

City of Tualatin



TUALATIN *ON THE MOVE*

Connecting families, community,
business and volunteers



“Dedicated to Quality Service for Our Citizens”

CITY OF
TUALATIN

2017 - 2018
ADOPTED
BUDGET



TUALATIN *ON THE MOVE*

Connecting families, community,
business and volunteers

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City of Tualatin Annual Budget

For the Fiscal Year
July 1, 2017 - June 30, 2018

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:

Dan Gaur
Candice Kelly
Roger Mason
Rebekah Morse
Taylor Sarman
Brittany Valli
Terri Ward

EXECUTIVE MANAGEMENT TEAM:

Sherilyn Lombos, *City Manager*
Sean Brady, *City Attorney*
Alice Cannon, *Assistant City Manager*
Jeff Fuchs, *Public Works Director/City Engineer*
Paul Hennon, *Community Services Director*
Don Hudson, *Finance 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, 2016

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, 2016**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.*

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



TUALATIN *ON THE MOVE*

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business and volunteers

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 Closed Funds, 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.



TUALATIN ON THE MOVE

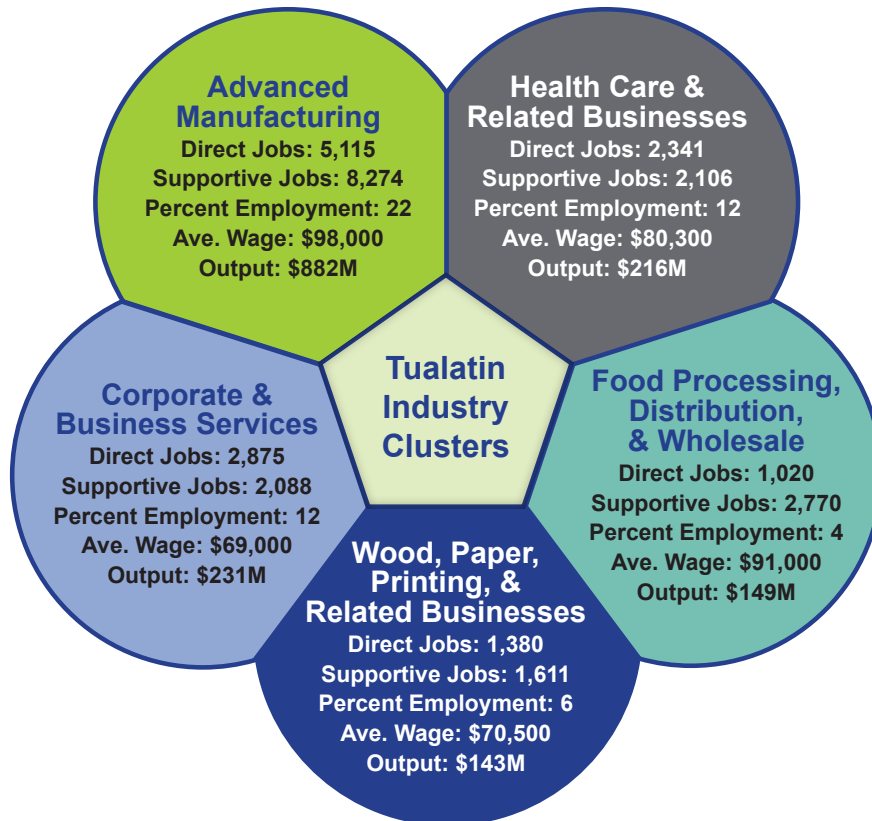


TUALATIN'S ECONOMY

The City of Tualatin recognizes that a fundamental element to the overall quality of life is the health of the local economy. Businesses provide jobs, a strong tax base to support high quality services, and inject wealth into the community. Furthermore, businesses contribute significantly to local charities and sponsor community events. As a result of long-range planning and thoughtful policy-making, Tualatin is evenly split between residential land and commercial/industrial land. Tualatin is home to a vibrant destination retail lifestyle center and state of the art manufacturing and wholesale trade companies.

KEY INDUSTRY CLUSTERS

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



BY THE NUMBERS

BUSINESS & EMPLOYEES

1,480

Number of Business Licenses

25,879

Number of Employees in Tualatin

\$1.26 BILLION

Total Payroll in Tualatin

5%

Local Unemployment Rate

AVAILABLE LAND

787 ACRES

Available Industrial Land

51 ACRES

Available Commercial Land

INDUSTRY CLUSTERS

57%

Of local jobs in key industry clusters

\$1.6 BILLION

Annual value output from industry clusters

\$85,000

Average wage among industry clusters

\$50,000

Average wage in Tualatin among all industries



**84% OF TUALATIN
RESIDENTS RATED
THE QUALITY OF
LIFE IN TUALATIN AS
“EXCELLENT” OR “GOOD.”**



QUALITY OF LIFE

DOWNTOWN TUALATIN

Downtown Tualatin is not only the center for local commerce and businesses, it also functions as the central meeting place and the community living room. Thus, it is known locally as the Tualatin Commons. The central aspect of the Tualatin Commons is a lake and public plaza. Surrounding the public gathering space is a mix of high-quality residential dwellings, retail, and professional service employment opportunities.

SHOPPING

Tualatin is home to one of the premier destination shopping centers in Oregon. Bridgeport Village is an upscale lifestyle shopping center that includes over 90 retail stores and restaurants.

SCHOOLS

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

PARKS

There are over 200 acres of well-maintained community parks, trails, and natural areas within the City of Tualatin. Park amenities include sports complexes, shelters, boat docks along the Tualatin River, and vast areas of open space.

RECREATION

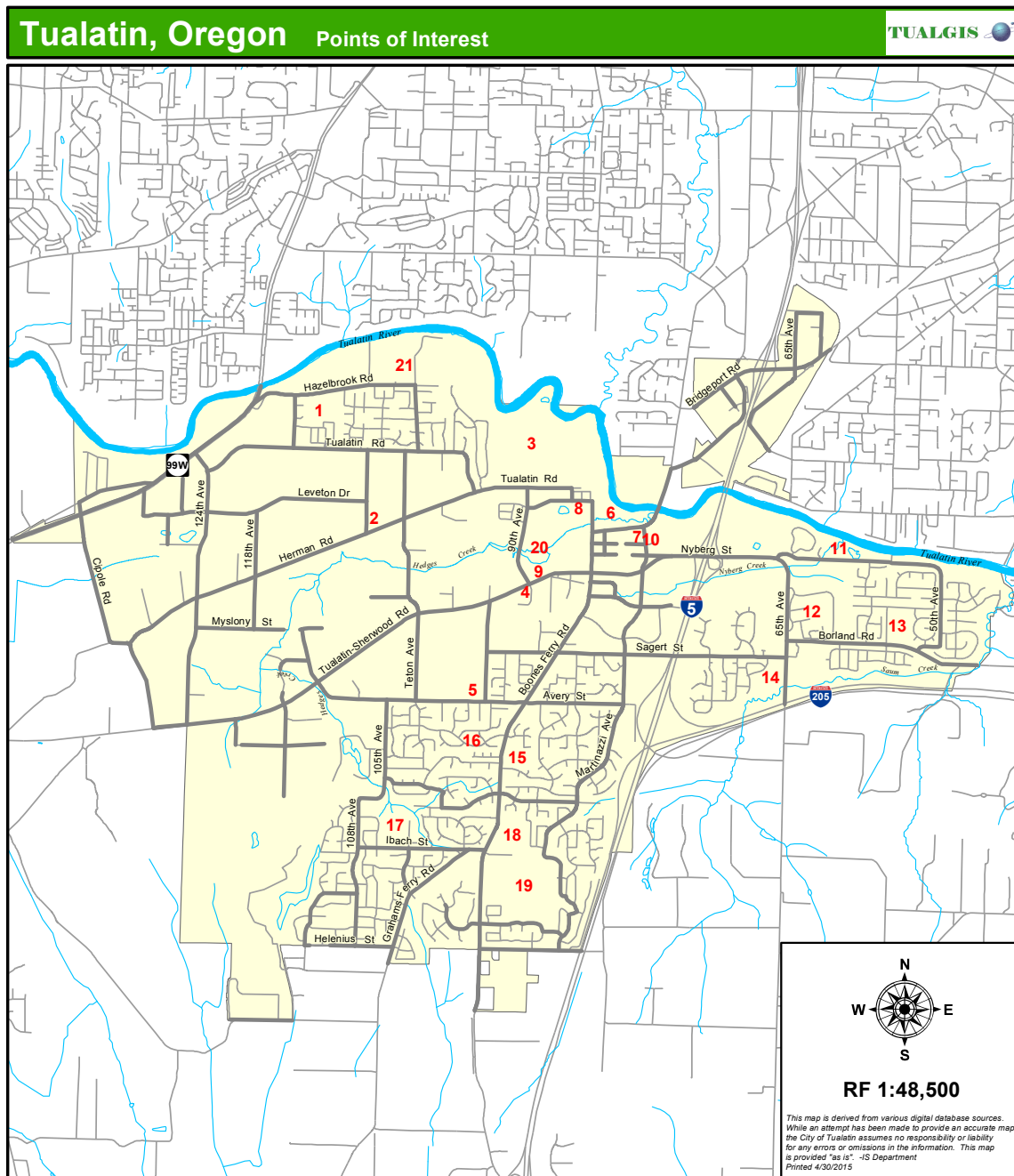
The City of Tualatin and other community groups organize regular recreational opportunities that range from canoe rentals and trips to world class festivals. In 2009, the Giant Pumpkin Regatta on the Lake at the Commons was named the best festival in Oregon. Tualatin is also the home of the nation's oldest Crawfish Festival west of the Mississippi River. In addition to these marquee festivals, numerous other events are held each year including weekly summer concerts and a local farmers market.



CITY OF TUALATIN
PRINCIPAL EMPLOYERS
CURRENT YEAR AND NINE YEARS AGO
June 30, 2016

Employer	2016			2007		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Lam Research Corporation	1,357	1	5.13%	400	5	1.77%
Legacy Meridian Park Hospital	905	2	3.42%	823	1	3.64%
Nortek Air Solutions (formerly CES Group LLC)	540	3	2.04%	-	-	-
Portland General Electric	478	4	1.81%	335	6	1.48%
United Parcel Service	405	5	1.53%	512	2	2.26%
Creganna Medical (formerly Precision Wire)	386	6	1.46%	290	9	1.28%
Pacific Furniture Industries	350	7	1.32%	-	-	-
DPI Specialty Foods Northwest	300	8	1.13%	300	7	1.33%
Cabela's	290	9	1.10%	-	-	-
Columbia Corrugated	280	10	1.06%	-	-	-
Pacific Foods of Oregon, Inc	280	10	1.06%	-	-	-
GE Security	-	-	-	500	3	2.21%
Tigard-Tualatin School District	-	-	-	438	4	1.94%
Empire Pacific Windows Corporation	-	-	-	300	8	1.33%
Milgard Windows	-	-	-	275	10	1.22%
	<u>5,571</u>			<u>4,173</u>		
Total City employment			<u>26,448</u>			

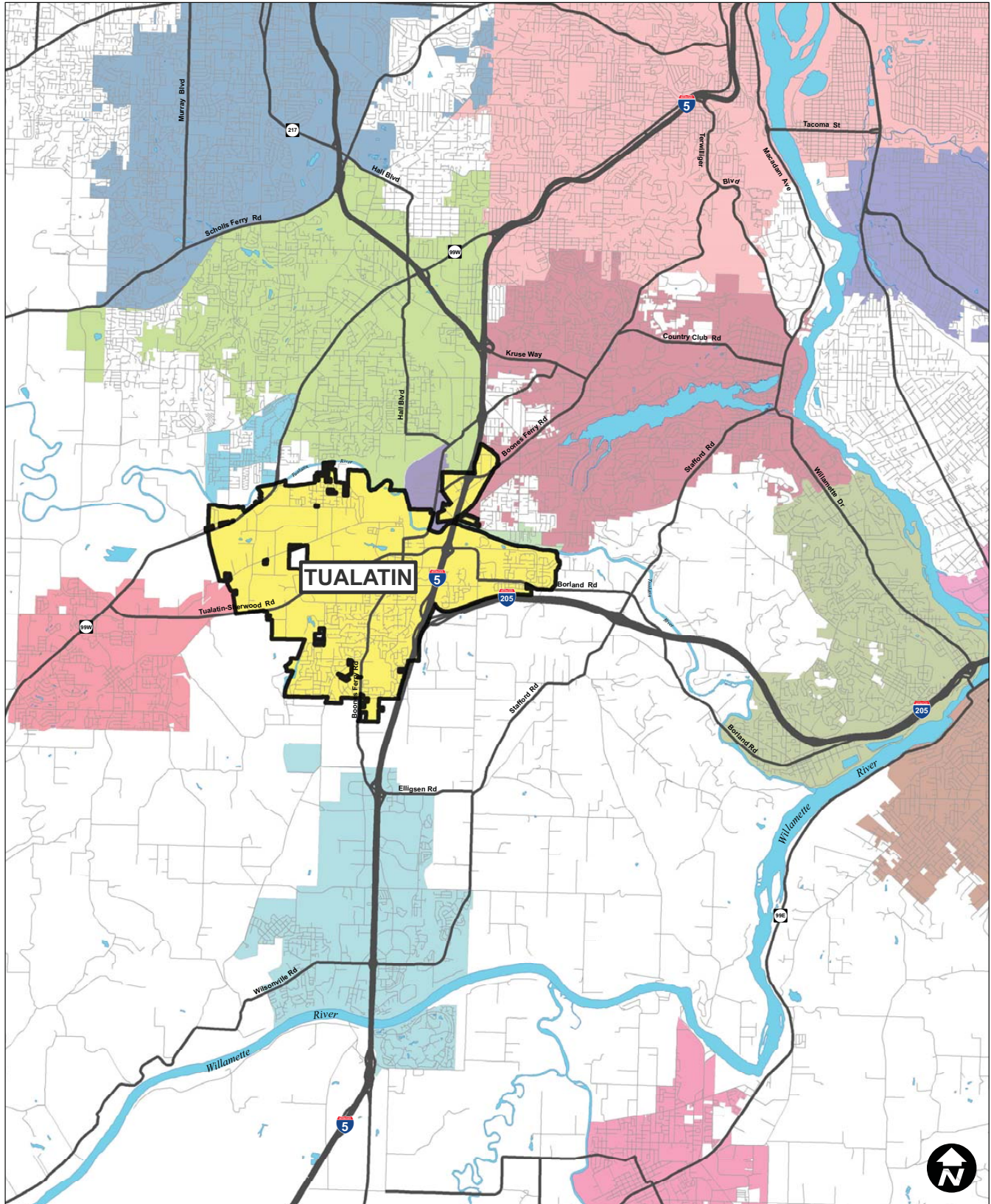
Information derived from Business License data provided to the City of Tualatin.



- | | |
|--|-----------------------------------|
| 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 |

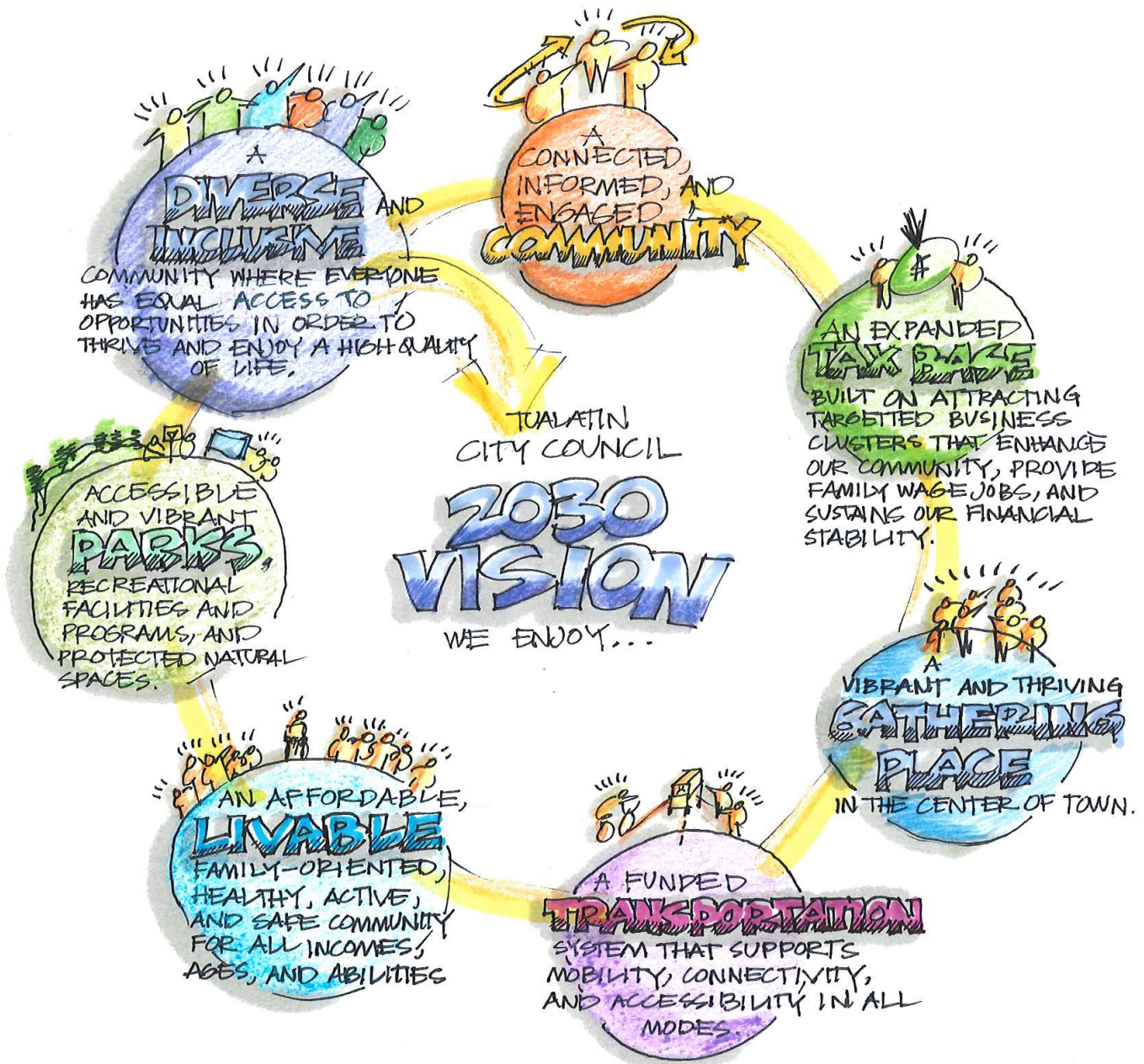


Tualatin and the South Metro Region



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.

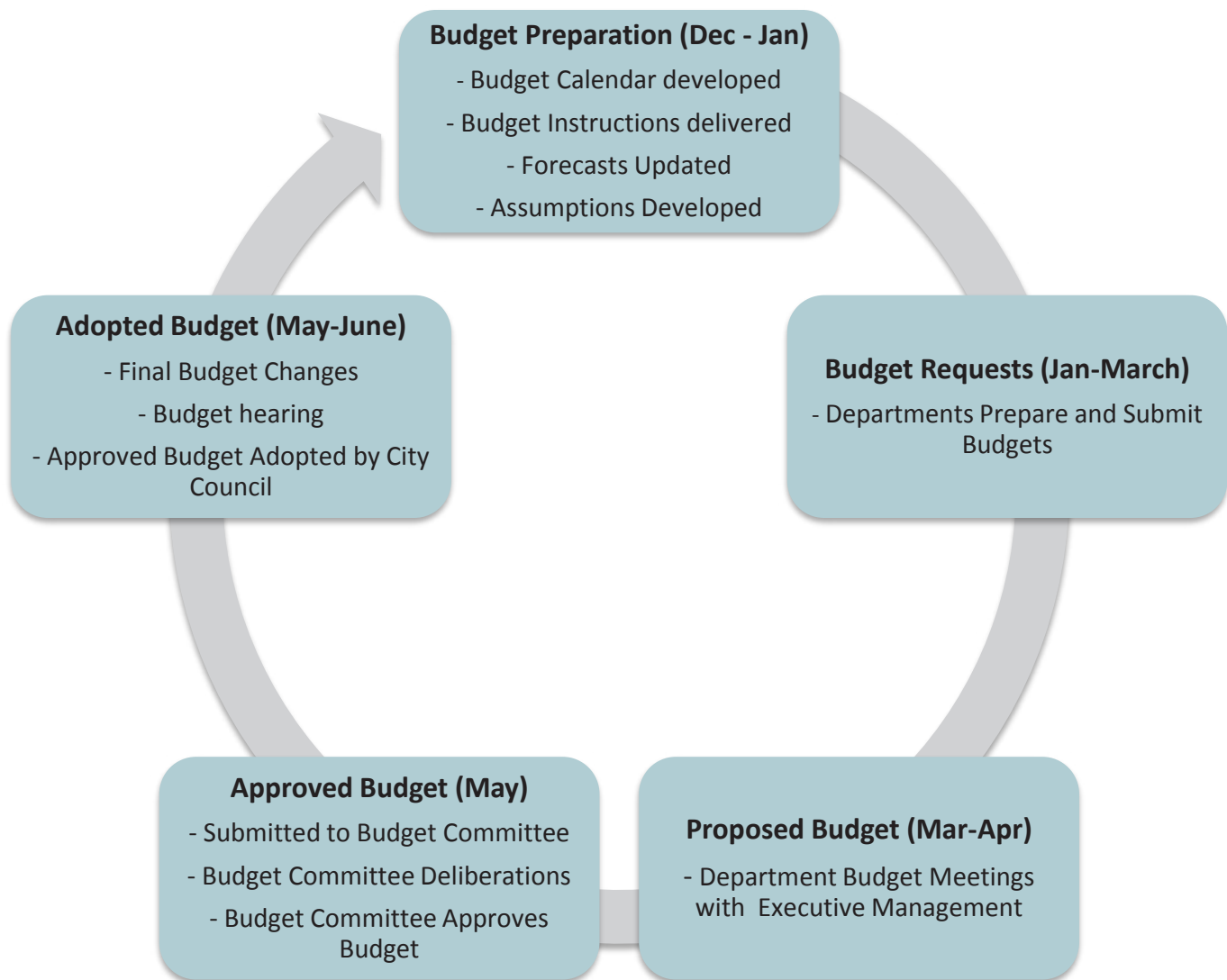
In addition to the county tax assessor's copies, a copy of the resolutions required by Oregon Revised Statutes 221.760 and 221.770 must be submitted to the Oregon Department of Administrative Services by July 31. Finally, a copy of the completed budget document, including the publication and tax certification 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

Road Development 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 2017-2018 budget is considered a balanced budget as total resources are equal to total requirements in each fund.

Funding Sources

Program/Section	Departments	Fund
Policy & Administration	Administration City Council Finance Municipal Court Legal Information Services Non-Departmental	General Fund General Fund General Fund General Fund General Fund General Fund General Fund
Community Development	Planning Engineering Building	General Fund General Fund Building Fund
Community Services	Administration & Recreation Library Park Development Tualatin Scholarship	General Fund General Fund Park Development Fund Tualatin Scholarship Fund
Public Safety	Police	General Fund
Public Works	Public Works Administration Maintenance Services - Fleet Maintenance - Building Maintenance - Parks Maintenance Utilities - Water - Operating - Development Utilities - Sewer - Operating - Development	General Fund General Fund 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
	- Transportation Dev. Tax	Transportation Dev. Tax Fund
	Core Area Parking District	Core Area Parking District Fund
Tualatin Development Commission (TDC)		
	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.

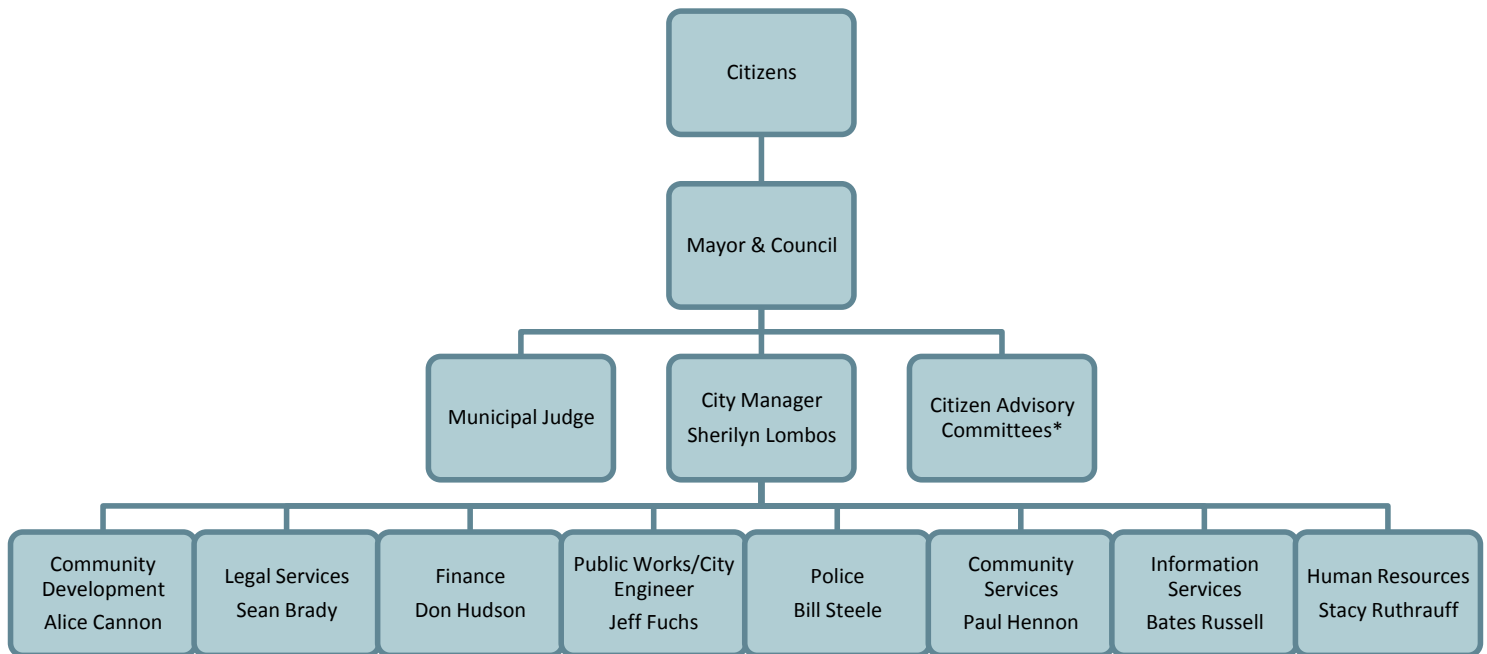
Internal Service Funds

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
John Howorth
Patrick Gaynor
Chris Goodell
Carol Bellows
Angela Niggli
John Medvec
Joelle Davis

Jurisdiction

Chair/Council
Citizen
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
Thea Owens
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

Candice Kelly
Roger Mason
Taylor Sarman
Brittany Valli
Dan Gaur
Rebekah Morse
Terri Ward

Jurisdiction

Citizen
Citizen
Citizen
Citizen
Citizen
Citizen
Citizen

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.

Member

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.

Member	Jurisdiction
Sonya Ambuehl	Chair/Citizen
Nicholas Schiller	Citizen
Donald Swygard	Citizen
Alan Feinstein	Citizen
Marcus Young	Citizen
Thea Wood	Citizen
Mohammed Dezay	Student

Parks Advisory Committee

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

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

Member	Jurisdiction
Christen Sacco	Citizen
Dana Paulino	Citizen
Anthony Warren	Citizen
Krista Nanton	Citizen
Kay Dix	Citizen
Valerie Pratt	Citizen
Dennis Wells	Chair/Citizen

Tualatin Planning Commission

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

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

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

Members	Jurisdiction
Kenneth Ball	Citizen
Angela Demeo	Citizen
Alan Aplin	Chair/Citizen
William Beers	Vice Chair/Citizen
Janelle Thompson	Citizen
Travis Stout	Citizen
Mona St. Clair	Citizen

Tualatin Tomorrow Advisory Committee

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

Member	Jurisdiction
Candice Kelly	Chair/Citizen
Larry McClure	Citizen
Bethany Wurtz	Citizen
Ed Casey	Citizen
Alice Galloway Neely	Citizen
Daniel Bachhuber	Citizen
John Bartholomew	Citizen
Frank Bubenik	Council
Linda Moholt	Chamber Representative
Dana Terhune	Partnering Organization Representative (TTSD)

Fiscal Year 2017/2018**May 2017****Honorable Mayor Ogden****Members of the Tualatin City Council****Members of the Tualatin Budget Committee**

Every year as we go through the annual budget process, I am reminded of all the great work the employees of the City of Tualatin do for our customers and community. I see examples of their work throughout the year, but the budget process is an opportunity to sit down with all City departments and talk about what they are doing with the budgetary dollars that they are entrusted with in the current year and what they are planning to do with budgetary dollars they are requesting for the next year. These meetings give me the opportunity to better understand a lot of the little details that matter to the people providing the excellent services and I value this time each year. Our employees take great pride in their work and it shows on a daily basis. The City of Tualatin is a city “on the move” and the annual budget process proves again how our employees are doing great things to connect families, our community, our businesses and our volunteers to continue to make Tualatin a great place to live, work, volunteer and play.

Beyond the outstanding City staff that help make Tualatin a wonderful place, our community is blessed with some of the most dedicated individuals, engaged 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.

One of the more exciting projects that exemplifies our commitment for the future is the Tualatin Mobile Makerspace. This project was developed out of discussions leading up to the America’s Best Community competition and was made possible through community partnerships involving the City of Tualatin (particularly the Tualatin Public Library), the Tigard/Tualatin School District, Mask and Mirror Community Theater, the Tualatin Chamber of Commerce and many businesses and individual funding partners. The mobile makerspace connects students with hands-on learning activities that generate excitement for future careers related to science, technology, engineering, arts and math (STEAM). The STEAM activities that are brought to students in the community and their schools are benefitting the youth in our community and help to prepare them to fill the technical jobs offered by manufacturing companies in Tualatin.



Being “On the Move” takes on a multi-modal connotation, especially in Tualatin. We have a history of keeping well maintained roads throughout the City, but motor vehicle traffic is not the only priority in town. Our residents are on the move driving their own cars, utilizing transit options, bicycling and walking. The opening of the Tualatin River Greenway



Trail in early 2016 became the crown jewel of an already robust trail system, but we continue to make sure our community is pedestrian friendly and accessible through multiple projects around town. TriMet's addition of Bus Line 97 provides a much needed transit link to the community, and Washington County has begun construction on the 124th Avenue Extension. Combined with the City's upcoming 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. Lastly, the City was awarded a grant to design bike lanes and sidewalks on a stretch of Herman Road that has neither of these amenities now. Combined with updates to our water, sewer, storm drain and parks and recreation master plans, the future of Tualatin is bright and moving in a positive direction.

Tualatin continues to be an attractive location for development as evidenced by all the construction activity throughout the City. This activity is having a positive impact on the local economy, through additional jobs and increased assessed property values. In the most recent report from the Oregon Employment Department, Tualatin has the lowest unemployment rate in Washington County at 3.2%, significantly lower than the 3.8% statewide unemployment rate, and slightly lower than Washington County's 3.3%.

Speaking of the local economy, the total proposed budget for the City of Tualatin in Fiscal Year 2017/2018 is \$91,666,840, an 8.95% increase over the adopted 2016/2017 budget. Also included in this budget document is the Tualatin Development Commission (TDC) budget, proposed at \$4,068,005, a 2.25% decrease from the previous year's adopted budget. Explanations

of the significant reasons for these changes in both the City's and the TDC's budgets will be explained on the following pages.

Throughout the budget document, you will see evidence of why I believe we have the best employees, volunteers and citizens in the Country. Tualatin is truly "On the Move" and we are very excited about our future!

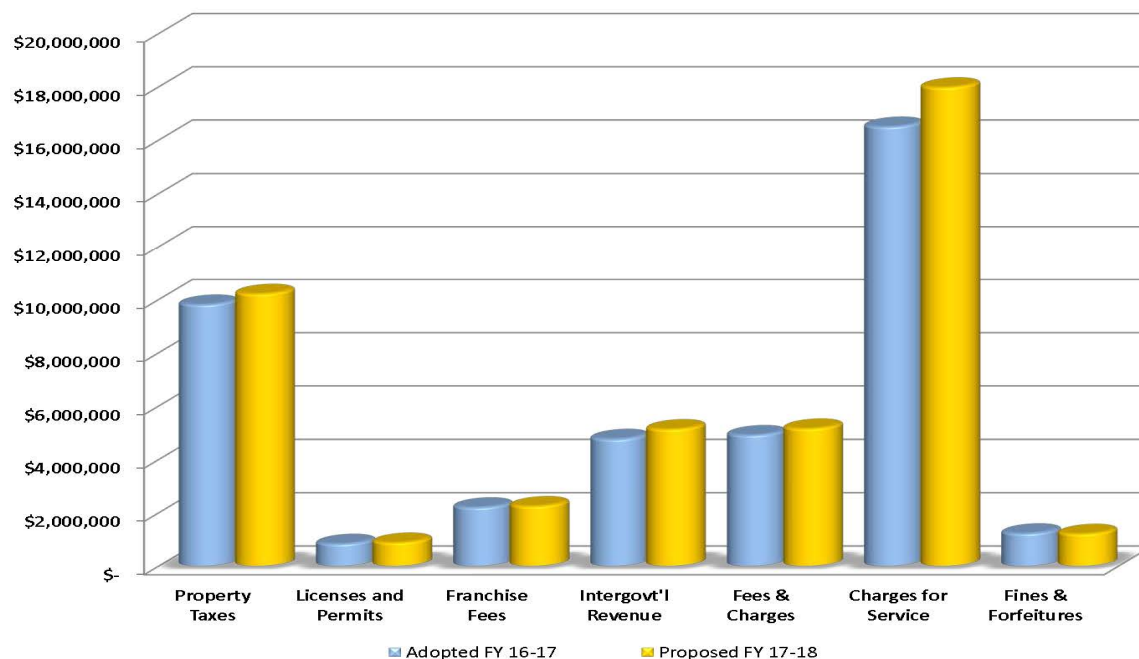


TUALATIN ON THE MOVE

Revenues

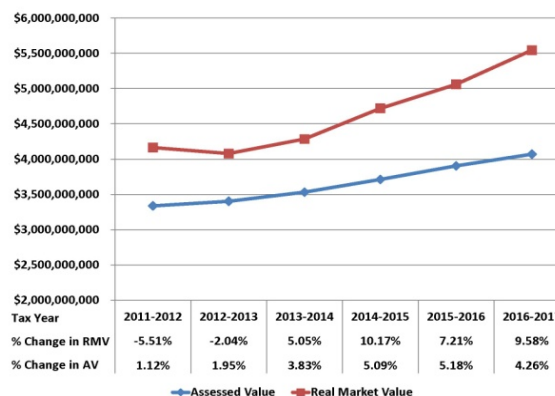
We continue to experience stability in our revenue streams. As you can see on the graph at the top of the next page, our revenue categories are either maintaining previous year levels, or are increasing. Overall, the City's revenues, less transfers and miscellaneous revenue, are increasing 6.37%.

In January 2015, the City implemented a new financial system and in last year's budget we had made some revenue category changes in some of the City's revenues to better reflect the type of revenue recorded in those line items. During FY 2016/2017, we took another look at the revenue line items and have reclassified some revenues previously recorded as a charge for service into the more proper description of fees and charges. This "reclassification" is reflected in all columns in the detailed reports found in the revenue section of this budget document to allow for appropriate comparison across the fiscal years displayed and better aligns with our annual year-end financial reports.



Property taxes make up almost half of general fund revenues and account for the second largest revenue source in the above chart. 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. The graph to the right shows the separation between assessed value and real market value over the last six tax years. 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.



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 increased just over 5%, each year, for both fiscal year 2014/2015 and 2015/2016 and remained at about 4.26% in FY 2016/2017. We anticipate continued strong growth of our AV during FY 2017/2018, and are projecting an increase of 4% in the next year. With the actual and projected increases in AV, property tax revenue is estimated to increase 4.1% over the adopted 2016/2017 budget.

Charges for Service is the City's largest source of revenue, at just under \$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. It is seeing the largest increase over the previous year at 8.94%, due to the growth in development, recreation programming and utility rate increases. As in previous years, over one-third of the revenue in this category is 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.

Intergovernmental revenues are increasing by 7.63%, due to increases in the City's share of statewide gas, cigarette and liquor taxes. The majority of these taxes are allocated on a per capita basis, so we benefit from increased statewide collection of these taxes, as well as increases in our population. Increased revenue from our participation in the Washington County Cooperative Library System (WCCLS) and the Clackamas County Library District also contributes to the increase in this category. Lastly, one-time revenue from grant funding from Metro for the Basalt

Creek planning study is expected to be received in FY 2017/2018.

Both Licenses & Permits and Fees & Charges are expected to increase approximately 5% in the upcoming year, as the City continues to see strong development related activity. Permit fees in the Building Fund and system development charges in all our development funds are experiencing increases in FY 2017/2018 due to the continued growth in development.

Another significant revenue increase in the upcoming fiscal year is in our interest on investment line items in each of our funds. Idle cash is invested in the State of Oregon Local Government Investment Pool; the interest rate has increased by more than 1% in the last year as the economy continues to improve and earnings on the pool's investments have increased.

We are happy to report that our overall revenue picture is continuing its stability and we anticipate that it will remain stable in the immediate future.

Expenditures

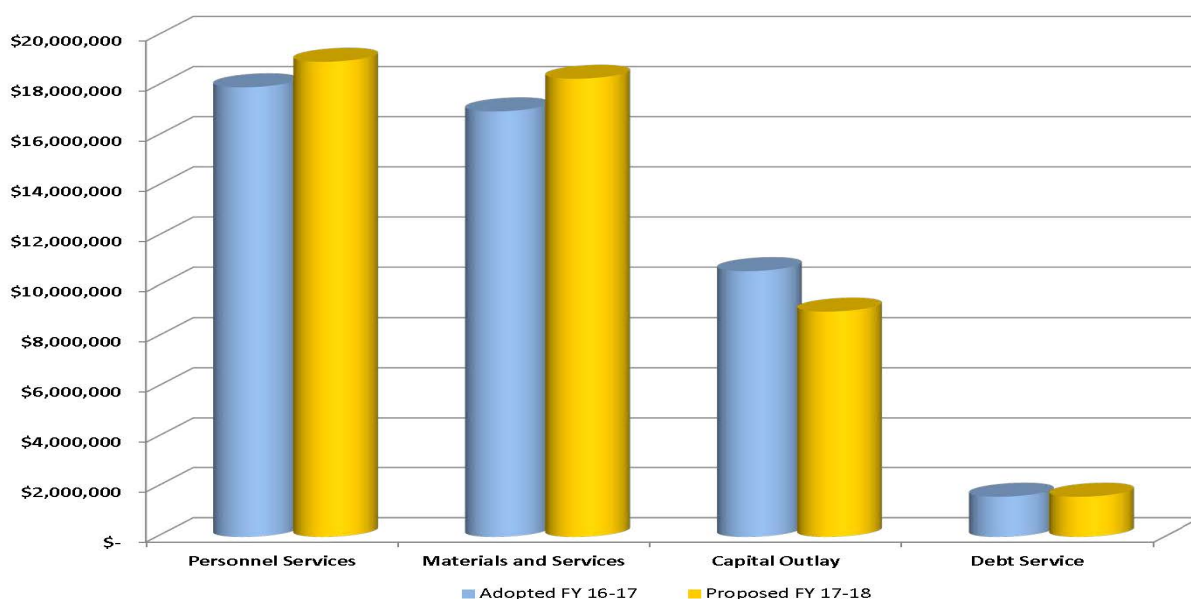
As I mentioned at the start of this budget message, our City employees do an outstanding job providing the services that our customers and residents want and desire. These services are provided in a fiscally prudent manner, and with a stable, yet tight revenue stream. The City has one of the lowest property tax rates in the Portland Metro Area, and the City's departments continue to do an outstanding job of keeping expenditure growth to a manageable level. Every year, they are faced with expenditure increases that are out of their control, such as utility rate increases and other contractual

obligations. Yet, every year, they take a hard look at their budgets and save where they can, without compromising service levels. Their effort in keeping expenditure growth at reasonable levels has helped the City maintain its fiscal health. Our total expenditures, less transfers, reserves and contingencies, are only increasing 1.52% over the adopted FY 2016/2017 Budget. This “One City” approach to our city finances shows the dedication of Tualatin’s employees to providing all our services for the greater good of our customers and citizens.

The cost of this dedicated work force accounts for the largest expenditure category in the City’s budget, at just under 40% of total expenditures, less transfers, reserves and contingencies. The personnel services category is increasing 5.67%, largely due to increases in pension costs related to the Oregon Public Employees Retirement System (PERS) contribution rate increases. Our PERS contribution rates increased a weighted average of 3.85%, causing the City’s pension

expenditures to increase approximately 19.5% for FY 2017/2018. The increase in this category also factors in the addition of a Community Engagement Coordinator to assist in outreach, diversity and inclusion efforts throughout the City, as well as a part-time Library staff position to continue our efforts with the Mobile Makerspace program, reaching students in our community. Lastly, utilizing savings incurred when the Police Department shifted their patrol shifts from a 12-hour shift to a 10-hour shift, we are adding an additional Police Officer position.

The materials and services (M&S) category is the second largest category in the City of Tualatin budget, accounting for over 38% of total expenditures. The overall growth in this category is 7.67%, which is largely caused by increases which are outside of the City’s control. One example of this is the increase in our contract for dispatch services provided by the Washington County Consolidated Communications Agency, as they transition to a new digital dispatch system. Also included in





the M&S increase this year are the pass-through payments to Clean Water Services for their rate increases for sewer and storm drain services that are billed by the City of Tualatin. Additionally, the amount we pay the City of Portland for the water to provide water service to our customers is increasing and a higher amount is allocated to our pavement maintenance program, as there is a larger amount of street miles being maintained in the upcoming fiscal year. 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 are maintaining the quality services our community has come to expect and appreciate from the City.

Capital Outlay is the next largest expenditure category and is decreasing approximately 15%, as the Myslony Bridge project did not begin construction in FY 2016/2017, and it is now anticipated to cross over two fiscal years, with a lesser amount projected in FY 2017/2018. Additionally, we are working on updating master plans in all our utility funds, as well as the Parks and Recreation Master Plan, which will help guide future capital project needs in all these areas. Some projects originally anticipated to be needed in the upcoming year are being put on hold as the master plans are updated, in order to better plan for our project needs. Even with the decrease in total capital outlay expenditures, the City has a solid amount of capital purchases planned for FY 2017/2018. A complete list of capital projects and purchases can be found on pages 194-195 of this document; some of the highlights include replacement of outdated mobile data terminals in police vehicles, updates to the kitchen and completion of the furniture replacement project at the Juanita Pohl Center, pedestrian safety projects and studies,

ADA improvements in two of the City's parking lots, an electronic document management system and painting of the wave rail around the Tualatin Commons Lake.



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. It is anticipated that the bond levy rate for these three G.O. Bonds will decrease slightly to \$0.23 per \$1,000 of assessed value for FY 2017/2018.

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. The picture at the end of this budget message is an example of the success of urban renewal in Tualatin, creating a centerpiece of our community on the site of a former dog food factory.

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 need to be completed and when the timing is best for completion of the identified projects.

I am extremely proud to lead such an outstanding group of employees and programs as we connect families, our community, our businesses and our volunteers. As I mentioned at the beginning, Tualatin is such a wonderful place to live, work and play and we are truly blessed with some of the most dedicated individuals, engaged residents and community partners.

Sincere thanks and credit goes to all City departments and staff for their contributions to this proposed budget and to the fiscal health of the City of Tualatin. All we accomplish each year cannot happen without these folks, but also without the support of our dedicated Mayor and City Council.

This beautiful budget document could not be presented without the creativity and dedication of Finance Department Program Coordinator, Lisa Thorpe. A special thanks to Finance Director, Don Hudson, for his hard work, cooperative approach to the budget and overall dedication to the fiscal health of the City of Tualatin.

Respectfully submitted,



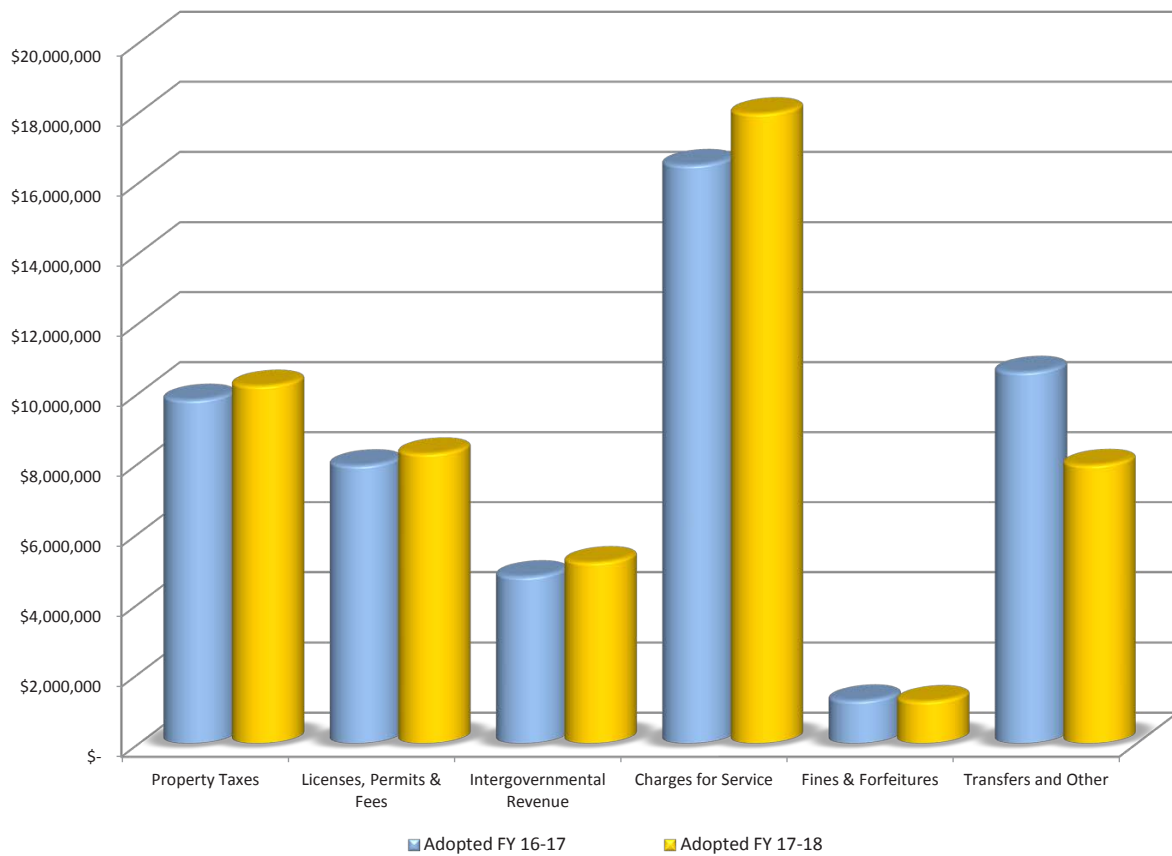
Sherilyn Lombos
City Manager / City Recorder
Administrator, Tualatin Development
Commission

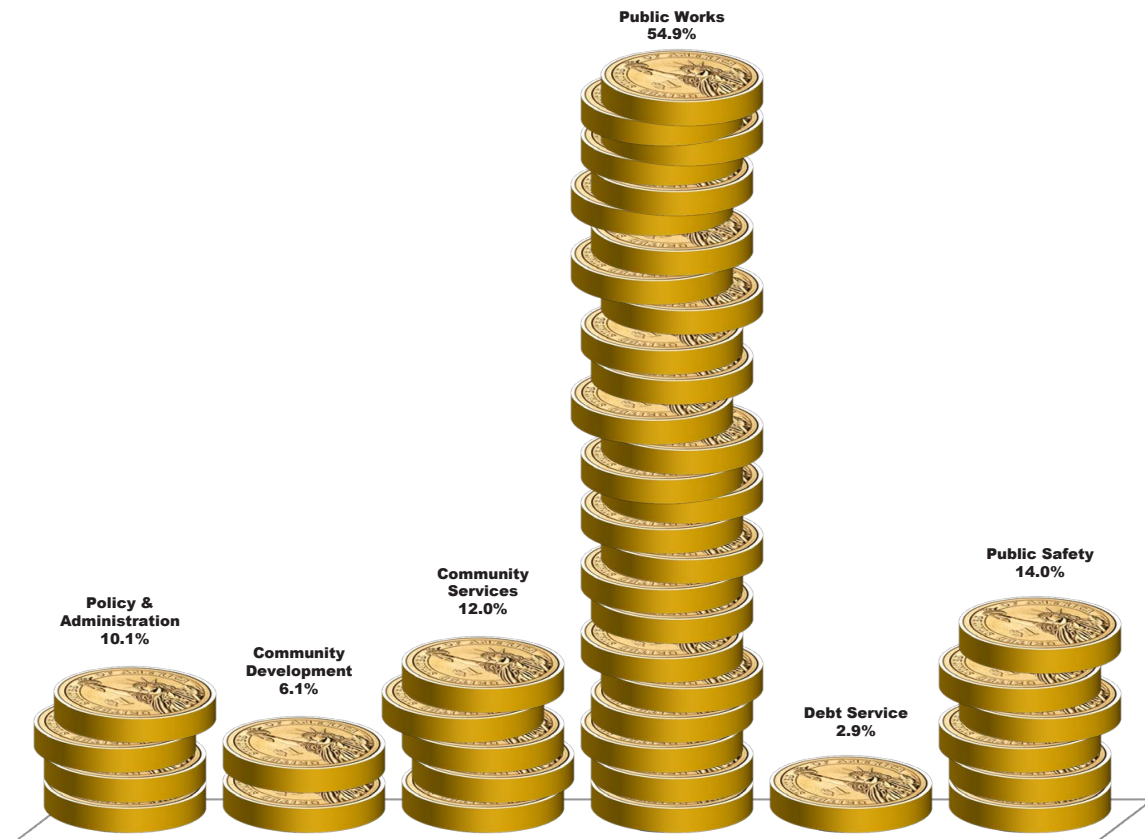
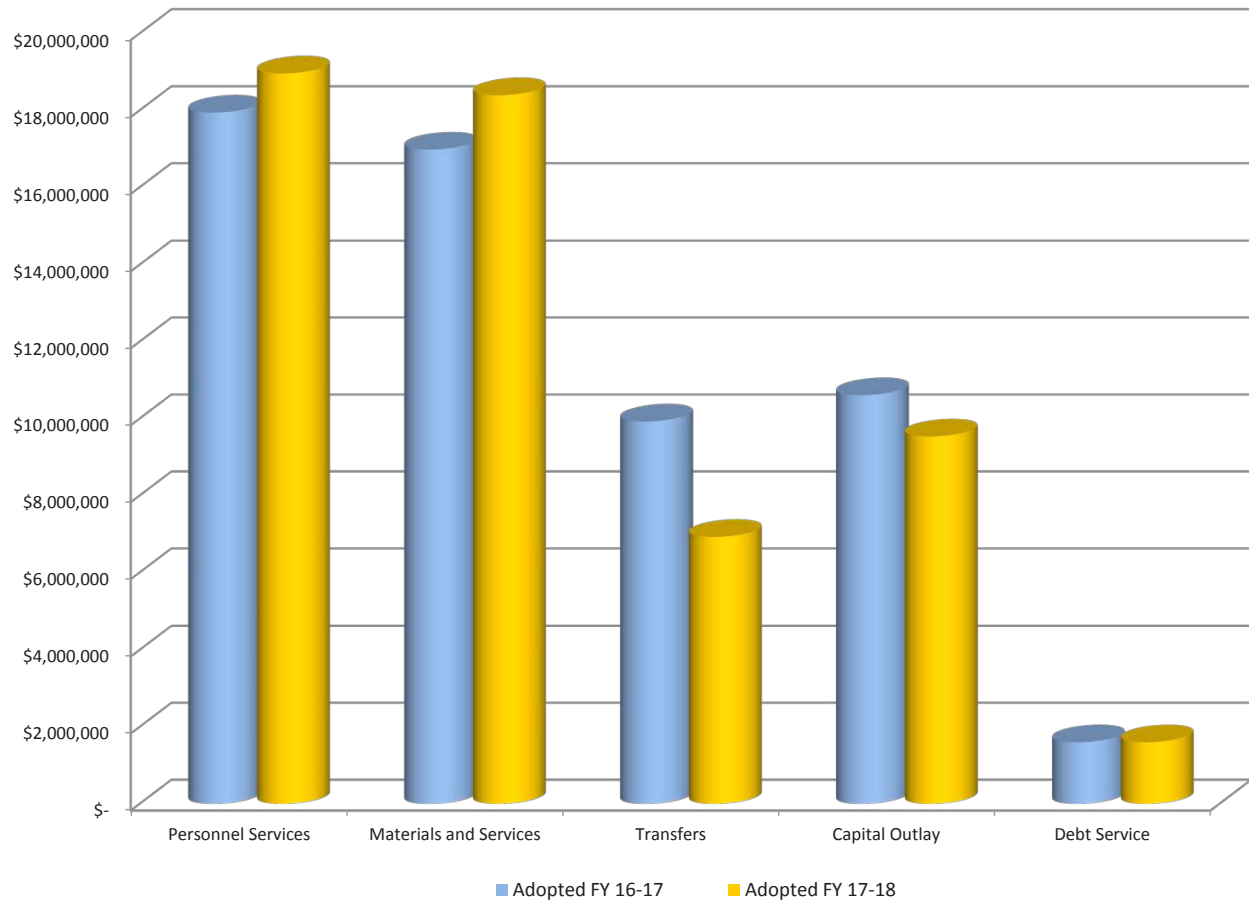




TUALATIN *ON THE MOVE*

Connecting families, community,
business and volunteers





City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ 9,171,688	\$ 9,528,110	\$ 9,804,740	\$ 10,207,130	\$ 10,207,130
Licenses and Permits	867,091	913,515	829,500	877,180	877,180
Franchise Fees	2,213,242	2,197,426	2,200,000	2,245,000	2,245,000
Intergovernmental Revenue	5,379,314	6,163,605	4,760,055	5,123,100	5,163,050
Fees & Charges	4,914,949	5,012,364	4,901,660	5,147,260	5,147,260
Charges for Service	15,833,213	16,799,649	16,501,575	17,976,700	17,976,700
Fines & Forfeitures	1,363,156	1,011,560	1,222,500	1,204,500	1,204,500
Investment Earnings	192,369	262,439	192,835	542,900	542,900
Transfers	7,326,480	9,463,973	10,012,245	7,000,465	7,018,465
Other Revenue	5,546,241	319,130	395,250	382,510	382,510
Total Current Resources	\$ 52,807,743	\$ 51,671,771	\$ 50,820,360	\$ 50,706,745	\$ 50,764,695
Beginning Fund Balance	30,359,361	34,188,787	33,313,150	41,331,725	41,362,045
Total Resources	\$ 83,167,104	\$ 85,860,558	\$ 84,133,510	\$ 92,038,470	\$ 92,126,740

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 15,973,587	\$ 16,490,789	\$ 17,942,135	\$ 18,960,265	\$ 18,960,265
Materials and Services	15,412,750	16,239,449	16,981,160	18,390,625	18,394,625
Transfers	7,191,760	9,375,996	9,925,985	6,908,615	6,926,615
Capital Outlay	3,762,089	5,297,895	10,610,585	9,311,550	9,537,820
Debt Service	1,608,157	1,591,276	1,601,795	1,600,925	1,600,925
Other Financing Uses	4,660,463	-	-	-	-
Contingency	-	-	15,020,275	18,963,420	19,041,700
Reserves & Unappropriated	34,558,299	36,865,153	12,051,575	17,903,070	17,664,790
Total Requirements	\$ 83,167,104	\$ 85,860,558	\$ 84,133,510	\$ 92,038,470	\$ 92,126,740

City of Tualatin

Fiscal Year 2017 - 2018

Changes in Fund Balance

	Beginning Fund Balance	Changes in Fund Balance	Ending Fund Balance
General Fund	\$ 10,067,050	\$ (459,075)	\$ 9,607,975
Water Operating Fund	\$ 6,784,445	\$ (1,337,070)	\$ 5,447,375
Sewer Operating Fund	\$ 3,263,100	\$ (226,930)	\$ 3,036,170
Storm Drain Operating Fund	\$ 2,494,200	\$ 601,070	\$ 3,095,270
Enterprise Bond Fund	\$ 489,000	\$ 1,250	\$ 490,250
Water Development Fund	\$ 891,460	\$ (168,900)	\$ 722,560
Sewer Development Fund	\$ 3,862,700	\$ 9,110	\$ 3,871,810
Storm Drain Development Fund	\$ 572,760	\$ (221,390)	\$ 351,370
Building Fund	\$ 1,961,120	\$ (212,980)	\$ 1,748,140
Road Utility Fee Fund	\$ 463,080	\$ (457,300)	\$ 5,780
Road Operating Fund	\$ 2,099,610	\$ (1,073,560)	\$ 1,026,050
Core Area Parking District Fund	\$ 162,355	\$ (39,030)	\$ 123,325
Tualatin Scholarship Fund	\$ 50,825	\$ -	\$ 50,825
Transportation Development Tax Fund	\$ 6,979,500	\$ 97,000	\$ 7,076,500
General Obligation Bond Fund	\$ 75,000	\$ (21,910)	\$ 53,090
Park Development Fund	\$ 1,145,840	\$ (1,145,840)	\$ -
Total City of Tualatin	\$ 41,362,045	\$ (4,655,555)	\$ 36,706,490
TDC Administration Fund	\$ 151,640	\$ (61,405)	\$ 90,235
CURD Projects Fund	\$ 184,710	\$ (184,710)	\$ -
Leveton Projects Fund	\$ 3,681,430	\$ (70,830)	\$ 3,610,600
Total Tualatin Development Commission	\$ 4,017,780	\$ (316,945)	\$ 3,700,835

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - General Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ 8,201,865	\$ 8,582,569	\$ 8,869,740	\$ 9,267,130	\$ 9,267,130
Licenses and Permits	342,727	236,751	207,500	280,000	280,000
Franchise Fees	2,213,242	2,197,426	2,200,000	2,245,000	2,245,000
Intergovernmental Revenue	2,796,771	2,917,742	3,126,065	3,485,950	3,525,900
Fees & Charges	104,680	106,337	102,600	104,700	104,700
Charges for Service	284,850	312,627	246,500	265,000	265,000
Fines & Forfeitures	1,359,978	1,008,765	1,222,500	1,204,500	1,204,500
Investment Earnings	41,572	63,725	70,000	170,000	170,000
Transfers	3,393,300	4,496,307	5,612,515	4,713,550	4,713,550
Other Revenue	119,417	127,247	136,910	144,170	144,170
Total Current Resources	\$ 18,858,402	\$ 20,049,496	\$ 21,794,330	\$ 21,880,000	\$ 21,919,950
Beginning Fund Balance	7,068,465	7,188,724	8,721,180	10,036,730	10,067,050
Total Resources	\$ 25,926,867	\$ 27,238,220	\$ 30,515,510	\$ 31,916,730	\$ 31,987,000

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 13,846,428	\$ 14,322,914	\$ 15,952,605	\$ 16,921,875	\$ 16,921,875
Materials and Services	4,141,084	4,061,115	4,439,180	4,540,880	4,544,880
Transfers	14,000	-	420,000	-	-
Capital Outlay	368,831	390,775	639,795	846,000	912,270
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	3,126,290	3,311,790	3,356,850
Reserves & Unappropriated	7,556,524	8,463,416	5,937,640	6,296,185	6,251,125
Total Requirements	\$ 25,926,867	\$ 27,238,220	\$ 30,515,510	\$ 31,916,730	\$ 31,987,000

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Water Operating Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	36,813	44,758	14,500	17,500	17,500
Charges for Service	5,722,265	6,122,588	5,798,175	6,592,200	6,592,200
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	27,552	31,110	18,900	84,380	84,380
Transfers	450,000	320,000	289,000	448,600	466,600
Other Revenue	15,580	23,124	37,640	37,640	37,640
Total Current Resources	\$ 6,252,210	\$ 6,541,580	\$ 6,158,215	\$ 7,180,320	\$ 7,198,320
Beginning Fund Balance	5,058,604	4,227,302	3,989,810	6,784,445	6,784,445
Total Resources	\$ 11,310,814	\$ 10,768,882	\$ 10,148,025	\$ 13,964,765	\$ 13,982,765

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ 614,500	\$ 636,675	\$ 636,675
Materials and Services	2,062,306	2,123,206	2,868,985	3,208,735	3,208,735
Transfers	2,846,350	2,944,790	2,006,705	2,183,730	2,183,730
Capital Outlay	2,174,856	670,889	1,850,000	2,346,250	2,506,250
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	1,018,530	1,245,210	1,280,310
Reserves & Unappropriated	4,227,302	5,029,997	1,789,305	4,344,165	4,167,065
Total Requirements	\$ 11,310,814	\$ 10,768,882	\$ 10,148,025	\$ 13,964,765	\$ 13,982,765

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Sewer Operating Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	-	-	-	-	-
Charges for Service	7,015,426	7,377,683	7,473,065	7,697,260	7,697,260
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	14,488	18,299	13,795	40,790	40,790
Transfers	-	-	113,390	113,310	113,310
Other Revenue	-	8,853	500	500	500
Total Current Resources	\$ 7,029,914	\$ 7,404,835	\$ 7,600,750	\$ 7,851,860	\$ 7,851,860
Beginning Fund Balance	3,016,316	3,006,240	2,758,900	3,263,100	3,263,100
Total Resources	\$ 10,046,230	\$ 10,411,075	\$ 10,359,650	\$ 11,114,960	\$ 11,114,960

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ 343,595	\$ 343,365	\$ 343,365
Materials and Services	5,708,330	5,965,038	6,216,155	6,468,770	6,468,770
Transfers	1,331,660	1,417,400	1,018,240	1,066,655	1,066,655
Capital Outlay	-	15,373	20,000	200,000	200,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	1,139,700	1,211,820	1,211,820
Reserves & Unappropriated	3,006,240	3,013,264	1,621,960	1,824,350	1,824,350
Total Requirements	\$ 10,046,230	\$ 10,411,075	\$ 10,359,650	\$ 11,114,960	\$ 11,114,960

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Storm Drain Operating Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	-	-	-	-	-
Charges for Service	2,197,050	2,466,755	2,602,630	2,984,740	2,984,740
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	4,519	8,451	3,150	30,610	30,610
Transfers	-	-	-	-	-
Other Revenue	400	21,153	-	-	-
Total Current Resources	\$ 2,201,969	\$ 2,496,359	\$ 2,605,780	\$ 3,015,350	\$ 3,015,350
Beginning Fund Balance	784,155	1,109,530	629,540	2,494,200	2,494,200
Total Resources	\$ 2,986,124	\$ 3,605,889	\$ 3,235,320	\$ 5,509,550	\$ 5,509,550

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	651,222	685,639	1,141,575	1,317,590	1,317,590
Transfers	1,096,220	1,170,530	845,075	856,690	856,690
Capital Outlay	129,152	65,822	350,000	240,000	240,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	350,500	355,320	362,140
Reserves & Unappropriated	1,109,530	1,683,898	548,170	2,739,950	2,733,130
Total Requirements	\$ 2,986,124	\$ 3,605,889	\$ 3,235,320	\$ 5,509,550	\$ 5,509,550

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Enterprise Bond Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	-	-	-	-	-
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	980	1,456	2,000	2,000	2,000
Transfers	517,050	502,550	636,665	637,515	637,515
Other Revenue	4,745,494	-	-	-	-
Total Current Resources	\$ 5,263,524	\$ 504,006	\$ 638,665	\$ 639,515	\$ 639,515
Beginning Fund Balance	444,921	486,709	485,000	489,000	489,000
Total Resources	\$ 5,708,445	\$ 990,715	\$ 1,123,665	\$ 1,128,515	\$ 1,128,515

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	44,223	450	750	750	750
Transfers	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	517,050	502,550	636,665	637,515	637,515
Other Financing Uses	4,660,463	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	486,709	487,715	486,250	490,250	490,250
Total Requirements	\$ 5,708,445	\$ 990,715	\$ 1,123,665	\$ 1,128,515	\$ 1,128,515

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Water Development Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	357,208	296,188	500,000	300,000	300,000
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	3,935	4,062	2,700	11,140	11,140
Transfers	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Current Resources	\$ 361,143	\$ 300,250	\$ 502,700	\$ 311,140	\$ 311,140
Beginning Fund Balance	924,227	702,810	545,535	891,460	891,460
Total Resources	\$ 1,285,370	\$ 1,003,060	\$ 1,048,235	\$ 1,202,600	\$ 1,202,600

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-
Transfers	452,560	320,000	292,410	462,040	480,040
Capital Outlay	130,000	-	115,000	-	-
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	640,825	740,560	722,560
Reserves & Unappropriated	702,810	683,060	-	-	-
Total Requirements	\$ 1,285,370	\$ 1,003,060	\$ 1,048,235	\$ 1,202,600	\$ 1,202,600

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Sewer Development Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	755,930	1,509,141	400,000	600,000	600,000
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	19,836	26,012	23,400	48,280	48,280
Transfers	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Current Resources	\$ 775,766	\$ 1,535,153	\$ 423,400	\$ 648,280	\$ 648,280
Beginning Fund Balance	3,896,331	3,887,057	3,931,430	3,862,700	3,862,700
Total Resources	\$ 4,672,097	\$ 5,422,210	\$ 4,354,830	\$ 4,510,980	\$ 4,510,980

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	775,270	1,388,896	384,000	576,000	576,000
Transfers	9,770	5,030	8,950	13,170	13,170
Capital Outlay	-	-	85,000	50,000	50,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	3,876,880	3,871,810	3,871,810
Reserves & Unappropriated	3,887,057	4,028,284	-	-	-
Total Requirements	\$ 4,672,097	\$ 5,422,210	\$ 4,354,830	\$ 4,510,980	\$ 4,510,980

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Storm Drain Development Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	123,139	141,883	75,000	55,000	55,000
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	2,109	3,477	2,780	7,160	7,160
Transfers	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Current Resources	\$ 125,248	\$ 145,360	\$ 77,780	\$ 62,160	\$ 62,160
Beginning Fund Balance	327,672	452,920	555,950	572,760	572,760
Total Resources	\$ 452,920	\$ 598,280	\$ 633,730	\$ 634,920	\$ 634,920

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-
Transfers	-	-	-	8,550	8,550
Capital Outlay	-	-	205,000	275,000	275,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	428,730	351,370	351,370
Reserves & Unappropriated	452,920	598,280	-	-	-
Total Requirements	\$ 452,920	\$ 598,280	\$ 633,730	\$ 634,920	\$ 634,920

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Building Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	524,364	676,764	622,000	597,180	597,180
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	7,045	9,976	5,100	5,100	5,100
Charges for Service	613,622	519,996	381,205	437,500	437,500
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	10,959	15,579	10,000	20,000	20,000
Transfers	20,000	21,110	22,155	23,250	23,250
Other Revenue	38	36	200	200	200
Total Current Resources	\$ 1,176,028	\$ 1,243,461	\$ 1,040,660	\$ 1,083,230	\$ 1,083,230
Beginning Fund Balance	1,797,858	1,725,443	1,649,645	1,961,120	1,961,120
Total Resources	\$ 2,973,886	\$ 2,968,904	\$ 2,690,305	\$ 3,044,350	\$ 3,044,350

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 635,825	\$ 568,286	\$ 755,815	\$ 769,970	\$ 769,970
Materials and Services	92,813	230,056	137,400	119,500	119,500
Transfers	289,190	312,840	355,570	373,740	373,740
Capital Outlay	211,929	-	-	33,000	33,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	187,320	193,080	194,430
Reserves & Unappropriated	1,744,129	1,857,722	1,254,200	1,555,060	1,553,710
Total Requirements	\$ 2,973,886	\$ 2,968,904	\$ 2,690,305	\$ 3,044,350	\$ 3,044,350

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Road Utility Fee Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	1,001,665	1,011,787	1,044,850	1,055,300	1,055,300
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	(657)	88	500	5,790	5,790
Transfers	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Current Resources	\$ 1,001,008	\$ 1,011,875	\$ 1,045,350	\$ 1,061,090	\$ 1,061,090
Beginning Fund Balance	161,357	54,279	130,000	463,080	463,080
Total Resources	\$ 1,162,365	\$ 1,066,154	\$ 1,175,350	\$ 1,524,170	\$ 1,524,170

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	764,816	600,840	841,080	1,220,330	1,220,330
Transfers	343,270	328,185	271,520	298,060	298,060
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	54,279	137,129	62,750	5,780	5,780
Total Requirements	\$ 1,162,365	\$ 1,066,154	\$ 1,175,350	\$ 1,524,170	\$ 1,524,170

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Road Operating Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	1,607,378	1,675,730	1,618,130	1,637,150	1,637,150
Fees & Charges	-	-	-	-	-
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	4,532	12,933	10,230	25,750	25,750
Transfers	93,820	1,296,400	2,918,520	1,064,240	1,064,240
Other Revenue	19,500	-	200,000	200,000	200,000
Total Current Resources	\$ 1,725,230	\$ 2,985,063	\$ 4,746,880	\$ 2,927,140	\$ 2,927,140
Beginning Fund Balance	576,154	1,076,310	2,156,015	2,099,610	2,099,610
Total Resources	\$ 2,301,384	\$ 4,061,373	\$ 6,902,895	\$ 5,026,750	\$ 5,026,750

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ 275,620	\$ 288,380	\$ 288,380
Materials and Services	395,058	391,089	899,615	879,870	879,870
Transfers	759,300	833,206	777,030	684,450	684,450
Capital Outlay	70,716	267,506	4,213,000	2,148,000	2,148,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	639,485	594,110	600,110
Reserves & Unappropriated	1,076,310	2,569,572	98,145	431,940	425,940
Total Requirements	\$ 2,301,384	\$ 4,061,373	\$ 6,902,895	\$ 5,026,750	\$ 5,026,750

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Core Area Parking District Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	49,089	59,609	52,000	52,000	52,000
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	699	954	1,000	1,000	1,000
Transfers	-	-	-	-	-
Other Revenue	-	7,850	-	-	-
Total Current Resources	\$ 49,788	\$ 68,413	\$ 53,000	\$ 53,000	\$ 53,000
Beginning Fund Balance	134,680	146,188	140,500	162,355	162,355
Total Resources	\$ 184,468	\$ 214,601	\$ 193,500	\$ 215,355	\$ 215,355

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	14,810	25,458	20,020	25,700	25,700
Transfers	23,470	26,950	26,950	29,330	29,330
Capital Outlay	-	12,837	13,000	37,000	37,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	6,895	11,850	13,800
Reserves & Unappropriated	146,188	149,356	126,635	111,475	109,525
Total Requirements	\$ 184,468	\$ 214,601	\$ 193,500	\$ 215,355	\$ 215,355

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Tualatin Scholarship Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	-	-	-	-	-
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	257	325	380	500	500
Transfers	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Current Resources	\$ 257	\$ 325	\$ 380	\$ 500	\$ 500
Beginning Fund Balance	50,547	50,804	50,670	50,825	50,825
Total Resources	\$ 50,804	\$ 51,129	\$ 51,050	\$ 51,325	\$ 51,325

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	400	400	500	500
Transfers	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	50,804	50,729	50,650	50,825	50,825
Total Requirements	\$ 50,804	\$ 51,129	\$ 51,050	\$ 51,325	\$ 51,325

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Road Development Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	3,076	18,461	-	-	-
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	5,725	3,581	-	-	-
Transfers	-	-	-	-	-
Other Revenue	461	1,237	-	-	-
Total Current Resources	\$ 9,262	\$ 23,279	\$ -	\$ -	\$ -
Beginning Fund Balance	1,077,104	1,086,366	-	-	-
Total Resources	\$ 1,086,366	\$ 1,109,645	\$ -	\$ -	\$ -

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-
Transfers	-	1,109,645	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	1,086,366	-	-	-	-
Total Requirements	\$ 1,086,366	\$ 1,109,645	\$ -	\$ -	\$ -

City of Tualatin

Fiscal Year 2017 - 2018

Adopted Budget - Transportation Development Tax Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	1,609,022	1,620,381	932,000	900,000	900,000
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	34,630	51,313	27,000	87,000	87,000
Transfers	-	-	-	-	-
Other Revenue	18,139	1,649	-	-	-
Total Current Resources	\$ 1,661,791	\$ 1,673,343	\$ 959,000	\$ 987,000	\$ 987,000
Beginning Fund Balance	2,691,148	4,352,939	5,397,120	6,979,500	6,979,500
Total Resources	\$ 4,352,939	\$ 6,026,282	\$ 6,356,120	\$ 7,966,500	\$ 7,966,500

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-
Transfers	-	90,000	2,751,000	890,000	890,000
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	3,605,120	7,076,500	7,076,500
Reserves & Unappropriated	4,352,939	5,936,282	-	-	-
Total Requirements	\$ 4,352,939	\$ 6,026,282	\$ 6,356,120	\$ 7,966,500	\$ 7,966,500

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - General Obligation Bond Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ 969,823	\$ 945,541	\$ 935,000	\$ 940,000	\$ 940,000
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	106	191	-	-	-
Fees & Charges	-	-	-	-	-
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	666	985	1,000	1,500	1,500
Transfers	-	-	-	-	-
Other Revenue	911	1,331	-	-	-
Total Current Resources	\$ 971,506	\$ 948,048	\$ 936,000	\$ 941,500	\$ 941,500
Beginning Fund Balance	95,209	104,996	105,000	75,000	75,000
Total Resources	\$ 1,066,715	\$ 1,053,044	\$ 1,041,000	\$ 1,016,500	\$ 1,016,500

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-
Transfers	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	961,719	959,338	965,130	963,410	963,410
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	104,996	93,706	75,870	53,090	53,090
Total Requirements	\$ 1,066,715	\$ 1,053,044	\$ 1,041,000	\$ 1,016,500	\$ 1,016,500

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Park Development Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	975,059	1,569,942	15,860	-	-
Fees & Charges	867,282	193,842	1,775,610	2,057,660	2,057,660
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	10,566	8,593	6,000	7,000	7,000
Transfers	14,000	1,446	420,000	-	-
Other Revenue	600,000	96,166	20,000	-	-
Total Current Resources	\$ 2,466,907	\$ 1,869,989	\$ 2,237,470	\$ 2,064,660	\$ 2,064,660
Beginning Fund Balance	761,555	2,643,637	951,020	1,145,840	1,145,840
Total Resources	\$ 3,228,462	\$ 4,513,626	\$ 3,188,490	\$ 3,210,500	\$ 3,210,500

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	(810)	-	32,000	32,000	32,000
Transfers	25,970	31,040	36,700	42,200	42,200
Capital Outlay	559,665	3,389,355	3,119,790	3,136,300	3,136,300
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	2,643,637	1,093,231	-	-	-
Total Requirements	\$ 3,228,462	\$ 4,513,626	\$ 3,188,490	\$ 3,210,500	\$ 3,210,500

City of Tualatin

Fiscal Year 2017 - 2018

Adopted Budget - Operations Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	-	-	-	-	-
Charges for Service	-	-	-	-	-
Fines & Forfeitures	3,179	2,795	-	-	-
Investment Earnings	5,974	8,050	-	-	-
Transfers	2,838,310	2,826,160	-	-	-
Other Revenue	26,301	30,484	-	-	-
Total Current Resources	\$ 2,873,764	\$ 2,867,489	\$ -	\$ -	\$ -
Beginning Fund Balance	714,150	1,103,598	1,115,835	-	-
Total Resources	\$ 3,587,914	\$ 3,971,087	\$ 1,115,835	\$ -	\$ -

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 1,491,334	\$ 1,599,590	\$ -	\$ -	\$ -
Materials and Services	763,626	767,261	-	-	-
Transfers	-	-	1,115,835	-	-
Capital Outlay	116,942	485,339	-	-	-
Debt Service	129,388	129,388	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	1,086,624	989,508	-	-	-
Total Requirements	\$ 3,587,914	\$ 3,971,087	\$ 1,115,835	\$ -	\$ -

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - TDC Administration Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	-	-	-	-	-
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	1,282	1,383	825	1,895	1,895
Transfers	-	-	-	-	-
Other Revenue	-	2	-	-	-
Total Current Resources	\$ 1,282	\$ 1,385	\$ 825	\$ 1,895	\$ 1,895
Beginning Fund Balance	264,428	230,244	164,510	151,640	151,640
Total Resources	\$ 265,710	\$ 231,629	\$ 165,335	\$ 153,535	\$ 153,535

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	35,466	38,446	65,400	63,300	63,300
Transfers	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	99,935	90,235	90,235
Reserves & Unappropriated	230,244	193,183	-	-	-
Total Requirements	\$ 265,710	\$ 231,629	\$ 165,335	\$ 153,535	\$ 153,535

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - CURD Projects Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	-	-	-	-	-
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	3,323	1,090	1,100	2,310	2,310
Transfers	-	-	-	-	-
Other Revenue	-	12,725	-	-	-
Total Current Resources	\$ 3,323	\$ 13,815	\$ 1,100	\$ 2,310	\$ 2,310
Beginning Fund Balance	880,739	119,882	123,900	184,710	184,710
Total Resources	\$ 884,062	\$ 133,697	\$ 125,000	\$ 187,020	\$ 187,020

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-
Transfers	80,180	-	-	-	-
Capital Outlay	684,000	9,439	125,000	187,020	187,020
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	119,882	124,258	-	-	-
Total Requirements	\$ 884,062	\$ 133,697	\$ 125,000	\$ 187,020	\$ 187,020

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Leveton Projects Fund

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Fees & Charges	-	-	-	-	-
Charges for Service	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	20,642	25,050	35,000	46,020	46,020
Transfers	-	-	-	-	-
Other Revenue	-	-	-	-	-
Total Current Resources	\$ 20,642	\$ 25,050	\$ 35,000	\$ 46,020	\$ 46,020
Beginning Fund Balance	4,009,193	3,954,319	3,836,420	3,681,430	3,681,430
Total Resources	\$ 4,029,835	\$ 3,979,369	\$ 3,871,420	\$ 3,727,450	\$ 3,727,450

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-
Transfers	54,540	87,070	86,260	91,850	91,850
Capital Outlay	20,976	44,520	150,000	25,000	25,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	35,440	17,530	17,530
Reserves & Unappropriated	3,954,319	3,847,779	3,599,720	3,593,070	3,593,070
Total Requirements	\$ 4,029,835	\$ 3,979,369	\$ 3,871,420	\$ 3,727,450	\$ 3,727,450



TUALATIN *ON THE MOVE*

Connecting families, community,
business and volunteers

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Revenues

Summary of Resources by Source

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Property Taxes	\$ 9,171,688	\$ 9,528,110	\$ 9,804,740	\$ 10,207,130	\$ 10,207,130
Licenses and Permits	867,091	913,515	829,500	877,180	877,180
Franchise Fees	2,213,242	2,197,426	2,200,000	2,245,000	2,245,000
Intergovernmental Revenue	5,379,314	6,163,605	4,760,055	5,123,100	5,163,050
Fees & Charges	4,914,949	5,012,364	4,901,660	5,147,260	5,147,260
Charges for Service	15,833,213	16,799,649	16,501,575	17,976,700	17,976,700
Fines & Forfeitures	1,363,156	1,011,560	1,222,500	1,204,500	1,204,500
Investment Earnings	192,369	262,439	192,835	542,900	542,900
Transfers	7,326,480	9,463,973	10,012,245	7,000,465	7,018,465
Other Revenue	5,546,241	319,130	395,250	382,510	382,510
Total Current Resources	\$ 52,807,743	\$ 51,671,771	\$ 50,820,360	\$ 50,706,745	\$ 50,764,695
Beginning Fund Balance	30,359,361	34,188,787	33,313,150	41,331,725	41,362,045
Total Resources	\$ 83,167,104	\$ 85,860,558	\$ 84,133,510	\$ 92,038,470	\$ 92,126,740



The City continues to experience stable revenue growth, with most categories either maintaining previous levels or showing increases for 2017/2018.

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 2017/2018.

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

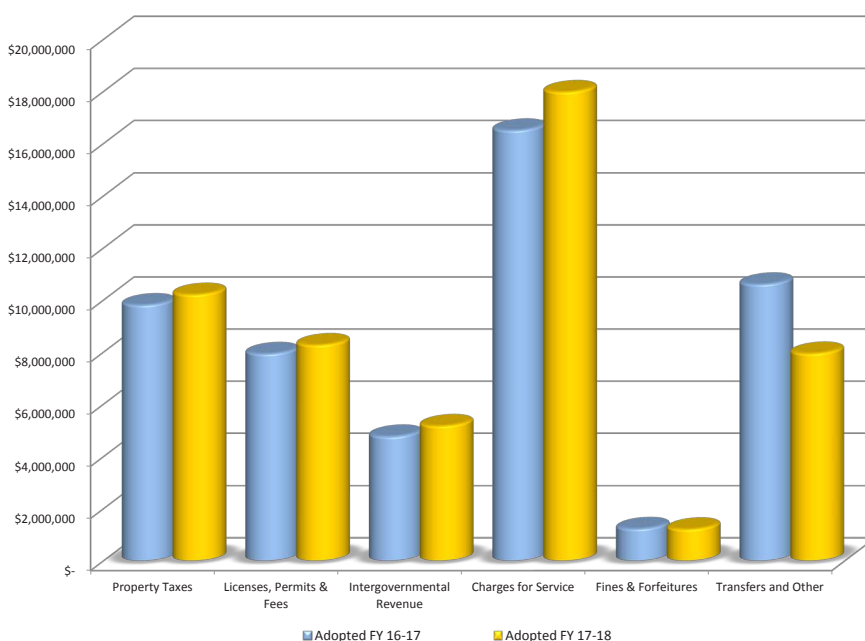
of the budgets for fees in this category are remaining static, as development activity continues to increase, projected increases in the category total will continue.

Intergovernmental revenues are revenues received from the State of Oregon for the City's share of cigarette, liquor and gas taxes, as well as for the Tualatin Public Library from the Washington County Cooperative Library System and the City's share from inclusion in the Clackamas County Library District. 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. Increases in state shared revenues, Library district revenues and a one-time reimbursement from Metro for the Basalt Creek Planning Study 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 17/18, due to a change in the policy related to overdue materials by the Washington County Cooperative Library System.

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

Tax Rate Effect on a \$125,000 House
Rate x 100 = Tax Bill

Taxing Jurisdictions	Tax Rate *x	Value = \$125,000 /1,000	Total Tax on a \$125,000 House
City X	\$4.00	125	\$500.00
City Y	\$2.66	125	\$332.50
Park District	\$1.25	125	\$156.25
Total tax bill for local governments	\$7.91	125	\$988.75

construction or improvements; and

- New requirements on voter turnout for Local Options Levies and Bonded Debt.

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

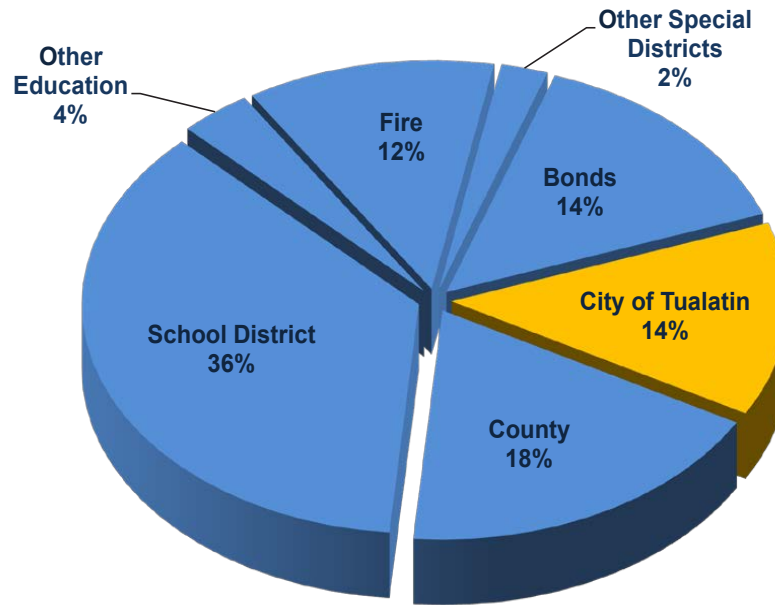
Part of Ballot Measure 5 legislation allows cities to distinguish between taxes and fees. This is important because how a fee or tax is classified determines whether it is inside or outside the \$10.00 tax rate limit. The council may adopt an ordinance or resolution that classifies whether or not a tax,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

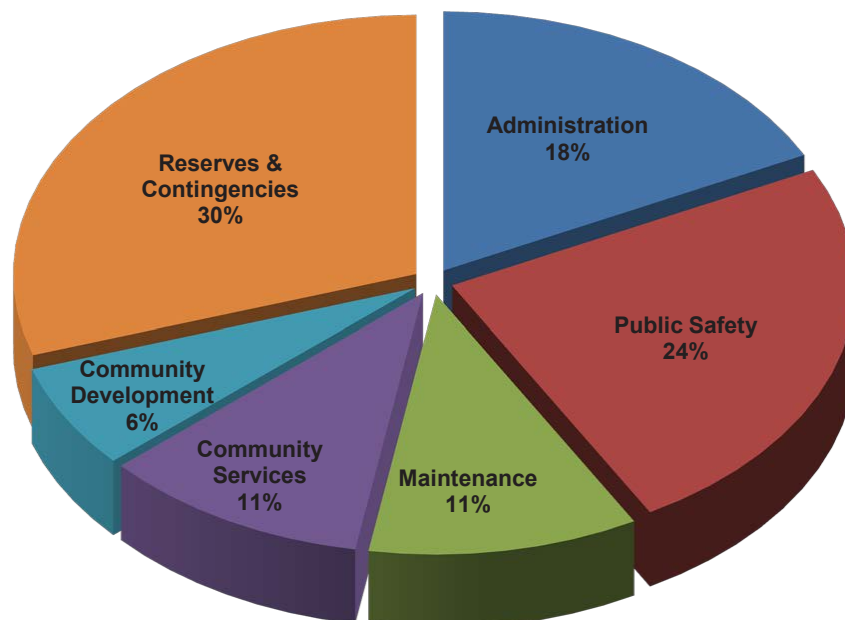
Summary

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 \$16.55 per \$1,000 of assessed value. Therefore, a homeowner with an assessed value of \$200,000 pays property tax of \$3,310 annually. Of this amount, the City of Tualatin receives approximately 14%, or \$463. 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

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	7,068,465	7,188,724	8,721,180	9,806,600	10,036,730	10,067,050
BEGINNING FUND BALANCE	7,068,465	7,188,724	8,721,180	9,806,600	10,036,730	10,067,050
Property Taxes - Current Year	8,022,912	8,435,727	8,716,740	9,114,130	9,114,130	9,114,130
Property Taxes - Prior Year	157,478	127,899	130,000	130,000	130,000	130,000
Interest on Taxes - WashCo	18,272	16,175	20,000	20,000	20,000	20,000
Interest on Taxes - ClackCo	3,203	2,768	3,000	3,000	3,000	3,000
PROPERTY TAXES	8,201,865	8,582,569	8,869,740	9,267,130	9,267,130	9,267,130
Franchise Fees	2,213,242	2,197,426	2,200,000	2,245,000	2,245,000	2,245,000
FRANCHISE FEES	2,213,242	2,197,426	2,200,000	2,245,000	2,245,000	2,245,000
Alarm Fees	22,625	21,159	22,500	21,000	21,000	21,000
Business License Fee	136,312	137,834	130,000	137,000	137,000	137,000
Metro Business License	17,374	9,929	10,000	10,000	10,000	10,000
Rental License	38,566	43,140	35,000	40,000	40,000	40,000
Public Works Permit Fees	72,359	23,589	10,000	10,000	10,000	10,000
Water Quality Permit Fees	52,691	-	-	-	-	-
Erosion Control Permit	-	-	-	36,000	36,000	36,000
Erosion Control Fee	-	-	-	26,000	26,000	26,000
Alcohol Permit Fees	2,800	1,100	-	-	-	-
LICENSES AND PERMITS	342,727	236,751	207,500	280,000	280,000	280,000
Grants - Other Grant Revenue	3,829	11,336	750	3,250	3,250	3,250
Grants - Seat Belt Grant	7,138	4,131	4,000	4,500	4,500	4,500
Tualatin School Dist (SRO)	54,280	56,025	59,920	64,500	64,500	64,500
Grants - Misc Grants	4,531	4,379	9,400	10,400	10,400	10,400
Cigarette Taxes	35,659	35,324	31,650	32,210	32,210	32,210
OLCC per Capita	385,871	383,606	433,760	460,310	460,310	460,310
OLCC Formula Shared Rev	305,799	303,737	339,000	365,900	365,900	365,900
Grants - PCN Operations Grant	-	-	-	-	-	39,950
Grants - Metro CET Grant	40,000	-	35,000	295,000	295,000	295,000
Motel Taxes	259,675	300,611	300,000	300,000	300,000	300,000
Library Revenue-WashCo	1,376,454	1,467,659	1,540,660	1,586,890	1,586,890	1,586,890
Library Revenue-ClackCo	85,243	86,683	89,350	96,930	96,930	96,930
Payments in Lieu of Prop Taxes	850	1,655	-	1,000	1,000	1,000
Durham Police	120,200	123,800	132,080	131,340	131,340	131,340
Police Services	117,242	138,797	150,495	133,720	133,720	133,720
INTERGOVERNMENTAL	2,796,771	2,917,742	3,126,065	3,485,950	3,485,950	3,525,900



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Architectural Review	30,080	44,310	25,000	25,000	25,000	25,000
Signs	21,250	16,150	18,000	18,000	18,000	18,000
Other Land Use Appl Fees	19,714	11,632	15,000	15,000	15,000	15,000
Lien Search Fees	14,016	14,401	15,000	15,000	15,000	15,000
Passport Execution Fee	47,375	61,807	50,000	60,000	60,000	60,000
Passport Photos	16,303	18,203	10,000	10,000	10,000	10,000
Fingerprint Fees	7,255	10,582	10,000	11,500	11,500	11,500
GREAT Program	9,620	12,700	9,500	12,000	12,000	12,000
Recreation User Fees	111,755	114,069	84,500	90,500	90,500	90,500
Recreation Program Fees	(64)	(78)	-	-	-	-
Library Program User Fees	1,320	1,545	3,000	3,000	3,000	3,000
Fleet Services	6,226	7,306	6,500	5,000	5,000	5,000
CHARGES FOR SERVICES	284,850	312,627	246,500	265,000	265,000	265,000
Municipal Court Fines	1,248,320	883,740	1,150,000	1,150,000	1,150,000	1,150,000
Other Court Fines	44,401	53,031	-	-	-	-
Other Restitution	45	681	2,000	2,000	2,000	2,000
Library Fines, Cards, Books	67,212	71,313	70,500	52,500	52,500	52,500
FINES AND FORFEITURES	1,359,978	1,008,765	1,222,500	1,204,500	1,204,500	1,204,500
Interest on Investments	41,572	63,725	70,000	170,000	170,000	170,000
INVESTMENT EARNINGS	41,572	63,725	70,000	170,000	170,000	170,000
Liquor License Fee	3,420	4,685	3,700	3,300	3,300	3,300
Maps, Codebooks, Copies	816	860	750	750	750	750
Police Reports & Photos	4,536	4,847	4,500	4,800	4,800	4,800
Vehicle Impound Fee	9,500	6,500	10,000	7,500	7,500	7,500
Picnic Shelter Fees	8,316	11,514	10,200	12,000	12,000	12,000
Ball Field Fees	9,956	15,437	13,000	15,000	15,000	15,000
Juanita Pohl Ctr Use Fees	25,527	43,342	38,200	38,200	38,200	38,200
Brown's Ferry Comm Ctr	1,488	308	800	450	450	450
Heritage Center	5,810	4,455	5,200	5,900	5,900	5,900
Concession Fee	5,132	4,826	3,750	6,300	6,300	6,300
Street Tree Fees	29,957	9,342	12,000	10,000	10,000	10,000
Community Room Rental	223	223	500	500	500	500
FEES & CHARGES	104,680	106,337	102,600	104,700	104,700	104,700
Rental Income - Property	1,300	1,200	1,200	-	-	-
Rental Income-Other Space Rntl	12,446	12,576	25,560	25,950	25,950	25,950
Rental Income - T-Mobile	15,575	16,103	17,140	17,310	17,310	17,310
Donations - Other Library	26,668	29,864	26,800	29,300	29,300	29,300
Donations - Other Police	120	100	-	-	-	-
Donations - Community Services	-	13,006	-	-	-	-

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Donations - Concerts-Commons	14,850	13,950	16,000	17,000	17,000	17,000
Donations-Other Spons Programs	1,730	1,910	16,250	20,250	20,250	20,250
Donations - Donations Assorted	3,390	12,103	7,360	9,360	9,360	9,360
Donations - Miscellaneous	1,080	-	-	-	-	-
Insurance Proceeds	16,513	6,339	-	-	-	-
Other Misc Income	20,556	20,248	25,000	25,000	25,000	25,000
Cash Over/Short	(38)	(176)	-	-	-	-
Metro Area Mayors Forum	5,226	24	1,600	-	-	-
MISCELLANEOUS	119,417	127,247	136,910	144,170	144,170	144,170
Transfer In - Building Fund	289,190	312,840	355,570	373,740	373,740	373,740
Transfer In - Road Utility	153,020	135,670	125,080	146,180	146,180	146,180
Transfer In - Road Operating	469,990	549,890	757,590	665,010	665,010	665,010
Transfer In - Core Area Pkg	23,470	26,950	26,950	29,330	29,330	29,330
Transfer In - Bancroft Bond	-	181,745	-	-	-	-
Transfer In - LID Fund	-	479,042	-	-	-	-
Transfer In - Ops Warehouse	-	125,593	-	-	-	-
Transfer In - Park Development	25,970	31,040	36,700	42,200	42,200	42,200
Transfer In - Park Improvement	-	745	-	-	-	-
Transfer In - Water Fund	912,530	1,152,200	1,437,620	1,613,290	1,613,290	1,613,290
Transfer In - Sewer Fund	884,910	882,680	979,850	1,027,970	1,027,970	1,027,970
Transfer In - Storm Drain Fund	487,170	525,650	678,700	688,820	688,820	688,820
Transfer In - Water Devel Fund	2,560	-	3,410	13,440	13,440	13,440
Transfer In - Sewer Devel Fund	9,770	5,030	8,950	13,170	13,170	13,170
Transfer In - Storm Drain Dev	-	-	-	8,550	8,550	8,550
Transfer In - Water Reservoir	-	162	-	-	-	-
Transfer In - Operations Fund	-	-	1,115,835	-	-	-
Transfer In - CURD Projects	80,180	-	-	-	-	-
Transfer In - Leveton Projects	54,540	87,070	86,260	91,850	91,850	91,850
TRANSFERS IN	3,393,300	4,496,307	5,612,515	4,713,550	4,713,550	4,713,550
GENERAL FUND	25,926,867	27,238,220	30,515,510	31,686,600	31,916,730	31,987,000

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	1,797,858	1,725,443	1,649,645	1,952,120	1,961,120	1,961,120
BEGINNING FUND BALANCE	1,797,858	1,725,443	1,649,645	1,952,120	1,961,120	1,961,120
Permits - Structural	304,615	374,660	383,000	375,000	375,000	375,000
Permits - Plumbing	72,798	89,112	73,000	70,000	70,000	70,000
Permits - Erosion Control	17,248	26,113	36,000	-	-	-
Permits - Mechanical	119,510	181,059	125,000	150,000	150,000	150,000
Permits - Manufactured Homes	160	182	-	180	180	180
Permits - Signs, Excav, Demo	10,034	5,639	5,000	2,000	2,000	2,000
LICENSES AND PERMITS	524,364	676,764	622,000	597,180	597,180	597,180
Fees - Structural	315,347	272,575	150,000	200,000	200,000	200,000
Fees - Plumbing	16,430	13,528	13,000	14,000	14,000	14,000
Fees - Erosion Control	7,510	6,494	6,000	-	-	-
Fees - Mechanical	109,932	106,286	120,000	110,000	110,000	110,000
Fees - Fire & Safety	159,662	119,808	90,000	112,000	112,000	112,000
Fees - Miscellaneous	4,742	1,305	2,205	1,500	1,500	1,500
CHARGES FOR SERVICES	613,622	519,996	381,205	437,500	437,500	437,500
Interest on Investments	10,959	15,579	10,000	20,000	20,000	20,000
INVESTMENT EARNINGS	10,959	15,579	10,000	20,000	20,000	20,000
Admin Fee - Metro	4,349	4,387	2,000	2,000	2,000	2,000
Admin Fee - School Dist	2,696	5,589	3,000	3,000	3,000	3,000
Maps, Codebooks, Copies	-	-	100	100	100	100
FEES & CHARGES	7,045	9,976	5,100	5,100	5,100	5,100
Other Misc Income	38	36	200	200	200	200
MISCELLANEOUS	38	36	200	200	200	200
Transfer In - Water Fund	9,200	9,710	10,185	10,690	10,690	10,690
Transfer In - Sewer Fund	5,400	5,700	5,985	6,280	6,280	6,280
Transfer In - Storm Drain Fund	5,400	5,700	5,985	6,280	6,280	6,280
TRANSFERS IN	20,000	21,110	22,155	23,250	23,250	23,250
BUILDING FUND	2,973,886	2,968,904	2,690,305	3,035,350	3,044,350	3,044,350

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	761,555	2,643,637	951,020	1,145,840	1,145,840	1,145,840
BEGINNING FUND BALANCE	761,555	2,643,637	951,020	1,145,840	1,145,840	1,145,840
Greenspaces	88,859	-	-	-	-	-
CDBG Grant Revenue	133,000	-	-	-	-	-
MSTIP Revenues	750,000	-	-	-	-	-
Other Grants - State Grant	3,200	1,569,942	15,860	-	-	-
INTERGOVERNMENTAL	975,059	1,569,942	15,860	-	-	-
Interest on Investments	10,566	8,593	6,000	7,000	7,000	7,000
INVESTMENT EARNINGS	10,566	8,593	6,000	7,000	7,000	7,000
Parks - SDC's	867,282	193,842	1,775,610	2,057,660	2,057,660	2,057,660
FEES & CHARGES	867,282	193,842	1,775,610	2,057,660	2,057,660	2,057,660
Donations - Community Services	600,000	7,519	-	-	-	-
Other Misc Income	-	88,647	20,000	-	-	-
MISCELLANEOUS	600,000	96,166	20,000	-	-	-
Transfer In - General Fund	14,000	-	420,000	-	-	-
Transfer In - Road Operating	-	1,446	-	-	-	-
TRANSFERS IN	14,000	1,446	420,000	-	-	-
PARK DEVELOPMENT FUND	3,228,462	4,513,626	3,188,490	3,210,500	3,210,500	3,210,500



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	50,547	50,804	50,670	50,825	50,825	50,825
BEGINNING FUND BALANCE	50,547	50,804	50,670	50,825	50,825	50,825
Interest on Investments	257	325	380	500	500	500
INVESTMENT EARNINGS	257	325	380	500	500	500
TUALATIN SCHOLARSHIP	50,804	51,129	51,050	51,325	51,325	51,325

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	-	-	1,115,835	-	-	-
BEGINNING FUND BALANCE	-	-	1,115,835	-	-	-
OPERATIONS FUND	-	-	1,115,835	-	-	-

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	5,058,604	4,227,302	3,989,810	6,750,445	6,784,445	6,784,445
BEGINNING FUND BALANCE	5,058,604	4,227,302	3,989,810	6,750,445	6,784,445	6,784,445
Sherwood Water	92,688	-	-	-	-	-
Water Service Charge	278,655	293,486	309,325	332,330	332,330	332,330
Usage Charge	4,754,699	5,208,096	4,867,155	5,638,175	5,638,175	5,638,175
Fire Service	139,876	139,215	140,000	140,000	140,000	140,000
Bulk Water Revenue	1,150	1,540	1,500	1,500	1,500	1,500
Installation	8,640	9,233	2,000	2,000	2,000	2,000
Water Facility Charge	446,557	471,018	478,195	478,195	478,195	478,195
CHARGES FOR SERVICES	5,722,265	6,122,588	5,798,175	6,592,200	6,592,200	6,592,200
Interest on Investments	27,552	31,110	18,900	84,380	84,380	84,380
INVESTMENT EARNINGS	27,552	31,110	18,900	84,380	84,380	84,380
Bulk Water Fees	2,435	5,575	1,000	4,000	4,000	4,000
Reconnect Fee	10,660	2,605	2,500	2,500	2,500	2,500
Carry Chrg - Late Payments	23,718	36,578	11,000	11,000	11,000	11,000
FEES & CHARGES	36,813	44,758	14,500	17,500	17,500	17,500
Rental Income - T-Mobile	15,575	16,103	17,140	17,140	17,140	17,140
Other Misc Income	5	7,021	20,500	20,500	20,500	20,500
MISCELLANEOUS	15,580	23,124	37,640	37,640	37,640	37,640
Transfer In - Water Devel Fund	450,000	320,000	289,000	448,600	448,600	466,600
TRANSFERS IN	450,000	320,000	289,000	448,600	448,600	466,600
WATER OPERATING FUND	11,310,814	10,768,882	10,148,025	13,930,765	13,964,765	13,982,765

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	924,227	702,810	545,535	891,460	891,460	891,460
BEGINNING FUND BALANCE	924,227	702,810	545,535	891,460	891,460	891,460
Interest on Investments	3,935	4,062	2,700	11,140	11,140	11,140
INVESTMENT EARNINGS	3,935	4,062	2,700	11,140	11,140	11,140
System Development Charge	357,208	296,188	500,000	300,000	300,000	300,000
FEES & CHARGES	357,208	296,188	500,000	300,000	300,000	300,000
WATER DEVELOPMENT FUND	1,285,370	1,003,060	1,048,235	1,202,600	1,202,600	1,202,600



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	3,016,316	3,006,240	2,758,900	3,263,100	3,263,100	3,263,100
BEGINNING FUND BALANCE	3,016,316	3,006,240	2,758,900	3,263,100	3,263,100	3,263,100
User Charge - CWS Base	3,845,938	4,003,474	4,065,400	4,187,360	4,187,360	4,187,360
User Charge - CWS Usage	1,528,813	1,634,931	1,685,730	1,736,300	1,736,300	1,736,300
User Charge - COT Base	899,090	933,913	949,435	977,920	977,920	977,920
User Charge - COT Usage	364,203	389,543	402,400	414,470	414,470	414,470
User Charge - LO CWS Base	148,999	153,955	148,385	152,840	152,840	152,840
User Charge - LO CWS Usage	69,470	75,714	77,255	79,575	79,575	79,575
User Charge - LO COT Base	34,766	35,912	35,300	36,360	36,360	36,360
User Charge - LO COT Usage	16,512	18,058	18,345	18,895	18,895	18,895
User Charge - Tigard CWS Base	4,666	4,803	4,860	5,005	5,005	5,005
User Charge - Tigard CWS Usage	5,054	3,848	5,540	5,705	5,705	5,705
User Charge - Tigard COT Base	990	949	1,160	1,195	1,195	1,195
User Charge - Tigard COT Usage	1,076	759	975	1,005	1,005	1,005
Sewer Inspection	2,345	2,055	1,030	1,060	1,060	1,060
Industrial Discharge	93,504	119,768	77,250	79,570	79,570	79,570
CHARGES FOR SERVICES	7,015,426	7,377,683	7,473,065	7,697,260	7,697,260	7,697,260
Interest on Investments	14,488	18,299	13,795	40,790	40,790	40,790
INVESTMENT EARNINGS	14,488	18,299	13,795	40,790	40,790	40,790
Other Misc Income	-	8,853	500	500	500	500
MISCELLANEOUS	-	8,853	500	500	500	500
Transfer In - Storm Drain	-	-	113,390	113,310	113,310	113,310
TRANSFERS IN	-	-	113,390	113,310	113,310	113,310
SEWER OPERATING FUND	10,046,230	10,411,075	10,359,650	11,114,960	11,114,960	11,114,960

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	3,896,331	3,887,057	3,931,430	3,862,700	3,862,700	3,862,700
BEGINNING FUND BALANCE	3,896,331	3,887,057	3,931,430	3,862,700	3,862,700	3,862,700
Interest on Investments	19,836	26,012	23,400	48,280	48,280	48,280
INVESTMENT EARNINGS	19,836	26,012	23,400	48,280	48,280	48,280
System Development Charge	755,930	1,509,141	400,000	600,000	600,000	600,000
FEES & CHARGES	755,930	1,509,141	400,000	600,000	600,000	600,000
SEWER DEVELOPMENT FUND	4,672,097	5,422,210	4,354,830	4,510,980	4,510,980	4,510,980



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	784,155	1,109,530	629,540	2,448,700	2,494,200	2,494,200
BEGINNING FUND BALANCE	784,155	1,109,530	629,540	2,448,700	2,494,200	2,494,200
User Charge - CWS Regional	533,717	570,445	601,015	692,110	692,110	692,110
User Charge - COT Local	1,596,464	1,824,655	1,803,040	2,210,555	2,210,555	2,210,555
User Charge - Lake Oswego CWS	14,337	15,307	16,485	17,550	17,550	17,550
User Charge - Lake Oswego COT	42,918	46,150	49,455	52,645	52,645	52,645
User Charge - Tigard COT	9,614	10,199	8,555	11,880	11,880	11,880
Surcharge - COT	-	-	124,080	-	-	-
CHARGES FOR SERVICES	2,197,050	2,466,755	2,602,630	2,984,740	2,984,740	2,984,740
Interest on Investments	4,519	8,451	3,150	30,610	30,610	30,610
INVESTMENT EARNINGS	4,519	8,451	3,150	30,610	30,610	30,610
Other Misc Income	400	21,153	-	-	-	-
MISCELLANEOUS	400	21,153	-	-	-	-
STORM DRAIN OPERATING FUND	2,986,124	3,605,889	3,235,320	5,464,050	5,509,550	5,509,550

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	327,672	452,920	555,950	572,760	572,760	572,760
BEGINNING FUND BALANCE	327,672	452,920	555,950	572,760	572,760	572,760
Interest on Investments	2,109	3,477	2,780	7,160	7,160	7,160
INVESTMENT EARNINGS	2,109	3,477	2,780	7,160	7,160	7,160
Storm Water Quantity Fees	92,448	117,714	30,000	30,000	30,000	30,000
Storm Water Quality Fees	30,691	24,170	45,000	25,000	25,000	25,000
FEES & CHARGES	123,139	141,883	75,000	55,000	55,000	55,000
STORM DRAIN DEV FUND	452,920	598,280	633,730	634,920	634,920	634,920



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	161,357	54,279	130,000	463,080	463,080	463,080
BEGINNING FUND BALANCE	161,357	54,279	130,000	463,080	463,080	463,080
Interest on Investments	(657)	88	500	5,790	5,790	5,790
INVESTMENT EARNINGS	(657)	88	500	5,790	5,790	5,790
Road Utility Fee	669,275	675,912	706,900	715,000	715,000	715,000
Tigard Rd Utility Fees	5,677	6,669	7,700	8,300	8,300	8,300
Sidewalk/Tree Program	326,713	329,206	330,250	332,000	332,000	332,000
FEES & CHARGES	1,001,665	1,011,787	1,044,850	1,055,300	1,055,300	1,055,300
ROAD UTILITY FEE FUND	1,162,365	1,066,154	1,175,350	1,524,170	1,524,170	1,524,170

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	576,154	1,076,310	2,156,015	2,059,610	2,099,610	2,099,610
BEGINNING FUND BALANCE	576,154	1,076,310	2,156,015	2,059,610	2,099,610	2,099,610
State Gas Tax	1,519,371	1,586,528	1,528,130	1,546,250	1,546,250	1,546,250
Washington County Gas Tax	88,007	89,202	90,000	90,900	90,900	90,900
INTERGOVERNMENTAL	1,607,378	1,675,730	1,618,130	1,637,150	1,637,150	1,637,150
Interest on Investments	4,532	12,933	10,230	25,750	25,750	25,750
INVESTMENT EARNINGS	4,532	12,933	10,230	25,750	25,750	25,750
Other Misc Income	19,500	-	200,000	200,000	200,000	200,000
MISCELLANEOUS	19,500	-	200,000	200,000	200,000	200,000
Transfer In - Road Utility	93,820	96,755	139,960	145,400	145,400	145,400
Transfer In - Road Development	-	1,109,645	-	-	-	-
Transfer In - TDT	-	90,000	2,751,000	890,000	890,000	890,000
Transfer In - Storm Drain Fund	-	-	27,560	28,840	28,840	28,840
TRANSFERS IN	93,820	1,296,400	2,918,520	1,064,240	1,064,240	1,064,240
ROAD OPERATING FUND	2,301,384	4,061,373	6,902,895	4,986,750	5,026,750	5,026,750



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	2,691,148	4,352,939	5,397,120	6,979,500	6,979,500	6,979,500
BEGINNING FUND BALANCE	2,691,148	4,352,939	5,397,120	6,979,500	6,979,500	6,979,500
Interest on Investments	34,630	51,313	27,000	87,000	87,000	87,000
INVESTMENT EARNINGS	34,630	51,313	27,000	87,000	87,000	87,000
System Fees -Washington County	1,576,042	1,490,711	932,000	900,000	900,000	900,000
System Fees - Clackamas County	32,980	129,670	-	-	-	-
FEES & CHARGES	1,609,022	1,620,381	932,000	900,000	900,000	900,000
Other Misc Income	18,139	1,649	-	-	-	-
MISCELLANEOUS	18,139	1,649	-	-	-	-
TRANSPORTATION DEV TAX	4,352,939	6,026,282	6,356,120	7,966,500	7,966,500	7,966,500

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	89,180	100,688	95,000	103,855	116,855	116,855
Reserve for Lot Construction	45,500	45,500	45,500	45,500	45,500	45,500
BEGINNING FUND BALANCE	134,680	146,188	140,500	149,355	162,355	162,355
Interest on Investments	699	954	1,000	1,000	1,000	1,000
INVESTMENT EARNINGS	699	954	1,000	1,000	1,000	1,000
Core Area Parking - Current	49,089	59,609	52,000	52,000	52,000	52,000
FEES & CHARGES	49,089	59,609	52,000	52,000	52,000	52,000
Other Misc Income	-	7,850	-	-	-	-
MISCELLANEOUS	-	7,850	-	-	-	-
CORE AREA PARKING DIST	184,468	214,601	193,500	202,355	215,355	215,355



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	95,209	104,996	105,000	75,000	75,000	75,000
BEGINNING FUND BALANCE	95,209	104,996	105,000	75,000	75,000	75,000
Property Taxes - Current Year	948,662	929,363	925,000	930,000	930,000	930,000
Property Taxes - Prior Year	18,621	14,091	10,000	10,000	10,000	10,000
Interest on Taxes - WashCo	2,161	1,782	-	-	-	-
Interest on Taxes - ClackCo	379	305	-	-	-	-
PROPERTY TAXES	969,823	945,541	935,000	940,000	940,000	940,000
Payments in Lieu of Prop Taxes	106	191	-	-	-	-
INTERGOVERNMENTAL	106	191	-	-	-	-
Interest on Investments	666	985	1,000	1,500	1,500	1,500
INVESTMENT EARNINGS	666	985	1,000	1,500	1,500	1,500
Other Misc Income	911	1,331	-	-	-	-
MISCELLANEOUS	911	1,331	-	-	-	-
GENERAL OBLIGATION BOND	1,066,715	1,053,044	1,041,000	1,016,500	1,016,500	1,016,500

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	444,921	486,709	485,000	489,000	489,000	489,000
BEGINNING FUND BALANCE	444,921	486,709	485,000	489,000	489,000	489,000
Interest on Investments	980	1,456	2,000	2,000	2,000	2,000
INVESTMENT EARNINGS	980	1,456	2,000	2,000	2,000	2,000
Transfer In - Road Utility	-	-	6,480	6,480	6,480	6,480
Transfer In - Road Operating	-	-	19,440	19,440	19,440	19,440
Transfer In - Water Fund	517,050	502,550	558,900	559,750	559,750	559,750
Transfer In - Sewer Fund	-	-	32,405	32,405	32,405	32,405
Transfer In - Storm Drain Fund	-	-	19,440	19,440	19,440	19,440
TRANSFERS IN	517,050	502,550	636,665	637,515	637,515	637,515
Refunding bonds issued	4,300,000	-	-	-	-	-
Premiums on bond issued	445,494	-	-	-	-	-
OTHER FINANCING SOURCES	4,745,494	-	-	-	-	-
ENTERPRISE BOND FUND	5,708,445	990,715	1,123,665	1,128,515	1,128,515	1,128,515



TUALATIN *ON THE MOVE*

Connecting families, community,
business and volunteers

Policy & Administration

Connecting families,
community, business
and volunteers



TUALATIN *ON THE MOVE*

City Council

Administration

Finance

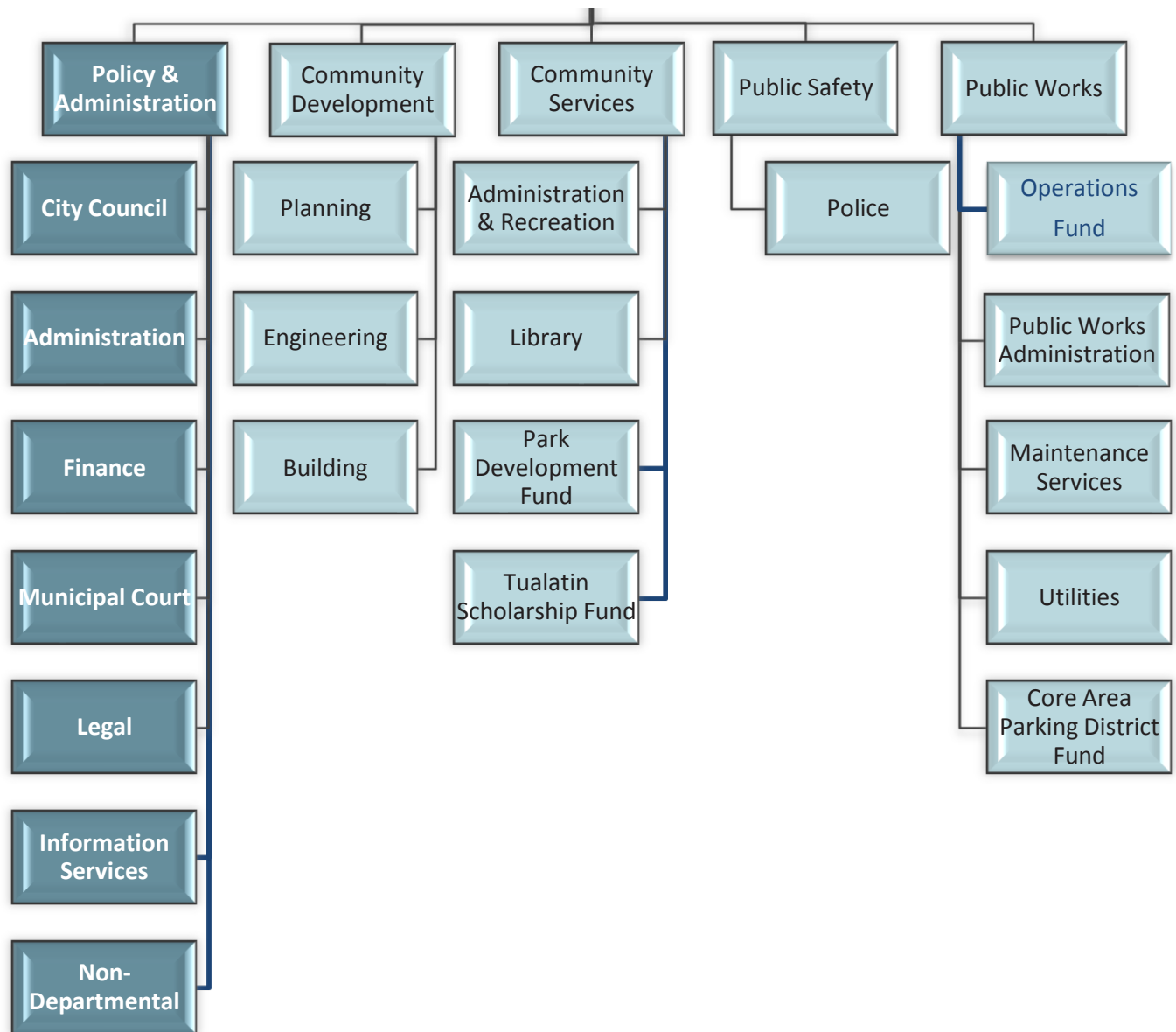
Municipal Court

Legal

Information Services

Non-Departmental





City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Policy and Administration

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 2,870,104	\$ 2,968,622	\$ 3,389,940	\$ 3,713,520	\$ 3,713,520
Materials and Services	1,443,842	1,392,026	1,500,210	1,475,100	1,475,100
Transfers	14,000	-	420,000	-	-
Capital Outlay	190,536	51,880	298,380	403,000	456,470
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	3,126,290	3,311,790	3,356,850
Reserves & Unappropriated	7,556,524	8,463,416	5,937,640	6,296,185	6,251,125
Total Requirements	\$ 12,075,006	\$ 12,875,944	\$ 14,672,460	\$ 15,199,595	\$ 15,253,065

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 [tualatinoregon.gov/meetings](http://www.tualatinoregon.gov/meetings) generally seven calendar days prior to the Council meeting.

Summary	
City Manager	Sherilyn Lombos
Volunteers (Mayor & Council)	7
Expenditures	\$ 138,435
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 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Benefits-Employee Benefits	7,285	7,285	8,300	1,080	1,080	1,080
Benefits-FICA	723	475	540	-	-	-
Benefits-Insurance	41,497	40,491	49,620	35,175	35,175	35,175
Benefits-Council Technology	3,249	-	2,445	-	-	-
PERSONAL SERVICES	52,754	48,251	60,905	36,255	36,255	36,255
Office Supplies	1,488	1,155	500	750	750	750
Printing & Postage	162	156	250	250	250	250
Recording Fees	1,093	466	1,000	500	500	500
Computer Equip & Software	4,111	-	-	-	-	-
Council Discounts	1,440	1,440	1,680	1,680	1,680	1,680
CIO Grant Program	4,044	502	10,500	10,500	10,500	10,500
Consultants	18,467	26,572	12,500	10,000	10,000	10,000
Community Engagement	112	47,750	50,000	42,000	42,000	42,000
Conferences & Meetings	17	475	-	-	-	-
Conf & Meetings - Mayor	33,736	18,697	20,000	20,000	20,000	20,000
Conf & Meetings - Council	3,813	2,990	10,000	10,000	10,000	10,000
Administrative Expense	8,697	10,155	9,500	6,500	6,500	6,500
MATERIALS & SERVICES	77,180	110,358	115,930	102,180	102,180	102,180
CITY COUNCIL	129,934	158,609	176,835	138,435	138,435	138,435

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. The City Manager's office is responsible for overseeing all communications and marketing activities, maintaining all official city records, publishing and posting legal notices, monitoring the terms and attendance of all boards and committees of the City, and coordinating municipal elections. The City Manager's Office also provides administrative support to the Mayor and City Council, and coordinates a variety of other programs and projects to support Council and community-wide initiatives 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, admin-



Volunteering at the Dog Park

Summary

Department Manager	Sherilyn Lombos
FTE's	8.75
Expenditures	\$ 1,133,410
Funding Source	General Fund

isters employee benefits, supports the City's safety and risk management activities, as well as manages labor relations and contract administration for two employee associations. The division works to ensure legal compliance on employment issues. The Human Resources 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 2016/2017

- Conducted extensive outreach and public involvement for potentially building a new city hall
- Continued support of the Citizen Involvement Organization Program to improve citizen participation in the community.
- Continued the implementation of the Tualatin Tomorrow Vision Plan through recruiting lead partners and reporting the progress of implementation efforts.
- Supported the November 2016 municipal election as well as the process for appointing a Councilor to fill a vacant seat
- Successfully negotiated and ratified an updated collective bargaining agreement with Tualatin Police Officers Association
- Launched a comprehensive Classification and Compensation Study to review all the classifications in the General Unit (Employees represented by AFSCME Local 422)

- Conducted approximately 52 recruitments and transfers in the 2016 calendar year.

Goals for FY 2017/2018

- Implement a new electronic document management system to centralize and more efficiently manage the City's records to increase accessibility internally and externally
- Conduct a space assessment for the administration office in order to increase space and capacity of city offices
- Continue the Classification and Compensation Study to encompass the Non-Represented Classifications of the City.
- Create sustainable training programs for staff to encourage continued growth and efficiency throughout the organization.
- Continue to strengthen the vision and action of the City-wide Volunteer Program through the connection of Program goals with Council goals.





Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	593,588	557,035	575,165	647,910	647,910	647,910
Salaries and Wages-Part Time	24,371	29,387	36,120	41,320	41,320	41,320
Salaries and Wages-Temporary	12,367	17,055	11,440	10,700	10,700	10,700
Salaries and Wages-Overtime	347	1,176	1,000	1,500	1,500	1,500
Salaries and Wages-On-Call	400	-	-	-	-	-
Benefits-Employee Benefits	-	2,003	7,280	8,770	8,770	8,770
Benefits-FICA	44,565	43,194	43,485	49,960	49,960	49,960
Benefits-WC Insurance & Tax	1,546	1,527	-	-	-	-
Benefits-Pension	85,799	103,712	123,860	155,285	155,285	155,285
Benefits-Insurance	108,883	116,806	144,575	166,550	166,550	166,550
Benefits-Bereavement Leave	2,736	-	-	-	-	-
Benefits-Vacation Buy Back	2,544	15,729	2,500	2,500	2,500	2,500
Benefits-Comp Time Buy Back	4	724	-	-	-	-
PERSONAL SERVICES	877,150	888,348	945,425	1,084,495	1,084,495	1,084,495
Office Supplies	2,091	2,088	2,100	2,100	2,100	2,100
Printing & Postage	538	649	1,000	1,000	1,000	1,000
Medical & Other Testing	-	394	-	-	-	-
Safety/Risk Mgmt Program	-	266	-	-	-	-
Cell Phones	927	3,101	-	-	-	-
Office Equipment & Furniture	1,307	204	500	4,500	4,500	4,500
Computer Equip & Software	-	310	600	-	-	-
Consultants	-	844	-	3,500	3,500	3,500
Legal	17,470	7,323	20,000	5,000	5,000	5,000
Conferences & Meetings	14,651	15,001	14,100	16,800	16,800	16,800
Membership Dues	3,992	4,956	5,000	4,000	4,000	4,000
Publication, Rpt, Ref Matl	239	142	315	315	315	315
Staff Training	264	769	2,000	1,000	1,000	1,000
Staff/Dept Recognition	11	505	200	200	200	200
Administrative Expense	1,663	3,676	2,500	2,500	2,500	2,500
Advertising - Recruitment	190	515	-	-	-	-
Equipment Rental	3,808	3,074	4,000	4,000	4,000	4,000
R&M - Equipment	4,339	3,575	4,000	4,000	4,000	4,000
MATERIALS & SERVICES	51,488	47,391	56,315	48,915	48,915	48,915
ADMINISTRATION	928,639	935,739	1,001,740	1,133,410	1,133,410	1,133,410

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 2016/2017

- 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 25th consecutive year.
- Received the Distinguished Budget Award from the GFOA for the City's Fiscal Year 2016-2017 budget document for the 4th consecutive year.
- Implemented online business license and rental license renewals providing additional methods for businesses to renew their licenses.
- Successfully completed the conversion to Springbrook Software for the remaining financial modules including accounts receivable, Business & Rental Licensing, and Inventory Management.

Summary	
Department Manager	Don Hudson
FTE's	9
Expenditures	\$ 1,070,735
Funding Source	General Fund

- Implemented Online Employee Self Service allowing employees improved access to their payroll information including paystubs and W-2's.
- Established new banking relationship in order to minimize banking fees, expand existing services, and gain efficiencies by reducing the number of banking partnerships.
- Continued increase in Passport Processing volumes with 1,627 passports processed through January 2017, an increase of 41% over the same period of the preceding year.
- Implemented budgeting software (questica).
- Moodys' rating increase

Goals for FY 2017/2018

- Publish a Popular Annual Finance Report (PAFR) to increase understanding and accessibility of financial information to the general public and other interested parties without a background in public finance.
- Upgrade to the latest version of Springbrook Software to take advantage of new features.
- Implement online fiscal health model.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	580,863	587,946	608,880	620,805	620,805	620,805
Salaries and Wages-Temporary	824	-	-	-	-	-
Salaries and Wages-Overtime	1,495	432	500	500	500	500
Benefits-Employee Benefits	-	1,875	6,950	6,950	6,950	6,950
Benefits-FICA	43,568	43,871	44,565	46,345	46,345	46,345
Benefits-WC Insurance & Tax	1,553	1,553	-	-	-	-
Benefits-Pension	80,142	103,679	120,710	143,980	143,980	143,980
Benefits-Insurance	103,526	122,327	140,425	143,170	143,170	143,170
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Sick Leave Buy Back	3,303	-	-	-	-	-
Benefits-Vacation Buy Back	5,282	3,830	-	-	-	-
Benefits-Comp Time Buy Back	279	1,871	-	-	-	-
PERSONAL SERVICES	820,835	867,384	922,030	961,750	961,750	961,750
Office Supplies	6,055	4,290	6,000	6,000	6,000	6,000
Printing & Postage	12,815	13,722	14,000	14,000	14,000	14,000
Medical & Other Testing	12	-	-	-	-	-
Cell Phones	450	2,680	-	-	-	-
Office Equipment & Furniture	-	168	1,250	500	500	500
Computer Equip & Software	2,613	2,681	3,000	3,000	3,000	3,000
Audit	35,305	34,010	42,990	45,730	45,730	45,730
Consultants	4,125	-	20,000	20,000	20,000	20,000
Bond Registration & Exp	2,650	1,900	1,900	1,900	1,900	1,900
Conferences & Meetings	4,338	2,652	4,200	4,200	4,200	4,200
Membership Dues	3,690	3,690	3,750	3,765	3,765	3,765
Publication, Rpt, Ref Matl	194	146	500	500	500	500
Staff Training	137	1,101	3,350	3,350	3,350	3,350
Administrative Expense	1,493	593	1,000	1,000	1,000	1,000
Advertising - Legis/Judicial	351	493	600	600	600	600
Advertising - Recruitment	96	-	-	-	-	-
Equipment Rental	2,638	2,638	2,640	2,940	2,940	2,940
R&M - Equipment	1,234	1,957	2,000	1,500	1,500	1,500
MATERIALS & SERVICES	78,193	72,720	107,180	108,985	108,985	108,985
FINANCE & ACCOUNTING	899,028	940,104	1,029,210	1,070,735	1,070,735	1,070,735

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). 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 2016/2017

- Successfully processed approximately 7,500 citations; efficiently holding hearings on a weekly schedule.
- Implemented online payment services, allowing Defendants to make citation payments to their files.
- Successfully held another year of court proceedings at our temporary location at the Police Department

Summary

Department Manager	Don Hudson
Court Administrator	Cortney Kammerer
FTE's	4
Expenditures	\$ 410,855

GOALS FOR FY 2017/2018

- The Tualatin Municipal Court will promote compliance with laws and regulations by processing citations and violations equitably and timely.
- Court staff will participate in development training, to maintain up to date changes in law and customer service.
- Follow and keep the City knowledgeable of current legislative issues related to State Municipal Courts.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	192,777	195,473	212,000	213,570	213,570	213,570
Salaries and Wages-Temporary	22,775	20,556	24,000	24,000	24,000	24,000
Salaries and Wages-Overtime	-	167	-	500	500	500
Benefits-Employee Benefits	-	403	1,330	1,310	1,310	1,310
Benefits-FICA	15,988	16,033	17,585	17,485	17,485	17,485
Benefits-WC Insurance & Tax	607	608	-	-	-	-
Benefits-Pension	26,552	34,047	42,785	49,880	49,880	49,880
Benefits-Insurance	56,300	63,415	75,325	87,810	87,810	87,810
Benefits-Bereavement Leave	248	-	-	-	-	-
Benefits-Sick Leave Buy Back	1,394	-	-	-	-	-
Benefits-Vacation Buy Back	-	196	-	-	-	-
Benefits-Comp Time Buy Back	-	778	-	-	-	-
PERSONAL SERVICES	316,640	331,675	373,025	394,555	394,555	394,555
Office Supplies	1,467	1,336	1,600	1,600	1,600	1,600
Printing & Postage	2,255	1,868	3,700	2,700	2,700	2,700
Medical & Other Testing	12	-	-	-	-	-
Cell Phones	-	520	-	-	-	-
Office Equipment & Furniture	-	440	500	500	500	500
Computer Equip & Software	8,125	643	-	-	-	-
Legal	-	-	200	200	200	200
Court Costs	5,896	4,687	7,000	7,000	7,000	7,000
Conferences & Meetings	2,933	2,202	4,150	3,500	3,500	3,500
Membership Dues	350	200	200	300	300	300
Staff Training	325	99	400	400	400	400
Administrative Expense	59	-	200	100	100	100
R&M - Equipment	192	251	-	-	-	-
R&M - Computers	1,930	6,210	1,150	-	-	-
MATERIALS & SERVICES	23,544	18,456	19,100	16,300	16,300	16,300
MUNICIPAL COURT	340,184	350,131	392,125	410,855	410,855	410,855

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, negotiates franchise agreements, codifies the Municipal and Development Codes, and advises the Municipal Court.

Summary	
Department Manager	Sean Brady
FTE's	2
Expenditures	\$ 332,810
Funding Source	General Fund

Highlights of FY 2016/2017

- Drafted Mobile Food Units Ordinance;
- Drafted Flood Plain Ordinance;
- Drafted Road Utility Ordinance;
- Drafted a Marijuana Sales Tax Ordinance to be Referred to Voters;
- Drafted Stein Oil Annexation Ordinance;
- Drafted Police Background Checks for Liquor License Ordinance;
- Drafted over 30 resolutions;
- Drafted real estate documents, and a variety of contracts and agreements, including IGAs, right-of-way acquisitions, easements, and development agreements;
- Updated City's forms, policies, and agreements; and
- Provided trainings on Public Meetings, Land Use, and Public Contracting to City Council, City Boards and Commissions, and City staff.

Goals for FY 2017/2018

- Provide legal advice and support to City Council, Departments, and City staff;
- Continue to negotiate contracts, franchise agreements, intergovernmental agreements, and other legal documents;
- Work with the Planning Department to update the Development Code;
- Work with other Departments to update the City's right-of-way management process;
- Review City Municipal and Development Codes and suggest improvements to reflect City values and priorities;
- Review City Municipal and Development Codes to assure compliance with new 2017 legislation;
- Promote public understanding of the Tualatin Municipal and Development Codes; and
- Provide training to Departments and City staff on legal topics and issues.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	135,537	171,978	187,290	193,895	193,895	193,895
Salaries and Wages-Part Time	29,366	-	-	-	-	-
Salaries and Wages-Overtime	-	186	-	-	-	-
Benefits-Employee Benefits	-	1,940	6,220	6,305	6,305	6,305
Benefits-FICA	11,145	11,996	12,415	14,470	14,470	14,470
Benefits-WC Insurance & Tax	409	438	-	-	-	-
Benefits-Pension	27,489	33,073	43,890	53,710	53,710	53,710
Benefits-Insurance	20,562	36,605	42,985	43,880	43,880	43,880
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Vacation Buy Back	474	-	-	-	-	-
Benefits-Comp Time Buy Back	-	-	-	-	-	-
PERSONAL SERVICES	224,982	256,215	292,800	312,260	312,260	312,260
Office Supplies	99	378	450	450	450	450
Printing & Postage	132	27	500	500	500	500
Cell Phones	360	2,140	-	-	-	-
Office Equipment & Furniture	-	495	500	500	500	500
Computer Equip & Software	-	495	500	500	500	500
Court Costs	-	(100)	1,000	1,000	1,000	1,000
Conferences & Meetings	4,156	3,277	8,000	8,000	8,000	8,000
Membership Dues	1,372	1,322	1,800	1,800	1,800	1,800
Publication, Rpt, Ref Matl	5,409	6,173	6,500	6,700	6,700	6,700
Staff Training	-	-	200	200	200	200
Administrative Expense	-	52	200	200	200	200
Advertising - Recruitment	-	228	-	-	-	-
R&M - Equipment	40	-	700	700	700	700
MATERIALS & SERVICES	11,568	14,489	20,350	20,550	20,550	20,550
LEGAL	236,550	270,703	313,150	332,810	332,810	332,810

Information Services

The Information Services (IS) Departments 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. Additionally, IS provides support to the public through the Library wireless and checkout devices that are connected to the Washington Count Cooperative Library System network.

Summary	
Department Manager	Bates Russell
FTE's	6
Expenditures	\$ 1,536,290
Funding Source	General Fund

Highlights of FY 2016/2017

- Deployed 50 new end-user devices throughout the City.
- Implemented a custom solution for providing access to legacy databases.
- Expanded the City's data storage space to accommodate growing data storage needs.
- Upgraded City telephone server infrastructure funded by a grant from the Metro Area Communications Commission.
- Upgraded the City's backup methods and infrastructure, to provide highly available redundancy and recovery.
- Added a Desktop Support Technician position, adding capacity to the City's growing technical support needs.
- Expanded graphic information services and provided more meaningful information to supported departments.
- Began systemic monitoring and scheduled upgrading of City server infrastructure.

Goals for FY 2017/2018

- Continue to find improvements in ways to provide excellent customer service to City technology users.
- Work with the City Police Department to replace Mobile Device Terminals (MDT's) in Vehicles.
- Implement desktop virtualization for public machines in the Library, saving time, money and improving security.
- Expand storage capacity to meet growing data storage needs.
- Work with the Deputy City Recorder to assist in the implementation of a Document Management software.
- Continue to look for efficiencies in technology to save costs, time or both.
- Implement Mobile Device Management (MDM) and Two-Factor Authentication for all City mobile devices.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	385,194	381,685	378,740	447,515	447,515	447,515
Salaries and Wages-Overtime	4,132	3,004	5,400	5,400	5,400	5,400
Salaries and Wages-On-Call	2,400	-	5,200	5,200	5,200	5,200
Benefits-Employee Benefits	-	747	5,400	5,180	5,180	5,180
Benefits-FICA	29,297	29,231	29,160	33,480	33,480	33,480
Benefits-WC Insurance & Tax	1,565	1,488	-	-	-	-
Benefits-Pension	53,504	67,598	76,170	103,835	103,835	103,835
Benefits-Insurance	76,661	77,928	90,750	118,510	118,510	118,510
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Vacation Buy Back	1,334	1,482	-	-	-	-
Benefits-Comp Time Buy Back	-	4,083	-	-	-	-
PERSONAL SERVICES	554,088	567,245	590,820	719,120	719,120	719,120
Office Supplies	397	1,074	1,000	1,000	1,000	1,000
Printing & Postage	1,182	2,824	2,900	3,150	3,150	3,150
Photographic Supplies	4,000	-	4,700	5,400	5,400	5,400
Energy Supplies	443	512	500	500	500	500
Cell Phones	2,314	3,310	1,080	2,485	2,485	2,485
Network/Online	60,736	62,239	59,100	50,105	50,105	50,105
Office Equipment & Furniture	2,696	465	3,000	500	500	500
Computer Equip & Software	166,627	77,105	5,000	37,000	37,000	37,000
Personal Computer/Laptop	567	2,238	113,560	88,100	88,100	88,100
Consultants	69,489	-	10,000	12,000	59,330	59,330
Conferences & Meetings	375	71	5,500	5,500	5,500	5,500
Membership Dues	-	100	100	100	100	100
Publication, Rpt, Ref Matl	36	-	-	-	-	-
Staff Training	3,552	4,510	13,000	13,000	13,000	13,000
Staff/Dept Recognition	-	190	250	400	400	400
Advertising - Recruitment	-	8,201	-	-	-	-
R&M - Equipment	48	145	1,200	1,000	1,000	1,000
R&M - Computers	130,594	183,961	188,890	193,130	193,130	193,130
MATERIALS & SERVICES	443,054	346,945	409,780	413,370	460,700	460,700
Equipment & Furnishings	190,536	51,880	298,380	168,000	303,000	356,470
CAPITAL OUTLAY	190,536	51,880	298,380	168,000	303,000	356,470
INFORMATION SERVICES	1,187,678	966,070	1,298,980	1,300,490	1,482,820	1,536,290

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	\$ 10,630,530
Funding Source	General Fund





Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Benefits-WC Insurance & Tax	-	-	183,450	183,600	183,600	183,600
Benefits-Unemployment	22,273	7,991	20,000	20,000	20,000	20,000
Social Security Admin	-	115	-	-	-	-
Other Benefit Costs	1,384	1,399	1,485	1,485	1,485	1,485
PERSONAL SERVICES	23,656	9,504	204,935	205,085	205,085	205,085
Office Supplies	2,387	205	2,000	1,000	1,000	1,000
Printing & Postage	2,046	533	2,020	2,000	2,000	2,000
Safety/Risk Mgmt Program	9,879	18,116	22,535	12,995	12,995	12,995
Telephone Service	45,354	36,081	40,000	35,000	35,000	35,000
Donations - Outside Agency	30,000	30,000	30,000	30,000	30,000	30,000
Volunteer Programs	8,356	9,107	9,000	9,000	9,000	9,000
Consultants	154,056	121,210	95,000	85,000	90,800	90,800
Insurance	187,431	207,975	227,000	262,500	262,500	262,500
Tri-Met Employee Tax	80,210	81,040	82,500	82,500	82,500	82,500
Insurance Deductible	15,459	29,122	20,000	20,000	20,000	20,000
Membership Dues	40,820	38,345	43,650	45,545	45,545	45,545
Staff Training	-	784	10,000	10,000	10,000	10,000
Staff/Dept Recognition	8,407	9,787	8,730	8,730	8,730	8,730
Administrative Expense	3,198	1,635	-	-	-	-
Advertising - Informational	9,582	9,738	5,000	5,000	5,000	5,000
Advertising - Recruitment	2,070	2,605	5,400	5,400	5,400	5,400
Advertising - City Newsletter	53,458	49,411	53,100	-	-	-
Advertising - Promotional	2,821	29,484	4,000	3,000	3,000	3,000
Ballot Measure Info Mtls	-	15,059	20,000	-	-	-
Election Costs	11,879	12	-	-	-	-
Merchant Discount Fees	20,010	19,084	19,200	19,200	19,200	19,200
Bank Fees	15,668	15,081	12,000	12,000	12,000	12,000
Equipment Rental	4,756	4,756	4,800	4,800	4,800	4,800
Seneca Building Lease	50,967	52,496	55,620	58,000	58,000	58,000
MATERIALS & SERVICES	758,815	781,668	771,555	711,670	717,470	717,470
Equipment & Furnishings	-	-	-	100,000	100,000	100,000
CAPITAL OUTLAY	-	-	-	100,000	100,000	100,000
Transfer Out - Park Develop	14,000	-	420,000	-	-	-
TRANSFERS OUT	14,000	-	420,000	-	-	-
Contingency	-	-	3,126,290	3,311,790	3,311,790	3,356,850
CONTINGENCY	-	-	3,126,290	3,311,790	3,311,790	3,356,850

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
General Account Reserve	790,000	790,000	790,000	790,000	790,000	790,000
Capital Reserve	400,000	565,000	1,921,925	1,781,700	1,781,700	1,781,700
Unappropriated	6,366,524	7,108,416	3,225,715	3,724,485	3,724,485	3,679,425
RESERVES & UNAPPROPRIATED	7,556,524	8,463,416	5,937,640	6,296,185	6,296,185	6,251,125
NON-DEPARTMENTAL	8,352,995	9,254,588	10,460,420	10,624,730	10,630,530	10,630,530



TUALATIN *ON THE MOVE*

Connecting families, community,
business and volunteers

Community Development

Connecting families,
community, business
and volunteers

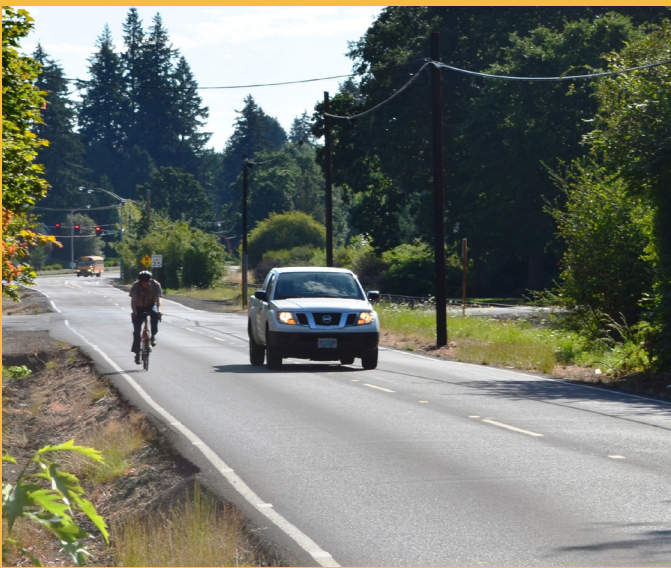


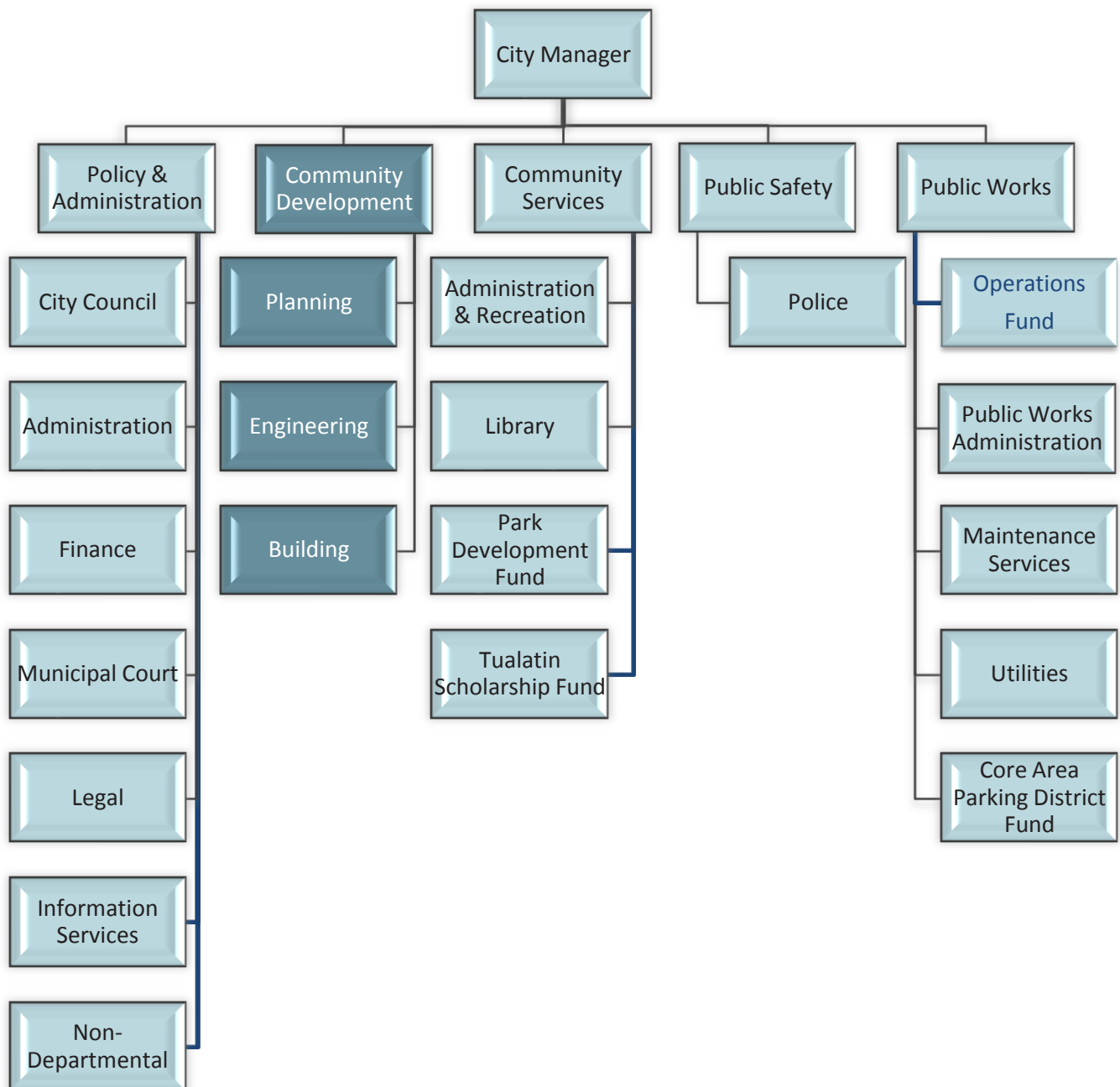
TUALATIN *ON THE MOVE*

Planning

Engineering

Building





City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Community Development

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 2,240,664	\$ 2,072,771	\$ 2,493,930	\$ 2,592,930	\$ 2,592,930
Materials and Services	449,485	440,727	373,710	378,800	378,800
Transfers	289,190	312,840	355,570	373,740	373,740
Capital Outlay	211,929	23,800	-	33,000	33,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	187,320	193,080	194,430
Reserves & Unappropriated	1,744,129	1,857,722	1,254,200	1,555,060	1,553,710
Total Requirements	\$ 4,935,398	\$ 4,707,859	\$ 4,664,730	\$ 5,126,610	\$ 5,126,610



Community Development: Planning Division

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 2016/17

- Completed significant portions of the Basalt Creek Concept Planning
- Architectural Review Board approved Legacy Meridian Park patient care expansion that includes a new main entrance to the building and a new parking lot
- Planning Commission recommended approval of two Plan Text Amendments. One to change the sign standards in the Medical Commercial Planning District and a second to amendment to update the Flood Plain Ordinance
- Planning staff started exploration of a new Food Truck/Cart ordinance and among other activities launched public involvement efforts

Planning staff launched a major effort to update the Tualatin Development Code

Current Planning applications reviewed during calendar year 2016:

- 1 Conditional Use Permit
- 1 Plan Map Amendment
- 2 Plan Text Amendment
- 12 Architectural Reviews

Summary

Department Manager	Alice Cannon
Planning Manager	Aquilla Hurd-Ravich
FTE's	5.75
Expenditures	\$ 811,795

- 25 Architectural Reviews of Single Family Residence
- 63 Minor Architectural Reviews
- 162 Sign Permits

Goals for FY 2017/18

- City Council acceptance and completion of the final Basalt Creek Concept Plan and adoption of implementing ordinances
- Tualatin Development Code Improvement Project Phase 1: Work includes a code audit and a new modern efficient code
- Tualatin Development Code Improvement Project Phase 2: Launch public outreach, stakeholder engagement and policy review phase



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	384,014	314,132	376,775	442,485	442,485	442,485
Salaries and Wages-Part Time	40,485	44,036	39,660	-	-	-
Salaries and Wages-Temporary	-	17,209	-	-	-	-
Salaries and Wages-Overtime	4,982	1,447	4,800	2,000	2,000	2,000
Benefits-Employee Benefits	100	571	1,560	1,605	1,605	1,605
Benefits-FICA	32,021	29,554	31,560	33,600	33,600	33,600
Benefits-WC Insurance & Tax	1,070	941	-	-	-	-
Benefits-Pension	55,986	48,992	80,590	99,325	99,325	99,325
Benefits-Insurance	42,306	28,124	63,080	50,030	50,030	50,030
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Vacation Buy Back	-	15,770	-	-	-	-
Benefits-Comp Time Buy Back	-	2,023	-	-	-	-
PERSONAL SERVICES	560,964	502,799	598,025	629,045	629,045	629,045
Office Supplies	2,022	1,767	1,900	1,900	1,900	1,900
Printing & Postage	3,129	3,082	4,500	4,500	4,500	4,500
Photographic Supplies	-	30	-	-	-	-
Uniforms & Safety Equipment	-	-	100	100	100	100
Cell Phones	720	1,170	350	625	625	625
Office Equipment & Furniture	844	2,663	500	700	700	700
Consultants	290,637	148,531	165,000	160,000	160,000	160,000
Conferences & Meetings	4,768	4,786	5,500	5,500	5,500	5,500
Membership Dues	2,035	1,780	2,000	2,025	2,025	2,025
Publication, Rpt, Ref Matl	-	-	100	100	100	100
Staff Training	2,382	362	500	500	500	500
Staff/Dept Recognition	-	93	500	500	500	500
Administrative Expense	71	83	300	300	300	300
Advertising - Informational	-	-	250	250	250	250
Advertising - Legis/Judicial	158	81	750	750	750	750
Advertising - Recruitment	358	2,370	-	-	-	-
Equipment Rental	1,539	1,671	1,700	2,000	2,000	2,000
R&M - Equipment	2,635	4,212	3,300	3,000	3,000	3,000
MATERIALS & SERVICES	311,299	172,681	187,250	182,750	182,750	182,750
PLANNING	872,263	675,481	785,275	811,795	811,795	811,795



Community Development: Engineering Division

The Engineering Division performs the following functions: 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 and water quality permits, manages the public and private water quality facility programs, prepares the Capital Improvement Plan, administers the flood plain ordinance, responds to specific needs within the right-of-way, and provides engineering support for all City departments.

Highlights of FY 2016/2017

- Designed Myslony Bridge and water main extension across Hedges Creek
- Finished the concept study for Garden Corner Curves (105th/Blake/108th)
- Constructed and designed multiple neighborhood pedestrian improvement projects
- Completed construction of the C2 Water Reservoir
- Successfully competed for a \$625,000 Regional Flexible Funding (RFFA) grant and a \$70,000 Major Streets Transportation Improvement Program (MSTIP) Opportunity grant to design active transportation improvements on Herman Road from 124th to Teton
- Approved Sagert Farms subdivision, which includes a new traffic signal at 65th and Sagert, a new Saum Creek Greenway connection, and frontage improvements along 65th and along Borland Road

Goals for FY 2017/2018

- Finish updating the Utility Master Plans (Sanitary Sewer, Stormwater, and Water) including rate and SDC studies for each utility

Summary

Department Manager	Jeff Fuchs
FTE's	10
Expenditures	\$ 1,270,465
Funding Source	General Fund

- Continue quarterly updates of the Public Works Construction Code
- Begin constructing Myslony Bridge
- Develop ADA Transition Plan for City rights of way and buildings
- Evaluate midblock crossings on Grahams Ferry at Dogwood, on Boones Ferry at Alabama, and on 65th north of Borland
- Lead mid-term update of the Transportation System Plan (TSP)
- Construct the 63rd Water Main Replacement
- Repaint A1 and B2 Water Reservoirs
- Design and construct a roof replacement for C1 Water Reservoir



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	749,522	717,390	777,090	804,890	804,890	804,890
Salaries and Wages-Overtime	7,384	1,849	9,000	2,000	2,000	2,000
Benefits-Employee Benefits	-	2,219	7,700	8,150	8,150	8,150
Benefits-FICA	57,041	54,072	57,500	60,680	60,680	60,680
Benefits-WC Insurance & Tax	5,587	5,124	-	-	-	-
Benefits-Pension	98,291	110,526	161,620	191,105	191,105	191,105
Benefits-Insurance	108,044	97,331	127,180	127,090	127,090	127,090
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Vacation Buy Back	18,006	12,188	-	-	-	-
Benefits-Comp Time Buy Back	-	988	-	-	-	-
PERSONAL SERVICES	1,043,876	1,001,686	1,140,090	1,193,915	1,193,915	1,193,915
Office Supplies	1,368	3,342	1,200	1,200	1,200	1,200
Printing & Postage	2,442	2,111	3,000	3,000	3,000	3,000
Photographic Supplies	-	-	500	500	500	500
Field Supplies	325	184	1,000	1,000	1,000	1,000
Cell Phones	1,860	3,736	350	350	350	350
Network/Online	-	972	1,510	500	500	500
Office Equipment & Furniture	764	1,000	1,000	1,000	1,000	1,000
Computer Equip & Software	854	3,022	-	-	-	-
Erosion Fees to CWS	-	-	-	28,000	28,000	28,000
Consultants	20,223	7,867	20,000	20,000	20,000	20,000
Conferences & Meetings	6,331	3,764	8,500	8,500	8,500	8,500
Membership Dues	1,702	3,497	2,700	3,000	3,000	3,000
Publication, Rpt, Ref Matl	451	962	900	900	900	900
Staff Training	3,027	1,901	2,500	2,500	2,500	2,500
Administrative Expense	1,273	893	1,000	1,000	1,000	1,000
Advertising - Legis/Judicial	256	-	100	100	100	100
Advertising - Recruitment	1,019	1,101	-	-	-	-
Equipment Rental	832	1,056	1,300	1,500	1,500	1,500
R&M - Equipment	2,645	2,581	3,500	3,500	3,500	3,500
MATERIALS & SERVICES	45,373	37,990	49,060	76,550	76,550	76,550
Equipment & Furnishings	-	23,800	-	-	-	-
CAPITAL OUTLAY	-	23,800	-	-	-	-
ENGINEERING	1,089,249	1,063,475	1,189,150	1,270,465	1,270,465	1,270,465



Community Development: 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 2016/2017

- Issued a total of 1,834 permits (up 291 permits from last year)
- Performed over 5300 inspections, averaging 20 inspections per day
- Three staff were hired to replace two staff that retired and one that had been contracted
- Accomplished many process improvements with respect to our software, permitting procedures and plan review methods
- Enhanced the working relationship with the Economic Development, Engineering and Planning Divisions



Summary

Department Manager	Alice Cannon
Building Official	Chris Ragland
FTE's	7.25
Expenditures	\$ 3,044,350

Goals for FY 2017/2018

- Provide our customers the option of submitting all permits online, including all applications, digital plan submittals and payments
- Continue to streamline all permitting workflows in order to have clear expectations for our customers with predictable plan review timelines and inspection protocols
- Increase versatility of staff with training and education to reinforce our abilities to meet the needs of our customers



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	396,515	364,529	470,130	496,400	496,400	496,400
Salaries and Wages-Part Time	9,528	-	-	-	-	-
Salaries and Wages-Temporary	10,764	-	-	-	-	-
Salaries and Wages-Overtime	14,942	11,112	9,000	5,000	5,000	5,000
Benefits-Employee Benefits	-	-	950	2,315	2,315	2,315
Benefits-FICA	32,674	28,881	35,595	36,895	36,895	36,895
Benefits-WC Insurance & Tax	4,498	3,586	4,410	4,560	4,560	4,560
Benefits-Pension	61,204	63,716	108,100	112,750	112,750	112,750
Benefits-Insurance	95,676	81,982	127,630	112,050	112,050	112,050
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Vacation Buy Back	9,315	13,028	-	-	-	-
Benefits-Comp Time Buy Back	709	1,453	-	-	-	-
PERSONAL SERVICES	635,825	568,286	755,815	769,970	769,970	769,970
Office Supplies	1,029	1,116	1,000	1,000	1,000	1,000
Printing & Postage	1,165	1,228	1,500	1,500	1,500	1,500
Field Supplies	700	210	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	334	225	1,700	1,700	1,700	1,700
Medical & Other Testing	400	-	-	-	-	-
Cell Phones	1,391	1,466	1,400	1,400	1,400	1,400
Network/Online	-	2,431	3,000	3,000	3,000	3,000
Office Equipment & Furniture	685	3,766	1,000	1,000	1,000	1,000
Computer Equip & Software	-	7,000	6,000	1,500	1,500	1,500
Erosion Fees to CWS	17,768	28,153	20,000	-	-	-
Plan Check Fees to CWS	3,665	2,603	-	-	-	-
Consultants	35,247	138,267	64,000	55,000	64,000	64,000
Conferences & Meetings	1,808	4,760	3,500	3,500	3,500	3,500
Membership Dues	860	853	1,500	1,500	1,500	1,500
Publication, Rpt, Ref Matl	2,074	489	2,700	2,700	2,700	2,700
Staff Training	7,898	10,713	6,000	7,000	7,000	7,000
Administrative Expense	24	3,282	400	400	400	400
Advertising - Legis/Judicial	-	285	500	500	500	500
Advertising - Recruitment	1,606	830	-	-	-	-
Merchant Discount Fees	11,222	14,517	15,000	20,000	20,000	20,000
Equipment Rental	1,978	2,614	2,700	2,800	2,800	2,800
R&M - Equipment	2,959	5,251	4,500	5,000	5,000	5,000
MATERIALS & SERVICES	92,813	230,056	137,400	110,500	119,500	119,500
Equipment & Furnishings	211,929	-	-	33,000	33,000	33,000
CAPITAL OUTLAY	211,929	-	-	33,000	33,000	33,000
Transfers Out - General Fund	289,190	312,840	355,570	373,740	373,740	373,740
TRANSFERS OUT	289,190	312,840	355,570	373,740	373,740	373,740



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Contingency	-	-	187,320	193,080	193,080	194,430
CONTINGENCY	-	-	187,320	193,080	193,080	194,430
General Account Reserve	1,744,129	1,857,722	1,254,200	1,555,060	1,555,060	1,553,710
RESERVES & UNAPPROPRIATED	1,744,129	1,857,722	1,254,200	1,555,060	1,555,060	1,553,710
BUILDING FUND	2,973,886	2,968,904	2,690,305	3,035,350	3,044,350	3,044,350

Community Services

Connecting families,
community, business
and volunteers



TUALATIN *ON THE MOVE*

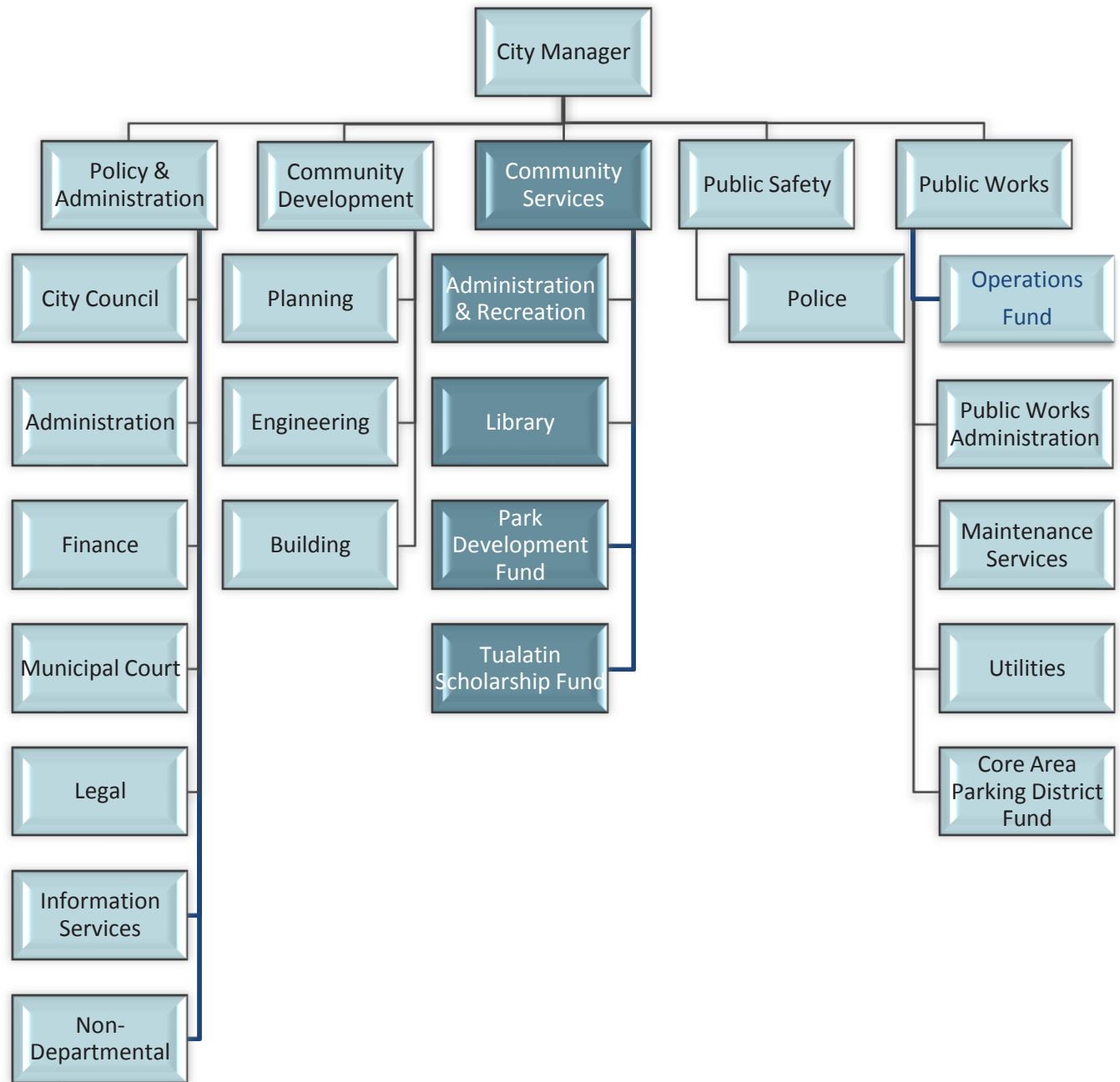
Administration & Recreation

Library

Park Development Fund

Tualatin Scholarship Fund





City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Community Services

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 2,122,395	\$ 2,284,489	\$ 2,493,580	\$ 2,675,925	\$ 2,675,925
Materials and Services	602,596	641,150	677,155	712,410	716,410
Transfers	25,970	31,040	36,700	42,200	42,200
Capital Outlay	560,060	3,483,000	3,168,885	3,208,300	3,221,100
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	2,694,441	1,143,961	50,650	50,825	50,825
Total Requirements	\$ 6,005,461	\$ 7,583,639	\$ 6,426,970	\$ 6,689,660	\$ 6,706,460

Community Services Administration and Recreation Division

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

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

The Community Services Division provides leadership and directs the functions of the Community Services Department. This includes overseeing the library, recreation and youth development services, older adult services, arts and cultural services, permitting for special events, park and recreation scheduling, facility reservations, park planning and development, as well as 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), serves as liaison to the Tualatin Heritage Center Steering Committee, and participates with the Citizen Involvement Organizations (CIO's).

Summary	
Department Manager	Paul Hennon
Parks & Recreation Manager	Rich Mueller
FTE's	6.63
Expenditures	\$ 1,202,760

Highlights of FY 2016/2017

Managed park and recreation programs and facilities that promoted health and wellness, created a sense of place, protected natural and cultural resources, and contributed to the quality of life in Tualatin, which included the following:

- Youth recreation programs, including summer camps for pre-kindergarten through high school, had 2,800 youth participants more than 12,000 program hours.
- Managed the cancellation of the West Coast Giant Pumpkin Regatta due to unsafe weather while strengthening relationships with sponsors and stakeholders, and continuing to build anticipation for the 2017 Regatta.
- Special Events including Concerts and Movies on the Commons, ArtSplash Show and Sale, Starry Nights and Holiday Lights, and the Blender Dash had more than 12,500 people attend.
- Programs and events for older adults at the Juanita Pohl Center served over 38,000 participants with the following program category breakdown: Health and Wellness Programs (12,925 participants), Nutrition Program meals served (18,559), Social Programs (4,533 participants), and Other Programs (2,310 participants).

- The Tualatin Heritage Center building rentals, cultural and historical programs and events had 9,735 attendees.
- The Juanita Pohl Center accommodated over 20,000 guests for indoor facility rentals.
- Tualatin Community Park had 246 shelter reservations that accommodated almost 12,000 attendees.
- City of Tualatin Athletic Fields was used 9,591 hours for youth and adult activities. There were 552 youth sports league games scheduled on City of Tualatin fields by athletic leagues serving 1,700 youth.
- Managed the Juanita Pohl Center and the Van Raden Community Center as a multi-generational recreation complex to broaden recreation opportunities for people of all ages.
- Continued participation of 19 middle and high school students in the Tualatin Youth Advisory Council (YAC). YAC members engage in leadership development, civic engagement, and provide events for Tualatin youth and families. YAC members contributed more than 1,600 hours of service through events such as Project FRIENDS (anti-bullying workshop for 5th graders), teen nights at the Van Raden Center, and the Haunted House.

- 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 30th consecutive year.

Goals for FY 2017/18

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





Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	391,713	431,985	449,235	463,190	463,190	463,190
Salaries and Wages-Part Time	32,495	33,011	34,450	36,145	36,145	36,145
Salaries and Wages-Temporary	58,810	48,330	70,200	71,605	71,605	71,605
Salaries and Wages-Overtime	3,708	4,175	2,400	3,400	3,400	3,400
Benefits-Employee Benefits	129	3,042	10,110	10,200	10,200	10,200
Benefits-FICA	37,622	40,239	42,180	43,040	43,040	43,040
Benefits-WC Insurance & Tax	2,903	2,889	-	-	-	-
Benefits-Pension	57,547	85,511	97,925	118,580	118,580	118,580
Benefits-Insurance	71,814	90,706	99,555	108,720	108,720	108,720
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Sick Leave Buy Back	5,817	3,891	-	-	-	-
Benefits-Vacation Buy Back	5,539	7,016	-	-	-	-
Benefits-Comp Time Buy Back	8	201	-	-	-	-
PERSONAL SERVICES	668,105	750,996	806,055	854,880	854,880	854,880
Office Supplies	1,934	3,540	3,000	3,090	3,090	3,090
Printing & Postage	760	1,246	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	235	1,598	1,600	1,750	1,750	1,750
Medical & Other Testing	857	775	-	-	-	-
Cell Phones	2,022	4,771	250	730	730	730
Office Equipment & Furniture	3,685	2,943	3,900	3,900	3,900	3,900
Personal Computer/Laptop	(66)	-	-	-	-	-
Donations - Outside Agency	43,755	36,065	39,100	41,000	41,000	41,000
Youth Development	35,863	38,219	39,725	39,720	39,720	39,720
Concerts on The Commons	18,850	19,495	28,380	29,230	29,230	29,230
Arts Program	15,704	17,269	11,000	11,000	11,000	15,000
Special Programs	17,651	40,650	23,200	28,900	28,900	28,900
Recreation Program Expend	46,510	17,706	16,335	17,820	17,820	17,820
Recreation Program Expend-JPC	-	34,638	36,050	38,110	38,110	38,110
Consultants	3,215	1,650	3,000	3,000	3,000	3,000
Conferences & Meetings	15,356	15,821	16,630	17,970	17,970	17,970
Membership Dues	1,901	2,246	2,470	3,390	3,390	3,390
Publication, Rpt, Ref Matl	602	89	350	350	350	350
Staff Training	800	142	600	600	600	600
Administrative Expense	2,621	3,944	2,375	2,350	2,350	2,350
Advertising - Recruitment	3,255	20	-	-	-	-
Advertising - Promotional	31,129	29,912	30,100	32,560	32,560	32,560
Equipment Rental	14,370	14,421	20,450	21,770	21,770	21,770
R&M - Equipment	4,620	6,571	4,960	4,640	4,640	4,640
MATERIALS & SERVICES	265,629	293,730	284,475	302,880	302,880	306,880
Equipment & Furnishings	395	85,170	30,300	41,000	41,000	41,000
CAPITAL OUTLAY	395	85,170	30,300	41,000	41,000	41,000
CS ADMIN AND RECREATION	934,130	1,129,896	1,120,830	1,198,760	1,198,760	1,202,760

Community Services: Library

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

Tualatin Public Library loans books, ebooks, music, and movies; presents programs for all age groups; provides technology; offers outreach services; and answers reference questions. The Library's collection includes more than 110,000 items. Tualatin residents have access to approximately 1.7 million library items, including more than 40,000 ebooks, through a cooperative library service agreement.

Volunteers assist the Library by 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 provides funding 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 2016/2017

- Identified service priorities through a strategic planning process, including helping to prepare young children for success in school, serving as a gateway to community connection for Latino residents, providing youth with hands-on access to technology and science-learning tools, serving as a community gathering place, and being a welcoming place that inspires, delights, and satisfies curiosity.
- Served as a lead partner in creating the Tualatin Mobile Makerspace to increase youth access to STEAM (Science, Technology, Engineering, Arts, and Math) education and skills, in partnership with the America's Best Communities competition. Provided maker programming to more than 5,000 participants through collaboration with the Tigard-Tualatin School District and other partners.
- Offered more than 750 programs attended by more than 20,000 participants. This included:
- Increased storytimes to 6 times per week to support development of children's early literacy skills. 96% of surveyed parents reported they learned something new by attending storytime, and 86% felt more confident helping their children learn.
- A monthly community concert series at the fire-place attended by 700 adults and youth.
- Outreach to low income residents by providing literacy and STEAM Library 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 Library.
- Checked out more than 620,000 items including books, music, and movies and more than 38,000 ebooks, with more than 280,000 Library visits. Volunteers contributed about 9,000 hours, the equivalent of four full-time employees.

Summary	
Department Manager	Paul Hennon
Library Manager	Jerianne Thompson
FTE's	19.65
Expenditures	\$ 2,241,875

- Library Assistant Jennifer Patterson was named the 2016 City of Tualatin Employee of the Year in recognition for her outstanding customer service and work with volunteers.
- Converted underutilized space to a small study room. Added a printing service for wireless devices and replaced public computers.

Goals for FY 2017/2018

- Continue to manage the Tualatin Library in a manner that creates an inviting community center where learning, discovery, and interaction flourishes, expresses a welcoming civic identity; embraces Tualatin's values and future; and ensures that library utilization mirrors the community demographics.
- Maintain high circulation of the collection of books, music, and videos while maintaining the diversity and quantity of programming for the whole community.

- Actively promote the Library as a social gathering place and increase public involvement through participation with groups such as the Tualatin Library Advisory Committee, Friends of the Tualatin Library, the Tualatin Library Foundation, the Teen Library Committee, and the Citizen Involvement Organizations.
- Boost literacy among preschool-age children through enhanced outreach to preschools and daycares and by supporting parent instruction. Partner with Tualatin elementary schools to support outreach to Latino families and pre-kindergartners, and increase student participation in Summer Reading.
- Building on the most successful and cost-efficient approaches learned in the recent America's Best Communities pilot program, improve future employment skills by expanding youth access to STEAM learning opportunities through Library Makerspace programming.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	863,578	836,147	859,430	882,895	882,895	882,895
Salaries and Wages-Part Time	84,514	128,662	186,660	215,105	215,105	215,105
Salaries and Wages-Temporary	136,973	141,865	134,000	137,840	137,840	137,840
Salaries and Wages-Overtime	2,385	1,795	1,500	1,800	1,800	1,800
Benefits-Employee Benefits	-	1,652	4,200	4,250	4,250	4,250
Benefits-FICA	81,132	81,947	87,575	93,365	93,365	93,365
Benefits-WC Insurance & Tax	3,201	3,266	-	-	-	-
Benefits-Pension	138,220	175,430	213,540	262,170	262,170	262,170
Benefits-Insurance	143,408	160,527	200,620	223,620	223,620	223,620
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Vacation Buy Back	879	1,965	-	-	-	-
Benefits-Comp Time Buy Back	-	236	-	-	-	-
PERSONAL SERVICES	1,454,290	1,533,492	1,687,525	1,821,045	1,821,045	1,821,045
Office Supplies	7,338	5,683	7,600	9,200	9,200	9,200
Printing & Postage	6,294	7,286	5,000	5,000	5,000	5,000
Supplies - Donated Funds	-	-	1,000	1,000	1,000	1,000
Collection Development	242,143	221,541	252,200	259,500	259,500	259,500
Other Material Expenses	(811)	(47)	-	-	-	-
Uniforms & Safety Equipment	338	124	400	400	400	400
Medical & Other Testing	155	155	-	-	-	-
Cell Phones	1,051	1,620	-	-	-	-
Network/Online	11	47	-	-	-	-
Office Equipment & Furniture	9,606	11,842	13,500	12,780	12,780	12,780
Computer Equip & Software	1,142	1,601	1,500	3,150	3,150	3,150
Library Tech - Public	-	5,440	-	-	-	-
Special Programs	41,479	42,945	36,800	45,500	45,500	45,500
Consultants	-	13,480	2,500	2,500	2,500	2,500
Conferences & Meetings	7,551	9,786	8,185	9,180	9,180	9,180
Membership Dues	1,354	1,160	1,440	1,570	1,570	1,570
Staff Training	1,060	1,005	1,000	1,350	1,350	1,350
Administrative Expense	4,495	2,691	4,630	4,650	4,650	4,650
Advertising - Recruitment	62	-	-	-	-	-
Advertising - Promotional	4,669	3,649	2,500	2,500	2,500	2,500
Equipment Rental	4,163	5,050	4,395	4,990	4,990	4,990
R&M - Equipment	5,677	11,961	17,630	13,760	13,760	13,760
MATERIALS & SERVICES	337,776	347,020	360,280	377,030	377,030	377,030
Equipment & Furnishings	-	8,475	18,795	31,000	31,000	43,800
CAPITAL OUTLAY	-	8,475	18,795	31,000	31,000	43,800
LIBRARY	1,792,066	1,888,987	2,066,600	2,229,075	2,229,075	2,241,875

Community Services - 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 2016/17

- 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	\$ 3,210,500
Funding Source	Park Development Fund

Goals for FY 2017/18

- 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.
- 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.
- Continue the Tualatin Parks and Recreation Master Plan Update project.
- 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 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Office Supplies	-	-	5,000	5,000	5,000	5,000
Printing & Postage	-	-	20,000	20,000	20,000	20,000
Photographic Supplies	-	-	1,000	1,000	1,000	1,000
Consultants	(810)	-	5,000	5,000	5,000	5,000
Property Management	-	-	1,000	1,000	1,000	1,000
MATERIALS & SERVICES	(810)	-	32,000	32,000	32,000	32,000
Land Acquisition	20,000	-	580,990	937,170	937,170	937,170
Feasibility Studies	-	-	150,000	250,000	250,000	250,000
Projects Administration	76	-	-	-	-	-
Projects Professional Svc	407,052	133,630	-	-	-	-
Projects Construction	132,536	3,255,725	2,388,800	1,949,130	1,949,130	1,949,130
CAPITAL OUTLAY	559,665	3,389,355	3,119,790	3,136,300	3,136,300	3,136,300
Transfers Out - General Fund	25,970	31,040	36,700	42,200	42,200	42,200
TRANSFERS OUT	25,970	31,040	36,700	42,200	42,200	42,200
Future Years Projects	2,643,637	1,093,231	-	-	-	-
RESERVES & UNAPPROPRIATED	2,643,637	1,093,231	-	-	-	-
PARK DEVELOPMENT FUND	3,228,462	4,513,626	3,188,490	3,210,500	3,210,500	3,210,500

Tualatin Science and Technology Scholarship

The goal of the Tualatin Science Technology Scholarship trust is to promote higher education in scientific fields by providing 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	\$ 51,325
Funding Source	Tualatin Scholarship Fund

Highlights of FY 2016/17

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

Goals For FY 2017/18

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



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Scholarships	-	400	400	500	500	500
MATERIALS & SERVICES	-	400	400	500	500	500
General Account Reserve	50,804	50,729	50,650	50,825	50,825	50,825
RESERVES & UNAPPROPRIATED	50,804	50,729	50,650	50,825	50,825	50,825
TUALATIN SCHOLARSHIP FUND	50,804	51,129	51,050	51,325	51,325	51,325



TUALATIN *ON THE MOVE*

Connecting families, community,
business and volunteers

Public Safety

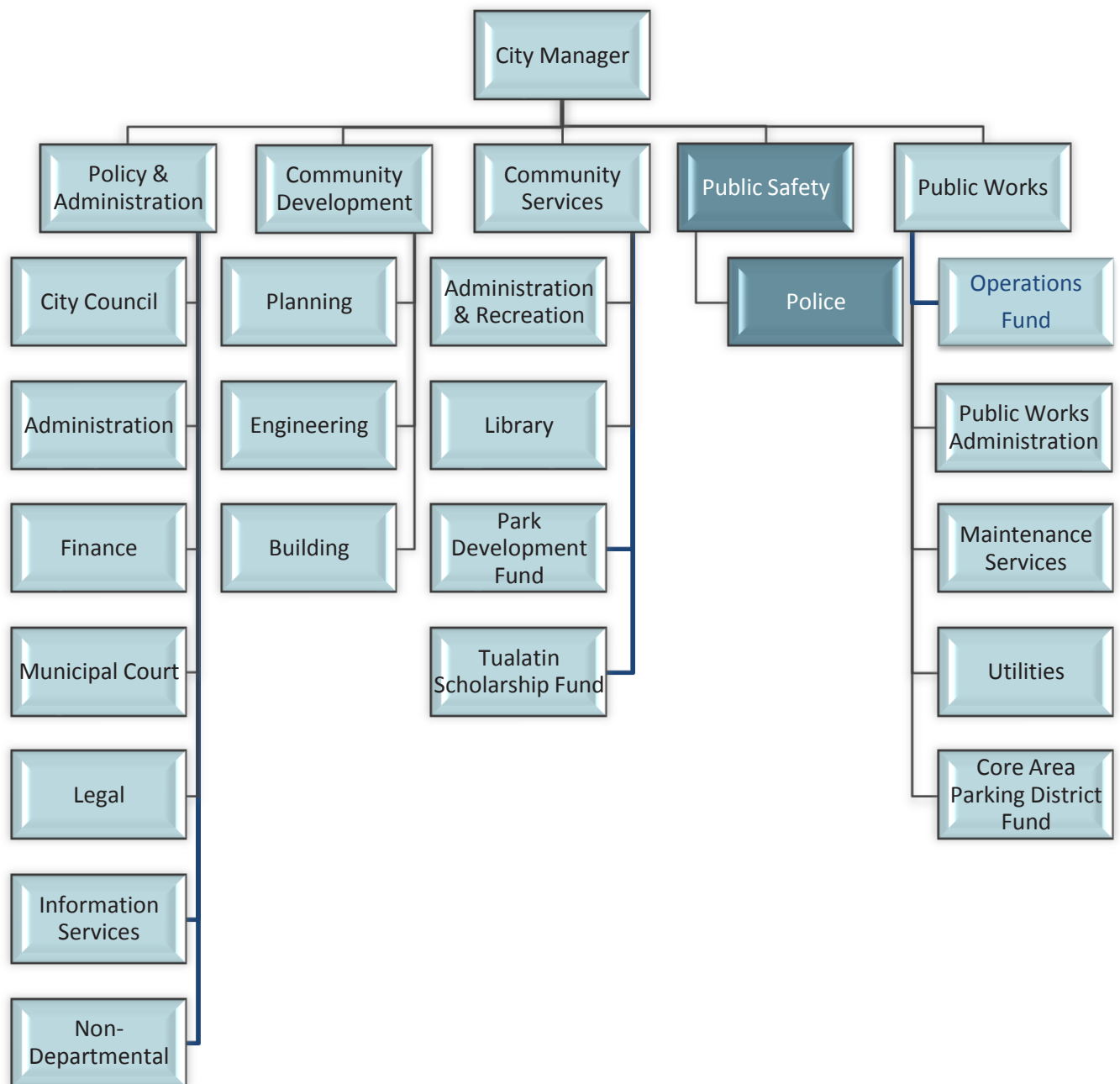
Connecting families,
community, business
and volunteers



TUALATIN *ON THE MOVE*

Police





City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Public Safety

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 5,992,492	\$ 6,203,312	\$ 6,471,795	\$ 6,804,615	\$ 6,804,615
Materials and Services	590,608	701,263	690,100	750,095	750,095
Transfers	-	-	-	-	-
Capital Outlay	150,609	129,779	133,000	185,000	185,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	-	-	-	-	-
Total Requirements	\$ 6,733,709	\$ 7,034,354	\$ 7,294,895	\$ 7,739,710	\$ 7,739,710

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 Administration, Patrol, and Support Services.

Administration

The Administration division is responsible for coordinating Police Department efforts with other city departments, criminal justice agencies, and 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 time conducting proactive police patrol functions and act as a visible crime deterrent. Officers are assigned to one of three specific districts within the City and work to 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	\$ 7,739,710
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.

Highlights of FY 2016/2017

- Handled over 31,000 calls for service throughout the year including the rendering of aid at 347 traffic crashes.
- Wrote nearly 3,500 police reports and processed 2,300 items of evidence.
- Made 953 arrests with no complaints of excessive force.

- Provided finger printing services for 473 community members.
- Responded to 66 complaints of graffiti.; down from 168 in 2013.
- Welcomed Tony, our new K9 member, into the community.
- Participated in our first community Shop with a Cop event.
- Held our first Valentine's Day dance with senior residents of the city.
- Maintained our partnership with the Tualatin Together Coalition by providing drug and alcohol prevention and education training.
- Completed our 7th annual citizen's academy by providing residents a hands on experience within the police department.
- Focused on community engagement by attending 17 National Night Out events, hosting 2 Child Seat Inspection Clinics, conducting 2 Prescription Drug Take Back events, staffing a booth at the Crawfish Festival and transporting Santa to the Holiday Lighting event.
- Continued a priority of traffic enforcement by filling a second motorcycle officer position that had been held vacant because of staffing shortages.



Goals for FY 2017/2018

- Provide a safe community and excellence in customer service.
- Increase community engagement events throughout the year.
- Continue to provide 3 School Resource Officers at area schools.
- Maintain participation on interagency tactical and transit policing teams.
- Utilize data driven policing concepts.
- Focus on employee retention.





Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	3,587,702	3,735,401	3,819,090	3,949,580	3,949,580	3,949,580
Salaries and Wages-Temporary	37,467	51,120	58,165	50,010	50,010	50,010
Salaries and Wages-Overtime	172,128	135,777	236,500	210,000	210,000	210,000
Benefits-Employee Benefits	-	8,217	16,420	17,140	17,140	17,140
Benefits-FICA	289,138	297,339	306,600	323,700	323,700	323,700
Benefits-WC Insurance & Tax	127,866	129,655	-	-	-	-
Benefits-Pension	804,497	856,287	962,500	1,148,500	1,148,500	1,148,500
Benefits-Insurance	833,638	859,607	986,020	1,011,435	1,011,435	1,011,435
Benefits-Job Injury Time	18,171	-	-	-	-	-
Benefits-Bereavement Leave	2,086	-	-	-	-	-
Benefits-Sick Leave Buy Back	3,096	560	-	-	-	-
Benefits-Vacation Buy Back	27,655	46,825	5,000	5,000	5,000	5,000
Benefits-Comp Time Buy Back	2,556	3,491	-	-	-	-
Benefits-Holiday Buy Back	55,147	45,044	50,000	50,000	50,000	50,000
ORPAT-Fitness Incentive	29,750	31,750	31,500	39,250	39,250	39,250
PORAC-Legal Defense Fund	1,596	2,240	-	-	-	-
PERSONAL SERVICES	5,992,492	6,203,312	6,471,795	6,804,615	6,804,615	6,804,615
Office Supplies	10,795	11,250	12,000	12,000	12,000	12,000
Printing & Postage	6,588	9,543	10,000	10,000	10,000	10,000
Photographic Supplies	943	943	1,300	1,300	1,300	1,300
Energy Supplies	3,817	3,973	4,000	4,000	4,000	4,000
Evidence & Investigation	2,533	1,238	8,000	8,000	8,000	8,000
Uniforms & Safety Equipment	28,344	46,096	45,000	55,000	55,000	55,000
Medical & Other Testing	1,187	9,492	5,000	5,000	5,000	5,000
Ammun & Defense Equip	33,715	28,558	47,000	54,000	54,000	54,000
Cell Phones	14,789	20,992	20,000	20,000	20,000	20,000
Network/Online	24,584	21,145	20,000	20,000	20,000	20,000
Office Equipment & Furniture	1,817	3,353	3,000	4,200	4,200	4,200
Computer Equip & Software	1,967	1,389	10,000	4,000	4,000	4,000
Minor Vehicle Equipment	5,853	3,506	5,000	5,000	5,000	5,000
GREAT Program	10,149	10,057	10,000	10,000	10,000	10,000
Special Investigative Fund	3,500	6,592	6,000	6,000	6,000	6,000
Community Engagement Supplies	2,649	3,949	4,000	5,000	5,000	5,000
Conferences & Meetings	8,498	8,135	8,500	8,500	8,500	8,500
Membership Dues	3,138	4,282	7,500	7,500	7,500	7,500
Publication, Rpt, Ref Matl	785	1,212	2,000	2,000	2,000	2,000
Staff Training	51,659	43,544	45,000	50,000	50,000	50,000
Staff/Dept Recognition	1,686	6,818	4,000	4,000	4,000	4,000
Administrative Expense	5,048	5,193	4,500	4,500	4,500	4,500
Advertising - Recruitment	1,247	17,628	5,000	5,000	5,000	5,000
Contract Services	351,523	400,425	385,800	427,595	427,595	427,595
Equipment Rental	4,538	4,672	5,000	5,000	5,000	5,000
Inventory Supplies	-	2,184	-	-	-	-

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
R&M - Equipment	7,786	25,096	11,000	11,000	11,000	11,000
R&M - Computers	1,470	-	1,500	1,500	1,500	1,500
MATERIALS & SERVICES	590,608	701,263	690,100	750,095	750,095	750,095
Equipment & Furnishings	150,609	129,779	133,000	179,000	185,000	185,000
CAPITAL OUTLAY	150,609	129,779	133,000	179,000	185,000	185,000
POLICE	6,733,709	7,034,354	7,294,895	7,733,710	7,739,710	7,739,710



TUALATIN *ON THE MOVE*

Connecting families, community,
business and volunteers

Public Works

Connecting families,
community, business
and volunteers



TUALATIN *ON THE MOVE*



Operations Fund

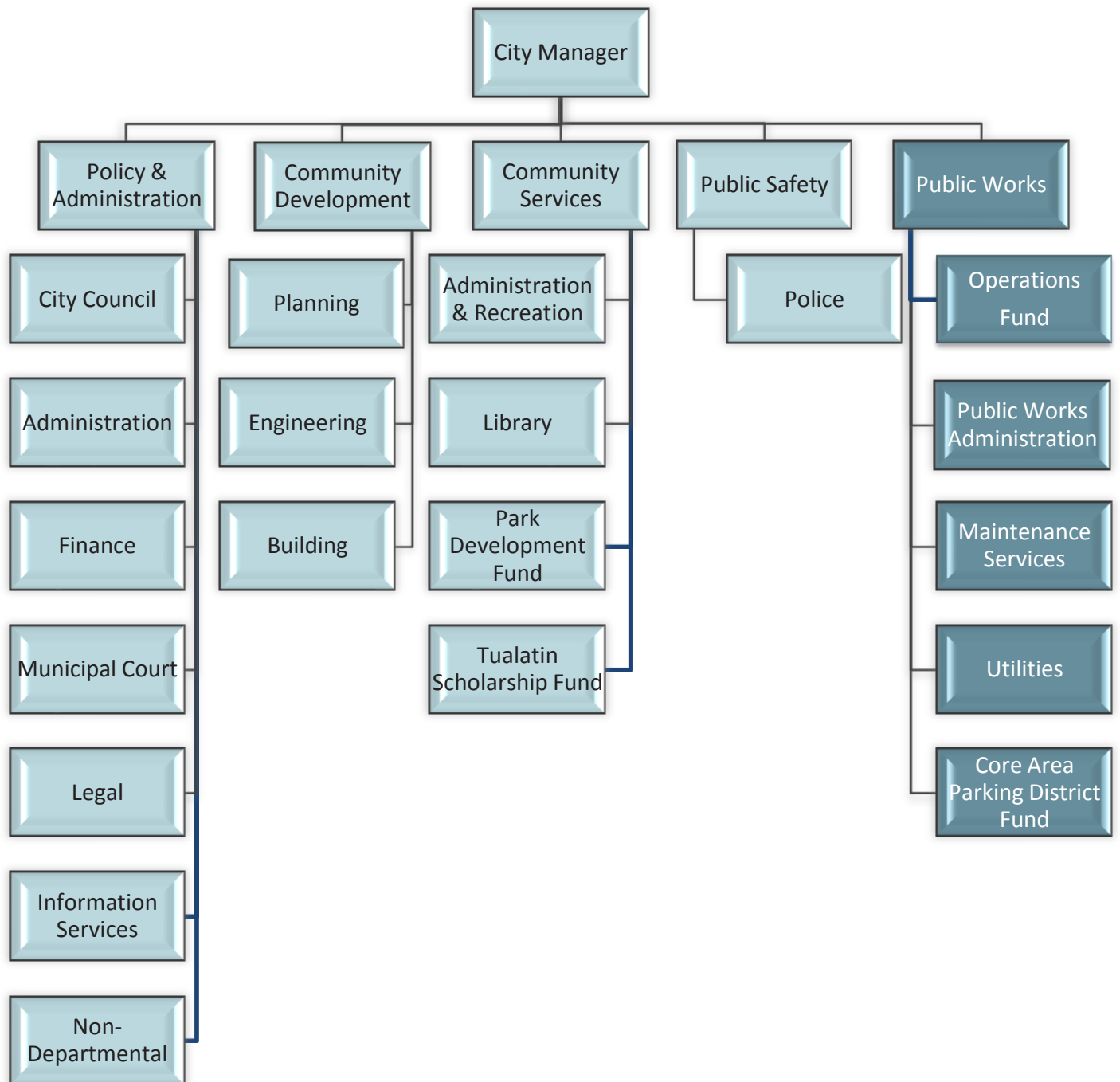
Public Works Administration

Maintenance Services

Utilities

Core Area Parking District Fund





City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Public Works

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 2,747,931	\$ 2,961,596	\$ 3,092,890	\$ 3,173,275	\$ 3,173,275
Materials and Services	12,281,995	13,063,833	13,739,235	15,073,470	15,073,470
Transfers	6,862,600	8,850,371	9,113,715	6,492,675	6,510,675
Capital Outlay	2,648,956	1,609,437	7,010,320	5,482,250	5,642,250
Debt Service	129,388	129,388	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	11,706,665	15,458,550	15,490,420
Reserves & Unappropriated	21,790,551	24,818,632	4,246,965	9,457,660	9,265,790
Total Requirements	\$ 46,461,421	\$ 51,433,257	\$ 48,909,790	\$ 55,137,880	\$ 55,155,880

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 2017/2018 budget.

Operations Fund	Where Recorded in Fiscal Year 2017/2018
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 2017 - 2018
Adopted Budget - Operations (Utilities Combined) *

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 1,491,334	\$ 1,599,589	\$ 1,722,025	\$ 1,718,415	\$ 1,718,415
Materials and Services	\$ 9,580,543	\$ 9,932,234	\$ 11,197,305	\$ 11,942,965	\$ 11,942,965
Transfers	\$ 6,033,530	\$ 6,365,926	\$ 5,762,885	\$ 4,791,525	\$ 4,791,525
Capital Outlay	\$ 2,491,665	\$ 1,504,928	\$ 6,433,000	\$ 4,934,250	\$ 5,094,250
Debt Service	\$ 129,388	\$ 129,388	\$ -	\$ -	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ 3,148,215	\$ 3,406,460	\$ 3,454,380
Reserves & Unappropriated	\$ 10,506,006	\$ 13,286,240	\$ 4,057,580	\$ 9,340,405	\$ 9,150,485
Total Requirements	\$ 30,232,466	\$ 32,818,306	\$ 32,321,010	\$ 36,134,020	\$ 36,152,020

* 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 (to be discontinued in FY 17/18)
 Water Operating Fund
 Sewer Operating Fund
 Storm Drain Operating Fund
 Road Operating Fund



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	316,270	362,595	-	-	-	-
Salaries and Wages-Part Time	25,517	26,437	-	-	-	-
Salaries and Wages-Temporary	5,556	3,901	-	-	-	-
Salaries and Wages-Overtime	117	145	-	-	-	-
Benefits-Employee Benefits	-	1,472	-	-	-	-
Benefits-FICA	25,760	28,958	-	-	-	-
Benefits-WC Insurance & Tax	3,580	3,818	-	-	-	-
Benefits-Pension	46,219	66,756	-	-	-	-
Benefits-Insurance	46,720	49,667	-	-	-	-
Benefits-Job Injury Time	422	-	-	-	-	-
Benefits-Vacation Buy Back	100	1,117	-	-	-	-
PERSONAL SERVICES	470,260	544,866	-	-	-	-
Office Supplies	4,819	2,550	-	-	-	-
Printing & Postage	335	340	-	-	-	-
Photographic Supplies	208	-	-	-	-	-
Uniforms & Safety Equipment	358	169	-	-	-	-
Medical & Other Testing	308	514	-	-	-	-
Cell Phones	810	2,860	-	-	-	-
Small Tools	337	-	-	-	-	-
Office Equipment & Furniture	2,897	3,058	-	-	-	-
Computer Equip & Software	285	1,042	-	-	-	-
Consultants	-	3,236	-	-	-	-
Conferences & Meetings	1,302	4,559	-	-	-	-
Membership Dues	1,298	1,965	-	-	-	-
Publication, Rpt, Ref Matl	238	54	-	-	-	-
Staff Training	754	1,197	-	-	-	-
Staff/Dept Recognition	674	224	-	-	-	-
Administrative Expense	773	986	-	-	-	-
Advertising - Recruitment	1,637	442	-	-	-	-
Advertising - Promotional	535	5,376	-	-	-	-
Equipment Rental	5,944	5,500	-	-	-	-
R&M - Equipment	1,691	2,971	-	-	-	-
MATERIALS & SERVICES	25,203	37,044	-	-	-	-
ADMINISTRATION	495,463	581,909	-	-	-	-

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	347,965	340,159	-	-	-	-
Salaries and Wages-Overtime	8,505	6,927	-	-	-	-
Salaries and Wages-On-Call	6,141	6,820	-	-	-	-
Benefits-Employee Benefits	-	510	-	-	-	-
Benefits-FICA	27,956	26,376	-	-	-	-
Benefits-WC Insurance & Tax	12,751	12,129	-	-	-	-
Benefits-Pension	36,657	45,745	-	-	-	-
Benefits-Insurance	82,308	95,479	-	-	-	-
Benefits-Vacation Buy Back	12,446	2,548	-	-	-	-
Benefits-Comp Time Buy Back	2,560	35	-	-	-	-
PERSONAL SERVICES	537,290	536,728	-	-	-	-
Office Supplies	-	348	-	-	-	-
Printing & Postage	4,928	4,653	-	-	-	-
Uniforms & Safety Equipment	3,353	3,935	-	-	-	-
Medical & Other Testing	3	376	-	-	-	-
Cell Phones	1,155	1,325	-	-	-	-
Network/Online	2,325	8,328	-	-	-	-
Small Tools	6,267	2,228	-	-	-	-
Computer Equip & Software	-	4,850	-	-	-	-
Consultants	11,125	2,438	-	-	-	-
Pump Stations - Electricity	44,209	47,832	-	-	-	-
Conferences & Meetings	80	948	-	-	-	-
Membership Dues	1,217	1,890	-	-	-	-
Publication, Rpt, Ref Matl	45	134	-	-	-	-
Staff Training	2,302	3,304	-	-	-	-
Staff/Dept Recognition	616	291	-	-	-	-
Administrative Expense	127	-	-	-	-	-
Advertising - Recruitment	1,689	180	-	-	-	-
Contr R&M - Systems	162,901	73,887	-	-	-	-
Inventory Supplies	-	6,467	-	-	-	-
R&M - Systems	46,292	27,914	-	-	-	-
R&M - Lines	7,850	5,561	-	-	-	-
R&M - Hydrants	4,319	4,177	-	-	-	-
R&M - Reservoir	861	1,597	-	-	-	-
R&M - Pump Stations	1,299	969	-	-	-	-
R&M - Equipment	1,163	628	-	-	-	-
MATERIALS & SERVICES	304,127	204,262	-	-	-	-
Equipment & Furnishings	61,731	36,503	-	-	-	-
CAPITAL OUTLAY	61,731	36,503	-	-	-	-
WATER	903,147	777,494	-	-	-	-



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	160,632	169,788	-	-	-	-
Salaries and Wages-Overtime	3,541	3,613	-	-	-	-
Salaries and Wages-On-Call	3,350	2,472	-	-	-	-
Benefits-Employee Benefits	-	215	-	-	-	-
PERSONAL SERVICES	167,523	176,089	-	-	-	-
Uniforms & Safety Equipment	1,426	2,120	-	-	-	-
Cell Phones	60	-	-	-	-	-
Small Tools	1,614	1,439	-	-	-	-
Personal Computer/Laptop	340	-	-	-	-	-
Conferences & Meetings	1,447	300	-	-	-	-
Membership Dues	395	238	-	-	-	-
Staff Training	703	600	-	-	-	-
Staff/Dept Recognition	160	72	-	-	-	-
Contr R&M - Systems	58,453	109,784	-	-	-	-
Equipment Rental	648	1,383	-	-	-	-
Inventory Supplies	-	372	-	-	-	-
R&M - Systems	25,049	23,682	-	-	-	-
R&M - Pump Stations	-	700	-	-	-	-
R&M - Equipment	427	-	-	-	-	-
MATERIALS & SERVICES	90,723	140,689	-	-	-	-
Equipment & Furnishings	-	82,327	-	-	-	-
CAPITAL OUTLAY	-	82,327	-	-	-	-
SEWER	258,246	399,105	-	-	-	-

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	139,661	143,827	-	-	-	-
Salaries and Wages-Overtime	4,475	4,815	-	-	-	-
Salaries and Wages-On-Call	1,912	1,213	-	-	-	-
Benefits-Employee Benefits	-	215	-	-	-	-
Benefits-FICA	10,629	10,912	-	-	-	-
Benefits-WC Insurance & Tax	9,133	9,301	-	-	-	-
Benefits-Pension	17,658	24,381	-	-	-	-
Benefits-Insurance	44,171	47,188	-	-	-	-
Benefits-Bereavement Leave	667	-	-	-	-	-
Benefits-Sick Leave Buy Back	1,091	1,166	-	-	-	-
PERSONAL SERVICES	229,397	243,017	-	-	-	-
Printing & Postage	-	338	-	-	-	-
Uniforms & Safety Equipment	2,317	2,846	-	-	-	-
Cell Phones	1,302	2,450	-	-	-	-
Small Tools	1,083	2,081	-	-	-	-
Computer Equip & Software	1,500	1,500	-	-	-	-
Personal Computer/Laptop	340	80	-	-	-	-
Conferences & Meetings	650	883	-	-	-	-
Membership Dues	75	78	-	-	-	-
Publication, Rpt, Ref Matl	-	30	-	-	-	-
Staff Training	259	-	-	-	-	-
Staff/Dept Recognition	282	85	-	-	-	-
Grounds & Landscaping	2,588	2,540	-	-	-	-
Contr R&M - Road Strip	43,870	56,647	-	-	-	-
Street Sweeping	209,185	233,061	-	-	-	-
Emergency Road Clean-up	1,704	4,536	-	-	-	-
Equipment Rental	-	589	-	-	-	-
Inventory Supplies	-	13,314	-	-	-	-
R&M - Guardrails, signs	16,823	4,613	-	-	-	-
R&M - Streets	606	240	-	-	-	-
R&M - Equipment	700	109	-	-	-	-
MATERIALS & SERVICES	283,283	326,020	-	-	-	-
Equipment & Furnishings	-	36,503	-	-	-	-
R&M - Major Projects	33,846	32,885	-	-	-	-
CAPITAL OUTLAY	33,846	69,389	-	-	-	-
STREET	546,526	638,426	-	-	-	-



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Cell Phones	338	685	-	-	-	-
Small Tools	269	-	-	-	-	-
Consultants	48,250	49,088	-	-	-	-
Merchant Discount Fees	360	165	-	-	-	-
Contract Services	3,030	3,157	-	-	-	-
Grounds & Landscaping	6,381	6,153	-	-	-	-
R&M - Equipment	1,663	-	-	-	-	-
MATERIALS & SERVICES	60,290	59,247	-	-	-	-
Equipment & Furnishings	-	297,120	-	-	-	-
Projects Professional Svc	20,898	-	-	-	-	-
Projects Construction	467	-	-	-	-	-
CAPITAL OUTLAY	21,365	297,120	-	-	-	-
Principal - Warehouse Finance	88,012	99,377	-	-	-	-
Interest - Warehouse Finance	41,376	30,011	-	-	-	-
DEBT SERVICE	129,388	129,388	-	-	-	-
Transfers Out - General Fund	-	-	1,115,835	-	-	-
TRANSFERS OUT	-	-	1,115,835	-	-	-
NON-DIVISION	211,043	485,756	1,115,835	-	-	-

Operations - Administration

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

Summary	
Department Manager	Jeff Fuchs
FTE's	4
Expenditures	\$ 517,995
Funding Source	General Fund

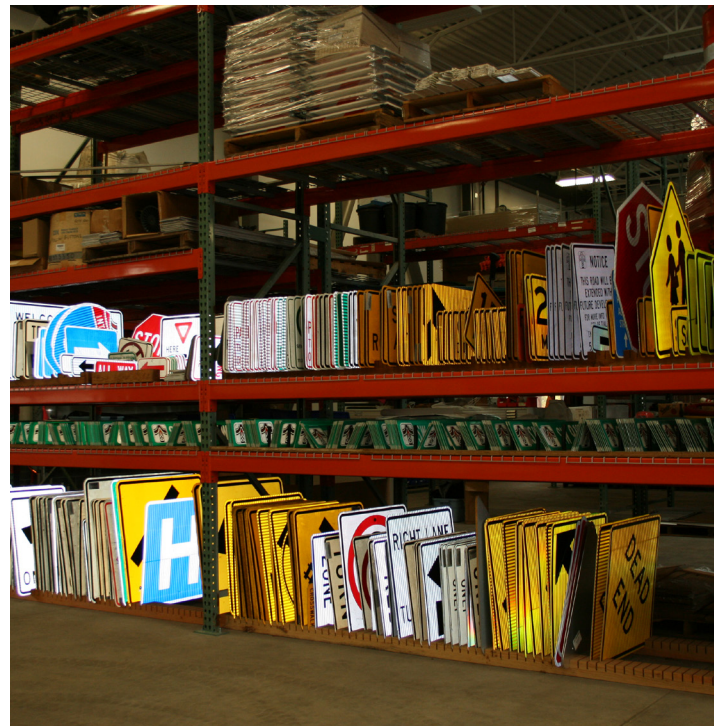
Non-Departmental

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

Highlights of FY 2016/17

- Continued the conversion to Nexgen, a software program for work order and asset management.
- Successfully managed multiple winter weather events by operating a Department Operations Center (DOC).
- Hosted four CE2 participants from Tualatin High School. Each student spent approximately 50 hours during their four-week visit.
- Utilized nearly 5,050 volunteer hours completing a variety of city programs.
- Partnered with Tualatin Valley Water District and the City of Portland on the Emergency Water Pump Station
- Provided proactive involvement in regional water activities and analyzing the impacts and opportunities for the city.

- Continuing to coordinate on priorities identified in the Tualatin Tomorrow Vision and Action Plan.
- Continued working with area businesses on compliance with Business Recycling Requirements Program.
- Utilized utility billing mailers to include public information messages on a monthly basis.
- Completed conversion of the One Call Utility Staking process by going from paper notifications





to an electronic notice in the field using smart phones or iPads.

- Supported the initiation of the new CERT Program.
- Participated as a full member of the Emergency Management Cooperative.

Goals for FY 2017/18

- Promote exceptional customer service within the department.
- Increase use of social media, the website and newsletters in keeping the public up-to-date and involved with projects and services offered.
- Promote internally and externally the city's ability to prepare for, respond to, and recover from a

major emergency or disaster while ensuring emergency preparedness for our public infrastructure.

- Promote a safe workplace within the department through participation in our annual safety program while maintaining a zero accident rate, as well as promoting staff development and training opportunities for a professional and engaged workforce.
- Actively participate with Tualatin High School and the CE2 Program by having students work with Operations Department crews during their daily work routines.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	-	-	304,535	305,745	305,745	305,745
Salaries and Wages-Part Time	-	-	29,120	-	-	-
Salaries and Wages-Temporary	-	-	5,080	5,080	5,080	5,080
Salaries and Wages-Overtime	-	-	700	500	500	500
Benefits-Employee Benefits	-	-	6,185	5,860	5,860	5,860
Benefits-FICA	-	-	24,720	23,155	23,155	23,155
Benefits-Pension	-	-	68,175	75,540	75,540	75,540
Benefits-Insurance	-	-	49,795	34,115	34,115	34,115
Benefits-Comp Time Buy Back	-	-	-	-	-	-
PERSONAL SERVICES	-	-	488,310	449,995	449,995	449,995
Office Supplies	-	-	3,950	3,950	3,950	3,950
Printing & Postage	-	-	6,000	4,000	4,000	4,000
Botanical & Chem Supplies	-	-	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	-	-	500	500	500	500
Safety/Risk Mgmt Program	-	-	-	8,000	8,000	8,000
Cell Phones	-	-	1,000	1,000	1,000	1,000
Small Tools	-	-	500	500	500	500
Office Equipment & Furniture	-	-	4,100	4,100	4,100	4,100
Consultants	-	-	5,000	7,000	7,000	7,000
Conferences & Meetings	-	-	6,000	6,000	6,000	6,000
Membership Dues	-	-	1,775	1,775	1,775	1,775
Publication, Rpt, Ref Matl	-	-	130	130	130	130
Staff Training	-	-	2,695	2,695	2,695	2,695
Staff/Dept Recognition	-	-	1,650	1,650	1,650	1,650
Administrative Expense	-	-	875	600	600	600
Advertising - Promotional	-	-	1,000	1,000	1,000	1,000
Contract Services	-	-	4,000	4,000	4,000	4,000
Grounds & Landscaping	-	-	9,600	9,600	9,600	9,600
Equipment Rental	-	-	6,300	7,000	7,000	7,000
R&M - Equipment	-	-	14,900	3,500	3,500	3,500
MATERIALS & SERVICES	-	-	70,975	68,000	68,000	68,000
ADMINISTRATION	-	-	559,285	517,995	517,995	517,995

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Maintenance Services

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 1,256,598	\$ 1,362,007	\$ 1,370,865	\$ 1,454,860	\$ 1,454,860
Materials and Services	1,146,556	1,116,405	1,296,830	1,308,475	1,308,475
Transfers	-	-	-	-	-
Capital Outlay	27,291	91,672	159,320	186,000	186,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	-	-	-	-	-
Total Requirements	\$ 2,430,444	\$ 2,570,083	\$ 2,827,015	\$ 2,949,335	\$ 2,949,335

Operations – Fleet

The Fleet Division inspects, maintains and repairs all city equipment, ranging from police patrol vehicles to backhoes and dump trucks. The fleet consists of 85 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 2016/2017

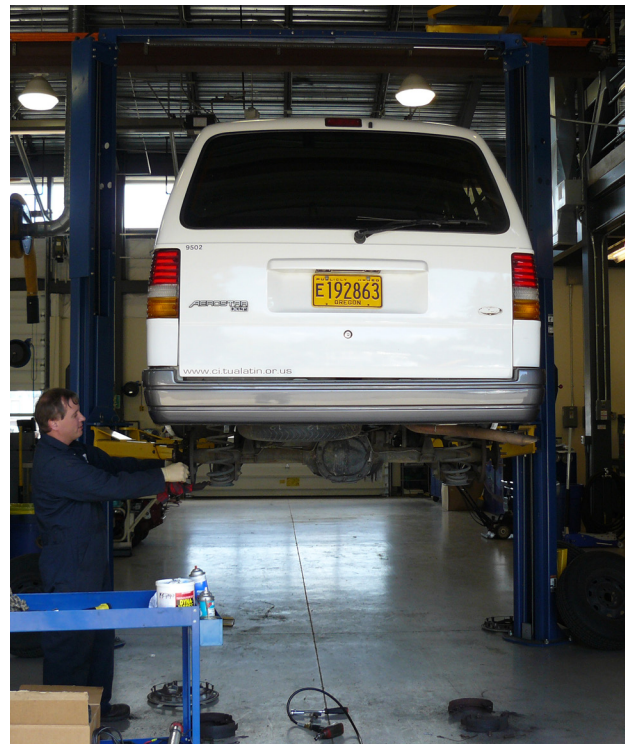
- Met all Fleet Division performance goals and certifications including maintaining current ASE certifications, ensuring that the city's fleet is maintained to industry standards and maintaining customer service rating above 90%.
- Successfully completed new vehicle equipment installs including three Police Department patrol cars, one Sewer Division utility truck, and one Parks Maintenance Division pickup.
- Implemented Nexgen software for Fleet.

Summary

Department Manager	Bates Russell
Division Manager	Clay Reynolds
FTE	2
Expenditures	\$ 476,680

Goals for FY 2017/18

- Ensure the city's fleet is maintained to industry vehicle and equipment safety standards.
- Maintain all DEQ, Automotive Service Excellence (ASE) and Certified Public Fleet Professionals (CPFP) certifications.
- Maintain excellent customer service rating.





Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	130,620	132,573	132,880	135,170	135,170	135,170
Salaries and Wages-Overtime	-	533	200	1,000	1,000	1,000
Benefits-Employee Benefits	-	252	430	430	430	430
Benefits-FICA	9,930	10,150	9,985	10,150	10,150	10,150
Benefits-WC Insurance & Tax	4,092	4,112	-	-	-	-
Benefits-Pension	18,558	24,364	27,655	33,090	33,090	33,090
Benefits-Insurance	27,993	30,114	32,720	32,890	32,890	32,890
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Comp Time Buy Back	-	-	-	-	-	-
PERSONAL SERVICES	191,193	202,099	203,870	212,730	212,730	212,730
Office Supplies	-	8	-	-	-	-
Inventory Adjustment	17,754	(10,198)	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	2,425	2,493	3,030	3,030	3,030	3,030
Fuel	80,033	100,409	129,800	129,800	129,800	129,800
Small Tools	1,552	2,100	2,800	2,800	2,800	2,800
Computer Equip & Software	600	706	600	-	-	-
Drop Box Hauling	490	218	330	330	330	330
Conferences & Meetings	358	777	-	1,500	1,500	1,500
Membership Dues	490	1,479	1,625	1,820	1,820	1,820
Publication, Rpt, Ref Matl	-	283	200	200	200	200
Staff Training	1,491	2,099	1,850	3,050	3,050	3,050
Staff/Dept Recognition	55	55	195	270	270	270
Administrative Expense	52	22	50	50	50	50
Contr R&M - Fleet	37,171	12,349	35,000	35,500	35,500	35,500
Inventory Supplies	-	19,817	2,000	20,000	20,000	20,000
R&M - Vehicles	79,725	58,528	83,800	62,000	62,000	62,000
R&M - Equipment	4,450	11,823	2,200	2,600	2,600	2,600
R&M - Computers	-	-	-	-	-	-
MATERIALS & SERVICES	226,645	202,966	264,480	263,950	263,950	263,950
FLEET MAINTENANCE	417,838	405,065	468,350	476,680	476,680	476,680

Operations – Maintenance Services

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

Highlights of FY 2016/2017

- Met all of the year's departmental goals including completion of all budgeted projects.
- Provided high-quality customer service, measured using monthly survey letters.
- Completed all planned maintenance and budgeted projects.
- Completed last phase of Police building carpet replacement.
- Installed LED fixtures in Commons, parking lots and sports courts.
- Maintained a successful graffiti clean-up program by removing reported graffiti within 24 hours of notice.

Summary	
Department Manager	Bates Russell
Division Manager	Clay Reynolds
FTE	3.0
Expenditures	\$ 979,735

Goals for FY 2017/18

- Provide high-quality customer service, measured using monthly survey letters.
- Complete all planned maintenance and budgeted projects.
- Complete Police parking lot repair and slurry seal project.
- Complete Van Raden Community Center roof replacement.
- Analyze Asset Budget Projections using Nexgen software for facilities.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	150,846	170,631	170,370	184,760	184,760	184,760
Salaries and Wages-Overtime	554	1,370	1,000	1,500	1,500	1,500
Benefits-Employee Benefits	-	252	790	790	790	790
Benefits-FICA	11,310	12,917	12,570	13,760	13,760	13,760
Benefits-WC Insurance & Tax	4,692	5,426	-	-	-	-
Benefits-Pension	20,013	30,814	34,900	43,875	43,875	43,875
Benefits-Insurance	43,517	57,474	63,370	57,600	57,600	57,600
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Vacation Buy Back	-	1,135	-	-	-	-
Benefits-Comp Time Buy Back	-	-	-	-	-	-
PERSONAL SERVICES	230,933	280,021	283,000	302,285	302,285	302,285
Office Supplies	23	-	-	-	-	-
Uniforms & Safety Equipment	881	1,282	1,585	1,600	1,600	1,600
Cell Phones	514	2,179	2,190	2,200	2,200	2,200
Small Tools	1,456	3,509	2,850	3,850	3,850	3,850
Computer Equip & Software	9,408	4,704	5,400	-	-	-
Utilities - City Center	56,472	55,663	63,800	62,900	62,900	62,900
Utilities - Council	1,032	105	-	-	-	-
Utilities - Operations	24,478	26,043	32,500	32,700	32,700	32,700
Utilities - Police	49,328	50,002	54,300	56,300	56,300	56,300
Utilities - Park & Rec	7,229	8,120	9,000	9,800	9,800	9,800
Utilities - Van Raden Ctr	6,383	6,566	7,000	6,900	6,900	6,900
Utilities - Lafky House	3,372	3,331	3,500	3,400	3,400	3,400
Utilities - Pohl Center	14,794	13,883	20,500	18,300	18,300	18,300
Utilities - Park Building	24,457	23,224	31,000	31,200	31,200	31,200
Utilities - Brown's Ferry	2,765	2,780	3,600	3,700	3,700	3,700
Utilities - Heritage Ctr	3,703	4,261	4,700	4,900	4,900	4,900
Conferences & Meetings	-	-	1,200	-	-	-
Membership Dues	75	198	180	180	180	180
Staff Training	354	1,476	1,920	1,700	1,700	1,700
Staff/Dept Recognition	180	59	360	360	360	360
Administrative Expense	183	36	100	150	150	150
Advertising - Recruitment	20	-	-	-	-	-
Contr R&M - Building	143,186	99,796	120,800	112,350	112,350	112,350
Contr R&M Non-Routine Project	8,511	10,071	15,500	25,900	25,900	25,900
Building Cleaning	146,862	134,329	144,000	151,960	151,960	151,960
Equipment Rental	-	900	1,000	500	500	500
Inventory Supplies	-	18,251	-	24,800	24,800	24,800
R&M - City Center	15,409	17,615	15,000	7,000	7,000	7,000
R&M - Operations	4,241	2,816	4,100	1,900	1,900	1,900
R&M - Police	2,997	3,007	5,300	2,600	2,600	2,600
R&M - Park & Rec	444	486	500	200	200	200
R&M - Van Raden Ctr	849	6,377	1,400	600	600	600
R&M - Lafky House	199	215	650	300	300	300

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
R&M - Pohl Center	3,833	1,318	4,400	2,400	2,400	2,400
R&M - Park Buildings	7,698	6,012	9,500	2,500	2,500	2,500
R&M - Brown's Ferry	938	345	700	300	300	300
R&M - Heritage Ctr	369	1,137	1,000	800	800	800
R&M - VanRijn House	341	201	1,200	1,200	1,200	1,200
R&M - Equipment	1,166	479	1,000	1,000	1,000	1,000
MATERIALS & SERVICES	544,150	510,774	571,735	576,450	576,450	576,450
Equipment & Furnishings	-	-	126,320	65,000	101,000	101,000
R&M - Major Projects	-	54,944	-	-	-	-
CAPITAL OUTLAY	-	54,944	126,320	65,000	101,000	101,000
BUILDING MAINTENANCE	775,082	845,740	981,055	943,735	979,735	979,735



Operations – Parks Maintenance

The Parks Maintenance Division is responsible for the city's 319 acres of land in parks, greenways, and natural areas. Of the 319 acres, 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 78 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 2016/2017

- Completed sports field improvements including laser grading and soil conditioning to the baseball field at Ibach Park.
- Repaired and updated of playground at Jurgens Park. December 2015 flooding damaged the entire safety surfacing. The renovation included updates to equipment in the play area that were worn and obsolete.
- Renovated the turf area at the Commons Lake in September of 2016. Soil amendments and new sod was installed in an effort to improve this heavy used "lawn seating area" for summer concerts, movie nights, festival events and casual daily use.
- Completed the courtyard landscape planting and pavement maintenance improvements. Concrete panels were removed and replaced as the overgrown pear trees were causing damage and unsightly tripping hazards.

Summary

Department Manager	Paul Hennon
Division Manager	Tom Steiger
FTE's	9
Expenditures	\$ 1,492,920
Funding Source	General Fund

- Provided expanded maintenance services to the new segment of the Tualatin River Greenway Trail.
- Continued staff support and commitment to community events including the Crawfish Festival, Pumpkin Regatta, 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.
- Incorporated the Nexgen asset management and work order system into our daily operations.

Goals for FY 2017/18

- Planned resurfacing of the sports courts (Tennis and Pickleball) at Tualatin Community 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. The anticipated use levels, artistic and structural components, and expanded natural areas will require additional resources.
- 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 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	490,933	514,448	505,580	522,000	522,000	522,000
Salaries and Wages-Part Time	-	1,403	-	-	-	-
Salaries and Wages-Temporary	53,737	43,084	70,655	71,290	71,290	71,290
Salaries and Wages-Overtime	19,708	18,723	18,000	18,000	18,000	18,000
Salaries and Wages-On-Call	4,748	5,464	3,600	3,600	3,600	3,600
Benefits-Employee Benefits	-	502	860	1,460	1,460	1,460
Benefits-FICA	42,592	43,907	43,220	45,590	45,590	45,590
Benefits-WC Insurance & Tax	19,206	19,320	-	-	-	-
Benefits-Pension	77,154	105,727	111,250	135,900	135,900	135,900
Benefits-Insurance	120,250	121,653	130,830	142,005	142,005	142,005
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Sick Leave Buy Back	2,873	2,983	-	-	-	-
Benefits-Vacation Buy Back	3,194	2,673	-	-	-	-
Benefits-Comp Time Buy Back	77	-	-	-	-	-
PERSONAL SERVICES	834,473	879,887	883,995	939,845	939,845	939,845
Botanical & Chem Supplies	28,096	23,184	24,700	25,200	25,200	25,200
Street Trees	7,968	4,558	8,100	10,500	10,500	10,500
Uniforms & Safety Equipment	5,430	4,199	5,325	5,325	5,325	5,325
Medical & Other Testing	1,159	1,500	1,200	1,200	1,200	1,200
Cell Phones	746	2,238	5,735	5,520	5,520	5,520
Small Tools	5,566	13,088	11,575	13,600	13,600	13,600
Consultants	919	5,481	2,740	2,740	2,740	2,740
Utilities - City Parks	78,735	79,713	79,215	77,045	77,045	77,045
Conferences & Meetings	1,820	105	3,300	3,300	3,300	3,300
Membership Dues	648	465	950	950	950	950
Staff Training	2,035	4,081	2,965	2,875	2,875	2,875
Staff/Dept Recognition	597	521	1,095	1,145	1,145	1,145
Administrative Expense	40	-	250	250	250	250
Advertising - Recruitment	86	-	-	-	-	-
Grounds & Landscaping	196,057	213,907	263,965	269,925	269,925	269,925
Equipment Rental	3,317	4,918	4,000	4,000	4,000	4,000
Inventory Supplies	-	4,234	-	-	-	-
R&M - Equipment	42,544	40,470	45,500	44,500	44,500	44,500
MATERIALS & SERVICES	375,761	402,664	460,615	468,075	468,075	468,075
Equipment & Furnishings	27,291	36,728	33,000	85,000	85,000	85,000
CAPITAL OUTLAY	27,291	36,728	33,000	85,000	85,000	85,000
PARKS MAINTENANCE	1,237,525	1,319,279	1,377,610	1,492,920	1,492,920	1,492,920

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Utilities - Water

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 537,290	\$ 536,728	\$ 614,500	\$ 636,675	\$ 636,675
Materials and Services	2,366,433	2,327,468	2,868,985	3,208,735	3,208,735
Transfers	3,298,910	3,264,790	2,299,115	2,645,770	2,663,770
Capital Outlay	2,366,586	707,392	1,965,000	2,346,250	2,506,250
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	1,659,355	1,985,770	2,002,870
Reserves & Unappropriated	4,930,112	5,713,058	1,789,305	4,344,165	4,167,065
Total Requirements	\$ 13,499,331	\$ 12,549,436	\$ 11,196,260	\$ 15,167,365	\$ 15,185,365

Water Operating Fund

Tualatin's Water Distribution system requires maintenance of over 110 miles of water lines, ranging from 4 to 36 inches in diameter, main line valves, air relief valves, pressure reducing/sustaining valves, and booster pump stations; as well as the Supervisory Control and Data Acquisition (SCADA) telemetry, and its related electrical and mechanical components. The City has six finished water reservoirs, storing up to 14 million gallons and on Aquifer storage and Recovery (ASR) well, capable of producing up to 0.750 million gallons per day. The City regularly inspects and services cathodic protection system; inspects, paints, and exercises all system fire hydrants; operates hydrant valves; flushes lines to improve water quality, chemical feed systems, mixers; and inspects and tests all large meters.

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 is responsible for administering the Cross Connection Program, to ensure the water system does not become contaminated by customers and is in compliance 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 16/17 Charges	Proposed FY 17/18 Charges	Difference
\$ 29.33	\$ 30.58	\$1.25

Highlights of FY 2016/2017

- Inspected and operated more than 1,000 fire hydrants. Made repairs as needed to ensure all hydrants are in good working order, system backflow devices were tested, and performed five-year rebuilds on the systems 35 pressure reducing/sustaining valves
- Collected over 400 water samples for compliance with state and federal regulations
- Updated and Calibrated Tualatin's Hydraulic Model
- Modify piping systems in large meter vaults to prolong the life of the meters and increase accuracy

Summary

Department Managers	Jeff Fuchs
Acting Water Div. Mgr.	Terrance Leahy
FTE's	6.5
Expenditures	\$ 13,982,765
Funding Source	Water Fund

- Analyzed Historic Water trends to optimize guaranteed water estimates, adjusted practices to leverage Summer Interruptible water
- Purchased and installed fall protection for five reservoirs to meet safety requirements
- Finalized construction of the C2 Reservoir and cleaned and inspected C1 Reservoir

Goals for FY 2017/2018

- Continue to ensure the city's drinking water remains safe and the system remains in compliance with all state and federal rules and regulations, including verification that all properties that require backflow devices in the system are tested, inspected, and reported to the state.
- Install mixer and booster disinfection system at A-2 Reservoir to improve water quality and overall system efficiency during summer months
- Plan future water infrastructure in association with the Basalt Creek Concept Planning Area
- Design and construct capital improvement projects, including interior and exterior of the C1 reservoir, replacing aging water lines in Boones Ferry Road and 63rd Avenue, A-1 Reservoir interior and exterior, B-2 Reservoir exterior, and installing a new water main across Hedges Creek in Myslonny street.
- Update the Water Master Plan



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	-	-	377,240	372,410	372,410	372,410
Salaries and Wages-Overtime	-	-	13,360	10,000	10,000	10,000
Salaries and Wages-On-Call	-	-	7,800	7,800	7,800	7,800
Benefits-Employee Benefits	-	-	1,080	1,120	1,120	1,120
Benefits-FICA	-	-	29,070	28,215	28,215	28,215
Benefits-WC Insurance & Tax	-	-	11,490	9,455	9,455	9,455
Benefits-Pension	-	-	70,750	82,675	82,675	82,675
Benefits-Insurance	-	-	103,710	125,000	125,000	125,000
Benefits-Comp Time Buy Back	-	-	-	-	-	-
PERSONAL SERVICES	-	-	614,500	636,675	636,675	636,675
Printing & Postage	13,266	13,827	22,700	23,700	23,700	23,700
Inventory Adjustment	(2,316)	(2,685)	1,000	1,000	1,000	1,000
Water Conservation	-	-	6,000	6,000	6,000	6,000
Water Purchases - For Tualatin	1,839,398	1,959,251	2,198,475	2,315,690	2,315,690	2,315,690
Hydrants	-	-	2,000	2,000	2,000	2,000
Meters	7,085	-	10,000	10,000	10,000	10,000
Uniforms & Safety Equipment	-	-	4,420	4,960	4,960	4,960
Cell Phones	-	-	1,400	2,700	2,700	2,700
Network/Online	-	-	7,000	7,340	7,340	7,340
Small Tools	-	536	5,135	5,000	5,000	5,000
Computer Equip & Software	-	-	-	23,000	23,000	23,000
Personal Computer/Laptop	-	-	15,000	-	-	-
TVWD - Jointline	-	-	1,000	5,000	5,000	5,000
TVWD - WA CO Lines	945	28,968	25,000	35,000	35,000	35,000
Consultants	106,353	4,442	125,000	159,000	159,000	159,000
Pump Stations - Electricity	-	-	60,780	63,820	63,820	63,820
Conferences & Meetings	-	-	1,000	2,000	2,000	2,000
Membership Dues	30,123	39,273	44,690	43,690	43,690	43,690
Staff Training	-	-	2,180	2,780	2,780	2,780
Administrative Expense	-	-	750	650	650	650
Merchant Discount Fees	22,308	29,906	36,000	50,000	50,000	50,000
Meter Reading	45,145	46,204	47,800	47,800	47,800	47,800
Contr R&M - Systems	-	719	164,520	156,520	156,520	156,520
Equipment Rental	-	-	1,260	1,260	1,260	1,260
R&M - Systems	-	2,765	63,255	211,205	211,205	211,205
R&M - Lines	-	-	14,000	20,000	20,000	20,000
R&M - Hydrants	-	-	5,000	5,000	5,000	5,000
R&M - Reservoir	-	-	1,820	1,820	1,820	1,820
R&M - Pump Stations	-	-	1,000	1,000	1,000	1,000
R&M - Equipment	-	-	800	800	800	800
MATERIALS & SERVICES	2,062,306	2,123,206	2,868,985	3,208,735	3,208,735	3,208,735
Equipment & Furnishings	-	6,280	-	33,000	33,000	33,000
Projects Administration	5,229	-	-	-	-	-

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Projects Professional Svc	120,657	64,761	-	-	-	-
Projects Construction	2,048,969	535,062	-	-	-	-
Fund Projects	-	64,785	1,850,000	2,239,250	2,313,250	2,473,250
CAPITAL OUTLAY	2,174,856	670,889	1,850,000	2,272,250	2,346,250	2,506,250
Transfers Out - General Fund	912,530	1,152,200	1,437,620	1,613,290	1,613,290	1,613,290
Transfers Out - Building	9,200	9,710	10,185	10,690	10,690	10,690
Transfers Out -Enterprise Bond	517,050	502,550	558,900	559,750	559,750	559,750
Transfers Out - Operations	1,407,570	1,280,330	-	-	-	-
TRANSFERS OUT	2,846,350	2,944,790	2,006,705	2,183,730	2,183,730	2,183,730
Contingency	-	-	1,018,530	1,245,210	1,245,210	1,280,310
CONTINGENCY	-	-	1,018,530	1,245,210	1,245,210	1,280,310
Rate Stabilization Reserve	4,227,302	5,029,997	1,789,305	4,384,165	4,344,165	4,167,065
RESERVES & UNAPPROPRIATED	4,227,302	5,029,997	1,789,305	4,384,165	4,344,165	4,167,065
WATER FUND	11,310,814	10,768,882	10,148,025	13,930,765	13,964,765	13,982,765

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.

Highlights of FY 2016/2017

- Began the Water Master Plan update process, including evaluating Water SDC rates
- Supported the completion of the C2 Reservoir construction project

Summary

Department Manager	Jeff Fuchs
FTE's	0
Expenditures	\$ 1,202,600
Funding Source	Water Development Fund

Goals for FY 2017/2018

- Support C1 Water Reservoir interior resurfacing and roof repair.
- Support the Blake to 115th waterline construction project. Support the Myslony waterline construction project.
- Complete the Water Master Plan and rate study.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Projects Professional Svc	130,000	-	-	-	-	-
Fund Projects	-	-	115,000	-	-	-
CAPITAL OUTLAY	130,000	-	115,000	-	-	-
Transfers Out - General Fund	2,560	-	3,410	13,440	13,440	13,440
Transfers Out -Water Operating	450,000	320,000	289,000	448,600	448,600	466,600
TRANSFERS OUT	452,560	320,000	292,410	462,040	462,040	480,040
Contingency	-	-	640,825	740,560	740,560	722,560
CONTINGENCY	-	-	640,825	740,560	740,560	722,560
Future Years Projects	702,810	683,060	-	-	-	-
RESERVES & UNAPPROPRIATED	702,810	683,060	-	-	-	-
WATER DEVELOPMENT FUND	1,285,370	1,003,060	1,048,235	1,202,600	1,202,600	1,202,600

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Utilities - Sewer

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 254,387	\$ 274,978	\$ 343,595	\$ 343,365	\$ 343,365
Materials and Services	6,574,323	7,494,623	6,600,155	7,044,770	7,044,770
Transfers	1,341,430	1,422,430	1,027,190	1,079,825	1,079,825
Capital Outlay	-	97,700	105,000	250,000	250,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	5,016,580	5,083,630	5,083,630
Reserves & Unappropriated	6,893,297	7,041,549	1,621,960	1,824,350	1,824,350
Total Requirements	\$ 15,063,438	\$ 16,331,279	\$ 14,714,480	\$ 15,625,940	\$ 15,625,940

Sanitary Sewer Operating Fund

The City's sewer system consists of 88 miles of sewer pipes, over 6,000 sewer connections and hundreds of manholes. There are eight miles of sewer pipe and ten lift stations maintained by Clean Water Services (CWS). 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. The regional rates are established by CWS; the City establishes the local rates. The City collects the regional monthly charges and sends the revenue to CWS; the local monthly charges are used to fund City operation, maintenance, and capital investments in the collection system. Clean Water Services provides treatment at the 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 16/17 Charges	Proposed FY 17/18 Charges	Difference
\$ 43.36	\$44.66	\$1.30

Highlights of FY 2016/2017

- Cleaned over 25% of the Sanitary Sewer system and video-inspected over 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.
- Performed utility locates for all utility franchise work.
- Responded to customer service requests to assist homeowners with Sanitary Sewer system questions and concerns.
- Integrated the Nexgen asset management and work order system into our operations.

Summary

Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
FTE's	3.75
Expenditures	\$ 11,114,960
Funding Source	Sewer Fund

- Installed and configured one SmartCover® to remotely monitor Sanitary flow, provide trend data, alerts and notifications
- Updated Sewer Master Plan
- Implemented tracking of Work Orders and Reports in the field with iPads using Nexgen

Goals for FY 2017/2018

- 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 software.
- Evaluate SDC and rate structure for sanitary sewer program.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	-	-	195,150	198,770	198,770	198,770
Salaries and Wages-Overtime	-	-	6,150	5,000	5,000	5,000
Salaries and Wages-On-Call	-	-	2,600	2,600	2,600	2,600
Benefits-Employee Benefits	-	-	375	480	480	480
Benefits-FICA	-	-	15,085	14,990	14,990	14,990
Benefits-WC Insurance & Tax	-	-	8,175	5,770	5,770	5,770
Benefits-Pension	-	-	34,810	44,370	44,370	44,370
Benefits-Insurance	-	-	81,250	71,385	71,385	71,385
Benefits-Comp Time Buy Back	-	-	-	-	-	-
PERSONAL SERVICES	-	-	343,595	343,365	343,365	343,365
Printing & Postage	12,497	12,477	12,480	12,500	12,500	12,500
Inventory Adjustment	(399)	-	-	-	-	-
Uniforms & Safety Equipment	-	-	2,385	2,335	2,335	2,335
Cell Phones	-	-	600	635	635	635
Network/Online	-	-	960	960	960	960
Small Tools	-	-	2,200	1,980	1,980	1,980
User Charges - Tigard	11,594	11,648	12,535	12,910	12,910	12,910
User Charges - CWS	5,593,755	5,868,074	5,976,770	6,211,330	6,211,330	6,211,330
Consultants	36,360	-	50,000	50,000	50,000	50,000
Conferences & Meetings	-	-	1,625	1,625	1,625	1,625
Membership Dues	-	50	690	690	690	690
Publication, Rpt, Ref Matl	-	-	50	50	50	50
Staff Training	-	215	950	950	950	950
Administrative Expense	-	-	260	400	400	400
Merchant Discount Fees	22,297	29,906	36,000	50,000	50,000	50,000
Stream Shading	16,182	20,770	-	-	-	-
Contr R&M - Systems	16,044	21,900	102,700	106,455	106,455	106,455
Contr R&M - FOG Insp.	-	-	11,200	11,200	11,200	11,200
Equipment Rental	-	-	500	500	500	500
R&M - Systems	-	-	1,150	1,150	1,150	1,150
R&M - Pump Stations	-	-	1,250	1,250	1,250	1,250
R&M - Equipment	-	-	1,850	1,850	1,850	1,850
MATERIALS & SERVICES	5,708,330	5,965,038	6,216,155	6,468,770	6,468,770	6,468,770
Fund Projects	-	15,373	20,000	200,000	200,000	200,000
CAPITAL OUTLAY	-	15,373	20,000	200,000	200,000	200,000
Transfers Out - General Fund	884,910	882,680	979,850	1,027,970	1,027,970	1,027,970
Transfers Out - Building	5,400	5,700	5,985	6,280	6,280	6,280
Transfers Out -Enterprise Bond	-	-	32,405	32,405	32,405	32,405
Transfers Out - Operations	441,350	529,020	-	-	-	-
TRANSFERS OUT	1,331,660	1,417,400	1,018,240	1,066,655	1,066,655	1,066,655

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Contingency	-	-	1,139,700	1,211,820	1,211,820	1,211,820
CONTINGENCY	-	-	1,139,700	1,211,820	1,211,820	1,211,820
Future Years Projects	3,006,240	3,013,264	1,621,960	1,824,350	1,824,350	1,824,350
RESERVES & UNAPPROPRIATED	3,006,240	3,013,264	1,621,960	1,824,350	1,824,350	1,824,350
SEWER FUND	10,046,230	10,411,075	10,359,650	11,114,960	11,114,960	11,114,960



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%.

Summary

Department Manager	Jeff Fuchs
FTE's	0
Expenditures	\$ 4,510,980
Funding Source	Sewer Development Fund

Goals for FY 2017/2018

- Complete Sanitary Sewer Master Plan and rate study
- Establish a prioritized list of capital improvement projects that are SDC eligible based on the completed Sewer Master Plan



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Sys Dev Chg - CWS	775,270	1,388,896	384,000	576,000	576,000	576,000
MATERIALS & SERVICES	775,270	1,388,896	384,000	576,000	576,000	576,000
Fund Projects	-	-	85,000	50,000	50,000	50,000
CAPITAL OUTLAY	-	-	85,000	50,000	50,000	50,000
Transfers Out - General Fund	9,770	5,030	8,950	13,170	13,170	13,170
TRANSFERS OUT	9,770	5,030	8,950	13,170	13,170	13,170
Contingency	-	-	3,876,880	3,871,810	3,871,810	3,871,810
CONTINGENCY	-	-	3,876,880	3,871,810	3,871,810	3,871,810
Future Years Projects	3,887,057	4,028,284	-	-	-	-
RESERVES & UNAPPROPRIATED	3,887,057	4,028,284	-	-	-	-
SEWER DEVELOPMENT FUND	4,672,097	5,422,210	4,354,830	4,510,980	4,510,980	4,510,980

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Utilities - Storm Drain

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	651,222	685,639	1,141,575	1,317,590	1,317,590
Transfers	1,096,220	1,170,530	845,075	865,240	865,240
Capital Outlay	129,152	65,822	555,000	515,000	515,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	779,230	706,690	713,510
Reserves & Unappropriated	1,562,450	2,282,178	548,170	2,739,950	2,733,130
Total Requirements	\$ 3,439,044	\$ 4,204,169	\$ 3,869,050	\$ 6,144,470	\$ 6,144,470

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 collection 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 16/17 Charges	Proposed FY 17/18 Charges	Difference
\$ 8.15	\$ 8.65	\$.50

Highlights of FY 2016/2017

- Cleaned and video-inspected over 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. Several of these facilities also received extensive vegetation removal and trimming to help bring them back to their original design.
- Performed utility locates for all utility franchise work.
- Responded to customer service requests to assist homeowners with Storm system questions and concerns.
- Utilized the Nexgen asset management for reporting purposes and continued system management.
- Continue maintaining the Storm system by cleaning

Summary

Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
Expenditures	\$ 5,509,550
Funding Source	Storm Drain Fund

Goals for FY 2017/2018

- 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 2,757 catch basins once, inspecting and cleaning water quality manholes twice, 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 reduce and remove debris to assist in keeping waterways, creeks and streams, clean and pollution free.
- Update the Storm Drainage Master Plan and incorporate future Basalt Creek needs into the Plan.
- Communicate the importance of preparing for flooding to the residents and businesses in the flood plain.
- Implement CIP projects to update the Nyberg Creek outfall at Martinazzi Avenue, and to evaluate improvements for the Nyberg Creek drainage and its effects on Tualatin-Sherwood Road.
- Update the water quality facility at the Waterford Subdivision.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Printing & Postage	12,431	12,477	12,000	12,500	12,500	12,500
Uniforms & Safety Equipment	-	-	1,025	1,025	1,025	1,025
Network/Online	-	-	480	480	480	480
Small Tools	-	-	650	1,300	1,300	1,300
User Charges - Tigard	9,410	9,995	8,555	11,510	11,510	11,510
User Charge - Lake Oswego	81,003	86,651	92,705	99,205	99,205	99,205
User Charges - CWS	467,571	499,571	601,015	692,110	692,110	692,110
Consultants	1,425	148	50,000	50,000	50,000	50,000
Utilities - Water	994	1,390	2,000	2,000	2,000	2,000
Staff Training	-	-	375	375	375	375
Administrative Expense	-	-	90	90	90	90
Tualatin River Gauge	7,866	4,091	4,100	4,100	4,100	4,100
Stream Shading	-	-	20,000	20,000	20,000	20,000
Contr R&M - Systems	11,404	-	255,640	282,505	328,005	328,005
Contr R&M - Water Quality	-	-	1,000	1,000	1,000	1,000
Guardrails & Signs	-	-	5,000	5,000	5,000	5,000
Grounds & Landscaping	59,117	71,317	81,200	82,200	82,200	82,200
Equipment Rental	-	-	2,850	3,800	3,800	3,800
R&M - Systems	-	-	1,710	1,710	1,710	1,710
R&M - Pump Stations	-	-	630	630	630	630
R&M - Equipment	-	-	550	550	550	550
MATERIALS & SERVICES	651,222	685,639	1,141,575	1,272,090	1,317,590	1,317,590
Equipment & Furnishings	-	-	-	15,000	15,000	15,000
Projects Administration	702	-	-	-	-	-
Projects Professional Svc	46,170	8,944	-	-	-	-
Projects Construction	82,280	56,877	-	-	-	-
Fund Projects	-	-	350,000	225,000	225,000	225,000
CAPITAL OUTLAY	129,152	65,822	350,000	240,000	240,000	240,000
Transfers Out - General Fund	487,170	525,650	678,700	688,820	688,820	688,820
Transfers Out - Building	5,400	5,700	5,985	6,280	6,280	6,280
Transfers Out - Road Operating	-	-	27,560	28,840	28,840	28,840
Transfers Out - Sewer	-	-	113,390	113,310	113,310	113,310
Transfers Out -Enterprise Bond	-	-	19,440	19,440	19,440	19,440
Transfers Out - Operations	603,650	639,180	-	-	-	-
TRANSFERS OUT	1,096,220	1,170,530	845,075	856,690	856,690	856,690
Contingency	-	-	350,500	355,320	355,320	362,140
CONTINGENCY	-	-	350,500	355,320	355,320	362,140
Future Years Projects	1,109,530	1,683,898	548,170	2,739,950	2,739,950	2,733,130
RESERVES & UNAPPROPRIATED	1,109,530	1,683,898	548,170	2,739,950	2,739,950	2,733,130
STORM DRAIN FUND	2,986,124	3,605,889	3,235,320	5,464,050	5,509,550	5,509,550

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.

Highlights of FY 2016/2017

- Started the Stormwater Master Plan and SDC rate study, scheduled for completion 2017

Summary

Department Manager	Jeff Fuchs
FTE's	0
Expenditures	\$ 634,920
Funding Source	Storm Drain Development Fund

Goals for FY 2017/2018

- Incorporate new capital improvement projects identified in the Stormwater Master Plan into the City's Capital Improvement Plan (CIP)





Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Fund Projects	-	-	205,000	275,000	275,000	275,000
CAPITAL OUTLAY	-	-	205,000	275,000	275,000	275,000
Transfers Out - General Fund	-	-	-	8,550	8,550	8,550
TRANSFERS OUT	-	-	-	8,550	8,550	8,550
Contingency	-	-	428,730	351,370	351,370	351,370
CONTINGENCY	-	-	428,730	351,370	351,370	351,370
Future Years Projects	452,920	598,280	-	-	-	-
RESERVES & UNAPPROPRIATED	452,920	598,280	-	-	-	-
STORM DRAIN DEVELOPMENT FUND	452,920	598,280	633,730	634,920	634,920	634,920

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Utilities - Streets

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ 229,397	\$ 243,017	\$ 275,620	\$ 288,380	\$ 288,380
Materials and Services	1,443,157	1,317,949	1,740,695	2,100,200	2,100,200
Transfers	1,102,570	2,361,036	3,799,550	1,872,510	1,872,510
Capital Outlay	104,563	336,895	4,213,000	2,148,000	2,148,000
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	4,244,605	7,670,610	7,676,610
Reserves & Unappropriated	6,569,894	8,642,983	160,895	437,720	431,720
Total Requirements	\$ 9,449,581	\$ 12,901,880	\$ 14,434,365	\$ 14,517,420	\$ 14,517,420

Road Utility Fee

Six-sevenths of the road utility fee collected is used for Pavement Maintenance and one-seventh is transferred to pay a portion of the street lighting costs. The city's Pavement Maintenance Program covers approximately 79 miles of streets and consists of Overlay Projects, Slurry Seals, Crack Seals and Full Depth Patch work, as needed. Maintaining the road system with preventative methods of crack sealing and slurry seals has proven to extend the life of the pavement section at an overall reduced cost.

A portion of the Road Utility Fee cover costs associated with the Reverse Frontage and Sidewalk/Street Tree maintenance which support the public beautification.

Highlights of FY 2016/17

- Completed Full Depth Patch Repair on 124th Avenue.
- Slurry sealed 55,000 square yards of city residential streets to prolong pavement life.
- Crack sealed 90,000 lineal feet of pavement cracking.
- Worked to complete the Sidewalk and Street Tree Program in area #1 (north of Tualatin-Sherwood Road).
- Expanded maintenance responsibilities to include Tualatin-Sherwood Road and gateway feature improvements.
- Coordinated and processed 108 Street Tree Permits which is more than double the number processed in 2015. These Permits insure compliance with Tualatin development Code and address public concerns about the urban street tree canopy.

Summary	
Department Manager	Jeff Fuchs
FTE's	0
Expenditures	\$ 1,524,170
Funding Source	Road Utility Fee

Goals for FY 2017/18

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

- Overlay Avery St from 95th Avenue to Teton Avenue, 105th Avenue from Avery Street to Moratoc Drive, Siletz Drive from Teton to 105th, 97th Avenue, Potano Street, 100th Court, Spokane Court and a section of Myslony Street. These maintenance tasks will also include 14 catch basin improvements as required by Clean Water Services (CWS)
- Slurry Seal an estimated 60,000 square yards of city residential streets.
- Pavement crack seal work.
- Complete street tree sidewalk work in area #2 (Between I-5 and Boones Ferry, Tualatin-Sherwood to Norwood). Continue maintenance of the reverse frontage and right-of-way landscaping areas within the city.
- Analyze the need for an increase of the Road Utility Fee, using the available information of the 5, 10 and 20 year projection models of the street sewer software.

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Printing & Postage	12,374	12,477	13,500	13,500	13,500	13,500
Road Fees to Tigard	5,473	6,465	7,700	8,300	8,300	8,300
R&M - Streets	536,507	363,101	600,000	975,400	975,400	975,400
Sidewalk/Tree Program	49,744	42,818	50,000	50,000	50,000	50,000
Reverse Frontage Program	160,719	175,981	169,880	173,130	173,130	173,130
MATERIALS & SERVICES	764,816	600,840	841,080	1,220,330	1,220,330	1,220,330
Transfers Out - General Fund	153,020	135,670	125,080	146,180	146,180	146,180
Transfers Out - Road Operating	93,820	96,755	139,960	145,400	145,400	145,400
Transfers Out -Enterprise Bond	-	-	6,480	6,480	6,480	6,480
Transfers Out - Operations	96,430	95,760	-	-	-	-
TRANSFERS OUT	343,270	328,185	271,520	298,060	298,060	298,060
Road Maintenance	54,279	137,129	62,750	5,780	5,780	5,780
RESERVES & UNAPPROPRIATED	54,279	137,129	62,750	5,780	5,780	5,780
ROAD UTILITY FEE FUND	1,162,365	1,066,154	1,175,350	1,524,170	1,524,170	1,524,170



Road Operating Fund

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 a share of the State gasoline tax. The Washington County gasoline tax is a \$0.01/gallon tax on gas sold in the County; apportioned on a per capita basis. The State Highway Trust Fund consists of a gas tax, vehicle registration fees, and weighted mile taxes for heavy vehicles. It is projected to be apportioned to the cities at a rate of \$57.61 per capita for FY 2017/18.

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.

The Street Division is responsible for maintaining a safe and reliable transportation system for vehicles, pedestrians and cyclists. These responsibilities include inspection and maintenance of road striping, legends, stop bars and crosswalk repairs, sidewalk and bike path inspection and repairs, installation, inspection and maintenance of traffic signs and street lights, monitoring our contracted street sweeping service for keeping curb and inlets clean for proper road drainage, and keeping the road ways safe in snow, ice and wind storm events. The Division uses pavement management software to perform street inspections, computer modeling, contract preparation, community involvement and pavement maintenance projects.

Highlights of FY 2016/2017

- Swept every City street once a month to meet the requirements of the Storm Water Management program
- Evaluated and inspected over 33% of roadways in the Pavement Management Program; maintained Pavement Condition Index (PCI) ratings in the Very Good Category and performed an update of the

Summary

Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
FTE's	2.75
Expenditures	\$ 5,026,750
Funding Source	Sewer Fund

Street Saver Program in order to reflect existing practices and provide a more stable 10 year cost analysis

Goals for FY 2017/2018

- Begin constructing Myslony Bridge
- Continue working with neighborhoods to install pedestrian friendly transportation projects including evaluating midblock crosswalks on Grahams Ferry, Boones Ferry, and 65th
- Ensure City streets are maintained by inspecting and evaluating 1/3 of the streets annually and analyze data and complete the 2017 Pavement Maintenance Program
- Ensure all striping and pavement markings are visible and in good condition by inspecting, maintaining and repairing as needed
- Clean, replace, and repair all Traffic Control devices to comply with MUTCD requirements and promote roadway safety
- Provide clean City streets by continuing a monthly street sweeping schedules
- Maintain the road system in the Very Good Rating category

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Salaries and Wages-Full Time	-	-	155,500	161,525	161,525	161,525
Salaries and Wages-Overtime	-	-	6,000	6,000	6,000	6,000
Salaries and Wages-On-Call	-	-	1,200	1,200	1,200	1,200
Benefits-Employee Benefits	-	-	375	480	480	480
Benefits-FICA	-	-	11,630	12,385	12,385	12,385
Benefits-WC Insurance & Tax	-	-	9,390	9,540	9,540	9,540
Benefits-Pension	-	-	36,025	45,680	45,680	45,680
Benefits-Insurance	-	-	55,500	51,570	51,570	51,570
Benefits-Bereavement Leave	-	-	-	-	-	-
Benefits-Comp Time Buy Back	-	-	-	-	-	-
PERSONAL SERVICES	-	-	275,620	288,380	288,380	288,380
Printing & Postage	-	-	200	200	200	200
Inventory Adjustment	374	(1,376)	-	-	-	-
Street Landscape Material	1,079	1,334	1,500	1,575	1,575	1,575
Uniforms & Safety Equipment	-	-	1,835	2,235	2,235	2,235
Cell Phones	-	-	600	635	635	635
Network/Online	-	-	480	480	480	480
Small Tools	-	-	2,510	3,860	3,860	3,860
Computer Equip & Software	-	-	1,500	1,500	1,500	1,500
Personal Computer/Laptop	-	-	425	425	425	425
Consultants	8,887	-	50,000	50,000	50,000	50,000
Utilities - Signals	27,077	27,598	30,000	30,000	30,000	30,000
Street Lights	295,722	322,696	460,000	410,000	410,000	410,000
Conferences & Meetings	-	-	1,625	1,625	1,625	1,625
Membership Dues	-	-	445	140	140	140
Publication, Rpt, Ref Matl	-	-	135	135	135	135
Staff Training	-	-	2,290	2,290	2,290	2,290
Administrative Expense	-	-	50	400	400	400
Guardrails & Signs	6,703	-	2,000	2,000	2,000	2,000
Grounds & Landscaping	-	-	7,000	7,000	7,000	7,000
Contr R&M - Road Strip	-	-	72,000	77,000	77,000	77,000
Street Sweeping	-	-	108,830	128,830	128,830	128,830
Emergency Road Clean-up	-	-	7,350	9,850	9,850	9,850
Signal Maintenance	55,215	40,838	61,500	63,350	63,350	63,350
Commons St Light Maint	-	-	11,000	11,000	11,000	11,000
Equipment Rental	-	-	2,000	1,000	1,000	1,000
R&M - Guardrails, signs	-	-	20,200	20,200	20,200	20,200
R&M Streets	-	-	53,640	53,640	53,640	53,640
R&M - Equipment	-	-	500	500	500	500
MATERIALS & SERVICES	395,058	391,089	899,615	879,870	879,870	879,870



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Projects Construction	67,214	5,281	-	-	-	-
Fund Projects	-	51,327	4,184,000	2,093,000	2,133,000	2,133,000
CAPITAL OUTLAY	70,716	267,506	4,213,000	2,108,000	2,148,000	2,148,000
Transfers Out - General Fund	469,990	549,890	757,590	665,010	665,010	665,010
Transfers Out - Park Develop	-	1,446	-	-	-	-
Transfers Out -Enterprise Bond	-	-	19,440	19,440	19,440	19,440
Transfers Out - Operations	289,310	281,870	-	-	-	-
TRANSFERS OUT	759,300	833,206	777,030	684,450	684,450	684,450
Contingency	-	-	639,485	594,110	594,110	600,110
CONTINGENCY	-	-	639,485	594,110	594,110	600,110
Future Years Projects	993,690	2,471,427	-	333,790	333,790	327,790
Footpath/Biketrail Reserve	82,620	98,145	98,145	98,150	98,150	98,150
RESERVES & UNAPPROPRIATED	1,076,310	2,569,572	98,145	431,940	431,940	425,940
ROAD OPERATING FUND	2,301,384	4,061,373	6,902,895	4,986,750	5,026,750	5,026,750

Transportation Development Tax Fund (TDT)

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

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

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

Highlights of FY 2016/2017

- Supported the design for the Myslony Bridge project
- Supported the 105th Street/Blake Street/108th Street preliminary concept design

Summary	
Department Manager	Jeff Fuchs
FTEs	0
Expenditures	\$ 7,966,500
Funding Source	Transportation Development Tax

Goals for FY 2017/2018

- Support the addition of a traffic signal at 65th Ave at Sagert Street near the new Sagert Farm Subdivision
- Supported the completion of a preliminary concept design alternatives 105th Street/Blake Street/108th Street curves
- Supported the construction of the Myslony Bridge



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Transfers Out - Road Operating	-	90,000	2,751,000	890,000	890,000	890,000
TRANSFERS OUT	-	90,000	2,751,000	890,000	890,000	890,000
Contingency	-	-	3,605,120	7,076,500	7,076,500	7,076,500
CONTINGENCY	-	-	3,605,120	7,076,500	7,076,500	7,076,500
Future Years Projects	4,352,939	5,936,282	-	-	-	-
RESERVES & UNAPPROPRIATED	4,352,939	5,936,282	-	-	-	-
TRANSPORTATION DEV TAX FUND	4,352,939	6,026,282	6,356,120	7,966,500	7,966,500	7,966,500

Core Area Parking District Fund

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

Highlights of FY 2016/2017

- Completed May and September annual parking lot surveys.
- Restriped all Core Area parking lots.
- Created ADA transition plan for Core Area Parking lots.
- Collected annual taxes needed to operate the District.
- Determined operations and maintenance needs for all public parking areas.



Summary

Division Manager	Clay Reynolds
Number of Businesses in Core Area	68
Expenditures	\$ 215,355
Funding Source	Core Area Parking District Fund

- Monitored the parking lots to ensure compliance.

Goals for FY 2017/2018

- Improve communications and website information.
- Finalize ADA impacts and update funding plan.
- Follow ADA transition plan, implement repairs as funding allows.
- Annual Safety/ADA inspections.
- Administer May and September annual parking lot surveys.
- Continue evaluation of options to balance revenues and expenditures.
- Determine needs of the Core Area Parking and collect annual taxes to sufficiently operate the District.
- Monitor parking violations for all public parking areas.



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Printing & Postage	-	-	100	100	100	100
Botanical & Chem Supplies	-	-	1,000	1,000	1,000	1,000
Consultants	-	8,681	1,000	1,000	1,000	1,000
Utilities - Parking Lots	9,607	9,766	6,000	8,700	8,700	8,700
Administrative Expense	56	327	120	300	300	300
Guardrails & Signs	710	-	400	400	400	400
Street/Parking Lot Lights	-	2,187	-	200	200	200
Grounds & Landscaping	2,838	2,846	3,700	3,700	3,700	3,700
Parking Lot Striping	-	1,050	3,400	4,200	4,200	4,200
Parking Lot Sweeping	1,600	600	3,300	2,100	2,100	2,100
R&M - Parking Lots	-	-	1,000	4,000	4,000	4,000
R&M - Equipment	-	-	-	-	-	-
MATERIALS & SERVICES	14,810	25,458	20,020	25,700	25,700	25,700
Fund Projects	-	12,837	13,000	24,000	37,000	37,000
CAPITAL OUTLAY	-	12,837	13,000	24,000	37,000	37,000
Transfers Out - General Fund	23,470	26,950	26,950	29,330	29,330	29,330
TRANSFERS OUT	23,470	26,950	26,950	29,330	29,330	29,330
Contingency	-	-	6,895	11,850	11,850	13,800
CONTINGENCY	-	-	6,895	11,850	11,850	13,800
General Account Reserve	100,688	103,856	81,135	65,975	65,975	64,025
Future Years Projects	45,500	45,500	45,500	45,500	45,500	45,500
RESERVES & UNAPPROPRIATED	146,188	149,356	126,635	111,475	111,475	109,525
CORE AREA PARKING DIST FUND	184,468	214,601	193,500	202,355	215,355	215,355

The City's debt service is broken into three categories and is recorded in separate funds for each category. They are General Obligation Bonds, Bancroft Bonds and Enterprise Bonds.

General Obligation Bonds are backed by the City's full faith and credit and are recorded in the General Obligation Bond Fund. These bonds carry with them the ability to levy taxes to make the principal and interest payments. The estimated levy rate for Fiscal Year 2017-18 is \$0.23 per \$1,000 of assessed value. There are three outstanding general obligation bonds. The 2005 Parks Improvement Bonds financed improvements at Community Park, Ibach Park, Jurgens Park, pathways at the Tualatin River Greenway, improvements at Sweek Pond Natural Area, running trails, and an artificial surface sports field at Tualatin High School. The 2006 Library Bond funded improvements to the Tualatin Public Library. The 2008 General Obligation Refunding Bonds refunded the 1999 Police Facility Bonds, which financed construction of the Tualatin Police Facility.

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

The Enterprise Bond Fund accounts for debt service financing for the water reservoir construction and other improvements to the water system. This bond was sold in 2005 for a par amount of \$7,305,000. The bonds are backed by water revenues and an annual transfer from the Water Operating Fund is made for principal and interest payments due during the fiscal year. The 2005 Water Bond is the only outstanding revenue bond. 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 2017 - 2018
Adopted Budget - Debt Service

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	44,223	450	750	750	750
Transfers	-	181,745	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	1,478,768	1,461,888	1,601,795	1,600,925	1,600,925
Other Financing Uses	4,660,463	-	-	-	-
Contingency	-	-	-	-	-
Reserves & Unappropriated	772,654	581,421	562,120	543,340	543,340
Total Requirements	\$ 6,956,109	\$ 2,225,504	\$ 2,164,665	\$ 2,145,015	\$ 2,145,015

General Obligation Bond Fund

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

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 1,016,500
Funding Source	General Obligation Bond Fund





Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Principal - 05 Parks Bond	180,000	190,000	195,000	205,000	205,000	205,000
Principal - 06 Library Bond	190,000	200,000	210,000	215,000	215,000	215,000
Principal - 08 Refunding Bond	305,000	310,000	330,000	345,000	345,000	345,000
Interest - 05 Parks Bond	95,038	87,863	80,165	72,165	72,165	72,165
Interest - 06 Library Bond	125,113	116,825	108,115	99,620	99,620	99,620
Interest - 08 Refunding Bond	66,569	54,650	41,850	26,625	26,625	26,625
DEBT SERVICE	961,719	959,338	965,130	963,410	963,410	963,410
General Account Reserve	104,996	93,706	75,870	53,090	53,090	53,090
RESERVES & UNAPPROPRIATED	104,996	93,706	75,870	53,090	53,090	53,090
GENERAL OBLIGATION BOND FUND	1,066,715	1,053,044	1,041,000	1,016,500	1,016,500	1,016,500

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	\$ 1,128,515
Funding Source	Enterprise Bond Fund



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Bond Registration & Exp	44,223	450	750	750	750	750
MATERIALS & SERVICES	44,223	450	750	750	750	750
Principal - 05 Water Bonds	370,000	345,000	360,000	370,000	370,000	370,000
Principal - Warehouse Finance	-	-	102,575	105,795	105,795	105,795
Interest - 05 Water Bonds	147,050	157,550	147,050	137,900	137,900	137,900
Interest - Warehouse Finance	-	-	27,040	23,820	23,820	23,820
DEBT SERVICE	517,050	502,550	636,665	637,515	637,515	637,515
Payment refunded bond escrow	4,660,463	-	-	-	-	-
OTHER FINANCING USES	4,660,463	-	-	-	-	-
Bond Indenture Reserve	486,709	487,715	486,250	490,250	490,250	490,250
RESERVES & UNAPPROPRIATED	486,709	487,715	486,250	490,250	490,250	490,250
ENTERPRISE BOND FUND	5,708,445	990,715	1,123,665	1,128,515	1,128,515	1,128,515

City of Tualatin

As of June 30, 2017

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
2018	765,000	198,407	963,407	370,000	137,900	507,900	105,793	23,819	129,612
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						
	<u>5,245,000</u>	<u>920,734</u>	<u>6,165,734</u>	<u>3,900,000</u>	<u>693,325</u>	<u>4,593,325</u>	<u>809,819</u>	<u>95,098</u>	<u>904,917</u>



LAST TEN FISCAL YEARS

June 30, 2016

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			
2007	7,025,000	-	46,517	620,000	3,030,000	-	7,060,000	17,781,517	25,650	693.24
2008	10,220,000	-	29,030	620,000	1,970,000	-	6,805,000	19,644,030	25,650	765.85
2009	9,950,000	-	10,071	620,000	1,000,000	-	6,540,000	18,120,071	26,040	695.86
2010	9,645,000	-	19,913	540,000	-	-	6,265,000	16,469,913	26,130	630.31
2011	9,235,000	-	7,490	380,000	-	-	5,980,000	15,602,490	26,160	596.43
2012	8,630,000	-	-	220,000	-	-	5,685,000	14,535,000	26,170	555.41
2013	8,005,000	-	-	-	-	-	5,380,000	13,385,000	26,510	504.90
2014	7,355,000	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

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
2007	7,025,000	4,159,063,572	0.17%	273.88
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

Source: Current and previous CAFR's

CITY OF TUALATIN**DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT****June 30, 2016**

Jurisdiction	General Obligation Debt Outstanding	Percent Applicable Inside City of Tualatin	Amount Applicable Inside City of Tualatin
City of Tualatin	\$ 6,892,611	100.0000%	\$ 6,892,611
Clackamas County	101,775,136	1.5147% *	1,541,588
Clackamas County District 3J (West Linn/Wilsonville)	241,545,453	1.2048%	2,910,140
Clackamas County School District 7J (Lake Oswego)	96,022,877	1.5909%	1,527,628
Clackamas County ESD	22,960,637	0.4858%	111,543
Clackamas Community College	62,061,012	1.8511%	1,148,811
Metro	199,855,000	2.5352%	5,066,724
Portland Community College	335,095,000	2.7613%	9,252,978
Washington County	53,679,570	6.5982%	3,541,885
Rivergrove Water District 14J	627,528	0.0978%	614
Tualatin Valley Fire and Rescue District	52,000,000	8.8320%	4,592,640
Washington County School District 23J (Tigard-Tualatin)	86,394,152	35.4871%	30,658,779
Washington County School District 88J (Sherwood)	99,865,170	14.6378%	14,618,064
Subtotal overlapping debt			74,971,394
Direct and overlapping debt			<u>\$ 81,864,005</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, 2016

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

True Cash Value	\$ 3,903,826,886
Rate	<u>x 3%</u>
Debt limit	117,114,807
Debt applicable to limit	<u>5,886,294</u>
	<u><u>\$ 111,228,513</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
2007	87.41%	83,059,823	10,458,584	72,601,239
2008	88.75%	88,472,855	9,955,038	78,517,817
2009	89.42%	93,584,449	9,900,544	83,683,905
2010	90.45%	95,030,956	9,075,365	85,955,591
2011	90.76%	98,997,766	9,146,899	89,850,867
2012	91.46%	100,101,909	8,549,103	91,552,806
2013	92.24%	102,053,332	7,916,907	94,136,425
2014	93.15%	105,957,330	7,259,791	98,697,539
2015	94.10%	111,351,080	6,575,004	104,776,076
2016	94.97%	117,114,807	5,886,294	111,228,513

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 Ten Year Capital Improvement Plan FY 2017/2018 –FY 2026/2027

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 ten-year roadmap which identifies the major expenditures beyond routine annual operating expenses. While the CIP serves as a long range plan, it is reviewed and revised annually. Priorities may be changed due to funding opportunities or circumstances that cause a more rapid deterioration of an asset.

As a basic tool for documenting anticipated capital projects, it includes "unfunded" projects in which needs have been identified, but specific solutions and funding have not necessarily been determined.

THE CIP PROCESS

The CIP is the result of an ongoing infrastructure planning process. Planning for the ten-year CIP period provides the flexibility to take advantage of opportunities for capital investments. The 2018-2027 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 adopted by the City Council. The projects listed in the 2017/2018 fiscal year become the basis for preparation of the City's budget for that year.

CIP REVIEW TEAM

A CIP Review Team is responsible annually for reviewing capital project requests and providing recommendations to the City Manager. This team is comprised of staff from Administration, Finance, Operations, Community Development, Information Services, Community Services, and Police. This team analyzes the financial impact of the CIP as well as the City's ability to process, design, and ultimately maintain projects. The review team meets periodically in the fall and winter to evaluate the progress of projects and examine future needs of the City.

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

- preserve the past, by investing in the continued upgrade of City assets and infrastructure;
- protect the present with improvements to City facilities and infrastructure; and
- plan for the future.

CATEGORIES

Projects generally 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

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

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

Summary lists of projects by category and by funding source are provided for quick reference. Projects in this five year CIP total approximately \$25 million. Roughly \$6 million of the funded projects are utility projects and \$12 million in transportation projects have been identified.

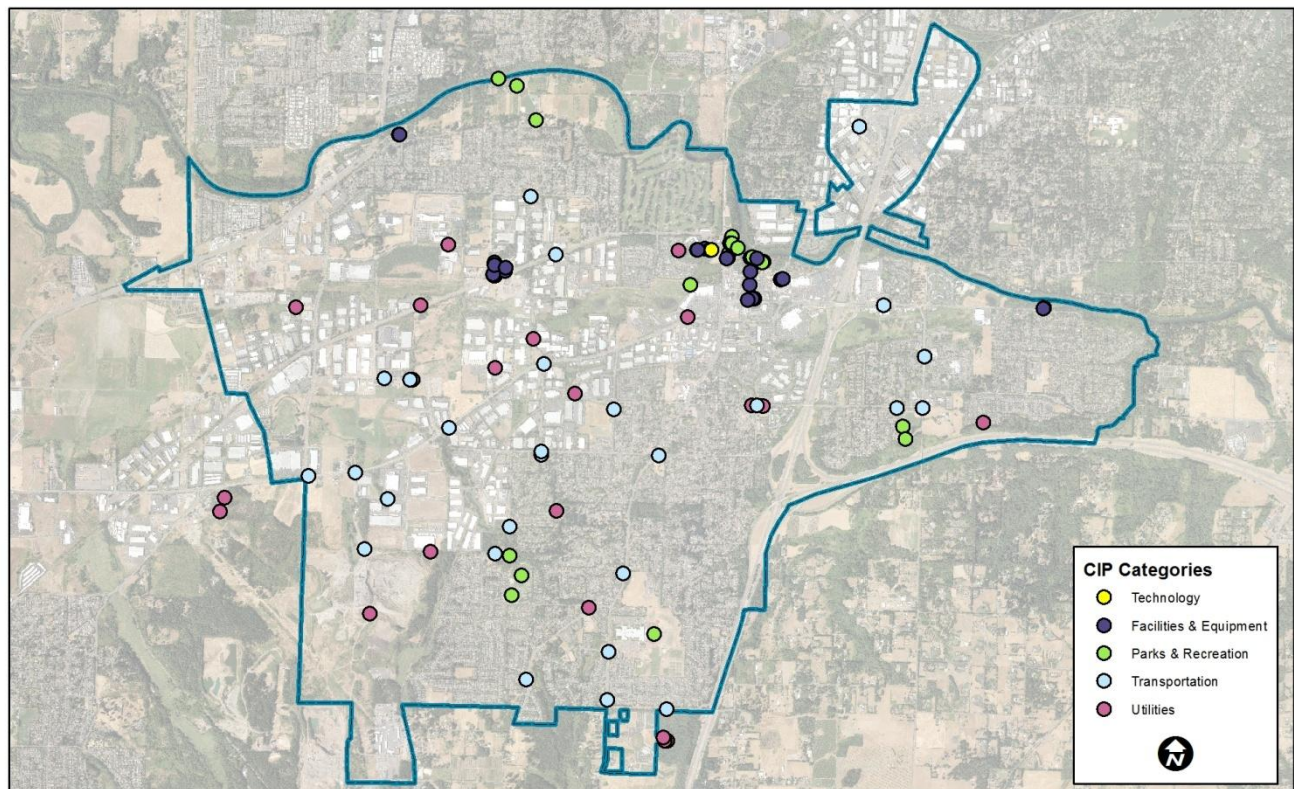
Detailed project sheets are grouped by category and sorted by fiscal year for all funded projects included in the CIP. Project sheets are designed to explain the need for the project, type of project, the criteria met, funding sources, and provide cost information including potential on-going costs.

New this year is projected revenue information listed for some funds (General Fund, utility and transportation funds), as well as an extended CIP showing Years 6 through 10 in Appendix A.

Appendix B identifies almost \$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 annual inflation estimate of 3.25% compounded annually for year of construction.

Total Project Cost by Category

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	Grand Total
Facilities & Equipment	382,000	888,000	939,000	1,520,000	508,000	4,237,000
Parks & Recreation	334,000	1,209,000	321,000	139,000	18,000	2,021,000
Technology	309,000	348,000	97,000	23,000	187,000	965,000
Transportation	2,631,000	2,082,000	692,000	5,043,000	1,162,000	11,610,000
Utilities	2,394,000	450,000	1,081,000	892,000	1,405,000	6,222,000
Grand Total	6,050,000	4,977,000	3,130,000	7,617,000	3,280,000	25,055,000





Fund Title	Project Name	FY17/18
General Fund: Non-Departmental	Electronic Document Management System	\$ 100,000
General Fund: Information Services	Police Data Authentication for CJIS Certification	\$ 43,000
General Fund: Information Services	Police MDT Replacement	\$ 125,000
General Fund: Information Services	Library Technology Replacement	\$ 13,520
General Fund: Information Services	Fiber Ring	\$ 174,950
General Fund: Police	Replace 2 Patrol Vehicles	\$ 94,000
General Fund: Police	Replace K9 Vehicle	\$ 49,000
General Fund: Police	Replace Police Motorcycle	\$ 36,000
General Fund: Police	Evidence Locker Replacement	\$ 6,000
General Fund: Community Services	Juanita Pohl Center Furniture Replacement	\$ 25,000
General Fund: Community Services	Juanita Pohl Center Kitchen Upgrades	\$ 16,000
General Fund: Library	Library Furniture Replacement	\$ 10,000
General Fund: Library	Library Public Tech Replacement	\$ 21,000
General Fund: Library	Work Space and Meeting Room Modifications	\$ 12,800
General Fund: Building Maintenance	Used Manlift/Bucket Truck - Shared Vehicle	\$ 15,000
General Fund: Building Maintenance	Van Raden Roof Repacement	\$ 50,000
General Fund: Building Maintenance	Police Parking Lot Slurry Seal	\$ 19,000
General Fund: Building Maintenance	LED Lighting - Tualatin Community Park	\$ 17,000
General Fund: Parks Maintenance	Replace Ford F250	\$ 35,000
General Fund: Parks Maintenance	Tualatin Commons Wave Rail Paining	\$ 35,000
General Fund: Parks Maintenance	Used Manlift/Bucket Truck - Shared Vehicle	\$ 15,000
Total General Fund		\$ 912,270
Water	124th Street Interconnect	\$ 22,000
Water	A2 Mixer	\$ 16,250
Water	Myslony Water Line	\$ 466,000
Water	Replace AC Lines: 63rd Avenue North of Boones Ferry	\$ 224,000
Water	Vehicle Replacement	\$ 33,000
Water	Water Main Relocation: I-5 SB Ramp @ Nyberg	\$ 47,000
Water	Water Master Plan	\$ 135,000
Water	Water Reservoir: A1 Exterior & Interior	\$ 720,000
Water	Water Reservoir: B2 Exterior	\$ 133,000
Water	Water Reservoir: C1/C2 Exterior & Interior	\$ 710,000
Total Water Fund		\$ 2,506,250
Building	Vehicle Replacement	\$ 33,000
Total Building Fund		\$ 33,000
Sewer	65th Avenue/Nyberg Lane Trunk Line	\$ 200,000
Total Sewer Fund		\$ 200,000
Sewer Development	Update Sewer Master Plan	\$ 50,000
Total Sewer Development Fund		\$ 50,000
Storm Drain	Bucket Truck (25% share)	\$ 15,000
Storm Drain	Nyberg Creek at Martinazzi Avenue	\$ 200,000
Storm Drain	Hedges Creek	\$ 25,000
Total Storm Drain Fund		\$ 240,000
Storm Drain Development	Update Storm Drain Master Plan	\$ 275,000
Total Storm Drain Development Fund		\$ 275,000

Fund Title	Project Name	FY17/18
Road Operating	65th Avenue & Hospital Pedestrian Concept Study	\$ 10,000
Road Operating	ADA Transition Plan	\$ 100,000
Road Operating	Blake Street Concept Study	\$ 140,000
Road Operating	Boones Ferry & Alabama Pedestrian Concept Study	\$ 10,000
Road Operating	Bucket Truck (25% share)	\$ 15,000
Road Operating	Grahams Ferry & Dogwood Ped Concept Study	\$ 20,000
Road Operating	Myslony Bridge: West of 112th Ave	\$ 1,565,000
Road Operating	Ped-friendly/Traffic Calming/Neighborhood Solutions	\$ 80,000
Road Operating	Transportation System Plan Update	\$ 200,000
Road Operating	White Lot ADA Improvements	\$ 8,000
Total Road Operating Fund		\$ 2,148,000
Core Area Parking	Red Lot ADA Improvements	\$ 10,000
Core Area Parking	White Lot ADA Improvements	\$ 14,000
Core Area Parking	Green Lot Slurry Seal	\$ 13,000
Total Core Area Parking Fund		\$ 37,000
Parks Development	Parks and Recreation Master Plan: Plan Update	\$ 250,000
Parks Development	SDC Reimbursement for Trail Projects Paid by Developer	\$ 1,949,130
Parks Development	Tualatin River Greenway: Land Acquisition	\$ 937,170
Total Parks Development Fund		\$ 3,136,300



Project Summary By Category

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Facilities & Equipment					
Brown's Ferry C.Cntr: ADA Ramp and Deck			24,000		
Brown's Ferry C.Cntr: HVAC Unit Replacement					13,000
Comm. Services Admin. Building: ADA Ramp Replacement				13,000	
Comm. Services Admin. Building: Roof Replacement		52,000			
Core Area Parking Maintenance: Blue Lot Slurry Seal Type II				14,000	
Core Area Parking Maintenance: White Lot Slurry Seal Type II					34,000
Core Area Parking: ADA Accessibility Projects- Red Lot	8,000				
Core Area Parking: ADA Accessibility Projects- White Lot 2 ADA spaces	16,000				
Core Area Parking: ADA Accessibility Projects- White Lot move 4 spaces	8,000				
Lafky House: Roof Replacement		43,000			
Library Furnishing Replacement	10,000	72,000	51,000		
Operations: Building A: HVAC Unit Replacements			16,000		12,000
Operations: Public Parking Lot Expansion		55,000			
Operations: Remodel Administration Bldg. A			35,000	996,000	
Operations: Warehouse & Public Lot Slurry Seal		53,000			
Operations: West Parking Lot Full Depth Patch		20,000			
Police Outdoor Rock Walkway		11,000			
Police Station: HVAC Unit Replacements		44,000	11,000	11,000	16,000
Tualatin Heritage Center: Carpet Replacement					15,000
Vehicles	340,000	538,000	802,000	486,000	418,000
Facilities & Equipment Total	382,000	888,000	939,000	1,520,000	508,000

Project Summary By Category

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Parks & Recreation					
Atfalati Park: Tennis Court Reconstruction			170,000		
Atfalati Park: Playground Renovation		165,000			
Bench Replacement at Parks & Greenways		17,000	17,000	18,000	18,000
Community Park: Field Lighting Retrofit		220,000			
Greenways: Saum Creek Greenway Renovation at Venetia Subdivision		220,000			
Greenways: Tualatin River Greenway- Green Lot to Community Park			91,000		
Greenways: Tualatin River Greenway- Land Acquisition	25,000				
Ibach Park Playground Improvements		179,000			
Juanita Pohl Center: Furniture Replacement	15,000	10,000			
Juanita Pohl Center: Kitchen Design & Renovation	223,000				
Juanita Pohl Center: Parking Lot Repair				68,000	
Juanita Pohl Center: Roof		118,000			
Jurgens Park: Master Plan Update for Westside Addition				35,000	
Jurgens Park: Renovate Planter Boxes		22,000			
Parks Parking Lot Repairs: Community Park North Drive Aisle		98,000			
Parks: Skate Park Recognition Plaques				18,000	
Public Arts Plan		18,000			
Tualatin Commons Bench Replacement			43,000		
Tualatin Commons Fountain Improvements		85,000			
Tualatin Commons Wave Rail Painting	35,000				
Van Raden Comm Center & CS Admin. Building: Exterior Paint		15,000			
Van Raden Comm Center: Flooring Replacement		13,000			
Van Raden Comm Center: Roof Replacement	36,000				
Van Raden Comm Center: Window Replacement		29,000			
Parks & Recreation Total	334,000	1,209,000	321,000	139,000	18,000



Project Summary By Category

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Technology					
Audio/Video Room Upgrades		66,000			
Battery Backup Replacement		11,000	17,000		
Camera System Replacement and Expansion		24,000			
Computer Server Replacements			80,000		
Data Backup Replacement					30,000
Data Recovery Server at Police Department					97,000
Electronic Document Management System	100,000				
Library Public Technology Replacement	21,000			23,000	24,000
Microsoft Operating System 10		55,000			
Mobile Device Management (MDM) Implementation					15,000
Network Switch Replacement		110,000			
Police Data Authentication for CJIS Certification	43,000				
Police MDT Replacement Plan	145,000				
Police Server Cooling Rack					21,000
Server Room Environmental Monitoring		12,000			
Wireless Backend Replacement		28,000			
Wireless Bridge Replacement		24,000			
Wiring Infrastructure Certification		18,000			
Technology Total	309,000	348,000	97,000	23,000	187,000

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Transportation					
65th Ave and Hospital: Pedestrian Concept Study	10,000				
65th Ave and Sagert St: New Traffic Signal (R51)	726,000				
Avery St at Boones Ferry: Add dedicated bike lanes on east leg (BP5)					142,000
Blake Street Concept Study: 115th to 124th	100,000				
Boones Ferry Rd & Alabama St: Pedestrian Concept Study	10,000				
Boones Ferry Rd and Arikara Dr: Pedestrian Concept Study		10,000			
Boones Ferry Road Sidewalk In-fill (R12)		347,000			
Garden Corner Curves (105th Ave/Blake St/108th Ave) (R7)				442,000	758,000
Grahams Ferry and Dogwood: Pedestrian Concept Study	20,000				
Hedges Creek Pedestrian Bridge: Upgrade surface (BP6)					121,000
Herman Rd: Widening Tualatin to Teton Rd (R3)		725,000		4,601,000	
Myslony Bridge: west of 112th Ave (R28)	1,565,000	1,000,000			
Nyberg Street and I-5 Interchange: Bike Lane Improvements (BP13)					29,000
School Wayfinding Signs (BP1)					88,000
Transportation System Plan: Mid-term Update	200,000				

Project Summary By Category

Utilities	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Sewer					
65th Ave/Nyberg Trunk Concept Study		10,000			
Sewer Total		10,000			
Storm					
Herman Rd. Water Quality Facility/LIDA Swale			69,000		
Sequoia Ridge Water Quality Facility		110,000			
Sweek Dr/Emery Zidell Pond B			114,000		
Storm Total		110,000	183,000		
Water					
B Level Pump Station (PS-1)			216,000	892,000	
Blake: West of 108th to 115th- 12" Pipe	427,000				
Leveton: Complete Loop System for Fire Flow (P-4)					181,000
Myslony St/112th Ave Intersection: loop system (P-3)	490,000				
Norwood Rd Tanks: New Water Line to Tanks (P-8)					1,224,000
Water Main Blow-Off Replacement			114,000		
Water Reservoirs: A1 Ext/Int. Painting & Cleaning	720,000				
Water Reservoirs: A2 Interior Painting & Cleaning		330,000			
Water Reservoirs: B2 Exterior Painting & Cleaning	133,000				
Water Reservoirs: B2 Interior Painting & Cleaning			568,000		
Water Reservoirs: C1 Roof Replacement	624,000				
Water Total	2,394,000	330,000	898,000	892,000	1,405,000
Utilities Grand Total	2,394,000	450,000	1,081,000	892,000	1,405,000

Project Summary By Funding Source

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
General Fund					
Atfalati Park Tennis Court Reconstruction			170,000		
Atfalati Park: Playground Renovation		165,000			
Audio/Video Room Upgrades		66,000			
Battery Backup Replacement		11,000	17,000		
Bench Replacement at Parks & Greenways		17,000	17,000	18,000	18,000
Brown's Ferry C. Cntr: ADA Ramp and Deck			24,000		
Brown's Ferry C. Cntr: HVAC Unit Replacement					13,000
Camera System Replacement and Expansion		24,000			
Comm. Services Admin. Building: ADA Ramp Replacement				13,000	
Comm. Services Admin. Building: Roof Replacement		52,000			
Community Park: Field Lighting Retrofit		220,000			
Computer Server Replacements			80,000		
Data Backup Replacement					30,000
Data Recovery Server at Police Department					97,000
Electronic Document Management System	100,000				
Greenways: Saum Creek Greenway at Venetia Subdivision		220,000			
Greenways: Tualatin River Gwy- Green Lot to Community Park			91,000		
Ibach Park Playground Improvements		179,000			
Juanita Pohl Center: Furniture Replacement	15,000	10,000			
Juanita Pohl Center: Kitchen Design & Renovation	16,000				
Juanita Pohl Center: Parking Lot Repair				68,000	
Juanita Pohl Center: Roof		118,000			
Jurgens Park Master Plan - Update for westside addition				35,000	
Jurgens Park: Renovate Planter Boxes		22,000			
Lafky House: Roof Replacement		43,000			
Library Furnishing Replacement	10,000	72,000	51,000		
Library Public Technology Replacement				23,000	24,000
Microsoft Operating System 10		55,000			
Mobile Device Management (MDM) Implementation					15,000
Network Switch Replacement		110,000			
Operations: Building A: HVAC Unit Replacements			16,000		12,000
Operations: Public Parking Lot Expansion		55,000			
Operations: Remodel Administration Bldg. A			35,000	996,000	
Operations: Warehouse & Public Lot Slurry Seal		53,000			
Operations: West Parking Lot Full Depth Patch		20,000			
Parks Parking Lot Repairs: Community Park North Drive Aisle		98,000			
Parks: Skate Park Recognition Plaques				18,000	
Police Data Authentication for CJIS Certification	43,000				
Police MDT Replacement Plan	145,000				
Police Outdoor Rock Walkway		11,000			
Police Server Cooling Rack					21,000
Police Station: HVAC Unit Replacements		44,000	11,000	11,000	16,000

Project Summary By Funding Source

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
General Fund, continued					
Public Arts Plan		18,000			
Server Room Environmental Monitoring		12,000			
Tualatin Commons Bench Replacement			43,000		
Tualatin Commons Fountain Improvements		85,000			
Tualatin Commons Wave Rail Painting	35,000				
Tualatin Heritage Center: Carpet Replacement					15,000
Van Raden Comm Center & CS Admin.: Exterior Paint		15,000			
Van Raden Comm Center: Flooring Replacement		13,000			
Van Raden Comm Center: Roof Replacement	36,000				
Van Raden Comm Center: Window Replacement		29,000			
Vehicles	244,000	432,000	249,000	407,000	340,000
Wireless Backend Replacement		28,000			
Wireless Bridge Replacement		24,000			
Wiring Infrastructure Certification		18,000			
Grand Total	644,000	2,339,000	804,000	1,589,000	601,000
Projected Revenue Available for Projects	490,000	450,000	485,000	450,000	450,000

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Building Fund					
Vehicles	33,000	34,000	35,000		
Building Total	33,000	34,000	35,000		

Core Area Parking Fund					
Core Area Parking Maintenance: Blue Lot Slurry Seal Type II				14,000	
Core Area Parking Maintenance: White Lot Slurry Seal Type II					34,000
Core Area Parking: ADA Project- Red Lot			31,000		
Core Area Parking: ADA Project- White Lot 2 ADA spaces	17,000				
Core Area Parking: ADA Project- White Lot move 4 spaces	34,000				
Core Area Parking Total	51,000		31,000	14,000	34,000

Leveton Tax Increment District Fund					
Herman Rd. Water Quality Facility			69,000		
Leveton District Total			69,000		

Park Development Fund					
Greenways: Tualatin River Greenway Land Acquisition	25,000				
Park Development Total	25,000				

Project Summary By Funding Source

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Road Operating/Gas Tax Fund					
65th Ave and Hospital: Pedestrian Concept Study	10,000				
65th Ave and Sagert St: New Traffic Signal (R51)	217,000				
Blake Street Concept Study: 115th to 124th	100,000				
Boones Ferry Rd and Alabama St: Pedestrian Concept Study	10,000				
Boones Ferry Rd and Arikara Dr: Pedestrian Concept Study		10,000			
Boones Ferry Road Sidewalk In-fill (R12)		347,000			
Core Area Parking: ADA Project- White Lot 2 ADA spaces	8,000				
Grahams Ferry and Dogwood: Pedestrian Concept Study	20,000				
Hedges Creek Pedestrian Bridge: Upgrade surface (BP6)					121,000
Herman Rd: Widening Tualatin to Teton Rd (R3)		30,000			
Transportation System Plan: Mid-term Update	200,000				
Tualatin Rd and Teton Ave: New Traffic Signal (R33)			236,000		
Tualatin Rd: Add Traffic Signs (R38)					24,000
Vehicles	15,000	22,000		11,000	39,000
Road Operating/Gas Tax Total	580,000	409,000	236,000	11,000	184,000
Projected Revenue Available for Projects	1,259,000	848,000	798,000	842,000	1,035,000

Sewer Operating Fund					
65th Ave/Nyberg Trunk Concept Study		10,000			
Vehicles		28,000	483,000		
Sewer Total		38,000	483,000		
Projected Revenue Available for Projects	1,621,000	1,566,000	1,439,000	778,000	709,000

Sewer SDC Fund					
None					
Sewer SDC Total					
Projected Revenue Available for Projects	3,961,000	3,991,000	4,022,000	4,053,000	4,083,000

Storm Drain Fund					
Sequoia Ridge Water Quality Facility		110,000			
Sweek Dr/Emery Zidell Pond B			114,000		
Storm Drain Total		110,000	114,000		
Projected Revenue Available for Projects	628,000	1,334,000	1,914,000	2,559,000	3,384,000

Storm SDC Fund					
None					
Storm SDC Total					
Projected Revenue Available for Projects	429,000	467,000	505,000	543,000	581,000

Project Summary By Funding Source

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Transportation Development Tax Fund					
65th Ave at Sagert St: Add Traffic Signal (R51)	509,000				
Garden Corner Curves (105th Ave/Blake St/108th Ave) (R7)				442,000	758,000
Myslony Bridge: west of 112th Ave (R28)	1,565,000	1,000,000			
Tualatin Rd and Teton Ave: add traffic signal (R33)			456,000		
Transp. Dev. Tax Total	2,074,000	1,000,000	456,000	442,000	758,000
Projected Revenue Available for Projects	5,756,000	4,000,000	3,318,000	3,180,000	3,056,000

Water Operating Fund					
Blake Street to 115th Avenue: Install 12" Water Pipe	273,000				
Leveton: Complete Loop System for Fire Flow (P-4)					116,000
Myslony St/112th Ave Intersection: Loop System (P-3)	314,000				
Norwood Rd Tanks: New Water Line to Tanks (P-8)					783,000
Vehicles	48,000	22,000	35,000	68,000	39,000
Water Main Blow-Off Replacement			114,000		
Water Reservoirs: A1 , Exterior/Interior Painting & Cleaning	720,000				
Water Reservoirs: A2 , Interior Paint/Clean		330,000			
Water Reservoirs: B2 Exterior Painting & Cleaning	133,000				
Water Reservoirs: B2 Interior Painting & Cleaning			568,000		
Water Reservoirs: C1 Roof Replacement	400,000				
Water Total	1,888,000	352,000	717,000	68,000	938,000
Projected Revenue Available for Projects	2,680,000	1,100,000	1,666,000	1,602,000	2,412,000

Water SDC Fund					
B Level Pump Station (PS-1)			216,000	892,000	
Blake Street to 115th Avenue: Install 12" Water Pipe	154,000				
Leveton: Complete Loop System for Fire Flow (P-4)					65,000
Myslony St/112th Ave Intersection: loop system (P-3)	176,000				
Norwood Rd Tanks: New Water Line to Tanks (P-8)					441,000
Water Reservoirs: C1 Roof Replacement	224,000				
Water SDC Total	554,000		216,000	892,000	506,000
Projected Revenue Available for Projects	934,000	683,000	986,000	1,073,000	484,000

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Outside Funded*					
Avery St at Boones Ferry: Add Bike Lanes on East Leg (BP5)					142,000
Herman Rd: Widening Tualatin to Teton Rd (R3)		695,000		4,601,000	
Juanita Pohl Center: Kitchen Design & Renovation	207,000				
Library Public Technology Replacement	21,000				
Nyberg Street and I-5 Interchange: Bike Lane Improvements (BP13)					29,000
School Wayfinding Signs (BP1)					88,000
Outside Funded Total	228,000	695,000		4,601,000	259,000

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



Total Cost By Funding Source

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	Grand Total
Building	33,000	34,000	35,000			102,000
Core Area Parking	24,000			14,000	34,000	72,000
General Fund	644,000	2,339,000	804,000	1,589,000	601,000	5,977,000
Leveton Tax Increment District			69,000			69,000
Outside Funded	228,000	695,000		4,601,000	259,000	5,784,000
Park Development	25,000					25,000
Road Operating/Gas Tax	580,000	409,000	236,000	11,000	184,000	1,420,000
Sewer		38,000	483,000			521,000
Sewer SDC						0
Storm Drain		110,000	114,000			224,000
Storm SDC						0
Transp. Dev. Tax	2,074,000	1,000,000	456,000	442,000	758,000	4,730,000
Water	1,888,000	352,000	717,000	68,000	938,000	3,963,000
Water SDC	554,000		216,000	892,000	506,000	2,168,000
Grand Total	6,050,000	4,977,000	3,130,000	7,617,000	3,280,000	25,055,000

City of Tualatin
Fiscal Year 2017 - 2018
Adopted Budget - Tualatin Development Commission

Summary of Requirements by Object

	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Approved FY 17-18	Adopted FY 17-18
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	35,466	38,446	65,400	63,300	63,300
Transfers	134,720	87,070	86,260	91,850	91,850
Capital Outlay	704,977	53,959	275,000	212,020	212,020
Debt Service	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Contingency	-	-	135,375	107,765	107,765
Reserves & Unappropriated	4,304,445	4,165,220	3,599,720	3,593,070	3,593,070
Total Requirements	\$ 5,179,608	\$ 4,344,695	\$ 4,161,755	\$ 4,068,005	\$ 4,068,005

Community Development: Economic Development Division

The Economic Development Division is the face of the City for the business community. Economic Development's responsibility is to provide new and existing businesses with direct assistance through the permit process and access to local, regional, and statewide resources. The Division is guided by the Economic Strategic Plan which was developed by a cross-section of the local business community 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 2016/2017

- Visited 50+ businesses
- Engaged the community regarding our local economy through involvement with the Citizen Involvement Organizations (CIOs), Tualatin Chamber Business Advocacy Committee (BAC), Western Economic Alliance (WEA) Greater Portland Inc (GPI), and Oregon Economic Development Association (OEDA)
- Communicated with the business community through our business newsletter
- Supported the Mayor as the Small Cities representative on the GPI Board of Directors and coordinated the monthly Small Cities Consortium meeting
- Provided assistance to 40 local business and developers through the development review and permitting process
- Responded to eight project leads and three site visits resulting in three companies expanding to Tualatin in 2016

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 153,535
Funding Source	Urban Renewal Funds

Goals for FY 2017/2018

- Visit 50 local businesses
- Create a targeted industry recruitment plan
- Continue to support the Mayor as the Small Cities representative on the GPI Board of Directors and coordinate the monthly Small Cities Consortium meeting
- Continue to provide assistance to businesses and contractors through our development and permitting process
- Continue to work on a program to support local entrepreneurs in Tualatin

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	264,428	230,244	164,510	151,640	151,640	151,640
BEGINNING FUND BALANCE	264,428	230,244	164,510	151,640	151,640	151,640
Interest on Investments	1,282	1,383	825	1,895	1,895	1,895
INVESTMENT EARNINGS	1,282	1,383	825	1,895	1,895	1,895
Other Misc Income	-	2	-	-	-	-
MISCELLANEOUS	-	2	-	-	-	-
TDC ADMIN FUND	265,710	231,629	165,335	153,535	153,535	153,535



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Office Supplies	46	88	500	500	500	500
Printing & Postage	-	56	500	500	500	500
Photographic Supplies	-	-	100	-	-	-
Recording Fees	-	-	500	-	-	-
Audit	7,796	10,250	10,000	10,000	10,000	10,000
Consultants	1,053	-	20,000	20,000	20,000	20,000
Insurance	4,095	4,151	4,200	4,200	4,200	4,200
Conferences & Meetings	3,431	2,530	5,500	5,500	5,500	5,500
Membership Dues	2,563	5,146	6,500	5,000	5,000	5,000
Publication, Rpt, Ref Matl	64	-	500	500	500	500
Administrative Expense	-	3	500	500	500	500
Economic Development Expense	13,945	3,540	13,000	13,000	13,000	13,000
Advertising - Informational	1,896	247	3,000	3,000	3,000	3,000
Bank Fees	578	12,435	600	600	600	600
MATERIALS & SERVICES	35,466	38,446	65,400	63,300	63,300	63,300
Contingency	-	-	99,935	90,235	90,235	90,235
CONTINGENCY	-	-	99,935	90,235	90,235	90,235
Future Years Projects	230,244	193,183	-	-	-	-
RESERVES & UNAPPROPRIATED	230,244	193,183	-	-	-	-
TDC ADMIN FUND	265,710	231,629	165,335	153,535	153,535	153,535

Central Urban Renewal District Project Fund

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

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 187,020
Funding Source	Urban Renewal Funds

Goals for FY 2017/2018

- Work with the TDC to prioritize remaining CURD funds





Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	880,739	119,882	123,900	184,710	184,710	184,710
BEGINNING FUND BALANCE	880,739	119,882	123,900	184,710	184,710	184,710
Interest on Investments	3,323	1,090	1,100	2,310	2,310	2,310
INVESTMENT EARNINGS	3,323	1,090	1,100	2,310	2,310	2,310
Sale of Capital Assets	-	12,725	-	-	-	-
OTHER FINANCING SOURCES	-	12,725	-	-	-	-
CURD PROJECTS FUND	884,062	133,697	125,000	187,020	187,020	187,020

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Projects Administration	2,959	-	-	-	-	-
Projects Professional Svc	14,638	1,090	-	-	-	-
Projects Construction	666,404	4,471	-	-	-	-
Fund Projects	-	3,878	125,000	187,020	187,020	187,020
CAPITAL OUTLAY	684,000	9,439	125,000	187,020	187,020	187,020
Transfers Out - General Fund	80,180	-	-	-	-	-
TRANSFERS OUT	80,180	-	-	-	-	-
Future Years Projects	119,882	124,258	-	-	-	-
RESERVES & UNAPPROPRIATED	119,882	124,258	-	-	-	-
CURD PROJECTS FUND	884,062	133,697	125,000	187,020	187,020	187,020

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 2016/2017

- Continued wetland monitoring and reporting for Leveton Drive
- Purchased wetland mitigation credits to turn Herman Road wetland into bioswale

Goals for 2017/2018

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

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 3,727,450
Funding Source	Leveton Projects Fund



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	4,009,193	3,954,319	3,836,420	3,681,430	3,681,430	3,681,430
BEGINNING FUND BALANCE	4,009,193	3,954,319	3,836,420	3,681,430	3,681,430	3,681,430
Interest on Investments	20,642	25,050	35,000	46,020	46,020	46,020
INVESTMENT EARNINGS	20,642	25,050	35,000	46,020	46,020	46,020
LEVETON PROJECTS FUND	4,029,835	3,979,369	3,871,420	3,727,450	3,727,450	3,727,450



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Projects Professional Svc	20,976	21,450	-	-	-	-
Fund Projects	-	23,070	150,000	25,000	25,000	25,000
CAPITAL OUTLAY	20,976	44,520	150,000	25,000	25,000	25,000
Transfers Out - General Fund	54,540	87,070	86,260	91,850	91,850	91,850
TRANSFERS OUT	54,540	87,070	86,260	91,850	91,850	91,850
Contingency	-	-	35,440	17,530	17,530	17,530
CONTINGENCY	-	-	35,440	17,530	17,530	17,530
General Account Reserve	3,954,319	3,847,779	3,599,720	3,593,070	3,593,070	3,593,070
RESERVES & UNAPPROPRIATED	3,954,319	3,847,779	3,599,720	3,593,070	3,593,070	3,593,070
LEVETON PROJECTS FUND	4,029,835	3,979,369	3,871,420	3,727,450	3,727,450	3,727,450

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.

II. Operating Budget Policy

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

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.

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

	2014/2015	2015/2016	2016/2017	2017/2018
<u>GENERAL FUND</u>				
<u>Administration</u>				
City Manager	1.00	1.00	1.00	1.00
Human Resources Director	1.00	1.00	1.00	1.00
Deputy City Manager/Asst. to the City Manager	1.00	1.00	1.00	1.00
Community Engagement Coordinator	0.00	0.00	0.00	1.00
Senior Human Resources and Risk Analyst	0.00	0.00	0.00	1.00
Human Resources Analyst	1.00	1.00	1.00	0.00
Human Resources Specialist	1.00	1.00	1.00	0.00
Office Assistant	1.00	1.00	1.00	2.00
Volunteer Coordinator	0.50	0.50	0.75	0.75
Deputy City Recorder	1.00	1.00	1.00	1.00
Total	7.50	7.50	7.75	8.75
<u>Finance</u>				
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	0.00	0.00	0.00	1.00
Accounting Supervisor	1.00	1.00	1.00	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	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	0.00	1.00	1.00	1.00
Paralegal	0.60	0.00	0.00	0.00
Total	1.60	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	1.00	2.00
GIS Coordinator	1.00	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	6.00
<u>Community Development-Planning</u>				
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	0.75
Economic Development Program Manager	1.00	1.00	1.00	1.00
Total	5.75	5.75	5.75	5.75

	Fiscal Year			
	2014/2015	2015/2016	2016/2017	2017/2018
<u>Community Development - Engineering</u>				
Assistant City Manager	1.00	1.00	1.00	1.00
City Engineer	0.00	1.00	1.00	0.00
Assistant City Engineer	0.00	0.00	0.00	1.00
Engineering Manager	1.00	0.00	0.00	0.00
Management Analyst II	1.00	1.00	1.00	2.00
Program Coordinator	1.00	1.00	1.00	0.00
Engineering Tech II	2.00	2.00	2.00	1.00
Project Engineer	1.00	1.00	1.00	1.00
Engineering Associate	2.00	2.00	2.00	3.00
Office Coordinator	1.00	1.00	1.00	1.00
	10.00	10.00	10.00	10.00
<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	1.00	0.00
Sergeant	5.00	5.00	5.00	6.00
Police Officer	29.00	29.00	29.00	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	0.00	1.00	1.00	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
	46.00	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	0.00	1.00	1.00	1.00
Recreation Program Specialist	1.50	0.50	0.50	0.63
Office Coordinator	1.00	1.00	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	0.00	1.00	1.00	1.00
	6.50	7.50	6.50	6.63
<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	2.00	2.40	2.90
Librarian I	0.00	0.00	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
Office Assistant	1.00	0.00	0.00	0.00
Volunteer Coordinator Office	1.00	1.00	1.00	1.00
Coordinator	0.00	0.00	1.00	1.00
	18.00	17.00	19.15	19.65



	Fiscal Year			
	2014/2015	2015/2016	2016/2017	2017/2018
<u>Public Works Administration</u>				
Public Works Director	0.00	0.00	1.00	1.00
Program Coordinator	0.00	0.00	1.00	1.00
Office Coordinator	0.00	0.00	1.00	1.00
Warehouse/Inventory Control Technician	0.00	0.00	1.00	1.00
Office Assistant	0.00	0.00	0.60	0.00
	<u>0.00</u>	<u>0.00</u>	<u>4.60</u>	<u>4.00</u>
<u>Fleet</u>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Fleet Technician I	1.50	1.50	1.50	1.50
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>Building Maintenance</u>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Facilities Maintenance Technician	1.50	1.50	1.50	2.50
Operations Maintenance Technician	0.50	1.00	1.00	0.00
	<u>2.50</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<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
	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
TOTAL GENERAL FUND	<u>126.85</u>	<u>128.75</u>	<u>134.10</u>	<u>136.78</u>
<u>BUILDING FUND</u>				
Building Official	1.00	1.00	1.00	1.00
Building Inspector II	4.00	4.00	4.00	3.00
Building Inspector I	0.00	0.00	0.00	1.00
Permit Coordinator	1.00	1.00	1.00	1.00
Permit Technician	0.00	0.50	0.50	1.00
Office Coordinator	0.00	0.00	0.00	0.25
Office Assistant	0.00	0.50	0.50	0.00
	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.25</u>
TOTAL BUILDING FUND	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.25</u>
<u>OPERATIONS FUND</u>				
Public Works Director	1.00	1.00	0.00	0.00
Program Coordinator	1.00	1.00	0.00	0.00
Office Coordinator	1.00	1.00	0.00	0.00
Management Analyst II	0.00	1.00	0.00	0.00
Warehouse/Inventory Control Technician	1.00	1.00	0.00	0.00
Office Assistant	0.75	0.60	0.00	0.00
Water Division Manager	1.00	1.00	0.00	0.00
Street & Sewer Manager	1.00	1.00	0.00	0.00
Utility Technician II	5.00	5.00	0.00	0.00
Utility Technician I	4.00	5.00	0.00	0.00
Operations Maintenance Technician	0.50	0.00	0.00	0.00
	<u>16.25</u>	<u>17.60</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OPERATIONS FUND	<u>16.25</u>	<u>17.60</u>	<u>0.00</u>	<u>0.00</u>

	Fiscal Year			
	2014/2015	2015/2016	2016/2017	2017/2018
<u>WATER OPERATING FUND</u>				
Water Division Manager	0.00	0.00	1.00	1.00
Management Analyst II	0.00	0.00	0.50	0.50
Utility Technician II	0.00	0.00	3.00	3.00
Utility Technician I	0.00	0.00	2.00	2.00
TOTAL WATER OPERATING FUND	0.00	0.00	6.50	6.50
<u>SEWER OPERATING FUND</u>				
Street & Sewer Manager	0.00	0.00	0.50	0.50
Management Analyst II	0.00	0.00	0.25	0.25
Utility Technician II	0.00	0.00	1.00	1.00
Utility Technician I	0.00	0.00	2.00	2.00
TOTAL SEWER OPERATING FUND	0.00	0.00	3.75	3.75
<u>ROAD OPERATING FUND</u>				
Street & Sewer Manager	0.00	0.00	0.50	0.50
Management Analyst II	0.00	0.00	0.25	0.25
Utility Technician II	0.00	0.00	1.00	1.00
Utility Technician I	0.00	0.00	1.00	1.00
TOTAL ROAD OPERATING FUND	0.00	0.00	2.75	2.75
GRAND TOTAL - ALL FUNDS	149.10	153.35	154.75	157.03

FY 2016/17 SALARY SCHEDULE
EFFECTIVE 7/01/2016
 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	Parking Enforcement Att.	Hourly	14.73	15.16	15.62	16.10	16.58	17.07	17.58	18.12	18.66
		Annual	30,638.40	31,532.80	32,489.60	33,488.00	34,486.40	35,505.60	36,566.40	37,689.60	38,812.80
O5	Vacant	Hourly	15.88	16.36	16.85	17.35	17.87	18.41	18.96	19.54	20.12
		Annual	33,030.40	34,028.80	35,048.00	36,088.00	37,169.60	38,292.80	39,436.80	40,643.20	41,849.60
O6	Library Assistant Office Assistant I Operations Maintenance Tech	Hourly	16.67	17.17	17.69	18.22	18.77	19.33	19.91	20.51	21.13
		Annual	34,673.60	35,713.60	36,795.20	37,897.60	39,041.60	40,206.40	41,412.80	42,660.80	43,950.40
O7	Vacant	Hourly	17.49	18.01	18.56	19.11	19.70	20.28	20.89	21.53	22.16
		Annual	36,379.20	37,460.80	38,604.80	39,748.80	40,976.00	42,182.40	43,451.20	44,782.40	46,092.80
O8	Office Assistant II Senior Library Asst.	Hourly	18.36	18.92	19.48	20.08	20.68	21.30	21.95	22.60	23.28
		Annual	38,188.80	39,353.60	40,518.40	41,766.40	43,014.40	44,304.00	45,656.00	47,008.00	48,422.40
O9	Court Clerk Police Service Tech Public Service Assistant Utility Tech I Volunteer Specialist	Hourly	19.30	19.87	20.47	21.08	21.72	22.38	23.05	23.74	24.48
		Annual	40,144.00	41,329.60	42,577.60	43,846.40	45,177.60	46,550.40	47,944.00	49,379.20	50,918.40
O10	Engineering Tech I Park Maintenance Tech I Warehouse/Inv Ctrl Tech	Hourly	20.57	21.20	21.82	22.49	23.15	23.84	24.57	25.30	26.07
		Annual	42,785.60	44,096.00	45,385.60	46,779.20	48,152.00	49,587.20	51,105.60	52,624.00	54,225.60
O11	Accounting Tech Human Resource Specialist 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	21.77	22.41	23.09	23.77	24.52	25.23	26.02	26.78	27.60
		Annual	45,281.60	46,612.80	48,027.20	49,441.60	51,001.60	52,478.40	54,121.60	55,702.40	57,408.00
O12	Facilities Maint Tech Fleet Service Tech I GIS Technician Permit Coordinator	Hourly	22.85	23.55	24.24	24.99	25.71	26.51	27.27	28.12	28.95
		Annual	47,528.00	48,984.00	50,419.20	51,979.20	53,476.80	55,140.80	56,721.60	58,489.60	60,216.00

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
O13	Assistant Planner Community Serv Officer Librarian I	Hourly Annual	24.01 49,940.80	24.71 51,396.80	25.48 52,998.40	26.21 54,516.80	27.01 56,180.80	27.82 57,865.60	28.66 59,612.80	29.51 61,380.80	30.40 63,232.00
O14	Accountant <i>Building Inspector I</i> Engineering Tech II Fleet Service Tech II Librarian II	Hourly Annual	25.48 52,998.40	26.21 54,516.80	27.01 56,180.80	27.82 57,865.60	28.66 59,612.80	29.51 61,380.80	30.40 63,232.00	31.30 65,104.00	32.24 67,059.20
O15	Associate Planner	Hourly Annual	27.06 56,284.80	27.85 57,928.00	28.70 59,696.00	29.55 61,464.00	30.44 63,315.20	31.34 65,187.20	32.28 67,142.40	33.25 69,160.00	34.25 71,240.00
O16	Building Inspector II Engineering Associate	Hourly Annual	28.38 59,030.40	29.24 60,819.20	30.12 62,649.60	31.02 64,521.60	31.95 66,456.00	32.92 68,473.60	33.89 70,491.20	34.91 72,612.80	35.96 74,796.80
O17	Vacant	Hourly Annual	30.43 63,294.40	31.33 65,166.40	32.27 67,121.60	33.24 69,139.20	34.24 71,219.20	35.27 73,361.60	36.34 75,587.20	37.42 77,833.60	38.55 80,184.00
O18	Project Engineer Senior Planner	Hourly Annual	31.94 66,435.20	32.91 68,452.80	33.88 70,470.40	34.90 72,592.00	35.96 74,796.80	37.03 77,022.40	38.14 79,331.20	39.27 81,681.60	40.46 84,156.80
M4	<i>Management Analyst I</i>	Hourly Annual	24.15 50,232.00	24.87 51,729.60	25.63 53,310.40	26.38 54,870.40	27.18 56,534.40	28.00 58,240.00	28.83 59,966.40	29.69 61,755.20	30.60 63,648.00
M5	Desktop Support Technician	Hourly Annual	25.11 52,228.80	25.85 53,768.00	26.64 55,411.20	27.42 57,033.60	28.25 58,760.00	29.11 60,548.80	29.97 62,337.60	30.87 64,209.60	31.79 66,123.20
M6	Business Systems & Data Analyst Deputy City Recorder Management Analyst II Program Coordinator	Hourly Annual	26.37 54,849.60	27.17 56,513.60	27.99 58,219.20	28.82 59,945.60	29.68 61,734.40	30.58 63,606.40	31.50 65,520.00	32.44 67,475.20	33.42 69,513.60
M8	GIS Coordinator <i>Information Tech Coordinator</i>	Hourly Annual	29.07 60,465.60	29.94 62,275.20	30.82 64,105.60	31.75 66,040.00	32.72 68,057.60	33.70 70,096.00	34.71 72,196.80	35.76 74,380.80	36.83 76,606.40
M10	Network Administrator	Hourly Annual	32.03 66,622.40	32.97 68,577.60	33.97 70,657.60	34.99 72,779.20	36.03 74,942.40	37.12 77,209.60	38.24 79,539.20	39.39 81,931.20	40.57 84,385.60
M13	Econ Development Prog Mgr	Hourly Annual	36.07 75,025.60	37.14 77,251.20	38.26 79,580.80	39.41 81,972.80	40.61 84,468.80	41.81 86,964.80	43.06 89,564.80	44.36 92,268.80	45.69 95,035.20

* italicized positions are not filled.

POLICE

FY 2016/17 SALARY SCHEDULE
EFFECTIVE 7/1/2016

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	27.88	29.00	30.16	31.37	32.62	33.92	35.28	n/a	n/a
		Annual	57,990.40	60,320.00	62,732.80	65,249.60	67,849.60	70,553.60	73,382.40	n/a	n/a
Non-Exempt Police Mgmt 4% Steps											
P2	Police Sergeant	Hourly	33.61	34.97	36.36	37.82	39.35	40.91	42.55	44.25	46.01
		Annual	69,908.80	72,737.60	75,628.80	78,665.60	81,848.00	85,092.80	88,504.00	92,040.00	95,700.80
Exempt Police Management 3% Steps											
P3	Police Lieutenant	Hourly	44.50	45.83	47.21	48.64	50.09	51.58	53.14	54.73	56.38
		Annual	92,560.00	95,326.40	98,196.80	101,171.20	104,187.20	107,286.40	110,531.20	113,838.40	117,270.40
P4	Police Captain	Hourly	48.94	50.42	51.94	53.51	55.10	56.75	58.45	60.20	62.03
		Annual	101,795.20	104,873.60	108,035.20	111,300.80	114,608.00	118,040.00	121,576.00	125,216.00	129,022.40
DM5	Police Chief	Hourly	56.16	57.83	59.57	61.35	63.19	65.10	67.04	69.06	71.12
		Annual	116,812.80	120,286.40	123,905.60	127,608.00	131,435.20	135,408.00	139,443.20	143,644.80	147,929.60

* italicized positions are not filled.

**FY 2016/17 SALARY SCHEDULE
EFFECTIVE 7/01/2016**

EXEMPT MANAGEMENT

Grade	Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
DMA1	<i>Special Projects Manager</i>	Hourly Annual	31.77 66,081.60	32.74 68,099.20	33.72 70,137.60	34.73 72,238.40	35.77 74,401.60	36.85 76,648.00	37.95 78,936.00	39.10 81,328.00	42.42 88,233.60
M12	Park & Recreation Manager Assistant to the City Manager	Hourly Annual	34.33 71,406.40	35.37 73,569.60	36.43 75,774.40	37.53 78,062.40	38.67 80,433.60	39.82 82,825.60	41.00 85,280.00	42.24 87,859.20	43.51 90,500.80
M13	Planning Manager	Hourly Annual	36.07 75,025.60	37.14 77,251.20	38.26 79,580.80	39.41 81,972.80	40.61 84,468.80	41.81 86,964.80	43.06 89,564.80	44.36 92,268.80	45.69 95,035.20
M14	Assistant Finance Director Building Official Civil Engineer Library Manager	Hourly Annual	37.87 78,769.60	39.02 81,161.60	40.18 83,574.40	41.38 86,070.40	42.62 88,649.60	43.90 91,312.00	45.21 94,036.80	46.56 96,844.80	47.96 99,756.80
M15	Engineering Manager City Engineer	Hourly Annual	40.71 84,676.80	41.93 87,214.40	43.18 89,814.40	44.48 92,518.40	45.83 95,326.40	47.20 98,176.00	48.59 101,067.20	50.05 104,104.00	51.54 107,203.20
DM1	Community Services Director Human Resources Director Information Systems Director	Hourly Annual	43.91 91,332.80	45.25 94,120.00	46.60 96,928.00	47.98 99,798.40	49.43 102,814.40	50.92 105,913.60	52.44 109,075.20	54.00 112,320.00	55.64 115,731.20
DM2	Finance Director Public Works Director	Hourly Annual	46.49 96,699.20	47.90 99,632.00	49.34 102,627.20	50.84 105,747.20	52.35 108,888.00	53.92 112,153.60	55.53 115,502.40	57.19 118,955.20	58.93 122,574.40
DM3	Vacant	Hourly Annual	49.49 102,939.20	50.98 106,038.40	52.51 109,220.80	54.08 112,486.40	55.72 115,897.60	57.39 119,371.20	59.10 122,928.00	60.86 126,588.80	62.70 130,416.00
DM4	Assistant City Manager City Attorney Community Development Director	Hourly Annual	50.86 105,788.80	52.37 108,929.60	53.94 112,195.20	55.55 115,544.00	57.23 119,038.40	58.96 122,636.80	60.71 126,276.80	62.53 130,062.40	64.40 133,952.00
DM5	Police Chief	Hourly Annual	56.16 116,812.80	57.83 120,286.40	59.57 123,905.60	61.35 127,608.00	63.19 131,435.20	65.10 135,408.00	67.04 139,443.20	69.06 143,644.80	71.12 147,929.60

* italicized positions are not filled.



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Appendix

salary schedule - non-exempt management

NON EXEMPT MANAGEMENT EMPLOYEES

FY 2016/17 SALARY SCHEDULE
EFFECTIVE 7/01/2016

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	21.79 45,323.20	22.43 46,654.40	23.11 48,068.80	23.80 49,504.00	24.52 51,001.60	25.25 52,520.00	26.01 54,100.80	26.79 55,723.20	27.59 57,387.20
M3	Vacant	Hourly Annual	22.94 47,715.20	23.63 49,150.40	24.34 50,627.20	25.08 52,166.40	25.83 53,726.40	26.60 55,328.00	27.40 56,992.00	28.21 58,676.80	29.07 60,465.60
M4	Vacant	Hourly Annual	24.15 50,232.00	24.87 51,729.60	25.63 53,310.40	26.38 54,870.40	27.18 56,534.40	28.00 58,240.00	28.83 59,966.40	29.69 61,755.20	30.60 63,648.00
M5	<i>Recreation Coordinator</i>	Hourly Annual	25.11 52,228.80	25.85 53,768.00	26.64 55,411.20	27.42 57,033.60	28.25 58,760.00	29.11 60,548.80	29.97 62,337.60	30.87 64,209.60	31.79 66,123.20
M6	Court Administrator Human Resources Analyst <i>Paralegal</i>	Hourly Annual	26.37 54,849.60	27.17 56,513.60	27.99 58,219.20	28.82 59,945.60	29.68 61,734.40	30.58 63,606.40	31.50 65,520.00	32.44 67,475.20	33.42 69,513.60
M7	Recreation Supervisor	Hourly Annual	27.66 57,532.80	28.50 59,280.00	29.36 61,068.80	30.23 62,878.40	31.14 64,771.20	32.08 66,726.40	33.03 68,702.40	34.02 70,761.60	35.04 72,883.20
M8	Police Services Supervisor	Hourly Annual	29.07 60,465.60	29.94 62,275.20	30.82 64,105.60	31.75 66,040.00	32.72 68,057.60	33.70 70,096.00	34.71 72,196.80	35.76 74,380.80	36.83 76,606.40
M9	Access Services Supervisor Public Service Supervisor Pohl Center Supervisor	Hourly Annual	30.53 63,502.40	31.44 65,395.20	32.39 67,371.20	33.34 69,347.20	34.35 71,448.00	35.38 73,590.40	36.44 75,795.20	37.54 78,083.20	38.67 80,433.60
M10	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly Annual	32.03 66,622.40	32.97 68,577.60	33.97 70,657.60	34.99 72,779.20	36.03 74,942.40	37.12 77,209.60	38.24 79,539.20	39.39 81,931.20	40.57 84,385.60
M11	<i>Accounting Supervisor</i> Water Division Mgr	Hourly Annual	33.63 69,950.40	34.63 72,030.40	35.68 74,214.40	36.74 76,419.20	37.87 78,769.60	39.02 81,161.60	40.18 83,574.40	41.38 86,070.40	42.62 88,649.60

* italicized positions are not filled.

adopted budget – Financial program which forms the basis for appropriations. Adopted by the governing body after the budget committee has approved the budget. This is the document legally setting dollar amounts by categories.

ad valorem tax – A property tax computed as a percentage of the value of taxable property. See “Assessed Value.”

appropriation – Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any, and is presented in a resolution or ordinance adopted by the governing body. (ORS 294.311 (3))

assessed value – The value set on real and personal taxable property as a basis for levying taxes. Is the lesser of the property’s maximum assessed value or real market value.

audit – The annual review and appraisal of a municipal corporation’s accounts and fiscal affairs by an independent CPA and/or the Secretary of State. A legal requirement in Oregon.

audit report – A report made by an auditor expressing an opinion as to the propriety of a local government’s financial statements.

budget – Written report showing the local government’s comprehensive financial plan for one fiscal year. Must include a balanced statement of actual revenues and expenditures during each of the last two years, estimated revenues and expenditures for the current and upcoming year. (See ORS 294-311 (4))

budget committee – Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters from the district. (See ORS 294.336)

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

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

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

contingency – A line item appropriation found within an operating fund for certain unforeseen expenditures and cannot be made as a substitute for expenditures which are anticipated. Using money from the contingency requires a resolution or ordinance.

debt service fund – A fund established to account for payment of long-term debt principal and interest. Debt service funds are often further classified by type of debt.

enterprise fund – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. Examples of enterprise funds are those for water, sewer, gas and electric utilities, swimming pools, airports, parking garages, transit systems, and ports.

expenditures – The total amount of incurred for fiscal year for a line item within the budget, on an annual accrual basis.

fiscal year – A 12 month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. July 1 – June 30 for local governments. (See ORS 294.311 (13))

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
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 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	-	-	-	-	-	-
BEGINNING FUND BALANCE	-	-	-	-	-	-
Interest on Investments	917	796	-	-	-	-
INVESTMENT EARNINGS	917	796	-	-	-	-
BANCROFT BOND FUND	917	796	-	-	-	-

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Transfers Out - General Fund	-	181,745	-	-	-	-
TRANSFERS OUT	-	181,745	-	-	-	-
BANCROFT BOND FUND	-	181,745	-	-	-	-



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	-	-	-	-	-	-
BEGINNING FUND BALANCE	-	-	-	-	-	-
Interest on Investments	2,416	2,099	-	-	-	-
INVESTMENT EARNINGS	2,416	2,099	-	-	-	-
LOCAL IMPROVEMNT DISTRICT FUND	2,416	2,099	-	-	-	-

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Transfers Out - General Fund	-	479,042	-	-	-	-
TRANSFERS OUT	-	479,042	-	-	-	-
LOCAL IMPROVEMNT DISTRICT FUND	-	479,042	-	-	-	-



Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Beginning Fund Balance	1,077,104	1,086,366	-	-	-	-
BEGINNING FUND BALANCE	1,077,104	1,086,366	-	-	-	-
Interest on Investments	5,725	3,581	-	-	-	-
INVESTMENT EARNINGS	5,725	3,581	-	-	-	-
System Fees -Washington County	3,076	18,461	-	-	-	-
FEES & CHARGES	3,076	18,461	-	-	-	-
Other Misc Income	461	1,236	-	-	-	-
MISCELLANEOUS	461	1,236	-	-	-	-
ROAD DEVELOPMENT FUND	1,086,366	1,109,645	-	-	-	-

Account Description	Actual FY 14-15	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Approved FY 17-18	Adopted FY 17-18
Transfers Out - Road Operating	-	1,109,645	-	-	-	-
TRANSFERS OUT	-	1,109,645	-	-	-	-
ROAD DEVELOPMENT FUND	-	1,109,645	-	-	-	-



TUALATIN *ON THE MOVE*

Connecting families, community,
business and volunteers