



# CITY OF TUALATIN

2015-2016  
ADOPTED BUDGET





# City of Tualatin



“Dedicated to Quality Service for Our Citizens”

## Adopted Budget

Fiscal Year 2015-2016

City of Tualatin  
State of Oregon

We love **TUALATIN!**



**CITY OF TUALATIN**

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# City of Tualatin Annual Budget

For the Fiscal Year  
July 1, 2015 - June 30, 2016

## 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  
Robert Kellogg  
Candice Kelly  
Roger Mason  
Paul Morrison  
Terri Ward

## CITY STAFF:

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

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# City of Tualatin | *City Council Members*



**Front Row:** Councilmembers Nancy Grimes, Monique Beikman and Joelle Davis  
**Back Row:** Councilmembers Wade Brooksby and Frank Bubenik, Mayor Lou Ogden and Councilmember Ed Truax

**We Love TUALATIN!**

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Tualatin  
Oregon**

For the Fiscal Year Beginning

**July 1, 2014**

A handwritten signature in black ink, reading 'Jeffrey R. Egan'.

Executive Director

*The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Tualatin, Oregon** for its annual budget beginning **July 01, 2014**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.*

*This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.*

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**CITY OF TUALATIN**



## **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.

### **Budget Message**

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

### **Budget Summary**

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

### **Revenues**

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

### **Expenditures**

Departments have been grouped into categories which flow together and allows for a clearer understanding of what it takes to provide city services. The expenditures for these categories are included in this section while the revenue is included in the Revenue section.

### **Debt Service**

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

### **CIP (Capital Improvement Plan)**

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

### **Tualatin Development Commission**

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

### **Appendix**

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

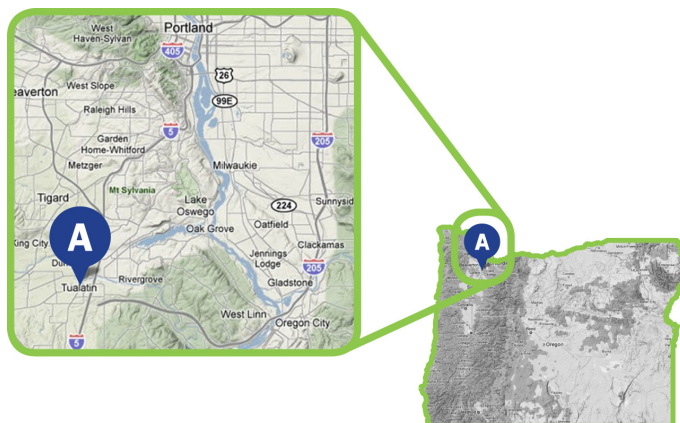


## WELCOME TO TUALATIN!

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

### LOCATION

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



#### DISTANCE FROM TUALATIN

Destination	Miles
<b>Cities</b>	
Portland, OR	13
Salem, OR	35
Eugene, OR	100
Seattle, WA	185
Boise, ID	440
San Francisco, CA	625
<b>Airports, Rail Stations, Shipyards</b>	
Portland International Airport	24
Aurora State Airport	10
Hillsboro Airport	21
Portland Union Station	14
Portland Shipyards	17
<b>Recreational Areas</b>	
Oregon Coast	85
Mt. Hood Ski Areas	65
<b>Public Universities</b>	
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. Tualatin is also part of a large educated and skilled regional workforce.

#### LOCAL ATTRIBUTES

- Median Age: **35.1**
- Hispanic or Latino: **19.4%**
- Median Household Income: **\$61,250**
- High School Graduate or Higher: **91.4%**
- Bachelor's Degree or Higher: **41%**

#### REGIONAL WORKFORCE ATTRIBUTES

- Bachelor degree and higher: **34.1%**
- K-12 graduation rate: **90.5%**
- Regional workforce: **1.02 Million**
- Regional average wages: **\$49,131**
- Regional average manufacturing wages: **\$55,825**

#### POPULATION GROWTH

	2000 Population	2010 Population	% Growth
City of Tualatin	22,791	26,160	15%
Portland Region	1,927,881	2,226,009	15%
State of Oregon	3,421,399	3,831,074	12%

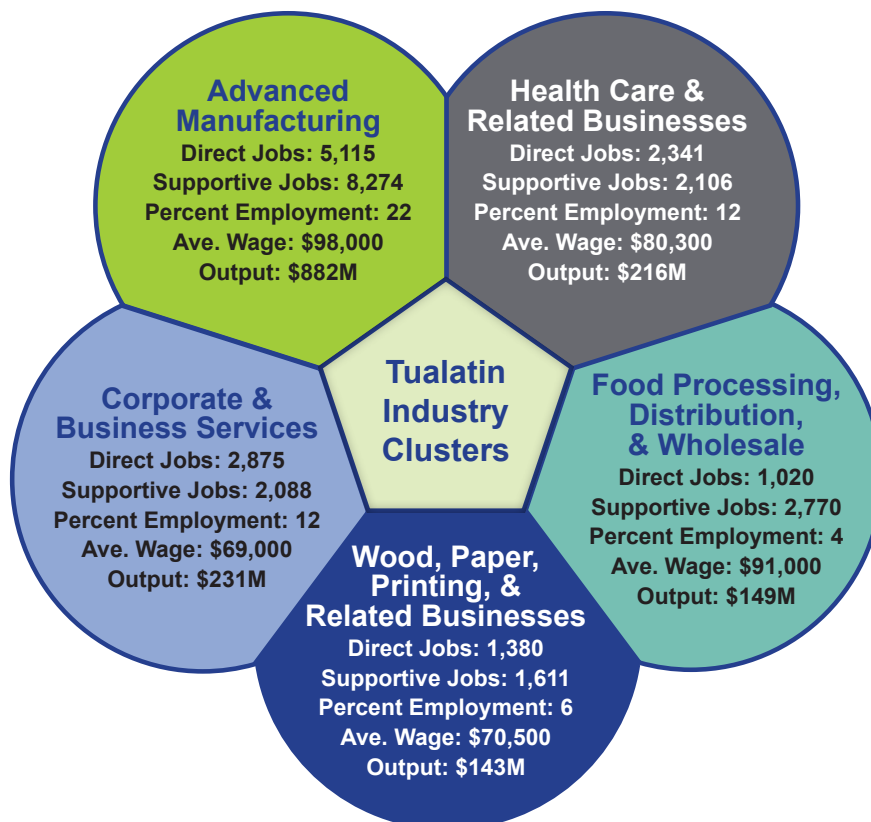


## TUALATIN'S ECONOMY

The City of Tualatin recognizes that a fundamental element to the overall quality of life is the health of the local economy. Businesses provide jobs, a strong tax base to support high quality services, and inject wealth into the community. Furthermore, businesses contribute significantly to local charities and sponsor community events. As a result of long-range planning and thoughtful policy-making, 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.

## KEY INDUSTRY CLUSTERS

There are five key industry clusters in Tualatin that provide the majority of employment opportunities and contribute significantly to the local economy. Combined, these clusters represent 57% of local employment and a direct impact of over \$1.6 billion in annual output. Indirect and induced impacts total an additional 16,600 jobs and \$1.5 billion in annual output. Taken together, the average income among jobs in these clusters is \$85,000 compared to a total average of \$50,000.



## BY THE NUMBERS

### BUSINESS & EMPLOYEES

**1,480**

Number of Business Licenses

**25,879**

Number of Employees in Tualatin

**\$1.26 BILLION**

Total Payroll in Tualatin

**5%**

Local Unemployment Rate

### AVAILABLE LAND

**787 ACRES**

Available Industrial Land

**51 ACRES**

Available Commercial Land

### INDUSTRY CLUSTERS

**57%**

Of local jobs in key industry clusters

**\$1.6 BILLION**

Annual value output from industry clusters

**\$85,000**

Average wage among industry clusters

**\$50,000**

Average wage in Tualatin among all industries





**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

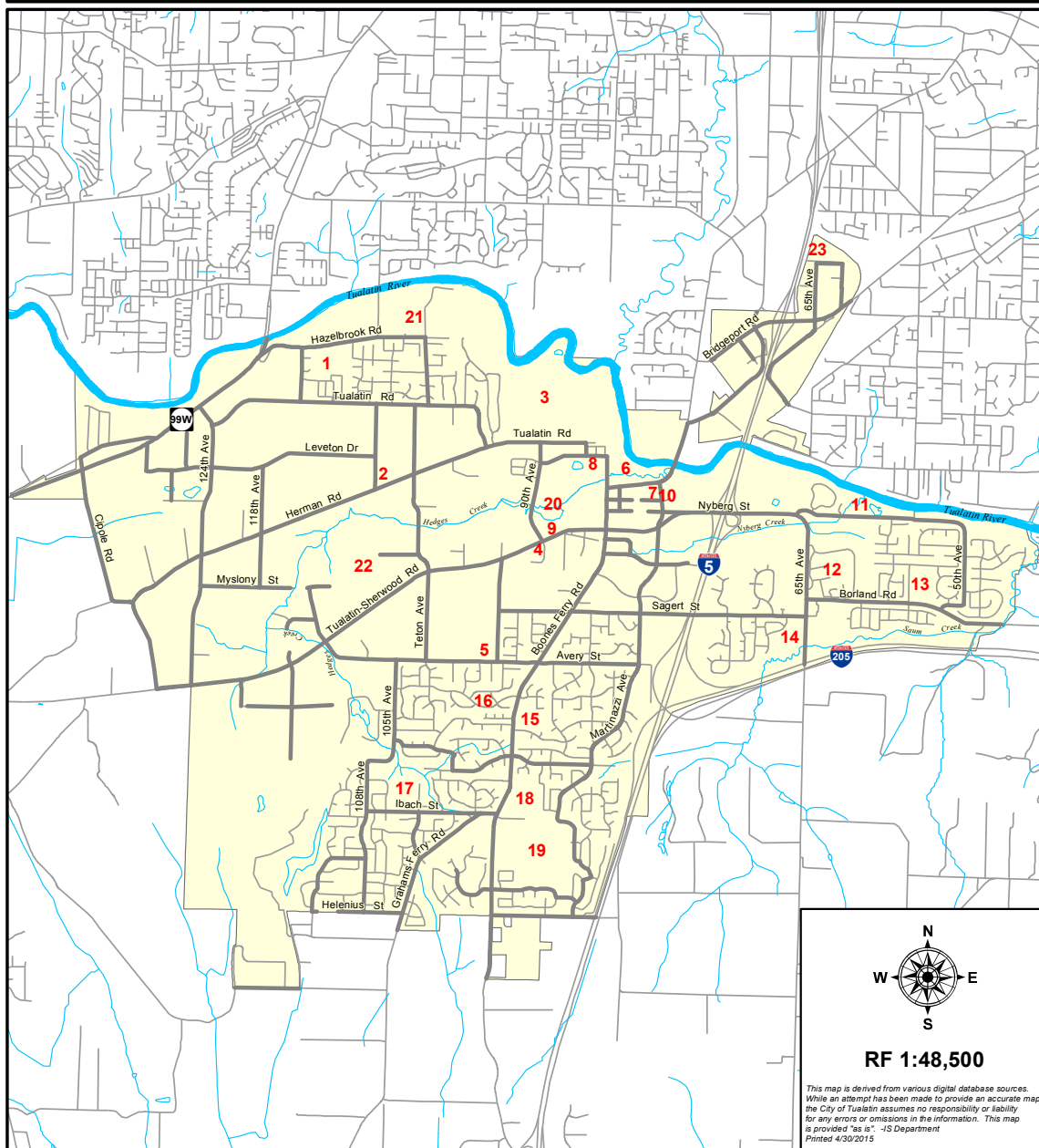
The City of Tualatin and other community groups organize regular recreational opportunities that range from canoe rentals and trips to world class festivals. In 2009, the Giant Pumpkin Regatta on the Lake at the Commons was named the best festival in Oregon. Tualatin is also the home of the nation's 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.

**PRINCIPAL EMPLOYERS****CURRENT YEAR AND NINE YEARS AGO****June 30, 2014**

Employer	2014			2005		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Legacy Meridian Park Hospital	905	1	4.25%	823	1	n/a
Lam Research Corporation	669	2	3.14%	400	4	n/a
United Parcel Service	512	3	2.40%	547	2	n/a
Portland General Electric	478	4	2.24%	-	-	n/a
CES Group LLC	460	5	2.16%	-	-	n/a
Precision Wire Components	457	6	2.14%	-	-	n/a
Columbia Corrugated	320	7	1.50%	-	-	n/a
DPI Northwest	300	8	1.41%	300	5	n/a
Pacific Foods of Oregon, Inc	280	9	1.31%	-	-	n/a
Milgard Windows	275	10	1.29%	275	6	n/a
GE Interlogix	-	-	-	500	3	n/a
Fred Meyer	-	-	-	273	7	n/a
Cyberrep	-	-	-	250	8	n/a
JAE Oregon, Inc.	-	-	-	245	9	n/a
Simple Designs Mfg, Inc	-	-	-	220	10	n/a
	<u>4,656</u>			<u>3,833</u>		
Total City employment			<u>21,314</u>			

Information derived from 2014 Business License data provided to the City of Tualatin.

## Tualatin, Oregon Points of Interest

TUALGIS 

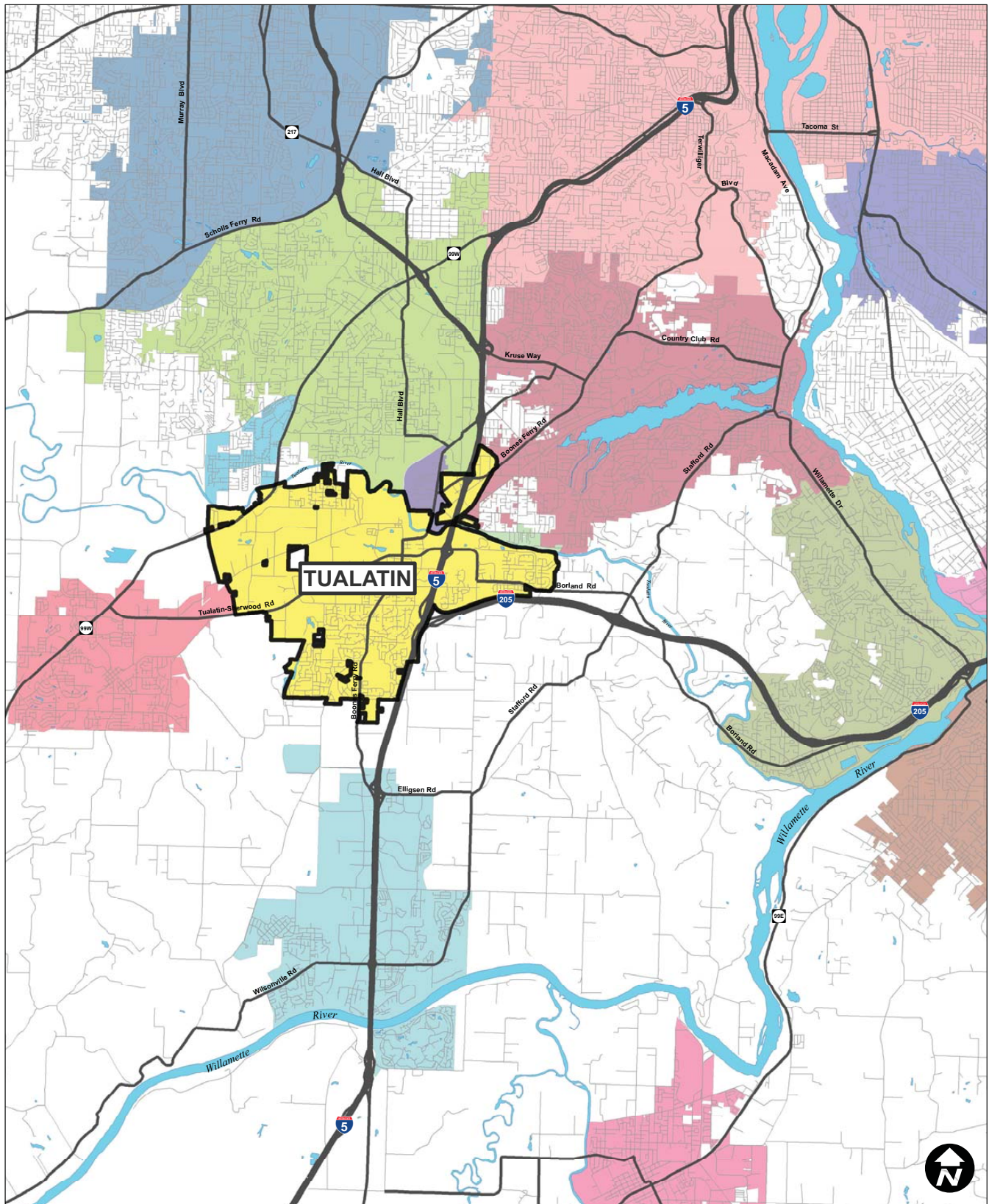
1. Hazelbrook Middle School
2. City Operations Center
3. Tualatin Country Club
4. Tualatin Valley Fire & Rescue Station
5. Tualatin Elementary School
6. Tualatin Community Park, Park Office,  
Senior Center, Community Center, Lafky House
7. Chamber of Commerce
8. Police Department
9. Post Office
10.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





## Tualatin and the South Metro Region

**TUALGIS**





# CITY COUNCIL 2020 VISION

## In 2020 We Envision / Enjoy:

*Connected, Informed & Engaged Citizenry*



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



*Protected & Expanded Natural Spaces*



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



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



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



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



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



# I LOVE TUALATIN!



## Community Trends, Drivers of Change and Goals

### A Changing Environment and a Responsive Organization

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

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

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

#### 1. Connected, Informed and Engaged Citizenry

Nineteen goals were identified and departments assigned.

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

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

#### 2. Protect and Expand Natural Spaces

Eight Goals were identified and departments assigned.

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

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

Eight goals were identified and departments assigned.

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

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

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

Seven goals were identified and departments assigned.

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

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

Twelve goals were identified and departments assigned.

- Communicate progress and engage in the process on the Oregon Passenger Rail Project.  
Department: Community Development
- Promote the use of public transit to employees.  
Department: Administration
- Finish the Linking Tualatin Project.  
Department: Community Development

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

Twelve goals were identified and departments assigned.

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

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

Seven goals were identified and departments assigned.

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

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

Six goals were identified and departments assigned.

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

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





## Budget Process

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

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

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

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

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

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

**General Fund** – records expenditures needed to run the daily operations of the local government and the money that is estimated to be available to pay for these general needs.

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

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

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

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

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

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

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

## Phase 2: The Budget Committee Approves the Budget

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

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

### The Budget Message

The budget message is an explanation of information provided to the budget committee and the public to help them understand the proposed budget. The budget message is required by statute to contain a brief description of the financial policies reflected in a proposed budget and, in connection with the financial policies, explains the important features of the budget. The budget message must also explain proposed changes from the prior year's

budget and explain any major changes in financial policies.

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

### Budget Committee Meetings

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

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

When approving the budget, the budget committee must also approve a property tax rate or the tax amounts that will be submitted to the county assessor. The budget committee should make a motion to approve the property tax so that the action is documented in the minutes of the committee. Upon approval by the budget committee, the budget officer completes the budget column labeled "approved by budget committee," noting any changes from the original proposed budget. Upon completion, a summary of the approved budget is published with notice of a public hearing to adopt the budget no more than 30 days nor less than five days before the hearing.



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

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

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

### Adoption of the Budget

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

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

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

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

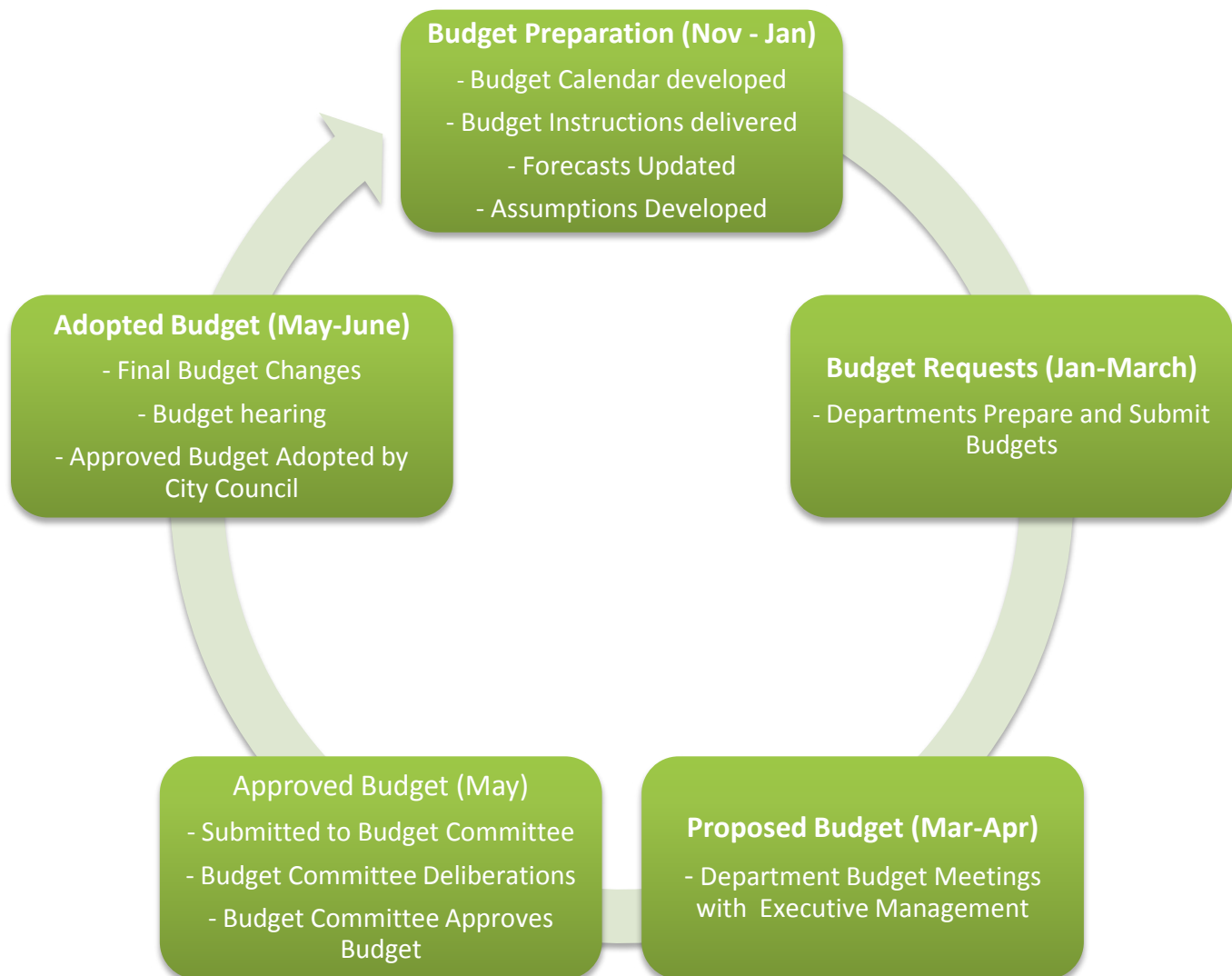
### Phase 4: Operating Under the Adopted Budget

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

It is unlawful to spend public money in excess of the amounts budgeted or for a different purpose than budgeted. Public officials can be sued for such actions if the expenditure is found to be malfeasance in office or willful or wanton neglect of duty. Creating a supplemental budget

or a resolution transfer after the expenditure is made does not protect the governing body members from a lawsuit.

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







## Basis of Budgeting

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

### Budgetary Basis of Accounting

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

## Basis of Auditing

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

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



## Fund Structure

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

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

### General

General Fund

### Enterprise

Water Operating Fund  
Sewer Operating Fund  
Storm Drain Operating Fund  
Enterprise Bond Fund  
Water Development Fund  
Sewer Development Fund  
Storm Drain Development Fund

### Special Revenue

Building Fund  
Road Utility Fee Fund  
Gas Tax Fund  
Core Area Parking District Fund  
Tualatin Science and Technology Fund

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

Road Development Fund

Transportation Development Tax Fund

### Debt Service

Bancroft Bond Fund

General Obligation Bond Fund

### Capital Projects Funds

Park Development Fund

Operations Warehouse Project Fund (closed  
in FY14)

Infrastructure Reserve Fund (closed in FY 14)

Local Improvement District Fund

### Internal Services Fund

Operations Fund

### Tualatin Development Commission

TDC Administration Fund

Central Urban Renewal District Project Fund

Leveton Tax Increment Project Fund

A summary of all funds is provided in the Budget Summary section to show a summary of each of the funds resources and requirements as budgeted and more detailed breakdown is shown in the Funds section. Resources include beginning fund balances, current revenues and transfers in from other funds. Requirements include operating expenditures, debt payments, capital improvements, transfers out to other funds, contingencies and ending fund balances or reserves. The FY 2015-2016 budget is considered a balanced budget as total resources are equal to total requirements in each fund.



## Funding Sources

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

### Funding Sources (continued)

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





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

### Major Government Funds

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

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

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

### Enterprise Funds

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

### Water Operations

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

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

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

### Sewer Operations

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

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

### Storm Drain Operations

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

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

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

### Nonmajor Governmental Funds

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



*Road Utility Fee Fund* - Accounts for road utility fees from the property located within the City and business owners to maintain pavement maintenance and street lighting and the city's sidewalk/street tree program.

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

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

*Tualatin Scholarship Fund* - Accounts for funds from a scholarship trust that is used for scholarships that promote higher education in scientific fields for Tualatin students.

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

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

### Debt Service Funds

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

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

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

### Capital Projects Funds

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

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

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

*Central Urban Renewal District Project Fund* - Accounts for the proceeds of tax increment which is used for the acquisition and construction of capital assets within the Central Urban Renewal District.

*Leveton Tax Increment District Project Fund* - Accounts for the proceeds of tax increment which is used for the acquisition and construction of capital assets within the Leveton Tax Increment District.

### Internal Service Funds

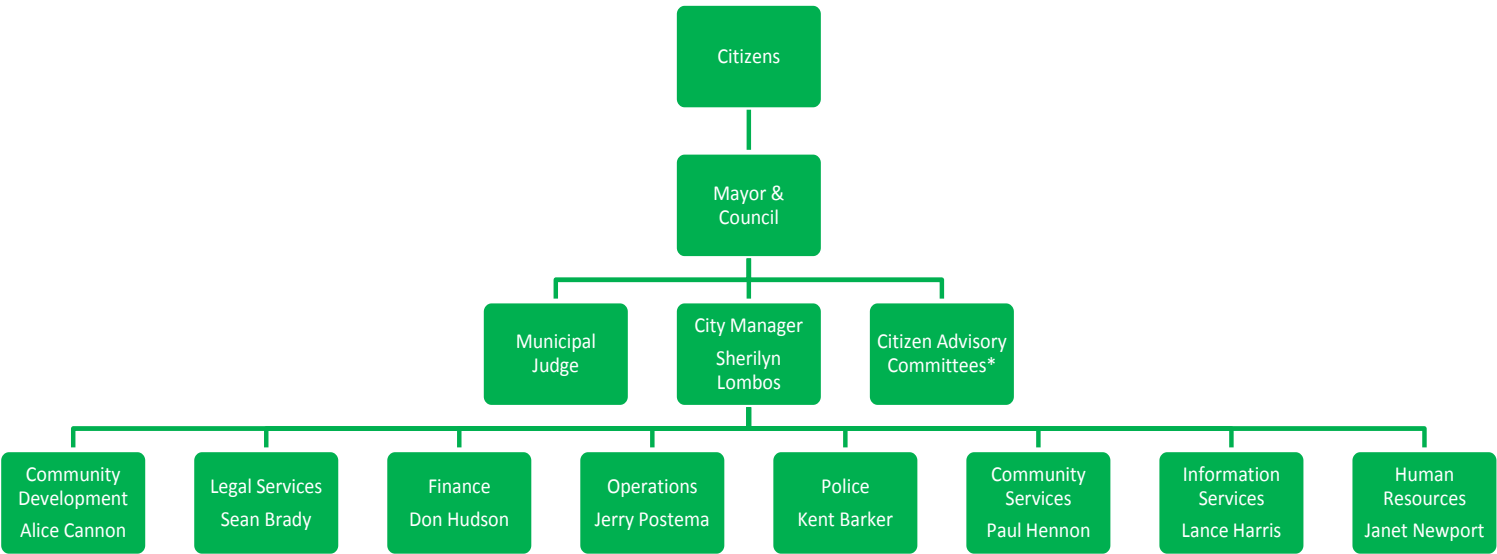
These funds are used to account for the financing of good or services provided by one department or agency to other departments or agencies of the government and other government units, on a cost reimbursement basis.

#### Operations Fund

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



City of Tualatin Organization



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

## Architectural Review Board

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

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

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

## Arts Advisory Committee

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

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

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

## Budget Committee

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

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

<b>Members</b>	<b>Jurisdiction</b>
Candice Kelly	Citizen
Roger Mason	Citizen
Paul Morrison	Citizen
Robert Kellogg	Citizen
Dan Gaur	Citizen
Terri Ward	Citizen

## Core Area Parking District

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

<b>Member</b>	<b>Jurisdiction</b>
Monique Beikman	Council
Dr. William Jordan	Chair, Citizen
Diana Emami	Citizen
Gary Haberman	Citizen
John Howorth	Citizen
Ryan Miller	Citizen
Aaron Welk	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 monthly - 1st Tuesday of each month, 6:30pm.  
These meetings are open to the public.

<b>Member</b>	<b>Jurisdiction</b>
Sonya Ambuehl	Chair, Citizen
Victoria King	Citizen
Janice Westfall	Citizen
Alan Feinstein	Vice-Chair, Citizen
Marcus Young	Citizen
Thea Wood	Citizen
Angel Ramirez	Citizen

## Parks Advisory Committee

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

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

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

## Tualatin Planning Commission

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

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

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

<b>Members</b>	<b>Jurisdiction</b>
Cameron Grile	Citizen
Alan Aplin	Chair/Citizen
William Beers	Vice Chair/Citizen
Adam Butts	Citizen
Janelle Thompson	Citizen
Jeff DeHaan	Citizen
Mona St. Clair	Citizen

## Tualatin Tomorrow Advisory Committee

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

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



**CITY OF TUALATIN**



## **Fiscal Year 2015/2016**

**May 2015**

**Honorable Mayor Ogden**

**Members of the Tualatin City Council**

**Members of the Tualatin Budget Committee**

As you read over this budget message and look through the following pages of the budget document, you will see that there are a number of reasons why our community loves Tualatin. Besides the well maintained streets and parks, the top-notch community events, the Tualatin Public Library, the quality services our employees provide, and many other things that make Tualatin a great place to live, work, play and visit, our financial stability is a big reason to love Tualatin.

Fiscal Year 2014/2015 saw the opening of the Nyberg Rivers shopping center, Eddylane Apartments and the Marquis Assisted Living Center. These developments, along with others throughout Tualatin, helped increase our assessed values, bringing in additional property tax revenue, and additional jobs to our community. Due to the timing of the completion of these projects, when property values hit the tax rolls and the continued increase in development across the City, Fiscal Year 2015/2016 is projected to see better than average assessed value growth.

Over the last year, a significant number of city staff were involved in a large software conversion, bringing the City's financial, community development and operations software to a current technological platform. The Big 3 project, updated the outdated technology that was used to provide many of our core services, and added functionality where needed. By the end of the 2014/2015 fiscal year, approximately two-thirds of the implementation will be complete. Once fully

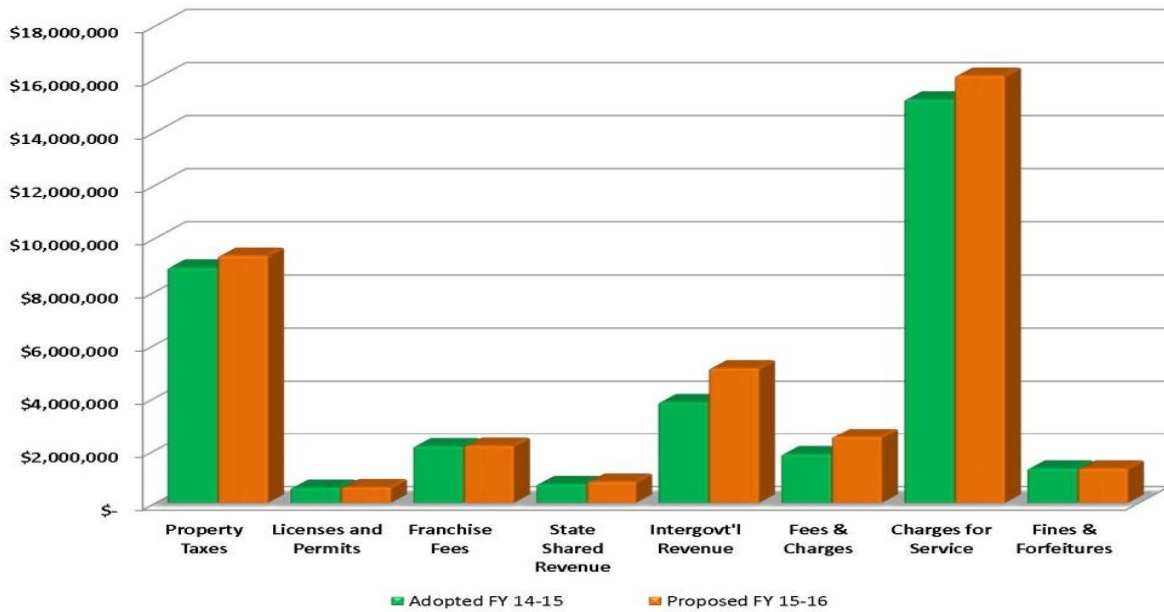
implemented, the new software functionality will help us provide additional and more efficient services to our customers. Besides the ability to provide better service to our customers through improved technological functionality, we are able to increase our on-line offerings in utility billing, building permits, recreation program registrations and traffic citation payments. We are excited about these improvements and think our customers will be too.

The total proposed budget for the City of Tualatin in Fiscal Year 2015/2016 is \$78,059,670, an 8.95% increase over the adopted 2014/2015 budget. Also included in this budget document is the Tualatin Development Commission (TDC) budget, proposed at \$4,136,720, a 1.48% decrease from the previous year's adopted budget. Explanations of the significant reasons for these changes in both the City's and the TDC's budgets will be explained on the following pages.

Upon review of the Fiscal Year 2015/2016 Proposed Budget, you will find a financially stable budget and some of the many reasons "I Love Tualatin!"

## **Revenues**

Overall, the City's revenues, less transfers and miscellaneous revenue, increased 9.75%. The chart at the top of the following page represents the changes in the different categories that make up the total revenue picture for the City of Tualatin. As in previous years, we continue to experience stability in our revenues. The chart displays this stability with all categories either maintaining the previous year's level, or experiencing an increase for fiscal year 2015/2016.



Charges for Service, primarily for water, sewer and storm drain utility charges, is the City's largest source of revenue. Over one-third of the revenue in this category is related to sewer and storm drain rates set by Clean Water Services (CWS). The majority of these rates are set by CWS and the revenue is passed-through to them. Water rates are set by the City of Tualatin and continue to track the recommended rates contained in the City's Water System Master Plan. Other items in this category include system development charges received through development projects, and police services contracts with the City of Durham and TriMet. For fiscal year 2015/2016, this category is seeing a 5.88% increase.

Property taxes are a significant source of revenues for the City and continue to make up almost half of our general fund revenues. 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. For more

information on property taxes and Measures 5 and 50, please see the "Overview of Property Taxes" behind the Revenues tab later in this document.

What is important to note about property taxes, is the impacts of Measure 50 (M50). M50 limits AV growth to 3% annually, except for new construction and a few other exceptions. M50 also set the City's permanent tax rate of \$2.2665 per \$1,000 of AV, one of the lowest permanent tax rates in the Portland Metro Area.

As mentioned above, the City has experienced increased development over the past couple of years and these projects are beginning to be placed on the tax rolls. Our AV increased just over 5% for fiscal year 2014/2015 and we are projecting an increase over 4% for 2015/2016. With the actual and projected increases in AV, property tax revenue is estimated to increase 4.97% over the adopted 2014/2015 budget.

Intergovernmental revenues will see the largest jump in revenues, an increase of over





33%, primarily due to a Connect Oregon grant for the Tualatin River Greenway Trail project, from the State of Oregon. This almost \$1.6 million grant will help build a connection of the Greenway Trail from the west side of Interstate 5, under the freeway and extending beyond the Nyberg Woods Shopping Center on the east side of I5. Additionally, increases in revenue from the Washington County Cooperative Library System and the City's share from inclusion in the Clackamas County Library District are included in this category.

The other noticeable difference in our revenue picture is the increase in Fees and Charges, as projected development that is likely to start during the fiscal year will have system development charge revenue recorded during the year. Additionally, the per capita figures for most of our state shared revenues are increasing in the new fiscal year, along with an increase in the City's certified population used for the allocation of these revenues by the State.

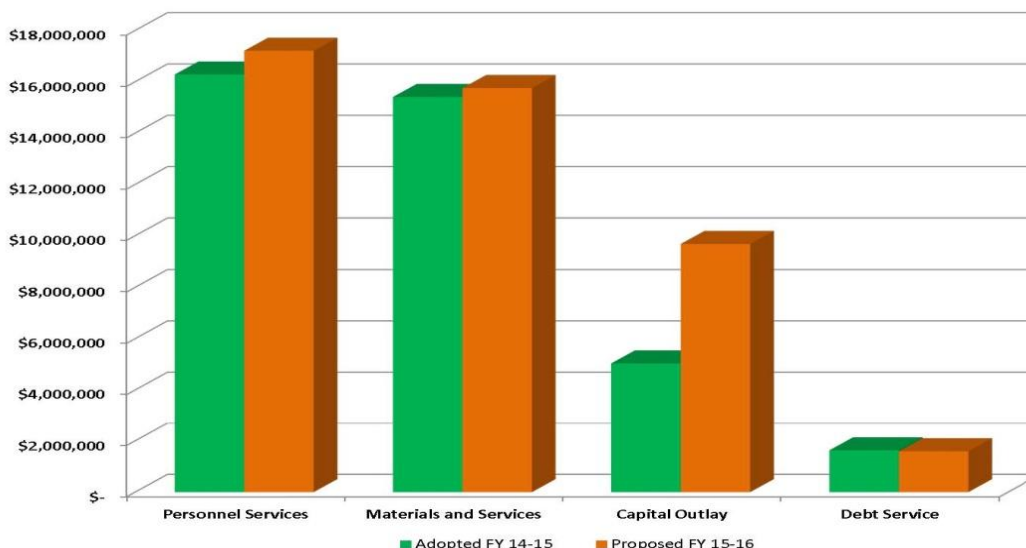
## Expenditures

The premise given to City departments as they prepared their budgets was similar to previous years, *"maintenance of our current level of services, aligned with the City Council's goals."*

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, were programmed into the budget. Even with these expenditures incorporated into their requests, departments, once again, did an outstanding job keeping expenditure growth to a manageable level.

Throughout the budget, the materials and services (M&S) categories are at or below current year levels, with many being below. Even those budgets that are experiencing increases have kept the growth minimal. As you can see by the graph at the bottom of this page, there is a slight increase in M&S from the Adopted 2014/2015 budget. Departments will be continuing to provide quality services to our citizens with a modest 2.27% increase in materials and services.

In order to continue to provide excellent services to our citizens, it takes a dedicated work force and we are very fortunate to have this in Tualatin. Our employees continue to be the City's largest asset. Just under one-third of the City's budget is in personnel services and increases in this category are both contractual, as well as a few additions to meet continued





demands on our services. The Police Department is adding an analyst to assist with data analysis and new and existing technology, in order to ensure resources are efficiently deployed. In the Tualatin Public Library, additional staffing has been added to meet the demand for improved youth programs and outreach. Also in the Community Services Department, the success of our recreation programs, for all ages, including the older adults through the Juanita Pohl Center, has come with an increase in temporary staffing to help put on these popular programs. The funding for the increased expenditures for our recreational programming comes from user fees charged for the offerings. Lastly, there are two changes in Public Works for this fiscal year. One of the disadvantages to our facilities being spread out across the City and a lack of meeting space, is the strain put on our facilities maintenance staff. Numerous hours are needed to set-up for City Council meetings, community meetings and the weekly Municipal Court. Additionally, in our sewer operations division, increased demands have been put on staff by additional requirements for system maintenance from Clean Water Services and our permits through the Department of Environmental Quality. Because of this, a full-time position shared by facilities and sewer will no longer be shared, with each area filling the half they previously shared.

As this message was being prepared, the Oregon Supreme Court ruled on challenges to reforms to the Oregon Public Employees Retirement System (PERS) in 2013. The Court overturned a major component of the legislation, which is expected to increase the contribution rate paid by the City to PERS. The exact impact will not be known for a number of months, and any changes to the City's contribution rate will not be effective until July 1, 2017. To help offset any impacts to the

City's budget, we have continued to maintain a PERS reserve in the General Fund.

The City continues to fund capital outlay, using one-time or intermittent funding sources. We are able to fund a number of capital projects and capital expenditures this year without reducing the capital reserve that was set up in fiscal year 2014/2015. Overall, the Capital Outlay category is increasing from last year, largely due to the Tualatin River Greenway Trail project previously mentioned. There are still a number of projects and purchases being completed in the upcoming year for replacement of vehicles, a new shelter at the dog park, fencing along a portion of the Tualatin River Greenway, and self-check machines for returned items in the Library. In the utility funds, projects identified through our utility master plans, as well as in the capital improvement program, are also funded. Capital projects included in the Proposed Budget can be found in the Capital Improvement Plan section of the budget document.

Debt service is decreasing due to an advanced refunding of our outstanding Water Revenue Bonds in July 2014. This refunding improved the interest rate we are paying on the bonds and created annual savings of approximately \$30,000 on our debt service payments.

### ***Tualatin Development Commission***

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

Both project funds have cash balances available to complete projects that were



already being funded, or are on the urban renewal project lists. In the Central Urban Renewal District, the remaining balance will be analyzed for the best use of the funds. In the coming year, the TDC will be analyzing the projects remaining in the Leveton Tax Increment District and determining which need to be complete and when the timing is best for completion of the identified projects.

Sincere thanks and credit goes to all City departments and their staff for their contributions to this proposed budget and to the fiscal health of the City of Tualatin.

A special thanks to Finance Director, Don Hudson, and Finance Program Coordinator Lisa Thorpe, for their long hours and dedication to the preparation of this budget document showing the many reasons why we can all say, "I Love Tualatin!"

Respectfully submitted,

A handwritten signature in black ink, reading "Sherilyn Lombos". The signature is fluid and cursive, with the first name "Sherilyn" and last name "Lombos" clearly distinguishable.

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



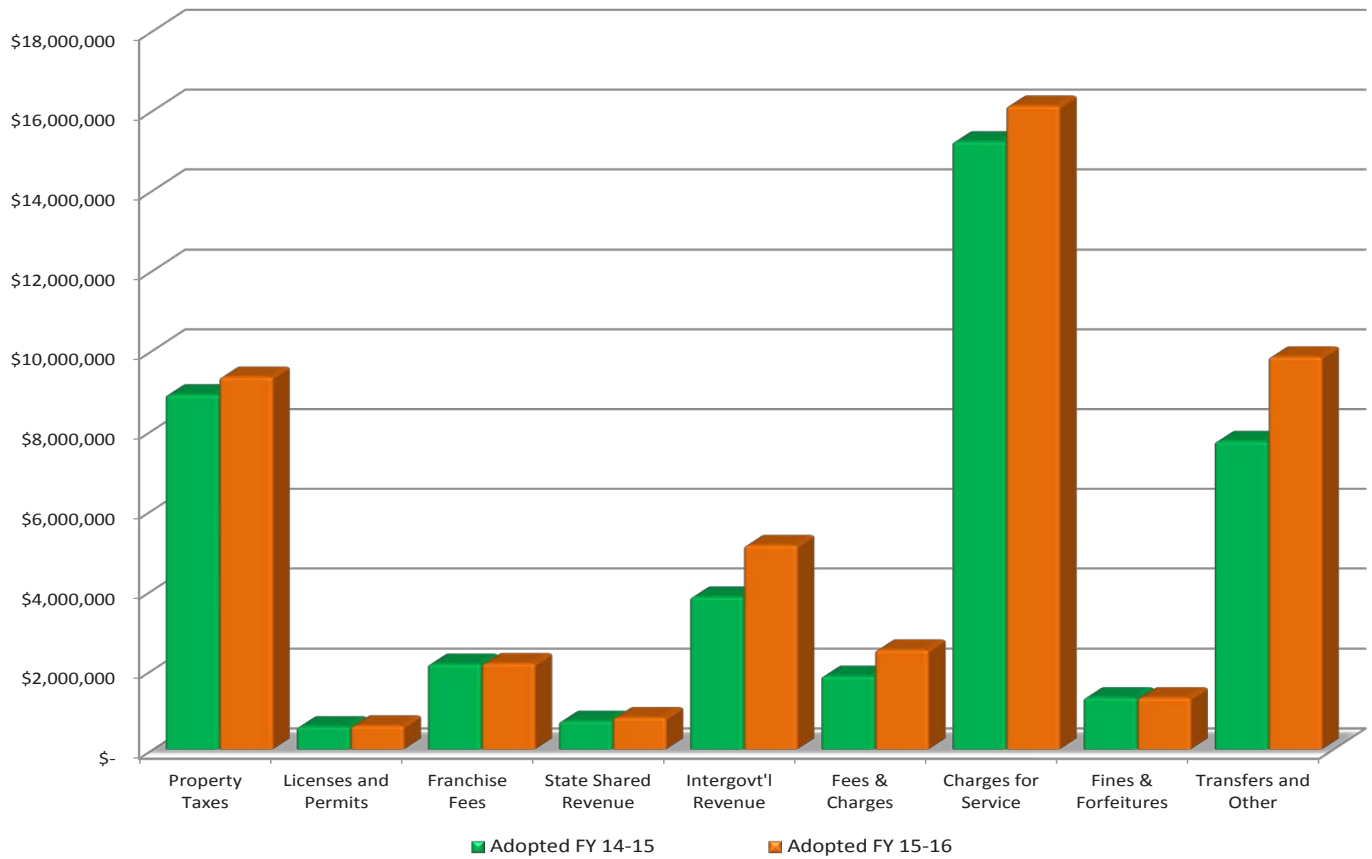


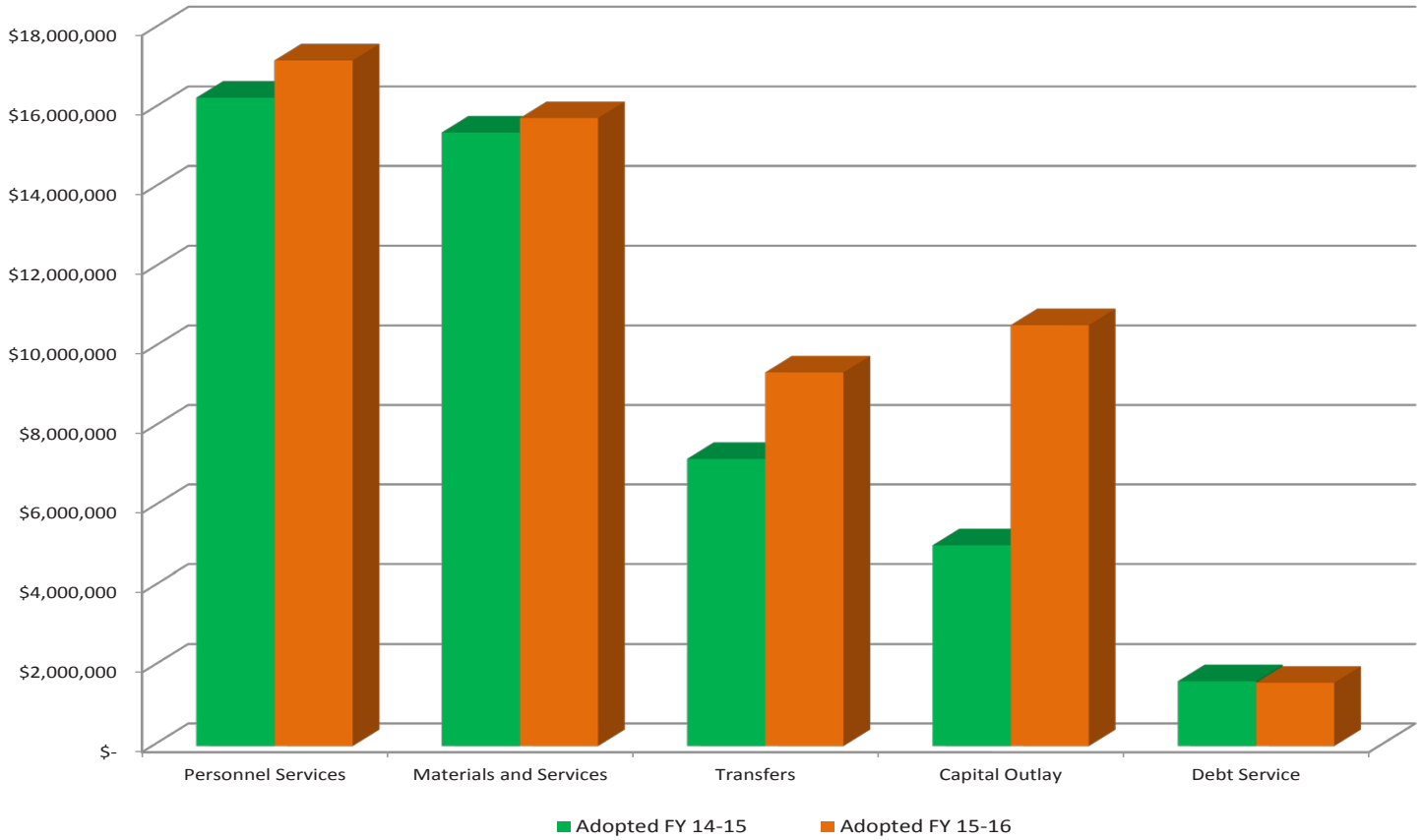
**CITY OF TUALATIN**

**[WWW.TUALATINOREGON.GOV](http://WWW.TUALATINOREGON.GOV)**

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**City of Tualatin**  
**Fiscal Year 2015 - 2016**  
**Adopted Budget**

**Summary of Resources by Source**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ 8,438,011	\$ 8,738,296	\$ 8,890,655	\$ 9,332,880
Licenses and Permits	621,689	441,352	574,500	596,000
Franchise Fees	2,071,040	2,135,959	2,144,400	2,159,000
State Shared Revenue	663,776	698,009	711,150	804,260
Intergovernmental Revenue	3,613,730	3,367,574	3,827,950	5,110,320
Fees & Charges	4,021,810	2,249,769	1,844,325	2,501,080
Charges for Service	14,690,034	15,095,204	15,225,630	16,120,650
Fines & Forfeitures	1,225,559	1,184,430	1,303,000	1,302,000
Principal	87,036	-	-	-
Interest	228,583	227,253	207,155	195,760
Transfers	6,222,800	9,530,402	7,345,195	9,471,575
Other Revenue	205,398	1,387,722	167,365	171,120
Total Current Resources	\$ 42,089,466	\$ 45,055,970	\$ 42,241,325	\$ 47,764,645
Beginning Fund Balance	28,901,415	30,930,991	29,402,010	31,199,525
<b>Total Resources</b>	<b>\$ 70,990,881</b>	<b>\$ 75,986,961</b>	<b>\$ 71,643,335</b>	<b>\$ 78,964,170</b>

**Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 14,921,154	\$ 15,283,525	\$ 16,282,550	\$ 17,219,405
Materials and Services	15,483,264	14,492,370	15,407,010	15,768,920
Transfers	6,083,335	9,363,882	7,210,475	9,384,505
Capital Outlay	1,861,198	4,988,698	5,036,235	10,571,890
Debt Service	1,731,902	1,499,126	1,629,700	1,591,505
Contingencies & Reserves	30,910,028	30,359,360	26,077,365	24,427,945
<b>Total Requirements</b>	<b>\$ 70,990,881</b>	<b>\$ 75,986,961</b>	<b>\$ 71,643,335</b>	<b>\$ 78,964,170</b>



# City of Tualatin Fiscal Year 2015 - 2016 Adopted Budget - General Fund

## Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ 7,473,816	\$ 7,772,287	\$ 7,940,655	\$ 8,397,880
Licenses and Permits	-	-	-	-
Franchise Fees	2,071,040	2,135,959	2,144,400	2,159,000
State Shared Revenue	663,776	698,009	711,150	804,260
Intergovernmental Revenue	1,831,083	1,769,185	1,998,920	1,882,020
Fees & Charges	588,847	653,237	584,000	612,000
Charges for Service	225,411	241,665	246,200	277,800
Fines & Forfeitures	1,223,241	1,179,381	1,303,000	1,302,000
Principal	-	-	-	-
Interest	68,152	64,722	63,000	63,000
Transfers	2,949,935	3,211,620	3,393,300	3,709,020
Other Revenue	112,412	247,694	93,000	112,210
Total Current Resources	\$ 17,207,713	\$ 17,973,759	\$ 18,477,625	\$ 19,319,190
Beginning Fund Balance	6,491,801	6,704,781	6,410,000	7,104,000
<b>Total Resources</b>	<b>\$ 23,699,514</b>	<b>\$ 24,678,540</b>	<b>\$ 24,887,625</b>	<b>\$ 26,423,190</b>

## Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 13,091,852	\$ 13,347,780	\$ 14,092,315	\$ 14,794,150
Materials and Services	3,568,327	3,769,201	4,391,585	4,221,270
Transfers	-	-	14,000	-
Capital Outlay	334,553	493,092	434,445	573,600
Debt Service	-	-	-	-
Contingencies & Reserves	6,704,782	7,068,467	5,955,280	6,834,170
<b>Total Requirements</b>	<b>\$ 23,699,514</b>	<b>\$ 24,678,540</b>	<b>\$ 24,887,625</b>	<b>\$ 26,423,190</b>





## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Water Operating Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	87,548	82,308	63,500	-
Charges for Service	5,150,090	5,145,320	5,107,840	5,327,700
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	34,700	36,959	41,035	29,000
Transfers	-	-	450,000	610,000
Other Revenue	17,899	15,804	20,390	21,600
Total Current Resources	\$ 5,290,237	\$ 5,280,391	\$ 5,682,765	\$ 5,988,300
Beginning Fund Balance	4,753,824	5,402,367	7,046,640	4,517,405
<b>Total Resources</b>	<b>\$ 10,044,061</b>	<b>\$ 10,682,758</b>	<b>\$ 12,729,405</b>	<b>\$ 10,505,705</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	2,006,692	1,892,131	1,684,300	1,974,800
Transfers	2,386,995	2,861,555	2,865,065	2,944,790
Capital Outlay	248,006	870,468	2,340,000	2,440,000
Debt Service	-	-	-	-
Contingencies & Reserves	5,402,368	5,058,604	5,840,040	3,146,115
<b>Total Requirements</b>	<b>\$ 10,044,061</b>	<b>\$ 10,682,758</b>	<b>\$ 12,729,405</b>	<b>\$ 10,505,705</b>



# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - Sewer Operating Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	6,438,225	6,647,231	7,034,080	7,255,335
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	8,724	15,806	18,555	11,545
Transfers	232,500	1,975,733	-	-
Other Revenue	-	-	500	500
Total Current Resources	\$ 6,679,449	\$ 8,638,770	\$ 7,053,135	\$ 7,267,380
Beginning Fund Balance	1,104,993	1,202,346	3,687,900	2,845,765
<b>Total Resources</b>	<b>\$ 7,784,442</b>	<b>\$ 9,841,116</b>	<b>\$ 10,741,035</b>	<b>\$ 10,113,145</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	5,247,050	5,493,271	5,911,615	6,107,470
Transfers	1,039,630	1,141,495	1,331,660	1,417,400
Capital Outlay	295,415	190,035	-	50,000
Debt Service	-	-	-	-
Contingencies & Reserves	1,202,347	3,016,315	3,497,760	2,538,275
<b>Total Requirements</b>	<b>\$ 7,784,442</b>	<b>\$ 9,841,116</b>	<b>\$ 10,741,035</b>	<b>\$ 10,113,145</b>



# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - Storm Drain Operating Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	1,834,480	1,903,241	2,158,730	2,442,715
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	2,225	3,258	1,800	2,840
Transfers	-	-	-	363,000
Other Revenue	(3)	-	-	-
Total Current Resources	\$ 1,836,702	\$ 1,906,499	\$ 2,160,530	\$ 2,808,555
Beginning Fund Balance	500,433	574,467	639,550	655,980
<b>Total Resources</b>	<b>\$ 2,337,135</b>	<b>\$ 2,480,966</b>	<b>\$ 2,800,080</b>	<b>\$ 3,464,535</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	557,253	620,478	786,165	869,860
Transfers	951,415	950,145	1,096,220	1,170,530
Capital Outlay	254,000	126,188	357,500	863,500
Debt Service	-	-	-	-
Contingencies & Reserves	574,467	784,155	560,195	560,645
<b>Total Requirements</b>	<b>\$ 2,337,135</b>	<b>\$ 2,480,966</b>	<b>\$ 2,800,080</b>	<b>\$ 3,464,535</b>



# City of Tualatin Fiscal Year 2015 - 2016 Adopted Budget - Enterprise Bond Fund

## Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	2,438	2,302	2,000	2,000
Transfers	538,285	536,265	535,765	502,550
Other Revenue	-	-	-	-
Total Current Resources	\$ 540,723	\$ 538,567	\$ 537,765	\$ 504,550
Beginning Fund Balance	440,625	442,842	444,615	445,920
<b>Total Resources</b>	<b>\$ 981,348</b>	<b>\$ 981,409</b>	<b>\$ 982,380</b>	<b>\$ 950,470</b>

## Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	225	225	225	750
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	538,281	536,263	538,365	502,550
Contingencies & Reserves	442,842	444,921	443,790	447,170
<b>Total Requirements</b>	<b>\$ 981,348</b>	<b>\$ 981,409</b>	<b>\$ 982,380</b>	<b>\$ 950,470</b>





# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - Water Development Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	274,728	93,806	100,000	200,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	5,365	6,004	3,135	2,725
Transfers	100,000	300,000	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 380,093	\$ 399,810	\$ 103,135	\$ 202,725
Beginning Fund Balance	723,772	983,646	876,715	544,800
<b>Total Resources</b>	<b>\$ 1,103,865</b>	<b>\$ 1,383,456</b>	<b>\$ 979,850</b>	<b>\$ 747,525</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	5,295	17,600	452,560	610,000
Capital Outlay	114,923	441,630	200,000	-
Debt Service	-	-	-	-
Contingencies & Reserves	983,647	924,226	327,290	137,525
<b>Total Requirements</b>	<b>\$ 1,103,865</b>	<b>\$ 1,383,456</b>	<b>\$ 979,850</b>	<b>\$ 747,525</b>



# **City of Tualatin** **Fiscal Year 2015 - 2016** **Adopted Budget - Sewer Development Fund**

## **Summary of Resources by Source**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	1,597,962	436,348	200,000	400,000
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	22,327	20,251	20,000	23,400
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 1,620,289	\$ 456,599	\$ 220,000	\$ 423,400
Beginning Fund Balance	3,722,075	3,785,927	3,658,220	4,335,155
<b>Total Resources</b>	<b>\$ 5,342,364</b>	<b>\$ 4,242,526</b>	<b>\$ 3,878,220</b>	<b>\$ 4,758,555</b>

## **Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,551,867	330,115	192,000	384,000
Transfers	4,570	16,080	9,770	5,030
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	3,785,927	3,896,331	3,676,450	4,369,525
<b>Total Requirements</b>	<b>\$ 5,342,364</b>	<b>\$ 4,242,526</b>	<b>\$ 3,878,220</b>	<b>\$ 4,758,555</b>



## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Storm Drain Development Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	31,725	38,583	-	35,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	1,548	1,556	1,500	3,030
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 33,273	\$ 40,139	\$ 1,500	\$ 38,030
Beginning Fund Balance	233,384	287,532	278,400	584,500
<b>Total Resources</b>	<b>\$ 266,657</b>	<b>\$ 327,671</b>	<b>\$ 279,900</b>	<b>\$ 622,530</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	363,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	266,657	327,671	279,900	259,530
<b>Total Requirements</b>	<b>\$ 266,657</b>	<b>\$ 327,671</b>	<b>\$ 279,900</b>	<b>\$ 622,530</b>



# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - Building Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	621,689	441,352	574,500	596,000
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	415,598	384,490	319,500	332,600
Charges for Service	276	-	100	100
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	11,139	10,914	8,000	10,000
Transfers	15,460	15,460	20,000	21,110
Other Revenue	112	-	200	200
Total Current Resources	\$ 1,064,274	\$ 852,216	\$ 922,300	\$ 960,010
Beginning Fund Balance	1,526,017	1,830,951	1,299,010	1,744,260
<b>Total Resources</b>	<b>\$ 2,590,291</b>	<b>\$ 2,683,167</b>	<b>\$ 2,221,310</b>	<b>\$ 2,704,270</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 510,547	\$ 516,858	\$ 677,655	\$ 749,065
Materials and Services	43,748	58,192	89,030	69,560
Transfers	205,045	260,260	289,190	312,840
Capital Outlay	-	50,000	190,760	-
Debt Service	-	-	-	-
Contingencies & Reserves	1,830,951	1,797,857	974,675	1,572,805
<b>Total Requirements</b>	<b>\$ 2,590,291</b>	<b>\$ 2,683,167</b>	<b>\$ 2,221,310</b>	<b>\$ 2,704,270</b>





## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Road Utility Fee Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	652,870	653,721	656,755	683,280
Charges for Service	325,848	326,216	328,680	327,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	2,995	640	2,500	1,000
Transfers	-	-	-	-
Other Revenue	216	-	-	-
Total Current Resources	\$ 981,929	\$ 980,577	\$ 987,935	\$ 1,011,280
Beginning Fund Balance	1,097,705	574,753	223,090	30,000
<b>Total Resources</b>	<b>\$ 2,079,634</b>	<b>\$ 1,555,330</b>	<b>\$ 1,211,025</b>	<b>\$ 1,041,280</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,176,871	1,060,507	838,380	649,380
Transfers	328,010	333,465	343,270	328,185
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	574,753	161,358	29,375	63,715
<b>Total Requirements</b>	<b>\$ 2,079,634</b>	<b>\$ 1,555,330</b>	<b>\$ 1,211,025</b>	<b>\$ 1,041,280</b>



# City of Tualatin Fiscal Year 2015 - 2016 Adopted Budget - Gas Tax Fund

## Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	1,517,704	1,598,389	1,607,170	1,642,500
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	4,704	4,025	4,000	3,950
Transfers	162,570	145,359	93,820	1,429,735
Other Revenue	48,890	-	36,865	-
Total Current Resources	\$ 1,733,868	\$ 1,747,773	\$ 1,741,855	\$ 3,076,185
Beginning Fund Balance	640,776	871,296	263,720	917,105
<b>Total Resources</b>	<b>\$ 2,374,644</b>	<b>\$ 2,619,069</b>	<b>\$ 2,005,575</b>	<b>\$ 3,993,290</b>

## Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	647,351	544,984	549,500	564,220
Transfers	777,750	702,940	759,300	841,760
Capital Outlay	78,247	794,990	180,000	1,512,980
Debt Service	-	-	-	-
Contingencies & Reserves	871,296	576,155	516,775	1,074,330
<b>Total Requirements</b>	<b>\$ 2,374,644</b>	<b>\$ 2,619,069</b>	<b>\$ 2,005,575</b>	<b>\$ 3,993,290</b>



## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Core Area Parking District Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	65,008	55,562	50,000	55,000
Fines & Forfeitures	1,088	570	-	-
Principal	-	-	-	-
Interest	785	684	1,000	600
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 66,881	\$ 56,816	\$ 51,000	\$ 55,600
Beginning Fund Balance	187,914	127,049	128,860	134,680
<b>Total Resources</b>	<b>\$ 254,795</b>	<b>\$ 183,865</b>	<b>\$ 179,860</b>	<b>\$ 190,280</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	16,686	14,995	24,160	23,320
Transfers	68,435	24,030	23,470	26,950
Capital Outlay	42,717	10,160	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	126,957	134,680	132,230	140,010
<b>Total Requirements</b>	<b>\$ 254,795</b>	<b>\$ 183,865</b>	<b>\$ 179,860</b>	<b>\$ 190,280</b>



## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Tualatin Science and Technology Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	283	268	250	250
Transfers	-	-	-	-
Other Revenue	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 283</b>	<b>\$ 268</b>	<b>\$ 250</b>	<b>\$ 250</b>
Beginning Fund Balance	50,745	50,579	50,635	50,500
<b>Total Resources</b>	<b>\$ 51,028</b>	<b>\$ 50,847</b>	<b>\$ 50,885</b>	<b>\$ 50,750</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	450	300	400	400
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	50,578	50,547	50,485	50,350
<b>Total Requirements</b>	<b>\$ 51,028</b>	<b>\$ 50,847</b>	<b>\$ 50,885</b>	<b>\$ 50,750</b>





**City of Tualatin**  
**Fiscal Year 2015 - 2016**  
**Adopted Budget - 911 Emergency Communications Tax Fund**

**Summary of Resources by Source**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	31,667	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	-	-	-	-
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 31,667	\$ -	\$ -	\$ -
Beginning Fund Balance	-	-	-	-
<b>Total Resources</b>	<b>\$ 31,667</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	31,667	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
<b>Total Requirements</b>	<b>\$ 31,667</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# **City of Tualatin** **Fiscal Year 2015 - 2016** **Adopted Budget - Road Development Fund**

## **Summary of Resources by Source**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	3,226	3,076	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	6,438	6,038	3,000	-
Transfers	-	-	-	-
Other Revenue	1,496	461	-	-
Total Current Resources	\$ 11,160	\$ 9,575	\$ 3,000	\$ -
Beginning Fund Balance	1,056,367	1,067,528	599,925	1,082,980
<b>Total Resources</b>	<b>\$ 1,067,527</b>	<b>\$ 1,077,103</b>	<b>\$ 602,925</b>	<b>\$ 1,082,980</b>

## **Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	1,082,980
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	1,067,527	1,077,103	602,925	-
<b>Total Requirements</b>	<b>\$ 1,067,527</b>	<b>\$ 1,077,103</b>	<b>\$ 602,925</b>	<b>\$ 1,082,980</b>



## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Transportation Development Tax Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	344,243	643,580	200,000	200,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	22,179	33,182	22,680	25,020
Transfers	-	-	-	-
Other Revenue	825	1,649	-	-
Total Current Resources	\$ 367,247	\$ 678,411	\$ 222,680	\$ 225,020
Beginning Fund Balance	1,645,491	2,012,737	1,724,320	1,667,940
<b>Total Resources</b>	<b>\$ 2,012,738</b>	<b>\$ 2,691,148</b>	<b>\$ 1,947,000</b>	<b>\$ 1,892,960</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	250,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	2,012,738	2,691,148	1,947,000	1,642,960
<b>Total Requirements</b>	<b>\$ 2,012,738</b>	<b>\$ 2,691,148</b>	<b>\$ 1,947,000</b>	<b>\$ 1,892,960</b>



# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - Bancroft Bond Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	87,036	-	-	-
Interest	5,406	955	1,000	1,000
Transfers	-	-	-	-
Other Revenue	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 92,442</b>	<b>\$ 955</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Beginning Fund Balance	317,276	179,078	180,000	181,000
<b>Total Resources</b>	<b>\$ 409,718</b>	<b>\$ 180,033</b>	<b>\$ 181,000</b>	<b>\$ 182,000</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	300	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	230,340	-	-	-
Contingencies & Reserves	179,078	180,033	181,000	182,000
<b>Total Requirements</b>	<b>\$ 409,718</b>	<b>\$ 180,033</b>	<b>\$ 181,000</b>	<b>\$ 182,000</b>



## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - General Obligation Bond Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ 964,195	\$ 966,009	\$ 950,000	\$ 935,000
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	3,993	3,488	1,000	3,000
Transfers	-	-	-	-
Other Revenue	2,290	482	-	-
Total Current Resources	\$ 970,478	\$ 969,979	\$ 951,000	\$ 938,000
Beginning Fund Balance	80,897	88,093	90,130	97,500
<b>Total Resources</b>	<b>\$ 1,051,375</b>	<b>\$ 1,058,072</b>	<b>\$ 1,041,130</b>	<b>\$ 1,035,500</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	963,281	962,863	961,725	959,340
Contingencies & Reserves	88,094	95,209	79,405	76,160
<b>Total Requirements</b>	<b>\$ 1,051,375</b>	<b>\$ 1,058,072</b>	<b>\$ 1,041,130</b>	<b>\$ 1,035,500</b>





# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - Park Development Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	264,943	-	221,860	1,585,800
Fees & Charges	644,092	36,589	20,570	473,200
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	3,736	4,029	2,000	3,000
Transfers	-	-	14,000	10,000
Other Revenue	-	-	-	20,000
Total Current Resources	\$ 912,771	\$ 40,618	\$ 258,430	\$ 2,092,000
Beginning Fund Balance	153,164	759,375	744,670	2,722,520
<b>Total Resources</b>	<b>\$ 1,065,935</b>	<b>\$ 799,993</b>	<b>\$ 1,003,100</b>	<b>\$ 4,814,520</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	453	7,345	21,000	16,000
Transfers	13,690	17,790	25,970	31,040
Capital Outlay	292,416	13,304	956,130	4,767,480
Debt Service	-	-	-	-
Contingencies & Reserves	759,376	761,554	-	-
<b>Total Requirements</b>	<b>\$ 1,065,935</b>	<b>\$ 799,993</b>	<b>\$ 1,003,100</b>	<b>\$ 4,814,520</b>



## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Operations Warehouse Project Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	-	3,467	-	-
Transfers	-	1,010,000	-	-
Other Revenue	-	1,100,000	-	-
Total Current Resources	\$ -	\$ 2,113,467	\$ -	\$ -
Beginning Fund Balance	-	-	-	-
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 2,113,467</b>	<b>\$ -</b>	<b>\$ -</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	10,700	-	-
Transfers	-	-	-	-
Capital Outlay	-	1,978,418	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	-	124,349	-	-
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ 2,113,467</b>	<b>\$ -</b>	<b>\$ -</b>



# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - Infrastructure Reserve Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	9,370	-	-	-
Transfers	10,995	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 20,365	\$ -	\$ -	\$ -
Beginning Fund Balance	2,310,657	2,028,522	-	-
<b>Total Resources</b>	<b>\$ 2,331,022</b>	<b>\$ 2,028,522</b>	<b>\$ -</b>	<b>\$ -</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	302,500	2,028,522	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	2,028,522	-	-	-
<b>Total Requirements</b>	<b>\$ 2,331,022</b>	<b>\$ 2,028,522</b>	<b>\$ -</b>	<b>\$ -</b>



## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Local Improvement District Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	2,643	2,516	2,700	2,400
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 2,643	\$ 2,516	\$ 2,700	\$ 2,400
Beginning Fund Balance	469,367	472,011	474,875	477,000
<b>Total Resources</b>	<b>\$ 472,010</b>	<b>\$ 474,527</b>	<b>\$ 477,575</b>	<b>\$ 479,400</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Contingencies & Reserves	472,010	474,527	477,575	479,400
<b>Total Requirements</b>	<b>\$ 472,010</b>	<b>\$ 474,527</b>	<b>\$ 477,575</b>	<b>\$ 479,400</b>



# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - Operations Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	1,230	4,479	-	-
Principal	-	-	-	-
Interest	9,433	6,189	8,000	8,000
Transfers	2,213,055	2,335,965	2,838,310	2,826,160
Other Revenue	21,261	21,632	16,410	16,610
Total Current Resources	\$ 2,244,979	\$ 2,368,265	\$ 2,862,720	\$ 2,850,770
Beginning Fund Balance	1,394,132	1,485,111	580,735	1,060,515
<b>Total Resources</b>	<b>\$ 3,639,111</b>	<b>\$ 3,853,376</b>	<b>\$ 3,443,455</b>	<b>\$ 3,911,285</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 1,318,755	\$ 1,418,887	\$ 1,512,580	\$ 1,676,190
Materials and Services	634,324	689,926	918,650	887,890
Transfers	-	1,010,000	-	-
Capital Outlay	200,921	20,413	377,400	364,330
Debt Service	-	-	129,610	129,615
Contingencies & Reserves	1,485,111	714,150	505,215	853,260
<b>Total Requirements</b>	<b>\$ 3,639,111</b>	<b>\$ 3,853,376</b>	<b>\$ 3,443,455</b>	<b>\$ 3,911,285</b>





# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - TDC Administration Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	1,707	1,466	875	815
Transfers	-	-	-	-
Other Revenue	29	687	-	-
Total Current Resources	\$ 1,736	\$ 2,153	\$ 875	\$ 815
Beginning Fund Balance	318,330	287,237	141,625	162,720
<b>Total Resources</b>	<b>\$ 320,066</b>	<b>\$ 289,390</b>	<b>\$ 142,500</b>	<b>\$ 163,535</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	32,829	24,961	64,225	61,725
Transfers	-	-	-	-
Capital Outlay	-	-	-	7,000
Debt Service	-	-	-	-
Contingencies & Reserves	287,237	264,429	78,275	94,810
<b>Total Requirements</b>	<b>\$ 320,066</b>	<b>\$ 289,390</b>	<b>\$ 142,500</b>	<b>\$ 163,535</b>



# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - CURD Projects Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	6,908	5,933	4,845	60
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 6,908	\$ 5,933	\$ 4,845	\$ 60
Beginning Fund Balance	1,115,182	1,054,053	894,855	120,505
<b>Total Resources</b>	<b>\$ 1,122,090</b>	<b>\$ 1,059,986</b>	<b>\$ 899,700</b>	<b>\$ 120,565</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	32,035	61,925	80,180	-
Capital Outlay	36,001	117,322	684,180	120,565
Debt Service	-	-	-	-
Contingencies & Reserves	1,054,054	880,739	135,340	-
<b>Total Requirements</b>	<b>\$ 1,122,090</b>	<b>\$ 1,059,986</b>	<b>\$ 899,700</b>	<b>\$ 120,565</b>



## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Leveton Projects Fund

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Interest	28,608	22,015	15,820	19,170
Transfers	48,890	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 77,498	\$ 22,015	\$ 15,820	\$ 19,170
Beginning Fund Balance	5,661,131	4,141,623	3,140,680	3,833,450
<b>Total Resources</b>	<b>\$ 5,738,629</b>	<b>\$ 4,163,638</b>	<b>\$ 3,156,500</b>	<b>\$ 3,852,620</b>

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	156,410	104,595	54,540	87,070
Capital Outlay	1,440,596	49,851	50,000	50,000
Debt Service	-	-	-	-
Contingencies & Reserves	4,141,623	4,009,192	3,051,960	3,715,550
<b>Total Requirements</b>	<b>\$ 5,738,629</b>	<b>\$ 4,163,638</b>	<b>\$ 3,156,500</b>	<b>\$ 3,852,620</b>



**CITY OF TUALATIN**

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## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Revenues

#### Summary of Resources by Source

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Property Taxes	\$ 8,438,011	\$ 8,738,296	\$ 8,890,655	\$ 9,332,880
Licenses and Permits	621,689	441,352	574,500	596,000
Franchise Fees	2,071,040	2,135,959	2,144,400	2,159,000
State Shared Revenue	663,776	698,009	711,150	804,260
Intergovernmental Revenue	3,613,730	3,367,574	3,827,950	5,110,320
Fees & Charges	4,021,810	2,249,769	1,844,325	2,501,080
Charges for Service	14,690,034	15,095,204	15,225,630	16,120,650
Fines & Forfeitures	1,225,559	1,184,430	1,303,000	1,302,000
Principal	87,036	-	-	-
Interest	228,583	227,253	207,155	195,760
Transfers	6,222,800	9,530,402	7,345,195	9,471,575
Other Revenue	205,398	1,387,722	167,365	171,120
Total Current Resources	\$ 42,089,466	\$ 45,055,970	\$ 42,241,325	\$ 47,764,645
Beginning Fund Balance	28,901,415	30,930,991	29,402,010	31,199,525
<b>Total Resources</b>	<b>\$ 70,990,881</b>	<b>\$ 75,986,961</b>	<b>\$ 71,643,335</b>	<b>\$ 78,964,170</b>





The City continues to experience stable revenue growth, with all categories either maintaining previous levels or showing increases for 2015/2016.

**Property taxes** make up almost half of the general fund revenues. The City of Tualatin has one of the lowest permanent tax rates in the Portland Metropolitan Area at a levy rate of \$2.2665 per \$1,000 of assessed value. Property tax revenues are based upon assessed value of a property, which differs from the property's real market value, and are limited by Measures 5 and 50, passed by Oregon voters in the 1990's. As the economy has improved, assessed value has experienced larger growth in the City, increasing property tax revenue the past few years. This trend of assessed value growth with the increased development is projected to continue in 2015/2016.

**Licenses, Permits & Fees** are for building and development fees, business and rental licenses, library and recreation fees, as well as franchise fees from utility companies for use of the City's right-of-way. Other

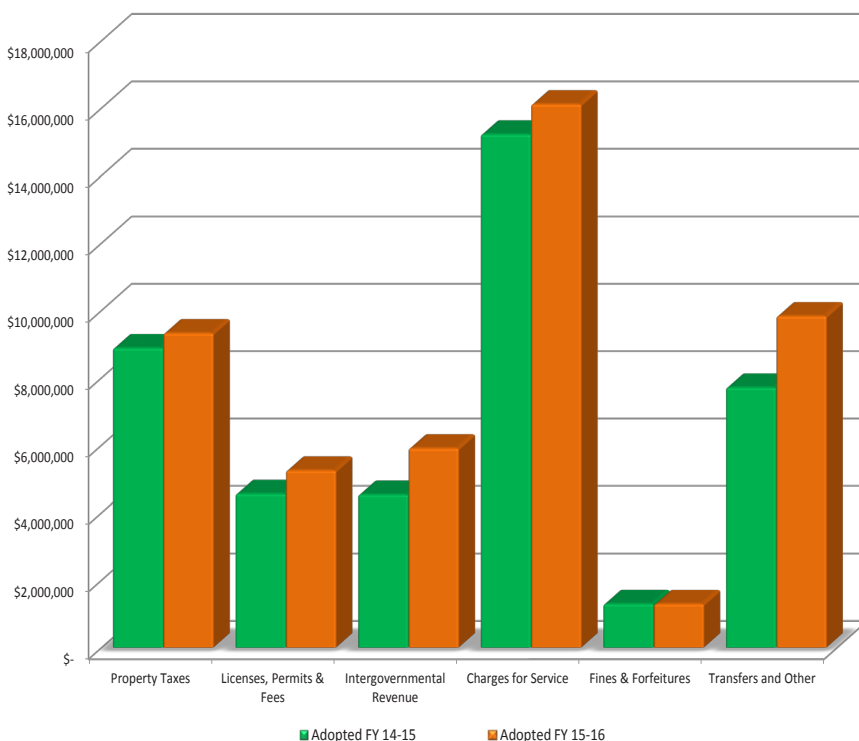
fees that the City charges are also recorded in this category. As development activity has increased, as well as the registrations in our recreational offerings, projected increases in this category continue.

**Intergovernmental revenues** are revenues received from the State of Oregon for the City's share of cigarette, liquor and gas taxes, as well as for the Tualatin Public Library from the Washington County Cooperative Library System and the City's share from inclusion in the Clackamas County Library District. Additionally, in 2015/2016, the City will be receiving grant revenue from the State of Oregon for a trail along the Tualatin River Greenway.

**Charges for Service**, primarily for water, sewer and storm drain utility charges, is the largest single category in the City's revenue budget. Over one-third of the revenue in this category is related to sewer and storm drain rates set by Clean Water Services (CWS), with a corresponding expenditure in the appropriate fund to record the pass through payment to CWS. Water rates are set by the City of Tualatin and continue to track the recommendation of the recently updated Water System Master Plan. Other items in this category include system development charges, and police services contracts with the City of Durham and with TriMet for an officer assigned to the Westside Transit Police force.

**Fines and Forfeitures** are for Municipal Court fines for traffic violations and are projected to remain stable.

**Transfers and Others** record the costs of services provided primarily by the General Fund, as well as the Operations Fund, for services provided to the utility and development funds, but recorded in the General and Operations Funds.





## 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

### 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

actual total tax rate may be higher than \$10.00, but the portion that goes for operations may not exceed \$10.00.

### Ballot Measure 50 Limitations

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

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

### Computation of the Local Government Tax Rate

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



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

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

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

area are valued based upon market trends identified by the assessor's certified ratio study.

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

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

See chart on next page

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

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

## Taxes Versus Fees under Ballot Measure 5

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

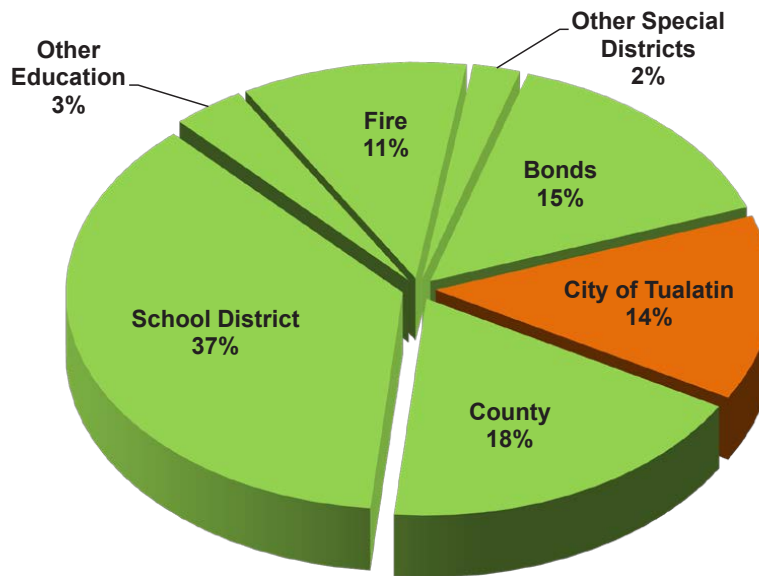
within 60 days after the statement imposing the tax, fee, charge or assessment is mailed to any one of the petitioners. The city may enact a classification ordinance/resolution at any time. It is important to know that changing the amount of the tax, fee, charge or assessment does not open the door for 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

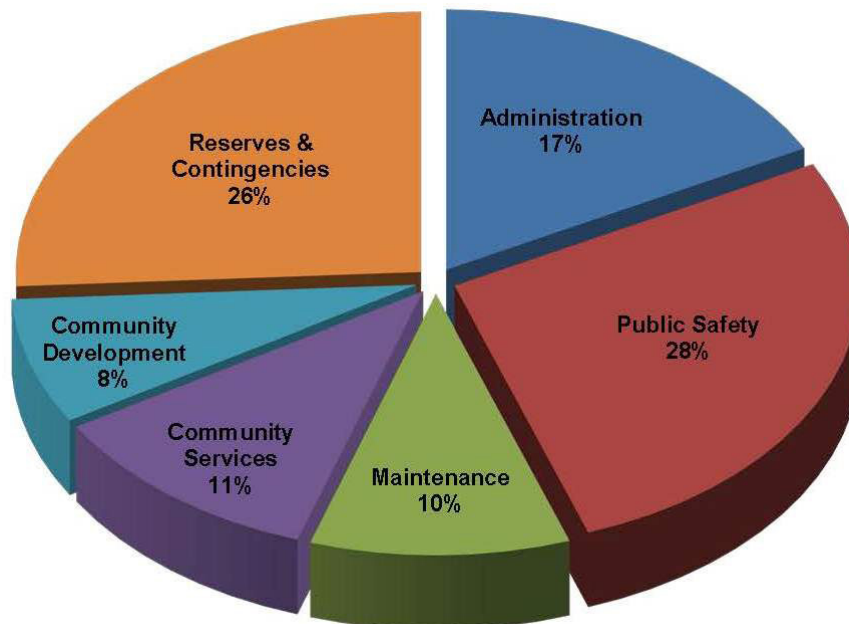
Local Government leaders need a sound understanding of local finances to be good stewards of the public's money. While financial administration is not a highly visible management responsibility, good money management is essential to ensuring that the ways and means can be found to fund the city's functions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

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





Annual property taxes are based upon the assessed value, as opposed to the market value, of your property. The average Tualatin resident pays \$16.39 per \$1,000 of assessed value. Therefore, a homeowner with an assessed value of \$200,000 pays property tax of \$3,278 annually. Of this amount, the City of Tualatin receives approximately 14%, or \$459. 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.



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

Public Works  
Core Area Parking District  
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 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	6,491,801	6,704,781	6,410,000	7,100,000	7,104,000	7,104,000
<b>Beginning Fund Balance</b>	<b>6,491,801</b>	<b>6,704,781</b>	<b>6,410,000</b>	<b>7,100,000</b>	<b>7,104,000</b>	<b>7,104,000</b>
Current Year	7,344,738	7,606,169	7,810,655	8,267,880	8,267,880	8,267,880
Prior Year	128,040	164,908	130,000	130,000	130,000	130,000
Payments in Lieu of	1,037	1,211	-	-	-	-
<b>Property Taxes</b>	<b>7,473,816</b>	<b>7,772,287</b>	<b>7,940,655</b>	<b>8,397,880</b>	<b>8,397,880</b>	<b>8,397,880</b>
Franchise Fees	2,032,773	2,135,959	2,144,400	2,159,000	2,159,000	2,159,000
Special Franchise Payment	38,267	-	-	-	-	-
<b>Franchise Fees</b>	<b>2,071,040</b>	<b>2,135,959</b>	<b>2,144,400</b>	<b>2,159,000</b>	<b>2,159,000</b>	<b>2,159,000</b>
OLCC Per Capita	348,017	369,060	377,800	433,760	433,760	433,760
Cigarette Taxes	37,109	35,396	33,150	31,500	31,500	31,500
OLCC Formula Shared Rev	278,650	293,553	300,200	339,000	339,000	339,000
<b>State Shared Revenue</b>	<b>663,776</b>	<b>698,009</b>	<b>711,150</b>	<b>804,260</b>	<b>804,260</b>	<b>804,260</b>
Motel Tax	211,175	248,729	210,000	250,000	250,000	250,000
Library Revenue-Wash Co	1,310,128	1,342,882	1,376,455	1,410,865	1,418,865	1,418,865
Library Revenue-Clack Co	76,000	80,168	81,885	85,905	85,905	85,905
PCN Operations Grant	52,553	-	-	-	-	-
Metro Con Excise Tx Grant	72,000	18,100	253,000	50,000	50,000	50,000
DUII Grant	1,430	1,125	1,400	-	-	-
Other Grant Revenue	5,350	8,591	8,700	8,450	8,450	8,450
Seat Belt Grant	3,950	4,974	4,000	4,000	4,000	4,000
Tualatin School Dist	27,768	50,000	54,280	54,900	54,900	54,900
Misc Grants	36,548	11,570	9,200	9,900	9,900	9,900
Other Grant Revenue	34,180	3,045	-	-	-	-
<b>Intergovernmental Revenue</b>	<b>1,831,083</b>	<b>1,769,185</b>	<b>1,998,920</b>	<b>1,874,020</b>	<b>1,882,020</b>	<b>1,882,020</b>
Architectural Review	16,189	21,830	18,000	22,000	22,000	22,000
Signs	10,611	13,495	12,000	18,000	18,000	18,000
Other Land Use Appl Fees	16,907	36,300	22,000	15,000	15,000	15,000
Public Works Permit Fees	7,389	4,713	8,000	8,000	8,000	8,000
Water Quality Permit Fees	-	-	2,000	3,000	3,000	3,000
Business License Fee	134,386	135,091	130,000	130,000	130,000	130,000
Metro Business License	30,380	19,798	30,000	10,000	10,000	10,000
Rental License	30,562	45,600	30,000	35,000	35,000	35,000
Lien Search Fees	14,494	12,883	12,000	12,000	12,000	12,000
Maps, Codebooks, Copies	439	331	500	500	500	500
Passport Execution Fee	40,075	44,950	40,000	40,000	40,000	40,000
Passport Photo	6,537	13,097	-	10,000	10,000	10,000



## Revenue

general fund  
revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Fingerprint Fees	-	-	-	7,000	7,000	7,000
Liquor License Fee	2,960	2,960	3,300	3,300	3,300	3,300
Police Reports & Photos	2,910	4,807	4,000	4,500	4,500	4,500
Vehicle Impound Fee	24,607	20,100	25,000	20,000	20,000	20,000
Picnic Shelter Fees	8,200	9,354	7,900	7,900	7,900	7,900
Ball Field Fees	15,195	16,722	16,000	16,000	16,000	16,000
Alcohol Permit Fees	2,815	2,750	3,700	3,700	3,700	3,700
Juanita Pohl Ctr Use Fees	20,453	20,930	20,000	22,000	22,000	22,000
Brown's Ferry Comm Ctr	273	1,435	1,600	1,600	1,600	1,600
Heritage Center	4,530	3,708	5,000	5,000	5,000	5,000
Concession Fee	3,505	3,588	3,500	3,500	3,500	3,500
Grant / GREAT Program	7,110	11,660	7,000	9,000	9,000	9,000
Recreation User Fees	77,325	95,156	76,000	96,500	96,500	96,500
Recreation Program Fees	1,170	-	-	-	-	-
Street Tree Fees	13,040	8,760	10,000	12,000	12,000	12,000
Library Program User Fees	2,184	2,330	3,000	3,000	3,000	3,000
Community Room Rental	703	298	500	500	500	500
Library Fines,Cards,Books	71,158	76,245	70,500	70,500	70,500	70,500
<b>Fees &amp; Charges</b>	<b>588,847</b>	<b>653,237</b>	<b>584,000</b>	<b>612,000</b>	<b>612,000</b>	<b>612,000</b>
Fleet Services	5,477	6,298	8,000	8,000	8,000	8,000
Durham Police	113,300	116,700	120,200	123,800	123,800	123,800
Police Services	106,634	118,667	118,000	146,000	146,000	146,000
<b>Charges for Service</b>	<b>225,411</b>	<b>241,665</b>	<b>246,200</b>	<b>277,800</b>	<b>277,800</b>	<b>277,800</b>
Municipal Court Fines	1,177,520	1,127,344	1,300,000	1,300,000	1,300,000	1,300,000
Other Court Fines	44,338	50,148	-	-	-	-
Other Restitution	1,383	1,889	3,000	2,000	2,000	2,000
<b>Fines &amp; Forfeitures</b>	<b>1,223,241</b>	<b>1,179,381</b>	<b>1,303,000</b>	<b>1,302,000</b>	<b>1,302,000</b>	<b>1,302,000</b>
Interest on Investments	43,430	41,860	40,000	40,000	40,000	40,000
Washington County	21,774	19,465	20,000	20,000	20,000	20,000
Clackamas County	2,948	3,397	3,000	3,000	3,000	3,000
<b>Interest</b>	<b>68,152</b>	<b>64,722</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>
Transfers - Building	205,045	260,260	289,190	312,840	312,840	312,840
Transfers - Water	724,170	848,580	912,530	1,152,200	1,152,200	1,152,200
Transfers - Sewer	717,210	806,990	884,910	882,680	882,680	882,680
Transfers - Storm Drain	419,050	424,810	487,170	525,650	525,650	525,650
Transfers - Road Utility	149,185	160,980	153,020	135,670	135,670	135,670
Transfers - Road Gas Tax	454,930	467,980	469,990	549,890	549,890	549,890
Transfers - Core Area Pkg	68,345	24,030	23,470	26,950	26,950	26,950
Transfers - Water Devel	5,295	17,600	2,560	-	-	-



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfers - Park Devel	13,690	17,790	25,970	31,040	31,040	31,040
Reimburse - CURD Projects	32,035	61,925	80,180	-	-	-
Reimburse - Leveton Proj	156,410	104,595	54,540	87,070	87,070	87,070
<b>Transfers &amp; Reimbursements</b>	<b>2,949,935</b>	<b>3,211,620</b>	<b>3,393,300</b>	<b>3,709,020</b>	<b>3,709,020</b>	<b>3,709,020</b>
Rental	3,225	1,100	1,200	1,200	1,200	1,200
Other Space Rental	12,933	11,117	12,410	12,610	12,610	12,610
T-Mobile	15,549	13,564	18,390	19,600	19,600	19,600
Other Library Donations	16,583	35,259	16,000	30,800	30,800	30,800
Other Police	-	23,043	-	-	-	-
Police K-9 Program	-	200	-	-	-	-
Miscellaneous Donations	-	710	-	-	-	-
	-	30,197	-	-	-	-
Concerts on the Commons	16,600	15,100	15,000	15,000	15,000	15,000
Donations Assorted	11,500	3,180	3,400	6,400	6,400	6,400
Insurance Proceeds	7,278	49,064	-	-	-	-
Other Misc Income	27,017	63,792	25,000	25,000	25,000	25,000
Cash Over / Short	26	(12)	-	-	-	-
Metro Area Mayors Forum	1,700	1,380	1,600	1,600	1,600	1,600
<b>Other Revenue</b>	<b>112,412</b>	<b>247,694</b>	<b>93,000</b>	<b>112,210</b>	<b>112,210</b>	<b>112,210</b>
<b>Total Revenue</b>	<b>\$ 23,699,514</b>	<b>\$ 24,678,541</b>	<b>\$ 24,887,625</b>	<b>\$ 26,411,190</b>	<b>\$ 26,423,190</b>	<b>\$ 26,423,190</b>





## Revenue

## community development - building revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	1,526,017	1,830,951	1,299,010	1,744,260	1,744,260	1,744,260
<b>Beginning Fund Balance</b>	<b>1,526,017</b>	<b>1,830,951</b>	<b>1,299,010</b>	<b>1,744,260</b>	<b>1,744,260</b>	<b>1,744,260</b>
Structural	341,827	238,566	365,000	383,000	383,000	383,000
Plumbing	105,585	53,537	70,000	73,000	73,000	73,000
Erosion Control	8,025	25,250	10,000	10,000	10,000	10,000
Mechanical	160,849	114,497	125,000	125,000	125,000	125,000
Signs, Excation, Demolition	5,403	9,502	4,500	5,000	5,000	5,000
<b>Building Permits</b>	<b>621,689</b>	<b>441,352</b>	<b>574,500</b>	<b>596,000</b>	<b>596,000</b>	<b>596,000</b>
Structural	179,967	169,041	130,000	136,000	136,000	136,000
Plumbing	14,059	7,639	13,000	13,000	13,000	13,000
Erosion Control	4,530	7,200	4,500	4,500	4,500	4,500
Mechanical	139,045	107,197	115,000	120,000	120,000	120,000
Fire & Safety	69,485	85,813	50,000	52,000	52,000	52,000
Miscellaneous	2,493	3,192	2,000	2,100	2,100	2,100
Admin Fees-Metro	2,953	2,865	2,000	2,000	2,000	2,000
Admin Fees-School Dist	3,067	1,543	3,000	3,000	3,000	3,000
<b>Fees &amp; Charges</b>	<b>415,598</b>	<b>384,490</b>	<b>319,500</b>	<b>332,600</b>	<b>332,600</b>	<b>332,600</b>
Maps, Codebooks, Copies	276	-	100	100	100	100
<b>Maps, Codebooks, Copies</b>	<b>276</b>	<b>-</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
Interest on Investments	11,139	10,914	8,000	10,000	10,000	10,000
<b>Interest</b>	<b>11,139</b>	<b>10,914</b>	<b>8,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
Transfers - Water	7,110	7,110	9,200	9,710	9,710	9,710
Transfers - Sewer	4,175	4,175	5,400	5,700	5,700	5,700
Transfers - Storm Drain	4,175	4,175	5,400	5,700	5,700	5,700
<b>Transfers &amp; Reimbursements</b>	<b>15,460</b>	<b>15,460</b>	<b>20,000</b>	<b>21,110</b>	<b>21,110</b>	<b>21,110</b>
Other Misc Income	112	-	200	200	200	200
<b>Other Revenue</b>	<b>112</b>	<b>-</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Total Revenue</b>	<b>\$ 2,590,291</b>	<b>\$ 2,683,168</b>	<b>\$ 2,221,310</b>	<b>\$ 2,704,270</b>	<b>\$ 2,704,270</b>	<b>\$ 2,704,270</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	153,164	759,375	744,670	2,722,520	2,722,520	2,722,520
<b>Beginning Fund Balance</b>	<b>153,164</b>	<b>759,375</b>	<b>744,670</b>	<b>2,722,520</b>	<b>2,722,520</b>	<b>2,722,520</b>
Greenspaces	264,943	-	88,860	-	-	-
State Grant	-	-	-	1,585,800	1,585,800	1,585,800
CDBG Grant	-	-	133,000	-	-	-
<b>Intergovernmental Revenue</b>	<b>264,943</b>	<b>-</b>	<b>221,860</b>	<b>1,585,800</b>	<b>1,585,800</b>	<b>1,585,800</b>
Parks SDC's	644,092	36,589	20,570	473,200	473,200	473,200
<b>Fees &amp; Charges</b>	<b>644,092</b>	<b>36,589</b>	<b>20,570</b>	<b>473,200</b>	<b>473,200</b>	<b>473,200</b>
Interest on Investments	3,736	4,029	2,000	3,000	3,000	3,000
<b>Interest</b>	<b>3,736</b>	<b>4,029</b>	<b>2,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
Reimburse - General Fund	-	-	14,000	-	-	-
Transfers - Road Gas Tax	-	-	-	10,000	10,000	10,000
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>-</b>	<b>14,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
Other Misc Income	-	-	-	-	20,000	20,000
<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>
<b>Total Revenue</b>	<b>\$ 1,065,934</b>	<b>\$ 799,993</b>	<b>\$ 1,003,100</b>	<b>\$ 4,794,520</b>	<b>\$ 4,814,520</b>	<b>\$ 4,814,520</b>



## Revenue

community services - tualatin scholarship  
revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	50,745	50,579	50,635	50,500	50,500	50,500
<b>Beginning Fund Balance</b>	<b>50,745</b>	<b>50,579</b>	<b>50,635</b>	<b>50,500</b>	<b>50,500</b>	<b>50,500</b>
Interest on Investments	283	268	250	250	250	250
<b>Interest</b>	<b>283</b>	<b>268</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Total Revenue</b>	<b>\$ 51,029</b>	<b>\$ 50,847</b>	<b>\$ 50,885</b>	<b>\$ 50,750</b>	<b>\$ 50,750</b>	<b>\$ 50,750</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	187,914	127,049	83,360	89,180	89,180	89,180
Reserve for Lot Construct	-	-	45,500	45,500	45,500	45,500
<b>Beginning Fund Balance</b>	<b>187,914</b>	<b>127,049</b>	<b>128,860</b>	<b>134,680</b>	<b>134,680</b>	<b>134,680</b>
Core Area Parking-Current	65,008	55,562	50,000	55,000	55,000	55,000
<b>Charges for Service</b>	<b>65,008</b>	<b>55,562</b>	<b>50,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>
Municipal Court Fines	1,088	570	-	-	-	-
<b>Fines &amp; Forfeitures</b>	<b>1,088</b>	<b>570</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	785	684	1,000	600	600	600
<b>Interest</b>	<b>785</b>	<b>684</b>	<b>1,000</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Total Revenue</b>	<b>\$ 254,796</b>	<b>\$ 183,865</b>	<b>\$ 179,860</b>	<b>\$ 190,280</b>	<b>\$ 190,280</b>	<b>\$ 190,280</b>



## Revenue

## public works - local improvement district revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	469,367	472,011	474,875	477,000	477,000	477,000
<b>Beginning Fund Balance</b>	<b>469,367</b>	<b>472,011</b>	<b>474,875</b>	<b>477,000</b>	<b>477,000</b>	<b>477,000</b>
Interest on Investments	2,643	2,516	2,700	2,400	2,400	2,400
<b>Interest</b>	<b>2,643</b>	<b>2,516</b>	<b>2,700</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>
<b>Total Revenue</b>	<b>\$ 472,011</b>	<b>\$ 474,527</b>	<b>\$ 477,575</b>	<b>\$ 479,400</b>	<b>\$ 479,400</b>	<b>\$ 479,400</b>





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	1,394,132	1,485,111	580,735	1,060,515	1,060,515	1,060,515
<b>Beginning Fund Balance</b>	<b>1,394,132</b>	<b>1,485,111</b>	<b>580,735</b>	<b>1,060,515</b>	<b>1,060,515</b>	<b>1,060,515</b>
Other Restitution	1,230	4,479	-	-	-	-
<b>Fines &amp; Forfeitures</b>	<b>1,230</b>	<b>4,479</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	9,433	6,189	8,000	8,000	8,000	8,000
<b>Interest</b>	<b>9,433</b>	<b>6,189</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
Transfers - Water	1,017,430	1,169,600	1,407,570	1,280,330	1,280,330	1,280,330
Transfers - Sewer	318,245	330,330	441,350	529,020	529,020	529,020
Transfers - Storm Drain	528,190	521,160	603,650	639,180	639,180	639,180
Transfers - Road Utility	86,255	79,915	96,430	95,760	95,760	95,760
Transfers - Road Gas Tax	262,935	234,960	289,310	281,870	281,870	281,870
<b>Transfers &amp; Reimbursements</b>	<b>2,213,055</b>	<b>2,335,965</b>	<b>2,838,310</b>	<b>2,826,160</b>	<b>2,826,160</b>	<b>2,826,160</b>
Other Space Rental	12,933	11,117	12,410	12,610	12,610	12,610
Insurance Proceeds	-	191	-	-	-	-
<b>Other Revenue</b>	<b>12,933</b>	<b>11,309</b>	<b>12,410</b>	<b>12,610</b>	<b>12,610</b>	<b>12,610</b>
Other Misc Income	4,175	5,732	4,000	4,000	4,000	4,000
Cash Over / Short	4,153	4,591	-	-	-	-
<b>Sales of Bonds/Other Financing</b>	<b>8,328</b>	<b>10,323</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Total Revenue</b>	<b>\$ 3,639,112</b>	<b>\$ 3,853,376</b>	<b>\$ 3,443,455</b>	<b>\$ 3,911,285</b>	<b>\$ 3,911,285</b>	<b>\$ 3,911,285</b>



## Revenue

## public works - water operating revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	4,753,824	5,402,367	7,046,640	3,782,405	4,517,405	4,517,405
<b>Beginning Fund Balance</b>	<b>4,753,824</b>	<b>5,402,367</b>	<b>7,046,640</b>	<b>3,782,405</b>	<b>4,517,405</b>	<b>4,517,405</b>
Sherwood Water	87,548	82,308	63,500	-	-	-
<b>Fees &amp; Charges</b>	<b>87,548</b>	<b>82,308</b>	<b>63,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
Water Service Charge	267,494	267,856	284,980	297,000	297,000	297,000
Usage Charge	4,274,162	4,255,055	4,230,360	4,409,000	4,409,000	4,409,000
Fire Service	135,932	137,607	129,500	140,000	140,000	140,000
Bulk Water Fees	1,860	4,440	1,000	1,000	1,000	1,000
Installation	2,452	11,828	2,000	2,000	2,000	2,000
Reconnect Fee	23,258	21,685	20,000	20,000	20,000	20,000
Facility/Capacity Charges	444,931	446,850	440,000	458,700	458,700	458,700
<b>Charges for Service</b>	<b>5,150,090</b>	<b>5,145,320</b>	<b>5,107,840</b>	<b>5,327,700</b>	<b>5,327,700</b>	<b>5,327,700</b>
Interest on Investments	27,562	25,787	33,035	18,000	18,000	18,000
Carry Chrg - Late Pmts	7,138	11,172	8,000	11,000	11,000	11,000
<b>Interest</b>	<b>34,700</b>	<b>36,959</b>	<b>41,035</b>	<b>29,000</b>	<b>29,000</b>	<b>29,000</b>
Transfers - Water Devel	-	-	450,000	610,000	610,000	610,000
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>-</b>	<b>450,000</b>	<b>610,000</b>	<b>610,000</b>	<b>610,000</b>
T-Mobile	15,549	13,564	18,390	19,600	19,600	19,600
Other Misc Income	-	-	500	500	500	500
Bulk Water Revenue	2,350	2,240	1,500	1,500	1,500	1,500
<b>Other Revenue</b>	<b>17,899</b>	<b>15,804</b>	<b>20,390</b>	<b>21,600</b>	<b>21,600</b>	<b>21,600</b>
<b>Total Revenue</b>	<b>\$ 10,044,061</b>	<b>\$ 10,682,758</b>	<b>\$ 12,729,405</b>	<b>\$ 9,770,705</b>	<b>\$ 10,505,705</b>	<b>\$ 10,505,705</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	723,772	983,646	876,715	544,800	544,800	544,800
<b>Beginning Fund Balance</b>	<b>723,772</b>	<b>983,646</b>	<b>876,715</b>	<b>544,800</b>	<b>544,800</b>	<b>544,800</b>
System Development Chgs	274,728	93,806	100,000	200,000	200,000	200,000
<b>Charges for Service</b>	<b>274,728</b>	<b>93,806</b>	<b>100,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
Interest on Investments	5,365	6,004	3,135	2,725	2,725	2,725
<b>Interest</b>	<b>5,365</b>	<b>6,004</b>	<b>3,135</b>	<b>2,725</b>	<b>2,725</b>	<b>2,725</b>
Transfers - Water Oper	100,000	300,000	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>100,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 1,103,864</b>	<b>\$ 1,383,457</b>	<b>\$ 979,850</b>	<b>\$ 747,525</b>	<b>\$ 747,525</b>	<b>\$ 747,525</b>



## Revenue

## public works - sewer operating revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	1,104,993	1,202,346	3,687,900	2,845,765	2,845,765	2,845,765
<b>Beginning Fund Balance</b>	<b>1,104,993</b>	<b>1,202,346</b>	<b>3,687,900</b>	<b>2,845,765</b>	<b>2,845,765</b>	<b>2,845,765</b>
User Charges-CWS & COT	-	(1)	-	-	-	-
User Chg-CWS Base	3,535,376	3,676,185	3,831,630	3,946,930	3,946,930	3,946,930
User Chg-CWS Usage	1,389,723	1,405,317	1,592,395	1,636,630	1,636,630	1,636,630
User Chg-COT Base	809,181	858,234	894,925	921,780	921,780	921,780
User Chg-COT Usage	320,883	334,951	379,290	390,680	390,680	390,680
User Chg-LO CWS Base	140,275	144,691	139,865	144,060	144,060	144,060
User Chg-LO CWS Usage	73,269	70,668	72,820	75,005	75,005	75,005
User Chg-LO COT Base	32,106	33,810	33,270	34,270	34,270	34,270
User Chg-LO COT Usage	16,925	16,747	17,290	17,810	17,810	17,810
User Chg-Tigard CWS Base	4,398	4,530	4,585	4,720	4,720	4,720
User Chg-Tigard CWS Usage	4,178	4,914	5,220	5,380	5,380	5,380
User Chg-Tigard COT Base	1,007	892	1,095	1,125	1,125	1,125
User Chg-Tigard COT Usage	965	948	1,245	945	945	945
Sewer Inspection	1,645	1,085	450	1,000	1,000	1,000
Industrial Discharge	108,295	94,260	60,000	75,000	75,000	75,000
<b>Charges for Service</b>	<b>6,438,225</b>	<b>6,647,231</b>	<b>7,034,080</b>	<b>7,255,335</b>	<b>7,255,335</b>	<b>7,255,335</b>
Interest on Investments	8,724	15,806	18,555	11,545	11,545	11,545
<b>Interest</b>	<b>8,724</b>	<b>15,806</b>	<b>18,555</b>	<b>11,545</b>	<b>11,545</b>	<b>11,545</b>
Transfers - Infrastr Res	232,500	1,975,733	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>232,500</b>	<b>1,975,733</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other Misc Income	-	-	500	500	500	500
<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total Revenue</b>	<b>\$ 7,784,441</b>	<b>\$ 9,841,116</b>	<b>\$ 10,741,035</b>	<b>\$ 10,113,145</b>	<b>\$ 10,113,145</b>	<b>\$ 10,113,145</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	3,722,075	3,785,927	3,658,220	4,335,155	4,335,155	4,335,155
<b>Beginning Fund Balance</b>	<b>3,722,075</b>	<b>3,785,927</b>	<b>3,658,220</b>	<b>4,335,155</b>	<b>4,335,155</b>	<b>4,335,155</b>
System Development Charge	1,597,962	436,348	200,000	400,000	400,000	400,000
<b>Fees &amp; Charges</b>	<b>1,597,962</b>	<b>436,348</b>	<b>200,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
Interest on Investments	22,327	20,251	20,000	23,400	23,400	23,400
<b>Interest</b>	<b>22,327</b>	<b>20,251</b>	<b>20,000</b>	<b>23,400</b>	<b>23,400</b>	<b>23,400</b>
<b>Total Revenue</b>	<b>\$ 5,342,364</b>	<b>\$ 4,242,526</b>	<b>\$ 3,878,220</b>	<b>\$ 4,758,555</b>	<b>\$ 4,758,555</b>	<b>\$ 4,758,555</b>



## Revenue

## public works - storm drain operating revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	500,433	574,467	639,550	568,480	655,980	655,980
<b>Beginning Fund Balance</b>	<b>500,433</b>	<b>574,467</b>	<b>639,550</b>	<b>568,480</b>	<b>655,980</b>	<b>655,980</b>
Surcharge-COT	-	-	-	124,080	124,080	124,080
User Chg-CWS Regional	453,816	490,987	524,240	562,240	562,240	562,240
User Chg-COT Local	1,323,646	1,353,364	1,569,610	1,686,715	1,686,715	1,686,715
User Chg-Lake Oswego CWS	12,233	13,252	14,380	15,420	15,420	15,420
User Chg-Lake Oswego COT	35,679	36,529	43,050	46,260	46,260	46,260
User Chg-Tigard CWS	548	-	1,865	-	-	-
User Chg-Tigard COT	8,558	9,108	5,585	8,000	8,000	8,000
<b>Charges for Service</b>	<b>1,834,480</b>	<b>1,903,241</b>	<b>2,158,730</b>	<b>2,442,715</b>	<b>2,442,715</b>	<b>2,442,715</b>
Interest on Investments	2,225	3,258	1,800	2,840	2,840	2,840
<b>Interest</b>	<b>2,225</b>	<b>3,258</b>	<b>1,800</b>	<b>2,840</b>	<b>2,840</b>	<b>2,840</b>
Transfers - Storm Drn SDC	-	-	-	363,000	363,000	363,000
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>363,000</b>	<b>363,000</b>	<b>363,000</b>
Other Misc Income	(3)	-	-	-	-	-
<b>Other Revenue</b>	<b>(3)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 2,337,135</b>	<b>\$ 2,480,966</b>	<b>\$ 2,800,080</b>	<b>\$ 3,377,035</b>	<b>\$ 3,464,535</b>	<b>\$ 3,464,535</b>





<b>Account Description</b>	<b>Actual FY 12-13</b>	<b>Actual FY 13-14</b>	<b>Adopted FY 14-15</b>	<b>Proposed FY 15-16</b>	<b>Approved FY 15-16</b>	<b>Adopted FY 15-16</b>
Beginning Fund Balance	233,384	287,532	278,400	584,500	584,500	584,500
<b>Beginning Fund Balance</b>	<b>233,384</b>	<b>287,532</b>	<b>278,400</b>	<b>584,500</b>	<b>584,500</b>	<b>584,500</b>
User Charges-Lake Oswego	20,875	-	-	-	-	-
Storm Water Quality Fees	-	10,502	-	10,000	10,000	10,000
Storm Water Quantity Fees	31,725	28,081	-	25,000	25,000	25,000
<b>Charges for Service</b>	<b>52,600</b>	<b>38,583</b>	<b>-</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
Interest on Investments	1,548	1,556	1,500	3,030	3,030	3,030
<b>Interest</b>	<b>1,548</b>	<b>1,556</b>	<b>1,500</b>	<b>3,030</b>	<b>3,030</b>	<b>3,030</b>
<b>Total Revenue</b>	<b>\$ 287,532</b>	<b>\$ 327,671</b>	<b>\$ 279,900</b>	<b>\$ 622,530</b>	<b>\$ 622,530</b>	<b>\$ 622,530</b>



## Revenue

## public works - road utility fee revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	1,097,705	574,753	223,090	30,000	30,000	30,000
<b>Beginning Fund Balance</b>	<b>1,097,705</b>	<b>574,753</b>	<b>223,090</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
Road Utility Fees	647,608	648,043	651,755	677,280	677,280	677,280
Tigard Rd Utility Fees	5,263	5,677	5,000	6,000	6,000	6,000
<b>Fees &amp; Charges</b>	<b>652,870</b>	<b>653,721</b>	<b>656,755</b>	<b>683,280</b>	<b>683,280</b>	<b>683,280</b>
Sidewalk/Tree Program	325,848	326,216	328,680	327,000	327,000	327,000
<b>Charges for Service</b>	<b>325,848</b>	<b>326,216</b>	<b>328,680</b>	<b>327,000</b>	<b>327,000</b>	<b>327,000</b>
Interest on Investments	2,995	640	2,500	1,000	1,000	1,000
<b>Interest</b>	<b>2,995</b>	<b>640</b>	<b>2,500</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
Other Misc Income	216	-	-	-	-	-
<b>Other Revenue</b>	<b>216</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 2,079,634</b>	<b>\$ 1,555,330</b>	<b>\$ 1,211,025</b>	<b>\$ 1,041,280</b>	<b>\$ 1,041,280</b>	<b>\$ 1,041,280</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	640,776	871,296	263,720	867,105	917,105	917,105
<b>Beginning Fund Balance</b>	<b>640,776</b>	<b>871,296</b>	<b>263,720</b>	<b>867,105</b>	<b>917,105</b>	<b>917,105</b>
State Gas Tax	1,426,675	1,511,480	1,517,170	1,552,500	1,552,500	1,552,500
Washington County Gas Tax	91,029	86,909	90,000	90,000	90,000	90,000
<b>Intergovernmental Revenue</b>	<b>1,517,704</b>	<b>1,598,389</b>	<b>1,607,170</b>	<b>1,642,500</b>	<b>1,642,500</b>	<b>1,642,500</b>
Interest on Investments	4,704	4,025	4,000	3,950	3,950	3,950
<b>Interest</b>	<b>4,704</b>	<b>4,025</b>	<b>4,000</b>	<b>3,950</b>	<b>3,950</b>	<b>3,950</b>
Transfers - Road Utility	92,570	92,570	93,820	96,755	96,755	96,755
Transfers - Road SDC	-	-	-	1,082,980	1,082,980	1,082,980
Transfers - TDT	-	-	-	250,000	250,000	250,000
Transfers - Infrastr Res	70,000	52,789	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>162,570</b>	<b>145,359</b>	<b>93,820</b>	<b>1,429,735</b>	<b>1,429,735</b>	<b>1,429,735</b>
Other Misc Income	48,890	-	36,865	-	-	-
<b>Other Revenue</b>	<b>48,890</b>	<b>-</b>	<b>36,865</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 2,374,643</b>	<b>\$ 2,619,068</b>	<b>\$ 2,005,575</b>	<b>\$ 3,943,290</b>	<b>\$ 3,993,290</b>	<b>\$ 3,993,290</b>



## Revenue

public works - road development  
revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	1,056,367	1,067,528	599,925	1,082,980	1,082,980	1,082,980
<b>Beginning Fund Balance</b>	<b>1,056,367</b>	<b>1,067,528</b>	<b>599,925</b>	<b>1,082,980</b>	<b>1,082,980</b>	<b>1,082,980</b>
Reimb Project Admin Costs	150	-	-	-	-	-
Washington County	3,076	3,076	-	-	-	-
<b>Fees &amp; Charges</b>	<b>3,226</b>	<b>3,076</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	6,438	6,038	3,000	-	-	-
<b>Interest</b>	<b>6,438</b>	<b>6,038</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other Misc Income	461	461	-	-	-	-
<b>Other Revenue</b>	<b>461</b>	<b>461</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 1,066,493</b>	<b>\$ 1,077,104</b>	<b>\$ 602,925</b>	<b>\$ 1,082,980</b>	<b>\$ 1,082,980</b>	<b>\$ 1,082,980</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	1,645,491	2,012,737	1,724,320	1,667,940	1,667,940	1,667,940
<b>Beginning Fund Balance</b>	<b>1,645,491</b>	<b>2,012,737</b>	<b>1,724,320</b>	<b>1,667,940</b>	<b>1,667,940</b>	<b>1,667,940</b>
Washington County	278,887	610,600	200,000	200,000	200,000	200,000
Clackamas County	65,355	32,980	-	-	-	-
<b>Charges for Service</b>	<b>344,243</b>	<b>643,580</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
Interest on Investments	22,179	33,182	22,680	25,020	25,020	25,020
<b>Interest</b>	<b>22,179</b>	<b>33,182</b>	<b>22,680</b>	<b>25,020</b>	<b>25,020</b>	<b>25,020</b>
Other Misc Income	825	1,649	-	-	-	-
<b>Other Revenue</b>	<b>825</b>	<b>1,649</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 2,012,737</b>	<b>\$ 2,691,148</b>	<b>\$ 1,947,000</b>	<b>\$ 1,892,960</b>	<b>\$ 1,892,960</b>	<b>\$ 1,892,960</b>



## Revenue

general obligation bond  
revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	80,897	88,093	90,130	97,500	97,500	97,500
<b>Beginning Fund Balance</b>	<b>80,897</b>	<b>88,093</b>	<b>90,130</b>	<b>97,500</b>	<b>97,500</b>	<b>97,500</b>
Current Year	947,542	945,361	940,000	925,000	925,000	925,000
Prior Year	16,518	20,496	10,000	10,000	10,000	10,000
Payments in Lieu of	135	152	-	-	-	-
<b>Property Taxes</b>	<b>964,195</b>	<b>966,009</b>	<b>950,000</b>	<b>935,000</b>	<b>935,000</b>	<b>935,000</b>
Interest on Investments	804	647	1,000	3,000	3,000	3,000
Washington County	2,809	2,419	-	-	-	-
Clackamas County	380	422	-	-	-	-
<b>Interest</b>	<b>3,993</b>	<b>3,488</b>	<b>1,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
Other Misc Income	2,290	482	-	-	-	-
<b>Other Revenue</b>	<b>2,290</b>	<b>482</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 1,051,374</b>	<b>\$ 1,058,072</b>	<b>\$ 1,041,130</b>	<b>\$ 1,035,500</b>	<b>\$ 1,035,500</b>	<b>\$ 1,035,500</b>





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	317,276	179,078	180,000	181,000	181,000	181,000
<b>Beginning Fund Balance</b>	<b>317,276</b>	<b>179,078</b>	<b>180,000</b>	<b>181,000</b>	<b>181,000</b>	<b>181,000</b>
LID 43-90-ST	87,036	-	-	-	-	-
<b>Principal</b>	<b>87,036</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
LID 43-90-ST	3,680	-	-	-	-	-
Interest on Investments	1,725	955	1,000	1,000	1,000	1,000
<b>Interest</b>	<b>5,406</b>	<b>955</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Revenue</b>	<b>\$ 409,718</b>	<b>\$ 180,032</b>	<b>\$ 181,000</b>	<b>\$ 182,000</b>	<b>\$ 182,000</b>	<b>\$ 182,000</b>



## Revenue

## enterprise bond fund revenue

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	440,625	442,842	444,615	445,920	445,920	445,920
<b>Beginning Fund Balance</b>	<b>440,625</b>	<b>442,842</b>	<b>444,615</b>	<b>445,920</b>	<b>445,920</b>	<b>445,920</b>
Interest on Investments	2,438	2,302	2,000	2,000	2,000	2,000
<b>Interest</b>	<b>2,438</b>	<b>2,302</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Transfers - Water Oper	538,285	536,265	535,765	502,550	502,550	502,550
<b>Transfers &amp; Reimbursements</b>	<b>538,285</b>	<b>536,265</b>	<b>535,765</b>	<b>502,550</b>	<b>502,550</b>	<b>502,550</b>
<b>Total Revenue</b>	<b>\$ 981,348</b>	<b>\$ 981,409</b>	<b>\$ 982,380</b>	<b>\$ 950,470</b>	<b>\$ 950,470</b>	<b>\$ 950,470</b>



City offices and Library

# Policy & Administration



City Council

*City Council*

*Administration*

*Finance*

*Information Services*

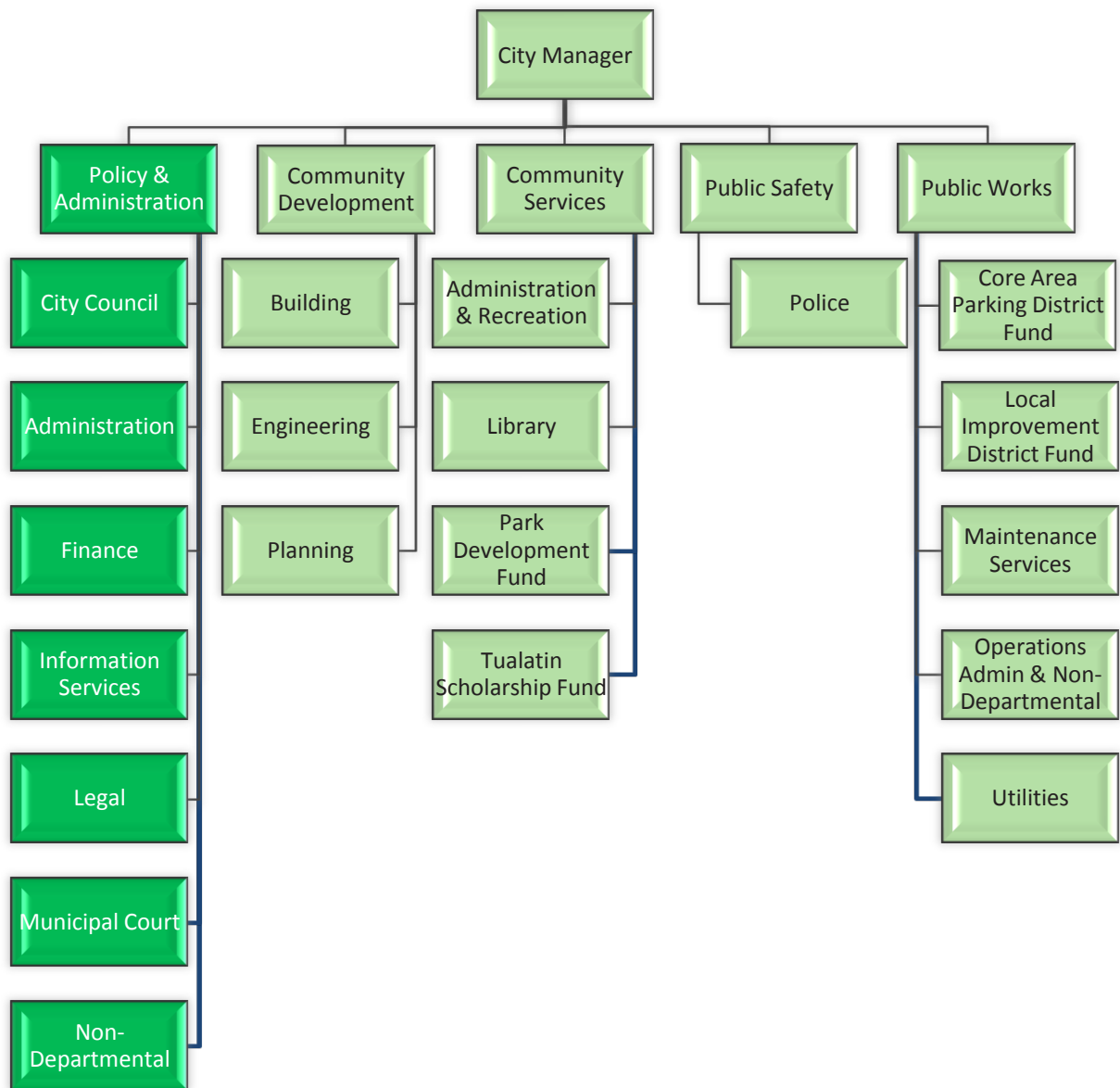
*Legal*

*Municipal Court*

*Non-Departmental*



Volunteer Appreciation Dinner





## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Policy and Administration

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 2,737,445	\$ 2,802,897	\$ 2,895,340	\$ 3,030,360
Materials and Services	1,112,454	1,133,645	1,465,205	1,345,320
Transfers	-	-	14,000	-
Capital Outlay	84,710	24,073	278,045	190,000
Debt Service	-	-	-	-
Contingencies & Reserves	6,704,782	7,068,467	5,955,280	6,834,170
<b>Total Requirements</b>	<b>\$ 10,639,391</b>	<b>\$ 11,029,082</b>	<b>\$ 10,607,870</b>	<b>\$ 11,399,850</b>

## Mission Statement

“Dedicated to Quality Service for our Citizens”

## Value Statement

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

## Council Meetings

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

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

## Summary

City Manager	Sherilyn Lombos
Volunteers (Mayor & Council)	7
Expenditures	\$171,660
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 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Employee Benefits	7,287	7,285	7,760	8,160	8,160	8,160
FICA	688	475	510	540	540	540
WC Insurance & Tax	3	-	-	-	-	-
Insurance	45,317	36,819	45,645	48,330	48,330	48,330
Council Technology	2,800	-	3,250	-	-	-
<b>Salaries &amp; Benefits</b>	<b>56,096</b>	<b>44,579</b>	<b>57,165</b>	<b>57,030</b>	<b>57,030</b>	<b>57,030</b>
Office Supplies	683	284	500	500	500	500
Printing & Postage	299	303	250	250	250	250
Recording Fees	51	580	500	1,000	1,000	1,000
Council Discounts	1,440	1,440	1,680	1,680	1,680	1,680
CIO Grant Program	-	1,605	10,500	10,500	10,500	10,500
Consultants	34,270	58,842	64,800	2,300	2,300	2,300
Community Engagement	-	-	-	55,500	59,500	59,500
Conf & Meetings - Mayor	17,662	14,937	20,000	20,000	20,000	20,000
Conf & Meetings - Council	6,732	404	17,200	10,000	10,000	10,000
Administrative Expense	7,165	8,614	6,700	8,900	8,900	8,900
R & M - Equipment	6	2	-	-	-	-
<b>Materials &amp; Services</b>	<b>68,310</b>	<b>87,010</b>	<b>122,130</b>	<b>110,630</b>	<b>114,630</b>	<b>114,630</b>
<b>Total Expenditures</b>	<b>\$ 124,406</b>	<b>\$ 131,589</b>	<b>\$ 179,295</b>	<b>\$ 167,660</b>	<b>\$ 171,660</b>	<b>\$ 171,660</b>



## Administration

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

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

Summary	
Department Manager	Sherilyn Lombos
FTE's	7.50
Expenditures	\$ 967,390
Funding Source	General Fund

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 2014/2015

- Continued support of the Citizen Involvement Organization Program to improve citizen participation in the community.
- Started work on the City Facilities Study to assess the conditions of existing facilities and determine space requirements for future facilities.





- Oversaw the first implementation year of the Tualatin Tomorrow Vision Plan through recruiting lead partners and reporting the progress of implementation efforts.
- Began implementation of the Records Management Strategic Plan through the development of records management policies and procedures.
- Managed the elections process for the September special election and the November general election.
- Completed the reorganization of Human Resources and Volunteer Services realizing a neutral budget and added capacity in Human Resources, with the creation of a new position, Human Resources Specialist.
- 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.
- Realized an increase in corporate and group participation in volunteer events through collaboration with Economic Development in marketing opportunities to Tualatin businesses and corporations that match with their social or community responsibility initiatives.

### Goals for FY 2015/2016

- Update and enhance the City's website and newsletter. Strengthen communication and engagement efforts to the community.
- Complete the City Facilities Study and proceed with Council's direction for future facilities in relation to the City Hall/Town Hall Council Priority Project.
- Successfully negotiate and ratify a collective bargaining agreement with Tualatin Employees Association (TEA).
- Complete and implement updated Springbrook entry process for new hires and ongoing employee record maintenance in collaboration with Finance/Payroll.
- Update Personnel Policies and Establish Personnel Handbook through successful roll-out to the organization.
- Continue to strengthen the vision and action of the City-wide Volunteer Program through the connection of Program goals with Council goals.



"Volunteers are the Essential Piece" 2015 Appreciation dinner



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	508,250	540,758	593,350	621,265	621,265	621,265
Part Time	58,296	54,197	21,610	24,190	24,190	24,190
Temporary	8,550	9,740	10,630	10,820	10,820	10,820
Overtime	1,629	1,681	1,600	1,000	1,000	1,000
FICA	41,972	43,049	44,000	45,700	45,700	45,700
WC Insurance & Tax	1,405	1,498	1,400	1,500	1,500	1,500
Pension	81,920	84,188	85,100	89,300	89,300	89,300
Insurance	93,104	97,282	108,350	118,205	118,205	118,205
Bereavement Leave	528	613	-	-	-	-
Vacation Buy Back	13,791	7,196	-	-	-	-
Comp Time Sell Back	25	397	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>809,469</b>	<b>840,599</b>	<b>866,040</b>	<b>911,980</b>	<b>911,980</b>	<b>911,980</b>
Office Supplies	2,670	2,241	2,100	2,100	2,100	2,100
Printing & Postage	398	319	1,000	1,000	1,000	1,000
Medical & Other Testing	133	-	-	-	-	-
Safety/Risk Mgmt Program	216	-	-	-	-	-
Cell Phones	1,020	900	1,080	900	900	900
Office Equip & Furniture	219	1,026	300	300	300	300
Computer Equip & Software	6,473	2,256	-	-	-	-
Personal Computer/Laptop	2,132	-	-	-	-	-
Consultants	5,111	-	-	-	-	-
Legal	36,114	532	10,000	20,000	20,000	20,000
Conferences & Meetings	13,656	14,108	13,000	14,000	14,000	14,000
Membership Dues	2,416	1,986	3,810	3,740	3,740	3,740
Publication,Rpt,Ref Matl	287	122	315	315	315	315
Staff Training	556	1,661	2,370	2,055	2,055	2,055
Staff/Dept Recognition	18	-	200	200	200	200
Administrative Expense	2,004	1,726	2,450	2,500	2,500	2,500
Advertising-Recruitment	1,194	-	-	-	-	-
Equipment Rental	4,529	3,932	4,300	4,300	4,300	4,300
R & M - Equipment	4,079	3,897	3,300	4,000	4,000	4,000
<b>Materials &amp; Services</b>	<b>83,224</b>	<b>34,706</b>	<b>44,225</b>	<b>55,410</b>	<b>55,410</b>	<b>55,410</b>
<b>Total Expenditures</b>	<b>\$ 892,693</b>	<b>\$ 875,305</b>	<b>\$ 910,265</b>	<b>\$ 967,390</b>	<b>\$ 967,390</b>	<b>\$ 967,390</b>





## Finance Department

The Finance Department is responsible for the finance and accounting functions for the entire city, including the Tualatin Development Commission (TDC). Areas of responsibility include accounting, financial reporting, payroll, utility billing and collection, business and rental housing licensing. Other duties of the department include processing accounts payable transactions for all City programs, invoicing miscellaneous receivables and maintaining all capital asset records, processing passports and serves as the first point of contact for city services. The department prepares records and reports to assure compliance with City ordinances and resolutions, State and Federal law and generally accepted accounting practices. The department, 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.

### Highlights of FY 2014/2015

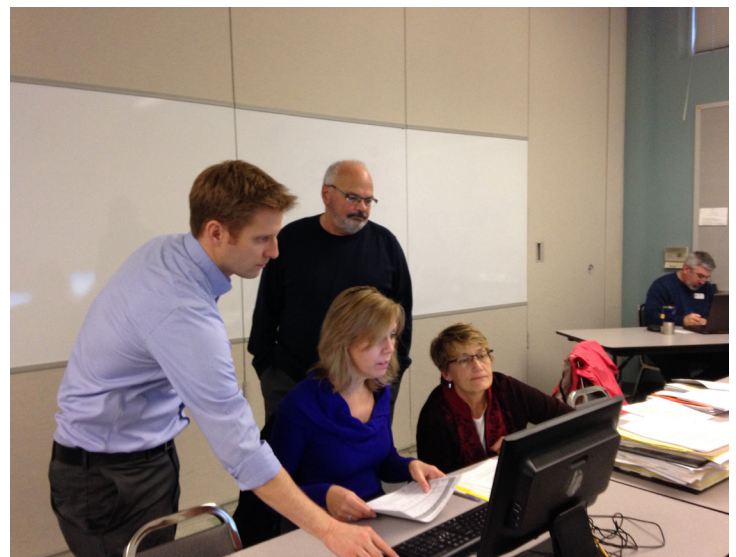
- Received the Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association (GFOA) for the 23<sup>rd</sup> consecutive year.
- Successfully completed the conversion to Springbrook Software for the City's primary financial responsibilities, including payroll, utility billing, accounts payable, general ledger, cash receipts and purchasing.
- Applied for and received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for first time.
- Established new banking relationship in order to minimize banking fees, expand existing services, and gain efficiencies by reducing the number of banking partnerships.

### Summary

Department Manager	Don Hudson
FTE's	9
Expenditures	\$ 941,485
Funding Source	General Fund

### Goals for FY 2015/2016

- Successfully complete the conversion to Springbrook Software for Accounts Receivable, Business & Rental Licenses, Fixed Assets and Inventory.
- Successfully implement employee self service including online access to paystubs, W-2's, and remote time-entry. 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.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	531,234	576,989	591,580	604,240	604,240	604,240
Overtime	400	634	500	500	500	500
Employee Benefits	100	-	-	-	-	-
FICA	39,303	43,267	43,600	44,350	44,350	44,350
WC Insurance & Tax	1,345	1,535	1,400	1,500	1,500	1,500
Pension	77,038	78,581	85,450	83,860	83,860	83,860
Insurance	90,002	103,030	98,050	118,250	118,250	118,250
Bereavement Leave	644	768	-	-	-	-
Vacation Buy Back	2,179	8,758	-	-	-	-
Comp Time Sell Back	707	1,441	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>742,952</b>	<b>815,002</b>	<b>820,580</b>	<b>852,700</b>	<b>852,700</b>	<b>852,700</b>
Office Supplies	5,322	6,540	6,000	6,000	6,000	6,000
Printing & Postage	13,806	13,786	13,500	14,000	14,000	14,000
Medical & Other Testing	24	12	-	-	-	-
Cell Phones	360	360	360	720	720	720
Office Equip & Furniture	695	1,751	1,250	1,250	1,250	1,250
Computer Equip & Software	1,952	1,069	2,000	3,000	3,000	3,000
Personal Computer/Laptop	2,048	-	-	-	-	-
Audit	33,285	34,285	40,575	41,775	41,775	41,775
Consultants	16,970	1,116	3,000	3,000	3,000	3,000
Bond Registration & Exp	1,350	850	1,350	1,900	1,900	1,900
Conferences & Meetings	1,808	1,667	3,300	3,300	3,300	3,300
Membership Dues	3,675	3,675	3,750	3,750	3,750	3,750
Publication,Rpt,Ref Matl	90	52	500	500	500	500
Staff Training	621	79	2,550	3,350	3,350	3,350
Administrative Expense	448	1,580	1,000	1,000	1,000	1,000
Advertising-Legis/Judcial	339	376	600	600	600	600
Advertising-Recruitment	-	20	-	-	-	-
Equipment Rental	1,588	1,530	2,640	2,640	2,640	2,640
R & M - Equipment	1,435	1,387	2,000	2,000	2,000	2,000
<b>Materials &amp; Services</b>	<b>85,816</b>	<b>70,135</b>	<b>84,375</b>	<b>88,785</b>	<b>88,785</b>	<b>88,785</b>
<b>Total Expenditures</b>	<b>\$ 828,768</b>	<b>\$ 885,137</b>	<b>\$ 904,955</b>	<b>\$ 941,485</b>	<b>\$ 941,485</b>	<b>\$ 941,485</b>



## Information Services and Geographic Information Services

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

### Geographical Information Systems

The Geographical Information Systems [GIS] provide support for mapping services used by most all of the City's departments, other municipalities in the area and the public. GIS integrates hardware, software and data for capturing, managing, analyzing and displaying all forms of geographically referenced information. The City of Tualatin participates with other municipalities in a consortium of proximate agencies reducing costs for aerial photography and software licenses. With the addition of our new financial, fleet and permitting software GIS will become an integral source of key data elements used by these systems and will link them together.



### Summary

Department Manager	Lance Harris
FTE's	5
Expenditures	\$ 1,085,625
Funding Source	General Fund

### Highlights of FY 2014/2015

#### Information Services

- Implementing 4 new foundational systems for the City, Springbrook, CRW, Nexgen and RegJIN
- Improved our system for managing rights and permissions [Active Directory]
- Rewired the Operations Buildings to support improved documentation and certification of existing wiring
- Implemented an email archiving solution reducing the need for staff to manually manage directories and emails
- Expanded GIS services to include more information for the Police department and to assist the Operations Department perform their work on city roads, water supply, sewage and storm water systems
- Installed 18 PCs to the organization and modified 31 mobile computers in the Police department to support RegJIN
- Successfully transitioned the phone and voice mail systems support from Operations to Information Services.

## Geographic Information Systems

- As the organization moves through the implementation process of the Big 3, GIS has been the primary source of data for each of these systems and will drive most of the primary and secondary data into the future
- Created the Tual GIS Maps and Data
- Retired TualMap
- Expanded the map services available to the public e.g. map tours of City buildings and facilities, historic landmarks, heritage trees, art programs, etc.
- Road maintenance services with dates, locations and addresses being impacted by road work
- Mailing lists for land use cases allow the City to provide this information to interested parties

## Goals for FY 2015/2016

- Successfully complete the implementation of four new foundational systems for the City to use in support of finance, permitting, public works and police. GIS will be integrated into these systems and will be the primary data store for many parts of the systems.
- Continue development of a private fiber network to connect City buildings.
- Successfully conduct one disaster recovery exercise of the entire Information Services systems to our DR site in the Police department.
- Successfully transition the support of the phone systems to the Information Services department.
- Create more citizen and staff self-service mapping capabilities using GIS tools and services from the ArcGIS application.







Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	377,338	375,849	380,965	391,390	391,390	391,390
Overtime	24,749	7,193	5,400	5,400	5,400	5,400
On-Call	4,800	4,958	5,200	5,200	5,200	5,200
FICA	31,769	29,369	29,445	29,800	29,800	29,800
WC Insurance & Tax	1,512	1,506	1,500	1,500	1,500	1,500
Pension	56,754	48,519	52,580	55,000	55,000	55,000
Insurance	75,563	62,921	75,935	80,490	80,490	80,490
Bereavement Leave	-	1,636	-	-	-	-
Sick Leave Conversion	3,026	-	-	-	-	-
Vacation Buy Back	9,771	-	-	-	-	-
Comp Time Sell Back	-	131	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>585,282</b>	<b>532,081</b>	<b>551,025</b>	<b>568,780</b>	<b>568,780</b>	<b>568,780</b>
Office Supplies	692	1,431	1,000	1,000	1,000	1,000
Printing & Postage	1,531	1,705	2,800	2,800	2,800	2,800
Photographic Supplies	9,693	4,403	8,100	5,435	5,435	5,435
Energy Supplies	-	572	300	300	300	300
Cell Phones	2,092	2,000	1,560	1,380	1,380	1,380
Network/Online	55,666	54,043	61,500	59,605	59,605	59,605
Office Equip & Furniture	-	247	-	-	-	-
Computer Equip & Software	51,474	59,954	72,775	31,000	31,000	31,000
Personal Computer/Laptop	3,650	57,636	28,600	33,800	33,800	33,800
Consultants	12,941	27,570	33,800	4,000	4,000	4,000
Conferences & Meetings	560	2,109	4,500	4,500	4,500	4,500
Membership Dues	495	295	-	-	-	-
Publication,Rpt,Ref Matl	-	122	-	-	-	-
Staff Training	3,977	7,750	15,500	13,000	13,000	13,000
Staff/Dept Recognition	-	-	250	250	250	250
Advertising-Recruitment	-	395	-	-	-	-
R & M - Equipment	6,911	1,351	5,200	1,200	1,200	1,200
R & M - Computers	106,438	94,034	103,000	168,575	168,575	168,575
<b>Materials &amp; Services</b>	<b>256,121</b>	<b>315,617</b>	<b>338,885</b>	<b>326,845</b>	<b>326,845</b>	<b>326,845</b>
Equipment & Furnishings	84,710	24,073	278,045	190,000	190,000	190,000
<b>Capital Outlay</b>	<b>84,710</b>	<b>24,073</b>	<b>278,045</b>	<b>190,000</b>	<b>190,000</b>	<b>190,000</b>
<b>Total Expenditures</b>	<b>\$ 926,113</b>	<b>\$ 871,771</b>	<b>\$ 1,167,955</b>	<b>\$ 1,085,625</b>	<b>\$ 1,085,625</b>	<b>\$ 1,085,625</b>

## Legal Services Department

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

## Highlights of FY 2014/2015

- Drafted ordinances affecting public health and safety, including ordinances relating to: medical marijuana dispensaries; marijuana tax; and marijuana facilities regulations;
- Advised Departments and negotiated legal documents related to development projects, including the Tualatin River Greenway Trail;
- Advised on the initiative process and impacts of initiative measures;
- Reviewed and updated the City Codes to assure compliance with new legislation;
- Continued to publish the Tualatin Municipal Code and Tualatin Development Code on the City's website in a searchable format to promote education and transparency to the City's citizens;
- Negotiated and drafted contracts and intergovernmental agreements; and
- Advised City Departments on numerous public record requests.

Summary	
Department Manager	Sean Brady
FTE's	2.0
Expenditures	\$ 295,165
Funding Source	General Fund

## Goals for FY 2015/2016

- Provide legal advice and support to City Council, departments, and staff;
- Continue to negotiate contracts, franchise agreements, intergovernmental agreements, and other legal documents;
- Review City Municipal and Development Codes and suggest improvements to reflect City values and priorities;
- Review City Municipal and Development Codes to assure compliance with new 2015 legislation;
- Provide training to departments and staff on legal topics and issues; and
- Promote public understanding of the Tualatin Municipal and Development Codes.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	99,841	132,048	139,350	188,920	188,920	188,920
Part Time	36,902	35,919	37,500	-	-	-
Temporary	15,898	-	-	-	-	-
FICA	11,020	11,376	11,400	12,945	12,945	12,945
WC Insurance & Tax	393	428	375	420	420	420
Pension	21,600	27,710	29,235	33,150	33,150	33,150
Insurance	12,628	19,783	20,435	42,125	42,125	42,125
<b>Salaries &amp; Benefits</b>	<b>198,281</b>	<b>227,265</b>	<b>238,295</b>	<b>277,560</b>	<b>277,560</b>	<b>277,560</b>
Office Supplies	338	497	450	450	450	450
Printing & Postage	1,200	86	500	500	500	500
Cell Phones	300	360	360	360	360	360
Office Equip & Furniture	2,545	606	500	500	500	500
Computer Equip & Software	529	182	300	500	500	500
Personal Computer/Laptop	1,178	-	-	-	-	-
Court Costs	-	36	1,000	1,000	1,000	1,000
Conferences & Meetings	3,600	3,582	5,000	5,000	5,000	5,000
Membership Dues	1,452	1,531	1,800	1,800	1,800	1,800
Publication,Rpt,Ref Matl	4,716	5,806	6,200	6,395	6,395	6,395
Staff Training	-	13	200	200	200	200
Administrative Expense	142	30	200	200	200	200
R & M - Equipment	68	681	700	700	700	700
<b>Materials &amp; Services</b>	<b>16,068</b>	<b>13,410</b>	<b>17,210</b>	<b>17,605</b>	<b>17,605</b>	<b>17,605</b>
<b>Total Expenditures</b>	<b>\$ 214,349</b>	<b>\$ 240,675</b>	<b>\$ 255,505</b>	<b>\$ 295,165</b>	<b>\$ 295,165</b>	<b>\$ 295,165</b>



## Municipal Court

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

### Highlights of FY 2014/2015

Successfully processed approximately 10,000 citations; efficiently holding hearings on a weekly schedule.

Successfully held a year of court proceedings at our temporary location at the Police Department.

### Goals for FY 2015/2016

The Tualatin Municipal Court will promote compliance with laws and regulations by processing citations and violations equitably and timely.

## Summary

Department Manager	Don Hudson
Court Administrator	Cortney Cox
FTE's	4
Expenditures	\$ 362,710

Transition into Caselle court software upgrade and accepting online payments.

Collaborate with the Police department on the new RegJIN project and its impacts on the Court.

Work in partnership with Police Department to improve work place security specifically for court staff and proceedings.

Follow and keep the City knowledgeable of current legislative issues related to State Municipal Courts.

### We have moved...

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



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	186,005	194,852	205,585	212,260	212,260	212,260
Temporary	17,728	16,808	20,850	21,225	21,225	21,225
Overtime	7	8	-	-	-	-
FICA	14,808	15,462	16,350	17,300	17,300	17,300
WC Insurance & Tax	577	611	580	580	580	580
Pension	24,984	26,698	28,350	30,000	30,000	30,000
Insurance	64,217	66,481	69,420	59,845	59,845	59,845
Bereavement Leave	464	-	-	-	-	-
Sick Leave Conversion	1,645	1,266	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>310,436</b>	<b>322,184</b>	<b>341,135</b>	<b>341,210</b>	<b>341,210</b>	<b>341,210</b>
Office Supplies	1,804	1,590	1,600	1,600	1,600	1,600
Printing & Postage	3,099	3,107	3,700	3,700	3,700	3,700
Office Equip & Furniture	-	2,935	500	500	500	500
Computer Equip & Software	1,180	171	-	-	-	-
Personal Computer/Laptop	127	-	1,500	-	-	-
Legal	-	-	200	200	200	200
Court Costs	6,829	5,668	7,000	7,000	7,000	7,000
Conferences & Meetings	3,117	2,157	4,150	4,150	4,150	4,150
Membership Dues	200	-	200	200	200	200
Staff Training	60	-	400	400	400	400
Administrative Expense	-	9	200	200	200	200
Equipment Rental	1,588	871	-	-	-	-
R & M - Equipment	1,435	750	-	-	-	-
R & M - Computers	1,123	900	2,230	3,550	3,550	3,550
<b>Materials &amp; Services</b>	<b>20,562</b>	<b>18,157</b>	<b>21,680</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>
<b>Total Expenditures</b>	<b>\$ 330,997</b>	<b>\$ 340,341</b>	<b>\$ 362,815</b>	<b>\$ 362,710</b>	<b>\$ 362,710</b>	<b>\$ 362,710</b>

## Non-Departmental

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

### Summary

Department Manager	Sherilyn Lombos
FTE's	0
Operating Expenditures	\$ 7,575,815
Funding Source	General Fund







Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Unemployment	33,844	19,880	20,000	20,000	20,000	20,000
Social Security Admin	115	115	-	-	-	-
Other Benefit Costs	971	1,193	1,100	1,100	1,100	1,100
<b>Salaries &amp; Benefits</b>	<b>34,929</b>	<b>21,187</b>	<b>21,100</b>	<b>21,100</b>	<b>21,100</b>	<b>21,100</b>
Office Supplies	5,714	7,448	5,500	4,500	4,500	4,500
Printing & Postage	1,393	(910)	2,200	2,220	2,220	2,220
Safety/Risk Mgmt Program	12,778	15,106	23,000	22,000	22,000	22,000
Telephone Service	38,219	40,195	40,200	39,200	39,200	39,200
Network/Online	25,000	-	-	-	-	-
Chamber	5,000	-	-	-	-	-
Contribution-Other Agency	15,000	23,500	30,000	30,000	30,000	30,000
Volunteer Programs	9,015	8,202	8,400	8,400	8,400	8,400
Consultants	26,494	5,222	221,000	80,000	80,000	80,000
Insurance	133,712	176,863	196,000	218,950	218,950	218,950
Tri-Met Employee Tax	69,991	80,220	70,000	80,000	80,000	80,000
Insurance Deductible	47,353	26,135	20,000	20,000	20,000	20,000
Membership Dues	35,577	38,165	38,275	38,275	38,275	38,275
Staff Training	2,130	8,418	10,000	10,000	10,000	10,000
Staff/Dept Recognition	10,614	7,244	6,000	7,500	7,500	7,500
Administrative Expense	345	275	500	1,000	1,000	1,000
Advertising-Informational	2,039	2,523	10,000	9,000	9,000	9,000
Advertising-Recruitment	-	3,506	1,825	2,200	2,200	2,200
City Newsletter	48,334	45,107	54,000	56,500	56,500	56,500
Advertising-Promotional	11,264	22,503	3,000	4,000	4,000	4,000
Election Costs	-	-	14,000	-	-	-
Merchant Discount Fees	15,578	16,213	15,000	16,000	16,000	16,000
Bank Fees	14,492	14,435	12,000	12,000	12,000	12,000
Equipment Rental	4,213	4,756	4,800	4,800	4,800	4,800
Seneca Building Lease	48,040	49,483	51,000	54,000	54,000	54,000
R & M - Equipment	55	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>582,353</b>	<b>594,610</b>	<b>836,700</b>	<b>720,545</b>	<b>720,545</b>	<b>720,545</b>
Transfers - Park Devel	-	-	14,000	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>-</b>	<b>14,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency	-	-	2,823,050	2,936,550	2,936,550	2,936,550
General Acct Reserves	-	-	790,000	790,000	790,000	790,000
Capital Reserve	-	-	400,000	565,000	565,000	565,000
Unappropriated	-	-	1,942,230	2,542,620	2,542,620	2,542,620
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>5,955,280</b>	<b>6,834,170</b>	<b>6,834,170</b>	<b>6,834,170</b>
<b>Total Expenditures</b>	<b>\$ 617,283</b>	<b>\$ 615,797</b>	<b>\$ 6,827,080</b>	<b>\$ 7,575,815</b>	<b>\$ 7,575,815</b>	<b>\$ 7,575,815</b>



CITY OF TUALATIN

[WWW.TUALATINOREGON.GOV](http://WWW.TUALATINOREGON.GOV)



Preparing for an inspection



South Parking Lot Construction



Building Inspection

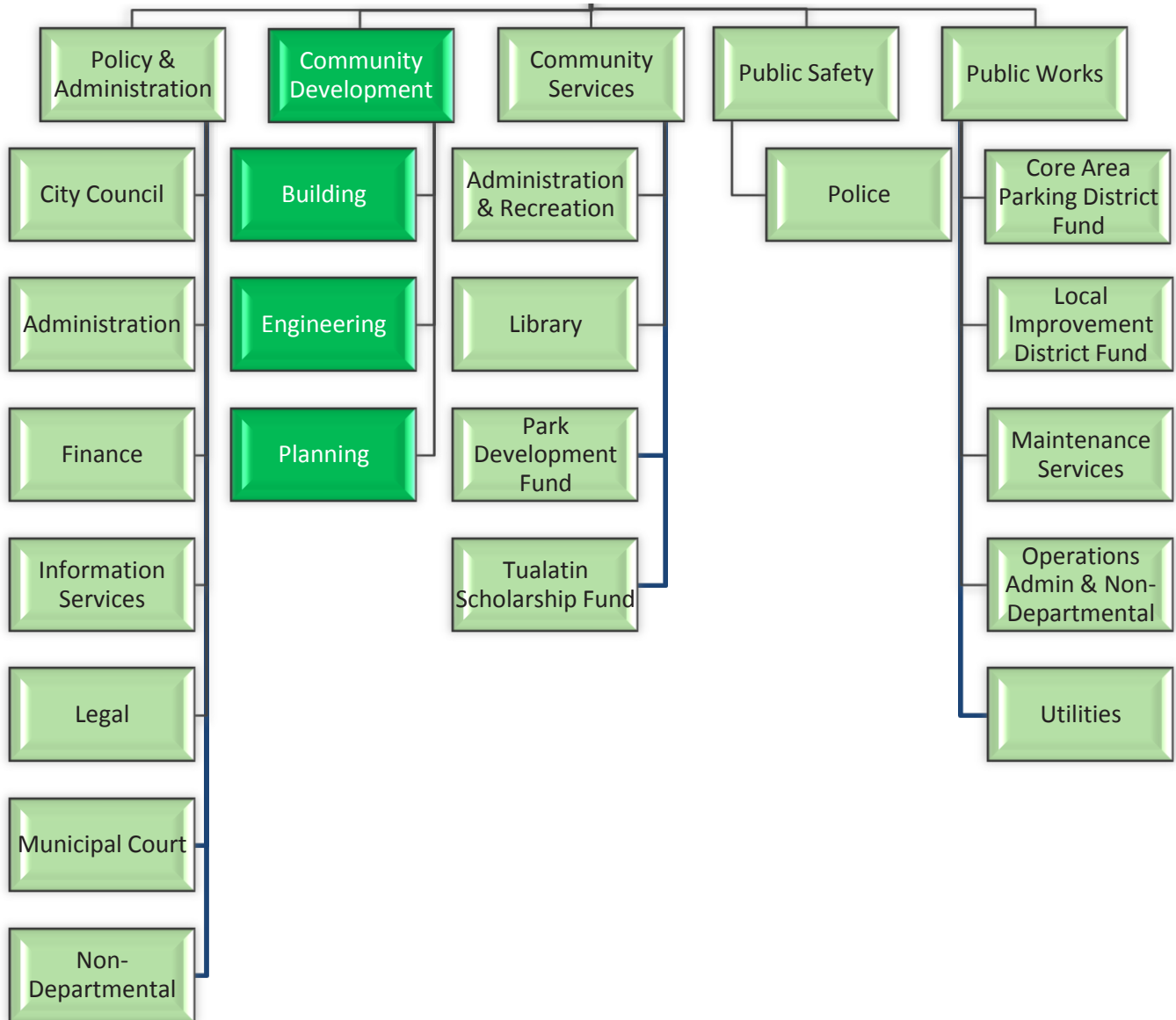
# Community Development



*Building*

*Engineering*

*Planning*





**City of Tualatin**  
**Fiscal Year 2015 - 2016**  
**Adopted Budget - Community Development**

**Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 1,965,532	\$ 2,032,727	\$ 2,357,945	\$ 2,481,115
Materials and Services	226,463	269,980	515,800	367,470
Transfers	205,045	260,260	289,190	312,840
Capital Outlay	-	50,000	190,760	29,000
Debt Service	-	-	-	-
Contingencies & Reserves	1,830,951	1,797,857	974,675	1,572,805
<b>Total Requirements</b>	<b>\$ 4,227,991</b>	<b>\$ 4,410,824</b>	<b>\$ 4,328,370</b>	<b>\$ 4,763,230</b>



## Building Division

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

## Highlights of FY 2014/2015

- Instrumental in the research, testing and implementation of a new permit processing system that will be utilized by all divisions within the Community Development Department.
- Hired an additional Building Inspector II to allow the Building Division to enhance services to customers as the economy improves.
- Hired an Office Assistant I to assist with archiving and retention processes as well as general office duties.
- Updated Pre-Submittal and permit intake packets to represent the newly adopted State codes.
- Worked regularly with the Economic Development Manager to provide site specific information for properties and address customer service issues.



Summary	
Department Manager	Alice Cannon
Building Official	Jim Sayers
FTE's	7
Expenditures	\$2,704,270

- Issued 1193 building permits with a construction value of \$98 million. The number of permits issued was over 110 more than the prior year.
- Performed over 5848 inspections, a small decrease from the prior year.
- Promoted Tualatin through participation on statewide boards & committees by all members of the division.

## Goals for FY 2015/2016

- Implement use of new permit system (CRW) including customer portal for scheduling inspections and applying for permits.
- Implement use of iPad inspection tools.
- Implement use of electronic plan review system.







Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	346,660	339,743	435,645	445,050	445,050	445,050
Part Time	-	-	-	45,525	45,525	45,525
Temporary	-	2,044	20,565	-	-	-
Overtime	3,033	5,894	3,000	9,000	9,000	9,000
FICA	26,202	26,074	33,860	37,450	37,450	37,450
WC Insurance & Tax	3,640	3,799	3,700	4,000	4,000	4,000
Pension	52,065	57,324	72,800	83,185	83,185	83,185
Insurance	74,784	78,880	108,085	124,855	124,855	124,855
Bereavement Leave	467	285	-	-	-	-
Vacation Buy Back	2,770	2,765	-	-	-	-
Comp Time Sell Back	926	49	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>510,547</b>	<b>516,858</b>	<b>677,655</b>	<b>749,065</b>	<b>749,065</b>	<b>749,065</b>
Office Supplies	1,145	634	1,000	1,000	1,000	1,000
Printing & Postage	1,985	1,643	1,500	1,500	1,500	1,500
Field Supplies	199	782	1,000	1,000	1,000	1,000
Uniforms & Safety Equip	-	-	1,500	1,700	1,700	1,700
Medical & Other Testing	-	45	-	-	-	-
Cell Phones	1,071	1,006	1,560	1,560	1,560	1,560
Network/Online	-	-	-	3,000	3,000	3,000
Office Equip & Furniture	142	777	1,000	1,000	1,000	1,000
Computer Equip & Software	1,390	608	1,200	-	-	-
Personal Computer/Laptop	2,048	-	-	-	-	-
Erosion Fees to CWS	8,275	22,000	10,000	11,000	11,000	11,000
Plan Check Fees to CWS	2,265	3,135	2,250	2,400	2,400	2,400
Consultants	2,205	5,218	35,250	12,000	12,000	12,000
Conferences & Meetings	2,006	3,289	3,500	3,500	3,500	3,500
Membership Dues	630	1,455	1,500	1,500	1,500	1,500
Publication,Rpt,Ref Matl	542	2,024	2,700	2,700	2,700	2,700
Staff Training	2,575	4,653	5,000	6,000	6,000	6,000
Administrative Expense	524	328	400	400	400	400
Advertising-Legis/Judicia	-	-	500	500	500	500
Advertising-Recruitment	-	624	-	-	-	-
Merchant Discount Fees	13,147	6,949	15,000	15,000	15,000	15,000
Equipment Rental	2,110	1,869	1,800	1,800	1,800	1,800
R & M - Equipment	1,488	1,153	2,370	2,000	2,000	2,000
<b>Materials &amp; Services</b>	<b>43,748</b>	<b>58,192</b>	<b>89,030</b>	<b>69,560</b>	<b>69,560</b>	<b>69,560</b>
Transfers - General Fund	205,045	260,260	289,190	312,840	312,840	312,840
<b>Transfers &amp; Reimbursements</b>	<b>205,045</b>	<b>260,260</b>	<b>289,190</b>	<b>312,840</b>	<b>312,840</b>	<b>312,840</b>
Equipment & Furnishings	-	50,000	190,760	-	-	-



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Contingency	-	-	187,000	169,720	169,720	169,720
General Account Reserve	-	-	787,675	1,403,085	1,403,085	1,403,085
Contingencies & Reserves	-	-	974,675	1,572,805	1,572,805	1,572,805
Total Expenditures	<u>\$ 759,340</u>	<u>\$ 885,310</u>	<u>\$ 2,221,310</u>	<u>\$ 2,704,270</u>	<u>\$ 2,704,270</u>	<u>\$ 2,704,270</u>



## 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.

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
FTE's	10
Expenditures	\$1,218,135

## Highlights of FY 2014/2015

- Completed construction of Seneca Street and the Library Parking Lot
- Constructed sidewalks and ADA ramps on the north side of Pacific Drive
- Followed and participated in regional transportation issues with Metro, Washington County and Clackamas County.
- Participated in regional water discussions and analysis.
- Coordinated the City's long range Capital Improvement Program.
- Participated in the configuration and implementation of the new permit tracking system.

## Goals for FY 2015/2016

- Complete the sanitary sewer master plan and begin the stormwater master plan update
- Coordinate with Washington County on final design and construction of 124<sup>th</sup> Street
- Begin design for Myslony Bridge
- Perform preliminary concept design alternatives 105<sup>th</sup> Street/Blake Street/108<sup>th</sup> Street curves
- Begin design and construction of the Manhas-set stormwater line
- Support the Basalt Creek planning effort
- Support the SW Corridor Project
- Support the enhancement of local transit options

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	728,944	725,303	780,595	801,785	801,785	801,785
Overtime	5,085	16,108	9,000	9,000	9,000	9,000
FICA	54,677	54,980	58,000	59,350	59,350	59,350
WC Insurance & Tax	5,922	5,928	6,000	6,000	6,000	6,000
Pension	109,145	113,257	120,150	123,750	123,750	123,750
Insurance	105,673	111,045	146,705	138,210	138,210	138,210
Bereavement Leave	-	1,413	-	-	-	-
Vacation Buy Back	1,947	1,346	-	-	-	-
Comp Time Sell Back	199	135	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>1,011,593</b>	<b>1,029,515</b>	<b>1,120,450</b>	<b>1,138,095</b>	<b>1,138,095</b>	<b>1,138,095</b>
Office Supplies	926	523	1,200	1,200	1,200	1,200
Printing & Postage	2,065	1,682	3,000	3,000	3,000	3,000
Photographic Supplies	(162)	-	500	500	500	500
Field Supplies	738	424	2,300	2,300	2,300	2,300
Medical & Other Testing	-	30	-	-	-	-
Cell Phones	1,636	1,300	1,740	1,740	1,740	1,740
Network/Online	-	-	-	1,200	1,200	1,200
Office Equip & Furniture	141	1,346	1,000	1,000	1,000	1,000
Computer Equip & Software	6,418	1,673	2,225	-	-	-
Personal Computer/Laptop	3,074	-	-	-	-	-
Consultants	14,889	3,815	15,000	20,000	20,000	20,000
Conferences & Meetings	4,961	5,358	8,100	8,500	8,500	8,500
Membership Dues	2,708	2,956	2,700	2,700	2,700	2,700
Publication,Rpt,Ref Matl	421	1,397	900	900	900	900
Staff Training	620	299	2,500	2,500	2,500	2,500
Administrative Expense	677	631	1,000	1,000	1,000	1,000
Advertising-Legis/Judicia	86	333	100	100	100	100
Advertising-Recruitment	210	484	-	-	-	-
Equipment Rental	911	831	800	900	900	900
R & M - Equipment	2,476	3,450	3,400	3,500	3,500	3,500
<b>Materials &amp; Services</b>	<b>42,795</b>	<b>26,533</b>	<b>46,465</b>	<b>51,040</b>	<b>51,040</b>	<b>51,040</b>
Equipment & Furnishings	-	-	-	29,000	29,000	29,000
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,000</b>	<b>29,000</b>	<b>29,000</b>
<b>Total Expenditures</b>	<b>\$ 1,054,388</b>	<b>\$ 1,056,047</b>	<b>\$ 1,166,915</b>	<b>\$ 1,218,135</b>	<b>\$ 1,218,135</b>	<b>\$ 1,218,135</b>



## Planning Division

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

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

Summary	
Department Manager	Alice Cannon
Planning Manager	Aquilla Hurd-Ravich
FTE's	5.75
Expenditures	\$ 840,825

## Highlights of FY 2014/2015

- Completed phases of the Basalt Creek Concept Planning
- Architectural Review Board approved
  - Marquis cottages phase two of the overall project
  - River Ridge a 180-unit multifamily complex on Highway 99
- Planning Commission approved two variances for height and sign size
- Marijuana Facilities Ordinance adopted and implemented
- Worked with CCIO members to study options for allowing additional uses in Urban Renewal Blocks 28 & 29.
- Met with CIO Land Use Officers quarterly
- Current Planning applications reviewed and approved during calendar year 2014:
  - 1 Plan Map Amendment
  - 1 Plan Text Amendment
  - 2 Historic Demolition Permits
- 3 Annexations
- 10 Chicken Licenses
- 15 Architectural Reviews
- 20 Architectural Reviews of Single Family Residence
- 28 Minor Architectural Reviews
- 163 Sign Permits

## Goals for FY 2015/2016

- Accept a final Basalt Creek Concept Plan and adopt implementing ordinances
- Work the City Council and across City Departments to identify goals and outcomes of a Development Code Update.
- Implement new project tracking software (CRW)

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	249,658	288,155	386,270	403,805	403,805	403,805
Part Time	78,541	73,387	37,805	39,700	39,700	39,700
Overtime	825	5,916	3,300	4,800	4,800	4,800
FICA	24,881	28,712	32,425	33,720	33,720	33,720
WC Insurance & Tax	807	955	810	810	810	810
Pension	43,351	47,792	55,800	58,780	58,780	58,780
Insurance	42,041	27,706	43,430	52,340	52,340	52,340
Vacation Buy Back	3,222	10,338	-	-	-	-
Comp Time Sell Back	67	3,393	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>443,392</b>	<b>486,354</b>	<b>559,840</b>	<b>593,955</b>	<b>593,955</b>	<b>593,955</b>
Office Supplies	1,389	1,692	1,900	1,900	1,900	1,900
Printing & Postage	5,776	10,292	4,500	4,500	4,500	4,500
Uniforms & Safety Equip	-	-	100	100	100	100
Cell Phones	270	540	720	720	720	720
Office Equip & Furniture	1,032	938	500	500	500	500
Computer Equip & Software	803	722	575	-	-	-
Personal Computer/Laptop	3,355	-	-	-	-	-
Consultants	92,600	146,601	358,000	225,000	225,000	225,000
Conferences & Meetings	4,949	5,366	5,000	5,500	5,500	5,500
Membership Dues	860	1,905	2,300	2,000	2,000	2,000
Publication,Rpt,Ref Matl	34	112	100	100	100	100
Staff Training	-	1,000	500	500	500	500
Staff/Dept Recognition	129	195	500	500	500	500
Administrative Expense	183	819	300	300	300	300
Advertising-Informational	-	-	250	250	250	250
Advertising-Legis/Judcial	1,004	559	1,500	1,500	1,500	1,500
Advertising-Recruitment	24,691	10,084	100	-	-	-
Equipment Rental	1,730	1,411	1,460	1,500	1,500	1,500
R & M - Equipment	1,115	3,019	2,000	2,000	2,000	2,000
<b>Materials &amp; Services</b>	<b>139,920</b>	<b>185,255</b>	<b>380,305</b>	<b>246,870</b>	<b>246,870</b>	<b>246,870</b>
<b>Total Expenditures</b>	<b>\$ 583,312</b>	<b>\$ 671,609</b>	<b>\$ 940,145</b>	<b>\$ 840,825</b>	<b>\$ 840,825</b>	<b>\$ 840,825</b>





Community Services Building



Pumpkin Regatta



Dia de los Muertos

# Community Services

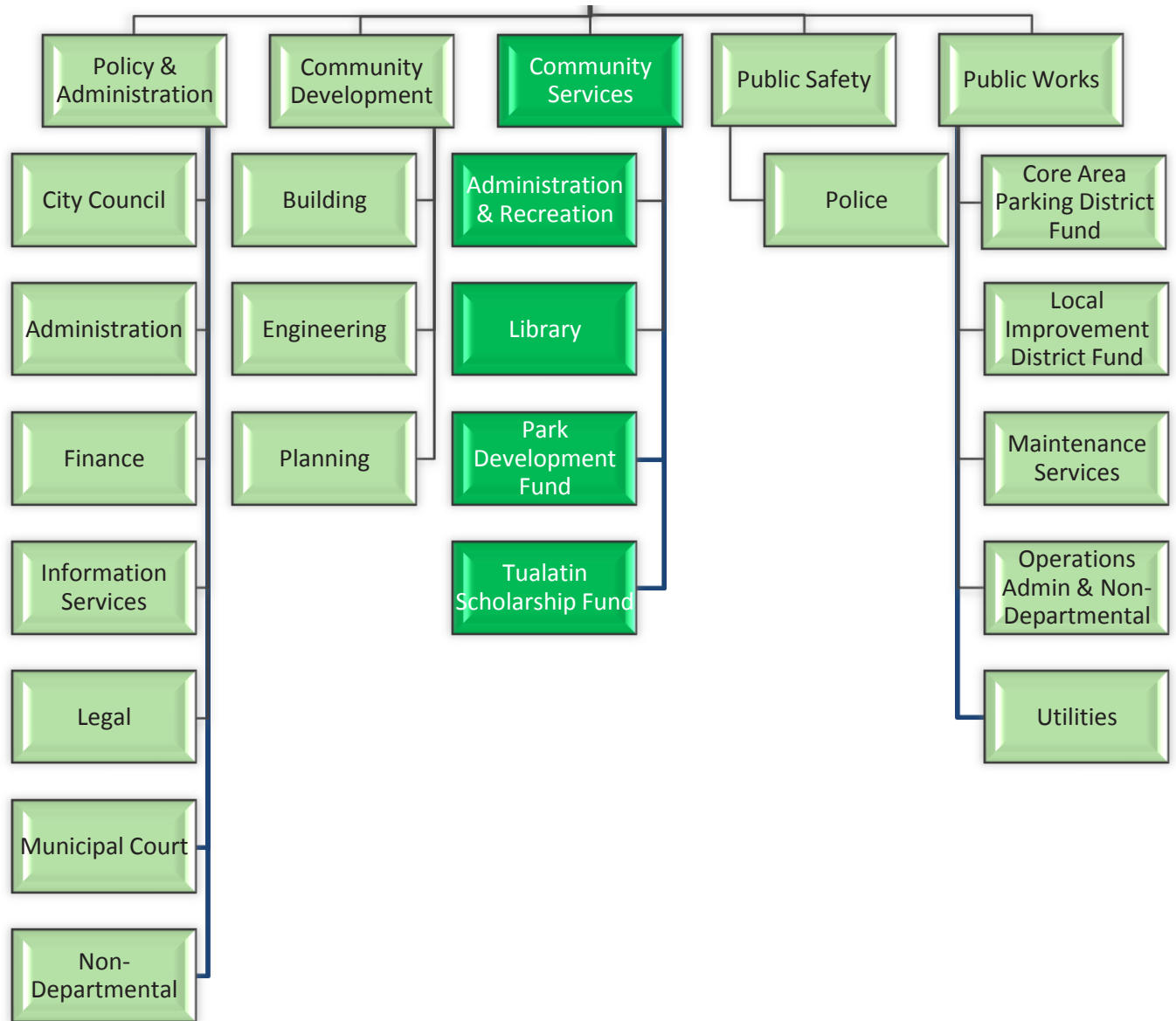


*Administration & Recreation*

*Library*

*Park Development Fund*

*Tualatin Scholarship Fund*





# City of Tualatin

## Fiscal Year 2015 - 2016

### Adopted Budget - Community Services

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 2,005,847	\$ 1,963,693	\$ 2,191,815	\$ 2,278,265
Materials and Services	606,988	614,155	609,820	636,075
Transfers	13,690	17,790	25,970	31,040
Capital Outlay	347,883	42,955	956,130	4,865,480
Debt Service	-	-	-	-
Contingencies & Reserves	809,954	812,101	50,485	50,350
<b>Total Requirements</b>	<b>\$ 3,784,362</b>	<b>\$ 3,450,694</b>	<b>\$ 3,834,220</b>	<b>\$ 7,861,210</b>

## Community Services

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

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

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

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

## Highlights of FY 2014/2015

- Managed park and recreation programs and facilities in a manner that promoted health

Summary	
Department Manager	Paul Hennon
FTE's	6.50
Expenditures	\$ 1,079,560
Funding Source	General Fund

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 19,950 people. The Juanita Pohl Center having over 34,500 participants, and Cultural and Historical programs that enriched the community with 9,662 people attending events at the Tualatin Heritage Center.

- Managed and staffed the Juanita Pohl Center and the Van Raden Community Center as a multi-generational recreation complex to broaden recreation opportunities for people of all ages.
- Obtained certification as a Tree City USA from the National Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters for the 28th consecutive year.

## Goals for FY 2015/2016

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



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full time	350,475	345,230	440,810	451,700	451,700	451,700
Part Time	83,202	90,740	32,840	34,530	34,530	34,530
Temporary	22,489	27,972	33,860	48,490	48,490	48,490
Overtime	2,502	7,195	2,200	2,400	2,400	2,400
FICA	34,823	36,519	38,000	41,000	41,000	41,000
WC Insurance & Tax	1,392	1,505	1,250	1,500	1,500	1,500
Pension	63,829	66,263	66,000	69,285	69,285	69,285
Insurance	62,242	63,501	88,840	99,215	99,215	99,215
Bereavement Leave	1,668	-	-	-	-	-
Sick Leave	-	1,457	-	-	-	-
Vacation Buy Back	2,144	12,354	-	-	-	-
Comp Time Sell Back	123	113	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>624,887</b>	<b>652,851</b>	<b>703,800</b>	<b>748,120</b>	<b>748,120</b>	<b>748,120</b>
Office Supplies	2,569	5,605	3,000	3,000	3,000	3,000
Printing & Postage	899	1,701	1,000	1,000	1,000	1,000
Uniforms & Safety Equip	533	558	800	800	800	800
Medical & Other Testing	-	1,032	-	-	-	-
Cell Phones	1,944	2,311	2,830	2,770	2,770	2,770
Office Equip & Furniture	1,688	1,908	3,900	3,900	3,900	3,900
Computer Equip & Software	4,221	987	-	-	-	-
Personal Computer/Laptop	3,237	363	-	-	-	-
Contribution-Other Agency	18,188	17,658	39,100	41,100	41,100	41,100
Youth Development	36,511	38,319	39,300	39,300	39,300	39,300
Concerts on The Commons	19,023	17,572	19,000	19,380	19,380	19,380
Arts Program	8,915	11,165	15,700	11,100	11,100	11,100
Special Programs	15,220	12,678	17,500	17,850	17,850	17,850
Recreation Program Expend	29,079	53,096	43,000	50,860	50,860	50,860
Consultants	-	875	2,500	3,000	3,000	3,000
Conferences & Meetings	11,213	16,243	16,300	16,630	16,630	16,630
Membership Dues	1,756	1,836	1,910	1,760	1,760	1,760
Publication,Rpt,Ref Matl	299	513	320	330	330	330
Staff Training	352	758	600	600	600	600
Administrative Expense	2,465	2,596	2,500	2,550	2,550	2,550
Advertising-Recruitment	25	931	-	-	-	-
Advertising-Promotional	32,233	38,358	35,390	30,100	30,100	30,100
Equipment Rental	6,681	12,220	13,290	18,950	18,950	18,950
R & M - Equipment	3,070	3,168	3,740	3,460	3,460	3,460
<b>Materials &amp; Services</b>	<b>200,121</b>	<b>242,451</b>	<b>261,680</b>	<b>268,440</b>	<b>268,440</b>	<b>268,440</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Equipment & Furnishings	55,467	20,149	-	63,000	63,000	63,000
Capital Outlay	55,467	20,149	-	63,000	63,000	63,000
Total Expenditures	<u>\$ 880,475</u>	<u>\$ 915,451</u>	<u>\$ 965,480</u>	<u>\$ 1,079,560</u>	<u>\$ 1,079,560</u>	<u>\$ 1,079,560</u>





## Library

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

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

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. 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.



## Summary

Department Manager	Paul Hennon
Library Manager	Jerianne Thompson
FTE's	18
Expenditures	\$ 1,916,380

## Highlights of FY 2014/2015

- Checked out about 700,000 items including books, music, and movies and more than 25,000 ebooks.
- Circulation and attendance decreased about 10%. About 5% corresponds to a similar decrease seen by similar Washington County libraries. The trend in decreased library usage is because of the increased availability of digital materials and a change in the general utilization of libraries; Tualatin Library's usage was further decreased by the impact of adjacent construction activities.



## Goals for FY 2015/2016

- Expanded volunteer opportunities, including a monthly event for families and one-to-one tutoring on homework, technology, and English as a Second Language. Volunteers contributed about 7,500 hours; the equivalent of almost four full-time employees.
- Engaged citizens through a Community Reading Goal during Summer Reading, with participants collectively reading for 2.6 million minutes. Distributed more than 3,000 free books to children and teens during the annual Summer Reading program.
- Maintained a high service level during the Seneca Street extension and Library/City Offices parking expansion, including adding a drive-up book return.
- Added more than 15,000 new items, expanding Tualatin Library's collection to more than 110,000 items. Through membership in WCCLS, residents have access to about 1.7 million library items.
- Expanded Library technology, including adding a scanner and wireless printing.
- 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.
- 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.
- 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 Citizen Involvement Organizations.
- Expand the Library's community engagement in Summer Reading.
- Engage the public in a strategic planning process, addressing the changing utilization of libraries, to assess community needs, update the Library's mission statement, and determine priorities for library services.
- Partner with WCCLS to address countywide library growth, possible efficiencies, and funding, in preparation for the potential replacement of the 5-year local option levy, effective 2016-2021.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full time	821,522	742,464	879,835	867,180	867,180	867,180
Part Time	71,304	54,992	87,890	134,190	134,190	134,190
Temporary	136,525	176,080	113,975	128,590	128,590	128,590
Overtime	1,525	10,580	2,205	1,500	1,500	1,500
FICA	77,918	74,314	78,765	84,735	84,735	84,735
WC Insurance & Tax	6,019	2,993	6,000	1,500	1,500	1,500
Pension	131,838	120,916	134,925	144,530	144,530	144,530
Insurance	119,140	119,628	184,420	167,920	167,920	167,920
Bereavement Leave	1,155	3,573	-	-	-	-
Sick Leave	656	968	-	-	-	-
Vacation Buy Back	13,051	4,333	-	-	-	-
Comp Time Sell Back	309	-	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>1,380,960</b>	<b>1,310,842</b>	<b>1,488,015</b>	<b>1,530,145</b>	<b>1,530,145</b>	<b>1,530,145</b>
Office Supplies	9,148	8,381	7,600	7,600	7,600	7,600
Printing & Postage	4,830	8,101	4,000	4,000	4,000	4,000
Supplies - Donated Funds	-	-	1,000	1,000	1,000	1,000
Collection Development	245,552	255,688	239,290	244,000	244,000	244,000
Other Material Expenses (998)	(998)	(1,159)	-	-	-	-
Uniforms & Safety Equip	293	218	400	400	400	400
Medical & Other Testing	197	328	-	-	-	-
Cell Phones	1,080	720	1,080	1,080	1,080	1,080
Network/Online	37	27	-	-	-	-
Office Equip & Furniture	5,079	11,409	6,580	11,195	14,195	14,195
Computer Equip & Software	11,569	1,731	1,500	1,500	1,500	1,500
Personal Computer/Laptop	31,468	-	-	-	-	-
Library Tech - Public	38,796	312	-	-	5,000	5,000
Special Programs	29,796	41,002	24,500	25,000	25,000	25,000
Consultants	1,475	490	6,000	16,000	16,000	16,000
Conferences & Meetings	7,709	9,745	7,480	8,715	8,715	8,715
Membership Dues	1,250	938	1,380	1,410	1,410	1,410
Staff Training	1,600	1,348	800	800	800	800
Administrative Expense	3,727	2,565	3,630	3,660	3,660	3,660
Advertising-Recruitment	-	1,642	-	-	-	-
Advertising-Promotional	1,922	5,524	7,000	2,000	2,000	2,000
Equipment Rental	5,795	6,292	3,960	4,390	4,390	4,390
R & M - Equipment	5,641	8,758	10,540	10,485	10,485	10,485
<b>Materials &amp; Services</b>	<b>405,964</b>	<b>364,059</b>	<b>326,740</b>	<b>343,235</b>	<b>351,235</b>	<b>351,235</b>
Equipment & Furnishings	-	9,502	-	35,000	35,000	35,000
<b>Capital Outlay</b>	<b>-</b>	<b>9,502</b>	<b>-</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Total Expenditures</b>	<b>\$ 1,786,925</b>	<b>\$ 1,684,404</b>	<b>\$ 1,814,755</b>	<b>\$ 1,908,380</b>	<b>\$ 1,916,380</b>	<b>\$ 1,916,380</b>



## Park Development Fund

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

### Highlights of FY 2014/2015

- Completed land acquisition of a segment of the Tualatin River Greenway between Barngrover Way and Interstate 5.
- Obtained \$2,939,000 in grants and a private donation to fund construction of the three quarters of a mile of Tualatin River Greenway Trail between Barngrover Way and Nyberg Lane (near Brown's Ferry Park), including a segment along the river under Interstate 5. Grants include \$1,585,800 from the State of Oregon's ConnectOregon V transportation program, \$750,000 from Washington County's Major Streets Transportation Program's Opportunity Fund, \$3,200 from the Oregon Public Health Institute's Healthy Eating Active Living program (HEAL). CenterCal Properties, LLC, the developer of the Nyberg Rivers, Nyberg Woods, and Bridgeport Village shopping centers, donated \$600,000 cash to assist in obtaining the grants and to partially fund the project.
- Obtained a grant from Metro in the amount of about \$30,000 to fund regional wayfinding signage on the Tualatin River Greenway trail between Natchez Drive (east of Interstate 5) to the Ki-A-Kuts Bicycle and Pedestrian Bridge over the Tualatin River (north end of Tualatin Community Park). A separate grant received by the City of Tigard will fund regional wayfinding signage between the Ki-A-Kuts bridge and 108<sup>th</sup> Avenue along the north bank of the Tualatin River in Tigard. In total, about 4.7 miles of the Tualatin River Greenway Trail in Tualatin, Durham, and Tigard will have uniform regional wayfinding signs as a result of these grants.

### Summary

Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 4,814,520
Funding Source	Park Development Fund

- Completed land acquisition of a segment of the Tualatin River Greenway located south and west of Pacific Highway (HWY 99) and working with developer on design and construction of the greenway trail on the property.
- Completed installation of a fire sprinkling system at the Juanita Pohl Center, largely funded with a Community Development Block Grant (CDBG) in the amount of \$133,000.
- Began the process of updating the Tualatin Parks and Recreation Master Plan.

### Goals for FY 2015/2016

- Complete construction of the three quarters of a mile of Tualatin River Greenway Trail between Barngrover Way and Nyberg Lane (near Brown's Ferry Park), including a segment along the river under Interstate 5.
- Complete construction of a segment of the Tualatin River Greenway located south and west of Pacific Highway (HWY 99) through cooperation with a private developer.
- Continue the process of updating the Tualatin Parks and Recreation Master Plan.
- Work with private development and Metro to further the land preservation and trail construction goals of the Natural Areas and Greenway System and related interconnected system of on and off street pedestrian and bicycle facilities.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Office Supplies	338	(200)	5,000	5,000	5,000	5,000
Printing & Postage	87	(197)	5,000	5,000	5,000	5,000
Photographic Supplies	-	-	1,000	1,000	1,000	1,000
Consultants	-	7,742	10,000	5,000	5,000	5,000
Property Management	27	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>453</b>	<b>7,345</b>	<b>21,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
Transfers - General Fund	13,690	17,790	25,970	31,040	31,040	31,040
<b>Transfers &amp; Reimbursements</b>	<b>13,690</b>	<b>17,790</b>	<b>25,970</b>	<b>31,040</b>	<b>31,040</b>	<b>31,040</b>
Land Acquisition	291,965	3,114	659,130	444,930	444,930	444,930
Feasibility Studies	-	-	150,000	150,000	150,000	150,000
Projects Professional Svc	200	10,190	-	-	-	-
Projects Construction	251	-	147,000	4,152,550	4,172,550	4,172,550
<b>Capital Outlay</b>	<b>292,416</b>	<b>13,304</b>	<b>956,130</b>	<b>4,747,480</b>	<b>4,767,480</b>	<b>4,767,480</b>
<b>Total Expenditures</b>	<b>\$ 306,559</b>	<b>\$ 38,439</b>	<b>\$ 1,003,100</b>	<b>\$ 4,794,520</b>	<b>\$ 4,814,520</b>	<b>\$ 4,814,520</b>

## Tualatin Science and Technology Scholarship

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

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

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

Summary	
Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 50,750
Funding Source	Tualatin Scholarship Fund

## Highlights of FY 2014/2015

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

## Goals for FY 2015/2016

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





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Scholarships	450	300	400	400	400	400
<b>Materials &amp; Services</b>	<b>450</b>	<b>300</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>400</b>
General Account Reserve	-	-	50,485	50,350	50,350	50,350
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>50,485</b>	<b>50,350</b>	<b>50,350</b>	<b>50,350</b>
<b>Total Expenditures</b>	<b>\$ 450</b>	<b>\$ 300</b>	<b>\$ 50,885</b>	<b>\$ 50,750</b>	<b>\$ 50,750</b>	<b>\$ 50,750</b>



CITY OF TUALATIN

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Bike Patrol

# Public Safety

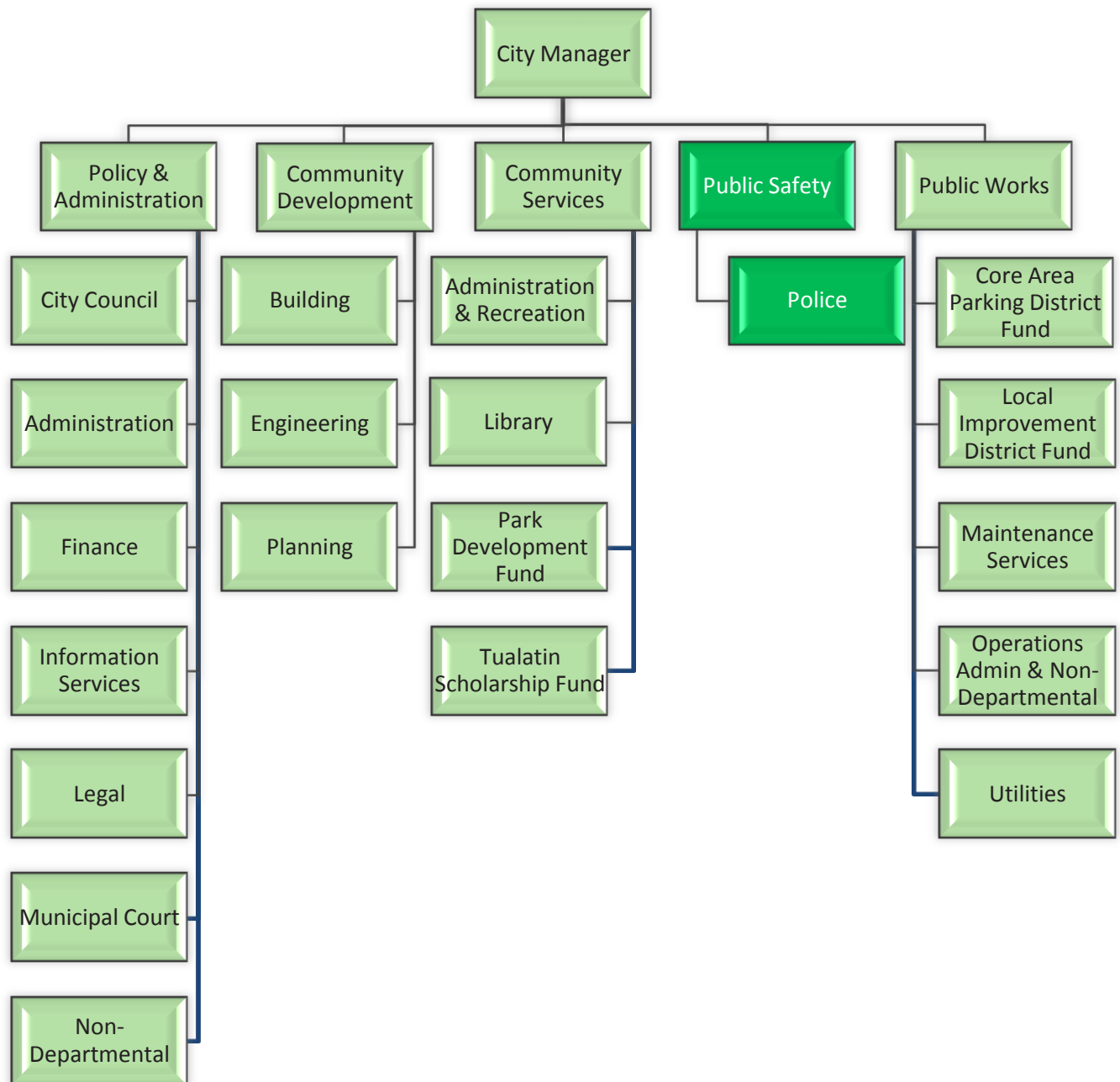


Honor Guard

## Police



Officer Barkley and Zoey





**City of Tualatin**  
**Fiscal Year 2015 - 2016**  
**Adopted Budget - Public Safety**

**Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 5,739,683	\$ 5,848,222	\$ 6,057,295	\$ 6,416,760
Materials and Services	650,123	609,790	659,530	675,720
Transfers	-	-	-	-
Capital Outlay	145,576	297,809	123,200	139,500
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
<b>Total Requirements</b>	<b>\$ 6,535,382</b>	<b>\$ 6,755,821</b>	<b>\$ 6,840,025</b>	<b>\$ 7,231,980</b>

## Police Department

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

## Administration

The Administration division is responsible for coordinating Police Department efforts with other departments, criminal justice agencies, and with the community. The Administration division also works with regional, state and national organizations to enhance the ability of the Police Department to 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 the City to address traffic-related issues and investigate motor vehicle crashes. The Community Service Officer is responsible for handling Code Enforcement issues, rental housing ordinance issues and supplementing patrol officers by handling low-priority calls for service.

## Summary

Police Chief	Kent Barker
FTE's	47
Expenditures	\$ 7,231,980
Funding Source	General Fund

## 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. The Training Unit is responsible for the training of each member and meeting state-mandated certification.

## Highlights for FY 2014/2015

Increased community engagement activities. There were 16 participating neighborhoods and C.I.O groups in the National Night Out event with over 900 participants. We held 2 Prescription Take-Back events, 3 Child Seat Inspection Clinics and participated in Polar Plunge and Torch Run to benefit the Special Olympics Oregon. Additional community engagement activities included: Officer Engagement at Crawfish Festival, Halloween Candy Give Away, transporting Santa to the Holiday Lighting event, and giving safety presentations to local businesses.

- Partnered with Tualatin Together Coalition to educate parents about drug awareness.
- Engaged each of the Community Involvement Organizations by annual officer attendance at CIO meetings.
- Held our 5<sup>th</sup> Annual Citizen/Community Educational Police Academy.





- We increased social media presence by posting at least one Facebook post per business week.
- We analyzed data to determine whether or not to add a 3<sup>rd</sup> Intersection Safety Camera. We did not have enough data this year to support adding a 3<sup>rd</sup> Intersection Safety Camera. We focused our efforts on enforcing traffic at high risk intersections to increase traffic safety and reduce traffic crashes.
- The police department began offering fingerprinting services to the public.
- Have a fully functional bar-coding system up and running for Evidence.
- Became fully functional with the new Regional Joint Information Network (RegJIN) and Report Management System (RMS).
- Improve interactions with citizens and the community by engaging 12 key stakeholders to participate in the 6<sup>th</sup> annual Citizen Academy by making a presentation to every CIO group and business/merchant group.
- Increase Police presence downtown and engage downtown businesses by giving crime prevention presentations.
- Partner with TriMet to create a sense of safety for those using public transit.
- Analyzed intersections with high crash volumes to determine if the intersection meets qualifications for intersection safety camera.
- Continue School Resource Officer Program at the schools.

### Goals for FY 2015/2016

- Continue to increase Citizen Engagement activities through participating in public events, including, but not limited to the following: National Night Out, Drug Take-Back, Polar Plunge, Crawfish Festival, and Pumpkin Regatta. Increase community engagement with the Latino community in Tualatin.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	3,359,300	3,432,990	3,659,400	3,789,995	3,789,995	3,789,995
Part Time	63,413	5,913	-	-	-	-
Temporary	44,337	52,232	46,775	56,060	56,060	56,060
Overtime	206,320	235,192	236,500	236,500	236,500	236,500
Employee Benefits	75	-	-	-	-	-
FICA	284,067	289,545	290,575	300,925	300,925	300,925
WC Insurance & Tax	124,605	129,030	125,000	130,300	130,300	130,300
Pension	772,735	775,549	813,080	892,650	892,650	892,650
Insurance	754,742	763,021	809,465	933,830	933,830	933,830
Job Injury Time	12,296	34,214	-	-	-	-
Bereavement Leave	8,045	11,388	-	-	-	-
Sick Leave Bonus	1,074	1,096	-	-	-	-
Vacation Buy Back	17,915	22,563	5,000	5,000	5,000	5,000
Holiday Sell Back	54,972	54,228	40,000	40,000	40,000	40,000
Comp Time Sell Back	3,017	3,414	-	-	-	-
Other Benefit Costs	1,268	2,500	-	-	-	-
ORPAT-Fitness Incentive	31,500	33,500	31,500	31,500	31,500	31,500
PORAC Legal Defense Fund	-	1,847	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>5,739,683</b>	<b>5,848,222</b>	<b>6,057,295</b>	<b>6,416,760</b>	<b>6,416,760</b>	<b>6,416,760</b>
Office Supplies	10,145	10,283	11,000	11,000	11,000	11,000
Printing & Postage	8,342	9,594	10,000	10,000	10,000	10,000
Photographic Supplies	489	1,332	1,300	1,300	1,300	1,300
Energy Supplies	3,759	3,588	4,000	4,000	4,000	4,000
Evidence & Investigation	2,738	3,679	3,000	3,000	3,000	3,000
Uniforms & Safety Equip	54,070	47,432	45,000	45,000	45,000	45,000
Medical & Other Testing	4,317	6,922	5,000	5,000	5,000	5,000
Ammun & Defensive Equip	34,093	27,665	40,000	47,000	47,000	47,000
Cell Phones	18,607	15,354	17,000	17,000	17,000	17,000
Network/Online	15,045	19,944	15,600	18,000	18,000	18,000
Office Equip & Furniture	2,000	2,112	2,000	2,000	2,000	2,000
Computer Equip & Software	10,306	70	4,750	15,000	15,000	15,000
Minor Vehicle Equipment	3,210	3,166	5,000	5,000	5,000	5,000
Personal Computer/Laptop	17,437	-	-	-	-	-
GREAT Program	10,003	9,932	10,000	10,000	10,000	10,000
Spec Investigative Fund	6,087	5,885	6,000	6,000	6,000	6,000
Crime Prevention Supplies	2,281	3,296	3,000	4,000	4,000	4,000
Legal	-	22,500	-	-	-	-
Conferences & Meetings	6,461	6,610	7,500	8,500	8,500	8,500
Membership Dues	6,857	5,555	7,500	7,500	7,500	7,500
Publication,Rpt,Ref Matl	2,105	1,015	1,700	1,700	1,700	1,700
Staff Training	42,970	40,952	45,000	45,000	45,000	45,000
Staff/Dept Recognition	1,841	1,774	3,500	4,000	4,000	4,000
Administrative Expense	3,211	4,060	4,500	4,500	4,500	4,500



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Equipment Rental	12,211	5,399	5,000	5,000	5,000	5,000
R & M - Equipment	7,812	9,527	11,000	11,000	11,000	11,000
R & M - Computers	1,296	-	1,500	1,500	1,500	1,500
<b>Materials &amp; Services</b>	<b>618,456</b>	<b>609,790</b>	<b>659,530</b>	<b>675,720</b>	<b>675,720</b>	<b>675,720</b>
Equipment & Furnishings	145,576	297,809	123,200	139,500	139,500	139,500
<b>Capital Outlay</b>	<b>145,576</b>	<b>297,809</b>	<b>123,200</b>	<b>139,500</b>	<b>139,500</b>	<b>139,500</b>
<b>Total Expenditures</b>	<b>\$ 6,503,715</b>	<b>\$ 6,755,821</b>	<b>\$ 6,840,025</b>	<b>\$ 7,231,980</b>	<b>\$ 7,231,980</b>	<b>\$ 7,231,980</b>



CITY OF TUALATIN

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Fleet Maintenance on police vehicle



CE2 student



Overlay of 90th Avenue

# Public Works



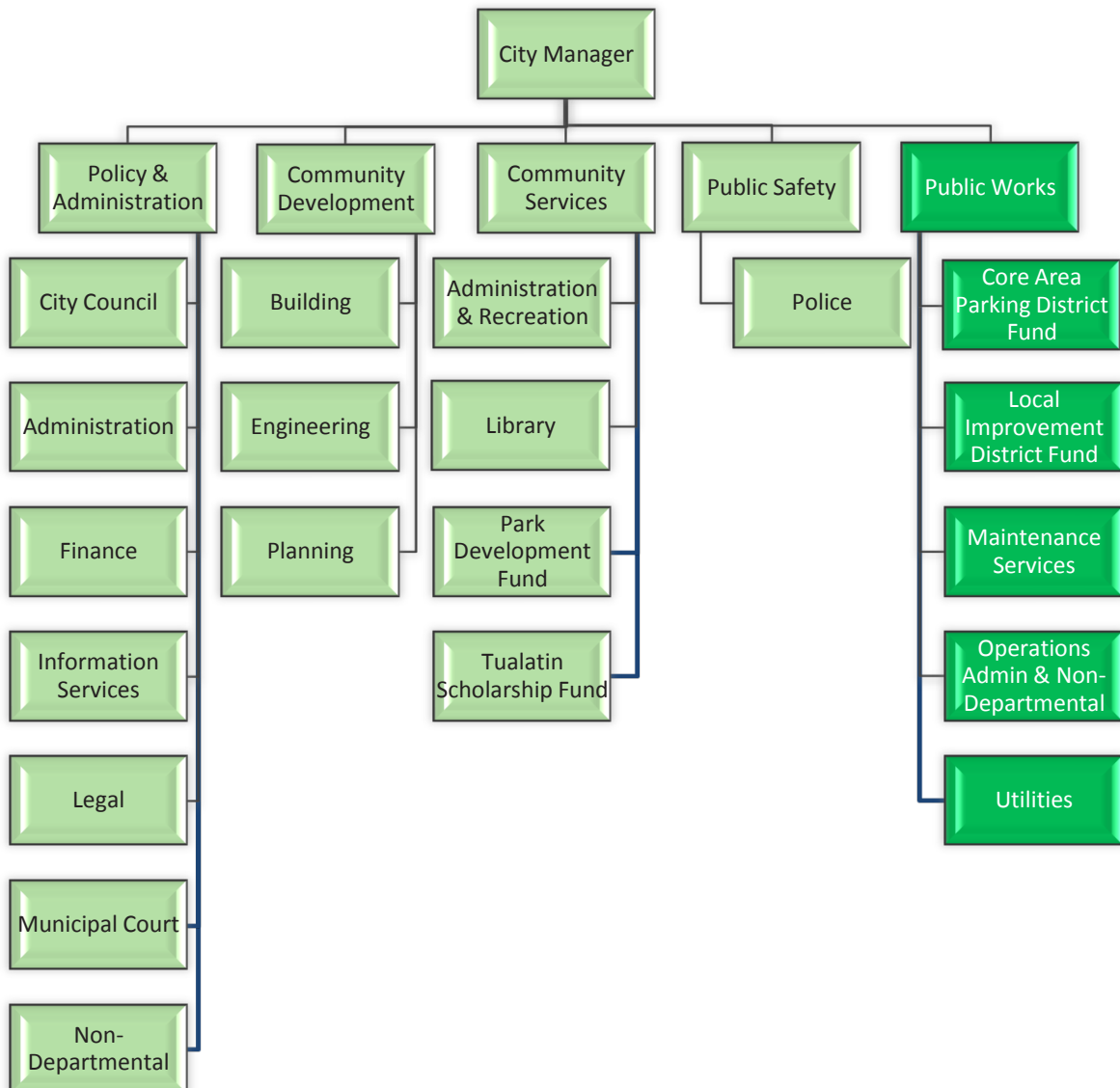
*Core Area Parking District Fund*

*Local Improvement District Fund*

*Maintenance Services*

*Operations Administration and  
Non-Departmental*

*Utilities*







## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Public Works

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 2,472,647	\$ 2,635,986	\$ 2,780,155	\$ 3,012,905
Materials and Services	12,886,711	11,864,575	12,156,430	12,743,585
Transfers	5,864,600	9,085,832	6,881,315	9,040,625
Capital Outlay	1,283,029	4,573,861	3,488,100	5,347,910
Debt Service	-	-	129,610	129,615
Contingencies & Reserves	20,854,327	19,960,772	18,392,730	15,265,290
<b>Total Requirements</b>	<b>\$ 43,361,314</b>	<b>\$ 48,121,026</b>	<b>\$ 43,828,340</b>	<b>\$ 45,539,930</b>

## Core Area Parking

The Core Area Parking District (CAPD) fund administers the downtown public parking district of the city. Taxes are received from businesses located within the district, a portion of which are transferred to the General Fund for maintenance and operations. There are five public lots (White, Yellow, Red, Blue and Green) with 363 parking spaces. In addition, there are 71 on-street parking spaces on Nyberg Street, Seneca Street and 84<sup>th</sup> Avenue, along with 107 spaces associated with the Library and Civic area parking.

## Highlights of FY 2014/15

- Completed Seneca Street, Library and Civic Parking.
- Re-striped all Core Area parking lots.
- Replaced/upgraded signage.
- Collected annual taxes needed to operate the District.
- Determined operations and maintenance needs for all public parking areas.

## Summary

Department Manager	Jerry Postema
Number of Businesses in Core Area	68
Expenditures	\$ 190,280
Funding Source	Core Area Parking District Fund

## Goals for FY 2015/2016

- Evaluate parking lot lighting options for LED conversion to reduce power usage while maintaining adequate lighting.
- Provide twice annual parking lot surveys.
- Continue evaluation of options to balance revenues and expenditures.
- Determine needs of the Core Area Parking and collect annual taxes to sufficiently operate the District.
- Monitor parking violations for all public parking areas.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Printing & Postage	-	-	100	100	100	100
Botanical & Chem Supplies	-	-	1,000	1,000	1,000	1,000
Consultants	-	-	1,000	1,000	1,000	1,000
Utilities - Parking Lots	8,710	8,690	9,540	9,600	9,600	9,600
Administrative Expense	-	-	120	120	120	120
Guardrails & Signs	19	-	700	400	400	400
Street/Parking Lot Lights	-	-	1,000	-	-	-
Grounds & Landscaping	2,655	2,905	3,700	3,700	3,700	3,700
Parking Lot Striping	2,810	1,000	2,900	3,400	3,400	3,400
Parking Lots	2,400	2,400	3,000	3,000	3,000	3,000
R & M - Parking Lots	-	-	1,000	1,000	1,000	1,000
R & M - Equipment	92	-	100	-	-	-
<b>Materials &amp; Services</b>	<b>16,686</b>	<b>14,995</b>	<b>24,160</b>	<b>23,320</b>	<b>23,320</b>	<b>23,320</b>
Transfers - General Fund	68,345	24,030	23,470	26,950	26,950	26,950
<b>Transfers &amp; Reimbursements</b>	<b>68,345</b>	<b>24,030</b>	<b>23,470</b>	<b>26,950</b>	<b>26,950</b>	<b>26,950</b>
Fund Projects	42,717	10,160	-	-	-	-
<b>Capital Outlay</b>	<b>42,717</b>	<b>10,160</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency	-	-	10,000	10,000	10,000	10,000
General Account Reserve	-	-	76,730	84,510	84,510	84,510
Future Years Project	-	-	45,500	45,500	45,500	45,500
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>132,230</b>	<b>140,010</b>	<b>140,010</b>	<b>140,010</b>
<b>Total Expenditures</b>	<b>\$ 127,747</b>	<b>\$ 49,185</b>	<b>\$ 179,860</b>	<b>\$ 190,280</b>	<b>\$ 190,280</b>	<b>\$ 190,280</b>



### Local Improvement District Fund

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

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 479,400
Funding Source	Local Improvement District Fund

### Highlights of FY 2014/2015

- There were no new requests for construction projects.

### Goals for FY 2015/2016

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



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Contingency	-	-	477,575	479,400	479,400	479,400
Contingencies & Reserves	-	-	477,575	479,400	479,400	479,400
Total Expenditures	-	-	\$ 477,575	\$ 479,400	\$ 479,400	\$ 479,400

## City of Tualatin

### Fiscal Year 2015 - 2016

### Adopted Budget - Maintenance Services

#### Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 1,153,892	\$ 1,217,099	\$ 1,267,575	\$ 1,336,715
Materials and Services	1,048,617	1,207,468	1,251,660	1,282,645
Transfers	-	-	-	-
Capital Outlay	48,800	141,559	33,200	117,100
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
<b>Total Requirements</b>	<b>\$ 2,251,309</b>	<b>\$ 2,566,126</b>	<b>\$ 2,552,435</b>	<b>\$ 2,736,460</b>





## Operations – Maintenance Services

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

### Highlights of FY 2014/2015

- Met all of the year's departmental goals including completion of all budgeted projects.
- Assisted in the construction of Juanita Pohl Center sprinkler system.
- Repainted the Commons, Atfalati, and Browns Ferry restroom doors and hardware.
- Completion and Ribbon Cutting of Operations Warehouse in September 2014.
- Installed new bullet proof glass and metal for Police and Court reception counter.
- Designed and attached brackets to Police metal roof to prevent wind damage.
- Maintained a successful graffiti clean-up program by removing it within 24 hours of notice.

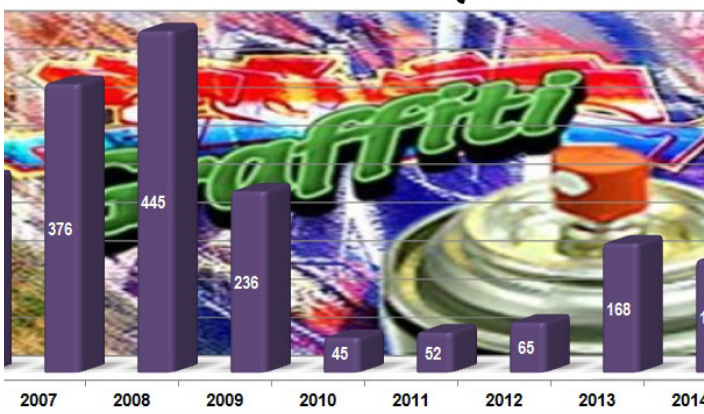
### Summary

Department Manager	Jerry Postema
Maintenance Supervisor	Clay Reynolds
FTE	3.0
Expenditures	\$ 910,095

### Goals for FY 2015/2016

- Provide high-quality customer service, measured using monthly survey letters.
- Complete all planned maintenance and budgeted projects.
- Implementation of Nexgen Asset Management software for Facilities.
- Conduct parking lot lighting cost analysis for converting to LED fixtures replacing the old high pressure sodium lights.

## Graffiti Reports



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	125,185	129,318	150,740	173,780	173,780	173,780
Temporary	12,523	5,181	-	-	-	-
Overtime	1,107	743	1,200	1,000	1,000	1,000
FICA	10,664	10,399	11,600	12,800	12,800	12,800
WC Insurance & Tax	4,417	4,174	4,500	5,100	5,100	5,100
Pension	19,321	19,210	21,250	24,800	24,800	24,800
Insurance	28,265	31,007	43,250	55,980	55,980	55,980
Job Injury Time	248	-	-	-	-	-
Comp Time Sell Back	-	43	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>201,730</b>	<b>200,074</b>	<b>232,540</b>	<b>273,460</b>	<b>273,460</b>	<b>273,460</b>
Office Supplies	-	13	-	-	-	-
Uniforms & Safety Equip	894	982	1,000	1,100	1,100	1,100
Medical & Other Testing	34	-	-	-	-	-
Cell Phones	1,159	910	1,150	1,250	1,250	1,250
Small Tools	1,411	4,248	2,370	4,120	4,120	4,120
Office Equip & Furniture	-	3,772	-	-	-	-
Computer Equip & Software	600	-	5,400	5,400	5,400	5,400
Personal Computer/Laptop	1,026	-	-	-	-	-
Utilities - City Center	52,172	53,710	64,710	65,795	65,795	65,795
Utilities - Council	10,518	9,174	-	-	-	-
Utilities - Operations	24,784	24,875	37,950	32,300	32,300	32,300
Utilities - Police	49,561	50,724	56,055	56,350	56,350	56,350
Utilities - Park & Rec	7,054	6,973	8,055	8,900	8,900	8,900
Utilities - Van Raden Ctr	4,199	5,274	5,805	6,575	6,575	6,575
Utilities - Lafky House	2,059	2,540	4,895	3,200	3,200	3,200
Utilities - Pohl Center	12,853	14,764	18,800	20,200	20,200	20,200
Utilities - Park Building	22,943	23,972	27,520	33,700	33,700	33,700
Utilities - Brown's Ferry	2,977	2,836	3,610	3,820	3,820	3,820
Utilities - Heritage Ctr	3,272	3,668	4,020	4,070	4,070	4,070
Membership Dues	142	134	300	180	180	180
Staff Training	282	-	1,200	900	900	900
Staff/Dept Recognition	91	16	275	275	275	275
Administrative Expense	253	313	200	200	200	200
Contr R & M - Building	93,314	161,378	117,900	119,400	119,400	119,400
Non-Routine Specific Proj	15,508	13,159	8,400	12,100	12,100	12,100
Building Cleaning	123,257	139,127	132,980	137,700	137,700	137,700
Equipment Rental	-	632	500	500	500	500
R & M - City Center	16,874	19,446	14,600	15,000	15,000	15,000
R & M - Council	2,922	2,398	-	-	-	-
R & M - Operations	3,130	3,922	3,800	4,100	4,100	4,100
R & M - Police	4,520	4,312	5,800	5,300	5,300	5,300
R & M - Park & Rec	338	337	700	500	500	500



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
R & M - Park Buildings	6,061	6,143	8,000	8,500	8,500	8,500
R & M - Brown's Ferry	24	73	1,300	600	600	600
R & M - Heritage Ctr	275	487	1,200	800	800	800
R & M - VanRijn House	7	948	1,200	1,200	1,200	1,200
R & M - Equipment	1,117	580	1,000	1,000	1,000	1,000
<b>Materials &amp; Services</b>	<b>470,468</b>	<b>568,865</b>	<b>546,995</b>	<b>561,035</b>	<b>561,035</b>	<b>561,035</b>
R & M - Major Projects	31,148	70,451	-	75,600	75,600	75,600
<b>Capital Outlay</b>	<b>31,148</b>	<b>70,451</b>	<b>-</b>	<b>75,600</b>	<b>75,600</b>	<b>75,600</b>
<b>Total Expenditures</b>	<b>\$ 703,346</b>	<b>\$ 839,391</b>	<b>\$ 779,535</b>	<b>\$ 910,095</b>	<b>\$ 910,095</b>	<b>\$ 910,095</b>

## Operations – Fleet

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

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

## Highlights of FY 2014/2015

- Met all Fleet Division performance goals and certifications including maintaining current ASE certifications, ensuring that the city's fleet is maintained to industry standards and maintaining customer service rating above 90%.
- Successfully completed five new vehicle equipment installs including (two Police Department patrol cars and one motorcycle, one Water Division utility truck, one Parks Maintenance Division landscape pickup and one Building Division vehicle).
- Installed Driver License readers in Police Department vehicles (one Motorcycle and two patrol vehicles).
- Started conversion of Fleet Maintenance software to Nexgen.

## Summary

Department Manager	Jerry Postema
Maintenance Supervisor	Clay Reynolds
FTE	2
Expenditures	\$ 475,100

## Goals for FY 2015/2016

- Ensure the city's fleet is maintained to industry vehicle and equipment safety standards.
- Maintain all DEQ, Automotive Service Excellence (ASE) and Certified Public Fleet Professionals (CPFP) certifications.
- Maintain excellent customer service rating.
- Utilize Nexgen software to develop and design new easy to read reports for analyzing vehicle usage and costs.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	117,423	121,775	130,685	135,965	135,965	135,965
Temporary	12,152	16,942	-	-	-	-
Overtime	55	(1,114)	200	200	200	200
FICA	10,254	10,994	10,100	10,200	10,200	10,200
WC Insurance & Tax	4,213	4,600	4,300	4,300	4,300	4,300
Pension	17,039	17,938	18,700	20,000	20,000	20,000
Insurance	23,155	25,660	27,850	29,410	29,410	29,410
Job Injury Time	3,582	46	-	-	-	-
Comp Time Sell Back	-	43	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>187,874</b>	<b>196,884</b>	<b>191,835</b>	<b>200,075</b>	<b>200,075</b>	<b>200,075</b>
Office Supplies	60	75	-	-	-	-
Inventory Adjustment	(2,102)	686	-	1,000	1,000	1,000
Uniforms & Safety Equip	2,554	2,809	2,570	3,000	3,000	3,000
Fuel	132,776	141,410	154,800	144,800	144,800	144,800
Small Tools	519	3,050	1,500	2,800	2,800	2,800
Computer Equip & Software	2,190	1,927	1,600	900	900	900
Drop Box Hauling	(324)	146	330	330	330	330
Conferences & Meetings	1,161	308	1,200	2,000	2,000	2,000
Membership Dues	567	1,292	670	1,020	1,020	1,020
Publication,Rpt,Ref Matl	141	179	300	200	200	200
Staff Training	345	1,830	2,000	1,800	1,800	1,800
Staff/Dept Recognition	146	119	210	225	225	225
Administrative Expense	19	-	50	50	50	50
Contr R & M - Fleet	17,951	37,099	26,000	26,800	26,800	26,800
R & M - Vehicles	73,832	78,928	92,500	88,000	88,000	88,000
R & M - Equipment	3,574	981	2,100	2,100	2,100	2,100
<b>Materials &amp; Services</b>	<b>233,408</b>	<b>270,839</b>	<b>285,830</b>	<b>275,025</b>	<b>275,025</b>	<b>275,025</b>
<b>Total Expenditures</b>	<b>\$ 421,282</b>	<b>\$ 467,724</b>	<b>\$ 477,665</b>	<b>\$ 475,100</b>	<b>\$ 475,100</b>	<b>\$ 475,100</b>



## Operations – Parks Maintenance

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

Landscaping and grounds maintenance areas expand all around the city, including streetscape plantings, reverse frontage screening plantings, Interstate 5 – Exit 289 landscape, developed and undeveloped greenways, wetlands, and other natural areas. Parks Maintenance staff also provides oversight of the contract services of 77 publicly owned storm water management facilities, maintaining their naturalized plantings, removing invasive plant species, and contributing to the quality of storm water systems.

## Highlights of FY 2014/2015

- Sport court improvements were completed to meet the demand of the fastest growing new sport in Tualatin, Pickleball. Court line striping was added to the tennis courts at Tualatin Community Park, Ibach Park, and Jurgens Park to accommodate the Pickleball players.

Summary	
Department Manager	Jerry Postema
Parks Maintenance Manager	Tom Steiger
FTE's	9
Expenditures	\$ 1,351,265
Funding Source	General Fund

- Parks Maintenance collaborated with Volunteer Services to provide three days of hands on "outdoor classroom" experience with 530 Tualatin High School biology students. Lessons included native planting restoration efforts and the effect on storm water quality management at the Chieftain Dakota Outfall and Trail.
- Sports field improvements included laser grading and soil conditioning to the baseball field at Atfalati Park, improving the "playability" for youth baseball and softball leagues.
- Expanded support and staff commitment to community events including the Crawfish Festival with larger vendor displays and increased 3 day event, Volunteer Services event support for increased community participation in public improvement projects, as well as ongoing support for Community Services event and program schedules.





## Goals for FY 2015/2016

- Assist with project management and the integration of the new segment of the Tualatin River Greenway trail. Expanded duties of trail maintenance brought online including over one acre of site mitigation area and the implementation of new regional way-finding signage across the trail network.
- Provide a diversity of maintenance services, using an efficient blend of contractual services, volunteer groups, and staff labor to maintain the community pride of our trails, parks, and public spaces.
- Support staff certifications in Play-ground Safety, Integrated Pest Management, and Arboriculture in compliance with workplace requirements, and, empower all to be proactive and engaged.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	386,051	478,667	499,725	513,815	513,815	513,815
Part Time	5,597	-	-	-	-	-
Temporary	97,097	41,907	53,520	59,500	59,500	59,500
Overtime	14,991	18,904	17,000	18,000	18,000	18,000
Standby	3,746	5,474	3,600	3,600	3,600	3,600
FICA	38,653	41,380	41,725	42,650	42,650	42,650
WC Insurance & Tax	17,346	18,595	17,500	19,000	19,000	19,000
Pension	66,794	76,935	75,605	85,000	85,000	85,000
Insurance	114,159	129,607	134,525	121,615	121,615	121,615
Job Injury Time	345	971	-	-	-	-
Bereavement Leave	947	621	-	-	-	-
Sick Leave Bonus	3,472	3,219	-	-	-	-
Vacation Buy Back	14,408	3,799	-	-	-	-
Comp Time Sell Back	683	62	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>764,288</b>	<b>820,141</b>	<b>843,200</b>	<b>863,180</b>	<b>863,180</b>	<b>863,180</b>
Botanical & Chem Supplies	18,688	15,827	23,600	23,600	23,600	23,600
Street Trees	5,868	4,744	5,670	12,150	12,150	12,150
Uniforms & Safety Equip	4,164	4,882	4,500	4,800	4,800	4,800
Medical & Other Testing	880	766	1,000	1,200	1,200	1,200
Cell Phones	963	710	1,160	3,360	3,360	3,360
Small Tools	3,182	14,084	7,015	14,265	14,265	14,265
Personal Computer/Laptop	2,017	-	-	-	-	-
Consultants	1,605	1,112	2,865	2,865	2,865	2,865
Utilities - City Parks	64,967	69,623	80,290	83,545	83,545	83,545
Conferences & Meetings	1,140	2,615	1,725	1,700	1,700	1,700
Membership Dues	263	735	755	950	950	950
Staff Training	2,641	3,134	3,065	2,965	2,965	2,965
Staff/Dept Recognition	475	328	900	895	895	895
Administrative Expense	-	-	250	250	250	250
Grounds & Landscaping	199,225	208,647	242,040	250,040	250,040	250,040
Equipment Rental	3,667	4,632	4,000	4,000	4,000	4,000
R & M - Equipment	34,995	35,925	40,000	40,000	40,000	40,000
<b>Materials &amp; Services</b>	<b>344,741</b>	<b>367,764</b>	<b>418,835</b>	<b>446,585</b>	<b>446,585</b>	<b>446,585</b>
Equipment & Furnishings	11,152	-	33,200	41,500	41,500	41,500
R & M - Major Projects	6,500	71,108	-	-	-	-
<b>Capital Outlay</b>	<b>17,652</b>	<b>71,108</b>	<b>33,200</b>	<b>41,500</b>	<b>41,500</b>	<b>41,500</b>
<b>Total Expenditures</b>	<b>\$ 1,126,681</b>	<b>\$ 1,259,013</b>	<b>\$ 1,295,235</b>	<b>\$ 1,351,265</b>	<b>\$ 1,351,265</b>	<b>\$ 1,351,265</b>



## Operations - Administration

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

### Summary

Department Manager	Jerry Postema
FTE's	6.0
Expenditures	\$ 600,020
Funding Source	Operations Fund

### Highlights of FY 2014/2015

- Completed recruitment for the new Water Manager/Emergency Manager and Management Analyst positions and transitioning to new staffing.
- Continued to work with area businesses on compliance with Business Recycling Requirements Program.
- Began initiating the Nexgen program, a new work order and asset management program.
- Utilized utility billing to include public information messages on a monthly basis.
- Eight CE2 participants from Tualatin High School contributed a total of nearly 560 hours. Each student spent approximately 70 hours during their four-week visit.
- Utilized over 8,800 volunteer hours to complete a variety of city programs.
- Represented the city and area on the Metro Solid Waste Alternatives Advisory Committee (SWAAC).
- Partnered with Tualatin Valley Water District and City of Portland on Emergency Water Pump Station

### Goals for FY 2015/16

- Proactive involvement in regional water activities and analyzing the impacts and opportunities for the city.
- Working and coordinating on priorities identified in the Tualatin Tomorrow Vision and Action Plan.
- Promote exceptional customer service within the department.
- Increase our use of social media, the website and newsletters in keeping the public up-to-date and involved with projects and services offered.
- Promote internally and externally 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.
- Converting our One Call Utility Staking process by going from paper notifications to an electronic notice in the field using smart phones or iPads.
- 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 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	183,046	289,144	300,870	373,700	373,700	373,700
Part Time	28,350	25,721	36,840	29,990	29,990	29,990
Temporary	35,423	5,378	9,600	5,500	5,500	5,500
Overtime	587	342	655	500	500	500
FICA	18,508	24,067	25,710	29,900	29,900	29,900
WC Insurance & Tax	2,475	3,512	2,500	3,750	3,750	3,750
Pension	30,339	38,217	48,740	57,115	57,115	57,115
Insurance	34,382	40,574	42,100	52,390	52,390	52,390
Bereavement Leave	724	1,034	-	-	-	-
Vacation Buy Back	1,674	577	-	-	-	-
Comp Time Sell Back	396	465	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>335,903</b>	<b>429,031</b>	<b>467,015</b>	<b>552,845</b>	<b>552,845</b>	<b>552,845</b>
Office Supplies	4,879	4,229	4,600	3,950	3,950	3,950
Printing & Postage	533	353	1,000	1,000	1,000	1,000
Uniforms & Safety Equip	260	810	1,000	2,000	2,000	2,000
Medical & Other Testing	-	76	-	-	-	-
Cell Phones	1,053	797	720	1,080	1,080	1,080
Small Tools	120	607	500	500	500	500
Office Equip & Furniture	636	4,082	4,100	4,100	4,100	4,100
Computer Equip & Software	390	247	-	-	-	-
Personal Computer/Laptop	2,048	-	-	-	-	-
Consultants	750	3,200	4,000	4,000	4,000	4,000
Conferences & Meetings	3,190	2,992	6,000	6,000	6,000	6,000
Membership Dues	687	852	1,565	1,765	1,765	1,765
Publication,Rpt,Ref Matl	29	29	155	155	155	155
Staff Training	1,973	1,471	7,270	7,975	7,975	7,975
Staff/Dept Recognition	2,654	870	2,650	2,650	2,650	2,650
Administrative Expense	163	71	800	1,000	1,000	1,000
Advertising-Recruitment	36,525	-	-	-	-	-
Advertising-Promotional	115	315	2,500	2,000	2,000	2,000
Equipment Rental	6,575	5,707	6,200	6,100	6,100	6,100
R & M - Equipment	2,385	2,615	2,900	2,900	2,900	2,900
<b>Materials &amp; Services</b>	<b>64,965</b>	<b>29,325</b>	<b>45,960</b>	<b>47,175</b>	<b>47,175</b>	<b>47,175</b>
<b>Total Expenditures</b>	<b>\$ 400,868</b>	<b>\$ 458,356</b>	<b>\$ 512,975</b>	<b>\$ 600,020</b>	<b>\$ 600,020</b>	<b>\$ 600,020</b>



Non-Departmental

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

Summary	
Department Manager	Jerry Postema
FTE's	0
Expenditures	\$ 1,246,745
Funding Source	Operations Fund





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Botanical & Chem Supplies	100	1,099	520	1,000	1,000	1,000
Cell Phones	249	196	520	950	950	950
Dedicated Lines	-	12	-	-	-	-
Pagers	87	73	-	-	-	-
Small Tools	-	357	500	500	500	500
Consultants	-	-	48,250	40,000	40,000	40,000
Merchant Discount Fees	251	338	300	300	300	300
One Call Servicing	2,825	3,568	3,000	3,500	3,500	3,500
Grounds & Landscaping	5,288	7,791	9,600	9,600	9,600	9,600
R & M - Equipment	7,982	43	500	500	500	500
<b>Materials &amp; Services</b>	<b>16,780</b>	<b>13,476</b>	<b>63,190</b>	<b>56,350</b>	<b>56,350</b>	<b>56,350</b>
OPS Warehouse Proj Fund	-	1,010,000	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>1,010,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Equipment & Furnishings	9,749	-	284,260	207,520	207,520	207,520
Projects Professional Svc	90,619	-	-	-	-	-
Projects Construction	19,928	-	-	-	-	-
Fund Projects	507	-	-	-	-	-
<b>Capital Outlay</b>	<b>120,802</b>	<b>-</b>	<b>284,260</b>	<b>207,520</b>	<b>207,520</b>	<b>207,520</b>
Warehouse Financing	-	-	86,280	99,600	99,600	99,600
<b>Principal</b>	<b>-</b>	<b>-</b>	<b>86,280</b>	<b>99,600</b>	<b>99,600</b>	<b>99,600</b>
Warehouse Financing	-	-	43,330	30,015	30,015	30,015
<b>Interest</b>	<b>-</b>	<b>-</b>	<b>43,330</b>	<b>30,015</b>	<b>30,015</b>	<b>30,015</b>
Contingency	-	-	334,000	456,900	456,900	456,900
General Account Reserve	-	-	171,215	408,360	396,360	396,360
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>505,215</b>	<b>865,260</b>	<b>853,260</b>	<b>853,260</b>
<b>Total Expenditures</b>	<b>\$ 137,582</b>	<b>\$ 1,023,476</b>	<b>\$ 982,275</b>	<b>\$ 1,258,745</b>	<b>\$ 1,246,745</b>	<b>\$ 1,246,745</b>





**City of Tualatin**  
**Fiscal Year 2015 - 2016**  
**Adopted Budget - Utilities - Water**

**Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 549,516	\$ 530,299	\$ 560,235	\$ 570,395
Materials and Services	2,194,855	2,152,053	2,052,085	2,289,625
Transfers	2,392,290	2,879,155	3,317,625	3,554,790
Capital Outlay	362,929	1,312,098	2,597,000	2,477,335
Debt Service	-	-	-	-
Contingencies & Reserves	6,386,015	5,982,830	6,167,330	3,283,640
<b>Total Requirements</b>	<b>\$ 11,885,605</b>	<b>\$ 12,856,435</b>	<b>\$ 14,694,275</b>	<b>\$ 12,175,785</b>

## Operations – Water

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

## Highlights of FY 2014/2015

- Inspected and operated 1,000 fire hydrants, flush all dead end lines, made repairs, as needed, to ensure all hydrants are in good working order when needed and to improve the water quality within our water system.
- Took over 400 water samples per OHA and Environmental Protection Agency (EPA) rules. Participated in the EPA's Unregulated Monitoring and Sampling Program.
- Participated with other regional water users with the Lead/Copper notification program.
- Changed out one large meter at LAM Research on Leveton Drive.

Summary	
Department Manager	Jerry Postema
Water Division Manager	Andrew Degner
FTE's	6
Expenditures	\$ 922,555
Funding Source	Operations - Water Division

- Ensured that all backflow devices in our water system are tested on an annual basis.
- Repaired two mainline leaks in the water system.
- Completion of daily meter reads for Finance Department as well as monthly door hangers for past due accounts.
- Injected 80 million gallons (mg) of water into the ASR facility during winter months and recovered 52 mg during peak summer months.
- Hooked up cell communication to seven additional sites SCADA for a total of ten sites. This allows us to have dual communication for redundancy.

## Goals for FY 2015/2016

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



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	349,593	331,925	357,010	352,970	364,970	364,970
Overtime	18,337	15,217	15,000	13,750	13,750	13,750
Standby	5,930	6,977	7,800	7,800	7,800	7,800
FICA	27,621	27,805	27,775	27,260	27,260	27,260
WC Insurance & Tax	13,176	13,138	13,300	13,300	13,300	13,300
Pension	52,284	50,321	49,570	44,290	44,290	44,290
Insurance	81,002	74,540	89,780	99,025	99,025	99,025
Job Injury Time	-	199	-	-	-	-
Sick Leave Conversion	1,575	3,382	-	-	-	-
Vacation Buy Back	-	6,796	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>549,516</b>	<b>530,299</b>	<b>560,235</b>	<b>558,395</b>	<b>570,395</b>	<b>570,395</b>
Office Supplies	26	-	-	-	-	-
Printing & Postage	8,515	6,104	12,000	12,000	12,000	12,000
Uniforms & Safety Equip	2,505	3,572	4,365	4,780	4,780	4,780
Medical & Other Testing	-	368	-	-	-	-
Cell Phones	1,154	1,456	1,540	2,120	2,120	2,120
Network/Online	519	-	6,120	6,000	6,000	6,000
Pagers	87	73	-	-	-	-
Small Tools	4,555	3,697	5,670	4,745	4,745	4,745
Office Equip & Furniture	33	-	-	-	-	-
Computer Equip & Software	25	99	-	-	-	-
Personal Computer/Laptop	990	-	-	-	-	-
Consultants	2,250	825	4,440	3,000	3,000	3,000
Pump Stations-Electricity	39,838	42,309	58,120	58,120	58,120	58,120
Conferences & Meetings	469	3,947	1,000	1,000	1,000	1,000
Membership Dues	1,070	980	1,765	3,230	3,230	3,230
Publication,Rpt,Ref Matl	130	103	200	200	200	200
Staff Training	2,548	1,485	2,180	2,180	2,180	2,180
Staff/Dept Recognition	359	113	535	600	600	600
Administrative Expense	3	-	150	150	150	150
Advertising-Recruitment	-	37	-	-	-	-
Contr R & M - Systems	62,205	134,744	178,020	139,020	139,020	139,020
Equipment Rental	1,200	-	1,260	1,260	1,260	1,260
R & M - Systems	47,350	29,782	71,800	57,800	57,800	57,800
R & M - Lines	6,858	26,618	9,000	9,000	9,000	9,000
R & M - Hydrants	5,128	3,244	5,000	5,000	5,000	5,000
R & M - Reservoir	150	99	1,820	1,820	1,820	1,820
R & M - Pump Stations	-	-	1,000	1,000	1,000	1,000
R & M - Equipment	195	268	1,800	1,800	1,800	1,800
<b>Materials &amp; Services</b>	<b>188,163</b>	<b>259,922</b>	<b>367,785</b>	<b>314,825</b>	<b>314,825</b>	<b>314,825</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Equipment & Furnishings	-	-	57,000	37,335	37,335	37,335
Capital Outlay	-	-	57,000	37,335	37,335	37,335
Total Expenditures	<u>\$ 737,679</u>	<u>\$ 790,221</u>	<u>\$ 985,020</u>	<u>\$ 910,555</u>	<u>\$ 922,555</u>	<u>\$ 922,555</u>



## Water Operating Fund

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

In calendar year 2014, average daily usage in the City was 3.4 million gallons per day; peak usage in the city was 7.3 million gallons per day.

Rates to increase based on projected needs identified in the Water Master Plan. Rates are shown below for a single-family residence (based on 8 CCF):

<b>FY 14/15 Charges</b>	<b>FY 15/16 Charges</b>	<b>Difference</b>
\$ 26.96	\$ 28.14	\$1.18

Beginning in FY 14/15, the Water System Development Charges (SDC) portion of capital projects funded with Water SDC funds will be transferred from Water SDC into this fund.

### Highlights of FY 2014/2015

- Replaced water lines in Boones Ferry Road and 63<sup>rd</sup> Ave
- Completed an analysis of the waterline in 124<sup>th</sup> in preparation for the County to construct the roadway
- Cleaned and repainted interior and exterior of water reservoir B1

## Summary

Department Manager	Jerry Postema
Department Manager	Alice Cannon
Water Division Manager	Andrew Degner
City Engineer	Jeff Fuchs
Expenditures	\$ 10,505,705
Funding Source	Water Operating Fund

### Goals for FY 2015/2016

- Plan future water infrastructure in association with the Basalt Creek Concept Planning and 124<sup>th</sup> Ave roadway design projects.
- Repaint exterior of B2 water reservoir, clean and repaint interior and exterior of C1, and complete construction of new C2 reservoir
- Install new water line between 115<sup>th</sup> Avenue and Blake Street
- Design and construct new water line in Myslony



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Printing & Postage	11,010	15,482	14,000	14,000	14,000	14,000
Inventory Adjustment	(716)	11,696	-	1,000	1,000	1,000
Water Conservation	5,924	4,764	6,000	6,000	6,000	6,000
For Tualatin	1,865,992	1,683,960	1,344,700	1,581,000	1,581,000	1,581,000
For Sherwood	-	-	32,000	-	-	-
Hydrants	-	-	2,000	2,000	2,000	2,000
Meters	7,689	7,026	10,000	10,000	10,000	10,000
Tual Valley Wtr/Jointline	-	-	1,000	1,000	1,000	1,000
Tual Valley/WA CO Lines	835	39,807	25,000	25,000	25,000	25,000
Consultants	15,076	19,132	100,000	175,000	175,000	175,000
Membership Dues	31,164	31,561	32,000	40,000	40,000	40,000
Merchant Discount Fees	14,505	19,231	20,000	22,000	22,000	22,000
Meter Reading	43,314	45,027	47,600	47,800	47,800	47,800
Contr R & M - Systems	11,900	14,445	50,000	50,000	50,000	50,000
<b>Materials &amp; Services</b>	<b>2,006,692</b>	<b>1,892,131</b>	<b>1,684,300</b>	<b>1,974,800</b>	<b>1,974,800</b>	<b>1,974,800</b>
Transfers - General Fund	724,170	848,580	912,530	1,152,200	1,152,200	1,152,200
Transfers - Building	7,110	7,110	9,200	9,710	9,710	9,710
Transfers - Operations	1,017,430	1,169,600	1,407,570	1,280,330	1,280,330	1,280,330
Transfers - Enterpris Bnd	538,285	536,265	535,765	502,550	502,550	502,550
Transfers - Wtr Developm	100,000	300,000	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>2,386,995</b>	<b>2,861,555</b>	<b>2,865,065</b>	<b>2,944,790</b>	<b>2,944,790</b>	<b>2,944,790</b>
Equipment & Furnishings	30,632	27,670	-	-	-	-
Land Acquisition	-	2,680	-	-	-	-
Projects Administration	1,683	107,655	-	-	-	-
Projects Professional Svc	54,078	58,193	-	-	-	-
Projects Construction	158,536	674,270	-	-	-	-
Fund Projects	3,078	-	2,340,000	1,705,000	2,440,000	2,440,000
<b>Capital Outlay</b>	<b>248,006</b>	<b>870,468</b>	<b>2,340,000</b>	<b>1,705,000</b>	<b>2,440,000</b>	<b>2,440,000</b>
Contingency	-	-	682,400	737,940	737,940	737,940
Rate Stabilization	-	-	4,612,640	2,408,175	2,408,175	2,408,175
Bond Indenture Reserve	-	-	545,000	-	-	-
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>5,840,040</b>	<b>3,146,115</b>	<b>3,146,115</b>	<b>3,146,115</b>
<b>Total Expenditures</b>	<b>\$ 4,641,694</b>	<b>\$ 5,624,153</b>	<b>\$ 12,729,405</b>	<b>\$ 9,770,705</b>	<b>\$ 10,505,705</b>	<b>\$ 10,505,705</b>





## Water/SDC Fund

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

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

The Water System Development Charges (SDC) portion of capital projects are transferred from this fund into the Water Operating fund each year.

### Summary

Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 747,525
Funding Source	Water Development Fund

## Goals for FY 2015/2016

- Transfer the Water System Development Charges (SDC) portion of capital projects into the Water Operating fund.
- Evaluate Water SDC rates



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfers - General Fund	5,295	17,600	2,560	-	-	-
Transfers - Wtr Operatng	-	-	450,000	610,000	610,000	610,000
<b>Transfers &amp; Reimbursements</b>	<b>5,295</b>	<b>17,600</b>	<b>452,560</b>	<b>610,000</b>	<b>610,000</b>	<b>610,000</b>
Projects Administration	1,510	5,448	-	-	-	-
Projects Professional Svc	109,383	163,408	-	-	-	-
Projects Construction	4,030	272,775	-	-	-	-
Fund Projects	-	-	200,000	-	-	-
<b>Capital Outlay</b>	<b>114,923</b>	<b>441,630</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency	-	-	327,290	137,525	137,525	137,525
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>327,290</b>	<b>137,525</b>	<b>137,525</b>	<b>137,525</b>
<b>Total Expenditures</b>	<b>\$ 120,218</b>	<b>\$ 459,230</b>	<b>\$ 979,850</b>	<b>\$ 747,525</b>	<b>\$ 747,525</b>	<b>\$ 747,525</b>



**City of Tualatin**  
**Fiscal Year 2015 - 2016**  
**Adopted Budget - Utilities - Sewer**

**Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 214,582	\$ 216,870	\$ 257,765	\$ 311,670
Materials and Services	6,908,680	5,948,483	6,243,575	6,653,220
Transfers	1,044,200	1,157,575	1,341,430	1,422,430
Capital Outlay	295,415	190,035	-	133,335
Debt Service	-	-	-	-
Contingencies & Reserves	4,988,274	6,912,646	7,174,210	6,907,800
<b>Total Requirements</b>	<b>\$ 13,451,151</b>	<b>\$ 14,425,609</b>	<b>\$ 15,016,980</b>	<b>\$ 15,428,455</b>

## Operations – Sanitary Sewer/Storm

Clean Water Services (CWS) holds the Department of Environmental (DEQ) permits for the Sanitary Sewer System and the Storm and Surface Water runoff system. The Performance and Reporting standards require:

- Cleaning the Sanitary Sewer system on a four year cycle consisting of 465,394 feet of sewer lines and over 4,000 manholes.
- Cleaning the Storm system on a six year cycle, consisting of 449,537 feet of storm lines.
- Closed captioned TV inspection of the Sanitary Sewer and Storm lines every eight years.
- Inspection and/or cleaning of 2,820 catch basins.
- Inspection of water quality manholes twice a year.
- Maintaining of water quality facilities to help treat and clean storm water runoff before it enters rivers and streams.
- Maintain 12 drainage basins located geographically within the Sanitary/Sewer system, 6,444 sewer connections; 77 water quality facilities.

## Highlights of FY 2014/2015

- 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 in meeting CWS performance standards.
- Inspected, cleaned and repaired Sanitary Sewer and Storm lines, catch basins, field ditches, inlets and water quality manholes within the city to minimize sanitary and storm backups.
- Identified the need for a routine preventative maintenance program for water quality facilities.

## Summary

Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
FTE's	3.5
Expenditures	\$ 556,755
Funding Source	Operations - Sewer Division

- Performed utility locates for all utility franchise work.
- Responded to customer service requests to assist homeowners with Sanitary Sewer and Storm system questions and concerns.

## Goals FY 2015/2016

- Meet or exceed CWS performance standards and DEQ regulations for the Sanitary Sewer and Storm system operation.
- Inspect, clean and repair the sanitary Sewer and Storm systems to provide dependable service and prevent unwanted backups or overflows.
- Continue providing prompt and exceptional customer service.
- Sweeping city streets on a monthly cycle to help keep waterways, creeks and streams, clean and pollution free.
- Reducing the occasional flooding of Tualatin-Sherwood Road by evaluating and enacting recommended improvements of Nyberg Creek drainage.
- Establish a proactive maintenance guideline for water quality facilities to reduce the possibilities of having these become Capital Improvement Projects (CIP). Enhance the Sanitary and Storm system maintenance and recording ability through the implementation of NexGen software.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	132,447	133,472	160,600	192,135	192,135	192,135
Overtime	4,701	4,641	4,550	5,085	5,085	5,085
Standby	2,678	1,916	2,600	2,600	2,600	2,600
FICA	10,484	10,860	12,370	14,750	14,750	14,750
WC Insurance & Tax	5,083	5,342	5,600	6,790	6,790	6,790
Pension	15,235	15,854	18,350	23,220	23,220	23,220
Insurance	40,240	42,145	53,695	67,090	67,090	67,090
Job Injury Time	1,568	172	-	-	-	-
Bereavement Leave	1,073	-	-	-	-	-
Sick Leave Conversion	-	1,373	-	-	-	-
Vacation Buy Back	1,073	1,095	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>214,582</b>	<b>216,870</b>	<b>257,765</b>	<b>311,670</b>	<b>311,670</b>	<b>311,670</b>
Uniforms & Safety Equip	1,572	1,625	2,085	2,695	2,695	2,695
Cell Phones	-	-	900	900	900	900
Network/Online	-	-	-	675	675	675
Small Tools	1,975	2,196	3,765	2,830	2,830	2,830
Computer Equip & Software	-	124	-	-	-	-
Personal Computer/Laptop	-	-	375	375	375	375
Conferences & Meetings	-	-	1,625	1,625	1,625	1,625
Membership Dues	379	233	560	560	560	560
Publication,Rpt,Ref Matl	-	-	50	50	50	50
Staff Training	1,710	1,005	1,275	1,275	1,275	1,275
Staff/Dept Recognition	177	90	265	265	265	265
Administrative Expense	-	-	50	50	50	50
Contr R & M - Systems	91,552	105,643	109,610	131,100	131,100	131,100
Equipment Rental	-	-	500	500	500	500
R & M - Systems	12,202	13,851	14,850	14,850	14,850	14,850
R & M - Pump Stations	-	325	1,600	1,600	1,600	1,600
R & M - Equipment	196	5	2,450	2,400	2,400	2,400
<b>Materials &amp; Services</b>	<b>109,763</b>	<b>125,097</b>	<b>139,960</b>	<b>161,750</b>	<b>161,750</b>	<b>161,750</b>
Equipment & Furnishings	-	-	-	83,335	83,335	83,335
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>83,335</b>	<b>83,335</b>	<b>83,335</b>
<b>Total Expenditures</b>	<b>\$ 324,345</b>	<b>\$ 341,967</b>	<b>\$ 397,725</b>	<b>\$ 556,755</b>	<b>\$ 556,755</b>	<b>\$ 556,755</b>

## Sewer Operating Fund

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

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

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

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

FY 14/15 Charges	FY 15/16 Charges	Difference
\$ 40.90	\$ 42.10	\$ 1.20

## Summary

Department Manager	Jerry Postema
Department Manager	Alice Cannon
Street/Sewer/Storm Mgr. City Engineer	Bert Olheiser Jeff Fuchs
Expenditures	\$ 10,113,145
Funding Source	Sewer Operating Fund

## Goals for FY 2015/2016

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







Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Printing & Postage	9,673	12,817	11,000	11,000	11,000	11,000
Inventory Adjustment	(0)	0	-	-	-	-
User Charges-CWS	5,165,043	5,296,862	5,687,265	5,855,710	5,855,710	5,855,710
User Charges-Tigard	10,355	11,091	12,150	12,560	12,560	12,560
Consultants	-	120,243	50,000	75,000	75,000	75,000
Merchant Discount Fees	14,484	19,221	20,000	22,000	22,000	22,000
Stream Shading	9,407	14,808	20,000	20,000	20,000	20,000
Contr R & M - Systems	38,090	18,229	100,000	100,000	100,000	100,000
Contr R & M - FOG Insp.	-	-	11,200	11,200	11,200	11,200
<b>Materials &amp; Services</b>	<b>5,247,050</b>	<b>5,493,271</b>	<b>5,911,615</b>	<b>6,107,470</b>	<b>6,107,470</b>	<b>6,107,470</b>
Transfers - General Fund	717,210	806,990	884,910	882,680	882,680	882,680
Transfers - Building	4,175	4,175	5,400	5,700	5,700	5,700
Transfers - Operations	318,245	330,330	441,350	529,020	529,020	529,020
<b>Transfers &amp; Reimbursements</b>	<b>1,039,630</b>	<b>1,141,495</b>	<b>1,331,660</b>	<b>1,417,400</b>	<b>1,417,400</b>	<b>1,417,400</b>
Equipment & Furnishings	40,000	27,670	-	-	-	-
Projects Administration	199	2,507	-	-	-	-
Projects Professional Svc	85,949	51,966	-	-	-	-
Projects Construction	169,267	107,891	-	-	-	-
Fund Projects	-	-	-	50,000	50,000	50,000
<b>Capital Outlay</b>	<b>295,415</b>	<b>190,035</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Contingency	-	-	1,086,490	1,136,230	1,136,230	1,136,230
Future Years Projects	-	-	2,411,270	1,402,045	1,402,045	1,402,045
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>3,497,760</b>	<b>2,538,275</b>	<b>2,538,275</b>	<b>2,538,275</b>
<b>Total Expenditures</b>	<b>\$ 6,582,095</b>	<b>\$ 6,824,801</b>	<b>\$ 10,741,035</b>	<b>\$ 10,113,145</b>	<b>\$ 10,113,145</b>	<b>\$ 10,113,145</b>



### Sewer/SDC Fund

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

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

Clean Water Services adopted a \$200 increase in System Development Charge (SDC) rates, from \$4,900 to \$5,100/EDU.

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 4,758,555
Funding Source	Sewer Development Fund

### Goals for FY 2015/2016

- Establish a prioritized list of capital improvement projects that are SDC eligible based on the completed Sewer Master Plan.
- Evaluation the current Sewer SDC rate.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Sys Dev Chg - CWS	1,551,867	330,115	192,000	384,000	384,000	384,000
<b>Materials &amp; Services</b>	<b>1,551,867</b>	<b>330,115</b>	<b>192,000</b>	<b>384,000</b>	<b>384,000</b>	<b>384,000</b>
Transfers - General Fund	4,570	16,080	9,770	5,030	5,030	5,030
<b>Transfers &amp; Reimbursements</b>	<b>4,570</b>	<b>16,080</b>	<b>9,770</b>	<b>5,030</b>	<b>5,030</b>	<b>5,030</b>
Contingency	-	-	3,676,450	4,369,525	4,369,525	4,369,525
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>3,676,450</b>	<b>4,369,525</b>	<b>4,369,525</b>	<b>4,369,525</b>
<b>Total Expenditures</b>	<b>\$ 1,556,437</b>	<b>\$ 346,195</b>	<b>\$ 3,878,220</b>	<b>\$ 4,758,555</b>	<b>\$ 4,758,555</b>	<b>\$ 4,758,555</b>

**City of Tualatin**  
**Fiscal Year 2015 - 2016**  
**Adopted Budget - Utilities - Storm Drain**

**Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	557,253	620,478	786,165	869,860
Transfers	951,415	950,145	1,096,220	1,533,530
Capital Outlay	254,000	126,188	357,500	863,500
Debt Service	-	-	-	-
Contingencies & Reserves	841,124	1,111,826	840,095	820,175
<b>Total Requirements</b>	<b>\$ 2,603,792</b>	<b>\$ 2,808,637</b>	<b>\$ 3,079,980</b>	<b>\$ 4,087,065</b>



## Storm Drain Operating Fund

Tualatin's storm drain system consists of approximately 89 miles of pipes, 12 drainage basins, over 2,800 catch basins, 77 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 to increase based on future projects identified in the Capital Improvement Plan. Rates are shown below for a single-family residence:

FY 14/15 Charges	FY 15/16 Charges	Difference
\$ 6.75	\$ 7.65	\$ .90

## Highlights of FY 2014/2015

- Corrected stormwater drainage issues on Coquille Court and Crow Way
- Rehabilitated the existing water quality facility at Victoria Woods III
- Completed maintenance of the Dakota/Chieftain water quality facility

## Summary

Department Manager	Jerry Postema
Department Manager	Alice Cannon
Street/Sewer/Storm Mgr	Bert Olheiser
City Engineer	Jeff Fuchs
Expenditures	\$ 3,464,535
Funding Source	Storm Drain Operating Fund

## Goals for FY 2015/2016

- Update the Storm Drainage Master Plan
- Begin design and construction of the Manhasset stormwater line
- Complete upgrades to the drainage outfalls at Martinazzi and Tualatin-Sherwood Road
- Plan for future stormwater infrastructure in association with the Basalt Creek Concept Planning and 124<sup>th</sup> Ave roadway design projects.
- Communicate the importance of preparing for flooding to the residents and businesses in the flood plain.
- Complete routine maintenance of the system to prevent flooding problems.
- Bring non functioning private water quality facilities into compliance



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Printing & Postage	10,609	12,817	12,000	12,000	12,000	12,000
User Charges-CWS	404,282	429,701	538,615	539,660	539,660	539,660
User Charges-Lake Oswego	61,776	75,699	-	-	-	-
User Charges-Tigard	8,902	8,904	7,450	8,000	8,000	8,000
Consultants	9,430	1,980	120,000	200,000	200,000	200,000
Utilities-Water	137	618	1,000	1,000	1,000	1,000
Tualatin River Gauge	3,743	3,818	3,900	4,000	4,000	4,000
Contr R & M - Systems	-	19,405	25,000	25,000	25,000	25,000
Contr R & M - Water Qual	-	-	1,000	1,000	1,000	1,000
Grounds & Landscaping	58,374	67,536	77,200	79,200	79,200	79,200
<b>Materials &amp; Services</b>	<b>557,253</b>	<b>620,478</b>	<b>786,165</b>	<b>869,860</b>	<b>869,860</b>	<b>869,860</b>
Transfers - General Fund	419,050	424,810	487,170	525,650	525,650	525,650
Transfers - Building	4,175	4,175	5,400	5,700	5,700	5,700
Transfers - Operations	528,190	521,160	603,650	639,180	639,180	639,180
<b>Transfers &amp; Reimbursements</b>	<b>951,415</b>	<b>950,145</b>	<b>1,096,220</b>	<b>1,170,530</b>	<b>1,170,530</b>	<b>1,170,530</b>
Equipment & Furnishings	239,046	27,665	-	-	-	-
Projects Professional Svc	4,268	11,266	-	-	-	-
Projects Construction	-	87,256	-	-	-	-
Fund Projects	10,685	-	357,500	776,000	863,500	863,500
<b>Capital Outlay</b>	<b>254,000</b>	<b>126,188</b>	<b>357,500</b>	<b>776,000</b>	<b>863,500</b>	<b>863,500</b>
Contingency	-	-	282,360	422,460	422,460	422,460
Future Years Project	-	-	277,835	138,185	138,185	138,185
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>560,195</b>	<b>560,645</b>	<b>560,645</b>	<b>560,645</b>
<b>Total Expenditures</b>	<b>\$ 1,762,668</b>	<b>\$ 1,696,811</b>	<b>\$ 2,800,080</b>	<b>\$ 3,377,035</b>	<b>\$ 3,464,535</b>	<b>\$ 3,464,535</b>





## Storm Drain/SDC Fund

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

### Goals for FY 2015/2016

- Establish a prioritized list of capital improvement projects that are SDC eligible based on the completed Storm Master Plan.
- Evaluate the current Storm Drain SDC rate.

### Summary

Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 622,530
Funding Source	Storm Drain Development Fund



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfer to Storm Drain	-	-	-	363,000	363,000	363,000
<b>Transfers &amp; Reimbursements</b>	-	-	-	<b>363,000</b>	<b>363,000</b>	<b>363,000</b>
Contingency	-	-	279,900	259,530	259,530	259,530
<b>Contingencies &amp; Reserves</b>	-	-	<b>279,900</b>	<b>259,530</b>	<b>259,530</b>	<b>259,530</b>
<b>Total Expenditures</b>	-	-	<b>\$ 279,900</b>	<b>\$ 622,530</b>	<b>\$ 622,530</b>	<b>\$ 622,530</b>



**City of Tualatin**  
**Fiscal Year 2015 - 2016**  
**Adopted Budget - Utilities - Streets**

**Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 218,754	\$ 242,687	\$ 227,565	\$ 241,280
Materials and Services	2,078,875	1,867,597	1,689,635	1,521,390
Transfers	1,105,760	1,036,405	1,102,570	2,502,925
Capital Outlay	158,366	815,403	216,140	1,549,120
Debt Service	-	-	-	-
Contingencies & Reserves	4,526,314	4,505,764	3,096,075	2,781,005
<b>Total Requirements</b>	<b>\$ 8,088,069</b>	<b>\$ 8,467,856</b>	<b>\$ 6,331,985</b>	<b>\$ 8,595,720</b>

## Operations - Street

The Street Division is responsible for maintaining a safe and reliable transportation system for the motor-ing public as well as for pedestrians and cyclists. These responsibilities include:

- Inspection and maintenance of road striping, legends, stop bars and crosswalk repairs.
- Sidewalk and bike path inspection and repairs.
- Installation, inspection and maintenance of traf-fic signs and street lights.
- Monitoring our contracted street sweeping ser-vice for keeping curb and inlets clean for proper road drainage and keeping the road ways safe in snow, ice and wind storm events.
- Administration of the Pavement Management Program (PMP) consisting of street inspections, computer modeling, contract preparation, com-munity involvement and large-scale pavement maintenance projects designed to maintain the city's 78-mile road system.

## Highlights of FY 2014/2015

- Swept every city street once a month to meet the requirements of the Storm Water Manage-ment program.
- Inspected and maintained all striping and pave-ment legends.
- Inspected and replaced, as needed, all road signs including the new minimum retro reflec-tivity requirements according to the Manual on Uniform Traffic Control Devices (MUTCD).
- Evaluated and inspected over 33% of roadways in the Pavement Management Program; main-tained Pavement Condition Index (PCI) ratings in the Very Good Category (70-100 PCI).
- The Pavement Maintenance Program for FY14/15.
- Completed pavement overlay of 90<sup>th</sup> Avenue to Tualatin-Sherwood Road to Tualatin Road

## Summary

Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
FTE's	2.5
Expenditures	\$ 585,210
Funding Source	Street Division - Operations

- Slurry sealed 50,000 square yards of residen-tial streets.
- Completed the FY14/15 Sidewalk/Street Tree Program.
- Implemented the use of Magnesium/Chloride for de-icing during winter weather events.

## Goals for FY 2015/2016

- Ensure city streets are maintained by inspect-ing and evaluating 1/3 of the streets annually.
- Ensure all striping and pavement markings are visible and in good condition by maintaining and repairing as needed.
- Clean, replace, repair all road signage to main-tain safe roadways for the traveling public per the MUTCD requirements.
- Inspect on a monthly schedule traffic signals and street lights.
- 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.
- Analyze data and complete the 2015 Pave-ment Maintenance Program
- Implement the Nexgen system for accurate and complete maintenance recording needs.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	130,021	135,526	136,985	142,420	142,420	142,420
Overtime	6,335	21,529	4,500	6,000	6,000	6,000
Standby	1,330	693	1,200	1,200	1,200	1,200
FICA	9,840	10,373	10,220	10,800	10,800	10,800
WC Insurance & Tax	8,623	9,000	8,700	9,485	9,485	9,485
Pension	20,633	22,099	22,080	25,000	25,000	25,000
Insurance	40,394	42,094	43,880	46,375	46,375	46,375
Bereavement Leave	1,142	-	-	-	-	-
Sick Leave Conversion	-	1,373	-	-	-	-
Comp Time Sell Back	436	-	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>218,754</b>	<b>242,687</b>	<b>227,565</b>	<b>241,280</b>	<b>241,280</b>	<b>241,280</b>
Office Supplies	-	345	-	-	-	-
Printing & Postage	-	-	200	200	200	200
Uniforms & Safety Equip	2,026	2,318	1,980	2,165	2,165	2,165
Cell Phones	816	928	900	900	900	900
Network/Online	-	-	-	675	675	675
Small Tools	2,133	1,443	2,415	2,880	2,880	2,880
Computer Equip & Software	1,500	-	1,500	1,500	1,500	1,500
Personal Computer/Laptop	-	-	375	375	375	375
Conferences & Meetings	642	1,162	1,625	1,625	1,625	1,625
Membership Dues	771	123	790	565	565	565
Publication,Rpt,Ref Matl	-	-	135	135	135	135
Staff Training	1,475	1,752	2,240	2,240	2,240	2,240
Staff/Dept Recognition	211	200	265	265	265	265
Administrative Expense	-	-	50	50	50	50
Grounds & Landscaping	6,710	4,206	7,000	7,000	7,000	7,000
Contr R & M - Road Strip	37,159	40,447	62,000	62,000	62,000	62,000
Street Sweeping	182,877	191,998	187,730	192,665	192,665	192,665
Emergency Road Clean-up	740	435	7,350	7,350	7,350	7,350
Equipment Rental	750	994	2,000	2,000	2,000	2,000
R & M - Guardrails,Signs	15,758	15,630	20,200	20,200	20,200	20,200
R & M - Streets	771	86	2,500	2,500	2,500	2,500
R & M - Equipment	313	37	500	500	500	500
<b>Materials &amp; Services</b>	<b>254,653</b>	<b>262,106</b>	<b>301,755</b>	<b>307,790</b>	<b>307,790</b>	<b>307,790</b>
Equipment & Furnishings	43,021	-	-	-	-	-
R & M - Major Projects	37,098	20,413	36,140	36,140	36,140	36,140
<b>Capital Outlay</b>	<b>80,119</b>	<b>20,413</b>	<b>36,140</b>	<b>36,140</b>	<b>36,140</b>	<b>36,140</b>
<b>Total Expenditures</b>	<b>\$ 553,526</b>	<b>\$ 525,206</b>	<b>\$ 565,460</b>	<b>\$ 585,210</b>	<b>\$ 585,210</b>	<b>\$ 585,210</b>

## Road Utility Fee

Six-sevenths of the road utility fee collected is used for Pavement Maintenance and one-seventh is transferred to pay a portion of the street lighting costs. The city's Pavement Maintenance Program covers approximately 78 miles of streets and consists of Overlay Projects, Slurry Seals, Crack Seals and Full Depth Patch work as needed. Maintaining the road system with preventative methods of crack sealing and slurry seals has proven to extend the life of the pavement section at an overall reduced cost.

Associated with the Road Utility Fee are the Reverse Frontage and the Street Tree Fees which support the public beautification efforts included in programs such as Reverse Frontage landscaping, the Sidewalk Street Tree Program, and protecting our urban forest by managing the Street Tree permitting process.

## Highlights of FY 2014/2015

- Overlay, restriping and handicapped ramp improvements on 90<sup>th</sup> Avenue from Tualatin-Sherwood Road to Tualatin Road.
- Full Depth Patch repair for failing areas on Boones Ferry Road.
- Slurry Sealed 50,000 square yards of city residential streets to prolong pavement life.
- Crack Sealed 70,000 lineal feet of pavement cracking.
- TRMSS (Tire Rubber Modified Surface Sealer) consisting of processed used tires, mixed with asphalt was tested on a section of Martinazzi Avenue and on SW 56<sup>th</sup> Court, utilizing Green Technology in road maintenance.
- Completed the Sidewalk and Street Tree Program in area #1 (North of Tualatin Sherwood Road from Highway 99W east to city limits).
- Expanded maintenance responsibilities to include Tualatin Sherwood Road and Gateway feature improvements.

## Summary

Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
Expenditures	\$ 1,041,280
Funding Source	Road Utility Fee

- Staff planted 113 street trees (50% increase) ensuring compliance with Tualatin Development Code in the Street Tree Removal Permit process.

## Goals for FY 2015/2016

### Our Pavement Maintenance Goal is to apply the Right Treatment to the Right Road at the Right Time!

- Overlay 129<sup>th</sup> Avenue and 119<sup>th</sup> Avenue, to also include catch basin improvements as required by Clean Water Services (CWS).
- Slurry Seal an estimated 53,000 square yards of city residential streets.
- Complete work in area #2 (Boones Ferry Road east to I-5 and from Norwood Road north to Tualatin Sherwood Road).
- Continue maintenance of the Reverse Frontage and right-of-way landscaping areas within the city.
- Analyze the need for an increase of the Road Utility Fee, using the available information of the 5/10/20 year projection models of the Street Saver software.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Printing & Postage	9,587	12,802	13,500	13,500	13,500	13,500
Road Fees to Tigard	5,059	5,473	5,000	6,000	6,000	6,000
Pavement Maintenance	963,280	825,440	600,000	410,000	410,000	410,000
Sidewalk/Tree Program	62,401	64,148	50,000	50,000	50,000	50,000
Reverse Frontage Program	136,544	152,645	169,880	169,880	169,880	169,880
<b>Materials &amp; Services</b>	<b>1,176,871</b>	<b>1,060,507</b>	<b>838,380</b>	<b>649,380</b>	<b>649,380</b>	<b>649,380</b>
Transfers - General Fund	149,185	160,980	153,020	135,670	135,670	135,670
Transfers - Operations	86,255	79,915	96,430	95,760	95,760	95,760
Transfers - Road Gas Tax	92,570	92,570	93,820	96,755	96,755	96,755
<b>Transfers &amp; Reimbursements</b>	<b>328,010</b>	<b>333,465</b>	<b>343,270</b>	<b>328,185</b>	<b>328,185</b>	<b>328,185</b>
Road Maintenance	-	-	29,375	63,715	63,715	63,715
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>29,375</b>	<b>63,715</b>	<b>63,715</b>	<b>63,715</b>
<b>Total Expenditures</b>	<b>\$ 1,504,881</b>	<b>\$ 1,393,972</b>	<b>\$ 1,211,025</b>	<b>\$ 1,041,280</b>	<b>\$ 1,041,280</b>	<b>\$ 1,041,280</b>

## Road Operating/Gas Tax Fund

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

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

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

The State Highway Trust Fund consists of a gas tax, vehicle registration fees, and weighted mile taxes for heavy vehicles. It is projected to be apportioned to the cities at a rate of \$57.66 per capita for FY 2015-2016.

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

## Highlights of FY 2014/2015

- Completed construction of Seneca Street and the Library Parking Lot
- Constructed sidewalks and ADA ramps on the north side of Pacific Drive

## Summary

Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 3,993,290
Funding Source	Road Gas Tax Fund

## Goals for FY 2015/2016

- Coordinate with Washington County on final design and construction of 124<sup>th</sup> Street
- Begin design for Myslony Bridge
- Perform preliminary concept design alternatives 105<sup>th</sup> Street/Blake Street/108<sup>th</sup> Street curves
- Construct small sidewalk section on Borland Road adjacent to PGE Substation
- Relocate guardrail a the southbound off-ramp of Interstate 5
- Continue to work with neighborhoods to install pedestrian friendly transportation projects
- Maintain traffic control devices (signals, signs, and pavement markings) in acceptable condition



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Inventory Adjustment	(237)	(0)	-	-	-	-
Street Landscape Material	1,838	1,305	-	1,500	1,500	1,500
Consultants	220,201	128,532	20,000	50,000	50,000	50,000
Utilities - Signals	25,211	26,122	48,805	30,000	30,000	30,000
Street Lights	351,411	325,182	410,000	410,000	410,000	410,000
Guardrails & Signs	150	2,271	2,000	2,000	2,000	2,000
Signal Maintenance	48,759	61,115	57,695	59,720	59,720	59,720
Commons St Light Maint	-	-	11,000	11,000	11,000	11,000
Roadside Landscape	19	-	-	-	-	-
R & M - Street	-	456	-	-	-	-
<b>Materials &amp; Services</b>	<b>647,351</b>	<b>544,984</b>	<b>549,500</b>	<b>564,220</b>	<b>564,220</b>	<b>564,220</b>
Transfers - General Fund	454,930	467,980	469,990	549,890	549,890	549,890
Transfers - Operations	262,935	234,960	289,310	281,870	281,870	281,870
Transfers - Park Develop	-	-	-	10,000	10,000	10,000
Transfers - Leveton Proj	48,890	-	-	-	-	-
Transfers - Infrastructur	10,995	-	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>777,750</b>	<b>702,940</b>	<b>759,300</b>	<b>841,760</b>	<b>841,760</b>	<b>841,760</b>
Projects Administration	239	5,260	-	-	-	-
Projects Professional Svc	50,257	9,118	-	-	-	-
Projects Construction	27,751	780,612	-	-	-	-
Fund Projects	-	-	180,000	1,462,980	1,512,980	1,512,980
<b>Capital Outlay</b>	<b>78,247</b>	<b>794,990</b>	<b>180,000</b>	<b>1,462,980</b>	<b>1,512,980</b>	<b>1,512,980</b>
Contingency	-	-	196,320	430,340	430,340	430,340
Footpath/BikeTrail Reserv	-	-	82,620	98,145	98,145	98,145
Future Years Projects	-	-	237,835	545,845	545,845	545,845
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>516,775</b>	<b>1,074,330</b>	<b>1,074,330</b>	<b>1,074,330</b>
<b>Total Expenditures</b>	<b>\$ 1,503,348</b>	<b>\$ 2,042,914</b>	<b>\$ 2,005,575</b>	<b>\$ 3,943,290</b>	<b>\$ 3,993,290</b>	<b>\$ 3,993,290</b>

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

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

### Goals for FY 2015/2016

- Transfer balance of the fund to Road Operating to partially fund the Myslony Bridge project.

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 1,082,980
Funding Source	Road Development Fund



<b>Account Description</b>	<b>Actual FY 12-13</b>	<b>Actual FY 13-14</b>	<b>Adopted FY 14-15</b>	<b>Proposed FY 15-16</b>	<b>Approved FY 15-16</b>	<b>Adopted FY 15-16</b>
Transfers - Gas Tax	-	-	-	1,082,980	1,082,980	1,082,980
<b>Transfers &amp; Reimbursements</b>	-	-	-	<b>1,082,980</b>	<b>1,082,980</b>	<b>1,082,980</b>
Contingency	-	-	602,925	-	-	-
<b>Contingencies &amp; Reserves</b>	-	-	<b>602,925</b>	-	-	-
<b>Total Expenditures</b>	-	-	<b>\$ 602,925</b>	<b>\$ 1,082,980</b>	<b>\$ 1,082,980</b>	<b>\$ 1,082,980</b>

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

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

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

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

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 1,892,960
Funding Source	Transportation Development Tax

## Goals for FY 2015/2016

- Transfer the Transportation Development Tax (SDC) portion of capital projects into the Road Operating fund.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfers - Gas Tax	-	-	-	250,000	250,000	250,000
<b>Transfers &amp; Reimbursements</b>	-	-	-	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
Contingency	-	-	1,947,000	1,642,960	1,642,960	1,642,960
<b>Contingencies &amp; Reserves</b>	-	-	<b>1,947,000</b>	<b>1,642,960</b>	<b>1,642,960</b>	<b>1,642,960</b>
<b>Total Expenditures</b>	-	-	<b>\$ 1,947,000</b>	<b>\$ 1,892,960</b>	<b>\$ 1,892,960</b>	<b>\$ 1,892,960</b>



**CITY OF TUALATIN**



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 2015-16 is \$0.24 per \$1,000 of assessed value. There are three outstanding general obligation bonds. The 2005 Parks Improvement Bonds financed improvements at Community Park, Ibach Park, Jurgens Park, pathways at the Tualatin River Greenway, improvements at Sweek Pond Natural Area, running trails, and an artificial surface sports field at Tualatin High School. The 2006 Library Bond funded improvements to the Tualatin Public Library. The 2008 General Obligation Refunding Bonds refunded the 1999 Police Facility Bonds, which financed construction of the Tualatin Police Facility.

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

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



**City of Tualatin**  
**Fiscal Year 2015 - 2016**  
**Adopted Budget - Debt Service**

**Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	525	225	225	750
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	1,731,902	1,499,126	1,500,090	1,461,890
Contingencies & Reserves	710,014	720,163	704,195	705,330
<b>Total Requirements</b>	<b>\$ 2,442,441</b>	<b>\$ 2,219,514</b>	<b>\$ 2,204,510</b>	<b>\$ 2,167,970</b>



### General Obligation Bond Fund

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

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 1,035,500
Funding Source	General Obligation Bond Fund



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
05 Parks Bond Principal	170,000	175,000	180,000	190,000	190,000	190,000
06 Library Bond Principal	180,000	185,000	190,000	200,000	200,000	200,000
08 Refunding Bond Princip	275,000	290,000	305,000	310,000	310,000	310,000
<b>Principal</b>	<b>625,000</b>	<b>650,000</b>	<b>675,000</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>
05 Parks Bond Interest	108,056	101,694	95,040	87,865	87,865	87,865
06 Library Bond Interest	140,838	133,081	125,115	116,825	116,825	116,825
08 Refunding Bond Interst	89,388	78,088	66,570	54,650	54,650	54,650
<b>Interest</b>	<b>338,281</b>	<b>312,863</b>	<b>286,725</b>	<b>259,340</b>	<b>259,340</b>	<b>259,340</b>
General Account Reserves	-	-	79,405	76,160	76,160	76,160
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>79,405</b>	<b>76,160</b>	<b>76,160</b>	<b>76,160</b>
<b>Total Expenditures</b>	<b>\$ 963,281</b>	<b>\$ 962,863</b>	<b>\$ 1,041,130</b>	<b>\$ 1,035,500</b>	<b>\$ 1,035,500</b>	<b>\$ 1,035,500</b>





## Bancroft Bond Fund

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

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

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 182,000
Funding Source	Bancroft Bond Fund



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Bond Registration & Exp	300	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>300</b>	-	-	-	-	-
1998 Bancroft Bonds	220,000	-	-	-	-	-
<b>Principal</b>	<b>220,000</b>	-	-	-	-	-
1998 Bancroft Bonds	10,340	-	-	-	-	-
<b>Interest</b>	<b>10,340</b>	-	-	-	-	-
Bond Reserve	-	-	181,000	182,000	182,000	182,000
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>181,000</b>	<b>182,000</b>	<b>182,000</b>	<b>182,000</b>
<b>Total Expenditures</b>	<b>\$ 230,640</b>	<b>-</b>	<b>\$ 181,000</b>	<b>\$ 182,000</b>	<b>\$ 182,000</b>	<b>\$ 182,000</b>



## Enterprise Bond Fund

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

The fund receives 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.

The 2005 Water Revenue Bonds were advance re-funded in July 2014, realizing annual savings throughout the life of the refunding bonds.

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 950,470
Funding Source	Enterprise Bond Fund



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Bond Registration & Exp	225	225	225	750	750	750
<b>Materials &amp; Services</b>	<b>225</b>	<b>225</b>	<b>225</b>	<b>750</b>	<b>750</b>	<b>750</b>
Water Bonds 2005	305,000	315,000	330,000	345,000	345,000	345,000
<b>Principal</b>	<b>305,000</b>	<b>315,000</b>	<b>330,000</b>	<b>345,000</b>	<b>345,000</b>	<b>345,000</b>
Water Bonds 2005	233,281	221,263	208,365	157,550	157,550	157,550
<b>Interest</b>	<b>233,281</b>	<b>221,263</b>	<b>208,365</b>	<b>157,550</b>	<b>157,550</b>	<b>157,550</b>
Bond Reserves	-	-	443,790	447,170	447,170	447,170
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>443,790</b>	<b>447,170</b>	<b>447,170</b>	<b>447,170</b>
<b>Total Expenditures</b>	<b>\$ 538,506</b>	<b>\$ 536,488</b>	<b>\$ 982,380</b>	<b>\$ 950,470</b>	<b>\$ 950,470</b>	<b>\$ 950,470</b>



City of Tualatin

As of June 30, 2015

### Schedule of Future Debt Service

Fiscal Year	General Obligation Bonds			Revenue Supported Bonds			Full Faith and Credit Loan		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2016	700,000	259,338	959,338	345,000	157,550	502,550	99,535	30,075	129,610
2017	735,000	230,124	965,124	360,000	147,050	507,050	102,508	27,102	129,610
2018	765,000	198,407	963,407	370,000	137,900	507,900	105,727	23,883	129,610
2019	800,000	164,131	964,131	380,000	126,650	506,650	108,967	20,642	129,610
2020	455,000	137,689	592,689	395,000	113,050	508,050	112,307	17,303	129,610
2021	475,000	119,448	594,448	415,000	96,850	511,850	115,708	13,902	129,610
2022	500,000	100,263	600,263	430,000	79,950	509,950	119,295	10,314	129,610
2023	520,000	80,127	600,127	450,000	62,350	512,350	122,951	6,658	129,610
2024	540,000	58,900	598,900	465,000	44,050	509,050	126,720	2,890	129,610
2025	565,000	36,469	601,469	490,000	24,950	514,950			
2026	305,000	18,900	323,900	505,000	7,575	512,575			
2027	320,000	6,400	326,400						
	<u>6,680,000</u>	<u>1,410,196</u>	<u>8,090,196</u>	<u>4,605,000</u>	<u>997,925</u>	<u>5,602,925</u>	<u>1,013,720</u>	<u>152,768</u>	<u>1,166,487</u>



**CITY OF TUALATIN**  
**BONDED DEBT PER CAPITA**  
**LAST TEN FISCAL YEARS**  
**June 30, 2014**

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			
2005	7,665,000	-	77,237	780,000	5,440,000	-	13,962,237	25,464	548.31
2006	7,380,000	-	62,646	700,000	4,250,000	7,305,000	19,697,646	25,594	769.62
2007	7,025,000	-	46,517	620,000	3,030,000	7,060,000	17,781,517	25,650	693.24
2008	10,220,000	-	29,030	620,000	1,970,000	6,805,000	19,644,030	25,650	765.85
2009	9,950,000	-	10,071	620,000	1,000,000	6,540,000	18,120,071	26,040	695.86
2010	9,645,000	-	19,913	540,000	-	6,265,000	16,469,913	26,130	630.31
2011	9,235,000	-	7,490	380,000	-	5,980,000	15,602,490	26,160	596.43
2012	8,630,000	-	-	220,000	-	5,685,000	14,535,000	26,170	555.41
2013	8,005,000	-	-	-	-	5,380,000	13,385,000	26,510	504.90
2014	7,355,000	-	-	-	-	5,065,000	12,420,000	26,925	461.28

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
2005	7,665,000	3,134,195,800	0.24%
2006	7,380,000	3,500,688,218	0.21%
2007	7,025,000	4,159,063,572	0.17%
2008	10,220,000	4,644,886,174	0.22%
2009	9,950,000	4,942,802,507	0.20%
2010	9,645,000	4,734,984,802	0.20%
2011	9,235,000	4,406,469,302	0.21%
2012	8,630,000	4,163,768,490	0.21%
2013	8,005,000	4,078,906,996	0.20%
2014	7,355,000	4,284,840,835	0.17%

Source: Current and previous CAFR's



**CITY OF TUALATIN****COMPUTATION OF OVERLAPPING GENERAL OBLIGATION DEBT****June 30, 2014**

<b>Jurisdiction</b>	<b>General Obligation Debt Outstanding</b>	<b>Percent Applicable Inside City of Tualatin</b>	<b>Amount Applicable Inside City of Tualatin</b>
City of Tualatin	\$ 7,355,000	100.0000%	\$ 7,355,000
Clackamas County	103,805,000	1.6550% *	1,717,973
Clackamas County District 3J (West Linn/Wilsonville)	186,589,645	1.2795%	2,387,415
Clackamas County School District 7J (Lake Oswego)	99,037,049	1.5402%	1,525,369
Clackamas Community College	24,370,000	2.0611%	502,290
Metro	222,955,000	2.7034%	6,027,365
Portland Community College	167,875,000	2.9118%	4,888,184
Washington County	20,235,000	6.8496%	1,386,017
Tualatin Valley Fire and Rescue District	42,600,000	9.1907%	3,915,238
Washington County School District 23J (Tigard-Tualatin)	110,945,868	35.9212%	39,853,087
Washington County School District 88J (Sherwood)	109,238,213	15.5348%	16,969,938
Subtotal overlapping debt			79,172,876
Direct and overlapping debt			<u><u>\$ 86,527,876</u></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.



# **CITY OF TUALATIN**

## **COMPUTATION OF LEGAL DEBT MARGIN**

**June 30, 2014**

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

True Cash Value	\$ 3,531,910,987
Rate	<u>x 3%</u>
Debt limit	105,957,330
Debt applicable to limit	<u>7,259,791</u>
	<u><u>\$ 98,697,539</u></u>

Legal debt margin

Fiscal year ended June 30,	Debt Margin as a Percentage of Debt Limit	Debt limit	Debt applicable to limit	Legal debt margin
2005	90.86%	73,001,366	6,671,100	66,330,266
2006	92.03%	81,279,915	6,479,517	74,800,398
2007	87.41%	83,059,823	10,458,584	72,601,239
2008	88.75%	88,472,855	9,955,038	78,517,817
2009	89.42%	93,584,449	9,900,544	83,683,905
2010	90.45%	95,030,956	9,075,365	85,955,591
2011	90.76%	98,997,766	9,146,899	89,850,867
2012	91.46%	100,101,909	8,549,103	91,552,806
2013	92.24%	102,053,332	7,916,907	94,136,425
2014	93.15%	105,957,330	7,259,791	98,697,539

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

Source: Current and previous CAFR's



## Executive Summary

### Tualatin Five Year Capital Improvement Plan 2016-2020

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

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 "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 2016-2020 CIP is developed through compliance with adopted policies and master plans, the public, professional staff, elected and appointed City officials. The Draft CIP is made available to the public for review, reviewed by the City's Advisory Committees and then adopted by the City Council. The projects listed in the 2015/2016 fiscal year become the basis for preparation of the City's budget for that year.

### CIP REVIEW TEAM

A CIP Review Team is responsible annually for reviewing capital project requests and providing recommendations to the City Manager. This team is

comprised of staff from Administration, Finance, Operations, Community Development, Information Services, Community Services, and Police. This team analyzes the financial impact of the CIP as well as the City's ability to process, design, and ultimately maintain projects. The committee meets periodically throughout the year to evaluate the progress of projects, and examine future needs of the City.

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

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

### CATEGORIES

Projects generally fall within the five primary categories identified below:

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

### CIP CRITERIA

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

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

Support of Council goals - Supports the goals established by the City Council. Meets city-wide long-term goals and meets 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.

## CAPITAL IMPROVEMENT POLICIES

### Time Period

This working CIP document is designed to forecast capital needs for the next five fiscal years. The plan will be produced every year prior to the annual budget process.

### Definition of a Capital Expense

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

## Operating Budget Impact

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

## Types of Financing

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

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

## PROJECT LISTS AND DETAILS

Summary lists of projects by category and by funding source are provided for quick reference. Projects with funding identified or funding secured in this five year CIP, total approximately \$25 million. Just over \$8 million of the funded projects are Utility projects and \$8.6 million in Transportation projects have been identified.

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

A list identifying over \$850 million in unfunded projects is also contained in the plan to highlight the City's needs beyond available funding. Cost estimates have been developed for each project based on preliminary project descriptions. Estimates are in today's dollars, and the future year projections have been adjusted for inflation.



Fund Title	Project Name	FY15/16
General Fund: Information Services	Citywide Fiber Project	\$ 160,000
General Fund: Information Services	Server Replacements	\$ 30,000
General Fund: Engineering	Replacement Engineering Vehicle	\$ 29,000
General Fund: Police	Replacement Police Vehicles	\$ 139,500
General Fund: Building Maintenance	Heritage Center Roof Replacement	\$ 39,600
General Fund: Building Maintenance	Police Department Carpet Replacement	\$ 36,000
General Fund: Parks Maintenance	Replacement Parks Maintenance Vehicle	\$ 33,000
General Fund: Parks Maintenance	Fencing Along Tualatin River Greenway @ Pony Ridge	\$ 8,500
General Fund: Community Services	Replacement Recreation Division Vehicle	\$ 34,000
General Fund: Community Services	Dog Park Shelter	\$ 20,000
General Fund: Community Services	Juanita Pohl Center Furniture Replacement	\$ 9,000
General Fund: Library	Self Check Machines	\$ 35,000
<b>Total General Fund</b>		<b>\$ 573,600</b>
Operations: Water	Utility Truck Replacement	\$ 37,335
Operations: Sewer	Utility Truck Replacements	\$ 83,335
Operations: Street	Unimproved Roadway Maintenance	\$ 36,140
Operations: Non Dept	Operations Fund Share of Organizational Software Project	\$ 207,520
<b>Total Operations Fund</b>		<b>\$ 364,330</b>
Water	Myslony Waterline	\$ 250,000
Water	Blake Street Waterline	\$ 200,000
Water	Water Reservoir B2 Exterior	\$ 125,000
Water	Water Reservoir C2	\$ 1,000,000
Water	Rebuild Control Valves	\$ 35,000
Water	Cathodic Protection Phase 1-3	\$ 95,000
<b>Total Water Fund</b>		<b>\$ 1,705,000</b>
Sewer	Rehab Sewer Line and Manholes	\$ 50,000
<b>Total Sewer Fund</b>		<b>\$ 50,000</b>
Storm Drain	Manhasset Storm Drain	\$ 550,000
Storm Drain	Catch Basin Retrofit	\$ 26,000
Storm Drain	Martinazzi Avenue Project	\$ 200,000
<b>Total Storm Drain Fund</b>		<b>\$ 776,000</b>
Road Utility	Pavement Maintenance Program	\$ 410,000
<b>Total Road Utility Fund</b>		<b>\$ 410,000</b>
Gas Tax	Ped-Friendly Traffic Calming Projects	\$ 80,000
Gas Tax	Myslony Bridge	\$ 1,082,980
Gas Tax	I5 Southbound Ramp Guardrail	\$ 50,000
Gas Tax	105th/Blake/108th - Design Alignment	\$ 200,000
Gas Tax	Borland Road Frontage	\$ 50,000
<b>Total Gas Tax Fund</b>		<b>\$ 1,462,980</b>
Parks Development	Parks and Recreation Master Plan: Plan Update	\$ 150,000
Parks Development	Tualatin River Greenway Trail Projects	\$ 4,142,550
Parks Development	Right of Way Landscape - Boones Ferry Road	\$ 10,000
Parks Development	Tualatin River Greenway: Land Acquisition	\$ 444,930
<b>Total Parks Development Fund</b>		<b>\$ 4,747,480</b>

## PROJECT SUMMARY BY CATEGORY

<b>FACILITIES AND EQUIPMENT</b>	<b>FY15/16</b>	<b>FY16/17</b>	<b>FY17/18</b>	<b>FY18/19</b>	<b>FY19/20</b>
Vehicles: General Fund	235,500	243,000	309,000	291,000	323,500
Vehicles: Operations: Street	0	29,000	0	32,000	0
Vehicles: Operations: Sewer	83,335	21,000	0	0	425,000
Vehicles: Operations: Water	37,335	0	29,000	32,000	78,000
Vehicles: Building	0	29,000	29,000	0	29,000
Core Area Parking Green and White Lots: Slurry Seal	0	13,000	0	0	22,000
Library Furnishing Replacement	0	60,000	60,000	0	0
Library Shelving Improvements	0	25,000	30,000	30,000	0
Police Station: Carpet Replacement	36,000	41,500	15,000	0	0
Community Services Admin Roof Replacement	0	53,000	0	0	0
Lafky House: Roof Replacement	0	42,500	0	0	0
Operations: Public Parking Lot Expansion	0	0	0	50,000	0
Police Station: Parking Lot Maintenance Repair	0	21,000	0	0	0
Police Station: Roof Maintenance -Topcoat Granular	0	0	31,000	0	0
Police Station: HVAC Unit Replacements	0	0	29,000	29,000	29,000
Operations: Covered Parking Structure for Trucks	0	0	0	0	350,000
<b>TOTAL FACILITIES &amp; EQUIPMENT</b>	<b>392,170</b>	<b>578,000</b>	<b>532,000</b>	<b>464,000</b>	<b>1,256,500</b>

## PARKS & RECREATION

Dog Park Shelter	20,000	0	0	0	0
Tualatin River Greenway Trail Enhancements	4,151,050	0	0	0	0
Heritage Center: Roof Replacement	39,600	0	0	0	0
Atfalati Park Tennis Court Reconstruction	0	150,000	0	0	0
Community Park: N Drive Aisle/Boat Ramp Repair	0	89,000	0	0	0
Tualatin Commons Fountain Tile Repair	0	10,000	0	0	0
Van Raden Comm Center & CSAD : Exterior Paint	0	14,400	0	0	0
Van Raden Comm Center: Roof Replacement	0	109,900	0	0	0
Van Raden Comm Center: Window Replacement	0	26,000	0	0	0
Public Arts Plan	0	0	15,000	0	0
Juanita Pohl Center: Roof Replacement	0	0	0	107,000	0
Juanita Pohl Center: Parking Lot	0	0	0	0	58,000
Juanita Pohl Center: Furniture	9,000	0	0	0	0
Parks and Recreation Master Plan	150,000	0	0	0	0
Tualatin River Greenway Land Acquisition	444,930	0	0	0	0
<b>TOTAL PARKS &amp; RECREATION</b>	<b>4,814,580</b>	<b>399,300</b>	<b>15,000</b>	<b>107,000</b>	<b>58,000</b>



**TECHNOLOGY**

	<b>FY15/16</b>	<b>FY16/17</b>	<b>FY17/18</b>	<b>FY18/19</b>	<b>FY19/20</b>
Citywide: Battery Backup Systems	0	20,000	0	0	0
Fiber Installation to all City Buildings	160,000	0	0	0	0
Library Self Check Machine	35,000	26,000	0	0	0
Citywide: Computer Server Replacement	30,000	20,000	60,000	30,000	0
Electronic Document Management System	0	15,000	90,000	0	0
Citywide: Microsoft Office, Adobe & Other Licenses	0	40,000	0	0	0
Citywide: Network Switches Replacement	0	80,000	0	0	0
City Wide: Phone System Replacement	0	150,000	0	0	0
Library Technology Replacement	0	50,000	0	0	0
City-wide Asset Management Software	207,520	0	0	0	0
<b>TOTAL TECHNOLOGY</b>	<b>432,520</b>	<b>401,000</b>	<b>150,000</b>	<b>30,000</b>	<b>0</b>

**TRANSPORTATION**

105th/Blake/108th: Design Alignment	200,000	0	0	0	0
I-5 Southbound Off Ramp: Move Guardrail	50,000	0	0	0	0
Myslony Bridge: west of 112 <sup>th</sup> Ave	1,082,980	1,917,020	0	0	0
Neighborhood Transportation Solutions	80,000	80,000	80,000	80,000	80,000
Pavement Maintenance	410,000	500,000	500,000	500,000	500,000
Unimproved Roadway Maintenance	36,140	38,569	42,425	46,667	51,334
Myslony to UPS	0	450,000	0	0	0
65th Ave at Sagert St: Add Traffic Signal	0	0	0	408,600	272,000
Tualatin Road at Teton Ave: Add Traffic Signal	0	0	0	0	243,000
Borland Road Frontage	50,000	0	0	0	0
Right-of-way Landscape – Boones Ferry Road	10,000	0	0	0	0
<b>TOTAL TRANSPORTATION</b>	<b>1,919,120</b>	<b>2,985,589</b>	<b>622,425</b>	<b>1,035,267</b>	<b>1,146,334</b>

## PROJECT SUMMARY BY CATEGORY

### UTILITIES

FY15/16 FY16/17 FY17/18 FY18/19 FY19/20

#### Water

City Wide: Pipeline Protection	95,000	0	0	0	0
City Wide: Control Valve Maintenance	35,000	0	0	0	0
Water Reservoirs: B2 Exterior/Interior Paint/Clean	125,000	0	0	0	0
Water Reservoirs: C2 New Reservoir	1,000,000	0	0	0	0
Blake to 115th: Install New 12" Water Line	200,000	200,000	0	0	0
Myslony St/ 112th Ave Intersection: Loop System	250,000	250,000	0	0	0
Water Reservoirs: A1 Exterior/Interior Paint/Clean	0	675,000	0	0	0
B Level Lines to Connect to Pump Station	0	0	300,000	500,000	500,000
B Level Pump Station, Install New	0	0	0	400,000	450,000
Water Reservoirs: A2 Interior Paint/Clean	0	0	0	300,000	0
Replacement of Aging Water Lines	0	0	0	0	100,000

#### Sewer

Sanitary Sewer Line Rehab and Replace	25,000	125,000	125,000	125,000	125,000
Sanitary Sewer Manhole Rehab and Replace	25,000	125,000	125,000	125,000	125,000

#### Storm

Catch Basin Retrofit (Complete nine each year)	26,000	27,000	28,000	29,000	30,000
Grahams Ferry Rd/Ibach St: Upgrade Stormwater	0	80,000	120,000	0	0
Manhasset Storm Drain	550,000	310,000	0	0	0
Martinazzi at TSR Storm Evaluation and Upgrade	200,000	0	0	0	0
Waterford Water Quality Facilities	0	70,000	0	0	0
Sweek Dr/Emery Zidell Pond B	0	0	100,000	0	0
125th Ct/Herman: Upgrade Stormwater Outfall	0	0	60,000	150,000	0
Chilkat Meadows Water Quality Facilities	0	0	0	100,000	0
Sequoia Ridge Water Quality Facilities	0	0	0	0	100,000

**TOTAL UTILITIES 2,531,000 1,862,000 2,177,425 1,729,000 1,430,000**



**City of Tualatin**  
**Fiscal Year 2015 - 2016**  
**Adopted Budget - Tualatin Development Commission**

**Summary of Requirements by Object**

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	32,829	24,961	64,225	61,725
Transfers	188,445	166,520	134,720	87,070
Capital Outlay	1,476,597	167,173	734,180	177,565
Debt Service	-	-	-	-
Contingencies & Reserves	5,482,914	5,154,360	3,265,575	3,810,360
<b>Total Requirements</b>	<b>\$ 7,180,785</b>	<b>\$ 5,513,014</b>	<b>\$ 4,198,700</b>	<b>\$ 4,136,720</b>



## Community Development: Economic Development Division

The Economic Development Division is the face of the City for the business community. Economic Development's responsibility is to provide new and existing businesses with direct assistance through the permit process and access to local, regional, and statewide resources. The Division is guided by the Economic Strategic Plan which was developed by a cross-section of the local business community. Specifically, the plan prioritizes efforts to assist with business retention, expansion, and recruitment as well as improving the business climate to make Tualatin a competitive and attractive business location.

### Highlights of FY 2014/2015

- Implemented the Economic Development Strategic Plan.
- Assisted development applicants through the permitting process, bringing over 500,000 square feet of manufacturing and industrial space to Tualatin.
- Visited over 50 local businesses as part of a business retention program developed in partnership with the Chamber of Commerce.
- Supported the Manufacturing "Meet Your Neighbor" event to encourage local companies to do business with local suppliers.
- Established a business e-newsletter to improve communications with local employers.
- Evaluating industrial site readiness for specific properties in the SW Concept Plan Area.
- Assisted the Chamber of Commerce and the Commercial Citizen Involvement Organization to gather input and share information at their advisory committee meetings.
- 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.

### Summary

Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 163,535
Funding Source	Urban Renewal Funds

### Goals for FY 2015/2016

- Visit over 50 local businesses as part of the ongoing business retention program.
- Support the Community Development Department through the Development Code update.
- Partner with the Community Development Department to seek enhancements to local transit service.
- 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 local entrepreneurship program.
- Support State and regional business recruitment efforts.
- Improve marketing materials to attract future employers.



<b>Account Description</b>	<b>Actual FY 12-13</b>	<b>Actual FY 13-14</b>	<b>Adopted FY 14-15</b>	<b>Proposed FY 15-16</b>	<b>Approved FY 15-16</b>	<b>Adopted FY 15-16</b>
Beginning Fund Balance	318,330	287,237	141,625	162,720	162,720	162,720
<b>Beginning Fund Balance</b>	<b>318,330</b>	<b>287,237</b>	<b>141,625</b>	<b>162,720</b>	<b>162,720</b>	<b>162,720</b>
Interest on Investments	1,707	1,466	875	815	815	815
<b>Interest</b>	<b>1,707</b>	<b>1,466</b>	<b>875</b>	<b>815</b>	<b>815</b>	<b>815</b>
Other Misc Income	29	687	-	-	-	-
<b>Other Revenue</b>	<b>29</b>	<b>687</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 320,065</b>	<b>\$ 289,390</b>	<b>\$ 142,500</b>	<b>\$ 163,535</b>	<b>\$ 163,535</b>	<b>\$ 163,535</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Office Supplies	380	57	500	500	500	500
Printing & Postage	130	92	500	500	500	500
Photographic Supplies	-	-	100	100	100	100
Recording Fees	-	-	500	500	500	500
Audit & State Filing Fee	7,215	7,591	10,000	10,000	10,000	10,000
Consultants	11,751	3,142	20,000	20,000	20,000	20,000
Insurance	2,211	2,707	4,025	4,025	4,025	4,025
Conferences & Meetings	519	1,352	2,000	2,000	2,000	2,000
Membership Dues	1,853	1,303	6,000	6,500	6,500	6,500
Publication,Rpt,Ref Matl	-	-	500	500	500	500
Administrative Expense	98	-	500	500	500	500
Economic Development Exp	7,988	7,734	16,000	13,000	13,000	13,000
Advertising-Informational	213	480	3,000	3,000	3,000	3,000
Bank Fees	464	503	600	600	600	600
R & M - Equipment	8	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>32,829</b>	<b>24,961</b>	<b>64,225</b>	<b>61,725</b>	<b>61,725</b>	<b>61,725</b>
Equipment & Furnishings	-	-	-	-	-	7,000
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,000</b>
Contingency	-	-	78,275	101,810	101,810	94,810
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>78,275</b>	<b>101,810</b>	<b>101,810</b>	<b>94,810</b>
<b>Total Expenditures</b>	<b>\$ 32,829</b>	<b>\$ 24,961</b>	<b>\$ 142,500</b>	<b>\$ 163,535</b>	<b>\$ 163,535</b>	<b>\$ 163,535</b>



## Central Urban Renewal District Project Fund

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

### Highlights of FY 2014/2015

- Supported Library parking lot redesign and improvements.
- Continued efforts to cleanup the former gas station at the Hanegan site in process of obtaining a No Further Action letter from the Department of Environmental Quality.

### Goals for FY 2015/2016

- Finalize and close out the Hanegan site cleanup.
- Work with the TDC to prioritize remaining CURD funds.

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 120,565
Funding Source	Urban Renewal Funds





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	1,115,182	1,054,053	894,855	120,505	120,505	120,505
<b>Beginning Fund Balance</b>	<b>1,115,182</b>	<b>1,054,053</b>	<b>894,855</b>	<b>120,505</b>	<b>120,505</b>	<b>120,505</b>
Interest on Investments	6,908	5,933	4,845	60	60	60
<b>Interest</b>	<b>6,908</b>	<b>5,933</b>	<b>4,845</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>Total Revenue</b>	<b>\$ 1,122,090</b>	<b>\$ 1,059,986</b>	<b>\$ 899,700</b>	<b>\$ 120,565</b>	<b>\$ 120,565</b>	<b>\$ 120,565</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfers - General Fund	32,035	61,925	80,180	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>32,035</b>	<b>61,925</b>	<b>80,180</b>	-	-	-
Projects Administration	1,482	7,776	-	-	-	-
Projects Professional Svc	32,682	69,547	-	-	-	-
Projects Construction	1,837	40,000	-	-	-	-
Fund Projects	-	-	684,180	120,565	120,565	120,565
<b>Capital Outlay</b>	<b>36,001</b>	<b>117,322</b>	<b>684,180</b>	<b>120,565</b>	<b>120,565</b>	<b>120,565</b>
Contingency	-	-	135,340	-	-	-
<b>Contingencies &amp; Reserves</b>	-	-	<b>135,340</b>	-	-	-
<b>Total Expenditures</b>	<b>\$ 68,036</b>	<b>\$ 179,247</b>	<b>\$ 899,700</b>	<b>\$ 120,565</b>	<b>\$ 120,565</b>	<b>\$ 120,565</b>



### Leveton Tax Increment District Project Fund

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

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 3,852,620
Funding Source	Leveton Projects Fund

### Highlights of FY 2014/2015

- Continued wetland monitoring and reporting for Herman Road and Leveton Drive.

### Goals for 2015/2016

- Continue wetland monitoring and reporting for Herman Road and Leveton Drive.
- Work with the TDC to prioritize remaining LTID funds.



<b>Account Description</b>	<b>Actual FY 12-13</b>	<b>Actual FY 13-14</b>	<b>Adopted FY 14-15</b>	<b>Proposed FY 15-16</b>	<b>Approved FY 15-16</b>	<b>Adopted FY 15-16</b>
Beginning Fund Balance	5,661,131	4,141,623	3,140,680	3,833,450	3,833,450	3,833,450
<b>Beginning Fund Balance</b>	<b>5,661,131</b>	<b>4,141,623</b>	<b>3,140,680</b>	<b>3,833,450</b>	<b>3,833,450</b>	<b>3,833,450</b>
Interest on Investments	28,608	22,015	15,820	19,170	19,170	19,170
<b>Interest</b>	<b>28,608</b>	<b>22,015</b>	<b>15,820</b>	<b>19,170</b>	<b>19,170</b>	<b>19,170</b>
Transfers - Road Gas Tax	48,890	-	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>48,890</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$ 5,738,629</b>	<b>\$ 4,163,638</b>	<b>\$ 3,156,500</b>	<b>\$ 3,852,620</b>	<b>\$ 3,852,620</b>	<b>\$ 3,852,620</b>



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfers - General Fund	156,410	104,595	54,540	87,070	87,070	87,070
<b>Transfers &amp; Reimbursements</b>	<b>156,410</b>	<b>104,595</b>	<b>54,540</b>	<b>87,070</b>	<b>87,070</b>	<b>87,070</b>
Projects Administration	5,543	249	-	-	-	-
Projects Professional Svc	140,636	49,602	-	-	-	-
Projects Construction	1,294,416	-	-	-	-	-
Fund Projects	-	-	50,000	50,000	50,000	50,000
<b>Capital Outlay</b>	<b>1,440,596</b>	<b>49,851</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Contingency	-	-	16,365	15,925	15,925	15,925
General Account Reserve	-	-	3,035,595	3,699,625	3,699,625	3,699,625
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>3,051,960</b>	<b>3,715,550</b>	<b>3,715,550</b>	<b>3,715,550</b>
<b>Total Expenditures</b>	<b>\$ 1,597,006</b>	<b>\$ 154,446</b>	<b>\$ 3,156,500</b>	<b>\$ 3,852,620</b>	<b>\$ 3,852,620</b>	<b>\$ 3,852,620</b>



## Statement of Financial Policies

The purpose of this section of the budget is to present the Financial Policies that the City of Tualatin utilizes to carry out its goals and objectives, while managing a fiscally responsible budget. The City's current policies and procedures, that are utilized for budgeting and managing the City's financial resources, are derived through regulatory requirements and/or industry recommended practices. The City's Finance Department will be creating a Financial Policies Manual, which will be presented to the City Council during the 2015/2016 fiscal year.

### Purpose

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

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

### Goal

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

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

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

### I. General Policies

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

## II. Operating Budget

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

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

## III. Revenue Policies

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

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

## IV. Expenditure Policies

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

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





## V. Capital Improvement Plan Policy

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

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

## VI. Investment Policies

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

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

## VII. Contingency and Reserve Policy

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

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

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

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

## VIII. Capital Asset Management Policies

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

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

## IX. Accounting, Auditing & Financial Reporting Policies

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

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

## X. Debt Policy

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

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



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



RESOLUTION NO. 5243-15

A RESOLUTION ADOPTING THE CITY OF TUALATIN'S BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2015, MAKING APPROPRIATIONS, LEVYING AD VALOREM TAXES, AND CATEGORIZING THE LEVIES

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

Section 1. The City Council of the City of Tualatin hereby adopts the Budget as approved by the Budget Committee and adjusted by the Council. The total sum of the budget is \$78,964,170 (including \$11,238,865 of unappropriated fund balance and reserves) and is now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below, are hereby appropriated as follows:

**GENERAL FUND**

City Council	\$	171,660
Administration	\$	967,390
Finance	\$	941,485
Legal Services	\$	295,165
Municipal Court	\$	362,710
Planning	\$	840,825
Engineering	\$	1,218,135
Information Systems	\$	1,085,625
Police	\$	7,231,980
Fleet	\$	475,100
Building Maintenance	\$	910,095
Parks Maintenance	\$	1,351,265
Community Services	\$	1,079,560
Library	\$	1,916,380
Non-Departmental	\$	741,645
Contingency	\$	2,936,550
Total GENERAL FUND Appropriations		\$ 22,525,570
Reserves	\$	1,355,000
Unappropriated	\$	2,542,620
Total GENERAL FUND		<u>\$ 26,423,190</u>



**BUILDING FUND**

Personal Services	\$	749,065
Material & Services	\$	69,560
Transfers	\$	312,840
Contingency	\$	<u>169,720</u>

Total BUILDING FUND Appropriations \$ 1,301,185

Reserves \$ 1,403,085

Total BUILDING FUND \$ 2,704,270

**OPERATIONS FUND**

Administration	\$	600,020
Water Division	\$	922,555
Sewer Division	\$	556,755
Street Division	\$	585,210
Non-Departmental	\$	393,485
Contingency	\$	<u>456,900</u>

Total OPERATIONS FUND Appropriations \$ 3,514,925

Reserves \$ 396,360

Total OPERATIONS FUND \$ 3,911,285

**WATER FUND**

Material & Services	\$	1,974,800
Capital Outlay	\$	2,440,000
Transfers	\$	2,944,790
Contingency	\$	<u>737,940</u>

Total WATER FUND Appropriations \$ 8,097,530

Reserves \$ 2,408,175

Total WATER FUND \$ 10,505,705

**SEWER FUND**

Material & Services	\$	6,107,470	
Capital Outlay	\$	50,000	
Transfers	\$	1,417,400	
Contingency	\$	<u>1,136,230</u>	
Total SEWER FUND Appropriations			\$ 8,711,100
Reserves	\$	<u>1,402,045</u>	
Total SEWER FUND			<u>\$ 10,113,145</u>

**STORM DRAIN FUND**

Material & Services	\$	869,860	
Capital Outlay	\$	863,500	
Transfers	\$	1,170,530	
Contingency	\$	<u>422,460</u>	
Total STORM DRAIN FUND Appropriations			\$ 3,326,350
Reserves	\$	<u>138,185</u>	
Total STORM DRAIN FUND			<u>\$ 3,464,535</u>

**ROAD UTILITY FEE FUND**

Material & Services	\$	649,380	
Transfers	\$	328,185	
Contingency	\$	<u>-</u>	
Total ROAD UTILITY FEE FUND Appropriations			\$ 977,565
Reserves	\$	<u>63,715</u>	
Total ROAD UTILITY FEE FUND			<u>\$ 1,041,280</u>

**ROAD GAS TAX FUND**

Material & Services	\$	564,220	
Capital Outlay	\$	1,512,980	
Transfers	\$	841,760	
Contingency	\$	<u>430,340</u>	
Total ROAD GAS TAX FUND Appropriations			\$ 3,349,300
Reserves	\$	<u>643,990</u>	
Total ROAD GAS TAX FUND			<u>\$ 3,993,290</u>

**CORE AREA PARKING DISTRICT FUND**

Material & Services	\$	23,320	
Capital Outlay	\$	-	
Transfers	\$	26,950	
Contingency	\$	<u>10,000</u>	
Total CORE AREA PKG DIST FUND Appropriations			\$ 60,270
Reserves	\$	<u>130,010</u>	
Total CORE AREA PARKING DISTRICT FUND			<u>\$ 190,280</u>

**TUALATIN SCIENCE AND TECHNOLOGY  
SCHOLARSHIP FUND**

Material & Services	\$	<u>400</u>	
Total TUALATIN SCHOLARSHIP FUND Appropriations			\$ 400
Reserves	\$	<u>50,350</u>	
Total TUALATIN SCHOLARSHIP FUND			<u>\$ 50,750</u>



**GENERAL OBLIGATION BOND FUND**

Debt Service	<u>\$ 959,340</u>	
Total GO BOND DEBT FUND Appropriations		\$ 959,340
Reserves	<u>\$ 76,160</u>	
Total GO BOND DEBT FUND		<u>\$ 1,035,500</u>

**BANCROFT BONDED DEBT FUND**

Material & Services	<u>\$ -</u>	
Total BANCROFT BONDED DEBT FUND Appropriations		\$ -
Reserves	<u>\$ 182,000</u>	
Total BANCROFT BONDED DEBT FUND		<u>\$ 182,000</u>

**ENTERPRISE BOND FUND**

Material & Services	\$ 750	
Debt Service	<u>\$ 502,550</u>	
Total ENTERPRISE BOND FUND Appropriations		\$ 503,300
Reserves	<u>\$ 447,170</u>	
Total ENTERPRISE BOND FUND		<u>\$ 950,470</u>

**LOCAL IMPROVEMENT DISTRICT**

Contingency	<u>\$ 479,400</u>	
Total LOCAL IMPROVEMENT DISTRICT		<u>\$ 479,400</u>

**WATER DEVELOPMENT FUND**

Transfers	\$	610,000
Contingency	\$	<u>137,525</u>

Total WATER DEVELOPMENT FUND \$ 747,525

**SEWER DEVELOPMENT FUND**

Material & Services	\$	384,000
Transfers	\$	5,030
Contingency	\$	<u>4,369,525</u>

Total SEWER DEVELOPMENT FUND \$ 4,758,555

**ROAD DEVELOPMENT FUND**

Transfers	\$	<u>1,082,980</u>
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Total ROAD DEVELOPMENT FUND \$ 1,082,980

**STORM DRAIN DEVELOPMENT FUND**

Transfers	\$	363,000
Contingency	\$	<u>259,530</u>

Total STORM DRAIN DEVELOPMENT FUND \$ 622,530

**PARK DEVELOPMENT FUND**

Material & Services	\$	16,000
Capital Outlay	\$	4,767,480
Transfers	\$	31,040
Contingency	\$	<u>-</u>

Total PARK DEVELOPMENT FUND \$ 4,814,520

**TRANSPORTATION DEVELOPMENT TAX FUND**

Transfers	\$	250,000
Contingency	\$	<u>1,642,960</u>

Total TRANSPORTATION DEVELOP TAX FUND	\$	<u>1,892,960</u>
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TOTAL APPROPRIATED ALL FUNDS	\$	67,725,305
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TOTAL RESERVES	\$	8,696,245
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TOTAL UNAPPROPRIATED ALL FUNDS	\$	<u>2,542,620</u>
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TOTAL BUDGET	\$	<u>78,964,170</u>
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Section 3. The City Council of the City of Tualatin hereby imposes the taxes provided for in the adopted budget at the rate of \$2.2665 per \$1,000 assessed value for operations and in the amount of \$975,000 for bonds; and that these taxes are hereby imposed and categorized for tax year 2015-16 upon the assessed value of all taxable property within the district.

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

Excluded from Limitation  
Debt Service Fund...\$975,000

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

INTRODUCED AND ADOPTED this 22nd day of June, 2015.

CITY OF TUALATIN, OREGON

APPROVED AS TO FORM

BY   
City Attorney

CITY OF TUALATIN, OREGON

BY   
Mayor

ATTEST:

BY   
City Recorder



## RESOLUTION NO. 605-15

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2015

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

Section 1. The Board of Commissioners of the Tualatin Development Commission hereby adopts the Budget approved by the Budget Committee for fiscal year 2015 - 16 in the total sum of \$4,136,720 (including \$3,699,625 in Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below, are hereby appropriated:

## ECONOMIC DEVELOPMENT ADMINISTRATION FUND

Material & Services	\$ 61,725
Capital Outlay	7,000
Contingency	94,810

Total ECONOMIC DEVELOPMENT ADMIN FUND Appropriation.....\$ 163,535

## CENTRAL URBAN RENEWAL DISTRICT - PROJECT FUND

Capital Outlay	\$ 120,565
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Total CURD PROJECT FUND Appropriation.....\$ 120,565

## LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$ 87,070
Capital Outlay	50,000
Contingency	15,925

Total LEVETON TAX INCREMENT DISTRICT PROJECT FUND Appropriation .....\$ 152,995

Reserve Funds	<u>3,699,625</u>
Total LTID PROJECT FUND	<u>\$3,852,620</u>

TOTAL APPROPRIATIONS .....	\$ 437,095
TOTAL RESERVES .....	<u>3,699,625</u>

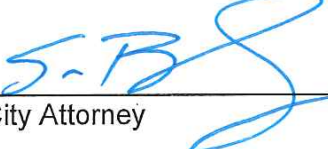
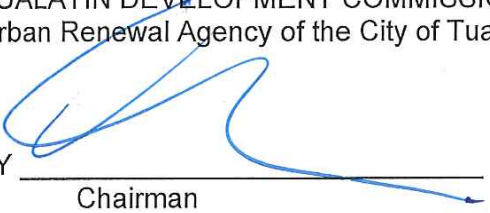


TOTAL DEVELOPMENT COMMISSION BUDGET .....\$ 4,136,720

INTRODUCED AND ADOPTED this 22nd day of June, 2015.

APPROVED AS TO FORM

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

BY  BY   
City Attorney Chairman

ATTEST:

BY   
Administrator

**GENERAL FUND****Administration**

	12/13	13/14	14/15	15/16
City Manager	1.00	1.00	1.00	1.00
Human Resources Director	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Specialist	0.00	0.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00
Volunteer Coordinator	0.75	0.75	0.00	0.50
Volunteer Specialist	0.00	0.50	0.50	0.00
Deputy City Recorder	1.00	1.00	1.00	1.00
Total	6.75	7.25	7.50	7.50

**Finance**

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

**Court**

Court Administrator	1.00	1.00	1.00	1.00
Court Clerk	3.00	3.00	3.00	3.00
	4.00	4.00	4.00	4.00

**Legal**

City Attorney	0.75	1.00	1.00	1.00
Legal Assistant	0.00	0.00	0.00	1.00
Paralegal	0.50	0.60	0.60	0.00
Total	1.25	1.60	1.60	2.00

**Information Services**

Information Services Manager	1.00	1.00	1.00	1.00
Network Administor	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	5.00	5.00	5.00	5.00

**Community Development-Planning**

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

**Community Development - Engineering**

	12/13	13/14	14/15	15/16
Assistant City Manager	1.00	1.00	1.00	1.00
City Engineer	0.00	0.00	0.00	1.00
Engineering Manager	1.00	1.00	1.00	0.00
Management Analyst II	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Engineering Tech II	3.00	3.00	2.00	2.00
Project Engineer	1.00	1.00	1.00	1.00
Engineering Associate	1.00	1.00	2.00	2.00
Office Coordinator	1.00	1.00	1.00	1.00
	10.00	10.00	10.00	10.00

**Police**

Chief	1.00	1.00	1.00	1.00
Office Coordinator	1.00	1.00	1.00	1.00
Captain	2.00	2.00	2.00	2.00
Lieutenant	1.00	1.00	1.00	1.00
Sergeant	5.00	5.00	5.00	5.00
Police Officer	29.00	29.00	29.00	29.00
Community Service Officer	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Crime Analyst	0.00	0.00	0.00	1.00
Police Services Supervisor	1.00	1.00	1.00	1.00
Police Services Technician	3.00	3.00	3.00	3.00
Property Evidence Technician	1.00	1.00	1.00	1.00
Parking Enforcement Attendant	0.50	0.50	0.00	0.00
	46.50	46.50	46.00	47.00

**Community Services**

Community Services Director	1.00	1.00	1.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00	1.00
Recreation Supervisor	0.00	0.00	0.00	1.00
Recreation Program Specialist	1.50	1.50	1.50	1.50
Office Coordinator	1.00	1.00	1.00	1.00
Management Analyst II	0.875	0.875	1.00	1.00
Juanita Pohl Center Supervisor	1.00	1.00	1.00	1.00
Library Manager	1.00	1.00	1.00	1.00
Public Services Supervisor	1.00	1.00	1.00	1.00
Access Services Supervisor	1.00	1.00	1.00	1.00
Public Services Assistant	1.00	1.00	2.00	2.00
Librarian I	1.00	1.00	0.00	0.00
Librarian II	3.00	3.00	4.00	4.00
Programming Specialist Senior	1.00	1.00	1.00	1.00
Library Assistant Library	1.00	1.00	0.00	0.00
Assistant	6.00	6.00	6.00	6.00
Office Assistant	0.00	0.00	1.00	0.00
Volunteer Coordinator	0.00	0.00	0.00	1.00
Volunteer Specialist	1.00	1.00	1.00	0.00
	23.375	23.375	24.50	24.50





<b><u>Fleet</u></b>	<b>12/13</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>
Maintenance Services Manager	0.50	0.50	0.50	0.50
Fleet Technician I	1.50	1.50	1.50	1.50
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<b><u>Building Maintenance</u></b>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Facilities Maintenance Technician	1.50	1.50	1.50	1.50
Operations Maintenance Technician	0.00	0.00	0.50	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.50</u>	<u>3.00</u>
<b><u>Parks Maintenance</u></b>				
Parks Maintenance Manager	1.00	1.00	1.00	1.00
Parks Maintenance Technician I	4.00	6.00	6.00	6.00
Parks Maintenance Technician II	2.00	2.00	2.00	2.00
Volunteer Specialist	0.75	0.00	0.00	0.00
	<u>7.75</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
<b>TOTAL GENERAL FUND</b>	<u>123.125</u>	<u>124.975</u>	<u>126.85</u>	<u>128.75</u>

**BUILDING FUND**

Building Official	1.00	1.00	1.00	1.00
Building Inspector II	3.00	3.00	4.00	4.00
Permit Coordinator	1.00	1.00	1.00	1.00
Permit Technician	0.00	0.00	0.00	0.50
Office Assistant	0.00	0.00	0.00	0.50
	<u>5.00</u>	<u>5.00</u>	<u>6.00</u>	<u>7.00</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
Management Analyst II	0.00	0.00	0.00	1.00
Warehouse/Inventory Control Technician	1.00	1.00	1.00	1.00
Office Assistant	0.75	0.75	0.75	0.60
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	5.00
Operations Maintenance Technician	0.00	0.00	0.50	0.00
	<u>15.75</u>	<u>15.75</u>	<u>16.25</u>	<u>17.60</u>

<b>GRAND TOTAL - ALL FUNDS</b>	<u><b>143.875</b></u>	<u><b>145.725</b></u>	<u><b>149.10</b></u>	<u><b>153.35</b></u>
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FY 2014/15 SALARY SCHEDULE  
EFFECTIVE 7/1/2014

PERS Pickup Included - 3% Steps

## TUALATIN EMPLOYEES ASSOCIATION

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>O4</b>	<i>Parking Enforcement Att.</i>	Hourly Annual	14.90 30,992.00	15.33 31,886.40	15.80 32,864.00	16.28 33,862.40	16.77 34,881.60	17.27 35,921.60	17.79 37,003.20	18.32 38,105.60	18.87 39,249.60
<b>O5</b>	Vacant	Hourly Annual	16.07 33,425.60	16.55 34,424.00	17.05 35,464.00	17.55 36,504.00	18.08 37,606.40	18.63 38,750.40	19.19 39,915.20	19.77 41,121.60	20.36 42,348.80
<b>O6</b>	Library Assistant Office Assistant I Operations Maintenance Worker	Hourly Annual	16.86 35,068.80	17.37 36,129.60	17.89 37,211.20	18.43 38,334.40	18.99 39,499.20	19.56 40,684.80	20.15 41,912.00	20.75 43,160.00	21.38 44,470.40
<b>O7</b>	Vacant	Hourly Annual	17.70 36,816.00	18.23 37,918.40	18.78 39,062.40	19.34 40,227.20	19.93 41,454.40	20.52 42,681.60	21.14 43,971.20	21.78 45,302.40	22.42 46,633.60
<b>O8</b>	Office Assistant II <i>Senior Library Asst.</i>	Hourly Annual	18.58 38,646.40	19.15 39,832.00	19.72 41,017.60	20.32 42,265.60	20.92 43,513.60	21.55 44,824.00	22.21 46,196.80	22.87 47,569.60	23.55 48,984.00
<b>O9</b>	Court Clerk Police Service Tech Public Service Assistant <i>Utility Tech I</i> Volunteer Specialist	Hourly Annual	19.53 40,622.40	20.11 41,828.80	20.72 43,097.60	21.33 44,366.40	21.97 45,697.60	22.64 47,091.20	23.32 48,505.60	24.01 49,940.80	24.76 51,500.80
<b>O10</b>	Engineering Tech I Park Maintenance Tech I Warehouse/Inv Ctrl Tech	Hourly Annual	20.81 43,284.80	21.44 44,595.20	22.08 45,926.40	22.75 47,320.00	23.42 48,713.60	24.12 50,169.60	24.86 51,708.80	25.59 53,227.20	26.38 54,870.40
<b>O11</b>	Accounting Tech Library Prgm Specialist Office Coord Park Maint. Tech II <i>Permit Tech</i> Property Evidence Tech Rec Prgm Specialist Human Resource Specialist Utility Tech II	Hourly Annual	22.02 45,801.60	22.68 47,174.40	23.36 48,588.80	24.05 50,024.00	24.80 51,584.00	25.53 53,102.40	26.32 54,745.60	27.09 56,347.20	27.92 58,073.60
<b>O12</b>	Facilities Maint Tech Fleet Service Tech I GIS Technician Permit Coordinator	Hourly Annual	23.12 48,089.60	23.82 49,545.60	24.52 51,001.60	25.28 52,582.40	26.02 54,121.60	26.82 55,785.60	27.60 57,408.00	28.45 59,176.00	29.28 60,902.40
<b>O13</b>	Assistant Planner Community Serv Officer Librarian I	Hourly Annual	24.29 50,523.20	25.00 52,000.00	25.77 53,601.60	26.52 55,161.60	27.32 56,825.60	28.14 58,531.20	29.00 60,320.00	29.85 62,088.00	30.75 63,960.00

**FY 2014/15 SALARY SCHEDULE  
EFFECTIVE 7/1/2014**

**TUALATIN EMPLOYEES ASSOCIATION**

PERS Pickup Included - 3% Steps

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>O14</b>	Accountant <i>Building Inspector I</i> Engineering Tech II Fleet Service Tech II <i>GIS Coordinator</i> Librarian II	Hourly Annual	25.77 53,601.60	26.52 55,161.60	27.32 56,825.60	28.14 58,531.20	29.00 60,320.00	29.85 62,088.00	30.75 63,960.00	31.68 65,894.40	32.62 67,849.60
<b>O15</b>	Associate Planner	Hourly Annual	27.38 56,950.40	28.18 58,614.40	29.04 60,403.20	29.89 62,171.20	30.79 64,043.20	31.72 65,977.60	32.67 67,953.60	33.65 69,992.00	34.66 72,092.80
<b>O16</b>	Building Inspector II Engineering Associate	Hourly Annual	28.71 59,716.80	29.59 61,547.20	30.47 63,377.60	31.38 65,270.40	32.32 67,225.60	33.30 69,264.00	34.29 71,323.20	35.32 73,465.60	36.38 75,670.40
<b>O17</b>	Vacant	Hourly Annual	30.78 64,022.40	31.71 65,956.80	32.66 67,932.80	33.64 69,971.20	34.65 72,072.00	35.69 74,235.20	36.76 76,460.80	37.86 78,748.80	39.00 81,120.00
<b>O18</b>	Project Engineer Senior Planner	Hourly Annual	32.31 67,204.80	33.29 69,243.20	34.28 71,302.40	35.31 73,444.80	36.37 75,649.60	37.46 77,916.80	38.59 80,267.20	39.74 82,659.20	40.94 85,155.20
<b>M4</b>	<i>Management Analyst</i>	Hourly Annual	24.44 50,835.20	25.16 52,332.80	25.93 53,934.40	26.69 55,515.20	27.50 57,200.00	28.32 58,905.60	29.17 60,673.60	30.04 62,483.20	30.96 64,396.80
<b>M5</b>	Desktop Support Technician	Hourly Annual	25.41 52,852.80	26.15 54,392.00	26.95 56,056.00	27.74 57,699.20	28.59 59,467.20	29.45 61,256.00	30.32 63,065.60	31.23 64,958.40	32.17 66,913.60
<b>M6</b>	Deputy City Recorder Management Analyst II Program Coordinator	Hourly Annual	26.68 55,494.40	27.49 57,179.20	28.31 58,884.80	29.16 60,652.80	30.03 62,462.40	30.94 64,355.20	31.86 66,268.80	32.81 68,244.80	33.80 70,304.00
<b>M8</b>	Information Tech Coordinator	Hourly Annual	29.41 61,172.80	30.28 62,982.40	31.19 64,875.20	32.13 66,830.40	33.11 68,868.80	34.10 70,928.00	35.12 73,049.60	36.18 75,254.40	37.26 77,500.80
<b>M10</b>	Network Administrator	Hourly Annual	32.40 67,392.00	33.35 69,368.00	34.36 71,468.80	35.39 73,611.20	36.45 75,816.00	37.56 78,124.80	38.69 80,475.20	39.85 82,888.00	41.04 85,363.20
<b>M13</b>	Econ Development Prog Mgr	Hourly Annual	36.49 75,899.20	37.58 78,166.40	38.71 80,516.80	39.87 82,929.60	41.08 85,446.40	42.30 87,984.00	43.57 90,625.60	44.88 93,350.40	46.23 96,158.40

\* italicized positions are not filled.





FY 2014/15 SALARY SCHEDULE  
EFFECTIVE 7/1/2014  
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
Program Coordinator											
<b>M8</b>	Information Tech Coordinator	Hourly	29.41	30.28	31.19	32.13	33.11	34.10	35.12	36.18	37.26
		Annual	61,172.80	62,982.40	64,875.20	66,830.40	68,868.80	70,928.00	73,049.60	75,254.40	77,500.80
<b>M10</b>	Network Administrator	Hourly	32.40	33.35	34.36	35.39	36.45	37.56	38.69	39.85	41.04
		Annual	67,392.00	69,368.00	71,468.80	73,611.20	75,816.00	78,124.80	80,475.20	82,888.00	85,363.20
<b>M13</b>	Econ Development Prog Mgr	Hourly	36.49	37.58	38.71	39.87	41.08	42.30	43.57	44.88	46.23
		Annual	75,899.20	78,166.40	80,516.80	82,929.60	85,446.40	87,984.00	90,625.60	93,350.40	96,158.40

\* italicized positions are not filled.



**FY 2014/15 SALARY SCHEDULE  
EFFECTIVE 7/1/2014**

**POLICE**

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
4% steps											
<b>P1*</b>	Police Officer	Hourly	26.29	27.34	28.43	29.57	30.75	31.98	33.26	34.59	n/a
		Annual	54,683.20	56,867.20	59,134.40	61,505.60	63,960.00	66,518.40	69,180.80	71,947.20	n/a
* - This grade reflects Tualatin Police Officers' Association contractual COLA increase effective 7/1/2015.											
Non-Exempt Police Mgmt											
4% Steps											
<b>P2</b>	Police Sergeant	Hourly	32.30	33.61	34.95	36.35	37.82	39.32	40.90	42.53	44.23
		Annual	67,184.00	69,908.80	72,696.00	75,608.00	78,665.60	81,785.60	85,072.00	88,462.40	91,998.40
Exempt Police Management											
3% Steps											
<b>P3</b>	Police Lieutenant	Hourly	42.77	44.05	45.37	46.75	48.15	49.58	51.08	52.61	54.19
		Annual	88,961.60	91,624.00	94,369.60	97,240.00	100,152.00	103,126.40	106,246.40	109,428.80	112,715.20
<b>P4</b>	Police Captain	Hourly	47.04	48.46	49.92	51.43	52.96	54.55	56.18	57.86	59.62
		Annual	97,843.20	100,796.80	103,833.60	106,974.40	110,156.80	113,464.00	116,854.40	120,348.80	124,009.60
<b>DM5</b>	Police Chief	Hourly	53.98	55.59	57.25	58.97	60.74	62.57	64.44	66.38	68.36
		Annual	112,278.40	115,627.20	119,080.00	122,657.60	126,339.20	130,145.60	134,035.20	138,070.40	142,188.80



## Appendix

## salary schedule - exempt management

### FY 2014/15 SALARY SCHEDULE EFFECTIVE 7/1/2014

3% Steps

#### EXEMPT MANAGEMENT

Grade	Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>DMA1</b>	<i>Special Projects Manager</i>	Hourly	32.15	33.13	34.12	35.14	36.20	37.28	38.40	39.56	42.92
		Annual	66,872.00	68,910.40	70,969.60	73,091.20	75,296.00	77,542.40	79,872.00	82,284.80	89,273.60
<b>M12</b>	Park & Recreation Manager	Hourly	34.74	35.79	36.86	37.97	39.12	40.28	41.49	42.74	44.02
		Annual	72,259.20	74,443.20	76,668.80	78,977.60	81,369.60	83,782.40	86,299.20	88,899.20	91,561.60
<b>M13</b>	Planning Manager	Hourly	36.49	37.58	38.71	39.87	41.08	42.30	43.57	44.88	46.23
		Annual	75,899.20	78,166.40	80,516.80	82,929.60	85,446.40	87,984.00	90,625.60	93,350.40	96,158.40
<b>M14</b>	Building Official <i>Civil Engineer</i> Deputy City Manager Library Manager	Hourly	38.31	39.47	40.65	41.86	43.12	44.41	45.74	47.11	48.52
		Annual	79,684.80	82,097.60	84,552.00	87,068.80	89,689.60	92,372.80	95,139.20	97,988.80	100,921.60
<b>M15</b>	Engineering Manager City Engineer	Hourly	41.19	42.42	43.69	45.01	46.36	47.75	49.17	50.64	52.15
		Annual	85,675.20	88,233.60	90,875.20	93,620.80	96,428.80	99,320.00	102,273.60	105,331.20	108,472.00
<b>DM1</b>	Community Services Director Human Resources Director Information Systems Manager	Hourly	44.43	45.77	47.15	48.55	50.01	51.52	53.06	54.64	56.29
		Annual	92,414.40	95,201.60	98,072.00	100,984.00	104,020.80	107,161.60	110,364.80	113,651.20	117,083.20
<b>DM2</b>	Finance Director Public Works Director	Hourly	47.04	48.46	49.92	51.43	52.96	54.55	56.18	57.86	59.62
		Annual	97,843.20	100,796.80	103,833.60	106,974.40	110,156.80	113,464.00	116,854.40	120,348.80	124,009.60
<b>DM3</b>	Vacant	Hourly	50.07	51.58	53.13	54.72	56.37	58.06	59.79	61.58	63.44
		Annual	104,145.60	107,286.40	110,510.40	113,817.60	117,249.60	120,764.80	124,363.20	128,086.40	131,955.20
<b>DM4</b>	Assistant City Manager City Attorney <i>Community Development Director</i>	Hourly	51.45	52.98	54.57	56.21	57.90	59.65	61.42	63.26	65.16
		Annual	107,016.00	110,198.40	113,505.60	116,916.80	120,432.00	124,072.00	127,753.60	131,580.80	135,532.80
<b>DM5</b>	Police Chief	Hourly	53.98	55.59	57.25	58.97	60.74	62.57	64.44	66.38	68.36
		Annual	112,278.40	115,627.20	119,080.00	122,657.60	126,339.20	130,145.60	134,035.20	138,070.40	142,188.80

\* italicized positions are not filled.



**FY 2014/15 SALARY SCHEDULE  
EFFECTIVE 7/1/2014**

**NON EXEMPT MANAGEMENT EMPLOYEES**

3% Steps

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>M2</b>	Legal Assistant	Hourly Annual	22.04 45,843.20	22.70 47,216.00	23.38 48,630.40	24.08 50,086.40	24.80 51,584.00	25.54 53,123.20	26.31 54,724.80	27.10 56,368.00	27.91 58,052.80
<b>M3</b>	Vacant	Hourly Annual	23.21 48,276.80	23.91 49,732.80	24.63 51,230.40	25.37 52,769.60	26.13 54,350.40	26.91 55,972.80	27.72 57,657.60	28.55 59,384.00	29.41 61,172.80
<b>M4</b>	Vacant	Hourly Annual	24.44 50,835.20	25.16 52,332.80	25.93 53,934.40	26.69 55,515.20	27.50 57,200.00	28.32 58,905.60	29.17 60,673.60	30.04 62,483.20	30.96 64,396.80
<b>M5</b>	<i>Recreation Coordinator</i>	Hourly Annual	25.41 52,852.80	26.15 54,392.00	26.95 56,056.00	27.74 57,699.20	28.59 59,467.20	29.45 61,256.00	30.32 63,065.60	31.23 64,958.40	32.17 66,913.60
<b>M6</b>	Court Administrator Human Resources Analyst Paralegal	Hourly Annual	26.68 55,494.40	27.49 57,179.20	28.31 58,884.80	29.16 60,652.80	30.03 62,462.40	30.94 64,355.20	31.86 66,268.80	32.81 68,244.80	33.80 70,304.00
<b>M7</b>	Recreation Supervisor	Hourly Annual	27.99 58,219.20	28.83 59,966.40	29.70 61,776.00	30.59 63,627.20	31.51 65,540.80	32.45 67,496.00	33.41 69,492.80	34.41 71,572.80	35.45 73,736.00
<b>M8</b>	Police Services Supervisor	Hourly Annual	29.41 61,172.80	30.28 62,982.40	31.19 64,875.20	32.13 66,830.40	33.11 68,868.80	34.10 70,928.00	35.12 73,049.60	36.18 75,254.40	37.26 77,500.80
<b>M9</b>	Access Services Supervisor Public Service Supervisor Pohl Center Supervisor	Hourly Annual	30.88 64,230.40	31.80 66,144.00	32.76 68,140.80	33.74 70,179.20	34.75 72,280.00	35.80 74,464.00	36.87 76,689.60	37.98 78,998.40	39.13 81,390.40
<b>M10</b>	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly Annual	32.40 67,392.00	33.35 69,368.00	34.36 71,468.80	35.39 73,611.20	36.45 75,816.00	37.56 78,124.80	38.69 80,475.20	39.85 82,888.00	41.04 85,363.20
<b>M11</b>	Accounting Supervisor Water Division Mgr	Hourly Annual	34.03 70,782.40	35.04 72,883.20	36.10 75,088.00	37.18 77,334.40	38.31 79,684.80	39.47 82,097.60	40.65 84,552.00	41.86 87,068.80	43.12 89,689.60

\* *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 as 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
EDU	Equivalent Dwelling Unit
EPA	Environmental Protection Agency
ESA	Endangered Species Act
FOG	Fats, Oil and Grease
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GREAT	Gang Resistance Education and Training
IS	Information Services
LID	Local Improvement District
LOC	League of Oregon Cities
LTID	Leveton Tax Increment District
MBP	Manufacturing Business Park



MDC	Mobile Data Computer
NLC	National League of Cities
OLCC	Oregon Liquor Control Commission
ORS	Oregon Revised Statutes
ODOT	Oregon Department of Transportation
PCI	Pavement Condition Index
PCN	Public Communications Network
PMP	Pavement Management Program
PMS	Pavement Maintenance System
PSAP	Public Safety Answering Point
SDC	System Development Charge
SWM	Surface Water Management
TAAC	Tualatin Arts Advisory Committee
TDC	Tualatin Development Commission
TDT	Transportation Development Tax
TEA	Tualatin Employee Association
TEAM	Together Everyone Achieves More (TEAM Tualatin – volunteer program)
TIF	Traffic Impact Fee
TLAC	Tualatin Library Advisory Committee
TMDL	Total Maximum Daily Load
TPAC	Tualatin Planning Advisory Committee
TPARK	Tualatin Park Advisory Committee
TSP	Transportation Development Plan
TTAC	Tualatin Tomorrow Advisory Committee
TTSD	Tigard Tualatin School District
TVF&R	Tualatin Valley Fire & Rescue
URAC	Urban Renewal Advisory Committee
WCCCA	Washington County Consolidated Communication Agency
WCCLS	Washington County Cooperative Library Services



WES	Westside Express Service
YAC	Youth Advisory Committee



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Interest on Investments	-	3,467	-	-	-	-
<b>Interest</b>	-	<b>3,467</b>	-	-	-	-
Reimburse - Operations	-	1,010,000	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	-	<b>1,010,000</b>	-	-	-	-
Long Term Debt	-	1,100,000	-	-	-	-
<b>Sales of Bonds/Other Financing</b>	-	<b>1,100,000</b>	-	-	-	-
<b>Total Revenue</b>	-	<b>\$ 2,113,467</b>	-	-	-	-



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Debt Issuance Costs	-	10,700	-	-	-	-
<b>Materials &amp; Services</b>	-	<b>10,700</b>	-	-	-	-
Projects Professional Svc	-	29,595	-	-	-	-
Projects Construction	-	1,948,824	-	-	-	-
<b>Capital Outlay</b>	-	<b>1,978,418</b>	-	-	-	-
<b>Total Expenditures</b>	-	<b>\$ 1,989,118</b>	-	-	-	-





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Beginning Fund Balance	2,310,657	2,028,522	-	-	-	-
<b>Beginning Fund Balance</b>	<b>2,310,657</b>	<b>2,028,522</b>	-	-	-	-
Sewer	3,045	-	-	-	-	-
Road Gas Tax	122	-	-	-	-	-
Storm Drain SDC	6,203	-	-	-	-	-
<b>Interest</b>	<b>9,370</b>	-	-	-	-	-
Transfers - Road Gas Tax	10,995	-	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>10,995</b>	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 2,331,022</b>	<b>\$ 2,028,522</b>	-	-	-	-



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfers - Sewer	232,500	1,975,733	-	-	-	-
Transfers - Road Gas Tax	70,000	52,789	-	-	-	-
Transfers & Reimbursements	302,500	2,028,522	-	-	-	-
Total Expenditures	\$ 302,500	\$ 2,028,522	-	-	-	-



<b>Account Description</b>	<b>Actual FY 12-13</b>	<b>Actual FY 13-14</b>	<b>Adopted FY 14-15</b>	<b>Proposed FY 15-16</b>	<b>Approved FY 15-16</b>	<b>Adopted FY 15-16</b>
911 Emergency Comm Tax	31,667	-	-	-	-	-
<b>Fees &amp; Charges</b>	<b>31,667</b>	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 31,667</b>	-	-	-	-	-



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
911 Tax/Payment to PSAP	31,667	-	-	-	-	-
Materials & Services	31,667	-	-	-	-	-
Total Expenditures	<u>\$ 31,667</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>