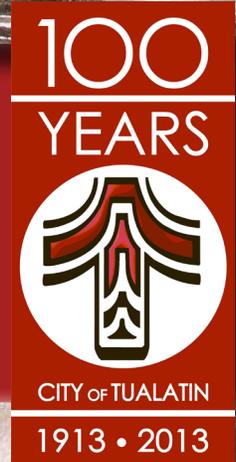
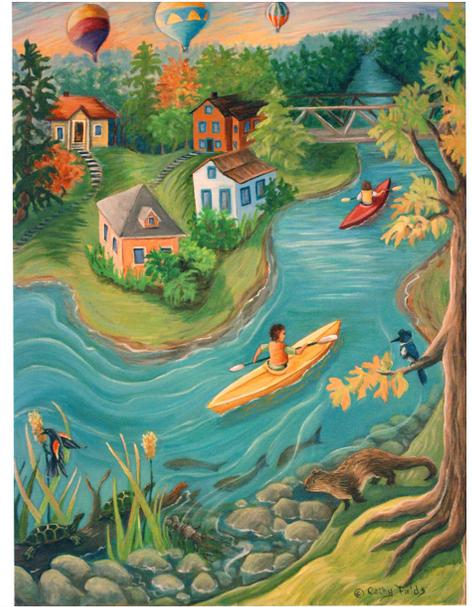
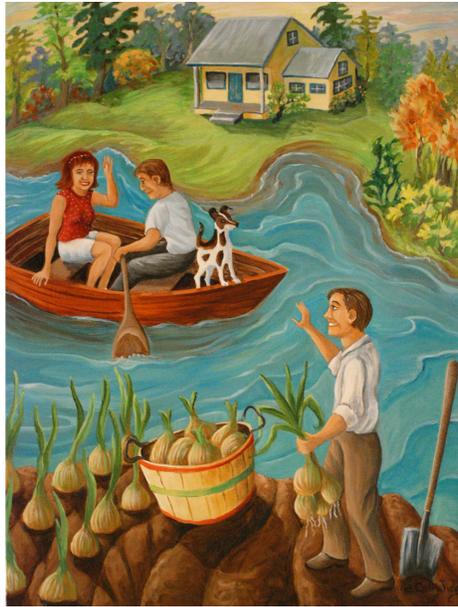
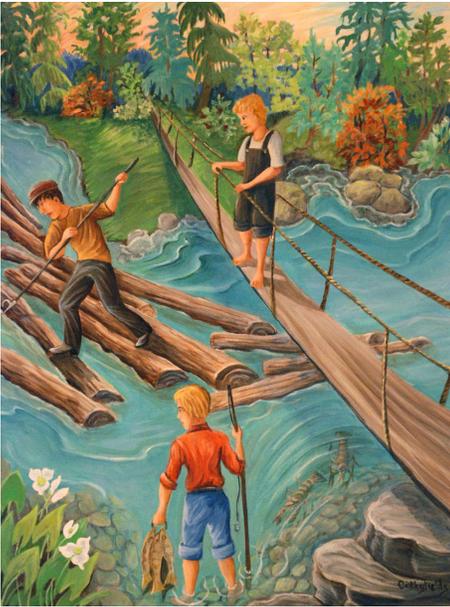




**City of Tualatin
2013-2014
Adopted Budget**



City of Tualatin



“100 Years on the River”, Acrylic Paintings, by Cathy Fields
from the Centennial Visual Chronicle collection

This artwork was created as a triptych. Each panel is representative of approximately 33 years, like a snapshot in time. Each colorful panel illustrates a time period over the past century, depicting life on the Tualatin River.

“Dedicated to Quality Service for Our Citizens”

Adopted Budget

Fiscal Year 2013-2014



City of Tualatin
State of Oregon



City of Tualatin

“Dedicated to Quality Service for Our Citizens”

Celebrating 100 years



City of Tualatin Annual Budget

**For the Fiscal Year
July 1, 2013 - June 30, 2014**

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:

Dan Gaur
Del Judy
Candice Kelly
Roger Mason
Mike Riley
Terri Ward
Diane Buisman

CITY STAFF:

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



Wade Brooksby
Position 1



Lou Ogden
Mayor

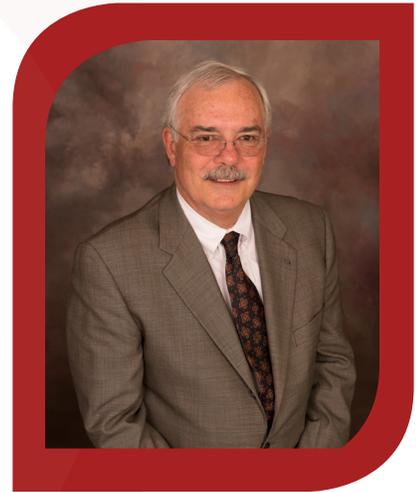


Monique Beikman
Council President



Frank Bubenik
Position 3

Tualatin City Council



Ed Truax
Position 4



Nancy Grimes
Position 5



Joelle Davis
Position 6

CITY OF TUALATIN
1913 • 2013

City of Tualatin
2013 - 2014 Adopted Budget

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Reader's Guide



Tualatin's Centennial Celebration

Tualatin's Timeline

Reader's Guide

City of Tualatin Profile, Demographics & History

City Maps

Budget Process

Fund Structure

Organization Chart

Boards & Committees

Ordinance #6 In ordinance to de

Tualatin Celebrates 100 years 1913 - 2013

On August 18 2013, Tualatin will celebrate it's 100th birthday. Throughout the year, we have planned many events and plan to celebrate our great city in many different ways and on many different occasions.

A Tualatin Centennial guide was created in coordination with the Pamplin Media Group providing a timeline, history, The Tualatin Discovery Challenge: A Family Centennial Project, and congratulations from many of our businesses in Tualatin. The 28 page guide tells how Tualatin became incorporated (quite an interesting read), and some of the bumps along the road in getting where we are today. It has incredible old photos and stories to share as well as words from Mayor Lou Ogden, and former Mayor Steve Stolze. It's a must read and is available in the Council building and Library.

The Arts Committee, along with Community Services Staff, worked with artists to create special Centennial Visual Chronicle Art to celebrate our 100 year birthday. Eighteen pieces of artwork were acquired for the Chronicle, and many of the pieces are used throughout this budget. The artwork featured below is by artist Luigi Bogni. Using an artistic process called chromokinetics, a harmonious shift in the range of electromagnetic radiations is achieved which settles

into a new visual balance. Then the results are sublimated onto aluminum for the "Centualatin" piece you see below. Artist Cathy Fields created a triptych, shown on the first page of the budget. Each panel is representative of approximately 33 years, depicting life on the Tualatin River. Lastly, Carlos Horcos created a series of ten watercolors entitled "Tualatin Through the Decades". Each painting depicts a decade over the past 100 years and tells a story of Tualatin's early history. Four additional pieces were acquired from Carlos Horcos representing past and present scenes in Tualatin. These photos can be seen on the tab pages of the budget.

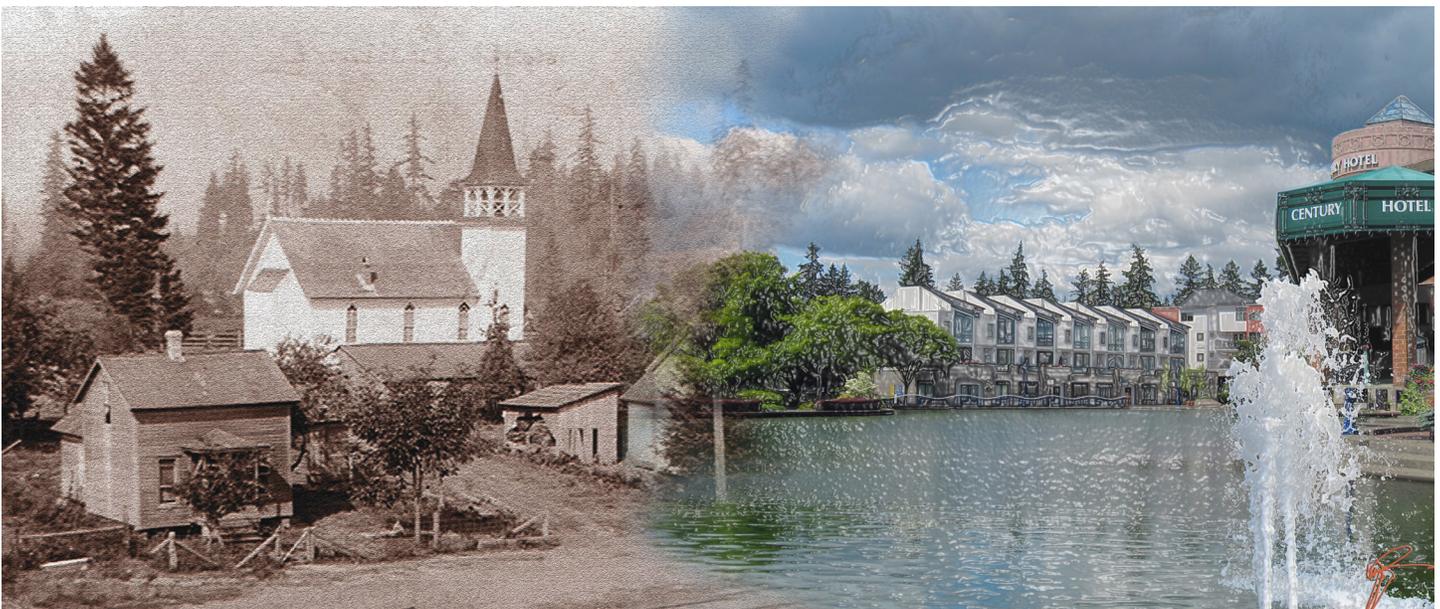
Here are some other happenings throughout the year to celebrate this special occasion.

This year's theme for the Crawfish Festival is "Claws to Celebrate".

Special Centennial Banners were hung around the Commons Lake and on Boones Ferry Road.

A Tualatin Discovery Challenge: A Family Centennial Project for a chance to win a \$100 gift card and other prizes.

For these and many more events, please visit our website at <http://www.tualatinoregon.gov/recreation/tualatins-centennial-celebration>.





Tualatin's Timeline

15,000 years ago

Catastrophic floods scoured the valley as gigantic dams broke up during the end of the last Ice Age, creating the Tonquin Scablands as well as leaving rich fertile soil along the Tualatin River.

15,000 year ago

A female mastodon slipped into the bog, and its bones were dug up in 1962.

7,000 years ago

Native people called Atfalatis, a band of Kalapuya, were inhabiting the Tualatin area, gathering bulbs and berries, hunting and fishing in the river.

1812

Native Americans encountered trappers from the Pacific Fur Company.

1850

Edward Byron and Zenas Brown sailed around the Horn and settled in the Tualatin area.

1850

The Donation Land Grant was passed by Congress, giving 160 acres of land to each settler, and 160 acres of land to his wife.



1852-54

The Oregon Trail brought settlers from the East who took up land in Tualatin.

1854

Sam Galbreath set up a ferry across the Tualatin River on his landclaim. The ferry connected the road from Boones Ferry north into Portland. Soon a blacksmith shop, store and inn were operating around the ferry crossing. The area was called Galbreath.

1855

The Atfalati ceded all claims to their land and were settled at Grand Ronde Reservation in the Coast Range. Many men left to fight in the Rogue River Indian Wars.

1855

A log school was built along the Territorial Road. Isaac Ball was the first teacher.

1865

The Little Red Schoolhouse was built on the corner of Avery and Boones Ferry Road.



1865

The steamboat "Yamhill" plied the river delivering farmers goods to market.

1887

Chinese laborers laid a narrow gauge railroad through the area. John Sweek platted out a new town site around the new train station, naming it "Tualatin."

1889

The first east-west railroad train came through, and a store and hotel were built close by.



1892 John L. Smith brought his extended family to the area and set up a sawmill, providing the first payroll. He built a company store and a row of homes for his family and workers.



1895 Winona Grange was organized.

1900 Winona Cemetery was organized.

1900 A new grade school and high school was built

1906 Oregon Electric Railroad came through, north and south, and stores were built around the new depot.

1913 Tualatin was incorporated, mayor and alderman were elected, two saloons were soon operating, coal oil street lights were installed.

1914 Tualatin Country Club, and executive golf course, was laid out.

1926 First city hall built.

1939 New brick elementary school opened as old school closed.

1940 Veterans of Foreign Wars organized.

1948 Melville and Jessie Chase Eastham donated 6 acres to the city of Tualatin for a park.

1951 Crawfish Festival sponsored by VFW, raised funds for park development

1954 The I-5 freeway cut a swath through Tualatin

1962 Columbus Day Storm's 116 miles per hour winds left utter destruction.

1962 A 15,000 year old mastodon was unearthed in a bog by geology student John George.

1972 Van Raden donated estate to City of Tualatin.

1978 Senior Center opened

1979 Tualatin began purchasing Bull Run water.

1979 Edward Byrom Elementary School opened.

1985 Tualatin Commons Park opened.

1992 Tualatin High School opened.

1994 Tualatin Commons, a community gathering place, opened with lake and fountain.



2004 New Tualatin Elementary School opened as old brick school closed.

2005 Old Methodist Church was moved, refurbished and opened as Tualatin Heritage Center.

2008 New library was built.

2009 WES commuter rail line opened, from Beaverton to Wilsonville.



Photo History/Descriptions from Cover and Tabs



1930 - 1940

**"Flood of 1937" Watercolor by Carlos Horcos
Centennial Visual Chronicle Art (on cover)**

Though flooding was common, the Flood of 1937 was one of the worst, covering most of downtown. Here it comes within inches of entering the brick store on Boones Ferry Road. It was the Kilpatrick's Cash Store then and next door was the Feed Store. A Model A splashes through the flood waters on the right of the painting.



"Tualatin Old City"

**Watercolor by Carlos Horcos
Centennial Visual Chronicle Art (on cover)**

This is one of four pieces of artwork acquired as a direct purchase from Carlos Horcos. This watercolor represents past and present scenes in Tualatin.



"Tualatin Depot" Circa 1910

Photo Courtesy of Tualatin Historical Society

The Southern Pacific train is headed for Portland at the Tualatin depot. The houses were built after the town was platted in 1889. The site is the present Chinook Street



1920 - 1930

**"Sagert Threshing Crew" Watercolor
by Carlos Horcos**

The largest local business during this period was the Sagert Custom Farm set-up. Here a team of horses brings loose hay to the stationary baler, which was operated by a steam engine tractor. Men would fork the loose hay into the baler and tie the bales by hand. At right, is an old Motel T Ford with a canvas top.



"Steamboat" Circa 1900

Photo Courtesy of Tualatin Historical Society

Two steamboats, the Yamhll and the Onward, plied the Tualatin River in the 1860's, carry farm produce to markets in Oregon City and Portland. This unidentified photo is probably of the Willamette, as the Tualatin boats were sidewheelers.

Photo History/Descriptions from Cover and Tabs



2000 - 2013

“Methodist Church moves to become Heritage Center” Watercolor by Carlos Horcos

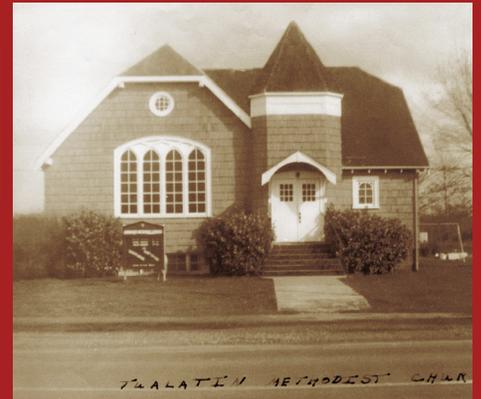
The old 1926 Tualatin Methodist Church, slated to be demolished, was moved and renovated through the efforts of local citizens and the City of Tualatin. The craftsman style building now serves as the Tualatin Heritage Center and is located on Sweek Drive.



“Blank/Lafky Farm” Circa 1910

Photo Courtesy of Tualatin Historical Society

This farmstead was built in the late 1880’s. Gus and Alvina Blank, shown here with kinfolk, lived there early in the 20th century. Mark and Manette Lafky bought the 60-acre farm in 1928 and then they grew Dutch iris bulbs. The buildings were demolished in 1975 to make way for the Hi-West Estates.



“Tualatin Methodist Church” Circa 1940

Photo Courtesy of Tualatin Historical Society

This Tualatin Methodist Church was built downtown in 1926 and served the congregation until 1982 when a new church was built on a hill further south. Originally painted brown, it was revered as the little brown church in wildwood. It is later moved to become the Tualatin Heritage Center



1970 - 1980

“Going to the Dogs-Hervin Pet Factory” Watercolor by Carlos Horcos

Tualatin’s major industry in the 1970’s was the Hervin Company Pet Food Factory. Trucks carried the product through several states bearing the slogan “Tualatin, Oregon - Going to the Dogs”. The plant was located where the Tualatin Commons is currently situated.



“Tonquin Station” Circa 1910

Photo Courtesy of Tualatin Historical Society

In 1906, the Oregon Electric Railroad put in a line running between Portland and Salem west of Boones Ferry Road with a depot every few miles. This sub-station on Tonquin Loop Road helped power the line.



“Old Growth Log to Smith Mill” Circa 1915

Photo Courtesy of Tualatin Historical Society

It took four horses to haul one long when the old-growth forests were cut. This log is on its way to John L. Smith’s mill on the Tualatin River (site of present Tualatin Community Park). Smith built all the houses behind them, near the present park entrance, **from lumber from his mill.**



1960 - 1970

"Dr. George Unburies Mastodon Tusk"
Watercolor by Carlos Horcos

John George dug up the famous Tualatin Mastodon bones in 1962. Half a skeleton was uncovered in the swampy area near Nyberg Rd. The skeleton is displayed in the Tualatin Library, and as tusk and molar are at the Tualatin Heritage Center.



"Fore!" Circa 1915

Photo Courtesy of Tualatin Historical Society

Nellie Wesch was a teenager in Old Town when the Tualatin Country Club built their golf course. She caddied at the club and so impressed Julius Meier with her work ethic, he took up a collection among members and came up with the \$500 for her college education. She got a degree at Oregon State.



"Smith Logging with Oxen Team"
Circa 1895

Photo Courtesy of Tualatin Historical Society

Smith's logging crew at work. The loggers stand on springboards wedged into the swelled butt of an old-growth tree, then cut notches to start, then take both ends of the crosscut saw to bring the tree down and cut it into lengths. Oxen lug the heave logs out.



"Tualatin Old Fire Station"

Watercolor by Carlos Horcos
Centennial Visual Chronicle Art

This is one of four pieces of artwork acquired as a direct purchase from Carlos Horcos. These watercolors represent past and present scenes in Tualatin.



"Paving Boones Ferry Road"
Circa 1920

Photo Courtesy of Tualatin Historical Society

Early in the 20th century, country roads began to get gravel paving. The rock quarry on John Nyberg's farm provided gravel for many of them, like this stretch of Boones Ferry Road located south of Tualatin-Sherwood Road between Blake and Arapaho. Earlier it had been a "corduroy" road,.



"Fire Department First Aid Car"
Circa 1947

Photo Courtesy of Tualatin Historical Society

In 1947, the Tualatin Fire Department proudly acquired its first First-Aid car, paid for by community fundraisers and donations. The firemen, from left, are Floyd Berning, Harold "Dutch" Maxwell, Chief Bill Barngrover, Del Heald and Cliff Floyd.



“Tualatin’s First Car” Circa 1910
Photo Courtesy of Tualatin Historical Society

Henry Saffron had local residents looking up with awe and delight as he rode the first automobile in the village. The family rode in back and a uniformed chauffeur drove until Mr. Saffron learned how to handle the new machine.



“Tualatin Old Church”
Watercolor by Carlos Horcos
Centennial Visual Chronicle Art

This is one of four pieces of artwork acquired as a direct purchase from Carlos Horcos. These watercolors represent past and present scenes in Tualatin.



“Eddy House” Circa 1900
Photo Courtesy of Tualatin Historical Society

Zeke Eddy built this elegant Italianate home for his bride, Ella Byrom in 1887. The high-ceiling structure stood near the present McDonald’s at the intersection of Tualatin-Sherwood Road and Boones Ferry Road. In the 1970’s it was moved up to Avery Street and remodeled into a two-story home.



“WES Station”
Watercolor by Carlos Horcos
Centennial Visual Chronicle Art

This is one of four pieces of artwork acquired as a direct purchase from Carlos Horcos. These watercolors represent past and present scenes in Tualatin.



“Southern Pacific Railroad Bridge at Community Park” Circa 1890
Photo Courtesy of Tualatin Historical Society

The Southern Pacific Railroad built this line through Tualatin in 1889. It crosses the northern end of Tualatin Community Park. The area in the foreground (Old Town now) was platted by John Sweek that year and the village was named “Tualatin.”



“Tualatin Depot and Railcar” Circa 1900
Photo Courtesy of Tualatin Historical Society

Southern Pacific rolled its first train through Tualatin in January, 1889. The depot at left was just east of where Tualatin Road crosses the tracks. Building at the right is Cummins Store. The train brought daily service from Portland to Tualatin. The trip took about an hour.



1910 - 1920

"Tualatin Brick & Tile Company"
Watercolor by Carlos Horcos
Centennial Visual Chronicle Art

Tualatin Trick and Tile Company, owned by the Smith family was located close to Tualatin-Sherwood Road. Local clay fueled the furnaces. The Robinson's Store on the corner of Boones Ferry Road and Tualatin Road was built with bricks from the brickyard.

"Smith Brickyard" Circa 1910
Photo Courtesy of Tualatin Historical Society

In 1907, John L. Smith built a large brickyard in a field just south of downtown. It produced bricks for Tualatin's new homes and the brick store. He had plans to run a rail line up the hill to a good source of clay when he was accidentally killed in 1910 in a logging accident and the venture was abandoned.

"Tualatin Mercantile" Circa 1950
Photo Courtesy of Tualatin Historical Society

This white store was built around 1910 and run by Ed and Grace Robinson, who lived upstairs. Located on the corner of Boones Ferry and Seneca, it began as a confectionery and expanded in the 1930's into a general grocery store.



1940 - 1950
"Ball Park"

Watercolor by Carlos Horcos
Centennial Visual Chronicle Art

The open land south of Nyberg Street and east of Boones Ferry Road was Tualatin's community baseball park until 1948 when the Hervin Blue Mountain Pet Factory built at this location. Town teams were popular and competition was keen. Some of the players even made it into the minor leagues!

"Winona Grange Band" Circa 1915
Photo Courtesy of Tualatin Historical Society

The Winona Grange organized in Tualatin in 1895 with 21 charter members. Farm-focused, they liked music too. In a few years they purchased a reed organ, and in 1915 they had a 16-member band. Descendants recognize Walter Jurgens (left, back row), Ed Blank (center, back row) and Alfred Blank (2nd from right, middle row)

"Tualatin Baseball Team" Circa 1917
Photo Courtesy of Tualatin Historical Society

Tualatin High School sported a baseball team early on. They had sharp uniforms with a THS monogram and were coached by Professor O.B. Kraus. Claude Nyberg, class of '17, is seated second from right.

House Concurrent Resolution 19

Sponsored by Representative PARRISH, Senator DEVLIN

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Commemorates 100th anniversary of founding of City of Tualatin.

CONCURRENT RESOLUTION

- 1
- 2 Whereas Native Americans have resided in the Tualatin River Basin, home to the Atfalati Tribe,
- 3 for thousands of years; and
- 4 Whereas on September 27, 1850, the Congress of the United States passed the Donation Land
- 5 Claim Act whereby United States citizens could earn land title through cultivation of the land, and
- 6 between 1850 and 1853 some 30 families settled in the Tualatin River Basin area; and
- 7 Whereas the first town plat was drawn in 1887 around a new railroad line, and the settlement
- 8 was named Tualatin; and
- 9 Whereas the City of Tualatin was incorporated in 1913; and
- 10 Whereas the City of Tualatin has grown in population from approximately 150 residents at the
- 11 time of incorporation to 26,120 in its centennial year; and
- 12 Whereas the City of Tualatin has grown to become a community of engaged citizens, with a di-
- 13 verse and robust economy, beautiful parks and natural areas and a high quality of life for its resi-
- 14 dents; and
- 15 Whereas residents of the City of Tualatin are urged to learn more about the city's past, to make
- 16 positive contributions in the present and to help leave a healthy legacy for the city's future; and
- 17 Whereas the City of Tualatin, Mayor Lou Ogden, City Council President Monique Beikman,
- 18 Councilors Wade Brooksby, Frank Bubenik, Joelle Davis, Nancy Grimes and Ed Truax and the
- 19 Tualatin Chamber of Commerce encourage all Oregon residents to participate in the City of
- 20 Tualatin's Centennial Celebration, a year-long array of programs and activities to recognize the
- 21 city's 100th anniversary; now, therefore,
- 22 **Be It Resolved by the Legislative Assembly of the State of Oregon:**
- 23 That we, the members of the Seventy-seventh Legislative Assembly, commemorate the occasion
- 24 of the 100th anniversary of the founding of the City of Tualatin and extend our gratitude and best
- 25 wishes to those who live in and serve the City of Tualatin.
- 26

CITY OF TUALATIN

1913 - 2013

NOTE: Matter in **boldfaced** type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted. New sections are in **boldfaced** type.



U. S. Representative Suzanne Bonamici presents a framed copy of her recognition of our Centennial on the House floor on April 9.

HONORING THE CENTENNIAL OF THE CITY OF TUALATIN, OREGON

HON. SUZANNE BONAMICI

OF OREGON

IN THE HOUSE OF REPRESENTATIVES

Tuesday, April 9, 2013

Ms. BONAMICI. Mr. Speaker, I rise today in honor of the City of Tualatin, Oregon, on the occasion of its centennial anniversary.

This remarkable city, located just south of the State's largest metropolitan area, serves as a gateway to the fertile farmland of the Willamette Valley, which was formed by a series of cataclysmic floods some 12,000–17,000 years ago.

The Tualatin River Basin has provided sanctuary and sustenance for a litany of ancestral occupants. This wide range of early and distinguished inhabitants included the Atfalati Tribe and the historic Tualatin Mastadon, which was unearthed in 1962 after 13,000 years and subsequently displayed at the Tualatin Public Library for public edification.

In 1850 the U.S. Congress passed the Donation Land Claim Act, which granted title to American settlers committed to productive cultivation of the land. Shortly after, from 1850–1853, 30 families

took up permanent residence in the area. Initially known as Galbreath, then Bridgeport, the settlement was named Tualatin in 1887 and subsequently incorporated, by a vote of the townspeople, on August 18, 1913.

In the one hundred years since, Tualatin, Oregon has demonstrated a balanced approach to development—combining economic vitality and safe and beautiful neighborhoods with environmental stewardship to ensure a preeminent quality of life. Over 300 acres of award-winning parks and natural spaces delight residents and offer an abundance of recreational opportunities for hikers, bikers, and outdoor enthusiasts. The community is very proud to have recently celebrated 25 years as a designated Tree City USA.

The City of Tualatin harbors a first-rate educational system, visionary leadership, and public administrators of the highest caliber. An engaged and informed citizenry—critical to the success of every governmental body—actively participates in governance, supports a thriving business community, and sustains a range of cultural and artistic activities.

Mr. Speaker, one hundred years have passed since the incorporation of Tualatin, Oregon. It is a deep honor to represent this exceptional city in the U.S. Congress. I offer my sincerest congratulations during this centennial celebration and look forward to many more years of growth and prosperity.



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

This year the 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 is a work in progress and includes only those projects which have been funded in FY 2013/14. The proposed Capital Improvement Plan will go before Council Fall 2013 for approval.

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, TEA Employees, Exempt and Non-Exempt employees are still 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.



DISTANCE FROM TUALATIN	
Destination	Miles
Cities	
Portland, OR	13
Salem, OR	35
Eugene, OR	100
Seattle, WA	185
Boise, ID	440
San Francisco, CA	625
Airports, Rail Stations, Shipyards	
Portland International Airport	24
Aurora State Airport	10
Hillsboro Airport	21
Portland Union Station	14
Portland Shipyards	17
Recreational Areas	
Oregon Coast	85
Mt. Hood Ski Areas	65
Public Universities	
Oregon Institute of Technology (Metro)	8
Portland State	12
Oregon State University	75
University of Oregon	100

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

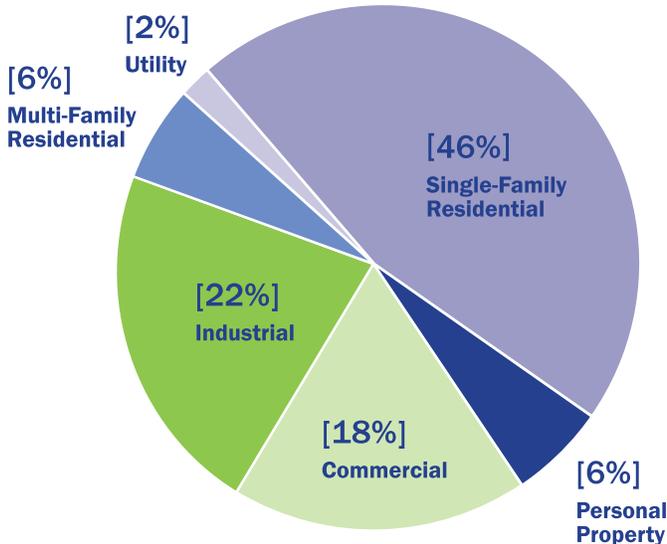
\$979.1 million

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
Total	3,722 Acres	687 Acres

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

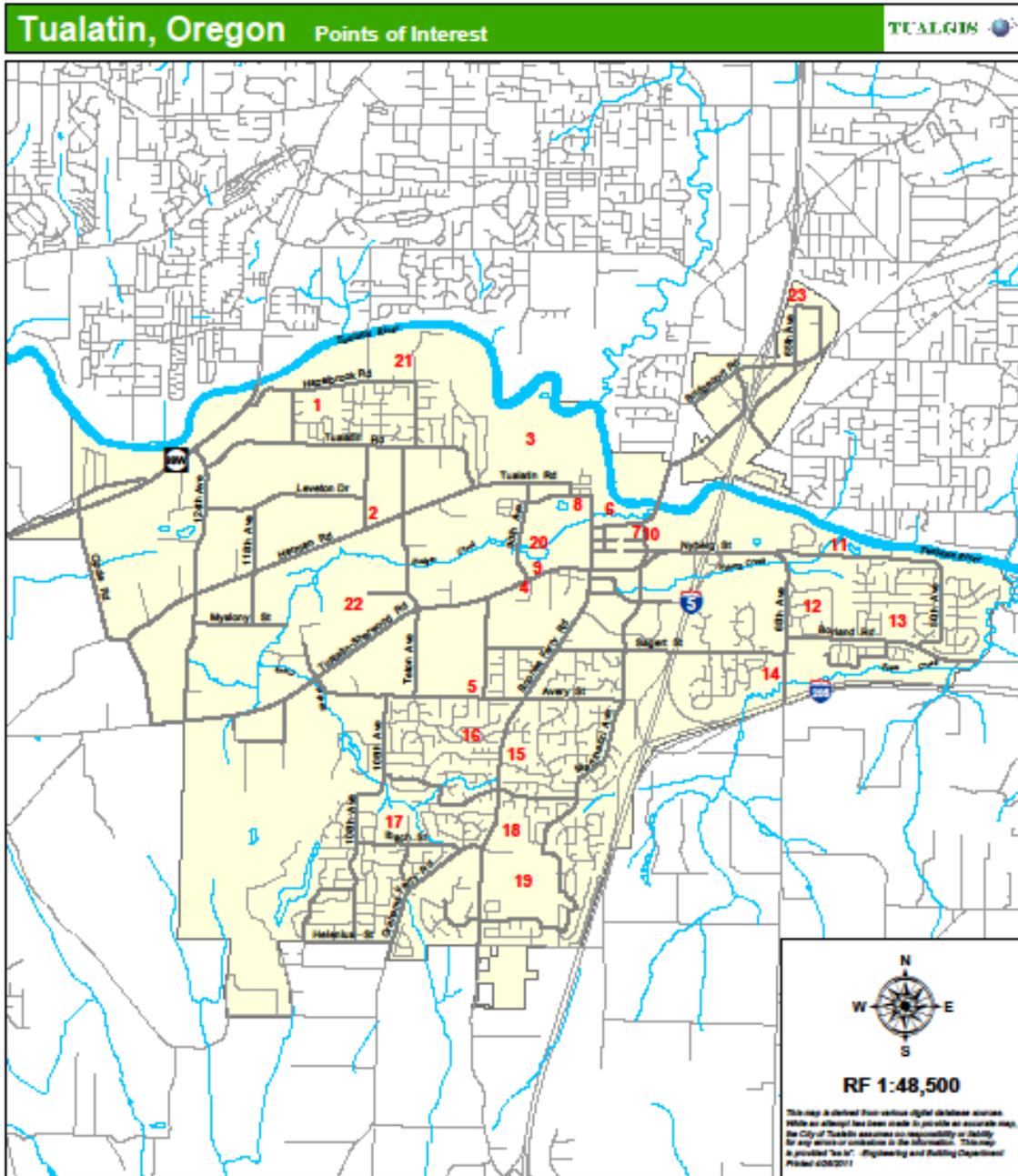
The public school system in Tualatin is part of the Tigard-Tualatin School District. District wide, student achievement in math, science, and reading consistently outpaces the rest of the State of Oregon. In 2011, the Center for American Progress concluded that the Tigard-Tualatin School District had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

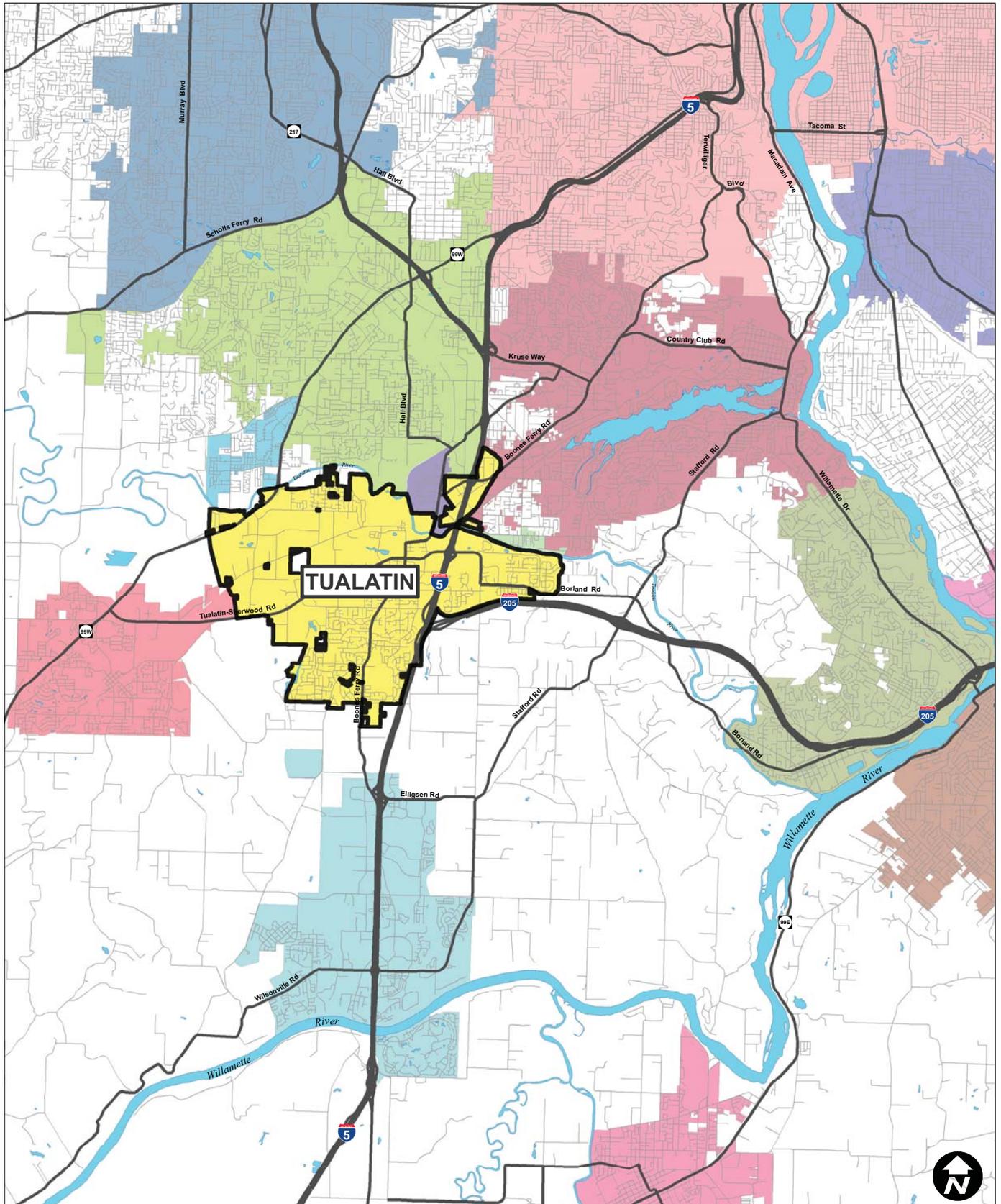
RECREATION

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.





Tualatin and the South Metro Region





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

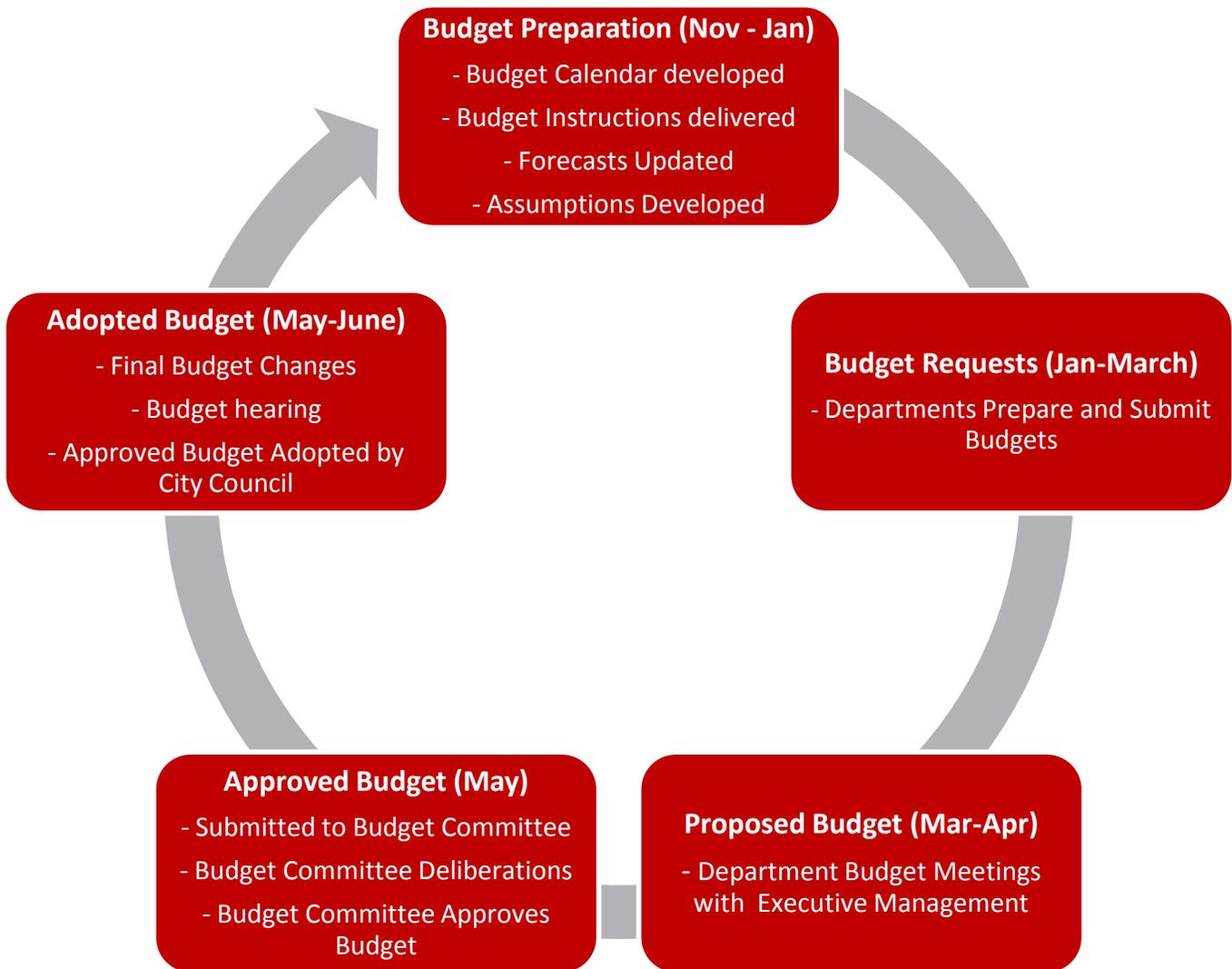
Once it is adopted, cities begin operating within that specific budget. While it is possible for changes to be made to an adopted budget once the fiscal year begins, this can only happen under certain circumstances. Two such examples are resolution transfers and supplemental budgets. These are actions 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"*





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

Infrastructure Reserve Fund

Internal Services Fund

Operations Fund

Tualatin Development Commission

Economic Development Administration Fund

Central Urban Renewal District Project Fund

Central Urban Renewal Bond (closed)

Leveton Tax Increment Project Fund

Leveton Tax Increment District Bond (closed)

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 service loans, capital improvements, transfers out to other funds, contingencies and ending fund balances or reserves. The FY 2013-2014 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	General Fund
	City Council	General Fund
	Finance	General Fund
	Information Services	General Fund
	Legal	General Fund
	Municipal Court	General Fund
	Non-Departmental	General Fund
Community Development	Engineering	General Fund
	Building	Building Fund
	Planning	General Fund
Community Services	Administration & Recreation	General Fund
	Library	General Fund
	Park Development	Park Development Fund
	Tualatin Scholarship	Tualatin Scholarship Fund
Public Safety	Police	General Fund
Public Works	Operations - Administration	Operations Fund
	Operations - Non-Departmental	Operations Fund
	Maintenance Services	
	- Fleet	General Fund
	- Building Maintenance	General Fund
	- Parks Maintenance	General Fund
	Utilities - Water	
	- Water Division	Water Division - Operations Fund
	- Operating	Water Operating Fund
	- Development	Water Development Fund
	Utilities - Sewer	
	- Sewer Division	Sewer Division - Operations Fund
	- Operating	Sewer Operating Fund
- Development	Sewer Development Fund	

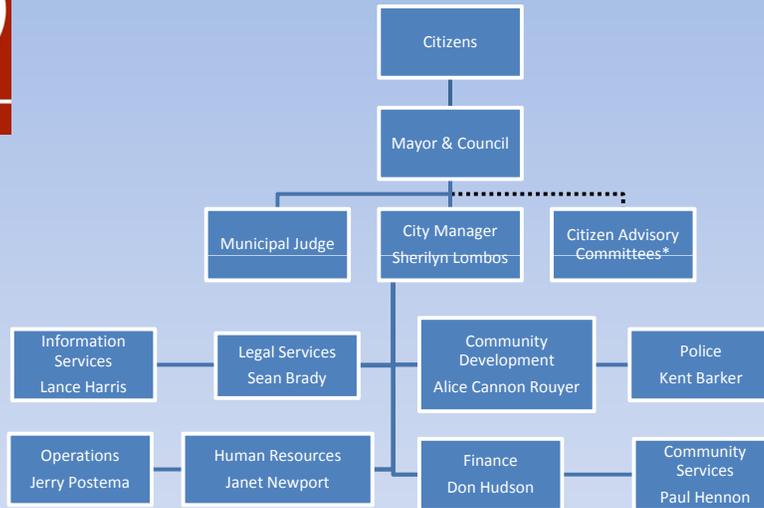


Funding Sources (continued)

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 Local Improvement District Infrastructure Reserve	Core Area Parking District Fund Local Improvement District Fund Infrastructure Reserve Fund	
	Tualatin Development Commission (TDC)	TDC Administration	TDC Administration Fund
		CURD Projects	CURD Projects Fund
		Leveton Projects	Leveton Project Fund



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, the Tualatin Tomorrow Advisory Committee and the Transportation Task Force.



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.

Members	Jurisdiction
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.

Members	Jurisdiction
Buck Braden	Chair/Citizen
Carol Dersham	Citizen
Gary Thompson	Citizen
Roxanne Stathos	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.

Members	Jurisdiction
Candice Kelly	Citizen
Roger Mason	Citizen
Diane Buisman	Citizen
Del Judy	Citizen
Dan Gaur	Citizen
Mike Riley	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.

Member	Jurisdiction
Monique Beikman	Council
Dr. William Jordan	Chair, Citizen
Michael Cooper	Vice 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.

Member	Jurisdiction
Sean Neary	Citizen
Victoria King	Citizen
Len Runion	Chair, Citizen
Alan Feinstein	Citizen
Marcus Young	Citizen
Thea Wood	Citizen
Janiel Santos	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 eac month, 6:00 pm. These meetings are open to the public.

Member	Jurisdiction
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)

Members	Jurisdiction
Cameron Grile	Citizen
Mike Riley	Chair/Citizen
Alan Aplin	Vice Chair/Citizen
William Beers	Citizen
Steve Klingerman	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 implementtion 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 visitation activities which impact Tualatin, and overseeing the process of updating the vision as needed.

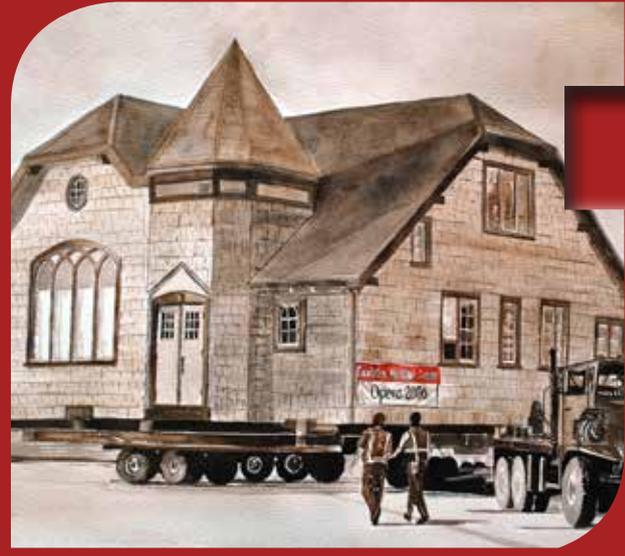
Member	Jurisdiction
Candice Kelly	Citizen
Larry McClure	Citizen
Bethany Wurtz	Citizen
Ed Casey	Citizen
Adam Butts	Citizen
Rober Kellogg	Citizen
Dave Solomon	Citizen
Frank Bubenik	Council
Linda Moholt	Chamber Representative
Dana Terhune	Partnering Organization Representative (TTSD)

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Budget Message



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Fiscal Year 2013/2014

May 2013

Honorable Mayor Ogden

Members of the Tualatin City Council

Members of the Tualatin Budget Committee

What an exciting year for the City of Tualatin! As we celebrate our centennial, we are very excited to present to you the Fiscal Year 2013/2014 City of Tualatin and Tualatin Development Commission (TDC) budgets. A lot has changed in Tualatin’s 100 years, but one constant is the quality services our citizens have come to enjoy and expect from the City. This Proposed Budget continues this trend, while continuing to maintain our fiscal stability.

The total proposed budget for Fiscal Year 2013/2014, including the Tualatin Development Commission, is \$74,282,435. This total accounts for a 5,627,357.2% increase over the 1924/1925 approved budget, but only a 2.7% increase from the 2012/2013 adopted budget.

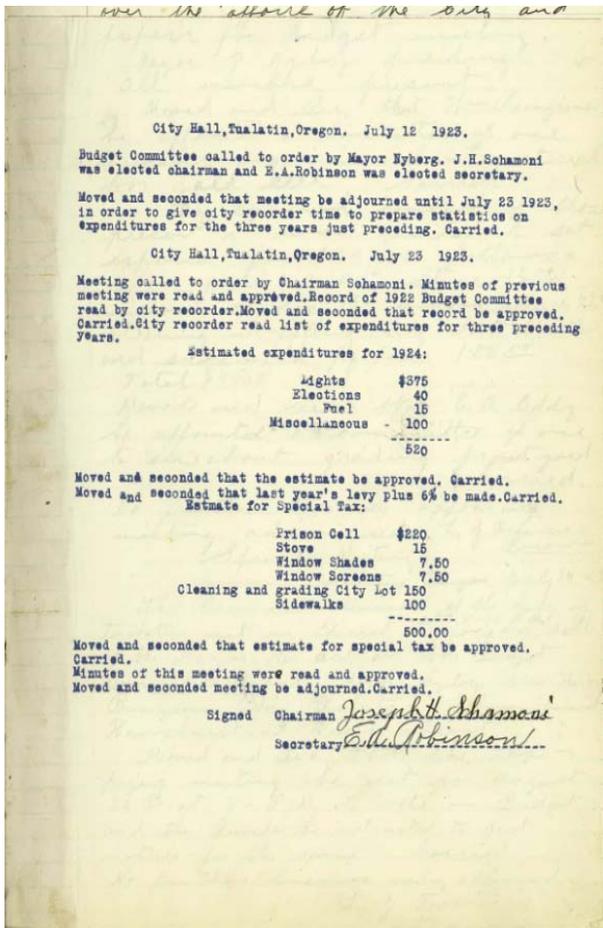
After a few years of stalled development, the City has seen some of the projects that had been put on hold start developing. Though the City will not recognize increased assessed value for these projects until after completion, some permits and systems development charges were paid in FY 2012/2013, causing increases to those fund’s contingency and reserve balances and accounting for a large portion of the 2.7% increase from the 2012/2013 budget. Expenditures in all funds, not including reserves, contingencies and transfers, decreased 4.5%, primarily due to a reduction in capital projects and the continued downward trend of water purchased from the City of Portland.

There are a number of changes in our revenue and expenditure categories (some up, some down), but overall, the Fiscal Year 2013/2014 Proposed Budget is once again a picture of financial stability.

Speaking of pictures, we hope you enjoy the pictorial history of Tualatin that has been incorporated into this budget document. These photos come from many sources, so please see the Reader’s Guide section for more descriptions and credits for many of the photos included throughout the document.

Revenues

Overall, the City’s revenues, less transfers, declined 2.9%. The chart at the bottom of the following page represents the changes in the different revenue categories that make up the



FY 1924/1925 Approved Budget



total revenues for the City and the TDC. You will notice that some revenues are increasing slightly, while some revenues are showing a slight decrease, but overall, revenues are stable.

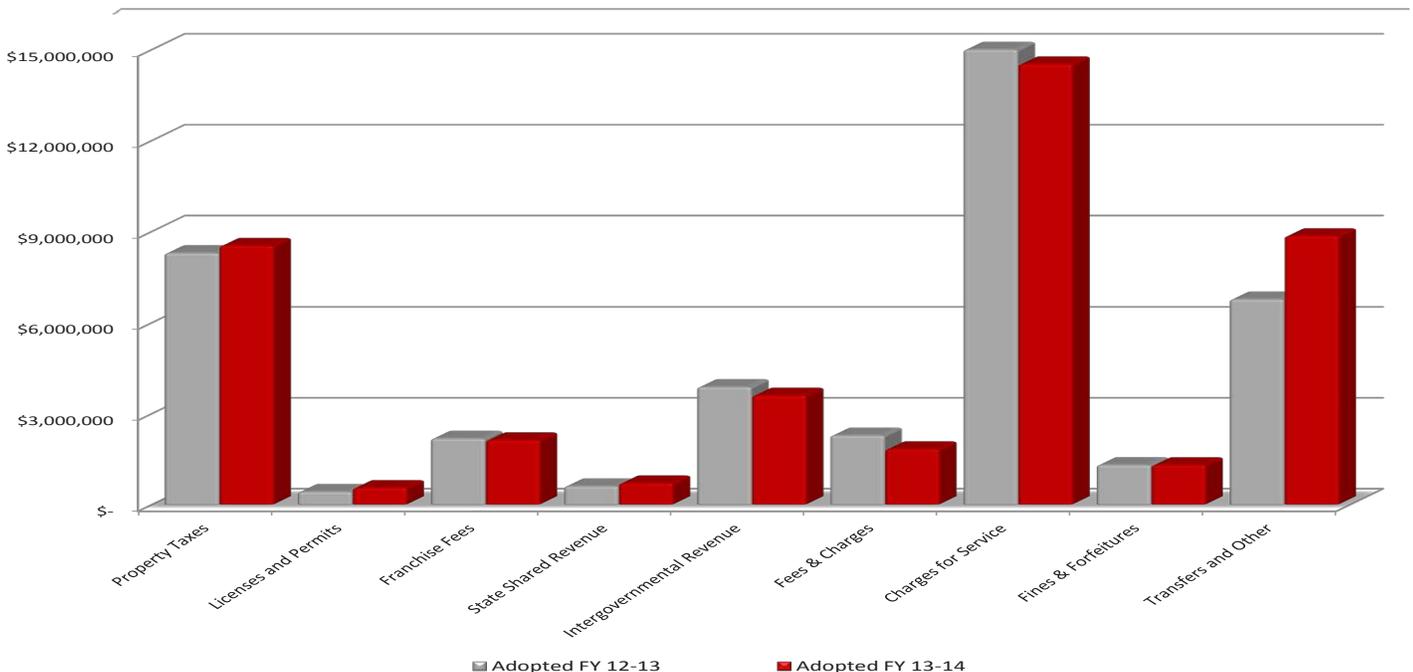
Charges for Service, primarily for water, sewer and storm drain utility charges, make up almost 44% of the City's revenues. Over one-third of the revenue in this category is related to sewer and storm drain rates set by Clean Water Services (CWS). This revenue is passed-through to CWS and there is a corresponding expenditure in the sewer and storm drain operating funds to record these payments. In recent years, water revenues have been decreasing, with less consumption of water by the City's water customers. The projected revenue for this line item has been adjusted to reflect this trend.

The City completed an update to the Water System Master Plan in FY 2012/2013 and as per the recommendations of the master plan, water rates will increase to help pay for needed projects in the upcoming years. The proposed 4.25% increase, or \$0.80 for a

typical residential customer, is the first increase in water rates since 2008.

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. In past years, the City experienced growth in our assessed value over the 3% cap on residential property due to new construction and commercial and industrial investment in the community, with some years growing at a rate closer to 7%. That growth has slowed in the past couple years, though we are starting to see a slight recovery of this downward trend, as well as recent development hitting the tax rolls in the new fiscal year. With a higher assessed value in 2012/2013 than estimated and a projected



2.5% increase for 2013/2014, our property tax revenues are increasing \$245,000.

Intergovernmental revenues are projected to decrease due to fewer grants being received in Fiscal Year 2013/2014, as well as fewer dollars projected to be received from the City's share of the 2006 Metro Natural Areas Bond Measure in the Park Development Fund. The City has purchased properties along the Tualatin River Greenway utilizing the Metro bond money, thereby reducing our share of those revenues.



Railroad Bridge Across Tualatin River

The other noticeable difference in our revenue picture is the decrease in Fees and Charges. The lion's share of this decrease is in the Park Development Fund. The 2012/2013 budget accounted for the Parks System Development Charges for the Bridgeport Apartments project on SW Lower Boones Ferry Road, which were paid in 2012/2013. Less projects subject to the Parks SDC are included in the 2013/2014 estimates, accounting for the decrease in this category.

Expenditures

The City of Tualatin is, and has been for many years, a lean organization. Due to the low tax rate mentioned above, City departments have provided quality services to our residents with

tight budgets. Going into the preparation of this Proposed Budget, the direction given to the departments was threefold:

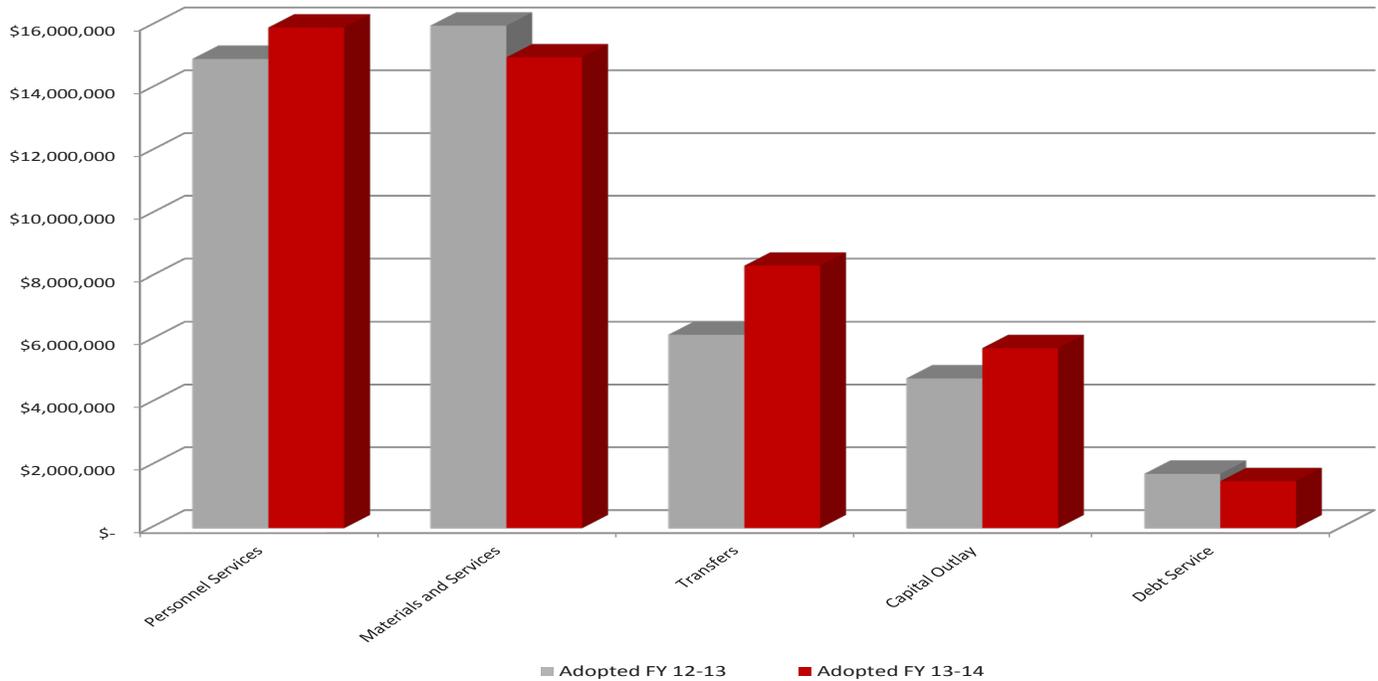
- Maintain service levels
- Look for savings and efficiencies
- Limit growth in materials and services

Once again, departments had to 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. 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. The graph at the top of the following page shows the net effect of the changes in M&S is a 7.6% decrease from the adopted 2012/2013 budget. The largest decrease in this category is the reduction in the amount paid to the City of Portland for water, as the consumption city-wide has decreased.



The First Parks Maintenance Employees?

Our employees are the City's biggest asset. Without them, we would not be able to provide the excellent services we provide to our residents. Approximately 35% of the



City’s budget is in personnel services and we are seeing increases in this category, though the largest impact on the increase is related to the increased costs for PERS. The PERS Board sets rates for two year cycles, with fiscal year 2013/2014 being the first year of the new cycle. The City’s contribution rate increased an average of 4.7%, accounting for over \$400,000 of the increase in personnel services.

During the current legislative session, the Oregon Legislature passed SB822, one of the PERS reform bills considered by the legislature. The Governor signed SB822, which is likely to reduce the City’s PERS contribution rate. The PERS Board will be discussing the impacts of SB822 at its upcoming meeting, but the City will not know the exact changes to our rates until the actuarial impacts of the reforms are calculated. With the many unknowns to this situation, including the impact to rates in the 2015-2017 biennium, we feel it is prudent to retain the rates that were anticipated to be effective July 1, 2013 in the budget and make the necessary adjustments at a later date.

The City continues to fund capital outlay, using one-time or intermittent funding sources. Besides replacement of outdated technology and police vehicles, projects identified through our utility master plans and in the capital improvement program are funded to continue to maintain the system to meet the needs of our utility customers. Projects included in the Proposed Budget include a water, sewer and storm drain project on Martinazzi Avenue, upgrading and adding school zone flashing lights, and parking lot repair and overlay in Community Park.

Debt service is decreasing due to the last payment for a local improvement district bond for the construction of 95th Place being made in June 2013.

Other Items of Note

Building Fund

During Fiscal Year 2012/2013, we experienced an increase in activity and revenue in the Building Fund. With the projection that this trend would continue and projects previously

on-hold becoming active again, the Building Division will be analyzing the impacts of this increased activity. There is additional temporary staff dollars included in the Building Fund Personnel Services category for this and available revenues to cover these costs.

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. The TDC will be analyzing the best use of the remaining balances in the next year or two.

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, Finance Program Coordinator Lisa Thorpe and the Finance Department, for their long hours and dedication to the preparation of this Centennial celebrating budget document.

Respectfully submitted,

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



Before Urban Renewal



After Urban Renewal



City of Tualatin

“Dedicated to Quality Service for our Citizens”

Celebrating 100 years



Budget Summary



Where the Money Comes From

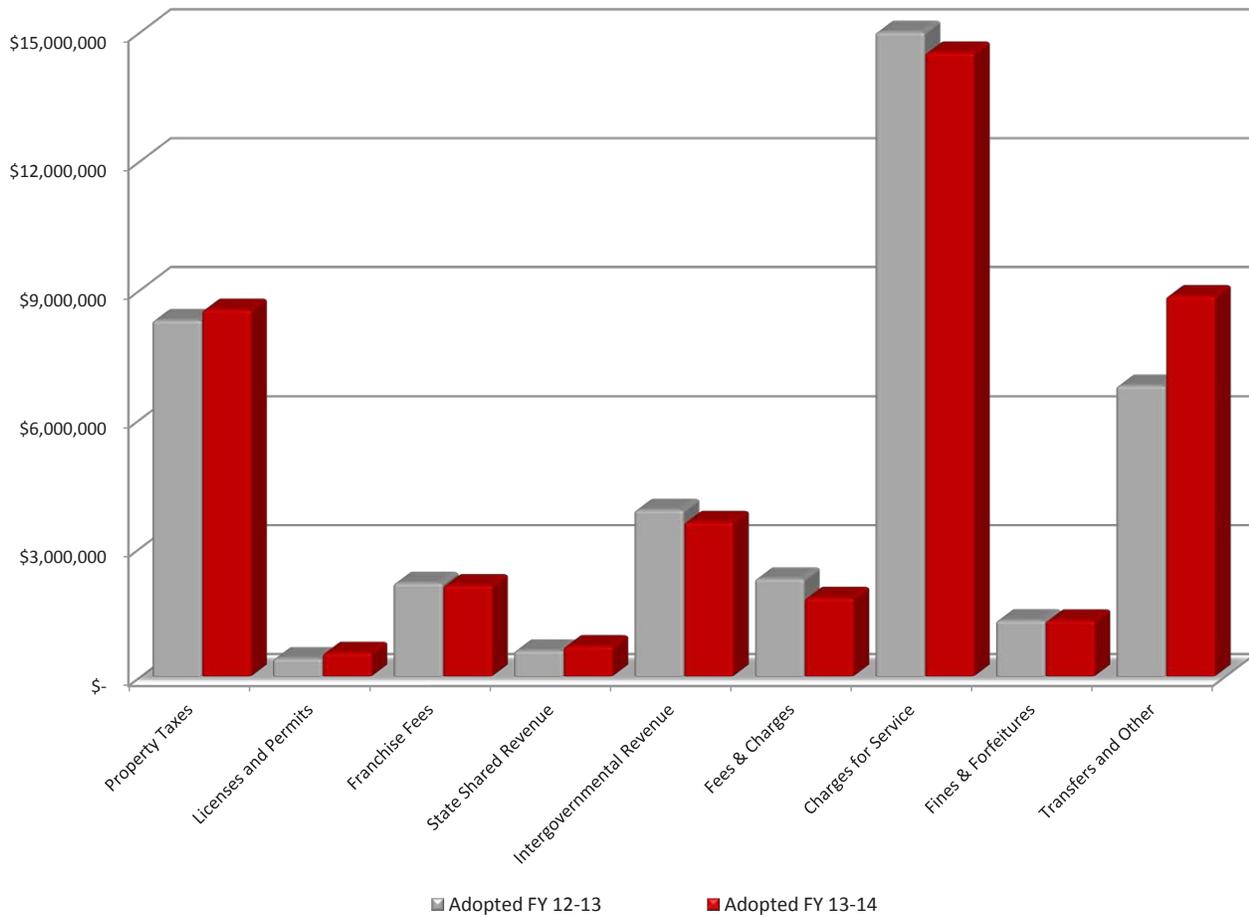
Where the Money Goes

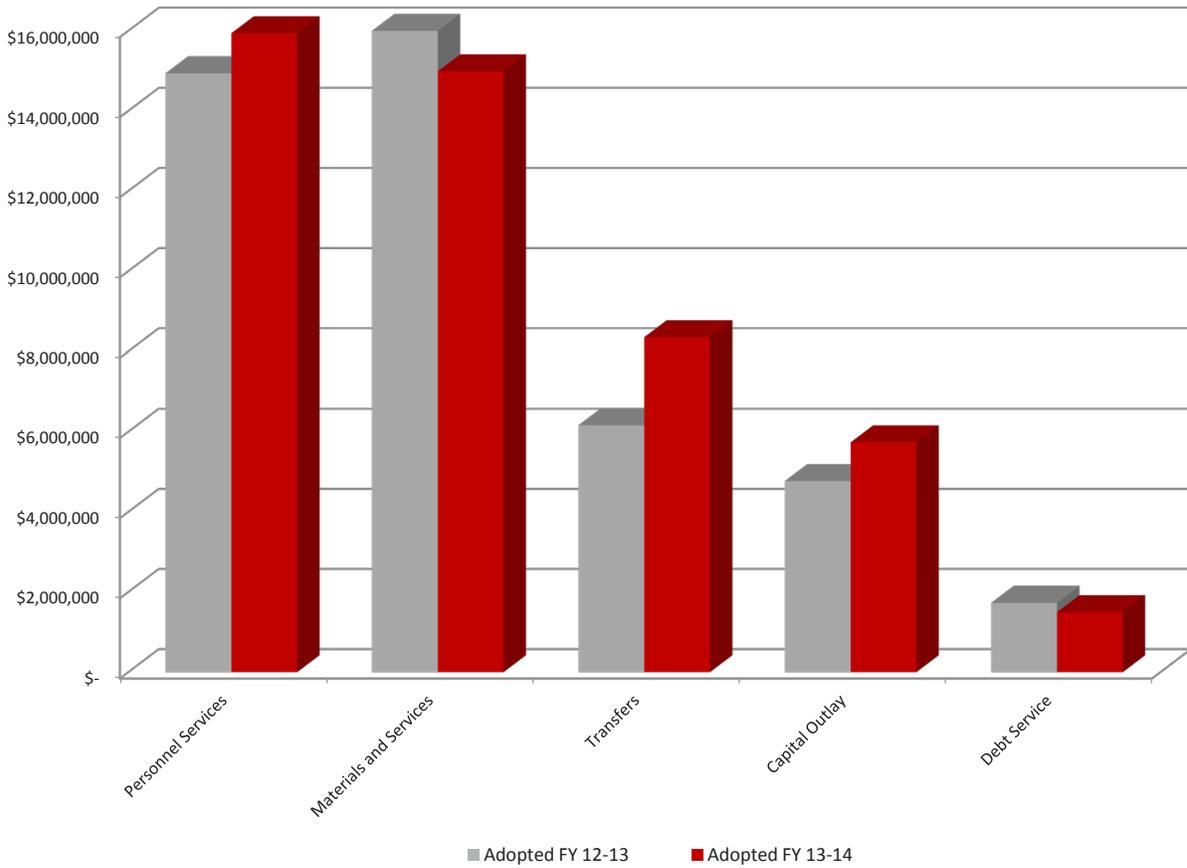
Summary by Fund



Photo by R.L. Westfall

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City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ 8,348,894	\$ 8,259,442	\$ 8,283,220	\$ 8,528,225
Licenses and Permits	305,786	385,463	420,000	549,500
Franchise Fees	2,091,937	2,205,176	2,175,000	2,124,000
State Shared Revenue	595,914	641,681	603,110	703,100
Intergovernmental Revenue	3,124,518	3,726,008	3,875,858	3,597,425
Fees & Charges	2,392,311	3,201,231	2,277,790	1,829,340
Charges for Service	13,788,725	13,754,591	14,995,480	14,517,555
Fines & Forfeitures	651,462	1,382,916	1,304,000	1,304,000
Principal	87,086	87,056	87,040	-
Interest	176,706	196,607	147,980	153,610
Transfers	6,178,243	6,200,327	6,303,965	8,520,405
Other Revenue	411,305	241,717	229,730	171,750
Total Current Resources	\$ 38,152,887	\$ 40,282,215	\$ 40,703,173	\$ 41,998,910
Beginning Fund Balance	23,278,206	26,047,000	25,831,265	27,830,710
Total Resources	\$ 61,431,093	\$ 66,329,215	\$ 66,534,438	\$ 69,829,620

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 13,368,755	\$ 14,202,411	\$ 14,940,210	\$ 15,942,170
Materials and Services	12,714,366	13,890,672	16,079,970	14,991,485
Transfers	6,059,388	5,902,228	6,164,410	8,353,885
Capital Outlay	1,697,238	1,772,383	4,771,788	5,738,560
Debt Service	1,518,099	1,684,979	1,731,915	1,499,135
Contingencies & Reserves	26,073,247	28,876,542	22,846,145	23,304,385
Total Requirements	\$ 61,431,093	\$ 66,329,215	\$ 66,534,438	\$ 69,829,620



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - General Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ 7,498,043	\$ 7,301,386	\$ 7,328,220	\$ 7,578,225
Licenses and Permits	-	-	-	-
Franchise Fees	2,091,937	2,205,176	2,175,000	2,124,000
State Shared Revenue	595,914	641,681	603,110	703,100
Intergovernmental Revenue	1,751,836	1,782,472	1,966,203	1,937,805
Fees & Charges	515,035	608,589	557,800	587,120
Charges for Service	206,529	237,754	260,800	240,700
Fines & Forfeitures	638,238	1,369,534	1,301,000	1,302,000
Principal	-	-	-	-
Interest	51,273	63,823	47,000	52,000
Transfers	2,803,115	2,787,545	2,949,935	3,211,620
Other Revenue	249,199	91,506	145,845	137,425
Total Current Resources	\$ 16,401,119	\$ 17,089,466	\$ 17,334,913	\$ 17,873,995
Beginning Fund Balance	4,544,100	5,563,626	5,337,590	6,163,100
Total Resources	\$ 20,945,219	\$ 22,653,092	\$ 22,672,503	\$ 24,037,095

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 11,638,391	\$ 12,383,470	\$ 13,039,035	\$ 13,825,990
Materials and Services	3,255,297	3,557,876	3,966,425	3,978,790
Transfers	42,270	49,770	-	-
Capital Outlay	422,410	193,395	500,693	528,045
Debt Service	-	-	-	-
Contingencies & Reserves	5,586,851	6,468,581	5,166,350	5,704,270
Total Requirements	\$ 20,945,219	\$ 22,653,092	\$ 22,672,503	\$ 24,037,095

City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Water Operating Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	286,596	473,264	63,650	63,650
Charges for Service	4,834,527	4,834,014	5,643,945	4,924,315
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	28,879	31,556	9,630	35,535
Transfers	-	-	-	-
Other Revenue	15,632	14,520	17,625	16,525
Total Current Resources	\$ 5,165,634	\$ 5,353,354	\$ 5,734,850	\$ 5,040,025
Beginning Fund Balance	3,718,580	4,110,890	5,318,590	5,506,535
Total Resources	\$ 8,884,214	\$ 9,464,244	\$ 11,053,440	\$ 10,546,560

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,901,777	2,096,341	2,316,800	1,675,000
Transfers	2,684,889	2,416,663	2,386,995	2,861,555
Capital Outlay	186,658	197,415	957,000	1,297,000
Debt Service	-	-	-	-
Contingencies & Reserves	4,110,890	4,753,825	5,392,645	4,713,005
Total Requirements	\$ 8,884,214	\$ 9,464,244	\$ 11,053,440	\$ 10,546,560



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Sewer Operating Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	1,580	1,280	-	-
Charges for Service	5,913,812	6,175,468	6,639,395	6,829,340
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	4,519	5,022	2,250	3,040
Transfers	-	250,000	310,000	1,975,735
Other Revenue	-	-	500	500
Total Current Resources	\$ 5,919,911	\$ 6,431,770	\$ 6,952,145	\$ 8,808,615
Beginning Fund Balance	1,097,176	1,034,138	525,440	663,140
Total Resources	\$ 7,017,087	\$ 7,465,908	\$ 7,477,585	\$ 9,471,755

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	4,814,930	5,018,852	5,622,220	5,787,595
Transfers	961,955	990,829	1,039,630	1,141,495
Capital Outlay	206,049	351,250	595,000	255,000
Debt Service	-	-	-	-
Contingencies & Reserves	1,034,153	1,104,977	220,735	2,287,665
Total Requirements	\$ 7,017,087	\$ 7,465,908	\$ 7,477,585	\$ 9,471,755

City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Storm Drain Operating Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	1,606,620	1,745,680	1,803,740	1,874,100
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	1,462	1,650	1,900	1,800
Transfers	-	-	-	-
Other Revenue	-	24	-	-
Total Current Resources	\$ 1,608,082	\$ 1,747,354	\$ 1,805,640	\$ 1,875,900
Beginning Fund Balance	344,133	405,519	385,170	360,415
Total Resources	\$ 1,952,215	\$ 2,152,873	\$ 2,190,810	\$ 2,236,315

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	454,269	528,045	747,865	731,455
Transfers	951,637	1,009,079	951,415	950,145
Capital Outlay	140,772	115,334	306,000	85,000
Debt Service	-	-	-	-
Contingencies & Reserves	405,537	500,415	185,530	469,715
Total Requirements	\$ 1,952,215	\$ 2,152,873	\$ 2,190,810	\$ 2,236,315



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Enterprise Bond Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	2,198	2,235	2,000	2,000
Transfers	540,906	539,531	538,285	536,265
Other Revenue	-	-	-	-
Total Current Resources	\$ 543,104	\$ 541,766	\$ 540,285	\$ 538,265
Beginning Fund Balance	436,143	438,615	440,400	442,685
Total Resources	\$ 979,247	\$ 980,381	\$ 980,685	\$ 980,950

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	225	225	225	225
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	540,406	539,531	538,285	536,265
Contingencies & Reserves	438,616	440,625	442,175	444,460
Total Requirements	\$ 979,247	\$ 980,381	\$ 980,685	\$ 980,950

City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Water Development Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	120,219	213,954	100,000	100,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	1,723	3,174	1,970	2,250
Transfers	400,000	100,000	100,000	300,000
Other Revenue	-	-	-	-
Total Current Resources	\$ 521,942	\$ 317,128	\$ 201,970	\$ 402,250
Beginning Fund Balance	327,561	533,831	593,825	560,360
Total Resources	\$ 849,503	\$ 850,959	\$ 795,795	\$ 962,610

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	18,499	1,564	5,295	17,600
Capital Outlay	297,173	125,623	500,000	810,000
Debt Service	-	-	-	-
Contingencies & Reserves	533,831	723,772	290,500	135,010
Total Requirements	\$ 849,503	\$ 850,959	\$ 795,795	\$ 962,610



City of Tualatin Fiscal Year 2013 - 2014 Adopted Budget - Sewer Development Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	362,569	363,905	200,000	200,000
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	18,835	18,993	18,015	21,975
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 381,404	\$ 382,898	\$ 218,015	\$ 221,975
Beginning Fund Balance	3,647,419	3,636,891	3,602,800	4,414,520
Total Resources	\$ 4,028,823	\$ 4,019,789	\$ 3,820,815	\$ 4,636,495

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	388,562	294,965	192,000	192,000
Transfers	3,370	2,748	4,570	16,080
Capital Outlay	-	-	200,000	200,000
Debt Service	-	-	-	-
Contingencies & Reserves	3,636,891	3,722,076	3,424,245	4,228,415
Total Requirements	\$ 4,028,823	\$ 4,019,789	\$ 3,820,815	\$ 4,636,495

City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Storm Drain Development Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	5,400	29,839	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	1,043	1,096	1,110	2,235
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 6,443	\$ 30,935	\$ 1,110	\$ 2,235
Beginning Fund Balance	197,175	202,448	222,020	447,175
Total Resources	\$ 203,618	\$ 233,383	\$ 223,130	\$ 449,410

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	1,170	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	202,448	233,383	223,130	449,410
Total Requirements	\$ 203,618	\$ 233,383	\$ 223,130	\$ 449,410



City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Building Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	305,786	385,463	420,000	549,500
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	345,482	294,323	291,550	309,500
Charges for Service	1,421	642	100	100
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	8,588	8,582	3,945	5,000
Transfers	15,000	15,000	15,460	15,460
Other Revenue	737	2,465	-	200
Total Current Resources	\$ 677,014	\$ 706,475	\$ 731,055	\$ 879,760
Beginning Fund Balance	1,456,581	1,457,428	1,033,585	1,192,075
Total Resources	\$ 2,133,595	\$ 2,163,903	\$ 1,764,640	\$ 2,071,835

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 447,402	\$ 485,333	\$ 508,425	\$ 639,430
Materials and Services	50,119	58,724	81,600	62,480
Transfers	177,800	94,674	205,045	260,260
Capital Outlay	-	-	-	50,000
Debt Service	-	-	-	-
Contingencies & Reserves	1,458,274	1,525,172	969,570	1,059,665
Total Requirements	\$ 2,133,595	\$ 2,163,903	\$ 1,764,640	\$ 2,071,835

City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Road Utility Fee Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	660,800	635,949	652,930	653,000
Charges for Service	259,062	260,085	322,500	324,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	6,338	5,640	8,000	2,500
Transfers	-	-	-	-
Other Revenue	180	30,150	-	-
Total Current Resources	\$ 926,380	\$ 931,824	\$ 983,430	\$ 979,500
Beginning Fund Balance	1,425,392	1,290,224	1,090,000	650,540
Total Resources	\$ 2,351,772	\$ 2,222,048	\$ 2,073,430	\$ 1,630,040

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	679,760	819,122	1,294,985	1,108,380
Transfers	334,191	305,238	328,010	333,465
Capital Outlay	47,579	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	1,290,242	1,097,688	450,435	188,195
Total Requirements	\$ 2,351,772	\$ 2,222,048	\$ 2,073,430	\$ 1,630,040



City of Tualatin Fiscal Year 2013 - 2014 Adopted Budget - Gas Tax Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	1,334,159	1,514,698	1,555,855	1,585,370
Fees & Charges	80	-	500	500
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	1,949	3,530	2,430	2,145
Transfers	92,057	92,571	162,570	145,360
Other Revenue	134,169	24,617	48,890	-
Total Current Resources	\$ 1,562,414	\$ 1,635,416	\$ 1,770,245	\$ 1,733,375
Beginning Fund Balance	176,186	464,238	551,020	653,760
Total Resources	\$ 1,738,600	\$ 2,099,654	\$ 2,321,265	\$ 2,387,135

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	445,001	722,138	921,150	596,640
Transfers	803,650	700,398	781,415	702,940
Capital Outlay	25,711	36,342	515,000	755,000
Debt Service	-	-	-	-
Contingencies & Reserves	464,238	640,776	103,700	332,555
Total Requirements	\$ 1,738,600	\$ 2,099,654	\$ 2,321,265	\$ 2,387,135

City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Core Area Parking District Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	47,037	39,725	50,000	50,000
Fines & Forfeitures	860	2,362	3,000	2,000
Principal	-	-	-	-
Interest	1,199	1,050	1,060	1,000
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 49,096	\$ 43,137	\$ 54,060	\$ 53,000
Beginning Fund Balance	248,691	223,508	211,800	106,790
Total Resources	\$ 297,787	\$ 266,645	\$ 265,860	\$ 159,790

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	14,808	14,703	21,775	22,100
Transfers	59,471	64,027	68,345	24,030
Capital Outlay	-	-	49,435	11,000
Debt Service	-	-	-	-
Contingencies & Reserves	223,508	187,915	126,305	102,660
Total Requirements	\$ 297,787	\$ 266,645	\$ 265,860	\$ 159,790



City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Tualatin Science and Technology Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	258	260	250	250
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 258	\$ 260	\$ 250	\$ 250
Beginning Fund Balance	52,227	51,485	50,725	50,535
Total Resources	\$ 52,485	\$ 51,745	\$ 50,975	\$ 50,785

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,000	1,000	900	300
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	51,485	50,745	50,075	50,485
Total Requirements	\$ 52,485	\$ 51,745	\$ 50,975	\$ 50,785

City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - 911 Emergency Communications Tax Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	131,265	127,548	135,000	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	-	-	-	-
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 131,265	\$ 127,548	\$ 135,000	\$ -
Beginning Fund Balance	-	-	-	-
Total Resources	\$ 131,265	\$ 127,548	\$ 135,000	\$ -

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	131,265	127,548	135,000	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
Total Requirements	\$ 131,265	\$ 127,548	\$ 135,000	\$ -



City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Road Development Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	6,456	622,653	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	3,328	3,348	2,915	5,335
Transfers	-	-	-	-
Other Revenue	461	461	-	-
Total Current Resources	\$ 10,245	\$ 626,462	\$ 2,915	\$ 5,335
Beginning Fund Balance	444,247	430,226	582,855	1,066,740
Total Resources	\$ 454,492	\$ 1,056,688	\$ 585,770	\$ 1,072,075

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	1,462	321	-	-
Capital Outlay	22,804	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	430,226	1,056,367	585,770	1,072,075
Total Requirements	\$ 454,492	\$ 1,056,688	\$ 585,770	\$ 1,072,075

City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Transportation Development Tax Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	794,098	217,430	175,000	175,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	3,892	8,161	5,750	3,700
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 797,990	\$ 225,591	\$ 180,750	\$ 178,700
Beginning Fund Balance	621,910	1,419,899	1,149,705	739,500
Total Resources	\$ 1,419,900	\$ 1,645,490	\$ 1,330,455	\$ 918,200

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	1,419,900	1,645,490	1,330,455	918,200
Total Requirements	\$ 1,419,900	\$ 1,645,490	\$ 1,330,455	\$ 918,200



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Bancroft Bond Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	87,086	87,056	87,040	-
Interest	15,896	10,635	17,000	975
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 102,982	\$ 97,691	\$ 104,040	\$ 975
Beginning Fund Balance	480,443	397,745	323,900	180,575
Total Resources	\$ 583,425	\$ 495,436	\$ 427,940	\$ 181,550

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	300	300	300	300
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	185,380	177,860	230,340	-
Contingencies & Reserves	397,745	317,276	197,300	181,250
Total Requirements	\$ 583,425	\$ 495,436	\$ 427,940	\$ 181,550



City of Tualatin Fiscal Year 2013 - 2014 Adopted Budget - General Obligation Bond Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ 850,851	\$ 958,056	\$ 955,000	\$ 950,000
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	3,254	4,270	1,000	1,000
Transfers	-	-	-	-
Other Revenue	(3,327)	(1,942)	-	-
Total Current Resources	\$ 850,778	\$ 960,384	\$ 956,000	\$ 951,000
Beginning Fund Balance	29,635	88,101	69,510	69,010
Total Resources	\$ 880,413	\$ 1,048,485	\$ 1,025,510	\$ 1,020,010

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	792,313	967,588	963,290	962,870
Contingencies & Reserves	88,100	80,897	62,220	57,140
Total Requirements	\$ 880,413	\$ 1,048,485	\$ 1,025,510	\$ 1,020,010



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Park Development Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	38,523	428,838	353,800	74,250
Fees & Charges	82,448	73,720	376,360	15,570
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	890	727	2,000	500
Transfers	15,000	22,500	-	-
Other Revenue	-	36,196	-	-
Total Current Resources	\$ 136,861	\$ 561,981	\$ 732,160	\$ 90,320
Beginning Fund Balance	150,434	142,623	111,350	780,430
Total Resources	\$ 287,295	\$ 704,604	\$ 843,510	\$ 870,750

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	18,567	(507)	5,300	10,300
Transfers	19,024	16,917	13,690	17,790
Capital Outlay	104,837	537,275	824,520	742,660
Debt Service	-	-	-	-
Contingencies & Reserves	144,867	150,919	-	100,000
Total Requirements	\$ 287,295	\$ 704,604	\$ 843,510	\$ 870,750

City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Infrastructure Reserve Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	12,449	12,317	12,405	-
Transfers	40,270	42,270	14,660	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 52,719	\$ 54,587	\$ 27,065	\$ -
Beginning Fund Balance	2,453,351	2,506,069	2,480,660	2,028,525
Total Resources	\$ 2,506,070	\$ 2,560,656	\$ 2,507,725	\$ 2,028,525

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	250,000	380,000	2,028,525
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	2,506,070	2,310,656	2,127,725	-
Total Requirements	\$ 2,506,070	\$ 2,560,656	\$ 2,507,725	\$ 2,028,525



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Operations Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	12,364	11,020	-	-
Principal	-	-	-	-
Interest	6,396	8,131	5,000	8,000
Transfers	2,271,895	2,350,910	2,213,055	2,335,965
Other Revenue	14,254	43,720	16,870	17,100
Total Current Resources	\$ 2,304,909	\$ 2,413,781	\$ 2,234,925	\$ 2,361,065
Beginning Fund Balance	962,196	1,182,535	1,280,460	1,280,460
Total Resources	\$ 3,267,105	\$ 3,596,316	\$ 3,515,385	\$ 3,641,525

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 1,282,962	\$ 1,333,608	\$ 1,392,750	\$ 1,476,750
Materials and Services	558,484	651,340	720,925	825,920
Transfers	-	-	-	-
Capital Outlay	243,245	215,749	224,140	1,004,855
Debt Service	-	-	-	-
Contingencies & Reserves	1,182,414	1,395,619	1,177,570	334,000
Total Requirements	\$ 3,267,105	\$ 3,596,316	\$ 3,515,385	\$ 3,641,525

City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - TDC Administration Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	1,728	1,548	1,060	1,235
Transfers	470,000	420,000	-	-
Other Revenue	-	511	-	-
Total Current Resources	\$ 471,728	\$ 422,059	\$ 1,060	\$ 1,235
Beginning Fund Balance	334,254	309,052	211,465	246,700
Total Resources	\$ 805,982	\$ 731,111	\$ 212,525	\$ 247,935

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 238,870	\$ 44,128	\$ -	\$ -
Materials and Services	42,382	45,938	63,730	64,225
Transfers	215,678	322,716	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	309,052	318,329	148,795	183,710
Total Requirements	\$ 805,982	\$ 731,111	\$ 212,525	\$ 247,935



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - CURD Projects Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	18,408	12,591	3,885	3,945
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 18,408	\$ 12,591	\$ 3,885	\$ 3,945
Beginning Fund Balance	4,233,184	2,677,517	777,240	868,460
Total Resources	\$ 4,251,592	\$ 2,690,108	\$ 781,125	\$ 872,405

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	18,444	-	-	-
Transfers	236,000	175,000	32,035	61,925
Capital Outlay	1,319,488	1,400,068	300,000	79,300
Debt Service	-	-	-	-
Contingencies & Reserves	2,677,660	1,115,040	449,090	731,180
Total Requirements	\$ 4,251,592	\$ 2,690,108	\$ 781,125	\$ 872,405



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - CURD Bond Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	7,856	-	-	-
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 7,856	\$ -	\$ -	\$ -
Beginning Fund Balance	1,728,918	-	-	-
Total Resources	\$ 1,736,774	\$ -	\$ -	\$ -

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	1,736,774	-	-	-
Total Requirements	\$ 1,736,774	\$ -	\$ -	\$ -



City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Leveton Projects Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	43,237	36,714	23,785	20,275
Transfers	134,169	24,617	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 177,406	\$ 61,331	\$ 23,785	\$ 20,275
Beginning Fund Balance	8,216,430	7,973,676	4,756,730	4,054,600
Total Resources	\$ 8,393,836	\$ 8,035,007	\$ 4,780,515	\$ 4,074,875

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	256,000	245,000	156,410	104,595
Capital Outlay	164,159	2,128,877	1,500,000	50,000
Debt Service	-	-	-	-
Contingencies & Reserves	7,973,677	5,661,130	3,124,105	3,920,280
Total Requirements	\$ 8,393,836	\$ 8,035,007	\$ 4,780,515	\$ 4,074,875



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Leveton Bond Fund

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	5,100	-	-	-
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 5,100	\$ -	\$ -	\$ -
Beginning Fund Balance	1,159,357	-	-	-
Total Resources	\$ 1,164,457	\$ -	\$ -	\$ -

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	1,164,457	-	-	-
Total Requirements	\$ 1,164,457	\$ -	\$ -	\$ -



City of Tualatin

“Dedicated to Quality Service for our Citizens”

Celebrating 100 years



Revenues



Current Revenue by Source

Overview of Property Taxes

Property Tax Summary

Revenue by Fund

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City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Revenues

Summary of Resources by Source

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Property Taxes	\$ 8,348,894	\$ 8,259,442	\$ 8,283,220	\$ 8,528,225
Licenses and Permits	305,786	385,463	420,000	549,500
Franchise Fees	2,091,937	2,205,176	2,175,000	2,124,000
State Shared Revenue	595,914	641,681	603,110	703,100
Intergovernmental Revenue	3,124,518	3,726,008	3,875,858	3,597,425
Fees & Charges	2,392,311	3,201,231	2,277,790	1,829,340
Charges for Service	13,788,725	13,754,591	14,995,480	14,517,555
Fines & Forfeitures	651,462	1,382,916	1,304,000	1,304,000
Principal	87,086	87,056	87,040	-
Interest	176,706	196,607	147,980	153,610
Transfers	6,178,243	6,200,327	6,303,965	8,520,405
Other Revenue	411,305	241,717	229,730	171,750
Total Current Resources	\$ 38,152,887	\$ 40,282,215	\$ 40,703,173	\$ 41,998,910
Beginning Fund Balance	23,278,206	26,047,000	25,831,265	27,830,710
Total Resources	\$ 61,431,093	\$ 66,329,215	\$ 66,534,438	\$ 69,829,620



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 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.



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

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.

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 is it 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

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.

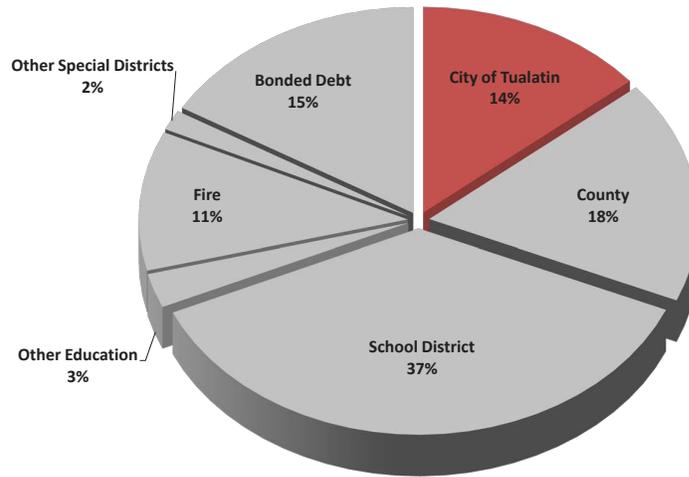
Summary

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.

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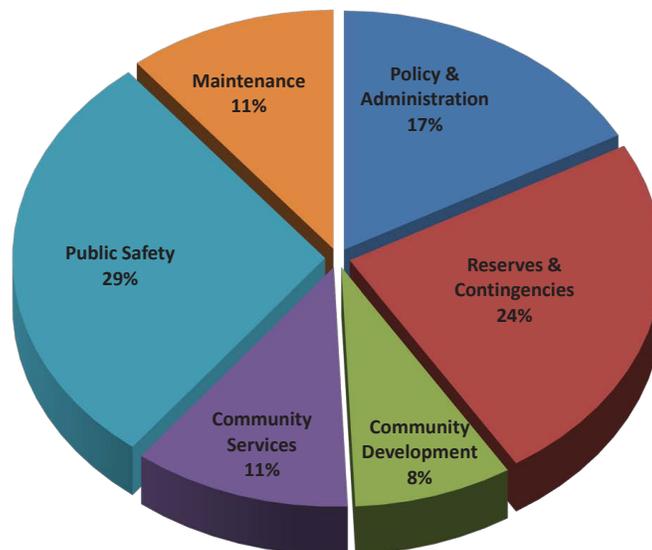


Tax Dollars at Work



Annual property taxes are based upon the assessed value, as opposed to the market value, of your property. The average Tualatin resident pays \$16.41 per \$1,000 of assessed value. Therefore, a homeowner with an assessed value of \$200,000 pays property tax of \$3,282 annually. Of this amount, the City of Tualatin receives approximately 14%, or \$460. 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.



Revenue by Funds and Departments

Policy & Administration
General Fund

Community Development
General Fund
Building

Community Services
General Fund
Park Development
Tualatin Scholarship

Public Safety
General Fund
9-1-1 Emergency Communications Tax

Public Works
Core Area Parking District
Infrastructure Reserve
Local Improvement District
Operations
Water
 - Water Operating
 - Water Development
Sewer
 - Sewer Operating
 - Sewer Development
Storm Drain
 - Storm Drain Operating
 - Storm Drain Development
Streets
 - Road Utility Fee
 - Road Gas Tax
 - Road Development
 - Transportation Development Tax

General Obligation Bond

Bancroft Bond

Enterprise Bond



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	4,544,100	5,563,626	5,337,590	6,000,000	6,163,100
Beginning Fund Balance	4,544,100	5,563,626	5,337,590	6,000,000	6,163,100
Current Year	7,071,406	7,166,131	7,218,220	7,468,225	7,468,225
Prior Year	200,274	134,234	110,000	110,000	110,000
Payments in Lieu of	6	1,022	-	-	-
Redistribution from UR	226,357	-	-	-	-
Property Taxes	7,498,043	7,301,386	7,328,220	7,578,225	7,578,225
Franchise Fees	2,091,937	2,159,168	2,175,000	2,124,000	2,124,000
Special Franchise Payment	-	46,008	-	-	-
Franchise Fees	2,091,937	2,205,176	2,175,000	2,124,000	2,124,000
OLCC Per Capita	305,321	332,963	312,350	374,300	374,300
Cigarette Taxes	39,804	38,104	35,960	34,500	34,500
OLCC Formula Shared Rev	250,789	270,615	254,800	294,300	294,300
State Shared Revenue	595,914	641,681	603,110	703,100	703,100
Motel Tax	178,824	183,534	150,000	180,000	180,000
Library Revenue-Wash Co	1,249,437	1,280,673	1,312,690	1,342,890	1,342,890
Library Revenue-Clack Co	-	141,332	74,020	76,890	76,890
PCN Operations Grant	65,310	-	52,553	-	-
Metro Con Excise Tx Grant	60,184	13,575	251,750	217,600	277,600
DUII Grant	1,300	1,300	1,400	1,400	1,400
Other Grant Revenue	49,501	3,850	6,200	10,350	10,350
Seat Belt Grant	6,890	2,330	6,000	6,000	6,000
Tualatin School Dist	118,265	141,894	31,365	32,025	32,025
Misc Grants	13,814	11,501	48,675	9,650	9,650
Other Grant Revenue	8,310	2,484	31,550	1,000	1,000
Intergovernmental Revenue	1,751,836	1,782,472	1,966,203	1,877,805	1,937,805
Architectural Review	10,070	19,714	20,000	20,000	20,000
Signs	17,972	13,543	15,000	15,000	15,000
Other Land Use Appl Fees	11,046	79,939	22,000	22,000	22,000
Public Works Permit Fees	13,842	8,835	15,000	15,000	15,000
Water Quality Permit Fees	2,996	404	2,000	2,000	2,000
Business License Fee	121,160	118,265	120,000	125,000	125,000

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Rental License	28,614	39,372	30,000	30,000	30,000
Lien Search Fees	10,382	10,130	10,000	10,000	10,000
Maps, Codebooks, Copies	509	186	300	500	500
Passport Execution Fee	39,099	36,982	35,000	35,000	35,000
Passport Execution Fee	7,813	10,047	-	-	-
Alarm Fees	20,289	28,967	20,000	22,500	22,500
Liquor License Fee	3,350	3,300	3,000	3,300	3,300
Police Reports & Photos	3,435	3,180	3,000	3,000	3,000
Vehicle Impound Fee	16,628	26,200	17,000	20,000	20,000
Picnic Shelter Fees	8,540	7,405	8,700	9,140	9,140
Ball Field Fees	17,145	18,055	15,000	16,000	16,000
Alcohol Permit Fees	2,250	2,525	3,000	3,150	3,150
Juanita Pohl Ctr Use Fees	13,235	8,248	16,000	16,000	16,000
Brown's Ferry Comm Ctr	515	440	1,000	130	130
Heritage Center	5,610	465	5,500	6,000	6,000
Concession Fee	2,915	3,336	1,500	1,500	1,500
Grant / GREAT Program	8,980	7,925	8,000	8,000	8,000
Recreation User Fees	28,772	30,430	86,500	89,900	89,900
Recreation Program Fees	15,973	25,100	-	-	-
Street Tree Fees	-	6,430	5,000	10,000	10,000
Library Program User Fees	2,235	3,082	3,000	3,000	3,000
Community Room Rental	330	120	300	500	500
Library Fines,Cards,Books	65,649	65,460	62,000	70,500	70,500
Fees & Charges	515,035	608,589	557,800	587,120	587,120
Fleet Services	1,156	2,821	2,500	4,000	4,000
Durham Police	87,521	110,000	113,300	116,700	116,700
Police Services	117,851	124,932	145,000	120,000	120,000
Charges for Service	206,529	237,754	260,800	240,700	240,700
Municipal Court Fines	581,778	1,331,425	1,300,000	1,300,000	1,300,000
Other Court Fines	36,741	37,459	-	-	-
Other Restitution	19,719	650	1,000	2,000	2,000
Fines & Forfeitures	638,238	1,369,534	1,301,000	1,302,000	1,302,000
Interest on Investments	26,945	37,050	30,000	35,000	35,000
Washington County	21,512	23,833	15,000	15,000	15,000



Revenue

*general fund
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Clackamas County	2,816	2,939	2,000	2,000	2,000
Interest	51,273	63,823	47,000	52,000	52,000
Transfers - Building	177,800	94,674	205,045	260,260	260,260
Transfers - Water	713,583	660,000	724,170	848,580	848,580
Transfers - Sewer	615,646	645,706	717,210	806,990	806,990
Transfers - Storm Drain	407,947	441,765	419,050	424,810	424,810
Transfers - Road Utility	152,479	129,762	149,185	160,980	160,980
Transfers - Road Gas Tax	379,640	407,345	454,930	467,980	467,980
Transfers - Core Area Pkg	59,471	64,027	68,345	24,030	24,030
Transfers - Water Devel	18,499	1,564	5,295	17,600	17,600
Transfers - Sewer Devel	3,370	2,748	4,570	16,080	16,080
Transfers - Road Devel	1,462	321	-	-	-
Transfers - Storm Drn Dev	1,170	-	-	-	-
Transfers - Park Devel	19,024	16,917	13,690	17,790	17,790
Transfers - Urban Redevel	237,678	322,716	-	-	-
Reimburse - CURD Projects	-	-	32,035	61,925	61,925
Reimburse - Leveton Proj	-	-	156,410	104,595	104,595
Transfers - Library Imprv	15,346	-	-	-	-
Transfers & Reimbursements	2,803,115	2,787,545	2,949,935	3,211,620	3,211,620
Rental	24,521	9,262	4,500	4,500	4,500
Other Space Rental	12,416	10,645	11,870	12,100	12,100
T-Mobile	14,532	12,720	14,325	14,525	14,525
Other Library Donations	11,094	16,315	26,000	16,000	26,000
Other Police	-	(95)	-	-	-
Concerts on the Commons	7,746	11,000	10,000	10,200	10,200
Library Sponsored Prgms	625	-	1,000	-	-
Donations Assorted	1,549	5,449	13,000	4,000	4,000
Insurance Proceeds	97,506	9,170	22,950	24,500	24,500
Other Misc Income	74,652	17,033	40,000	20,000	40,000
Employee Store	-	28	-	-	-
Cash Over / Short	-	(20)	-	-	-
Metro Area Mayors Forum	-	-	2,200	1,600	1,600

Revenue

*general fund
revenue*



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Proceeds/Capital Lease	4,558	-	-	-	-
Other Revenue	249,199	91,506	145,845	107,425	137,425
Total Revenue	<u>\$ 20,945,217</u>	<u>\$ 22,653,092</u>	<u>\$ 22,672,503</u>	<u>\$ 23,783,995</u>	<u>\$ 24,037,095</u>



Revenue

*building
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	1,456,581	1,457,428	1,033,585	1,192,075	1,192,075
Beginning Fund Balance	1,456,581	1,457,428	1,033,585	1,192,075	1,192,075
Structural	150,234	189,789	262,500	350,000	350,000
Plumbing	38,190	54,580	47,250	65,000	65,000
Erosion Control	14,000	15,500	26,250	10,000	10,000
Mechanical	95,130	117,994	73,500	120,000	120,000
Mobile Homes	182	182	-	-	-
Signs, Excation, Demolitn	8,050	7,419	10,500	4,500	4,500
Building Permits	305,786	385,463	420,000	549,500	549,500
Structural	176,322	126,978	155,400	125,000	125,000
Plumbing	6,315	8,669	12,600	13,000	13,000
Erosion Control	4,810	7,140	6,300	4,500	4,500
Mechanical	73,769	103,582	50,000	110,000	110,000
Fire & Safety	76,412	40,683	60,000	50,000	50,000
Miscellaneous	4,600	3,950	5,250	2,000	2,000
Admin Fees-Metro	2,346	1,885	1,000	2,000	2,000
Admin Fees-School Dist	907	1,436	1,000	3,000	3,000
Fees & Charges	345,482	294,323	291,550	309,500	309,500
Maps, Codebooks, Copies	1,421	642	100	100	100
Maps, Codebooks, Copies	1,421	642	100	100	100
Interest on Investments	8,588	8,582	3,945	5,000	5,000
Interest	8,588	8,582	3,945	5,000	5,000
Transfers - Water	6,900	6,900	7,110	7,110	7,110
Transfers - Sewer	4,050	4,050	4,175	4,175	4,175
Transfers - Storm Drain	4,050	4,050	4,175	4,175	4,175
Transfers & Reimbursements	15,000	15,000	15,460	15,460	15,460
Other Misc Income	737	2,465	-	200	200
Other Revenue	737	2,465	-	200	200
Total Revenue	\$ 2,133,594	\$ 2,163,903	\$ 1,764,640	\$ 2,071,835	\$ 2,071,835



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	150,434	142,623	111,350	780,430	780,430
Beginning Fund Balance	150,434	142,623	111,350	780,430	780,430
Greenspaces	-	-	353,800	74,250	74,250
CDBG Grant	38,523	428,838	-	-	-
Intergovernmental Revenue	38,523	428,838	353,800	74,250	74,250
Parks SDC's	82,448	73,720	376,360	15,570	15,570
Fees & Charges	82,448	73,720	376,360	15,570	15,570
Interest on Investments	890	727	2,000	500	500
Interest	890	727	2,000	500	500
Reimburse - General Fund	15,000	22,500	-	-	-
Transfers & Reimbursements	15,000	22,500	-	-	-
Other Misc Income	-	36,196	-	-	-
Other Revenue	-	36,196	-	-	-
Total Revenue	\$ 287,295	\$ 704,604	\$ 843,510	\$ 870,750	\$ 870,750



Revenue

*community services - tualatin scholarship
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	52,227	51,485	50,725	50,535	50,535
Beginning Fund Balance	52,227	51,485	50,725	50,535	50,535
Interest on Investments	258	260	250	250	250
Interest	258	260	250	250	250
Total Revenue	\$ 52,485	\$ 51,745	\$ 50,975	\$ 50,785	\$ 50,785



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
911 Emergency Comm Tax	131,265	127,548	135,000	-	-
Fees & Charges	131,265	127,548	135,000	-	-
Total Revenue	\$ 131,265	\$ 127,548	\$ 135,000	-	-



Revenue

*core area parking district
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	248,691	223,508	166,300	61,290	61,290
Reserve for Lot Construct	-	-	45,500	45,500	45,500
Beginning Fund Balance	248,691	223,508	211,800	106,790	106,790
Core Area Parking-Current	47,037	39,725	50,000	50,000	50,000
Charges for Service	47,037	39,725	50,000	50,000	50,000
Municipal Court Fines	860	2,362	3,000	2,000	2,000
Fines & Forfeitures	860	2,362	3,000	2,000	2,000
Interest on Investments	1,199	1,050	1,060	1,000	1,000
Interest	1,199	1,050	1,060	1,000	1,000
Total Revenue	\$ 297,786	\$ 266,645	\$ 265,860	\$ 159,790	\$ 159,790



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	2,453,351	2,506,069	-	-	-
Beg Bal - Sewer	-	-	2,279,730	1,975,735	1,975,735
Beg Bal - Road Gas Tax	-	-	112,225	52,790	52,790
Beg Bal - Storm Drain SDC	-	-	88,705	-	-
Beginning Fund Balance	2,453,351	2,506,069	2,480,660	2,028,525	2,028,525
Sewer	4,046	4,003	11,400	-	-
Road Gas Tax	162	160	560	-	-
Storm Drain SDC	8,241	8,154	445	-	-
Interest	12,449	12,317	12,405	-	-
Transfers - General Fund	27,270	27,270	-	-	-
Transfers - Road Gas Tax	13,000	15,000	14,660	-	-
Transfers & Reimbursements	40,270	42,270	14,660	-	-
Total Revenue	\$ 2,506,069	\$ 2,560,657	\$ 2,507,725	\$ 2,028,525	\$ 2,028,525



Revenue

*local improvement district
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	464,626	466,961	469,860	473,840	473,840
Beginning Fund Balance	464,626	466,961	469,860	473,840	473,840
Interest on Investments	2,337	2,407	2,350	2,370	2,370
Interest	2,337	2,407	2,350	2,370	2,370
Total Revenue	\$ 466,963	\$ 469,368	\$ 472,210	\$ 476,210	\$ 476,210



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	962,196	1,182,535	1,280,460	1,280,460	1,280,460
Beginning Fund Balance	962,196	1,182,535	1,280,460	1,280,460	1,280,460
Other Restitution	12,364	11,020	-	-	-
Fines & Forfeitures	12,364	11,020	-	-	-
Interest on Investments	6,396	8,131	5,000	8,000	8,000
Interest	6,396	8,131	5,000	8,000	8,000
Transfers - Water	1,023,500	1,110,232	1,017,430	1,169,600	1,169,600
Transfers - Sewer	342,259	341,073	318,245	330,330	330,330
Transfers - Storm Drain	539,640	563,264	528,190	521,160	521,160
Transfers - Road Utility	89,655	82,905	86,255	79,915	79,915
Transfers - Road Gas Tax	276,841	253,436	262,935	234,960	234,960
Transfers & Reimbursements	2,271,895	2,350,910	2,213,055	2,335,965	2,335,965
Other Space Rental	12,416	10,645	11,870	12,100	12,100
Other Revenue	12,416	10,645	11,870	12,100	12,100
Other Misc Income	1,838	31,183	5,000	5,000	5,000
Cash Over / Short	-	1,891	-	-	-
Sales of Bonds/Other Financing	1,838	33,075	5,000	5,000	5,000
Total Revenue	\$ 3,267,106	\$ 3,596,316	\$ 3,515,385	\$ 3,641,525	\$ 3,641,525



Revenue

*public works - water operating
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	3,718,580	4,110,890	5,318,590	5,506,535	5,506,535
Beginning Fund Balance	3,718,580	4,110,890	5,318,590	5,506,535	5,506,535
Reimb Project Admin Costs	580	-	150	150	150
Sherwood Water	286,016	473,264	63,500	63,500	63,500
Fees & Charges	286,596	473,264	63,650	63,650	63,650
Water Service Charge	265,497	266,681	273,360	273,360	273,360
Usage Charge	3,960,750	3,957,647	4,777,085	4,058,455	4,058,455
Fire Service	131,147	134,731	129,500	129,500	129,500
Bulk Water Fees	1,105	595	2,000	1,000	1,000
Installation	3,748	5,791	2,000	2,000	2,000
Reconnect Fee	31,845	26,312	20,000	20,000	20,000
Facility/Capacity Charges	440,435	442,257	440,000	440,000	440,000
Charges for Service	4,834,527	4,834,014	5,643,945	4,924,315	4,924,315
Interest on Investments	19,845	22,267	2,630	27,535	27,535
Carry Chrg - Late Pmts	9,034	9,289	7,000	8,000	8,000
Interest	28,879	31,556	9,630	35,535	35,535
T-Mobile	14,532	12,720	14,325	14,525	14,525
Other Misc Income	-	0	1,000	500	500
Bulk Water Revenue	1,100	1,800	2,300	1,500	1,500
Other Revenue	15,632	14,520	17,625	16,525	16,525
Total Revenue	\$ 8,884,215	\$ 9,464,243	\$ 11,053,440	\$ 10,546,560	\$ 10,546,560



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	327,561	533,831	593,825	560,360	560,360
Beginning Fund Balance	327,561	533,831	593,825	560,360	560,360
System Development Chgs	120,219	213,954	100,000	100,000	100,000
Charges for Service	120,219	213,954	100,000	100,000	100,000
Interest on Investments	1,723	3,174	1,970	2,250	2,250
Interest	1,723	3,174	1,970	2,250	2,250
Transfers - Water Oper	400,000	100,000	100,000	300,000	300,000
Transfers & Reimbursements	400,000	100,000	100,000	300,000	300,000
Total Revenue	\$ 849,502	\$ 850,958	\$ 795,795	\$ 962,610	\$ 962,610



Revenue

*public works - sewer operating
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	1,097,176	1,034,138	525,440	663,140	663,140
Beginning Fund Balance	1,097,176	1,034,138	525,440	663,140	663,140
Reimb Project Admin Costs	1,580	1,280	-	-	-
Fees & Charges	1,580	1,280	-	-	-
User Charges-CWS & COT	(1,983)	-	-	-	-
User Charges-Lake Oswego	(161)	-	-	-	-
Surcharge-COT	(5)	-	-	-	-
User Chg-CWS Base	3,238,920	3,407,008	3,611,665	3,719,875	3,719,875
User Chg-CWS Usage	1,334,109	1,362,767	1,503,930	1,548,160	1,548,160
User Chg-COT Base	730,449	770,145	827,550	868,900	868,900
User Chg-COT Usage	301,583	311,068	347,175	364,590	364,590
User Chg-LO CWS Base	126,638	133,413	131,835	135,790	135,790
User Chg-LO CWS Usage	64,354	68,081	68,640	70,700	70,700
User Chg-LO COT Base	28,564	30,165	30,760	32,300	32,300
User Chg-LO COT Usage	14,574	15,568	15,985	16,785	16,785
User Chg-Tigard CWS Base	4,052	4,245	4,320	4,450	4,450
User Chg-Tigard CWS Usage	4,397	3,904	4,925	5,070	5,070
User Chg-Tigard COT Base	914	960	1,010	1,060	1,060
User Chg-Tigard COT Usage	994	891	1,150	1,210	1,210
Sewer Inspection	665	830	450	450	450
Industrial Discharge	65,748	66,423	90,000	60,000	60,000
Charges for Service	5,913,812	6,175,468	6,639,395	6,829,340	6,829,340
Interest on Investments	4,519	5,022	2,250	3,040	3,040
Interest	4,519	5,022	2,250	3,040	3,040
Transfers - Infrastr Res	-	250,000	310,000	1,975,735	1,975,735
Transfers & Reimbursements	-	250,000	310,000	1,975,735	1,975,735
Other Misc Income	-	-	500	500	500
Other Revenue	-	-	500	500	500
Total Revenue	\$ 7,017,087	\$ 7,465,908	\$ 7,477,585	\$ 9,471,755	\$ 9,471,755



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	3,647,419	3,636,891	3,602,800	4,414,520	4,414,520
Beginning Fund Balance	3,647,419	3,636,891	3,602,800	4,414,520	4,414,520
System Development Charge	362,324	363,905	200,000	200,000	200,000
Non CWS System Dev Chrg	245	-	-	-	-
Fees & Charges	362,569	363,905	200,000	200,000	200,000
Interest on Investments	18,835	18,993	18,015	21,975	21,975
Interest	18,835	18,993	18,015	21,975	21,975
Total Revenue	\$ 4,028,823	\$ 4,019,788	\$ 3,820,815	\$ 4,636,495	\$ 4,636,495



Revenue

*public works - storm drain operating
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	344,133	405,519	385,170	360,415	360,415
Beginning Fund Balance	344,133	405,519	385,170	360,415	360,415
User Charges-CWS & COT	(347)	-	-	-	-
User Charges-Lake Oswego	(414)	-	-	-	-
Surcharge-COT	(13)	-	-	-	-
User Chg-CWS Regional	363,828	409,684	446,690	483,915	483,915
User Chg-COT Local	1,192,161	1,282,195	1,302,840	1,333,860	1,333,860
User Chg-Lake Oswego CWS	10,088	11,102	12,250	13,270	13,270
User Chg-Lake Oswego COT	33,911	34,697	35,735	36,585	36,585
User Chg-Tigard CWS	2,122	2,208	1,590	1,725	1,725
User Chg-Tigard COT	5,284	5,795	4,635	4,745	4,745
Charges for Service	1,606,620	1,745,680	1,803,740	1,874,100	1,874,100
Interest on Investments	1,462	1,650	1,900	1,800	1,800
Interest	1,462	1,650	1,900	1,800	1,800
Other Misc Income	-	24	-	-	-
Other Revenue	-	24	-	-	-
Total Revenue	\$ 1,952,215	\$ 2,152,873	\$ 2,190,810	\$ 2,236,315	\$ 2,236,315



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	197,175	202,448	222,020	447,175	447,175
Beginning Fund Balance	197,175	202,448	222,020	447,175	447,175
Storm Water Quality Fees	450	450	-	-	-
Storm Water Quantity Fees	4,950	29,389	-	-	-
Charges for Service	5,400	29,839	-	-	-
Interest on Investments	1,043	1,096	1,110	2,235	2,235
Interest	1,043	1,096	1,110	2,235	2,235
Total Revenue	\$ 203,618	\$ 233,384	\$ 223,130	\$ 449,410	\$ 449,410



Revenue

*public works - road utility fee
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	1,425,392	1,290,224	1,090,000	650,540	650,540
Beginning Fund Balance	1,425,392	1,290,224	1,090,000	650,540	650,540
Road Utility Fees	655,685	630,276	648,000	648,000	648,000
Tigard Rd Utility Fees	5,115	5,674	4,930	5,000	5,000
Fees & Charges	660,800	635,949	652,930	653,000	653,000
Sidewalk/Tree Program	259,062	260,085	322,500	324,000	324,000
Charges for Service	259,062	260,085	322,500	324,000	324,000
Interest on Investments	6,338	5,640	8,000	2,500	2,500
Interest	6,338	5,640	8,000	2,500	2,500
Other Misc Income	180	30,150	-	-	-
Other Revenue	180	30,150	-	-	-
Total Revenue	\$ 2,351,772	\$ 2,222,048	\$ 2,073,430	\$ 1,630,040	\$ 1,630,040



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	176,186	464,238	551,020	483,760	653,760
Beginning Fund Balance	176,186	464,238	551,020	483,760	653,760
State Gas Tax	1,245,323	1,420,131	1,465,855	1,495,370	1,495,370
Washington County Gas Tax	88,836	94,567	90,000	90,000	90,000
Intergovernmental Revenue	1,334,159	1,514,698	1,555,855	1,585,370	1,585,370
Reimb Project Admin Costs	80	-	-	-	-
Developers Street Signs	-	-	500	500	500
Fees & Charges	80	-	500	500	500
Interest on Investments	1,949	3,530	2,430	2,145	2,145
Interest	1,949	3,530	2,430	2,145	2,145
Transfers - Road Utility	92,057	92,571	92,570	92,570	92,570
Transfers - Infrastr Res	-	-	70,000	52,790	52,790
Transfers & Reimbursements	92,057	92,571	162,570	145,360	145,360
Other Misc Income	134,169	24,617	48,890	-	-
Other Revenue	134,169	24,617	48,890	-	-
Total Revenue	\$ 1,738,600	\$ 2,099,654	\$ 2,321,265	\$ 2,217,135	\$ 2,387,135



Revenue

*public works - road development
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	444,247	430,226	582,855	1,066,740	1,066,740
Beginning Fund Balance	444,247	430,226	582,855	1,066,740	1,066,740
Washington County	6,456	622,653	-	-	-
Fees & Charges	6,456	622,653	-	-	-
Interest on Investments	3,328	3,348	2,915	5,335	5,335
Interest	3,328	3,348	2,915	5,335	5,335
Other Misc Income	461	461	-	-	-
Other Revenue	461	461	-	-	-
Total Revenue	\$ 454,492	\$ 1,056,688	\$ 585,770	\$ 1,072,075	\$ 1,072,075

Revenue*public works - transportation development tax
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	621,910	1,419,899	1,149,705	739,500	739,500
Beginning Fund Balance	621,910	1,419,899	1,149,705	739,500	739,500
Washington County	783,644	217,430	175,000	175,000	175,000
Clackamas County	10,454	-	-	-	-
Charges for Service	794,098	217,430	175,000	175,000	175,000
Interest on Investments	3,892	8,161	5,750	3,700	3,700
Interest	3,892	8,161	5,750	3,700	3,700
Total Revenue	\$ 1,419,899	\$ 1,645,491	\$ 1,330,455	\$ 918,200	\$ 918,200



Revenue

*General Obligation Bond
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	29,635	88,101	69,510	69,010	69,010
Beginning Fund Balance	29,635	88,101	69,510	69,010	69,010
Current Year	827,417	940,308	940,000	940,000	940,000
Prior Year	23,434	17,614	15,000	10,000	10,000
Payments in Lieu of	1	134	-	-	-
Property Taxes	850,851	958,056	955,000	950,000	950,000
Interest on Investments	407	757	1,000	1,000	1,000
Washington County	2,517	3,127	-	-	-
Clackamas County	330	386	-	-	-
Interest	3,254	4,270	1,000	1,000	1,000
Other Misc Income	(3,327)	(1,942)	-	-	-
Other Revenue	(3,327)	(1,942)	-	-	-
Total Revenue	\$ 880,413	\$ 1,048,484	\$ 1,025,510	\$ 1,020,010	\$ 1,020,010



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	480,443	397,745	323,900	180,575	180,575
Beginning Fund Balance	480,443	397,745	323,900	180,575	180,575
LID 3	50	-	-	-	-
LID 27-81	-	20	-	-	-
LID 43-90-ST	87,036	87,036	87,040	-	-
Principal	87,086	87,056	87,040	-	-
LID 43-90-ST	13,477	8,587	15,000	-	-
Interest on Investments	2,419	2,049	2,000	975	975
Interest	15,896	10,635	17,000	975	975
Total Revenue	\$ 583,425	\$ 495,436	\$ 427,940	\$ 181,550	\$ 181,550



Revenue

*enterprise bond fund
revenue*

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	436,143	438,615	440,400	442,685	442,685
Beginning Fund Balance	436,143	438,615	440,400	442,685	442,685
Interest on Investments	2,198	2,235	2,000	2,000	2,000
Interest	2,198	2,235	2,000	2,000	2,000
Transfers - Water Oper	540,906	539,531	538,285	536,265	536,265
Transfers & Reimbursements	540,906	539,531	538,285	536,265	536,265
Total Revenue	\$ 979,247	\$ 980,382	\$ 980,685	\$ 980,950	\$ 980,950

Expenditures



Policy & Administration

- City Council
- Administration
- Finance
- Information Services
- Legal
- Municipal Court
- Non-Departmental



Community Development

- Building
- Engineering
- Planning

Community Services

- Administration & Recreation
- Library
- Park Development Fund
- Tualatin Scholarship Fund



Public Safety

- Police
- 9-1-1 Emergency

Public Works

- Core Area Parking District Fund
- Infrastructure Reserve Fund
- Local Improvement District Fund
- Maintenance Services
- Operations Administration and Non-Departmental
- Utilities



Policy & Administration

City Council

Administration

Finance

Information Services

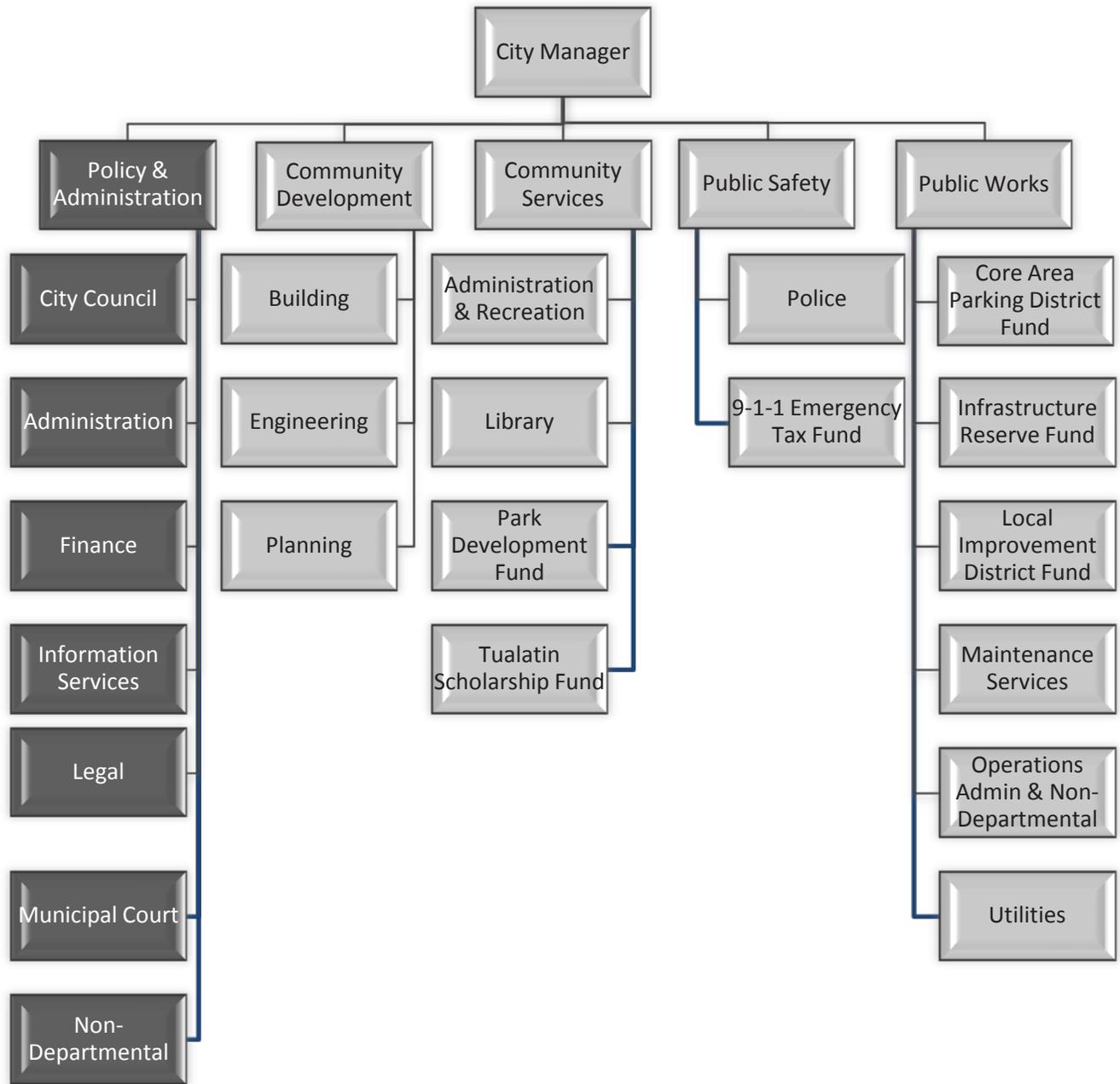
Legal

Municipal Court

Non-Departmental



**Sherilyn Lombos,
City Manager**





City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Policy and Administration

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 2,017,323	\$ 2,350,310	\$ 2,667,925	\$ 2,903,150
Materials and Services	941,586	1,034,866	1,097,970	1,170,185
Transfers	42,270	49,770	-	-
Capital Outlay	141,684	45,536	127,553	39,145
Debt Service	-	-	-	-
Contingencies & Reserves	5,586,851	6,468,581	5,166,350	5,704,270
Total Requirements	\$ 8,729,714	\$ 9,949,063	\$ 9,059,798	\$ 9,816,750



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/>

Summary	
City Manager	Sherilyn Lombos
Volunteers (Mayor & Council)	7
Expenditures	\$143,030
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 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Employee Benefits	15,997	6,881	1,080	7,300	7,300
FICA	1,140	510	445	475	475
WC Insurance & Tax	-	4	-	-	-
Insurance	27,601	39,776	50,945	43,625	43,625
Council Technology	-	868	-	-	-
Salaries & Benefits	44,737	48,037	52,470	51,400	51,400
Office Supplies	915	349	500	500	500
Printing & Postage	209	1,002	200	250	250
Recording Fees	161	163	500	500	500
Computer Equip & Software	-	6,016	3,500	700	700
Personal Computer/Laptop	8,342	981	-	-	-
Council Discounts	1,340	1,440	1,680	1,680	1,680
Audit	-	-	-	-	-
Consultants	17,049	12,180	72,000	52,000	78,000
Conferences & Meetings	2,540	1,497	2,200	-	-
Conf & Meetings - Mayor	18,421	17,123	20,000	-	20,000
Conf & Meetings - Council	5,759	3,262	10,000	30,000	10,000
Publication,Rpt,Ref Matl	59	-	-	-	-
Administrative Expense	9,631	4,855	6,000	6,000	6,000
Advertising-Legis/Judcial	-	626	-	-	-
R & M - Equipment	399	59	-	-	-
Materials & Services	64,826	49,553	116,580	91,630	117,630
Total Expenditures	\$ 109,563	\$ 97,590	\$ 169,050	\$ 143,030	\$ 169,030



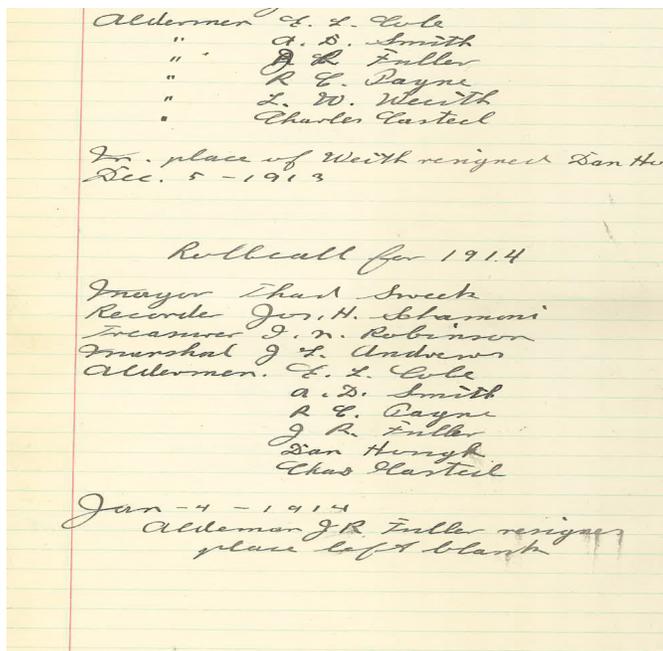
Administration

The Administration Department is composed of two divisions: the City Manager’s Office and Human Resources. The City Manager’s Office handles the general administration of the City and executes the policies and objectives of the City Council and Tualatin Development Commission. The City Manager oversees the day-to-day operations of the City by coordinating all City department activities and functions. This office is also responsible for the following: 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. This office oversees all communications and marketing activities.

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

Summary	
Department Manager	Sherilyn Lombos
FTE’s	7.25
Expenditures	\$ 898,970
Funding Source	General Fund

to City 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 of FY 2012/2013

- Fully implemented the Citizen Involvement Organization Program to improve citizen participation in the community.
- Implemented the City’s new website www.tualatinoregon.gov to improve City Communications and access to City services.
- Supported the efforts of the Transportation System Plan Update through conducting comprehensive public involvement activities and engaging all stakeholders in the update of the plan.
- Provided support for the 2012 City Council elections.
- Negotiated a successive bargaining agreement with the Tualatin Police Officers Association.
- Reviewed and updated the Personnel Rules to ensure compliance with state and federal employment law, and City policy and practices.
- 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.

Goals for FY 2013/2014

- Complete the update of the Tualatin Tomorrow Vision Plan.
- Continue to support the developing Citizen Involvement Organization Program, and work to engage the public on all issues impacting the community.
- Establish an interdepartmental economic development team and develop strong and unified communication efforts which attract businesses.
- Enhance the City’s wellness program including identifying community partnerships to support a healthy community.
- Initiate and coordinate the refinement of the organization’s mission, vision and values.
- Continue to design volunteer opportunities to encourage families, minority and multi-generational participants to serve together to build their community and family relationships.



“Volunteers are the Icing on the Cake” 2013 Appreciation dinner



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	461,428	494,668	517,790	522,125	522,125
Part Time	43,871	44,878	48,545	71,140	71,140
Temporary	6,340	12,935	6,500	10,220	10,220
Overtime	7,258	4,110	4,000	2,775	2,775
Employee Benefits	39	482	-	-	-
FICA	38,097	40,473	40,360	42,375	42,375
WC Insurance & Tax	1,509	1,695	1,090	1,090	1,090
Pension	59,867	82,814	82,570	110,850	110,850
Insurance	81,732	76,426	80,100	98,375	98,375
Job Injury Time	694	-	-	-	-
Bereavement Leave	1,045	1,329	-	-	-
Sick Leave Conversion	606	1,300	-	-	-
Vacation Buy Back	6,098	18,576	-	-	-
Comp Time Sell Back	-	76	-	-	-
Salaries & Benefits	708,583	779,761	780,955	858,950	858,950
Office Supplies	2,552	2,759	2,100	2,100	2,100
Printing & Postage	497	410	1,300	1,000	1,000
Medical & Other Testing	1,306	1,269	1,000	500	500
Safety/Risk Mgmt Program	14,275	8,621	-	-	-
Cell Phones	685	419	1,020	1,080	1,080
Office Equip & Furniture	-	509	200	300	300
Computer Equip & Software	2,016	5,957	5,700	2,200	2,200
Personal Computer/Laptop	1,501	3,544	2,400	-	-
Legal	851	9,502	2,000	5,000	5,000
Conferences & Meetings	7,700	8,698	10,450	11,625	11,625
Membership Dues	1,558	2,815	3,515	3,490	3,490
Publication,Rpt,Ref Matl	567	472	500	475	475
Staff Training	2,541	551	1,175	2,000	2,000
Staff/Dept Recognition	-	(65)	200	200	200
Administrative Expense	1,659	2,651	2,450	2,450	2,450
Advertising-Recruitment	16,701	639	-	-	-
Equipment Rental	9,739	6,817	4,300	4,300	4,300
R & M - Equipment	2,130	796	2,000	3,300	3,300
Materials & Services	66,278	56,362	40,310	40,020	40,020
Total Expenditures	\$ 774,860	\$ 836,124	\$ 821,265	\$ 898,970	\$ 898,970



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 serving 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, in conjunction with the City Manager and other departments, 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.

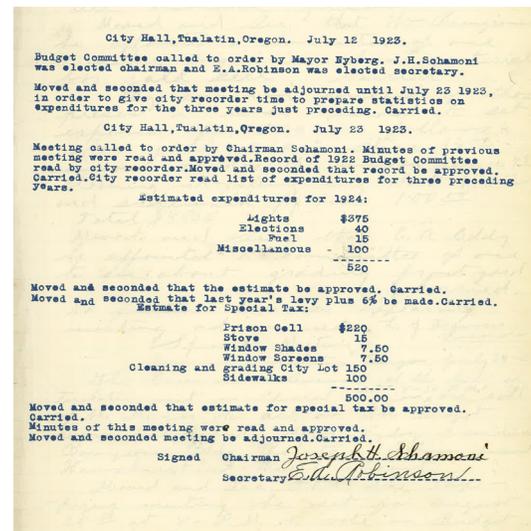
Summary	
Department Manager	Don Hudson
FTE's	9
Expenditures	\$ 913,310
Funding Source	General Fund

Highlights of FY 2012/2013

- 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 21st consecutive year.
- Successfully implemented the Online Utility Billing website allowing electronic management of citizen's utility accounts.
- Continued the analysis of organization wide financial software packages.
- Expanded cash disbursement methods to include electronic payments for select vendors.
- Restructured the business license fee process, increasing overall collections and reducing delinquencies.

Goals for FY 2013/2014

- Continue to review finance related policies, procedures and processes, looking for ways to improve, update and maintain generally accepted accounting practices.
- Create and 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.
- Continue analysis of organization wide software systems and select new financial reporting software for implementation during FY13-14.
- Continue to improve the Adopted Budget Document to increase ease of reading and understanding and apply to the GFOA Distinguished Budget Presentation Award Program.





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	520,798	538,114	563,045	581,960	581,960
Temporary	3,458	1,446	-	-	-
Overtime	93	218	500	500	500
FICA	39,084	39,847	41,680	42,250	42,250
WC Insurance & Tax	1,645	1,745	1,015	1,030	1,030
Pension	62,322	78,565	85,530	108,610	108,610
Insurance	101,526	90,860	89,495	97,390	97,390
Bereavement Leave	480	-	-	-	-
Vacation Buy Back	1,031	1,399	-	-	-
Comp Time Sell Back	243	89	-	-	-
Salaries & Benefits	730,681	752,282	781,265	831,740	831,740
Office Supplies	5,404	5,766	7,000	7,000	7,000
Printing & Postage	7,808	10,601	12,000	12,500	12,500
Medical & Other Testing	98	164	-	-	-
Cell Phones	-	150	360	360	360
Office Equip & Furniture	1,287	1,307	2,025	1,250	1,250
Computer Equip & Software	3,096	2,814	2,500	2,000	2,000
Personal Computer/Laptop	1,607	3,678	2,400	-	-
Audit	34,585	34,796	37,850	38,960	38,960
Consultants	-	2,464	2,500	3,000	3,000
Bond Registration & Exp	1,350	1,350	1,350	1,350	1,350
Conferences & Meetings	3,166	1,585	5,300	3,300	3,300
Membership Dues	3,675	3,675	3,750	3,750	3,750
Publication,Rpt,Ref Matl	142	556	500	500	500
Staff Training	810	1,739	2,550	2,550	2,550
Administrative Expense	1,032	513	1,000	1,000	1,000
Advertising-Legis/Judcial	1,290	405	1,400	600	600
Advertising-Recruitment	467	240	-	-	-
Contract Services	3,571	-	-	-	-
Equipment Rental	3,987	3,915	2,000	1,450	1,450
R & M - Equipment	1,688	2,503	2,000	2,000	2,000
Materials & Services	75,062	78,220	86,485	81,570	81,570
Total Expenditures	\$ 805,742	\$ 830,502	\$ 867,750	\$ 913,310	\$ 913,310



INFORMATION SERVICES AND GEOGRAPHIC INFORMATION SERVICES

The Information Services (IS) division provides administration and support to 165 computers, 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.

Geographical Information Systems:

The Geographical Information Systems (GIS) provide support for mapping services used by most 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 the area in a consortium enabling reduced costs for aerial photography and software licenses.

Highlights of FY 2012/2013

Information Services:

- Created a database of all the PCs, printers and laptops connected to the city’s network
- Created a database of the most prominent software products, Microsoft Office and Adobe Acrobat and audited the organization for license compliance to ensure proper licensing.
- Performed an analysis of the network switch environment to determine single points of failure; pursued, and acquired grant funds to purchase the equipment needed to mitigate risks to the network.
- Evaluated and created a virtual server environment that reduces our future capital cost requirements and provides a more robust, scalable and extensible computer system.

Summary	
Department Manager	Lance Harris
FTE’s	5
Expenditures	\$ 908,335
Funding Source	General Fund

Geographic Information Systems:

- Completed over 180 special map requests for departments and the public
- Began work on the water system gate and butterfly valve mapping to provide documentation and inventory support
- Began mapping all of City signs and posts to support regulatory compliance and assist in maintenance cycles
- Created new maps for the city website showing interactive zoning, street sweeping, CIO mapping, Tualatin Heritage Tree listing and garbage hauler maps and contact information.

Goals for FY 2013/2014

- Purchase and install a desktop management software package to better manage hardware, software and requests for service
- Implement a disaster recovery site for City data servers at the Police Station allowing the City to continue most business functions if the main site was physically compromised.
- Implement an email archiving solution that reduces the need for staff to manually manage directories and emails.
- Expand 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.
- Expand on the use the Pictometry maps in areas such as: accident scene, recreation, parks maintenance, water quality facility management, development, and road/pavement maintenance.



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	156,179	173,763	370,305	384,125	384,125
Overtime	732	5,120	3,250	5,000	5,000
On-Call	-	-	-	5,200	5,200
FICA	12,144	13,567	27,985	29,540	29,540
WC Insurance & Tax	385	410	1,235	1,290	1,290
Pension	14,798	23,727	53,945	73,815	73,815
Insurance	23,780	31,381	78,590	77,615	77,615
Bereavement Leave	-	1,041	-	-	-
Vacation Buy Back	3,609	2,070	-	-	-
Salaries & Benefits	211,626	251,078	535,310	576,585	576,585
Office Supplies	37	63	500	500	500
Printing & Postage	-	54	2,800	2,800	2,800
Photographic Supplies	-	-	8,500	3,200	3,200
Uniforms & Safety Equip	30	-	-	-	-
Medical & Other Testing	23	12	-	-	-
Cell Phones	1,278	1,336	1,680	1,680	1,680
Fax	-	463	-	-	-
Network/Online	55,228	54,488	57,500	60,500	60,500
Office Equip & Furniture	-	1,680	-	-	-
Computer Equip & Software	10,816	26,779	16,695	34,175	34,175
Personal Computer/Laptop	1,967	1,294	3,500	40,000	40,000
Consultants	14,707	66,768	32,800	27,300	31,300
Conferences & Meetings	-	61	2,000	4,500	4,500
Membership Dues	-	100	-	-	-
Staff Training	203	-	7,000	9,500	9,500
Staff/Dept Recognition	26	28	250	250	250
Advertising-Recruitment	-	1,510	-	-	-
Equipment Rental	13,020	6,510	10,000	-	-
R & M - Equipment	212	-	-	1,200	1,200
R & M - Computers	97,234	74,808	84,800	107,000	107,000
Materials & Services	194,780	235,954	228,025	292,605	296,605
Equipment & Furnishings	141,684	45,536	127,553	39,145	39,145
Capital Outlay	141,684	45,536	127,553	39,145	39,145
Total Expenditures	\$ 548,091	\$ 532,569	\$ 890,888	\$ 908,335	\$ 912,335



Legal Services Department

The Legal Services Department’s primary mission is to provide 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 for the City Council and the Tualatin Development Commission, and represents the City and Tualatin Development Commission before courts and administrative bodies. The Legal Services Department also monitors potential claims against the City and the Tualatin Development Commission, negotiates franchise agreements, codifies the Municipal and Development Codes, and advises the Municipal Court.

Highlights of FY 2012/2013

- Reviewed and updated the City Codes to assure compliance with new legislation and published 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 numerous contracts, including extension of the Redflex contract for Intersection Safety Cameras operations and implemented policies to track contracts and other City documents.
- Negotiated numerous Intergovernmental Agreements with other state and local governments and negotiated two new Franchise Agreements.
- Partnered with the City Recorder’s Office and Information Services Department to update and refine electronic retention and archiving processes.

Summary	
Department Manager	Sean Brady
FTE’s	1.60
Expenditures	\$ 248,110
Funding Source	General Fund

- Partnered with the Community Development Department to update the Transportation System Plan.
- Solicited comments and input from citizens in drafting an Ordinance affecting towing from private property.
- Updated land use and contract documents.

Goals for FY 2013/2014

- 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 any new 2013 legislation.
- Provide training to departments and staff on legal topics and issues.



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	114,466	121,033	92,970	130,435	130,435
Part Time	22,426	24,919	33,225	35,050	35,050
FICA	9,964	11,461	9,740	10,545	10,545
WC Insurance & Tax	418	450	265	350	350
Pension	17,642	26,305	19,925	34,615	34,615
Insurance	12,727	11,719	12,815	19,655	19,655
Bereavement Leave	442	-	-	-	-
Vacation Buy Back	2,171	15,812	-	-	-
Salaries & Benefits	180,255	211,699	168,940	230,650	230,650
Office Supplies	84	273	400	450	450
Printing & Postage	1,189	687	1,200	1,200	1,200
Cell Phones	-	-	-	360	360
Office Equip & Furniture	-	-	2,500	1,500	1,500
Computer Equip & Software	-	178	200	300	300
Personal Computer/Laptop	-	-	1,500	-	-
Consultants	-	-	1,000	-	-
Court Costs	-	-	150	1,000	1,000
Conferences & Meetings	3,994	516	4,000	4,000	4,000
Membership Dues	1,342	1,462	1,425	1,600	1,600
Publication, Rpt, Ref Matl	4,551	5,510	5,315	6,650	6,650
Staff Training	-	620	200	200	200
Administrative Expense	172	139	200	200	200
Advertising-Legis/Judcial	-	-	50	-	-
Advertising-Recruitment	-	554	-	-	-
Materials & Services	11,331	9,940	18,140	17,460	17,460
Total Expenditures	\$ 191,587	\$ 221,639	\$ 187,080	\$ 248,110	\$ 248,110

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, LEADS-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 FY 2012/2013

Successfully processed approximately 11,775 citations; efficiently holding hearings on a weekly schedule.

Adjusted the fine schedule and assessment structure, pursuant to legislation passed by the Oregon Legislature.

Took on the task of presenting Photo Red Light videos to Defendant's during arraignment hearings.

Summary	
Department Manager	Don Hudson
Court Administrator	Cortney Cox
FTE's	4
Expenditures	\$ 356,675

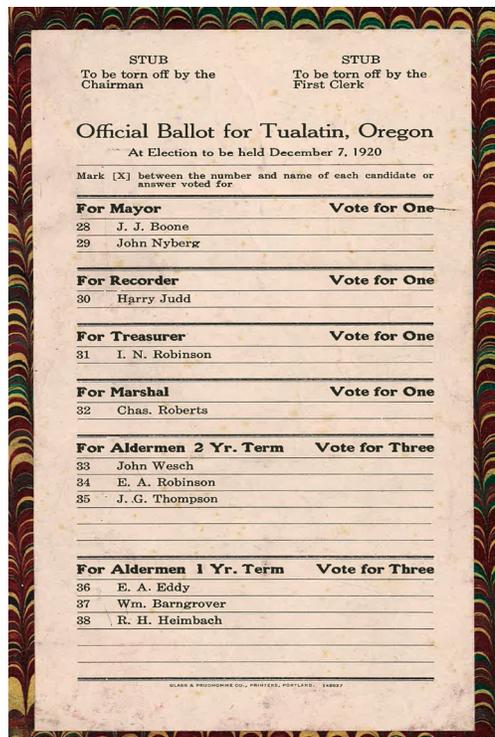
Goals for FY 2013/2014

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 Municipal Courts.





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	56,083	148,159	186,300	193,760	193,760
Part Time	7,512	8,199	-	-	-
Temporary	8,989	17,735	24,655	20,850	20,850
Overtime	654	1,441	1,210	600	600
FICA	5,009	12,496	15,050	15,765	15,765
WC Insurance & Tax	198	506	390	395	395
Pension	6,801	16,807	28,540	35,205	35,205
Insurance	12,235	44,109	61,440	66,150	66,150
Bereavement Leave	147	-	-	-	-
Sick Leave Conversion	2,499	2,626	-	-	-
Comp Time Sell Back	496	-	-	-	-
Salaries & Benefits	100,624	252,077	317,585	332,725	332,725
Office Supplies	1,083	2,727	1,600	1,600	1,600
Printing & Postage	1,269	4,958	4,000	4,700	4,700
Medical & Other Testing	82	46	-	-	-
Office Equip & Furniture	-	37	500	500	500
Computer Equip & Software	750	-	-	-	-
Personal Computer/Laptop	-	4,399	1,500	-	-
Legal	77	137	200	200	200
Court Costs	4,099	5,749	6,500	7,000	7,000
Conferences & Meetings	-	1,738	4,150	4,150	4,150
Membership Dues	50	375	200	200	200
Staff Training	-	190	400	400	400
Administrative Expense	-	-	200	200	200
Advertising-Recruitment	-	588	-	-	-
Equipment Rental	-	-	2,000	1,450	1,450
R & M - Equipment	-	-	-	1,320	1,320
R & M - Computers	1,035	1,740	2,230	2,230	2,230
Materials & Services	8,444	22,684	23,480	23,950	23,950
Total Expenditures	\$ 109,068	\$ 274,761	\$ 341,065	\$ 356,675	\$ 356,675

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 such as the Tualatin Chamber of Commerce to support the annual Crawfish Festival. 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	\$ 6,301,120
Funding Source	General Fund



Tualatin’s first Crawfish Festival was in 1951. The parade included this decorated car with white sidewall tire, sponsored by Lyle and Goldie Huntley who owned the Tualatin Mercantile “white store.” The parade wound its way from the brick elementary school down Boones Ferry Road to Community Park

This year’s Crawfish Festival theme is Claws for Celebration and is scheduled for Friday August 9 - Saturday August 10. It will be a celebration of Tualatin’s Centennial. For more information visit the Tualatin Crawfish website at www.tualatincrawfishfestival.com.





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Unemployment	39,546	53,997	30,000	20,000	20,000
Social Security Admin	-	216	-	-	-
Other Benefit Costs	1,271	1,164	1,400	1,100	1,100
Salaries & Benefits	40,817	55,376	31,400	21,100	21,100
Office Supplies	3,076	5,304	5,000	5,000	5,000
Printing & Postage	3,691	(1,466)	1,000	1,000	1,000
Safety/Risk Mgmt Program	-	1,095	12,400	25,285	25,285
Telephone Service	40,310	36,450	37,000	40,200	40,200
Chamber	5,000	5,000	5,000	-	-
Donations-Outside Agency	15,000	15,000	15,000	24,000	24,000
Volunteer Programs	8,684	5,879	7,800	8,000	8,000
Consultants	4,936	64,331	25,000	15,000	15,000
Insurance	161,002	166,721	170,500	176,000	179,500
Tri-Met Employee Tax	64,686	71,571	65,000	65,000	65,000
Insurance Deductible	8,338	7,300	8,000	10,000	10,000
Membership Dues	38,398	40,901	41,985	38,465	38,465
Staff Training	-	10,623	10,000	10,000	13,000
Staff/Dept Recognition	5,577	9,385	6,000	6,000	6,000
Administrative Expense	352	427	500	500	500
Advertising-Informational	16,634	7,124	10,000	5,000	5,000
Advertising-Recruitment	-	1,198	-	-	-
City Newsletter	61,279	52,641	52,000	50,000	50,000
Advertising-Promotional	4,998	3,605	33,000	3,000	25,200
Election Costs	8,334	-	-	-	-
Merchant Discount Fees	7,590	14,453	15,000	15,000	15,000
Bank Fees	12,440	14,506	12,000	12,000	12,000
Equipment Rental	4,706	3,420	4,705	4,800	4,800
Seneca Building Lease	45,282	46,634	48,060	50,000	50,000
R & M - Equipment	51	51	-	-	-
R & M - Computers	500	-	-	-	-
Materials & Services	520,865	582,153	584,950	564,250	592,950
Transfers - Park Devel	15,000	22,500	-	-	-
Transfers - Infrastructur	27,270	27,270	-	-	-
Transfers & Reimbursements	42,270	49,770	-	-	-



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Unappropriated	-	-	1,721,310	2,164,040	2,164,040
Contingencies & Reserves	-	-	5,166,350	5,704,270	5,704,270
Total Expenditures	\$ 603,951	\$ 687,299	\$ 5,782,700	\$ 6,289,620	\$ 6,318,320



City of Tualatin

“Dedicated to Quality Service for our Citizens”

Celebrating 100 years





Community Development

Building

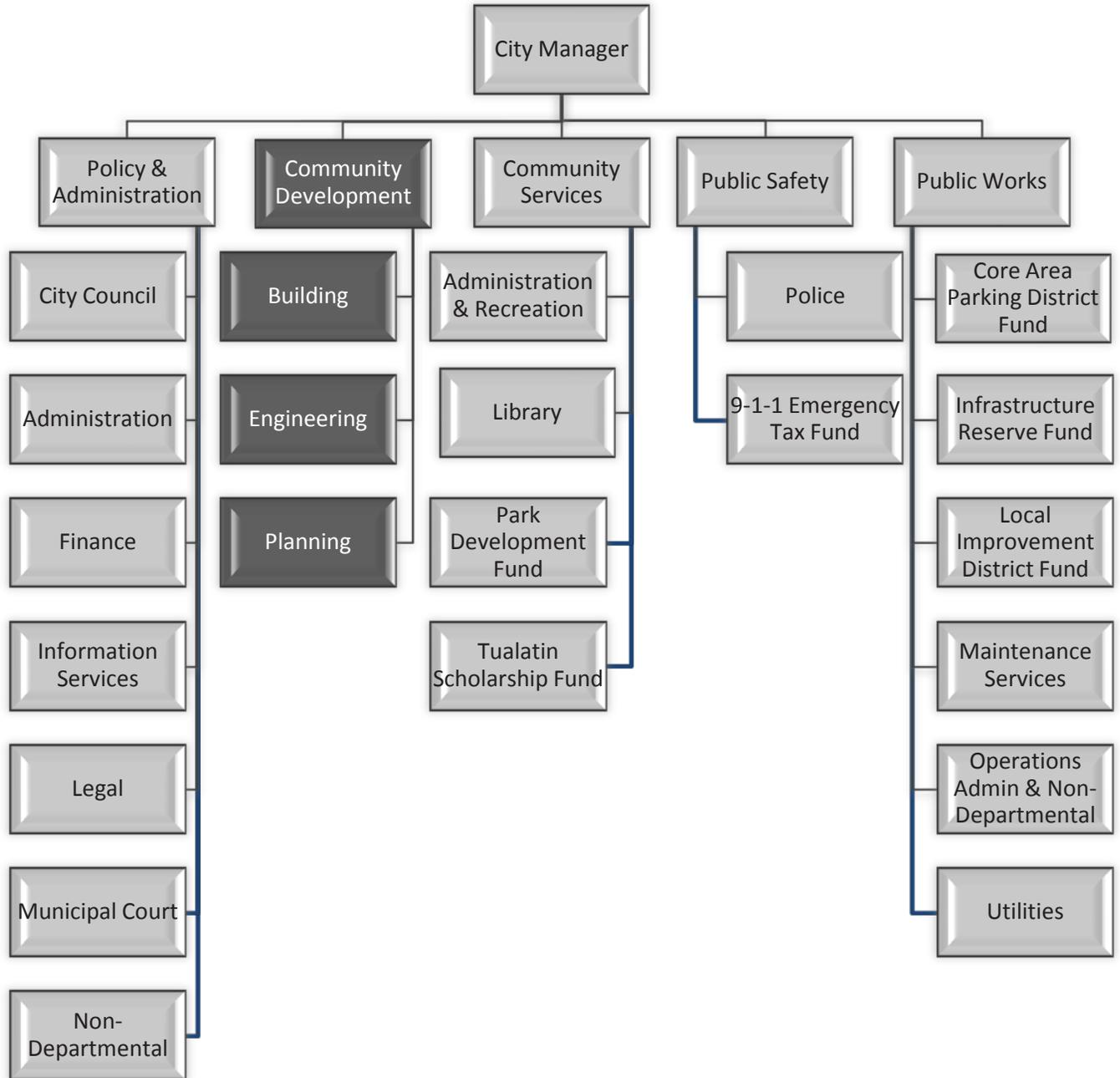
Engineering

Planning



**Alice Cannon Rouyer,
Assistant
City Manager**







City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Community Development

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 1,941,053	\$ 2,112,511	\$ 2,053,695	\$ 2,268,340
Materials and Services	218,689	284,263	487,355	446,115
Transfers	177,800	94,674	205,045	260,260
Capital Outlay	-	-	-	50,000
Debt Service	-	-	-	-
Contingencies & Reserves	1,458,274	1,525,172	969,570	1,059,665
Total Requirements	\$ 3,795,816	\$ 4,016,620	\$ 3,715,665	\$ 4,084,380



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 2012/2013

In the calendar year 2012 the Building Division:

- Issued building permits with a construction value of \$91,503,405 significantly higher than compared to last year’s value of \$31,545,285.
- Performed 3819 inspections, 2% less than last year.
- Performed 102 inspections for the City of Durham.
- Performed 92 minor label inspections for the State of Oregon, a 58% increase over last year.
- Coordinated with Code Enforcement Officer on building issues.
- Established and implemented “Customer Service Performance Expectations”.
- Significantly reduced plan review timelines.
- Participated in Portland Community College’s code instructor for commercial codes course.
- Promoted the Building Division at the annual Home Improvement Show.
- Promoted Tualatin through participation on the International Code Council’s annual conference planning team.

Summary	
Department Manager	Alice Cannon Rouyer
Building Official	Jim Sayers
FTE’s	5
Expenditures	\$2,071,835

Goals for FY 2013/2014

- Install an automated inspection request system to allow customers to request inspections and access inspection results at their convenience.
- 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 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	275,915	314,894	350,310	355,635	355,635
Temporary	10,626	13,067	-	100,000	100,000
Overtime	15,747	4,366	2,660	2,660	2,660
Employee Benefits	-	59	-	-	-
FICA	22,751	24,804	26,105	26,900	26,900
WC Insurance & Tax	3,835	4,818	3,620	3,725	3,725
Pension	38,700	53,311	56,890	72,730	72,730
Insurance	74,138	65,845	68,840	77,780	77,780
Vacation Buy Back	2,689	3,489	-	-	-
Comp Time Sell Back	3,001	679	-	-	-
Salaries & Benefits	447,402	485,333	508,425	639,430	639,430
Office Supplies	590	467	500	500	500
Printing & Postage	1,083	615	1,000	1,500	1,500
Field Supplies	425	1,181	1,000	1,000	1,000
Uniforms & Safety Equip	-	-	-	1,000	1,000
Medical & Other Testing	80	-	-	-	-
Cell Phones	1,443	1,190	1,500	960	960
Office Equip & Furniture	-	-	500	1,000	1,000
Computer Equip & Software	-	1,165	1,200	-	-
Personal Computer/Laptop	-	-	2,400	-	-
Erosion Fees to CWS	13,750	16,750	26,250	10,000	10,000
Plan Check Fees to CWS	2,697	3,975	3,150	2,250	2,250
Consultants	5,208	1,389	12,000	12,000	12,000
Conferences & Meetings	1,041	3,469	2,000	3,500	3,500
Membership Dues	955	660	1,200	1,200	1,200
Publication,Rpt,Ref Matl	2,082	848	2,500	2,500	2,500
Staff Training	2,888	4,579	5,000	5,000	5,000
Administrative Expense	191	829	400	400	400
Advertising-Legis/Judicia	-	-	500	500	500
Advertising-Recruitment	-	74	-	-	-
Merchant Discount Fees	14,148	17,963	15,000	15,000	15,000
Equipment Rental	2,408	2,156	1,900	1,800	1,800
R & M - Equipment	1,131	1,414	3,600	2,370	2,370
Materials & Services	50,119	58,724	81,600	62,480	62,480



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Transfers - General Fund	-	94,674	205,045	260,260	260,260
Transfers & Reimbursements	177,800	94,674	205,045	260,260	260,260
Equipment & Furnishings	-	-	-	50,000	50,000
Capital Outlay	-	-	-	50,000	50,000
Contingency	-	-	113,260	129,410	129,410
General Account Reserve	-	-	856,310	930,255	930,255
Contingencies & Reserves	-	-	969,570	1,059,665	1,059,665
Total Expenditures	\$ 675,321	\$ 638,731	\$ 1,764,640	\$ 2,071,835	\$ 2,071,835

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 2012/2013

- Completed work on the Transportation System Plan.
- Completed work on the Water Master Plan update.
- Participated with Washington County in design layouts of 124th Street from Tualatin-Sherwood Road to Tonquin Road and the Basalt Creek Planning Area.
- Started on the Sewer Master Plan update.
- Coordinated the City's second long range Capital Improvement Program.
- Followed and participated in regional transportation issues with Metro, Washington County and Clackamas County.
- Participated with Metro on the Southwest Corridor Project.

Summary	
Department Manager	Alice Cannon Rouyer
Engineering Manager	Kaaren Hofmann
FTE's	10
Expenditures	\$1,132,260

Goals for FY 2013/2014

- Update Master Plans for the sewer and the stormwater utilities.
- Support the Basalt Creek planning effort
- Complete a plan to bring the public right-of-way into compliance with ADA requirements
- Establish a citywide contract management program





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	737,422	716,330	722,685	759,660	759,660
Overtime	5,622	14,003	8,945	5,000	5,000
FICA	56,090	55,846	54,320	56,630	56,630
WC Insurance & Tax	10,926	12,028	5,825	6,085	6,085
Pension	91,292	107,458	108,340	147,460	147,460
Insurance	128,896	118,236	105,390	108,725	108,725
Bereavement Leave	2,254	239	-	-	-
Sick Leave Conversion	4,410	4,096	-	-	-
Vacation Buy Back	5,669	16,850	-	-	-
Fitness Program	-	89	-	-	-
Comp Time Sell Back	664	327	-	-	-
Salaries & Benefits	1,043,244	1,045,501	1,005,505	1,083,560	1,083,560
Office Supplies	1,005	1,130	1,200	1,200	1,200
Printing & Postage	3,186	3,097	5,000	4,000	4,000
Photographic Supplies	2,207	2,604	500	500	500
Field Supplies	262	705	1,200	1,700	1,700
Medical & Other Testing	232	38	200	200	200
Cell Phones	2,028	1,442	1,880	1,200	1,200
Network/Online	516	362	-	-	-
Office Equip & Furniture	-	98	1,800	1,000	1,000
Computer Equip & Software	5,032	5,148	4,475	3,525	3,525
Personal Computer/Laptop	7,006	2,302	2,400	-	-
Consultants	24,128	14,202	15,000	15,000	15,000
Conferences & Meetings	4,993	2,639	8,100	8,100	8,100
Membership Dues	860	436	1,525	2,575	2,575
Publication,Rpt,Ref Matl	452	873	1,500	900	900
Staff Training	2,754	1,373	3,500	3,500	3,500
Administrative Expense	626	848	1,200	1,000	1,000
Advertising-Legis/Judicia	91	86	600	100	100
Advertising-Recruitment	-	1,657	-	-	-
Equipment Rental	920	1,121	3,315	800	800
R & M - Equipment	3,024	3,392	3,900	3,400	3,400
R & M - Computers	14,274	14,395	-	-	-
Materials & Services	73,594	57,947	57,295	48,700	48,700
Total Expenditures	\$ 1,116,838	\$ 1,103,448	\$ 1,062,800	\$ 1,132,260	\$ 1,132,260



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. The two principal functions are long range and current planning. Planning maintains the Tualatin Community Plan, administers the Development Code and supports the Architectural Review Board, a citizen advisory committee 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. Staff reviews land use applications for Architectural Review, Annexations, Conditional Use Permits, Variances, Plan Text and Plan Map Amendments and Transitional Use Permits. Planning staff also administers the sign program.

Highlights of FY 2012/2013

Tualatin Planning Commission formed out of the Tualatin Planning Advisory Committee.

Staff participated in coordination of the Stafford Basin Area planning.

CIOs were included in land use notifications.

Removed “impact fee” provisions within downtown Tualatin’s Core Area Parking District.

Created the Tonquin Light Manufacturing Overlay to allow additional permitted and conditional uses for designated properties within the overlay.

Worked with the Community Development Team to adopt the 2013 Transportation System Plan update.

Continued with Linking Tualatin, the City’s high capacity transit land use study.

Participated in the regional population forecast to 2045.

Completed a major archiving project of files.

Summary	
Department Manager	Alice Cannon Rouyer
Planning Manager	Aquilla Hurd-Ravich
FTE’s	5.25
Expenditures	\$820,289

Goals for FY 2013/2014

- Adopt a Linking Tualatin Land Use Plan funded by a Construction Excise Tax Grant.
- Create an infrastructure implementation plan for the Southwest Concept Area funded through a Construction Excise Tax Grant.
- Begin work on a land use concept plan for Basalt Creek funded through a Construction Excise Tax Grant.
- Begin an audit of the Tualatin Development Code that could lead to a code update program.
- Work with the City Council to clarify their vision and goal for downtown planning.
- Continue to improve customer service when working with the public and applicants and helping them through the land use application process.
- Work with other City departments to adopt Master Plans such as Water, Sanitary Sewer, Storm Drainage and the Ice Age Tonquin Trail.
- Continue to track regional projects
- Continue to participate in the regional population forecasting



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	267,696	324,853	296,410	322,685	322,685
Part Time	47,075	84,606	83,305	69,515	69,515
Temporary	-	2,175	-	-	-
Overtime	3,992	2,730	3,300	3,300	3,300
FICA	24,442	31,022	28,635	30,090	30,090
WC Insurance & Tax	1,116	1,514	1,245	710	710
Pension	38,383	62,558	57,360	73,145	73,145
Insurance	59,189	69,857	69,510	45,905	45,905
Vacation Buy Back	6,469	1,623	-	-	-
Comp Time Sell Back	2,044	739	-	-	-
Salaries & Benefits	450,407	581,677	539,765	545,350	545,350
Office Supplies	2,398	2,199	2,800	2,400	2,400
Printing & Postage	7,242	2,098	8,000	4,000	4,000
Uniforms & Safety Equip	-	-	100	100	100
Medical & Other Testing	148	23	100	100	100
Cell Phones	572	251	360	360	360
Recording Fees	-	-	100	-	-
Office Equip & Furniture	906	-	1,000	1,000	1,000
Computer Equip & Software	752	1,050	500	325	325
Personal Computer/Laptop	1,136	-	3,900	-	-
Consultants	66,979	148,027	315,000	252,600	312,600
Conferences & Meetings	2,547	4,542	4,900	4,900	4,900
Membership Dues	2,475	3,390	3,300	2,300	2,300
Publication,Rpt,Ref Matl	600	49	500	500	500
Staff Training	980	-	500	500	500
Staff/Dept Recognition	26	-	500	500	500
Administrative Expense	335	310	500	300	300
Advertising-Informational	-	155	1,000	250	250
Advertising-Legis/Judcial	683	611	1,500	1,500	1,500
Advertising-Recruitment	3,238	724	100	100	100
Equipment Rental	1,338	1,227	1,400	1,400	1,400
R & M - Equipment	2,620	2,843	2,400	1,800	1,800
R & M - Computers	-	95	-	-	-
Materials & Services	94,976	167,592	348,460	274,935	334,935
Total Expenditures	\$ 545,383	\$ 749,269	\$ 888,225	\$ 820,285	\$ 880,285

Community Services

Administration & Recreation

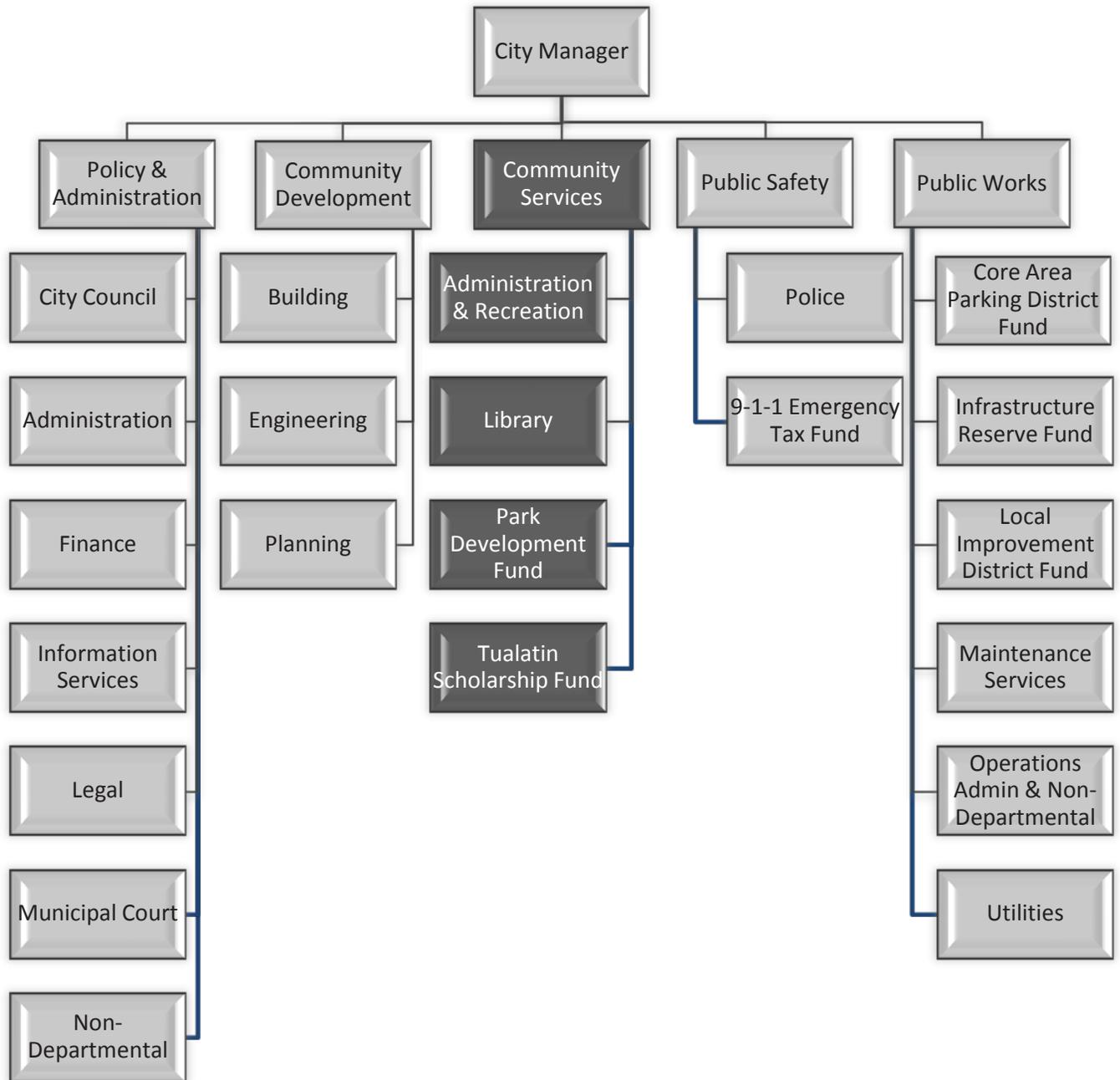
Library

Park Development Fund

Tualatin Scholarship Fund



**Paul Hennon,
Community Services
Director**





City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Community Services

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 1,768,431	\$ 1,828,083	\$ 2,078,530	\$ 2,116,945
Materials and Services	525,594	527,859	613,370	578,670
Transfers	19,024	16,917	13,690	17,790
Capital Outlay	149,963	537,275	908,660	788,560
Debt Service	-	-	-	-
Contingencies & Reserves	196,352	201,664	50,075	150,485
Total Requirements	\$ 2,659,364	\$ 3,111,798	\$ 3,664,325	\$ 3,652,450



Administration

The vision of the Community Services Department 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 Administration Division provides leadership and directs the functions of the Community Services



Summary

Department Manager	Paul Hennon
FTE's	6.375
Expenditures	\$ 916,900
Funding Source	General Fund

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.

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



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 15,000 people and Cultural and Historical programs that enriched the community with 9,000 people attending events at the Tualatin Heritage Center.

Began managing and staffing 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.

Coordinated the 2013 Centennial Celebration commemorating Tualatin's 100th anniversary of incorporation, including various programs and activities such as acquiring 18 Centennial-themed pieces of artwork for the Visual Chronicle, presentation of a new play titled "You Are There!," the Tualatin Discovery Challenge, and other activities to continue the celebration throughout 2013.

Celebrated the 25th year and obtained certification for the 26th consecutive year 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.

The Tualatin Youth Advisory Council's Project F.R.I.E.N.D.S. hosted 300 5th grade students from Byrom and Tualatin Elementary Schools for a day-long anti-bullying workshop.

Received the Outstanding Management Award for management of the Tualatin Commons and the SPRINT Programming Award for the Tualatin TRYathlon (a non-competitive youth triathlon) from the Oregon Recreation and Parks Association, and received the Most Innovative Marketing Award from the Oregon Festivals and Events Association for the West Coast Giant Pumpkin Regatta, which also garnered positive national and international recognition.

Goals for FY 2013/2014

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, Van Raden Community Center, and Lafky House as a multi-generational recreation complex, and through other park and recreation facilities and special events.

Reinforce 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-Sherwood Road and Martinazzi Avenue intersection and at the Tualatin Public Library.

Expand transportation options by promoting bike safety and hosting recreational and educational bicycling events.





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full time	269,524	281,618	360,440	376,405	376,405
Part Time	77,359	78,387	82,540	85,210	85,210
Temporary	22,063	16,347	32,365	35,650	35,650
Overtime	2,939	1,716	2,060	2,230	2,230
Employee Benefits	100	-	-	-	-
FICA	28,377	28,775	35,560	37,235	37,235
WC Insurance & Tax	5,112	5,117	890	1,225	1,225
Pension	40,690	53,801	67,190	87,785	87,785
Insurance	58,730	53,006	65,385	68,160	68,160
Bereavement Leave	-	1,997	-	-	-
Vacation Buy Back	2,856	2,030	-	-	-
Comp Time Sell Back	2,048	91	-	-	-
Salaries & Benefits	509,798	522,884	646,430	693,900	693,900
Office Supplies	2,883	2,760	4,500	4,600	4,600
Printing & Postage	1,456	1,255	750	770	770
Photographic Supplies	63	-	400	400	400
Uniforms & Safety Equip	67	55	500	500	500
Medical & Other Testing	371	23	690	100	100
Cell Phones	1,245	1,551	2,470	2,470	2,470
Office Equip & Furniture	178	1,056	1,400	1,500	1,500
Computer Equip & Software	-	1,061	1,300	690	690
Personal Computer/Laptop	2,275	2,389	3,600	-	-
Donations-Outside Agency	18,393	14,100	19,600	20,100	20,100
Loaves & Fishes	10,625	19,053	-	-	-
Youth Development	39,232	36,003	39,370	39,370	39,370
Concerts on The Commons	15,521	18,104	19,000	19,000	19,000
CDBG Youth Program	517	412	-	-	-
Arts Program	7,364	5,685	9,000	9,200	9,200
Special Programs	7,987	13,287	12,500	12,500	12,500
Recreation Program Expend	12,205	25,138	20,300	41,860	41,860
Consultants	-	-	1,000	1,000	1,000
Conferences & Meetings	5,983	7,997	12,670	14,800	14,800
Membership Dues	650	970	790	950	950
Publication,Rpt,Ref Matl	91	238	210	320	320
Staff Training	2,190	912	600	600	600
Administrative Expense	2,567	3,464	2,070	2,100	2,100
Advertising-Recruitment	-	145	-	-	-
Advertising-Promotional	1,250	29,880	33,290	33,990	33,990



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Equipment Rental	5,912	4,546	6,840	12,700	12,700
R & M - Equipment	2,902	2,219	3,060	3,480	3,480
Materials & Services	141,926	192,302	195,910	223,000	223,000
Equipment & Furnishings	29,449	-	74,140	35,900	35,900
Capital Outlay	29,449	-	74,140	35,900	35,900
Total Expenditures	\$ 681,172	\$ 715,185	\$ 916,480	\$ 952,800	\$ 952,800



Library

The vision of the Community Services Department - Library 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

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). The Library receives funding through WCCLS, the Library District of Clackamas County, City General Fund, grants, sponsorships, fees, and donations.



Summary	
Department Manager	Paul Hennon
Library Manager	Abigail Elder
FTE's	17.0
Expenditures	\$ 1,763,115

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.



Highlights of FY 2012/2013

- The Library checked out over 790,000 items including books, music, film and magazines, an increase of 3% over FY 11-12.
- Volunteers contributed over 10,500 hours; the equivalent of five full-time employees, an increase of 3% over FY 11-12.
- Completed a grant-funded, year-long program to expand library and community programs and services offered to adults age 55+.
- Planned and completed replacement of public computers.
- Received the *Literary Success Award* from AWE Digital Learning Solutions for promoting children's literacy and learning in recognition of the popular "Mystery Night" programs.

Goals for FY 2013/2014

- 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.





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full time	723,210	769,938	831,320	861,695	861,695
Part Time	45,974	47,099	74,815	42,505	42,505
Temporary	135,052	133,082	141,215	144,435	144,435
Overtime	2,157	3,156	2,000	2,000	2,000
Employee Benefits	-	350	-	-	-
FICA	68,692	71,608	77,340	76,635	76,635
WC Insurance & Tax	4,598	5,003	3,150	2,500	2,500
Pension	95,759	119,000	131,360	171,060	171,060
Insurance	173,007	148,566	170,900	122,215	122,215
Job Injury Time	-	131	-	-	-
Bereavement Leave	2,528	1,052	-	-	-
Sick Leave	-	1,209	-	-	-
Vacation Buy Back	7,643	4,653	-	-	-
Comp Time Sell Back	13	351	-	-	-
Salaries & Benefits	1,258,633	1,305,199	1,432,100	1,423,045	1,423,045
Office Supplies	11,938	6,732	8,600	8,600	8,600
Printing & Postage	12,984	3,478	5,700	5,800	5,800
Supplies - Donated Funds	-	-	1,000	1,000	1,000
Collection Development	253,703	248,504	243,840	249,200	249,200
Other Material Expenses	(976)	(1,141)	-	-	-
Uniforms & Safety Equip	122	-	100	100	100
Medical & Other Testing	505	348	700	710	710
Cell Phones	622	633	1,080	1,080	1,080
Network/Online	339	3,076	-	-	-
Office Equip & Furniture	5,964	3,093	9,750	12,060	12,060
Computer Equip & Software	2,037	2,032	6,300	3,540	3,540
Personal Computer/Laptop	12,452	7,664	4,700	-	-
Library Tech - Public	-	-	76,300	-	-
Special Programs	22,900	30,726	24,000	24,830	24,830
Consultants	7,825	631	6,800	5,000	10,000
Conferences & Meetings	2,337	5,643	7,400	7,400	7,400
Membership Dues	935	1,240	1,090	1,120	1,120
Staff Training	2,542	556	500	800	800
Administrative Expense	2,363	3,116	3,140	3,400	3,400
Advertising-Recruitment	1,745	50	-	-	-

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
R & M - Equipment	16,062	10,068	1,500	6,730	6,730
Materials & Services	364,101	335,064	411,260	340,070	345,070
Equipment & Furnishings	15,677	-	10,000	-	10,000
Capital Outlay	15,677	-	10,000	-	10,000
Total Expenditures	\$ 1,638,412	\$ 1,640,263	\$ 1,853,360	\$ 1,763,115	\$ 1,778,115



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.

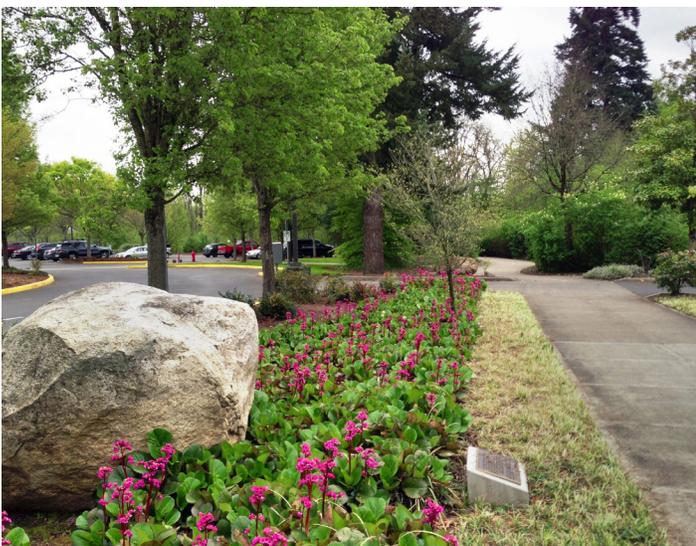
Highlights of FY 2012/2013

- Participated in the Transportation System Plan update with a focus on the on-and-off street system of pedestrian and bicycle facilities 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 one (1) parcel within the Tualatin River Greenway to preserve the scenic value of the Tualatin River, safeguard water quality, protect fish and wildlife habitat, and ensure access to nature for future generations. The site is located east of Highway 99 at 11605 SW Hazelbrook Road and has about

Summary	
Department Manager	Paul Hennon
FTE’s	0
Expenditures	\$ 870,750
Funding Source	Park Development Fund

110 feet of Tualatin River frontage. It connects to about two acres of Tualatin River Greenway that has a riverside pathway, kayak and canoe launch, and parking. The property was purchased from a willing seller using Tualatin’s Local Share funds from the 2006 Metro Natural Areas Bond Measure.

The acquisition furthers Council’s Vision of Protecting and Expanding Natural Resources and Expanding Opportunities for Vibrant Parks and Recreational Facilities, including greenway and bike and pedestrian trails. Its purchase is consistent with the Parks and Recreation Master Plan and the recently-adopted 2013 Transportation System Plan Update by providing for implementation of an interconnected system of on and off street bicycle and pedestrian facilities linking neighborhoods, public facilities, commercial, and other employment areas.



Goals for FY 2013/2014

- 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 bicycle and pedestrian facilities.

Ice Age Discovery Trail

This project will be an added natural history loop to the ArtWalk, A self-guided tour of Tualatin's public art, natural and cultural history.

Prepare a master plan and two exhibits for Tualatin's Ice Age Discovery Trail. The trail will invite visitors to easily learn about more of Oregon's natural wonders in times of giant floods and giant animals.

The theme for the trail will focus exclusively on the story of the Mega Floods and Mega Fauna of the Ice Age Floods period consistent with the National Park Service's goals, standards, and criteria for The National Ice Age Floods Trail. With this grant request, the City and its partners (Tualatin Historical Society and Tualatin Chamber of Commerce) are seeking funding for the planning and conceptual development of the trail alignment, interpretive structures and signage, maps, and directional (wayfinding) signage.

The plan will fix the route and identify the primary features including a gateway at the Nyberg Creek Tualatin Mastodon dig site and other major and minor exhibits and interpretive opportunities with a theme that tells the story of the Mega Floods and Mega Fauna of the Ice Age Floods period consistent with the National Park Service's goals, standards and criteria for The National Ice Age Floods Trail.

Ice Age Tonquin Trail

The purpose of the Ice Age Tonquin Trail Master Plan is to provide general guidance in development of the 22-mile Ice Age Tonquin Trail which, when built, will connect the Willamette and Tualatin Rivers and the cities of Tualatin, Wilsonville, and Sherwood and wind through parts of Clackamas and Washington Counties. The Ice Age Tonquin Trail will provide a significant opportunity to interpret the natural and geologic features formed by the Ice Age floods that occurred 15,000 to 20,000 years ago, and also provide safe pedestrian and bicycle connections so that commuters and fitness enthusiasts alike will have new ways to reach work, shopping, schools and natural areas and connect with local bike and pedestrian networks.



The granite rock is an erratic that is one of two that were donated and are placed at the Heritage Center. The pathway next to the rock is also a segment of the Ice Age Tonquin Trail.



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Office Supplies	-	-	100	100	100
Printing & Postage	-	-	100	100	100
Photographic Supplies	-	-	100	100	100
Consultants	15,833	-	5,000	10,000	10,000
Property Management	2,734	(507)	-	-	-
Materials & Services	18,567	(507)	5,300	10,300	10,300
Reimburse - General Fund	19,024	-	-	-	-
Transfers - General Fund	-	16,917	13,690	17,790	17,790
Transfers & Reimbursements	19,024	16,917	13,690	17,790	17,790
Land Acquisition	-	-	804,520	667,660	667,660
Buildings & Additions	3,100	-	-	-	-
Feasibility Studies	-	-	20,000	75,000	75,000
Projects Professional Svc	56,944	43,825	-	-	-
Projects Construction	38,843	493,449	-	-	-
Fund Projects	5,950	-	-	-	-
Capital Outlay	104,837	537,275	824,520	742,660	742,660
Contingency	-	-	-	100,000	100,000
Contingencies & Reserves	-	-	-	100,000	100,000
Total Expenditures	\$ 142,428	\$ 553,684	\$ 843,510	\$ 870,750	\$ 870,750



Tualatin Science and Technology Scholarship

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.

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.”

Summary	
Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 50,785
Funding Source	Tualatin Scholarship Fund Fund

Highlights of FY 2012/2013

- Issued one \$450 scholarship.

Goals for FY 2013/2014

- Issue one \$300 scholarship.

History of Science & Technology Scholarship

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

OKI Semiconductor was a manufacturing division of OKI Electric of Japan and was located on SW Leveton Drive in Tualatin

Oki Semiconductor set up the scholarship trust fund with the City to provide 2 education scholarships annually to Tualatin residents in the amount of \$2000. Recipients are announced and honored at the Tualatin City Council Meeting by the committee

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: Merrily Haas



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Scholarships	1,000	1,000	900	300	300
Materials & Services	1,000	1,000	900	300	300
General Account Reserve	-	-	50,075	50,485	50,485
Contingencies & Reserves	-	-	50,075	50,485	50,485
Total Expenditures	\$ 1,000	\$ 1,000	\$ 50,975	\$ 50,785	\$ 50,785



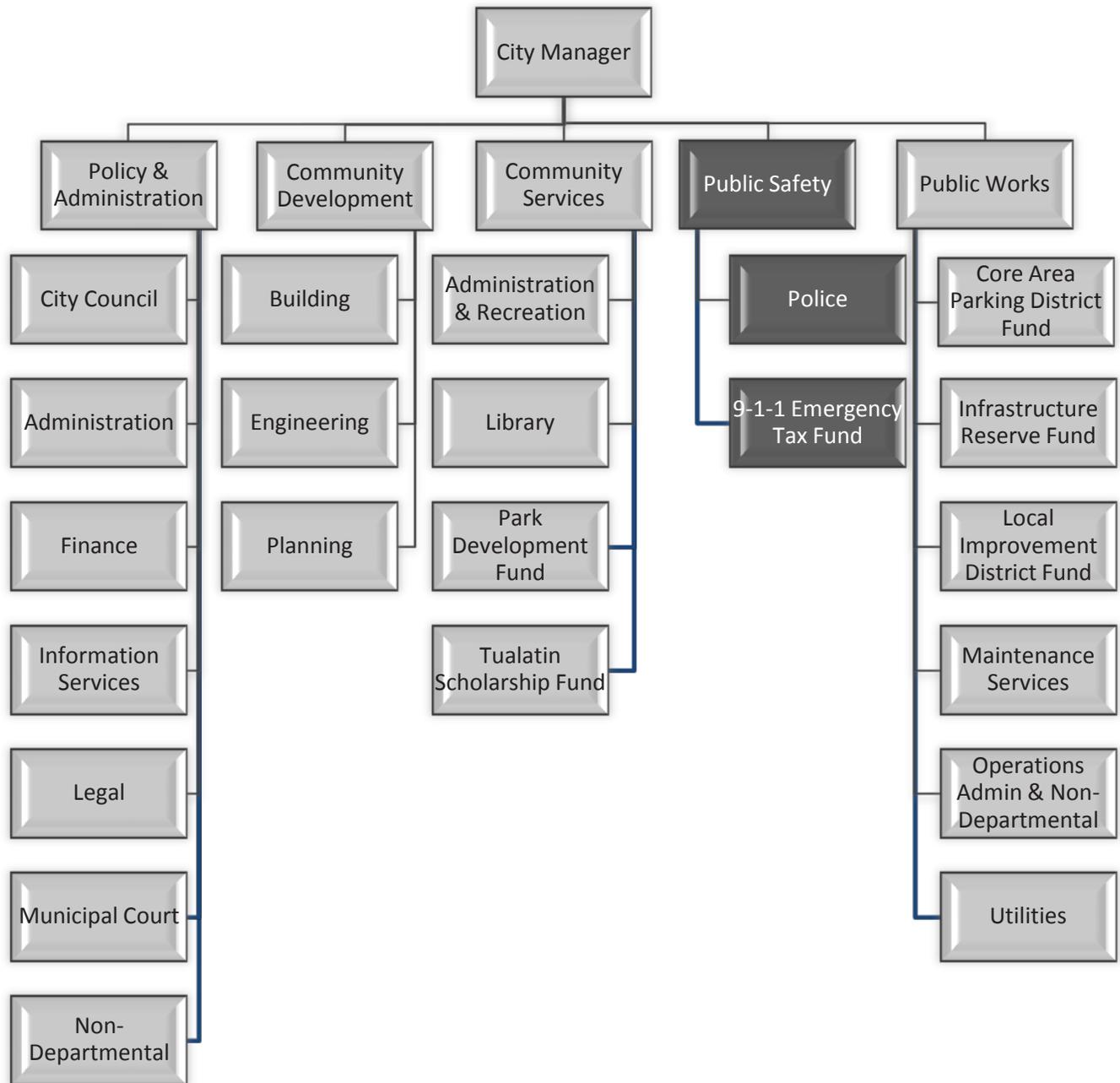
Public Safety

Police

9-1-1 Emergency Tax Fund



**Kent Barker,
Police Chief**





City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Public Safety

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 5,220,769	\$ 5,420,514	\$ 5,531,520	\$ 5,918,380
Materials and Services	761,043	777,362	767,545	605,425
Transfers	-	-	-	-
Capital Outlay	148,902	114,227	146,000	294,500
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
Total Requirements	\$ 6,130,714	\$ 6,312,103	\$ 6,445,065	\$ 6,818,305



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: Administration, Patrol, and the Support Services.

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 ensure the safety of all persons in the community. The Administration division is also 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, they spend their 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

Summary	
Police Chief	Kent Barker
FTE’s	46.5
Expenditures	\$6,806,805
Funding Source	General Fund

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.

Support Services

The Police Support Services division consists of the Records Unit, the Investigations Unit and the Training Unit. The Investigations Unit 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. The Records Unit 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. This unit also includes a half-time Parking Enforcement Officer who enforces the public parking in the downtown core area of the city. The Training Unit is responsible for the training of each member and meeting state-mandated training.



Highlights for FY 2012/2013

Increased Community Engagement activities. There were 18 participating neighborhoods and C.I.O groups in the National Night Out event with over 1,000 participants. We held 2 Prescription Take-Back events, 3 Child Seat Inspection Clinics and participated in Tip-A-Cop and Polar Plunge events to benefit the Special Olympics. Engaged each of the Community Involvement Organizations by annual officer attendance at CIO meetings. Held our 3rd Annual Citizen/Community Educational Police Academy. We held our first Blood Drive at the Police Department for City employees and community members.

Began evaluation process for a third Intersection Safety Camera at a high risk intersection to increase traffic safety and reduce traffic crashes.

We entered into a partnership with Washington County Juvenile Department, by providing office space and building access. We are working closer with them now.

Our officers gave public presentations on Active Threat training and crime prevention to local businesses and the Tualatin Rotary club.

Our new Drug Take Back Box helped us dispose of over 92 pounds of prescription drugs in less than 2 months.

Goals for FY 2013/2014

Increase use of social media to promote and educate our community with current happenings and events and enable up to the hour information updates.

Continue to increase Citizen Engagement activities through participating in public events, such as: National Night Out, Drug Take-Back, Polar Plunge, Tip-A-Cop, Crawfish Festival, Pumpkin Regatta, and Safe School Grant Programs.

Improve interactions with citizens and the community by engaging 12 key stakeholders to participate in the annual Citizen Academy and by making a presentation to every CIO group and business/merchant group.

Increase traffic safety and reduce traffic crashes by installing a third Intersection Safety Camera at a high risk intersection.

Analyze a K-9 drug detection program to help reduce drugs in our schools and community.





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	3,127,570	3,185,673	3,301,335	3,476,390	3,476,390
Part Time	48,251	61,734	63,765	19,290	19,290
Temporary	53,657	44,066	57,235	50,070	50,070
Overtime	201,471	198,036	220,000	210,000	210,000
Employee Benefits	(688)	-	-	-	-
FICA	268,179	270,962	273,450	280,925	280,925
WC Insurance & Tax	135,619	135,331	120,610	124,675	124,675
Pension	600,857	726,483	735,290	932,780	932,780
Insurance	643,133	678,075	724,085	788,500	788,500
Job Injury Time	14,023	11,431	-	-	-
Bereavement Leave	3,180	8,808	-	-	-
Sick Leave Bonus	807	3,892	-	-	-
Vacation Buy Back	26,349	16,440	-	-	-
Holiday Sell Back	39,184	40,353	-	-	-
Comp Time Sell Back	5,407	5,236	-	-	-
Other Benefit Costs	19,000	1,553	-	-	-
ORPAT-Fitness Incentive	34,000	31,500	35,750	35,750	35,750
PORAC Legal Defense Fund	770	942	-	-	-
Salaries & Benefits	5,220,769	5,420,514	5,531,520	5,918,380	5,918,380
Office Supplies	12,282	12,085	11,000	11,000	11,000
Printing & Postage	8,489	9,485	10,000	10,000	10,000
Photographic Supplies	994	1,059	1,300	1,300	1,300
Energy Supplies	3,931	4,960	4,000	4,000	4,000
Evidence & Investigation	2,659	3,854	3,000	3,000	3,000
Uniforms & Safety Equip	52,104	60,767	50,000	45,000	45,000
Medical & Other Testing	5,660	4,188	3,000	3,000	3,000
Ammun & Defensive Equip	31,253	30,591	32,000	37,000	37,000
Cell Phones	14,355	14,130	15,300	17,000	17,000
Network/Online	14,647	14,110	15,600	15,600	15,600
Office Equip & Furniture	1,344	1,669	2,000	2,000	2,000
Computer Equip & Software	3,358	5,149	6,500	1,000	1,000
Minor Vehicle Equipment	54,633	2,978	4,000	4,000	4,000
Personal Computer/Laptop	35,215	29,362	22,000	-	-
GREAT Program	10,027	10,945	7,000	10,000	10,000
Spec Investigative Fund	1,057	5,895	5,500	5,500	5,500
Crime Prevention Supplies	1,967	2,244	2,500	3,000	3,000
Legal	225	-	3,000	-	-
Conferences & Meetings	5,703	8,456	7,500	7,500	7,500



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Membership Dues	3,652	2,357	9,060	7,500	7,500
Publication,Rpt,Ref Matl	770	491	1,500	1,700	1,700
Staff Training	38,949	37,392	45,000	45,000	45,000
Staff/Dept Recognition	1,453	4,626	2,000	3,000	3,000
Administrative Expense	5,116	4,625	4,550	4,500	4,500
Advertising-Recruitment	1,896	2,074	2,500	2,500	2,500
Contract Services	295,262	350,578	330,155	344,425	344,425
Equipment Rental	14,107	13,679	18,880	5,000	5,000
R & M - Equipment	5,263	11,776	10,400	10,400	10,400
R & M - Computers	3,408	289	3,300	1,500	1,500
Materials & Services	629,778	649,814	632,545	605,425	605,425
Equipment & Furnishings	148,902	114,227	146,000	294,500	294,500
Capital Outlay	148,902	114,227	146,000	294,500	294,500
Total Expenditures	\$ 5,999,449	\$ 6,184,555	\$ 6,310,065	\$ 6,818,305	\$ 6,818,305



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 made directly to the 9-1-1 jurisdiction (WCCCA). The

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

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 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
911 Tax/Payment to PSAP	131,265	127,548	135,000	-	-
Materials & Services	131,265	127,548	135,000	-	-
Total Expenditures	\$ 131,265	\$ 127,548	\$ 135,000	-	-



City of Tualatin

“Dedicated to Quality Service for our Citizens”

Celebrating 100 years





Public Works

Core Area Parking District Fund

Infrastructure Reserve Fund

Local Improvement District Fund

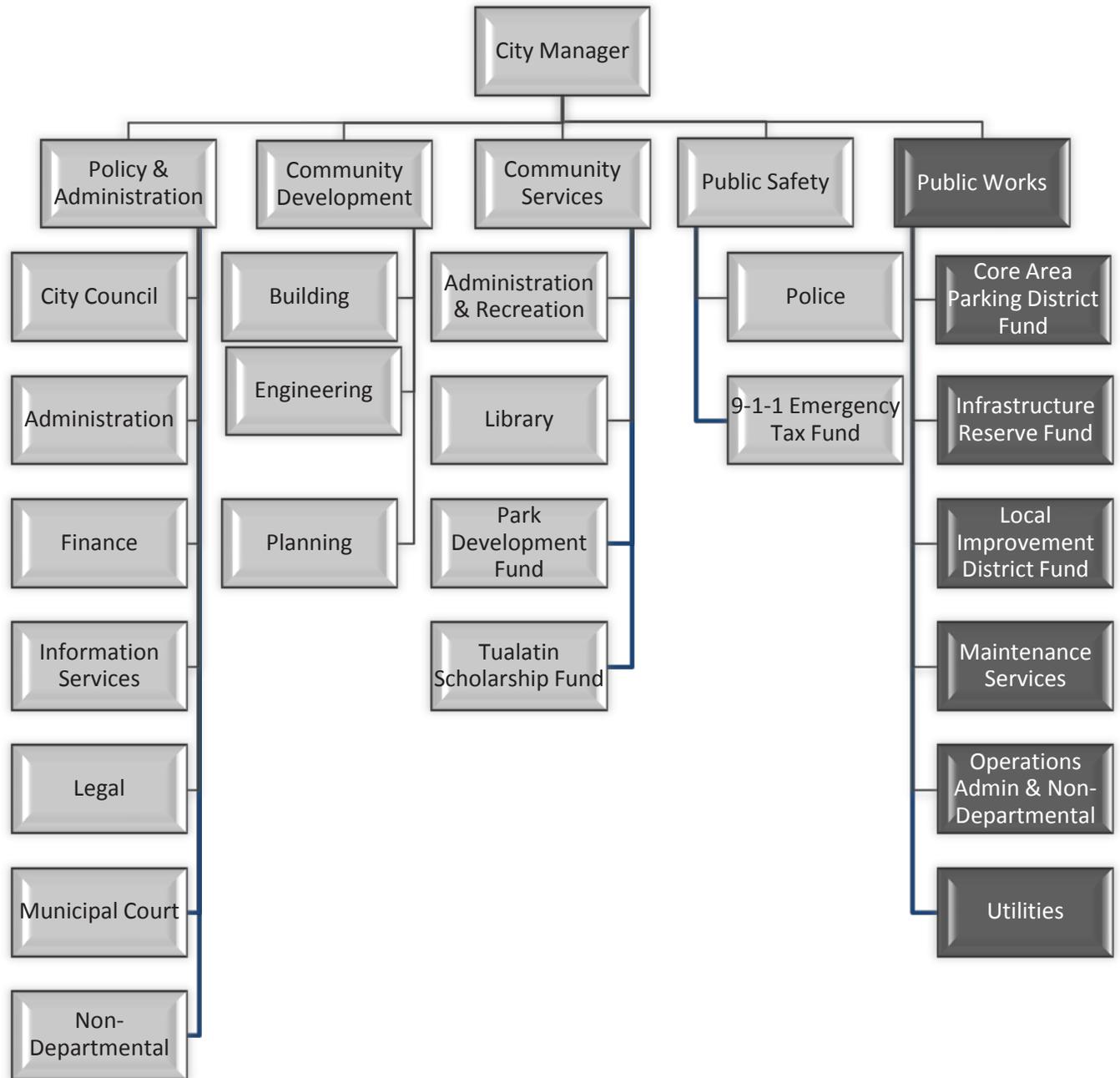
Maintenance Services

*Operations Administration and
Non-Departmental*

Utilities



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





City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Public Works

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 2,421,179	\$ 2,490,993	\$ 2,608,540	\$ 2,735,355
Materials and Services	10,266,929	11,265,797	13,113,205	12,190,565
Transfers	5,820,294	5,740,867	5,945,675	8,075,835
Capital Outlay	1,256,689	1,075,345	3,589,575	4,566,355
Debt Service	-	-	-	-
Contingencies & Reserves	17,907,309	19,842,327	15,958,455	15,707,115
Total Requirements	\$ 37,672,400	\$ 40,415,329	\$ 41,215,450	\$ 43,275,225



Operations – Core Area Parking

The Core Area Parking District (CAPD) fund administers the downtown public parking district of the City. Taxes received from downtown businesses, 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 67 on-street parking spaces on Nyberg Street, Seneca Street and 84th Avenue. There are 72 spaces associated with the Library and Civic area parking.

Highlights of FY 2012/2013

- Completed White lot drive isle repair and overlay and Blue lot type II slurry seal.
- Re-stripped all Core Area Parking lots.
- Maximized efficiency of constructed public parking lots and on-street parking.
- Collected annual taxes sufficient to operate the District.
- Reduced the deficit of the Core Area Parking District budget, ultimately achieving solvency.

Summary	
Department Manager	Jerry Postema
Number of Businesses in Core Area	68
Expenditures	\$ 159,790
Funding Source	Core Area Parking District Fund

Goals for FY 2013/2014

- Slurry seal type II, both the Red and Yellow Lots
- Ongoing evaluation of options to balance revenues and expenditures.
- Continue to collect annual taxes sufficient to operate the District.





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Printing & Postage	167	30	200	100	100
Botanical & Chem Supplies	1,143	43	2,200	2,000	2,000
Consultants	-	-	1,000	1,000	1,000
Utilities - Parking Lots	8,166	8,254	9,100	9,000	9,000
Guardrails & Signs	-	106	200	300	300
Grounds & Landscaping	3,070	2,730	4,000	3,700	3,700
Parking Lot Striping	-	-	2,000	2,900	2,900
Parking Lots	2,200	2,400	3,000	3,000	3,000
R & M - Parking Lots	-	1,071	-	-	-
R & M - Equipment	62	70	75	100	100
Materials & Services	14,808	14,703	21,775	22,100	22,100
Transfers - General Fund	59,471	64,027	68,345	24,030	24,030
Transfers & Reimbursements	59,471	64,027	68,345	24,030	24,030
Fund Projects	-	-	49,435	11,000	11,000
Capital Outlay	-	-	49,435	11,000	11,000
Contingency	-	-	28,030	10,000	10,000
General Account Reserve	-	-	52,775	47,160	47,160
Future Years Project	-	-	45,500	45,500	45,500
Contingencies & Reserves	-	-	126,305	102,660	102,660
Total Expenditures	\$ 74,279	\$ 78,730	\$ 265,860	\$ 159,790	\$ 159,790



Infrastructure Reserve Fund

The Infrastructure Reserve Fund is a “savings account” for infrastructure replacement to fund projects for which yearly revenues are insufficient. The City needs to accumulate funds over several years to construct large infrastructure projects.

Due to the relative newness of the City’s sewer system there is currently a small need for capital projects to rehabilitate the sewer system; therefore, the funds are accumulating.

The Road Operating/Gas Tax Fund is required by Oregon Revised Statutes (ORS) to set aside 1% of State Gas Tax annually to be used for footpath and bike trail projects in the City. In addition, the ORS requires that if this money is not used, it may be set aside for up to ten years. By putting the unspent money into a Reserve Fund, it can accumulate and provide funding for large projects.

Summary	
Department Manager	Alice Cannon Rouyer
FTE’s	0
Expenditures	\$ 2,028,525
Funding Source	Infrastructure Reserve Fund

Goals for FY 2013/2014

- Transfer Reserve balances to the Sewer Operating and Road Gas Tax Funds.



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Transfers - Sewer	-	250,000	310,000	1,975,735	1,975,735
Transfers - Road Gas Tax	-	-	70,000	52,790	52,790
Transfers & Reimbursements	-	250,000	380,000	2,028,525	2,028,525
Future Years Projects	-	-	1,981,130	-	-
Future Years Projects	-	-	57,445	-	-
Future Years Project	-	-	89,150	-	-
Contingencies & Reserves	-	-	2,127,725	-	-
Total Expenditures	-	\$ 250,000	\$ 2,507,725	\$ 2,028,525	\$ 2,028,525



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 Rouyer
FTE's	0
Expenditures	\$ 476,210
Funding Source	Local Improvement District Fund

Highlights of FY 2012/2013

- There were no new requests for construction projects.

Goals for FY2013/2014

- none



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Printing & Postage	2	-	-	-	-
Consultants	-	-	50,000	-	-
Advertising-Informational	-	-	2,500	-	-
Materials & Services	2	-	52,500	-	-
Fund Projects	-	-	100,000	-	-
Capital Outlay	-	-	100,000	-	-
Contingency	-	-	319,710	476,210	476,210
Contingencies & Reserves	-	-	319,710	476,210	476,210
Total Expenditures	\$ 2	-	\$ 472,210	\$ 476,210	\$ 476,210



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Maintenance Services

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 1,138,217	\$ 1,157,385	\$ 1,215,790	\$ 1,258,605
Materials and Services	1,009,336	1,120,291	1,222,985	1,251,475
Transfers	-	-	-	-
Capital Outlay	86,698	33,632	143,000	148,500
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
Total Requirements	\$ 2,234,251	\$ 2,311,308	\$ 2,581,775	\$ 2,658,580

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 Division provides direct, as well as contracted, mechanical, electrical, plumbing, carpentry, painting, custodial and other services for 37 city buildings, including more than 112,000 square feet, and 29 parking lots with more than 1,200 parking stalls.

Summary	
Department Manager	Jerry Postema
FTE	2
Expenditures	\$ 847,755
Funding Source	General Fund

Highlights of FY 2012/2013

- Met all of the year’s departmental goals including completion of all budgeted projects.
- Completed warehouse space study-design and construction drawings.
- Implemented work request and maintenance software.
- Installation of Juanita Pohl Center sound system.
- Replaced siding on the Lafky house.
- Maintained a successful graffiti clean-up program.
- Improved utilities tracking and analysis process for managing energy costs.

Goals for FY 2013/2014

- Provide building maintenance services at a reasonable cost not to exceed 47 cents per square foot per month.
- On an average, provide quick response to requests for service within three working days, ensuring that work is completed in a timely manner.
- Provide high-quality customer service by maintaining a 90% rating from monthly survey letters.
- Complete all budgeted projects.
- Continue to monitor energy usage, educate staff, and identify ways to save energy costs.





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	115,516	119,728	125,245	129,330	129,330
Temporary	11,514	12,575	13,695	13,900	13,900
Overtime	1,674	1,247	1,700	1,755	1,755
FICA	9,682	10,085	10,710	11,220	11,220
WC Insurance & Tax	5,089	5,313	4,535	4,675	4,675
Pension	13,396	18,531	19,520	26,730	26,730
Insurance	25,952	25,994	25,990	29,330	29,330
Salaries & Benefits	182,823	193,473	201,395	216,940	216,940
Office Supplies	62	44	-	-	-
Uniforms & Safety Equip	858	665	970	1,000	1,000
Medical & Other Testing	63	-	160	160	160
Cell Phones	1,651	1,427	1,825	1,150	1,150
Small Tools	1,307	1,964	2,525	2,270	2,270
Office Equip & Furniture	2,815	752	-	-	-
Computer Equip & Software	385	577	4,820	600	600
Personal Computer/Laptop	1,297	846	-	-	-
Utilities - City Center	57,023	53,446	63,475	62,370	62,370
Utilities - Council	10,193	11,381	12,405	12,860	12,860
Utilities - Operations	24,902	27,494	29,510	29,280	29,280
Utilities - Police	49,878	49,109	55,485	55,290	55,290
Utilities - Park & Rec	6,717	7,448	7,870	7,720	7,720
Utilities - Van Raden Ctr	4,080	4,413	5,450	5,420	5,420
Utilities - Lafky House	2,439	2,382	2,960	2,640	2,640
Utilities - Pohl Center	17,991	16,273	22,310	20,000	20,000
Utilities - Park Building	22,006	22,177	29,150	30,760	30,760
Utilities - Brown's Ferry	3,013	3,072	3,455	3,450	3,450
Utilities - Heritage Ctr	3,493	3,669	3,980	3,920	3,920
Conferences & Meetings	30	-	-	1,500	1,500
Membership Dues	119	123	270	300	300
Staff Training	1,124	1,635	1,400	1,400	1,400
Staff/Dept Recognition	137	121	275	275	275
Administrative Expense	188	110	75	150	150
Advertising-Recruitment	-	409	-	-	-
Contr R & M - Building	118,163	118,926	113,760	116,500	128,500
Non-Routine Specific Proj	2,839	37,386	17,200	7,300	7,300
Building Cleaning	118,619	124,359	136,075	142,130	142,130



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
R & M - Council	3,773	6,260	4,300	4,300	4,300
R & M - Operations	5,766	3,649	3,600	3,700	3,700
R & M - Police	3,827	4,022	4,700	5,300	5,300
R & M - Park & Rec	668	1,508	720	820	820
R & M - Van Raden Ctr	876	596	900	1,200	1,200
R & M - Lafky House	-	162	250	250	250
R & M - Pohl Center	2,380	4,865	3,300	3,600	3,600
R & M - Park Buildings	6,309	5,352	8,500	7,500	7,500
R & M - Brown's Ferry	1,246	1,938	1,600	1,400	1,400
R & M - Heritage Ctr	657	629	1,450	1,200	1,200
R & M - VanRijn House	-	412	1,200	1,200	1,200
R & M - Equipment	355	469	1,000	1,000	1,000
Materials & Services	488,877	530,939	558,025	553,815	565,815
Equipment & Furnishings	16,797	3,925	-	-	-
R & M - Major Projects	-	17,485	51,000	77,000	77,000
Capital Outlay	16,797	21,410	51,000	77,000	77,000
Total Expenditures	\$ 688,497	\$ 745,822	\$ 810,420	\$ 847,755	\$ 859,755



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 and the Oregon State Police. All outside agency work is 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 manages city inventory. Over 12,000 orders pass through the warehouse annually. The ICC maintains the Hazardous Material Safety Data Information System, including solid waste, recycling hazardous waste tracking, and department of Environmental Quality (DEQ) reports. The ICC also manages the City’s records archiving system and the surplus equipment process.

Summary

Department Manager	Jerry Postema
FTE	2
Expenditures	\$ 474,480
Funding Source	General Fund

Highlights of FY 2012/2013

- Met all Fleet performance goals.
- Successfully completed new vehicle equipment installs.
- Purchased Aqua Tech sewer storm cleaning vehicle replacing the Vac trailer.

Goals for FY 2013/2014

- Maintain current certifications.
- Ensure that the city’s fleet is maintained in proper working order.
- Maintain customer service rating above 90%.





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	111,574	116,367	120,365	124,650	124,650
Temporary	11,739	11,264	12,910	13,110	13,110
Overtime	373	9	800	400	400
FICA	9,515	9,787	10,355	10,750	10,750
WC Insurance & Tax	5,243	5,280	4,380	4,525	4,525
Pension	12,856	16,390	18,695	23,415	23,415
Insurance	21,361	21,403	21,405	23,990	23,990
Bereavement Leave	187	-	-	-	-
Salaries & Benefits	172,847	180,499	188,910	200,840	200,840
Office Supplies	308	259	-	-	-
Printing & Postage	-	11	-	-	-
Inventory Adjustment	(1,222)	659	-	-	-
Uniforms & Safety Equip	1,899	1,568	1,915	2,120	2,120
Medical & Other Testing	115	-	160	160	160
Fuel	106,065	151,967	142,000	146,800	146,800
Small Tools	2,406	2,674	2,400	2,500	2,500
Computer Equip & Software	-	-	4,000	1,100	1,100
Personal Computer/Laptop	1,249	795	-	-	-
Drop Box Hauling	282	236	300	300	300
Conferences & Meetings	895	531	1,000	-	-
Membership Dues	450	405	670	670	670
Publication,Rpt,Ref Matl	-	265	-	300	300
Staff Training	1,267	395	1,200	1,200	1,200
Staff/Dept Recognition	157	68	210	210	210
Administrative Expense	58	70	50	50	50
Contr R & M - Fleet	17,850	37,313	25,200	25,700	25,700
R & M - Vehicles	86,515	75,089	89,665	90,400	90,400
R & M - Equipment	1,209	2,074	2,155	2,130	2,130
R & M - Computers	1,695	1,165	700	-	-
Materials & Services	221,198	275,543	271,625	273,640	273,640
Equipment & Furnishings	5,595	-	-	-	-
Capital Outlay	5,595	-	-	-	-
Total Expenditures	\$ 399,640	\$ 456,043	\$ 460,535	\$ 474,480	\$ 474,480



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.

Summary	
Department Manager	Jerry Postema
Parks Maintenance Manager	Tom Steiger
FTE's	9.0
Expenditures	\$ 1,252,845
Funding Source	General Fund

Parks Maintenance staff manages the urban forest of Tualatin’s street trees. All trees are inspected and maintenance pruned on a three-year rotating cycle. All street tree removal requests are inspected and coordinated to ensure that trees are replanted once removed. The Tree for a Fee Program offered by Parks Maintenance is a program designed to encourage street tree plantings, contributing to the community’s urban forest, and the benefits of tree lined streets.



Jurgens’s Park super coating

Highlights of FY 2012/2013

- Pressure-cleaning and mildew removal of Tualatin River Greenway boardwalk to improve pedestrian safety, drainage, and life of wooden structure.
- Placed over 20 tons of ballast rock per Fish and Wildlife Service guidelines to stabilize the boat ramp at Tualatin Community Park.
- Cleaned, stabilized, and leveled downtown street tree grates to improve pedestrian accessibility and assist with the development of public works code and standards.
- Provided proactive cultural practices (aerating, topdressing, fertilization, and over-seeding) to all athletic fields to insure high quality recreational experiences to a wide array of user groups.
- Provide interdepartmental professional services in regular operations and capital improvement projects as they relate to public landscape, greenways, and parks.
- Removal and replacement of declining 30 year old timber frame playground at Lafky Park, creating safe and attractive amenities for the community.



“Cummin’s Store and House - Old Town”
Circa 1900

Photo Courtesy of Tualatin Historical Society

Goals for FY 2013/2014

- Contribute to sustainable neighborhoods via urban forestry programs including Tree for a Fee, Sidewalk Street Tree Pruning, and Tree Removal Permit Process and enhanced reforestation efforts.
- 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 Community Services and Volunteer Services to provide planning, project management and logistical support to Stream Shade planting programs that meets the needs of CWS permitting guidelines.
- Provide a diversity of maintenance services with goal of maintaining the community pride of our trails, parks, and public spaces.
- Continue to maintain current Reverse Frontage, Streetscapes, I-5 Landscape, Tualatin Sherwood Road Improvements and Gateway Feature enhancing the beautification and “curb appeal” of Tualatin.
- 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 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	337,292	375,207	392,880	484,810	484,810
Part Time	96,227	36,437	37,575	-	-
Temporary	75,965	103,306	118,730	52,475	52,475
Overtime	10,338	11,690	13,200	13,200	13,200
Standby	4,124	4,997	3,600	3,600	3,600
Employee Benefits	131	322	-	-	-
FICA	39,614	38,786	40,870	40,235	40,235
WC Insurance & Tax	21,350	21,986	18,970	18,510	18,510
Pension	57,807	68,594	77,745	92,840	92,840
Insurance	117,640	116,342	121,915	135,155	135,155
Bereavement Leave	-	596	-	-	-
Vacation Buy Back	19,674	5,150	-	-	-
Comp Time Sell Back	2,385	-	-	-	-
Salaries & Benefits	782,547	783,413	825,485	840,825	840,825
Botanical & Chem Supplies	18,558	19,197	22,900	23,300	23,300
Street Trees	564	4,684	3,360	4,860	4,860
Uniforms & Safety Equip	2,946	4,341	3,800	3,800	3,800
Medical & Other Testing	839	754	2,250	1,200	1,200
Cell Phones	1,077	1,354	1,160	1,160	1,160
Small Tools	3,162	3,266	4,635	17,245	17,245
Computer Equip & Software	-	57	400	-	-
Personal Computer/Laptop	-	-	1,200	-	-
Consultants	3,325	2,630	2,825	2,865	2,865
Utilities - City Parks	55,901	63,645	72,160	74,385	74,385
Conferences & Meetings	1,525	1,080	1,000	1,150	1,150
Membership Dues	375	595	605	710	710
Publication,Rpt,Ref Matl	67	-	-	-	-
Staff Training	1,400	2,488	1,800	2,975	2,975
Staff/Dept Recognition	727	320	950	1,080	1,080
Administrative Expense	392	191	250	250	250
Advertising-Recruitment	2,443	-	-	-	-
Grounds & Landscaping	176,584	184,640	232,090	235,090	235,090
Equipment Rental	4,120	2,939	3,150	3,150	3,150
R & M - Equipment	25,255	21,629	38,800	38,800	38,800
Materials & Services	299,261	313,809	393,335	412,020	412,020



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
R & M - Major Projects	-	12,222	78,000	-	71,500
Capital Outlay	64,306	12,222	92,000	-	71,500
Total Expenditures	\$ 1,146,114	\$ 1,109,445	\$ 1,310,820	\$ 1,252,845	\$ 1,324,345



Operations - Administration

The Administration Division of Operations provides management and administrative support to department staff working in Maintenance Services, Parks Maintenance, Street/Sewer/Storm, and Water divisions. In addition, the Administrative Division has responsibilities 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 Division 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 2012/2013

- Continued working with area businesses on compliance with Business Recycling Requirements Program.
- Organized city-wide participation in emergency preparedness by training all staff and completing one exercise per year.
- Utilized utility billing to include public information messages on a monthly basis.
- Eight CE2 participants from Tualatin High School contributed a total of nearly 400 hours. Each student spends approximately 48 hours during their four-week visit.
- Utilized over 8,200 volunteer hours to complete a variety of city programs.

Summary	
Department Manager	Jerry Postema
FTE’s	4.75
Expenditures	\$ 512,940
Funding Source	Operations Fund

Goals for FY 2013/2014

- Promote exceptional customer service within the department.
- Increase the use of social media, the website and newsletters in keeping the public up-to-date and involved with project 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 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	257,935	236,191	283,280	282,435	282,435
Part Time	28,020	26,175	37,840	38,200	38,200
Temporary	6,464	28,643	9,230	9,385	9,385
Overtime	138	500	625	655	655
FICA	22,415	23,122	23,925	24,845	24,845
WC Insurance & Tax	3,322	3,423	3,390	2,390	2,390
Pension	36,654	44,238	50,365	60,740	60,740
Insurance	37,466	42,632	43,460	51,250	51,250
Vacation Buy Back	7,218	11,865	-	-	-
Comp Time Sell Back	1,033	-	-	-	-
Salaries & Benefits	400,666	416,788	452,115	469,900	469,900
Office Supplies	5,879	5,161	5,140	4,600	4,600
Printing & Postage	1,490	1,537	2,500	1,000	1,000
Photographic Supplies	27	11	50	50	50
Uniforms & Safety Equip	726	508	800	800	800
Medical & Other Testing	80	-	200	200	200
Cell Phones	871	948	960	850	850
Network/Online	-	240	-	-	-
Small Tools	400	407	500	500	500
Office Equip & Furniture	-	303	1,000	4,100	4,100
Computer Equip & Software	1,071	2	1,400	-	-
Personal Computer/Laptop	1,141	2,932	2,400	-	-
Consultants	2,265	675	4,000	4,000	4,000
Conferences & Meetings	3,509	4,108	5,350	6,000	6,000
Membership Dues	705	1,155	1,565	1,565	1,565
Publication, Rpt, Ref Matl	29	139	155	155	155
Staff Training	888	755	5,155	3,870	3,870
Staff/Dept Recognition	2,601	3,378	2,400	2,500	2,500
Administrative Expense	639	736	1,000	1,000	1,000
Advertising-Recruitment	-	-	250	250	250
Advertising-Promotional	2,694	1,967	2,500	2,500	2,500
Equipment Rental	6,568	5,232	6,200	6,200	6,200
R & M - Equipment	1,519	2,023	1,700	2,900	2,900
Materials & Services	33,101	32,217	45,225	43,040	43,040



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Equipment & Furnishings	1,873	-	-	-	-
Capital Outlay	1,873	-	-	-	-
Total Expenditures	\$ 435,640	\$ 449,005	\$ 497,340	\$ 512,940	\$ 512,940

Non-Departmental

This division provides materials, services, equipment, and other assets used in common by the Administration, Information Services, 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	\$ 1,321,265
Funding Source	Operations Fund





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Botanical & Chem Supplies	761	56	1,150	1,150	1,150
Cell Phones	276	578	290	310	310
Pagers	86	86	90	90	90
Small Tools	2,003	2,154	3,110	500	500
Computer Equip & Software	932	467	-	-	-
Consultants	-	34,578	-	-	-
One Call Servicing	2,714	2,461	2,500	2,700	2,700
Grounds & Landscaping	6,458	7,172	10,200	9,300	9,300
R & M - Equipment	766	6,034	9,400	500	500
Materials & Services	13,997	53,589	26,740	14,550	14,550
Equipment & Furnishings	4,416	131,392	139,000	-	-
Buildings & Additions	10,703	-	-	-	-
Projects Administration	742	578	-	-	-
Projects Professional Svc	32,629	1,650	-	-	-
Projects Construction	116,963	35,196	-	-	-
Fund Projects	70,188	10,732	-	972,715	972,715
In-House Construction	-	1,979	-	-	-
Capital Outlay	235,640	181,527	139,000	972,715	972,715
Contingency	-	-	331,960	334,000	334,000
General Account Reserve	-	-	845,610	-	-
Contingencies & Reserves	-	-	1,177,570	334,000	334,000
Total Expenditures	\$ 249,637	\$ 235,116	\$ 1,343,310	\$ 1,321,265	\$ 1,321,265



City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Utilities - Water

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 489,350	\$ 527,175	\$ 529,640	\$ 566,170
Materials and Services	2,053,364	2,284,371	2,549,235	2,017,995
Transfers	2,703,388	2,418,227	2,392,290	2,879,155
Capital Outlay	483,831	323,038	1,457,000	2,107,000
Debt Service	-	-	-	-
Contingencies & Reserves	4,644,721	5,477,597	5,683,145	4,848,015
Total Requirements	\$ 10,374,654	\$ 11,030,408	\$ 12,611,310	\$ 12,418,335



Operations – Water

The Water Division is responsible for the operation and maintenance of over 110 miles of water lines within the city, ranging from 4 to 36 inches in diameter. To maintain this system, the division regularly inspects and services five reservoirs, as well as each reservoirs 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 (SCADA) and its related electrical and mechanical equipment are the responsibility of this division. The city’s Aquifer Storage and Recovery (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 that our system is in compliance with Oregon State Health Authority (OSHA) rules. The division operates the city’s Cross Connection Program, which ensures that our water does not become contaminated and that it complies with all city and state regulations.

Highlights of FY 2012/2013

- Inspected and operated all 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 OSHA and Environmental Protection Agency (EPA) rules, with no violations.
- Changed out large meters to apartment complexes.
- Ensured that all backflow devices in our water system were tested.
- Repaired leaks in the water system as needed.
- Performed daily meter reads for Finance Department
- Placed monthly door hangers and turn offs for non-payment.

Summary	
Department Manager	Jerry Postema
Water Division Manager	Mick Wilson
FTE’s	6.0
Expenditures	\$ 909,165
Funding Source	Operations - Water Division

- Injected 100 mg of water into the ASR facility during the summer months and recovered nearly 68 mg during the peak summer months.
- Cleaned and inspected interior of reservoir sites A-1, A-2 and C-1.
- Replaced old pressure reducing and pressure sustaining valves on SW 65th Avenue.

Goals for FY 2013/2014

- Ensure that the drinking water is safe and in compliance with OSHA and EPA rules and regulations by taking water samples.
- Ensure all properties that require backflow devices in our water system are tested and reports are sent to OSHA.
- Inspect and test all fire hydrants within the system annually to ensure that 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 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	301,715	329,956	347,145	356,100	356,100
Overtime	14,651	15,573	13,230	15,000	15,000
Standby	7,278	6,524	7,800	7,800	7,800
Employee Benefits	(5,655)	-	-	-	-
FICA	25,027	26,372	26,805	27,600	27,600
WC Insurance & Tax	14,922	16,376	13,135	13,475	13,475
Pension	39,349	50,186	49,925	65,640	65,640
Insurance	79,013	75,839	71,600	80,555	80,555
Job Injury Time	8,145	-	-	-	-
Bereavement Leave	-	560	-	-	-
Sick Leave Conversion	-	3,598	-	-	-
Vacation Buy Back	4,905	1,962	-	-	-
Comp Time Sell Back	-	230	-	-	-
Salaries & Benefits	489,350	527,175	529,640	566,170	566,170
Printing & Postage	10,120	10,298	17,200	17,200	17,200
Uniforms & Safety Equip	2,984	2,713	4,275	4,365	4,365
Medical & Other Testing	227	-	-	-	-
Cell Phones	1,322	809	1,180	1,540	1,540
Network/Online	617	622	720	720	720
Pagers	86	86	100	100	100
Small Tools	4,552	3,801	4,610	4,610	4,610
Office Equip & Furniture	-	318	-	-	-
Computer Equip & Software	7	13	800	-	-
Personal Computer/Laptop	2,368	1,222	1,500	-	-
Consultants	1,310	2,625	3,000	3,000	3,000
Pump Stations-Electricity	25,377	29,077	41,840	52,840	52,840
Conferences & Meetings	-	275	1,000	1,000	1,000
Membership Dues	2,870	1,436	1,855	1,855	1,855
Publication,Rpt,Ref Matl	204	67	200	200	200
Staff Training	3,109	2,820	2,180	2,180	2,180
Staff/Dept Recognition	335	207	525	535	535
Administrative Expense	160	196	150	150	150
Advertising-Recruitment	611	-	-	-	-
Contr R & M - Systems	60,309	71,631	78,820	149,020	149,020
Equipment Rental	-	-	1,260	1,260	1,260
R & M - Systems	17,286	44,663	52,800	57,800	57,800



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
R & M - Reservoir	813	395	1,820	1,820	1,820
R & M - Pump Stations	325	213	1,000	1,000	1,000
R & M - Equipment	1,475	2,339	1,800	1,800	1,800
Materials & Services	151,587	188,030	232,435	342,995	342,995
Total Expenditures	\$ 640,936	\$ 715,205	\$ 762,075	\$ 909,165	\$ 909,165



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 2012, 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 12/13 Charges	Proposed FY 13/14 Charges	Difference
\$ 25.22	\$ 26.02	\$.80

Highlights of FY 2012/2013

- Completed update of Water Master Plan
- Updated Water Conservation Plan
- Completed replacement of water lines in 86th Ave and Cherokee Street (installed 1972)
- Replaced Pressure Release valve on 65th Avenue
- Began cleaning and repainting interior and exterior of B1, B2 and C1 water reservoirs
- Began reviewing structural condition of water reservoirs
- Performed valve maintenance as required every five years to maintain and regulate flow from Portland water supply
- Participated in regional forums on water issues

Summary	
Department Managers	Alice Cannon Rouyer & Jerry Postema
Water Division Manager Engineering Manager	Mick Wilson Kaaren Hofmann
Expenditures	\$ 10,546,560
Funding Source	Water Operating Fund

Goals for FY 2013/2014

- Complete water line replacement in Boones Ferry from Martinazzi to the north side of the Tualatin River Bridge.
- Replace water lines in McEwan Road and 63rd Avenue.
- Plan future water infrastructure in association with the Basalt Creek Concept Planning and 124th Ave roadway design projects.
- Continue to participate in the emergency inter-tie to Tualatin Valley Water District project.
- Complete cleaning and repainting interior and exterior of B1, B2 and C1 water reservoirs.
- Complete review of water reservoirs’ structural condition.



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopt FY 13-1
Printing & Postage	11,890	13,150	11,000	11,000	11,000
Inventory Adjustment	4,488	(823)	-	-	-
Water Conservation	1,781	5,531	6,000	6,000	6,000
For Tualatin	1,783,140	1,853,713	1,986,400	1,348,100	1,348,100
For Sherwood	-	-	32,000	32,000	32,000
Hydrants	-	-	2,000	2,000	2,000
Meters	5,811	5,479	10,000	10,000	10,000
Tual Valley Wtr/Jointline	-	-	1,000	1,000	1,000
Tual Valley/WA CO Lines	421	13,355	25,000	25,000	25,000
Consultants	14,296	116,753	100,000	100,000	100,000
Membership Dues	23,464	21,527	40,000	35,000	35,000
Merchant Discount Fees	4,054	6,069	6,000	7,500	7,500
Meter Reading	42,257	43,182	47,400	47,400	47,400
Contr R & M - Systems	10,175	18,405	50,000	50,000	50,000
Materials & Services	1,901,777	2,096,341	2,316,800	1,675,000	1,675,000
Transfers - General Fund	713,583	660,000	724,170	848,580	848,580
Transfers - Building	6,900	6,900	7,110	7,110	7,110
Transfers - Operations	1,023,500	1,110,232	1,017,430	1,169,600	1,169,600
Transfers - Enterpris Bnd	540,906	539,531	538,285	536,265	536,265
Transfers - Wtr Developm	400,000	100,000	100,000	300,000	300,000
Transfers & Reimbursements	2,684,889	2,416,663	2,386,995	2,861,555	2,861,555
Equipment & Furnishings	23,663	-	-	-	-
Projects Administration	1,060	1,814	-	-	-
Projects Professional Svc	74,617	86,176	-	-	-
Projects Construction	78,912	103,028	-	-	-
Fund Projects	8,406	6,396	957,000	1,297,000	1,297,000
Capital Outlay	186,658	197,415	957,000	1,297,000	1,297,000
Contingency	-	-	1,096,570	649,960	649,960
Rate Stabilization	-	-	3,751,075	3,518,045	3,518,045
Bond Indenture Reserve	-	-	545,000	545,000	545,000
Contingencies & Reserves	-	-	5,392,645	4,713,005	4,713,005
Total Expenditures	\$ 4,773,325	\$ 4,710,419	\$ 11,053,440	\$ 10,546,560	\$ 10,546,560



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 Rouyer
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 852,610
Funding Source	Water Development Fund

Highlights of FY 2012/2013

- Finished implementation of active Aquifer Storage and Recovery (ASR) operations
- Began planning for construction of C2 Reservoir

Goals for FY 2013/2014

- Finish construction of Phase 1 of C2 Reservoir
- Install 16” water line in 124th Avenue, from Tualatin-Sherwood Road to Tonquin
- Complete Marquis water line replacement in Boones Ferry Road



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Reimburse - General Fund	18,499	-	-	-	-
Transfers - General Fund	-	1,564	5,295	17,600	17,600
Transfers & Reimbursements	18,499	1,564	5,295	17,600	17,600
Equipment & Furnishings	14	-	-	-	-
Projects Administration	250	-	-	-	-
Projects Professional Svc	189,323	107,172	-	-	-
Projects Construction	107,586	18,451	-	-	-
Fund Projects	-	-	500,000	810,000	810,000
Capital Outlay	297,173	125,623	500,000	810,000	810,000
Contingency	-	-	290,500	135,010	135,010
Contingencies & Reserves	-	-	290,500	135,010	135,010
Total Expenditures	\$ 315,672	\$ 127,187	\$ 795,795	\$ 962,610	\$ 962,610



City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Utilities - Sewer

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 186,101	\$ 194,671	\$ 201,355	\$ 218,650
Materials and Services	5,310,971	5,428,956	5,938,810	6,106,330
Transfers	965,325	993,577	1,044,200	1,157,575
Capital Outlay	206,049	351,250	795,000	455,000
Debt Service	-	-	-	-
Contingencies & Reserves	4,671,044	4,827,053	3,644,980	6,516,080
Total Requirements	\$ 11,339,490	\$ 11,795,507	\$ 11,624,345	\$ 14,453,635



Operations – 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; 3,345 catch basins; 72 water quality facilities; and over 3,600 manholes. Clean Water Services (CWS) maintains 10 sewer lift stations within the city.

Highlights of FY 2012/2013

- Cleaned over 25% of the sanitary sewer system and video-inspected over 15% of the system to meet 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.
- Purchased the AquaTech combination cleaner to replace our existing Jet/Vac trailer unit.

Summary	
Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
FTE’s	2.5
Expenditures	\$ 345,385
Funding Source	Operations - Sewer Division

This purchase has allowed us to significantly increase productivity by 50% for catch basin cleanings. This equipment is also being utilized for other departmental use such as water main break repairs.

Goals for FY 2013/2014

- Meet or exceed CWS performance standards for the sanitary and storm system.
- Inspect, clean and repair the sanitary sewer and storm system as needed to prevent backups or overflows.





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	117,662	125,545	132,035	136,560	136,560
Overtime	2,858	3,600	4,250	4,375	4,375
Standby	1,773	2,099	2,600	2,600	2,600
FICA	9,752	9,919	10,130	10,575	10,575
WC Insurance & Tax	5,175	5,364	4,965	5,160	5,160
Pension	13,612	14,522	14,815	17,450	17,450
Insurance	28,464	32,570	32,560	41,930	41,930
Vacation Buy Back	5,802	1,052	-	-	-
Comp Time Sell Back	1,004	-	-	-	-
Salaries & Benefits	186,101	194,671	201,355	218,650	218,650
Office Supplies	54	-	-	-	-
Printing & Postage	182	-	-	-	-
Uniforms & Safety Equip	1,757	4,483	2,065	3,285	3,285
Cell Phones	-	-	450	450	450
Small Tools	1,870	2,099	2,350	2,690	2,690
Computer Equip & Software	-	-	200	-	-
Personal Computer/Laptop	571	-	345	375	375
Conferences & Meetings	-	-	1,300	1,625	1,625
Membership Dues	266	362	550	560	560
Publication,Rpt,Ref Matl	-	-	50	50	50
Staff Training	773	490	1,275	1,275	1,275
Staff/Dept Recognition	203	50	265	265	265
Administrative Expense	31	36	50	50	50
Advertising-Recruitment	45	-	-	-	-
Contr R & M - Systems	96,536	100,328	101,840	100,210	100,210
Equipment Rental	-	-	500	500	500
R & M - Systems	4,540	6,584	11,900	12,350	12,350
R & M - Pump Stations	-	-	-	1,600	1,600
R & M - Equipment	653	707	1,450	1,450	1,450
Materials & Services	107,479	115,139	124,590	126,735	126,735
Total Expenditures	\$ 293,580	\$ 309,810	\$ 325,945	\$ 345,385	\$ 345,385



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 as shown below for a single-family residence:

Current FY 12/13 Charges	Proposed FY 13/14 Charges	Difference
\$ 38.41	\$ 39.73	\$ 1.32

Highlights of FY 2012/2013

- Complete the Dakota Chieftain sewer replacement
- Complete the Joshua Street sewer line project

Summary

Department Managers	Alice Cannon Rouyer & Jerry Postema
Street/Sewer/Storm Mgr. Engineering Manager	Bert Olheiser Kaaren Hofmann
Expenditures	\$ 9,416,755
Funding Source	Sewer Operating Fund

Goals for FY 2013/2014

- Begin the sewer portion of the Martinazzi Ave project.
- To operate the sanitary sewer system without backups and overflows
- To complete the update of the City’s Sanitary Sewer Master Plan



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Printing & Postage	10,887	13,196	11,000	11,000	11,000
Inventory Adjustment	0	-	-	-	-
User Charges-Lake Oswego	326,816	-	-	-	-
User Charges-CWS	4,416,568	4,971,270	5,362,615	5,523,605	5,523,605
User Charges-Tigard	10,166	9,807	11,405	11,790	11,790
Consultants	8,235	400	100,000	100,000	100,000
Merchant Discount Fees	4,360	6,212	6,000	10,000	10,000
Stream Shading	18,298	17,966	20,000	20,000	20,000
Contr R & M - Systems	-	-	100,000	100,000	100,000
Contr R & M - FOG Insp.	19,600	-	11,200	11,200	11,200
Materials & Services	4,814,930	5,018,852	5,622,220	5,787,595	5,787,595
Transfers - General Fund	615,646	645,706	717,210	806,990	806,990
Transfers - Building	4,050	4,050	4,175	4,175	4,175
Transfers - Operations	342,259	341,073	318,245	330,330	330,330
Transfers & Reimbursements	961,955	990,829	1,039,630	1,141,495	1,141,495
Projects Administration	3,207	250	-	-	-
Projects Professional Svc	37,840	79,795	-	-	-
Projects Construction	165,002	271,206	-	-	-
Fund Projects	-	-	595,000	255,000	255,000
Capital Outlay	206,049	351,250	595,000	255,000	255,000
Contingency	-	-	220,735	616,930	616,930
Future Years Projects	-	-	-	1,670,735	1,670,735
Contingencies & Reserves	-	-	220,735	2,287,665	2,287,665
Total Expenditures	\$ 5,982,934	\$ 6,360,931	\$ 7,477,585	\$ 9,471,755	\$ 9,471,755



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.

Highlights of FY 2012/2013

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

Goals for FY 2013/2014

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

Summary	
Department Manager	Alice Cannon Rouyer
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 4,616,495
Funding Source	Sewer Development Fund



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Sys Dev Chg - CWS	388,562	294,965	192,000	192,000	192,000
Materials & Services	388,562	294,965	192,000	192,000	192,000
Reimburse - General Fund	3,370	-	-	-	-
Transfers - General Fund	-	2,748	4,570	16,080	16,080
Transfers & Reimbursements	3,370	2,748	4,570	16,080	16,080
Fund Projects	-	-	200,000	200,000	200,000
Capital Outlay	-	-	200,000	200,000	200,000
Contingency	-	-	3,424,245	4,228,415	4,228,415
Contingencies & Reserves	-	-	3,424,245	4,228,415	4,228,415
Total Expenditures	\$ 391,932	\$ 297,713	\$ 3,820,815	\$ 4,636,495	\$ 4,636,495



City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Utilities - Storm Drain

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	454,269	528,045	747,865	731,455
Transfers	952,807	1,009,079	951,415	950,145
Capital Outlay	140,772	115,334	306,000	85,000
Debt Service	-	-	-	-
Contingencies & Reserves	607,985	733,798	408,660	919,125
Total Requirements	\$ 2,155,833	\$ 2,386,256	\$ 2,413,940	\$ 2,685,725



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 12/13 Charges	Proposed FY 13/14 Charges	Difference
\$ 5.64	\$ 5.86	\$.22

Highlights of FY 2012/2013

- Completed installation of water quality improvements at the Dakota/Chieftain Greenway
- Upgraded the water quality facility at 111th and Hazelbrook
- Purchased a small storm line maintenance truck
- Inspected all private water quality facilities
- Messages on flooding were printed on monthly utility bills; an informational storm drainage insert was included in the monthly utility bills

Summary	
Department Managers	Alice Cannon Rouyer & Jerry Postema
Street/Sewer/Storm Mgr Engineering Manager	Bert Olheiser Kaaren Hofmann
Expenditures	\$ 2,236,315
Funding Source	Storm Drain Operating Fund

Goals for FY 2013/2014

- Complete improvements to a drainage ditch at Tonka Street
- Begin upgrades to the drainage outfalls west of 89th Ave and Tualatin-Sherwood Road and 90th Ave north of Tualatin-Sherwood Road
- Update stormwater system as part of the Martinazzi Ave project.
- 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 124th Ave roadway design projects.
- Communicate the importance of preparing for flooding to the residents and businesses in the flood plain.



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Printing & Postage	12,064	14,413	12,000	12,000	12,000
User Charges-CWS	312,469	359,001	458,940	497,185	497,185
User Charges-Lake Oswego	61,785	61,778	-	-	-
User Charges-Tigard	7,202	7,799	6,225	6,470	6,470
Consultants	-	-	170,000	120,000	120,000
Utilities-Water	-	-	1,000	1,000	1,000
Tualatin River Gauge	3,633	3,706	4,500	4,800	4,800
Contr R & M - Systems	(2,200)	23,998	25,000	25,000	25,000
Contr R & M - Water Qual	6	-	1,000	1,000	1,000
Grounds & Landscaping	59,310	57,352	69,200	64,000	64,000
Materials & Services	454,269	528,045	747,865	731,455	731,455
Transfers - General Fund	407,947	441,765	419,050	424,810	424,810
Transfers - Building	4,050	4,050	4,175	4,175	4,175
Transfers - Operations	539,640	563,264	528,190	521,160	521,160
Transfers & Reimbursements	951,637	1,009,079	951,415	950,145	950,145
Projects Administration	1,178	2,271	-	-	-
Projects Professional Svc	130,399	3,999	-	-	-
Projects Construction	-	109,064	-	-	-
Fund Projects	9,195	-	306,000	85,000	85,000
Capital Outlay	140,772	115,334	306,000	85,000	85,000
Contingency	-	-	185,530	252,240	252,240
Future Years Project	-	-	-	217,475	217,475
Contingencies & Reserves	-	-	185,530	469,715	469,715
Total Expenditures	\$ 1,546,678	\$ 1,652,458	\$ 2,190,810	\$ 2,236,315	\$ 2,236,315



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.

Highlights of FY 2012/2013

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

Goals for FY 2013/2014

- Projects may be identified during the update of the Stormwater Master Plan.
- No projects are identified for FY 13/14.

Summary	
Department Manager	Alice Cannon Rouyer
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 449,410
Funding Source	Storm Drain Development Fund



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Reimburse - General Fund	1,170	-	-	-	-
Transfers & Reimbursements	1,170	-	-	-	-
Contingency	-	-	223,130	449,410	449,410
Contingencies & Reserves	-	-	223,130	449,410	449,410
Total Expenditures	\$ 1,170	-	\$ 223,130	\$ 449,410	\$ 449,410



City of Tualatin
Fiscal Year 2013 - 2014
Adopted Budget - Utilities - Streets

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 206,845	\$ 194,974	\$ 209,640	\$ 222,030
Materials and Services	1,377,081	1,803,625	2,508,070	2,003,620
Transfers	1,139,303	1,005,957	1,109,425	1,036,405
Capital Outlay	101,826	70,564	600,140	787,140
Debt Service	-	-	-	-
Contingencies & Reserves	3,604,606	4,440,321	2,470,360	2,511,025
Total Requirements	\$ 6,429,661	\$ 7,515,441	\$ 6,897,635	\$ 6,560,220



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 these roadways and their adjacent bike paths, including patching potholes, installation of new signs, and maintenance and repair of existing signs, as well as response to citizen requests.

Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
FTE’s	2.5
Expenditures	\$ 552,770
Funding Source	Street Division - Operations

Highlights of FY 2012/2013

- 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 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 2012 and working on the 2013 Pavement program.
- Completed the 2012 Sidewalk/Street Tree Program.

Goals for FY 2013/2014

- 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.
- 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 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	120,922	125,906	127,425	130,685	130,685
Temporary	10,824	-	-	-	-
Overtime	3,249	3,593	4,150	4,230	4,230
Standby	1,172	176	2,600	1,200	1,200
FICA	10,699	9,303	9,815	9,770	9,770
WC Insurance & Tax	12,338	11,728	8,490	8,700	8,700
Pension	14,047	17,923	20,075	25,555	25,555
Insurance	27,733	26,345	37,085	41,890	41,890
Vacation Buy Back	4,856	-	-	-	-
Comp Time Sell Back	1,004	-	-	-	-
Salaries & Benefits	206,845	194,974	209,640	222,030	222,030
Printing & Postage	182	-	400	400	400
Photographic Supplies	11	-	-	-	-
Uniforms & Safety Equip	2,167	1,448	1,880	1,980	1,980
Medical & Other Testing	82	258	-	-	-
Cell Phones	1,705	613	450	450	450
Small Tools	1,983	5,317	2,460	2,740	2,740
Computer Equip & Software	-	2,000	1,600	1,500	1,500
Personal Computer/Laptop	571	-	345	375	375
Conferences & Meetings	844	1,235	1,300	1,625	1,625
Membership Dues	435	112	780	790	790
Publication,Rpt,Ref Matl	16	-	135	135	135
Staff Training	121	234	1,970	1,920	1,920
Staff/Dept Recognition	333	179	265	265	265
Administrative Expense	42	78	50	50	50
Advertising-Recruitment	45	-	-	-	-
Grounds & Landscaping	2,839	4,940	5,000	7,000	7,000
Contr R & M - Road Strip	53,911	43,852	62,000	62,000	62,000
Street Sweeping	173,187	185,314	190,850	195,620	195,620
Emergency Road Clean-up	247	553	1,550	1,550	1,550
Equipment Rental	1,995	-	2,000	2,000	2,000
R & M - Guardrails,Signs	10,726	13,729	16,100	15,200	15,200
R & M - Streets	757	2,171	2,500	2,500	2,500
R & M - Sidewalk,Bikepath	-	22	-	-	-
R & M - Equipment	123	312	300	500	500



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
R & M - Major Projects	5,732	27,862	32,140	32,140	32,140
Capital Outlay	5,732	34,222	85,140	32,140	32,140
Total Expenditures	\$ 464,896	\$ 491,561	\$ 586,715	\$ 552,770	\$ 552,770



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. What began in FY 01/02 as a new program to repair sidewalks and replace street trees was in June of 2012 increased to \$2.50 a month. The funds are used to maintain and improve landscaping in street and road rights-of-way and on public property.

Highlights of FY 2012/2013

Completed the following repairs:

- Martinazzi Avenue from Warm Springs to Sagert Street
- Mohawk Street from Boones Ferry Road to Martinazzi Avenue
- 72nd Avenue from Delaware Street to Sagert Street
- Arikara Drive from Boones Ferry Road to Columbia Drive
- Jurgens Road from Tualatin Road to Hazelbrook Road
- Warm Springs Street from Boones Ferry Road to Tonka Street
- Nez Perce court
- Funding for Sidewalk and Street Tree Program in area 3 – West of Boones Ferry Road, Helenius Street To Tualatin Sherwood Road
- Continue funding of reverse frontage and right-of-way landscaping

Summary	
Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
Expenditures	\$ 1,630,040
Funding Source	Road Utility Fee

Goals for FY 2013/2014

Complete the following repairs:

- Martinazzi Avenue from Boones Ferry Road to Nyberg Road
- Teton Avenue from Tualatin Sherwood Road to Herman Road
- Warm Springs Street from Martinazzi Avenue to Mohawk Street
- Mohawk Street from Martinazzi Avenue to Warm Springs
- 129th Avenue
- Fund Area 1 of the Street Tree and Sidewalk Program – north of Tualatin Sherwood Road from 99w east to City limits
- Fund the reverse frontage and right-of-way landscaping





Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Printing & Postage	10,836	13,149	11,000	13,500	13,500
Road Fees to Tigard	4,911	5,470	4,730	5,000	5,000
Pavement Maintenance	473,506	629,365	1,060,000	872,000	872,000
Sidewalk/Tree Program	59,438	41,575	50,000	50,000	50,000
Reverse Frontage Program	131,069	129,564	169,255	167,880	167,880
Materials & Services	679,760	819,122	1,294,985	1,108,380	1,108,380
Transfers - General Fund	152,479	129,762	149,185	160,980	160,980
Transfers - Operations	89,655	82,905	86,255	79,915	79,915
Transfers - Road Gas Tax	92,057	92,571	92,570	92,570	92,570
Transfers & Reimbursements	334,191	305,238	328,010	333,465	333,465
Equipment & Furnishings	32,027	-	-	-	-
Projects Construction	15,553	-	-	-	-
Capital Outlay	47,579	-	-	-	-
Contingency	-	-	231,450	25,000	25,000
Road Maintenance	-	-	218,985	163,195	163,195
Contingencies & Reserves	-	-	450,435	188,195	188,195
Total Expenditures	\$ 1,061,530	\$ 1,124,360	\$ 2,073,430	\$ 1,630,040	\$ 1,630,040



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 \$57.25 per capita for FY 2013-2014.

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.



Summary	
Department Manager	Alice Cannon Rouyer
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 2,162,135
Funding Source	Road Gas Tax Fund

Highlights of FY 2012/2013

- Completed work on the Transportation System Plan.
- Worked on a mid-block pedestrian crossing policy.
- Enhanced the transportation system by installing pedestrian-friendly transportation options at the intersections of Helenius and 108th, Blake and 105th, and Nyberg Lane.

Goals for FY 2013/2014

- Complete the Martinazzi Avenue project including changing the signal at Nyberg Street.
- Continue to work with neighborhoods to install pedestrian friendly transportation projects.
- Install flashing lights in each of the school zones.
- Maintain traffic control devices (signals, signs, and pavement markings) in acceptable condition.
- Analyze LED Street Lights



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Inventory Adjustment	40	(519)	-	-	-
Street Landscape Material	1,433	1,366	-	-	-
Consultants	52,087	336,169	450,000	100,000	100,000
Utilities - Signals	24,285	25,614	44,090	45,190	45,190
Street Lights	321,014	320,907	360,200	382,705	382,705
Guardrails & Signs	2,404	(376)	2,000	2,000	2,000
Signal Maintenance	40,070	38,948	53,860	55,745	55,745
Commons St Light Maint	-	-	11,000	11,000	11,000
Roadside Landscape	3,668	28	-	-	-
Materials & Services	445,001	722,138	921,150	596,640	596,640
Transfers - General Fund	379,640	407,345	454,930	467,980	467,980
Transfers - Operations	276,841	253,436	262,935	234,960	234,960
Transfers - Leveton Proj	134,169	24,617	48,890	-	-
Transfers - Infrastructur	13,000	15,000	14,660	-	-
Transfers & Reimbursements	803,650	700,398	781,415	702,940	702,940
Projects Administration	501	-	-	-	-
Projects Construction	25,210	13,261	-	-	-
Fund Projects	-	23,081	515,000	585,000	755,000
Capital Outlay	25,711	36,342	515,000	585,000	755,000
Contingency	-	-	103,700	265,105	265,105
Footpath/BikeTrail Reserv	-	-	-	67,450	67,450
Contingencies & Reserves	-	-	103,700	332,555	332,555
Total Expenditures	\$ 1,274,361	\$ 1,458,878	\$ 2,321,265	\$ 2,217,135	\$ 2,387,135



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 2012/2013

- No new projects were funded with TIF funds.

Goals for FY 2013/2014

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

Summary	
Department Manager	Alice Cannon Rouyer
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 1,072,075
Funding Source	Road Development Fund



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Reimburse - General Fund	1,462	-	-	-	-
Transfers - General Fund	-	321	-	-	-
Transfers & Reimbursements	1,462	321	-	-	-
Projects Professional Svc	6,904	-	-	-	-
Projects Construction	15,900	-	-	-	-
Capital Outlay	22,804	-	-	-	-
Contingency	-	-	585,770	1,072,075	1,072,075
Contingencies & Reserves	-	-	585,770	1,072,075	1,072,075
Total Expenditures	\$ 24,266	\$ 321	\$ 585,770	\$ 1,072,075	\$ 1,072,075

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.

Summary	
Department Manager	Alice Cannon Rouyer
Engineering Manager	Kaaren Hofmann
Expenditures	\$ 918,200
Funding Source	Transportation Development Tax

Highlights of FY 2012/2013

- No projects were funded with TDT funds.

Goals for FY 2013/2014

- Prioritize projects identified by completion of the Transportation System Plan.



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Contingency	-	-	1,330,455	918,200	918,200
Contingencies & Reserves	-	-	1,330,455	918,200	918,200
Total Expenditures	-	-	\$ 1,330,455	\$ 918,200	\$ 918,200

Debt Service



Summary

General Obligation Bond

Bancroft Bonded Debt

Enterprise Bond

Schedule of Future Debt Service

Bonded Debt per Capita

Computation of Overlapping General Obligation Debt

Computation of Legal Debt Margin



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 2013-14 is \$0.285 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 95th 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 2013 - 2014 Adopted Budget - Debt Service

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	525	525	525	525
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	1,518,099	1,684,979	1,731,915	1,499,135
Contingencies & Reserves	924,461	838,798	701,695	682,850
Total Requirements	\$ 2,443,085	\$ 2,524,302	\$ 2,434,135	\$ 2,182,510



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	\$ 1,020,010
Funding Source	General Obligation Bond Fund



Debt Service

general obligation bond
expenditures

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
05 Parks Bond Principal	155,000	165,000	170,000	175,000	175,000
06 Library Bond Principal	165,000	170,000	180,000	185,000	185,000
08 Refunding Bond Princip	90,000	270,000	275,000	290,000	290,000
Principal	410,000	605,000	625,000	650,000	650,000
05 Parks Bond Interest	119,431	114,025	108,060	101,695	101,695
06 Library Bond Interest	155,394	148,275	140,840	133,085	133,085
08 Refunding Bond Interst	107,488	100,288	89,390	78,090	78,090
Interest	382,313	362,588	338,290	312,870	312,870
General Account Reserves	-	-	62,220	57,140	57,140
Contingencies & Reserves	-	-	62,220	57,140	57,140
Total Expenditures	\$ 792,313	\$ 967,588	\$ 1,025,510	\$ 1,020,010	\$ 1,020,010

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. This fund will be closed during Fiscal Year 2013-14.

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

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 181,550
Funding Source	Bancroft Bond Fund



Debt Service

bancroft bond
expenditures

Bond Registration & Exp	300	300	300	300	300
Materials & Services	300	300	300	300	300
1998 Bancroft Bonds	160,000	160,000	220,000	-	-
Principal	160,000	160,000	220,000	-	-
1998 Bancroft Bonds	25,380	17,860	10,340	-	-
Interest	25,380	17,860	10,340	-	-
Bond Reserve	-	-	197,300	181,250	181,250
Contingencies & Reserves	-	-	197,300	181,250	181,250
Total Expenditures	\$ 185,680	\$ 178,160	\$ 427,940	\$ 181,550	\$ 181,550



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	\$ 980,950
Funding Source	Enterprise Bond Fund



Debt Service

enterprise bond
expenditures

Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Bond Registration & Exp	225	225	225	225	225
Materials & Services	225	225	225	225	225
Water Bonds 2005	285,000	295,000	305,000	315,000	315,000
Principal	285,000	295,000	305,000	315,000	315,000
Water Bonds 2005	255,406	244,531	233,285	221,265	221,265
Interest	255,406	244,531	233,285	221,265	221,265
Bond Reserves	-	-	442,175	444,460	444,460
Contingencies & Reserves	-	-	442,175	444,460	444,460
Total Expenditures	\$ 540,631	\$ 539,756	\$ 980,685	\$ 980,950	\$ 980,950



City of Tualatin
 As of June 30, 2013
 Schedule of Future Debt Service

Fiscal Year	General Obligation Bonds			Fiscal Year	Revenue Supported Bonds		
	Principal	Interest	Total		Principal	Interest	Total
2014	650,000	312,863	962,863	2014	315,000	221,263	536,263
2015	675,000	286,719	961,719	2015	330,000	208,363	538,363
2016	700,000	259,338	959,338	2016	345,000	194,863	539,863
2017	735,000	230,124	965,124	2017	360,000	180,763	540,763
2018	765,000	198,407	963,407	2018	375,000	166,063	541,063
2019	800,000	164,131	964,131	2019	390,000	150,519	540,519
2020	455,000	137,689	592,689	2020	405,000	133,869	538,869
2021	475,000	119,448	594,448	2021	425,000	116,125	541,125
2022	500,000	100,263	600,263	2022	445,000	97,420	542,420
2023	520,000	80,127	600,127	2023	465,000	77,681	542,681
2024	540,000	58,900	598,900	2024	485,000	56,899	541,899
2025	565,000	36,469	601,469	2025	510,000	35,070	545,070
2026	305,000	18,900	323,900	2026	530,000	11,925	541,925
2027	320,000	6,400	326,400				
	<u>8,005,000</u>	<u>2,009,778</u>	<u>10,014,778</u>		<u>5,380,000</u>	<u>1,650,823</u>	<u>7,030,823</u>



LAST TEN FISCAL YEARS

June 30, 2012

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			
2003	\$ 4,270,000	\$ 50,000	\$ -	\$ 940,000	\$ 6,675,000	\$ -	\$11,935,000	24,790	481.44
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

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
2003	4,270,000	\$2,692,252,612	0.16%
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%

Source: Current and previous CAFR's



COMPUTATION OF OVERLAPPING GENERAL OBLIGATION DEBT

June 30, 2012

Jurisdiction	Net Direct Outstanding Debt	Percent Applicable Inside City of Tualatin	Amount Applicable Inside City of Tualatin
City of Tualatin	\$ 8,850,000	97.5141%	\$ 8,630,000
Clackamas County	72,910,000	1.6515% *	1,204,109
Clackamas County District 3J (West Linn/Wilsonville)	211,427,238	1.2669%	2,678,572
Clackamas County School District 7J (Lake Oswego)	110,703,506	1.4895%	1,648,929
Clackamas Community College	30,100,000	2.0732%	624,033
Metro	273,485,000	2.7319%	7,471,337
Tri-Met	9,800,000	2.7403%	268,549
Portland Community College	191,375,000	2.9429%	5,631,975
Washington County	14,325,000	6.8814%	985,761
Tualatin Valley Fire and Rescue District	47,470,000	9.2265%	4,379,820
Washington County School District 23J (Tigard-Tualatin)	133,025,589	35.6995%	47,489,470
Washington County School District 88J (Sherwood)	121,489,667	15.2999%	18,587,798
Subtotal overlapping debt			90,970,353
Direct and overlapping debt			<u>\$ 99,600,353</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.

Capital Improvement Plan (CIP)

Summary

Projects included in 2013/2014 Budget



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INTRODUCTION

Tualatin Five Year Capital Improvement Plan 2014-2018

A 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 some "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 2013/2014-2017/2018 CIP is developed through input by professional staff, elected and appointed City officials.

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.

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.



CATEGORIES

Projects generally fall within the five primary categories identified below:

- Utilities – Projects involving the Water, Storm, and Sewer distribution infrastructure.
- Transportation – Projects affecting transit (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 support technology.

PROJECT LISTS

Detailed project sheets are contained in the plan for all projects included in the CIP. A list of unfunded projects is also contained in the plan to highlight the City’s needs beyond the five year period. 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.

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 includ-

ed in the capital improvement plan.

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 SUMMARY

	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18
FACILITIES & EQUIPMENT					
Core Area Parking: Green Lot - Slurry Seal Type	0	0	0	13,000	0
Core Area Parking: Red /Yellow Lot - Slurry Seal	11,000	0	0	0	0
Council Building: Roof Replacement	0	49,000	0	0	0
Hanegan's Lot: Paving	0	300,000	0	0	0
Heritage Center: Roof Replacement	0	0	17,400	0	0
Juanita Pohl Center: Fire Sprinklers	0	137,000	0	0	0
Juanita Pohl Center: Parking Lot	0	0	0	58,000	0
Juanita Pohl Center: Roof Replacement	0	0	0	106,850	0
Lafky House: Replace Roof Replacement	0	12,720	0	0	0
Library/City Offices: Employee Parking Lots	0	0	42,000	0	0
Library/City Offices: Retrofit Lighting	10,000	0	0	0	0
Ops: Covered Parking Structure for Trucks	0	0	0	350,000	0
Ops: House Three Removal and Site Prep	0	36,000	0	0	0
Ops: Master Plan Update	0	18,000	0	0	0
Ops: Warehouse Construction	2,000,000	0	0	0	0
Police: Carpet Replacement - Phases I, II, III	0	31,000	38,000	11,000	0
Police: HVAC Units Replacement	0	0	0	0	25,000
Police: Roof Replacement	0	0	55,200	0	0
Van Raden Center: Entrance & SE Parking Lot	0	43,000	0	0	0
Van Raden Comm Center: Exterior Re-Paint	0	0	0	11,000	0
Van Raden Comm Center: HVAC Unit AC 4	0	0	0	7,000	0
Van Raden Comm Center: HVAC Units AC 5 & 6	18,100	0	0	0	0
Van Raden Comm Center: Roof Replacement	0	30,456	0	0	0
Van Raden Comm Center: Window Replacement	0	0	19,448	0	0
Vehicles: Building	0	23,000	0	0	23,000
Vehicles: Community Services	0	0	29,000	0	0
Vehicles: Engineering	0	0	23,000	0	0
Vehicles: Operations	0	88,000	52,000	52,000	0
Vehicles: Operations - Heavy Equip	0	0	0	34,000	26,000
Vehicles: Operations - Large Vehicles	0	0	110,000	0	0
Vehicles: Police	178,000	133,000	171,000	120,000	120,000
TOTAL FACILITIES & EQUIPMENT	2,217,100	901,176	557,048	762,850	194,000



	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18
PARKS & RECREATION					
Brown's Ferry Park Barn: Master Plan	0	15,000	0	0	0
Brown's Ferry Park Comm Ctr: Feasibility Study	0	15,000	0	0	0
Community Park: Ball Field Park Lighting	0	75,000	0	0	0
Community Pk: Entrance/East Parking Lot Repair	58,900	0	0	0	0
Community Pk: North Drive Isle/Boat Ramp	0	68,000	0	0	0
Helenius Greenway Construction	0	0	0	125,000	0
Parks and Recreation Master Plan: Plan Update	75,000	75,000	0	0	0
Public Arts Plan	0	0	15,000	0	0
Tualatin River Greenway: Land Acquisition	650,000	0	0	0	0
Van Raden Community Center: Feasibility Study	0	15,000	0	0	0
TOTAL PARKS & RECREATION	783,900	263,000	15,000	125,000	0
TECHNOLOGY					
Automated Inspection Request System (IVR)	50,000	0	0	0	0
Citywide: Battery Backup Systems	0	20,000	0	0	0
Citywide: Microsoft Office/Adobe/Other Licenses	55,000	0	0	40,000	0
Citywide: Server Replacement	0	20,000	60,000	30,000	0
Citywide: Network Switches Replacement	0	0	0	80,000	0
Fiber Installation	0	40,000	40,000	40,000	40,000
Financial Software Upgrade/Replacement	200,000	0	0	0	0
Police Mobile Data Terminals	125,000	0	0	0	0
TOTAL TECHNOLOGY	430,000	80,000	100,000	190,000	40,000
TRANSPORTATION					
Ops: Pavement Maintenance	1,100,000	500,000	500,000	500,000	500,000
Ops: Unimproved roadway maintenance	31,222	31,876	32,513	33,150	33,813
TOTAL TRANSPORTATION	1,131,222	531,876	532,513	533,150	533,813

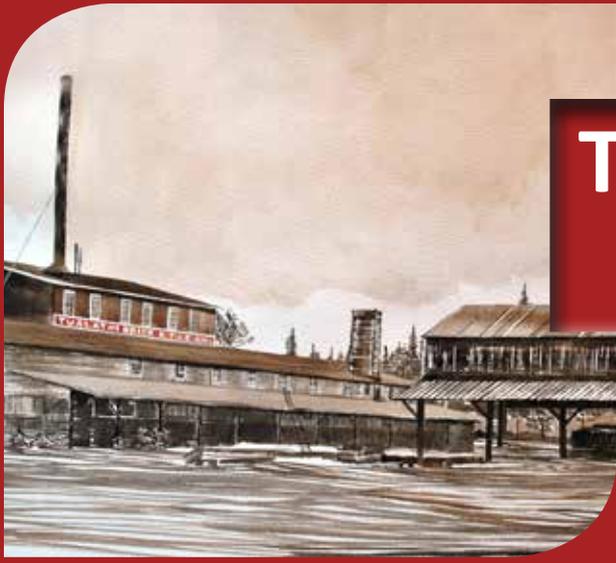
PROJECT SUMMARY TOTALS

	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18
UTILITIES					
63rd N of Boones Fry Rd: Replace water lines	150,000	0	0	0	0
89th Ave and T-S Road: Stormwater outfall	30,000	90,000	0	0	0
90th Ave, North of T-S Rd: Stormwater outfall	20,000	70,000	0	0	0
125th Ct, Herman Rd: Stormwater outfall	0	60,000	150,000	0	0
Amu St thru Walgreave: Upsize sewer line	0	0	0	313,000	1,957,000
Bluff-Cipole, 108th Ave to Amu St: Upsize sewer	0	0	420,000	200,000	0
Bluff-Cipole, 118th to Herman: Upsize sewer	0	0	0	140,000	574,000
Bluff-Cipole, Cipole PS to 124 th : Upsize sewer	0	0	187,000	0	0
Bluff-Cipole, Koller St to 108th: Upsize sewer	0	0	242,000	200,000	0
Childs Rd, Lwr Boones Fry: Replace water lines	0	100,000	50,000	0	0
Grahams Ferry Rd/Ibach St: Install stormwater	0	80,000	345,000	0	0
McEwan Rd, 65th Ave to I-5: Replace water lines	225,000	0	0	0	0
Tonka: Install drainage ditch	15,000	0	0	0	0
T-S Rd to Tigard Sand & Gravel: Sewer extension	0	0	0	414,000	1,248,000
Tualatin High School: Install fire hydrants	0	100,000	0	0	0
Water Reservoirs: A1 and C1: Repaint exterior	0	100,000	0	0	0
Water Reservoirs: Construct new C2	0	0	300,000	600,000	0
TOTAL UTILITIES	440,000	600,000	1,694,000	1,867,000	3,779,000



Fund Title	Project Name	FY13/14
General Fund: Information Services	Network Hard Drive Space/Upgrade to Network Security	\$ 29,145
General Fund: Information Services	Email Archiving Technology	\$ 10,000
General Fund: Police	Replacement Police Vehicles	\$ 158,000
General Fund: Police	Police Mobile Data Terminals	\$ 125,000
General Fund: Building Maintenance	Van Raden Comm Center: Replace HVAC Units	\$ 18,100
General Fund: Building Maintenance	Community Park: Entrance & East Parking Lot Repair & Overlay	\$ 58,900
Total General Fund		\$ 399,145
Building	Automated Inspection Request System	\$ 50,000
Total Building Fund		\$ 50,000
Operations: Non Dept	Ops: Warehouse Construction	\$ 2,000,000
Total Operations Fund		\$ 2,000,000
Water	63rd N of Boones Ferry Rd: Replace AC lines	\$ 150,000
Water	Martinazzi-BFR: Replace Water Lines to Bridge	\$ 700,000
Water	Water Reservoir B1/B2/C1 Interior Beam Study, Repaint and Clean	\$ 162,000
Water	Replace Large Meters	\$ 10,000
Water	Oleson Road - Bridge at Fanno Creek	\$ 50,000
Water	McEwan Rd, 65th Ave to I5: Replace Water Lines	\$ 225,000
Total Water Fund		\$ 1,297,000
Sewer	Martinazzi Avenue Sewer Project	\$ 200,000
Total Sewer Fund		\$ 200,000
Storm Drain	Tonka: Drainage Ditch	\$ 15,000
Storm Drain	Martinazzi Avenue Project	\$ 20,000
Storm Drain	90th Ave, North of T-S Rd: Install Stormwater Outfall	\$ 20,000
Storm Drain	89th Ave and T-S Road: Install Stormwater Outfall to the west	\$ 30,000
Total Storm Drain Fund		\$ 85,000
Road Utility	Pavement Maintenance Program	\$ 872,000
Total Road Utility Fund		\$ 872,000
Gas Tax	Ped-Friendly Traffic Calming Projects	\$ 80,000
Gas Tax	School Zone Flashing Lights	\$ 180,000
Gas Tax	Martinazzi & Nyberg Signal Replacement	\$ 270,000
Total Gas Tax Fund		\$ 530,000
Core Area Parking	Core Area Parking Red /Yellow Lot: Slurry Seal Type	\$ 11,000
Total Core Area Parking Fund		\$ 11,000
Water Development	C2 Reservoir	\$ 400,000
Water Development	124th Avenue Water Line	\$ 100,000
Water Development	Water Line Replacement - Boones Ferry Road	\$ 200,000
Total Water Development Fund		\$ 700,000
Parks Development	Parks and Recreation Master Plan: Plan Update	\$ 75,000
Parks Development	Tualatin River Greenway: Land Acquisition	\$ 647,660
Total Parks Development Fund		\$ 722,660

Tualatin Development Commission (TDC)



Summary

TDC Administration Fund

Central Urban Renewal District Project Fund

Central Urban Renewal District Bond Fund

Leveton Tax Increment District Project Fund

Leveton Tax Increment District Bond Fund



City of Tualatin

Fiscal Year 2013 - 2014

Adopted Budget - Tualatin Development Commission

Summary of Requirements by Object

	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Personnel Services	\$ 238,870	\$ 44,128	\$ -	\$ -
Materials and Services	60,826	45,938	63,730	64,225
Transfers	707,678	742,716	188,445	166,520
Capital Outlay	1,483,647	3,528,945	1,800,000	129,300
Debt Service	-	-	-	-
Contingencies & Reserves	13,861,620	7,094,499	3,721,990	4,835,170
Total Requirements	\$ 16,352,641	\$ 11,456,226	\$ 5,774,165	\$ 5,195,215



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 2012/2013

- 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 Rouyer
FTE’s	0
Expenditures	\$ 247,935
Funding Source	Urban Renewal Funds

GOALS FOR 2013/2014

- 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 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	334,254	309,052	211,465	246,700	246,700
Beginning Fund Balance	334,254	309,052	211,465	246,700	246,700
Interest on Investments	1,728	1,548	1,060	1,235	1,235
Interest	1,728	1,548	1,060	1,235	1,235
Transfers - CURD Projects	225,000	175,000	-	-	-
Transfers - Leveton Proj	245,000	245,000	-	-	-
Transfers & Reimbursements	470,000	420,000	-	-	-
Other Misc Income	-	511	-	-	-
Other Revenue	-	511	-	-	-
Total Revenue	\$ 805,982	\$ 731,112	\$ 212,525	\$ 247,935	\$ 247,935



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Full Time	144,025	17,925	-	-	-
Part Time	16,945	11,395	-	-	-
Overtime	1,148	-	-	-	-
Employee Benefits	-	-	-	-	-
FICA	12,232	2,310	-	-	-
WC Insurance & Tax	876	63	-	-	-
Pension	21,547	5,231	-	-	-
Insurance	35,627	5,626	-	-	-
Job Injury Time	-	-	-	-	-
Bereavement Leave	-	-	-	-	-
Vacation Buy Back	6,469	1,578	-	-	-
Fitness Program	-	-	-	-	-
Comp Time Sell Back	-	-	-	-	-
Salaries & Benefits	238,870	44,128	-	-	-
Office Supplies	919	359	500	500	500
Printing & Postage	468	50	500	500	500
Photographic Supplies	-	-	100	100	100
Uniforms & Safety Equip	-	-	-	-	-
Medical & Other Testing	-	-	-	-	-
Cell Phones	622	96	-	-	-
Fax	-	-	-	-	-
Network/Online	-	-	-	-	-
Recording Fees	-	-	500	500	500
Office Equip & Furniture	2,035	-	-	-	-
Computer Equip & Software	-	-	-	-	-
Personal Computer/Laptop	-	-	-	-	-
Audit & State Filing Fee	7,450	3,575	10,000	10,000	10,000
Consultants	12,493	15,355	20,000	20,000	20,000
Insurance	2,732	-	3,530	4,025	4,025
Tri-Met Employee Tax	1,149	214	-	-	-
Conferences & Meetings	715	1,790	2,000	2,000	2,000
Membership Dues	9,296	3,231	2,000	6,000	6,000
Publication,Rpt,Ref Matl	205	110	500	500	500
Staff Training	405	-	-	-	-
Administrative Expense	291	531	500	500	500
Economic Development Exp	707	18,131	20,000	16,000	16,000



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Advertising Promotional	-	-	-	-	-
Bank Fees	563	504	600	600	600
Equipment Rental	1,338	1,115	-	-	-
R & M - Equipment	289	427	-	-	-
Materials & Services	42,382	45,938	63,730	64,225	64,225
Reimburse - General Fund	215,678	-	-	-	-
Transfers - General Fund	-	322,716	-	-	-
Transfers & Reimbursements	215,678	322,716	-	-	-
Contingency	-	-	148,795	183,710	183,710
Contingencies & Reserves	-	-	148,795	183,710	183,710
Total Expenditures	\$ 496,930	\$ 412,782	\$ 212,525	\$ 247,935	\$ 247,935



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.

Summary	
Department Manager	Alice Cannon Rouyer
FTE's	0
Expenditures	\$ 793,105
Funding Source	Urban Renewal Funds

HIGHLIGHTS OF FY 2012/2013

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

GOALS FOR FY 2013/2014

- Work with the TDC to prioritize remaining CURD funds.



Beginning Fund Balance	4,233,184	2,677,517	777,240	789,160	868,460
Beginning Fund Balance	4,233,184	2,677,517	777,240	789,160	868,460
Interest on Investments	18,408	12,591	3,885	3,945	3,945
Interest	18,408	12,591	3,885	3,945	3,945
Total Revenue	\$ 4,251,591	\$ 2,690,109	\$ 781,125	\$ 793,105	\$ 872,405



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Consultants	2,098	-	-	-	-
Grounds & Landscaping	16,346	-	-	-	-
Materials & Services	18,444	-	-	-	-
Transfers - General Fund	11,000	-	32,035	61,925	61,925
Transfers - Economic Devl	225,000	175,000	-	-	-
Transfers & Reimbursements	236,000	175,000	32,035	61,925	61,925
Projects Administration	3,683	1,472	-	-	-
Projects Professional Svc	694,355	146,608	-	-	-
Projects Construction	621,450	1,251,988	-	-	-
Fund Projects	-	-	300,000	-	79,300
Capital Outlay	1,319,488	1,400,068	300,000	-	79,300
Contingency	-	-	49,805	9,290	9,290
General Account Reserve	-	-	399,285	721,890	721,890
Contingencies & Reserves	-	-	449,090	731,180	731,180
Total Expenditures	\$ 1,573,932	\$ 1,575,068	\$ 781,125	\$ 793,105	\$ 872,405



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 Rouyer
FTE's	0
Expenditures	\$ 4,074,875
Funding Source	Leveton Projects Fund

Highlights of 2012/2013

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

Goals for 2013/2014

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



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Beginning Fund Balance	8,216,430	7,973,676	4,756,730	4,054,600	4,054,600
Beginning Fund Balance	8,216,430	7,973,676	4,756,730	4,054,600	4,054,600
Interest on Investments	43,237	36,714	23,785	20,275	20,275
Interest	43,237	36,714	23,785	20,275	20,275
Transfers - Road Gas Tax	134,169	24,617	-	-	-
Transfers & Reimbursements	134,169	24,617	-	-	-
Total Revenue	\$ 8,393,836	\$ 8,035,008	\$ 4,780,515	\$ 4,074,875	\$ 4,074,875



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Transfers - General Fund	11,000	-	156,410	104,595	104,595
Transfers - Economic Devl	245,000	245,000	-	-	-
Transfers & Reimbursements	256,000	245,000	156,410	104,595	104,595
Land Acquisition	-	7,240	-	-	-
Projects Administration	20,874	6,335	-	-	-
Projects Professional Svc	138,875	213,113	-	-	-
Projects Construction	4,410	1,902,189	-	-	-
Fund Projects	-	-	1,500,000	35,000	50,000
Capital Outlay	164,159	2,128,877	1,500,000	35,000	50,000
Contingency	-	-	248,460	20,940	20,940
General Account Reserve	-	-	2,875,645	3,914,340	3,899,340
Contingencies & Reserves	-	-	3,124,105	3,935,280	3,920,280
Total Expenditures	\$ 420,159	\$ 2,373,877	\$ 4,780,515	\$ 4,074,875	\$ 4,074,875



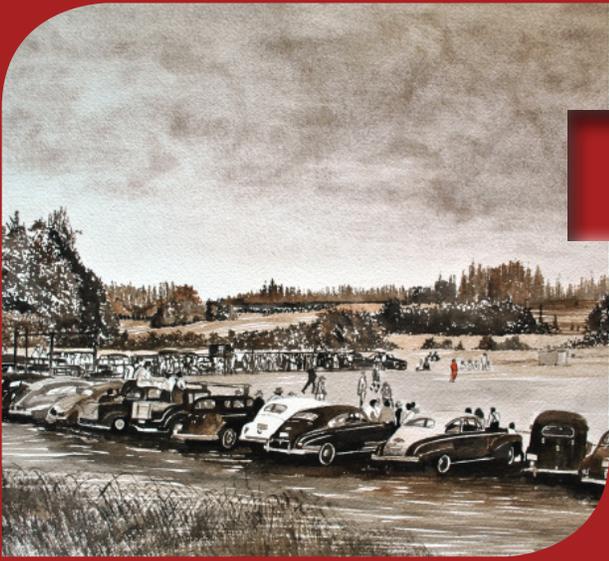
City of Tualatin

“Dedicated to Quality Service for Our Citizens”

Celebrating 100 years



Appendix



Financial Policies

Adopted Positions

Salary Schedules

Definition of Terms

Acronyms

Closed Funds



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 has current policies and procedures that are utilized for budgeting and managing the City’s finances. This is a proposed draft of updated policies which will be presented to the City Council for their approval.

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 shall use competitive bidding and/or the Oregon Co-operative Procurement Program (Purchasing Contract) 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 of a fund) or a supplemental budget. The City shall maintain minimum contingency amounts for the following funds:
 - General Fund – 15% of total appropriations
 - Building Fund, Operations and all Utility Funds – 15% of operational requirements
 - Capital Development Funds – not 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) 294.371. 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.





GENERAL FUND

Administration

	<u>10/11</u>	<u>11/12</u>	<u>12/13</u>	<u>13/14</u>
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
Office Assistant	1.00	1.00	1.00	1.00
Volunteer Coordinator	0.75	0.75	0.75	0.75
Volunteer Specialist	0.00	0.00	0.00	0.50
Deputy City Recorder	1.00	1.00	1.00	1.00
Total	6.75	6.75	6.75	7.25

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	0.125	0.00	0.00
Court Clerk	0.00	1.00	3.00	3.00
Total	1.125	2.125	4.00	4.00

Legal

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

Information Services

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

Community Development-Planning

Community Development Director	0.50	1.00	0.00	0.00
Planning Manager	0.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Associate Planner	1.00	0.50	0.50	0.50
Assistant Planner	1.50	1.00	1.00	1.00
Office Coordinator	0.875	1.00	1.00	0.75
Economic Development Manager	0.00	0.00	1.00	1.00
Total	4.875	5.50	5.50	5.25



		GENERAL FUND			
		10/11	11/12	12/13	13/14
<u>Administration</u>					
<u>Community Development - Engineering</u>		10/11	11/12	12/13	13/14
Assistant City Manager	Deputy City Manager	0	0.00	1.00	1.00
City Engineer	Human Resources Analyst	1.00	1.00	1.00	0.00
Engineering Manager	Office Assistant	1.00	0.75	1.00	1.00
Management Analyst II	Volunteer Coordinator	0.00	0.00	1.00	1.00
Program Coordinator	Volunteer Specialist	1.00	1.00	1.00	1.00
Engineering Tech II	Deputy City Recorder	3.00	3.00	3.00	3.00
Project Engineer	Total	1.00	6.75	1.00	1.00
Engineering Associate		1.00	1.00	1.00	1.00
Office Coordinator	<u>Finance</u>	1.00	1.00	1.00	1.00
Information Technology Coordinator	Finance Director	1.00	1.00	1.00	1.00
GIS Technician	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	1.00	1.00	1.00	1.00
	City Assessor	1.00	1.00	1.00	1.00
	Total	1.00	9.00	9.00	0.00
		1.00	1.00	0.00	0.00
	<u>Court</u>	11.00	11.00	10.00	10.00
Chief	Court Administrator	1.00	1.00	1.00	1.00
Office Coordinator	Paralegal	0.125	0.125	0.00	0.00
Captain	Court Clerk	0.00	1.00	2.00	3.00
Lieutenant	Total	1.00	2.125	4.00	4.00
Sergeant		1.00	1.00	1.00	1.00
Police Officer	<u>Legal</u>	1.00	1.00	0.75	1.00
Community Service Officer	City Attorney	2.00	2.00	0.50	2.00
Program Coordinator	Paralegal	0.00	1.00	1.00	1.00
Police Services Supervisor	Total	0.00	1.375	1.25	1.00
Police Services Technician		6.00	5.00	5.00	5.00
Property Evidence Technician	<u>Information Services</u>	29.00	29.00	29.00	29.00
Parking Enforcement Attendant	Information Services Manager	1.00	1.00	1.00	1.00
	Network Administrator	1.00	1.00	1.00	1.00
	Information Technology Technician	1.00	1.00	1.00	1.00
	Information Technology Coordinator	1.00	1.00	1.00	1.00
	GIS Technician	1.00	1.00	1.00	1.00
	Total	1.00	5.00	5.00	5.00
		1.00	1.00	1.00	1.00
	<u>Community Development-Planning</u>	3.00	3.00	3.00	3.00
	Community Development Director	1.00	1.00	1.00	1.00
	Manager	1.00	1.00	1.00	1.00
	Coordinator	1.00	1.00	1.00	1.00
	Assistant Planner	0.50	0.50	0.50	0.50
	Office Coordinator	46.50	46.50	46.50	46.50
	Economic Development Manager	0.00	0.00	1.00	1.00
	Total	4.875	5.50	5.50	5.25
		1.00	1.00	1.00	1.00
		1.00	1.00	1.00	1.00
		1.50	1.50	1.50	1.50
		1.00	1.00	1.00	1.00
		0.875	0.875	0.875	0.875
		0.00	0.00	1.00	1.00
		1.00	1.00	1.00	1.00
		1.00	1.00	1.00	1.00
		2.00	1.00	1.00	1.00
		0.00	1.00	1.00	1.00
		3.00	3.00	3.00	3.00
		1.00	1.00	1.00	1.00
		6.00	6.00	6.00	6.00
		1.00	1.00	1.00	1.00
		22.375	22.375	23.375	23.375



	<u>10/11</u>	<u>11/12</u>	<u>12/13</u>	<u>13/14</u>
<u>Fleet</u>				
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>
<u>Building Maintenance</u>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Facilities Maintenance Technician	1.50	1.50	1.50	1.50
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>Parks Maintenance</u>				
Parks Maintenance Manager	1.00	1.00	1.00	1.00
Parks Maintenance Technician I	4.00	4.00	4.00	6.00
Parks Maintenance Technician II	2.00	2.00	2.00	2.00
Volunteer Specialist	0.75	0.75	0.75	0.00
	<u>7.75</u>	<u>7.75</u>	<u>7.75</u>	<u>9.00</u>
TOTAL GENERAL FUND	<u>116.750</u>	<u>117.375</u>	<u>123.125</u>	<u>124.975</u>

BUILDING FUND

Building Official	0.00	1.00	1.00	1.00
Building Inspector II	3.00	2.00	3.00	3.00
Permit Technician	1.00	1.00	1.00	1.00
	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>	<u>5.00</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
	<u>15.75</u>	<u>15.75</u>	<u>15.75</u>	<u>15.75</u>

TUALATIN DEVELOPMENT COMMISSION

Community Development Director	0.50	0.00	0.00	0.00
Development Manager	1.00	1.00	0.00	0.00
Office Coordinator	0.875	0.00	0.00	0.00
	<u>2.375</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>

GRAND TOTAL - ALL FUNDS	<u>138.875</u>	<u>138.125</u>	<u>143.875</u>	<u>145.725</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
O4	Parking Enforcement Att.	Hourly	14.61	15.03	15.49	15.96	16.44	16.93	17.44	17.96	18.50
		Annual	30,388.80	31,262.40	32,219.20	33,196.80	34,195.20	35,214.40	36,275.20	37,356.80	38,480.00
O5	Vacant	Hourly	15.75	16.23	16.72	17.21	17.73	18.26	18.81	19.38	19.96
		Annual	32,760.00	33,758.40	34,777.60	35,796.80	36,878.40	37,980.80	39,124.80	40,310.40	41,516.80
O6	Library Assistant Office Assistant I	Hourly	16.53	17.03	17.54	18.07	18.62	19.18	19.75	20.34	20.96
		Annual	34,382.40	35,422.40	36,483.20	37,585.60	38,729.60	39,894.40	41,080.00	42,307.20	43,596.80
O7	Vacant	Hourly	17.35	17.87	18.41	18.96	19.54	20.12	20.73	21.35	21.98
		Annual	36,088.00	37,169.60	38,292.80	39,436.80	40,643.20	41,849.60	43,118.40	44,408.00	45,718.40
O8	Office Assistant II Senior Library Asst.	Hourly	18.22	18.77	19.33	19.92	20.51	21.13	21.77	22.42	23.09
		Annual	37,897.60	39,041.60	40,206.40	41,433.60	42,660.80	43,950.40	45,281.60	46,633.60	48,027.20
O9	Court Clerk	Hourly	19.15	19.72	20.31	20.91	21.54	22.20	22.86	23.54	24.27
	Police Service Tech	Annual	39,832.00	41,017.60	42,244.80	43,492.80	44,803.20	46,176.00	47,548.80	48,963.20	50,481.60
	Public Service Assistant										
	Utility Tech I Volunteer Specialist										
O10	Engineering Tech I	Hourly	20.40	21.02	21.65	22.30	22.96	23.65	24.37	25.09	25.86
	Park Maintenance Tech I	Annual	42,432.00	43,721.60	45,032.00	46,384.00	47,756.80	49,192.00	50,689.60	52,187.20	53,788.80
	Warehouse/Inv Ctrl Tech										
O11	Accounting Tech	Hourly	21.59	22.24	22.90	23.58	24.31	25.03	25.80	26.56	27.37
	Library Prgm Specialist	Annual	44,907.20	46,259.20	47,632.00	49,046.40	50,564.80	52,062.40	53,664.00	55,244.80	56,929.60
	Office Coord										
	Park Maint. Tech II Permit Tech Property Evidence Tech Rec Prgm Specialist Utility Tech II										
O12	Facilities Maint Tech	Hourly	22.67	23.35	24.04	24.78	25.51	26.29	27.06	27.89	28.71
	Fleet Service Tech I	Annual	47,153.60	48,568.00	50,003.20	51,542.40	53,060.80	54,683.20	56,284.80	58,011.20	59,716.80
	GIS Technician										
O13	Assistant Planner	Hourly	23.81	24.51	25.26	26.00	26.78	27.59	28.43	29.26	30.15
	Community Serv Officer	Annual	49,524.80	50,980.80	52,540.80	54,080.00	55,702.40	57,387.20	59,134.40	60,860.80	62,712.00
	Librarian I										



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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
O14	Accountant	Hourly	25.26	26.00	26.78	27.59	28.43	29.26	30.15	31.06	31.98
	Building Inspector I Engineering Tech II Fleet Service Tech II GIS Coordinator Librarian II	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
O15	Associate Planner	Hourly	26.84	27.63	28.47	29.30	30.19	31.10	32.03	32.99	33.98
		Annual	55,827.20	57,470.40	59,217.60	60,944.00	62,795.20	64,688.00	66,622.40	68,619.20	70,678.40
O16	Building Inspector II	Hourly	28.15	29.01	29.87	30.76	31.69	32.65	33.62	34.63	35.67
	Engineering Associate	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
O17	Vacant	Hourly	30.18	31.09	32.02	32.98	33.97	34.99	36.04	37.12	38.24
		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
O18	Project Engineer	Hourly	31.68	32.64	33.61	34.62	35.66	36.73	37.83	38.96	40.14
	Senior Planner	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
M4	Management Analyst	Hourly	23.96	24.67	25.42	26.17	26.96	27.76	28.60	29.45	30.35
		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
M5	Desktop Support Technician	Hourly	24.91	25.64	26.42	27.20	28.03	28.87	29.73	30.62	31.54
		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
M6	Deputy City Recorder	Hourly	26.16	26.95	27.75	28.59	29.44	30.33	31.24	32.17	33.14
	Management Analyst II Program Coordinator	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
M8	Information Tech Coordinator	Hourly	28.83	29.69	30.58	31.50	32.46	33.43	34.43	35.47	36.53
		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
M10	Network Administrator	Hourly	31.76	32.70	33.69	34.70	35.74	36.82	37.93	39.07	40.24
		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
M13	Econ Development Prog Mgr	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

* 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
DMA1	Special Projects Manager	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
M12	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
M13	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
M14	Building Official Civil Engineer 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
M15	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
DM1	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
DM2	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
DM3	City Engineer	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
DM4	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
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
C1	City Manager	Hourly	62.36								
		Annual	129,708.80								

* italicized positions are not filled.

NON EXEMPT MANAGEMENT EMPLOYEES

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

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
M4	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
M5	<i>Recreation Coordinator</i>	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
M6	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
M7	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
M8	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
M9	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
M10	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
M11	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.



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))

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.

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.

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 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 officer – Person appointed by the governing body to assemble budget material and to physically prepare the proposed budget. (See ORS 294.311)

capital outlay – Items which generally have a useful life of one or more years, such machinery, land, furniture, equipment or buildings. \$5,000 is the minimum amount for many cities. (See OR 294.352 (6))

capital projects fund – A fund used to account for resources, such as bond sale proceeds, to be used for major capital item acquisition or construction.

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.

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.

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))

general fund – a fund used to account for most fiscal activities except those activities required to be accounted for in another fund.

levy – Amount of tax imposed by a local government for the support of governmental activities.

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.

proposed budget – Finance and operating program prepared by the budget officer, submitted to the public and the budget committee for review.

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))

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
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
EPA	Environmental Protection Agency
ESA	Endangered Species Act
FOG	Fats, Oil and Grease
GIS	Geographic Information System
GREAT	Gang Resistance Education and Training
IS	Information Services
LID	Local Improvement District
LOC	League of Oregon Cities
LSTA	Library Services and Technology Grant
LTID	Leveton Tax Increment District
MBP	Manufacturing Business Park
MDC	Mobile Data Computer
NLC	National League of Cities



OLCC	Oregon Liquor Control Commission
ORPAT	Oregon Physical Abilities Test
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
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
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



Account Description	Actual FY 10-11	Actual FY 11-12	Adopted FY 12-13	Approved FY 13-14	Adopted FY 13-14
Transfers - General Fund	15,346	-	-	-	-
Transfers & Reimbursements	15,346	-	-	-	-
Total Expenditures	\$ 15,346	-	-	-	-