



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

WWW.TUALATINOREGON.GOV

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*

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!

What's Inside. . .

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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

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.



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

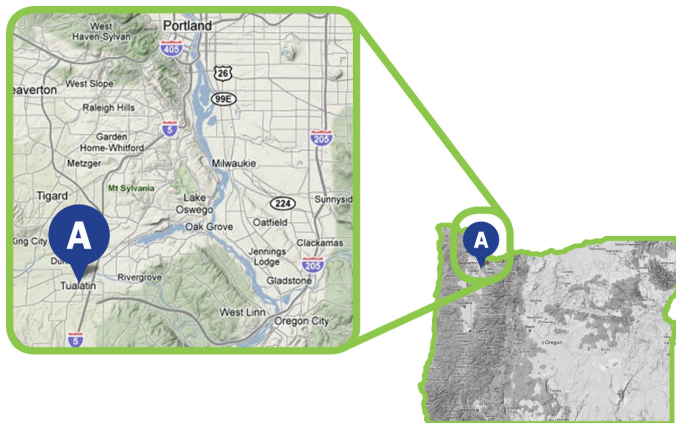
The Appendix includes the Closed Funds, a list of Acronyms, and the Budget Resolution. The Salary Schedules for Police, Tualatin Employees Association (TEA) employees, Exempt and Non-Exempt employees are included, as well as the Definition of Terms.

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.



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**

DISTANCE FROM TUALATIN

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

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% |

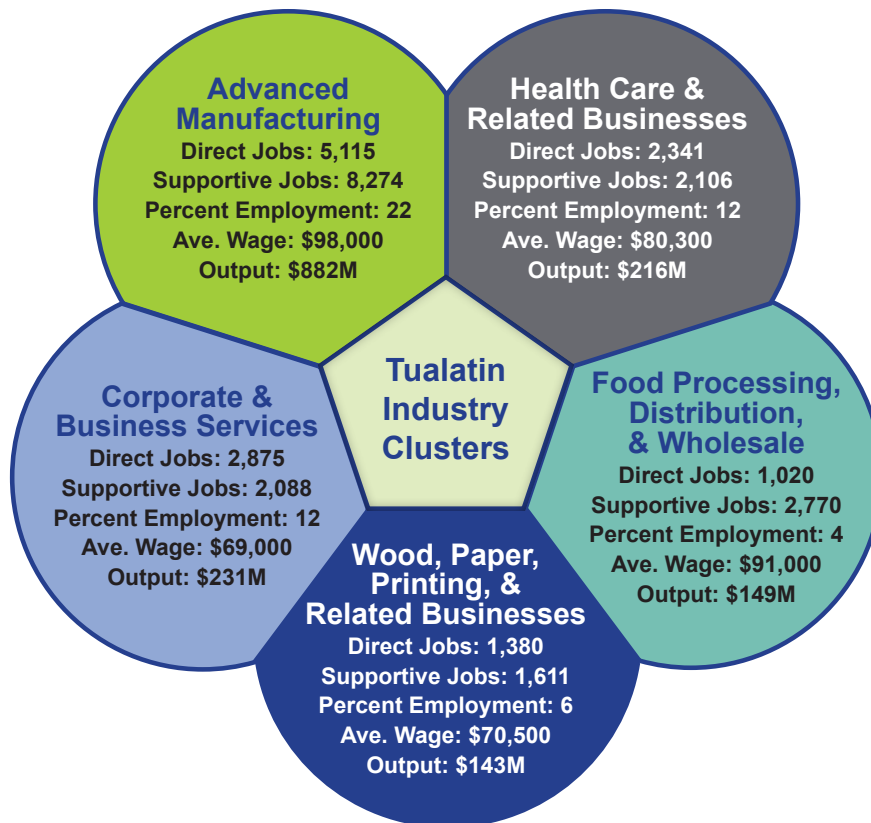


TUALATIN'S ECONOMY

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.

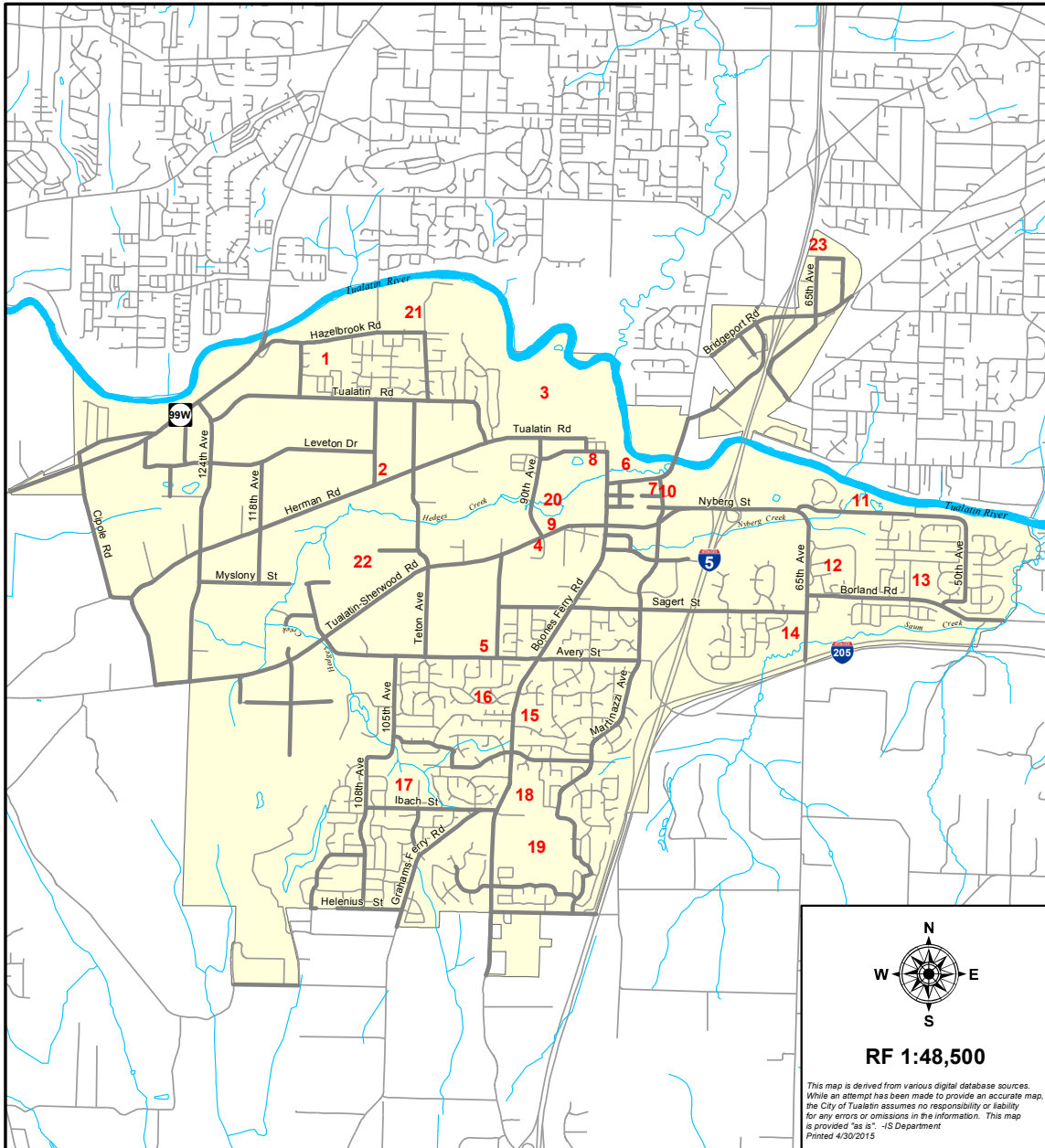
**PRINCIPAL EMPLOYERS****CURRENT YEAR AND NINE YEARS AGO****June 30, 2014**

| 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

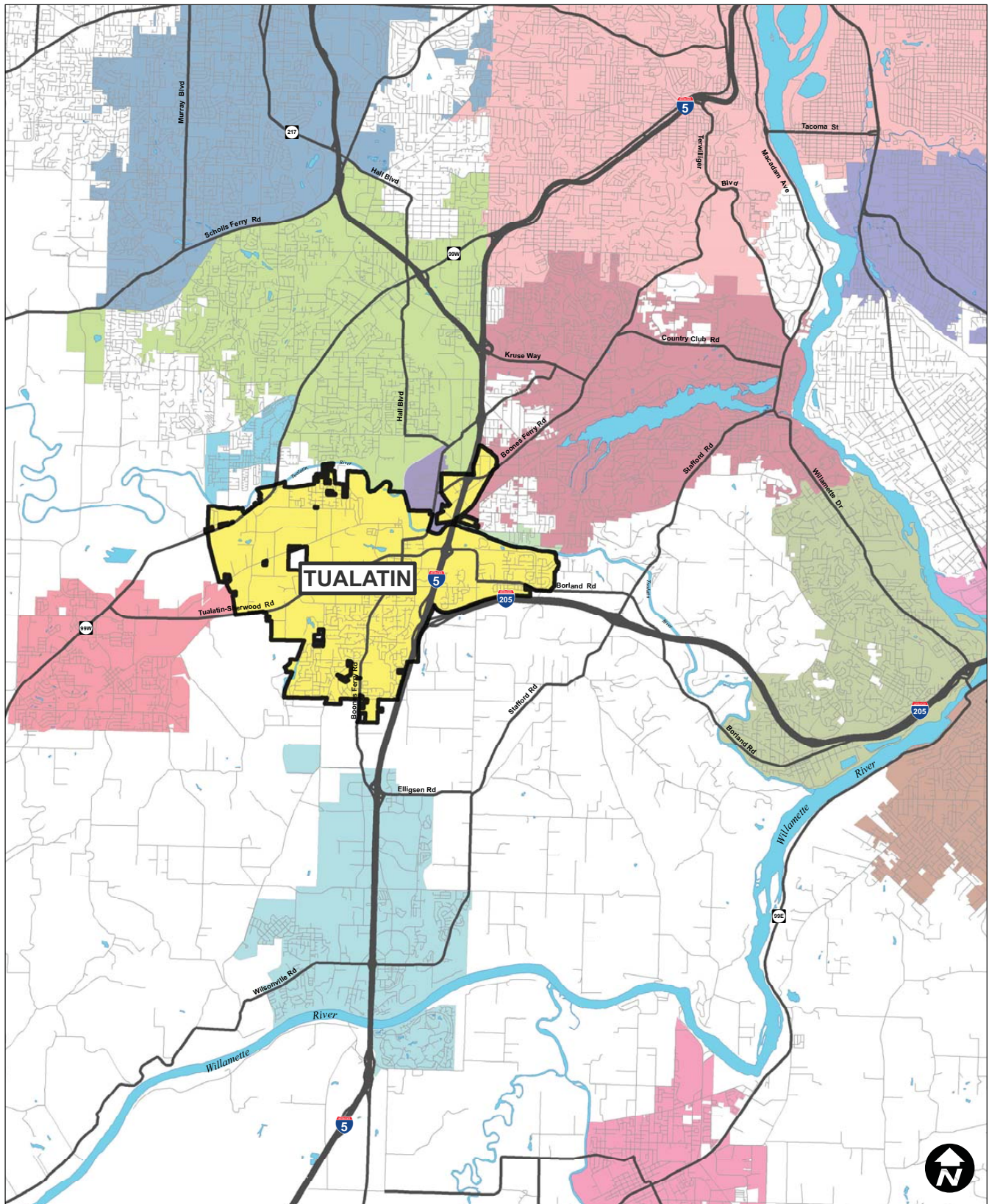


- | | |
|--|-----------------------------------|
| 1. Hazelbrook Middle School | 11. Brown's Ferry Park |
| 2. City Operations Center | 12. Legacy Meridian Park Hospital |
| 3. Tualatin Country Club | 13. Bridgeport Elementary School |
| 4. Tualatin Valley Fire & Rescue Station | 14. Atfalati Park |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



COUNCIL PRIORITY PROJECTS



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.

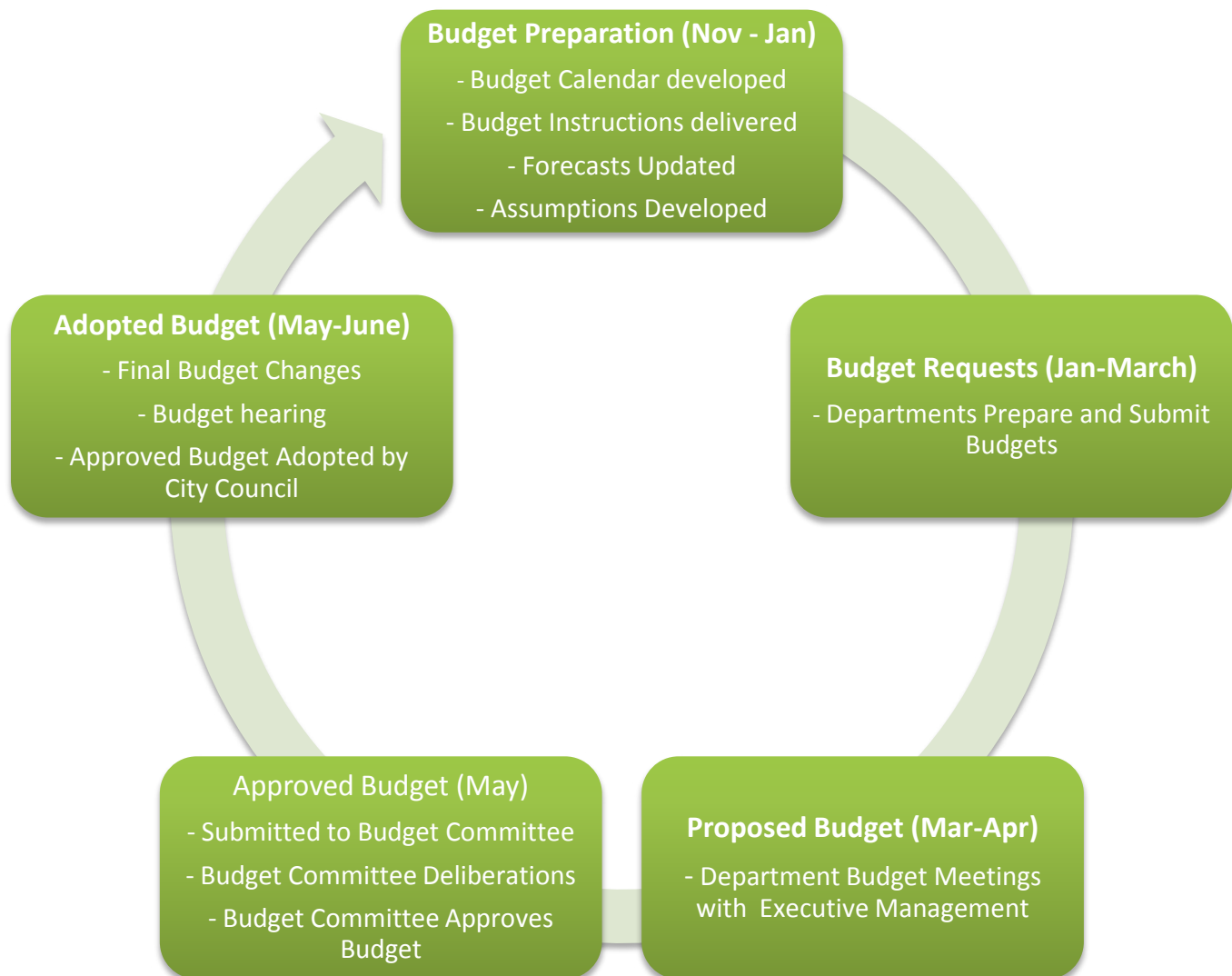
Phase 4: Operating Under the Adopted Budget

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

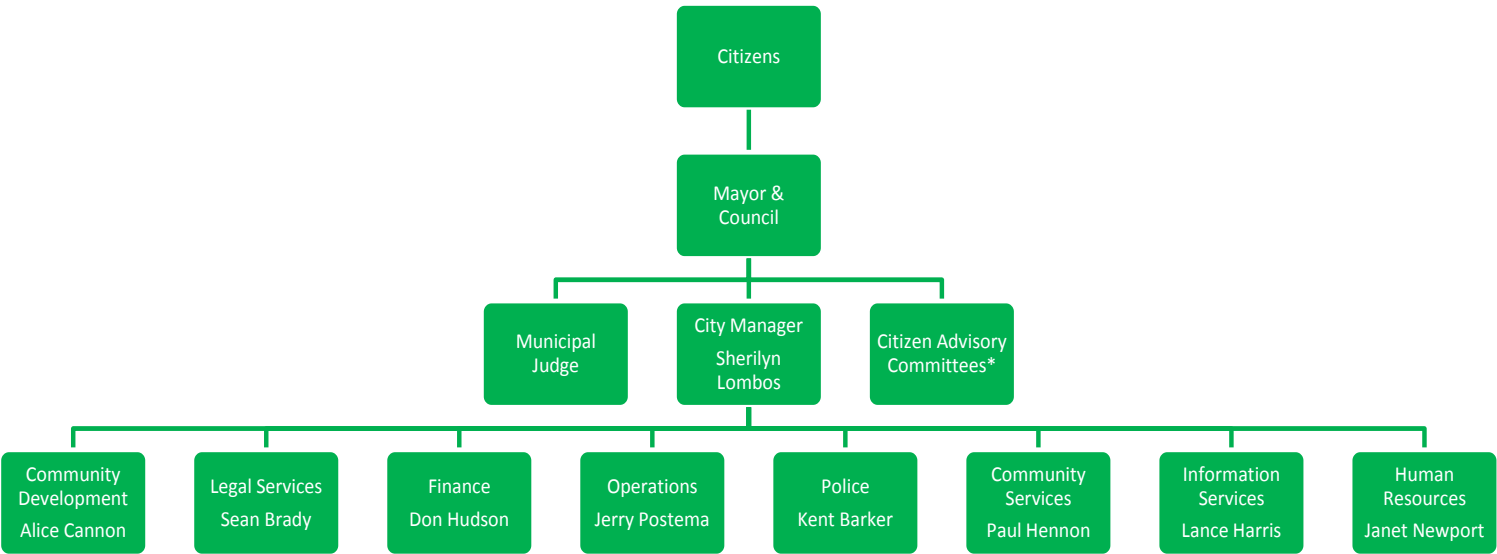
These funds are used to account for the financing of good or services provided by one department or agency to other departments or agencies of the government and other government units, on a cost reimbursement basis.

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.

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

Arts Advisory Committee

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

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

| Members | Jurisdiction |
|------------------|---------------------|
| Buck Braden | Chair/Citizen |
| 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.

| Members | Jurisdiction |
|----------------|---------------------|
| 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.

| Member | Jurisdiction |
|--------------------|---------------------|
| 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.

| Member | Jurisdiction |
|-----------------|---------------------|
| 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.

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

Tualatin Planning Commission

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

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

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

| Members | Jurisdiction |
|------------------|---------------------|
| Cameron Grile | Citizen |
| 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.

| Member | Jurisdiction |
|------------------|---|
| 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

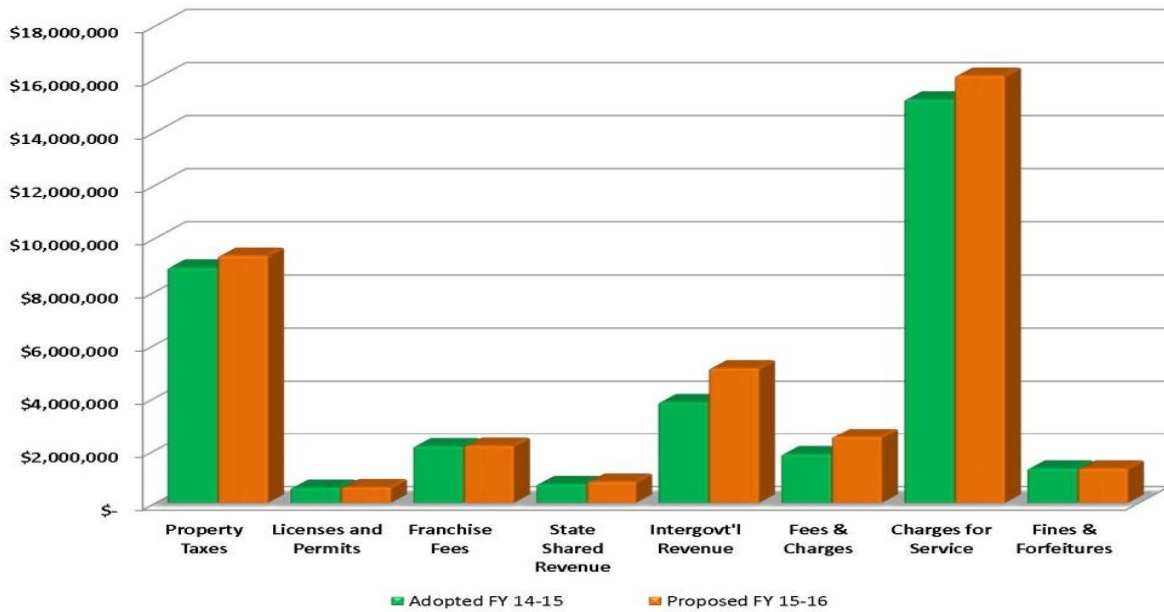
implemented, the new software functionality will help us provide additional and more efficient services to our customers. Besides the ability to provide better service to our customers through improved technological functionality, we are able to increase our on-line offerings in utility billing, building 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.

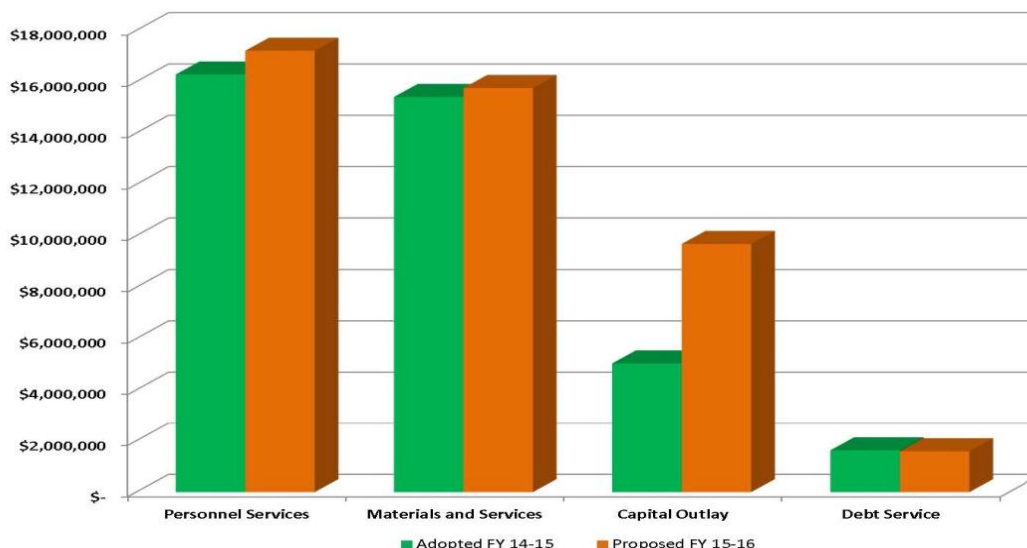
Expenditures

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.

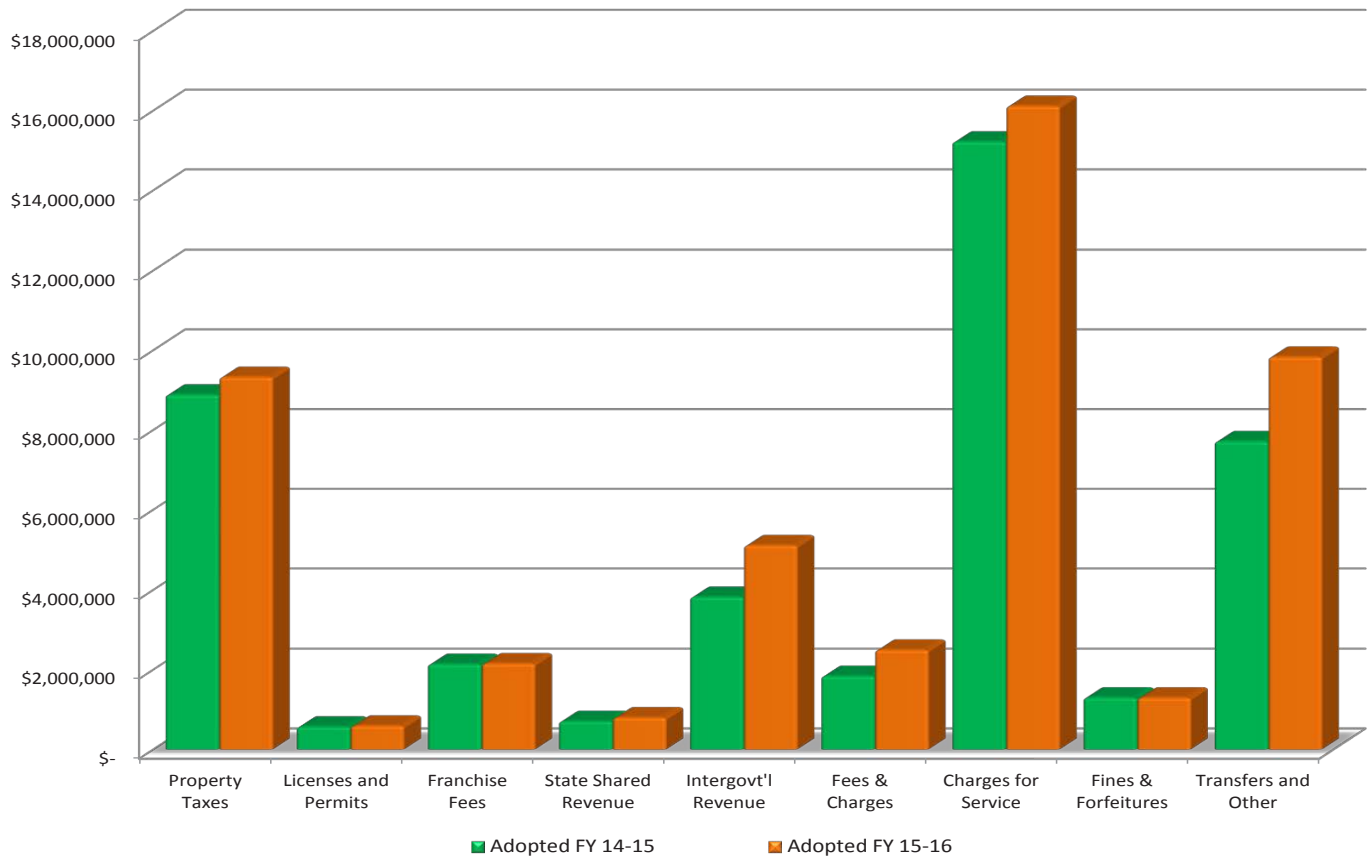
Sherilyn Lombos
City Manager / City Recorder
Administrator, Tualatin Development
Commission

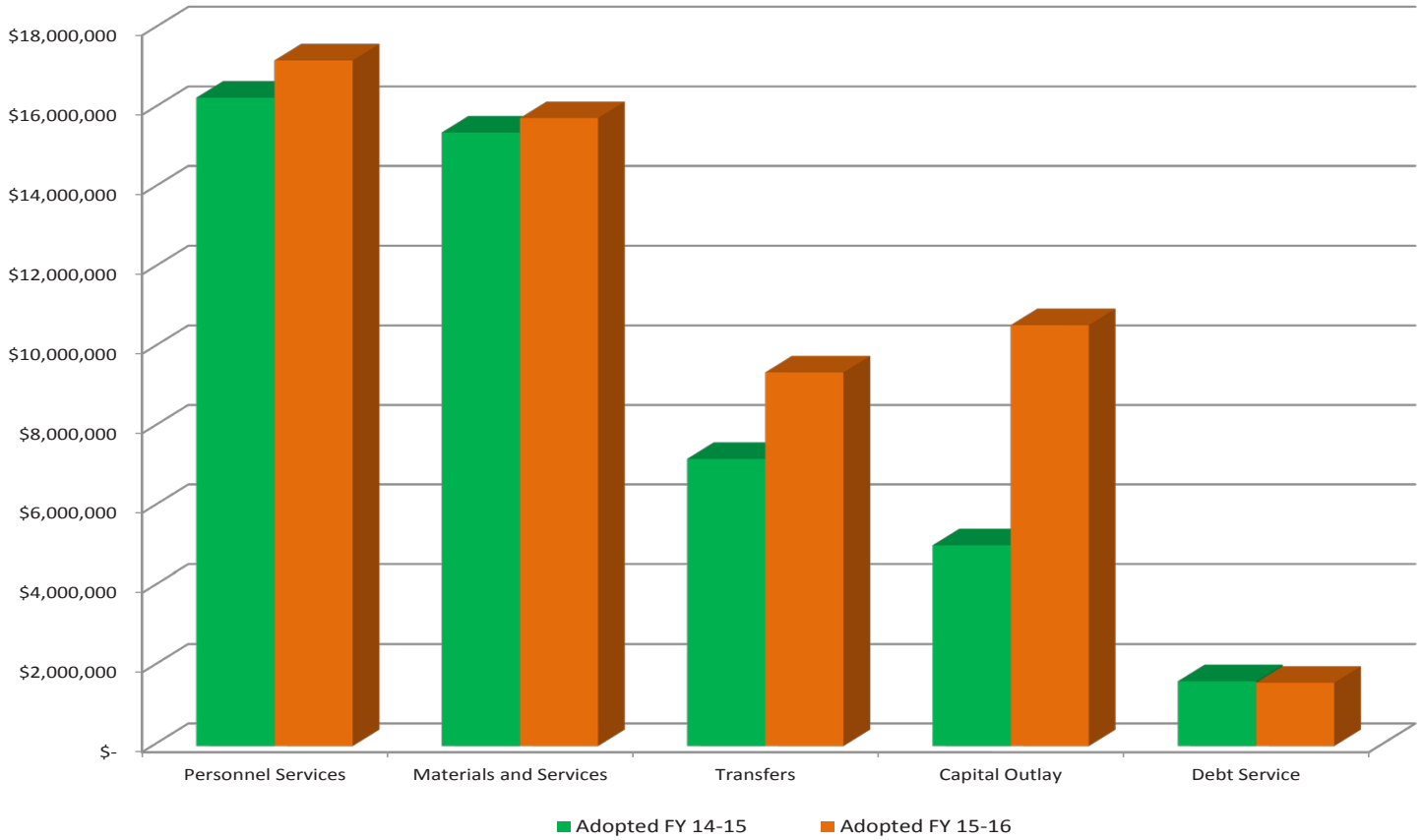




CITY OF TUALATIN

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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 |
| Total Resources | \$ 70,990,881 | \$ 75,986,961 | \$ 71,643,335 | \$ 78,964,170 |

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 |
| Total Requirements | \$ 70,990,881 | \$ 75,986,961 | \$ 71,643,335 | \$ 78,964,170 |



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 |
| Total Resources | \$ 23,699,514 | \$ 24,678,540 | \$ 24,887,625 | \$ 26,423,190 |

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 |
| Total Requirements | \$ 23,699,514 | \$ 24,678,540 | \$ 24,887,625 | \$ 26,423,190 |



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 |
| Total Resources | \$ 10,044,061 | \$ 10,682,758 | \$ 12,729,405 | \$ 10,505,705 |

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 |
| Total Requirements | \$ 10,044,061 | \$ 10,682,758 | \$ 12,729,405 | \$ 10,505,705 |



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 |
| Total Resources | \$ 7,784,442 | \$ 9,841,116 | \$ 10,741,035 | \$ 10,113,145 |

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 |
| Total Requirements | \$ 7,784,442 | \$ 9,841,116 | \$ 10,741,035 | \$ 10,113,145 |



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 |
| Total Resources | \$ 2,337,135 | \$ 2,480,966 | \$ 2,800,080 | \$ 3,464,535 |

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 |
| Total Requirements | \$ 2,337,135 | \$ 2,480,966 | \$ 2,800,080 | \$ 3,464,535 |



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 |
| Total Resources | \$ 981,348 | \$ 981,409 | \$ 982,380 | \$ 950,470 |

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 |
| Total Requirements | \$ 981,348 | \$ 981,409 | \$ 982,380 | \$ 950,470 |



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 |
| Total Resources | \$ 1,103,865 | \$ 1,383,456 | \$ 979,850 | \$ 747,525 |

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 |
| Total Requirements | \$ 1,103,865 | \$ 1,383,456 | \$ 979,850 | \$ 747,525 |



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 |
| Total Resources | \$ 5,342,364 | \$ 4,242,526 | \$ 3,878,220 | \$ 4,758,555 |

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 |
| Total Requirements | \$ 5,342,364 | \$ 4,242,526 | \$ 3,878,220 | \$ 4,758,555 |



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 |
| Total Resources | \$ 266,657 | \$ 327,671 | \$ 279,900 | \$ 622,530 |

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 |
| Total Requirements | \$ 266,657 | \$ 327,671 | \$ 279,900 | \$ 622,530 |



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 |
| Total Resources | \$ 2,590,291 | \$ 2,683,167 | \$ 2,221,310 | \$ 2,704,270 |

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 |
| Total Requirements | \$ 2,590,291 | \$ 2,683,167 | \$ 2,221,310 | \$ 2,704,270 |



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 |
| Total Resources | \$ 2,079,634 | \$ 1,555,330 | \$ 1,211,025 | \$ 1,041,280 |

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 |
| Total Requirements | \$ 2,079,634 | \$ 1,555,330 | \$ 1,211,025 | \$ 1,041,280 |



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 |
| Total Resources | \$ 2,374,644 | \$ 2,619,069 | \$ 2,005,575 | \$ 3,993,290 |

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 |
| Total Requirements | \$ 2,374,644 | \$ 2,619,069 | \$ 2,005,575 | \$ 3,993,290 |



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 |
| Total Resources | \$ 254,795 | \$ 183,865 | \$ 179,860 | \$ 190,280 |

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 |
| Total Requirements | \$ 254,795 | \$ 183,865 | \$ 179,860 | \$ 190,280 |



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 | - | - | - | - |
| Total Current Resources | \$ 283 | \$ 268 | \$ 250 | \$ 250 |
| Beginning Fund Balance | 50,745 | 50,579 | 50,635 | 50,500 |
| Total Resources | \$ 51,028 | \$ 50,847 | \$ 50,885 | \$ 50,750 |

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 |
| Total Requirements | \$ 51,028 | \$ 50,847 | \$ 50,885 | \$ 50,750 |



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 | - | - | - | - |
| Total Resources | \$ 31,667 | \$ - | \$ - | \$ - |

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 | - | - | - | - |
| Total Requirements | \$ 31,667 | \$ - | \$ - | \$ - |



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 |
| Total Resources | \$ 1,067,527 | \$ 1,077,103 | \$ 602,925 | \$ 1,082,980 |

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 | - |
| Total Requirements | \$ 1,067,527 | \$ 1,077,103 | \$ 602,925 | \$ 1,082,980 |



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 |
| Total Resources | \$ 2,012,738 | \$ 2,691,148 | \$ 1,947,000 | \$ 1,892,960 |

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 |
| Total Requirements | \$ 2,012,738 | \$ 2,691,148 | \$ 1,947,000 | \$ 1,892,960 |



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 | - | - | - | - |
| Total Current Resources | \$ 92,442 | \$ 955 | \$ 1,000 | \$ 1,000 |
| Beginning Fund Balance | 317,276 | 179,078 | 180,000 | 181,000 |
| Total Resources | \$ 409,718 | \$ 180,033 | \$ 181,000 | \$ 182,000 |

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 |
| Total Requirements | \$ 409,718 | \$ 180,033 | \$ 181,000 | \$ 182,000 |



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 |
| Total Resources | \$ 1,051,375 | \$ 1,058,072 | \$ 1,041,130 | \$ 1,035,500 |

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 |
| Total Requirements | \$ 1,051,375 | \$ 1,058,072 | \$ 1,041,130 | \$ 1,035,500 |



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 |
| Total Resources | \$ 1,065,935 | \$ 799,993 | \$ 1,003,100 | \$ 4,814,520 |

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 | - | - |
| Total Requirements | \$ 1,065,935 | \$ 799,993 | \$ 1,003,100 | \$ 4,814,520 |



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 | - | - | - | - |
| Total Resources | \$ - | \$ 2,113,467 | \$ - | \$ - |

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 | - | - |
| Total Requirements | \$ - | \$ 2,113,467 | \$ - | \$ - |



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 | - | - |
| Total Resources | \$ 2,331,022 | \$ 2,028,522 | \$ - | \$ - |

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 | - | - | - |
| Total Requirements | \$ 2,331,022 | \$ 2,028,522 | \$ - | \$ - |



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 |
| Total Resources | \$ 472,010 | \$ 474,527 | \$ 477,575 | \$ 479,400 |

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 |
| Total Requirements | \$ 472,010 | \$ 474,527 | \$ 477,575 | \$ 479,400 |



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 |
| Total Resources | \$ 3,639,111 | \$ 3,853,376 | \$ 3,443,455 | \$ 3,911,285 |

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 |
| Total Requirements | \$ 3,639,111 | \$ 3,853,376 | \$ 3,443,455 | \$ 3,911,285 |



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 |
| Total Resources | \$ 320,066 | \$ 289,390 | \$ 142,500 | \$ 163,535 |

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 |
| Total Requirements | \$ 320,066 | \$ 289,390 | \$ 142,500 | \$ 163,535 |



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 |
| Total Resources | \$ 1,122,090 | \$ 1,059,986 | \$ 899,700 | \$ 120,565 |

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 | - |
| Total Requirements | \$ 1,122,090 | \$ 1,059,986 | \$ 899,700 | \$ 120,565 |



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 |
| Total Resources | \$ 5,738,629 | \$ 4,163,638 | \$ 3,156,500 | \$ 3,852,620 |

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 |
| Total Requirements | \$ 5,738,629 | \$ 4,163,638 | \$ 3,156,500 | \$ 3,852,620 |



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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 |
| Total Resources | \$ 70,990,881 | \$ 75,986,961 | \$ 71,643,335 | \$ 78,964,170 |



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

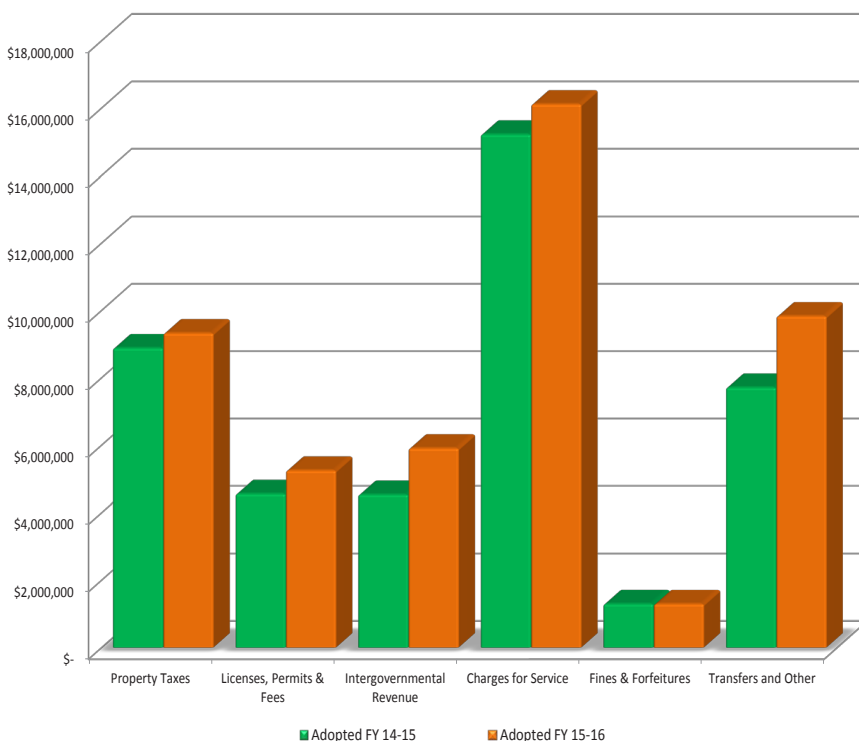
fees that the City charges are also recorded in this category. As development activity has increased, as well as the registrations in our recreational offerings, projected increases in this category continue.

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

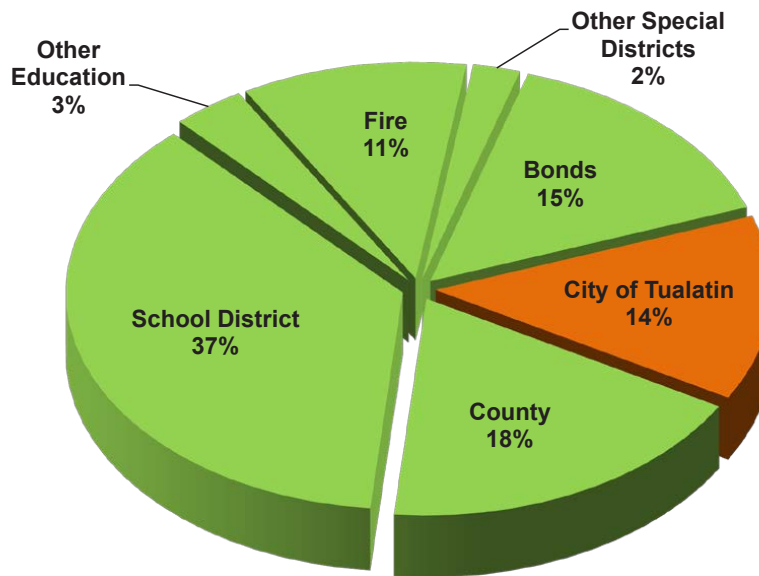
Part of Ballot Measure 5 legislation allows cities to distinguish between taxes and fees. This is important because how a fee or tax is classified determines whether it is inside or outside the \$10.00 tax rate limit. The council may adopt an ordinance or resolution that classifies whether or not a tax, 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.

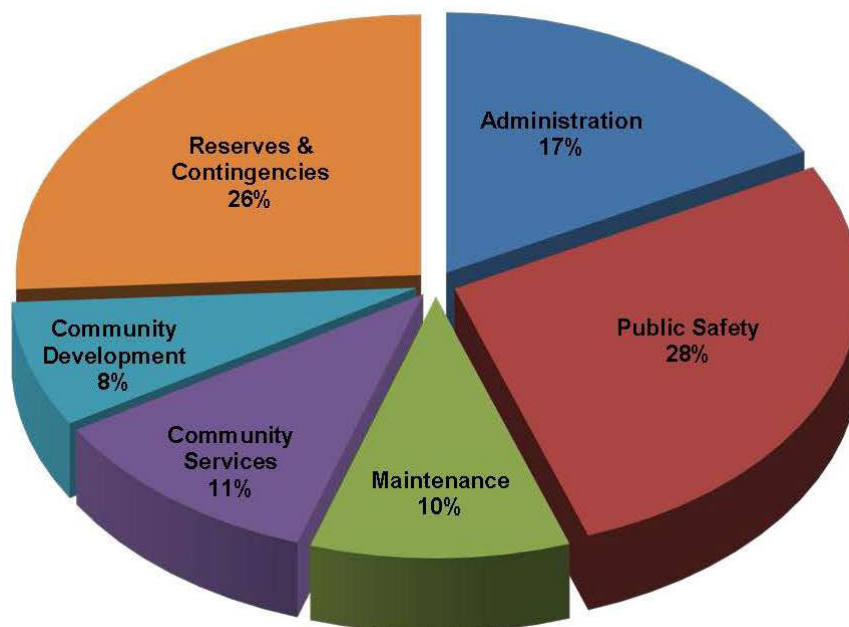
Summary

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 |
| Beginning Fund Balance | 6,491,801 | 6,704,781 | 6,410,000 | 7,100,000 | 7,104,000 | 7,104,000 |
| 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 | - | - | - | - |
| Property Taxes | 7,473,816 | 7,772,287 | 7,940,655 | 8,397,880 | 8,397,880 | 8,397,880 |
| 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 | - | - | - | - | - |
| Franchise Fees | 2,071,040 | 2,135,959 | 2,144,400 | 2,159,000 | 2,159,000 | 2,159,000 |
| 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 |
| State Shared Revenue | 663,776 | 698,009 | 711,150 | 804,260 | 804,260 | 804,260 |
| 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 | - | - | - | - |
| Intergovernmental Revenue | 1,831,083 | 1,769,185 | 1,998,920 | 1,874,020 | 1,882,020 | 1,882,020 |
| 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 |
| Fees & Charges | 588,847 | 653,237 | 584,000 | 612,000 | 612,000 | 612,000 |
| 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 |
| Charges for Service | 225,411 | 241,665 | 246,200 | 277,800 | 277,800 | 277,800 |
| 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 |
| Fines & Forfeitures | 1,223,241 | 1,179,381 | 1,303,000 | 1,302,000 | 1,302,000 | 1,302,000 |
| 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 |
| Interest | 68,152 | 64,722 | 63,000 | 63,000 | 63,000 | 63,000 |
| 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 |
| Transfers & Reimbursements | 2,949,935 | 3,211,620 | 3,393,300 | 3,709,020 | 3,709,020 | 3,709,020 |
| 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 |
| Other Revenue | 112,412 | 247,694 | 93,000 | 112,210 | 112,210 | 112,210 |
| Total Revenue | \$ 23,699,514 | \$ 24,678,541 | \$ 24,887,625 | \$ 26,411,190 | \$ 26,423,190 | \$ 26,423,190 |



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 |
| Beginning Fund Balance | 1,526,017 | 1,830,951 | 1,299,010 | 1,744,260 | 1,744,260 | 1,744,260 |
| 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 |
| Building Permits | 621,689 | 441,352 | 574,500 | 596,000 | 596,000 | 596,000 |
| 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 |
| Fees & Charges | 415,598 | 384,490 | 319,500 | 332,600 | 332,600 | 332,600 |
| Maps, Codebooks, Copies | 276 | - | 100 | 100 | 100 | 100 |
| Maps, Codebooks, Copies | 276 | - | 100 | 100 | 100 | 100 |
| Interest on Investments | 11,139 | 10,914 | 8,000 | 10,000 | 10,000 | 10,000 |
| Interest | 11,139 | 10,914 | 8,000 | 10,000 | 10,000 | 10,000 |
| 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 |
| Transfers & Reimbursements | 15,460 | 15,460 | 20,000 | 21,110 | 21,110 | 21,110 |
| Other Misc Income | 112 | - | 200 | 200 | 200 | 200 |
| Other Revenue | 112 | - | 200 | 200 | 200 | 200 |
| Total Revenue | \$ 2,590,291 | \$ 2,683,168 | \$ 2,221,310 | \$ 2,704,270 | \$ 2,704,270 | \$ 2,704,270 |



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



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 |
| Beginning Fund Balance | 50,745 | 50,579 | 50,635 | 50,500 | 50,500 | 50,500 |
| Interest on Investments | 283 | 268 | 250 | 250 | 250 | 250 |
| Interest | 283 | 268 | 250 | 250 | 250 | 250 |
| Total Revenue | \$ 51,029 | \$ 50,847 | \$ 50,885 | \$ 50,750 | \$ 50,750 | \$ 50,750 |



| 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 |
| Beginning Fund Balance | 187,914 | 127,049 | 128,860 | 134,680 | 134,680 | 134,680 |
| Core Area Parking-Current | 65,008 | 55,562 | 50,000 | 55,000 | 55,000 | 55,000 |
| Charges for Service | 65,008 | 55,562 | 50,000 | 55,000 | 55,000 | 55,000 |
| Municipal Court Fines | 1,088 | 570 | - | - | - | - |
| Fines & Forfeitures | 1,088 | 570 | - | - | - | - |
| Interest on Investments | 785 | 684 | 1,000 | 600 | 600 | 600 |
| Interest | 785 | 684 | 1,000 | 600 | 600 | 600 |
| Total Revenue | \$ 254,796 | \$ 183,865 | \$ 179,860 | \$ 190,280 | \$ 190,280 | \$ 190,280 |



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 |
| Beginning Fund Balance | 469,367 | 472,011 | 474,875 | 477,000 | 477,000 | 477,000 |
| Interest on Investments | 2,643 | 2,516 | 2,700 | 2,400 | 2,400 | 2,400 |
| Interest | 2,643 | 2,516 | 2,700 | 2,400 | 2,400 | 2,400 |
| Total Revenue | \$ 472,011 | \$ 474,527 | \$ 477,575 | \$ 479,400 | \$ 479,400 | \$ 479,400 |



| 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 |
|---------------------------------------|---------------------|---------------------|---------------------|----------------------|----------------------|---------------------|
| Beginning Fund Balance | 1,394,132 | 1,485,111 | 580,735 | 1,060,515 | 1,060,515 | 1,060,515 |
| Beginning Fund Balance | 1,394,132 | 1,485,111 | 580,735 | 1,060,515 | 1,060,515 | 1,060,515 |
| Other Restitution | 1,230 | 4,479 | - | - | - | - |
| Fines & Forfeitures | 1,230 | 4,479 | - | - | - | - |
| Interest on Investments | 9,433 | 6,189 | 8,000 | 8,000 | 8,000 | 8,000 |
| Interest | 9,433 | 6,189 | 8,000 | 8,000 | 8,000 | 8,000 |
| 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 |
| Transfers & Reimbursements | 2,213,055 | 2,335,965 | 2,838,310 | 2,826,160 | 2,826,160 | 2,826,160 |
| Other Space Rental | 12,933 | 11,117 | 12,410 | 12,610 | 12,610 | 12,610 |
| Insurance Proceeds | - | 191 | - | - | - | - |
| Other Revenue | 12,933 | 11,309 | 12,410 | 12,610 | 12,610 | 12,610 |
| Other Misc Income | 4,175 | 5,732 | 4,000 | 4,000 | 4,000 | 4,000 |
| Cash Over / Short | 4,153 | 4,591 | - | - | - | - |
| Sales of Bonds/Other Financing | 8,328 | 10,323 | 4,000 | 4,000 | 4,000 | 4,000 |
| Total Revenue | \$ 3,639,112 | \$ 3,853,376 | \$ 3,443,455 | \$ 3,911,285 | \$ 3,911,285 | \$ 3,911,285 |



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 |
| Beginning Fund Balance | 4,753,824 | 5,402,367 | 7,046,640 | 3,782,405 | 4,517,405 | 4,517,405 |
| Sherwood Water | 87,548 | 82,308 | 63,500 | - | - | - |
| Fees & Charges | 87,548 | 82,308 | 63,500 | - | - | - |
| 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 |
| Charges for Service | 5,150,090 | 5,145,320 | 5,107,840 | 5,327,700 | 5,327,700 | 5,327,700 |
| 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 |
| Interest | 34,700 | 36,959 | 41,035 | 29,000 | 29,000 | 29,000 |
| Transfers - Water Devel | - | - | 450,000 | 610,000 | 610,000 | 610,000 |
| Transfers & Reimbursements | - | - | 450,000 | 610,000 | 610,000 | 610,000 |
| 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 |
| Other Revenue | 17,899 | 15,804 | 20,390 | 21,600 | 21,600 | 21,600 |
| Total Revenue | \$ 10,044,061 | \$ 10,682,758 | \$ 12,729,405 | \$ 9,770,705 | \$ 10,505,705 | \$ 10,505,705 |



| 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 |
| Beginning Fund Balance | 723,772 | 983,646 | 876,715 | 544,800 | 544,800 | 544,800 |
| System Development Chgs | 274,728 | 93,806 | 100,000 | 200,000 | 200,000 | 200,000 |
| Charges for Service | 274,728 | 93,806 | 100,000 | 200,000 | 200,000 | 200,000 |
| Interest on Investments | 5,365 | 6,004 | 3,135 | 2,725 | 2,725 | 2,725 |
| Interest | 5,365 | 6,004 | 3,135 | 2,725 | 2,725 | 2,725 |
| Transfers - Water Oper | 100,000 | 300,000 | - | - | - | - |
| Transfers & Reimbursements | 100,000 | 300,000 | - | - | - | - |
| Total Revenue | \$ 1,103,864 | \$ 1,383,457 | \$ 979,850 | \$ 747,525 | \$ 747,525 | \$ 747,525 |



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 |
| Beginning Fund Balance | 1,104,993 | 1,202,346 | 3,687,900 | 2,845,765 | 2,845,765 | 2,845,765 |
| 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 |
| Charges for Service | 6,438,225 | 6,647,231 | 7,034,080 | 7,255,335 | 7,255,335 | 7,255,335 |
| Interest on Investments | 8,724 | 15,806 | 18,555 | 11,545 | 11,545 | 11,545 |
| Interest | 8,724 | 15,806 | 18,555 | 11,545 | 11,545 | 11,545 |
| Transfers - Infrastr Res | 232,500 | 1,975,733 | - | - | - | - |
| Transfers & Reimbursements | 232,500 | 1,975,733 | - | - | - | - |
| Other Misc Income | - | - | 500 | 500 | 500 | 500 |
| Other Revenue | - | - | 500 | 500 | 500 | 500 |
| Total Revenue | \$ 7,784,441 | \$ 9,841,116 | \$ 10,741,035 | \$ 10,113,145 | \$ 10,113,145 | \$ 10,113,145 |



| 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 |
| Beginning Fund Balance | 3,722,075 | 3,785,927 | 3,658,220 | 4,335,155 | 4,335,155 | 4,335,155 |
| System Development Charge | 1,597,962 | 436,348 | 200,000 | 400,000 | 400,000 | 400,000 |
| Fees & Charges | 1,597,962 | 436,348 | 200,000 | 400,000 | 400,000 | 400,000 |
| Interest on Investments | 22,327 | 20,251 | 20,000 | 23,400 | 23,400 | 23,400 |
| Interest | 22,327 | 20,251 | 20,000 | 23,400 | 23,400 | 23,400 |
| Total Revenue | \$ 5,342,364 | \$ 4,242,526 | \$ 3,878,220 | \$ 4,758,555 | \$ 4,758,555 | \$ 4,758,555 |



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 |
| Beginning Fund Balance | 500,433 | 574,467 | 639,550 | 568,480 | 655,980 | 655,980 |
| 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 |
| Charges for Service | 1,834,480 | 1,903,241 | 2,158,730 | 2,442,715 | 2,442,715 | 2,442,715 |
| Interest on Investments | 2,225 | 3,258 | 1,800 | 2,840 | 2,840 | 2,840 |
| Interest | 2,225 | 3,258 | 1,800 | 2,840 | 2,840 | 2,840 |
| Transfers - Storm Drn SDC | - | - | - | 363,000 | 363,000 | 363,000 |
| Transfers & Reimbursements | - | - | - | 363,000 | 363,000 | 363,000 |
| Other Misc Income | (3) | - | - | - | - | - |
| Other Revenue | (3) | - | - | - | - | - |
| Total Revenue | \$ 2,337,135 | \$ 2,480,966 | \$ 2,800,080 | \$ 3,377,035 | \$ 3,464,535 | \$ 3,464,535 |



| 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 | 233,384 | 287,532 | 278,400 | 584,500 | 584,500 | 584,500 |
| Beginning Fund Balance | 233,384 | 287,532 | 278,400 | 584,500 | 584,500 | 584,500 |
| 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 |
| Charges for Service | 52,600 | 38,583 | - | 35,000 | 35,000 | 35,000 |
| Interest on Investments | 1,548 | 1,556 | 1,500 | 3,030 | 3,030 | 3,030 |
| Interest | 1,548 | 1,556 | 1,500 | 3,030 | 3,030 | 3,030 |
| Total Revenue | \$ 287,532 | \$ 327,671 | \$ 279,900 | \$ 622,530 | \$ 622,530 | \$ 622,530 |



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 |
| Beginning Fund Balance | 1,097,705 | 574,753 | 223,090 | 30,000 | 30,000 | 30,000 |
| 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 |
| Fees & Charges | 652,870 | 653,721 | 656,755 | 683,280 | 683,280 | 683,280 |
| Sidewalk/Tree Program | 325,848 | 326,216 | 328,680 | 327,000 | 327,000 | 327,000 |
| Charges for Service | 325,848 | 326,216 | 328,680 | 327,000 | 327,000 | 327,000 |
| Interest on Investments | 2,995 | 640 | 2,500 | 1,000 | 1,000 | 1,000 |
| Interest | 2,995 | 640 | 2,500 | 1,000 | 1,000 | 1,000 |
| Other Misc Income | 216 | - | - | - | - | - |
| Other Revenue | 216 | - | - | - | - | - |
| Total Revenue | \$ 2,079,634 | \$ 1,555,330 | \$ 1,211,025 | \$ 1,041,280 | \$ 1,041,280 | \$ 1,041,280 |



| 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 |
| Beginning Fund Balance | 640,776 | 871,296 | 263,720 | 867,105 | 917,105 | 917,105 |
| 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 |
| Intergovernmental Revenue | 1,517,704 | 1,598,389 | 1,607,170 | 1,642,500 | 1,642,500 | 1,642,500 |
| Interest on Investments | 4,704 | 4,025 | 4,000 | 3,950 | 3,950 | 3,950 |
| Interest | 4,704 | 4,025 | 4,000 | 3,950 | 3,950 | 3,950 |
| 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 | - | - | - | - |
| Transfers & Reimbursements | 162,570 | 145,359 | 93,820 | 1,429,735 | 1,429,735 | 1,429,735 |
| Other Misc Income | 48,890 | - | 36,865 | - | - | - |
| Other Revenue | 48,890 | - | 36,865 | - | - | - |
| Total Revenue | \$ 2,374,643 | \$ 2,619,068 | \$ 2,005,575 | \$ 3,943,290 | \$ 3,993,290 | \$ 3,993,290 |



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 |
| Beginning Fund Balance | 1,056,367 | 1,067,528 | 599,925 | 1,082,980 | 1,082,980 | 1,082,980 |
| Reimb Project Admin Costs | 150 | - | - | - | - | - |
| Washington County | 3,076 | 3,076 | - | - | - | - |
| Fees & Charges | 3,226 | 3,076 | - | - | - | - |
| Interest on Investments | 6,438 | 6,038 | 3,000 | - | - | - |
| Interest | 6,438 | 6,038 | 3,000 | - | - | - |
| Other Misc Income | 461 | 461 | - | - | - | - |
| Other Revenue | 461 | 461 | - | - | - | - |
| Total Revenue | \$ 1,066,493 | \$ 1,077,104 | \$ 602,925 | \$ 1,082,980 | \$ 1,082,980 | \$ 1,082,980 |



| 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 |
| Beginning Fund Balance | 1,645,491 | 2,012,737 | 1,724,320 | 1,667,940 | 1,667,940 | 1,667,940 |
| Washington County | 278,887 | 610,600 | 200,000 | 200,000 | 200,000 | 200,000 |
| Clackamas County | 65,355 | 32,980 | - | - | - | - |
| Charges for Service | 344,243 | 643,580 | 200,000 | 200,000 | 200,000 | 200,000 |
| Interest on Investments | 22,179 | 33,182 | 22,680 | 25,020 | 25,020 | 25,020 |
| Interest | 22,179 | 33,182 | 22,680 | 25,020 | 25,020 | 25,020 |
| Other Misc Income | 825 | 1,649 | - | - | - | - |
| Other Revenue | 825 | 1,649 | - | - | - | - |
| Total Revenue | \$ 2,012,737 | \$ 2,691,148 | \$ 1,947,000 | \$ 1,892,960 | \$ 1,892,960 | \$ 1,892,960 |



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 |
| Beginning Fund Balance | 80,897 | 88,093 | 90,130 | 97,500 | 97,500 | 97,500 |
| 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 | - | - | - | - |
| Property Taxes | 964,195 | 966,009 | 950,000 | 935,000 | 935,000 | 935,000 |
| Interest on Investments | 804 | 647 | 1,000 | 3,000 | 3,000 | 3,000 |
| Washington County | 2,809 | 2,419 | - | - | - | - |
| Clackamas County | 380 | 422 | - | - | - | - |
| Interest | 3,993 | 3,488 | 1,000 | 3,000 | 3,000 | 3,000 |
| Other Misc Income | 2,290 | 482 | - | - | - | - |
| Other Revenue | 2,290 | 482 | - | - | - | - |
| Total Revenue | \$ 1,051,374 | \$ 1,058,072 | \$ 1,041,130 | \$ 1,035,500 | \$ 1,035,500 | \$ 1,035,500 |



| 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 |
|-------------------------------|--------------------|--------------------|---------------------|----------------------|----------------------|---------------------|
| Beginning Fund Balance | 317,276 | 179,078 | 180,000 | 181,000 | 181,000 | 181,000 |
| Beginning Fund Balance | 317,276 | 179,078 | 180,000 | 181,000 | 181,000 | 181,000 |
| LID 43-90-ST | 87,036 | - | - | - | - | - |
| Principal | 87,036 | - | - | - | - | - |
| LID 43-90-ST | 3,680 | - | - | - | - | - |
| Interest on Investments | 1,725 | 955 | 1,000 | 1,000 | 1,000 | 1,000 |
| Interest | 5,406 | 955 | 1,000 | 1,000 | 1,000 | 1,000 |
| Total Revenue | \$ 409,718 | \$ 180,032 | \$ 181,000 | \$ 182,000 | \$ 182,000 | \$ 182,000 |



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 |
| Beginning Fund Balance | 440,625 | 442,842 | 444,615 | 445,920 | 445,920 | 445,920 |
| Interest on Investments | 2,438 | 2,302 | 2,000 | 2,000 | 2,000 | 2,000 |
| Interest | 2,438 | 2,302 | 2,000 | 2,000 | 2,000 | 2,000 |
| Transfers - Water Oper | 538,285 | 536,265 | 535,765 | 502,550 | 502,550 | 502,550 |
| Transfers & Reimbursements | 538,285 | 536,265 | 535,765 | 502,550 | 502,550 | 502,550 |
| Total Revenue | \$ 981,348 | \$ 981,409 | \$ 982,380 | \$ 950,470 | \$ 950,470 | \$ 950,470 |



City offices and Library

Policy & Administration



City Council

City Council

Administration

Finance

Information Services

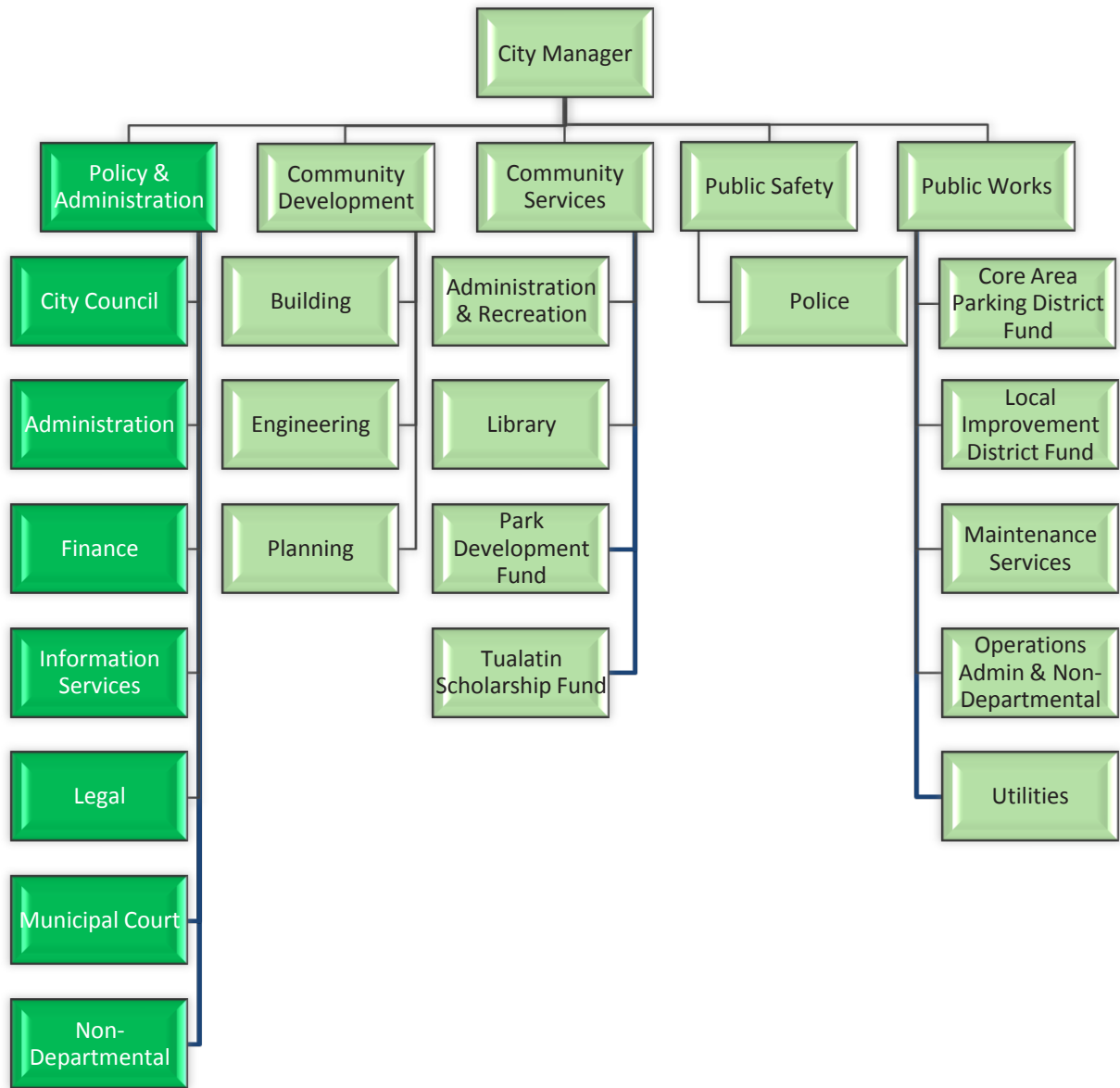
Legal

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 |
| Total Requirements | \$ 10,639,391 | \$ 11,029,082 | \$ 10,607,870 | \$ 11,399,850 |

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 | - | - | - |
| Salaries & Benefits | 56,096 | 44,579 | 57,165 | 57,030 | 57,030 | 57,030 |
| 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 | - | - | - | - |
| Materials & Services | 68,310 | 87,010 | 122,130 | 110,630 | 114,630 | 114,630 |
| Total Expenditures | \$ 124,406 | \$ 131,589 | \$ 179,295 | \$ 167,660 | \$ 171,660 | \$ 171,660 |

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 | - | - | - | - |
| Salaries & Benefits | 809,469 | 840,599 | 866,040 | 911,980 | 911,980 | 911,980 |
| 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 |
| Materials & Services | 83,224 | 34,706 | 44,225 | 55,410 | 55,410 | 55,410 |
| Total Expenditures | \$ 892,693 | \$ 875,305 | \$ 910,265 | \$ 967,390 | \$ 967,390 | \$ 967,390 |



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

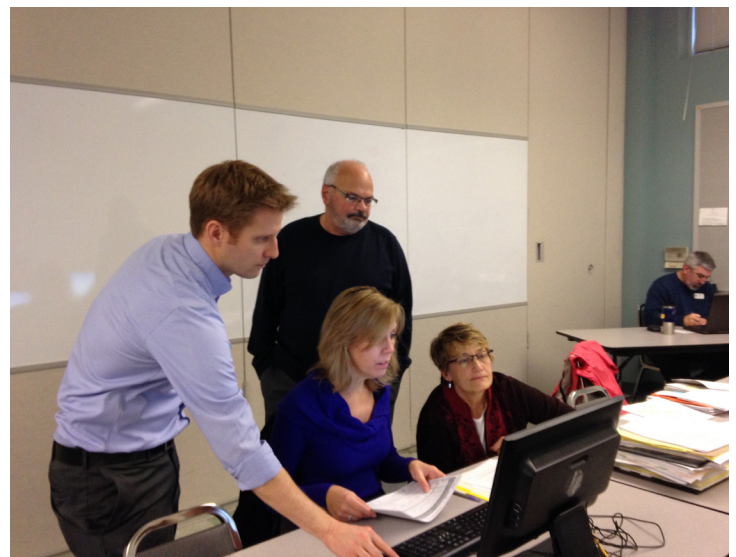
- Received the Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association (GFOA) for the 23rd consecutive year.
- Successfully completed the conversion to Springbrook Software for the City's 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 | - | - | - | - |
| Salaries & Benefits | 742,952 | 815,002 | 820,580 | 852,700 | 852,700 | 852,700 |
| 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 |
| Materials & Services | 85,816 | 70,135 | 84,375 | 88,785 | 88,785 | 88,785 |
| Total Expenditures | \$ 828,768 | \$ 885,137 | \$ 904,955 | \$ 941,485 | \$ 941,485 | \$ 941,485 |



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 | - | - | - | - |
| Salaries & Benefits | 585,282 | 532,081 | 551,025 | 568,780 | 568,780 | 568,780 |
| 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 |
| Materials & Services | 256,121 | 315,617 | 338,885 | 326,845 | 326,845 | 326,845 |
| Equipment & Furnishings | 84,710 | 24,073 | 278,045 | 190,000 | 190,000 | 190,000 |
| Capital Outlay | 84,710 | 24,073 | 278,045 | 190,000 | 190,000 | 190,000 |
| Total Expenditures | \$ 926,113 | \$ 871,771 | \$ 1,167,955 | \$ 1,085,625 | \$ 1,085,625 | \$ 1,085,625 |

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 |
| Salaries & Benefits | 198,281 | 227,265 | 238,295 | 277,560 | 277,560 | 277,560 |
| 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 |
| Materials & Services | 16,068 | 13,410 | 17,210 | 17,605 | 17,605 | 17,605 |
| Total Expenditures | \$ 214,349 | \$ 240,675 | \$ 255,505 | \$ 295,165 | \$ 295,165 | \$ 295,165 |



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 | - | - | - | - |
| Salaries & Benefits | 310,436 | 322,184 | 341,135 | 341,210 | 341,210 | 341,210 |
| 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 |
| Materials & Services | 20,562 | 18,157 | 21,680 | 21,500 | 21,500 | 21,500 |
| Total Expenditures | \$ 330,997 | \$ 340,341 | \$ 362,815 | \$ 362,710 | \$ 362,710 | \$ 362,710 |

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 |
| Salaries & Benefits | 34,929 | 21,187 | 21,100 | 21,100 | 21,100 | 21,100 |
| 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 | - | - | - | - | - |
| Materials & Services | 582,353 | 594,610 | 836,700 | 720,545 | 720,545 | 720,545 |
| Transfers - Park Devel | - | - | 14,000 | - | - | - |
| Transfers & Reimbursements | - | - | 14,000 | - | - | - |
| 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 |
| Contingencies & Reserves | - | - | 5,955,280 | 6,834,170 | 6,834,170 | 6,834,170 |
| Total Expenditures | \$ 617,283 | \$ 615,797 | \$ 6,827,080 | \$ 7,575,815 | \$ 7,575,815 | \$ 7,575,815 |



CITY OF TUALATIN

WWW.TUALATINOREGON.GOV



Preparing for an inspection

Community Development



South Parking Lot Construction

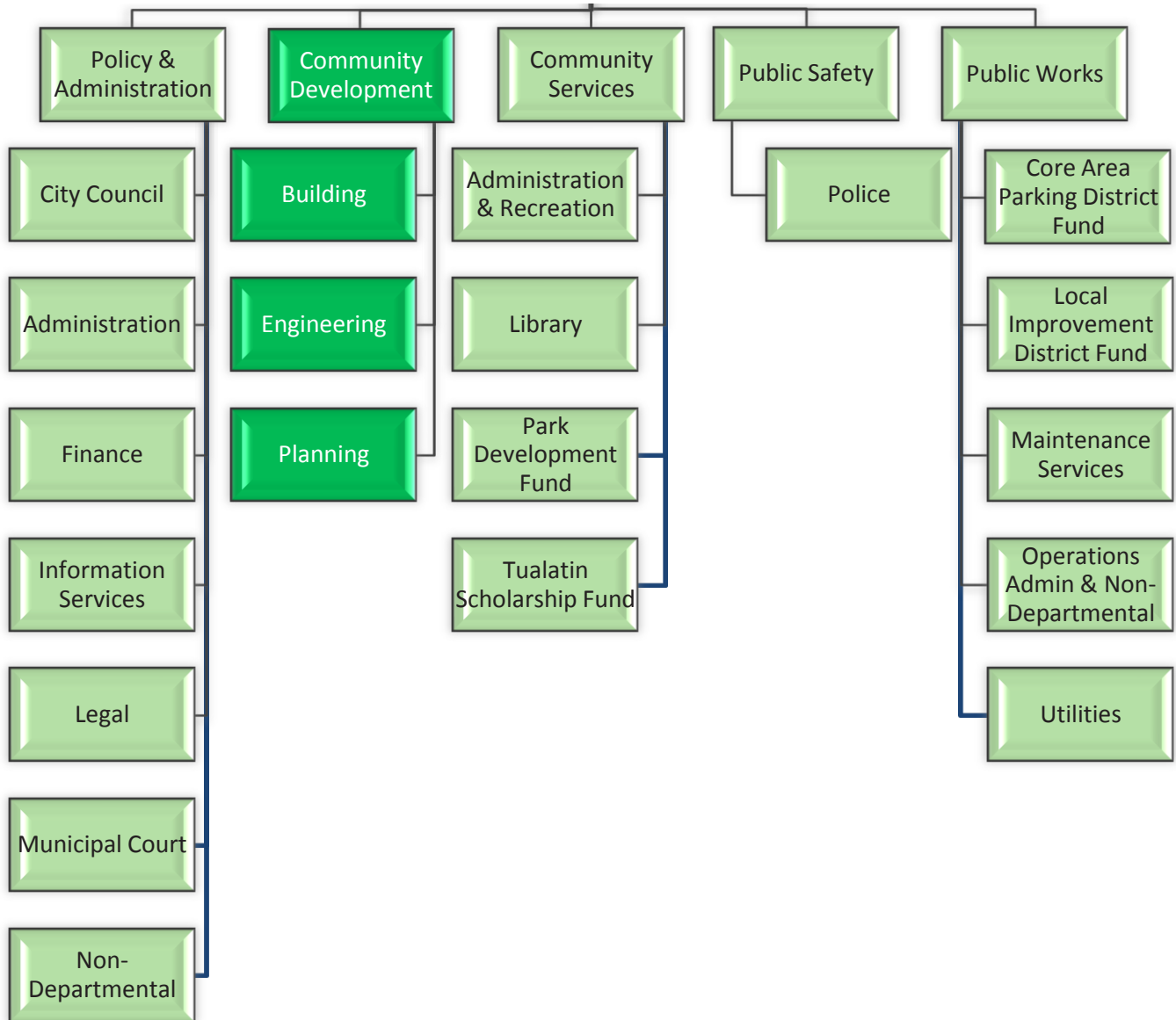
Building

Engineering

Planning



Building Inspection





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 |
| Total Requirements | \$ 4,227,991 | \$ 4,410,824 | \$ 4,328,370 | \$ 4,763,230 |

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 | - | - | - | - |
| Salaries & Benefits | 510,547 | 516,858 | 677,655 | 749,065 | 749,065 | 749,065 |
| 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 |
| Materials & Services | 43,748 | 58,192 | 89,030 | 69,560 | 69,560 | 69,560 |
| Transfers - General Fund | 205,045 | 260,260 | 289,190 | 312,840 | 312,840 | 312,840 |
| Transfers & Reimbursements | 205,045 | 260,260 | 289,190 | 312,840 | 312,840 | 312,840 |
| 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 124th Street
- Begin design for Myslony Bridge
- Perform preliminary concept design alternatives 105th Street/Blake Street/108th 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 | - | - | - | - |
| Salaries & Benefits | 1,011,593 | 1,029,515 | 1,120,450 | 1,138,095 | 1,138,095 | 1,138,095 |
| 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 |
| Materials & Services | 42,795 | 26,533 | 46,465 | 51,040 | 51,040 | 51,040 |
| Equipment & Furnishings | - | - | - | 29,000 | 29,000 | 29,000 |
| Capital Outlay | - | - | - | 29,000 | 29,000 | 29,000 |
| Total Expenditures | \$ 1,054,388 | \$ 1,056,047 | \$ 1,166,915 | \$ 1,218,135 | \$ 1,218,135 | \$ 1,218,135 |



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 | - | - | - | - |
| Salaries & Benefits | 443,392 | 486,354 | 559,840 | 593,955 | 593,955 | 593,955 |
| 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 |
| Materials & Services | 139,920 | 185,255 | 380,305 | 246,870 | 246,870 | 246,870 |
| Total Expenditures | \$ 583,312 | \$ 671,609 | \$ 940,145 | \$ 840,825 | \$ 840,825 | \$ 840,825 |



Community Services Building

Community Services



Pumpkin Regatta

Administration & Recreation

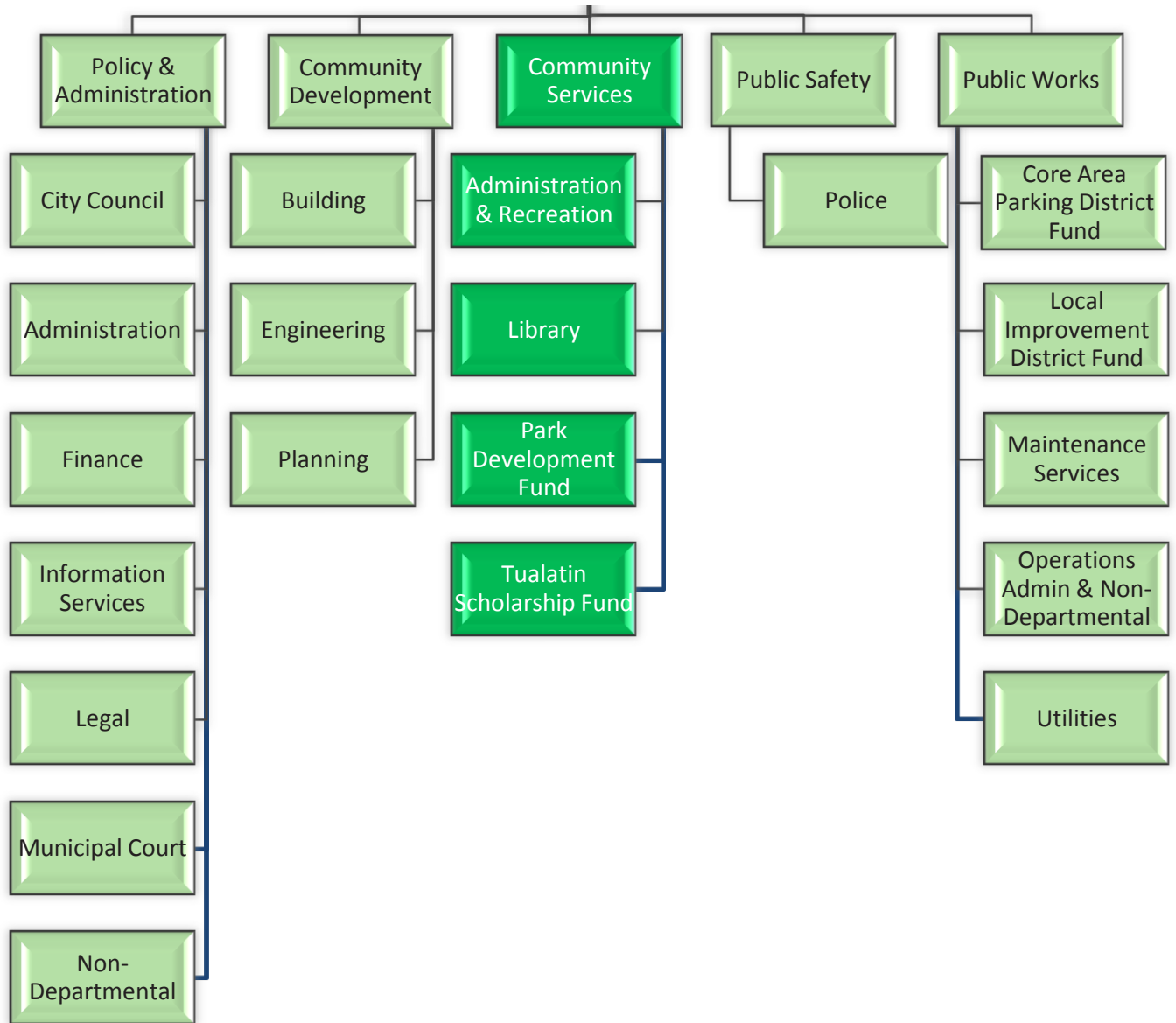
Library

Park Development Fund

Tualatin Scholarship Fund



Dia de los Muertos





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 |
| Total Requirements | \$ 3,784,362 | \$ 3,450,694 | \$ 3,834,220 | \$ 7,861,210 |

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 | - | - | - | - |
| Salaries & Benefits | 624,887 | 652,851 | 703,800 | 748,120 | 748,120 | 748,120 |
| 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 |
| Materials & Services | 200,121 | 242,451 | 261,680 | 268,440 | 268,440 | 268,440 |



| 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 | - | - | - | - | - |
| Salaries & Benefits | 1,380,960 | 1,310,842 | 1,488,015 | 1,530,145 | 1,530,145 | 1,530,145 |
| 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 |
| Materials & Services | 405,964 | 364,059 | 326,740 | 343,235 | 351,235 | 351,235 |
| Equipment & Furnishings | - | 9,502 | - | 35,000 | 35,000 | 35,000 |
| Capital Outlay | - | 9,502 | - | 35,000 | 35,000 | 35,000 |
| Total Expenditures | \$ 1,786,925 | \$ 1,684,404 | \$ 1,814,755 | \$ 1,908,380 | \$ 1,916,380 | \$ 1,916,380 |

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 108th 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 | - | - | - | - | - |
| Materials & Services | 453 | 7,345 | 21,000 | 16,000 | 16,000 | 16,000 |
| Transfers - General Fund | 13,690 | 17,790 | 25,970 | 31,040 | 31,040 | 31,040 |
| Transfers & Reimbursements | 13,690 | 17,790 | 25,970 | 31,040 | 31,040 | 31,040 |
| 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 |
| Capital Outlay | 292,416 | 13,304 | 956,130 | 4,747,480 | 4,767,480 | 4,767,480 |
| Total Expenditures | \$ 306,559 | \$ 38,439 | \$ 1,003,100 | \$ 4,794,520 | \$ 4,814,520 | \$ 4,814,520 |

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 |
| Materials & Services | 450 | 300 | 400 | 400 | 400 | 400 |
| General Account Reserve | - | - | 50,485 | 50,350 | 50,350 | 50,350 |
| Contingencies & Reserves | - | - | 50,485 | 50,350 | 50,350 | 50,350 |
| Total Expenditures | \$ 450 | \$ 300 | \$ 50,885 | \$ 50,750 | \$ 50,750 | \$ 50,750 |



CITY OF TUALATIN

WWW.TUALATINOREGON.GOV



Bike Patrol

Public Safety

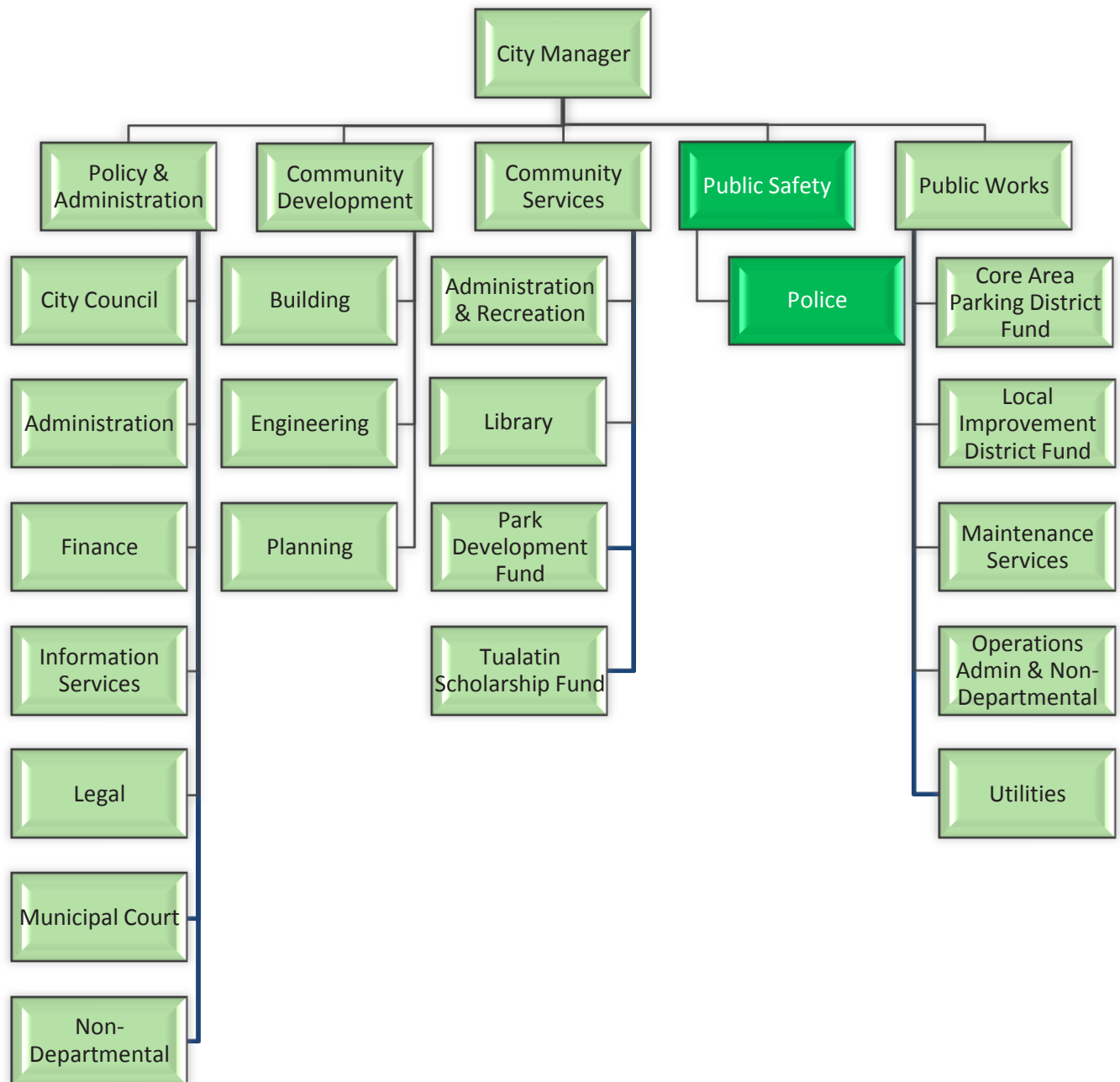


Honor Guard

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 | - | - | - | - |
| Total Requirements | \$ 6,535,382 | \$ 6,755,821 | \$ 6,840,025 | \$ 7,231,980 |

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 5th 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 3rd Intersection Safety Camera. We did not have enough data this year to support adding a 3rd 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 6th 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 | - | - | - | - |
| Salaries & Benefits | 5,739,683 | 5,848,222 | 6,057,295 | 6,416,760 | 6,416,760 | 6,416,760 |
| 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 |
| Materials & Services | 618,456 | 609,790 | 659,530 | 675,720 | 675,720 | 675,720 |
| Equipment & Furnishings | 145,576 | 297,809 | 123,200 | 139,500 | 139,500 | 139,500 |
| Capital Outlay | 145,576 | 297,809 | 123,200 | 139,500 | 139,500 | 139,500 |
| Total Expenditures | \$ 6,503,715 | \$ 6,755,821 | \$ 6,840,025 | \$ 7,231,980 | \$ 7,231,980 | \$ 7,231,980 |



CITY OF TUALATIN

WWW.TUALATINOREGON.GOV



Fleet Maintenance on police vehicle



CE2 student



Overlay of 90th Avenue

Public Works



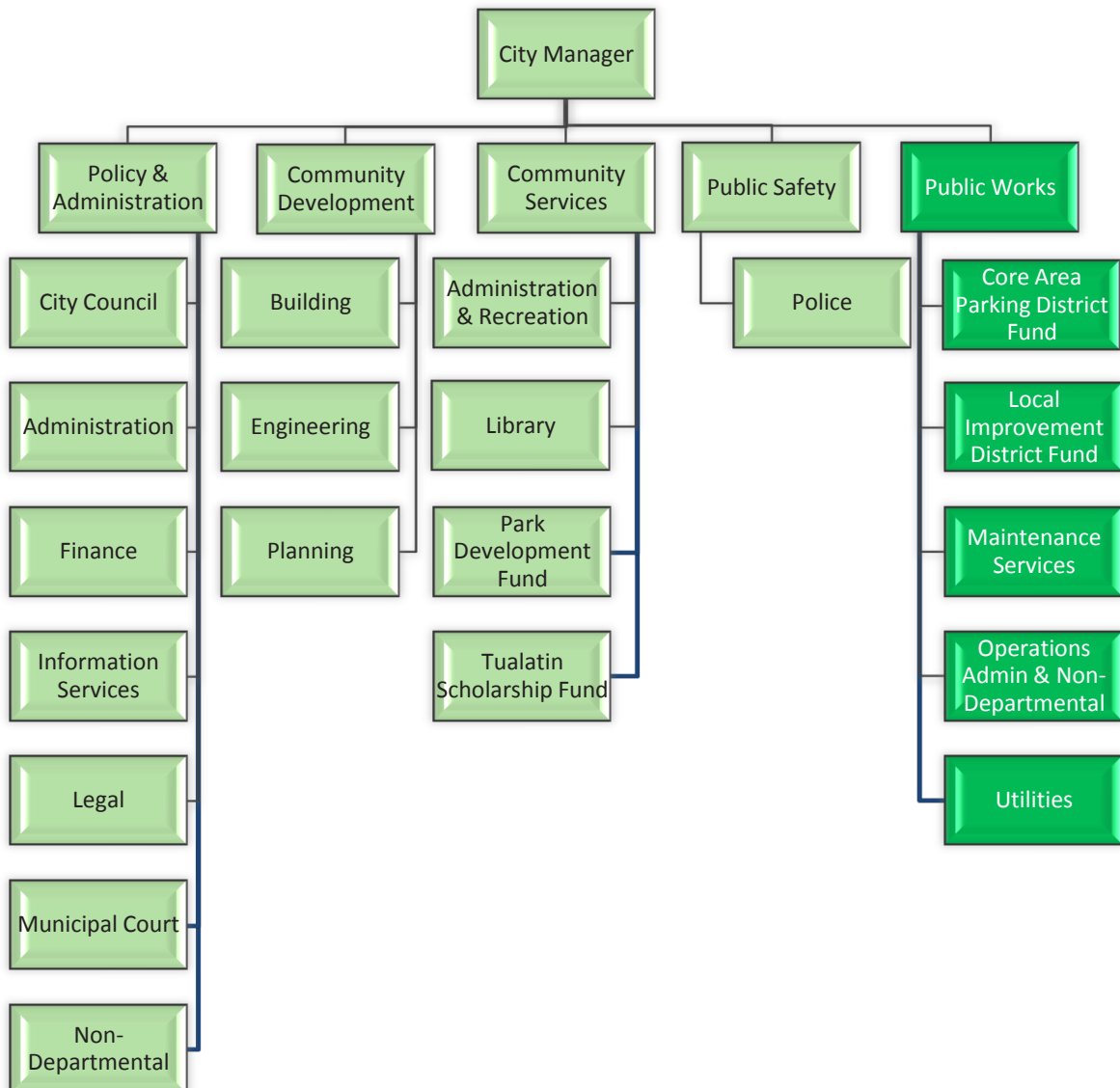
Core Area Parking District Fund

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 |
| Total Requirements | \$ 43,361,314 | \$ 48,121,026 | \$ 43,828,340 | \$ 45,539,930 |

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 84th 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 | - | - | - |
| Materials & Services | 16,686 | 14,995 | 24,160 | 23,320 | 23,320 | 23,320 |
| Transfers - General Fund | 68,345 | 24,030 | 23,470 | 26,950 | 26,950 | 26,950 |
| Transfers & Reimbursements | 68,345 | 24,030 | 23,470 | 26,950 | 26,950 | 26,950 |
| Fund Projects | 42,717 | 10,160 | - | - | - | - |
| Capital Outlay | 42,717 | 10,160 | - | - | - | - |
| 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 |
| Contingencies & Reserves | - | - | 132,230 | 140,010 | 140,010 | 140,010 |
| Total Expenditures | \$ 127,747 | \$ 49,185 | \$ 179,860 | \$ 190,280 | \$ 190,280 | \$ 190,280 |



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 | - | - | - | - |
| Total Requirements | \$ 2,251,309 | \$ 2,566,126 | \$ 2,552,435 | \$ 2,736,460 |



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.

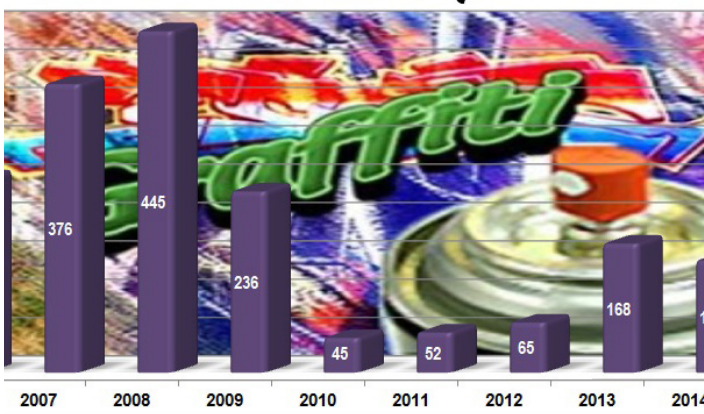
Summary

| | |
|------------------------|---------------|
| 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 | - | - | - | - |
| Salaries & Benefits | 201,730 | 200,074 | 232,540 | 273,460 | 273,460 | 273,460 |
| 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 |
| Materials & Services | 470,468 | 568,865 | 546,995 | 561,035 | 561,035 | 561,035 |
| R & M - Major Projects | 31,148 | 70,451 | - | 75,600 | 75,600 | 75,600 |
| Capital Outlay | 31,148 | 70,451 | - | 75,600 | 75,600 | 75,600 |
| Total Expenditures | \$ 703,346 | \$ 839,391 | \$ 779,535 | \$ 910,095 | \$ 910,095 | \$ 910,095 |

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 | - | - | - | - |
| Salaries & Benefits | 187,874 | 196,884 | 191,835 | 200,075 | 200,075 | 200,075 |
| 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 |
| Materials & Services | 233,408 | 270,839 | 285,830 | 275,025 | 275,025 | 275,025 |
| Total Expenditures | \$ 421,282 | \$ 467,724 | \$ 477,665 | \$ 475,100 | \$ 475,100 | \$ 475,100 |

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 | - | - | - | - |
| Salaries & Benefits | 764,288 | 820,141 | 843,200 | 863,180 | 863,180 | 863,180 |
| 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 |
| Materials & Services | 344,741 | 367,764 | 418,835 | 446,585 | 446,585 | 446,585 |
| Equipment & Furnishings | 11,152 | - | 33,200 | 41,500 | 41,500 | 41,500 |
| R & M - Major Projects | 6,500 | 71,108 | - | - | - | - |
| Capital Outlay | 17,652 | 71,108 | 33,200 | 41,500 | 41,500 | 41,500 |
| Total Expenditures | \$ 1,126,681 | \$ 1,259,013 | \$ 1,295,235 | \$ 1,351,265 | \$ 1,351,265 | \$ 1,351,265 |



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 | - | - | - | - |
| Salaries & Benefits | 335,903 | 429,031 | 467,015 | 552,845 | 552,845 | 552,845 |
| 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 |
| Materials & Services | 64,965 | 29,325 | 45,960 | 47,175 | 47,175 | 47,175 |
| Total Expenditures | \$ 400,868 | \$ 458,356 | \$ 512,975 | \$ 600,020 | \$ 600,020 | \$ 600,020 |



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 |
| Materials & Services | 16,780 | 13,476 | 63,190 | 56,350 | 56,350 | 56,350 |
| OPS Warehouse Proj Fund | - | 1,010,000 | - | - | - | - |
| Transfers & Reimbursements | - | 1,010,000 | - | - | - | - |
| Equipment & Furnishings | 9,749 | - | 284,260 | 207,520 | 207,520 | 207,520 |
| Projects Professional Svc | 90,619 | - | - | - | - | - |
| Projects Construction | 19,928 | - | - | - | - | - |
| Fund Projects | 507 | - | - | - | - | - |
| Capital Outlay | 120,802 | - | 284,260 | 207,520 | 207,520 | 207,520 |
| Warehouse Financing | - | - | 86,280 | 99,600 | 99,600 | 99,600 |
| Principal | - | - | 86,280 | 99,600 | 99,600 | 99,600 |
| Warehouse Financing | - | - | 43,330 | 30,015 | 30,015 | 30,015 |
| Interest | - | - | 43,330 | 30,015 | 30,015 | 30,015 |
| Contingency | - | - | 334,000 | 456,900 | 456,900 | 456,900 |
| General Account Reserve | - | - | 171,215 | 408,360 | 396,360 | 396,360 |
| Contingencies & Reserves | - | - | 505,215 | 865,260 | 853,260 | 853,260 |
| Total Expenditures | \$ 137,582 | \$ 1,023,476 | \$ 982,275 | \$ 1,258,745 | \$ 1,246,745 | \$ 1,246,745 |



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 |
| Total Requirements | \$ 11,885,605 | \$ 12,856,435 | \$ 14,694,275 | \$ 12,175,785 |

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 | - | - | - | - |
| Salaries & Benefits | 549,516 | 530,299 | 560,235 | 558,395 | 570,395 | 570,395 |
| 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 |
| Materials & Services | 188,163 | 259,922 | 367,785 | 314,825 | 314,825 | 314,825 |



| 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):

| FY 14/15 Charges | FY 15/16 Charges | Difference |
|------------------|------------------|------------|
| \$ 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 63rd Ave
- Completed an analysis of the waterline in 124th 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 124th 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 115th 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 |
| Materials & Services | 2,006,692 | 1,892,131 | 1,684,300 | 1,974,800 | 1,974,800 | 1,974,800 |
| 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 | - | - | - | - |
| Transfers & Reimbursements | 2,386,995 | 2,861,555 | 2,865,065 | 2,944,790 | 2,944,790 | 2,944,790 |
| 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 |
| Capital Outlay | 248,006 | 870,468 | 2,340,000 | 1,705,000 | 2,440,000 | 2,440,000 |
| 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 | - | - | - |
| Contingencies & Reserves | - | - | 5,840,040 | 3,146,115 | 3,146,115 | 3,146,115 |
| Total Expenditures | \$ 4,641,694 | \$ 5,624,153 | \$ 12,729,405 | \$ 9,770,705 | \$ 10,505,705 | \$ 10,505,705 |



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 |
| Transfers & Reimbursements | 5,295 | 17,600 | 452,560 | 610,000 | 610,000 | 610,000 |
| Projects Administration | 1,510 | 5,448 | - | - | - | - |
| Projects Professional Svc | 109,383 | 163,408 | - | - | - | - |
| Projects Construction | 4,030 | 272,775 | - | - | - | - |
| Fund Projects | - | - | 200,000 | - | - | - |
| Capital Outlay | 114,923 | 441,630 | 200,000 | - | - | - |
| Contingency | - | - | 327,290 | 137,525 | 137,525 | 137,525 |
| Contingencies & Reserves | - | - | 327,290 | 137,525 | 137,525 | 137,525 |
| Total Expenditures | \$ 120,218 | \$ 459,230 | \$ 979,850 | \$ 747,525 | \$ 747,525 | \$ 747,525 |



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 |
| Total Requirements | \$ 13,451,151 | \$ 14,425,609 | \$ 15,016,980 | \$ 15,428,455 |

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 | - | - | - | - |
| Salaries & Benefits | 214,582 | 216,870 | 257,765 | 311,670 | 311,670 | 311,670 |
| 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 |
| Materials & Services | 109,763 | 125,097 | 139,960 | 161,750 | 161,750 | 161,750 |
| Equipment & Furnishings | - | - | - | 83,335 | 83,335 | 83,335 |
| Capital Outlay | - | - | - | 83,335 | 83,335 | 83,335 |
| Total Expenditures | \$ 324,345 | \$ 341,967 | \$ 397,725 | \$ 556,755 | \$ 556,755 | \$ 556,755 |

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 |
| Materials & Services | 5,247,050 | 5,493,271 | 5,911,615 | 6,107,470 | 6,107,470 | 6,107,470 |
| 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 |
| Transfers & Reimbursements | 1,039,630 | 1,141,495 | 1,331,660 | 1,417,400 | 1,417,400 | 1,417,400 |
| 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 |
| Capital Outlay | 295,415 | 190,035 | - | 50,000 | 50,000 | 50,000 |
| 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 |
| Contingencies & Reserves | - | - | 3,497,760 | 2,538,275 | 2,538,275 | 2,538,275 |
| Total Expenditures | \$ 6,582,095 | \$ 6,824,801 | \$ 10,741,035 | \$ 10,113,145 | \$ 10,113,145 | \$ 10,113,145 |



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 |
| Materials & Services | 1,551,867 | 330,115 | 192,000 | 384,000 | 384,000 | 384,000 |
| Transfers - General Fund | 4,570 | 16,080 | 9,770 | 5,030 | 5,030 | 5,030 |
| Transfers & Reimbursements | 4,570 | 16,080 | 9,770 | 5,030 | 5,030 | 5,030 |
| Contingency | - | - | 3,676,450 | 4,369,525 | 4,369,525 | 4,369,525 |
| Contingencies & Reserves | - | - | 3,676,450 | 4,369,525 | 4,369,525 | 4,369,525 |
| Total Expenditures | \$ 1,556,437 | \$ 346,195 | \$ 3,878,220 | \$ 4,758,555 | \$ 4,758,555 | \$ 4,758,555 |

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 |
| Total Requirements | \$ 2,603,792 | \$ 2,808,637 | \$ 3,079,980 | \$ 4,087,065 |



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 124th 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 |
| Materials & Services | 557,253 | 620,478 | 786,165 | 869,860 | 869,860 | 869,860 |
| 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 |
| Transfers & Reimbursements | 951,415 | 950,145 | 1,096,220 | 1,170,530 | 1,170,530 | 1,170,530 |
| 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 |
| Capital Outlay | 254,000 | 126,188 | 357,500 | 776,000 | 863,500 | 863,500 |
| Contingency | - | - | 282,360 | 422,460 | 422,460 | 422,460 |
| Future Years Project | - | - | 277,835 | 138,185 | 138,185 | 138,185 |
| Contingencies & Reserves | - | - | 560,195 | 560,645 | 560,645 | 560,645 |
| Total Expenditures | \$ 1,762,668 | \$ 1,696,811 | \$ 2,800,080 | \$ 3,377,035 | \$ 3,464,535 | \$ 3,464,535 |



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 |
| Transfers & Reimbursements | - | - | - | 363,000 | 363,000 | 363,000 |
| Contingency | - | - | 279,900 | 259,530 | 259,530 | 259,530 |
| Contingencies & Reserves | - | - | 279,900 | 259,530 | 259,530 | 259,530 |
| Total Expenditures | - | - | \$ 279,900 | \$ 622,530 | \$ 622,530 | \$ 622,530 |



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 |
| Total Requirements | \$ 8,088,069 | \$ 8,467,856 | \$ 6,331,985 | \$ 8,595,720 |

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 90th 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 | - | - | - | - | - |
| Salaries & Benefits | 218,754 | 242,687 | 227,565 | 241,280 | 241,280 | 241,280 |
| 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 |
| Materials & Services | 254,653 | 262,106 | 301,755 | 307,790 | 307,790 | 307,790 |
| Equipment & Furnishings | 43,021 | - | - | - | - | - |
| R & M - Major Projects | 37,098 | 20,413 | 36,140 | 36,140 | 36,140 | 36,140 |
| Capital Outlay | 80,119 | 20,413 | 36,140 | 36,140 | 36,140 | 36,140 |
| Total Expenditures | \$ 553,526 | \$ 525,206 | \$ 565,460 | \$ 585,210 | \$ 585,210 | \$ 585,210 |

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 90th 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 56th 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 129th Avenue and 119th 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 |
| Materials & Services | 1,176,871 | 1,060,507 | 838,380 | 649,380 | 649,380 | 649,380 |
| 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 |
| Transfers & Reimbursements | 328,010 | 333,465 | 343,270 | 328,185 | 328,185 | 328,185 |
| Road Maintenance | - | - | 29,375 | 63,715 | 63,715 | 63,715 |
| Contingencies & Reserves | - | - | 29,375 | 63,715 | 63,715 | 63,715 |
| Total Expenditures | \$ 1,504,881 | \$ 1,393,972 | \$ 1,211,025 | \$ 1,041,280 | \$ 1,041,280 | \$ 1,041,280 |

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 124th Street
- Begin design for Myslony Bridge
- Perform preliminary concept design alternatives 105th Street/Blake Street/108th Street curves
- Construct small sidewalk section on Borland Road adjacent to PGE Substation
- Relocate guardrail at 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 | - | - | - | - |
| Materials & Services | 647,351 | 544,984 | 549,500 | 564,220 | 564,220 | 564,220 |
| 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 | - | - | - | - | - |
| Transfers & Reimbursements | 777,750 | 702,940 | 759,300 | 841,760 | 841,760 | 841,760 |
| 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 |
| Capital Outlay | 78,247 | 794,990 | 180,000 | 1,462,980 | 1,512,980 | 1,512,980 |
| 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 |
| Contingencies & Reserves | - | - | 516,775 | 1,074,330 | 1,074,330 | 1,074,330 |
| Total Expenditures | \$ 1,503,348 | \$ 2,042,914 | \$ 2,005,575 | \$ 3,943,290 | \$ 3,993,290 | \$ 3,993,290 |

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 |



| 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 | - | - | - | 1,082,980 | 1,082,980 | 1,082,980 |
| Transfers & Reimbursements | - | - | - | 1,082,980 | 1,082,980 | 1,082,980 |
| Contingency | - | - | 602,925 | - | - | - |
| Contingencies & Reserves | - | - | 602,925 | - | - | - |
| Total Expenditures | - | - | \$ 602,925 | \$ 1,082,980 | \$ 1,082,980 | \$ 1,082,980 |

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 |
| Transfers & Reimbursements | - | - | - | 250,000 | 250,000 | 250,000 |
| Contingency | - | - | 1,947,000 | 1,642,960 | 1,642,960 | 1,642,960 |
| Contingencies & Reserves | - | - | 1,947,000 | 1,642,960 | 1,642,960 | 1,642,960 |
| Total Expenditures | - | - | \$ 1,947,000 | \$ 1,892,960 | \$ 1,892,960 | \$ 1,892,960 |



CITY OF TUALATIN

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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 95th Place. The last principal payment on this bond was paid in June 2013.

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



City of Tualatin
Fiscal Year 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 |
| Total Requirements | \$ 2,442,441 | \$ 2,219,514 | \$ 2,204,510 | \$ 2,167,970 |



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 |
| Principal | 625,000 | 650,000 | 675,000 | 700,000 | 700,000 | 700,000 |
| 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 |
| Interest | 338,281 | 312,863 | 286,725 | 259,340 | 259,340 | 259,340 |
| General Account Reserves | - | - | 79,405 | 76,160 | 76,160 | 76,160 |
| Contingencies & Reserves | - | - | 79,405 | 76,160 | 76,160 | 76,160 |
| Total Expenditures | \$ 963,281 | \$ 962,863 | \$ 1,041,130 | \$ 1,035,500 | \$ 1,035,500 | \$ 1,035,500 |



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 | - | - | - | - | - |
| Materials & Services | 300 | - | - | - | - | - |
| 1998 Bancroft Bonds | 220,000 | - | - | - | - | - |
| Principal | 220,000 | - | - | - | - | - |
| 1998 Bancroft Bonds | 10,340 | - | - | - | - | - |
| Interest | 10,340 | - | - | - | - | - |
| Bond Reserve | - | - | 181,000 | 182,000 | 182,000 | 182,000 |
| Contingencies & Reserves | - | - | 181,000 | 182,000 | 182,000 | 182,000 |
| Total Expenditures | \$ 230,640 | - | \$ 181,000 | \$ 182,000 | \$ 182,000 | \$ 182,000 |



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 |
| Materials & Services | 225 | 225 | 225 | 750 | 750 | 750 |
| Water Bonds 2005 | 305,000 | 315,000 | 330,000 | 345,000 | 345,000 | 345,000 |
| Principal | 305,000 | 315,000 | 330,000 | 345,000 | 345,000 | 345,000 |
| Water Bonds 2005 | 233,281 | 221,263 | 208,365 | 157,550 | 157,550 | 157,550 |
| Interest | 233,281 | 221,263 | 208,365 | 157,550 | 157,550 | 157,550 |
| Bond Reserves | - | - | 443,790 | 447,170 | 447,170 | 447,170 |
| Contingencies & Reserves | - | - | 443,790 | 447,170 | 447,170 | 447,170 |
| Total Expenditures | \$ 538,506 | \$ 536,488 | \$ 982,380 | \$ 950,470 | \$ 950,470 | \$ 950,470 |



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**

| Jurisdiction | General Obligation Debt Outstanding | Percent Applicable Inside City of Tualatin | Amount Applicable Inside City of Tualatin |
|---|--|---|--|
| 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>\$ 86,527,876</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 | x 3% |
| Debt limit | 105,957,330 |
| Debt applicable to limit | 7,259,791 |
| | <u>\$ 98,697,539</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 |
| Total General Fund | | \$ 573,600 |
| 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 |
| Total Operations Fund | | \$ 364,330 |
| 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 |
| Total Water Fund | | \$ 1,705,000 |
| Sewer | Rehab Sewer Line and Manholes | \$ 50,000 |
| Total Sewer Fund | | \$ 50,000 |
| Storm Drain | Manhasset Storm Drain | \$ 550,000 |
| Storm Drain | Catch Basin Retrofit | \$ 26,000 |
| Storm Drain | Martinazzi Avenue Project | \$ 200,000 |
| Total Storm Drain Fund | | \$ 776,000 |
| Road Utility | Pavement Maintenance Program | \$ 410,000 |
| Total Road Utility Fund | | \$ 410,000 |
| 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 |
| Total Gas Tax Fund | | \$ 1,462,980 |
| 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 |
| Total Parks Development Fund | | \$ 4,747,480 |

PROJECT SUMMARY BY CATEGORY

| FACILITIES AND EQUIPMENT | FY15/16 | FY16/17 | FY17/18 | FY18/19 | FY19/20 |
|---|----------------|----------------|----------------|----------------|------------------|
| 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 |
| TOTAL FACILITIES & EQUIPMENT | 392,170 | 578,000 | 532,000 | 464,000 | 1,256,500 |

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 |
| TOTAL PARKS & RECREATION | 4,814,580 | 399,300 | 15,000 | 107,000 | 58,000 |

**TECHNOLOGY**

| | FY15/16 | FY16/17 | FY17/18 | FY18/19 | FY19/20 |
|--|----------------|----------------|----------------|----------------|----------------|
| 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 |
| TOTAL TECHNOLOGY | 432,520 | 401,000 | 150,000 | 30,000 | 0 |

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 th 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 |
| TOTAL TRANSPORTATION | 1,919,120 | 2,985,589 | 622,425 | 1,035,267 | 1,146,334 |

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 |
| Total Requirements | \$ 7,180,785 | \$ 5,513,014 | \$ 4,198,700 | \$ 4,136,720 |



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.



| 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 | 318,330 | 287,237 | 141,625 | 162,720 | 162,720 | 162,720 |
| Beginning Fund Balance | 318,330 | 287,237 | 141,625 | 162,720 | 162,720 | 162,720 |
| Interest on Investments | 1,707 | 1,466 | 875 | 815 | 815 | 815 |
| Interest | 1,707 | 1,466 | 875 | 815 | 815 | 815 |
| Other Misc Income | 29 | 687 | - | - | - | - |
| Other Revenue | 29 | 687 | - | - | - | - |
| Total Revenue | \$ 320,065 | \$ 289,390 | \$ 142,500 | \$ 163,535 | \$ 163,535 | \$ 163,535 |



| 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 | - | - | - | - | - |
| Materials & Services | 32,829 | 24,961 | 64,225 | 61,725 | 61,725 | 61,725 |
| Equipment & Furnishings | - | - | - | - | - | 7,000 |
| Capital Outlay | - | - | - | - | - | 7,000 |
| Contingency | - | - | 78,275 | 101,810 | 101,810 | 94,810 |
| Contingencies & Reserves | - | - | 78,275 | 101,810 | 101,810 | 94,810 |
| Total Expenditures | \$ 32,829 | \$ 24,961 | \$ 142,500 | \$ 163,535 | \$ 163,535 | \$ 163,535 |



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 |
| Beginning Fund Balance | 1,115,182 | 1,054,053 | 894,855 | 120,505 | 120,505 | 120,505 |
| Interest on Investments | 6,908 | 5,933 | 4,845 | 60 | 60 | 60 |
| Interest | 6,908 | 5,933 | 4,845 | 60 | 60 | 60 |
| Total Revenue | \$ 1,122,090 | \$ 1,059,986 | \$ 899,700 | \$ 120,565 | \$ 120,565 | \$ 120,565 |



| 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 | - | - | - |
| Transfers & Reimbursements | 32,035 | 61,925 | 80,180 | - | - | - |
| 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 |
| Capital Outlay | 36,001 | 117,322 | 684,180 | 120,565 | 120,565 | 120,565 |
| Contingency | - | - | 135,340 | - | - | - |
| Contingencies & Reserves | - | - | 135,340 | - | - | - |
| Total Expenditures | \$ 68,036 | \$ 179,247 | \$ 899,700 | \$ 120,565 | \$ 120,565 | \$ 120,565 |



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.



| 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 | 5,661,131 | 4,141,623 | 3,140,680 | 3,833,450 | 3,833,450 | 3,833,450 |
| Beginning Fund Balance | 5,661,131 | 4,141,623 | 3,140,680 | 3,833,450 | 3,833,450 | 3,833,450 |
| Interest on Investments | 28,608 | 22,015 | 15,820 | 19,170 | 19,170 | 19,170 |
| Interest | 28,608 | 22,015 | 15,820 | 19,170 | 19,170 | 19,170 |
| Transfers - Road Gas Tax | 48,890 | - | - | - | - | - |
| Transfers & Reimbursements | 48,890 | - | - | - | - | - |
| Total Revenue | \$ 5,738,629 | \$ 4,163,638 | \$ 3,156,500 | \$ 3,852,620 | \$ 3,852,620 | \$ 3,852,620 |



| 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 |
| Transfers & Reimbursements | 156,410 | 104,595 | 54,540 | 87,070 | 87,070 | 87,070 |
| 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 |
| Capital Outlay | 1,440,596 | 49,851 | 50,000 | 50,000 | 50,000 | 50,000 |
| Contingency | - | - | 16,365 | 15,925 | 15,925 | 15,925 |
| General Account Reserve | - | - | 3,035,595 | 3,699,625 | 3,699,625 | 3,699,625 |
| Contingencies & Reserves | - | - | 3,051,960 | 3,715,550 | 3,715,550 | 3,715,550 |
| Total Expenditures | \$ 1,597,006 | \$ 154,446 | \$ 3,156,500 | \$ 3,852,620 | \$ 3,852,620 | \$ 3,852,620 |



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 | \$ | <u>1,403,085</u> | |
| Total BUILDING FUND | | | <u>\$ 2,704,270</u> |

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 | \$ | <u>396,360</u> | |
| Total OPERATIONS FUND | | | <u>\$ 3,911,285</u> |

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 | \$ | <u>2,408,175</u> | |
| Total WATER FUND | | | <u>\$ 10,505,705</u> |

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> |
|-----------|----|------------------|

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> |
|---------------------------------------|----|------------------|

| | | |
|------------------------------|----|------------|
| TOTAL APPROPRIATED ALL FUNDS | \$ | 67,725,305 |
|------------------------------|----|------------|

| | | |
|----------------|----|-----------|
| TOTAL RESERVES | \$ | 8,696,245 |
|----------------|----|-----------|

| | | |
|--------------------------------|----|------------------|
| TOTAL UNAPPROPRIATED ALL FUNDS | \$ | <u>2,542,620</u> |
|--------------------------------|----|------------------|

| | | |
|--------------|----|-------------------|
| TOTAL BUDGET | \$ | <u>78,964,170</u> |
|--------------|----|-------------------|

Section 3. The City Council of the City of Tualatin hereby imposes the taxes provided for in the adopted budget at the rate of \$2.2665 per \$1,000 assessed value for operations and in the amount of \$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 |
|----------------|------------|

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 3,699,625

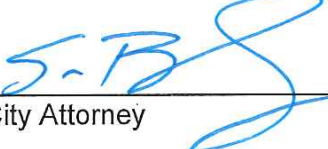
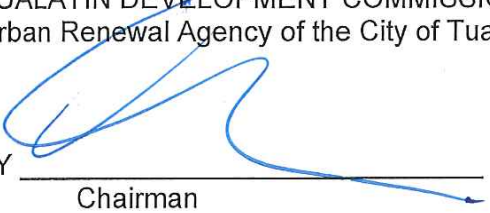


TOTAL DEVELOPMENT COMMISSION BUDGET\$ 4,136,720

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 |
| Total | 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 |



| <u>Fleet</u> | 12/13 | 13/14 | 14/15 | 15/16 |
|------------------------------------|----------------|----------------|---------------|---------------|
| Maintenance Services Manager | 0.50 | 0.50 | 0.50 | 0.50 |
| Fleet Technician I | 1.50 | 1.50 | 1.50 | 1.50 |
| | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> |
| <u>Building Maintenance</u> | | | | |
| Maintenance Services Manager | 0.50 | 0.50 | 0.50 | 0.50 |
| Facilities Maintenance Technician | 1.50 | 1.50 | 1.50 | 1.50 |
| 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> |
| <u>Parks Maintenance</u> | | | | |
| 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> |
| TOTAL GENERAL FUND | <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> |

| | | | | |
|--------------------------------|-----------------------|-----------------------|----------------------|----------------------|
| GRAND TOTAL - ALL FUNDS | <u>143.875</u> | <u>145.725</u> | <u>149.10</u> | <u>153.35</u> |
|--------------------------------|-----------------------|-----------------------|----------------------|----------------------|

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 |
|------------|--|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| O4 | <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 |
| O5 | 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 |
| O6 | 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 |
| O7 | 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 |
| O8 | 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 |
| O9 | 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 |
| O10 | 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 |
| O11 | 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 |
| O12 | 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 |
| O13 | 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 |
|------------|---|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| O14 | 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 |
| O15 | 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 |
| O16 | 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 |
| O17 | 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 |
| O18 | 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 |
| M4 | <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 |
| M5 | 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 |
| M6 | 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 |
| M8 | 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 |
| M10 | 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 |
| M13 | 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 | | | | | | | | | | | |
| M8 | 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 |
| M10 | 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 |
| M13 | 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 | | | | | | | | | | | |
| P1* | 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 | | | | | | | | | | | |
| P2 | 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 | | | | | | | | | | | |
| P3 | 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 |
| P4 | 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 |
| DM5 | 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 |



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 |
|-------------|--|--------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| DMA1 | <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 |
| M12 | 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 |
| M13 | 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 |
| M14 | 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 |
| M15 | 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 |
| DM1 | 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 |
| DM2 | 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 |
| DM3 | 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 |
| DM4 | 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 |
| DM5 | 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 |
|------------|---|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| M2 | 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 |
| M3 | 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 |
| M4 | 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 |
| M5 | <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 |
| M6 | 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 |
| M7 | 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 |
| M8 | 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 |
| M9 | 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 |
| M10 | 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 |
| M11 | 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 | - | - | - | - |
| Interest | - | 3,467 | - | - | - | - |
| Reimburse - Operations | - | 1,010,000 | - | - | - | - |
| Transfers & Reimbursements | - | 1,010,000 | - | - | - | - |
| Long Term Debt | - | 1,100,000 | - | - | - | - |
| Sales of Bonds/Other Financing | - | 1,100,000 | - | - | - | - |
| Total Revenue | - | \$ 2,113,467 | - | - | - | - |



| 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 | - | - | - | - |
| Materials & Services | - | 10,700 | - | - | - | - |
| Projects Professional Svc | - | 29,595 | - | - | - | - |
| Projects Construction | - | 1,948,824 | - | - | - | - |
| Capital Outlay | - | 1,978,418 | - | - | - | - |
| Total Expenditures | - | \$ 1,989,118 | - | - | - | - |



| 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 | - | - | - | - |
| Beginning Fund Balance | 2,310,657 | 2,028,522 | - | - | - | - |
| Sewer | 3,045 | - | - | - | - | - |
| Road Gas Tax | 122 | - | - | - | - | - |
| Storm Drain SDC | 6,203 | - | - | - | - | - |
| Interest | 9,370 | - | - | - | - | - |
| Transfers - Road Gas Tax | 10,995 | - | - | - | - | - |
| Transfers & Reimbursements | 10,995 | - | - | - | - | - |
| Total Revenue | \$ 2,331,022 | \$ 2,028,522 | - | - | - | - |



| 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 | - | - | - | - |



| 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 Emergency Comm Tax | 31,667 | - | - | - | - | - |
| Fees & Charges | 31,667 | - | - | - | - | - |
| Total Revenue | \$ 31,667 | - | - | - | - | - |



| 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> |