

CITY OF TUALATIN, OR

2018-2019 PROPOSED BUDGET

City of Tualatin



CITY OF TUALATIN, OR

2018-2019 PROPOSED BUDGET



“Dedicated to Quality Service for Our Citizens”



City of Tualatin

Proposed
2018/2019 Budget

City of Tualatin, OR Annual Budget

**For the Fiscal Year
July 1, 2018 - June 30, 2019**

CITY LEADERSHIP:

Lou Ogden, *Mayor*
Joelle Davis, *Council President*
Frank Bubenik, *Council Member*
Jeff DeHaan, *Council Member*
Nancy Grimes, *Council Member*
Robert Kellogg, *Council Member*
Paul Morrison, *Council Member*

BUDGET COMMITTEE:

Monique Beikman
Dan Gaur
John Hannam
Cyndy Hillier
Rebekah Morse
Brittany Valli
Terri Ward
Graehm Alberty - Student

EXECUTIVE LEADERSHIP TEAM:

Sherilyn Lombos, *City Manager*
Sean Brady, *City Attorney*
Jeff Fuchs, *Public Works Director/City Engineer*
Paul Hennon, *Community Services Director*
Don Hudson, *Finance Director*
Aquilla Hurd-Ravich, *Community Development Director*
Bates Russell, *Information Services Director*
Stacy Ruthrauff, *Human Resources Director*
Bill Steele, *Police Chief*
Tanya Williams, *Assistant to the City Manager*

City of Tualatin | *City Council Members*



**Mayor
Lou Ogden**



**Council President
Joelle Davis**



**Councilor
Frank Bubenik**



**Councilor
Nancy Grimes**



**Councilor
Paul Morrison**



**Councilor
Robert Kellogg**



**Councilor
Jeff DeHaan**

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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, 2017

Christopher P. Morill

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 for the fiscal year beginning **July 01, 2017**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, 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

Proposed
2018/2019 Budget

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

It presents the city organization chart.

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

It explains Tualatin's unique history.

It provides an overview and explanation of property tax revenues.

Budget Message

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

Budget Summary

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

Revenues

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

Expenditures

Departments have been grouped into categories which flow together 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 Revenues section.

Debt Service

This section includes information on our General Obligation 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 Financial Policies, a list of Acronyms, and will include the Budget Resolution in the Adopted Budget. The Salary Schedules for Police, AFSCME Local 422 employees, Exempt and Non-Exempt employees are included, as well as the Definition of Terms, and details of recently closed funds.

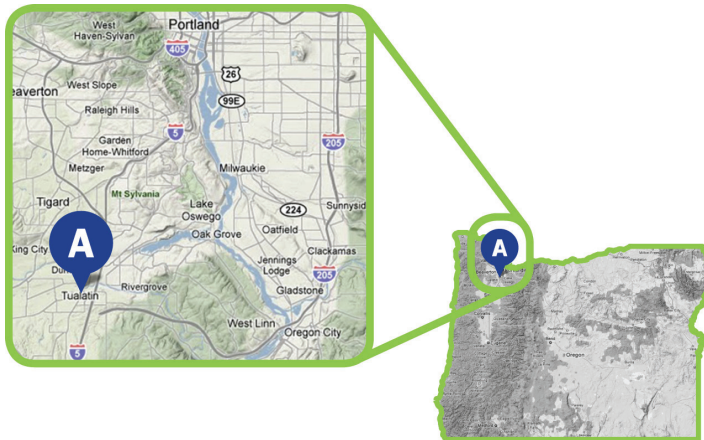


WELCOME TO TUALATIN!

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

LOCATION

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



DISTANCE FROM TUALATIN

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

DEMOGRAPHICS

The lure of the quality of life in the City of Tualatin is one of the many great reasons why Oregon is the 3rd fastest growing states in the United States. With the tremendous growth over the last 20 years, 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: **38.3**
- Hispanic or Latino: **17.3%**
- Median Household Income: **\$71,896**
- High School Graduate or Higher: **93.3%**
- Bachelor's Degree or Higher: **43.2%**

REGIONAL WORKFORCE ATTRIBUTES

- Median Age: **37.8**
- Hispanic or Latino: **12%**
- Median Household Income: **\$68,676**
- Regional workforce: **1.12 Million**
- Number of Higher Education Institutions: **28**

POPULATION GROWTH

	2010 Population	2016 Projected Population	% Growth
City of Tualatin	26,054	27,024	4%
Portland Region	2,226,009	2,424,955	9%
State of Oregon	3,831,074	3,982,267	4%

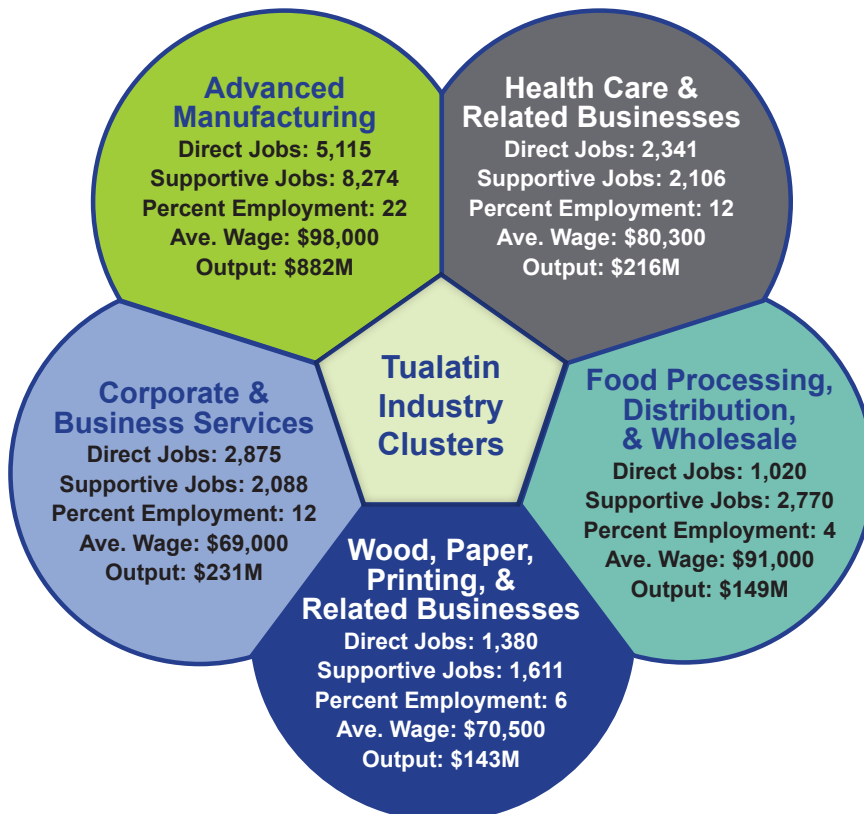


TUALATIN'S ECONOMY

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. These industries also stimulate an additional 16,600 jobs and \$1.5 billion in annual output in supportive companies. 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

1,727

Number of Business Licenses

29,644

Number of Employees in Tualatin

\$1.5 BILLION

Total Payroll in Tualatin

3.8%

Local Unemployment Rate

AVAILABLE LAND

787 ACRES

Available Industrial Land

51 ACRES

Available Commercial Land

KEY SECTORS

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

TUALATIN IS CURRENTLY CONDUCTING AN UPDATE OF OUR INDUSTRY CLUSTER ANALYSIS



**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 life-style 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 signature festivals, numerous other events are held each year including weekly summer concerts and a local farmers market.

CITY OF TUALATIN

PRINCIPAL EMPLOYERS

CURRENT YEAR AND NINE YEARS AGO

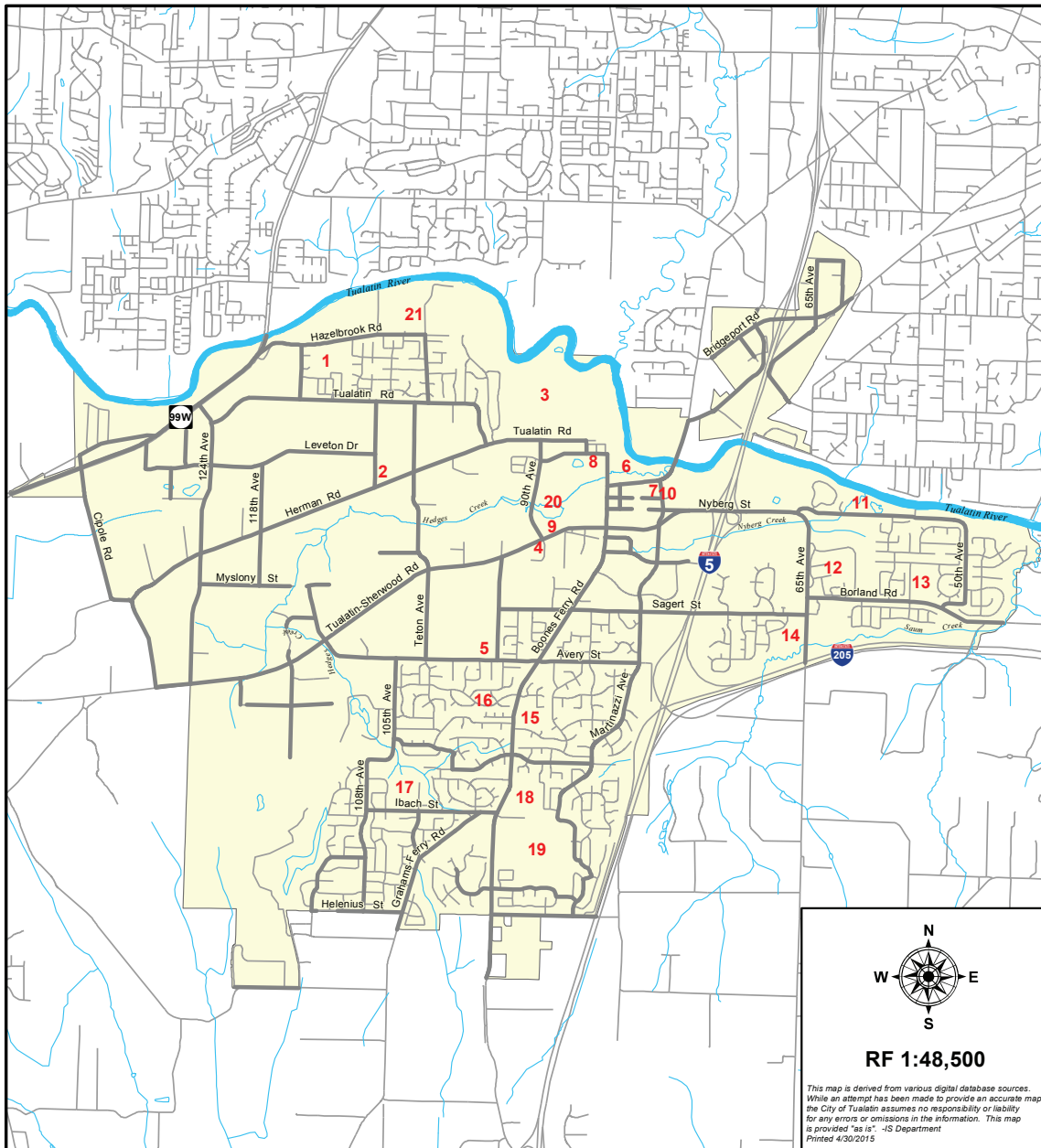
June 30, 2017

Employer	2017			2008		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Lam Research Corporation	1,258	1	4.52%	400	5	1.80%
Legacy Meridian Park Hospital	953	2	3.42%	823	1	3.70%
Nortek Air Solutions (formerly CES Group LLC)	750	3	2.69%	-	-	-
Pacific Foods of Oregon, Inc	603	4	2.17%	-	-	-
Portland General Electric	478	5	1.72%	314	6	1.41%
United Parcel Service	444	6	1.60%	512	2	2.30%
Clubsport Oregon	367	7	1.32%	-	-	-
Creganna Medical (formerly Precision Wire)	365	8	1.31%	-	-	-
Pacific Furniture Industries	350	9	1.26%	-	-	-
DPI Specialty Foods Northwest	300	10	1.08%	300	7	1.35%
GE Security	-	-	-	500	3	2.25%
Tigard-Tualatin School District	-	-	-	421	4	1.89%
Empire Pacific Windows Corporation	-	-	-	300	8	1.35%
Precision Wire Components	-	-	-	290	9	1.30%
Milgard Windows	-	-	-	275	10	1.24%
	<u>5,868</u>			<u>4,135</u>		
Total City employment			<u>27,834</u>			

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

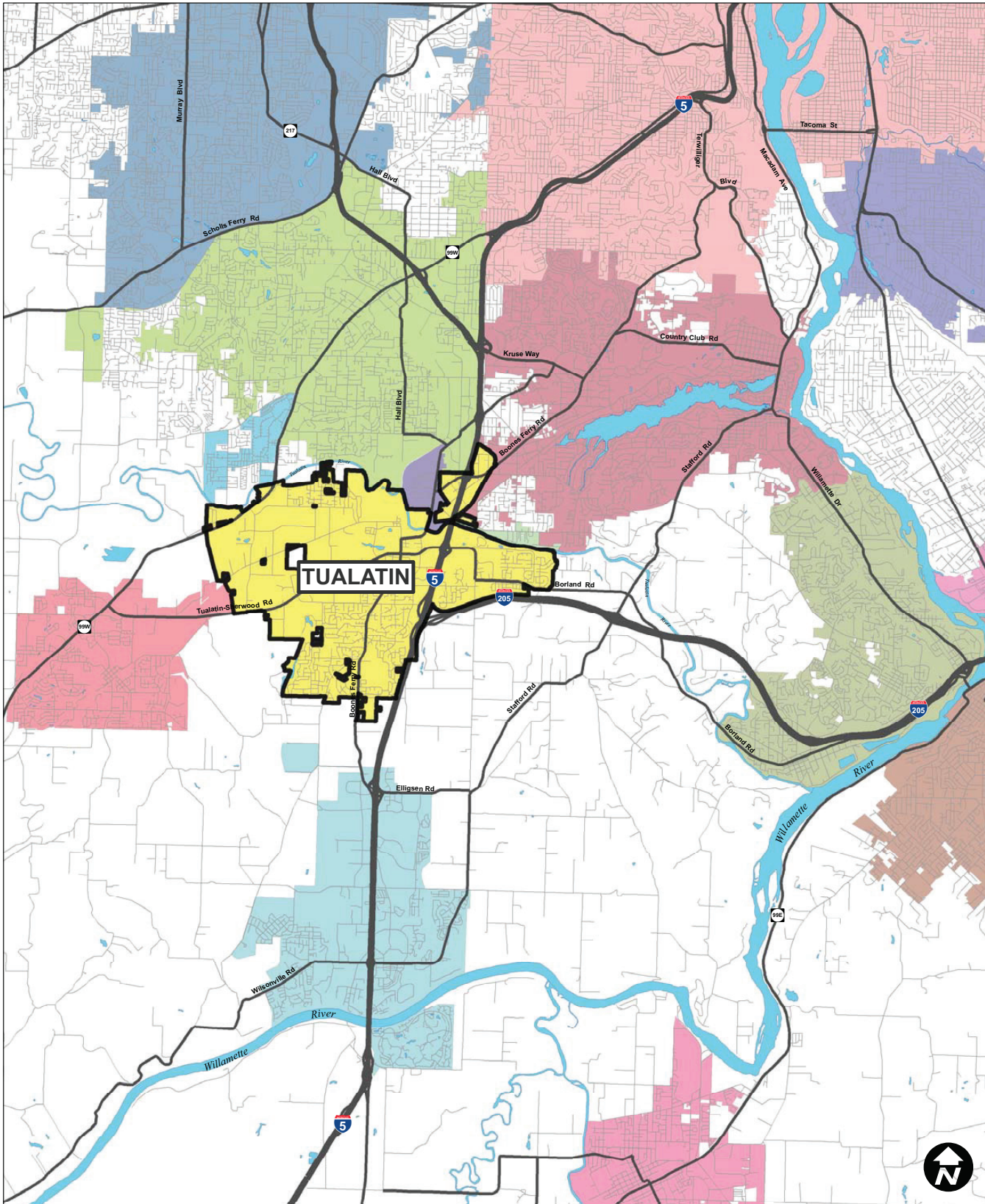
**Tualatin, Oregon** Points of Interest

TUALGIS



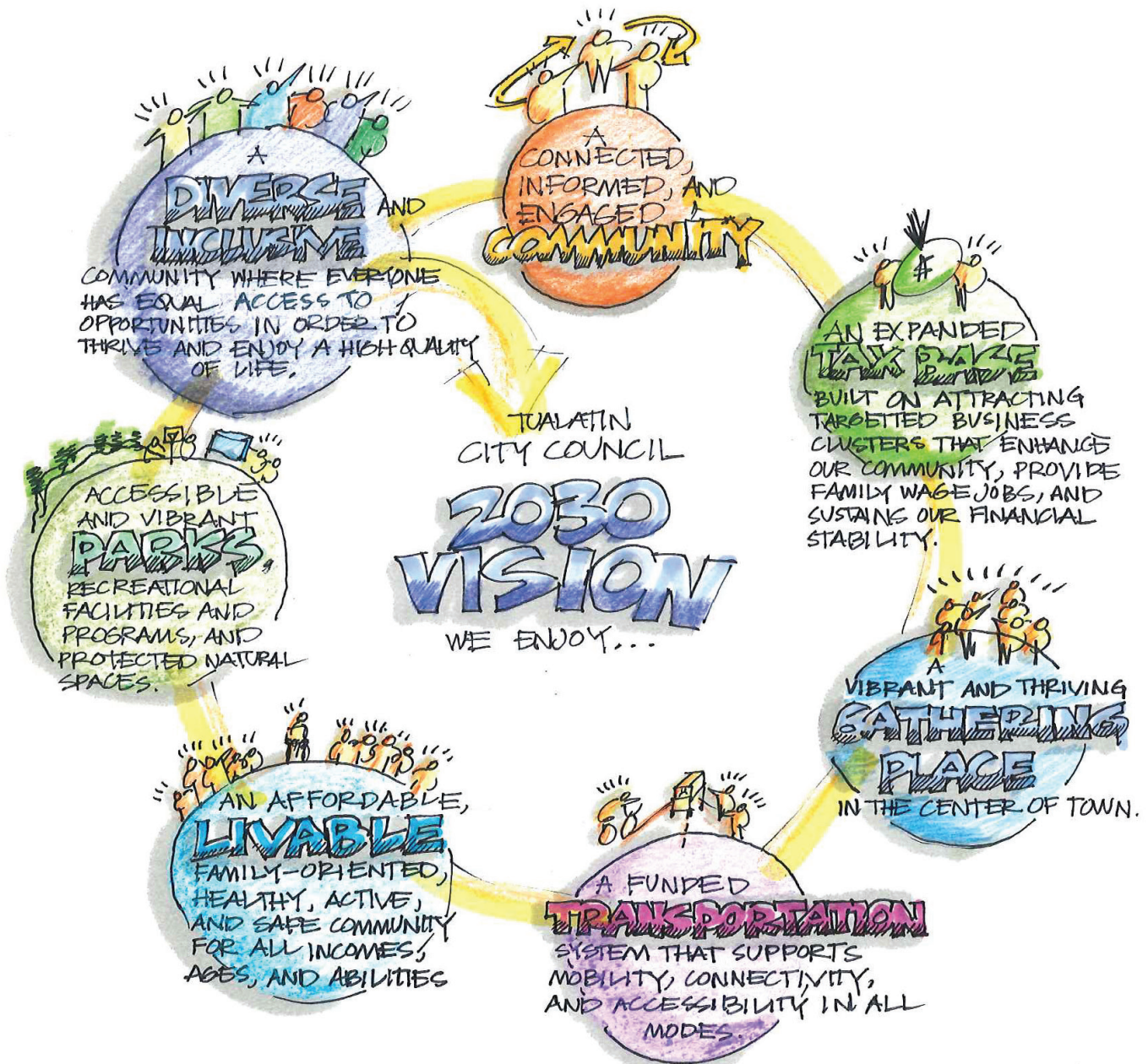
- | | |
|--|-----------------------------------|
| 1. Hazelbrook Middle School | 11. Brown's Ferry Park |
| 2. City Operations Center | 12. Legacy Meridian Park Hospital |
| 3. Tualatin Country Club | 13. Bridgeport Elementary School |
| 4. Tualatin Valley Fire & Rescue Station | 14. Atfalati Park |
| 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



CITY COUNCIL 2030 VISION

In 2030 We Envision / Enjoy:



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, either by printing notice two times in a newspaper of general circulation, or once in the newspaper and posting it on the city's website. 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 which includes a narrative description of prominent changes to the budget from year to year, 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, and bond principal and interest requirements.
- 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 Oregon Revised Statutes 221.760 and 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.

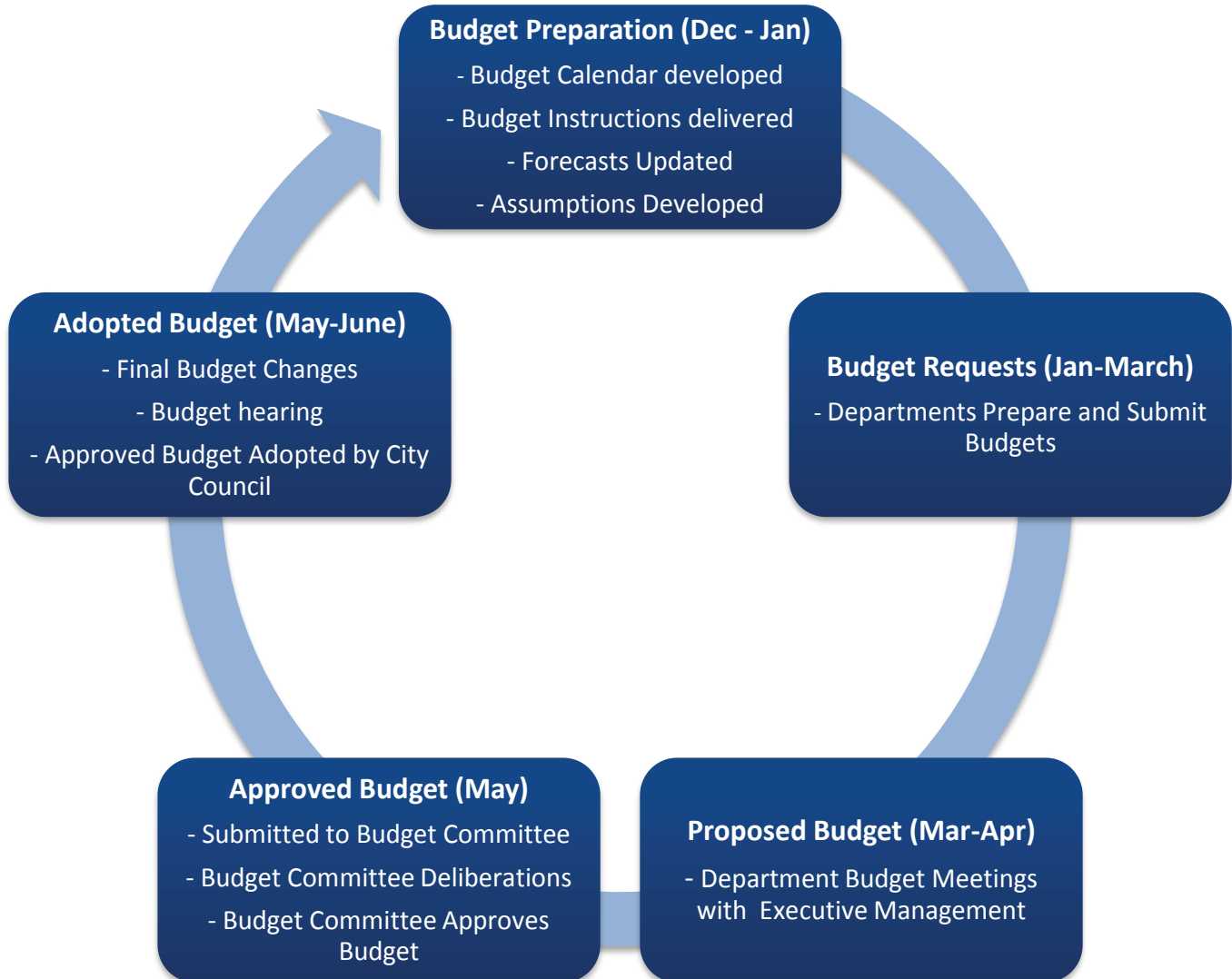


Phase 4: Operating Under the Adopted Budget

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

Road Operating Fund

Core Area Parking District Fund

Tualatin Scholarship Fund

Transportation Development Tax Fund

Debt Service

General Obligation Bond Fund

Capital Projects Funds

Park Development Fund

Tualatin Development Commission

TDC Administration Fund

Central Urban Renewal District Project Fund

Leveton Projects 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 2018-2019 budget is considered a balanced budget as total resources are equal to total requirements in each fund.

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

**Funding Sources (continued)**

Program/Section	Departments	Fund
Public Works (continued)	Utilities - Storm Drain	
	- Operating	Storm Draining Operating Fund
	- Development	Storm Drain Development Fund
	Utilities - Street	
	- Road Utility	Road Utility Fee Fund
	- Road Operating	Road Operating Fund
	- Development	Road Development Fund
Tualatin Development Commission (TDC)	- Transportation Dev. Tax	Transportation Dev. Tax Fund
	Core Area Parking District	Core Area Parking District Fund
	TDC Administration	TDC Administration Fund
	CURD Projects	CURD Projects Fund
	Leveton Projects	Leveton Projects 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 Governmental Funds

General Fund - Accounts for the financial operations of the City that are not accounted 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 development for construction of buildings and expended for services rendered primarily in the City's Building Division.

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

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 Operating 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 Operating 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 fee charges on new construction. The proceeds are used to finance major expansion of the sewer system.

Storm Drain Operations

Storm Drain Operating 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, as well as the city's sidewalk/street tree program.

Road Operating 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.

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

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

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.

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:

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 Projects 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.

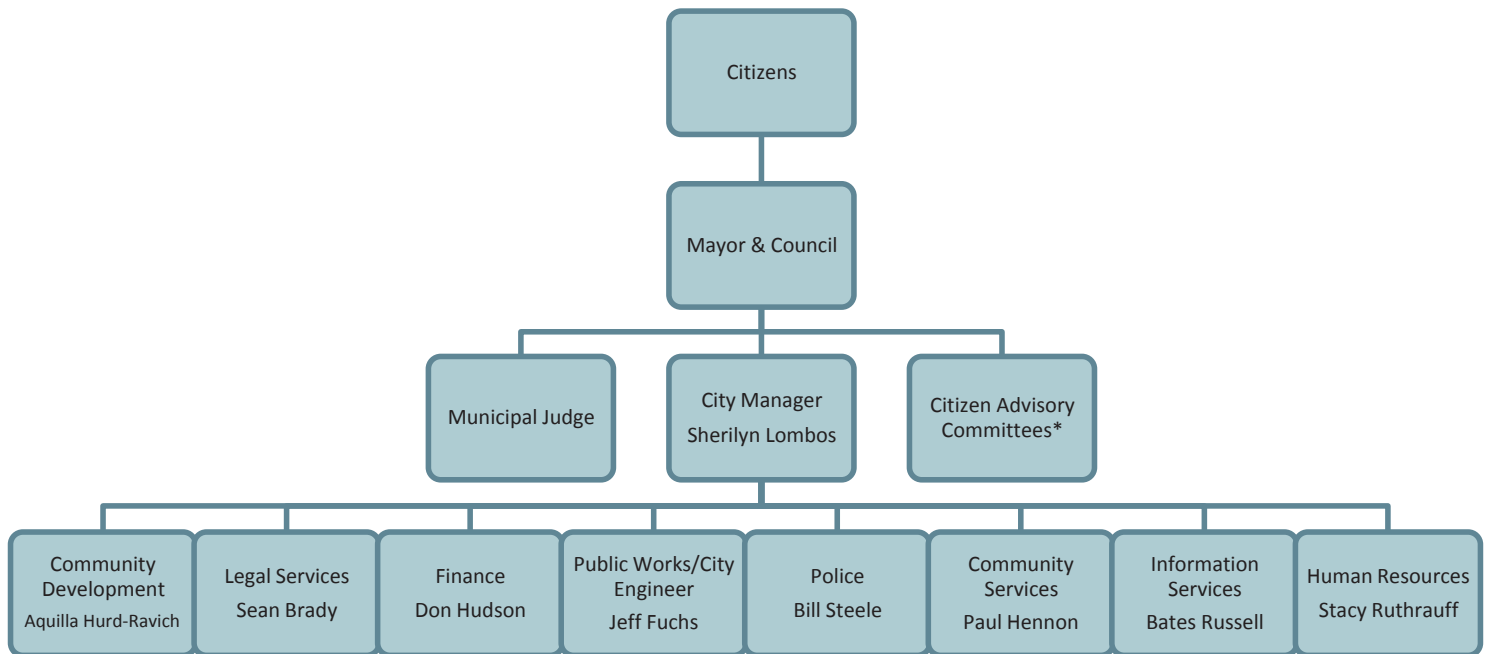
Internal Service Funds

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. This fund was closed in FY 16/17.

City of Tualatin Organization



* The Citizen Advisory Committees include the Tualatin Library Advisory Committee, the Tualatin Parks 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

Jeff DeHaan
Skip Stanaway
Patrick Gaynor
Chris Goodell
Carol Bellows
Angela Niggli
John Medvec
Joelle Davis

Jurisdiction

Chair/Council
Citizen
Citizen
Citizen
Citizen
Citizen
Alternate
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

Buck Braden
Mason Hall
Janet Carr
Kristin Erickson
Arthur Barry
Dawn Upton
Brett Hamilton
Nancy Grimes

Jurisdiction

Chair/Citizen
Citizen
Citizen
Citizen
Citizen
Citizen
Citizen
Council

Budget Advisory 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

Cyndy Hillier
John Hannam
Monique Beikman
Brittany Valli
Dan Gaur
Rebekah Morse
Terri Ward
Graehm Alberty

Jurisdiction

Citizen
Citizen
Citizen
Citizen
Citizen
Citizen
Citizen
Student

Core Area Parking District Board

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.

Members

Robert Kellogg
Dr. William Jordan
Diana Emami
Gary Haberman
Heidi Kindle
Ryan Miller
Aaron Welk

Jurisdiction

Council
Chair/Citizen
Citizen
Citizen
Citizen
Citizen
Citizen

Library Advisory Committee

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

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

Members

Sonya Ambuehl
Nicholas Schiller
Laura Stewart
Alan Feinstein
Marcus Young
Thea Wood
Hannah Watt

Jurisdiction

Chair/Citizen
Vice Chair/Citizen
Citizen
Citizen
Citizen
Citizen
Student

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

Kenneth Ball
Angela Demeo
Alan Aplin
William Beers
Janelle Thompson
Travis Stout
Mona St. Clair

Jurisdiction

Citizen
Citizen
Chair/Citizen
Vice Chair/Citizen
Citizen
Citizen
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.

Members

Christen Sacco
Dana Paulino
Anthony Warren
Krista Nanton
Kay Dix
Valerie Pratt
Dennis Wells

Jurisdiction

Citizen
Citizen
Citizen
Citizen
Citizen
Citizen
Chair/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.

Members

John Bartholomew
Larry McClure
Maria Reyes
Ed Casey
Alice Galloway Neely
Daniel Bachhuber
Paul Morrison
Linda Moholt
Jill Zurschmeide

Jurisdiction

Chair/Citizen
Citizen
Citizen
Citizen
Citizen
Citizen
Council
Chamber Representative
Partnering Organization
Representative (TTSD)

Tualatin Planning Commission

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



City of Tualatin

Proposed
2018/2019 Budget

Fiscal Year 2018/2019**May 2018****Honorable Mayor Ogden****Members of the Tualatin City Council****Members of the Tualatin Budget Committee****Citizens of the City of Tualatin**

It is once again my pleasure to present to all of you an exciting budget where our employees continue to provide the high quality services that our residents and customers have come to expect from the City. Our Finance Director, Don Hudson, likes a “boring” budget process, but both of us go through the budget process with excitement every year. This year is our eleventh budget working together and we continue to be impressed with the city department’s professionalism and concern when putting together their proposed budgets. We get the opportunity to sit down with each department and understand their objectives for the upcoming year. While many of these objectives are maintaining the status quo, staff looks at new and more efficient ways to provide their services. In many cases, this creates opportunities for budget savings, or it minimizes the increases in their budgets that are out of our control.

Our hope, as you read through the rest of this budget document, is that you won’t be bored, but rather find examples of the excitement that is contained throughout. Our employees take pride in their work and we hope it shows as you move around town, as well as when you come into contact with City staff.

Beyond the outstanding City staff that help make Tualatin a wonderful place to live, work and play, our community is blessed with some of the best residents and community partners.

Tualatin continues to grow in many ways, as we see significant progress made on a number of important projects and move towards a brighter and better connected future. Tualatin is not a community that sits idly by, but rather, we are active, engaged and excited about our accomplishments and the potential in our future.

In addition to the annual budget process, city departments strive to help the City Council with their vision for the City’s future. The Council meets every two years for a goal setting advance where they set their vision. Staff takes that vision and develops a work plan to deliver projects and services to meet the goals around the individual vision statements. In February 2017, and reviewed in March of 2018, the Council created their 2030 vision for the City. They envision the City of Tualatin will enjoy:

- ❖ A connected, informed, and engaged community;
- ❖ An expanded tax base built on attracting targeted business clusters that enhance our community, provide family wage jobs, and sustains our financial stability;
- ❖ A vibrant and thriving gathering place in the center of town;
- ❖ A funded transportation system that supports mobility, connectivity, and accessibility in all modes;
- ❖ An affordable, livable, family-oriented, healthy, active, and safe community for all incomes, ages and abilities;
- ❖ Accessible and vibrant parks, recreational facilities and programs, and protected natural spaces;
- ❖ A diverse and inclusive community where everyone has equal access to opportunities in order to thrive and enjoy a high quality of life.



During Fiscal Year 2017/2018, staff began working on these vision statements and that work continues in Fiscal Year 2018/2019. While many of the ways we are working on our vision are intertwined into the Proposed Budget and not readily noticeable, there are a number of initiatives that I would like to point out.

We are engaging our community through a number of our programs and are reaching the under-represented populations in our community through outreach efforts by the Police Department, Library and our recently hired Community Engagement Coordinator. We are working to retain and grow our business community through economic development efforts. Additionally, we are updating the Development Code and Public Works Construction Code to provide clear standards for development and construction in Tualatin and hope that businesses in Tualatin, and those looking to locate here, will find our processes smooth and understandable.

The City's parks system continues its vibrancy through our many recreational program offerings. Physical improvements to our parks and the continued additions to our popular trail system are areas that have been completed in the current fiscal year and planned for Fiscal Year 2018/2019.

We continually hear about transportation concerns throughout Tualatin. As this is a high priority to our residents, we have a number of initiatives to improve our transportation system, which has led to a May transportation bond election. Through numerous public outreach efforts, a list of projects has been identified and a number of them could be completed with a successful election.

Another traffic related item that continues in Fiscal Year 2018/2019 is the 124th Avenue extension being constructed by Washington County. Combined with the City's Myslony Bridge project in the heart of our industrial area and the future Basalt Creek Parkway on the south end of 124th Avenue, commercial truck traffic on Tualatin-Sherwood Road should be lessened. Additionally, the City was awarded Community Development Block Grant funding for necessary sidewalk improvements on Sagert Street that will improve mobility in that area.

We are excited that the Parks and Recreation Master Plan update will be completed in this fiscal year. The process brought together many stakeholders to identify current and future needs and desires in our parks system and recreation offerings. This plan will help guide staff when identifying parks and recreation opportunities in the future.

Perhaps less exciting, but just as important, are the completion of updates to our water, sewer, and storm drain master plans. These plans are important to ensure that our infrastructure is well maintained and improved as the system ages or needs to be expanded. These plans provide the basis for future decisions related to providing these important services to our residents and businesses.

Overall, the City of Tualatin's budget is increasing 1.04% to \$93,144,495. Also included in this document is the budget for the Tualatin Development Commission (TDC). The TDC budget is decreasing just under one percent to \$4,027,580. Reasons for the changes to the City's budget will be explained in the next sections of the budget message.

As I talk about our revenues and expenditures in the rest of this budget message, I will highlight many of the wonderful things we have planned for in the Fiscal Year 2018/2019 Proposed Budget. Throughout the budget document, departments have identified highlights for FY 2017/2018 and goals for FY 2018/2019. I hope you take the time to read these highlights and goals to see all the exciting things that are happening throughout our organization.

Tualatin's Fiscal Health

Beginning in 2009, the City has been using a fiscal health model, matching on-going revenues with on-going expenditures. This process has guided city management to live within our means and not fund on-going services with unstable or volatile revenue sources. It is also important to identify sustainable revenues to fund our on-going services.

Since this time, we have been able to maintain a positive fiscal health picture, with on-going revenues exceeding on-going expenditures. We are happy to say that the Fiscal Year 2018/2019 Proposed Budget maintains the City's positive fiscal health.

Expenditures

As we put together this Proposed Budget, we kept our fiscal health picture in mind. Knowing that we will be experiencing an increase in our PERS pension obligation in our operating funds in Fiscal

Year 2019/2020, we were mindful of our future fiscal health picture as we reviewed departmental budgets. That being said, we were able to work on the City Council's vision, while maintaining current service levels in a fiscally prudent manner.

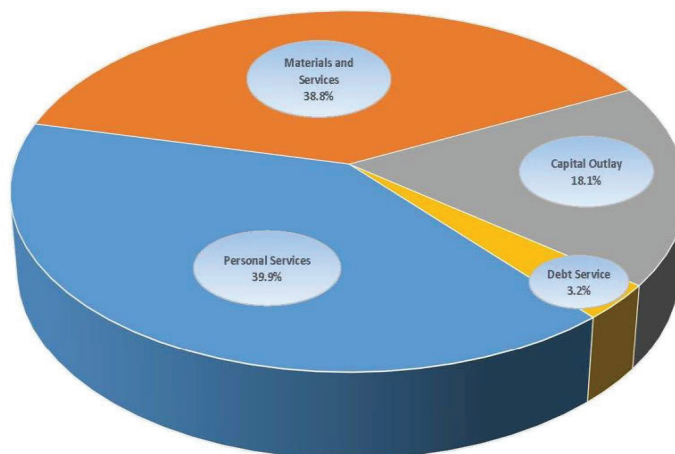
Total expenditures (less reserves and contingencies), on-going and one-time, in all funds equals \$56,865,645. This is an increase from Fiscal Year 2017/2018 of 2.5%. Reasons for this increase are explained in the following paragraphs.

The pie chart below shows the percentage each expenditure category makes up in our total expenditure budget, less transfers, reserves and contingencies.

As the chart shows, the personal services and materials and services categories are nearly identical in their percentage of our operating budget. Not only are the percentages of the budget similar, but the percent increases for each category are also similar at approximately 3.8%.

The increase in personal services are related to routine and contractual salary and benefit increases. Additionally, we are adding a Code Compliance/Building Inspector to work on Building Code and Land Use concerns and have added a Transportation Engineer position, since the FY 2017/2018 budget was adopted, to work on transportation projects as part of

the transportation related City Council Vision. As part of the growth in our trail system and our recreation programs, we have added a half time parks maintenance position and increased





hours for our part-time recreation staff person that works on recreation programming and our popular special events.

While the increase in personal services is reasonable for the upcoming fiscal year, we are expecting a larger percentage increase in FY 2019/2020. Our contribution rate for the Oregon Public Employees Retirement System (OPERS) is set biennially, and the next rate increase begins in FY 2019/2020. As with most state retirement systems, the funded level of the system impacts the contribution rates of the state and local governments that participate in the system. While OPERS is one of the better funded systems in the United States, there is still a structural deficit facing OPERS for the next few years. The governor and state legislature continue to analyze potential reforms to the system to reduce the unfunded liability, but our anticipated increase for the upcoming biennium will still be an increase to the contribution rate of just over 5%, with a 20% increase in that expenditure line item.

Once again, increases in the materials and services (M&S) category are based upon increases in expenditures that are outside of the City's control, particularly the City's contract with the Washington County Consolidated Communications Agency for police dispatch services, rising fuel costs for the City's fleet of vehicles and the costs to provide utility services to our customers, as well as being a utility customer ourselves. The increase for providing utility services to our customers is reflected in the pass-through payments to Clean Water Services for their rate increases for sewer and storm drain services, and the increase in costs to purchase water from the City of Portland for the City's water system. Beyond these increases, as you review the expenditure detail pages later in

this document, you will notice that a majority of the M&S categories across the organization are staying about the same, or decreasing, as departments continue to find ways to maintain the quality services our community has come to expect and appreciate from the City without significant increases to the cost for providing these services.

While Capital Outlay expenditures are decreasing by 6.75%, we are still investing over \$8.9 million in capital improvements across the City. We are investing over \$1.6 million dollars in improvements and updates to our water system and over \$2.3 million in transportation related projects and concept planning for transportation projects. Decreases in this category are due to the anticipated completion of our utility and parks and recreation master plans. Additionally, in FY 2017/2018, we finished a fiber ring project and replacement of all the mobile data terminals in the Police Department. A complete list of capital projects and purchases budgeted in FY 2018/2019 can be found behind the Capital Improvement Plan tab of this document.



Debt Service basically remains the same, as we continue to pay off our three outstanding general obligation (G.O.) bonds; the Police Facility Bonds, Library Bonds and Parks Improvement Bonds. The Police Facility Bond is maturing in December 2018 and will fall off of the tax rolls beginning in Fiscal Year 2019/2020. If the Transportation Bond is passed by the voters on May 15th, the debt

service related to that bond will be recorded here. It is anticipated that the bond levy rate for the three existing G.O. Bonds will decrease slightly to \$0.22 per \$1,000 of assessed value for FY 2018/2019.

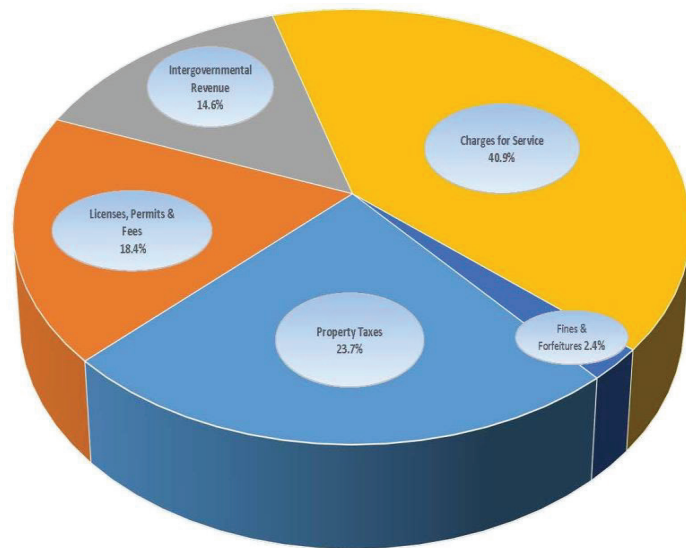
Revenues

Once again, we are seeing growth in our revenue streams. Overall, the City's revenues, less transfers and miscellaneous revenue, are increasing 4.51%

Charges for Service is the City's largest source of revenue, at just over \$18 million. This category accounts for water, sewer and storm drain utility charges, as well as development related plan check and land use fees, passport and fingerprint services and our continually popular recreation programs. The increase in this category is about 2% for the upcoming year, with over one-third of the revenue in this category related to sewer and storm drain rates set by Clean Water Services (CWS), with the revenue collected being 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.

Property taxes make up almost half of general fund revenues and account for the City's second largest revenue source. Oregon's complex property tax system was created by the passage of Measures 5 and 50 in the 1990's. Measure 5 (M5) limits the amount an individual taxpayer can pay for education and general government property taxes and Measure 50 (M50) created the separation of a property's real market value (RMV) from the property's assessed value (AV), the value that property tax revenues are based upon. M50

did two other things that have historically limited the City's property tax revenues. First, it placed limits on AV growth, furthering the gap between what a property is taxed on and its increasing market value. Second, the measure created permanent tax rates for all taxing entities, based upon mid-90's property tax levies for the entity. The impact for the City of Tualatin was a permanent tax rate of \$2.2665 per \$1,000 of AV, one of the lowest in

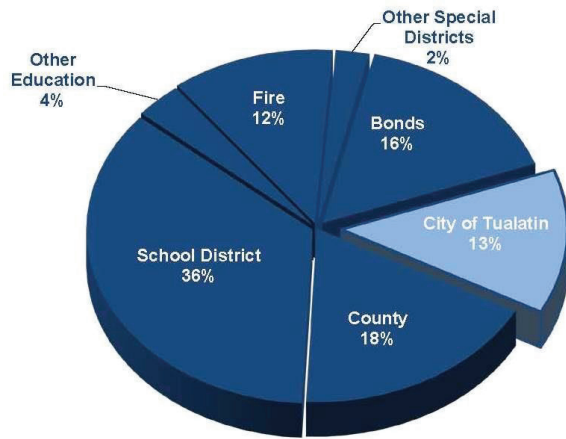


the Portland Metro Area, as well as compared to similar sized cities across the State of Oregon. For more information on property taxes and Measures 5 and 50, please see the "Overview of Property Taxes" behind the Revenues tab in this document.

The City of Tualatin receives a small portion of a property owner's property tax bill. The average tax rate in Tualatin is \$16.90 per \$1,000 of assessed value in Tax Year 2017/2018. Therefore, a homeowner with an assessed value of \$200,000 pays \$3,380 in property taxes. Of this amount, the City receives 13%, or \$440 to fund a portion of a number of services in the City's General Fund. The remaining amount is allocated to other



taxing agencies, as you can see by the following chart.



Fortunately for the City, over the past few years, development around town has been increasing and new assessed value has been added to the tax rolls. Our AV has seen growth over 4% each year since 2014/2015 and we anticipate this trend to continue in FY 2018/2019. With the actual and projected increases in AV, property tax revenue is estimated to increase 4.1% over the adopted 2017/2018 budget.

The largest categorical increase is in Intergovernmental revenues, which are increasing by 26.2%. There were three legislative actions that account for 90% of this increase. During FY 2017/2018, the Tualatin City Council passed a local Transient Lodging Tax, adding approximately \$300,000 to the General Fund. This money is largely restricted for tourism activities. The second action was the passage of a Vehicle License Fee by the Washington County Board of Commissioners that takes effect on July 1, 2018. This fee will add \$390,000 to our Road Operating Fund. Also in this fund is an increase to the State Gas Tax that was included in House Bill 2017, a state transportation package, passed by the

Oregon State Legislature at the end of their 2017 legislative session.

Fines and Forfeitures are decreasing 12.5% in FY 2018/2019, due to a projected decrease in traffic citations.

Lastly, interest revenue is seeing an increase of almost 50% due to interest rates increasing on our investments in the State of Oregon Local Government Investment Pool. Actual interest received in FY 2018/2019 may be larger than budgeted, if rates continue to increase, but we feel that our estimated interest rate is conservative, yet practical.

We are excited that our overall revenue picture is continuing to be stable with a 4.5% increase. Since there were significant increases in this year, we anticipate continued stability, but it likely won't increase to the same level in future years.

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.

In the Central Urban Renewal District, the remaining balance is set aside in the capital outlay category in case a project is identified during the fiscal year. In the Leveton Tax Increment District, expenditures for wetlands monitoring for some of the completed projects in the District is budgeted.

Remaining balances in both project areas will be analyzed by the TDC in the near future to determine which projects should be completed and when the timing is best for completion of the identified projects.

I am excited to lead an excellent organization that is not boring. There are plenty of things happening in our city that brings this excitement. Tualatin is such a wonderful place to live, work, play, and visit. And, we are truly blessed with some of the most dedicated individuals, engaged residents and community partners.

Sincere thanks to the City Council for their vision and support to our citizens, customers, businesses and city employees. I am also thankful to City staff for their contributions to this proposed budget and to the fiscal health of the City of Tualatin. Their dedication to

providing quality services at the right price is part of what makes Tualatin a great community.

Once again, a sincere thanks to Finance Director Don Hudson and the Finance Department staff, particularly Assistant Finance Director Matt Warner and Program Coordinator Lisa Thorpe. Without their hard work and dedication throughout this “boring”, yet exciting, budget process, this document would likely be truly boring.

Respectfully submitted,



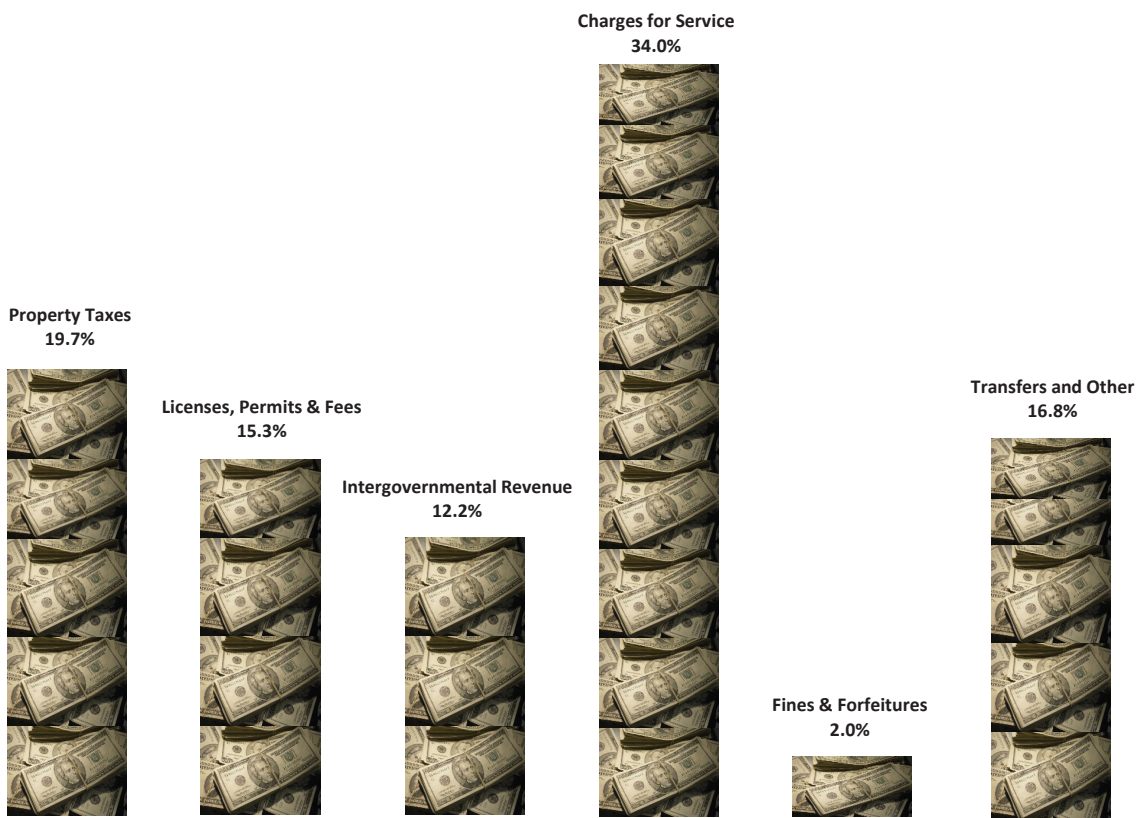
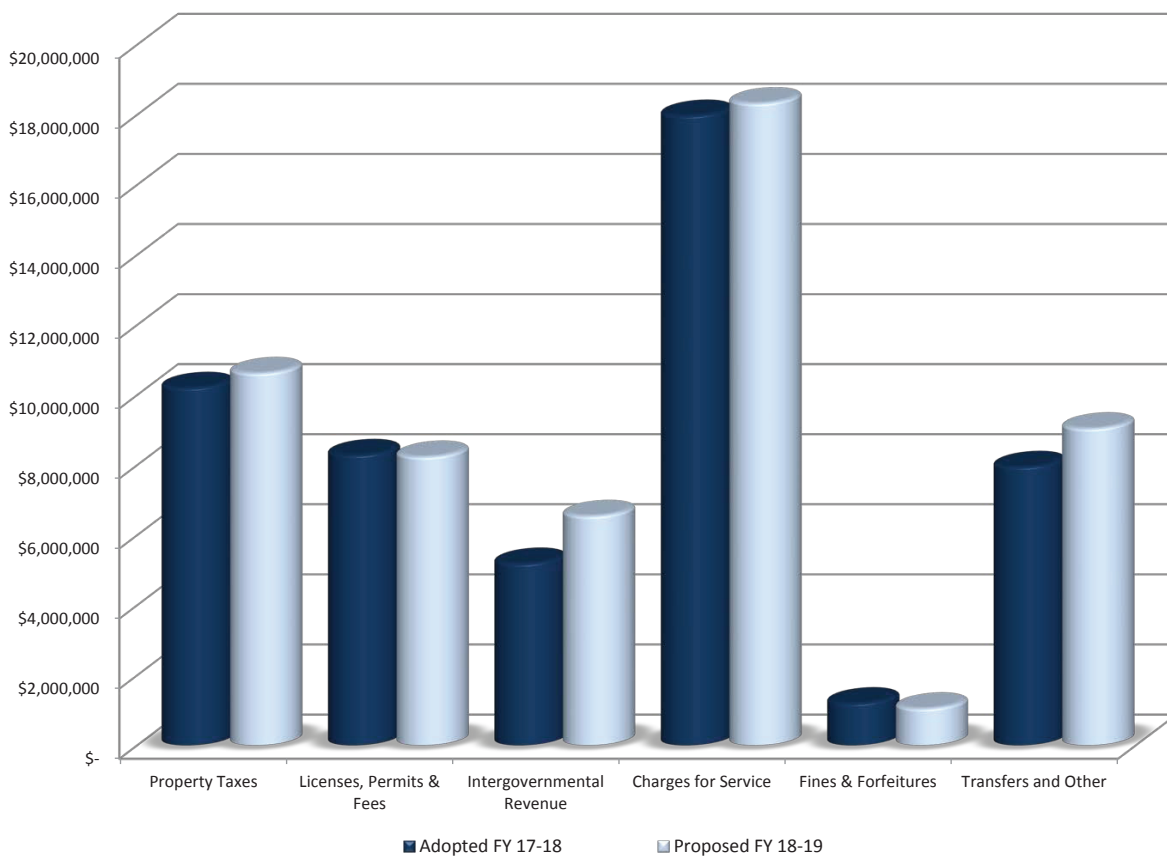
Sherilyn Lombos
City Manager / City Recorder
Administrator, Tualatin Development
Commission

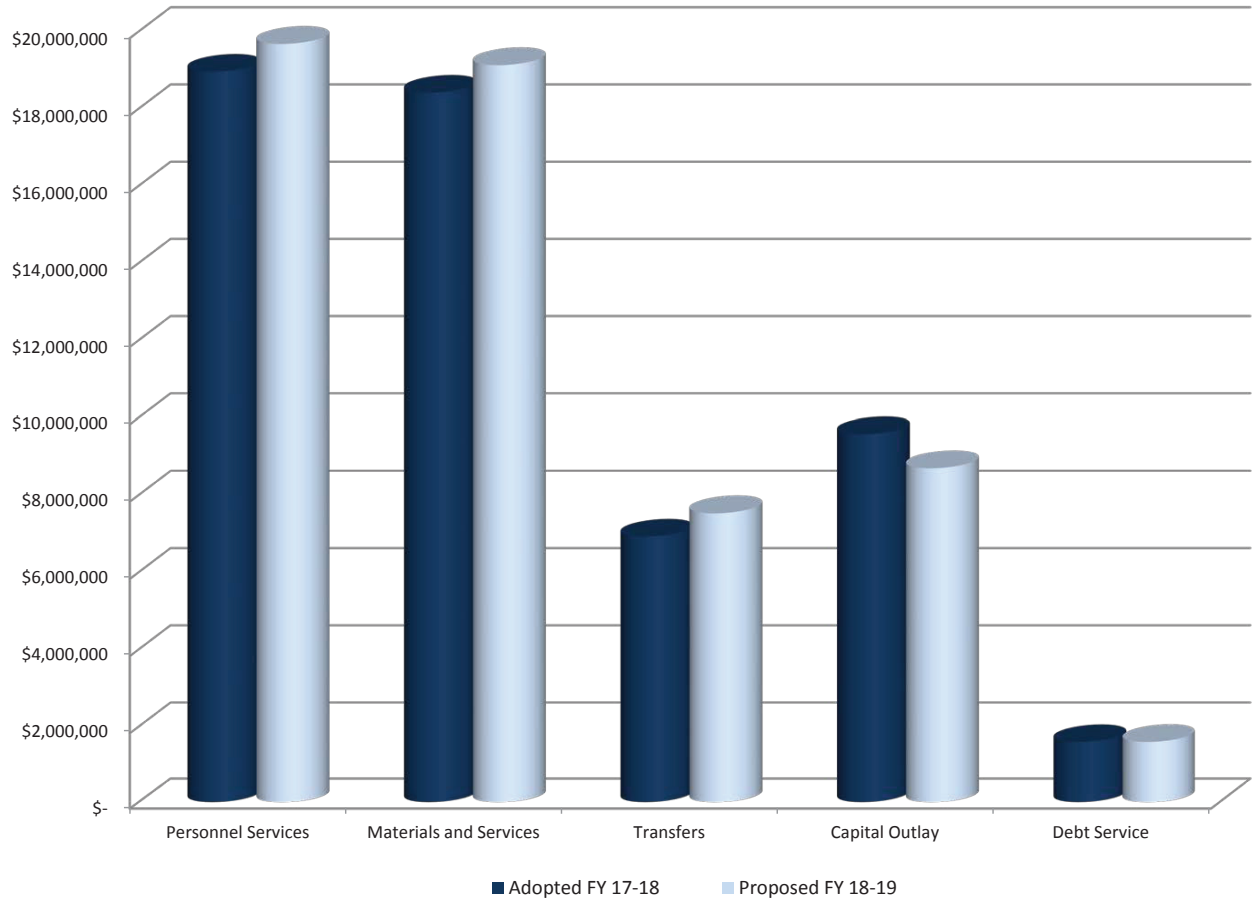




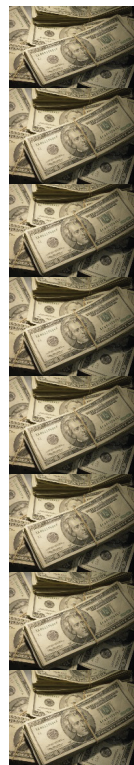
City of Tualatin

Proposed
2018/2019 Budget





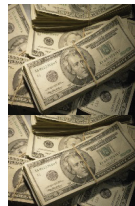
Public Works
52.2%



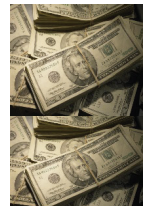
Policy and Administration
12.3%



Community Services
14.2%



Public Safety
13.9%



Community Development
4.6%



Debt Service
2.8%



City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ 9,528,110	\$ 9,888,927	\$ 10,207,130	\$ 10,626,915
Franchise Fees	2,197,426	2,192,857	2,245,000	2,340,000
Licenses and Permits	913,515	854,097	877,180	796,180
Intergovernmental Revenue	6,163,605	4,896,115	5,190,255	6,550,955
Charges for Service	16,799,649	17,106,865	17,976,700	18,329,970
Fines & Forfeitures	1,011,560	1,147,883	1,204,500	1,054,500
Investment Earnings	262,438	474,070	542,900	812,580
Fees & Charges	5,012,363	3,190,946	5,169,760	5,103,490
Other Revenue	319,130	313,496	390,110	625,470
Transfers	9,463,973	6,963,834	7,018,465	7,608,815
Total Current Resources	\$ 51,671,769	\$ 47,029,090	\$ 50,822,000	\$ 53,848,875
Beginning Fund Balance	34,189,691	36,865,147	41,362,045	39,295,560
Total Resources	\$ 85,861,460	\$ 83,894,237	\$ 92,184,045	\$ 93,144,435

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 16,490,790	\$ 17,077,411	\$ 18,960,265	\$ 19,679,580
Materials and Services	16,239,448	16,268,184	18,417,125	19,129,925
Capital Outlay	4,812,557	2,373,535	9,572,625	8,926,315
Transfers Out	9,862,242	6,877,573	6,926,615	7,529,415
Debt Service	1,591,276	1,601,563	1,600,925	1,600,410
Other Financing Uses	-	-	-	-
Contingency	-	-	19,041,700	18,046,480
Reserves & Unappropriated	36,865,147	39,695,971	17,664,790	18,232,310
Total Requirements	\$ 85,861,460	\$ 83,894,237	\$ 92,184,045	\$ 93,144,435



City of Tualatin
Fiscal Year 2018 - 2019
Changes in Fund Balance

	Beginning Fund Balance	Changes in Fund Balance	Ending Fund Balance
General Fund	\$ 10,067,050	\$ 305,650	\$ 10,372,700
Water Operating Fund	\$ 5,673,660	\$ (414,670)	\$ 5,258,990
Sewer Operating Fund	\$ 3,298,300	\$ (641,875)	\$ 2,656,425
Storm Drain Operating Fund	\$ 3,105,080	\$ 424,100	\$ 3,529,180
Enterprise Bond Fund	\$ 498,000	\$ 9,455	\$ 507,455
Water Development Fund	\$ 976,770	\$ (19,450)	\$ 957,320
Sewer Development Fund	\$ 3,915,430	\$ (764,530)	\$ 3,150,900
Storm Drain Development Fund	\$ 423,380	\$ (33,680)	\$ 389,700
Building Fund	\$ 1,595,220	\$ (465,990)	\$ 1,129,230
Road Utility Fee Fund	\$ 321,140	\$ 73,625	\$ 394,765
Road Operating Fund	\$ 1,393,190	\$ 12,060	\$ 1,405,250
Core Area Parking District Fund	\$ 157,500	\$ 9,480	\$ 166,980
Tualatin Scholarship Fund	\$ 51,130	\$ (500)	\$ 50,630
Transportation Development Tax Fund	\$ 7,059,600	\$ (553,000)	\$ 6,506,600
General Obligation Bond Fund	\$ 54,800	\$ (22,135)	\$ 32,665
Park Development Fund	\$ 1,072,360	\$ (1,072,360)	\$ -
Total City of Tualatin	\$ 39,662,610	\$ (3,153,820)	\$ 36,508,790
TDC Administration Fund	\$ 137,160	\$ (60,560)	\$ 76,600
CURD Projects Fund	\$ 121,160	\$ (121,160)	\$ -
Leveton Projects Fund	\$ 3,690,290	\$ (78,590)	\$ 3,611,700
Total Tualatin Development Commission	\$ 3,948,610	\$ (260,310)	\$ 3,688,300

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - General Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ 8,582,569	\$ 8,943,835	\$ 9,267,130	\$ 9,686,915
Franchise Fees	2,197,426	2,192,857	2,245,000	2,340,000
Licenses and Permits	236,751	266,533	280,000	305,000
Intergovernmental Revenue	2,917,742	3,190,076	3,553,105	3,968,585
Charges for Service	312,627	336,804	265,000	308,000
Fines & Forfeitures	1,008,765	1,147,883	1,204,500	1,054,500
Investment Earnings	63,725	141,439	170,000	230,000
Fees & Charges	106,337	154,291	104,700	124,900
Other Revenue	127,247	186,144	151,770	161,770
Transfers	4,496,307	5,486,189	4,713,550	4,852,830
Total Current Resources	\$ 20,049,496	\$ 22,046,051	\$ 21,954,755	\$ 23,032,500
Beginning Fund Balance	7,188,724	8,463,416	10,067,050	9,700,000
Total Resources	\$ 27,238,220	\$ 30,509,467	\$ 32,021,805	\$ 32,732,500

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 14,322,914	\$ 15,335,498	\$ 16,921,875	\$ 17,222,325
Materials and Services	4,061,115	4,217,348	4,544,880	4,717,475
Capital Outlay	390,775	481,830	947,075	283,500
Transfers Out	-	419,449	-	136,500
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	3,356,850	3,353,970
Reserves & Unappropriated	8,463,416	10,055,342	6,251,125	7,018,730
Total Requirements	\$ 27,238,220	\$ 30,509,467	\$ 32,021,805	\$ 32,732,500



City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Water Operating Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	6,122,589	6,047,122	6,592,200	6,532,820
Fines & Forfeitures	-	-	-	-
Investment Earnings	31,110	57,830	84,380	113,475
Fees & Charges	44,758	43,685	17,500	30,500
Other Revenue	23,124	17,049	37,640	2,000
Transfers	320,000	8,466	466,600	280,000
Total Current Resources	\$ 6,541,581	\$ 6,174,152	\$ 7,198,320	\$ 6,958,795
Beginning Fund Balance	4,227,301	5,029,997	6,784,445	5,673,660
Total Resources	\$ 10,768,882	\$ 11,204,149	\$ 13,982,765	\$ 12,632,455

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ 551,385	\$ 636,675	\$ 702,605
Materials and Services	2,123,206	2,669,474	3,208,735	3,156,765
Capital Outlay	670,889	489,867	2,506,250	1,663,125
Transfers Out	2,944,790	2,006,705	2,183,730	2,080,970
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	1,280,310	1,064,525
Reserves & Unappropriated	5,029,997	5,486,718	4,167,065	3,964,465
Total Requirements	\$ 10,768,882	\$ 11,204,149	\$ 13,982,765	\$ 12,632,455

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Sewer Operating Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	7,377,683	7,561,183	7,697,260	8,089,620
Fines & Forfeitures	-	-	-	-
Investment Earnings	18,299	32,834	40,790	65,965
Fees & Charges	-	-	-	-
Other Revenue	8,853	-	500	500
Transfers	-	113,390	113,310	125,110
Total Current Resources	\$ 7,404,835	\$ 7,707,407	\$ 7,851,860	\$ 8,281,195
Beginning Fund Balance	3,006,241	3,013,265	3,263,100	3,298,300
Total Resources	\$ 10,411,076	\$ 10,720,672	\$ 11,114,960	\$ 11,579,495

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ 269,772	\$ 343,365	\$ 379,335
Materials and Services	5,965,038	6,227,209	6,468,770	6,771,440
Capital Outlay	15,373	-	200,000	535,000
Transfers Out	1,417,400	1,018,240	1,066,655	1,237,295
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	1,211,820	1,338,460
Reserves & Unappropriated	3,013,265	3,205,451	1,824,350	1,317,965
Total Requirements	\$ 10,411,076	\$ 10,720,672	\$ 11,114,960	\$ 11,579,495



City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Storm Drain Operating Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	2,466,755	2,651,664	2,984,740	2,998,530
Fines & Forfeitures	-	-	-	-
Investment Earnings	8,451	22,404	30,610	62,100
Fees & Charges	-	-	-	-
Other Revenue	21,153	42,435	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 2,496,359	\$ 2,716,503	\$ 3,015,350	\$ 3,060,630
Beginning Fund Balance	1,109,530	1,683,898	2,494,200	3,105,080
Total Resources	\$ 3,605,889	\$ 4,400,401	\$ 5,509,550	\$ 6,165,710

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	685,639	962,801	1,317,590	1,383,625
Capital Outlay	65,822	111,188	240,000	330,625
Transfers Out	1,170,530	845,075	856,690	922,280
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	362,140	392,565
Reserves & Unappropriated	1,683,898	2,481,337	2,733,130	3,136,615
Total Requirements	\$ 3,605,889	\$ 4,400,401	\$ 5,509,550	\$ 6,165,710

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Enterprise Bond Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	1,456	3,571	2,000	9,960
Fees & Charges	-	-	-	-
Other Revenue	-	-	-	-
Transfers	502,550	636,665	637,515	636,265
Total Current Resources	\$ 504,006	\$ 640,236	\$ 639,515	\$ 646,225
Beginning Fund Balance	486,709	487,715	489,000	498,000
Total Resources	\$ 990,715	\$ 1,127,951	\$ 1,128,515	\$ 1,144,225

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	450	450	750	495
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
Debt Service	502,550	636,438	637,515	636,275
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	487,715	491,063	490,250	507,455
Total Requirements	\$ 990,715	\$ 1,127,951	\$ 1,128,515	\$ 1,144,225



City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Water Development Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	4,062	8,720	11,140	19,540
Fees & Charges	296,188	179,507	300,000	250,000
Other Revenue	-	-	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 300,250	\$ 188,227	\$ 311,140	\$ 269,540
Beginning Fund Balance	702,809	683,059	891,460	976,770
Total Resources	\$ 1,003,059	\$ 871,286	\$ 1,202,600	\$ 1,246,310

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	320,000	11,876	480,040	288,990
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	722,560	957,320
Reserves & Unappropriated	683,059	859,410	-	-
Total Requirements	\$ 1,003,059	\$ 871,286	\$ 1,202,600	\$ 1,246,310

City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Sewer Development Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	26,012	43,408	48,280	78,310
Fees & Charges	1,509,141	712,001	600,000	600,000
Other Revenue	-	-	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 1,535,153	\$ 755,409	\$ 648,280	\$ 678,310
Beginning Fund Balance	3,887,057	4,028,284	3,862,700	3,915,430
Total Resources	\$ 5,422,210	\$ 4,783,693	\$ 4,510,980	\$ 4,593,740

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,388,896	765,870	576,000	993,120
Capital Outlay	-	100,273	50,000	434,500
Transfers Out	5,030	8,950	13,170	15,220
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	3,871,810	3,150,900
Reserves & Unappropriated	4,028,284	3,908,600	-	-
Total Requirements	\$ 5,422,210	\$ 4,783,693	\$ 4,510,980	\$ 4,593,740



City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Storm Drain Development Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	3,477	6,437	7,160	8,470
Fees & Charges	141,883	74,623	55,000	30,000
Other Revenue	-	-	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 145,360	\$ 81,060	\$ 62,160	\$ 38,470
Beginning Fund Balance	452,919	598,279	572,760	423,380
Total Resources	\$ 598,279	\$ 679,339	\$ 634,920	\$ 461,850

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Capital Outlay	-	120,404	275,000	70,000
Transfers Out	-	-	8,550	2,150
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	351,370	389,700
Reserves & Unappropriated	598,279	558,935	-	-
Total Requirements	\$ 598,279	\$ 679,339	\$ 634,920	\$ 461,850

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Building Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	676,764	587,564	597,180	491,180
Intergovernmental Revenue	-	-	-	-
Charges for Service	519,995	510,092	437,500	401,000
Fines & Forfeitures	-	-	-	-
Investment Earnings	15,579	23,602	20,000	31,900
Fees & Charges	9,976	6,367	5,100	5,100
Other Revenue	36	8,900	200	200
Transfers	21,110	22,155	23,250	25,000
Total Current Resources	\$ 1,243,460	\$ 1,158,680	\$ 1,083,230	\$ 954,380
Beginning Fund Balance	1,725,443	1,857,722	1,961,120	1,595,220
Total Resources	\$ 2,968,903	\$ 3,016,402	\$ 3,044,350	\$ 2,549,600

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 568,286	\$ 645,781	\$ 769,970	\$ 897,365
Materials and Services	230,056	200,872	119,500	80,625
Capital Outlay	-	-	33,000	36,000
Transfers Out	312,840	355,570	373,740	406,380
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	194,430	213,040
Reserves & Unappropriated	1,857,722	1,814,179	1,553,710	916,190
Total Requirements	\$ 2,968,904	\$ 3,016,402	\$ 3,044,350	\$ 2,549,600



City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Road Utility Fee Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	88	2,601	5,790	3,000
Fees & Charges	1,011,787	1,055,961	1,077,800	1,469,130
Other Revenue	-	-	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 1,011,875	\$ 1,058,562	\$ 1,083,590	\$ 1,472,130
Beginning Fund Balance	54,279	137,129	463,080	321,140
Total Resources	\$ 1,066,154	\$ 1,195,691	\$ 1,546,670	\$ 1,793,270

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	600,840	486,377	1,242,830	1,074,575
Capital Outlay	-	-	-	-
Transfers Out	328,185	271,520	298,060	323,930
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	137,129	437,794	5,780	394,765
Total Requirements	\$ 1,066,154	\$ 1,195,691	\$ 1,546,670	\$ 1,793,270

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Road Operating Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	1,675,730	1,690,127	1,637,150	2,445,870
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	12,933	30,253	25,750	27,860
Fees & Charges	-	-	-	-
Other Revenue	-	-	200,000	461,000
Transfers	1,296,400	277,520	1,064,240	1,553,110
Total Current Resources	\$ 2,985,063	\$ 1,997,900	\$ 2,927,140	\$ 4,487,840
Beginning Fund Balance	1,076,310	2,569,572	2,099,610	1,393,190
Total Resources	\$ 4,061,373	\$ 4,567,472	\$ 5,026,750	\$ 5,881,030

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ 274,975	\$ 288,380	\$ 477,950
Materials and Services	391,089	721,155	879,870	901,845
Capital Outlay	267,506	590,883	2,148,000	2,340,125
Transfers Out	833,206	777,030	684,450	755,860
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	600,110	671,370
Reserves & Unappropriated	2,569,572	2,203,429	425,940	733,880
Total Requirements	\$ 4,061,373	\$ 4,567,472	\$ 5,026,750	\$ 5,881,030



City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Core Area Parking District Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	954	1,782	1,000	3,000
Fees & Charges	59,609	51,401	52,000	60,000
Other Revenue	7,850	-	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 68,413	\$ 53,183	\$ 53,000	\$ 63,000
Beginning Fund Balance	146,188	149,356	162,355	157,500
Total Resources	\$ 214,601	\$ 202,539	\$ 215,355	\$ 220,500

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	25,458	16,228	25,700	25,460
Capital Outlay	12,837	-	37,000	-
Transfers Out	26,950	26,950	29,330	28,060
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	13,800	8,030
Reserves & Unappropriated	149,356	159,361	109,525	158,950
Total Requirements	\$ 214,601	\$ 202,539	\$ 215,355	\$ 220,500

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Tualatin Scholarship Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	325	549	500	1,000
Fees & Charges	-	-	-	-
Other Revenue	-	-	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 325	\$ 549	\$ 500	\$ 1,000
Beginning Fund Balance	50,804	50,729	50,825	51,130
Total Resources	\$ 51,129	\$ 51,278	\$ 51,325	\$ 52,130

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	400	400	500	1,500
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	50,729	50,878	50,825	50,630
Total Requirements	\$ 51,129	\$ 51,278	\$ 51,325	\$ 52,130



City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Road Development Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	3,581	-	-	-
Fees & Charges	18,461	-	-	-
Other Revenue	1,237	-	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 23,279	\$ -	\$ -	\$ -
Beginning Fund Balance	1,086,366	-	-	-
Total Resources	\$ 1,109,645	\$ -	\$ -	\$ -

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	1,109,645	-	-	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	-	-	-	-
Total Requirements	\$ 1,109,645	\$ -	\$ -	\$ -

City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Transportation Development Tax Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	51,313	84,811	87,000	141,000
Fees & Charges	1,620,381	785,986	900,000	920,000
Other Revenue	1,649	1,649	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 1,673,343	\$ 872,446	\$ 987,000	\$ 1,061,000
Beginning Fund Balance	4,352,939	5,936,282	6,979,500	7,059,600
Total Resources	\$ 6,026,282	\$ 6,808,728	\$ 7,966,500	\$ 8,120,600

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Capital Outlay	-	-	-	325,000
Transfers Out	90,000	110,000	890,000	1,289,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	7,076,500	6,506,600
Reserves & Unappropriated	5,936,282	6,698,728	-	-
Total Requirements	\$ 6,026,282	\$ 6,808,728	\$ 7,966,500	\$ 8,120,600



City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - General Obligation Bond Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ 945,541	\$ 945,092	\$ 940,000	\$ 940,000
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	191	54	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	985	1,369	1,500	2,000
Fees & Charges	-	-	-	-
Other Revenue	1,331	1,502	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 948,048	\$ 948,017	\$ 941,500	\$ 942,000
Beginning Fund Balance	104,996	93,706	75,000	54,800
Total Resources	\$ 1,053,044	\$ 1,041,723	\$ 1,016,500	\$ 996,800

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
Debt Service	959,338	965,125	963,410	964,135
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	93,706	76,598	53,090	32,665
Total Requirements	\$ 1,053,044	\$ 1,041,723	\$ 1,016,500	\$ 996,800

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Park Development Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	1,569,942	15,858	-	136,500
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	8,593	12,460	7,000	15,000
Fees & Charges	193,842	127,124	2,057,660	1,613,860
Other Revenue	96,166	55,817	-	-
Transfers	1,446	419,449	-	136,500
Total Current Resources	\$ 1,869,989	\$ 630,708	\$ 2,064,660	\$ 1,901,860
Beginning Fund Balance	2,643,636	1,093,230	1,145,840	1,072,360
Total Resources	\$ 4,513,625	\$ 1,723,938	\$ 3,210,500	\$ 2,974,220

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	32,000	23,000
Capital Outlay	3,389,355	479,090	3,136,300	2,908,440
Transfers Out	31,040	36,700	42,200	42,780
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	1,093,230	1,208,148	-	-
Total Requirements	\$ 4,513,625	\$ 1,723,938	\$ 3,210,500	\$ 2,974,220



City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Operations Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	2,795	-	-	-
Investment Earnings	8,050	-	-	-
Fees & Charges	-	-	-	-
Other Revenue	30,484	-	-	-
Transfers	2,826,160	-	-	-
Total Current Resources	\$ 2,867,489	\$ -	\$ -	\$ -
Beginning Fund Balance	1,103,598	989,508	-	-
Total Resources	\$ 3,971,087	\$ 989,508	\$ -	\$ -

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 1,599,590	\$ -	\$ -	\$ -
Materials and Services	767,261	-	-	-
Capital Outlay	-	-	-	-
Transfers Out	485,339	989,508	-	-
Debt Service	129,388	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	989,508	-	-	-
Total Requirements	\$ 3,971,086	\$ 989,508	\$ -	\$ -

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - TDC Administration Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	1,383	2,517	1,895	2,740
Fees & Charges	-	-	-	-
Other Revenue	2	-	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 1,385	\$ 2,517	\$ 1,895	\$ 2,740
Beginning Fund Balance	230,244	193,183	151,640	137,160
Total Resources	\$ 231,629	\$ 195,700	\$ 153,535	\$ 139,900

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	38,446	28,706	63,300	63,300
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	90,235	76,600
Reserves & Unappropriated	193,183	166,994	-	-
Total Requirements	\$ 231,629	\$ 195,700	\$ 153,535	\$ 139,900



City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - CURD Projects Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	1,090	1,251	2,310	2,420
Fees & Charges	-	-	-	-
Other Revenue	12,725	-	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 13,815	\$ 1,251	\$ 2,310	\$ 2,420
Beginning Fund Balance	119,882	124,258	184,710	121,160
Total Resources	\$ 133,697	\$ 125,509	\$ 187,020	\$ 123,580

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Capital Outlay	9,439	6,103	187,020	123,580
Transfers Out	-	-	-	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	124,258	119,406	-	-
Total Requirements	\$ 133,697	\$ 125,509	\$ 187,020	\$ 123,580

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Leveton Projects Fund

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Investment Earnings	25,050	40,783	46,020	73,810
Fees & Charges	-	-	-	-
Other Revenue	-	-	-	-
Transfers	-	-	-	-
Total Current Resources	\$ 25,050	\$ 40,783	\$ 46,020	\$ 73,810
Beginning Fund Balance	3,954,319	3,847,778	3,681,430	3,690,290
Total Resources	\$ 3,979,369	\$ 3,888,561	\$ 3,727,450	\$ 3,764,100

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Capital Outlay	44,520	72,159	25,000	73,000
Transfers Out	87,070	86,260	91,850	79,400
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	17,530	25,505
Reserves & Unappropriated	3,847,779	3,730,142	3,593,070	3,586,195
Total Requirements	\$ 3,979,369	\$ 3,888,561	\$ 3,727,450	\$ 3,764,100



City of Tualatin

Proposed
2018/2019 Budget

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Revenues

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	9,528,110	9,888,927	10,207,130	10,626,915
Licenses And Permits	913,515	854,097	877,180	796,180
Franchise Fees	2,197,426	2,192,857	2,245,000	2,340,000
Intergovernmental	6,163,605	4,896,115	5,190,255	6,550,955
Fees & Charges	5,012,363	3,190,946	5,169,760	5,103,490
Charges For Services	16,799,649	17,106,865	17,976,700	18,329,970
Fines And Forfeitures	1,011,560	1,147,883	1,204,500	1,054,500
Investment Earnings	262,438	474,070	542,900	812,580
Transfers	9,463,973	6,963,834	7,018,465	7,608,815
Other Revenue	319,130	313,496	390,110	625,470
Total Current Resources	\$ 51,671,769	\$ 47,029,090	\$ 50,822,000	\$ 53,848,875
Beginning Fund Balance	34,189,691	36,865,147	41,362,045	39,295,560
Total Resources	\$ 85,861,460	\$ 83,894,237	\$ 92,184,045	\$ 93,144,435



The City continues to experience stable revenue growth, with most categories either maintaining previous levels or showing increases for 2018/2019.

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 continued 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 2018/2019.

Licenses, Permits & Fees are for building and development fees, business and rental licenses, 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. While a number of the budgets for fees in this category are remaining

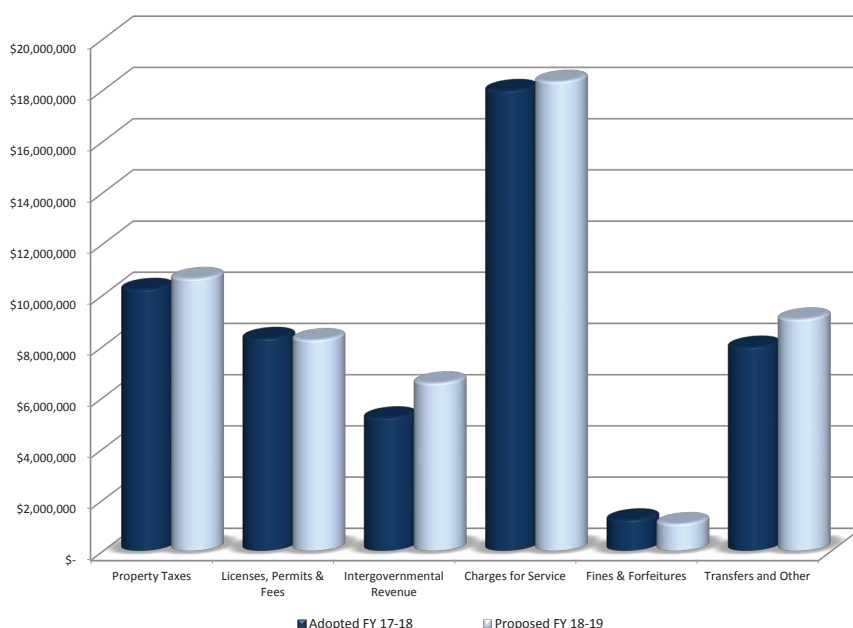
static, the continued strong development and a recently adopted Right of Way Ordinance account for the growth in this category.

Intergovernmental revenues are revenues received from the State of Oregon for the City's share of cigarette, liquor, marijuana 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. Other revenues included in this category are from intergovernmental agreements with the Tigard/Tualatin School District for police officers assigned as School Resource Officers, TriMet for an officer assigned to the Westside Transit Police force and the City's police services contract with the City of Durham. The City's share of a county-wide Transient Lodging Tax (TLT), as well as a recently adopted local TLT, are also included in this category. Increases in state shared revenues, Library district revenues and the increased TLT account for the majority of the increases in Intergovernmental revenues.

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 revenues in this category are charges for passport and fingerprint services, as well as the City's popular recreation programs.

Fines and Forfeitures are for Municipal Court fines for traffic violations and for overdue library materials. This category is projected to decrease slightly in FY 18/19, due to a reduction in the number of traffic citations issued.

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



The Property Tax System

While property tax revenue makes up only a portion of most city budgets, 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. 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 of each taxing district in which property is located is added together and the total may not exceed \$10.00 per \$1,000 of market value. Cities whose total tax rate for all taxing local government units is over \$10.00 will receive less than the total amount levied. Voter approved debt service is not included in the \$10.00 limit; so the actual total tax rate may be higher than \$10.00, but the portion that goes for operations may not exceed \$10.00.

Ballot Measure 50 Limitations

As stated above, Ballot Measure 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.



Tax Rate Effect on a \$125,000 House
 $\text{Rate} \times 100 = \text{Tax Bill}$

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

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 Ballot Measure 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.

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

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. Ballot Measure 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. Ballot Measure 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.

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

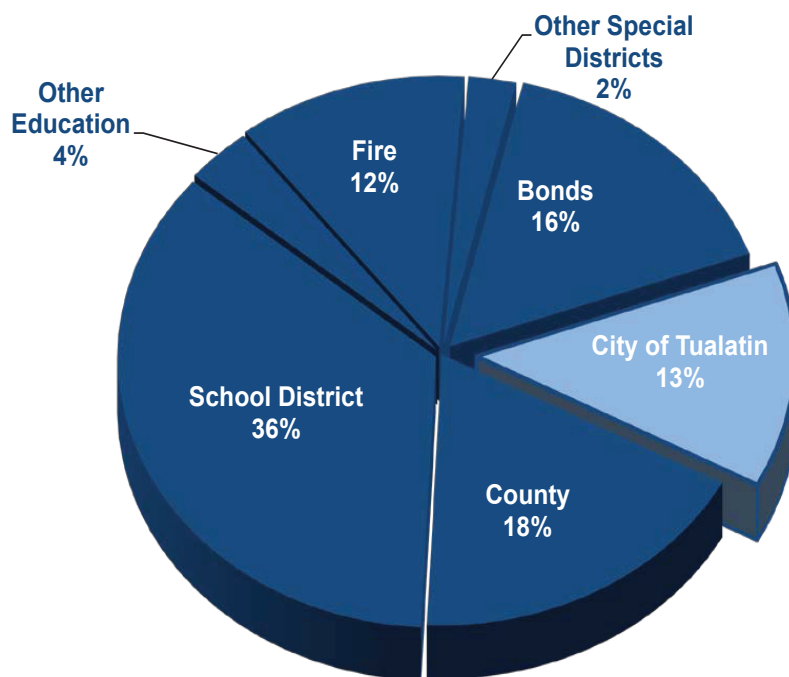
Part of Ballot Measure 5 legislation allows cities to distinguish between taxes and fees. This is important because how a fee or tax is classified determines whether it is inside or outside the \$10.00 tax rate limit. The council may adopt an ordinance or resolution that classifies whether or not a tax,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

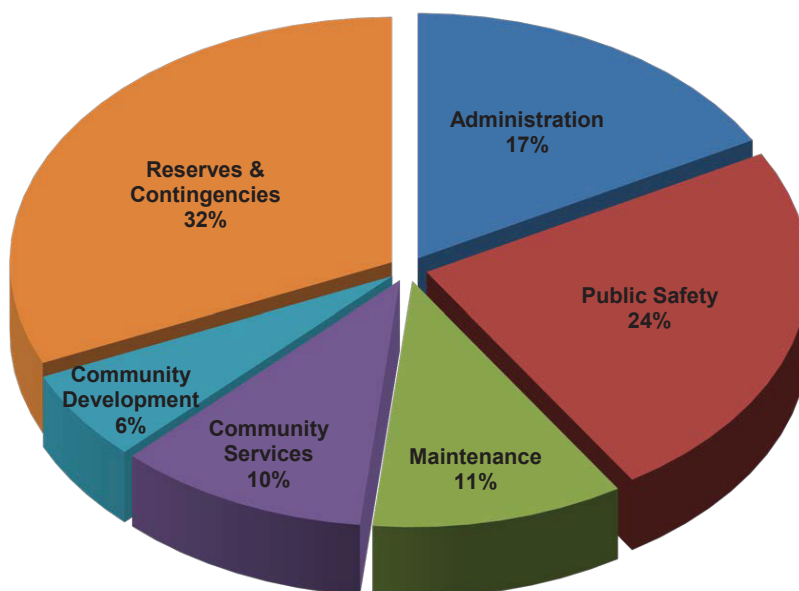
Summary

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 \$16.90 per \$1,000 of assessed value. Therefore, a homeowner with an assessed value of \$200,000 pays property tax of \$3,380 annually. Of this amount, the City of Tualatin receives approximately 13%, or \$440. 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 Fund

Community Services
General Fund
Park Development Fund
Tualatin Scholarship Fund

Public Safety
General Fund

Public Works

Water

- Water Operating Fund
- Water Development Fund

Sewer

- Sewer Operating Fund
- Sewer Development Fund

Storm Drain

- Storm Drain Operating Fund
- Storm Drain Development Fund

Streets

- Road Utility Fee Fund
- Road Operating Fund
- Road Development Fund
- Transportation Development Tax Fund
- Core Area Parking District Fund

General Obligation Bond Fund

Enterprise Bond Fund

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Revenues

Summary of Resources by Source

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Property Taxes	9,528,110	9,888,927	10,207,130	10,626,915
Licenses And Permits	913,515	854,097	877,180	796,180
Franchise Fees	2,197,426	2,192,857	2,245,000	2,340,000
Intergovernmental	6,163,605	4,896,115	5,190,255	6,550,955
Fees & Charges	5,012,363	3,190,946	5,169,760	5,103,490
Charges For Services	16,799,649	17,106,865	17,976,700	18,329,970
Fines And Forfeitures	1,011,560	1,147,883	1,204,500	1,054,500
Investment Earnings	262,438	474,070	542,900	812,580
Transfers	9,463,973	6,963,834	7,018,465	7,608,815
Other Revenue	319,130	313,496	390,110	625,470
Total Current Resources	\$ 51,671,769	\$ 47,029,090	\$ 50,822,000	\$ 53,848,875
Beginning Fund Balance	34,189,691	36,865,147	41,362,045	39,295,560
Total Resources	\$ 85,861,460	\$ 83,894,237	\$ 92,184,045	\$ 93,144,435



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	7,188,724	8,463,416	10,067,050	9,700,000
BEGINNING FUND BALANCE	7,188,724	8,463,416	10,067,050	9,700,000
Property Taxes - Current Year	8,435,727	8,808,065	9,114,130	9,539,915
Property Taxes - Prior Year	127,899	119,480	130,000	130,000
Interest on Taxes - WashCo	16,175	14,100	20,000	15,000
Interest on Taxes - ClackCo	2,768	2,190	3,000	2,000
PROPERTY TAXES	8,582,569	8,943,835	9,267,130	9,686,915
Franchise Fees	2,197,426	2,141,130	2,245,000	2,255,000
Special Franchise Payment	-	51,727	-	-
Right of Way Fees	-	-	-	85,000
FRANCHISE FEES	2,197,426	2,192,857	2,245,000	2,340,000
Alarm Fees	21,159	20,858	21,000	21,000
Business License Fee	137,834	153,497	137,000	144,000
Metro Business License	9,929	11,986	10,000	12,000
Rental License	43,140	38,930	40,000	38,000
Public Works Permit Fees	23,589	41,691	10,000	28,000
Water Quality Permit Fees	-	(404)	-	-
Erosion Control Permit	-	-	36,000	36,000
Erosion Control Fee	-	-	26,000	26,000
Alcohol Permit Fees	1,100	(25)	-	-
LICENSES AND PERMITS	236,751	266,533	280,000	305,000
Grants - Other Grant Revenue	11,336	23,467	3,250	3,250
Grants - Seat Belt Grant	4,131	6,869	4,500	6,800
Tualatin School Dist (SRO)	56,025	59,920	64,500	68,120
Grants - Misc Grants	4,379	50,496	10,400	9,200
Cigarette Tax	35,324	33,938	32,210	32,620
Marijuana Tax	-	-	-	36,000
OLCC per Capita	383,606	409,984	460,310	495,250
OLCC Formula Shared Rev	303,737	331,817	365,900	374,400
Grants - PCN Operations Grant	-	47,330	39,950	-
Grants - Metro CET Grant	-	-	295,000	295,000
Motel Taxes	300,611	315,803	300,000	615,000

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Library Revenue-WashCo	1,467,659	1,557,911	1,614,095	1,662,855
Library Revenue-ClackCo	86,683	90,037	96,930	95,210
Payments in Lieu of Prop Taxes	1,655	495	1,000	1,000
Durham Police	123,800	127,500	131,340	135,280
Police Services	138,797	134,510	133,720	138,600
INTERGOVERNMENTAL	2,917,742	3,190,076	3,553,105	3,968,585
Architectural Review	44,310	26,855	25,000	30,000
Signs	16,150	19,605	18,000	18,000
Other Land Use Appl Fees	11,632	16,358	15,000	15,000
Lien Search Fees	14,401	14,274	15,000	12,000
Passport Execution Fee	61,807	91,097	60,000	95,000
Passport Photos	18,203	16,654	10,000	-
Fingerprint Fees	10,582	13,473	11,500	11,500
GREAT Program	12,700	15,620	12,000	17,000
Rec User Fees - Community	114,069	116,152	90,500	68,500
Recreation Program Fees - JPC	(78)	-	-	34,500
Library Program User Fees	1,545	1,450	3,000	1,500
Fleet Services	7,306	5,266	5,000	5,000
CHARGES FOR SERVICES	312,627	336,804	265,000	308,000
Municipal Court Fines	883,740	1,031,348	1,150,000	1,000,000
Other Court Fines	53,031	44,978	-	-
Other Restitution	681	8,181	2,000	2,000
Library Fines, Cards, Books	71,313	63,375	52,500	52,500
FINES AND FORFEITURES	1,008,765	1,147,883	1,204,500	1,054,500
Interest on Investments	63,725	141,439	170,000	230,000
INVESTMENT EARNINGS	63,725	141,439	170,000	230,000
Liquor License Fee	4,685	3,935	3,300	4,000
Maps, Codebooks, Copies	860	1,529	750	750
Police Reports & Photos	4,847	4,704	4,800	4,800
Vehicle Impound Fee	6,500	5,700	7,500	7,500
Picnic Shelter Fees	11,514	12,375	12,000	12,000
Ball Field Fees	15,437	12,988	15,000	15,000
Juanita Pohl Ctr Use Fees	43,342	48,805	38,200	48,200
Brown's Ferry Comm Ctr	308	450	450	450



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Heritage Center	4,455	6,475	5,900	5,900
Concession Fee	4,826	9,036	6,300	8,500
Street Tree Fees	9,342	47,800	10,000	17,300
Community Room Rental	223	495	500	500
FEES & CHARGES	106,337	154,291	104,700	124,900
Rental Income - Property	1,200	600	-	-
Rental Income-Other Space Rntl	12,576	25,554	25,950	25,925
Rental Income - T-Mobile	16,103	16,748	17,310	35,935
Donations - Other Library	29,864	25,509	29,300	29,300
Donations - Other Police	100	3,400	-	-
Donations - Community Services	13,006	6,967	-	-
Donations - Concerts-Commons	13,950	17,850	17,000	18,000
Donations - Other Spons Prog	1,910	1,500	20,250	20,250
Donations - Donations Assorted	12,103	13,727	16,960	7,360
Insurance Proceeds	6,339	765	-	-
Other Misc Income	20,248	47,388	25,000	25,000
Cash Over/Short	(176)	74	-	-
Metro Area Mayors Forum	24	2,640	-	-
Sale of Capital Assets	-	23,423	-	-
MISCELLANEOUS	127,247	186,144	151,770	161,770
Transfer In - Building Fund	312,840	355,570	373,740	406,380
Transfer In - Road Utility	135,670	125,080	146,180	101,100
Transfer In - Road Operating	549,890	757,590	665,010	736,420
Transfer In - Core Area Pkg	26,950	26,950	29,330	28,060
Transfer In - Bancroft Bond	181,745	-	-	-
Transfer In - LID Fund	479,042	-	-	-
Transfer In - Ops Warehouse	125,593	-	-	-
Transfer In - Park Development	31,040	36,700	42,200	42,780
Transfer In - Park Improvement	745	-	-	-
Transfer In - Water Fund	1,152,200	1,437,620	1,613,290	1,510,970
Transfer In - Sewer Fund	882,680	979,850	1,027,970	1,198,140
Transfer In - Storm Drain Fund	525,650	678,700	688,820	723,220
Transfer In - Water Devel Fund	-	3,410	13,440	8,990
Transfer In - Sewer Devel Fund	5,030	8,950	13,170	15,220
Transfer In - Storm Drain Dev	-	-	8,550	2,150
Transfer In - Water Reservoir	162	-	-	-

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Transfer In - Operations Fund	-	989,509	-	-
Transfer In - Leveton Projects	87,070	86,260	91,850	79,400
TRANSFERS IN	4,496,307	5,486,189	4,713,550	4,852,830
GENERAL FUND	27,238,220	30,509,467	32,021,805	32,732,500



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	1,725,443	1,857,722	1,961,120	1,595,220
BEGINNING FUND BALANCE	1,725,443	1,857,722	1,961,120	1,595,220
Permits - Structural	374,660	297,346	375,000	300,000
Permits - Plumbing	89,112	50,290	70,000	60,000
Permits - Erosion Control	26,113	37,356	-	-
Permits - Mechanical	181,059	199,823	150,000	130,000
Permits - Manufactured Homes	182	364	180	180
Permits - Signs, Excav, Demo	5,639	2,385	2,000	1,000
LICENSES AND PERMITS	676,764	587,564	597,180	491,180
Fees - Structural	272,575	242,113	200,000	190,000
Fees - Plumbing	13,528	12,170	14,000	10,000
Fees - Erosion Control	6,494	23,115	-	-
Fees - Mechanical	106,286	124,412	110,000	100,000
Fees - Fire & Safety	119,808	107,847	112,000	100,000
Fees - Miscellaneous	1,305	435	1,500	1,000
CHARGES FOR SERVICES	519,995	510,092	437,500	401,000
Interest on Investments	15,579	23,602	20,000	31,900
INVESTMENT EARNINGS	15,579	23,602	20,000	31,900
Admin Fee - Metro	4,387	2,584	2,000	2,000
Admin Fee - School Dist	5,589	3,783	3,000	3,000
Maps, Codebooks, Copies	-	-	100	100
FEES & CHARGES	9,976	6,367	5,100	5,100
Other Misc Income	36	8,900	200	200
MISCELLANEOUS	36	8,900	200	200
Transfer In - Water Fund	9,710	10,185	10,690	11,500
Transfer In - Sewer Fund	5,700	5,985	6,280	6,750
Transfer In - Storm Drain Fund	5,700	5,985	6,280	6,750
TRANSFERS IN	21,110	22,155	23,250	25,000
BUILDING FUND	2,968,903	3,016,402	3,044,350	2,549,600

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	2,643,636	1,093,230	1,145,840	1,072,360
BEGINNING FUND BALANCE	2,643,636	1,093,230	1,145,840	1,072,360
Other Grants - State Grant	1,569,942	15,858	-	136,500
INTERGOVERNMENTAL	1,569,942	15,858	-	136,500
Interest on Investments	8,593	12,460	7,000	15,000
INVESTMENT EARNINGS	8,593	12,460	7,000	15,000
Parks - SDC's	193,842	127,124	2,057,660	1,613,860
FEES & CHARGES	193,842	127,124	2,057,660	1,613,860
Donations - Community Services	7,519	-	-	-
Other Misc Income	88,647	55,817	-	-
MISCELLANEOUS	96,166	55,817	-	-
Transfer In - General Fund	-	419,449	-	136,500
Transfer In - Road Operating	1,446	-	-	-
TRANSFERS IN	1,446	419,449	-	136,500
PARK DEVELOPMENT FUND	4,513,625	1,723,938	3,210,500	2,974,220



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	50,804	50,729	50,825	51,130
BEGINNING FUND BALANCE	50,804	50,729	50,825	51,130
Interest on Investments	325	549	500	1,000
INVESTMENT EARNINGS	325	549	500	1,000
TUALATIN SCHOLARSHIP FUND	51,129	51,278	51,325	52,130

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	1,103,598	989,508	-	-
BEGINNING FUND BALANCE	1,103,598	989,508	-	-
Other Restitution	2,795	-	-	-
FINES AND FORFEITURES	2,795	-	-	-
Interest on Investments	8,050	-	-	-
INVESTMENT EARNINGS	8,050	-	-	-
Rental Income-Other Space Rntl	12,576	-	-	-
Other Misc Income	17,908	-	-	-
MISCELLANEOUS	30,484	-	-	-
Transfer In - Road Utility	95,760	-	-	-
Transfer In - Road Operating	281,870	-	-	-
Transfer In - Water Fund	1,280,330	-	-	-
Transfer In - Sewer Fund	529,020	-	-	-
Transfer In - Storm Drain Fund	639,180	-	-	-
TRANSFERS IN	2,826,160	-	-	-
OPERATIONS FUND	3,971,087	989,508	-	-



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	4,227,301	5,029,997	6,784,445	5,673,660
BEGINNING FUND BALANCE	4,227,301	5,029,997	6,784,445	5,673,660
Water Service Charge	293,486	307,720	332,330	332,295
Usage Charge	5,208,096	5,097,511	5,638,175	5,524,600
Fire Service	139,215	138,546	140,000	140,000
Bulk Water Revenue	1,540	2,150	1,500	1,500
Installation	9,234	6,478	2,000	2,750
Water Facility Charge	471,018	494,717	478,195	531,675
CHARGES FOR SERVICES	6,122,589	6,047,122	6,592,200	6,532,820
Interest on Investments	31,110	57,830	84,380	113,475
INVESTMENT EARNINGS	31,110	57,830	84,380	113,475
Bulk Water Fees	5,575	10,565	4,000	4,000
Reconnect Fee	2,605	2,663	2,500	2,500
Carry Chrg - Late Payments	36,578	30,458	11,000	24,000
FEES & CHARGES	44,758	43,685	17,500	30,500
Rental Income - T-Mobile	16,103	16,749	17,140	-
Other Misc Income	7,021	300	20,500	2,000
MISCELLANEOUS	23,124	17,049	37,640	2,000
Transfer In - Water Devel Fund	320,000	8,466	466,600	280,000
TRANSFERS IN	320,000	8,466	466,600	280,000
WATER FUND	10,768,882	11,204,149	13,982,765	12,632,455

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	702,809	683,059	891,460	976,770
BEGINNING FUND BALANCE	702,809	683,059	891,460	976,770
Interest on Investments	4,062	8,720	11,140	19,540
INVESTMENT EARNINGS	4,062	8,720	11,140	19,540
System Development Charge	296,188	179,507	300,000	250,000
FEES & CHARGES	296,188	179,507	300,000	250,000
WATER DEVELOPMENT FUND	1,003,059	871,286	1,202,600	1,246,310



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	3,006,241	3,013,265	3,263,100	3,298,300
BEGINNING FUND BALANCE	3,006,241	3,013,265	3,263,100	3,298,300
User Charge - CWS Base	4,003,474	4,168,997	4,187,360	4,470,615
User Charge - CWS Usage	1,634,931	1,613,683	1,736,300	1,792,200
User Charge - COT Base	933,913	972,888	977,920	1,007,260
User Charge - COT Usage	389,543	386,987	414,470	426,900
User Charge - LO CWS Base	153,955	159,089	152,840	157,425
User Charge - LO CWS Usage	75,714	78,494	79,575	81,960
User Charge - LO COT Base	35,912	37,103	36,360	37,450
User Charge - LO COT Usage	18,058	18,798	18,895	19,465
User Charge - Tigard CWS Base	4,803	4,952	5,005	5,155
User Charge - Tigard CWS Usage	3,848	4,207	5,705	5,875
User Charge - Tigard COT Base	949	974	1,195	1,230
User Charge - Tigard COT Usage	759	882	1,005	1,035
Sewer Inspection	2,055	1,375	1,060	1,090
Industrial Discharge	119,768	112,754	79,570	81,960
CHARGES FOR SERVICES	7,377,683	7,561,183	7,697,260	8,089,620
Interest on Investments	18,299	32,834	40,790	65,965
INVESTMENT EARNINGS	18,299	32,834	40,790	65,965
Other Misc Income	8,853	-	500	500
MISCELLANEOUS	8,853	-	500	500
Transfer In - Storm Drain	-	113,390	113,310	125,110
TRANSFERS IN	-	113,390	113,310	125,110
SEWER FUND	10,411,076	10,720,672	11,114,960	11,579,495

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	3,887,057	4,028,284	3,862,700	3,915,430
BEGINNING FUND BALANCE	3,887,057	4,028,284	3,862,700	3,915,430
Interest on Investments	26,012	43,408	48,280	78,310
INVESTMENT EARNINGS	26,012	43,408	48,280	78,310
System Development Charge	1,509,141	712,001	600,000	600,000
FEES & CHARGES	1,509,141	712,001	600,000	600,000
SEWER DEVELOPMENT FUND	5,422,210	4,783,693	4,510,980	4,593,740



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	1,109,530	1,683,898	2,494,200	3,105,080
BEGINNING FUND BALANCE	1,109,530	1,683,898	2,494,200	3,105,080
User Charge - CWS Regional	570,445	613,281	692,110	695,625
User Charge - COT Local	1,824,655	1,961,906	2,210,555	2,214,075
User Charge - Lake Oswego CWS	15,307	16,414	17,550	18,375
User Charge - Lake Oswego COT	46,150	49,310	52,645	58,485
User Charge - Tigard COT	10,199	10,754	11,880	11,970
CHARGES FOR SERVICES	2,466,755	2,651,664	2,984,740	2,998,530
Interest on Investments	8,451	22,404	30,610	62,100
INVESTMENT EARNINGS	8,451	22,404	30,610	62,100
Other Misc Income	21,153	42,435	-	-
MISCELLANEOUS	21,153	42,435	-	-
STORM DRAIN FUND	3,605,889	4,400,401	5,509,550	6,165,710

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	452,919	598,279	572,760	423,380
BEGINNING FUND BALANCE	452,919	598,279	572,760	423,380
Interest on Investments	3,477	6,437	7,160	8,470
INVESTMENT EARNINGS	3,477	6,437	7,160	8,470
Storm Water Quantity Fees	117,714	42,410	30,000	20,000
Storm Water Quality Fees	24,170	32,213	25,000	10,000
FEES & CHARGES	141,883	74,623	55,000	30,000
STORM DRAIN DEVELOPMENT FUND	598,279	679,339	634,920	461,850



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	54,279	137,129	463,080	321,140
BEGINNING FUND BALANCE	54,279	137,129	463,080	321,140
Interest on Investments	88	2,601	5,790	3,000
INVESTMENT EARNINGS	88	2,601	5,790	3,000
Road Utility Fee	675,912	713,698	715,000	1,012,920
Tigard Rd Utility Fees	6,669	10,666	8,300	11,510
Sidewalk/Tree Program	329,206	331,598	354,500	444,700
FEES & CHARGES	1,011,787	1,055,961	1,077,800	1,469,130
ROAD UTILITY FEE FUND	1,066,154	1,195,691	1,546,670	1,793,270

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	1,076,310	2,569,572	2,099,610	1,393,190
BEGINNING FUND BALANCE	1,076,310	2,569,572	2,099,610	1,393,190
State Gas Tax	1,586,528	1,600,509	1,546,250	1,954,060
Washington County Gas Tax	89,202	89,618	90,900	91,810
WashCo Vehicle License Fee	-	-	-	400,000
INTERGOVERNMENTAL	1,675,730	1,690,127	1,637,150	2,445,870
Interest on Investments	12,933	30,253	25,750	27,860
INVESTMENT EARNINGS	12,933	30,253	25,750	27,860
Other Misc Income	-	-	200,000	461,000
MISCELLANEOUS	-	-	200,000	461,000
Transfer In - Road Utility	96,755	139,960	145,400	216,350
Transfer In - Road Development	1,109,645	-	-	-
Transfer In - TDT	90,000	110,000	890,000	1,289,000
Transfer In - Storm Drain Fund	-	27,560	28,840	47,760
TRANSFERS IN	1,296,400	277,520	1,064,240	1,553,110
ROAD OPERATING FUND	4,061,373	4,567,472	5,026,750	5,881,030



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	4,352,939	5,936,282	6,979,500	7,059,600
BEGINNING FUND BALANCE	4,352,939	5,936,282	6,979,500	7,059,600
Interest on Investments	51,313	84,811	87,000	141,000
INVESTMENT EARNINGS	51,313	84,811	87,000	141,000
System Fees -Washington County	1,490,711	699,033	900,000	900,000
System Fees - Clackamas County	129,670	86,953	-	20,000
FEES & CHARGES	1,620,381	785,986	900,000	920,000
Other Misc Income	1,649	1,649	-	-
MISCELLANEOUS	1,649	1,649	-	-
TRANSPORTATION DEV TAX FUND	6,026,282	6,808,728	7,966,500	8,120,600

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	100,688	103,856	116,855	112,000
Reserve for Lot Construction	45,500	45,500	45,500	45,500
BEGINNING FUND BALANCE	146,188	149,356	162,355	157,500
Interest on Investments	954	1,782	1,000	3,000
INVESTMENT EARNINGS	954	1,782	1,000	3,000
Core Area Parking - Current	59,609	51,401	52,000	60,000
FEES & CHARGES	59,609	51,401	52,000	60,000
Other Misc Income	7,850	-	-	-
MISCELLANEOUS	7,850	-	-	-
CORE AREA PARKING DIST FUND	214,601	202,539	215,355	220,500



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	104,996	93,706	75,000	54,800
BEGINNING FUND BALANCE	104,996	93,706	75,000	54,800
Property Taxes - Current Year	929,363	930,745	930,000	930,000
Property Taxes - Prior Year	14,091	12,625	10,000	10,000
Interest on Taxes - WashCo	1,782	1,490	-	-
Interest on Taxes - ClackCo	305	231	-	-
PROPERTY TAXES	945,541	945,092	940,000	940,000
Payments in Lieu of Prop Taxes	191	54	-	-
INTERGOVERNMENTAL	191	54	-	-
Interest on Investments	985	1,369	1,500	2,000
INVESTMENT EARNINGS	985	1,369	1,500	2,000
Other Misc Income	1,331	1,502	-	-
MISCELLANEOUS	1,331	1,502	-	-
GENERAL OBLIGATION BOND FUND	1,053,044	1,041,723	1,016,500	996,800

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	486,709	487,715	489,000	498,000
BEGINNING FUND BALANCE	486,709	487,715	489,000	498,000
Interest on Investments	1,456	3,571	2,000	9,960
INVESTMENT EARNINGS	1,456	3,571	2,000	9,960
Transfer In - Road Utility	-	6,480	6,480	6,480
Transfer In - Road Operating	-	19,440	19,440	19,440
Transfer In - Water Fund	502,550	558,900	559,750	558,500
Transfer In - Sewer Fund	-	32,405	32,405	32,405
Transfer In - Storm Drain Fund	-	19,440	19,440	19,440
TRANSFERS IN	502,550	636,665	637,515	636,265
ENTERPRISE BOND FUND	990,715	1,127,951	1,128,515	1,144,225



City of Tualatin

Proposed
2018/2019 Budget



Policy & Administration

City Council

Administration

Finance

Municipal Court

Legal

Information Services

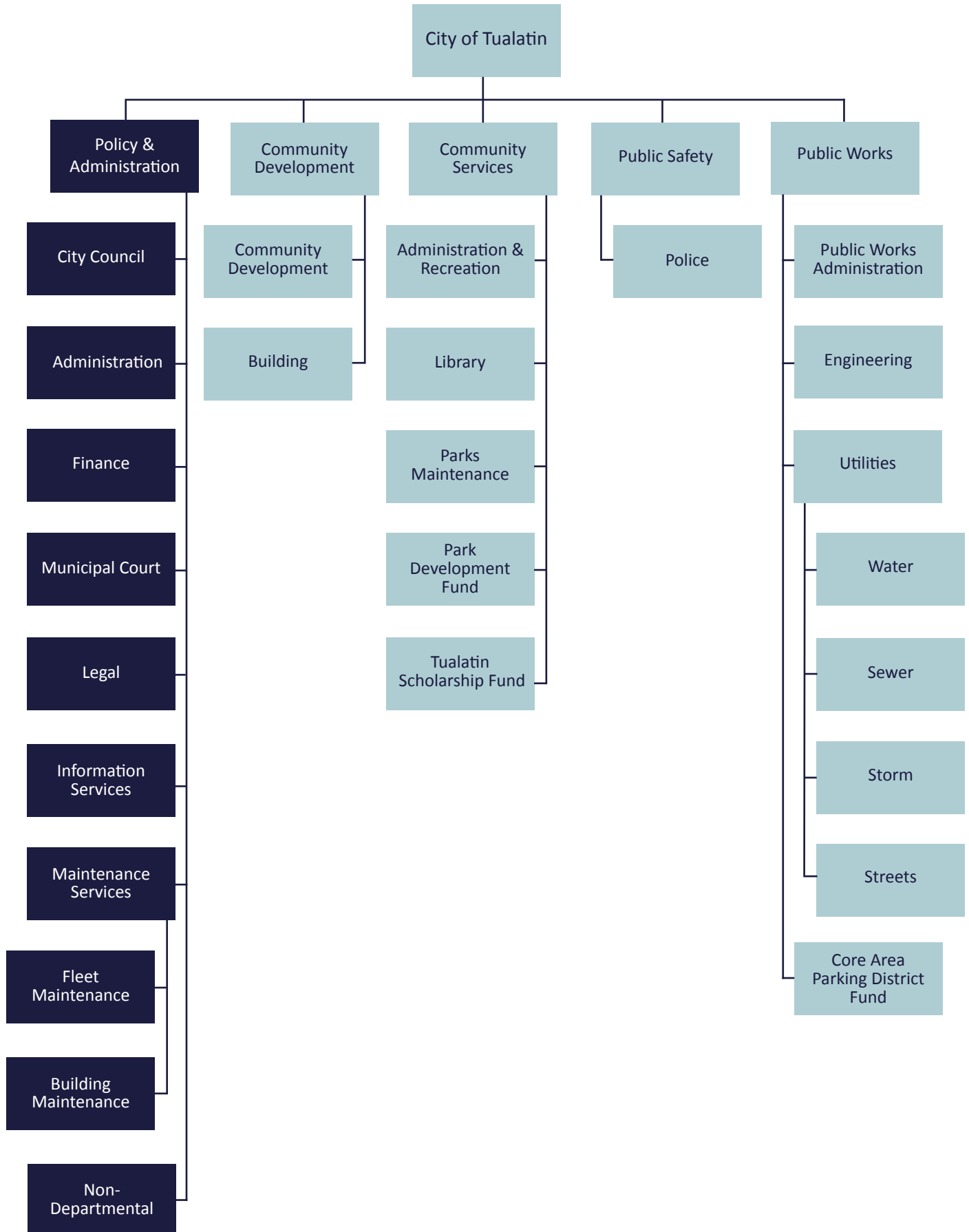
Maintenance Services

Fleet Maintenance

Building Maintenance

Non-Departmental





City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Policy and Administration

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 3,450,742	\$ 3,424,337	\$ 4,228,535	\$ 4,398,445
Materials & Services	2,105,766	2,262,880	2,315,500	2,385,070
Capital Outlay	106,824	260,344	557,470	67,500
Transfers Out	-	419,449	-	136,500
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	3,356,850	3,353,970
Reserves & Unappropriated	8,463,416	10,055,342	6,251,125	7,018,730
Total Requirements	\$ 14,126,749	\$ 16,422,351	\$ 16,709,480	\$ 17,360,215



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 sense of place and a unique identity for the City.

Council Meetings

Council meetings are typically held the 2nd and 4th Monday of each month, beginning at 7:00 pm. Special meetings may be held as required. Council meetings are preceded by a work session that usually begins at 5:00 pm. 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 materials are available for review on our website at www.tualatinoregon.gov/meetings generally seven calendar days prior to the Council meeting.



Summary

City Manager	Sherilyn Lombos
Volunteers (Mayor & Council)	7
Expenditures	\$ 154,530
Funding Source	General Fund

Council meetings can also be watched live on Tualatin Valley Community Television Channel 28. These meetings can also be streamed live here: <http://www.tualatinoregon.gov/citycouncil/watch-council-meetings-live>.

Local and Regional Boards & Committees:

Our Council members serve on multiple committees and attend many local and regional meetings. For a full list of council assignments, please visit our website at <http://www.tualatinoregon.gov/citycouncil/council-committes-and-boards>.



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Benefits-Employee Benefits	\$ 7,285	\$ 4,183	\$ 1,080	\$ -
Benefits-FICA	475	486	-	250
Benefits-Insurance	40,491	37,989	35,175	33,600
Benefits-Council Technology	-	3,249	-	3,250
PERSONAL SERVICES	48,251	45,906	36,255	37,100
Office Supplies	1,155	1,640	750	1,500
Printing & Postage	156	178	250	250
Recording Fees	466	254	500	500
Council Discounts	1,440	1,580	1,680	1,680
CIO Grant Program	502	7,381	10,500	10,500
Consultants	26,572	13,212	10,000	15,000
Community Engagement	47,750	31,256	42,000	42,000
Conferences & Meetings	475	189	-	-
Conf & Meetings - Mayor	18,697	31,654	20,000	20,000
Conf & Meetings - Council	2,990	7,648	10,000	10,000
Administrative Expense	10,155	7,968	6,500	16,000
MATERIALS & SERVICES	110,358	102,961	102,180	117,430
CITY COUNCIL	\$ 158,609	\$ 148,867	\$ 138,435	\$ 154,530



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. This office is responsible for overseeing all communications and marketing activities, community engagement efforts, 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 including support for Tualatin's Community Involvement Organizations and the Tualatin Tomorrow Advisory Committee.

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. The division works to ensure legal compliance

Summary	
Department Manager	Sherilyn Lombos
FTE's	8.75
Expenditures	\$ 1,175,750
Funding Source	General Fund

on employment issues. This division also oversees the City's vibrant Volunteer Services Program which offers a multitude of volunteer opportunities which greatly benefit the community.

Highlights from FY 2017/2018

- Hired a new **Community Engagement Coordinator** to continue expanding our outreach efforts to our community, and build sustained relationships with our Latino Community
- Successfully transitioned our paper edition of **Tualatin Today** to a monthly digital version.
- Implemented a new Records Management system, **Laserfische**, which will help retain and provide accessibility to all city records.
- Successfully negotiated and ratified an **updated collective bargaining agreement** with the ASFCME Local 422 – Tualatin Employee's Association.
- Completed a comprehensive **Classification and Compensation Study** for all regular management and represented classifications, except Police Officer.
- **Hired** 44 regular and temporary staff members in calendar year 2017.
- Configured and launched the **Neogov Perform software system** for management employees.



Goals for FY 2018/2019

- **Council Vision - A Diverse and Inclusive Community:** Continue working with our Diversity Working Group to better understand how our organization can be more open and inclusive to our growing diverse community, and help to fulfill the Council goal for diversity and inclusion.
- Continue implementing Laserfische in additional departments and expand the volume of scanned records available in the system.
- Provide support after the 2018 elections process and to newly elected Council members.
- Roll out the Neogov Perform system to remaining staff groups.
- Launch the Neogov Onboard system for newly hired staff.
- Facilitate citywide training programs to encourage continued growth and efficiency throughout the organization.
- **Council Vision - A Connected, Informed, and Engaged Community:** Continue to strengthen the vision and action of the citywide Volunteer Program through the connection of program goals with Council goals.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 557,035	\$ 544,259	\$ 647,910	\$ 688,590
Salaries and Wages-Part Time	29,387	30,928	41,320	43,865
Salaries and Wages-Temporary	17,055	10,902	10,700	11,585
Salaries and Wages-Overtime	1,176	2,125	1,500	1,500
Benefits-Employee Benefits	2,003	6,701	8,770	8,405
Benefits-FICA	43,194	42,261	49,960	52,715
Benefits-WC Insurance & Tax	1,527	-	-	-
Benefits-Pension	103,712	117,518	155,285	163,350
Benefits-Insurance	116,806	131,571	166,550	158,550
Benefits-Vacation Buy Back	15,729	14,153	2,500	2,500
Benefits-Comp Time Buy Back	724	1,464	-	-
PERSONAL SERVICES	888,348	901,882	1,084,495	1,131,060
Office Supplies	2,088	2,293	2,100	2,200
Printing & Postage	649	290	1,000	800
Medical & Other Testing	394	-	-	-
Safety/Risk Mgmt Program	266	14	-	-
Cell Phones	3,101	-	-	1,675
Office Equipment & Furniture	204	344	4,500	1,750
Computer Equip & Software	310	927	-	-
Consultants	844	500	3,500	2,500
Legal	7,323	33,035	5,000	5,000
Conferences & Meetings	15,001	12,349	16,800	16,150
Membership Dues	4,956	3,408	4,000	4,500
Publication, Rpt, Ref Matl	142	36	315	315
Staff Training	769	379	1,000	1,000
Staff/Dept Recognition	505	1,431	200	200
Administrative Expense	3,676	960	2,500	2,500
Advertising - Recruitment	515	8,835	-	-
Equipment Rental	3,074	3,074	4,000	3,100
R&M - Equipment	3,575	2,449	4,000	3,000
MATERIALS & SERVICES	47,391	70,324	48,915	44,690
ADMINISTRATION	\$ 935,739	\$ 972,206	\$ 1,133,410	\$ 1,175,750

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 2017/2018

- 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 26th consecutive year.
- Received the **Distinguished Budget Award** from the GFOA for the City's Fiscal Year 2017-2018 budget document for the 5th consecutive year.
- Completed the **implemenation of a new budgeting software** that enables a more efficient budget request and approval process as well as improved reporting.
- Completed the **Program Inventory implementation** to provide a better understanding of the true cost of providing individual programs.

Summary

Department Manager	Don Hudson
FTE's	9
Expenditures	\$ 1,105,230
Funding Source	General Fund

Goals of FY 2018/2019

- Council Vision - A Connected, Informed, and Engaged Community:** Publish a Popular Annual Financial Report (PAFR) to increase understanding and accessibility of financial information to the general public and other interested parties without a background in public finance.
- Upgrade to the latest version of Springbrook Software to take advantage of new features.
- Update the City's Investment Policy and establish an investment program in order to diversify the City's Investment Portfolio.
- Develop and implement a vehicle replacement program.



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 587,946	\$ 600,483	\$ 620,805	\$ 643,100
Salaries and Wages-Overtime	432	-	500	500
Benefits-Employee Benefits	1,875	6,949	6,950	7,080
Benefits-FICA	43,871	44,512	46,345	47,940
Benefits-WC Insurance & Tax	1,553	-	-	-
Benefits-Pension	103,679	120,747	143,980	143,795
Benefits-Insurance	122,327	138,139	143,170	156,990
Benefits-Vacation Buy Back	3,830	2,665	-	-
Benefits-Comp Time Buy Back	1,871	729	-	-
PERSONAL SERVICES	867,384	914,225	961,750	999,405
Office Supplies	4,290	4,928	6,000	6,000
Printing & Postage	13,722	13,280	14,000	14,000
Cell Phones	2,680	-	-	-
Office Equipment & Furniture	168	375	500	1,000
Computer Equip & Software	2,681	4,059	3,000	3,000
Audit	34,010	35,560	45,730	35,985
Consultants	-	11,506	20,000	20,000
Bond Registration & Exp	1,900	1,900	1,900	1,900
Conferences & Meetings	2,652	3,282	4,200	8,920
Membership Dues	3,690	3,690	3,765	4,705
Publication, Rpt, Ref Matl	146	70	500	500
Staff Training	1,101	896	3,350	3,350
Administrative Expense	593	745	1,000	1,425
Advertising - Legis/Judicial	493	375	600	600
Equipment Rental	2,638	2,593	2,940	2,940
R&M - Equipment	1,957	1,173	1,500	1,500
MATERIALS & SERVICES	72,720	84,432	108,985	105,825
FINANCE & ACCOUNTING	\$ 940,104	\$ 998,657	\$ 1,070,735	\$ 1,105,230

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, RegJIN, ReportBeam-Electronic Incident Reporting System). 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 2017/2018

- Successfully processed approximately **7,500 citations**; efficiently holding hearings on a weekly schedule.
- Increased the number of defendants making **monthly payments online**, an added convenience for our court customers.
- Re-implemented **ReportBeam-Electronic Incident Reporting System software**.

Summary

Department Manager	Don Hudson
Court Administrator	Cortney Kammerer
FTE's	4
Expenditures	\$ 423,315

Goals for FY 2018/2019

- The Tualatin Municipal Court will promote compliance with laws and regulations by processing citations and violations equitably and timely.
- Continue to explore customer service options with the goal of maximizing convenience for every court customer.
- Follow and keep the City knowledgeable of current legislative issues related to State Municipal Courts.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 195,473	\$ 161,256	\$ 213,570	\$ 222,600
Salaries and Wages-Temporary	20,556	20,414	24,000	24,000
Salaries and Wages-Overtime	167	374	500	500
Benefits-Employee Benefits	403	1,286	1,310	1,330
Benefits-FICA	16,033	13,460	17,485	18,170
Benefits-WC Insurance & Tax	608	-	-	-
Benefits-Pension	34,047	30,094	49,880	51,935
Benefits-Insurance	63,415	59,328	87,810	87,380
Benefits-Vacation Buy Back	196	-	-	-
Benefits-Comp Time Buy Back	778	349	-	-
PERSONAL SERVICES	331,675	286,561	394,555	405,915
Office Supplies	1,336	1,564	1,600	1,600
Printing & Postage	1,868	1,984	2,700	3,700
Cell Phones	520	-	-	-
Office Equipment & Furniture	440	-	500	500
Computer Equip & Software	643	-	-	-
Legal	-	-	200	-
Court Costs	4,687	6,220	7,000	7,000
Conferences & Meetings	2,202	2,646	3,500	3,500
Membership Dues	200	225	300	300
Staff Training	99	-	400	400
Administrative Expense	-	-	100	100
Advertising - Recruitment	-	80	-	-
R&M - Equipment	251	241	-	300
R&M - Computers	6,210	-	-	-
MATERIALS & SERVICES	18,456	12,960	16,300	17,400
MUNICIPAL COURT	\$ 350,131	\$ 299,521	\$ 410,855	\$ 423,315

Legal Services

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 Department drafts ordinances, resolutions, contracts, and other legal documents. Legal Services also monitors potential claims against the City of Tualatin and the Tualatin Development Commission, codifies the Municipal and Development Codes, and advises the Municipal Court.

Summary	
Department Manager	Sean Brady
FTE's	2
Expenditures	\$ 347,185
Funding Source	General Fund

Highlights of FY 2017/2018

- Worked with City Council to advise on, and draft, the **City Council Rules**;
- Provided advice on the **Transportation Funding Initiative**;
- Continue to work with the Planning Department in updating the **Tualatin Development Code** (TDCIP Project);
- Represented the City in the **Basalt Creek** Land Designation Dispute;
- Drafted multiple **ordinances** on topics including Utility Facilities in the Rights-of-Way, Planning Commission, Building Codes, Transient Lodging, and Plan Map Amendments; and
- Drafted multiple **resolutions**, real estate documents, and a variety of contracts and agreements, including IGAs, right-of-way acquisitions, easements, and development agreements.

Goals for FY 2018/2019

- Provide legal advice and support to City Council, Departments, and City staff;
- Continue to negotiate contracts, intergovernmental agreements, and other legal documents;
- Continue to work with the Planning Department in updating the Tualatin Development Code (TDCIP Project), and suggest improvements to reflect City values and priorities;
- Review City Municipal and Development Codes to assure compliance with new 2018 legislation; and
- Provide training to Departments and City staff on legal topics and issues.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 171,978	\$ 185,280	\$ 193,895	\$ 201,020
Salaries and Wages-Overtime	186	-	-	-
Benefits-Employee Benefits	1,940	6,296	6,305	6,420
Benefits-FICA	11,996	13,131	14,470	14,995
Benefits-WC Insurance & Tax	438	-	-	-
Benefits-Pension	33,073	44,318	53,710	55,600
Benefits-Insurance	36,605	42,895	43,880	45,800
PERSONAL SERVICES	256,215	291,920	312,260	323,835
Office Supplies	378	246	450	450
Printing & Postage	27	21	500	500
Cell Phones	2,140	-	-	-
Office Equipment & Furniture	495	-	500	500
Computer Equip & Software	495	-	500	500
Consultants	-	-	-	3,500
Court Costs	(100)	-	1,000	1,000
Conferences & Meetings	3,277	7,340	8,000	8,000
Membership Dues	1,322	697	1,800	1,800
Publication, Rpt, Ref Matl	6,173	5,924	6,700	6,700
Staff Training	-	-	200	200
Administrative Expense	52	-	200	200
Advertising - Recruitment	228	-	-	-
R&M - Equipment	-	-	700	-
MATERIALS & SERVICES	14,489	14,227	20,550	23,350
LEGAL	\$ 270,703	\$ 306,147	\$ 332,810	\$ 347,185

Information Services

The Information Services (IS) Department provides support for all technical hardware and software used in City departments. Technology supported by IS includes 230+ computers, 20+ servers, 90+ mobile devices, network connections between buildings, free public wireless access points in most City buildings and over 50 software applications. IS also provides Geographical Information Systems [GIS] 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 mapped data. IS provides support to the public through the Library public wireless and check-out devices connected to the Washington County Cooperative Library System network. In addition, The City of Tualatin participates with other municipalities in several consortiums of proximate County and City agencies in order to share information, data, and networking infrastructure.

Highlights of FY 2017/2018

- Deployed over 70 new **end-user devices** throughout the City and for Library Patrons.
- Replaced entire fleet of **Mobile Device Terminals (MDT's)** for Police vehicles and upgraded several software packages used in the Police Department.
- Increased City **digital security** by implementing tracking software, upgrading web page security and securing network switches.
- Installed **fiber optic connection** to all buildings in Tualatin Community Park funded by a grant from the Metro Area Communications Commission.
- Were able to recover from a pervasive Malware attack with minimal downtime due to newly implemented, **digital backup systems** and improved processes.
- Assisted the Deputy City Recorder with the implementation of the **Laserfiche Document Management software**.
- Moved all **GIS mapping** applications to the cloud, providing additional functionality and ease of use.

Summary

Department Manager	Bates Russell
FTE's	6
Expenditures	\$ 1,259,805
Funding Source	General Fund

Goals for FY 2018/2019

- Finalize fiber optic connection between the Operations Center and the Police Department to ensure the City has a secure and fast Data Recovery Site.
- Continue to look for efficiencies in technology to save costs, time and labor.
- Expand storage capacity to meet the City's constantly growing needs.
- Upgrade City virtual server infrastructure to current software iterations.
- Implement new video surveillance camera infrastructure for Police, Library and Information Services.
- Implement Mobile Device Management and Two Factor authentication for All City mobile devices.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 381,685	\$ 392,937	\$ 447,515	\$ 478,570
Salaries and Wages-Overtime	3,004	400	5,400	5,400
Salaries and Wages-On-Call	-	5,200	5,200	5,200
Benefits-Employee Benefits	747	6,387	5,180	5,670
Benefits-FICA	29,231	30,509	33,480	36,440
Benefits-WC Insurance & Tax	1,488	-	-	-
Benefits-Pension	67,598	80,349	103,835	112,820
Benefits-Insurance	77,928	94,752	118,510	117,655
Benefits-Vacation Buy Back	1,482	1,400	-	-
Benefits-Comp Time Buy Back	4,083	5,567	-	-
PERSONAL SERVICES	567,245	617,499	719,120	761,755
Office Supplies	1,074	585	1,000	600
Printing & Postage	2,824	2,860	3,150	3,400
Photographic Supplies	-	4,823	5,400	6,400
Energy Supplies	512	530	500	750
Uniforms & Safety Equipment	-	-	-	750
Medical & Other Testing	-	234	-	-
Cell Phones	3,310	2,406	2,485	2,490
Network/Online	62,239	26,638	50,105	45,300
Office Equipment & Furniture	465	1,646	500	500
Computer Equip & Software	77,105	5,770	37,000	58,200
Personal Computer/Laptop	2,238	106,178	88,100	67,800
Consultants	-	14,120	59,330	8,500
Conferences & Meetings	71	5,087	5,500	6,000
Membership Dues	100	100	100	200
Staff Training	4,510	11,327	13,000	12,000
Staff/Dept Recognition	190	279	400	1,000
Advertising - Recruitment	8,201	63	-	-
R&M - Equipment	145	1,710	1,000	1,000
R&M - Computers	183,961	270,988	193,130	243,160
MATERIALS & SERVICES	346,945	455,342	460,700	458,050
Equipment & Furnishings	51,880	165,037	356,470	40,000
CAPITAL OUTLAY	51,880	165,037	356,470	40,000
INFORMATION SERVICES	\$ 966,070	\$ 1,237,879	\$ 1,536,290	\$ 1,259,805

Fleet Maintenance

The Fleet Division inspects, maintains and repairs all city equipment, ranging from police patrol vehicles to backhoes and dump trucks. The fleet consists of 86 pieces of rolling vehicles/equipment and more than 135 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 2017/2018

- Successfully **maintained fleet** to industry vehicle and equipment safety standards.
- Maintained all DEQ, Automotive Service Excellence (ASE) and Certified Public Fleet Professionals (CPFP) **certifications**.
- Continued to provide high level **customer service** to all customers.

Summary

Department Manager	Bates Russell
Division Manager	Clay Reynolds
FTE	2
Expenditures	\$ 486,335

Goals for FY 2018/2019

- Maintain fleet to industry vehicle and equipment safety standards.
- Maintain all DEQ, Automotive Service Excellence (ASE) and Certified Public Fleet Professionals (CPFP) certifications.
- Create comprehensive Fleet reports from Nexgen Direct to Departments.
- Continue to provide high level customer service to all customers.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 132,573	\$ 138,483	\$ 135,170	\$ 145,945
Salaries and Wages-Overtime	533	2,182	1,000	1,000
Benefits-Employee Benefits	252	463	430	445
Benefits-FICA	10,150	10,740	10,150	10,970
Benefits-WC Insurance & Tax	4,112	-	-	-
Benefits-Pension	24,364	29,163	33,090	35,510
Benefits-Insurance	30,114	34,948	32,890	32,585
PERSONAL SERVICES	202,099	215,978	212,730	226,455
Office Supplies	8	-	-	-
Printing & Postage	-	29	-	-
Inventory Adjustment	(10,198)	4,209	1,000	1,000
Uniforms & Safety Equipment	2,493	1,915	3,030	3,000
Medical & Other Testing	-	95	-	-
Fuel	100,409	73,394	129,800	130,000
Small Tools	2,100	1,740	2,800	1,500
Computer Equip & Software	706	-	-	-
Drop Box Hauling	218	-	330	360
Conferences & Meetings	777	737	1,500	-
Membership Dues	1,479	1,014	1,820	1,320
Publication, Rpt, Ref Matl	283	-	200	-
Staff Training	2,099	706	3,050	1,100
Staff/Dept Recognition	55	177	270	350
Administrative Expense	22	30	50	50
Contr R&M - Fleet	12,349	34,263	35,500	35,500
Inventory Supplies	19,817	20,525	20,000	21,000
R&M - Vehicles	58,528	61,128	62,000	62,000
R&M - Equipment	11,823	3,863	2,600	2,700
MATERIALS & SERVICES	202,966	203,825	263,950	259,880
Equipment & Furnishings	-	5	-	-
CAPITAL OUTLAY	-	5	-	-
FLEET MAINTENANCE	\$ 405,065	\$ 419,808	\$ 476,680	\$ 486,335

Building 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 132,000 square feet and 29 parking lots with more than 1,200 parking spaces.

Summary	
Department Manager	Bates Russell
Division Manager	Clay Reynolds
FTE	3.0
Expenditures	\$ 937,425

Highlights of FY 2017/18

- Provided high-quality **customer service**, measured using monthly survey letters.
- Completed all planned **maintenance** and budgeted projects.
- Completed **Police parking lot** repair and slurry seal project.
- Completed **VanRaden Community Center** roof replacement.

Goals for FY 2018/19

- Provide high-quality customer service, measured using monthly survey letters.
- Complete all planned maintenance and budgeted projects.
- Council Vision - A Vibrant and Thriving Gathering Place: Determine solution for replacement of the damaged wood flooring in the Juanita Pohl Center.
- Comprehensive review of facilities asset management forecasting and reporting process.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 170,631	\$ 166,182	\$ 184,760	\$ 196,995
Salaries and Wages-Overtime	1,370	4,620	1,500	1,500
Benefits-Employee Benefits	252	982	790	805
Benefits-FICA	12,917	12,914	13,760	14,705
Benefits-WC Insurance & Tax	5,426	-	-	-
Benefits-Pension	30,814	34,737	43,875	46,605
Benefits-Insurance	57,474	52,037	57,600	56,865
Benefits-Vacation Buy Back	1,135	-	-	-
PERSONAL SERVICES	280,021	271,471	302,285	317,475
Uniforms & Safety Equipment	1,282	1,182	1,600	1,600
Cell Phones	2,179	2,135	2,200	2,200
Small Tools	3,509	3,574	3,850	4,500
Office Equipment & Furniture	-	-	-	400
Computer Equip & Software	4,704	-	-	2,300
Utilities - City Center	55,663	65,282	62,900	64,500
Utilities - Council	105	86	-	-
Utilities - Operations	26,043	29,291	32,700	33,500
Utilities - Police	50,002	51,796	56,300	58,000
Utilities - Park & Rec	8,120	8,845	9,800	9,900
Utilities - Van Raden Ctr	6,566	6,230	6,900	7,000
Utilities - Lafky House	3,331	3,295	3,400	3,500
Utilities - Pohl Center	13,883	14,207	18,300	20,000
Utilities - Park Building	23,224	24,510	31,200	34,000
Utilities - Brown's Ferry	2,780	3,328	3,700	3,800
Utilities - Heritage Ctr	4,261	4,256	4,900	5,100
Conferences & Meetings	-	149	-	1,300
Membership Dues	198	200	180	200
Staff Training	1,476	1,382	1,700	1,700
Staff/Dept Recognition	59	118	360	400
Administrative Expense	36	225	150	50
Contr R&M - Building	99,796	131,066	112,350	116,400
Contr R&M Non-Routine Project	10,071	15,045	25,900	19,100
Building Cleaning	134,329	128,405	151,960	155,900
Equipment Rental	900	1,733	500	500
Inventory Supplies	18,251	20,939	24,800	26,000

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
R&M - City Center	17,615	5,943	7,000	7,000
R&M - Operations	2,816	2,897	1,900	1,900
R&M - Police	3,007	2,760	2,600	2,600
R&M - Park & Rec	486	214	200	200
R&M - Van Raden Ctr	6,377	2,974	600	600
R&M - Lafky House	215	248	300	300
R&M - Pohl Center	1,318	872	2,400	2,400
R&M - Park Buildings	6,012	3,489	2,500	2,500
R&M - Brown's Ferry	345	194	300	300
R&M - Heritage Ctr	1,137	2,454	800	1,000
R&M - VanRijn House	201	331	1,200	800
R&M - Equipment	479	1,122	1,000	1,000
MATERIALS & SERVICES	510,774	540,778	576,450	592,450
Equipment & Furnishings	-	95,302	101,000	27,500
R&M - Major Projects	54,944	-	-	-
CAPITAL OUTLAY	54,944	95,302	101,000	27,500
BUILDING MAINTENANCE	\$ 845,740	\$ 907,552	\$ 979,735	\$ 937,425



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, city-wide 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	\$ 11,470,640
Funding Source	General Fund



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Benefits-WC Insurance & Tax	\$ -	\$ 188,086	\$ 183,600	\$ 173,600
Benefits-Unemployment	7,991	33,049	20,000	20,000
Social Security Admin	115	121	-	-
Other Benefit Costs	1,399	1,722	1,485	1,845
Benefits-WC Contra	-	(344,084)	-	-
PERSONAL SERVICES	9,504	(121,106)	205,085	195,445
Office Supplies	205	491	1,000	500
Printing & Postage	533	414	2,000	2,020
Safety/Risk Mgmt Program	18,116	18,843	12,995	12,195
Telephone Service	36,081	31,927	35,000	37,200
Donations - Outside Agency	30,000	30,000	30,000	30,000
Volunteer Programs	9,107	10,078	9,000	8,950
Consultants	121,210	119,241	90,800	95,000
Insurance	207,975	217,775	262,500	278,500
Tri-Met Employee Tax	81,040	84,490	82,500	85,000
Insurance Deductible	29,122	20,690	20,000	20,000
Membership Dues	38,345	49,253	45,545	47,285
Staff Training	784	7,275	10,000	15,000
Staff/Dept Recognition	9,787	10,246	8,730	10,910
Administrative Expense	1,635	338	-	-
Advertising - Informational	9,738	548	5,000	5,000
Advertising - Recruitment	2,605	20,774	5,400	5,400
Advertising - City Newsletter	49,411	47,982	-	-
Advertising - Promotional	29,484	6,237	3,000	6,495
Ballot Measure Info Mtls	15,059	-	-	-
Election Costs	12	-	-	-
Merchant Discount Fees	19,084	23,896	19,200	30,000
Bank Fees	15,081	19,013	12,000	12,000
Equipment Rental	4,756	4,449	4,800	4,800
Seneca Building Lease	52,496	54,072	58,000	59,740
MATERIALS & SERVICES	781,668	778,030	717,470	765,995
Equipment & Furnishings	-	-	100,000	-
CAPITAL OUTLAY	-	-	100,000	-



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Transfer Out - Park Develop	-	419,449	-	136,500
TRANSFERS OUT	-	419,449	-	136,500
Contingency	-	-	3,356,850	3,353,970
CONTINGENCY	-	-	3,356,850	3,353,970
General Account Reserve	790,000	790,000	790,000	1,000,000
Capital Reserve	565,000	1,921,925	1,781,700	1,965,600
Unappropriated	7,108,416	7,343,417	3,679,425	4,053,130
RESERVES & UNAPPROPRIATED	8,463,416	10,055,342	6,251,125	7,018,730
NON-DEPARTMENTAL	\$ 9,254,588	\$ 11,131,715	\$ 10,630,530	\$ 11,470,640

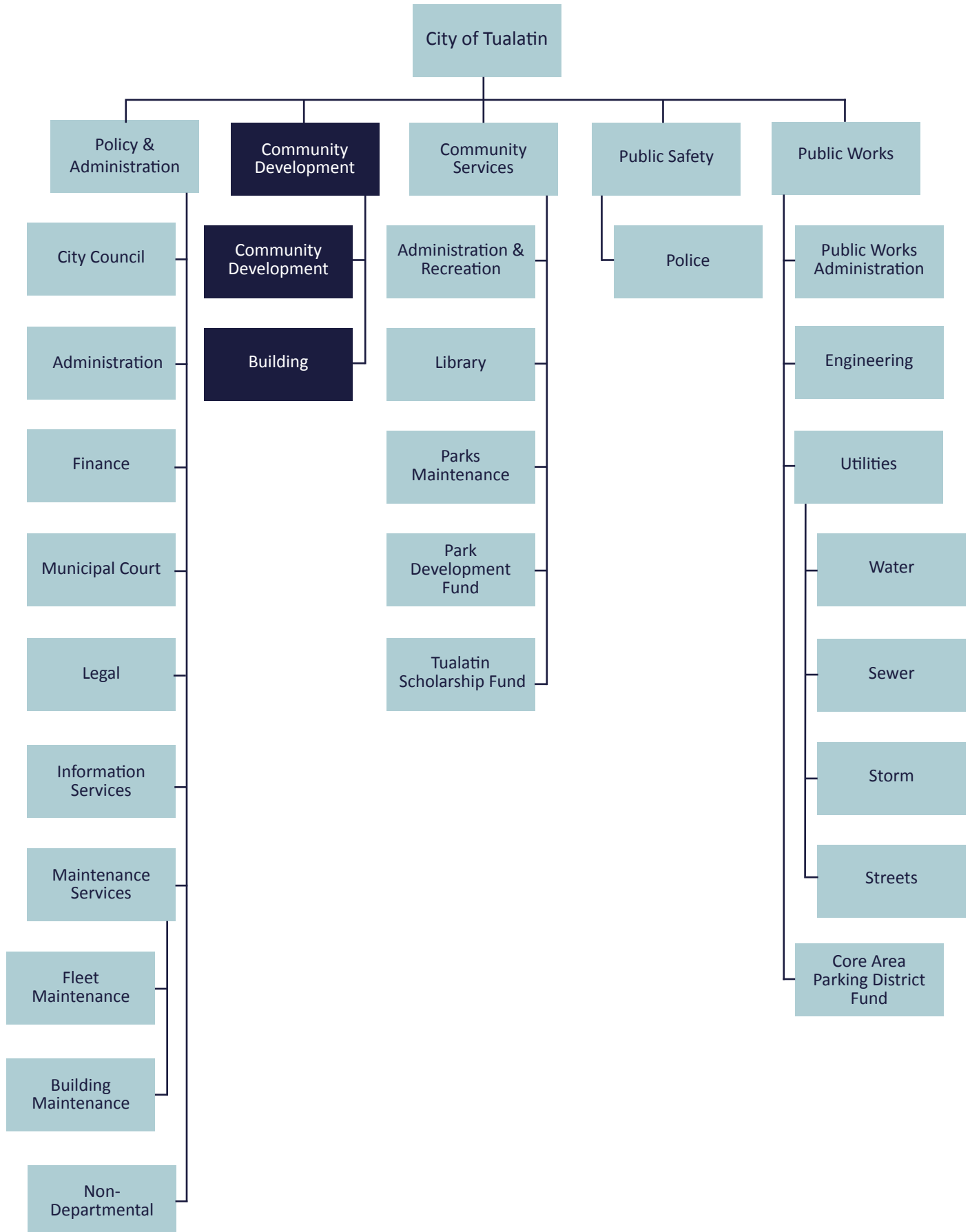


Community Development



Community Development

Building



City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Community Development

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 1,071,085	\$ 1,224,000	\$ 1,399,015	\$ 1,905,240
Materials & Services	402,738	290,721	302,250	243,990
Capital Outlay	-	-	33,000	36,000
Transfers Out	312,840	355,570	373,740	406,380
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	194,430	213,040
Reserves & Unappropriated	1,857,722	1,814,179	1,553,710	916,190
Total Requirements	\$ 3,644,385	\$ 3,684,470	\$ 3,856,145	\$ 3,720,840



Community Development

The Community Development Department supports development of a healthy economy and a livable, thriving, safe community.

The Planning Division serves the public in resolving issues affecting land development and the quality of life in Tualatin. We support 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. While, current planning administers the Tualatin Development Code.

Highlights of FY 2017/2018

- Continued work on **Basalt Creek Concept Planning** and signed a four party Intergovernmental Agreement that will help conclude the planning work.
- **Architectural Review Board** approved two new industrial developments, Majestic Reality and IPT, totaling 387,000 square feet.
- **Planning Commission** recommended approval of one Plan Text Amendment to change the approval authority of conditional use permits from City Council to Planning Commission. Planning Commission also approved a Variance to the wireless communication facility separation requirements.
- A new **Food Truck** ordinance was passed by City Council and will go into full effect starting January 2019.
- The first phase of the Tualatin Development Code Improvement Project (TDCIP) was completed. Phase 1 was a code clean up.
- **Current Planning applications** reviewed during calendar year 2017:
 - 1 Variance
 - 1 Plan Text Amendment

Summary

Department Manager	Aquilla Hurd-Ravich
Planning Manager	
FTE's	8.75
Expenditures	\$ 1,171,240

- 2 Conditional Use Permits
- 4 Temporary Use Permits
- 6 Chicken Licenses
- 10 Architectural Reviews
- 64 Minor Architectural Reviews
- 78 Architectural Reviews of Single Family Residences
- 116 Sign Permits

Goals for FY 2018/2019

- City Council acceptance and completion of the final Basalt Creek Concept Plan and adoption of implementing ordinances.
- Tualatin Development Code Improvement Project Phase 2: Launch and complete public outreach, stakeholder engagement and policy review phase.
- Start receiving a limited set of land use applications via e-TRAKiT an online permit system that will improve turnaround times and add greater transparency to the development process.

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 314,132	\$ 401,186	\$ 442,485	\$ 667,835
Salaries and Wages-Part Time	44,036	21,703	-	-
Salaries and Wages-Temporary	17,209	-	-	-
Salaries and Wages-Overtime	1,447	1,923	2,000	3,000
Benefits-Employee Benefits	571	1,562	1,605	7,145
Benefits-FICA	29,554	31,952	33,600	50,285
Benefits-WC Insurance & Tax	941	-	-	-
Benefits-Pension	48,992	70,821	99,325	153,525
Benefits-Insurance	28,124	49,072	50,030	126,085
Benefits-Vacation Buy Back	15,770	-	-	-
Benefits-Comp Time Buy Back	2,023	-	-	-
PERSONAL SERVICES	502,799	578,219	629,045	1,007,875
Office Supplies	1,767	1,179	1,900	1,900
Printing & Postage	3,082	2,303	4,500	3,500
Photographic Supplies	30	-	-	-
Uniforms & Safety Equipment	-	-	100	100
Cell Phones	1,170	732	625	625
Network/Online	-	-	-	500
Office Equipment & Furniture	2,663	-	700	1,900
Computer Equip & Software	-	300	-	-
Consultants	148,531	73,490	160,000	135,000
Conferences & Meetings	4,786	2,913	5,500	8,000
Membership Dues	1,780	2,480	2,025	3,940
Publication, Rpt, Ref Matl	-	36	100	100
Staff Training	362	1,000	500	800
Staff/Dept Recognition	93	-	500	500
Administrative Expense	83	8	300	500
Advertising - Informational	-	-	250	250
Advertising - Legis/Judicial	81	77	750	750
Advertising - Recruitment	2,370	-	-	-
Equipment Rental	1,671	2,070	2,000	2,500
R&M - Equipment	4,212	3,261	3,000	2,500
MATERIALS & SERVICES	172,681	89,849	182,750	163,365
COMMUNITY DEVELOPMENT	\$ 675,481	\$ 668,067	\$ 811,795	\$ 1,171,240



Building Division

The Building Division is responsible for reviewing construction plans and issuing 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 inspections program per the guidelines contained in the Oregon Administrative Rules as delegated by the State Building Codes Division (BCD).

Highlights of FY 2017/2018

- Building accepted over **1,600 various permits**, from new commercial structures, new residential furnaces, fire sprinklers in warehouses, plumbing to remodel bathrooms and everything in between. They conducted more than **4,000 total inspections** and held close to **100 pre-submittal meetings** for complex projects.
- All staff increased their skills by obtaining **8 new Building Code certifications** and attending over 350 hours of training related to fire, life and safety code requirements, residential and commercial plumbing codes, permitting software innovations, structural update classes and communication skills.
- Increased the capacity for customers to submit **permit applications** online and the system for staff to employ digital plan review practices.
- Received consistent positive feedback from our customers for cultivating a **strong service culture** in the division.

Summary

Department Manager	Aquilla Hurd-Ravich
Building Official	Chris Ragland
FTE's	8.25
Expenditures	\$ 2,549,600

Goals for FY 2018/2019

- Increase the number of State Building Code certifications held by members of the division. This will enable even better service through increased staff capacity to cover to perform plan reviews and inspections.
- Implement digital records retention system improving overall business practices.
- The addition of a Code Compliance Inspector, focusing on and supporting the need to ensure that all structures, operations, occupancies and systems meet essential fire, health and safety, exiting, accessibility, sanitation and other minimum code requirements.



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 364,529	\$ 438,397	\$ 496,400	\$ 571,090
Salaries and Wages-Overtime	11,112	536	5,000	5,000
Benefits-Employee Benefits	-	2,400	2,315	2,085
Benefits-FICA	28,881	33,706	36,895	42,865
Benefits-WC Insurance & Tax	3,586	4,272	4,560	5,500
Benefits-Pension	63,716	66,012	112,750	125,265
Benefits-Insurance	81,982	96,992	112,050	145,560
Benefits-Vacation Buy Back	13,028	10,861	-	-
Benefits-Comp Time Buy Back	1,453	1,159	-	-
Benefits-WC Contra	-	(8,554)	-	-
PERSONAL SERVICES	568,286	645,781	769,970	897,365
Office Supplies	1,116	1,288	1,000	1,000
Printing & Postage	1,228	1,074	1,500	1,500
Field Supplies	210	743	1,000	1,000
Uniforms & Safety Equipment	225	732	1,700	1,700
Cell Phones	1,466	1,183	1,400	2,025
Network/Online	2,431	2,426	3,000	3,000
Office Equipment & Furniture	3,766	321	1,000	1,000
Computer Equip & Software	7,000	395	1,500	1,000
Erosion Fees to CWS	28,153	38,651	-	-
Plan Check Fees to CWS	2,603	-	-	-
Consultants	138,267	106,900	64,000	25,000
Conferences & Meetings	4,760	4,813	3,500	3,500
Membership Dues	853	2,230	1,500	1,500
Publication, Rpt, Ref Matl	489	1,423	2,700	3,000
Staff Training	10,713	6,477	7,000	7,000
Administrative Expense	3,282	77	400	400
Advertising - Legis/Judicial	285	-	500	500
Advertising - Recruitment	830	1,870	-	-
Merchant Discount Fees	14,517	23,053	20,000	20,000
Equipment Rental	2,614	2,784	2,800	4,000
R&M - Equipment	5,251	4,434	5,000	3,500
MATERIALS & SERVICES	230,056	200,872	119,500	80,625



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Equipment & Furnishings	-	-	33,000	36,000
CAPITAL OUTLAY	-	-	33,000	36,000
Transfers Out - General Fund	312,840	355,570	373,740	406,380
TRANSFERS OUT	312,840	355,570	373,740	406,380
Contingency	-	-	194,430	213,040
CONTINGENCY	-	-	194,430	213,040
General Account Reserve	1,857,722	1,814,179	1,553,710	916,190
RESERVES & UNAPPROPRIATED	1,857,722	1,814,179	1,553,710	916,190
BUILDING	\$ 2,968,905	\$ 3,016,402	\$ 3,044,350	\$ 2,549,600

Community Services



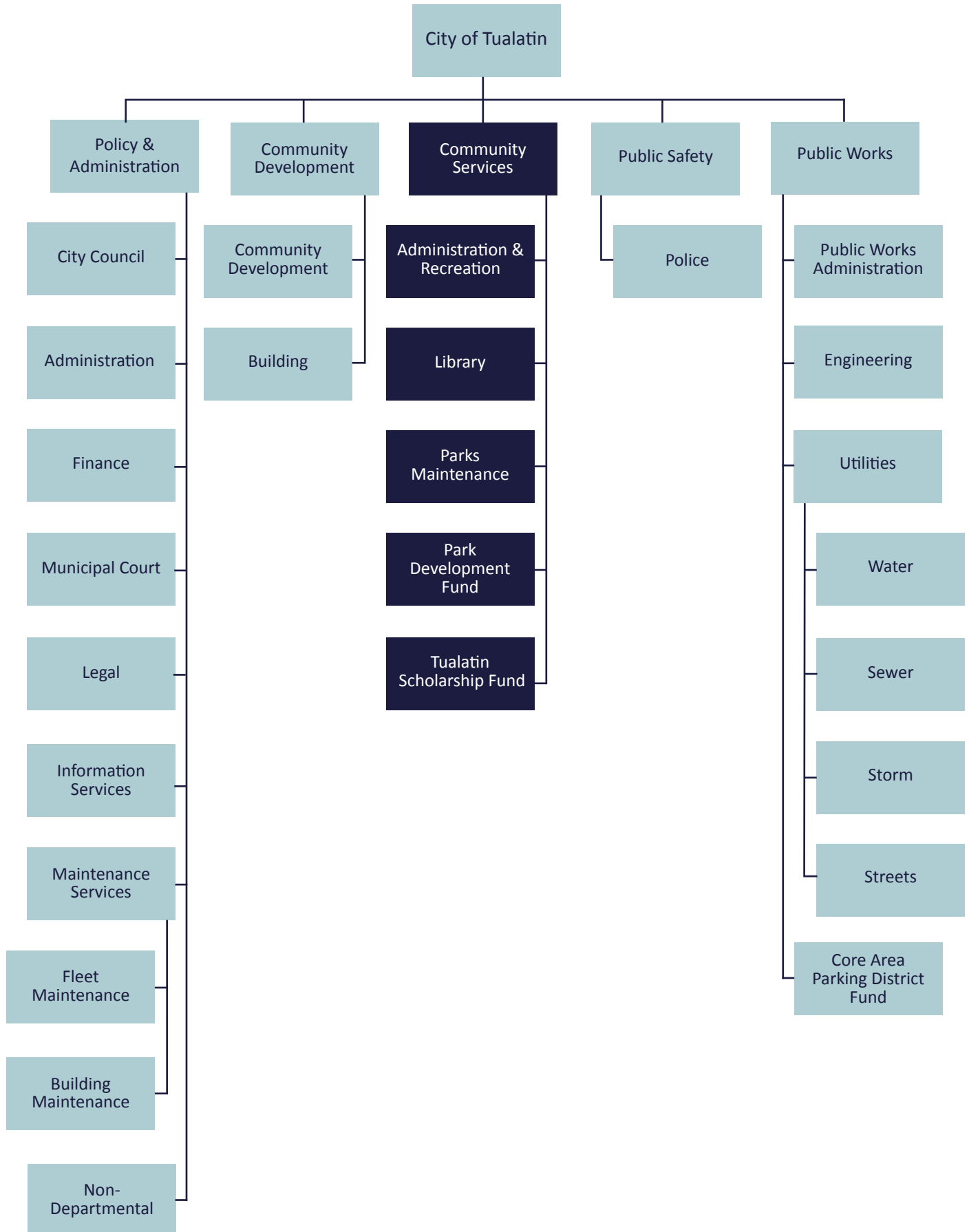
Administration & Recreation

Library

Parks Maintenance

Park Development Fund

Tualatin Scholarship Fund



City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Community Services

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 3,164,375	\$ 3,344,993	\$ 3,615,770	\$ 3,755,135
Materials & Services	1,043,814	1,125,892	1,184,485	1,297,260
Capital Outlay	3,519,727	563,192	3,340,905	2,942,440
Transfers Out	31,040	36,700	42,200	42,780
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	1,143,959	1,259,026	50,825	50,630
Total Requirements	\$ 8,902,916	\$ 6,329,802	\$ 8,234,185	\$ 8,088,245



Community Services Administration and Recreation Division

The vision of the Community Services Administration and Recreation 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.
- The 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), and serves as liaison to the Tualatin Heritage Center Steering Committee.

Highlights of FY 2017/2018

- Engaged over **2,900 youth participants** from age four through eighteen in recreation programs including summer camps, teen programming and Tualatin Youth Advisory Council with over **12,300 program hours**.

Summary

Department Manager	Paul Hennon
Parks & Recreation Manager	Rich Mueller
FTE's	6.75
Expenditures	\$ 1,185,270

- Provided family-focused **Community Events** for over 25,000 people that included Concerts and Movies on the Commons, ArtSplash Art Show and Sale, West Coast Giant Pumpkin Regatta, Starry Nights and Holiday Lights, and the Blender Dash which enhance livability, promote health and wellness, and strengthen community image and sense of place.
- The **Juanita Pohl Center** promoted healthy lifestyles and provided life-long learning programs, social engagement, physical activities and events to over 35,443 adults in following program categories: 10,740 participants in health and wellness activities, 5,302 participants in social and community action programs, 17,477 nutritious meals served, and a variety of other programs having 1,924 participants.
- **Tualatin Youth Advisory Council (YAC)** had 19 middle and high school students engage in leadership development, civic engagement, and provide activities for Tualatin youth and families. YAC members contributed 1,615 hours of service through events such as Project FRIENDS (anti-bullying workshop for 5th graders), teen nights at the Van Raden Center, Haunted House, and West Coast Giant Pumpkin Regatta.
- 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 31th consecutive year.

- The **Juanita Pohl Center** accommodated 36,676 guests for indoor facility rentals. The **Tualatin Heritage Center** cultural and historical programs and events saw 7,867 attendees.
- Tualatin Community Park had 300 **shelter reservations** that accommodated 20,479 people. City of **Tualatin Athletic Fields** was used a total of 7,744 hours for youth and adult activities.
- **Council Vision - Accessible and Vibrant Parks:** Complete the Parks and Recreation Master Plan Update Project with arts plan, ADA transition plan and revised SDC methodology.
- Continue to increase **community recreation** opportunities and participation for people of all ages by managing the Juanita Pohl Center and the Van Raden Community Center as multi-generational recreation complexes, and through other park and recreation facilities and special events.

Goals for FY 2018/2019

- 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.
- **Council Vision - A Connected, Informed, and Engaged Community:** Strengthen community partnerships and collaboration with schools, nonprofit organizations, businesses and other agencies.
- Enhance public art as opportunities and funding allow.
- **Council Vision - A Diverse and Inclusive Community:** Engage advisory committees with diverse and inclusive community members who are connected and informed.



Photo by Maria Swearington



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 431,985	\$ 405,662	\$ 463,190	\$ 461,070
Salaries and Wages-Part Time	33,011	33,970	36,145	45,240
Salaries and Wages-Temporary	48,330	64,021	71,605	87,810
Salaries and Wages-Overtime	4,175	2,248	3,400	3,400
Benefits-Employee Benefits	3,042	10,812	10,200	10,350
Benefits-FICA	40,239	39,075	43,040	44,965
Benefits-WC Insurance & Tax	2,889	-	-	-
Benefits-Pension	85,511	93,007	118,580	109,685
Benefits-Insurance	90,706	80,335	108,720	89,660
Benefits-Sick Leave Buy Back	3,891	1,557	-	-
Benefits-Vacation Buy Back	7,016	9,214	-	-
Benefits-Comp Time Buy Back	201	272	-	-
PERSONAL SERVICES	750,996	740,173	854,880	852,180
Office Supplies	3,540	3,826	3,090	3,600
Printing & Postage	1,246	895	1,000	1,000
Uniforms & Safety Equipment	1,598	1,477	1,750	2,250
Medical & Other Testing	775	1,167	-	-
Cell Phones	4,771	288	730	730
Office Equipment & Furniture	2,943	12,204	3,900	3,900
Donations - Outside Agency	36,065	30,575	41,000	41,000
Youth Development	38,219	36,980	39,720	39,720
Concerts on The Commons	19,495	30,904	29,230	29,230
Arts Program	17,269	11,758	15,000	11,000
Special Programs	40,650	23,520	28,900	30,900
Recreation Program Expend	17,706	15,313	17,820	21,020
Recreation Program Expend-JPC	34,638	38,367	38,110	50,110
Consultants	1,650	5,378	3,000	3,000
Conferences & Meetings	15,821	17,594	17,970	17,970
Membership Dues	2,246	3,889	3,390	3,390
Publication, Rpt, Ref Matl	89	21	350	350
Staff Training	142	133	600	600
Administrative Expense	3,944	6,204	2,350	2,350
Advertising - Recruitment	20	213	-	-
Advertising - Promotional	29,912	26,692	32,560	44,560
Equipment Rental	14,421	19,704	21,770	21,770

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
R&M - Equipment	6,571	3,864	4,640	4,640
MATERIALS & SERVICES	293,730	290,965	306,880	333,090
Equipment & Furnishings	85,170	42,964	48,600	-
CAPITAL OUTLAY	85,170	42,964	48,600	-
CS ADMIN AND RECREATION	\$ 1,129,896	\$ 1,074,102	\$ 1,210,360	\$ 1,185,270



Library Division

The mission of the Tualatin Public Library is to empower and enrich our community through learning, discovery, and interaction.

Tualatin Public Library loans books, ebooks, movies, and music; presents programs for all age groups; provides technology and technology assistance; offers outreach services; and answers reference questions. The Library's collection includes more than 110,000 items. Tualatin residents have access to about 1.7 million library items, including more than 70,000 ebooks, through a cooperative library service agreement.

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 Library programs and equipment needs. The Tualatin Library Foundation generates funds for the long-term financial health of the Library and to support childhood literacy efforts.

The City is a member of Washington County Cooperative Library Services (WCCLS) and receives funding from the Library District of Clackamas County.

Highlights of FY 2017/2018

- Helped **prepare young children for success** in school through storytimes and other family-oriented programs. 97% of surveyed parents who attended storytime said the program increased their confidence at helping their children learn.
- Launched two early **literacy initiatives**: 1,000 Books Before Kindergarten, a reading incentive program, gained about 200 participants (children age 0-5) in its first six months. Begin With Books provides information and a free book to new mothers in partnership with a local health clinic.

Summary

Department Manager	Paul Hennon
Library Manager	Jerianne Thompson
FTE's	19.65
Expenditures	\$ 2,308,445

- Connected youth with hands-on access to technology and science-learning tools through the **Tualatin Mobile Makerspace**, by facilitating teacher access to classroom kits, and through expanded STEAM (Science, Technology, Engineering, Arts, and Math) programming.
- Served as an **inclusive community connector** for low-income residents by providing literacy and STEAM programming at Atfalati Park in partnership with the Tigard-Tualatin School District's summer free lunch program. Hosted weekly TTSD summer free lunch program at the Library, serving approximately 750 lunches.
- Served as a **community gathering place**, with about 23,000 Library visits each month and more than 20,000 attendees to approximately 750 programs. Volunteers contributed more than 8,000 hours, the equivalent of four full-time employees.
- Inspired, delighted, satisfied curiosity, and provided opportunity for **Tualatin's diverse community** through the Library collection. Checked out about 600,000 items including books, music, and movies and more than 50,000 ebooks.



Goals for FY 2018/2019

Council Vision - A Diverse and Inclusive Community Continue to manage the Tualatin Library in a manner that creates an inclusive community center where learning, discovery, and interaction flourishes, expresses a welcoming civic identity, and embraces Tualatin's values and future. Ensure that library utilization mirrors the community demographics.

Council Vision - An Affordable, Livable and Safe Community Support an affordable, livable, and family-oriented community by maintaining the diversity and quantity of programming for the whole community and high circulation of the collection of books, music, and movies, with 90% or more of the collection checking out during the year.

Council Vision - A Vibrant and Thriving Gathering Place Actively promote the Library as a social gathering place and increase public engagement through participation with groups such as the Tualatin Library Advisory Committee, Friends of the Tualatin Library, the Tualatin Library Foundation, and the Teen Library Committee.

Council Vision - A Connected, Informed, and Engaged Community Offer programs that provide civic engagement opportunities, with 90% or more participants expressing increased awareness of community issues or increased confidence about getting involved.

Boost literacy among preschool-age children through early literacy initiatives, with 50% or more of Tualatin youth under the age of 5 participating in 1,000 Books Before Kindergarten. Partner with Tualatin elementary schools to support outreach to Latino families and increase student participation in Summer Reading.

Continue expanding youth access to STEAM learning opportunities through Library Makerspace programming, with 75% or more participating youth expressing increased interest in STEAM subjects.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 836,147	\$ 856,554	\$ 882,895	\$ 912,605
Salaries and Wages-Part Time	128,662	184,864	215,105	222,100
Salaries and Wages-Temporary	141,865	141,467	137,840	142,015
Salaries and Wages-Overtime	1,795	1,314	1,800	1,800
Benefits-Employee Benefits	1,652	4,430	4,250	7,745
Benefits-FICA	81,947	86,517	93,365	95,960
Benefits-WC Insurance & Tax	3,266	-	-	-
Benefits-Pension	175,430	220,852	262,170	277,165
Benefits-Insurance	160,527	199,985	223,620	224,010
Benefits-Vacation Buy Back	1,965	284	-	-
Benefits-Comp Time Buy Back	236	-	-	-
PERSONAL SERVICES	1,533,492	1,696,267	1,821,045	1,883,400
Office Supplies	5,683	12,769	9,200	9,500
Printing & Postage	7,286	2,149	5,000	8,000
Supplies - Donated Funds	-	-	1,000	1,000
Collection Development	221,541	244,045	259,500	264,500
Other Material Expenses	(47)	-	-	-
Uniforms & Safety Equipment	124	236	400	400
Medical & Other Testing	155	155	-	-
Cell Phones	1,620	-	-	-
Network/Online	47	25	-	-
Office Equipment & Furniture	11,842	4,280	12,780	20,900
Computer Equip & Software	1,601	6,038	3,150	4,550
Library Tech - Public	5,440	33,637	-	1,500
Special Programs	42,945	50,023	45,500	46,500
Consultants	13,480	11,160	2,500	2,500
Conferences & Meetings	9,786	5,775	9,180	7,410
Membership Dues	1,160	1,334	1,570	1,570
Staff Training	1,005	1,216	1,350	1,350
Administrative Expense	2,691	7,674	4,650	4,800
Advertising - Recruitment	-	134	-	-
Advertising - Promotional	3,649	6,414	2,500	3,000
Equipment Rental	5,050	4,986	4,990	5,425
R&M - Equipment	11,961	15,781	13,760	14,140
MATERIALS & SERVICES	347,020	407,831	377,030	397,045

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Equipment & Furnishings	8,475	8,312	71,005	28,000
CAPITAL OUTLAY	8,475	8,312	71,005	28,000
LIBRARY	\$ 1,888,987	\$ 2,112,411	\$ 2,269,080	\$ 2,308,445



Parks Maintenance

The Parks Maintenance Division is responsible for the city's 316 acres of parklands 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 for 83 of the publicly owned storm water management facilities, maintaining their naturalized plantings, removing invasive plant species, and improving the quality of storm water.

Highlights of FY 2017/2018

- Cultural turf grass **renovations** including aerating, top dressing, and over seeding of all sand based soccer fields to improve playability and quality of athletic fields.
- A **Capital Improvement Project** was completed refurbishing the entire "wave rail" fencing surrounding the Lake of the Commons. A specialized electrostatic painting process was used to provide a durable long lasting finish.
- The **Lake of the Commons** was drained, cleaned, inspected, and refilled to improve the cleanliness, clarity, and water quality of this visible resource in the center of town.
- Completed 0.79 acres of vegetated corridor mitigation improvements along the newest segment of the **Tualatin River Greenway Trail**. Invasive plants (ivy and blackberry) were removed and 2400 native plants were installed, improving and protecting this valuable resource.
- Resurfacing, crack sealing, color coating, and restriping of the **tennis court surface at Tualatin**

Summary

Department Manager	Paul Hennon
Division Manager	Tom Steiger
FTE's	9
Expenditures	\$ 1,568,180
Funding Source	General Fund

Community Park to extend the life of the asphalt surface and improve the playability of the surface.

- Continued staff support and commitment to **community events** including the Crawfish Festival, Pumpkin Regatta, Blender Dash, and all recreational programming offered by Community Services.
- Continued staff support to **Volunteer Services programs** including Put Down Roots in Tualatin, TEAM Tualatin, and a variety of volunteer opportunities that engage our citizenry in environmental improvements that benefit our parks, greenways, and natural areas.

Goals for FY 2018/2019

- Planned resurfacing of the sports courts (Tennis and Pickleball) at Ibach Park. Work will include crack repair and color coating to protect the life and playability of the surface.
- Provide expanded maintenance services to the new segment of the Tualatin River Greenway Trail at River Ridge and the Saum Creek Trail at Sagert Farms residential development. Both new trails provide access to new greenway areas, native plant restoration projects, and access to urban forests.
- Provide a diversity of maintenance services, using an efficient blend of contractual services, volunteer groups, and staff labor to maintain our trails, parks, and public spaces.

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 514,448	\$ 501,926	\$ 522,000	\$ 543,320
Salaries and Wages-Part Time	1,403	-	-	-
Salaries and Wages-Temporary	43,084	77,642	71,290	88,090
Salaries and Wages-Overtime	18,723	21,762	18,000	21,000
Salaries and Wages-On-Call	5,464	6,091	3,600	5,220
Benefits-Employee Benefits	502	1,440	1,460	1,485
Benefits-FICA	43,907	45,419	45,590	48,965
Benefits-WC Insurance & Tax	19,320	-	-	-
Benefits-Pension	105,727	120,185	135,900	150,510
Benefits-Insurance	121,653	134,087	142,005	160,965
Benefits-Sick Leave Buy Back	2,983	-	-	-
Benefits-Vacation Buy Back	2,673	-	-	-
PERSONAL SERVICES	879,887	908,553	939,845	1,019,555
Office Supplies	-	5	-	-
Botanical & Chem Supplies	23,184	23,492	25,200	25,700
Street Trees	4,558	7,012	10,500	27,800
Uniforms & Safety Equipment	4,199	4,229	5,325	5,325
Medical & Other Testing	1,500	916	1,200	1,200
Cell Phones	2,238	9,097	5,520	5,520
Small Tools	13,088	10,350	13,600	15,275
Consultants	5,481	1,790	2,740	17,740
Utilities - City Parks	79,713	66,901	77,045	79,675
Conferences & Meetings	105	330	3,300	3,300
Membership Dues	465	879	950	950
Staff Training	4,081	3,911	2,875	6,660
Staff/Dept Recognition	521	1,104	1,145	1,145
Administrative Expense	-	62	250	250
Grounds & Landscaping	213,907	236,110	269,925	303,085
Equipment Rental	4,918	6,714	4,000	2,500
Inventory Supplies	4,234	11,124	-	-
R&M - Equipment	40,470	42,668	44,500	46,500
MATERIALS & SERVICES	402,664	426,695	468,075	542,625



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Equipment & Furnishings	36,728	32,826	85,000	6,000
CAPITAL OUTLAY	36,728	32,826	85,000	6,000
PARKS MAINTENANCE	\$ 1,319,279	\$ 1,368,074	\$ 1,492,920	\$ 1,568,180

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.

Highlights of FY 2017/2018

- Completed construction of a segment of the **Tualatin River Greenway** located south and west of Pacific Highway (HWY 99) through cooperation with a private developer.
- Completed design and initiated construction of a segment of the **Saum Creek Greenway** between Lee Street and 65th Avenue through cooperation with a private developer.
- Completed replacement of the aging artificial **turf field at Tualatin High School's Leonard Pohl Field** in partnership with the Tigard-Tualatin School District.
- Completed **2016 flood restoration projects** at Jurgens Park Teen Play Area and a segment of the Hedges Creek Greenway in Tualatin Community Park.
- Completed two unplanned **Hedges Creek Bank Restoration** projects near Hedges Drive required as a result of excessive rainfall.
- Began the process of updating the **Tualatin Parks and Recreation Master Plan**.

Summary

Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 2,974,220
Funding Source	Park Development Fund

Goals for FY 2018/2019

- Council Vision - Accessible and Vibrant Parks:** Complete land acquisition and begin construction of a segment of the Tualatin River Greenway to close a gap across the former RV Park of Portland site in partnership with the owner's redevelopment of the property.
- Council Vision - Accessible and Vibrant Parks:** Complete construction of a segment of the Saum Creek Greenway between Lee Street and 65th Avenue through a partnership with a developer constructing the Sagert Farm Subdivision.
- Council Vision - Accessible and Vibrant Parks:** Continue the Tualatin Parks and Recreation Master Plan Update project.
- Council Vision - Accessible and Vibrant Parks:** Work with private development and Metro to further the land preservation and trail construction goals of the Ice Age Tonquin Trail and related interconnected system of on-and-off street pedestrian and bicycle facilities.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Office Supplies	\$ -	\$ -	\$ 5,000	\$ 1,000
Printing & Postage	-	-	20,000	16,000
Photographic Supplies	-	-	1,000	-
Consultants	-	-	5,000	5,000
Property Management	-	-	1,000	1,000
MATERIALS & SERVICES	-	-	32,000	23,000
Land Acquisition	-	-	937,170	1,019,740
Feasibility Studies	-	3,629	250,000	75,000
Projects Professional Svc	133,630	-	-	-
Projects Construction	3,255,725	475,461	1,949,130	1,813,700
CAPITAL OUTLAY	3,389,355	479,090	3,136,300	2,908,440
Transfers Out - General Fund	31,040	36,700	42,200	42,780
TRANSFERS OUT	31,040	36,700	42,200	42,780
Future Years Projects	1,093,231	1,208,148	-	-
RESERVES & UNAPPROPRIATED	1,093,231	1,208,148	-	-
PARK DEVELOPMENT FUND	\$ 4,513,626	\$ 1,723,938	\$ 3,210,500	\$ 2,974,220

Tualatin Science and Technology Scholarship

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

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

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

Summary

Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 52,130
Funding Source	Tualatin Scholarship Fund

Highlights of FY 2017/2018

- Awarded one grant in the amount of \$500.

Goals for FY 2018/2019

- Award one grant in the amount of \$1,500.





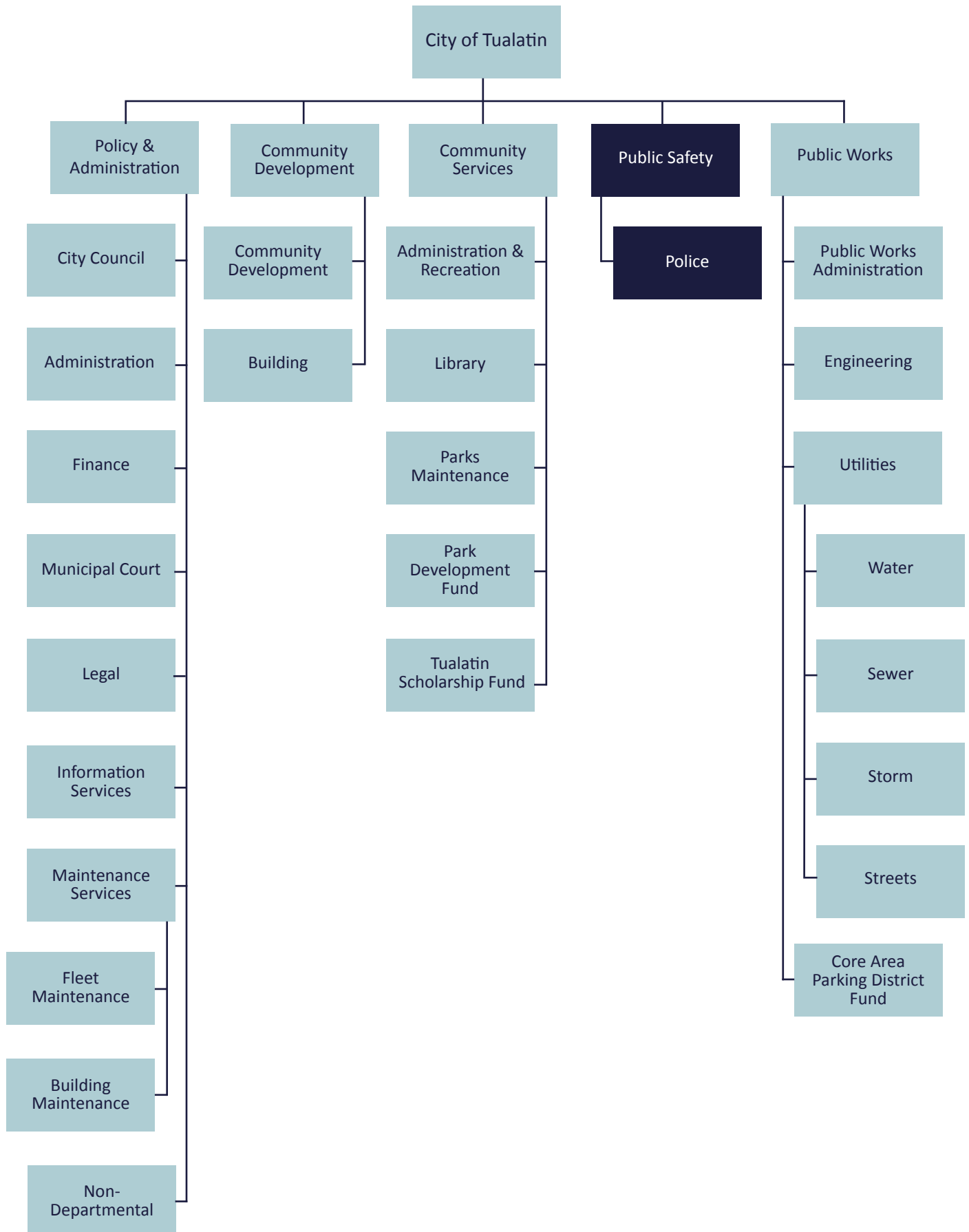
Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Scholarships	\$ 400	\$ 400	\$ 500	\$ 1,500
MATERIALS & SERVICES	400	400	500	1,500
General Account Reserve	50,729	50,878	50,825	50,630
RESERVES & UNAPPROPRIATED	50,729	50,878	50,825	50,630
TUALATIN SCHOLARSHIP FUND	\$ 51,129	\$ 51,278	\$ 51,325	\$ 52,130



Public Safety



Police



City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Public Safety

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 6,203,312	\$ 6,504,410	\$ 6,804,615	\$ 6,901,590
Materials & Services	701,263	645,458	750,095	763,225
Capital Outlay	129,779	137,123	185,000	182,000
Transfers Out	-	-	-	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	-	-	-	-
Total Requirements	\$ 7,034,354	\$ 7,286,991	\$ 7,739,710	\$ 7,846,815



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.

Summary

Police Chief	Bill Steele
FTE's	47
Expenditures	\$ 7,846,815
Funding Source	General Fund

Support Services

The Police Support Services division consists of the Records Unit, the Investigations Unit and the Community Services 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 Community Service Unit is responsible for the training of each member and meeting state-mandated certification. 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.

Police Highlights of FY 2017/2018

- Handled over **33,000 calls for service** and wrote over 3500 police reports.
- Tony, our K9 member, was certified by the **Oregon Police K9 Association** in narcotics detection.
- Participated in our second and third community **Shop with a Cop** event.
- Participated in our second annual **Valentine's Day event** with aging members of our community.
- Maintained our partnership with the **Tualatin Together Coalition** by providing drug and alcohol prevention and education training.
- Completed our **8th annual citizen's academy** by providing residents a hands on look within the police department.
- Implemented and participated in our first "**First Responder Fridays**" community outreach event.

Police: Goals for FY 2018/2019

- **Council Vision - An Affordable, Livable and Safe Community.** Provide a safe community and excellence in customer service.
- **Council Vision - A Connected, Informed, and Engaged Community:** Increase community engagement events throughout the year.
- To recruit, train, and retain qualified, experienced and service oriented people.
- Implement a program to collect and report data from officer initiated traffic and pedestrian stops.
- Obtain reaccreditation through Oregon Accreditation Alliance.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 3,735,401	\$ 3,873,806	\$ 3,949,580	\$ 3,981,420
Salaries and Wages-Temporary	51,120	51,243	50,010	51,730
Salaries and Wages-Overtime	135,777	221,305	210,000	235,000
Benefits-Employee Benefits	8,217	17,850	17,140	17,370
Benefits-FICA	297,339	313,416	323,700	331,030
Benefits-WC Insurance & Tax	129,655	-	-	-
Benefits-Pension	856,287	978,267	1,148,500	1,195,790
Benefits-Insurance	859,607	947,538	1,011,435	994,250
Benefits-Sick Leave Buy Back	560	2,255	-	-
Benefits-Vacation Buy Back	46,825	5,443	5,000	5,000
Benefits-Comp Time Buy Back	3,491	1,339	-	-
Benefits-Holiday Buy Back	45,044	56,241	50,000	50,000
ORPAT-Fitness Incentive	31,750	35,250	39,250	40,000
PORAC-Legal Defense Fund	2,240	458	-	-
PERSONAL SERVICES	6,203,312	6,504,410	6,804,615	6,901,590
Office Supplies	11,250	10,198	12,000	12,000
Printing & Postage	9,543	5,773	10,000	10,000
Photographic Supplies	943	214	1,300	1,300
Energy Supplies	3,973	3,333	4,000	4,000
Evidence & Investigation	1,238	2,416	8,000	4,000
Uniforms & Safety Equipment	46,096	63,933	55,000	55,000
Medical & Other Testing	9,492	2,814	5,000	5,000
Ammun & Defense Equip	28,558	34,718	54,000	54,000
Cell Phones	20,992	15,389	20,000	20,000
Network/Online	21,145	16,264	20,000	20,000
Office Equipment & Furniture	3,353	2,196	4,200	4,200
Computer Equip & Software	1,389	8,937	4,000	4,000
Minor Vehicle Equipment	3,506	2,813	5,000	5,000
GREAT Program	10,057	9,735	10,000	10,000
Special Investigative Fund	6,592	3,636	6,000	6,000
Community Engagement Supplie	3,949	4,097	5,000	5,000
Conferences & Meetings	8,135	7,928	8,500	8,500
Membership Dues	4,282	5,155	7,500	6,000
Publication, Rpt, Ref Matl	1,212	1,842	2,000	2,000

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Staff Training	43,544	42,937	50,000	50,000
Staff/Dept Recognition	6,818	3,993	4,000	4,000
Administrative Expense	5,193	4,304	4,500	4,500
Advertising - Recruitment	17,628	397	5,000	5,000
Contract Services	400,425	380,839	427,595	446,225
Equipment Rental	4,672	4,953	5,000	5,000
Inventory Supplies	2,184	1,360	-	1,500
R&M - Equipment	25,096	5,284	11,000	11,000
R&M - Computers	-	-	1,500	-
MATERIALS & SERVICES	701,263	645,458	750,095	763,225
Equipment & Furnishings	129,779	137,123	185,000	182,000
CAPITAL OUTLAY	129,779	137,123	185,000	182,000
POLICE	\$ 7,034,354	\$ 7,286,991	\$ 7,739,710	\$ 7,846,815



City of Tualatin

Proposed
2018/2019 Budget



Public Works



Public Works Administration

Engineering

Utilities

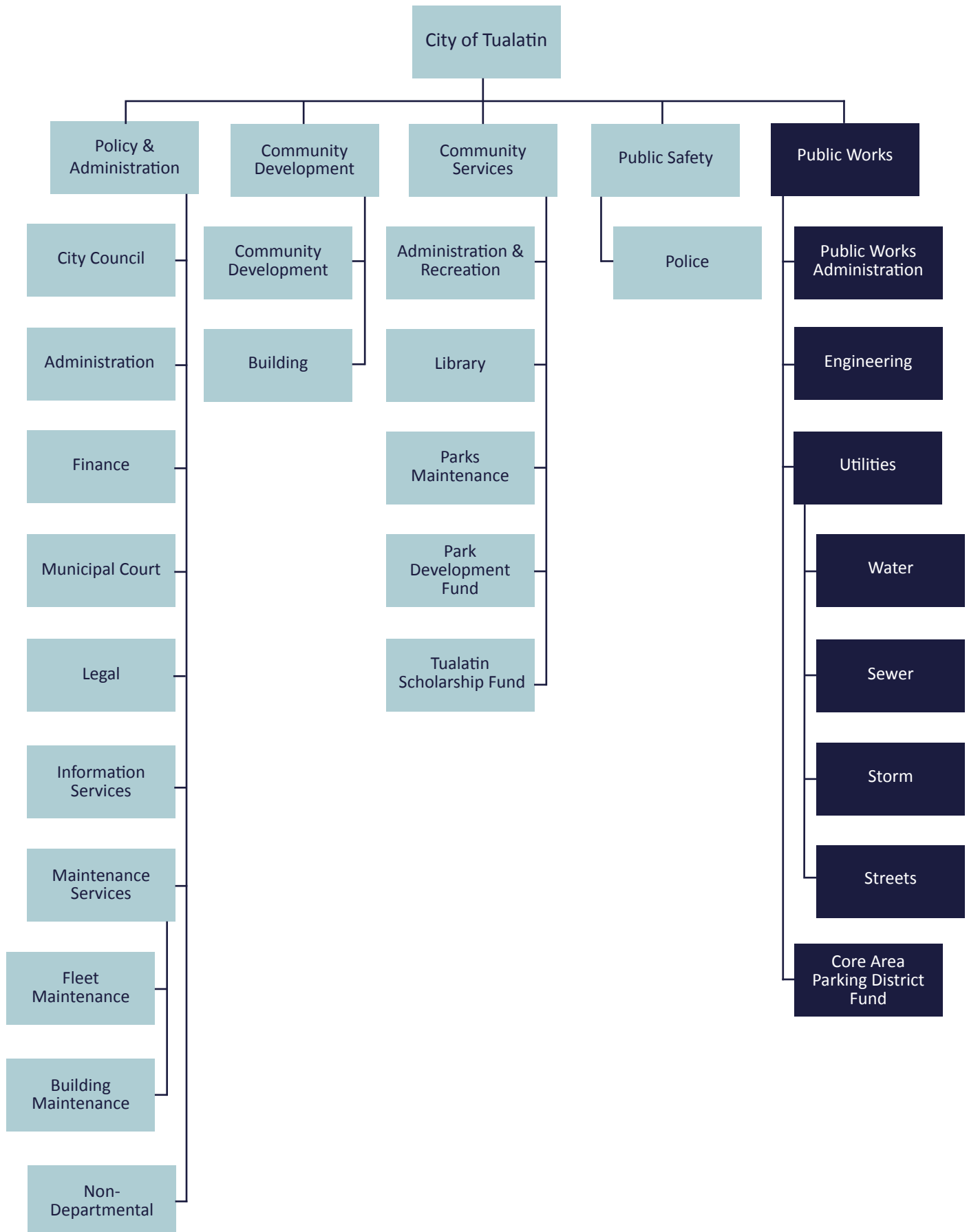
Water

Sewer

Storm

Streets

***Core Area Parking District
Fund***



City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Public Works

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 1,001,686	\$ 2,579,672	\$ 2,912,330	\$ 2,719,170
Materials & Services	11,218,156	11,942,782	13,864,045	14,439,885
Capital Outlay	1,056,226	1,412,878	5,456,250	5,468,375
Transfers Out	7,136,091	5,076,346	6,510,675	6,943,755
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	15,490,420	14,444,970
Reserves & Unappropriated	23,829,122	25,999,763	9,265,790	9,971,140
Total Requirements	\$ 44,241,281	\$ 47,011,441	\$ 53,499,510	\$ 53,987,295



Operations Fund

Beginning Fiscal Year 2016/2017, the programs previously recorded in the Operations Fund (Water, Sewer and Streets, as well as Operations Department Administration and Non-Departmental) have been allocated to the appropriate utility operating fund. During this process, Public Works management reviewed all the materials and services accounts and budgeted expenditures in the various divisions that had been recorded in the Operations Fund, and have appropriated them where they belong. The personnel in these divisions were also allocated to the appropriate utility fund.

The following table reflects where the expenditures previously recorded in the Operations Fund are located in the Fiscal Year 2018/2019 budget.

Operations Fund	Where Recorded in Fiscal Year 2018/2019
Administration Division	General Fund – Public Works Administration
Water Division	Water Fund
Sewer Division	Sewer Fund Storm Drain Fund
Street Division	Gas Tax Fund Sewer Fund Storm Drain Fund
Non-Departmental Division	General Fund – Public Works Administration

Most expenditures are now recorded in the appropriate fund, but since some personnel in the Sewer and Street divisions cross over into both divisions, their budgeted costs were allocated as part of the transfers between funds.

Additionally, we are including the reports for the Operations Divisions on the following pages to reflect the actual expenditures for the last two completed fiscal years and the 2016/2017 Adopted Budget for reference purposes.

This change was made to better reflect the true costs of providing utility services and to have appropriated budget expenditures for each utility in one fund, and not spread out over multiple funds. Our hope is that the information provided in our budget is easier to read and simpler to follow.

City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Operations (Utilities Combined) *

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Personal Services	\$ 1,599,589	\$ 1,534,634	\$ 1,718,415	\$ 2,003,055
Materials and Services	9,932,234	10,643,217	11,942,965	12,279,505
Transfers	6,365,926	5,636,559	4,791,525	4,996,405
Capital Outlay	1,504,928	1,191,938	5,094,250	4,868,875
Debt Service	129,388	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	3,454,380	3,466,920
Reserves & Unappropriated	13,286,240	13,376,935	9,150,485	9,152,925
Total Requirements	\$ 32,818,306	\$ 32,383,283	\$ 36,152,020	\$ 36,767,685

* Includes the following Funds/Programs:

General Fund - Public Works Administration (new in FY 16/17)
 Operations Fund - Administration (discontinued in FY 16/17)
 Operations Fund - Water Division (discontinued in FY 16/17)
 Operations Fund - Sewer Division (discontinued in FY 16/17)
 Operations Fund - Streets Division (discontinued in FY 16/17)
 Operations Fund - Non-Departmental (discontinued in FY 17/18)
 Water Operating Fund
 Sewer Operating Fund
 Storm Drain Operating Fund
 Road Operating Fund



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 362,595	\$ -	\$ -	\$ -
Salaries and Wages-Part Time	26,437	-	-	-
Salaries and Wages-Temporary	3,901	-	-	-
Salaries and Wages-Overtime	145	-	-	-
Benefits-Employee Benefits	1,472	-	-	-
Benefits-FICA	28,958	-	-	-
Benefits-WC Insurance & Tax	3,818	-	-	-
Benefits-Pension	66,756	-	-	-
Benefits-Insurance	49,667	-	-	-
Benefits-Vacation Buy Back	1,117	-	-	-
PERSONAL SERVICES	544,866	-	-	-
Office Supplies	2,550	-	-	-
Printing & Postage	340	-	-	-
Uniforms & Safety Equipment	169	-	-	-
Medical & Other Testing	514	-	-	-
Cell Phones	2,860	-	-	-
Office Equipment & Furniture	3,058	-	-	-
Computer Equip & Software	1,042	-	-	-
Consultants	3,236	-	-	-
Conferences & Meetings	4,559	-	-	-
Membership Dues	1,965	-	-	-
Publication, Rpt, Ref Matl	54	-	-	-
Staff Training	1,197	-	-	-
Staff/Dept Recognition	224	-	-	-
Administrative Expense	986	-	-	-
Advertising - Recruitment	442	-	-	-
Advertising - Promotional	5,376	-	-	-
Equipment Rental	5,500	-	-	-
R&M - Equipment	2,971	-	-	-
MATERIALS & SERVICES	37,043	-	-	-
ADMINISTRATION	\$ 581,909	\$ -	\$ -	\$ -

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 340,159	\$ -	\$ -	\$ -
Salaries and Wages-Overtime	6,927	-	-	-
Salaries and Wages-On-Call	6,820	-	-	-
Benefits-Employee Benefits	510	-	-	-
Benefits-FICA	26,376	-	-	-
Benefits-WC Insurance & Tax	12,129	-	-	-
Benefits-Pension	45,745	-	-	-
Benefits-Insurance	95,479	-	-	-
Benefits-Vacation Buy Back	2,548	-	-	-
Benefits-Comp Time Buy Back	35	-	-	-
PERSONAL SERVICES	536,728	-	-	-
Office Supplies	348	-	-	-
Printing & Postage	4,653	-	-	-
Uniforms & Safety Equipment	3,935	-	-	-
Medical & Other Testing	376	-	-	-
Cell Phones	1,325	-	-	-
Network/Online	8,328	-	-	-
Small Tools	2,228	-	-	-
Computer Equip & Software	4,850	-	-	-
Consultants	2,438	-	-	-
Pump Stations - Electricity	47,832	-	-	-
Conferences & Meetings	948	-	-	-
Membership Dues	1,890	-	-	-
Publication, Rpt, Ref Matl	134	-	-	-
Staff Training	3,304	-	-	-
Staff/Dept Recognition	291	-	-	-
Advertising - Recruitment	180	-	-	-
Contr R&M - Systems	73,887	-	-	-
Inventory Supplies	6,467	-	-	-
R&M - Systems	27,914	-	-	-
R&M - Lines	5,561	-	-	-
R&M - Hydrants	4,177	-	-	-
R&M - Reservoir	1,597	-	-	-
R&M - Pump Stations	969	-	-	-



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
R&M - Equipment	628	-	-	-
MATERIALS & SERVICES	204,260	-	-	-
Equipment & Furnishings	36,503	-	-	-
CAPITAL OUTLAY	36,503	-	-	-
WATER	\$ 777,491	\$ -	\$ -	\$ -

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 169,788	\$ -	\$ -	\$ -
Salaries and Wages-Overtime	3,613	-	-	-
Salaries and Wages-On-Call	2,472	-	-	-
Benefits-Employee Benefits	215	-	-	-
PERSONAL SERVICES	176,088	-	-	-
Uniforms & Safety Equipment	2,120	-	-	-
Small Tools	1,439	-	-	-
Conferences & Meetings	300	-	-	-
Membership Dues	238	-	-	-
Staff Training	600	-	-	-
Staff/Dept Recognition	72	-	-	-
Contr R&M - Systems	109,784	-	-	-
Equipment Rental	1,383	-	-	-
Inventory Supplies	372	-	-	-
R&M - Systems	23,682	-	-	-
R&M - Pump Stations	700	-	-	-
MATERIALS & SERVICES	140,690	-	-	-
Equipment & Furnishings	82,327	-	-	-
CAPITAL OUTLAY	82,327	-	-	-
SEWER	\$ 399,105	\$ -	\$ -	\$ -



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 143,827	\$ -	\$ -	\$ -
Salaries and Wages-Overtime	4,815	-	-	-
Salaries and Wages-On-Call	1,213	-	-	-
Benefits-Employee Benefits	215	-	-	-
Benefits-FICA	10,912	-	-	-
Benefits-WC Insurance & Tax	9,301	-	-	-
Benefits-Pension	24,381	-	-	-
Benefits-Insurance	47,188	-	-	-
Benefits-Sick Leave Buy Back	1,166	-	-	-
PERSONAL SERVICES	243,018	-	-	-
Printing & Postage	338	-	-	-
Uniforms & Safety Equipment	2,846	-	-	-
Cell Phones	2,450	-	-	-
Small Tools	2,081	-	-	-
Computer Equip & Software	1,500	-	-	-
Personal Computer/Laptop	80	-	-	-
Conferences & Meetings	883	-	-	-
Membership Dues	78	-	-	-
Publication, Rpt, Ref Matl	30	-	-	-
Staff/Dept Recognition	85	-	-	-
Grounds & Landscaping	2,540	-	-	-
Contr R&M - Road Strip	56,647	-	-	-
Street Sweeping	233,061	-	-	-
Emergency Road Clean-up	4,536	-	-	-
Equipment Rental	589	-	-	-
Inventory Supplies	13,314	-	-	-
R&M - Guardrails, signs	4,613	-	-	-
R&M - Streets	240	-	-	-
R&M - Equipment	109	-	-	-
MATERIALS & SERVICES	326,020	-	-	-
Equipment & Furnishings	36,503	-	-	-
R&M - Major Projects	32,885	-	-	-
CAPITAL OUTLAY	69,388	-	-	-
STREET	\$ 638,426	\$ -	\$ -	\$ -

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Cell Phones	\$ 685	\$ -	\$ -	\$ -
Consultants	49,088	-	-	-
Merchant Discount Fees	165	-	-	-
Contract Services	3,157	-	-	-
Grounds & Landscaping	6,153	-	-	-
MATERIALS & SERVICES	59,248	-	-	-
Equipment & Furnishings	297,120			
CAPITAL OUTLAY	297,120	-	-	-
Principal - Warehouse Finance	99,377			
Interest - Warehouse Finance	30,011	-	-	-
DEBT SERVICE	129,388	-	-	-
Transfers Out - General Fund	-	989,508		
TRANSFERS OUT	-	989,508	-	-
NON DEPARTMENTAL	\$ 485,756	\$ 989,508	\$ -	\$ -



Public Works - Administration

Public Works Administration provides management and administrative support to staff in the three departments that work out of the Operations Center. Department volunteer programs, training and safety program and the coordination of emergency planning and response are also budgeted under this division. Administration works closely with the other Divisions within Public Works, as well as with the Community Services and Fleet, Facilities and IS Departments 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.

Highlights of FY 2017/2018

- Supported the department through a **reorganization of the Operations Department** into Public Works (Water, Sewer, Streets, Storm, Engineering), Fleet, Facilities and IS, and Community Services (Parks Maintenance).
- Maintained a **safe work environment** through participation in our annual safety program, as well as promoting staff safety training and development opportunities.
- Actively participated with the **Tualatin High School and CE2 Program** by having students work with Public Works crews during their daily routines.
- Continued with emergency preparedness for the community through the **CERT program** and for our public infrastructure.

Summary

Department Manager	Jeff Fuchs
FTE's	4
Expenditures	\$ 508,995
Funding Source	General Fund

Goals for FY 2018/19

- Promote exceptional customer service within the department through customer feedback program.
- Council Vision - An Affordable, Livable, and Safe Community:** Continue to actively participate in the Emergency Management Cooperative.
- Continue conversion to Nexgen asset management software.



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ -	\$ 287,803	\$ 305,745	\$ 313,830
Salaries and Wages-Part Time	-	11,704	-	-
Salaries and Wages-Temporary	-	3,397	5,080	-
Salaries and Wages-Overtime	-	1,941	500	2,000
Benefits-Employee Benefits	-	5,886	5,860	5,800
Benefits-FICA	-	23,541	23,155	24,025
Benefits-Pension	-	63,781	75,540	78,470
Benefits-Insurance	-	31,145	34,115	19,040
Benefits-Vacation Buy Back	-	8,727	-	-
Benefits-Comp Time Buy Back	-	566	-	-
PERSONAL SERVICES	-	438,492	449,995	443,165
Office Supplies	-	3,305	3,950	3,950
Printing & Postage	-	602	4,000	1,000
Botanical & Chem Supplies	-	217	1,000	1,000
Uniforms & Safety Equipment	-	263	500	500
Safety/Risk Mgmt Program	-	-	8,000	9,000
Cell Phones	-	626	1,000	1,000
Small Tools	-	436	500	500
Office Equipment & Furniture	-	4,174	4,100	4,000
Consultants	-	649	7,000	2,000
Conferences & Meetings	-	1,233	6,000	3,325
Membership Dues	-	1,266	1,775	1,775
Publication, Rpt, Ref Matl	-	251	130	130
Staff Training	-	577	2,695	2,100
Staff/Dept Recognition	-	1,538	1,650	1,650
Administrative Expense	-	533	600	600
Advertising - Promotional	-	137	1,000	1,000
Contract Services	-	14,707	4,000	10,000
Grounds & Landscaping	-	7,247	9,600	10,800
Equipment Rental	-	5,684	7,000	8,000
R&M - Equipment	-	19,133	3,500	3,500
MATERIALS & SERVICES	-	62,578	68,000	65,830
ADMINISTRATION	\$ -	\$ 501,069	\$ 517,995	\$ 508,995



Engineering Division

The Engineering Fund provides engineering support for all City Departments including development review. The Engineering Division maintains engineering standards, delivers capital projects (roads, water, sewer, and stormwater), develops and updates master plans (Transportation, Water, Sewer, and Stormwater), approves subdivisions and land partitions, approves public works, water quality, erosion control and public utility permits, manages the public and private water quality facility programs, prepares the Capital Improvement Plan, administers the flood plain ordinance, and responds to specific needs within the right-of-way.

Highlights of FY 2017/2018

- **Transitioned** the Engineering Division from Community Development to the Public Works Department.
- Created the **Assistant City Engineer** Position to manage the Engineering Division.
- Continued work on **Utility Master Plans** (Sanitary Sewer, Stormwater, and Water) including rate and SDC studies for each utility.
- Updated **ADA standards** and Public Utility sections of the Public Works Construction Code.
- Began construction of **Myslony Bridge, 63rd Waterline, and C1 Water Reservoir** Roof projects.
- Finished **ADA Transition Plan** for City rights of way, facilities and programs.

Summary

Department Manager	Jeff Fuchs
FTE's	6
Expenditures	\$ 783,340
Funding Source	General Fund

Goals for FY 2018/2019

- Complete Utility Master Plans and Rate Studies.
- **Council Vision - A Funded Transportation System:** Complete construction of Myslony Bridge and waterline projects.
- Construct C1 Water Reservoir roof and complete repainting.
- **Council Vision - A Funded Transportation System:** Design the Sagert Street Pedestrian Improvement project.
- Complete design of the B2 Water Reservoir exterior repainting project.
- Continue to update the Public Works Construction Code to provide clear design and construction standards for public works improvements in Tualatin.



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ 717,390	\$ 731,040	\$ 804,890	\$ 478,840
Salaries and Wages-Overtime	1,849	2,112	2,000	2,000
Benefits-Employee Benefits	2,219	8,429	8,150	1,960
Benefits-FICA	54,072	54,671	60,680	35,970
Benefits-WC Insurance & Tax	5,124	-	-	-
Benefits-Pension	110,526	138,574	191,105	99,480
Benefits-Insurance	97,331	108,886	127,090	97,865
Benefits-Vacation Buy Back	12,188	1,337	-	-
Benefits-Comp Time Buy Back	988	-	-	-
PERSONAL SERVICES	1,001,686	1,045,049	1,193,915	716,115
Office Supplies	3,342	1,053	1,200	1,200
Printing & Postage	2,111	1,362	3,000	2,000
Photographic Supplies	-	-	500	500
Field Supplies	184	283	1,000	500
Uniforms & Safety Equipment	-	-	-	500
Cell Phones	3,736	288	350	1,000
Network/Online	972	828	500	500
Office Equipment & Furniture	1,000	695	1,000	750
Computer Equip & Software	3,022	3,348	-	300
Erosion Fees to CWS	-	-	28,000	32,000
Consultants	7,867	5,668	20,000	10,000
Conferences & Meetings	3,764	4,483	8,500	8,000
Membership Dues	3,497	5,066	3,000	1,875
Publication, Rpt, Ref Matl	962	306	900	900
Staff Training	1,901	1,200	2,500	2,200
Administrative Expense	893	683	1,000	800
Advertising - Legis/Judicial	-	296	100	100
Advertising - Recruitment	1,101	2,042	-	-
Equipment Rental	1,056	1,331	1,500	1,600
R&M - Equipment	2,581	2,158	3,500	2,500
MATERIALS & SERVICES	37,990	31,091	76,550	67,225
Equipment & Furnishings	23,800	262	-	-
CAPITAL OUTLAY	23,800	262	-	-
ENGINEERING	\$ 1,063,475	\$ 1,076,401	\$ 1,270,465	\$ 783,340



City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Water

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 536,728	\$ 551,385	\$ 636,675	\$ 702,605
Materials & Services	2,327,466	2,669,474	3,208,735	3,156,765
Capital Outlay	707,392	489,867	2,506,250	1,433,125
Transfers Out	3,264,790	2,018,581	2,663,770	2,369,960
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	2,002,870	1,987,345
Reserves & Unappropriated	5,713,057	6,346,128	4,167,065	4,228,965
Total Requirements	\$ 12,549,433	\$ 12,075,435	\$ 15,185,365	\$ 13,878,765

Water Operating Fund

The Water Operating Fund is primarily used to operate and maintain Tualatin's water supply system, which delivers 4.4 million gallons of water on an average day. Tualatin's Water Distribution system includes more than 110 miles of water pipelines, ranging in diameter from 4 inches to 36 inches. The water system also includes main line valves, air relief valves, pressure reducing/sustaining valves, and booster pump stations, Supervisory Control and Data Acquisition (SCADA) telemetry, and related electrical and mechanical components. The City has six finished water reservoirs with a total storage capacity of up to 14 million gallons and an Aquifer Storage and Recovery (ASR) well, capable of producing up to 0.50 million gallons per day. The City regularly inspects and services cathodic protection systems; inspects, paints, and exercises fire hydrants and operates hydrant valves; flushes water lines to improve water quality; maintains chemical feed systems and mixers; and inspects and tests large water meters throughout the City.

To assure the highest water quality to our community, the City collects over 400 water samples annually within the system to meet or exceed all state and federal requirements. The City manages a Lead and Copper program, conducting over 120 samples annually. The City administers the Cross Connection Program, to ensure the water system remains uncontaminated by customers and complies with all city, state, and federal regulations.

Rates are proposed 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):

Current FY 17/18 Charges	Proposed FY 18/19 Charges	Difference
\$ 30.58	\$ 31.88	\$1.30

Highlights of FY 2017/2018

- Collected 500+ **water samples**, inspected and operated more than 1,000 **fire hydrants**, and tested **backflow devices** throughout the City.
- Participated in the **Bridgeport Elementary "Hydrodynamics"** theme by providing insight on City operation and maintenance of water infrastructure.

Summary

Department Managers	Jeff Fuchs
Water Div. Mgr.	Terrance Leahy
FTE's	7
Expenditures	\$ 12,632,455
Funding Source	Water Fund

- Tested 70 homes built between 1983 and 1985 for lead and copper levels to **meet requirements of EPA and Oregon Health Authority**. Conduct a significant public outreach program to share the results of the October 2017 tests.
- Designed a replacement roof for the **C1 reservoir**; made improvements to the SCADA system; and purchased and configured a new Portable Chlorination Booster Station at A-2 Reservoir to decrease Nitrification and maintain chlorine residual.
- Designed the Myslony water main connection that will be constructed as part of the **Myslony Bridge project** to improve flow in the A-level pressure zone; completed design of the 63rd Water Main project that will replace a section of asbestos cement pipe; and added 5,000 feet of new water main through developer projects.
- Promoted a new **Water Division Manager**, Utility Technician III, and Utility Technician II from within the Department and recruited for a new Utility Technician I.



Goals for FY 2018/2019

- Continue to participate in regional water provider organizations, including the Regional Water Providers Consortium, the Portland Water Bureau Water Managers Advisory Board, and the Willamette River Water Coalition.
- Prepare a Water Supply Strategy to evaluate opportunities for system redundancy, understand customer values, understand implications of Portland's water filtration requirements, and better prepare for a reliable water future.
- Continue maintaining water quality in Tualatin's distribution and storage system by managing storage, collecting samples, flushing hydrants, assuring that backflow devices are functioning properly.
- Continue the lead/copper program including bi-annual sampling and providing public education materials to share results and encourage reduced exposure.
- Complete on-going system improvements, including the roof replacement for the C1 reservoir; construction of 1,100 feet of 16" waterline to create a loop and improve fire flow capacity in conjunction with the Myslony Bridge project; repainting the B2 reservoir exterior; and finishing the updated Water Master Plan.



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ -	\$ 325,257	\$ 372,410	\$ 422,860
Salaries and Wages-Temporary	-	2,642	-	-
Salaries and Wages-Overtime	-	16,525	10,000	10,000
Salaries and Wages-On-Call	-	6,542	7,800	6,840
Benefits-Employee Benefits	-	755	1,120	1,140
Benefits-FICA	-	26,439	28,215	32,580
Benefits-WC Insurance & Tax	-	11,411	9,455	12,835
Benefits-Pension	-	58,118	82,675	90,425
Benefits-Insurance	-	96,307	125,000	125,925
Benefits-Vacation Buy Back	-	4,839	-	-
Benefits-WC Contra	-	2,548	-	-
PERSONAL SERVICES	-	551,385	636,675	702,605
Office Supplies	-	69	-	-
Printing & Postage	13,827	17,076	23,700	23,700
Inventory Adjustment	(2,685)	-	1,000	1,000
Water Conservation	-	315	6,000	6,000
Water Purchases - For Tualatin	1,959,251	2,181,585	2,315,690	2,367,775
Hydrants	-	-	2,000	2,000
Meters	-	-	10,000	10,000
Uniforms & Safety Equipment	-	4,070	4,960	4,960
Cell Phones	-	989	2,700	2,700
Network/Online	-	6,659	7,340	7,700
Small Tools	536	4,938	5,000	5,000
Computer Equip & Software	-	-	23,000	27,000
Personal Computer/Laptop	-	11,791	-	-
TVWD - Jointline	-	-	5,000	5,000
TVWD - WA CO Lines	28,968	17,853	35,000	35,000
Consultants	4,442	49,545	159,000	107,000
Pump Stations - Electricity	-	42,311	63,820	65,765
Conferences & Meetings	-	506	2,000	2,800
Membership Dues	39,273	23,191	43,690	38,410
Staff Training	-	2,509	2,780	3,940
Staff/Dept Recognition	-	168	-	-
Administrative Expense	-	160	650	650



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Advertising - Recruitment	-	21	-	-
Merchant Discount Fees	29,906	49,714	50,000	57,000
Meter Reading	46,204	46,585	47,800	48,760
Contr R&M - Systems	719	129,702	156,520	163,520
Equipment Rental	-	-	1,260	1,260
Inventory Supplies	-	12,686	-	-
R&M - Systems	2,765	61,449	211,205	141,205
R&M - Lines	-	3,767	20,000	20,000
R&M - Hydrants	-	1,296	5,000	5,000
R&M - Reservoir	-	248	1,820	1,820
R&M - Pump Stations	-	-	1,000	1,000
R&M - Equipment	-	270	800	800
MATERIALS & SERVICES	2,123,206	2,669,474	3,208,735	3,156,765
Equipment & Furnishings	6,280	34,751	33,000	27,625
Projects Professional Svc	64,761	101,066	-	-
Projects Construction	535,062	342,927	-	-
Fund Projects	64,785	11,124	2,473,250	1,635,500
CAPITAL OUTLAY	670,889	489,867	2,506,250	1,663,125
Transfers Out - General Fund	1,152,200	1,437,620	1,613,290	1,510,970
Transfers Out - Building	9,710	10,185	10,690	11,500
Transfers Out -Enterprise Bond	502,550	558,900	559,750	558,500
Transfers Out - Operations	1,280,330	-	-	-
TRANSFERS OUT	2,944,790	2,006,705	2,183,730	2,080,970
Contingency	-	-	1,280,310	1,064,525
CONTINGENCY	-	-	1,280,310	1,064,525
Rate Stabilization Reserve	5,029,997	5,486,718	4,167,065	3,964,465
RESERVES & UNAPPROPRIATED	5,029,997	5,486,718	4,167,065	3,964,465
WATER FUND	\$ 10,768,882	\$ 11,204,149	\$ 13,982,765	\$ 12,632,455

Water Development (SDC) Fund

Tualatin's water system consists of 111 miles of pipes ranging in size from four inch to thirty-six 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 for water.

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	Jeff Fuchs
FTE's	0
Expenditures	\$ 1,246,310
Funding Source	Water Development Fund

Highlights of FY 2017/2018

- Supported the design of the **C1 Water Reservoir** roof repair and repainting project.
- Supported the design of the **Myslony waterline**

Goals for FY 2018/2019

- Complete the Water Master Plan and rate study update, supporting a liveable community with well-planned infrastructure.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Transfers Out - General Fund	\$ -	\$ 3,410	\$ 13,440	\$ 8,990
Transfers Out -Water Operating	320,000	8,466	466,600	280,000
TRANSFERS OUT	320,000	11,876	480,040	288,990
Contingency	-	-	722,560	957,320
CONTINGENCY	-	-	722,560	957,320
Future Years Projects	683,060	859,410	-	-
RESERVES & UNAPPROPRIATED	683,060	859,410	-	-
WATER DEVELOPMENT FUND	\$ 1,003,060	\$ 871,286	\$ 1,202,600	\$ 1,246,310

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Sewer

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ 176,088	\$ 269,772	\$ 343,365	\$ 379,335
Materials & Services	7,494,624	6,993,079	7,044,770	7,764,560
Capital Outlay	97,700	100,273	250,000	969,500
Transfers Out	1,422,430	1,027,190	1,079,825	1,252,515
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	5,083,630	4,489,360
Reserves & Unappropriated	7,041,548	7,114,051	1,824,350	1,317,965
Total Requirements	\$ 16,232,389	\$ 15,504,365	\$ 15,625,940	\$ 16,173,235



Sewer Operating Fund

The Sewer Operating Fund pays for the operations and maintenance of the City's sewer system, which consists of 88 miles of sewer pipes, over 6,000 sewer connections and hundreds of manholes. In addition to City facilities, eight miles of sewer pipe and ten lift stations are maintained by Clean Water Services (CWS) through an Intergovernmental Agreement. Clean Water Services (CWS) holds the Department of Environmental Quality (DEQ) permits for the Sanitary Sewer System. The Sewer Operating Fund is supported by user charges for sewer service. 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. Local monthly charges are used to fund City operation, maintenance, and capital investments in the collection system. Except for a small portion of the City sewer that flow to Lake Oswego, Tualatin's sewer is treated at Clean Water Services' Durham Wastewater Treatment Facility.

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

Current FY 17/18 Charges	Proposed FY 18/19 Charges	Difference
\$ 44.70	\$46.05	\$1.35

Highlights of FY 2017/2018

- Updated **Sanitary Sewer Master Plan**
- Cleaned more than 25% of the **Sanitary Sewer system** and video-inspected more than 15% of the system to meet CWS performance standards.
- Inspected, cleaned, and repaired **Sanitary Sewer lines**, as needed to provide dependable service to City of Tualatin Residents.

Summary

Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
FTE's	4
Expenditures	\$ 11,579,495
Funding Source	Sewer Fund

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

Goals for FY 2018/2019

- Meet or exceed CWS performance standards and State and Federal regulations for the Sanitary Sewer system operation.
- Inspect, clean, and repair the Sanitary Sewer systems as needed to provide prompt, dependable, and exceptional service and prevent any backups or overflows.
- Evaluate a monitoring alarm system on our 18" trunk line through the wetlands to track and help prevent sanitary sewer overflows.
- Enhance the Sanitary system maintenance and recording ability through use of Nexgen asset management software.
- Complete evaluation of SDC and rate structure for sanitary sewer program.

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ -	\$ 166,251	\$ 198,770	\$ 223,430
Salaries and Wages-Overtime	-	9,368	5,000	5,000
Salaries and Wages-On-Call	-	2,208	2,600	2,610
Benefits-Employee Benefits	-	457	480	595
Benefits-FICA	-	13,585	14,990	17,000
Benefits-WC Insurance & Tax	-	6,464	5,770	7,355
Benefits-Pension	-	19,115	44,370	43,010
Benefits-Insurance	-	48,099	71,385	80,335
Benefits-Sick Leave Buy Back	-	1,045	-	-
Benefits-Vacation Buy Back	-	3,531	-	-
Benefits-Comp Time Buy Back	-	17	-	-
Benefits-WC Contra	-	(368)	-	-
PERSONAL SERVICES	-	269,772	343,365	379,335
Printing & Postage	12,477	12,660	12,500	13,000
Uniforms & Safety Equipment	-	1,708	2,335	2,335
Medical & Other Testing	-	1,368	-	-
Cell Phones	-	624	635	635
Network/Online	-	1,396	960	960
Small Tools	-	2,018	1,980	2,000
User Charges - Tigard	11,648	10,733	12,910	13,300
User Charges - CWS	5,868,074	6,020,263	6,211,330	6,502,200
Consultants	-	-	50,000	50,000
Conferences & Meetings	-	830	1,625	1,625
Membership Dues	50	400	690	730
Publication, Rpt, Ref Matl	-	-	50	50
Staff Training	215	70	950	1,200
Administrative Expense	-	6	400	400
Advertising - Recruitment	-	30	-	-
Merchant Discount Fees	29,906	49,714	50,000	57,000
Stream Shading	20,770	-	-	-
Contr R&M - Systems	21,900	123,673	106,455	110,055
Contr R&M - FOG Insp.	-	-	11,200	11,200
Equipment Rental	-	-	500	500
Inventory Supplies	-	1,460	-	-



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
R&M - Systems	-	-	1,150	1,150
R&M - Pump Stations	-	255	1,250	1,250
R&M - Equipment	-	-	1,850	1,850
MATERIALS & SERVICES	5,965,038	6,227,209	6,468,770	6,771,440
Equipment & Furnishings	-	-	-	35,000
Fund Projects	15,373	-	200,000	500,000
CAPITAL OUTLAY	15,373	-	200,000	535,000
Transfers Out - General Fund	882,680	979,850	1,027,970	1,198,140
Transfers Out - Building	5,700	5,985	6,280	6,750
Transfers Out -Enterprise Bond	-	32,405	32,405	32,405
Transfers Out - Operations	529,020	-	-	-
TRANSFERS OUT	1,417,400	1,018,240	1,066,655	1,237,295
Contingency	-	-	1,211,820	1,338,460
CONTINGENCY	-	-	1,211,820	1,338,460
Future Years Projects	3,013,264	3,205,451	1,824,350	1,317,965
RESERVES & UNAPPROPRIATED	3,013,264	3,205,451	1,824,350	1,317,965
SEWER FUND	\$ 10,411,075	\$ 10,720,672	\$ 11,114,960	\$ 11,579,495

Sewer Development (SDC) Fund

The City of Tualatin's sanitary sewer system consists of 96 miles of sewer pipes, over 6,400 sewer connections, ten lift stations and hundreds of manholes.

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 for sanitary sewer. Sewer SDCs are one-time fees for connecting to the public sanitary sewer system that pay development's share of infrastructure cost (sewers, treatment, pump stations, etc.) 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 (CWS) and collected by the City: 96% is paid to CWS and the City retains 4%.

Highlights of FY 2017/2018

- Completed the **Sanitary Sewer Master Plan**.
- Processed SDC credit requests to development for sewer work needed to decommission the **Sequoia Ridge Pump Station** and connect the sewer basin to the **Saum Creek Pump Station**.

Summary

Department Manager	Jeff Fuchs
FTE's	0
Expenditures	\$ 4.593,740
Funding Source	Sewer Development Fund

Goals for FY 2018/2019

- Incorporate projects from newly developed Sanitary Sewer Master Plan into the citywide Capital Improvement Plan.



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Sys Dev Chg - CWS	\$ 1,388,896	\$ 765,870	\$ 576,000	\$ 993,120
MATERIALS & SERVICES	1,388,896	765,870	576,000	993,120
Fund Projects	-	100,273	50,000	434,500
CAPITAL OUTLAY	-	100,273	50,000	434,500
Transfers Out - General Fund	5,030	8,950	13,170	15,220
TRANSFERS OUT	5,030	8,950	13,170	15,220
Contingency	-	-	3,871,810	3,150,900
CONTINGENCY	-	-	3,871,810	3,150,900
Future Years Projects	4,028,284	3,908,600	-	-
RESERVES & UNAPPROPRIATED	4,028,284	3,908,600	-	-
SEWER DEVELOPMENT FUND	\$ 5,422,210	\$ 4,783,693	\$ 4,510,980	\$ 4,593,740

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Storm

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials & Services	685,639	962,801	1,317,590	1,383,625
Capital Outlay	65,822	231,593	515,000	400,625
Transfers Out	1,170,530	845,075	865,240	924,430
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	713,510	782,265
Reserves & Unappropriated	2,282,178	3,040,272	2,733,130	3,136,615
Total Requirements	\$ 4,204,169	\$ 5,079,741	\$ 6,144,470	\$ 6,627,560



Storm Water Operating Fund

Tualatin's storm drain system consists of approximately 89 miles of pipes, 12 drainage basins, over 2,800 catch basins, 82 public water quality facilities and hundreds of manholes. Clean Water Services (CWS) holds the Department of Environmental Quality (DEQ) permits for the Storm and Surface Water runoff systems. 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, maintenance, and new capital investment in the storm water system.

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

Current FY 17/18 Charges	Proposed FY 18/19 Charges	Difference
\$8.65	\$9.15	\$.50

Highlights of FY 2017/2018

- Cleaned and video-inspected more than 15% of the **Storm Sewer system** to meet CWS performance standards, including inspection, cleaning and repairing of storm lines, catch basins, field ditches, inlets and water quality manholes within the city to minimize flooding and inspected and performed preventative maintenance programs for water quality facilities. Performed utility locates for all utility franchise work.
- Maintained **public water quality facilities** by removing excessive vegetation and trimming to bring them back to their original design.

Summary

Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
Expenditures	\$ 6,165,710
Funding Source	Storm Drain Fund

- Responded to **customer service requests** to assist homeowners with Storm system questions and concerns.
- Used the **Nexgen Asset Management System** for reporting and continued asset management.

Goals for FY 2018/2019

- Continue maintaining the Storm system by cleaning the storm pipes on a six year cycle and inspecting storm sewer pipes with closed caption TV on an eight year cycle, inspecting and maintaining over 2,800 catch basins, inspecting and cleaning water quality manholes, and maintaining 82 water quality facilities to help treat and clean storm water runoff before it enters rivers and streams.
- Sweep city streets on a monthly cycle to remove debris to assist in keeping waterways, creeks and streams, clean and pollution free as required by the CWS permit.
- Finalize the Storm Drainage Master Plan and rate study and incorporate future Basalt Creek needs into the Plan.
- Begin programming and planning for capital projects identified in the Storm Water Master Plan.

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Printing & Postage	\$ 12,477	\$ 12,573	\$ 12,500	\$ 13,000
Uniforms & Safety Equipment	-	497	1,025	1,025
Network/Online	-	-	480	480
Small Tools	-	296	1,300	1,300
User Charges - Tigard	9,995	10,550	11,510	12,110
User Charge - Lake Oswego	86,651	92,207	99,205	106,130
User Charges - CWS	499,571	537,993	692,110	695,625
Consultants	148	-	50,000	50,000
Utilities - Water	1,390	1,736	2,000	2,000
Staff Training	-	251	375	375
Administrative Expense	-	-	90	90
Tualatin River Gauge	4,091	-	4,100	4,300
Stream Shading	-	19,816	20,000	20,000
Contr R&M - Systems	-	202,840	328,005	336,100
Contr R&M - Water Quality	-	-	1,000	1,000
Guardrails & Signs	-	-	5,000	5,000
Grounds & Landscaping	71,317	82,126	82,200	132,200
Equipment Rental	-	440	3,800	-
Inventory Supplies	-	240	-	-
R&M - Systems	-	606	1,710	1,710
R&M - Pump Stations	-	630	630	630
R&M - Equipment	-	-	550	550
MATERIALS & SERVICES	685,639	962,801	1,317,590	1,383,625
Equipment & Furnishings	-	-	15,000	27,625
Projects Professional Svc	8,944	63,965	-	-
Projects Construction	56,877	47,223	-	-
Fund Projects	-	-	225,000	303,000
CAPITAL OUTLAY	65,822	111,188	240,000	330,625
Transfers Out - General Fund	525,650	678,700	688,820	723,220
Transfers Out - Building	5,700	5,985	6,280	6,750
Transfers Out - Road Operating	-	27,560	28,840	47,760
Transfers Out - Sewer	-	113,390	113,310	125,110
Transfers Out -Enterprise Bond	-	19,440	19,440	19,440



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Transfers Out - Operations	639,180	-	-	-
TRANSFERS OUT	1,170,530	845,075	856,690	922,280
Contingency	-	-	362,140	392,565
CONTINGENCY	-	-	362,140	392,565
Future Years Projects	1,683,898	2,481,337	2,733,130	3,136,615
RESERVES & UNAPPROPRIATED	1,683,898	2,481,337	2,733,130	3,136,615
STORM DRAIN FUND	\$ 3,605,889	\$ 4,400,401	\$ 5,509,550	\$ 6,165,710

Storm Drain Development (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 for storm water. The storm water quality and quantity fees are established by Clean Water Services (CWS) and collected by the City. Capital construction of stormwater facilities is funded in part by SDCs, which are collected on a one-time basis to pay for development's share of infrastructure.

Summary

Department Manager	Jeff Fuchs
FTE's	0
Expenditures	\$ 461,850
Funding Source	Storm Drain Development Fund

Highlights of 2017/2018

- Continued working on the **Stormwater Master Plan** to identify needs throughout the City.

Goals for FY 2018/2019

- Complete the Stormwater Master Plan and rate study and incorporate new capital improvement projects into the city-wide Capital Improvement Plan.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Fund Projects	\$ -	\$ 120,404	\$ 275,000	\$ 70,000
CAPITAL OUTLAY	-	120,404	275,000	70,000
Transfers Out - General Fund	-	-	8,550	2,150
TRANSFERS OUT	-	-	8,550	2,150
Contingency	-	-	351,370	389,700
CONTINGENCY	-	-	351,370	389,700
Future Years Projects	598,280	558,935	-	-
RESERVES & UNAPPROPRIATED	598,280	558,935	-	-
STORM DRAIN DEVELOPMENT	\$ 598,280	\$ 679,339	\$ 634,920	\$ 461,850

City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Streets

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	243,018	274,975	288,380	477,950
Materials & Services	1,317,949	1,207,532	2,122,700	1,976,420
Capital Outlay	336,894	590,883	2,148,000	2,665,125
Transfers Out	1,251,391	1,158,550	1,872,510	2,368,790
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	7,676,610	6,877,970
Reserves & Unappropriated	8,642,983	9,339,951	431,720	1,128,645
Total Requirements	\$ 11,792,235	\$ 12,571,890	\$ 14,539,920	\$ 15,494,900



Road Utility Fee Fund

The Road Utility Fund is used to maintain Tualatin's 78 miles of streets in outstanding condition. The Fund pays for road overlays, crack sealing, slurry sealing, and full depth pavement patching. The fund also pays for curb ramps replacement associated with the overlay program and the costs associated with the Reverse Frontage and Sidewalk/Street Tree maintenance, which support the public beautification. 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. 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.

Highlights of FY 2017/2018

- Repaired **crosswalks** throughout town with new paint or thermoplastic.
- Installed 33 **curb ramps**.
- Slurry sealed 54,829 square yards of **roads**.
- Overlaid 5 **streets** throughout town.
- Striped **roads** in need of striping in the fall and spring.
- Replaced all damaged legions around town (arrows, bikes, combo arrows) on **roadways**.
- Cleaned and replaced over 100 **signs** due to low retro-reflectivity levels.



Summary

Department Manager	Jeff Fuchs
FTE's	0
Expenditures	\$ 1,793,270
Funding Source	Road Utility Fee

Goals for FY 2018/2018

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

- Assess, prioritize and make corrections to sidewalks and street trees within 1/3 of the City.
- Maintain high levels of street cleaning throughout the City.
- Continue to monitor and repair crosswalk paint/thermoplastic and signs.
- Information to neighborhoods and affected areas, before and during road work.
- Scheduled in conjunction with road work.
- Continue overlay, slurry and crack sealing program.

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Printing & Postage	\$ 12,477	\$ 12,573	\$ 13,500	\$ 13,500
Road Fees to Tigard	6,465	10,462	8,300	11,510
R&M - Streets	363,101	229,302	975,400	800,000
Sidewalk/Tree Program	42,818	63,408	72,500	75,000
Reverse Frontage Program	175,981	170,632	173,130	174,565
MATERIALS & SERVICES	600,840	486,377	1,242,830	1,074,575
Transfers Out - General Fund	135,670	125,080	146,180	101,100
Transfers Out - Road Operating	96,755	139,960	145,400	216,350
Transfers Out -Enterprise Bond	-	6,480	6,480	6,480
Transfers Out - Operations	95,760	-	-	-
TRANSFERS OUT	328,185	271,520	298,060	323,930
Road Maintenance	137,129	437,794	5,780	394,765
RESERVES & UNAPPROPRIATED	137,129	437,794	5,780	394,765
ROAD UTILITY FEE FUND	\$ 1,066,154	\$ 1,195,691	\$ 1,546,670	\$ 1,793,270



Road Operating Fund

The Road Operating Fund funds the work required to build and maintain a safe and reliable transportation system for vehicles, pedestrians, and cyclists. Work paid for by this fund includes inspection, maintenance, and replacement of road striping, legends, stop bars, and crosswalks; inspection and repair of sidewalks and bike facilities; installation, inspection, and maintenance of traffic signs and street lights; contracted street sweeping service to keeping curb and inlets clean for proper road drainage; and snow plowing, deicing, and sanding the roadways in the winter.

The City's street system consists of 91 miles of streets (78 miles are City maintained, eight miles are maintained by Washington and Clackamas Counties and 5 miles by the State of Oregon) and 48 traffic signals (22 are City-owned, 18 are County-owned and eight are State-owned).

The Road Operating Fund receives its revenue from a share of the Washington County gasoline tax and vehicle license fee 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 \$72.48 per capita for FY 2018/19.

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 2017/2018

- Swept every City street once a month to meet the requirements of the **Storm Water Management program**.
- Maintained **Pavement Condition Index (PCI)** rating in the Very Good category.
- Respond to **snow and ice events** by applying de-icer, plowing, and sanding roadways when needed.

Summary

Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
FTE's	4
Expenditures	\$ 5,881,030
Funding Source	Road Operating Fund

- Worked with Washington County to adjust **traffic signals and synchronize signal timing** along Tualatin-Sherwood Road and at major intersections and with the County's SCATS system. SCATS is an intelligent traffic management system that synchronizes traffic signals to optimize traffic flow through corridor.
- Installed **pedestrian safety improvement projects**, including a new pedestrian crossing at Mohawk, a pedestrian activated signal on Leveton Drive, and a new crosswalk and median on 104th and Rayborn.

Goals for FY 2018/2019

- **Council Vision - A Funded Transportation System:** Complete the Myslony Bridge construction project.
- **Council Vision - A Funded Transportation System:** Begin designing the Sagert Street pedestrian improvements.
- **Council Vision - A Connected, Informed, and Engaged Community:** Continue working with Citizen Involvement Organizations (CIOs) and neighbors to install pedestrian friendly transportation projects.
- Ensure all striping and pavement markings are visible and in good condition by inspecting, maintaining and repairing as needed.

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Salaries and Wages-Full Time	\$ -	\$ 156,389	\$ 161,525	\$ 282,065
Salaries and Wages-Overtime	-	9,775	6,000	6,000
Salaries and Wages-On-Call	-	774	1,200	3,455
Benefits-Employee Benefits	-	457	480	595
Benefits-FICA	-	12,249	12,385	21,620
Benefits-WC Insurance & Tax	-	9,539	9,540	11,555
Benefits-Pension	-	35,056	45,680	71,315
Benefits-Insurance	-	49,966	51,570	81,345
Benefits-Sick Leave Buy Back	-	1,045	-	-
Benefits-WC Contra	-	(276)	-	-
PERSONAL SERVICES	-	274,975	288,380	477,950
Printing & Postage	-	622	200	200
Inventory Adjustment	(1,376)	-	-	-
Street Landscape Material	1,334	1,138	1,575	1,650
Uniforms & Safety Equipment	-	3,379	2,235	2,230
Cell Phones	-	580	635	635
Network/Online	-	1,013	480	480
Small Tools	-	2,043	3,860	3,860
Computer Equip & Software	-	1,500	1,500	1,500
Personal Computer/Laptop	-	-	425	425
Consultants	-	55,952	50,000	50,000
Utilities - Signals	27,598	27,308	30,000	30,000
Street Lights	322,696	338,609	410,000	430,000
Conferences & Meetings	-	1,583	1,625	1,625
Membership Dues	-	80	140	140
Publication, Rpt, Ref Matl	-	-	135	140
Staff Training	-	734	2,290	2,290
Administrative Expense	-	104	400	400
Guardrails & Signs	-	-	2,000	2,000
Grounds & Landscaping	-	9,090	7,000	7,000
Contr R&M - Road Strip	-	60,506	77,000	77,000
Street Sweeping	-	151,484	128,830	128,830
Emergency Road Clean-up	-	6,652	9,850	9,850
Signal Maintenance	40,838	45,951	63,350	65,250



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Commons St Light Maint	-	-	11,000	11,000
Equipment Rental	-	-	1,000	1,000
Inventory Supplies	-	5,787	-	-
R&M - Guardrails, signs	-	(5,456)	20,200	20,200
R&M Streets	-	12,454	53,640	53,640
R&M - Equipment	-	43	500	500
MATERIALS & SERVICES	391,089	721,155	879,870	901,845
Equipment & Furnishings	-	27,668	15,000	8,125
Projects Administration	140	-	-	-
Projects Professional Svc	210,758	232,080	-	-
Projects Construction	5,281	75,825	-	-
Fund Projects	51,327	255,310	2,133,000	2,332,000
CAPITAL OUTLAY	267,506	590,883	2,148,000	2,340,125
Transfers Out - General Fund	549,890	757,590	665,010	736,420
Transfers Out - Park Develop	1,446	-	-	-
Transfers Out -Enterprise Bond	-	19,440	19,440	19,440
Transfers Out - Operations	281,870	-	-	-
TRANSFERS OUT	833,206	777,030	684,450	755,860
Contingency	-	-	600,110	671,370
CONTINGENCY	-	-	600,110	671,370
Future Years Projects	2,471,427	2,105,284	327,790	635,730
Footpath/Biketrail Reserve	98,145	98,145	98,150	98,150
RESERVES & UNAPPROPRIATED	2,569,572	2,203,429	425,940	733,880
ROAD OPERATING FUND	\$ 4,061,374	\$ 4,567,471	\$ 5,026,750	\$ 5,881,030

Transportation Development Tax Fund (TDT)

This fund is mandated by state law and is used to receive and expend Transportation Development Taxes (TDTs) that are collected from all new development in the City for transportation. 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 TDT is both a tax and a system development charge. The TDT took effect on July 1, 2009 and replaced the previous Washington County Traffic Impact Fee (TIF). City Council established the same fee rate in the Clackamas County portion of the City as well.

Highlights of FY 2017/2018

- Supported the design and right of way acquisition for **Myslony Bridge**.
- Supported the public involvement process with the **Garden Corner Curves concept study**.

Summary

Department Manager	Jeff Fuchs
FTEs	0
Expenditures	\$ 8,120,600
Funding Source	Transportation Development Tax Fund

Goals for FY 2018/2019

- **Council Vision - An Affordable, Livable, and Safe Community:** Support an active, livable community by beginning design and construction of complete sidewalks on Boones Ferry Road from the High School south to the city limits.
- **Council Vision - A Funded Transportation System:** Support transportation connectivity with the construction and completion of Myslony Bridge.



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Fund Projects	\$ -	\$ -	\$ -	\$ 325,000
CAPITAL OUTLAY	-	-	-	325,000
Transfers Out - Road Operating	90,000	110,000	890,000	1,289,000
TRANSFERS OUT	90,000	110,000	890,000	1,289,000
Contingency	-	-	7,076,500	6,506,600
CONTINGENCY	-	-	7,076,500	6,506,600
Future Years Projects	5,936,282	6,698,728	-	-
RESERVES & UNAPPROPRIATED	5,936,282	6,698,728	-	-
TRANSPORTATION DEV TAX	\$ 6,026,282	\$ 6,808,728	\$ 7,966,500	\$ 8,120,600

Core Area Parking District Fund

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.

Summary

Division Manager	Clay Reynolds
Number of Businesses in Core Area	68
Expenditures	\$ 220,500
Funding Source	Core Area Parking District Fund

Highlights of FY 2017/18

- Improved **communications** and website information.
- Finalized **ADA impacts** and update funding plan.
- Following **ADA transition plan**, implemented repairs as funding allows.
- Annual Safety/ADA **inspections**.
- Administered May and September annual **parking lot surveys**.
- Continued evaluation of options to balance revenues and expenditures.
- Determined needs of the Core Area Parking and collect annual taxes to sufficiently operate the District.
- Monitored **parking violations** for all public parking areas.

Goals for FY 2018/19

- Determine needs of the Core Area Parking District and collect annual taxes to sufficiently operate the District
- Complete ADA annual inspections.
- Administer bi-annual parking lot surveys in May and September.
- Review and update ADA funding plan.
- Maintain Core Area Parking lots and monitor parking usage violations.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Printing & Postage	\$ -	\$ -	\$ 100	\$ 100
Botanical & Chem Supplies	-	-	1,000	1,000
Consultants	8,682	359	1,000	1,000
Utilities - Parking Lots	9,766	11,960	8,700	9,360
Administrative Expense	327	286	300	300
Guardrails & Signs	-	73	400	400
Street/Parking Lot Lights	2,187	-	200	200
Grounds & Landscaping	2,846	2,655	3,700	3,700
Parking Lot Striping	1,050	-	4,200	4,200
Parking Lot Sweeping	600	895	2,100	2,200
R&M - Parking Lots	-	-	4,000	3,000
MATERIALS & SERVICES	25,458	16,228	25,700	25,460
Fund Projects	12,837	-	37,000	-
CAPITAL OUTLAY	12,837	-	37,000	-
Transfers Out - General Fund	26,950	26,950	29,330	28,060
TRANSFERS OUT	26,950	26,950	29,330	28,060
Contingency	-	-	13,800	8,030
CONTINGENCY	-	-	13,800	8,030
General Account Reserve	103,856	113,861	64,025	113,450
Future Years Projects	45,500	45,500	45,500	45,500
RESERVES & UNAPPROPRIATED	149,356	159,361	109,525	158,950
CORE AREA PARKING DISTRICT	\$ 214,601	\$ 202,539	\$ 215,355	\$ 220,500

The City's debt service is broken into two categories and is recorded in separate funds for each category. They are General Obligation 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 2018-19 is \$0.22 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. Final principal payment on this bond will be made in December, 2018.

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, and refunded in 2014. 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. Also included in this fund is the debt service for the Full Faith and Credit loan for the Operations Center Warehouse, which was previously recorded in the Operations Fund.





City of Tualatin
Fiscal Year 2018 - 2019
Proposed Budget - Debt Service

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials & Services	450	450	750	495
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
Debt Service	1,461,888	1,601,563	1,600,925	1,600,410
Other Financing Uses	-	-	-	-
Contingency	-	-	-	-
Reserves & Unappropriated	581,421	567,661	543,340	540,120
Total Requirements	\$ 2,043,759	\$ 2,169,674	\$ 2,145,015	\$ 2,141,025

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, will be retired in FY 2018/19.

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 996,800
Funding Source	General Obligation Bond Fund





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Principal - 05 Parks Bond	190,000	195,000	205,000	215,000
Principal - 06 Library Bond	200,000	210,000	215,000	225,000
Principal - 08 Refunding Bond	310,000	330,000	345,000	360,000
Interest - 05 Parks Bond	87,863	80,163	72,165	63,765
Interest - 06 Library Bond	116,825	108,113	99,620	91,370
Interest - 08 Refunding Bond	54,650	41,850	26,625	9,000
DEBT SERVICE	959,338	965,125	963,410	964,135
General Account Reserve	93,706	76,598	53,090	32,665
RESERVES & UNAPPROPRIATED	93,706	76,598	53,090	32,665
GENERAL OBLIGATION BOND	1,053,044	1,041,723	1,016,500	996,800

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.

Also included in this fund, beginning in FY 2016/17, is the debt service in the Full Faith and Credit financing for the Operations Center Warehouse. The debt service was previously recorded in the Operations Fund and is paid for through the transfer from the Utility Funds.

Summary

Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 1,144,225
Funding Source	Enterprise Bond Fund





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Bond Registration & Exp	450	450	750	495
MATERIALS & SERVICES	450	450	750	495
Principal - 05 Water Bonds	345,000	360,000	370,000	380,000
Principal - Warehouse Finance	-	102,338	105,795	109,045
Interest - 05 Water Bonds	157,550	147,050	137,900	126,650
Interest - Warehouse Finance	-	27,051	23,820	20,580
DEBT SERVICE	502,550	636,438	637,515	636,275
Bond Indenture Reserve	487,715	491,063	490,250	507,455
RESERVES & UNAPPROPRIATED	487,715	491,063	490,250	507,455
ENTERPRISE BOND FUND	990,715	1,127,951	1,128,515	1,144,225

City of Tualatin
As of June 30, 2018
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
2019	800,000	164,131	964,131	380,000	126,650	506,650	109,035	20,576	129,611
2020	455,000	137,689	592,689	395,000	113,050	508,050	112,377	17,235	129,612
2021	475,000	119,448	594,448	415,000	96,850	511,850	115,780	13,831	129,611
2022	500,000	100,263	600,263	430,000	79,950	509,950	119,370	10,242	129,612
2023	520,000	80,127	600,127	450,000	62,350	512,350	123,028	6,584	129,612
2024	540,000	58,900	598,900	465,000	44,050	509,050	124,436	2,811	127,247
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						
2028	-	-	-						
	<u>4,480,000</u>	<u>722,327</u>	<u>5,202,327</u>	<u>3,530,000</u>	<u>555,425</u>	<u>4,085,425</u>	<u>704,026</u>	<u>71,279</u>	<u>775,305</u>



CITY OF TUALATIN

BONDED DEBT PER CAPITA

LAST TEN FISCAL YEARS

June 30, 2017

Fiscal Year	Governmental Activities					Business-type Activities		Total	Population	Per Capita
	General Obligation Bonds	Full Faith and Credit Obligations	Capital Leases	Limited Tax Bonds	Urban Renewal Agency Bonds	Full Faith and Credit Obligations	Water Revenue Bonds			
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	1,100,000	-	-	-	-	5,065,000	13,520,000	26,925	502.14
2015	6,680,000	1,011,988	-	-	-	4,664,994	345,000	12,701,982	26,590	477.70
2016	5,980,000	912,611	-	-	-	4,624,496	-	11,517,107	26,840	429.10
2017	5,245,000	810,039	-	-	-	4,223,995	-	10,279,034	26,960	381.27

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	Per Capita
2008	10,220,000	4,644,886,174	0.22%	398.44
2009	9,950,000	4,942,802,507	0.20%	382.10
2010	9,645,000	4,734,984,802	0.20%	369.12
2011	9,235,000	4,406,469,302	0.21%	353.02
2012	8,630,000	4,163,768,490	0.21%	329.77
2013	8,005,000	4,078,906,996	0.20%	301.96
2014	7,355,000	4,284,840,835	0.17%	273.17
2015	6,680,000	4,720,396,512	0.14%	251.22
2016	5,980,000	5,060,754,376	0.12%	222.80
2017	5,245,000	5,545,539,397	0.09%	194.55

Source: Current and previous CAFR's

CITY OF TUALATIN

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

June 30, 2017

Jurisdiction	General Obligation Debt Outstanding	Percent Applicable Inside City of Tualatin	Amount Applicable Inside City of Tualatin
City of Tualatin	\$ 6,055,039	100.0000%	\$ 6,055,039
Clackamas County	155,330,136	0.9925% *	1,541,588
Clackamas County District 3J (West Linn/Wilsonville)	229,668,066	1.2671%	2,910,140
Clackamas County School District 7J (Lake Oswego)	90,618,476	1.6858%	1,527,628
Clackamas County ESD	22,820,637	0.4888%	111,543
Clackamas Community College	102,608,913	1.1196%	1,148,811
Metro	183,510,000	2.7610%	5,066,724
Portland Community College	302,090,000	3.0630%	9,252,978
Washington County	232,130,277	1.5258%	3,541,885
Rivergrove Water District 14J	627,528	0.0978%	614
Tualatin Valley Fire and Rescue District	48,820,000	9.4073%	4,592,640
Washington County School District 23J (Tigard-Tualatin)	269,654,318	11.3697%	30,658,779
Washington County School District 88J (Sherwood)	220,719,911	6.6229%	14,618,064
Subtotal overlapping debt			74,971,394
Direct and overlapping debt			<u>\$ 81,026,433</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, 2017

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

True Cash Value	\$ 4,070,077,246
Rate	<u>x 3%</u>
Debt limit	122,102,317
Debt applicable to limit	<u>5,168,402</u>
	<u><u>\$ 116,933,915</u></u>

Legal debt margin

Fiscal year ended June 30,	Debt Margin as a Percentage of Debt Limit	Debt limit	Debt applicable to limit	Legal debt margin
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
2015	94.10%	111,351,080	6,575,004	104,776,076
2016	94.97%	117,114,807	5,886,294	111,228,513
2017	95.77%	122,102,317	5,168,402	116,933,915

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



Executive Summary

Tualatin Capital Improvement Plan FY 2018/2019 –FY 2027/2028

The City of Tualatin’s Capital Improvement Plan (CIP) establishes, prioritizes, and plans funding for projects to improve existing and develop new infrastructure and facilities. This plan promotes efficient 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 expenditures beyond routine annual operating expenses in all categories, and a ten-year roadmap for transportation and utilities. 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 necessarily been determined.

THE CIP PROCESS

The CIP is the result of an ongoing infrastructure planning process. Planning for the ten-year CIP period for transportation and utilities provides the flexibility to take advantage of opportunities for capital investments. The 2019-2028 CIP is developed through compliance with adopted policies and master plans, the public, professional staff, and elected and appointed City officials. The Draft CIP is reviewed by City Advisory Committees, and then presented to the City Council. The projects listed in the 2018/2019 fiscal year become the basis for preparation of the City’s budget for that year.

CIP REVIEW TEAM

The CIP Review Team is responsible annually for reviewing General Fund-funded capital project proposals and providing recommendations to the City Manager. This team is comprised of staff from most City departments. This team analyzes the financial impact of the CIP as well as the City’s ability to process, design, and ultimately maintain projects. The review team meets periodically in the fall of each 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 maintenance of City assets and infrastructure;
- protect the present with improvements to City facilities and infrastructure; and
- plan for the future.

CATEGORIES

Projects generally fit within the five primary categories identified below:

- **Utilities** – projects involving water, storm, and sewer 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

There are always more project requests than can be funded in the ten-year CIP period, so the CIP Review Team considers many factors. The criteria used in the ranking process include, but are not limited to:

Addressing health and safety concerns – enhancing, improving, or protecting overall health and safety of the City's residents;

Supporting Council goals - supporting the goals established by the City Council, meeting city-wide long-term goals, and meeting the Tualatin Community Plan;

Meeting a regulatory or mandated requirement – proposed projects satisfy regulatory or mandated requirements;

Considering 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;

Including outside funding and partnerships - outside funding has been identified, committed to, or may be obtained through other revenue sources or partnerships;

Implementing a Master Plan - maintenance and development of existing or new facilities and infrastructure is identified in one of the City's Master Plans, enabling 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 ten fiscal years. The plan will be produced every year prior to the annual budget process. The plan is arranged in two five-year sections.

Looking at the City's capital projects in terms of revenue over the next ten years also allows the City to be more strategic in matching large capital projects with competitive grant opportunities that require significant advance planning and coordination to accomplish. Examples are projects with federal funding, or those projects so large they are likely to need financing.

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 financial 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 in this five year CIP total approximately \$26 million. Roughly \$6 million of the funded projects are utility projects and \$13 million in transportation projects have been identified.

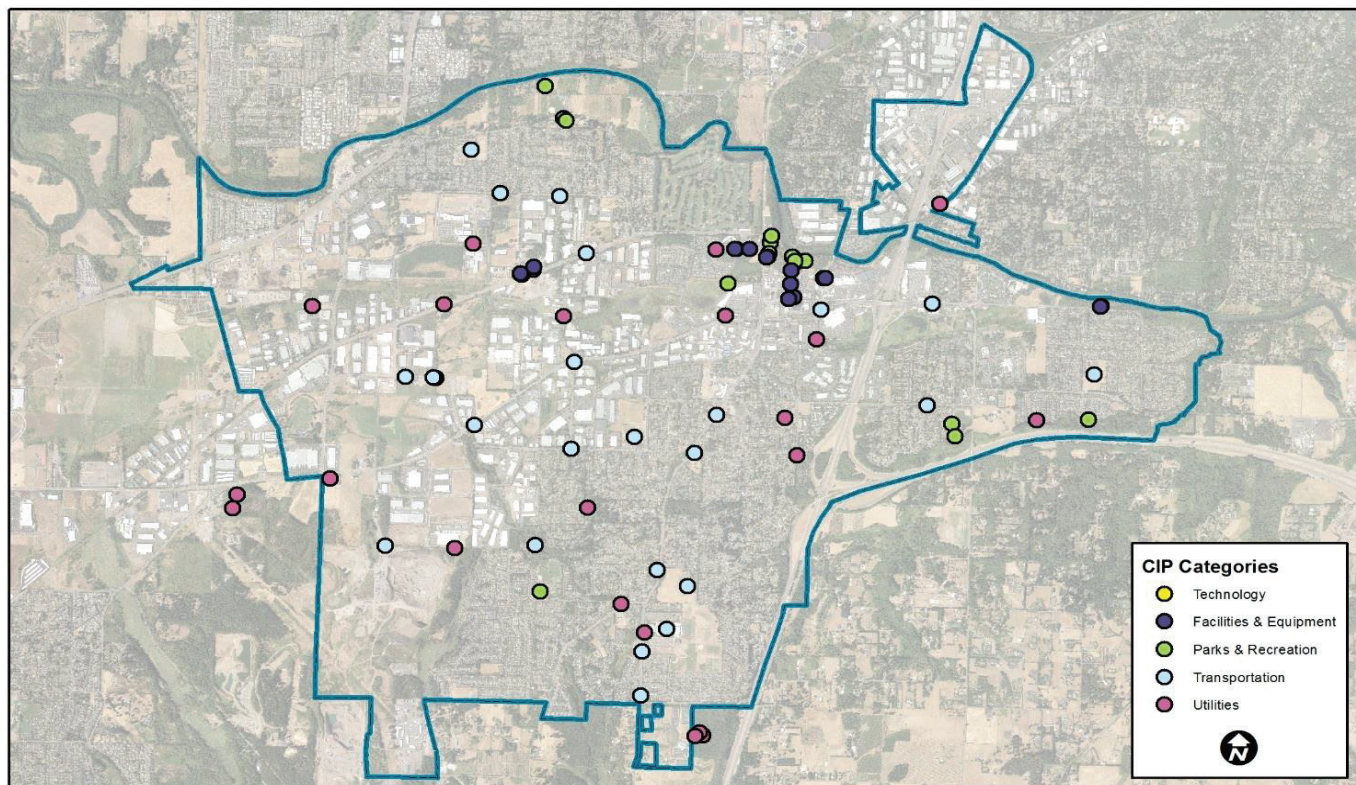
Detailed project sheets are grouped by category and sorted by fiscal year for all funded projects included in the CIP. Project sheets are designed to explain the need for the project, type of project, the criteria met, funding sources, and provide cost information including potential on-going costs.

Appendix A includes an extended CIP showing FY 23/24- 27/28 for utilities and transportation projects.

Appendix B identifies \$430 million in unfunded projects 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; future year projections have been adjusted for inflation using an annual inflation estimate of 3.25% compounded annually for year of construction.

Total Project Cost by Category

	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Grand Total
Facilities & Equipment	414,000	1,519,000	1,539,000	574,000	741,000	4,787,000
Parks & Recreation	252,000	1,332,000	114,000	0	0	1,698,000
Technology	40,000	165,000	132,000	23,000	0	360,000
Transportation	1,733,000	1,574,000	415,000	5,547,000	3,478,000	12,747,000
Utilities	2,492,000	1,055,000	837,000	1,318,000	764,000	6,466,000
Grand Total	4,931,000	5,645,000	3,037,000	7,462,000	4,983,000	26,058,000





Fund Title	Project Name	FY18/19
General Fund: Information Services	Battery Backup Replacement	\$ 10,000
General Fund: Information Services	Camera System Replacement and Expansion	\$ 30,000
General Fund: Police	Vehicle Replacement	\$ 182,000
General Fund: Library	Library Furniture Replacement	\$ 28,000
General Fund: Building Maintenance	Graffiti Removal Pressure Washer	\$ 7,500
General Fund: Building Maintenance	Mini Excavator - Shared Vehicle	\$ 6,000
General Fund: Building Maintenance	Van Raden & CS Admin Buildings Exterior Paint	\$ 14,000
General Fund: Parks Maintenance	Mini Excavator - Shared Vehicle	\$ 6,000
Total General Fund		\$ 283,500
Water	Dump Trailer - Shared Vehicle	\$ 1,125
Water	Flatbed for Hook Truck - Shared Vehicle	\$ 1,500
Water	Mini Excavator - Shared Vehicle	\$ 25,000
Water	124th Street Interconnect	\$ 22,000
Water	Water Supply Strategy	\$ 75,000
Water	Myslony Water Line	\$ 30,000
Water	Water Main Relocation: I-5 SB Ramp @ Nyberg	\$ 47,000
Water	Water Master Plan Update	\$ 50,000
Water	Water Reservoir: A1 Exterior & Interior	\$ 348,500
Water	Water Reservoir: B2 Exterior	\$ 133,000
Water	Water Reservoir: C1 Exterior & Interior	\$ 930,000
Total Water Fund		\$ 1,663,125
Building	Vehicle Replacement	\$ 36,000
Total Building Fund		\$ 36,000
Sewer	Sewer Easement Machine - Shared with Lake Oswego	\$ 35,000
Sewer	65th Avenue/Nyberg Lane Trunk Line	\$ 200,000
Sewer	Rosewood Sewer Line	\$ 300,000
Total Sewer Fund		\$ 535,000
Sewer Development	SDC Credit - Sagart Farms	\$ 434,500
Total Sewer Development Fund		\$ 434,500
Storm Drain	Dump Trailer - Shared Vehicle	\$ 1,125
Storm Drain	Flatbed for Hook Truck - Shared Vehicle	\$ 1,500
Storm Drain	Mini Excavator - Shared Vehicle	\$ 25,000
Storm Drain	Nyberg Creek at Martinazzi Avenue	\$ 200,000
Storm Drain	Sequoia Ridge Water Quality Facility	\$ 103,000
Total Storm Drain Fund		\$ 330,625
Storm Drain Development	Storm Drain Master Plan Update	\$ 70,000
Total Storm Drain Development Fund		\$ 70,000
Road Operating	Airless Sprayer, Flatbed for Hook Truck, & Dump Trailer	\$ 8,125
Road Operating	65th Avenue & Hospital Pedestrian Concept Study	\$ 10,000
Road Operating	124th & Blake Signal	\$ 649,000
Road Operating	Blake Street Concept Study	\$ 100,000
Road Operating	Boones Ferry & Alabama Pedestrian Concept Study	\$ 10,000
Road Operating	Boones Ferry & Arikara Pedestrian Concept Study	\$ 10,000
Road Operating	Grahams Ferry & Dogwood Pedestrian Concept Study	\$ 20,000
Road Operating	Myslony Bridge: West of 112th Ave	\$ 1,062,000
Road Operating	Ped-friendly/Traffic Calming/Neighborhood Solutions	\$ 80,000
Road Operating	Sagert Street Pedestrian Projects (CDBG Funded)	\$ 391,000
Total Road Operating Fund		\$ 2,340,125

Fund Title	Project Name	FY18/19
Transportation Development Tax	Boones Ferry Sidewalk Infill	\$ 325,000
Total Transportation Development Tax Fund		\$ 325,000
Parks Development	Parks and Recreation Master Plan Update	\$ 75,000
Parks Development	Ibach Park Play Area Renovation	\$ 273,000
Parks Development	SDC Reimbursement for Trail Projects Paid by Developer	\$ 1,540,700
Parks Development	Tualatin River Greenway: Land Acquisition	\$ 1,019,740
Total Parks Development Fund		\$ 2,908,440



Project Summary By Category

Facilities & Equipment	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Brown's Ferry C. Center: ADA Ramp and Deck		22,000			
Brown's Ferry C. Center: HVAC Unit Replacement				13,000	
Comm. Services Admin. Building: ADA Ramp Replacement			13,000		
Comm. Services Admin. Building: Roof Replacement		50,000			
Core Area Parking Maintenance: Blue Lot Slurry Seal			13,000		
Core Area Parking Maintenance: Red & Yellow Lots Slurry Seal					13,000
Core Area Parking Maintenance: White Lot Slurry Seal				32,000	
Core Area Parking: ADA Project- Blue Lot	77,000				
Core Area Parking: ADA Project- Red Lot		33,000			
Library & City Offices: Carpet Replacement					106,000
Library & City Offices: HVAC Unit Replacement					32,000
Library Furnishing Replacement	28,000	21,000	53,000	51,000	
Operations: Building A Carpet Replacement					23,000
Operations: Building A HVAC Unit Replacement		15,000		11,000	11,000
Operations: Public Parking Lot Expansion		53,000			
Operations: Remodel Administration Bldg. A		33,000	934,000		
Operations: Warehouse & Public Lot Slurry Seal		51,000			
Operations: West Parking Lot Full Depth Patch		19,000			
Police Station: HVAC Unit Replacements		45,000	10,000	15,000	11,000
Tualatin Heritage Center: Carpet Replacement				14,000	
Tualatin Heritage Center: HVAC Replacement					16,000
Vehicles	309,000	1,177,000	516,000	438,000	529,000
Facilities & Equipment Total	414,000	1,519,000	1,539,000	574,000	741,000

Project Summary By Category

Parks & Recreation	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Atfalati Park: Playground Renovation		160,000			
Atfalati Park: Tennis Court Reconstruction		160,000			
Community Park: Field Lighting Retrofit		213,000			
Community Park: Parking Lot North Drive Aisle		95,000			
Community Park: Skate Park Recognition Plaques			17,000		
Greenways: Saum Creek Greenway Renovation at Venetia Subdivision		213,000			
Greenways: Tualatin River Greenway- Green Lot to Community Park		85,000			
Ibach Park: Playground Improvements	98,000				
Juanita Pohl Center: Parking Lot Repair			64,000		
Juanita Pohl Center: Roof		114,000			
Jurgens Park Playground Improvements		203,000			
Jurgens Park: Master Plan Update for Westside Addition			33,000		
Jurgens Park: Renovate Planter Boxes		21,000			
Tualatin Commons Bench Replacement		40,000			
Tualatin Commons Fountain Improvements	140,000				
Van Raden Comm Center & CS Admin. Building: Exterior Paint	14,000				
Van Raden Comm Center: Window Replacement		28,000			
Parks & Recreation Total	252,000	1,332,000	114,000	0	0

Technology	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Battery Backup Replacement	10,000	16,000			
Camera System Replacement and Expansion	30,000				
Computer Server Replacements		85,000			
Library Public Technology Replacement			22,000	23,000	
Microsoft Operating System 10		37,000			
Network Switch Replacement			110,000		
Wireless Backend Replacement		27,000			
Technology Total	40,000	165,000	132,000	23,000	0



Project Summary By Category

Transportation	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
*Avery St at Boones Ferry: Add Bike Lanes on East Leg (BP5)				133,000	
*Blake Street: New Road 115th to 124th					1,172,000
Boones Ferry Rd and Arikara Dr: Pedestrian Concept Study	10,000				
Boones Ferry Road Sidewalk In-fill (R12)	325,000				
Garden Corner Curves (105th Ave/Blake St/108th Ave) (R7)			415,000	711,000	2,174,000
Hedges Creek Pedestrian Bridge: Upgrade surface (BP6)				114,000	
*Herman Rd: Widening Tualatin to Teton Rd (R3)		725,000		4,456,000	
*Martinazzi Ave, Warm Springs to Boones Ferry Rd: Concept Study (R14)					59,000
Myslony Bridge: west of 112th Ave (R28)	1,062,000				
*Nyberg St: Improve Bike Lane on East Side of Interchange (BP15)					73,000
*Nyberg St and I-5 Interchange: Bike Lane Improvements (BP13)				27,000	
*Sagert St, 72nd to Wampanoag: Pedestrian Connectivity	336,000				
*School Wayfinding Signs (BP1)				83,000	
Transportation System Plan: Mid-term Update		200,000			
Tualatin Rd and Teton Ave: New Traffic Signal (R33)		649,000			
Tualatin Rd: Add Traffic Signs (R38)				23,000	
Transportation Total	1,733,000	1,574,000	415,000	5,547,000	3,478,000

* These projects rely on outside funding and will only proceed if funding is secured.

Project Summary By Category

Utilities	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Sewer					
North Martinazzi Trunk: Chelan St to Seminole Trail					130,000
North Martinazzi Trunk: Seminole Trail to Sagert St					130,000
Teton Trunk: Manhasset Dr to Spokane Ct					94,000
Sewer Total					354,000
Storm					
Grahams Ferry Rd and Ibach St: Upgrade Stormwater Outfall					235,000
Herman Rd. Water Quality Facility/LIDA Swale	63,000				
Nyberg Creek at Martinazzi Assessment	200,000				
Sequoia Ridge Water Quality Facility	103,000				
Sweek Dr/Emery Zidell Pond B		107,000			
Storm Total	366,000	107,000			235,000
Water					
ASR Well Rehabilitation	350,000				
B Level Pump Station (PS-1)		203,000	837,000		
Blake Street to 115th Avenue: Install 12" Water Pipe	413,000				
Boones Ferry Rd: Fire Hydrants near High School (P-5)		106,000			
Leveton Dr: Complete Loop System for Fire Flow (P-4)				170,000	
Myslony St and 112th Ave: Loop System (P-3)	30,000				
Norwood Rd Tanks: New Water Line to Tanks (P-8)				1,148,000	
SCADA System Improvements (M-1)		106,000			
Tual-Sher Rd Waterline to B Level					175,000
Water Reservoirs: A1 Exterior/Interior Painting & Cleaning	697,000				
Water Reservoirs: A2 Interior Painting & Cleaning	310,000				
Water Reservoirs: B2 Interior Painting & Cleaning		533,000			
Water Reservoirs: C1 Roof Replacement	326,000				
Water Total	2,126,000	948,000	837,000	1,318,000	175,000
Utilities Total	2,492,000	1,055,000	837,000	1,318,000	764,000



Project Summary By Funding Source

Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Grand Total
Building	36,000	39,000				75,000
Core Area Parking	77,000	33,000	13,000	32,000	13,000	168,000
General Fund	514,000	2,265,000	1,671,000	477,000	645,000	5,572,000
Leveton Tax District	63,000					63,000
Park SDC						0
Road Operating/Gas Tax	85,000	452,000	19,000	181,000	83,000	820,000
Sewer	35,000	640,000				675,000
Sewer SDC					354,000	354,000
Storm Drain	325,000	107,000			235,000	667,000
Storm SDC						0
Transp. Dev. Tax	1,387,000	427,000	415,000	1,602,000	2,174,000	6,005,000
Water	1,746,000	708,000	82,000	888,000	175,000	3,599,000
Water SDC	402,000	279,000	837,000	474,000		1,992,000
Outside Funded (Grants, Donations, etc.)	261,000	695,000		3,808,000	1,304,000	6,068,000
Grand Total	4,931,000	5,645,000	3,037,000	7,462,000	4,983,000	26,058,000

Project Summary By Funding Source

General Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Atfalati Park: Playground Renovation		160,000			
Atfalati Park: Tennis Court Reconstruction		160,000			
Battery Backup Replacement	10,000	16,000			
Brown's Ferry C. Center: ADA Ramp and Deck		22,000			
Brown's Ferry C. Center: HVAC Unit Replacement				13,000	
Camera System Replacement and Expansion	30,000				
Comm. Services Admin. Building: ADA Ramp Replacement			13,000		
Comm. Services Admin. Building: Roof Replacement		50,000			
Community Park: Field Lighting Retrofit		213,000			
Community Park: Parking Lot North Drive Aisle		95,000			
Community Park: Skate Park Recognition Plaques			17,000		
Computer Server Replacements		85,000			
Greenways: Saum Creek Greenway Renovation @ Venetia Subdivision		213,000			
Greenways: Tualatin River Greenway- Green Lot to Community Park		85,000			
Ibach Park: Playground Improvements	98,000				
Juanita Pohl Center: Parking Lot Repair			64,000		
Juanita Pohl Center: Roof		114,000			
Jurgens Park Playground Improvements		203,000			
Jurgens Park: Master Plan Update for Westside Addition			33,000		
Jurgens Park: Renovate Planter Boxes		21,000			
Library & City Offices: Carpet Replacement					106,000
Library & City Offices: HVAC Unit Replacements					32,000
Library Furnishing Replacement	28,000	21,000	53,000	51,000	
Library Public Technology Replacement			22,000	23,000	
Microsoft Operating System 10		37,000			
Network Switch Replacement			110,000		
Operations: Building A Carpet Replacement					23,000
Operations: Building A HVAC Unit Replacements		15,000		11,000	11,000
Operations: Public Parking Lot Expansion		53,000			
Operations: Remodel Administration Bldg. A		33,000	934,000		
Operations: Warehouse & Public Lot Slurry Seal		51,000			
Operations: West Parking Lot Full Depth Patch		19,000			
Police Station: HVAC Unit Replacements		45,000	10,000	15,000	11,000
Tualatin Commons Bench Replacement		40,000			
Tualatin Commons Fountain Improvements	140,000				
Tualatin Heritage Center: Carpet Replacement				14,000	
Tualatin Heritage Center: HVAC Replacement					16,000
Van Raden Comm Center & CS Admin. Building: Exterior Paint	14,000				
Van Raden Comm Center: Window Replacement		28,000			
Vehicles	194,000	459,000	415,000	350,000	446,000
Wireless Backend Replacement		27,000			
General Fund Total	514,000	2,265,000	1,671,000	477,000	645,000
Projected Revenue Available for Projects	514,000	485,000	450,000	450,000	450,000



Project Summary By Funding Source

Building Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Vehicles	36,000	39,000			
Building Total	36,000	39,000			

Core Area Parking Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Core Area Parking Maintenance: Blue Lot Slurry Seal			13,000		
Core Area Parking Maintenance: Red & Yellow Lots Slurry Seal					13,000
Core Area Parking Maintenance: White Lot Slurry Seal				32,000	
Core Area Parking: ADA Project Blue Lot	77,000				
Core Area Parking: ADA Project Red Lot		33,000			
Core Area Parking Total	77,000	33,000	13,000	32,000	13,000

Leveton Tax Increment District Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Herman Rd. Water Quality Facility	63,000				
Leveton District Total	63,000				

Park Development Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
None					
Park Development Total					

Road Operating/Gas Tax Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Boones Ferry Rd and Arikara Dr: Pedestrian Concept Study	10,000				
Hedges Creek Pedestrian Bridge: Upgrade surface (BP6)				114,000	
Herman Rd: Widening Tualatin to Teton Rd (R3)		30,000			
Sagert St, 72nd to Wampanoag: Pedestrian Connectivity	75,000				
Transportation System Plan: Mid-term Update		200,000			
Tualatin Rd and Teton Ave: New Traffic Signal (R33)		222,000			
Tualatin Rd: Add Traffic Signs (R38)				23,000	
Vehicles			19,000	44,000	83,000
Road Operating/Gas Tax Total	85,000	452,000	19,000	181,000	83,000
Projected Revenue Available for Projects	967,000	1,102,000	925,000	1,155,000	954,000

Sewer Operating Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Vehicles	35,000	640,000			
Sewer Total	35,000	640,000			
Projected Revenue Available for Projects	1,780,000	1,686,000	844,000	799,000	628,000

Sewer SDC Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
North Martinazzi Trunk: Chelan St to Seminole Trail					130,000
North Martinazzi Trunk: Seminole Trail to Sagert St					130,000
Teton Trunk: Manhasset Dr to Spokane Ct					94,000
Sewer SDC Total					354,000
Projected Revenue Available for Projects	3,893,000	3,924,000	3,955,000	3,985,000	4,015,000

Project Summary By Funding Source

Storm Drain Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
89th Ave/Tual-Sher Rd Outfall					
Grahams Ferry Rd and Ibach St: Upgrade Stormwater Outfall					235,000
Nyberg Creek at Martinazzi	200,000				
Sequoia Ridge Water Quality Facility	103,000				
Sweek Dr/Emery Zidell Pond B		107,000			
Vehicles	22,000				
Storm Drain Total	325,000	107,000			235,000
Projected Revenue Available for Projects	3,044,000	3,419,000	4,104,000	4,928,000	5,776,000

Storm SDC Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
None					
Storm SDC Total					
Projected Revenue Available for Projects	322,000	360,000	398,000	436,000	474,000

Transportation Development Tax Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Boones Ferry Road Sidewalk In-fill (R12)	325,000				
Garden Corner Curves (105th Ave/Blake St/108th Ave) (R7)			415,000	711,000	2,174,000
Herman Rd: Widening Tualatin to Teton Rd (R3)				891,000	
Myslony Bridge: west of 112th Ave (R28)	1,062,000				
Tualatin Rd and Teton Ave: add traffic signal (R33)		427,000			
Transp. Dev. Tax Total	1,387,000	427,000	415,000	1,602,000	2,174,000
Projected Revenue Available for Projects	6,127,000	5,058,000	4,949,000	4,852,000	3,568,000



Project Summary By Funding Source

Water Operating Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
ASR Well Rehabilitation	224,000				
Blake Street to 115th Avenue: Install 12" Water Pipe	264,000				
Boones Ferry Rd: Fire Hydrants near High School (P-5)		68,000			
Leveton Dr: Complete Loop System for Fire Flow (P-4)				109,000	
Myslony St and 112th Ave: Loop System (P-3)	20,000				
Norwood Rd Tanks: New Water Line to Tanks (P-8)				735,000	
SCADA System Improvements (M-1)		68,000			
Tual-Sher Rd Waterline to B Level					175,000
Vehicles	22,000	39,000	82,000	44,000	
Water Reservoirs: A1 Exterior/Interior Painting & Cleaning	697,000				
Water Reservoirs: A2 Interior Painting & Cleaning	310,000				
Water Reservoirs: B2 Interior Painting & Cleaning		533,000			
Water Reservoirs: C1 Roof Replacement	209,000				
Water Total	1,746,000	708,000	82,000	888,000	175,000
Projected Revenue Available for Projects	4,526,000	4,040,000	4,098,000	4,908,000	4,987,000

Water SDC Fund	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
ASR Well Rehabilitation	126,000				
B Level Pump Station (PS-1)		203,000	837,000		
Blake Street to 115th Avenue: Install 12" Water Pipe	149,000				
Boones Ferry Rd: Fire Hydrants near High School (P-5)		38,000			
Leveton: Complete Loop System for Fire Flow (P-4)				61,000	
Myslony St/112th Ave Intersection: loop system (P-3)	10,000				
Norwood Rd Tanks: New Water Line to Tanks (P-8)				413,000	
SCADA System Improvements (M-1)		38,000			
Water Reservoirs: C1 Roof Replacement	117,000				
Water SDC Total	402,000	279,000	837,000	474,000	
Projected Revenue Available for Projects	1,119,000	1,263,000	1,287,000	753,000	582,000

Outside Funded*	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Avery St at Boones Ferry: Add Bike Lanes on East Leg (BP5)				133,000	
Blake Street: New Road 115th to 124th					1,172,000
Herman Rd: Widening Tualatin to Teton Rd (R3)		695,000		3,565,000	
Martinazzi Ave, Warm Springs to Boones Ferry Rd: Concept Study					59,000
Nyberg St: Improve Bike Lane on East Side of Interchange (BP15)					73,000
Nyberg St and I-5 Interchange: Bike Lane Improvements (BP13)				27,000	
Sagert St, 72nd to Wampanoag: Pedestrian Connectivity	261,000				
School Wayfinding Signs (BP1)				83,000	
Outside Funded Total	261,000	695,000		3,808,000	1,304,000

* These projects rely on outside funding and will only proceed if funding is secured.

City of Tualatin

Fiscal Year 2018 - 2019

Proposed Budget - Tualatin Development Commission

Summary of Requirements by Object

	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY18-19
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials & Services	38,446	28,707	63,300	63,300
Capital Outlay	53,959	78,262	212,020	196,580
Transfers Out	87,070	86,260	91,850	79,400
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingency	-	-	107,765	102,105
Reserves & Unappropriated	4,165,220	4,016,542	3,593,070	3,586,195
Total Requirements	\$ 4,344,695	\$ 4,209,771	\$ 4,068,005	\$ 4,027,580



Economic Development Division

The Economic Development Division is the face of the City for the business community. Economic Development's responsibility is to promote, develop, and assist with opportunities for sustainable and equitable business, industrial, and entrepreneurial development. The Division is guided by the Economic Strategic Plan which was developed by a cross-section of the local business community in 2014. 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 2017/2018

1. Visited 40 **businesses**.
2. **Engaged the community** regarding our local economy through involvement with the CIOs, Tualatin Chamber Business Advocacy Committee (BAC), Western Economic Alliance (WEA) Greater Portland Inc (GPI), and Oregon Economic Development Association (OEDA).
3. Communicated with the business community through our **business newsletter**.
4. Supported the Mayor as the Small Cities representative on the GPI Board of Directors and coordinated the monthly **Small Cities Consortium meeting**.

Summary

Department Manager	Aquilla Hurd-Ravich
FTE's	0
Expenditures	\$ 139,900
Funding Source	Urban Renewal Funds

Goals for FY 2018/2019

- **Council Vision - Expanded Tax Base:** Establish a formal Business Retention and Expansion Program.
- **Council Vision - Expanded Tax Base:** Update the Economic Development Strategic Plan.
- Map Tualatin's economy and identify/update key industry sectors.
- Update the Small Business Toolkit.
- **Council Vision - A Connected, Informed, and Engaged Community:** Establish an Economic Development Advisory group.
- Establish a robust online and social media presence to target developers, investors, businesses, and news media outlets.
- Work with Greater Portland Inc and Business Oregon in efforts of business attraction and retention.

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	230,244	193,183	151,640	137,160
BEGINNING FUND BALANCE	230,244	193,183	151,640	137,160
Interest on Investments	1,383	2,517	1,895	2,740
INVESTMENT EARNINGS	1,383	2,517	1,895	2,740
Other Misc Income	2	-	-	-
MISCELLANEOUS	2	-	-	-
TDC ADMIN FUND	231,629	195,700	153,535	139,900



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Office Supplies	88	74	500	500
Printing & Postage	56	-	500	500
Audit	10,250	10,000	10,000	10,000
Consultants	-	6,942	20,000	20,000
Insurance	4,151	4,208	4,200	4,200
Conferences & Meetings	2,530	2,031	5,500	5,500
Membership Dues	5,146	4,900	5,000	5,000
Publication, Rpt, Ref Matl	-	-	500	500
Administrative Expense	3	-	500	500
Economic Development Expense	3,540	6	13,000	13,000
Advertising - Informational	247	545	3,000	3,000
Bank Fees	12,435	-	600	600
MATERIALS & SERVICES	38,446	28,706	63,300	63,300
Contingency	-	-	90,235	76,600
CONTINGENCY	-	-	90,235	76,600
Future Years Projects	193,183	166,994	-	-
RESERVES & UNAPPROPRIATED	193,183	166,994	-	-
TDC ADMIN FUND	231,629	195,700	153,535	139,900

Central Urban Renewal District Project Fund

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

Summary	
Department Manager	Aquilla Hurd-Ravich
FTE's	0
Expenditures	\$ 123,580
Funding Source	Urban Renewal Funds

Goals for FY 2018/2019

- Work with the Tualatin Development Commission to prioritize remaining CURD funds.





Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	119,882	124,258	184,710	121,160
BEGINNING FUND BALANCE	119,882	124,258	184,710	121,160
Interest on Investments	1,090	1,251	2,310	2,420
INVESTMENT EARNINGS	1,090	1,251	2,310	2,420
Sale of Capital Assets	12,725	-	-	-
OTHER REVENUE	12,725	-	-	-
CURD PROJECTS FUND	133,697	125,509	187,020	123,580

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Projects Professional Svc	1,090	6,103	-	-
Projects Construction	4,471	-	-	-
Fund Projects	3,878	-	187,020	123,580
CAPITAL OUTLAY	9,439	6,103	187,020	123,580
Future Years Projects	124,258	119,406	-	-
RESERVES & UNAPPROPRIATED	124,258	119,406	-	-
CURD PROJECTS FUND	133,697	125,509	187,020	123,580



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.

Highlights of FY 2017/2018

- Completed wetland monitoring and reporting for Leveton Drive wetland.

Summary

Department Manager	Aquilla Hurd-Ravich
FTE's	0
Expenditures	\$ 3,764,100
Funding Source	Leveton Projects Fund

Goals for FY 2018/2019

- Complete Herman Road Water Quality Facility improvement project.
- Work with the TDC to prioritize remaining LTID funds.



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	3,954,319	3,847,778	3,681,430	3,690,290
BEGINNING FUND BALANCE	3,954,319	3,847,778	3,681,430	3,690,290
Interest on Investments	25,050	40,783	46,020	73,810
INVESTMENT EARNINGS	25,050	40,783	46,020	73,810
LEVETON PROJECTS FUND	3,979,369	3,888,561	3,727,450	3,764,100



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Projects Professional Svc	21,450	19,659	-	-
Fund Projects	23,070	52,500	25,000	73,000
CAPITAL OUTLAY	44,520	72,159	25,000	73,000
Transfers Out - General Fund	87,070	86,260	91,850	79,400
TRANSFERS OUT	87,070	86,260	91,850	79,400
Contingency	-	-	17,530	25,505
CONTINGENCY	-	-	17,530	25,505
General Account Reserve	3,847,779	3,730,142	3,593,070	3,586,195
RESERVES & UNAPPROPRIATED	3,847,779	3,730,142	3,593,070	3,586,195
LEVETON PROJECTS FUND	3,979,369	3,888,561	3,727,450	3,764,100

Financial Policies

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 the 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 while providing a standard against which our fiscal performance can be judged.

Financial policies also establish 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.

These policies are adopted to achieve the following general financial goals:

1. Provide an adequate financial base to sustain the desired level of municipal services.
2. Deliver cost effective and efficient services to our citizens.
3. Provide and maintain essential public facilities, utilities, and capital equipment.
4. Protect and enhance the City's credit rating so as to obtain the lowest cost of borrowing and assure taxpayers and the financial community that the City is well managed and financially sound.
5. Provide the financial stability needed to navigate through economic downturns, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents and businesses.

6. Adhere to the highest standards of financial management and reporting practices as set by the Government Finance Officers Association, the Governmental Accounting Standards Board and other professional standards.
7. Comply with finance related legal mandates, laws and regulations.

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting, financial planning and forecasting, investment and asset management, debt management, accounting and financial reporting, reserves and internal controls. The following policies are adopted by the City Council, reviewed annually by management and amended as necessary.

I. Revenue Policy

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. Significant one-time and or temporary revenue sources will not be used to fund continuing programs and services, but rather to fund one-time, or intermittent, expenditures.
2. The City will establish user fees for services that can be identified and where costs are directly related to the level of service provided and to the cost of providing the service. User fees will be reviewed on an established periodic basis.
 - a. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's utility funds, including operating contingency, reserve requirements and capital replacement.
 - b. User charges shall be sufficient to finance the City's costs to perform development review and building activities.



- c. Other reimbursable work performed by the City (full labor costs, overhead, contracted services, equipment and other indirect expenses) should be billed at total actual or estimated total actual cost.
 - d. Charges for services will accurately reflect the total actual or estimated cost of providing a specific service. The cost of providing specific services will be recalculated periodically, and the fee adjusted accordingly. The City will maintain a current schedule of fees.
 - e. The City will consider market rates and charges levied by other municipalities of similar size for like services in establishing rates, fees and charges.
3. The City will pursue an aggressive policy of collecting delinquent accounts. When necessary, discontinuing service, collection agencies, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.
 4. All potential grants that require matching funds, on-going resource requirements, or include new or additional continuing compliance requirements shall be evaluated and considered before submittal of the application. Approval by the City Manager shall be obtained, prior to the submittal of an application.
 5. Revenues will be estimated realistically and prudently. Revenue of a volatile nature will be estimated conservatively. The City will estimate its revenues by an objective, analytical process using best practices as defined by the Government Finance Officers Association, or other reliable sources.
1. The City will prepare the budget with participation by all departments, guided by City Council goals and the work plan to accomplish these goals.
 2. A budget calendar will be prepared with key elements/deadlines in the development of the budget.
 3. Departmental objectives will be integrated into the City's annual budget.
 4. The City shall maintain a budget system to monitor revenue and expenditures on an ongoing basis with adjustments made as necessary.
 5. The amount of funding available will be determined for each fund. The budget will be developed based upon expected revenues.
 6. Budget Committee meetings will be advertised and posted, as required by Oregon Budget Law, and on the City's website, as well as the public hearing to adopt the City's budget.
 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 Budget Law.

III. Expenditure Policy

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

II. Operating Budget Policy

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

1. Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each Department or Division Manager or Director will be responsible for the administration of his/her department/program budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limitations
 2. All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations.
 3. 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. Expenditures that will reduce future costs will be encouraged.
 4. Staff will make every effort to maximize any discounts offered by vendors, and will use competitive bidding and/or the Oregon Cooperative Procurement Program when considering purchases.
 5. All compensation planning and collective bargaining will include analyses of total cost of compensation, which includes analysis of salary increases, health benefits, pension contributions, and other fringe benefits. City management will only propose operating personnel costs that can be supported by continuing operating revenues.
1. The City will complete a Capital Improvement Plan (CIP) for capital improvements, update it annually and will use the CIP as a planning tool for capital improvements to be programmed into the annual budget.
 2. The CIP will be used as a financial planning tool to fund future capital projects, improvements and purchases.
 3. Each project will include the need, scope of work, total cost estimates, and future operating and maintenance costs (if applicable and available).
 4. 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.
 5. Each year, an internal 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.

IV. 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.

V. Investment Policy

The purpose of this policy is to guide the investment of 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.



VI. Contingency and Reserve Policy

The purpose of this policy is to ensure that the City maintains 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 will 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 non-recurring nature to meet unexpected increases in service delivery costs. In accordance with local budget law in the State of Oregon, the contingency reserve must be an appropriated budget item, though funds may not be directly disbursed from the contingency reserve. Amounts must be reclassified into another appropriation of a fund) or a supplemental budget. The City shall maintain minimum contingency amounts for the following funds:
 - a. General Fund – 15% of total appropriations
 - b. Building Fund and all Utility Funds – 15% of operational requirements
 - c. 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) 294.481. Reserves for Future Expenditure are amounts that are planned to be saved for use in future fiscal years. If the need arises during the fiscal year to spend reserves, a

supplemental budget may be adopted to appropriate the expenditure, as defined in ORS 294.471. The City should maintain the following as either Unappropriated Fund Balances or Reserves for Future Expenditures:

- a. General Fund – 10% of total appropriations to provide the City with the necessary working capital until property tax receipts are received from the County Treasurer in November.
 - b. Building Fund – net balance of building related fees, as per ORS 455.210
 - c. Utility Funds – net balance of fund
4. Other individual funds may have contingency or reserve requirements set by the Tualatin Municipal Code, State Statutes, Bond Covenants or other legally binding documents.

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.

VII. Capital Asset Management Policy

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

1. The City will maintain its physical assets at a level adequate to protect the city's capital investments and to minimize future operating costs.
2. The City will determine the most cost effective funding method for its capital projects and will 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.
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.

IX. 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.

VIII. Accounting, Auditing & Financial Reporting Policy

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 annual audit shall be performed by an independent public accounting firm, which will issue an opinion on the Comprehensive Annual Financial Report (CAFR), along with a management letter identifying areas needing improvement, if necessary.
5. The City will submit the CAFR to the GFOA for its "Certificate of Achievement for Excellence in Financial Reporting" program.
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. Capital projects financed through the issuance of bonds shall not be financed for a period which exceeds the useful life of the project.
3. The City will strive to maintain its high bond rating, and will receive credit ratings on all its bond issues.
4. No debt shall be issued for which the City has not identified specific revenue sources sufficient for repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.
5. The City will not use long-term debt to fund current operations, to balance the budget or to fund projects that can be funded from current resources, unless the debt is otherwise determined to be in the best interest of the City.
6. The City may utilize short-term debt or inter-fund loans as permitted, to cover temporary cash flow deficiencies due to timing of cash flows.
7. The City shall ensure that its debt margins are within the 3% RMV (real market value) limitation as set forth in ORS 287A.004§2.



		Fiscal Year			
		2015/2016	2016/2017	2017/2018	2018/2019
<u>GENERAL FUND</u>					
<u>Administration</u>					
City Manager		1.00	1.00	1.00	1.00
Human Resources/Volunteer Services Director		1.00	1.00	1.00	1.00
Assistant to the City Manager		1.00	1.00	1.00	1.00
Community Engagement Coordinator		0.00	0.00	1.00	1.00
Senior Human Resources and Risk Analyst		0.00	0.00	1.00	1.00
Human Resources Analyst		1.00	1.00	0.00	0.00
Human Resources Specialist		1.00	1.00	0.00	0.00
Office Assistant II		1.00	1.00	2.00	2.00
Volunteer Coordinator		0.50	0.75	0.75	0.75
Deputy City Recorder		1.00	1.00	1.00	1.00
Total		7.50	7.75	8.75	8.75
<u>Finance</u>					
Finance Director		1.00	1.00	1.00	1.00
Assistant Finance Director		0.00	0.00	1.00	1.00
Accounting Supervisor		1.00	1.00	0.00	0.00
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 II		1.00	1.00	1.00	1.00
Total		9.00	9.00	9.00	9.00
<u>Court</u>					
Court Administrator		1.00	1.00	1.00	1.00
Court Clerk		3.00	3.00	3.00	3.00
		4.00	4.00	4.00	4.00
<u>Legal</u>					
City Attorney		1.00	1.00	1.00	1.00
Legal Assistant		1.00	1.00	1.00	1.00
Total		2.00	2.00	2.00	2.00
<u>Information Services</u>					
Information Services Director		1.00	1.00	1.00	1.00
Network Administrator		1.00	1.00	1.00	1.00
Desktop Support Technician		1.00	1.00	2.00	2.00
Database/GIS Administrator		0.00	0.00	0.00	1.00
GIS Coordinator		1.00	1.00	1.00	0.00
GIS Technician		1.00	1.00	1.00	1.00
Total		5.00	5.00	6.00	6.00
<u>Community Development</u>					
Community Development Director		0.00	0.00	0.00	1.00
Management Analyst II		0.00	0.00	0.00	1.00
Planning Manager		1.00	1.00	1.00	1.00
Senior Planner		1.00	1.00	1.00	1.00
Associate Planner		1.00	1.00	1.00	1.00
Assistant Planner		1.00	1.00	1.00	1.00
Office Coordinator		0.75	0.75	0.75	1.75
Economic Development Program Manager		1.00	1.00	1.00	1.00
Total		5.75	5.75	5.75	8.75

	Fiscal Year			
	2015/2016	2016/2017	2017/2018	2018/2019
<u>Engineering</u>				
Assistant City Manager	1.00	1.00	1.00	0.00
City Engineer	1.00	1.00	0.00	0.00
Assistant City Engineer	0.00	0.00	1.00	1.00
Engineering Manager	0.00	0.00	0.00	0.00
Management Analyst II	1.00	1.00	2.00	0.00
Program Coordinator	1.00	1.00	0.00	0.00
Engineering Tech II	2.00	2.00	1.00	1.00
Project Engineer	1.00	1.00	1.00	1.00
Engineering Associate	2.00	2.00	3.00	3.00
Office Coordinator	1.00	1.00	1.00	0.00
	10.00	10.00	10.00	6.00
<u>Police</u>				
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	0.00	0.00
Sergeant	5.00	5.00	6.00	6.00
Police Officer	29.00	29.00	30.00	30.00
Community Service Officer	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Crime Analyst	1.00	1.00	0.00	0.00
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
	47.00	47.00	47.00	47.00
<u>Community Services - Admin & Recreation</u>				
Community Services Director	1.00	1.00	1.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00
Recreation Program Specialist	0.50	0.50	0.63	0.75
Office Coordinator	1.00	0.00	0.00	0.00
Management Analyst II	1.00	1.00	1.00	1.00
Juanita Pohl Center Supervisor	1.00	1.00	1.00	1.00
Program Specialist	1.00	1.00	1.00	1.00
	7.50	6.50	6.63	6.75
<u>Community Services - Library</u>				
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	2.00	2.40	2.90	2.90
Librarian I	0.00	0.75	0.75	0.75
Librarian II	4.00	4.00	4.00	4.00
Programming Specialist	1.00	1.00	1.00	1.00
Library Assistant	6.00	6.00	6.00	6.00
Volunteer Coordinator	1.00	1.00	1.00	1.00
Office Coordinator	0.00	1.00	1.00	1.00
	17.00	19.15	19.65	19.65



	Fiscal Year			
	2015/2016	2016/2017	2017/2018	2018/2019
<u>Public Works Administration</u>				
Public Works Director/City Engineer	0.00	1.00	1.00	1.00
Program Coordinator	0.00	1.00	1.00	1.00
Office Coordinator	0.00	1.00	1.00	1.00
Warehouse/Inventory Control Technician	0.00	1.00	1.00	1.00
Office Assistant	0.00	0.60	0.00	0.00
	0.00	4.60	4.00	4.00
<u>Fleet</u>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Fleet Technician I	1.50	1.50	1.50	0.50
Fleet Technician II	0.00	0.00	0.00	1.00
	2.00	2.00	2.00	2.00
<u>Building Maintenance</u>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Facilities Maintenance Technician I	1.50	1.50	2.50	1.50
Facilities Maintenance Technician II	0.00	0.00	0.00	1.00
Operations Maintenance Technician	1.00	1.00	0.00	0.00
	3.00	3.00	3.00	3.00
<u>Parks Maintenance</u>				
Parks Maintenance Manager	1.00	1.00	1.00	1.00
Parks Maintenance Technician I	6.00	6.00	6.00	6.00
Parks Maintenance Technician II	2.00	2.00	2.00	2.00
	9.00	9.00	9.00	9.00
TOTAL GENERAL FUND	128.75	134.75	136.78	135.90
<u>BUILDING FUND</u>				
Building Official	1.00	1.00	1.00	1.00
Building Inspector III/Sr. Plans Examiner	0.00	0.00	0.00	1.00
Building Inspector II	4.00	4.00	3.00	1.00
Building Inspector I	0.00	0.00	1.00	2.00
Building Inspector I/Code Compliance	0.00	0.00	0.00	1.00
Permit Coordinator	1.00	1.00	1.00	1.00
Permit Technician	0.50	0.50	1.00	1.00
Office Coordinator	0.00	0.00	0.25	0.25
Office Assistant	0.50	0.50	0.00	0.00
TOTAL BUILDING FUND	7.00	7.00	7.25	8.25
<u>OPERATIONS FUND</u>				
Public Works Director	1.00	0.00	0.00	0.00
Program Coordinator	1.00	0.00	0.00	0.00
Office Coordinator	1.00	0.00	0.00	0.00
Management Analyst II	1.00	0.00	0.00	0.00
Warehouse/Inventory Control Technician	1.00	0.00	0.00	0.00
Office Assistant	0.60	0.00	0.00	0.00
Water Division Manager	1.00	0.00	0.00	0.00
Street & Sewer Manager	1.00	0.00	0.00	0.00
Utility Technician II	5.00	0.00	0.00	0.00
Utility Technician I	5.00	0.00	0.00	0.00
TOTAL OPERATIONS FUND	17.60	0.00	0.00	0.00

	Fiscal Year			
	2015/2016	2016/2017	2017/2018	2018/2019
<u>WATER OPERATING FUND</u>				
Water Division Manager	0.00	1.00	1.00	1.00
Management Analyst II	0.00	0.50	0.50	1.00
Utility Technician III	0.00	0.00	0.00	1.00
Utility Technician II	0.00	3.00	3.00	2.00
Utility Technician I	0.00	2.00	2.00	2.00
TOTAL WATER OPERATING FUND	0.00	6.50	6.50	7.00
<u>SEWER OPERATING FUND</u>				
Street & Sewer Manager	0.00	0.50	0.50	0.50
Management Analyst II	0.00	0.25	0.25	0.50
Utility Technician II	0.00	1.00	1.00	1.00
Utility Technician I	0.00	2.00	2.00	2.00
TOTAL SEWER OPERATING FUND	0.00	3.75	3.75	4.00
<u>ROAD OPERATING FUND</u>				
Street & Sewer Manager	0.00	0.50	0.50	0.50
Transportation Engineer	0.00	0.00	0.00	1.00
Management Analyst II	0.00	0.25	0.25	0.50
Utility Technician III	0.00	0.00	0.00	1.00
Utility Technician II	0.00	1.00	1.00	0.00
Utility Technician I	0.00	1.00	1.00	1.00
TOTAL ROAD OPERATING FUND	0.00	2.75	2.75	4.00
GRAND TOTAL - ALL FUNDS	153.35	154.75	157.03	159.15



FY 2017/18 SALARY SCHEDULE
EFFECTIVE 7/01/2017
 Annual Salaries are based on 2080 Hours

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	15.17 31,553.60	15.61 32,468.80	16.09 33,467.20	16.58 34,486.40	17.08 35,526.40	17.58 36,566.40	18.11 37,668.80	18.66 38,812.80	19.22 39,977.60
O5	Vacant	Hourly Annual	16.36 34,028.80	16.85 35,048.00	17.36 36,108.80	17.87 37,169.60	18.41 38,292.80	18.96 39,436.80	19.53 40,622.40	20.13 41,870.40	20.72 43,097.60
O6	Library Assistant Office Assistant I	Hourly Annual	17.17 35,713.60	17.69 36,795.20	18.22 37,897.60	18.77 39,041.60	19.33 40,206.40	19.91 41,412.80	20.51 42,660.80	21.13 43,950.40	21.76 45,260.80
O7	Operations Maintenance Tech	Hourly Annual	18.01 37,460.80	18.55 38,584.00	19.12 39,769.60	19.68 40,934.40	20.29 42,203.20	20.89 43,451.20	21.52 44,761.60	22.18 46,134.40	22.82 47,465.60
O8	Office Assistant II <i>Senior Library Asst.</i>	Hourly Annual	18.91 39,332.80	19.49 40,539.20	20.06 41,774.80	20.68 43,014.40	21.30 44,304.00	21.94 45,635.20	22.61 47,028.80	23.28 48,422.40	23.98 49,878.40
O9	Court Clerk Police Service Tech Public Service Assistant Utility Tech I <i>Volunteer Specialist</i>	Hourly Annual	19.88 41,350.40	20.47 42,577.60	21.08 43,846.40	21.71 45,156.80	22.37 46,529.60	23.05 47,944.00	23.74 49,379.20	24.45 50,856.00	25.21 52,436.80
O10	Park Maintenance Tech I	Hourly Annual	21.19 44,075.20	21.84 45,427.20	22.47 46,737.60	23.16 48,172.80	23.84 49,587.20	24.56 51,084.80	25.31 52,644.80	26.06 54,204.80	26.85 55,848.00
O11	Accounting Tech <i>Human Resource Specialist</i> Library Prgm Specialist Office Coord Park Maint. Tech II Permit Tech Program Specialist Property Evidence Tech Rec Prgm Specialist Utility Tech II Volunteer Coordinator	Hourly Annual	22.42 46,633.60	23.08 48,006.40	23.78 49,462.40	24.48 50,918.40	25.26 52,540.80	25.99 54,059.20	26.80 55,744.00	27.58 57,366.40	28.43 59,134.40
O12	Engineering Tech I Facilities Maint Tech I Fleet Service Tech I Permit Coordinator Warehouse/Inv Ctrl Tech	Hourly Annual	23.54 48,963.20	24.26 50,460.80	24.97 51,937.60	25.74 53,539.20	26.48 55,078.40	27.31 56,804.80	28.09 58,427.20	28.96 60,236.80	29.82 62,025.60
O13	Assistant Planner Community Serv Officer GIS Technician Librarian I	Hourly Annual	24.73 51,438.40	25.45 52,936.00	26.24 54,579.20	27.00 56,160.00	27.82 57,865.60	28.65 59,592.00	29.52 61,401.60	30.40 63,232.00	31.31 65,124.80

FY 2017/18 SALARY SCHEDULE
EFFECTIVE 7/01/2017
 Annual Salaries are based on 2080 Hours

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
O14	Building Inspector I	Hourly	26.24	27.00	27.82	28.65	29.52	30.40	31.31	32.24	33.21
	Engineering Tech II	Annual	54,579.20	56,160.00	57,865.60	59,592.00	61,401.60	63,232.00	65,124.80	67,059.20	69,076.80
	Facilities Maint Tech II										
	Fleet Service Tech II										
	Librarian II										
	Volunteer Coordinator II										
O15	Accountant	Hourly	27.87	28.69	29.56	30.44	31.35	32.28	33.25	34.25	35.28
	Associate Planner	Annual	57,969.60	59,675.20	61,484.80	63,315.20	65,208.00	67,142.40	69,160.00	71,240.00	73,382.40
	Utility Tech III										
O16	Building Inspector II	Hourly	29.23	30.12	31.02	31.95	32.91	33.91	34.91	35.96	37.04
	Engineering Associate	Annual	60,798.40	62,649.60	64,521.60	66,456.00	68,452.80	70,532.80	72,612.80	74,796.80	77,043.20
O17	Vacant	Hourly	31.34	32.27	33.24	34.24	35.27	36.33	37.43	38.54	39.71
		Annual	65,187.20	67,121.60	69,139.20	71,219.20	73,361.60	75,566.40	77,854.40	80,163.20	82,596.80
O18	Project Engineer	Hourly	32.90	33.90	34.90	35.95	37.04	38.14	39.28	40.45	41.67
	Senior Planner	Annual	68,432.00	70,512.00	72,592.00	74,776.00	77,043.20	79,331.20	81,702.40	84,136.00	86,673.60
M4	<i>Management Analyst I</i>	Hourly	24.87	25.62	26.40	27.17	28.00	28.84	29.69	30.58	31.52
		Annual	51,729.60	53,289.60	54,912.00	56,513.60	58,240.00	59,987.20	61,755.20	63,606.40	65,561.60
M5	Desktop Support Technician	Hourly	25.86	26.63	27.44	28.24	29.10	29.98	30.87	31.80	32.74
		Annual	53,788.80	55,390.40	57,075.20	58,739.20	60,528.00	62,358.40	64,209.60	66,144.00	68,099.20
M6	Community Engagement Coord	Hourly	27.16	27.99	28.83	29.68	30.57	31.50	32.45	33.41	34.42
	Deputy City Recorder	Annual	56,492.80	58,219.20	59,966.40	61,734.40	63,585.60	65,520.00	67,496.00	69,492.80	71,593.60
	Management Analyst II										
	Program Coordinator										
M8	GIS Coordinator	Hourly	29.94	30.84	31.74	32.70	33.70	34.71	35.75	36.83	37.93
	<i>Information Tech Coordinator</i>	Annual	62,275.20	64,147.20	66,019.20	68,016.00	70,096.00	72,196.80	74,360.00	76,606.40	78,894.40
M10	Network Administrator	Hourly	32.99	33.96	34.99	36.04	37.11	38.23	39.39	40.57	41.79
		Annual	68,619.20	70,636.80	72,779.20	74,963.20	77,188.80	79,518.40	81,931.20	84,385.60	86,923.20
M13	Vacant	Hourly	37.15	38.25	39.41	40.59	41.83	43.06	44.35	45.69	47.06
		Annual	77,272.00	79,560.00	81,972.80	84,427.20	87,006.40	89,564.80	92,248.00	95,035.20	97,884.80
M14	Econ Development Prog Mgr	Hourly	39.01	40.19	41.39	42.62	43.90	45.22	46.57	47.96	49.40
		Annual	81,140.80	83,595.20	86,091.20	88,649.60	91,312.00	94,057.60	96,865.60	99,756.80	102,752.00

** italicized positions are not filled.*



FY 2017/18 SALARY SCHEDULE
EFFECTIVE 7/1/2017

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	28.45	29.59	30.77	32.00	33.28	34.61	35.99	n/a	n/a
		Annual	59,176.00	61,547.20	64,001.60	66,560.00	69,222.40	71,988.80	74,859.20	n/a	n/a
Non-Exempt Police Mgmt 4% Steps											
P2	Police Sergeant	Hourly	34.62	36.02	37.45	38.95	40.53	42.14	43.83	45.58	47.39
		Annual	72,009.60	74,921.60	77,896.00	81,016.00	84,302.40	87,651.20	91,166.40	94,806.40	98,571.20
Exempt Police Management 3% Steps											
P3	Police Lieutenant	Hourly	45.84	47.20	48.63	50.10	51.59	53.13	54.73	56.37	58.07
		Annual	95,336.80	98,186.19	101,142.70	104,206.34	107,312.82	110,504.99	113,847.14	117,253.55	120,788.51
P4	Police Captain	Hourly	50.41	51.93	53.50	55.12	56.75	58.45	60.20	62.01	63.89
		Annual	104,849.06	108,019.81	111,276.26	114,639.82	118,046.24	121,581.20	125,223.28	128,972.48	132,893.07
DM5	Police Chief	Hourly	57.84	59.56	61.36	63.19	65.09	67.05	69.05	71.13	73.25
		Annual	120,317.18	123,894.99	127,622.77	131,436.24	135,378.26	139,470.24	143,626.50	147,954.14	152,367.49

* *italicized* positions are not filled.

FY 2017/18 SALARY SCHEDULE
EFFECTIVE 7/01/2017

Grade	Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
M12	Assistant to the City Manager Sr. Human Resources & Risk Mgmt Analyst	Hourly	35.36	36.43	37.52	38.66	39.83	41.01	42.23	43.51	44.82
		Annual	73,548.59	75,776.69	78,047.63	80,404.27	82,846.61	85,310.37	87,838.40	90,494.98	93,215.82
M13	Vacant	Hourly	37.15	38.25	39.41	40.59	41.83	43.06	44.35	45.69	47.06
		Annual	77,276.37	79,568.74	81,968.22	84,431.98	87,002.86	89,573.74	92,251.74	95,036.86	97,886.26
M14	Assistant Finance Director Library Manager Park & Recreation Manager Planning Manager	Hourly	39.01	40.19	41.39	42.62	43.90	45.22	46.57	47.96	49.40
		Annual	81,132.69	83,596.45	86,081.63	88,652.51	91,309.09	94,051.36	96,857.90	99,750.14	102,749.50
M15	Assistant City Engineer Building Official	Hourly	41.93	43.19	44.48	45.81	47.20	48.62	50.05	51.55	53.09
		Annual	87,217.10	89,830.83	92,508.83	95,293.95	98,186.19	101,121.28	104,099.22	107,227.12	110,419.30
DM1	Community Services Director Human Resources Director Information Systems Director	Hourly	45.23	46.61	48.00	49.42	50.91	52.45	54.01	55.62	57.31
		Annual	94,072.78	96,943.60	99,835.84	102,792.35	105,898.83	109,091.01	112,347.46	115,689.60	119,203.14
DM2	Finance Director Public Works Director/City Engineer	Hourly	47.88	49.34	50.82	52.37	53.92	55.54	57.20	58.91	60.70
		Annual	99,600.18	102,620.96	105,706.02	108,919.62	112,154.64	115,518.21	118,967.47	122,523.86	126,251.63
DM3	Vacant	Hourly	50.97	52.51	54.09	55.70	57.39	59.11	60.87	62.69	64.58
		Annual	106,027.38	109,219.55	112,497.42	115,860.99	119,374.53	122,952.34	126,615.84	130,386.46	134,328.48
DM4	Assistant City Manager City Attorney <i>Community Development Director</i>	Hourly	52.39	53.94	55.56	57.22	58.95	60.73	62.53	64.41	66.33
		Annual	108,962.46	112,197.49	115,561.06	119,010.32	122,609.55	126,315.90	130,065.10	133,964.27	137,970.56
DM5	Police Chief	Hourly	57.84	59.56	61.36	63.19	65.09	67.05	69.05	71.13	73.25
		Annual	120,317.18	123,894.99	127,622.77	131,436.24	135,378.26	139,470.24	143,626.50	147,954.14	152,367.49

* italicized positions are not filled.



FY 2017/18 SALARY SCHEDULE
EFFECTIVE 7/01/2017

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	22.44 46,675.20	23.10 48,048.00	23.80 49,504.00	24.51 50,980.80	25.26 52,540.80	26.01 54,100.80	26.79 55,723.20	27.59 57,387.20	28.42 59,113.60
M3	Vacant	Hourly Annual	23.63 49,150.40	24.34 50,627.20	25.07 52,145.60	25.83 53,726.40	26.60 55,328.00	27.40 56,992.00	28.22 58,697.60	29.06 60,444.80	29.94 62,275.20
M4	Vacant	Hourly Annual	24.87 51,729.60	25.62 53,289.60	26.40 54,912.00	27.17 56,513.60	28.00 58,240.00	28.84 59,987.20	29.69 61,755.20	30.58 63,606.40	31.52 65,561.60
M5	Recreation Coordinator	Hourly Annual	25.86 53,788.80	26.63 55,390.40	27.44 57,075.20	28.24 58,739.20	29.10 60,528.00	29.98 62,358.40	30.87 64,209.60	31.80 66,144.00	32.74 68,099.20
M6	Court Administrator Human Resources Analyst Paralegal	Hourly Annual	27.16 56,492.80	27.99 58,219.20	28.83 59,966.40	29.68 61,734.40	30.57 63,585.60	31.50 65,520.00	32.45 67,496.00	33.41 69,492.80	34.42 71,593.60
M7	Recreation Supervisor	Hourly Annual	28.49 59,259.20	29.36 61,068.80	30.24 62,899.20	31.14 64,771.20	32.07 66,705.60	33.04 68,723.20	34.02 70,761.60	35.04 72,883.20	36.09 75,067.20
M8	Police Services Supervisor	Hourly Annual	29.94 62,275.20	30.84 64,147.20	31.74 66,019.20	32.70 68,016.00	33.70 70,096.00	34.71 72,196.80	35.75 74,360.00	36.83 76,606.40	37.93 78,894.40
M9	Access Services Supervisor Public Service Supervisor Pohl Center Supervisor	Hourly Annual	31.45 65,416.00	32.38 67,350.40	33.36 69,388.80	34.34 71,427.20	35.38 73,590.40	36.44 75,795.20	37.53 78,062.40	38.67 80,433.60	39.83 82,846.40
M10	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly Annual	32.99 68,619.20	33.96 70,636.80	34.99 72,779.20	36.04 74,963.20	37.11 77,188.80	38.23 79,518.40	39.39 81,931.20	40.57 84,385.60	41.79 86,923.20
M11	Accounting Supervisor Water Division Mgr	Hourly Annual	34.64 72,051.20	35.67 74,193.60	36.75 76,440.00	37.84 78,707.20	39.01 81,140.80	40.19 83,595.20	41.39 86,091.20	42.62 88,649.60	43.90 91,312.00

* 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))

fund balance – The net ending balance of a Fund’s financial resources that are spendable or available for appropriation.

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
OPERS	Oregon Public Employees Retirement System
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
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 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	180,949	-	-	-
BEGINNING FUND BALANCE	180,949	-	-	-
Interest on Investments	796	-	-	-
INVESTMENT EARNINGS	796	-	-	-
BANCROFT BOND FUND	181,745	-	-	-



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Transfers Out - General Fund	181,745	-	-	-
TRANSFERS OUT	181,745	-	-	-
BANCROFT BOND FUND	181,745	-	-	-

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	476,943	-	-	-
BEGINNING FUND BALANCE	476,943	-	-	-
Interest on Investments	2,099	-	-	-
INVESTMENT EARNINGS	2,099	-	-	-
LOCAL IMPROVEMNT DISTRICT FUND	479,042	-	-	-



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Transfers Out - General Fund	479,042	-	-	-
TRANSFERS OUT	479,042	-	-	-
LOCAL IMPROVEMENT DISTRICT FUND	479,042	-	-	-

Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Beginning Fund Balance	1,086,366	-	-	-
BEGINNING FUND BALANCE	1,086,366	-	-	-
Interest on Investments	3,581	-	-	-
INVESTMENT EARNINGS	3,581	-	-	-
System Fees -Washington County	18,461	-	-	-
FEES & CHARGES	18,461	-	-	-
Other Misc Income	1,237	-	-	-
MISCELLANEOUS	1,237	-	-	-
ROAD DEVELOPMENT FUND	1,109,645	-	-	-



Account Description	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Transfers Out - Road Operating	1,109,645	-	-	-
TRANSFERS OUT	1,109,645	-	-	-
ROAD DEVELOPMENT FUND	1,109,645	-	-	-