



# CITY OF TUALATIN

## Staff Report

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Don Hudson, Assistant City Manager/Finance Director  
Matt Warner, Assistant Finance Director

**DATE:** June 23, 2025

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**SUBJECT:**  
Consideration of Resolution No. 5885-25, Authorizing Changes to the FY 2024-2025 Adopted Budget.

**RECOMMENDATION:**  
Staff recommends adopting the attached resolution.

**EXECUTIVE SUMMARY:**

Local Budget Law allows for transfer of appropriations within a fund when authorized by a resolution of the City Council; and allows for a supplemental budget to be prepared when an occurrence or condition that is not ascertained when preparing the original budget and that requires a change in financial planning.

In the General Fund, a transfer from contingency to the Information Services, Police and Parks Maintenance budgets is necessary. The increased costs in the Information Services budget are related to a multi-year purchase of computers to secure more favorable pricing and avoid potential supply chain issues related to the national landscape. The Police budget requires an adjustment for the purchase of fitness equipment, funded by Federal Equitable Sharing funds, as well as increased expenditures on payouts of accrued leave for multiple long-term employees who retired during the year. Lastly, the Parks Maintenance budget requires an adjustment due to a budgeting error that included a prior year reduction not removed in the budgeting system and an increase for changes in salaries and benefits of new employees compared to the employees previously in the positions that were being filled.

In the Building Fund, with the increased development and more permits being paid for online with credit cards, our merchant discount fees have come in higher than budgeted. There are sufficient funds available in the contingency appropriation to cover these adjustments, which will partially be offset by transfers in from the development funds responsible for those increased credit card fees

Related to the increase in the merchant discount fees, proposed changes to the Park Development Fund require adjustments for their share of the increased merchant discount fees paid for by the Building Fund. The adjustment transfers the appropriation from Materials and Services to the Transfers category.

A Contingency transfer to the Capital Outlay category is being proposed in the Transportation Development Tax Fund for additional expenditures related to the Tualatin-Sherwood Road Utility Relocation project. Additional project costs have been identified by the contractor related to additional utility infrastructure needing relocation.

Lastly, in the Parks Utility Fee Fund, additional costs related to consultant work for the Parks Replacement Fund analysis require an increase to the materials and services category and appropriations in the capital outlay account are proposed to be transferred for this change.

All proposed changes to the adopted fiscal year 2024-2025 budget are included in the attached Resolution.

**FINANCIAL IMPLICATIONS:**

The net effect in all funds is zero, as the resolution transfers existing appropriations from one account to another, or increases appropriations from existing reserve funds.

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**ATTACHMENTS:**

- Resolution No. 5885-25