000	2,000
Staff/Dept Recognition	68	146	210	210	210	210
Administrative Expense	70	19	50	50	50	50
Contr R & M - Fleet	37,313	17,951	25,700	26,000	26,000	26,000
R & M - Vehicles	75,089	73,832	90,400	92,500	92,500	92,500
R & M - Equipment	2,074	3,574	2,130	2,100	2,100	2,100
R & M - Computers	1,165	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>275,543</b>	<b>233,408</b>	<b>273,640</b>	<b>285,830</b>	<b>285,830</b>	<b>285,830</b>
<b>Total Expenditures</b>	<b>\$ 456,043</b>	<b>\$ 421,282</b>	<b>\$ 468,960</b>	<b>\$ 477,665</b>	<b>\$ 477,665</b>	<b>\$ 477,665</b>



## Operations – Parks Maintenance

The Parks Maintenance Division is responsible for the city's 319 acres of land in parks, greenways, and natural areas. Of this, approximately 165 acres are developed including Tualatin Community Park, four neighborhood parks (Jurgens, Ibach, Atfalati, and Lafky), two natural parks (Brown's Ferry and Little Woodrose), as well as the urban man-made Lake of the Commons and the interactive Crawfish play fountain.

Landscaping and grounds maintenance areas expand all around the city, including streetscape plantings, reverse frontage screening plantings, Interstate 5 – Exit 289 landscape, developed and undeveloped greenways, wetlands, and other natural areas. Parks Maintenance staff also provides oversight and management of 72 publicly owned storm water management facilities, maintaining their naturalized plantings, removing invasive plant species, and contributing to the quality of storm water systems.

## Highlights of FY 2013/2014

- Completed the installation of the new playground system at Lafky Park. The project also provided accessibility improvements including a wheelchair ramp, sidewalk realignment, and ADA compliant picnic table.
- The basketball courts at Tualatin Community Park were improved with sand based, acrylic paint resurfacing project that extends the life and playability for ten years.
- Sports field improvements included laser grading to the softball field at Tualatin Community Park, as well as aerifying and topdressing of all soccer fields to the satisfaction of our sports and recreation user groups.
- The Lake of the Commons was drained and cleaned this winter improving water clarity and cleanliness of this important downtown focal point.

## Summary

Department Manager	Jerry Postema
Parks Maintenance Manager	Tom Steiger
FTE's	9
Expenditures	\$ 1,295,235
Funding Source	General Fund

## Goals for FY 2014/2015

- Provide seamless support services to a variety of expanding Community events including Farmers Market, Concert Series, Crawfish Festival and other Community Services events that promote Tualatin (downtown) as a local destination point.
- Collaborate with Volunteer Services to provide planning, project management, and logistical support to "Put Down Roots in Tualatin" plantings that prove to be successful, rewarding experiences for Tualatin's volunteers.
- Provide a diversity of maintenance services, using an efficient blend of contractual and staff labor, to maintain the community pride of our trails, parks, and public spaces.
- Support staff certifications in Playground Safety, Integrated Pest Management, and Arboriculture in compliance with workplace requirements, and, empower all to be proactive and engaged.





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	375,207	386,051	484,810	499,725	499,725	499,725
Part Time	36,437	5,597	-	-	-	-
Temporary	103,306	97,097	52,475	53,520	53,520	53,520
Overtime	11,690	14,991	13,200	17,000	17,000	17,000
Standby	4,997	3,746	3,600	3,600	3,600	3,600
Employee Benefits	322	-	-	-	-	-
FICA	38,786	38,653	40,235	41,725	41,725	41,725
WC Insurance & Tax	21,986	17,346	18,510	17,500	17,500	17,500
Pension	68,594	66,794	71,010	75,605	75,605	75,605
Insurance	116,342	114,159	135,155	134,525	134,525	134,525
Job Injury Time	-	345	-	-	-	-
Bereavement Leave	596	947	-	-	-	-
Sick Leave Bonus	-	3,472	-	-	-	-
Vacation Buy Back	5,150	14,408	-	-	-	-
Comp Time Sell Back	-	683	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>783,413</b>	<b>764,288</b>	<b>818,995</b>	<b>843,200</b>	<b>843,200</b>	<b>843,200</b>
Botanical & Chem Supplies	19,197	18,688	23,300	23,600	23,600	23,600
Street Trees	4,684	5,868	4,860	5,670	5,670	5,670
Uniforms & Safety Equip	4,341	4,164	3,800	4,500	4,500	4,500
Medical & Other Testing	754	880	1,200	1,000	1,000	1,000
Cell Phones	1,354	963	1,160	1,160	1,160	1,160
Small Tools	3,266	3,182	17,245	7,015	7,015	7,015
Computer Equip & Software	57	-	-	-	-	-
Personal Computer/Laptop	-	2,017	-	-	-	-
Consultants	2,630	1,605	2,865	2,865	2,865	2,865
Utilities - City Parks	63,645	64,967	74,385	80,290	80,290	80,290
Conferences & Meetings	1,080	1,140	1,150	1,725	1,725	1,725
Membership Dues	595	263	710	755	755	755
Staff Training	2,488	2,641	2,975	3,065	3,065	3,065
Staff/Dept Recognition	320	475	1,080	900	900	900
Administrative Expense	191	-	250	250	250	250
Grounds & Landscaping	184,640	199,225	235,090	242,040	242,040	242,040
Equipment Rental	2,939	3,667	3,150	4,000	4,000	4,000
R & M - Equipment	21,629	34,995	38,800	40,000	40,000	40,000
<b>Materials &amp; Services</b>	<b>313,809</b>	<b>344,741</b>	<b>412,020</b>	<b>418,835</b>	<b>418,835</b>	<b>418,835</b>
Equipment & Furnishings	-	11,152	-	-	33,200	33,200
R & M - Major Projects	12,222	6,500	71,500	-	-	-
<b>Capital Outlay</b>	<b>12,222</b>	<b>17,652</b>	<b>71,500</b>	<b>-</b>	<b>33,200</b>	<b>33,200</b>
<b>Total Expenditures</b>	<b>\$ 1,109,445</b>	<b>\$ 1,126,681</b>	<b>\$ 1,302,515</b>	<b>\$ 1,262,035</b>	<b>\$ 1,295,235</b>	<b>\$ 1,295,235</b>



## Operations - Administration

The Administration Division of Operations provides management and administrative support to department staff. In addition, the Administrative Division has responsibility for the management of the solid waste franchise, department volunteer program, training and safety program and the coordination of emergency planning and response. Administration works closely with the other Divisions within Operations on efficient tracking and managing of citizen requests, while maintaining excellence in customer satisfaction levels. Administration works closely with the city's webpage and the Tualatin Today newsletter in promoting services and projects.

### Highlights of FY 2013/2014

- Completed recruitment for the new Public Works Director and transitioning to new department management.
- Worked with area businesses on compliance with Business Recycling Requirements Program.
- Current participation with Washington County on a commercial food scrap recycling pilot.
- Utilized utility billing to include public information messages on a monthly basis.
- Three CE2 participants from Tualatin High School contributed a total of nearly 130 hours. Each student spends approximately 48 hours during their four-week visit.
- Utilized over 5,400 volunteer hours to complete a variety of city programs.
- Represented the City and area on the Metro Solid Waste Advisory Committee (SWAC).
- Represented Municipalities across the State on the ***"Materials Management in Oregon: 2050 Vision and Framework for Action"***.

## Summary

Department Manager	Jerry Postema
FTE's	4.75
Expenditures	\$ 512,975
Funding Source	Operations Fund

### Goals for FY 2014/2015

- Promote exceptional customer service within the department.
- Increase our use of social media, the website and newsletters in keeping the public up-to-date and involved with projects and services offered.
- Promote the city's ability to prepare for, respond to, and recover from a major emergency or disaster while ensuring emergency preparedness for our public infrastructure.
- Promote a safe workplace within the department through participation in our annual safety program while maintaining a zero accident rate, as well as promoting staff development and training opportunities for a professional and engaged workforce.
- Involve community members in volunteer service through the Operations Department's volunteer program by offering at least ten large volunteer events each year.
- Actively participate with Tualatin High School and the CE2 Program by having students work with Operations Department crews during their daily work routines.
- Maintain at least a 90% customer satisfaction rate across the department



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	236,191	183,046	282,435	300,870	300,870	300,870
Part Time	26,175	28,350	38,200	36,840	36,840	36,840
Temporary	28,643	35,423	9,385	9,600	9,600	9,600
Overtime	500	587	655	655	655	655
FICA	23,122	18,508	24,845	25,710	25,710	25,710
WC Insurance & Tax	3,423	2,475	2,390	2,500	2,500	2,500
Pension	44,238	30,339	46,190	48,740	48,740	48,740
Insurance	42,632	34,382	51,250	42,100	42,100	42,100
Bereavement Leave	-	724	-	-	-	-
Vacation Buy Back	11,865	1,674	-	-	-	-
Comp Time Sell Back	-	396	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>416,788</b>	<b>335,903</b>	<b>455,350</b>	<b>467,015</b>	<b>467,015</b>	<b>467,015</b>
Office Supplies	5,161	4,879	4,600	4,600	4,600	4,600
Printing & Postage	1,537	533	1,000	1,000	1,000	1,000
Photographic Supplies	11	-	50	-	-	-
Uniforms & Safety Equip	508	260	800	1,000	1,000	1,000
Medical & Other Testing	-	-	200	-	-	-
Cell Phones	948	1,053	850	720	720	720
Network/Online	240	-	-	-	-	-
Small Tools	407	120	500	500	500	500
Office Equip & Furniture	303	636	4,100	4,100	4,100	4,100
Computer Equip & Software	2	390	-	-	-	-
Personal Computer/Laptop	2,932	2,048	-	-	-	-
Consultants	675	750	4,000	4,000	4,000	4,000
Conferences & Meetings	4,108	3,190	6,000	6,000	6,000	6,000
Membership Dues	1,155	687	1,565	1,565	1,565	1,565
Publication,Rpt,Ref Matl	139	29	155	155	155	155
Staff Training	755	1,973	3,870	7,270	7,270	7,270
Staff/Dept Recognition	3,378	2,654	2,500	2,650	2,650	2,650
Administrative Expense	736	163	1,000	800	800	800
Advertising-Recruitment	-	36,525	250	-	-	-
Advertising-Promotional	1,967	115	2,500	2,500	2,500	2,500
Equipment Rental	5,232	6,575	6,200	6,200	6,200	6,200
R & M - Equipment	2,023	2,385	2,900	2,900	2,900	2,900
<b>Materials &amp; Services</b>	<b>32,217</b>	<b>64,965</b>	<b>43,040</b>	<b>45,960</b>	<b>45,960</b>	<b>45,960</b>
<b>Total Expenditures</b>	<b>\$ 449,005</b>	<b>\$ 400,868</b>	<b>\$ 498,390</b>	<b>\$ 512,975</b>	<b>\$ 512,975</b>	<b>\$ 512,975</b>





### Non-Departmental

This division provides materials, services, equipment, and other assets used in common by the Administration, Maintenance Services, Parks Maintenance, Street/Sewer/Storm, and Water divisions of the Operations Department. This includes maintenance and improvements to grounds and other site facilities, communications equipment and charges, shared equipment (such as furniture and fixtures), and general building and site improvements.

Summary	
Department Manager	Jerry Postema
FTE's	0
Expenditures	\$ 982,275
Funding Source	Operations Fund







Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Botanical & Chem Supplies	56	100	1,150	520	520	520
Cell Phones	578	249	310	520	520	520
Pagers	86	87	90	-	-	-
Small Tools	2,154	-	500	500	500	500
Computer Equip & Software	467	-	-	-	-	-
Consultants	34,578	-	-	48,250	48,250	48,250
Merchant Discount Fees	1	251	-	300	300	300
One Call Servicing	2,461	2,825	2,700	3,000	3,000	3,000
Grounds & Landscaping	7,172	5,288	9,300	9,600	9,600	9,600
R & M - Equipment	6,034	7,982	500	500	500	500
<b>Materials &amp; Services</b>	<b>53,590</b>	<b>16,780</b>	<b>14,550</b>	<b>63,190</b>	<b>63,190</b>	<b>63,190</b>
OPS Warehouse Proj Fund	-	-	1,010,000	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>-</b>	<b>1,010,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Equipment & Furnishings	131,392	9,749	-	284,260	284,260	284,260
Projects Administration	578	-	-	-	-	-
Projects Professional Svc	1,650	90,619	-	-	-	-
Projects Construction	35,196	19,928	-	-	-	-
Fund Projects	10,732	507	-	-	-	-
In-House Construction	1,979	-	-	-	-	-
<b>Capital Outlay</b>	<b>181,527</b>	<b>120,802</b>	<b>-</b>	<b>284,260</b>	<b>284,260</b>	<b>284,260</b>
Warehouse Financing	-	-	-	86,280	86,280	86,280
<b>Principal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>86,280</b>	<b>86,280</b>	<b>86,280</b>
Warehouse Financing	-	-	-	43,330	43,330	43,330
<b>Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>43,330</b>	<b>43,330</b>	<b>43,330</b>
Contingency	-	-	334,000	334,000	334,000	334,000
General Account Reserve	-	-	33,850	171,215	171,215	171,215
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>367,850</b>	<b>505,215</b>	<b>505,215</b>	<b>505,215</b>
<b>Total Expenditures</b>	<b>\$ 235,117</b>	<b>\$ 137,582</b>	<b>\$ 1,392,400</b>	<b>\$ 982,275</b>	<b>\$ 982,275</b>	<b>\$ 982,275</b>



**City of Tualatin**  
**Fiscal Year 2014 - 2015**  
**Adopted Budget - Utilities - Water**

**Summary of Requirements by Object**

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 527,175	\$ 549,516	\$ 552,535	\$ 560,235
Materials and Services	2,284,371	2,194,855	2,017,995	2,052,085
Transfers	2,418,227	2,392,290	2,879,155	3,317,625
Capital Outlay	323,038	362,929	2,357,000	2,597,000
Debt Service	-	-	-	-
Contingencies & Reserves	5,477,597	6,386,015	4,598,015	6,167,330
<b>Total Requirements</b>	<b>\$ 11,030,408</b>	<b>\$ 11,885,605</b>	<b>\$ 12,404,700</b>	<b>\$ 14,694,275</b>

## Operations – Water

The Water Division is responsible for the operation and maintenance of over 111 miles of water lines within the city, ranging from 4 to 36 inches in diameter servicing over 6,600 service lines city wide. To maintain this system, the division regularly inspects and services five reservoirs, as well as each reservoir's control valve and cathodic protection system. All main line valves, air relief valves, pressure reducing/sustaining valves, and booster stations; as well as the telemetry system Supervisory Control and Data Acquisition (SCADA) and its related electrical and mechanical equipment are the responsibility of this division. The city's Aquifer Storage and Recovery well (ASR) is also maintained by this division. In addition, the Water Division regularly inspects, paints, and exercises all fire hydrants and hydrant valves; flushes all "dead end" lines; and inspects and tests all large meter installations. The division takes over 400 water samples annually to ensure our system is in compliance with Oregon Health Authority (OHA) rules. The division operates the city's Cross Connection Program, which ensures our water does not become contaminated and complies with all city and state regulations.

### Highlights of FY 2013/2014

- Inspected and operated 1,000 fire hydrants. Made repairs, as needed, to ensure all hydrants are in good working order when needed.
- Took over 400 water samples per Oregon Health Authority (OHA) and Environmental Protection Agency (EPA) rules.
- Participated with other regional water users with the Lead/Copper notification program.
- Changed out three large meters to apartment complexes.
- Ensured that all backflow devices in our water system are tested on an annual basis.
- Repaired two mainline leaks in the water system.

Summary	
Department Manager	Jerry Postema
Water Division Manager	Mick Wilson
FTE's	6
Expenditures	\$ 985,020
Funding Source	Operations - Water Division

- Completion of daily meter reads for Finance Department as well as monthly door hangers for past due accounts.
- Injected 100 million gallons (mg) of water into the ASR facility during the winter months and recovered 68.95 mg during the peak summer months.
- Installed new water sample stations in the system.

### Goals for FY 2014/2015

- Ensure the drinking water is safe and in compliance with OHA and EPA rules and regulations.
- Ensure all properties that require backflow devices in our water system are tested and reports are sent to OHA.
- Inspect and flush all fire hydrants within the system annually to ensure they are in good working order and available for use.
- Provide exceptional customer service at a reasonable cost not to exceed \$25 per capita while maintaining a 90% customer satisfaction rating from monthly survey letters.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	329,956	349,593	356,100	357,010	357,010	357,010
Overtime	15,573	18,337	15,000	15,000	15,000	15,000
Standby	6,524	5,930	7,800	7,800	7,800	7,800
FICA	26,372	27,621	27,600	27,775	27,775	27,775
WC Insurance & Tax	16,376	13,176	13,475	13,300	13,300	13,300
Pension	50,186	52,284	52,005	49,570	49,570	49,570
Insurance	75,839	81,002	80,555	89,780	89,780	89,780
Bereavement Leave	560	-	-	-	-	-
Sick Leave Conversion	3,598	1,575	-	-	-	-
Vacation Buy Back	1,962	-	-	-	-	-
Comp Time Sell Back	230	-	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>527,175</b>	<b>549,516</b>	<b>552,535</b>	<b>560,235</b>	<b>560,235</b>	<b>560,235</b>
Office Supplies	-	26	-	-	-	-
Printing & Postage	10,298	8,515	17,200	12,000	12,000	12,000
Uniforms & Safety Equip	2,713	2,505	4,365	4,365	4,365	4,365
Cell Phones	809	1,154	1,540	1,540	1,540	1,540
Network/Online	622	519	720	6,120	6,120	6,120
Pagers	86	87	100	-	-	-
Small Tools	3,801	4,555	4,610	5,670	5,670	5,670
Office Equip & Furniture	318	33	-	-	-	-
Computer Equip & Software	13	25	-	-	-	-
Personal Computer/Laptop	1,222	990	-	-	-	-
Consultants	2,625	2,250	3,000	4,440	4,440	4,440
Pump Stations-Electricity	29,077	39,838	52,840	58,120	58,120	58,120
Conferences & Meetings	275	469	1,000	1,000	1,000	1,000
Membership Dues	1,436	1,070	1,855	1,765	1,765	1,765
Publication,Rpt,Ref Matl	67	130	200	200	200	200
Staff Training	2,820	2,548	2,180	2,180	2,180	2,180
Staff/Dept Recognition	207	359	535	535	535	535
Administrative Expense	196	3	150	150	150	150
Contr R & M - Systems	71,631	62,205	149,020	178,020	178,020	178,020
Equipment Rental	-	1,200	1,260	1,260	1,260	1,260
R & M - Systems	44,663	47,350	57,800	71,800	71,800	71,800
R & M - Lines	9,766	6,858	35,000	9,000	9,000	9,000
R & M - Hydrants	2,438	5,128	5,000	5,000	5,000	5,000
R & M - Reservoir	395	150	1,820	1,820	1,820	1,820
R & M - Pump Stations	213	-	1,000	1,000	1,000	1,000
R & M - Equipment	2,339	195	1,800	1,800	1,800	1,800
<b>Materials &amp; Services</b>	<b>188,030</b>	<b>188,163</b>	<b>342,995</b>	<b>367,785</b>	<b>367,785</b>	<b>367,785</b>



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Equipment & Furnishings	-	-	-	57,000	57,000	57,000
Capital Outlay	-	-	-	57,000	57,000	57,000
Total Expenditures	<u>\$ 715,205</u>	<u>\$ 737,679</u>	<u>\$ 895,530</u>	<u>\$ 985,020</u>	<u>\$ 985,020</u>	<u>\$ 985,020</u>



## Water Operating Fund

Tualatin's water system consists of 111 miles of pipes ranging in size from 4-inch to 36-inch diameter, five reservoirs, three pump stations, and over 6,600 water connections. Tualatin buys water from the City of Portland; this water comes from the Bull Run watershed and the Columbia South Shore Well Field systems.

In calendar year 2013, average daily usage in the City was 3.3 million gallons per day; peak usage in the city was 7.7 million gallons per day.

Rates are proposed to increase as shown below for a single-family residence (based on 8 CCF):

Current FY 13/14 Charges	Proposed FY 14/15 Charges	Difference
\$ 26.02	\$ 26.96	\$ .94

## Highlights of FY 2013/2014

- Completed water line replacement in Boones Ferry from Martinazzi to the north side of the Tualatin River Bridge.
- Participated in regional forums on water issues
- Completed review of water reservoirs' structural condition.

## Summary

Department Manager	Jerry Postema
Department Manager	Alice Cannon
Water Division Manager	Mick Wilson
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 12,729,405
Funding Source	Water Operating Fund

## Goals for FY 2014/2015

- Plan future water infrastructure in association with the Basalt Creek Concept Planning and 124<sup>th</sup> Ave roadway design projects.
- Replace water lines in McEwan Road and 63<sup>rd</sup> Avenue.
- Continue to participate in the emergency inter-tie to Tualatin Valley Water District project.
- Complete cleaning and repainting interior and exterior of B1 and C1 water reservoirs.





Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Printing & Postage	13,150	11,010	11,000	14,000	14,000	14,000
Inventory Adjustment	(823)	(716)	-	-	-	-
Water Conservation	5,531	5,924	6,000	6,000	6,000	6,000
For Tualatin	1,853,713	1,865,992	1,348,100	1,344,700	1,344,700	1,344,700
For Sherwood	-	-	32,000	32,000	32,000	32,000
Hydrants	-	-	2,000	2,000	2,000	2,000
Meters	5,479	7,689	10,000	10,000	10,000	10,000
Tual Valley Wtr/Jointline	-	-	1,000	1,000	1,000	1,000
Tual Valley/WA CO Lines	13,355	835	25,000	25,000	25,000	25,000
Consultants	116,753	15,076	100,000	100,000	100,000	100,000
Membership Dues	21,527	31,164	35,000	32,000	32,000	32,000
Merchant Discount Fees	6,069	14,505	7,500	20,000	20,000	20,000
Meter Reading	43,182	43,314	47,400	47,600	47,600	47,600
Contr R & M - Systems	18,405	11,900	50,000	50,000	50,000	50,000
<b>Materials &amp; Services</b>	<b>2,096,341</b>	<b>2,006,692</b>	<b>1,675,000</b>	<b>1,684,300</b>	<b>1,684,300</b>	<b>1,684,300</b>
Transfers - General Fund	660,000	724,170	848,580	912,530	912,530	912,530
Transfers - Building	6,900	7,110	7,110	9,200	9,200	9,200
Transfers - Operations	1,110,232	1,017,430	1,169,600	1,407,570	1,407,570	1,407,570
Transfers - Enterpris Bnd	539,531	538,285	536,265	535,765	535,765	535,765
Transfers - Wtr Developm	100,000	100,000	300,000	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>2,416,663</b>	<b>2,386,995</b>	<b>2,861,555</b>	<b>2,865,065</b>	<b>2,865,065</b>	<b>2,865,065</b>
Equipment & Furnishings	-	30,632	-	-	-	-
Projects Administration	1,814	1,683	-	-	-	-
Projects Professional Svc	86,176	54,078	-	-	-	-
Projects Construction	103,028	158,536	-	-	-	-
Fund Projects	6,396	3,078	1,547,000	1,650,000	2,340,000	2,340,000
<b>Capital Outlay</b>	<b>197,415</b>	<b>248,006</b>	<b>1,547,000</b>	<b>1,650,000</b>	<b>2,340,000</b>	<b>2,340,000</b>
Contingency	-	-	399,960	682,400	682,400	682,400
Rate Stabilization	-	-	3,518,045	4,612,640	4,612,640	4,612,640
Bond Indenture Reserve	-	-	545,000	545,000	545,000	545,000
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>4,463,005</b>	<b>5,840,040</b>	<b>5,840,040</b>	<b>5,840,040</b>
<b>Total Expenditures</b>	<b>\$ 4,710,419</b>	<b>\$ 4,641,694</b>	<b>\$ 10,546,560</b>	<b>\$ 12,039,405</b>	<b>\$ 12,729,405</b>	<b>\$ 12,729,405</b>



### **Water/SDC Fund**

Tualatin's water system consists of 111 miles of pipes ranging in size from 4-inch to 36-inch diameter, five reservoirs, three pump stations, and over 6,600 water connections.

This fund is mandated by State law and is used to receive and expend System Development Charges (SDCs) that are collected from all new development in the City.

### **Summary**

Department Manager	Alice Cannon
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 979,850
Funding Source	Water Development Fund

### **Highlights of FY 2013/2014**

- Began planning for construction of C2 Reservoir
- Began design of a 16" water line in 124<sup>th</sup> Avenue, from Tualatin-Sherwood Road to Tonquin
- Completed the Marquis water line replacement in Boones Ferry Road

### **Goals for FY 2014/2015**

- Finish construction of Phase 1 of C2 Reservoir
- Continue to plan and design a 16" water line in 124<sup>th</sup> Avenue, from Tualatin-Sherwood Road to Tonquin



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Transfers - General Fund	1,564	5,295	17,600	2,560	2,560	2,560
Transfers - Wtr Operatng	-	-	-	200,000	450,000	450,000
<b>Transfers &amp; Reimbursements</b>	<b>1,564</b>	<b>5,295</b>	<b>17,600</b>	<b>202,560</b>	<b>452,560</b>	<b>452,560</b>
Projects Administration	-	1,510	-	-	-	-
Projects Professional Svc	107,172	109,383	-	-	-	-
Projects Construction	18,451	4,030	-	-	-	-
Fund Projects	-	-	810,000	200,000	200,000	200,000
<b>Capital Outlay</b>	<b>125,623</b>	<b>114,923</b>	<b>810,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
Contingency	-	-	135,010	327,290	327,290	327,290
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>135,010</b>	<b>327,290</b>	<b>327,290</b>	<b>327,290</b>
<b>Total Expenditures</b>	<b>\$ 127,187</b>	<b>\$ 120,218</b>	<b>\$ 962,610</b>	<b>\$ 729,850</b>	<b>\$ 979,850</b>	<b>\$ 979,850</b>



**City of Tualatin**  
**Fiscal Year 2014 - 2015**  
**Adopted Budget - Utilities - Sewer**

**Summary of Requirements by Object**

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 194,671	\$ 214,582	\$ 216,540	\$ 257,765
Materials and Services	5,428,956	6,908,680	6,106,330	6,243,575
Transfers	993,577	1,044,200	1,157,575	1,341,430
Capital Outlay	351,250	295,415	455,000	-
Debt Service	-	-	-	-
Contingencies & Reserves	4,827,069	4,988,274	6,516,080	7,174,210
<b>Total Requirements</b>	<b>\$ 11,795,523</b>	<b>\$ 13,451,151</b>	<b>\$ 14,451,525</b>	<b>\$ 15,016,980</b>

## Operations – Sanitary Sewer/Storm

The Sewer Division is responsible for inspecting, cleaning, repairing, and maintaining the city's sewer and storm drainage system, which consists of over 88 miles of sewer mains; more than 89 miles of storm pipe; 12 drainage basins; 6,444 sewer connections; 2,724 catch basins which reflects a reduced amount than previously reported due to an extensive audit and map verification project; 75 water quality facilities; and over 3,900 manholes. Clean Water Services (CWS) maintains 10 sewer lift stations within the city boundaries.

### Highlights of FY 2013/2014

- Cleaned over 25% of the sanitary sewer system and video-inspected over 15% of the system to meet Clean Water Services (CWS) performance standards.
- Cleaned and video-inspected over 15% of the storm sewer system to meeting CWS performance standards.
- Inspected, cleaned, and repaired sanitary sewer and storm lines, catch basins, field ditches, inlets, water quality facilities, and water quality manholes within the city to minimize sanitary and storm backups.
- Performed utility locates for all utility franchise work.
- Responded to customer service requests to assist homeowners with Sanitary Sewer and Storm system concerns.



### Summary

Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
FTE's	2.5
Expenditures	\$ 397,725
Funding Source	Operations - Sewer Division

### Goals for FY 2014/2015

- Meet or exceed CWS performance standards and DEQ regulations for the sanitary and storm system.
- Inspect, clean and repair the sanitary sewer and storm system as needed to provide a dependable service and prevent backups or overflows.
- Continue providing exceptional Customer Service.
- Sweeping City streets on a monthly cycle to help keep waterways, creeks and streams clean and pollution free.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	125,545	132,447	136,560	160,600	160,600	160,600
Overtime	3,600	4,701	4,375	4,550	4,550	4,550
Standby	2,099	2,678	2,600	2,600	2,600	2,600
FICA	9,919	10,484	10,575	12,370	12,370	12,370
WC Insurance & Tax	5,364	5,083	5,160	5,600	5,600	5,600
Pension	14,522	15,235	15,340	18,350	18,350	18,350
Insurance	32,570	40,240	41,930	53,695	53,695	53,695
Job Injury Time	-	1,568	-	-	-	-
Bereavement Leave	-	1,073	-	-	-	-
Vacation Buy Back	1,052	1,073	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>194,671</b>	<b>214,582</b>	<b>216,540</b>	<b>257,765</b>	<b>257,765</b>	<b>257,765</b>
Uniforms & Safety Equip	4,483	1,572	3,285	2,085	2,085	2,085
Cell Phones	-	-	450	900	900	900
Small Tools	2,099	1,975	2,690	3,765	3,765	3,765
Personal Computer/Laptop	-	-	375	375	375	375
Conferences & Meetings	-	-	1,625	1,625	1,625	1,625
Membership Dues	362	379	560	560	560	560
Publication,Rpt,Ref Matl	-	-	50	50	50	50
Staff Training	490	1,710	1,275	1,275	1,275	1,275
Staff/Dept Recognition	50	177	265	265	265	265
Administrative Expense	36	-	50	50	50	50
Contr R & M - Systems	100,328	91,552	100,210	109,610	109,610	109,610
Equipment Rental	-	-	500	500	500	500
R & M - Systems	6,584	12,202	12,350	14,850	14,850	14,850
R & M - Pump Stations	-	-	1,600	1,600	1,600	1,600
R & M - Equipment	707	196	1,450	2,450	2,450	2,450
<b>Materials &amp; Services</b>	<b>115,139</b>	<b>109,763</b>	<b>126,735</b>	<b>139,960</b>	<b>139,960</b>	<b>139,960</b>
<b>Total Expenditures</b>	<b>\$ 309,810</b>	<b>\$ 324,345</b>	<b>\$ 343,275</b>	<b>\$ 397,725</b>	<b>\$ 397,725</b>	<b>\$ 397,725</b>



## Sewer Operating Fund

The City's sewer system consists of 96 miles of sewer pipes (88 miles are maintained by the City and 8 miles are maintained by Clean Water Services (CWS)), over 6,400 sewer connections, hundreds of manholes, and 10 lift stations maintained by CWS.

The Sewer Operating Fund is supported by user charges for sewer service. The Regional rates are established by CWS; the City establishes the Local rates. The City collects the Regional monthly charges and sends the revenue to CWS; the Local monthly charges are used to fund City operation and maintenance of the collection system. Clean Water Services provides treatment at the Durham Treatment Facility.

Three buildings in the Bridgeport Village retail center are served by the Tigard sewer system. Tualatin bills the tenants and collects the fees monthly, then sends the revenue to Tigard.

Rates are proposed to increase based on projects identified in the Capital Improvement Plan. Rates are shown below for a single-family residence:

Current FY 13/14 Charges	Proposed FY 14/15 Charges	Difference
\$ 39.73	\$ 41.17	\$ 1.15

### Summary

Department Manager	Jerry Postema
Department Manager	Alice Cannon
Street/Sewer/Storm Mgr. Engineering Manager	Bert Olheiser Kaaren Hofmann
Expenditures	\$ 10,741,035
Funding Source	Sewer Operating Fund

### Highlights of 2013/2014

- Replaced 422' of sewer lines as part of the Martinazzi Ave project.
- Replaced 25' of sewer line in Joshua Street to eliminate sags in the line.

### Goals for 2014/2015

- Operate the sanitary sewer system without backups and overflows.
- Complete the update of the City's Sanitary Sewer Master Plan.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Printing & Postage	13,196	9,673	11,000	11,000	11,000	11,000
Inventory Adjustment	-	(0)	-	-	-	-
User Charges-CWS	4,971,270	5,165,043	5,523,605	5,687,265	5,687,265	5,687,265
User Charges-Tigard	9,807	10,355	11,790	12,150	12,150	12,150
Consultants	400	-	100,000	50,000	50,000	50,000
Merchant Discount Fees	6,212	14,484	10,000	20,000	20,000	20,000
Stream Shading	17,966	9,407	20,000	20,000	20,000	20,000
Contr R & M - Systems	-	38,090	100,000	100,000	100,000	100,000
Contr R & M - FOG Insp.	-	-	11,200	11,200	11,200	11,200
<b>Materials &amp; Services</b>	<b>5,018,852</b>	<b>5,247,050</b>	<b>5,787,595</b>	<b>5,911,615</b>	<b>5,911,615</b>	<b>5,911,615</b>
Transfers - General Fund	645,706	717,210	806,990	884,910	884,910	884,910
Transfers - Building	4,050	4,175	4,175	5,400	5,400	5,400
Transfers - Operations	341,073	318,245	330,330	441,350	441,350	441,350
<b>Transfers &amp; Reimbursements</b>	<b>990,829</b>	<b>1,039,630</b>	<b>1,141,495</b>	<b>1,331,660</b>	<b>1,331,660</b>	<b>1,331,660</b>
Equipment & Furnishings	-	40,000	-	-	-	-
Projects Administration	250	199	-	-	-	-
Projects Professional Svc	79,795	85,949	-	-	-	-
Projects Construction	271,206	169,267	-	-	-	-
Fund Projects	-	-	255,000	-	-	-
<b>Capital Outlay</b>	<b>351,250</b>	<b>295,415</b>	<b>255,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency	-	-	616,930	1,086,490	1,086,490	1,086,490
Future Years Projects	-	-	1,670,735	2,411,270	2,411,270	2,411,270
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>2,287,665</b>	<b>3,497,760</b>	<b>3,497,760</b>	<b>3,497,760</b>
<b>Total Expenditures</b>	<b>\$ 6,360,931</b>	<b>\$ 6,582,095</b>	<b>\$ 9,471,755</b>	<b>\$ 10,741,035</b>	<b>\$ 10,741,035</b>	<b>\$ 10,741,035</b>



## Sewer/SDC Fund

Tualatin's sanitary sewer system consists of 96 miles of sewer pipes, over 6,400 sewer connections, hundreds of manholes and ten lift stations (maintained by Clean Water Services (CWS)).

This fund is mandated by state law and is used to receive and expend System Development Charges (SDCs) that are collected from all new development in the City. The revenues in this fund are collected to help pay the cost of providing the sewage collection system at the Durham Treatment Facility. The charges are established by Clean Water Services and collected by the City: 96% is paid to CWS and the City retains 4%.

Clean Water Services is proposing a 3% increase in System Development Charge (SDC) rates, from \$4,665 to \$4,805/EDU.

### Summary

Department Manager	Alice Cannon
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 3,878,220
Funding Source	Sewer Development Fund

## Highlights of FY 2013/2014

- The fund collected more revenue in 2012/2013 due to several large projects beginning construction.
- Began construction of upsizing the sewer line in 89<sup>th</sup> Ave and Old Tualatin Sherwood Road.

## Goals for FY 2014/2015

- Complete the upsizing of the sewer line in 89<sup>th</sup> Ave and Old Tualatin Sherwood Road.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Sys Dev Chg - CWS	294,965	1,551,867	192,000	192,000	192,000	192,000
<b>Materials &amp; Services</b>	<b>294,965</b>	<b>1,551,867</b>	<b>192,000</b>	<b>192,000</b>	<b>192,000</b>	<b>192,000</b>
Transfers - General Fund	2,748	4,570	16,080	9,770	9,770	9,770
<b>Transfers &amp; Reimbursements</b>	<b>2,748</b>	<b>4,570</b>	<b>16,080</b>	<b>9,770</b>	<b>9,770</b>	<b>9,770</b>
Fund Projects	-	-	200,000	-	-	-
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency	-	-	4,228,415	3,676,450	3,676,450	3,676,450
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>4,228,415</b>	<b>3,676,450</b>	<b>3,676,450</b>	<b>3,676,450</b>
<b>Total Expenditures</b>	<b>\$ 297,713</b>	<b>\$ 1,556,437</b>	<b>\$ 4,636,495</b>	<b>\$ 3,878,220</b>	<b>\$ 3,878,220</b>	<b>\$ 3,878,220</b>



**City of Tualatin**  
**Fiscal Year 2014 - 2015**  
**Adopted Budget - Utilities - Storm Drain**

**Summary of Requirements by Object**

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	528,045	557,253	731,455	786,165
Transfers	1,009,079	951,415	950,145	1,096,220
Capital Outlay	115,334	254,000	150,000	357,500
Debt Service	-	-	-	-
Contingencies & Reserves	733,815	841,124	854,125	840,095
<b>Total Requirements</b>	<b>\$ 2,386,273</b>	<b>\$ 2,603,792</b>	<b>\$ 2,685,725</b>	<b>\$ 3,079,980</b>



## Storm Drain Operating Fund

Tualatin's storm drain system consists of approximately 89 miles of pipes, 12 drainage basins, over 2,800 catch basins, 65 public water quality facilities and hundreds of manholes.

The Storm Drain Operating Fund is supported by user charges from Clean Water Service's (CWS) Surface Water Management (SWM) program. The City collects the Regional monthly charges and sends the revenue to CWS; the Local monthly charges are used to fund City operation and maintenance of the collection system.

Rates are proposed to increase as shown below for a single-family residence:

Current FY 13/14 Charges	Proposed FY 14/15 Charges	Difference
\$ 5.86	\$ 6.09	\$ .23

## Highlights of FY 2013/2014

Updated the stormwater system as part of the Martinazzi Ave project.

- Upgraded the water quality facility at 111<sup>th</sup> and Hazelbrook
- Inspected all private water quality facilities
- Messages on flooding were printed on monthly utility bills and a flooding website was created

## Summary

Department Manager	Jerry Postema
Department Manager	Alice Cannon
Street/Sewer/Storm Mgr Engineering Manager	Bert Olheiser Kaaren Hofmann
Expenditures	\$ 2,800,080
Funding Source	Storm Drain Operating Fund

## Goals for FY 2014/2015

- Complete improvements to a drainage ditch at Tonka Street
- Complete upgrades to the drainage outfalls west of 89<sup>th</sup> Ave and Tualatin-Sherwood Road, 90<sup>th</sup> Ave north of Tualatin-Sherwood Road, Hedges Drive and 99<sup>th</sup> Ave, and Martinazzi Ave and Tualatin-Sherwood Road
- Complete routine maintenance of the system to prevent flooding problems.
- Bring all non functioning private water quality facilities into compliance
- Plan for future stormwater infrastructure in association with the Basalt Creek Concept Planning and 124<sup>th</sup> Ave roadway design projects.
- Communicate the importance of preparing for flooding to the residents and businesses in the flood plain.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Printing & Postage	14,413	10,609	12,000	12,000	12,000	12,000
User Charges-CWS	359,001	404,282	497,185	538,615	538,615	538,615
User Charges-Lake Oswego	61,778	61,776	-	-	-	-
User Charges-Tigard	7,799	8,902	6,470	7,450	7,450	7,450
Consultants	-	9,430	120,000	120,000	120,000	120,000
Utilities-Water	-	137	1,000	1,000	1,000	1,000
Tualatin River Gauge	3,706	3,743	4,800	3,900	3,900	3,900
Contr R & M - Systems	23,998	-	25,000	25,000	25,000	25,000
Contr R & M - Water Qual	-	-	1,000	1,000	1,000	1,000
Grounds & Landscaping	57,352	58,374	64,000	77,200	77,200	77,200
<b>Materials &amp; Services</b>	<b>528,045</b>	<b>557,253</b>	<b>731,455</b>	<b>786,165</b>	<b>786,165</b>	<b>786,165</b>
Transfers - General Fund	441,765	419,050	424,810	487,170	487,170	487,170
Transfers - Building	4,050	4,175	4,175	5,400	5,400	5,400
Transfers - Operations	563,264	528,190	521,160	603,650	603,650	603,650
<b>Transfers &amp; Reimbursements</b>	<b>1,009,079</b>	<b>951,415</b>	<b>950,145</b>	<b>1,096,220</b>	<b>1,096,220</b>	<b>1,096,220</b>
Equipment & Furnishings	-	239,046	-	-	-	-
Projects Administration	2,271	-	-	-	-	-
Projects Professional Svc	3,999	4,268	-	-	-	-
Projects Construction	109,064	-	-	-	-	-
Fund Projects	-	10,685	150,000	232,500	357,500	357,500
<b>Capital Outlay</b>	<b>115,334</b>	<b>254,000</b>	<b>150,000</b>	<b>232,500</b>	<b>357,500</b>	<b>357,500</b>
Contingency	-	-	187,240	282,360	282,360	282,360
Future Years Project	-	-	217,475	357,835	277,835	277,835
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>404,715</b>	<b>640,195</b>	<b>560,195</b>	<b>560,195</b>
<b>Total Expenditures</b>	<b>\$ 1,652,458</b>	<b>\$ 1,762,668</b>	<b>\$ 2,236,315</b>	<b>\$ 2,755,080</b>	<b>\$ 2,800,080</b>	<b>\$ 2,800,080</b>



### **Storm Drain/SDC Fund**

This fund is mandated by state law and is used to receive and expend System Development Charges (SDCs) that are collected from all new development in the City. The storm water quality and quantity fees are established by Clean Water Services (CWS) and collected by the City.

Summary	
Department Manager	Alice Cannon
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 279,900
Funding Source	Storm Drain Development Fund

### **Highlights of FY 2013/2014**

- No new projects were funded with Storm Drain SDC funds.

### **Goals for FY 2014/2015**

- Projects may be identified during the update of the Stormwater Master Plan.
- No projects are identified for FY 14/15.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Contingency	-	-	449,410	279,900	279,900	279,900
Contingencies & Reserves	-	-	449,410	279,900	279,900	279,900
Total Expenditures	-	-	\$ 449,410	\$ 279,900	\$ 279,900	\$ 279,900



**City of Tualatin**  
**Fiscal Year 2014 - 2015**  
**Adopted Budget - Utilities - Streets**

**Summary of Requirements by Object**

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 194,974	\$ 218,754	\$ 218,475	\$ 227,565
Materials and Services	1,803,625	2,078,875	2,003,620	1,689,635
Transfers	1,005,957	1,105,760	1,036,405	1,102,570
Capital Outlay	70,564	158,366	827,140	216,140
Debt Service	-	-	-	-
Contingencies & Reserves	4,440,338	4,526,314	2,471,025	3,096,075
<b>Total Requirements</b>	<b>\$ 7,515,458</b>	<b>\$ 8,088,069</b>	<b>\$ 6,556,665</b>	<b>\$ 6,331,985</b>

## Operations - Street

The Street Division is responsible for administration of the Pavement Management Program (PMP), including street inspections, computer modeling, contract preparation, and large-scale pavement maintenance projects designed to maintain the city's 78-mile road system. The Street Division is responsible for maintaining a safe and dependable transportation system for the motoring public as well as pedestrians and cyclists. Responsibilities include inspecting and repairing as needed road striping, turn arrows, stop bars and crosswalks. The areas of responsibility also include installation and maintenance of traffic signs, inspection of traffic signals and street lights for proper operation and response to citizen requests.

Summary	
Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
FTE's	2.5
Expenditures	\$ 565,460
Funding Source	Street Division - Operations

## Highlights of FY 2013/2014

- Swept every city street once a month to meet the requirements of the Storm Water Management program.
- Inspected and maintained all striping and pavement legends.
- Inspected and replaced as needed, all road signs including the new minimum retro reflectivity requirements according to the Manual on Uniform Traffic Control Devices (M.U.T.C.D.).
- Evaluated and inspected over 33% of roadways in the Pavement Management Program; maintained Pavement Condition Index (PCI) ratings in the Very Good Category (70-100 PCI).
- Completed the Pavement Maintenance Program for 2013, achieving all budgeted work.
- Completed the 2013 Sidewalk/Street Tree Program.
- Initiation of the newly established Sign Topper program with the CIO (Community Involvement Organization) groups.
- Established a successful road Snow and Ice pilot with the use of Magnesium/Chloride for de-icing during winter weather events.
- Successfully responded to the Snow and Ice Event of February 2014.

## Goals for FY 2014/2015

- Ensure city streets are maintained by inspecting and evaluating 1/3 of the streets annually.
- Ensure all striping and pavement markings are visible and in good condition by maintaining all pavement legends as needed.
- Clean, replace, repair all road signage to maintain safe roadways for the traveling public.
- Implement a proactive de-icing program for response during a winter event.
- Provide clean city streets by continuing a monthly street sweeping schedule.
- Maintain the road system in the Very Good PCI Rating category of 70-100 PCI.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	125,906	130,021	130,685	136,985	136,985	136,985
Overtime	3,593	6,335	4,230	4,500	4,500	4,500
Standby	176	1,330	1,200	1,200	1,200	1,200
FICA	9,303	9,840	9,770	10,220	10,220	10,220
WC Insurance & Tax	11,728	8,623	8,700	8,700	8,700	8,700
Pension	17,923	20,633	22,000	22,080	22,080	22,080
Insurance	26,345	40,394	41,890	43,880	43,880	43,880
Bereavement Leave	-	1,142	-	-	-	-
Comp Time Sell Back	-	436	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>194,974</b>	<b>218,754</b>	<b>218,475</b>	<b>227,565</b>	<b>227,565</b>	<b>227,565</b>
Printing & Postage	-	-	400	200	200	200
Uniforms & Safety Equip	1,448	2,026	1,980	1,980	1,980	1,980
Medical & Other Testing	258	-	-	-	-	-
Cell Phones	613	816	450	900	900	900
Small Tools	5,317	2,133	2,740	2,415	2,415	2,415
Computer Equip & Software	2,000	1,500	1,500	1,500	1,500	1,500
Personal Computer/Laptop	-	-	375	375	375	375
Conferences & Meetings	1,235	642	1,625	1,625	1,625	1,625
Membership Dues	112	771	790	790	790	790
Publication,Rpt,Ref Matl	-	-	135	135	135	135
Staff Training	234	1,475	1,920	2,240	2,240	2,240
Staff/Dept Recognition	179	211	265	265	265	265
Administrative Expense	78	-	50	50	50	50
Grounds & Landscaping	4,940	6,710	7,000	7,000	7,000	7,000
Contr R & M - Road Strip	43,852	37,159	62,000	62,000	62,000	62,000
Street Sweeping	185,314	182,877	195,620	187,730	187,730	187,730
Emergency Road Clean-up	553	740	1,550	7,350	7,350	7,350
Equipment Rental	-	750	2,000	2,000	2,000	2,000
R & M - Guardrails,Signs	13,729	15,758	15,200	20,200	20,200	20,200
R & M - Streets	2,171	771	2,500	2,500	2,500	2,500
R & M - Sidewalk,Bikepath	22	-	-	-	-	-
R & M - Equipment	312	313	500	500	500	500
<b>Materials &amp; Services</b>	<b>262,365</b>	<b>254,653</b>	<b>298,600</b>	<b>301,755</b>	<b>301,755</b>	<b>301,755</b>
Equipment & Furnishings	6,360	43,021	-	-	-	-
R & M - Major Projects	27,862	37,098	32,140	36,140	36,140	36,140
<b>Capital Outlay</b>	<b>34,222</b>	<b>80,119</b>	<b>32,140</b>	<b>36,140</b>	<b>36,140</b>	<b>36,140</b>
<b>Total Expenditures</b>	<b>\$ 491,561</b>	<b>\$ 553,526</b>	<b>\$ 549,215</b>	<b>\$ 565,460</b>	<b>\$ 565,460</b>	<b>\$ 565,460</b>



## Road Utility Fee

Six-sevenths of the road utility fee collected is used for the Pavement Maintenance Program, one-seventh is transferred to pay a portion of the street lighting costs. The City's Pavement Maintenance Program covers approximately 78 miles of streets and consists of Overlay Projects, Slurry Seals, Crack Seals and Full Depth Patch work as needed.

The Road Utility Fees also support the public beautification efforts included in programs such as Reverse Frontage Landscaping, the Sidewalk Street Tree Program, and protecting our urban forest by managing the Street Tree Permitting process.

Summary	
Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
Expenditures	\$ 1,211,025
Funding Source	Road Utility Fee

## Highlights of FY 2013/2014

Completed the following pavement maintenance projects:

- Martinazzi Avenue from Boones Ferry Road to Nyberg Street
- Teton Avenue from Tualatin Sherwood Road to Herman Road
- Warm Spring Street from Martinazzi Avenue to Mohawk Street
- Mohawk Street from Martinazzi to Warm Springs Street
- 129<sup>th</sup> Avenue - Herman Road to end
- Slurry Sealed 3.2 miles of City residential streets
- Completed the Sidewalk and Street Tree Program in area #1 (North of Tualatin Sherwood Road from Highway 99W east to City limits)
- Expanded maintenance responsibilities to include Tualatin Sherwood Rd. and Gateway Feature improvements.
- Staff planted 72 street trees (50% increase) ensuring compliance with Tualatin Development Code in the Street Tree Removal Permit Process.

## Goals for FY 2014/2015

Our Pavement Maintenance Goal is to apply the Right Treatment to the Right Road at the Right Time. The following projects are scheduled for 2014:

- 90th Avenue from Tualatin Sherwood to Tualatin Road
- Slurry Seal an estimated 3.2 miles of City residential Streets
- Complete work in area #2 (Boones Ferry Road east to I-5 and from Norwood Road north to Tualatin Sherwood Road).
- Continue maintenance of the reverse frontage and right-of-way landscaping areas within the City.
- Complete analysis of 5/10/20 year models with revenue and expenditures for Road Utility Fund



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Printing & Postage	13,149	9,587	13,500	13,500	13,500	13,500
Road Fees to Tigard	5,470	5,059	5,000	5,000	5,000	5,000
Pavement Maintenance	629,365	963,280	872,000	600,000	600,000	600,000
Sidewalk/Tree Program	41,575	62,401	50,000	50,000	50,000	50,000
Reverse Frontage Program	129,564	136,544	167,880	169,880	169,880	169,880
<b>Materials &amp; Services</b>	<b>819,122</b>	<b>1,176,871</b>	<b>1,108,380</b>	<b>838,380</b>	<b>838,380</b>	<b>838,380</b>
Transfers - General Fund	129,762	149,185	160,980	153,020	153,020	153,020
Transfers - Operations	82,905	86,255	79,915	96,430	96,430	96,430
Transfers - Road Gas Tax	92,571	92,570	92,570	93,820	93,820	93,820
<b>Transfers &amp; Reimbursements</b>	<b>305,238</b>	<b>328,010</b>	<b>333,465</b>	<b>343,270</b>	<b>343,270</b>	<b>343,270</b>
Contingency	-	-	25,000	-	-	-
Road Maintenance	-	-	163,195	29,375	29,375	29,375
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>188,195</b>	<b>29,375</b>	<b>29,375</b>	<b>29,375</b>
<b>Total Expenditures</b>	<b>\$ 1,124,360</b>	<b>\$ 1,504,881</b>	<b>\$ 1,630,040</b>	<b>\$ 1,211,025</b>	<b>\$ 1,211,025</b>	<b>\$ 1,211,025</b>

## Road Operating/Gas Tax Fund

The City's street system consists of 91 miles of streets (78 miles are City maintained, 9 miles are maintained by Washington and Clackamas Counties and 5 miles by the state) and 48 traffic signals (22 are city-owned, 18 are county-owned and 8 are state-owned).

The Road Operating/Gas Tax Fund receives its revenue from a share of the Washington gasoline tax and a share of the State gasoline tax.

The Washington County gasoline tax is a \$0.01/gallon tax on gas sold in the County; apportioned on a per capita basis.

The State Highway Trust Fund consists of a gas tax, vehicle registration fees, and weighted mile taxes for heavy vehicles. It is projected to be apportioned to the cities at a rate of \$57.23 per capita for FY 2014-2015.

Per ORS, 1% of State Gas Tax funds are set aside for footpath/bike trail projects; if these funds are not used annually, they may be held for up to ten years in a reserve fund.

## Highlights of FY 2013/2014

- Completed the Martinazzi Avenue project including replacing the signal at Nyberg Street and adding bike lanes.
- Installed flashing lights in each of the school zones.
- Enhanced the transportation system by installing pedestrian-friendly transportation options at the intersections of Blake and 105<sup>th</sup>, and Sequoia Drive.

## Summary

Department Manager	Alice Cannon
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 2,005,575
Funding Source	Road Gas Tax Fund

## Goals for FY 2014/2015

- Continue to work with neighborhoods to install pedestrian friendly transportation projects.
- Maintain traffic control devices (signals, signs, and pavement markings) in acceptable condition.
- Complete a mid-block pedestrian crossing policy.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Inventory Adjustment	(519)	(237)	-	-	-	-
Street Landscape Material	1,366	1,838	-	-	-	-
Consultants	336,169	220,201	100,000	20,000	20,000	20,000
Utilities - Signals	25,614	25,211	45,190	48,805	48,805	48,805
Street Lights	320,907	351,411	382,705	410,000	410,000	410,000
Guardrails & Signs	(376)	150	2,000	2,000	2,000	2,000
Signal Maintenance	38,948	48,759	55,745	57,695	57,695	57,695
Commons St Light Maint	-	-	11,000	11,000	11,000	11,000
Roadside Landscape	28	19	-	-	-	-
<b>Materials &amp; Services</b>	<b>722,138</b>	<b>647,351</b>	<b>596,640</b>	<b>549,500</b>	<b>549,500</b>	<b>549,500</b>
Transfers - General Fund	407,345	454,930	467,980	469,990	469,990	469,990
Transfers - Operations	253,436	262,935	234,960	289,310	289,310	289,310
Transfers - Leveton Proj	24,617	48,890	-	-	-	-
Transfers - Infrastructur	15,000	10,995	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>700,398</b>	<b>777,750</b>	<b>702,940</b>	<b>759,300</b>	<b>759,300</b>	<b>759,300</b>
Projects Administration	-	239	-	-	-	-
Projects Professional Svc	-	50,257	-	-	-	-
Projects Construction	13,261	27,751	-	-	-	-
Fund Projects	23,081	-	795,000	180,000	180,000	180,000
<b>Capital Outlay</b>	<b>36,342</b>	<b>78,247</b>	<b>795,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>
Contingency	-	-	225,105	196,320	196,320	196,320
Footpath/BikeTrail Reserv	-	-	67,450	82,620	82,620	82,620
Future Years Projects	-	-	-	237,835	237,835	237,835
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>292,555</b>	<b>516,775</b>	<b>516,775</b>	<b>516,775</b>
<b>Total Expenditures</b>	<b>\$ 1,458,878</b>	<b>\$ 1,503,348</b>	<b>\$ 2,387,135</b>	<b>\$ 2,005,575</b>	<b>\$ 2,005,575</b>	<b>\$ 2,005,575</b>



## Road/SDC – Traffic Impact Fee Fund (TIF)

Collection of TIF revenue ceased June 30, 2012. Accumulated funds will be spent on approved projects.

### Highlights of FY 2013/2014

- No new projects were funded with TIF funds.

### Goals for FY 2014/2015

- Coordinate funding of projects identified by the completion of the TSP, with the Transportation Development Tax Fund

Summary	
Department Manager	Alice Cannon
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 602,925
Funding Source	Road Development Fund



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Transfers - General Fund	321	-	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>321</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency	-	-	1,072,075	602,925	602,925	602,925
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>1,072,075</b>	<b>602,925</b>	<b>602,925</b>	<b>602,925</b>
<b>Total Expenditures</b>	<b>\$ 321</b>	<b>-</b>	<b>\$ 1,072,075</b>	<b>\$ 602,925</b>	<b>\$ 602,925</b>	<b>\$ 602,925</b>



## Road/SDC Transportation Development Tax Fund (TDT)

This fund is mandated by state law and is used to receive and expend System Development Charges (SDCs) that are collected from all new development in the City. The tax is based on the traffic impact that the particular development will have on the transportation system.

In 2008 the voters of Washington County approved a new tax to provide funds for extra capacity improvements to county and city arterials, collectors, state facilities, and transit facilities. The tax took effect on July 1, 2009 and replaced the previous Washington County Traffic Impact Fee (TIF). City Council has established the same fee rate in the Clackamas County portion of the City as well.

Beginning in FY 14/15, the Transportation Development Tax (TDT) portion of capital projects funded with both Road Operating funds and TDT funds will be transferred from this fund into the Road Operating fund.

Summary	
Department Manager	Alice Cannon
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 1,947,000
Funding Source	Transportation Development Tax

## Highlights of FY 2013/2014

- No projects were funded with TDT funds.



<b>Account Description</b>	<b>Actual FY 11-12</b>	<b>Actual FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Proposed FY 14-15</b>	<b>Approved FY 14-15</b>	<b>Adopted FY 14-15</b>
Contingency	-	-	918,200	1,947,000	1,947,000	1,947,000
<b>Contingencies &amp; Reserves</b>	-	-	<b>918,200</b>	<b>1,947,000</b>	<b>1,947,000</b>	<b>1,947,000</b>
<b>Total Expenditures</b>	-	-	<b>\$ 918,200</b>	<b>\$ 1,947,000</b>	<b>\$ 1,947,000</b>	<b>\$ 1,947,000</b>



The City's debt service is broken into three categories and is recorded in separate funds for each category. They are General Obligation Bonds, Bancroft Bonds and Enterprise Bonds.

General Obligation Bonds are backed by the City's full faith and credit and are recorded in the General Obligation Bond Fund. These bonds carry with them the ability to levy taxes to make the principal and interest payments. The estimated levy rate for Fiscal Year 2014-15 is \$0.28 per \$1,000 of assessed value. There are three outstanding general obligation bonds. The 2005 Parks Improvement Bonds financed improvements at Community Park, Ibach Park, Jurgens Park, pathways at the Tualatin River Greenway, improvements at Sweek Pond Natural Area, running trails, and an artificial surface sports field at Tualatin High School. The 2006 Library Bond funded improvements to the Tualatin Public Library. The 2008 General Obligation Refunding Bonds refunded the 1999 Police Facility Bonds, which financed construction of the Tualatin Police Facility.

The Bancroft Bonds account for payment of principal and interest on general obligation debt for projects which directly enhance the value of specific properties. The owners of these properties reimburse the City for their proportionate share of these public improvements on a schedule matching the payment schedule of the bond which financed the project. There is one outstanding bond which funded the construction of 95<sup>th</sup> Place. The last principal payment on this bond was paid in June 2013.

The Enterprise Bond Fund accounts for debt service financing for the water reservoir construction and other improvements to the water system. This bond was sold in 2005 for a par amount of \$7,305,000. The bonds are backed by water revenues and an annual transfer from the Water Operating Fund is made for principal and interest payments due during the fiscal year. The 2005 Water Bond is the only outstanding revenue bond.



**City of Tualatin**  
**Fiscal Year 2014 - 2015**  
**Adopted Budget - Debt Service**

**Summary of Requirements by Object**

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	525	525	525	225
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	1,684,979	1,731,902	1,499,135	1,500,090
Contingencies & Reserves	838,798	710,014	682,850	704,195
<b>Total Requirements</b>	<b>\$ 2,524,302</b>	<b>\$ 2,442,441</b>	<b>\$ 2,182,510</b>	<b>\$ 2,204,510</b>

### General Obligation Bond Fund

The General Obligation Bond Fund accounts for principal and interest payments for bonds that are backed by the City's full faith and credit. General Obligation Bonds carry with them the ability to levy taxes for bond payments. There are three outstanding general obligation bonds. The 2005 Parks Improvement Bonds financed improvements at Community Park, Ibach Park, Jurgens Park, pathways at the Tualatin River Greenway, improvements at Sweek Pond Natural Area, running trails, and an artificial surface sports field at Tualatin High School. The 2006 Library Bond funded library improvements. The 2008 General Obligation Refunding Bonds refunded the 1999 Police Facility Bonds, which financed construction of the Police Facility.

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 1,041.130
Funding Source	General Obligation Bond Fund



## Debt Service

## general obligation bond expenditures

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
05 Parks Bond Principal	165,000	170,000	175,000	180,000	180,000	180,000
06 Library Bond Principal	170,000	180,000	185,000	190,000	190,000	190,000
08 Refunding Bond Princip	270,000	275,000	290,000	305,000	305,000	305,000
<b>Principal</b>	<b>605,000</b>	<b>625,000</b>	<b>650,000</b>	<b>675,000</b>	<b>675,000</b>	<b>675,000</b>
05 Parks Bond Interest	114,025	108,056	101,695	95,040	95,040	95,040
06 Library Bond Interest	148,275	140,838	133,085	125,115	125,115	125,115
08 Refunding Bond Interst	100,288	89,388	78,090	66,570	66,570	66,570
<b>Interest</b>	<b>362,588</b>	<b>338,281</b>	<b>312,870</b>	<b>286,725</b>	<b>286,725</b>	<b>286,725</b>
General Account Reserves	-	-	57,140	79,405	79,405	79,405
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>57,140</b>	<b>79,405</b>	<b>79,405</b>	<b>79,405</b>
<b>Total Expenditures</b>	<b>\$ 967,588</b>	<b>\$ 963,281</b>	<b>\$ 1,020,010</b>	<b>\$ 1,041,130</b>	<b>\$ 1,041,130</b>	<b>\$ 1,041,130</b>



## Bancroft Bond Fund

The Bancroft Bonded Debt Fund accounts for payments of principal and interest on general obligation debt for projects which directly enhance the value of specific properties. The owners of these properties reimburse the City for their proportionate share of these public improvements on a schedule matching the payment schedule of the bond which financed the project. The last remaining bond, which funded the construction of 95th Place, made its final payment in June 2013.

The last principal and interest payment was made in June 2013.

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 181,000
Funding Source	Bancroft Bond Fund



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Bond Registration & Exp	300	300	300	-	-	-
<b>Materials &amp; Services</b>	<b>300</b>	<b>300</b>	<b>300</b>	-	-	-
1998 Bancroft Bonds	160,000	220,000	-	-	-	-
<b>Principal</b>	<b>160,000</b>	<b>220,000</b>	-	-	-	-
1998 Bancroft Bonds	17,860	10,340	-	-	-	-
<b>Interest</b>	<b>17,860</b>	<b>10,340</b>	-	-	-	-
Bond Reserve	-	-	181,250	181,000	181,000	181,000
<b>Contingencies &amp; Reserves</b>	-	-	<b>181,250</b>	<b>181,000</b>	<b>181,000</b>	<b>181,000</b>
<b>Total Expenditures</b>	<b>\$ 178,160</b>	<b>\$ 230,640</b>	<b>\$ 181,550</b>	<b>\$ 181,000</b>	<b>\$ 181,000</b>	<b>\$ 181,000</b>

## Enterprise Bond Fund

The Enterprise Bond Fund accounts for debt service financing for the water reservoir construction and other improvements to the water system. This bond was sold in 2005 for a par amount of \$7,305,000.

The fund will receive a yearly transfer from the Water Operating Fund to pay for the principal and interest due in the current year. This is the only revenue bond outstanding for the City.

This fund will be used only for payment of the debt on this bond. Certain contingencies required by the bond indenture will be retained in the Water Fund. The purpose is to provide reserves which can be used either for operations or debt payments.

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 982,380
Funding Source	Enterprise Bond Fund



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Bond Registration & Exp	225	225	225	225	225	225
<b>Materials &amp; Services</b>	<b>225</b>	<b>225</b>	<b>225</b>	<b>225</b>	<b>225</b>	<b>225</b>
Water Bonds 2005	295,000	305,000	315,000	330,000	330,000	330,000
<b>Principal</b>	<b>295,000</b>	<b>305,000</b>	<b>315,000</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>
Water Bonds 2005	244,531	233,281	221,265	208,365	208,365	208,365
<b>Interest</b>	<b>244,531</b>	<b>233,281</b>	<b>221,265</b>	<b>208,365</b>	<b>208,365</b>	<b>208,365</b>
Bond Reserves	-	-	444,460	443,790	443,790	443,790
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>444,460</b>	<b>443,790</b>	<b>443,790</b>	<b>443,790</b>
<b>Total Expenditures</b>	<b>\$ 539,756</b>	<b>\$ 538,506</b>	<b>\$ 980,950</b>	<b>\$ 982,380</b>	<b>\$ 982,380</b>	<b>\$ 982,380</b>

City of Tualatin

As of June 30, 2014

## Schedule of Future Debt Service

Fiscal Year	General Obligation Bonds			Revenue Supported Bonds			Full Faith and Credit Loan		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2015	675,000	286,719	961,719	330,000	208,363	538,363	86,280	43,329	129,610
2016	700,000	259,338	959,338	345,000	194,863	539,863	99,535	30,075	129,610
2017	735,000	230,124	965,124	360,000	180,763	540,763	102,508	27,102	129,610
2018	765,000	198,407	963,407	375,000	166,063	541,063	105,727	23,883	129,610
2019	800,000	164,131	964,131	390,000	150,519	540,519	108,967	20,642	129,610
2020	455,000	137,689	592,689	405,000	133,869	538,869	112,307	17,303	129,610
2021	475,000	119,448	594,448	425,000	116,125	541,125	115,708	13,902	129,610
2022	500,000	100,263	600,263	445,000	97,420	542,420	119,295	10,314	129,610
2023	520,000	80,127	600,127	465,000	77,681	542,681	122,951	6,658	129,610
2024	540,000	58,900	598,900	485,000	56,899	541,899	126,720	2,890	129,610
2025	565,000	36,469	601,469	510,000	35,070	545,070			
2026	305,000	18,900	323,900	530,000	11,925	541,925			
2027	320,000	6,400	326,400						
	7,355,000	1,696,915	9,051,915	5,065,000	1,429,560	6,494,560	1,100,000	196,097	1,296,097



**CITY OF TUALATIN  
BONDED DEBT PER CAPITA  
LAST TEN FISCAL YEARS  
June 30, 2013**

Fiscal Year	Governmental Activities					Business-type Activities	Total	Population	Per Capita
	General Obligation Bonds	Special Assessment Bonds	Capital Leases	Limited Tax Bonds	Urban Renewal Agency Bonds	Water Revenue Bonds			
2004	4,080,000	25,000	90,000	860,000	6,600,000	-	11,655,000	24,940	467.32
2005	7,665,000	-	77,237	780,000	5,440,000	-	13,962,237	25,464	548.31
2006	7,380,000	-	62,646	700,000	4,250,000	7,305,000	19,697,646	25,594	769.62
2007	7,025,000	-	46,517	620,000	3,030,000	7,060,000	17,781,517	25,650	693.24
2008	10,220,000	-	29,030	620,000	1,970,000	6,805,000	19,644,030	25,650	765.85
2009	9,950,000	-	10,071	620,000	1,000,000	6,540,000	18,120,071	26,040	695.86
2010	9,645,000	-	19,913	540,000	-	6,265,000	16,469,913	26,130	630.31
2011	9,235,000	-	7,490	380,000	-	5,980,000	15,602,490	26,160	596.43
2012	8,630,000	-	-	220,000	-	5,685,000	14,535,000	26,170	555.41
2013	8,005,000	-	-	-	-	5,380,000	13,385,000	26,510	504.90

Note: Details regarding the City's outstanding debt can be found in the notes to the basic financial statements.

Personal income data and unemployment rate data for the City is not available

Fiscal Year	General Obligation Bonds	Estimated Actual Value of Property	General Obligation Debt as a Percentage of Estimated Actual Value
2004	4,080,000	2,954,459,022	0.14%
2005	7,665,000	3,134,195,800	0.24%
2006	7,380,000	3,500,688,218	0.21%
2007	7,025,000	4,159,063,572	0.17%
2008	10,220,000	4,644,886,174	0.22%
2009	9,950,000	4,942,802,507	0.20%
2010	9,645,000	4,734,984,802	0.20%
2011	9,235,000	4,406,469,302	0.21%
2012	8,630,000	4,163,768,490	0.21%
2013	8,005,000	4,078,906,996	0.20%

Source: Current and previous CAFR's



**CITY OF TUALATIN****COMPUTATION OF OVERLAPPING GENERAL OBLIGATION DEBT****June 30, 2013**

<b>Jurisdiction</b>	<b>General Obligation Debt Outstanding</b>	<b>Percent Applicable Inside City of Tualatin</b>	<b>Amount Applicable Inside City of Tualatin</b>
City of Tualatin	\$ 8,005,000	100.0000%	\$ 8,005,000
Clackamas County	108,260,000	1.6900% *	1,829,594
Clackamas County District 3J (West Linn/Wilsonville)	198,367,238	1.2922%	2,563,301
Clackamas County School District 7J (Lake Oswego)	102,979,109	1.5144%	1,559,516
Clackamas Community College	27,365,000	2.1199%	580,111
Clackamas County ESD	2,093,395	0.4942%	10,346
Metro	248,275,000	2.7397%	6,801,990
Portland Community College	176,450,000	2.9430%	5,192,924
Washington County	26,765,000	6.9497%	1,860,087
Tualatin Valley Fire and Rescue District	45,050,000	9.2930%	4,186,496
Washington County School District 23J (Tigard-Tualatin)	122,453,239	35.9971%	44,079,615
Washington County School District 88J (Sherwood)	115,473,374	15.7990%	18,243,638
Subtotal overlapping debt			86,907,618
Direct and overlapping debt			<u>\$ 94,912,618</u>

Overlapping debt percentage is determined by the percentage of assessed value of the overlapping district that is within the City limits of Tualatin applied.

Source: Municipal Debt Management, State of Oregon

\*The percentage of the City of Tualatin in Clackamas County is very small, as is the property-tax backed debt, and produces an immaterial amount.



## COMPUTATION OF LEGAL DEBT MARGIN

**June 30, 2013**

ORS 287.004 provides a debt limit of 3% of true cash value of all taxable property within the City boundaries:

True Cash Value	\$ 3,401,777,728
Rate	<u>x 3%</u>
Debt limit	102,053,332
Debt applicable to limit	<u>7,916,907</u>
	<u>\$ 94,136,425</u>

Legal debt margin

Fiscal year ended June 30,	Debt Margin as a Percentage of Debt Limit	Debt limit	Debt applicable to limit	Legal debt margin
2004	95.74%	69,301,178	2,950,913	66,350,265
2005	90.86%	73,001,366	6,671,100	66,330,266
2006	92.03%	81,279,915	6,479,517	74,800,398
2007	87.41%	83,059,823	10,458,584	72,601,239
2008	88.75%	88,472,855	9,955,038	78,517,817
2009	89.42%	93,584,449	9,900,544	83,683,905
2010	90.45%	95,030,956	9,075,365	85,955,591
2011	90.76%	98,997,766	9,146,899	89,850,867
2012	91.46%	100,101,909	8,549,103	91,552,806
2013	92.24%	102,053,332	7,916,907	94,136,425

Cash value stated above is equal to that value which is "taxable assessed value" as defined by Oregon law. This value is not the same value as market value, but is the value used for levy purposes.

## EXECUTIVE SUMMARY

### Tualatin's Five Year Capital Improvement Plan 2015-2019

The City of Tualatin's Capital Improvement Plan (CIP) establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. The use of a CIP promotes better use of the City's limited financial resources, reduces costs and assists in the coordination of public and private development. In addition, the planning process is valuable as a means of coordinating development of facilities and infrastructure.

The City's CIP is a five-year roadmap which identifies the major expenses over and above routine annual operating expenses. While the CIP serves as a long range plan, it is reviewed and revised annually. Priorities may be changed due to funding opportunities or circumstances that cause a more rapid deterioration of an asset.

As a basic tool for documenting anticipated capital projects, it includes many "unfunded" projects in which needs have been identified, but specific solutions and funding have not been determined.

### THE CIP PROCESS

The CIP is the result of an ongoing infrastructure planning process. Planning for the five-year CIP period provides the flexibility to take advantage of opportunities for capital investments. The 2015-2019 CIP is developed through compliance with adopted policies and master plans, input by neighborhood CIO's, the public, professional staff, elected and appointed City officials. The Draft CIP is made available to the public for review, reviewed by the Budget Committee and then adopted by the City Council. The projects listed in the 2014/2015 fiscal year become the basis for preparation of the City's budget for that year.

### CIP REVIEW TEAM

A CIP Review Team is responsible annually for reviewing capital project requests and providing recommendations to the City Manager. This team is comprised of staff from Administration, Finance, Operations, Community Development, Information Services, Community Services, and Police. This team analyzes the financial impact of the CIP as well as the City's ability to process, design, and ultimately maintain projects. The committee meets periodically throughout the year to evaluate the progress of projects, and examine future needs of the City.

The overall goal of the CIP Review Team is to develop CIP recommendations that:

- Preserve the past, by investing in the continued upgrade of City assets and infrastructure;
- Protect the present with improvements to City facilities and infrastructure; and
- Plan for the future.

### CATEGORIES

Projects generally fall within the five primary categories identified below:

- **Utilities** – Projects involving the Water, Storm, and Sewer distribution infrastructure.
- **Transportation** – Projects affecting streets, bike lanes, pedestrian crossings, paths, trails, and rail.
- **Facilities and Equipment** – Projects involving buildings, structures, equipment, and vehicles that the City owns and manages.
- **Parks and Recreation** – Projects affecting parks and open spaces.
- **Technology** — Projects involving hardware, software, or infrastructure that improves and/or supports technology.

### CIP CRITERIA

Typically there are more project requests than can be funded in the five-year CIP period, so the CIP Review Team conducts an internal project ranking process. The criteria used in this internal ranking include, but are not limited to:



**Addresses health and safety concerns** – Enhances, improves, or protects the overall health and safety of the City’s residents.

**Support of Council goals** - Supports the goals established by the City Council. Meets city wide long-term goals and is in compliance with the Tualatin Community Plan.

**Meets a regulatory or mandated requirement** – Proposed projects satisfy regulatory or mandated requirements.

**Considers service delivery needs** – The potential for projects to improve service delivery including coordination with other projects to minimize financial or development impacts to maintain and enhance the efficiency of providing services in Tualatin.

**Includes outside funding and partnerships** - Outside funding has been identified, committed to, or may be obtained through other revenue sources or partnerships.

**Implements a Master Plan** - Maintenance and development of existing or new facilities and infrastructure is identified in one of the City’s Master Plans, allowing the City to continue to deliver essential services to residents.

## Operating Budget Impact

The operating impact of proposed capital projects, such as personnel and operating expenses, will be considered in preparing the annual operating budget as the CIP project approaches construction.

## Types of Financing

The nature and amount of the project generally determine financing options as do projected revenue resources. The following financing instruments could be used:

- Outside funding, including grants, federal, state, and county funds and donations
- Development fees
- Utility fund revenues
- General fund revenues
- Debt secured by a restricted revenue source
- General obligation debt

## PROJECT LISTS AND DETAILS

Summary lists of projects by category and by funding source are provided for quick reference. Projects with funding identified or funding secured in this five year CIP, total approximately \$20 million. Just over \$10 million of the funded projects are Utility projects and \$4.9 million in Transportation projects have been identified.

Detailed project sheets are grouped alphabetically by category for all funded projects included in the CIP. Project sheets are designed to explain the need for the project, type of project, the criteria met, funding sources, and provide cost information including potential on-going costs.

A list identifying over \$900 million in unfunded projects is also contained in the plan to highlight the City’s needs beyond available funding. Cost estimates have been developed for each project based on preliminary project descriptions. Estimates are in today’s dollars, and the future year projections have been adjusted for inflation.

For a complete list of CIP projects and project forms, please visit our website at [www.tualatinoregon.gov](http://www.tualatinoregon.gov)

## CAPITAL IMPROVEMENT POLICIES

### Time Period

A working CIP document designed to identify capital needs will be produced every year prior to the annual budget process.

### Definition of a Capital Expense

The CIP will include those items in excess of \$10,000 with an expected useful life of more than one year. Smaller projects (less than \$10,000) may be combined into one project and therefore defined as a capital expense. Items such as minor equipment and routine expenses will continue to be accounted for in the City’s annual budget and will not be included in the capital improvement plan.



Fund Title	Project Name	FY14/15
General Fund: Information Services	Citywide Fiber Project	\$ 40,000
General Fund: Information Services	General Fund Share of Organizational Software Project	\$ 238,045
General Fund: Police	Replacement Police Vehicles	\$ 119,000
General Fund: Police	JAMAR Radar Recorder	\$ 4,200
<b>Total General Fund</b>		<b>\$ 401,245</b>
Building	Vehicle Replacement	\$ 26,000
Building	Building Fund Share of Organizational Software Project	\$ 164,760
<b>Total Building Fund</b>		<b>\$ 190,760</b>
Operations: Water	Utility Truck Replacement	\$ 57,000
Operations: Non Dept	Operations Fund Share of Organizational Software Project	\$ 284,260
<b>Total Operations Fund</b>		<b>\$ 341,260</b>
Water	63rd N of Boones Ferry Rd: Replace AC lines	\$ 75,000
Water	TVWD Intertie	\$ 50,000
Water	Water Reservoir B1/C1 Interior/Exterior	\$ 875,000
Water	Water Reservoir C2	\$ 500,000
Water	Replace Large Meters	\$ 10,000
Water	Oleson Road - Bridge at Fanno Creek	\$ 100,000
Water	Cathodic Protection Phase 1-3	\$ 40,000
<b>Total Water Fund</b>		<b>\$ 1,650,000</b>
Storm Drain	Hedges at 99th Ave	\$ 10,500
Storm Drain	Catch Basin Retrofit	\$ 25,000
Storm Drain	Martinazzi Avenue Project	\$ 37,000
Storm Drain	90th Ave, North of T-S Rd: Install Stormwater Outfall	\$ 70,000
Storm Drain	89th Ave and T-S Road: Install Stormwater Outfall to the west	\$ 90,000
<b>Total Storm Drain Fund</b>		<b>\$ 232,500</b>
Road Utility	Pavement Maintenance Program	\$ 600,000
<b>Total Road Utility Fund</b>		<b>\$ 600,000</b>
Gas Tax	Ped-Friendly Traffic Calming Projects	\$ 80,000
Gas Tax	Sidewalk/Street Tree Surface Repairs	\$ 50,000
Gas Tax	Borland Road Frontage	\$ 50,000
<b>Total Gas Tax Fund</b>		<b>\$ 180,000</b>
Water Development	C2 Reservoir	\$ 130,000
Water Development	124th Avenue Water Line	\$ 70,000
<b>Total Water Development Fund</b>		<b>\$ 200,000</b>
Parks Development	Parks and Recreation Master Plan: Plan Update	\$ 150,000
Parks Development	Pohl Center Fire Suppression System - CDBG Grant Funded	\$ 147,000
Parks Development	Tualatin River Greenway: Land Acquisition	\$ 659,130
<b>Total Parks Development Fund</b>		<b>\$ 956,130</b>



## PROJECT SUMMARY

FACILITIES AND EQUIPMENT	FY15/16	FY16/17	FY17/18	FY18/19
Core Area Parking Green Lot: Slurry Seal Type	0	13,000	0	0
Council Building: Roof Replacement	49,000	0	0	0
Lafky House: Roof Replacement	12,720	0	0	0
Library/City Offices: Employee Parking Lot Repave	42,000	0	0	0
Library Furnishing Replacement	0	60,000	60,000	0
Library Self-Check Machine	35,000	0	0	0
Library Shelving Improvements	30,000	30,000	30,000	0
Operations: Covered Parking Structure for Trucks	0	0	0	350,000
Operations Master Plan Update	20,000	0	0	0
Police Station: Carpet Replacement	33,170	40,000	13,000	0
Police Station: HVAC Unit Replacements	0	0	25,000	25,000
Police Station: Roof Replacement	0	0	0	0
Vehicles: General Fund	357,500	136,750	103,000	170,000
Vehicles: Building	0	26,000	26,000	0
Vehicles: Operations	0	0	13,000	0
Vehicles: Operations: Sewer	27,500	22,750	0	0
Vehicles: Operations: Street	53,500	3,750	0	0
Vehicles: Operations: Water	27,500	27,750	0	0
<b>TOTAL FACILITIES &amp; EQUIPMENT</b>	<b>687,890</b>	<b>360,000</b>	<b>270,000</b>	<b>545,000</b>

PARKS & RECREATION				
Atfalati Park Tennis Court Reconstruction	150,000	0	0	0
Community Park: Ball Field Park Lighting Retrofit	200,000	0	0	0
Community Park: N Drive Aisle/Boat Ramp Repair	83,000	0	0	0
Greenway Enhancements	30,000	0	0	0
Heritage Center: Roof Replacement	17,400	0	0	0
Juanita Pohl Center: Fire Sprinklers	0	0	0	0
Juanita Pohl Center: Parking Lot	0	58,000	0	0
Juanita Pohl Center: Roof Replacement	0	107,000	0	0
Parks and Recreation Master Plan: Plan Update	0	0	0	0
Public Arts Plan	0	0	15,000	0
Tualatin Commons Fountain Tile Repair	60,000	0	0	0
Tualatin River Greenway: Land Acquisition	0	0	0	0



<b>PROJECT SUMMARY</b>	<b>FY15/16</b>	<b>FY16/17</b>	<b>FY17/18</b>	<b>FY18/19</b>
<b>PARKS &amp; RECREATION (CONTINUED)</b>				
Van Raden Comm Center & CSAD : Exterior Paint	0	14,400	0	0
Van Raden Comm Center: Roof Replacement	31,000	0	0	0
Van Raden Comm Center: Window Replacement	20,000	0	0	0
<b>TOTAL PARKS &amp; RECREATION</b>	<b>591,400</b>	<b>179,400</b>	<b>15,000</b>	<b>0</b>
<b>TECHNOLOGY</b>				
Citywide: Battery Backup Systems	20,000	0	0	0
Citywide: Computer Server Replacement	20,000	60,000	30,000	0
Citywide: Microsoft Office, Adobe & Other Licenses	0	40,000	0	0
Citywide: Network Switches Replacement	0	80,000	0	0
Fiber Installation to all City Buildings	40,000	40,000	40,000	0
<b>TOTAL TECHNOLOGY</b>	<b>80,000</b>	<b>220,000</b>	<b>70,000</b>	<b>0</b>
<b>TRANSPORTATION</b>				
65th Ave at Sagert St: Add traffic signal	0	0	272,000	408,600
105th/Blake/108th: Design Alignment	0	200,000	0	0
Borland Road, 65th to east city limits: Fill in sidewalk	0	0	0	0
I5 Southbound Off Ramp at Nyberg: move guardrail	0	0	0	32,000
Neighborhood Transportation Solutions	80,000	80,000	80,000	80,000
Pavement Maintenance	500,000	500,000	500,000	500,000
Sidewalk - Street Tree - Road Surface Projects	0	0	0	0
Tualatin Road at Teton Ave: Add traffic signal	0	0	243,000	365,000
Unimproved roadway maintenance	35,663	38,569	42,425	46,667
<b>TOTAL TRANSPORTATION</b>	<b>615,663</b>	<b>818,569</b>	<b>1,137,425</b>	<b>1,432,267</b>



## PROJECT SUMMARY

	FY15/16	FY16/17	FY17/18	FY18/19
<b>UTILITIES</b>				
89th Ave and TSR: Upgrade Stormwater Outfall	0	0	0	0
90th Ave, N of TSR: Upgrade Stormwater Outfall	0	0	0	0
124 <sup>th</sup> Water Line	0	0	0	0
125th Ct/Herman: Upgrade Stormwater Outfall	150,000	0	0	0
Amu St thru Walgreave: Upsize Bluff/Cipole Sewer	0	313,000	1,957,000	0
Bluff-Cipole, 108th Ave to Amu St: Upsize Sewer	420,000	200,000	0	0
Bluff-Cipole, 118th Ave to Herman: Upsize sewer	0	140,000	574,000	0
Bluff-Cipole, Cipole PS to 124th: Upsize sewer	187,000	0	0	0
Bluff-Cipole, Koller St to 108th: Upsize sewer	242,000	200,000	0	0
Childs Rd, Lower BFR: Replace water lines	0	150,000	50,000	0
Control Valve Maintenance	30,000	0	0	0
Grahams Ferry/Ibach: Upgrade Stormwater	345,000	0	0	0
Hedges Dr at 99th: Upgrade Stormwater Outfall	0	0	0	0
Martinazzi Ave at TSR: Upgrade Stormwater	0	0	0	0
McEwan Rd, 65th to I5: Replace water lines	0	0	225,000	0
TSR to Tigard Sand/Gravel: Install new sewer	0	414,000	1,248,000	0
Tualatin High School: Fire Hydrants	0	0	0	100,000
Water Reservoirs: C2: Construct new	100,000	0	0	0
Water Reservoirs: B1 , Ext/Interior Paint/Clean	0	0	0	0
Water Reservoirs: C1 , Ext/Interior Paint/Clean	225,000	0	0	0
Water Reservoirs: A1 , Ext/Interior Paint/Clean	675,000	0	0	0
Water Reservoirs: B2 , Ext/Interior Paint/Clean	0	550,000	0	0
Water Reservoirs: A2 , Interior Paint/Clean	0	0	0	300,000
<b>TOTAL UTILITIES</b>	<b>2,374,000</b>	<b>1,967,000</b>	<b>4,054,000</b>	<b>400,000</b>



# City of Tualatin

## Fiscal Year 2014 - 2015

### Adopted Budget - Tualatin Development Commission

#### Summary of Requirements by Object

	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Adopted FY 14-15
Personnel Services	\$ 44,128	\$ -	\$ -	\$ -
Materials and Services	45,938	32,829	64,225	64,225
Transfers	742,716	188,445	166,520	134,720
Capital Outlay	3,528,945	1,476,597	129,300	500,000
Debt Service	-	-	-	-
Contingencies & Reserves	7,094,641	5,482,914	4,835,170	3,499,755
<b>Total Requirements</b>	<b>\$ 11,456,368</b>	<b>\$ 7,180,785</b>	<b>\$ 5,195,215</b>	<b>\$ 4,198,700</b>



## Community Development: Economic Development Administration Division

The Economic Development Administration Division is the face of the City for the business community. Economic Development's responsibility is to provide direct assistance to businesses for the permit process and access to resources available to business from city, county, state and other sources which can contribute to business success. The Division will participate in marketing activities to retain and recruit businesses into the City, compile and provide economic information, cooperate with other economic development agencies in the region and the state, represent the City at regional economic development forums, and prepare reports for Tualatin Development Commission meetings.

### HIGHLIGHTS OF FY 2013/2014

- Hired a new Economic Development Program Manager.
- Partnered with the Chamber of Commerce on the Economic Development Council.
- Participated in regional economic development initiatives such as Greater Portland Inc. and the Westside Economic Alliance.
- Assisted local businesses with State incentive programs, site locations and business expansions.
- Developed a Small Business Toolkit, with support from the Chamber of Commerce.
- Established a City Profile document to distribute to potential new businesses.

### Summary

Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 142,500
Funding Source	Urban Renewal Funds

### GOALS FOR 2014/2015

- Complete a City Economic Development Action Plan.
- Engage businesses, key stakeholders and residents on economic development activities affecting the local economy.
- Support the Mayor as the small cities representative on the Greater Portland, Inc. Board of Directors.
- Establish a business retention program.



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	309,052	318,330	246,700	141,625	141,625	141,625
<b>Beginning Fund Balance</b>	<b>309,052</b>	<b>318,330</b>	<b>246,700</b>	<b>141,625</b>	<b>141,625</b>	<b>141,625</b>
Interest on Investments	1,548	1,707	1,235	875	875	875
<b>Interest</b>	<b>1,548</b>	<b>1,707</b>	<b>1,235</b>	<b>875</b>	<b>875</b>	<b>875</b>
Transfers - CURD Projects	175,000	-	-	-	-	-
Transfers - Leveton Proj	245,000	-	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>420,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other Misc Income	511	29	-	-	-	-
<b>Other Revenue</b>	<b>511</b>	<b>29</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 731,112</b>	<b>\$ 320,065</b>	<b>\$ 247,935</b>	<b>\$ 142,500</b>	<b>\$ 142,500</b>	<b>\$ 142,500</b>



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Full Time	17,925	-	-	-	-	-
Part Time	11,395	-	-	-	-	-
FICA	2,310	-	-	-	-	-
WC Insurance & Tax	63	-	-	-	-	-
Pension	5,231	-	-	-	-	-
Insurance	5,626	-	-	-	-	-
Vacation Buy Back	1,578	-	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>44,128</b>	-	-	-	-	-
Office Supplies	359	380	500	500	500	500
Printing & Postage	50	130	500	500	500	500
Photographic Supplies	-	-	100	100	100	100
Cell Phones	96	-	-	-	-	-
Recording Fees	-	-	500	500	500	500
Audit & State Filing Fee	3,575	7,215	10,000	10,000	10,000	10,000
Consultants	15,355	11,751	20,000	20,000	20,000	20,000
Insurance	-	2,211	4,025	4,025	4,025	4,025
Tri-Met Employee Tax	214	-	-	-	-	-
Conferences & Meetings	1,790	519	2,000	2,000	2,000	2,000
Membership Dues	3,231	1,853	6,000	6,000	6,000	6,000
Publication,Rpt,Ref Matl	110	-	500	500	500	500
Administrative Expense	531	98	500	500	500	500
Economic Development Exp	18,131	7,988	16,000	16,000	16,000	16,000
Advertising-Informational	430	213	3,000	3,000	3,000	3,000
Advertising-Recruitment	20	-	-	-	-	-
Bank Fees	504	464	600	600	600	600
Equipment Rental	1,115	-	-	-	-	-
R & M - Equipment	427	8	-	-	-	-
<b>Materials &amp; Services</b>	<b>45,938</b>	<b>32,829</b>	<b>64,225</b>	<b>64,225</b>	<b>64,225</b>	<b>64,225</b>
Transfers - General Fund	322,716	-	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>322,716</b>	-	-	-	-	-
Contingency	-	-	183,710	78,275	78,275	78,275
<b>Contingencies &amp; Reserves</b>	-	-	<b>183,710</b>	<b>78,275</b>	<b>78,275</b>	<b>78,275</b>
<b>Total Expenditures</b>	<b>\$ 412,782</b>	<b>\$ 32,829</b>	<b>\$ 247,935</b>	<b>\$ 142,500</b>	<b>\$ 142,500</b>	<b>\$ 142,500</b>



## Central Urban Renewal District Project Fund

This fund carries out projects in the Central Urban Renewal District (CURD), which comprises 327.48 acres of the Tualatin Town Center. On June 30, 2010, the district stopped collecting revenue. The funds available are remaining resources from the CURD Bond Fund, sales of Tualatin Development Commission (TDC) owned land, and accrued interest. These revenues are used for projects in furtherance of the Central Urban Renewal District Plan.

### HIGHLIGHTS OF FY 2013/2014

- Finished the construction of the Tualatin-Sherwood Road Landscaping Enhancement Project.

### GOALS FOR FY 2014/2015

- Work with the TDC to prioritize remaining CURD funds.

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 899,700
Funding Source	Urban Renewal Funds



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Beginning Fund Balance	2,677,659	1,115,182	868,460	894,855	894,855	894,855
<b>Beginning Fund Balance</b>	<b>2,677,659</b>	<b>1,115,182</b>	<b>868,460</b>	<b>894,855</b>	<b>894,855</b>	<b>894,855</b>
Interest on Investments	12,591	6,908	3,945	4,845	4,845	4,845
<b>Interest</b>	<b>12,591</b>	<b>6,908</b>	<b>3,945</b>	<b>4,845</b>	<b>4,845</b>	<b>4,845</b>
<b>Total Revenue</b>	<b>\$ 2,690,250</b>	<b>\$ 1,122,090</b>	<b>\$ 872,405</b>	<b>\$ 899,700</b>	<b>\$ 899,700</b>	<b>\$ 899,700</b>

Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Transfers - General Fund	-	32,035	61,925	80,180	80,180	80,180
Transfers - Economic Devl	175,000	-	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>175,000</b>	<b>32,035</b>	<b>61,925</b>	<b>80,180</b>	<b>80,180</b>	<b>80,180</b>
Projects Administration	1,472	1,482	-	-	-	-
Projects Professional Svc	146,608	32,682	-	-	-	-
Projects Construction	1,251,988	1,837	-	-	-	-
Fund Projects	-	-	79,300	450,000	450,000	450,000
<b>Capital Outlay</b>	<b>1,400,068</b>	<b>36,001</b>	<b>79,300</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>
Contingency	-	-	9,290	369,520	369,520	369,520
General Account Reserve	-	-	721,890	-	-	-
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>731,180</b>	<b>369,520</b>	<b>369,520</b>	<b>369,520</b>
<b>Total Expenditures</b>	<b>\$ 1,575,068</b>	<b>\$ 68,036</b>	<b>\$ 872,405</b>	<b>\$ 899,700</b>	<b>\$ 899,700</b>	<b>\$ 899,700</b>



### Leveton Tax Increment District Project Fund

This fund carries out projects in the Leveton Tax Increment District (LTID), which comprises 380.3 acres in the western industrial areas of Tualatin. On June 30, 2010, the district stopped collecting revenue. The funds available are remaining resources from the LTID Bond Fund that no longer collect revenue. Remaining funds are used for projects listed in the Leveton Tax Increment Plan that have yet to be completed.

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 3,156,500
Funding Source	Leveton Projects Fund

### Highlights of 2013/2014

- Completed construction of the Leveton Drive extension project.
- Wetland monitoring and reporting for SW 124<sup>th</sup> Avenue.
- Wetland monitoring and reporting for Herman Road.

### Goals for 2014/2015

- Continue wetland monitoring and reporting for Herman Road and 124<sup>th</sup> Avenue.
- Work with the TDC to prioritize remaining LTID funds.

<b>Account Description</b>	<b>Actual FY 11-12</b>	<b>Actual FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Proposed FY 14-15</b>	<b>Approved FY 14-15</b>	<b>Adopted FY 14-15</b>
Beginning Fund Balance	7,973,676	5,661,131	4,054,600	3,140,680	3,140,680	3,140,680
<b>Beginning Fund Balance</b>	<b>7,973,676</b>	<b>5,661,131</b>	<b>4,054,600</b>	<b>3,140,680</b>	<b>3,140,680</b>	<b>3,140,680</b>
Interest on Investments	36,714	28,608	20,275	15,820	15,820	15,820
<b>Interest</b>	<b>36,714</b>	<b>28,608</b>	<b>20,275</b>	<b>15,820</b>	<b>15,820</b>	<b>15,820</b>
Transfers - Road Gas Tax	24,617	48,890	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>24,617</b>	<b>48,890</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 8,035,008</b>	<b>\$ 5,738,629</b>	<b>\$ 4,074,875</b>	<b>\$ 3,156,500</b>	<b>\$ 3,156,500</b>	<b>\$ 3,156,500</b>



Account Description	Actual FY 11-12	Actual FY 12-13	Adopted FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
Transfers - General Fund	-	156,410	104,595	54,540	54,540	54,540
Transfers - Economic Devl	245,000	-	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>245,000</b>	<b>156,410</b>	<b>104,595</b>	<b>54,540</b>	<b>54,540</b>	<b>54,540</b>
Land Acquisition	7,240	-	-	-	-	-
Projects Administration	6,335	5,543	-	-	-	-
Projects Professional Svc	213,113	140,636	-	-	-	-
Projects Construction	1,902,189	1,294,416	-	-	-	-
Fund Projects	-	-	50,000	50,000	50,000	50,000
<b>Capital Outlay</b>	<b>2,128,877</b>	<b>1,440,596</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Contingency	-	-	20,940	16,365	16,365	16,365
General Account Reserve	-	-	3,899,340	3,035,595	3,035,595	3,035,595
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>3,920,280</b>	<b>3,051,960</b>	<b>3,051,960</b>	<b>3,051,960</b>
<b>Total Expenditures</b>	<b>\$ 2,373,877</b>	<b>\$ 1,597,006</b>	<b>\$ 4,074,875</b>	<b>\$ 3,156,500</b>	<b>\$ 3,156,500</b>	<b>\$ 3,156,500</b>



## Statement of Financial Policies

The purpose of this section of the budget is to present the Financial Policies that the City of Tualatin utilizes to carry out its goals and objectives, while managing a fiscally responsible budget. The City's current policies and procedures, that are utilized for budgeting and managing the City's financial resources, are derived through regulatory requirements and/or industry recommended practices. The City's Finance Department will be creating a Financial Policies Manual, which will be presented to the City Council during the 2014/2015 fiscal year.

### Purpose

Financial policies are vital to a strategic, long-term approach to financial management, and to achieve and maintain a stable and positive financial position while ensuring financial integrity of City operations. They are used as a guideline for operational decision making and maintaining a fiscally prudent budget while carrying out the needs and wants of the City of Tualatin and its citizens. These policies establish parameters in which we operate, and identify acceptable and unacceptable courses of action, while providing a standard against which our fiscal performance can be judged.

A Financial Policy also establishes a framework for planning and decision making to meet the City's goal of maintaining an adequate financial base to sustain the desired level of services citizens have come to know and expect. It provides guidelines for managing risk and assisting the City in complying with established public management best practices, while ensuring compliance with federal, state, and local legal and reporting requirements.

### Goal

The goal of the City's Financial Policy is to provide a blueprint for:

- Providing financial stability and ensure the financial integrity of City operations.
- Providing guidelines for the Mayor and City Council, Budget Committee members, and staff as they implement the policies.

- Ensuring continued value of services into the future.
- Operating within available means and with optimal levels of debt.
- Ensuring accountability, transparency and understanding.
- Managing risks to financial condition.
- Complying with federal, state, and local legal and reporting requirements.
- Reviewing policies regularly to ensure that they are current.

## I. General Policies

1. The organization will carry out the City Council's goals, objectives and policies and assist the Council and management by providing accurate financial information.
2. Maintain adequate reserves for all known liabilities.
3. Economic development efforts will be initiated to create job opportunities and strengthen the local economy.
4. Staff will seek out, apply for and effectively administer federal, state and foundation grants to assist in funding the City's current priorities and policy objectives.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support favorable legislation at the state and federal level.
6. The City will continue to strive to improve the productivity of its programs and employees.
7. Comply with mandates, laws and regulations while adhering to the highest standards of financial management and reporting practices as set by the Government Finance Officers Association (GFOA), the Governmental Accounting Standards Board (GASB) and other professional standards.



## **II. Operating Budget**

The City shall prepare, present, adopt and amend its operating budget in accordance with Oregon Local Budget Law.

1. The City shall prepare the budget with participation by all departments.
2. A budget calendar will be prepared with key elements/deadlines in the development of the budget.
3. Departmental objectives will be integrated into the City's annual budget.
4. The City shall maintain a budget system to monitor revenue and expenditures on an ongoing basis with adjustments made as necessary.
5. Long-term debt or bond financing shall only be used for capital purposes and not to finance current operations.
6. Budget meetings will be advertised/posted in required publications and on the City website.
7. The City Manager shall present a proposed budget to the Budget Committee for evaluation and approval before sending the Approved budget to the City Council for adoption.
8. Budgetary procedures shall conform to state regulations and generally accepted accounting principles.
9. Budget amendments will be prepared by the Finance Director, under the direction of the City Manager, to ensure compliance with Oregon law.

## **III. Revenue Policies**

The goal of the Revenue Policy is to create and maintain a diversified and stable revenue system to mitigate the impact of short-term fluctuations in any revenue source and provide a stable revenue stream to support city services.

1. The City will establish user fees at levels related to the cost of providing a service, and will review the charges/fees on an established periodic basis.
2. The City will follow an aggressive policy of collecting revenues.
3. The City will try to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one source.
4. The City will consider market rates and charges levied by other municipalities of similar size for like services in establishing rates, fees and charges.
5. Enterprise and Internal Service operations will be self-supporting.
6. Dedicated revenue streams may only be used for the purpose for which they are collected.
7. All revenue forecasts shall be conservative.

## **IV. Expenditure Policies**

The City shall prioritize services, establish appropriate service levels, and manage the expenditure of available resources while ensuring fiscal stability and providing necessary services.

1. A Purchasing Policy will be provided to all departments that provide purchasing guidelines which are in compliance with State law.
2. Expenditures will be budgeted and managed to not exceed current revenues.
3. Each department will be responsible for administration of their department's budget.
4. Staff will make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient.
5. Staff shall make every effort to maximize any discounts offered by vendors, and use competitive bidding and/or Cooperative Procurement Programs when considering purchases.

## V. Capital Improvement Plan Policy

The goal of this policy is to provide guidelines for annually reviewing and monitoring the City's Capital Improvement Plan, and monitoring the state of the City's capital equipment and infrastructure, and setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

1. The City will adopt a 5 year Capital Improvement Plan (CIP) for capital improvements, update it annually and make all capital improvements in accordance with the plan.
2. Operating expenditures will be programmed into the CIP for each project, and projects will include the need, scope of work, total cost estimates, and future operating and maintenance costs.
3. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacements costs.
4. Each year, a CIP committee will evaluate the list of proposed CIP projects and determine which projects to recommend to the City Manager and Finance Department for inclusion in the annual budget.

## VI. Investment Policies

Invest the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield, while meeting the requirements of Oregon Revised Statutes (ORS) 294.035.

1. The Finance Director shall serve as the investment officer of the City. The investment officer is responsible for ensuring the funds are invested so as to make necessary cash available to meet current obligations and to invest excess cash in accordance with ORS 294.035 through ORS 294.047.

## VII. Contingency and Reserve Policy

To ensure that the City maintain a prudent level of financial resources to protect against the need to

reduce service levels due to temporary revenue shortfalls or unpredicted one-time expenditures.

1. The City shall maintain fund balances of the various operating funds of the City at adequate levels to mitigate current and future risks from revenue shortfalls or unanticipated expenditures and at levels sufficient to protect the City's creditworthiness as well as its financial position from unforeseeable emergencies.
2. The City shall establish a contingency reserve to provide for unanticipated expenditures of a nonrecurring nature to meet unexpected increases in service delivery costs. In accordance with local budget law in the State of Oregon, the contingency reserve must be an appropriated budget item, though funds may not be directly disbursed from the contingency reserve. Amounts must be reclassified into another appropriation line through Council Resolution or a supplemental budget. The City shall maintain minimum contingency amounts for the following funds:
  - General Fund – 15% of total appropriations
  - Building, Operations and all Utility Funds – 15% of operational requirements
  - Capital Development Funds – net balance of the fund
3. Unappropriated Fund Balances are amounts that are set aside for future years and cannot be transferred by resolution or appropriated through a supplemental budget, unless necessitated by a qualifying emergency as defined in Oregon Revised Statutes (ORS) 294.398. The City should maintain the following Unappropriated Fund Balances:
  - a. General Fund – 10% of total appropriations to provide the City with the necessary working capital until property tax receipts are received from the County Treasurer in November.
  - b. Building Fund – “net” balance of building related fees, as per ORS 455.210.



4. Other individual funds may have contingency or reserve requirements set by the Tualatin Municipal Code, State Statutes, Bond Covenants or other legally binding documents.
5. The amounts recommended above may be exceeded as circumstances warrant due to special operational or capital project needs, but the City will adhere to the policy that expenditures which are anticipated, expected to occur during the fiscal year and can reasonably be ascertained and estimated, should be part of the basic budgeted appropriations.

## **VIII. Capital Asset Management Policies**

This policy addresses capital asset planning, acquisition, funding and management in order to ensure fiscally responsible stewardship.

1. The City shall maintain its physical assets at a level adequate to protect the city's capital investments and to minimize future operating.
2. The City shall determine the most cost effective funding method for its capital projects and shall obtain grants, contributions and alternative sources of funding when possible.
3. To the extent allowed by law, system development charges will be designed to recapture from new private development the full cost of community assets in place at the time for the development and the necessary expansion of those systems caused by increased demand on those assets.
4. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item.
5. The Finance Department will maintain a capital asset inventory.
6. Adequate insurance shall be maintained on all capital assets.

## **IX. Accounting, Auditing & Financial Reporting Policies**

The City shall comply with federal, state, and local statutes and regulations and conform to generally accepted accounting practices as promulgated by the Governmental Accounting Standards Board (GASB), The American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

1. The Finance Director and staff will prepare and present regular reports that analyze, evaluate, and forecast the City's financial and economic conditions.
2. Monthly financial statements will be provided to all departments for their review.
3. Internal controls and procedures will be maintained.
4. An independent audit will be performed annually.
5. The City will prepare a Comprehensive Annual Financial Report (CAFR) and submit it to the GFOA for its "Certificate of Achievement for Excellence in Financial Reporting" program.
6. The City will issue annual financial reports in accordance with generally accepted accounting principles (GAAP) as outlined in the Governmental Accounting, Auditing of Financial Reporting (GAAFR) publication.

## **X. Debt Policy**

This policy establishes guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

1. The Finance Director will structure all debt issuances and oversee the on-going management of all City debt. Debt includes general obligation bonds, lease purchase obligations, revenue bonds, special assessment obligations, promissory notes, equipment financing agreements and any other contractual agreements that obligate the City to make future principal and interest payments.



2. All bond issuances, promissory notes, and capital leases will be authorized by the City Council.
3. The City will strive to maintain its high bond rating, and will receive credit ratings on all its bond issues.
4. The City will confine long-term borrowing to capital improvements.
5. The City will follow a policy of full disclosure on every financial report and bond prospectus.
6. The City shall ensure that its debt margins are within the 3% TCV (true cash value) limitation as set forth in ORS 287.004.
7. The City will use voter-approved general obligation debt to fund general-purpose public improvements that cannot be financed from current revenues.





## RESOLUTION NO. 5203-14

A RESOLUTION ADOPTING THE CITY OF TUALATIN'S BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2014, MAKING APPROPRIATIONS, LEVYING AD VALOREM TAXES, AND CATEGORIZING THE LEVIES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Council of the City of Tualatin hereby adopts the Budget as approved by the Budget Committee and adjusted by the Council. The total sum of the budget is \$71,643,335 (including \$13,164,605 of unappropriated fund balance and reserves) and is now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below, are hereby appropriated as follows:

**GENERAL FUND**

City Council	\$	179,295	
Administration	\$	910,265	
Finance	\$	904,955	
Legal Services	\$	255,505	
Municipal Court	\$	362,815	
Planning	\$	940,145	
Engineering	\$	1,166,915	
Information Systems	\$	1,167,955	
Police	\$	6,840,025	
Fleet	\$	477,665	
Building Maintenance	\$	779,535	
Parks Maintenance	\$	1,295,235	
Community Services	\$	965,480	
Library	\$	1,814,755	
Non-Departmental	\$	871,800	
Contingency	\$	2,823,050	
Total GENERAL FUND Appropriations			\$ 21,755,395
Reserves	\$	1,190,000	
Unappropriated	\$	1,942,230	
Total GENERAL FUND			<u>\$ 24,887,625</u>

**BUILDING FUND**

Personal Services	\$	677,655	
Material & Services	\$	89,030	
Capital Outlay	\$	190,760	
Transfers	\$	289,190	
Contingency	\$	<u>187,000</u>	
Total BUILDING FUND Appropriations			\$ 1,433,635
Reserves	\$	<u>787,675</u>	
Total BUILDING FUND			<u>\$ 2,221,310</u>

**OPERATIONS FUND**

Administration	\$	512,975	
Water Division	\$	985,020	
Sewer Division	\$	397,725	
Street Division	\$	565,460	
Non-Departmental	\$	477,060	
Contingency	\$	<u>334,000</u>	
Total OPERATIONS FUND Appropriations			<u>\$ 3,272,240</u>
Reserves	\$	<u>171,215</u>	
Total OPERATIONS FUND			<u>\$ 3,443,455</u>

**WATER FUND**

Material & Services	\$	1,684,300	
Capital Outlay	\$	2,340,000	
Transfers	\$	2,865,065	
Contingency	\$	<u>682,400</u>	
Total WATER FUND Appropriations			\$ 7,571,765
Reserves	\$	<u>5,157,640</u>	
Total WATER FUND			<u>\$ 12,729,405</u>



**SEWER FUND**

Material & Services	\$	5,911,615	
Capital Outlay	\$	-	
Transfers	\$	1,331,660	
Contingency	\$	1,086,490	
Total SEWER FUND Appropriations			\$ 8,329,765
Reserves	\$	2,411,270	
Total SEWER FUND			<u>\$ 10,741,035</u>

**STORM DRAIN FUND**

Material & Services	\$	786,165	
Capital Outlay	\$	357,500	
Transfers	\$	1,096,220	
Contingency	\$	282,360	
Total STORM DRAIN FUND Appropriations			\$ 2,522,245
Reserves	\$	277,835	
Total STORM DRAIN FUND			<u>\$ 2,800,080</u>

**ROAD UTILITY FEE FUND**

Material & Services	\$	838,380	
Transfers	\$	343,270	
Contingency	\$	-	
Total ROAD UTILITY FEE FUND Appropriations			\$ 1,181,650
Reserves	\$	29,375	
Total ROAD UTILITY FEE FUND			<u>\$ 1,211,025</u>

**ROAD GAS TAX FUND**

Material & Services	\$	549,500	
Capital Outlay	\$	180,000	
Transfers	\$	759,300	
Contingency	\$	<u>196,320</u>	
Total ROAD GAS TAX FUND			\$ 1,685,120
Reserves	\$	<u>320,455</u>	
Total ROAD GAS TAX FUND			<u>\$ 2,005,575</u>

**CORE AREA PARKING DISTRICT FUND**

Material & Services	\$	24,160	
Capital Outlay	\$	-	
Transfers	\$	23,470	
Contingency	\$	<u>10,000</u>	
Total CORE AREA PARKING DISTRICT FUND Appropriations			\$ 57,630
Reserves	\$	<u>122,230</u>	
Total CORE AREA PARKING DISTRICT FUND			<u>\$ 179,860</u>

**TUALATIN SCIENCE AND TECHNOLOGY SCHOLARSHIP FUND**

Material & Services	\$	<u>400</u>	
Total TUALATIN SCHOLARSHIP FUND Appropriations			\$ 400
Reserves	\$	<u>50,485</u>	
Total TUALATIN SCHOLARSHIP FUND			<u>\$ 50,885</u>

**GENERAL OBLIGATION BOND FUND**

Debt Service	<u>\$ 961,725</u>	
Total GO BOND DEBT FUND Appropriations		\$ 961,725
Reserves	<u>\$ 79,405</u>	
Total GO BOND DEBT FUND		<u>\$ 1,041,130</u>

**BANCROFT BONDED DEBT FUND**

Material & Services	<u>\$ -</u>	
Total BANCROFT BONDED DEBT FUND Appropriations		\$ -
Reserves	<u>\$ 181,000</u>	
Total BANCROFT BONDED DEBT FUND		<u>\$ 181,000</u>

**ENTERPRISE BOND FUND**

Material & Services	\$ 225	
Debt Service	<u>\$ 538,365</u>	
Total ENTERPRISE BOND FUND Appropriations		\$ 538,590
Reserves	<u>\$ 443,790</u>	
Total ENTERPRISE BOND FUND		<u>\$ 982,380</u>

**LOCAL IMPROVEMENT DISTRICT**

Contingency	<u>\$ 477,575</u>	
Total LOCAL IMPROVEMENT DISTRICT		<u>\$ 477,575</u>

**WATER DEVELOPMENT FUND**

Capital Outlay	\$	200,000
Transfers	\$	452,560
Contingency	\$	<u>327,290</u>
Total WATER DEVELOPMENT FUND		<u>\$ 979,850</u>

**SEWER DEVELOPMENT FUND**

Material & Services	\$	192,000
Capital Outlay	\$	-
Transfers	\$	9,770
Contingency	\$	<u>3,676,450</u>
Total SEWER DEVELOPMENT FUND		<u>\$ 3,878,220</u>

**ROAD DEVELOPMENT FUND**

Contingency	\$	<u>602,925</u>
Total ROAD DEVELOPMENT FUND		<u>\$ 602,925</u>

**STORM DRAIN DEVELOPMENT FUND**

Contingency	\$	<u>279,900</u>
Total STORM DRAIN DEVELOPMENT FUND		<u>\$ 279,900</u>

**PARK DEVELOPMENT FUND**

Material & Services	\$	21,000
Capital Outlay	\$	956,130
Transfers	\$	25,970
Contingency	\$	<u>-</u>
Total PARK DEVELOPMENT FUND		<u>\$ 1,003,100</u>



## TRANSPORTATION DEVELOPMENT TAX FUND

Contingency	\$ 1,947,000
Total TRANSPORTATION DEVELOP TAX FUND	<u>\$ 1,947,000</u>
 TOTAL	 \$ 58,478,730
TOTAL RESERVES	<u>\$ 11,222,375</u>
TOTAL APPROPRIATED ALL FUNDS	\$ 69,701,105
TOTAL UNAPPROPRIATED ALL FUNDS	<u>\$ 1,942,230</u>
TOTAL BUDGET	<u>\$ 71,643,335</u>

Section 3. The City Council of the City of Tualatin hereby imposes the taxes provided for in the adopted budget at the rate of \$2.2665 per \$1,000 assessed value for operations and in the amount of \$995,000 for bonds; and that these taxes are hereby imposed and categorized for tax year 2014-15 upon the assessed value of all taxable property within the district.

General Government Limitation  
General Fund...\$2.2665/\$1,000

Excluded from Limitation  
Debt Service Fund...\$995,000

Section 4. The Finance Director shall certify to the County Assessors of Washington County and Clackamas County, Oregon, the tax levy made by this resolution; and file with the County Clerks a true copy of the Budget as finally adopted.

INTRODUCED AND ADOPTED this 23rd day of June, 2014.

CITY OF TUALATIN, OREGON

APPROVED AS TO FORM

BY   
City Attorney

CITY OF TUALATIN, OREGON

BY   
Mayor

ATTEST:

BY   
Acting City Recorder

## RESOLUTION NO. 601-14

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2014

BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, THE URBAN RENEWAL AGENCY OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The Board of Commissioners of the Tualatin Development Commission hereby adopts the Budget approved by the Budget Committee for fiscal year 2014-15 in the total sum of \$4,198,700 (including \$3,035,595 in Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below, are hereby appropriated:

## URBAN REDEVELOPMENT ADMINISTRATION FUND

Material & Services	\$ 64,225
Contingency	78,275

Total URBAN REDEVELOPMENT ADMIN FUND Appropriation .....\$ 142,500

## CENTRAL URBAN RENEWAL DISTRICT - PROJECT FUND

Transfers	\$ 80,180
Capital Outlay	450,000
Contingency	369,520

Total CURD PROJECT FUND Appropriation .....\$ 899,700

## LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$ 54,540
Capital Outlay	50,000
Contingency	16,365

Total LEVETON TAX INCREMENT DISTRICT PROJECT FUND Appropriation .....	\$ 120,905
Reserve Funds	<u>3,035,595</u>
Total LTID PROJECT FUND	\$3,156,500





TOTAL APPROPRIATIONS.....\$ 1,163,105  
TOTAL RESERVES ..... 3,035,595  
TOTAL DEVELOPMENT COMMISSION BUDGET .....\$ 4,198,700

INTRODUCED AND ADOPTED this 23rd day of June, 2014.

TUALATIN DEVELOPMENT COMMISSION, the  
Urban Renewal Agency of the City of Tualatin

APPROVED AS TO FORM

BY   
City Attorney

BY   
Chairman

ATTEST:

BY   
*Acting* Administrator

**GENERAL FUND****Administration**

	11/12	12/13	13/14	14/15
City Manager	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Specialist	0.00	0.00	0.00	1.00
Office Assistant	1.00	1.00	1.00	1.00
Volunteer Coordinator	0.75	0.75	0.75	0.00
Volunteer Specialist	0.00	0.00	0.50	0.50
Deputy City Recorder	1.00	1.00	1.00	1.00
Total	6.75	6.75	7.25	7.50

**Finance**

Finance Director	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Accounting Technician	4.00	4.00	4.00	4.00
Office Assistant	1.00	1.00	1.00	1.00
Total	9.00	9.00	9.00	9.00

**Court**

Court Administrator	1.00	1.00	1.00	1.00
Paralegal	0.125	0.00	0.00	0.00
Court Clerk	1.00	3.00	3.00	3.00
	2.125	4.00	4.00	4.00

**Legal**

City Attorney	1.00	0.75	1.00	1.00
Paralegal	0.375	0.50	0.60	0.60
Total	1.375	1.25	1.60	1.60

**Information Services**

Information Services Manager	1.00	1.00	1.00	1.00
Network Administor	0.00	1.00	1.00	1.00
Information Technology Technician	1.00	1.00	1.00	1.00
Information Technology Coordinator	0.00	1.00	1.00	1.00
GIS Technician	0.00	1.00	1.00	1.00
Total	2.00	5.00	5.00	5.00

**Community Development-Planning**

Community Development Director	1.00	0.00	0.00	0.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Associate Planner	0.50	0.50	0.50	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Office Coordinator	1.00	1.00	0.75	0.75
Economic Development Manager	0.00	1.00	1.00	1.00
Total	5.50	5.50	5.25	5.75

<b><u>Community Development - Engineering</u></b>	<b>11/12</b>	<b>12/13</b>	<b>13/14</b>	<b>14/15</b>
Assistant City Manager	0.00	1.00	1.00	1.00
City Engineer	1.00	0.00	0.00	0.00
Engineering Manager	1.00	1.00	1.00	1.00
Management Analyst II	0.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Engineering Tech II	3.00	3.00	3.00	2.00
Project Engineer	1.00	1.00	1.00	1.00
Engineering Associate	1.00	1.00	1.00	2.00
Office Coordinator	1.00	1.00	1.00	1.00
Information Technology Coordinator	1.00	0.00	0.00	0.00
GIS Technician	1.00	0.00	0.00	0.00
	<u>11.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
<b><u>Police</u></b>				
Chief	1.00	1.00	1.00	1.00
Office Coordinator	1.00	1.00	1.00	1.00
Captain	2.00	2.00	2.00	2.00
Lieutenant	1.00	1.00	1.00	1.00
Sergeant	5.00	5.00	5.00	5.00
Police Officer	29.00	29.00	29.00	29.00
Community Service Officer	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Police Services Supervisor	1.00	1.00	1.00	1.00
Police Services Technician	3.00	3.00	3.00	3.00
Property Evidence Technician	1.00	1.00	1.00	1.00
Parking Enforcement Attendant	0.50	0.50	0.50	0.00
	<u>46.50</u>	<u>46.50</u>	<u>46.50</u>	<u>46.00</u>
<b><u>Community Services</u></b>				
Community Services Director	1.00	1.00	1.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00	1.00
Recreation Program Specialist	1.50	1.50	1.50	1.50
Office Coordinator	1.00	1.00	1.00	1.00
Program Coordinator	0.875	0.875	0.875	1.00
Juanita Pohl Center Supervisor	0.00	1.00	1.00	1.00
Library Manager	1.00	1.00	1.00	1.00
Public Services Supervisor	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00
Public Services Assistant	1.00	1.00	1.00	2.00
Librarian I	1.00	1.00	1.00	0.00
Librarian II	3.00	3.00	3.00	4.00
Programming Specialist	1.00	1.00	1.00	1.00
Senior Library Assistant	1.00	1.00	1.00	0.00
Library Assistant	6.00	6.00	6.00	6.00
Office Assistant	0.00	0.00	0.00	1.00
Volunteer Specialist	1.00	1.00	1.00	1.00
	<u>22.375</u>	<u>23.375</u>	<u>23.375</u>	<u>24.50</u>

<b><u>Fleet</u></b>	11/12	12/13	13/14	14/15
Maintenance Services Manager	0.50	0.50	0.50	0.50
Fleet Technician I	1.50	1.50	1.50	1.50
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<b><u>Building Maintenance</u></b>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Facilities Maintenance Technician	1.50	1.50	1.50	1.50
Operations Maintenance Worker	0.00	0.00	0.00	0.50
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.50</u>
<b><u>Parks Maintenance</u></b>				
Parks Maintenance Manager	1.00	1.00	1.00	1.00
Parks Maintenance Technician I	4.00	4.00	6.00	6.00
Parks Maintenance Technician II	2.00	2.00	2.00	2.00
Volunteer Specialist	0.75	0.75	0.00	0.00
	<u>7.75</u>	<u>7.75</u>	<u>9.00</u>	<u>9.00</u>
<b>TOTAL GENERAL FUND</b>	<u>118.375</u>	<u>123.125</u>	<u>124.975</u>	<u>126.85</u>

**BUILDING FUND**

Building Official	1.00	1.00	1.00	1.00
Building Inspector II	2.00	3.00	3.00	4.00
Permit Coordinator	1.00	1.00	1.00	1.00
	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>6.00</u>

**OPERATIONS FUND**

Public Works Director	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Office Coordinator	1.00	1.00	1.00	1.00
Warehouse/Inventory Control Technician	1.00	1.00	1.00	1.00
Office Assistant	0.75	0.75	0.75	0.75
Water Division Manager	1.00	1.00	1.00	1.00
Street & Sewer Manager	1.00	1.00	1.00	1.00
Utility Technician II	5.00	5.00	5.00	5.00
Utility Technician I	4.00	4.00	4.00	4.00
Operations Maintenance Worker	0.00	0.00	0.00	0.50
	<u>15.75</u>	<u>15.75</u>	<u>15.75</u>	<u>16.25</u>

**TUALATIN DEVELOPMENT COMMISSION**

Community Development Director	0.00	0.00	0.00	0.00
Development Manager	1.00	0.00	0.00	0.00
Office Coordinator	0.00	0.00	0.00	0.00
	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

<b>GRAND TOTAL - ALL FUNDS</b>	<u>139.125</u>	<u>143.875</u>	<u>145.725</u>	<u>149.10</u>
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**FY 2013/14 SALARY SCHEDULE  
EFFECTIVE 7/1/2013**

PERS Pickup Included - 3% Steps

**TUALATIN EMPLOYEES ASSOCIATION**

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>O4</b>	Parking Enforcement Att.	Hourly Annual	14.61 30,388.80	15.03 31,262.40	15.49 32,219.20	15.96 33,196.80	16.44 34,195.20	16.93 35,214.40	17.44 36,275.20	17.96 37,356.80	18.50 38,480.00
<b>O5</b>	Vacant	Hourly Annual	15.75 32,760.00	16.23 33,758.40	16.72 34,777.60	17.21 35,796.80	17.73 36,878.40	18.26 37,980.80	18.81 39,124.80	19.38 40,310.40	19.96 41,516.80
<b>O6</b>	Library Assistant Office Assistant I	Hourly Annual	16.53 34,382.40	17.03 35,422.40	17.54 36,483.20	18.07 37,585.60	18.62 38,729.60	19.18 39,894.40	19.75 41,080.00	20.34 42,307.20	20.96 43,596.80
<b>O7</b>	Vacant	Hourly Annual	17.35 36,088.00	17.87 37,169.60	18.41 38,292.80	18.96 39,436.80	19.54 40,643.20	20.12 41,849.60	20.73 43,118.40	21.35 44,408.00	21.98 45,718.40
<b>O8</b>	Office Assistant II Senior Library Asst.	Hourly Annual	18.22 37,897.60	18.77 39,041.60	19.33 40,206.40	19.92 41,433.60	20.51 42,660.80	21.13 43,950.40	21.77 45,281.60	22.42 46,633.60	23.09 48,027.20
<b>O9</b>	Court Clerk Police Service Tech Public Service Assistant Utility Tech I Volunteer Specialist	Hourly Annual	19.15 39,832.00	19.72 41,017.60	20.31 42,244.80	20.91 43,492.80	21.54 44,803.20	22.20 46,176.00	22.86 47,548.80	23.54 48,963.20	24.27 50,481.60
<b>O10</b>	Engineering Tech I Park Maintenance Tech I Warehouse/Inv Ctrl Tech	Hourly Annual	20.40 42,432.00	21.02 43,721.60	21.65 45,032.00	22.30 46,384.00	22.96 47,756.80	23.65 49,192.00	24.37 50,689.60	25.09 52,187.20	25.86 53,788.80
<b>O11</b>	Accounting Tech Library Prgm Specialist Office Coord Park Maint. Tech II Permit Tech Property Evidence Tech Rec Prgm Specialist Utility Tech II	Hourly Annual	21.59 44,907.20	22.24 46,259.20	22.90 47,632.00	23.58 49,046.40	24.31 50,564.80	25.03 52,062.40	25.80 53,664.00	26.56 55,244.80	27.37 56,929.60
<b>O12</b>	Facilities Maint Tech Fleet Service Tech I GIS Technician	Hourly Annual	22.67 47,153.60	23.35 48,568.00	24.04 50,003.20	24.78 51,542.40	25.51 53,060.80	26.29 54,683.20	27.06 56,284.80	27.89 58,011.20	28.71 59,716.80
<b>O13</b>	Assistant Planner Community Serv Officer Librarian I	Hourly Annual	23.81 49,524.80	24.51 50,980.80	25.26 52,540.80	26.00 54,080.00	26.78 55,702.40	27.59 57,387.20	28.43 59,134.40	29.26 60,860.80	30.15 62,712.00

**FY 2013/14 SALARY SCHEDULE  
EFFECTIVE 7/1/2013**

**TUALATIN EMPLOYEES ASSOCIATION**

PERS Pickup Included - 3% Steps

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>O14</b>	Accountant	Hourly	25.26	26.00	26.78	27.59	28.43	29.26	30.15	31.06	31.98
	<i>Building Inspector I</i>	Annual	52,540.80	54,080.00	55,702.40	57,387.20	59,134.40	60,860.80	62,712.00	64,604.80	66,518.40
<b>O16</b>	Engineering Tech II	Hourly	28.15	29.01	29.87	30.76	31.69	32.65	33.62	34.63	35.67
	<i>Fleet Service Tech II</i>	Annual	58,552.00	60,340.80	62,129.60	63,980.80	65,915.20	67,912.00	69,929.60	72,030.40	74,193.60
<b>O17</b>	<i>GIS Coordinator</i>	Hourly	30.18	31.09	32.02	32.98	33.97	34.99	36.04	37.12	38.24
	Librarian II	Annual	62,774.40	64,667.20	66,601.60	68,598.40	70,657.60	72,779.20	74,963.20	77,209.60	79,539.20
<b>O18</b>	Building Inspector II	Hourly	31.68	32.64	33.61	34.62	35.66	36.73	37.83	38.96	40.14
	<i>Engineering Associate</i>	Annual	65,894.40	67,891.20	69,908.80	72,009.60	74,172.80	76,398.40	78,686.40	81,036.80	83,491.20
<b>M4</b>	Project Engineer	Hourly	23.96	24.67	25.42	26.17	26.96	27.76	28.60	29.45	30.35
	<i>Senior Planner</i>	Annual	49,836.80	51,313.60	52,873.60	54,433.60	56,076.80	57,740.80	59,488.00	61,256.00	63,128.00
<b>M5</b>	<i>Management Analyst</i>	Hourly	24.91	25.64	26.42	27.20	28.03	28.87	29.73	30.62	31.54
	Desktop Support Technician	Annual	51,812.80	53,331.20	54,953.60	56,576.00	58,302.40	60,049.60	61,838.40	63,689.60	65,603.20
<b>M6</b>	Deputy City Recorder	Hourly	26.16	26.95	27.75	28.59	29.44	30.33	31.24	32.17	33.14
	<i>Management Analyst II</i>	Annual	54,412.80	56,056.00	57,720.00	59,467.20	61,235.20	63,086.40	64,979.20	66,913.60	68,931.20
<b>M8</b>	<i>Program Coordinator</i>	Hourly	28.83	29.69	30.58	31.50	32.46	33.43	34.43	35.47	36.53
	Information Tech Coordinator	Annual	59,966.40	61,755.20	63,606.40	65,520.00	67,516.80	69,534.40	71,614.40	73,777.60	75,982.40
<b>M10</b>	Network Administrator	Hourly	31.76	32.70	33.69	34.70	35.74	36.82	37.93	39.07	40.24
	<i>Program Coordinator</i>	Annual	66,060.80	68,016.00	70,075.20	72,176.00	74,339.20	76,585.60	78,894.40	81,265.60	83,699.20
<b>M13</b>	Econ Development Prog Mgr	Hourly	35.77	36.84	37.95	39.09	40.27	41.47	42.72	44.00	45.32
	<i>Program Coordinator</i>	Annual	74,401.60	76,627.20	78,936.00	81,307.20	83,761.60	86,257.60	88,857.60	91,520.00	94,265.60

*\* italicized positions are not filled.*



FY 2013/14 SALARY SCHEDULE  
EFFECTIVE 7/1/2013

POLICE

Grade TITLE RATE STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6 STEP 7 STEP 8 STEP 9

4% steps-PERS Pickup Not Included

P1	Police Officer	Hourly	25.33	26.34	27.39	28.50	29.64	30.82	32.05	33.34	n/a
		Annual	52,686.40	54,787.20	56,971.20	59,280.00	61,651.20	64,105.60	66,664.00	69,347.20	n/a

Non-Exempt Police Mgmt  
4% Steps - PERS Pickup Not Included

P2	Police Sergeant	Hourly	31.67	32.95	34.26	35.64	37.08	38.55	40.10	41.70	43.36
		Annual	65,873.60	68,536.00	71,260.80	74,131.20	77,126.40	80,184.00	83,408.00	86,736.00	90,188.80

Exempt Police Management  
PERS Pickup Included - 3% Steps

P3	Police Lieutenant	Hourly	41.93	43.19	44.48	45.83	47.21	48.61	50.08	51.58	53.13
		Annual	87,214.40	89,835.20	92,518.40	95,326.40	98,196.80	101,108.80	104,166.40	107,286.40	110,510.40

P4	Police Captain	Hourly	46.12	47.51	48.94	50.42	51.92	53.48	55.08	56.73	58.45
		Annual	95,929.60	98,820.80	101,795.20	104,873.60	107,993.60	111,238.40	114,566.40	117,998.40	121,576.00

DM5	Police Chief	Hourly	52.92	54.50	56.13	57.81	59.55	61.34	63.18	65.08	67.02
		Annual	110,073.60	113,360.00	116,750.40	120,244.80	123,864.00	127,587.20	131,414.40	135,366.40	139,401.60



**FY 2013/14 SALARY SCHEDULE  
EFFECTIVE 7/1/2013**

**EXEMPT MANAGEMENT**

PERS Pickup Included - 3% Steps

Grade	Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>DMA1</b>	<i>Special Projects Manager</i>	Hourly	31.52	32.48	33.45	34.45	35.49	36.55	37.65	38.78	42.08
		Annual	65,561.60	67,558.40	69,576.00	71,656.00	73,819.20	76,024.00	78,312.00	80,662.40	87,526.40
<b>M12</b>	Park & Recreation Manager	Hourly	34.06	35.09	36.14	37.23	38.35	39.49	40.68	41.90	43.16
		Annual	70,844.80	72,987.20	75,171.20	77,438.40	79,768.00	82,139.20	84,614.40	87,152.00	89,772.80
<b>M13</b>	Planning Manager Deputy City Manager	Hourly	35.77	36.84	37.95	39.09	40.27	41.47	42.72	44.00	45.32
		Annual	74,401.60	76,627.20	78,936.00	81,307.20	83,761.60	86,257.60	88,857.60	91,520.00	94,265.60
<b>M14</b>	Building Official <i>Civil Engineer</i> Library Manager	Hourly	37.56	38.70	39.85	41.04	42.27	43.54	44.84	46.19	47.57
		Annual	78,124.80	80,496.00	82,888.00	85,363.20	87,921.60	90,563.20	93,267.20	96,075.20	98,945.60
<b>M15</b>	Engineering Manager Human Resources Manager Information Systems Manager	Hourly	40.38	41.59	42.83	44.13	45.45	46.81	48.21	49.65	51.13
		Annual	83,990.40	86,507.20	89,086.40	91,790.40	94,536.00	97,364.80	100,276.80	103,272.00	106,350.40
<b>DM1</b>	Community Services Director	Hourly	43.56	44.87	46.23	47.60	49.03	50.51	52.02	53.57	55.19
		Annual	90,604.80	93,329.60	96,158.40	99,008.00	101,982.40	105,060.80	108,201.60	111,425.60	114,795.20
<b>DM2</b>	Finance Director Public Works Director	Hourly	46.12	47.51	48.94	50.42	51.92	53.48	55.08	56.73	58.45
		Annual	95,929.60	98,820.80	101,795.20	104,873.60	107,993.60	111,238.40	114,566.40	117,998.40	121,576.00
<b>DM3</b>	<i>City Engineer</i>	Hourly	49.09	50.57	52.09	53.65	55.26	56.92	58.62	60.37	62.20
		Annual	102,107.20	105,185.60	108,347.20	111,592.00	114,940.80	118,393.60	121,929.60	125,569.60	129,376.00
<b>DM4</b>	City Attorney Assistant City Manager	Hourly	50.44	51.94	53.50	55.11	56.76	58.48	60.22	62.02	63.88
		Annual	104,915.20	108,035.20	111,280.00	114,628.80	118,060.80	121,638.40	125,257.60	129,001.60	132,870.40
<b>DM5</b>	Police Chief	Hourly	52.92	54.50	56.13	57.81	59.55	61.34	63.18	65.08	67.02
		Annual	110,073.60	113,360.00	116,750.40	120,244.80	123,864.00	127,587.20	131,414.40	135,366.40	139,401.60
<b>C1</b>	City Manager	Hourly	62.36								
		Annual	129,708.80								

\* italicized positions are not filled.



## Appendix

## salary schedule - non-exempt management

### FY 2013/14 SALARY SCHEDULE EFFECTIVE 7/1/2013

#### NON EXEMPT MANAGEMENT EMPLOYEES

PERS Pickup Included - 3% Steps

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>M4</b>	Vacant	Hourly Annual	23.96 49,836.80	24.67 51,313.60	25.42 52,873.60	26.17 54,433.60	26.96 56,076.80	27.76 57,740.80	28.60 59,488.00	29.45 61,256.00	30.35 63,128.00
<b>M5</b>	Recreation Coordinator	Hourly Annual	24.91 51,812.80	25.64 53,331.20	26.42 54,953.60	27.20 56,576.00	28.03 58,302.40	28.87 60,049.60	29.73 61,838.40	30.62 63,689.60	31.54 65,603.20
<b>M6</b>	Court Administrator Human Resources Analyst Paralegal	Hourly Annual	26.16 54,412.80	26.95 56,056.00	27.75 57,720.00	28.59 59,467.20	29.44 61,235.20	30.33 63,086.40	31.24 64,979.20	32.17 66,913.60	33.14 68,931.20
<b>M7</b>	Vacant	Hourly Annual	27.44 57,075.20	28.26 58,780.80	29.12 60,569.60	29.99 62,379.20	30.89 64,251.20	31.81 66,164.80	32.75 68,120.00	33.74 70,179.20	34.75 72,280.00
<b>M8</b>	Police Services Supervisor Volunteer Coordinator	Hourly Annual	28.83 59,966.40	29.69 61,755.20	30.58 63,606.40	31.50 65,520.00	32.46 67,516.80	33.43 69,534.40	34.43 71,614.40	35.47 73,777.60	36.53 75,982.40
<b>M9</b>	Library Support Service Supvr Public Service Supervisor Pohl Center Supervisor	Hourly Annual	30.27 62,961.60	31.18 64,854.40	32.12 66,809.60	33.08 68,806.40	34.07 70,865.60	35.10 73,008.00	36.15 75,192.00	37.24 77,459.20	38.36 79,788.80
<b>M10</b>	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly Annual	31.76 66,060.80	32.70 68,016.00	33.69 70,075.20	34.70 72,176.00	35.74 74,339.20	36.82 76,585.60	37.93 78,894.40	39.07 81,265.60	40.24 83,699.20
<b>M11</b>	Accounting Supervisor Water Division Mgr	Hourly Annual	33.36 69,388.80	34.35 71,448.00	35.39 73,611.20	36.45 75,816.00	37.56 78,124.80	38.70 80,496.00	39.85 82,888.00	41.04 85,363.20	42.27 87,921.60

\* italicized positions are not filled.



*accrual accounting* - a basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenditures are recognized in the period in which they are incurred.

*actual* - denotes revenue recognized or received or expenditure incurred or recorded totals for a given period, which is in contrast to "Budget" which denotes plans for a period.

*adopted budget* – Financial program which forms the basis for appropriations. Adopted by the governing body after the budget committee has approved the budget. This is the document legally setting dollar amounts by categories.

*ad valorem tax* – A property tax computed as a percentage of the value of taxable property. See "Assessed Value."

*appropriation* – Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any, and is presented in a resolution or ordinance adopted by the governing body. (ORS 294.311 (3))

*approved budget* - The budget that the Budget Committee recommends to the City Council for adoption.

*assessed value* – The value set on real and personal taxable property as a basis for levying taxes. Is the lesser of the property's maximum assessed value or real market value.

*assets* - Resources having a monetary value and that are owned or held by an entity.

*audit* – The annual review and appraisal of a municipal corporation's accounts and fiscal affairs by an independent CPA and/or the Secretary of State. A legal requirement in Oregon.

*audit report* – A report made by an auditor expressing an opinion as to the propriety of a local government's financial statements.

*beginning balance* - the residual non-restricted funds brought forward from the previous financial year (ending balance).

*bond* - Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

*bond funds* - Established to account for bond proceeds to be used only for approved bond projects.

*budget* – Written report showing the local government's comprehensive financial plan for one fiscal year. Must include a balanced statement of actual revenues and expenditures during each of the last two years, estimated revenues and expenditures for the current and upcoming year. (See ORS 294-311 (4))

*budget calendar* - a schedule of key dates followed by a government to the preparation and adoption of a budget.

*budget committee* – Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters from the district. (See ORS 294.336)

*budget document* - A written report that shows a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

*budget officer* – Person appointed by the governing body to assemble budget material and to physically prepare the proposed budget. (See ORS 294.311)

*capital improvement* - A term defined in the ORS 310.410(10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

*capital improvement plan* - (CIP) A plan that establishes, prioritizes, and ensures funding for projects to improve existing, and develop new, infrastructure and facilities.

*capital outlay* – Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings. \$5,000 is the minimum amount for many cities. (See OR 294.352 (6))



acquisition or construction.

*comprehensive annual financial report* - The annual audited results of the City's financial position and activity.

*consumer price index* - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

*contingency* – A line item appropriation found within an operating fund for certain unforeseen expenditures and cannot be made as a substitute for expenditures which are anticipated. Using money from the contingency requires a resolution or ordinance.

*debt service fund* – A fund established to account for payment of long-term debt principal and interest. Debt service funds are often further classified by type of debt.

*depreciation* - Expiration in the service life of capital assets attributable to wear and tear deterioration, action of physical elements, inadequacy or obsolescence.

*ending balance* - The residual, non-restricted funds that are spendable or available for appropriation at the end of the fiscal year.

*enterprise fund* – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. Examples of enterprise funds are those for water, sewer, gas and electric utilities, swimming pools, airports, parking garages, transit systems, and ports.

*expenditures* – The total amount of incurred for fiscal year for a line item within the budget, on an annual accrual basis.

*fees* - Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty.

*fiscal year* – A 12 month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. July 1 – June 30 for local governments. (See ORS 294.311 (13))

*fixed assets* - Includes equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

*franchise fee* - Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

*full-time equivalent* - someone who works 40 hours or more per week on a regular schedule

*fund balances* - The budget amount available in a particular fund at a certain period of time.

*general fund* – a fund used to account for most fiscal activities except those activities required to be accounted for in another fund.

*grant* - A contribution that is made by one government unit to another. The contribution is usually made to aid in the support of a specific function (i.e., library transit or capital projects).

*levy* – Amount of tax imposed by a local government for the support of governmental activities.

*major fund* - represent the significant activities of the City and basically include any fund whose revenues or expenditures excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

*ordinance* – A formal legislative enactment by the governing board of a municipality.

*organizational unit* – Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as department, office or division). (See ORS 294.311 (23))



*payroll expenses* – Expenses related to the compensation of employee’s salaries, health and accident insurance premiums, Social security and retirement contributions, civil service assessment, for example.

*PERS* - The State of Oregon Public Employees Retirement System (PERS) is the retirement program for about 95 percent of state and local government employees in Oregon.

*proposed budget* – Finance and operating program prepared by the budget officer, submitted to the public and the budget committee for review.

*real market value (RMV)* - the amount in cash which could reasonably be expected by an informed seller acting without compulsion, from an informed buyer acting without compulsion, in an “arms-length” transaction during the period for which the property is taxed

*reimbursement* – A payment from one fund to another fund for services rendered to it by that fund.

*reserves* – Resources set aside for a future year which are meant to be unchangeable in the current year. Reserves can be spent in the current year by supplemental budget.

*resolution* – A formal order of a governing body which has a lower legal status than an ordinance.

*resource* – Estimated beginning funds on hand plus anticipated current year receipts, i.e. unspent funds from prior years plus funds received (or to be received) in the current year.

*revenues* – Monies received or anticipated by a local government from either tax or non tax sources. (ORS 294.311 (29))

*state share revenue* - Revenues received from the State of Oregon from cigarette, liquor, and highway taxes under ORS 221. These funds are available to cities located in counties with at least 100,000 inhabitants that provide at least four types of municipal services.

*system development charges (SDC’s)* – are charges paid by developers and builders to fund expansion of infrastructure systems necessary as the result of increased usage. Such charges are collected for the sewer, storm drains, streets and parks. Expenditures made from SDC charges can only be used to increase infrastructure system capacity, and cannot be used for ordinary maintenance.

*supplemental budget* – prepared to meet unexpected needs or to spend revenues not anticipated at time regular budget was adopted. Cannot be used to authorize a tax levy. A supplemental budget must also be used when a contingency is more than 15 percent of the total fund. (ORS 294.480)

*tax levy* – total amount of taxes imposed by a local government unit.

*tax rate* – the amount of tax stated in terms of a unit of tax for each \$1,000 of assessed valuation of taxable property.

*tax roll* – The official list showing the amount of taxes levied against each taxpayer or property.

*transfers* – Amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and revenue in the receiving fund. (ORS 294.450)

*unappropriated ending fund balance* – Amount set aside in the budget to be used as a cash carry over to the next year’s budget to provide the local government with needed cash until the revenue is received in the year. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitate by a qualifying emergency. (ORS 294.371)



ARB	Architectural Review Board
ASR	Aquifer Storage and Recovery
AV	Assessed Value
BCD	Building Codes Division (State)
BUG	Broadband Users Group
CAFR	Comprehensive Annual Financial Report
CAPD	Core Area Parking District
CAPDB	Core Area Parking District Board
CDBG	Community Development Block Grant
CIO	Citizen Involvement Organization
CIP	Capital Improvement Plan
CCIS	City/County Insurance Services
COT	City of Tualatin
CURD	Central Urban Renewal District
CWS	Clean Water Services
DEQ	Department of Environmental Quality
DMV	Department of Motor Vehicles
EDU	Equivalent dwelling unit
EPA	Environmental Protection Agency
ESA	Endangered Species Act
FOG	Fats, Oil and Grease
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GREAT	Gang Resistance Education and Training
IS	Information Services
LID	Local Improvement District
LOC	League of Oregon Cities





LTID	Leveton Tax Increment District
MBP	Manufacturing Business Park
MDC	Mobile Data Computer
NLC	National League of Cities
OLCC	Oregon Liquor Control Commission
ORS	Oregon Revised Statutes
ODOT	Oregon Department of Transportation
PCI	Pavement Condition Index
PCN	Public Communications Network
PMP	Pavement Management Program
PMS	Pavement Maintenance System
PSAP	Public Safety Answering Point
RMV	Real Market Value
SDC	System Development Charge
SWM	Surface Water Management
TAAC	Tualatin Arts Advisory Committee
TDC	Tualatin Development Commission
TDT	Transportation Development Tax
TEA	Tualatin Employee Association
TEAM	Together Everyone Achieves More (TEAM Tualatin – volunteer program)
TIF	Traffic Impact Fee
TLAC	Tualatin Library Advisory Committee
TMDL	Total Maximum Daily Load
TPAC	Tualatin Planning Advisory Committee
TPARK	Tualatin Park Advisory Committee
TSP	Transportation Development Plan
TTAC	Tualatin Tomorrow Advisory Committee
TTSD	Tigard Tualatin School District
TVF&R	Tualatin Valley Fire & Rescue
URAC	Urban Renewal Advisory Committee





WCCCA	Washington County Consolidated Communication Agency
WCCLS	Washington County Cooperative Library Services
WES	Westside Express Service
YAC	Youth Advisory Committee