

City of

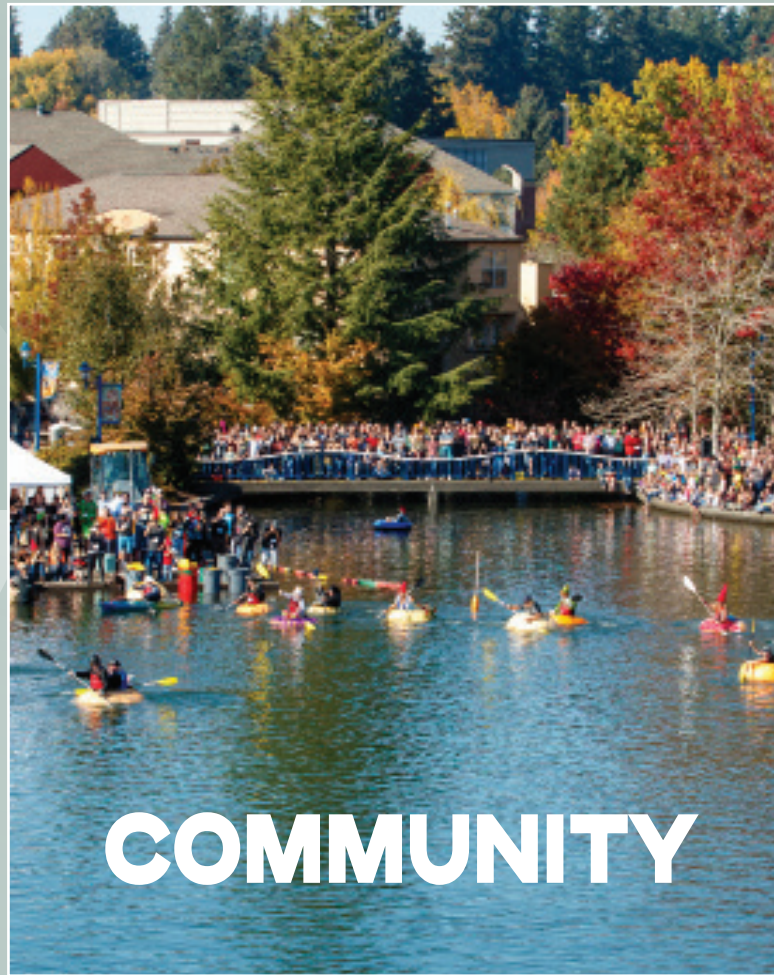
# TUALATIN

Oregon

**WELCOMING**



**COMMUNITY**



**2019-2020  
ADOPTED  
BUDGET**





# City of Tualatin



## CITY OF TUALATIN, OR

### 2019-2020 ADOPTED BUDGET



**"Dedicated to Quality Service for Our Citizens"**

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City of Tualatin

Adopted  
2019/2020 Budget



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# City of Tualatin, OR Annual Budget

**For the Fiscal Year  
July 1, 2019 - June 30, 2020**

## **CITY LEADERSHIP:**

Frank Bubenik, *Mayor*

Maria Reyes, *Council Member, Position #1*

Paul Morrison, *Council Member, Position #2*

Bridget Brooks, *Council Member, Position #3*

Robert Kellogg, *Council Member, Position #4*

Nancy Grimes, *Council Member, Position #5*

Vacant, *Position #6*

## **BUDGET COMMITTEE:**

Monique Beikman

Chris Brune

John Hannam

Cyndy Hillier

Rebekah Morse

Valerie Pratt

Brittany Valli

## **EXECUTIVE LEADERSHIP TEAM:**

Sherilyn Lombos, *City Manager*

Sean Brady, *City Attorney*

Jeff Fuchs, *Public Works Director*

Ross Hoover, *Parks & Recreation Director*

Don Hudson, *Assistant City Manager/Finance Director*

Aquilla Hurd-Ravich, *Community Development Director*

Bates Russell, *Information & Maintenance Services Director*

Stacy Ruthrauff, *Human Resources Director*

Bill Steele, *Police Chief*

Jerianne Thompson, *Library Director*

Tanya Williams, *Deputy City Manager*

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# City of Tualatin | *City Council Members*



**Mayor**  
**Frank Bubenik**



**Councilor - Position 1**  
**Maria Reyes**



**Councilor - Position 2**  
**Paul Morrison**



**Councilor - Position 3**  
**Bridget Brooks**



**Councilor - Position 4**  
**Robert Kellogg**



**Councilor - Position 5**  
**Nancy Grimes**



**Councilor - Position 6**  
**Vacant**





*City Manager*

# Executive Management Team



*Police Chief*



*Public Works Director*



*Community Development Director*



*Parks & Recreation Director*



*Library Director*



*City Attorney*



*Assistant City Manager/  
Finance Director*



*Human Resources Director*



*Information & Maintenance  
Services Director*



*Deputy City Manager*

**Bill Steele**

**Jeff Fuchs**

**Aquilla Hurd-Ravich**

**Ross Hoover**

**Jerianne Thompson**

**Sean Brady**

**Don Hudson**

**Stacy Ruthrauff**

**Bates Russell**

**Tanya Williams**

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# What's Inside...

## READER'S GUIDE

1	Budget Document Layout
2	Tualatin's Profile and Demographics
5	Principal Employers
6	Maps
8	City Council 2030 Vision
9	Budget Process
13	Basis of Budgeting
14	Fund Structure
15	Funding Sources
17	Description of Funds
19	City-wide Organization Chart
20	Advisory Committees and Boards

## BUDGET MESSAGE

23	Budget Message
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## BUDGET SUMMARY

31	Where the Money Comes From
32	Where the Money Goes
33	Total Fund Summary
34	Changes in Fund Balance
35	Summary by Fund

## REVENUES

57	Current Revenue by Source
58	Revenue Sources
59	Overview of Property Taxes
63	Property Tax Summary
64	Revenue by Fund

## EXPENDITURES

89	Policy and Administration
92	City Council
94	Administration
97	Finance
99	Municipal Court
101	Legal
103	Information Systems
105	Fleet Maintenance
108	Building Maintenance
111	Vehicle Replacement

## EXPENDITURES (continued)

113	General Fund Non-Departmental
117	Community Development
122	Building
125	Community Services
128	Parks and Recreation
131	Library
134	Parks Maintenance
137	Park Development Fund
139	Tualatin Scholarship Fund
141	Public Safety
144	Police
149	Public Works
152	Public Works Administration
154	Engineering
156	Water
157	Water Operating Fund
161	Water Development Fund
163	Sewer
165	Sewer Operating Fund
167	Sewer Development Fund
169	Stormwater
170	Stormwater Operating Fund
172	Stormwater Development Fund
174	Streets
175	Road Utility Fee Fund
177	Road Operating Fund
180	Transportation Development Tax Fund
182	Transportation Project Fund
184	Core Area Parking District Fund
186	Tualatin Service Center Project Fund

## DEBT SERVICES

189	Summary
190	Summary of Requirements
191	General Obligation Fund
193	Enterprise Bond Fund
195	Schedule of Future Debt Service
196	Ratios of Bonded Debt Outstanding
197	Direct and Overlapping Debt
198	Computation of Legal Debt Margin

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## **CAPITAL IMPROVEMENT PROGRAM**

199	Summary
202	Projects Included in 2019/2020 Budget
204	Project Summary by Category
209	Project Summary by Funding Source

## **TUALATIN DEVELOPMENT COMMISSION**

215	Tualatin Development Commission
217	Summary of Requirements
218	TDC Administration Fund
221	Central Urban Renewal District Projects Fund
224	Leveton Projects Fund

## **APPENDIX**

227	Financial Policies
233	Authorized Positions
237	Salary Schedule: AFSCME Local 422
239	Salary Schedule: Police
240	Salary Schedule: Exempt Management
241	Salary Schedule: Non-Exempt Management
242	Definition of Terms
244	Acronyms
246	Closed Funds

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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, 2018**

*Christopher P. Morill*

Executive Director

*The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Tualatin, Oregon** for its annual budget for the fiscal year beginning **July 01, 2018**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.*

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

*The Certificate of Achievement for Excellence in Financial Reporting has been awarded to City of Tualatin by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.*

*The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.*



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**City of Tualatin  
Oregon**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2017**

*Christopher P. Morill*

Executive Director/CEO



## 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 provides an overview and explanation of property tax revenues.

### Budget Message

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

### Budget Summary

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

## Revenues

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

## Expenditures

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

## Debt Service

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

## CIP (Capital Improvement Plan)

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

## Tualatin Development Commission

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

## Appendix

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

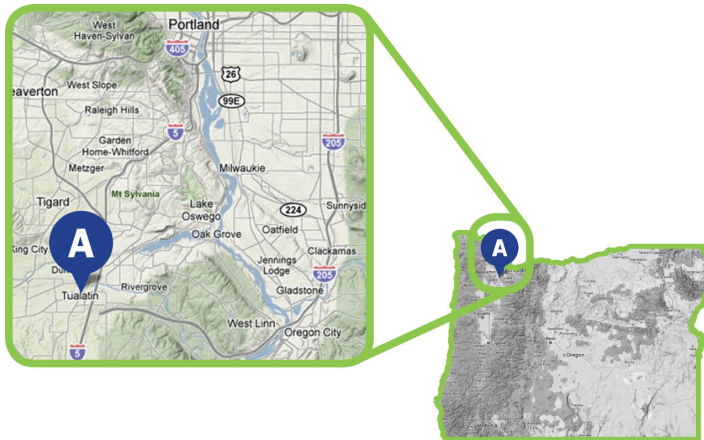


## WELCOME TO TUALATIN!

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

### LOCATION

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



#### DISTANCE FROM TUALATIN

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

### DEMOGRAPHICS

Throughout the last 20 years, the City of Tualatin has been one of the fastest growing cities in Oregon. Unlike many other sprawling regions, Tualatin continues to maintain a high standard of living, yet remains an affordable place to locate a family. Tualatin is also part of a large educated and skilled regional workshed.

#### LOCAL ATTRIBUTES 2017 EST.

- Median Age: **38.2**
- Hispanic or Latino: **17.3%**
- Median Household Income: **\$72,580**
- High School Graduate or Higher: **93.9%**
- Bachelor's Degree or Higher: **44.9%**

#### REGIONAL WORKFORCE ATTRIBUTES 2017 EST.

- Bachelor degree and higher: **36.5%**
- K-12 graduation rate: **90.5%**
- Regional workforce: **1.3 Million**
- Median household income: **\$71,931**
- Largest Employer: **Intel**

#### POPULATION GROWTH

	2010 Population	2017 Population Est.	% Growth
City of Tualatin	26,160	27,135	4%
Portland Region	2,226,009	2,453,168	10%
State of Oregon	3,831,074	4,025,127	5%



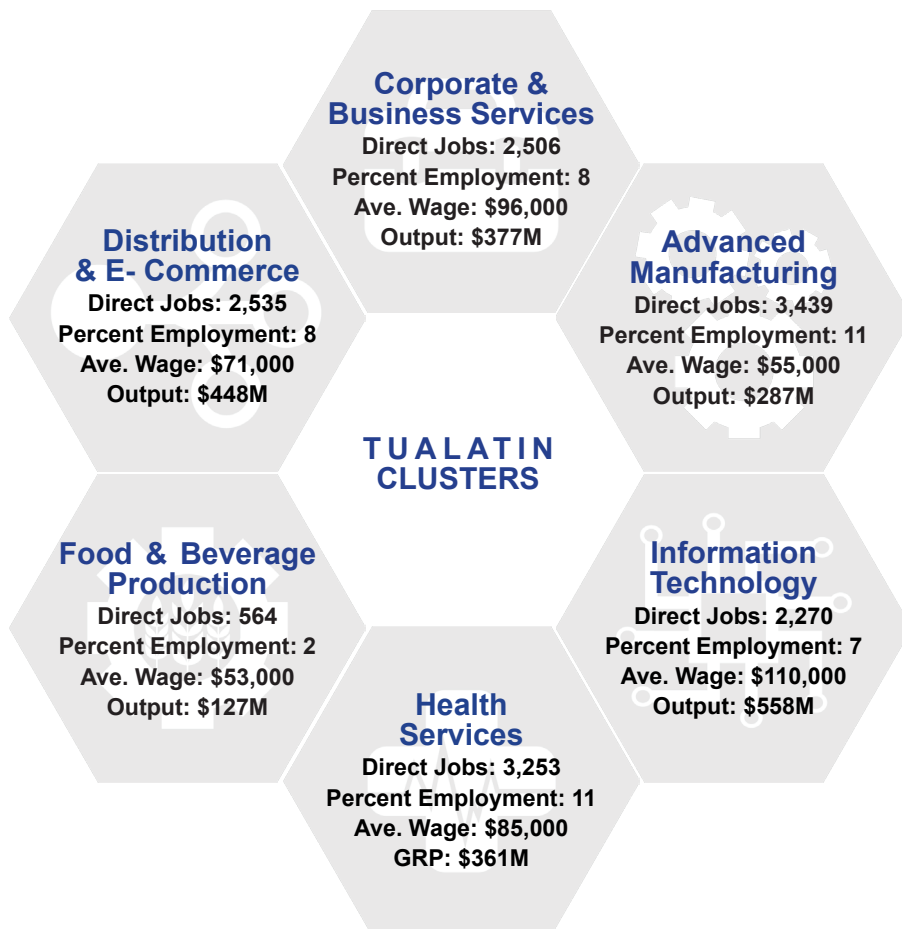


## TUALATIN'S ECONOMY

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 47% of local employment and a direct impact of over \$1.8 billion in annual output. Taken together, the average income among jobs in these clusters is \$75,000 compared to a total average of \$58,000.



## BY THE NUMBERS

### BUSINESS & EMPLOYEES

**1,713**

Number of Business Licenses

**30,775**

Number of Employees in Tualatin

**\$1.8 BILLION**

Total Payroll in Tualatin

**3.6%**

Local Unemployment Rate

### BUILDING INVENTORY

**11.6 MILLION**

Total sq.ft Industrial Space

**1.2 MILLION**

Total sq.ft office space

### INDUSTRY CLUSTERS

**47%**

Local jobs in key industry clusters

**\$2 BILLION**

Annual value output from industry clusters

**\$75,000**

Average wage among industry clusters

**\$58,000**

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 life-style shopping center that includes over 90 retail stores and restaurants.

### SCHOOLS

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

### PARKS

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

### RECREATION

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



## CITY OF TUALATIN

## PRINCIPAL EMPLOYERS

## CURRENT YEAR AND NINE YEARS AGO

June 30, 2018

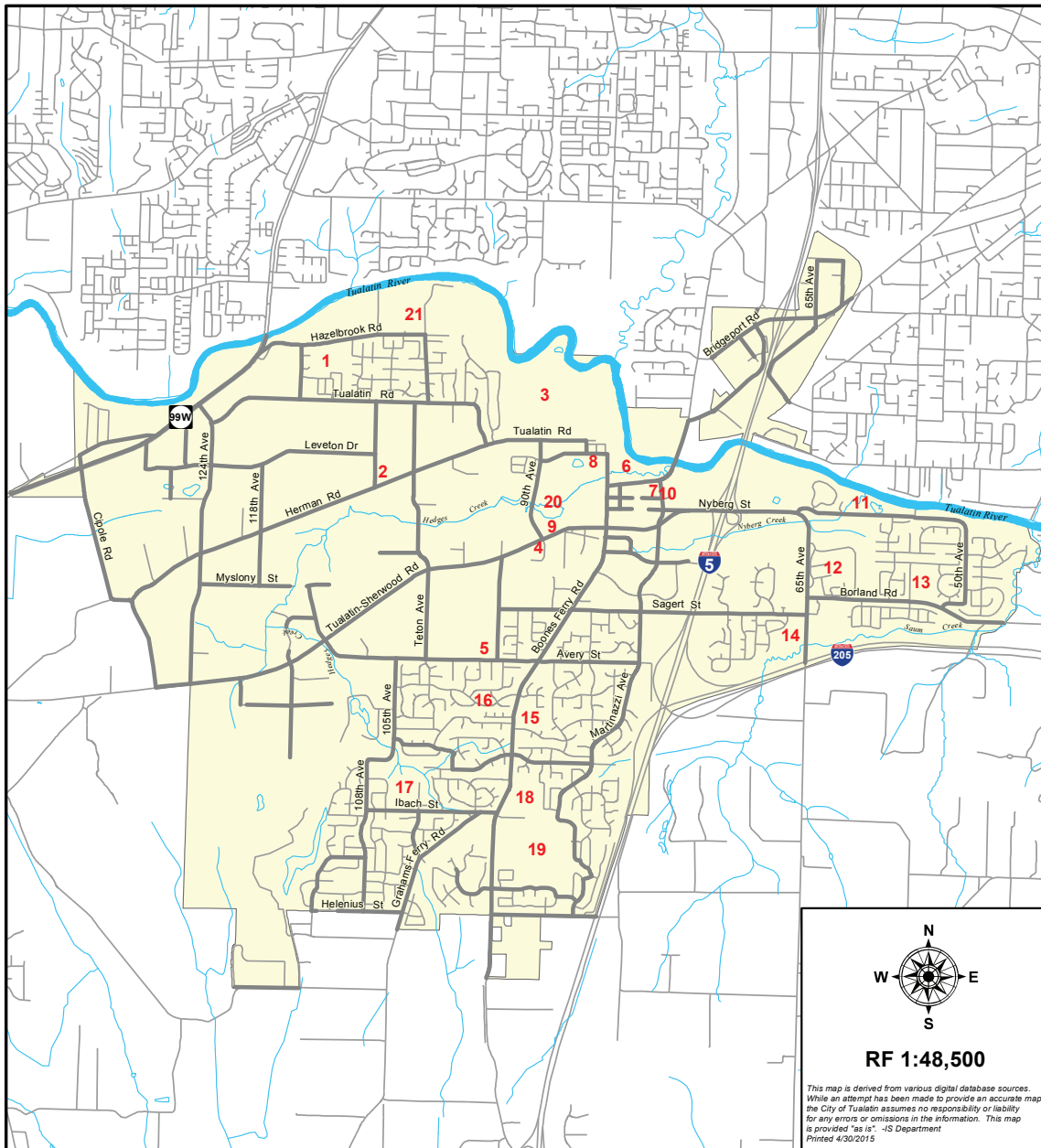
Employer	2018			2009		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Lam Research Corporation	1,491	1	5.20%	400	5	1.90%
Legacy Meridian Park Hospital	900	2	3.14%	823	1	3.91%
Nortek Air Solutions (formerly CES Group LLC)	650	3	2.27%	-	-	-
Pacific Foods of Oregon, Inc	603	4	2.10%	-	-	-
Portland General Electric	478	5	1.67%	314	6	1.49%
United Parcel Service	478	6	1.67%	512	2	2.43%
ClubSport Oregon	400	7	1.40%	-	-	-
Metro West Ambulance	367	8	1.28%	-	-	-
Pacific Furniture Industries	350	9	1.22%	-	-	-
Creganna Medical (formerly Precision Wire)	349	10	1.22%	-	-	-
GE Security	-	-	-	500	3	2.37%
Tigard-Tualatin School District	-	-	-	421	4	2.00%
DPI Specialty Foods Northwest	-	-	-	300	7	1.42%
Milgard Windows	-	-	-	275	8	1.31%
Fred Meyer	-	-	-	273	9	1.30%
Cyberrep of Oregon, Inc.	-	-	-	250	10	1.19%
	<u>6,066</u>			<u>4,068</u>		
Total City employment			<u>28,664</u>			

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



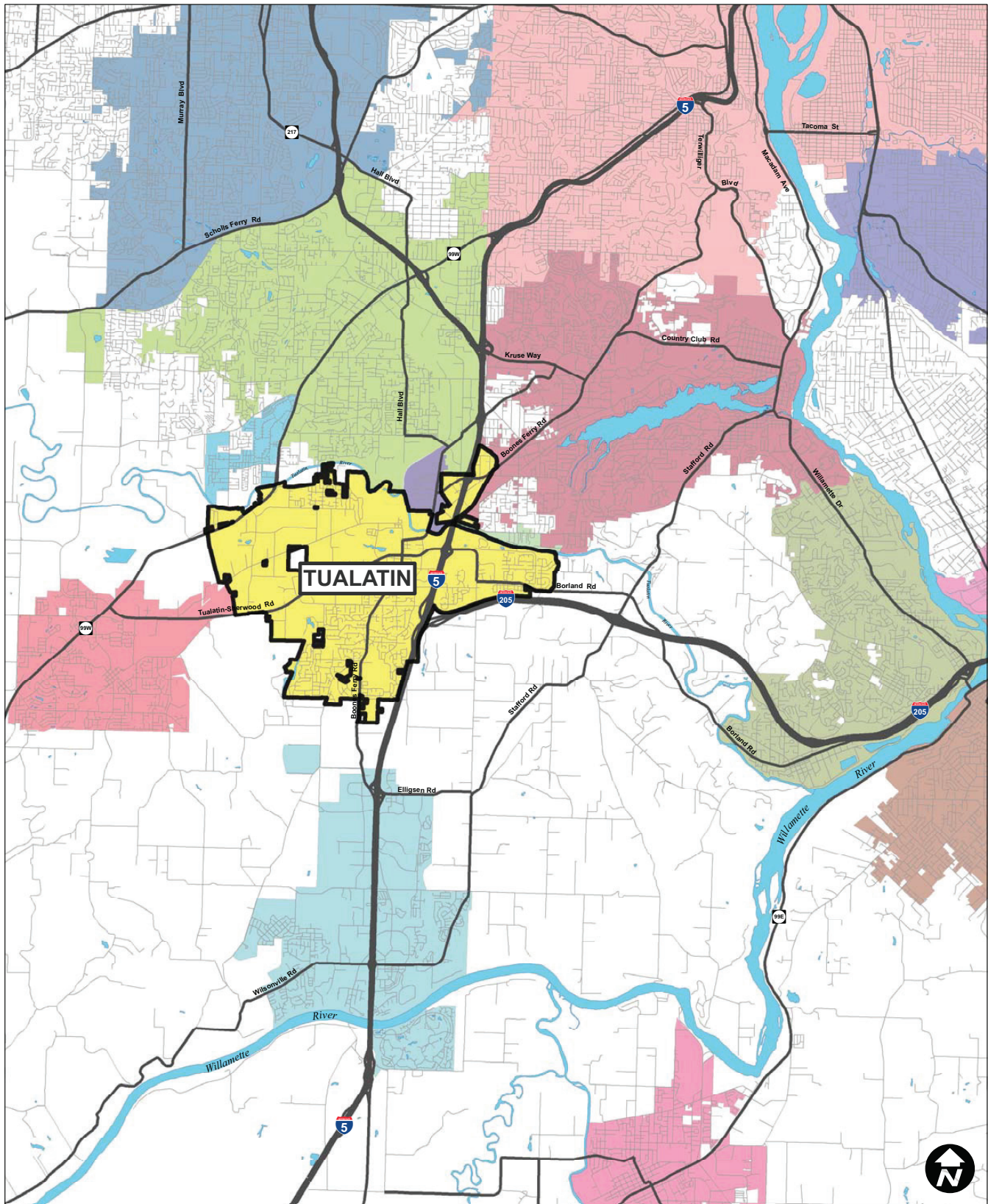
## Tualatin, Oregon Points of Interest

TUALGIS



- |  |                                   |
|--|-----------------------------------|
| 1. Hazelbrook Middle School  | 11. Brown's Ferry Park            |
| 2. City Operations Center  | 12. Legacy Meridian Park Hospital |
| 3. Tualatin Country Club   | 13. Bridgeport Elementary School  |
| 4. Tualatin Valley Fire & Rescue Station   | 14. Atfalati Park                 |
| 5. Tualatin Elementary School  | 15. Little Woodrose Nature Park   |
| 6. Tualatin Community Park, Park Office,<br>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

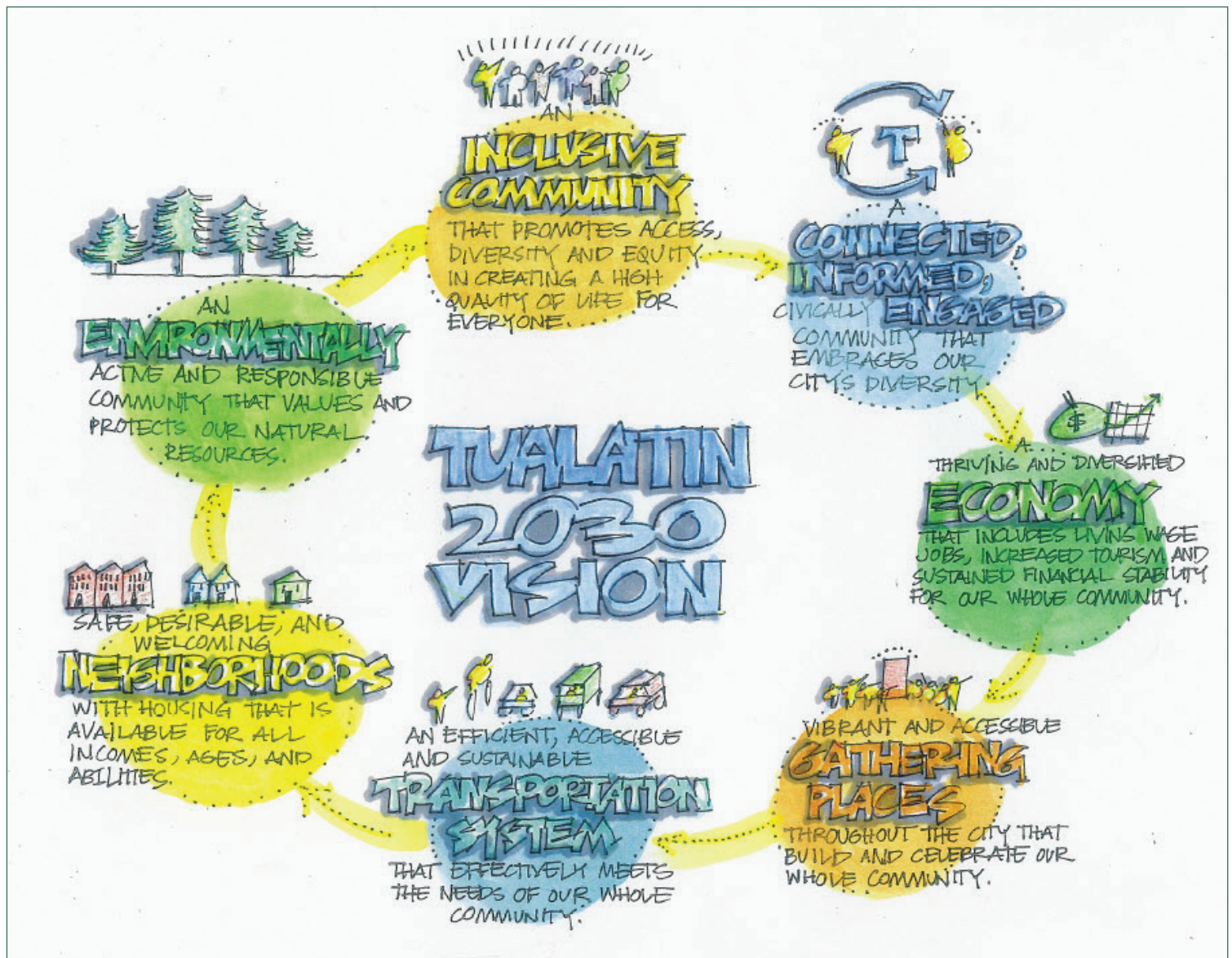






# CITY COUNCIL 2030 VISION

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 is the City Manager for the City of Tualatin. 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, along with City staff, 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 plans to pay for the services that are provided to the City's citizens and customers.

There are six types of funds used in the City of Tualatin budget:

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

**Capital Project Funds** – 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 Funds** – records the repayment of general obligation bonds, as well as debt related to Enterprise activities. The expenditures in the fund are the debt principal and interest payments. Money dedicated to repay debt cannot be used for any other purpose.

**Enterprise Funds** – records the resources and expenses of acquiring, operating, and maintaining the City's utility systems.

**Internal Services Funds** – records the resources and expenses of providing services to internal functions of the city, such as the acquisition of vehicles that are part of the city's fleet.

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; and columns for the budget approved by the budget committee and the final budget adopted by the city 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 or the City's Finance Director.

### 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 Budget," 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

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. The resolution 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. 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, the City must submit two copies of the resolution 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.

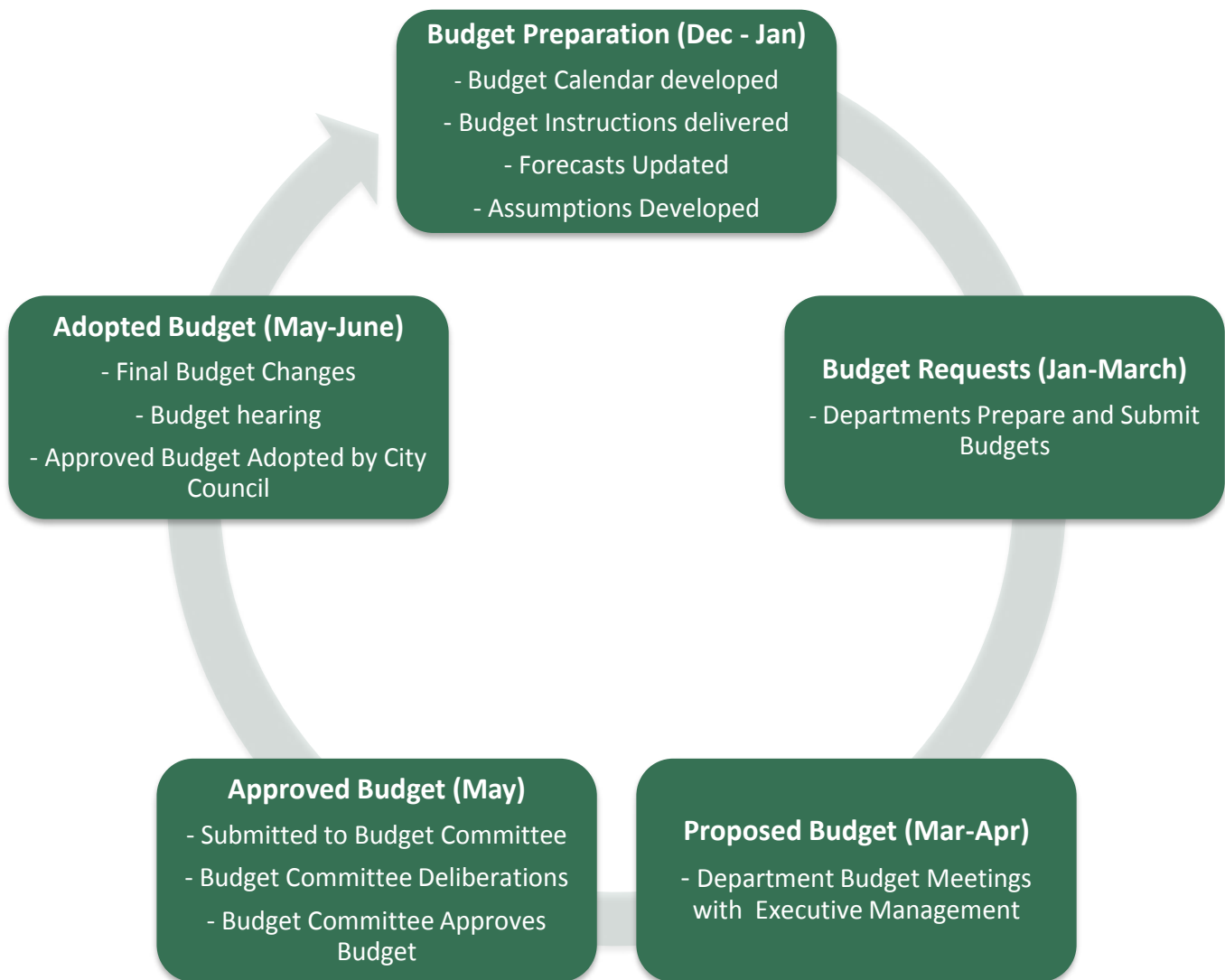
In addition to the county tax assessor's copies, a copy of the resolutions required by Oregon Revised Statutes 221.760 and 221.770 must be submitted to the Oregon Department of Administrative Services by July 31, in order to receive the City's share of certain State Shared Revenues. Finally, a copy of 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, the City can 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" and customized by the City of Tualatin



## 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

Stormwater Operating Fund

Enterprise Bond Fund

Water Development Fund

Sewer Development Fund

Stormwater Development Fund

### Special Revenue

Building Fund

Road Utility Fee Fund

Road Operating Fund

Core Area Parking District Fund

Tualatin Scholarship Fund

Transportation Development Tax Fund

### Debt Service

General Obligation Bond Fund

### Capital Projects

Park Development Fund

Transportation Project Fund

Tualatin Service Center Fund

### Internal Service

Vehicle Replacement 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 2019-20 budget is considered a balanced budget as total resources are equal to total requirements in each fund.

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

**Funding Sources (continued)**

Program/Section	Departments	Fund
Public Works (continued)	Utilities - Stormwater	
	- Operating	Stormwater Operating Fund
	- Development	Stormwater Development Fund
	Utilities - Street	
	- Road Utility	Road Utility Fee Fund
	- Road Operating	Road Operating Fund
	- Transportation Dev. Tax	Transportation Dev. Tax Fund
	Transportation Project	Transportation Project Fund
	Core Area Parking District	Core Area Parking District Fund
	Tualatin Service Center	Tualatin Service Center 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 the accumulation of dollars for future vehicle purchases for the funds that use the vehicles.

### Governmental Funds

**General Fund (Major 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.

**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:

*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.

*Road Utility Fee Fund* - Accounts for road utility fees from 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 and vehicle license fees received from the State of Oregon and Washington and Clackamas Counties 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.

*TDC 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.

*Enterprise Bond Fund* - Accounts for debt service financing for the water reservoir construction and other improvements to the water system, in addition to the construction of the City's warehouse.

### 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:

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



*Transportation Project Fund* (Major Fund) - Accounts for the proceeds of the city's Transportation Bond to finance transportation projects throughout the City.

*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.

*Tualatin Service Center Fund* - Accounts for the construction of a new service center for community development and utility services.

### **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* (Major 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.

#### **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.

#### **Stormwater Operations**

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

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

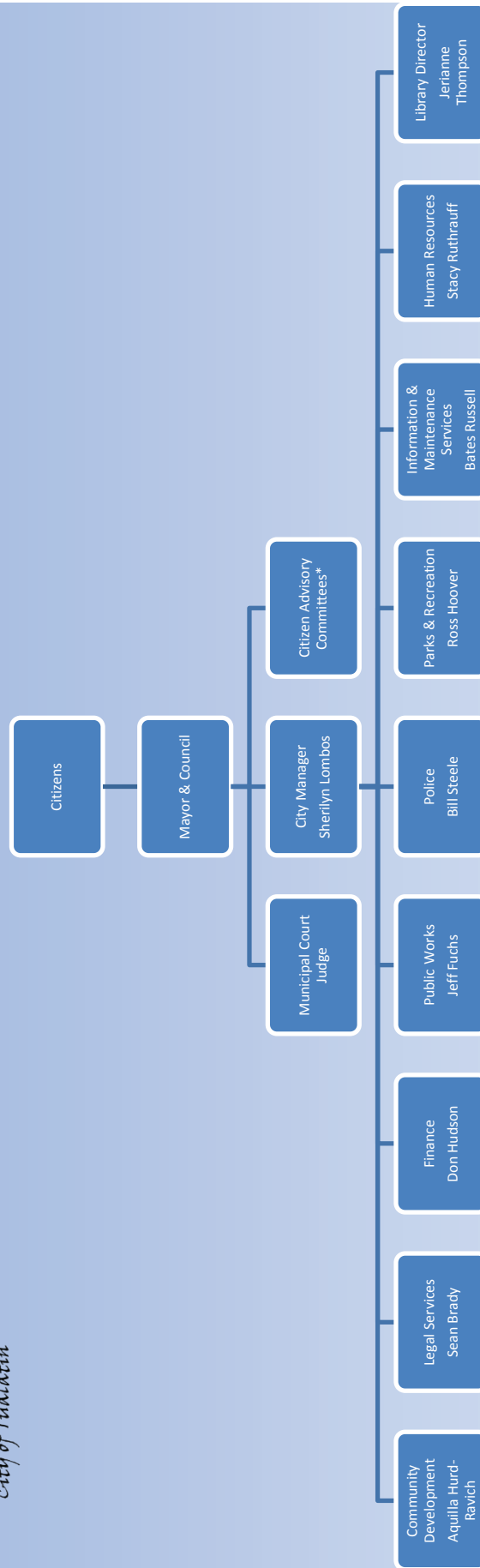
### **Internal Service Funds**

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.

*Vehicle Replacement Fund* - Accounts for the accumulation of resources from funds that have vehicles as part of the city's fleet. Resources will be used to purchase a replacement vehicle when the original vehicle reaches the end of its useful life.



## City of Tualatin Organization



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

Nancy Grimes  
Skip Stanaway  
Nichole George  
Patrick Gaynor  
Chris Goodell  
Carol Bellows  
Lisa Quichocho  
John Medvec

### **Jurisdiction**

Chair/Council  
Citizen  
Citizen  
Citizen  
Citizen  
Citizen  
Citizen  
Alternate

## 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**

Bridget Brooks  
Buck Braden  
Mason Hall  
Janet Steiger Carr  
Kathleen Silloway  
Mahathi Sridhar  
Dawn Upton  
Brett Hamilton

### **Jurisdiction**

Council  
Chair/Citizen  
Citizen  
Citizen  
Citizen  
Citizen  
Citizen  
Citizen

## Budget Advisory Committee

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

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

### **Members**

Cyndy Hillier  
John Hannam  
Monique Beikman  
Brittany Valli  
Chris Brune  
Rebekah Morse  
Valerie Pratt

### **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.

### **Members**

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

### **Jurisdiction**

Council  
Chair/Citizen  
Citizen  
Citizen  
Citizen  
Citizen  
Citizen

## Library Advisory Committee

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

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

### **Members**

Thea Wood  
Nicholas Schiller  
David Jaimes  
Laura Stewart  
Alan Feinstein  
Marcus Young  
Jackie Milne

### **Jurisdiction**

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

### **Members**

Valerie Pratt  
Beth Dittman  
Christen Sacco  
Dana Paulino  
Anthony Warren  
Josh Huffman  
Dennis Wells

### **Jurisdiction**

Chair/Citizen  
Vice Chair/Citizen  
Citizen  
Citizen  
Citizen  
Citizen  
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**

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

### **Jurisdiction**

Chair/Citizen  
Vice Chair/Citizen  
Citizen  
Citizen  
Citizen  
Citizen



City of Tualatin

Adopted  
2019/2020 Budget





# 2019/2020 BUDGET MESSAGE



May 2019

Honorable Mayor Bubenik

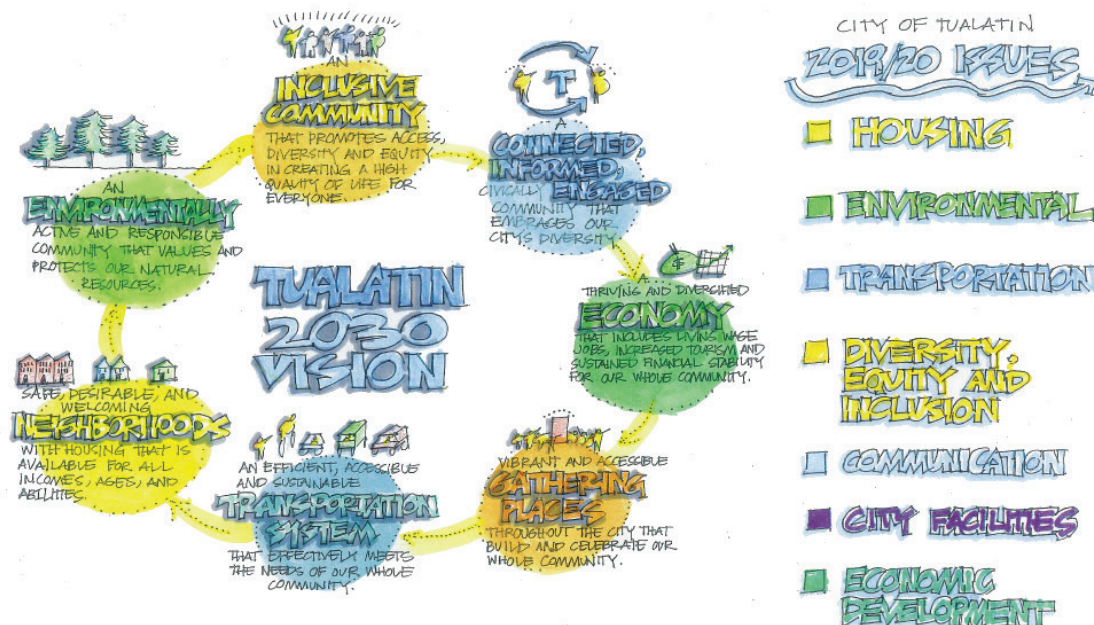
Members of the Tualatin City Council and Tualatin Development Commission

Members of the Tualatin Budget Committee

Tualatin Community Members

Every year as the City's departments put together their budgets, I get the opportunity to reflect on the great services that we provide to our community and customers. From our Police Department working to keep everyone safe, to our Public Works staff keeping our infrastructure safe and operational, to all the other City departments caring for our customers, both internal and external. Throughout the year, I see and hear many examples of the excellence of our employees and services. During the budget process, I get to sit down with every department and talk about levels of service and what it takes to provide their services. We are very fortunate to have a great group of employees that not only care about our community and customers, but care about being prudent and responsible with their budgets. In the following pages, my hope is that you will observe how fiscally responsible the fiscal year 2019/2020 budget is, as I explain some of the highlights and changes found within the numbers.

Of course, all that we do starts with our policy makers, the Tualatin City Council. In January, the City of Tualatin swore in a new mayor for the first time in almost 25 years. Additionally, two new Councilors took their seats at the dais. While change can be scary, with this change there is a renewed excitement emanating from the elected officials, which carries throughout the organization. This excitement was evident when the City Council and executive team went through a two day Council Advance, where this new council worked on their 2030 Vision, identifying the issues for the organization and the city for the 2019/2020 fiscal year. What came out of their work were seven vision statements that will help guide the Council and Staff in the coming years. The diagram below is a visual representation of this vision.





The fiscal year 2019/2020 budget was put together with the Council's vision in mind. As you go through the Proposed Budget, you will see that we have addressed a number of these issues and vision statements.

One of the most exciting programs this year is the Tualatin Moving Forward project that is being funded by the proceeds of a \$20 million transportation bond that was passed by the Tualatin voters in May 2018. The bonds were sold in August 2018 at a premium, largely due to the creditworthiness of the City. Our robust financial position and sound management were two important factors in Moody's affirming a strong Aa1 rating for the bonds. This premium resulted in the bonds achieving \$22.8 million in proceeds, giving the City more money to spend on projects. Tualatin Moving Forward focuses on Tualatin's three most pressing transportation issues:



Congestion Relief



Neighborhood Safety



Safe Access to Schools

Bond projects associated with this program are budgeted in the Transportation Project Fund.

Two new funds debut in the fiscal year 2019/2020 budget. City facility needs have been on the radar screen for a number of years, as staff is spread out in seven different buildings, including one leased space. In order to better serve our customers and be more efficient in providing services, we are in the process of designing and constructing the Tualatin Service Center on our Operations Center property. This building will house our development services and utility functions, creating a one-stop shop for the development community, as well as allowing for more efficient communication and work flows for the City departments that work together in our Community Development, Public Works, and Maintenance departments.

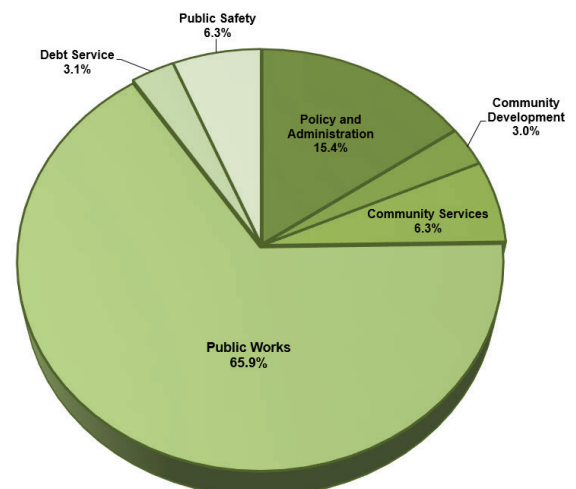
The second new fund is a Vehicle Replacement Fund. Previously, replacement vehicles have been fully funded in the year they were purchased, utilizing one-time revenues in the fund that accounts for the service provided using the vehicle. It is a better approach to save for the purchase by setting aside money annually to have the replacement value available in the year of the new vehicle purchase. We have calculated the annual dollars needed to replace vehicles supporting our utility functions and have started saving those dollars in this new fund. Our hope is to add vehicles supporting General Fund services beginning in the 2020/2021 fiscal year.

With these new projects and funds, the City of Tualatin budget is increasing 9.1% over the adopted, and amended, 2018/2019 budget, to \$130,002,765. Other reasons for this increase are explained within the following pages.

## Expenditures

The expenditure budget is included behind the Expenditures tab and is divided into 5 sections that group like functions of City operations together:

- Policy & Administration
- Community Development
- Community Services
- Public Safety
- Public Works



Debt Service, making up 3.1% of total expenditures, is located in the Debt Service section of the budget document.

In the following sections of the budget message, each group's mission is identified, along with how each group's budgets have changed from the 2018/2019 budget. The mission of each section is important in delivering services and working towards the Council's vision.

Before I get into each section, it is necessary to address the elephant in the room of many governmental budgets - the impact of increases to Public Employee Retirement System (PERS) costs. PERS expenses are calculated as a percentage of salary and this contribution rate is increasing by a weighted average of about 4.5%. The weighted average is based on the number of employees and total salaries in each of the three separate PERS contribution rates we have: Tier 1/Tier 2, Oregon Public Service Retirement Plan (OPSRP) – Police, and OPSRP – General. Contribution rates are lower for OPSRP than they are for Tier 1/ Tier 2 employees. As longer-term Tier 1/Tier 2 employees, earning salaries at the top of a salary range, retire and are replaced with employees earning salaries at lower steps of the range who are enrolled in OPSRP, the impact of the PERS rate increases is less than anticipated. Our increased PERS rates are a big portion of the 5.2% increase in personal services and impact each section throughout the expenditure budgets.

*Policy and Administration – “Articulates Tualatin’s vision and directs government in the role of managing, supporting, and facilitating the achievement of that vision by supporting staff, programs, and projects. Provides legal, technical, financial, and physical support and guidance.”*

The Policy and Administration budget increased 15.2%, including transfers, reserves and contingencies, primarily due to the addition of the Vehicle Replacement Fund, the transfer of capital reserve funds to the newly created Tualatin Service Center Project Fund and a 5.1% increase in General Fund reserves and contingencies. The materials and services category is seeing increases as costs to provide services are increasing, but additional funds are budgeted for technology upgrades, and centralizing copier lease expenditures across the organization into the Information Services budget. We are also including budget dollars to contract for translation services to update all the City's forms into Spanish to help towards our diversity and inclusion goals.

Additionally, effective May 2018, the City's local Transient Lodging Tax went into effect, providing additional dollars related to tourism activities. Tourism related funds budgeted in this section include contracting with the Tualatin Chamber of Commerce for visitor services, an all-inclusive Tualatin Activities Guide and development of an Ice Age Geological Trail tourism video. We are also funding services to increase the City's digital photo library to be used in tourism marketing.





*Community Development – “Supports development of a healthy economy and a livable, thriving, and safe community by providing technical expertise and advice on land development, building safety, and supporting businesses.”*

Community Development provides planning and building inspection services and is increasing 4.9% over the previous year’s budget, primarily related to the personal services category increases for the PERS impact. Upgrades to the building permit computer system, which allows for increased online inspection and payment services, is included in the budget. With this increased online environment, the costs related to credit card payments has increased significantly.

Affordable housing is an issue nationally, statewide and regionally. We are also concerned about our needs here in Tualatin. To that end, to help with the City Council’s vision related to neighborhoods and housing, the Community Development department will be conducting a housing needs analysis, as part of the Tualatin|2040 project. Tualatin|2040 is a 20-year look ahead to inform updates to housing and economic data, policies and regulations. More about the project can be found at [www.tualatin2040.com](http://www.tualatin2040.com).



# tualatin|2040

*Community Services – “Creates and maintains diverse and inclusive gathering places, events, and experience through physical and social connections, including trails, parks, and the Library by connecting people to nature, jobs, entertainment, and learning.”*

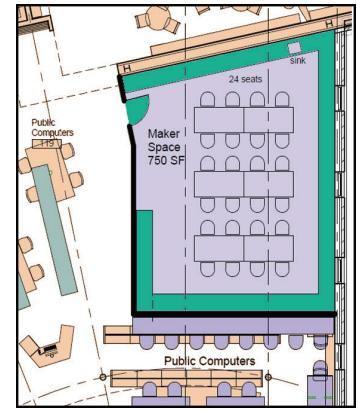
This section accounts for the Parks, Recreation, and Library services and programs. We continue to provide outstanding services and programs, and are including increases in our programming. However, the overall budget is decreasing 2.6% from the fiscal year 2018/2019 budget. The single biggest reason for this decrease is a 25% reduction in the Parks Development Fund budget, as Parks System Development Charges credits for the construction of sections of the City’s trail system by developers of adjacent properties were paid out in fiscal year 2018/2019.

The exciting increases in Community Services include an expansion of the World Famous West Coast Giant Pumpkin Regatta from one to one-and-a-half days, a new Arts and Cultural Festival (Viva Tualatin) and funding a feasibility study for an event space in Brown’s Ferry Park. These are all funded through the tourism related dollars described earlier in this message.





We are also excited to be funding the design of a makerspace classroom in our Library. This will build on the mobile makerspace that we have been using in Tualatin's schools, and in the community, over the last couple of years. This space will allow the City to continue to support STEAM (Science, Technology, Engineering, Arts and Mathematics) education in the Tualatin community.



Tualatin has a number of beautiful parks that we are very proud of and they are well maintained by our Parks Maintenance staff. Besides the routine maintenance of the parks, staff will be reviewing our standards and processes to promote environmental efficiency. One example that is budgeted in fiscal year 2019/2020 is to replace the irrigation system in Lafky Park. This "smart" technology system will be able to recognize factors such as weather and water levels in the soil to adjust irrigation schedules to be more efficient. If this system is successful in Lafky Park, other City parks will be transitioned to this technology in the future.

*Public Safety – "Manages and promotes safety in partnership with the community, understanding that individual prosperity depends on community safety."*



The cost to provide public safety services to the community are increasing 4.2% in fiscal year 2019/2020. The Tualatin Police Department provides Tualatin residents and visitors with a safe community and excellence in customer service. The department, besides handling normal police services, is very active in the community, through a number of community engagement events, including a community police academy, a class on self-defense for women and many National Night Out activities. These engagement activities promote the department's diversity, equity and inclusion philosophy, helping to create a safe environment for all.



**Public Works** – *“Provides critical community infrastructure including water, sewer, stormwater, and transportation through engineering, operations, and maintenance, as well as promoting environmental stewardship, water quality, and transportation safety.”*

The Public Works portion of the budget, increasing 10.0%, is responsible for all of the City’s utility functions, as well as engineering, transportation, and the Core Area Parking District. This section also includes the Transportation Projects Fund and the Tualatin Service Center Project Fund. Examples of the priority transportation projects included in the proposed budget are sidewalk/crosswalk projects, signal lights at the intersections of Tualatin Road and Teton Avenue, as well as Martinazzi Avenue and Sagert Street, and continuing the Garden Corner Curves Project. There is also funding to begin the Tualatin-Sherwood Road project, from Martinazzi Avenue to Interstate 5, that will add a lane and reconfigure an intersection to help alleviate congestion in the area. For more information about the transportation bond and projects, visit [www.tualatinmovingforward.com](http://www.tualatinmovingforward.com). Besides the increase in capital outlay for the Service Center and transportation bond projects, there are other capital projects supporting our water, sewer, and stormwater infrastructure.

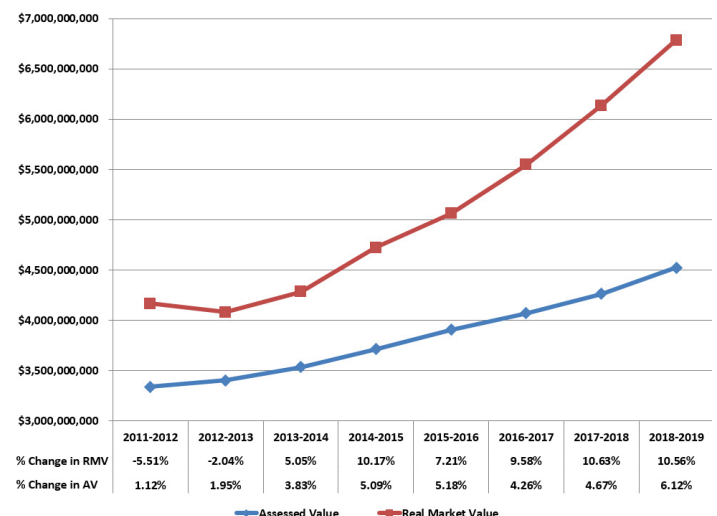


Materials and Services increases are largely due to increases for the purchase of water from the Portland Water Bureau and pass through payments to Clean Water Services for their share of sewer and stormwater rate increases. Sewer and stormwater rates include a regional portion that is set by Clean Water Services and we bill and pass-through their portion on a monthly basis. The other factor that is part of the increase in Public Works is the annual amounts that the appropriate utility fund is contributing to the Vehicle Replacement Fund.

## Revenues

Upon looking at the revenue totals in the summary of resources, one would think our revenue picture was pretty dismal, with a 19.5% decrease. This number is misleading, though, as the Adopted FY 2018-2019 column includes the proceeds of the successful bond sale. Removing that amount, revenues are actually increasing 13.4%. Beyond a few significant increases, the majority of our revenues are steady, which helps fund many of the services referred above.

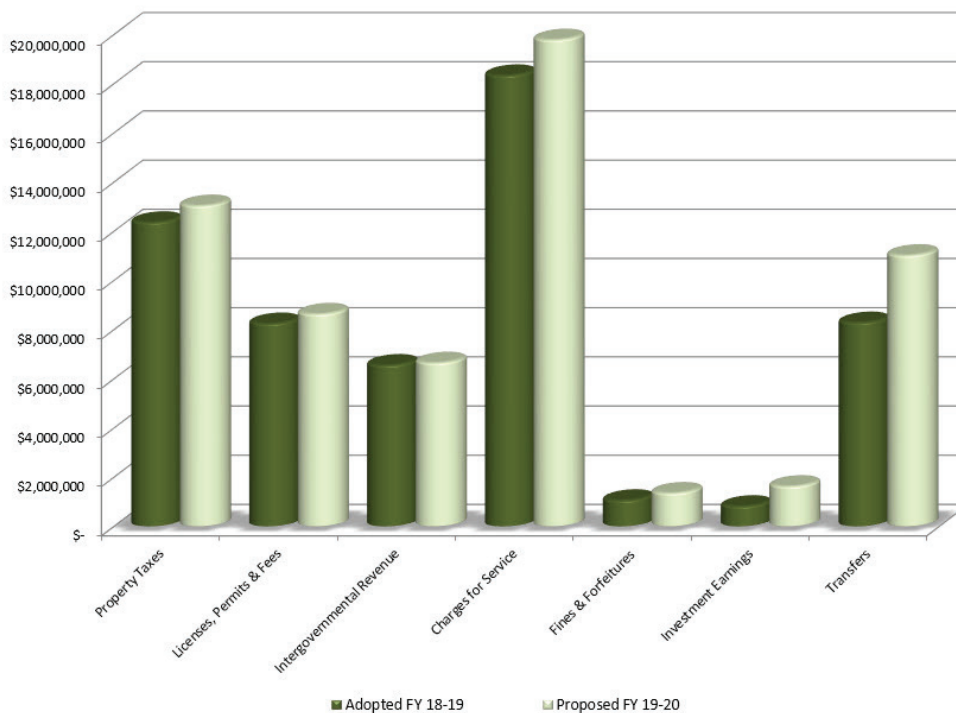
Property taxes remain one of the City’s most steady revenue sources, while experiencing solid growth related increases over the past few years. The assumptions built into the budget for property taxes is a 4% growth in our Assessed Value (AV). The fiscal year 2018/2019 budget also assumed a 4% growth in AV, yet we experienced an actual AV growth of 6.12%, due to development that was completed prior to January 1, 2018 and added to the tax rolls in fiscal year 2018/2019. The positive impact of this is a revenue growth between the Adopted FY 2018/2019 budget and the Proposed FY 2019/2020 budget of 5.5%. These increases have been instrumental in helping to fund ongoing expenditures in the General Fund.



Charges for services is increasing 7.9%, due to rate increases in the utility funds. The water rates are projected to increase as recommended in the City's Water Master Plan, to help fund infrastructure projects in the coming years. We are also completing Sewer and Stormwater Master Plans, which also have rate increase recommendations included in them. As mentioned in the Public Works expenditure section above, the City also bills for a portion of the Sewer and Stormwater rates set by Clean Water Services. These rate increases are included in this category, as well.

Transfer revenues are increasing 33.1%, made up of the \$4.0 million transfer into the Tualatin Service Center Project Fund and a decrease of \$1.6 million in the Road Operating Fund, along with other minor increases and decreases in other funds. The decrease in the Road Operating Fund is due to a one-time transfer in for the Lou Ogden Bridge project in fiscal year 2018/2019.

The largest single percent increase in revenues is in Investment Earnings. The doubling of projected revenues is a combination of diversifying our investments to maximize interest earnings, as well as investing the idle bond proceeds that will be used for future projects.



## 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.

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

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





### In Conclusion

We are looking forward to the upcoming fiscal year, with a new mayor and council, updated City Council vision statements, many exciting projects to be working on and a fiscally sound and responsible budget to support all the great things the City of Tualatin is doing.

Sincere thanks to everyone involved in the budget process and in providing the outstanding services that our residents and customers have come to expect and appreciate from the City. Tualatin is absolutely a wonderful place to live, work, play, and visit. I am grateful to be part of this organization.

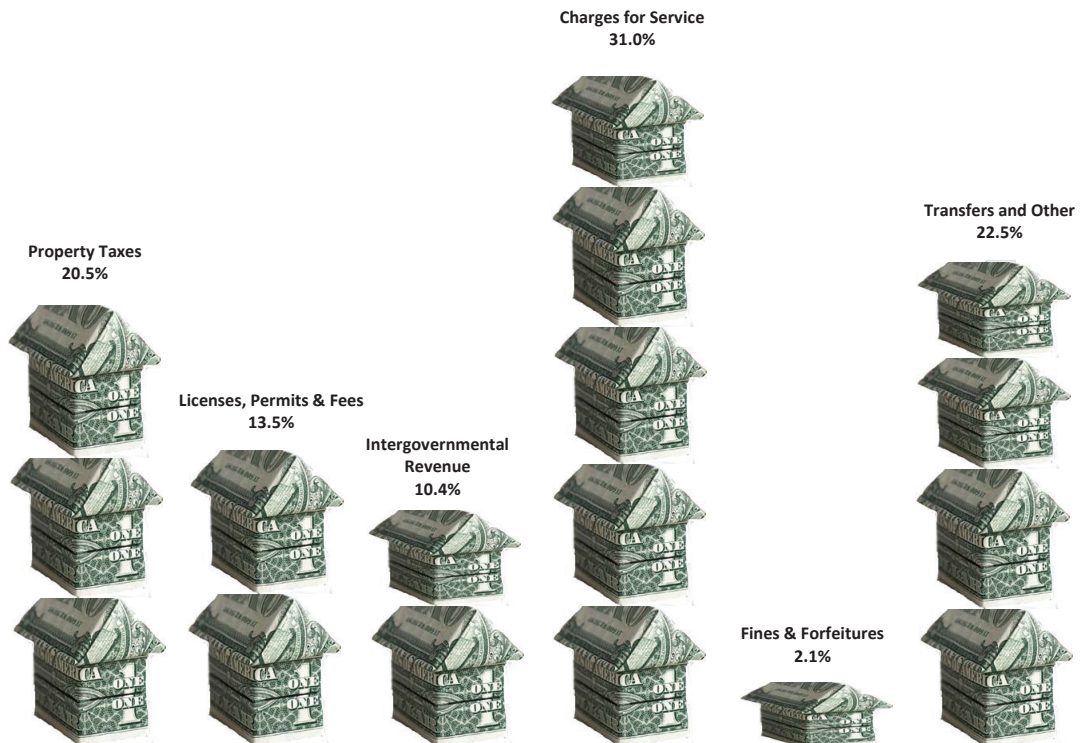
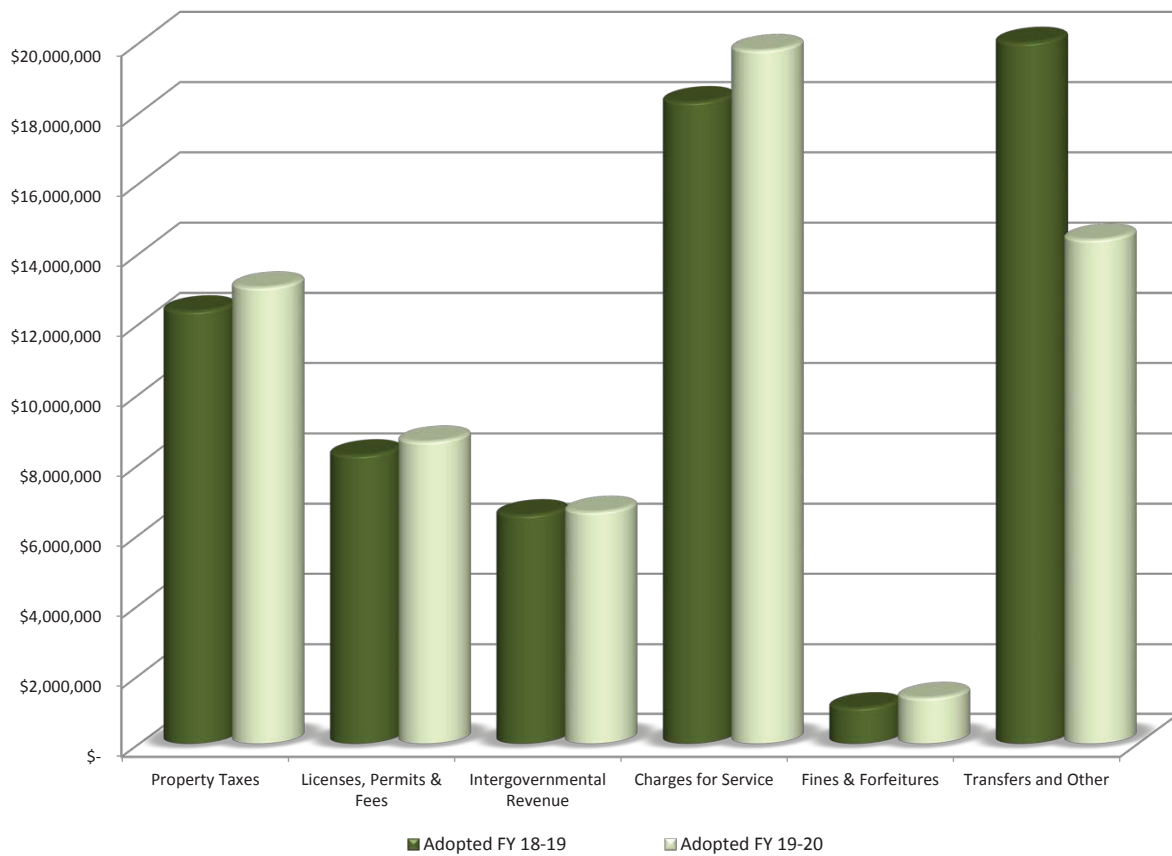
Respectfully Submitted,

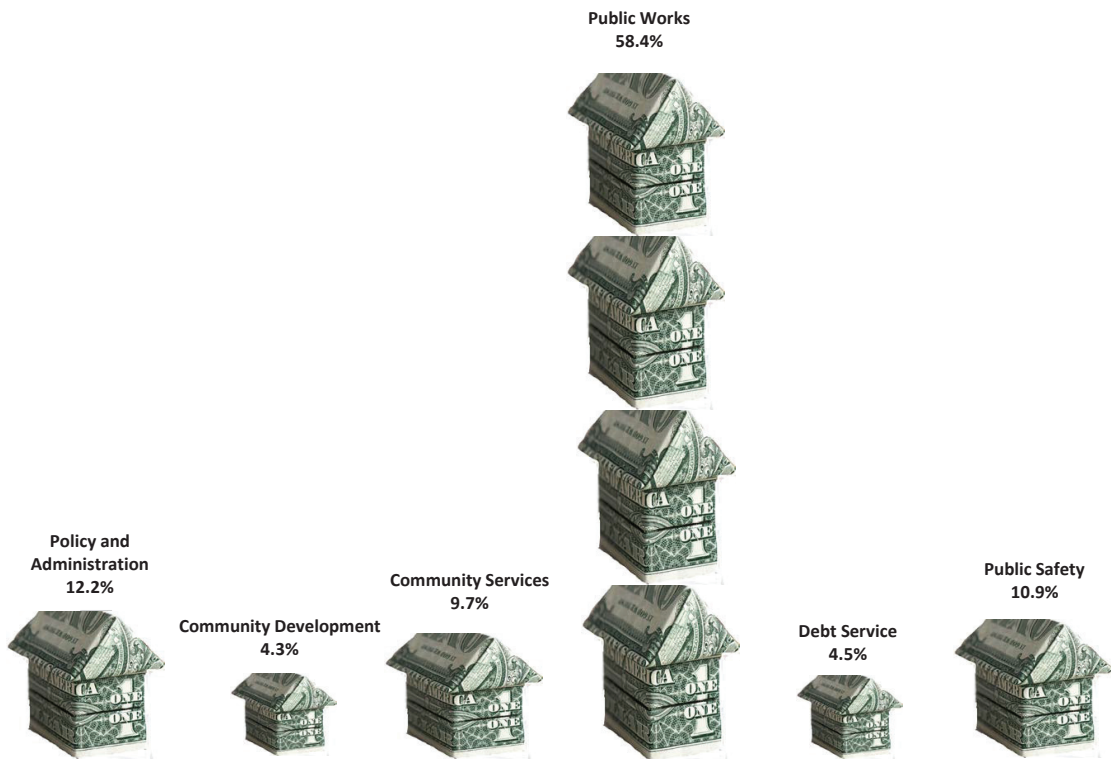
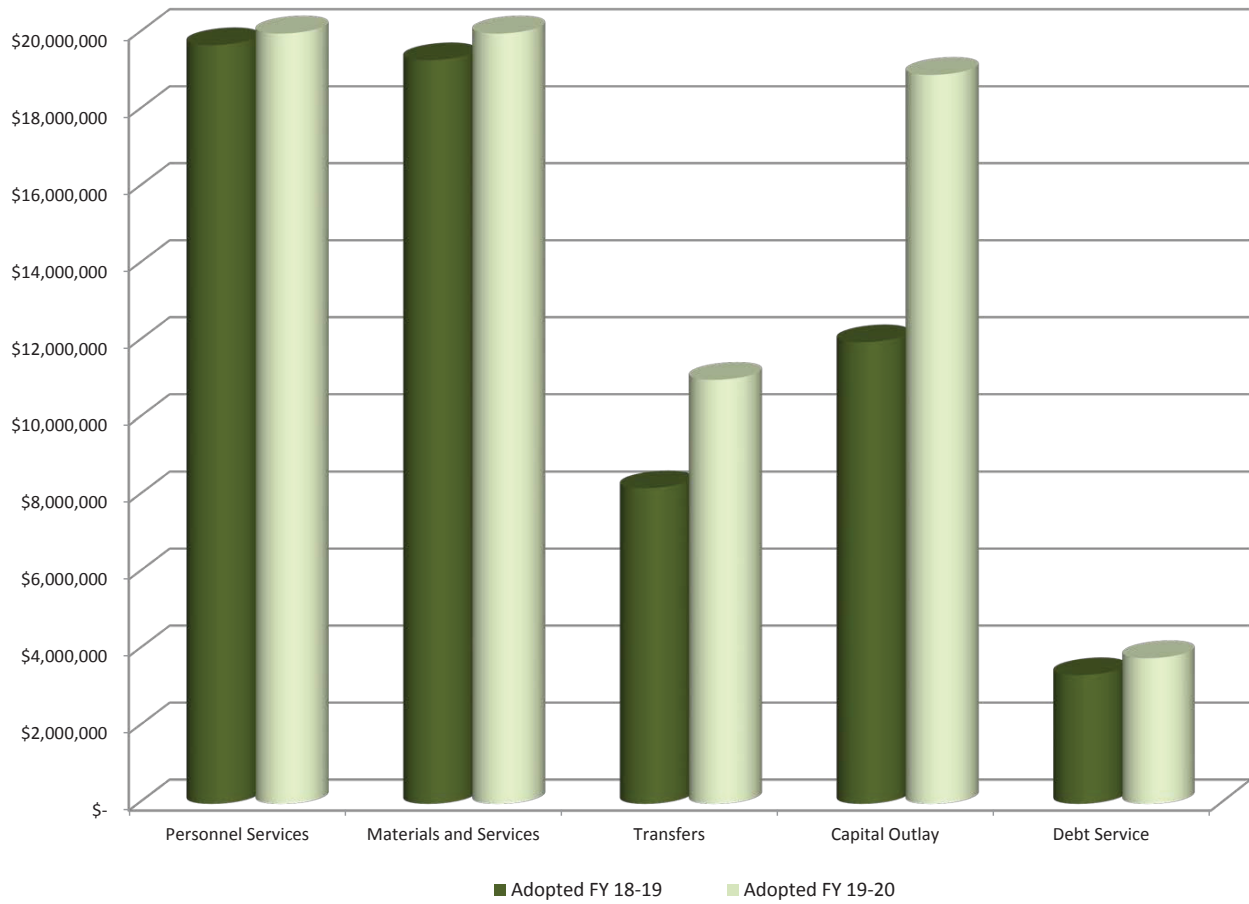
Sherilyn Lombos  
City Manager / City Recorder  
Administrator, Tualatin Development Commission

# City of Tualatin









**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ 9,888,927	\$ 10,290,120	\$ 12,356,915	\$ 13,036,040	\$ 13,036,040	\$ 13,036,040
Franchise Fees	2,192,857	2,366,393	2,340,000	2,484,500	2,484,500	2,484,500
Licenses and Permits	873,702	962,537	814,180	855,740	855,740	855,740
Intergovernmental Revenue	4,896,115	5,156,715	6,552,455	6,647,035	6,647,035	6,647,035
Charges for Service	17,087,260	18,215,280	18,311,970	19,763,690	19,789,270	19,789,270
Fines & Forfeitures	1,147,883	1,085,990	1,054,500	1,348,500	1,348,500	1,348,500
Investment Earnings	474,070	757,913	812,580	1,625,880	1,625,880	1,625,880
Fees & Charges	3,190,946	5,571,281	5,103,490	5,309,535	5,309,535	5,309,535
Other Revenue	313,496	268,746	23,579,705	1,700,995	1,700,995	1,700,995
Transfers	6,963,834	6,348,099	8,278,815	11,018,445	11,072,445	11,072,445
Total Current Resources	\$ 47,029,090	\$ 51,023,074	\$ 79,204,610	\$ 63,790,360	\$ 63,869,940	\$ 63,869,940
Beginning Fund Balance	36,865,147	39,695,971	39,956,250	66,212,405	66,972,810	67,014,185
<b>Total Resources</b>	<b>\$ 83,894,237</b>	<b>\$ 90,719,045</b>	<b>\$ 119,160,860</b>	<b>\$ 130,002,765</b>	<b>\$ 130,842,750</b>	<b>\$ 130,884,125</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ 17,077,411	\$ 18,274,024	\$ 19,696,750	\$ 20,729,185	\$ 20,729,185	\$ 20,729,185
Materials and Services	16,268,184	17,215,912	19,307,325	20,674,745	20,708,150	20,714,525
Capital Outlay	2,373,535	3,202,095	11,979,835	18,835,000	18,835,000	18,924,000
Transfers Out	6,877,573	6,256,249	8,199,415	10,950,335	11,004,335	11,004,335
Debt Service	1,601,563	1,600,694	3,343,165	3,783,585	3,783,585	3,783,585
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	38,504,955	36,485,130	36,485,130	36,485,130
Reserves & Unappropriated	39,695,971	44,170,071	18,129,415	18,544,785	19,297,365	19,243,365
<b>Total Requirements</b>	<b>\$ 83,894,237</b>	<b>\$ 90,719,045</b>	<b>\$ 119,160,860</b>	<b>\$ 130,002,765</b>	<b>\$ 130,842,750</b>	<b>\$ 130,884,125</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Changes in Fund Balance**

	<b>Beginning Fund Balance</b>	<b>Changes in Fund Balance</b>	<b>Ending Fund Balance</b>
General Fund	\$ 12,039,780	\$ (1,526,600)	\$ 10,513,180
Water Operating Fund	\$ 6,087,725	\$ (1,116,555)	\$ 4,971,170
Sewer Operating Fund	\$ 3,199,800	\$ (991,425)	\$ 2,208,375
Stormwater Operating Fund	\$ 4,006,730	\$ (264,125)	\$ 3,742,605
Enterprise Bond Fund	\$ 507,000	\$ 13,330	\$ 520,330
Water Development Fund	\$ 1,144,570	\$ 9,860	\$ 1,154,430
Sewer Development Fund	\$ 3,210,990	\$ 55,550	\$ 3,266,540
Stormwater Development Fund	\$ 518,860	\$ (109,560)	\$ 409,300
Building Fund	\$ 1,622,525	\$ (917,090)	\$ 705,435
Road Utility Fee Fund	\$ 394,670	\$ 109,540	\$ 504,210
Road Operating Fund	\$ 2,185,860	\$ (66,060)	\$ 2,119,800
Core Area Parking District Fund	\$ 172,500	\$ 6,540	\$ 179,040
Tualatin Scholarship Fund	\$ 50,885	\$ -	\$ 50,885
Transportation Development Tax Fund	\$ 9,778,940	\$ (718,480)	\$ 9,060,460
General Obligation Bond Fund	\$ 48,500	\$ 20,000	\$ 68,500
Transportation Project Fund	\$ 21,725,350	\$ (6,785,450)	\$ 14,939,900
Tualatin Service Center Fund	\$ -	\$ -	\$ -
Park Development Fund	\$ 319,500	\$ 656,855	\$ 976,355
Vehicle Replacement Fund	\$ -	\$ 337,980	\$ 337,980
<b>Total City of Tualatin</b>	<b>\$ 67,014,185</b>	<b>\$ (11,285,690)</b>	<b>\$ 55,728,495</b>
TDC Administration Fund	\$ 100,250	\$ (59,200)	\$ 41,050
CURD Projects Fund	\$ 124,330	\$ (124,330)	\$ -
Leveton Projects Fund	\$ 3,709,560	\$ (18,110)	\$ 3,691,450
<b>Total Tualatin Development Commission</b>	<b>\$ 3,934,140</b>	<b>\$ (201,640)</b>	<b>\$ 3,732,500</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - General Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ 8,943,835	\$ 9,343,224	\$ 9,686,915	\$ 10,236,490	\$ 10,236,490	\$ 10,236,490
Franchise Fees	2,192,857	2,366,393	2,340,000	2,484,500	2,484,500	2,484,500
Licenses and Permits	286,138	335,643	323,000	340,000	340,000	340,000
Intergovernmental Revenue	3,190,076	3,360,758	3,968,585	3,788,125	3,788,125	3,788,125
Charges for Service	317,199	275,415	290,000	306,250	306,250	306,250
Fines & Forfeitures	1,147,883	1,085,542	1,054,500	1,348,500	1,348,500	1,348,500
Investment Earnings	141,439	209,084	230,000	300,000	300,000	300,000
Fees & Charges	154,291	126,259	124,900	144,550	144,550	144,550
Other Revenue	186,144	187,543	161,770	165,705	165,705	165,705
Transfers	5,486,189	4,713,550	4,852,830	4,989,750	4,989,750	4,989,750
Total Current Resources	\$ 22,046,051	\$ 22,003,411	\$ 23,032,500	\$ 24,103,870	\$ 24,103,870	\$ 24,103,870
Beginning Fund Balance	8,463,416	10,055,342	9,748,690	12,000,000	12,033,405	12,039,780
<b>Total Resources</b>	<b>\$ 30,509,467</b>	<b>\$ 32,058,753</b>	<b>\$ 32,781,190</b>	<b>\$ 36,103,870</b>	<b>\$ 36,137,275</b>	<b>\$ 36,143,650</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ 15,335,498	\$ 16,472,788	\$ 17,239,495	\$ 18,102,980	\$ 18,102,980	\$ 18,102,980
Materials and Services	4,217,348	4,143,378	4,736,375	5,069,310	5,102,715	5,109,090
Capital Outlay	481,830	834,306	332,020	557,400	557,400	557,400
Transfers Out	419,449	-	136,500	1,807,000	1,861,000	1,861,000
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	3,366,660	3,559,450	3,559,450	3,559,450
Reserves & Unappropriated	10,055,342	10,608,281	6,970,140	7,007,730	6,953,730	6,953,730
<b>Total Requirements</b>	<b>\$ 30,509,467</b>	<b>\$ 32,058,753</b>	<b>\$ 32,781,190</b>	<b>\$ 36,103,870</b>	<b>\$ 36,137,275</b>	<b>\$ 36,143,650</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Water Operating Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	6,047,122	6,604,701	6,532,820	6,836,530	6,836,530	6,836,530
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	57,830	99,486	113,475	116,310	116,310	116,310
Fees & Charges	43,685	25,444	30,500	26,500	26,500	26,500
Other Revenue	17,049	601	2,000	358,365	358,365	358,365
Transfers	8,466	141,677	280,000	235,000	235,000	235,000
<b>Total Current Resources</b>	<b>\$ 6,174,152</b>	<b>\$ 6,871,909</b>	<b>\$ 6,958,795</b>	<b>\$ 7,572,705</b>	<b>\$ 7,572,705</b>	<b>\$ 7,572,705</b>
Beginning Fund Balance	5,029,997	5,486,718	5,778,660	6,087,725	6,087,725	6,087,725
<b>Total Resources</b>	<b><u>\$ 11,204,149</u></b>	<b><u>\$ 12,358,627</u></b>	<b><u>\$ 12,737,455</u></b>	<b><u>\$ 13,660,430</u></b>	<b><u>\$ 13,660,430</u></b>	<b><u>\$ 13,660,430</u></b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ 551,385	\$ 522,726	\$ 702,605	\$ 751,750	\$ 751,750	\$ 751,750
Materials and Services	2,669,474	2,737,432	3,156,765	3,672,240	3,672,240	3,672,240
Capital Outlay	489,867	535,255	1,768,125	1,411,000	1,411,000	1,411,000
Transfers Out	2,006,705	2,183,730	2,415,970	2,854,270	2,854,270	2,854,270
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	1,080,275	1,319,520	1,319,520	1,319,520
Reserves & Unappropriated	5,486,718	6,379,484	3,613,715	3,651,650	3,651,650	3,651,650
<b>Total Requirements</b>	<b><u>\$ 11,204,149</u></b>	<b><u>\$ 12,358,627</u></b>	<b><u>\$ 12,737,455</u></b>	<b><u>\$ 13,660,430</u></b>	<b><u>\$ 13,660,430</u></b>	<b><u>\$ 13,660,430</u></b>

**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Sewer Operating Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	7,561,183	7,815,177	8,089,620	8,511,510	8,537,090	8,537,090
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	32,834	53,543	65,965	60,950	60,950	60,950
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	500	-	-	-
Transfers	113,390	113,310	125,110	131,540	131,540	131,540
Total Current Resources	\$ 7,707,407	\$ 7,982,030	\$ 8,281,195	\$ 8,704,000	\$ 8,729,580	\$ 8,729,580
Beginning Fund Balance	3,013,265	3,205,451	3,298,300	2,437,800	3,164,800	3,199,800
<b>Total Resources</b>	<b>\$ 10,720,672</b>	<b>\$ 11,187,481</b>	<b>\$ 11,579,495</b>	<b>\$ 11,141,800</b>	<b>\$ 11,894,380</b>	<b>\$ 11,929,380</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ 269,772	\$ 293,971	\$ 379,335	\$ 398,915	\$ 398,915	\$ 398,915
Materials and Services	6,227,209	6,378,186	6,771,440	7,054,625	7,054,625	7,054,625
Capital Outlay	-	46,153	535,000	517,000	517,000	552,000
Transfers Out	1,018,240	1,066,655	1,237,295	1,715,465	1,715,465	1,715,465
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	1,338,460	1,393,300	1,393,300	1,393,300
Reserves & Unappropriated	3,205,451	3,402,516	1,317,965	62,495	815,075	815,075
<b>Total Requirements</b>	<b>\$ 10,720,672</b>	<b>\$ 11,187,481</b>	<b>\$ 11,579,495</b>	<b>\$ 11,141,800</b>	<b>\$ 11,894,380</b>	<b>\$ 11,929,380</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Stormwater Operating Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	2,651,664	2,832,364	2,998,530	3,359,870	3,359,870	3,359,870
Fines & Forfeitures	-	448	-	-	-	-
Investment Earnings	22,404	47,376	62,100	63,660	63,660	63,660
Fees & Charges	-	-	-	-	-	-
Other Revenue	42,435	9,307	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 2,716,503</b>	<b>\$ 2,889,495</b>	<b>\$ 3,060,630</b>	<b>\$ 3,423,530</b>	<b>\$ 3,423,530</b>	<b>\$ 3,423,530</b>
Beginning Fund Balance	1,683,898	2,481,337	3,105,080	4,006,730	4,006,730	4,006,730
<b>Total Resources</b>	<b><u>\$ 4,400,401</u></b>	<b><u>\$ 5,370,832</u></b>	<b><u>\$ 6,165,710</u></b>	<b><u>\$ 7,430,260</u></b>	<b><u>\$ 7,430,260</u></b>	<b><u>\$ 7,430,260</u></b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	962,801	1,122,895	1,383,625	1,530,935	1,530,935	1,530,935
Capital Outlay	111,188	48,876	330,625	617,000	617,000	617,000
Transfers Out	845,075	856,690	922,280	1,539,720	1,539,720	1,539,720
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	392,565	468,230	468,230	468,230
Reserves & Unappropriated	2,481,337	3,342,371	3,136,615	3,274,375	3,274,375	3,274,375
<b>Total Requirements</b>	<b><u>\$ 4,400,401</u></b>	<b><u>\$ 5,370,832</u></b>	<b><u>\$ 6,165,710</u></b>	<b><u>\$ 7,430,260</u></b>	<b><u>\$ 7,430,260</u></b>	<b><u>\$ 7,430,260</u></b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Enterprise Bond Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	3,571	8,636	9,960	15,230	15,230	15,230
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Transfers	636,665	637,515	636,265	636,265	636,265	636,265
Total Current Resources	\$ 640,236	\$ 646,151	\$ 646,225	\$ 651,495	\$ 651,495	\$ 651,495
Beginning Fund Balance	487,715	491,063	498,000	507,000	507,000	507,000
<b>Total Resources</b>	<b>\$ 1,127,951</b>	<b>\$ 1,137,214</b>	<b>\$ 1,144,225</b>	<b>\$ 1,158,495</b>	<b>\$ 1,158,495</b>	<b>\$ 1,158,495</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	450	450	495	495	495	495
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Debt Service	636,438	637,288	636,275	637,670	637,670	637,670
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	491,063	499,476	507,455	520,330	520,330	520,330
<b>Total Requirements</b>	<b>\$ 1,127,951</b>	<b>\$ 1,137,214</b>	<b>\$ 1,144,225</b>	<b>\$ 1,158,495</b>	<b>\$ 1,158,495</b>	<b>\$ 1,158,495</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Water Development Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	8,720	16,867	19,540	28,610	28,610	28,610
Fees & Charges	179,507	479,465	250,000	250,000	250,000	250,000
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 188,227</b>	<b>\$ 496,332</b>	<b>\$ 269,540</b>	<b>\$ 278,610</b>	<b>\$ 278,610</b>	<b>\$ 278,610</b>
Beginning Fund Balance	683,059	859,410	976,770	1,144,570	1,144,570	1,144,570
<b>Total Resources</b>	<b>\$ 871,286</b>	<b>\$ 1,355,742</b>	<b>\$ 1,246,310</b>	<b>\$ 1,423,180</b>	<b>\$ 1,423,180</b>	<b>\$ 1,423,180</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	11,876	155,117	288,990	268,750	268,750	268,750
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	957,320	1,154,430	1,154,430	1,154,430
Reserves & Unappropriated	859,410	1,200,625	-	-	-	-
<b>Total Requirements</b>	<b>\$ 871,286</b>	<b>\$ 1,355,742</b>	<b>\$ 1,246,310</b>	<b>\$ 1,423,180</b>	<b>\$ 1,423,180</b>	<b>\$ 1,423,180</b>

**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Sewer Development Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	50,000	50,000	50,000
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	43,408	67,171	78,310	80,270	80,270	80,270
Fees & Charges	712,001	665,301	600,000	600,000	600,000	600,000
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 755,409</b>	<b>\$ 732,472</b>	<b>\$ 678,310</b>	<b>\$ 730,270</b>	<b>\$ 730,270</b>	<b>\$ 730,270</b>
Beginning Fund Balance	4,028,284	3,908,600	3,915,430	3,210,990	3,210,990	3,210,990
<b>Total Resources</b>	<b>\$ 4,783,693</b>	<b>\$ 4,641,072</b>	<b>\$ 4,593,740</b>	<b>\$ 3,941,260</b>	<b>\$ 3,941,260</b>	<b>\$ 3,941,260</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	765,870	639,070	993,120	576,000	576,000	576,000
Capital Outlay	100,273	13,314	434,500	60,000	60,000	60,000
Transfers Out	8,950	13,170	15,220	38,720	38,720	38,720
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	3,150,900	3,266,540	3,266,540	3,266,540
Reserves & Unappropriated	3,908,600	3,975,518	-	-	-	-
<b>Total Requirements</b>	<b>\$ 4,783,693</b>	<b>\$ 4,641,072</b>	<b>\$ 4,593,740</b>	<b>\$ 3,941,260</b>	<b>\$ 3,941,260</b>	<b>\$ 3,941,260</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Stormwater Development Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	6,437	8,684	8,470	12,970	12,970	12,970
Fees & Charges	74,623	72,452	30,000	50,000	50,000	50,000
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 81,060</b>	<b>\$ 81,136</b>	<b>\$ 38,470</b>	<b>\$ 62,970</b>	<b>\$ 62,970</b>	<b>\$ 62,970</b>
Beginning Fund Balance	598,279	558,935	423,380	518,860	518,860	518,860
<b>Total Resources</b>	<b>\$ 679,339</b>	<b>\$ 640,071</b>	<b>\$ 461,850</b>	<b>\$ 581,830</b>	<b>\$ 581,830</b>	<b>\$ 581,830</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	120,404	142,482	70,000	160,000	160,000	160,000
Transfers Out	-	8,550	2,150	12,530	12,530	12,530
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	389,700	409,300	409,300	409,300
Reserves & Unappropriated	558,935	489,039	-	-	-	-
<b>Total Requirements</b>	<b>\$ 679,339</b>	<b>\$ 640,071</b>	<b>\$ 461,850</b>	<b>\$ 581,830</b>	<b>\$ 581,830</b>	<b>\$ 581,830</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Building Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	587,564	626,894	491,180	515,740	515,740	515,740
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	510,092	687,623	401,000	421,050	421,050	421,050
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	23,602	33,200	31,900	32,450	32,450	32,450
Fees & Charges	6,367	15,846	5,100	5,350	5,350	5,350
Other Revenue	8,900	1,968	200	200	200	200
Transfers	22,155	23,250	25,000	75,000	75,000	75,000
Total Current Resources	\$ 1,158,680	\$ 1,388,781	\$ 954,380	\$ 1,049,790	\$ 1,049,790	\$ 1,049,790
Beginning Fund Balance	1,857,722	1,814,179	1,595,220	1,622,525	1,622,525	1,622,525
<b>Total Resources</b>	<b>\$ 3,016,402</b>	<b>\$ 3,202,960</b>	<b>\$ 2,549,600</b>	<b>\$ 2,672,315</b>	<b>\$ 2,672,315</b>	<b>\$ 2,672,315</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ 645,781	\$ 704,947	\$ 897,365	\$ 940,500	\$ 940,500	\$ 940,500
Materials and Services	200,872	80,946	80,625	119,000	119,000	119,000
Capital Outlay	-	29,955	36,000	35,000	35,000	35,000
Transfers Out	355,570	373,740	406,380	872,380	872,380	872,380
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	213,040	235,030	235,030	235,030
Reserves & Unappropriated	1,814,179	2,013,372	916,190	470,405	470,405	470,405
<b>Total Requirements</b>	<b>\$ 3,016,402</b>	<b>\$ 3,202,960</b>	<b>\$ 2,549,600</b>	<b>\$ 2,672,315</b>	<b>\$ 2,672,315</b>	<b>\$ 2,672,315</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Road Utility Fee Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	2,601	1,078	3,000	4,930	4,930	4,930
Fees & Charges	1,055,961	1,388,381	1,469,130	1,524,800	1,524,800	1,524,800
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	460,000	460,000	460,000
<b>Total Current Resources</b>	<b>\$ 1,058,562</b>	<b>\$ 1,389,459</b>	<b>\$ 1,472,130</b>	<b>\$ 1,989,730</b>	<b>\$ 1,989,730</b>	<b>\$ 1,989,730</b>
Beginning Fund Balance	137,129	437,794	321,140	394,670	394,670	394,670
<b>Total Resources</b>	<b>\$ 1,195,691</b>	<b>\$ 1,827,253</b>	<b>\$ 1,793,270</b>	<b>\$ 2,384,400</b>	<b>\$ 2,384,400</b>	<b>\$ 2,384,400</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	486,377	1,218,921	1,074,575	1,513,780	1,513,780	1,513,780
Capital Outlay	-	-	-	-	-	-
Transfers Out	271,520	298,060	323,930	366,410	366,410	366,410
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	119,210	119,210	119,210
Reserves & Unappropriated	437,794	310,272	394,765	385,000	385,000	385,000
<b>Total Requirements</b>	<b>\$ 1,195,691</b>	<b>\$ 1,827,253</b>	<b>\$ 1,793,270</b>	<b>\$ 2,384,400</b>	<b>\$ 2,384,400</b>	<b>\$ 2,384,400</b>

**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Road Operating Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	1,690,127	1,795,815	2,445,870	2,569,410	2,569,410	2,569,410
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	30,253	40,203	27,860	38,950	38,950	38,950
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	67,464	461,000	1,172,500	1,172,500	1,172,500
Transfers	277,520	718,797	1,888,110	283,890	283,890	283,890
<b>Total Current Resources</b>	<b>\$ 1,997,900</b>	<b>\$ 2,622,279</b>	<b>\$ 4,822,840</b>	<b>\$ 4,064,750</b>	<b>\$ 4,064,750</b>	<b>\$ 4,064,750</b>
Beginning Fund Balance	2,569,572	2,203,429	1,558,190	2,185,860	2,185,860	2,185,860
<b>Total Resources</b>	<b>\$ 4,567,472</b>	<b>\$ 4,825,708</b>	<b>\$ 6,381,030</b>	<b>\$ 6,250,610</b>	<b>\$ 6,250,610</b>	<b>\$ 6,250,610</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ 274,975	\$ 279,592	\$ 477,950	\$ 535,040	\$ 535,040	\$ 535,040
Materials and Services	721,155	864,215	901,845	1,029,100	1,029,100	1,029,100
Capital Outlay	590,883	1,335,315	2,505,125	1,366,600	1,366,600	1,366,600
Transfers Out	777,030	684,450	755,860	1,200,070	1,200,070	1,200,070
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	696,120	550,800	550,800	550,800
Reserves & Unappropriated	2,203,429	1,662,136	1,044,130	1,569,000	1,569,000	1,569,000
<b>Total Requirements</b>	<b>\$ 4,567,472</b>	<b>\$ 4,825,708</b>	<b>\$ 6,381,030</b>	<b>\$ 6,250,610</b>	<b>\$ 6,250,610</b>	<b>\$ 6,250,610</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Core Area Parking District Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	1,782	2,737	3,000	4,000	4,000	4,000
Fees & Charges	51,401	53,300	60,000	62,000	62,000	62,000
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 53,183</b>	<b>\$ 56,037</b>	<b>\$ 63,000</b>	<b>\$ 66,000</b>	<b>\$ 66,000</b>	<b>\$ 66,000</b>
Beginning Fund Balance	149,356	159,361	164,500	172,500	172,500	172,500
<b>Total Resources</b>	<b>\$ 202,539</b>	<b>\$ 215,398</b>	<b>\$ 227,500</b>	<b>\$ 238,500</b>	<b>\$ 238,500</b>	<b>\$ 238,500</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	16,228	21,513	32,460	25,760	25,760	25,760
Capital Outlay	-	29,960	-	-	-	-
Transfers Out	26,950	29,330	28,060	33,700	33,700	33,700
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	9,080	8,960	8,960	8,960
Reserves & Unappropriated	159,361	134,595	157,900	170,080	170,080	170,080
<b>Total Requirements</b>	<b>\$ 202,539</b>	<b>\$ 215,398</b>	<b>\$ 227,500</b>	<b>\$ 238,500</b>	<b>\$ 238,500</b>	<b>\$ 238,500</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Tualatin Scholarship Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	1,500	1,500	1,500	1,500
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	549	855	1,000	1,500	1,500	1,500
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 549</b>	<b>\$ 855</b>	<b>\$ 2,500</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
Beginning Fund Balance	50,729	50,878	51,130	50,885	50,885	50,885
<b>Total Resources</b>	<b>\$ 51,278</b>	<b>\$ 51,733</b>	<b>\$ 53,630</b>	<b>\$ 53,885</b>	<b>\$ 53,885</b>	<b>\$ 53,885</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	400	500	3,000	3,000	3,000	3,000
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	50,878	51,233	50,630	50,885	50,885	50,885
<b>Total Requirements</b>	<b>\$ 51,278</b>	<b>\$ 51,733</b>	<b>\$ 53,630</b>	<b>\$ 53,885</b>	<b>\$ 53,885</b>	<b>\$ 53,885</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Transportation Development Tax Fund**

## Summary of Resources by Source

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	84,811	147,044	141,000	244,000	244,000	244,000
Fees & Charges	785,986	2,450,248	920,000	950,000	950,000	950,000
Other Revenue	1,649	1,649	-	-	-	-
Transfers	-	-	-	-	-	-
Total Current Resources	\$ 872,446	\$ 2,598,941	\$ 1,061,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000
Beginning Fund Balance	5,936,282	6,698,728	7,394,600	9,778,940	9,778,940	9,778,940
<b>Total Resources</b>	<b>\$ 6,808,728</b>	<b>\$ 9,297,669</b>	<b>\$ 8,455,600</b>	<b>\$ 10,972,940</b>	<b>\$ 10,972,940</b>	<b>\$ 10,972,940</b>

## Summary of Requirements by Object

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	-	-	325,000	1,864,000	1,864,000	1,864,000
Transfers Out	110,000	544,557	1,624,000	48,480	48,480	48,480
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	6,506,600	9,060,460	9,060,460	9,060,460
Reserves & Unappropriated	6,698,728	8,753,112	-	-	-	-
<b>Total Requirements</b>	<b>\$ 6,808,728</b>	<b>\$ 9,297,669</b>	<b>\$ 8,455,600</b>	<b>\$ 10,972,940</b>	<b>\$ 10,972,940</b>	<b>\$ 10,972,940</b>

**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - General Obligation Bond Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ 945,092	\$ 946,896	\$ 2,670,000	\$ 2,799,550	\$ 2,799,550	\$ 2,799,550
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	54	142	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	1,369	1,751	2,000	10,000	10,000	10,000
Fees & Charges	-	-	-	-	-	-
Other Revenue	1,502	1,214	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 948,017</b>	<b>\$ 950,003</b>	<b>\$ 2,672,000</b>	<b>\$ 2,809,550</b>	<b>\$ 2,809,550</b>	<b>\$ 2,809,550</b>
Beginning Fund Balance	93,706	76,598	54,800	48,500	48,500	48,500
<b>Total Resources</b>	<b>\$ 1,041,723</b>	<b>\$ 1,026,601</b>	<b>\$ 2,726,800</b>	<b>\$ 2,858,050</b>	<b>\$ 2,858,050</b>	<b>\$ 2,858,050</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Debt Service	965,125	963,406	2,706,890	2,789,550	2,789,550	2,789,550
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	76,598	63,195	19,910	68,500	68,500	68,500
<b>Total Requirements</b>	<b>\$ 1,041,723</b>	<b>\$ 1,026,601</b>	<b>\$ 2,726,800</b>	<b>\$ 2,858,050</b>	<b>\$ 2,858,050</b>	<b>\$ 2,858,050</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Park Development Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	15,858	-	136,500	238,000	238,000	238,000
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	12,460	20,198	15,000	9,450	9,450	9,450
Fees & Charges	127,124	294,585	1,613,860	1,696,335	1,696,335	1,696,335
Other Revenue	55,817	(1,000)	-	4,225	4,225	4,225
Transfers	419,449	-	471,500	207,000	261,000	261,000
<b>Total Current Resources</b>	<b>\$ 630,708</b>	<b>\$ 313,783</b>	<b>\$ 2,236,860</b>	<b>\$ 2,155,010</b>	<b>\$ 2,209,010</b>	<b>\$ 2,209,010</b>
Beginning Fund Balance	1,093,230	1,208,148	1,072,360	319,500	319,500	319,500
<b>Total Resources</b>	<b>\$ 1,723,938</b>	<b>\$ 1,521,931</b>	<b>\$ 3,309,220</b>	<b>\$ 2,474,510</b>	<b>\$ 2,528,510</b>	<b>\$ 2,528,510</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	8,406	23,000	76,000	76,000	76,000
Capital Outlay	479,090	186,479	3,243,440	988,000	988,000	1,042,000
Transfers Out	36,700	42,200	42,780	77,790	77,790	77,790
Debt Service	-	-	-	356,365	356,365	356,365
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	1,208,148	1,284,846	-	976,355	1,030,355	976,355
<b>Total Requirements</b>	<b>\$ 1,723,938</b>	<b>\$ 1,521,931</b>	<b>\$ 3,309,220</b>	<b>\$ 2,474,510</b>	<b>\$ 2,528,510</b>	<b>\$ 2,528,510</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Transportation Project Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	-	-	-	543,100	543,100	543,100
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	22,954,235	-	-	-
Transfers	-	-	-	-	-	-
Total Current Resources	\$ -	\$ -	\$ 22,954,235	\$ 543,100	\$ 543,100	\$ 543,100
Beginning Fund Balance	-	-	-	21,725,350	21,725,350	21,725,350
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,954,235</b>	<b>\$ 22,268,450</b>	<b>\$ 22,268,450</b>	<b>\$ 22,268,450</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	150,000	4,500	4,500	4,500
Capital Outlay	-	-	2,400,000	7,209,000	7,209,000	7,209,000
Transfers Out	-	-	-	115,050	115,050	115,050
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	20,404,235	14,939,900	14,939,900	14,939,900
Reserves & Unappropriated	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,954,235</b>	<b>\$ 22,268,450</b>	<b>\$ 22,268,450</b>	<b>\$ 22,268,450</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Tualatin Service Center Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	-	-	-	50,000	50,000	50,000
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	4,000,000	4,000,000	4,000,000
Total Current Resources	\$ -	\$ -	\$ -	\$ 4,050,000	\$ 4,050,000	\$ 4,050,000
Beginning Fund Balance	-	-	-	-	-	-
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,050,000</b>	<b>\$ 4,050,000</b>	<b>\$ 4,050,000</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	-	-	-	4,050,000	4,050,000	4,050,000
Transfers Out	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,050,000</b>	<b>\$ 4,050,000</b>	<b>\$ 4,050,000</b>

**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Vehicle Replacement Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	328,480	328,480	328,480
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	-	-	-	9,500	9,500	9,500
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total Current Resources	\$ -	\$ -	\$ -	\$ 337,980	\$ 337,980	\$ 337,980
Beginning Fund Balance	-	-	-	-	-	-
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 337,980</b>	<b>\$ 337,980</b>	<b>\$ 337,980</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	-	-	-	337,980	337,980	337,980
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 337,980</b>	<b>\$ 337,980</b>	<b>\$ 337,980</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - TDC Administration Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	2,517	3,399	2,740	4,000	4,000	4,000
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 2,517</b>	<b>\$ 3,399</b>	<b>\$ 2,740</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
Beginning Fund Balance	193,183	166,994	137,160	100,250	100,250	100,250
<b>Total Resources</b>	<b>\$ 195,700</b>	<b>\$ 170,393</b>	<b>\$ 139,900</b>	<b>\$ 104,250</b>	<b>\$ 104,250</b>	<b>\$ 104,250</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	28,706	39,241	63,300	63,200	63,200	63,200
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	76,600	41,050	41,050	41,050
Reserves & Unappropriated	166,994	131,152	-	-	-	-
<b>Total Requirements</b>	<b>\$ 195,700</b>	<b>\$ 170,393</b>	<b>\$ 139,900</b>	<b>\$ 104,250</b>	<b>\$ 104,250</b>	<b>\$ 104,250</b>

**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - CURD Projects Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	1,251	2,023	2,420	3,000	3,000	3,000
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 1,251</b>	<b>\$ 2,023</b>	<b>\$ 2,420</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
Beginning Fund Balance	124,258	119,406	121,160	124,330	124,330	124,330
<b>Total Resources</b>	<b>\$ 125,509</b>	<b>\$ 121,429</b>	<b>\$ 123,580</b>	<b>\$ 127,330</b>	<b>\$ 127,330</b>	<b>\$ 127,330</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	6,103	-	123,580	127,330	127,330	127,330
Transfers Out	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	119,406	121,429	-	-	-	-
<b>Total Requirements</b>	<b>\$ 125,509</b>	<b>\$ 121,429</b>	<b>\$ 123,580</b>	<b>\$ 127,330</b>	<b>\$ 127,330</b>	<b>\$ 127,330</b>





**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Leveton Projects Fund**

**Summary of Resources by Source**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	40,783	62,311	73,810	100,000	100,000	100,000
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Current Resources</b>	<b>\$ 40,783</b>	<b>\$ 62,311</b>	<b>\$ 73,810</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
Beginning Fund Balance	3,847,778	3,730,142	3,690,290	3,709,560	3,709,560	3,709,560
<b>Total Resources</b>	<b>\$ 3,888,561</b>	<b>\$ 3,792,453</b>	<b>\$ 3,764,100</b>	<b>\$ 3,809,560</b>	<b>\$ 3,809,560</b>	<b>\$ 3,809,560</b>

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	72,159	1,040	73,000	50,000	50,000	50,000
Transfers Out	86,260	91,850	79,400	68,110	68,110	68,110
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	25,505	17,720	17,720	17,720
Reserves & Unappropriated	3,730,142	3,699,563	3,586,195	3,673,730	3,673,730	3,673,730
<b>Total Requirements</b>	<b>\$ 3,888,561</b>	<b>\$ 3,792,453</b>	<b>\$ 3,764,100</b>	<b>\$ 3,809,560</b>	<b>\$ 3,809,560</b>	<b>\$ 3,809,560</b>

**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget**

	<b>Summary of Resources by Source</b>					
	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Property Taxes	\$ 9,888,927	\$ 10,290,120	\$ 12,356,915	\$ 13,036,040	\$ 13,036,040	\$ 13,036,040
Franchise Fees	2,192,857	2,366,393	2,340,000	2,484,500	2,484,500	2,484,500
Licenses and Permits	873,702	962,537	814,180	855,740	855,740	855,740
Intergovernmental Revenue	4,896,115	5,156,715	6,552,455	6,647,035	6,647,035	6,647,035
Charges for Service	17,087,260	18,215,280	18,311,970	19,763,690	19,789,270	19,789,270
Fines & Forfeitures	1,147,883	1,085,990	1,054,500	1,348,500	1,348,500	1,348,500
Investment Earnings	474,070	757,913	812,580	1,625,880	1,625,880	1,625,880
Fees & Charges	3,190,946	5,571,281	5,103,490	5,309,535	5,309,535	5,309,535
Other Revenue	313,496	268,746	23,579,705	1,700,995	1,700,995	1,700,995
Transfers	6,963,834	6,348,099	8,278,815	11,018,445	11,072,445	11,072,445
Total Current Resources	\$ 47,029,090	\$ 51,023,074	\$ 79,204,610	\$ 63,790,360	\$ 63,869,940	\$ 63,869,940
Beginning Fund Balance	36,865,147	39,695,971	39,956,250	66,212,405	66,972,810	67,014,185
<b>Total Resources</b>	<b>\$ 83,894,237</b>	<b>\$ 90,719,045</b>	<b>\$ 119,160,860</b>	<b>\$ 130,002,765</b>	<b>\$ 130,842,750</b>	<b>\$ 130,884,125</b>



The City continues to experience stable revenue growth, with most categories either maintaining previous levels or showing increases for 2019/2020.

**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 2019/2020.

**Licenses, Permits & Fees** are for building and development fees, business and rental licenses, as well as franchise fees from utility companies for use of the City's right-of-way. Other fees that the City charges are also recorded in this category. While a number of the budgets for fees in this category are remaining static, the continued strong development and a

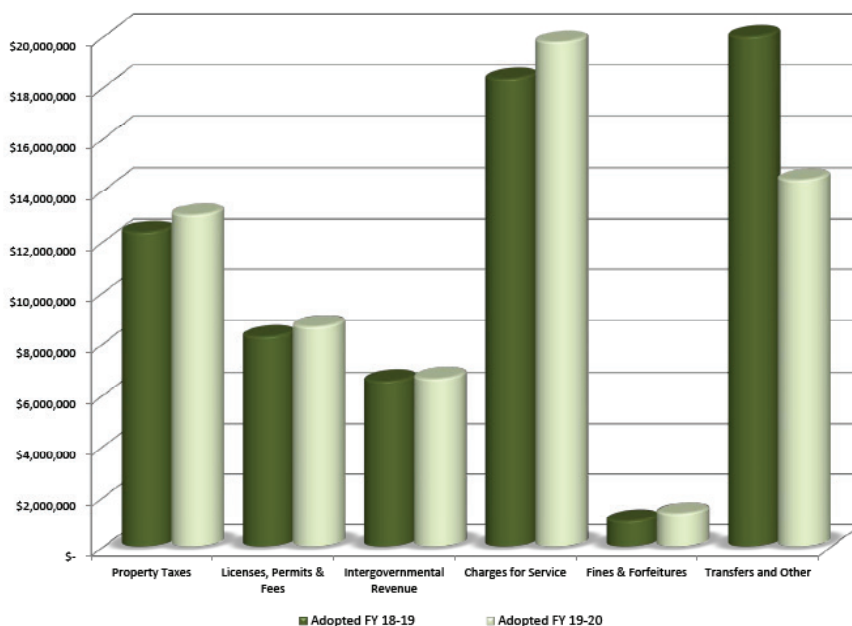
recently adopted Right of Way Ordinance account for the growth in this category.

**Intergovernmental revenues** are revenues received from the State of Oregon for the City's share of cigarette, liquor, marijuana and gas taxes, as well as for the Tualatin Public Library from the Washington County Cooperative Library System and the City's share from inclusion in the Clackamas County Library District. Other revenues included in this category are from intergovernmental agreements with the Tigard/Tualatin School District for police officers assigned as School Resource Officers, TriMet for an officer assigned to the Westside Transit Police force and the City's police services contract with the City of Durham. The City's share of a county-wide and local Transient Lodging Tax (TLT), are also included in this category. Increases in state shared revenues, and Library district revenues, 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 increase in FY 2019/2020, due to the Police Department filling vacant officer positions and the traffic safety team returning to full staffing.

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



## The Property Tax System

While property tax revenue makes up only a portion of most city budgets, it is usually a critical resource supporting daily operations. Therefore, it is important to understand the Oregon property tax system because it affects how the city is financed. Both the Oregon Constitution and Oregon Revised Statutes (ORS) limit the amount and types of tax a city may impose.

The Oregon Constitution contains several key provisions on property tax limitations. The oldest provision, adopted in 1916, limited the amount of property taxes that a local government may levy (collect) without a vote of the people. The voter approved tax levy was called a **tax base**.

The second limitation came in 1990 with the passage of Ballot Measure 5 [Article XI, Section 11(b), Oregon Constitution]. The measure introduced **tax rate limits** – one for schools (kindergarten through community colleges) and one for all other local governments, including cities.

The third limitation was adopted by the voters in November 1996 and is referred to as Ballot Measure 50. This limitation, created a new property tax system by repealing the tax base system created in 1916 and replacing it with a **permanent tax rate system** with some options. Ballot Measures 5 and 50 govern the state's current property tax system.

## Property Tax Collection & Measure 5 Limitations

Before a city collects property taxes, a county assessor must determine assessed values for property. This is done annually, when the assessor reviews tax bills each year and applies the limitations, in order, described in Ballot Measure 50 and Ballot Measure 5.

As an Oregon local government, cities (along with other taxing districts serving a given area) are limited to collecting no more than \$10.00 per \$1,000 of market value for any property. The actual amount an individual property owner pays in property taxes each year still depends on four factors:

1. The total amount levied by the various local government taxing units;
2. The currency and accuracy of the market value of the individual property relative to all others within the taxing jurisdictions. The “market value” of property is to be determined as of January 1 of each year.
3. The total amount of taxable assessed value within the taxing jurisdictions; and
4. The \$10.00 tax rate limit.

The Tax rate is generally expressed in Dollars per \$1,000 of assessed value. The tax rate of each taxing district in which property is located is added together and the total may not exceed \$10.00 per \$1,000 of market value. Cities whose total tax rate for all taxing local government units is over \$10.00 will receive less than the total amount levied. Voter approved debt service is not included in the \$10.00 limit; so the actual total tax rate may be higher than \$10.00, but the portion that goes for operations may not exceed \$10.00.

## Ballot Measure 50 Limitations

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

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



Tax Rate Effect on a \$125,000 House  
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

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**

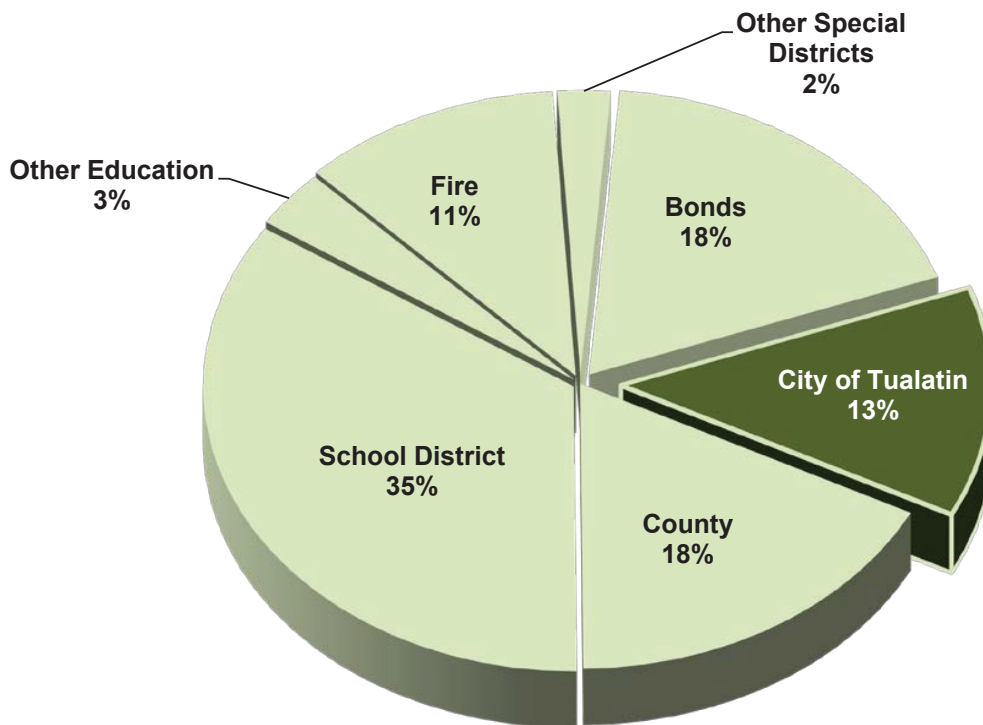
Part of Ballot Measure 5 legislation allows cities to distinguish between taxes and fees. This is important because how a fee or tax is classified determines whether it is inside or outside the \$10.00 tax rate limit. The council may adopt an ordinance or resolution that classifies whether or not a tax,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

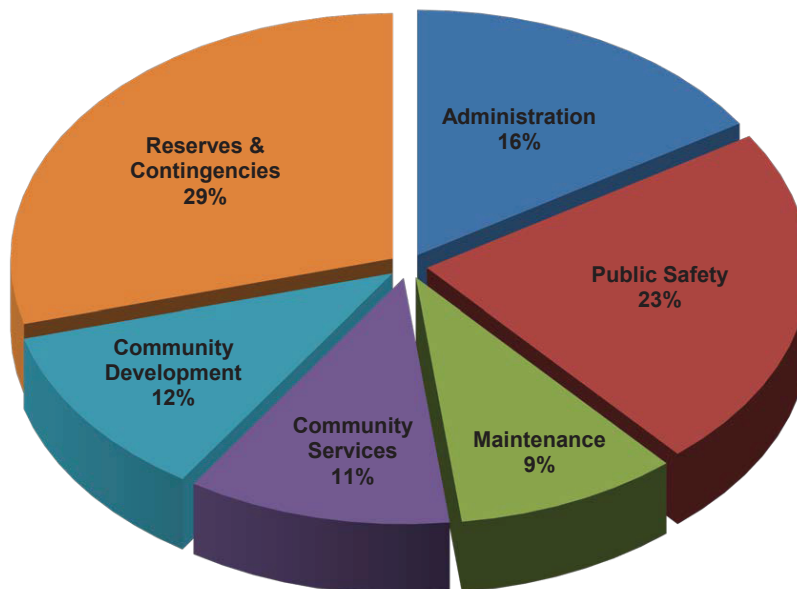
### **Summary**

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 \$17.38 per \$1,000 of assessed value. Therefore, a homeowner with an assessed value of \$200,000 pays property tax of \$3,476 annually. Of this amount, the City of Tualatin receives approximately 13%, or \$452. 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

Vehicle Replacement 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

##### Stormwater

- Stormwater Operating Fund

- Stormwater Development Fund

##### Streets

- Road Utility Fee Fund

- Road Operating Fund

- Transportation Development Tax Fund

- Transportation Projects Fund

Core Area Parking District Fund

Tualatin Service Center Fund

General Obligation Bond Fund

Enterprise Bond Fund

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	8,463,416	10,055,342	9,748,690	12,000,000	12,033,405	12,039,780
<b>BEGINNING FUND BALANCE</b>	<b>8,463,416</b>	<b>10,055,342</b>	<b>9,748,690</b>	<b>12,000,000</b>	<b>12,033,405</b>	<b>12,039,780</b>
Property Taxes - Current Year	8,808,065	9,222,122	9,539,915	10,123,990	10,123,990	10,123,990
Property Taxes - Prior Year	119,480	106,087	130,000	100,000	100,000	100,000
Interest on Taxes - WashCo	14,100	13,259	15,000	10,000	10,000	10,000
Interest on Taxes - ClackCo	2,190	1,755	2,000	2,500	2,500	2,500
<b>PROPERTY TAXES</b>	<b>8,943,835</b>	<b>9,343,224</b>	<b>9,686,915</b>	<b>10,236,490</b>	<b>10,236,490</b>	<b>10,236,490</b>
Franchise Fees	2,141,130	2,259,247	2,255,000	2,334,500	2,334,500	2,334,500
Special Franchise Payment	51,727	-	-	-	-	-
Right of Way Fees	-	107,145	85,000	150,000	150,000	150,000
<b>FRANCHISE FEES</b>	<b>2,192,857</b>	<b>2,366,393</b>	<b>2,340,000</b>	<b>2,484,500</b>	<b>2,484,500</b>	<b>2,484,500</b>
Alarm Fees	20,858	20,785	21,000	21,000	21,000	21,000
Business License Fee	153,497	149,779	144,000	150,000	150,000	150,000
Metro Business License	11,986	14,058	12,000	12,000	12,000	12,000
Rental License	38,930	47,730	38,000	45,000	45,000	45,000
Signs	19,605	16,185	18,000	18,000	18,000	18,000
Public Works Permit Fees	41,691	35,997	28,000	28,000	28,000	28,000
Water Quality Permit Fees	(404)	-	-	-	-	-
Erosion Control Permit	-	33,565	36,000	40,000	40,000	40,000
Erosion Control Fee	-	17,545	26,000	26,000	26,000	26,000
Alcohol Permit Fees	(25)	-	-	-	-	-
<b>LICENSES AND PERMITS</b>	<b>286,138</b>	<b>335,643</b>	<b>323,000</b>	<b>340,000</b>	<b>340,000</b>	<b>340,000</b>
Grants - Other Grant Revenue	23,467	5,843	3,250	3,250	3,250	3,250
Grants - Seat Belt Grant	6,869	11,484	6,800	6,800	6,800	6,800
Tualatin School Dist (SRO)	59,920	64,500	68,120	71,360	71,360	71,360
Grants - Misc Grants	50,496	6,095	9,200	9,400	9,400	9,400
Grants - Other Grant Revenue	-	650	-	-	-	-
Cigarette Tax	33,938	33,195	32,620	32,195	32,195	32,195
Marijuana Tax	-	133,407	36,000	80,350	80,350	80,350
OLCC per Capita	409,984	429,076	495,250	502,140	502,140	502,140
OLCC Formula Shared Rev	331,817	348,702	374,400	380,040	380,040	380,040
Grants - PCN Operations Grant	47,330	39,950	-	-	-	-
Grants - Metro CET Grant	-	-	295,000	-	-	-
Motel Taxes	315,803	329,296	615,000	615,000	615,000	615,000
Library Revenue-WashCo	1,557,911	1,614,088	1,662,855	1,683,530	1,683,530	1,683,530
Library Revenue-ClackCo	90,037	92,508	95,210	100,080	100,080	100,080
Payments in Lieu of Prop Taxes	495	1,374	1,000	1,000	1,000	1,000
Durham Police	127,500	131,340	135,280	139,340	139,340	139,340
Police Services	134,510	119,250	138,600	163,640	163,640	163,640
<b>INTERGOVERNMENTAL</b>	<b>3,190,076</b>	<b>3,360,758</b>	<b>3,968,585</b>	<b>3,788,125</b>	<b>3,788,125</b>	<b>3,788,125</b>





Architectural Review	26,855	33,440	30,000	30,000	30,000	30,000
Other Land Use Appl Fees	16,358	10,328	15,000	15,000	15,000	15,000
Lien Search Fees	14,274	10,341	12,000	14,000	14,000	14,000
Passport Execution Fee	91,097	63,490	95,000	80,000	80,000	80,000
Passport Photos	16,654	1,264	-	-	-	-
Fingerprint Fees	13,473	13,515	11,500	12,000	12,000	12,000
GREAT Program	15,620	13,555	17,000	17,000	17,000	17,000
Rec User Fees - Community	116,152	123,844	68,500	87,750	87,750	87,750
Recreation Program Fees - JPC	-	-	34,500	39,000	39,000	39,000
Library Program User Fees	1,450	570	1,500	1,500	1,500	1,500
Fleet Services	5,266	5,067	5,000	10,000	10,000	10,000
<b>CHARGES FOR SERVICES</b>	<b>317,199</b>	<b>275,415</b>	<b>290,000</b>	<b>306,250</b>	<b>306,250</b>	<b>306,250</b>
Municipal Court Fines	1,031,348	1,002,880	1,000,000	1,300,000	1,300,000	1,300,000
Other Court Fines	44,978	34,348	-	-	-	-
Other Restitution	8,181	4,776	2,000	5,000	5,000	5,000
Library Fines, Cards, Books	63,375	43,538	52,500	43,500	43,500	43,500
<b>FINES AND FORFEITURES</b>	<b>1,147,883</b>	<b>1,085,542</b>	<b>1,054,500</b>	<b>1,348,500</b>	<b>1,348,500</b>	<b>1,348,500</b>
Interest on Investments	141,439	209,084	230,000	300,000	300,000	300,000
<b>INVESTMENT EARNINGS</b>	<b>141,439</b>	<b>209,084</b>	<b>230,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
Liquor License Fee	3,935	3,740	4,000	4,000	4,000	4,000
Maps, Codebooks, Copies	1,529	317	750	750	750	750
Police Reports & Photos	4,704	5,145	4,800	4,800	4,800	4,800
Vehicle Impound Fee	5,700	6,700	7,500	5,500	5,500	5,500
Picnic Shelter Fees	12,375	13,473	12,000	12,700	12,700	12,700
Ball Field Fees	12,988	9,020	15,000	27,000	27,000	27,000
Juanita Pohl Ctr Use Fees	48,805	53,794	48,200	48,200	48,200	48,200
Brown's Ferry Comm Ctr	450	-	450	450	450	450
Heritage Center	6,475	6,368	5,900	5,900	5,900	5,900
Concession Fee	9,036	10,958	8,500	8,500	8,500	8,500
Street Tree Fees	47,800	15,975	17,300	26,250	26,250	26,250
Community Room Rental	495	770	500	500	500	500
<b>FEES &amp; CHARGES</b>	<b>154,291</b>	<b>126,259</b>	<b>124,900</b>	<b>144,550</b>	<b>144,550</b>	<b>144,550</b>
Rental Income - Property	600	-	-	-	-	-
Rental Income-Other Space Rntl	25,554	27,432	25,925	30,000	30,000	30,000
Rental Income - T-Mobile	16,748	34,831	35,935	37,295	37,295	37,295
Donations - Other Library	25,509	28,009	29,300	29,300	29,300	29,300
Donations - Other Police	3,400	-	-	-	-	-
Donations - Community Services	6,967	-	-	-	-	-
Donations - Concerts-Commons	17,850	15,050	18,000	18,000	18,000	18,000
Donations - Other Spons Prog	1,500	11,420	20,250	20,250	20,250	20,250
Donations - Donations Assorted	13,727	4,198	7,360	5,860	5,860	5,860
Insurance Proceeds	765	34,908	-	-	-	-
Other Misc Income	47,388	27,457	25,000	25,000	25,000	25,000
Cash Over/Short	74	(15)	-	-	-	-
Metro Area Mayors Forum	2,640	-	-	-	-	-
<b>MISCELLANEOUS</b>	<b>162,721</b>	<b>183,291</b>	<b>161,770</b>	<b>165,705</b>	<b>165,705</b>	<b>165,705</b>

Transfer In - Building Fund	355,570	373,740	406,380	472,380	472,380	472,380
Transfer In - Road Utility	125,080	146,180	101,100	129,730	129,730	129,730
Transfer In - Road Operating	757,590	665,010	736,420	720,630	720,630	720,630
Transfer In - Core Area Pkg	26,950	29,330	28,060	33,700	33,700	33,700
Transfer In - TDT	-	-	-	29,730	29,730	29,730
Transfer In - Park Development	36,700	42,200	42,780	77,790	77,790	77,790
Transfer In - Transportation	-	-	-	115,050	115,050	115,050
Transfer In - Water Fund	1,437,620	1,613,290	1,510,970	1,295,770	1,295,770	1,295,770
Transfer In - Sewer Fund	979,850	1,027,970	1,198,140	1,283,060	1,283,060	1,283,060
Transfer In - Stormwater Fund	678,700	688,820	723,220	735,050	735,050	735,050
Transfer In - Water Devel Fund	3,410	13,440	8,990	7,500	7,500	7,500
Transfer In - Sewer Dev Fund	8,950	13,170	15,220	19,970	19,970	19,970
Transfer In - Storm Drain Dev	-	8,550	2,150	1,280	1,280	1,280
Transfer In - Operations Fund	989,509	-	-	-	-	-
Transfer In - Leveton Projects	86,260	91,850	79,400	68,110	68,110	68,110
<b>TRANSFERS IN</b>	<b>5,486,189</b>	<b>4,713,550</b>	<b>4,852,830</b>	<b>4,989,750</b>	<b>4,989,750</b>	<b>4,989,750</b>
Sale of Capital Assets	23,423	4,252	-	-	-	-
<b>OTHER FINANCING SOURCES</b>	<b>23,423</b>	<b>4,252</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL FUND</b>	<b>30,509,467</b>	<b>32,058,753</b>	<b>32,781,190</b>	<b>36,103,870</b>	<b>36,137,275</b>	<b>36,143,650</b>



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	-	-	-	-	-	-
<b>BEGINNING FUND BALANCE</b>	-	-	-	-	-	-
Vehicle Replacement Charge	-	-	-	328,480	328,480	328,480
<b>CHARGES FOR SERVICES</b>	-	-	-	<b>328,480</b>	<b>328,480</b>	<b>328,480</b>
Interest on Investments	-	-	-	9,500	9,500	9,500
<b>INVESTMENT EARNINGS</b>	-	-	-	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>
<b>VEHICLE REPLACEMENT FUND</b>	-	-	-	<b>337,980</b>	<b>337,980</b>	<b>337,980</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	\$ 1,857,722	\$ 1,814,179	\$ 1,595,220	\$ 1,622,525	\$ 1,622,525	\$ 1,622,525
<b>BEGINNING FUND BALANCE</b>	<b>1,857,722</b>	<b>1,814,179</b>	<b>1,595,220</b>	<b>1,622,525</b>	<b>1,622,525</b>	<b>1,622,525</b>
Permits - Structural	297,346	380,018	300,000	315,000	315,000	315,000
Permits - Plumbing	50,290	58,558	60,000	63,000	63,000	63,000
Permits - Erosion Control	37,356	-	-	-	-	-
Permits - Mechanical	199,823	182,197	130,000	136,500	136,500	136,500
Permits - Manufactured Homes	364	182	180	190	190	190
Permits - Signs, Excav, Demo	2,385	5,940	1,000	1,050	1,050	1,050
<b>LICENSES AND PERMITS</b>	<b>587,564</b>	<b>626,894</b>	<b>491,180</b>	<b>515,740</b>	<b>515,740</b>	<b>515,740</b>
Fees - Structural	242,113	370,843	190,000	199,500	199,500	199,500
Fees - Plumbing	12,170	8,537	10,000	10,500	10,500	10,500
Fees - Erosion Control	23,115	-	-	-	-	-
Fees - Mechanical	124,412	121,040	100,000	105,000	105,000	105,000
Fees - Fire & Safety	107,847	183,049	100,000	105,000	105,000	105,000
Fees - Miscellaneous	435	4,155	1,000	1,050	1,050	1,050
<b>CHARGES FOR SERVICES</b>	<b>510,092</b>	<b>687,623</b>	<b>401,000</b>	<b>421,050</b>	<b>421,050</b>	<b>421,050</b>
Interest on Investments	23,602	33,199	31,900	32,450	32,450	32,450
<b>INVESTMENT EARNINGS</b>	<b>23,602</b>	<b>33,199</b>	<b>31,900</b>	<b>32,450</b>	<b>32,450</b>	<b>32,450</b>
Admin Fee - Metro	2,584	6,020	2,000	2,100	2,100	2,100
Admin Fee - School Dist	3,783	9,825	3,000	3,150	3,150	3,150
Maps, Codebooks, Copies	-	-	100	100	100	100
<b>FEES &amp; CHARGES</b>	<b>6,367</b>	<b>15,846</b>	<b>5,100</b>	<b>5,350</b>	<b>5,350</b>	<b>5,350</b>
Other Misc Income	8,900	1,968	200	200	200	200
Cash Over/Short	-	-	-	-	-	-
<b>MISCELLANEOUS</b>	<b>8,900</b>	<b>1,968</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
Transfer In - TDT	-	-	-	18,750	18,750	18,750
Transfer In - Water Fund	10,185	10,690	11,500	-	-	-
Transfer In - Sewer Fund	5,985	6,280	6,750	-	-	-
Transfer In - Stormwater Fund	5,985	6,280	6,750	-	-	-
Transfer In - Water Devel Fund	-	-	-	26,250	26,250	26,250
Transfer In - Sewer Dev Fund	-	-	-	18,750	18,750	18,750
Transfer In - Storm Drain Dev	-	-	-	11,250	11,250	11,250
<b>TRANSFERS IN</b>	<b>22,155</b>	<b>23,250</b>	<b>25,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>BUILDING FUND</b>	<b>\$ 3,016,402</b>	<b>\$ 3,202,960</b>	<b>\$ 2,549,600</b>	<b>\$ 2,672,315</b>	<b>\$ 2,672,315</b>	<b>\$ 2,672,315</b>



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	\$ 1,093,230	\$ 1,208,148	\$ 1,072,360	\$ 319,500	\$ 319,500	\$ 319,500
<b>BEGINNING FUND BALANCE</b>	<b>1,093,230</b>	<b>1,208,148</b>	<b>1,072,360</b>	<b>319,500</b>	<b>319,500</b>	<b>319,500</b>
Other Grants - State Grant	15,858	-	136,500	238,000	238,000	238,000
<b>INTERGOVERNMENTAL</b>	<b>15,858</b>	<b>-</b>	<b>136,500</b>	<b>238,000</b>	<b>238,000</b>	<b>238,000</b>
Interest on Investments	12,460	20,199	15,000	9,450	9,450	9,450
<b>INVESTMENT EARNINGS</b>	<b>12,460</b>	<b>20,199</b>	<b>15,000</b>	<b>9,450</b>	<b>9,450</b>	<b>9,450</b>
Parks - SDC's	127,124	294,585	1,613,860	1,696,335	1,696,335	1,696,335
<b>FEES &amp; CHARGES</b>	<b>127,124</b>	<b>294,585</b>	<b>1,613,860</b>	<b>1,696,335</b>	<b>1,696,335</b>	<b>1,696,335</b>
Donations - Community Services	-	(1,000)	-	-	-	-
Other Misc Income	55,818	-	-	4,225	4,225	4,225
<b>MISCELLANEOUS</b>	<b>55,818</b>	<b>(1,000)</b>	<b>-</b>	<b>4,225</b>	<b>4,225</b>	<b>4,225</b>
Transfer In - General Fund	419,449	-	136,500	207,000	261,000	261,000
Transfer In - Water Fund	-	-	335,000	-	-	-
<b>TRANSFERS IN</b>	<b>419,449</b>	<b>-</b>	<b>471,500</b>	<b>207,000</b>	<b>261,000</b>	<b>261,000</b>
<b>PARK DEVELOPMENT FUND</b>	<b>\$ 1,723,938</b>	<b>\$ 1,521,932</b>	<b>\$ 3,309,220</b>	<b>\$ 2,474,510</b>	<b>\$ 2,528,510</b>	<b>\$ 2,528,510</b>



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	\$ 50,729	\$ 50,878	\$ 51,130	\$ 50,885	\$ 50,885	\$ 50,885
<b>BEGINNING FUND BALANCE</b>	<b>50,729</b>	<b>50,878</b>	<b>51,130</b>	<b>50,885</b>	<b>50,885</b>	<b>50,885</b>
Grants - Misc Grants	-	-	1,500	1,500	1,500	1,500
<b>INTERGOVERNMENTAL</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
Interest on Investments	549	855	1,000	1,500	1,500	1,500
<b>INVESTMENT EARNINGS</b>	<b>549</b>	<b>855</b>	<b>1,000</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>MISCELLANEOUS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TUALATIN SCHOLARSHIP FUND</b>	<b>\$ 51,278</b>	<b>\$ 51,733</b>	<b>\$ 53,630</b>	<b>\$ 53,885</b>	<b>\$ 53,885</b>	<b>\$ 53,885</b>



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	\$ 5,029,997	\$ 5,486,718	\$ 5,778,660	\$ 6,087,725	\$ 6,087,725	\$ 6,087,725
<b>BEGINNING FUND BALANCE</b>	<b>5,029,997</b>	<b>5,486,718</b>	<b>5,778,660</b>	<b>6,087,725</b>	<b>6,087,725</b>	<b>6,087,725</b>
Water Service Charge	307,720	319,860	332,295	351,400	351,400	351,400
Usage Charge	5,097,511	5,610,592	5,524,600	5,784,860	5,784,860	5,784,860
Fire Service	138,546	144,216	140,000	140,000	140,000	140,000
Bulk Water Revenue	2,150	1,874	1,500	2,000	2,000	2,000
Installation	6,478	13,140	2,750	4,000	4,000	4,000
Water Facility Charge	494,717	515,019	531,675	554,270	554,270	554,270
<b>CHARGES FOR SERVICES</b>	<b>6,047,122</b>	<b>6,604,701</b>	<b>6,532,820</b>	<b>6,836,530</b>	<b>6,836,530</b>	<b>6,836,530</b>
Interest on Investments	57,830	99,486	113,475	116,310	116,310	116,310
<b>INVESTMENT EARNINGS</b>	<b>57,830</b>	<b>99,486</b>	<b>113,475</b>	<b>116,310</b>	<b>116,310</b>	<b>116,310</b>
Bulk Water Fees	10,565	2,220	4,000	4,000	4,000	4,000
Reconnect Fee	2,663	1,501	2,500	2,500	2,500	2,500
Carry Chrg - Late Payments	30,458	21,723	24,000	20,000	20,000	20,000
<b>FEES &amp; CHARGES</b>	<b>43,685</b>	<b>25,444</b>	<b>30,500</b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>
Rental Income - T-Mobile	16,748	-	-	-	-	-
Other Misc Income	300	601	2,000	358,365	358,365	358,365
<b>MISCELLANEOUS</b>	<b>17,048</b>	<b>601</b>	<b>2,000</b>	<b>358,365</b>	<b>358,365</b>	<b>358,365</b>
Transfer In - Water Devel Fund	8,466	141,677	280,000	235,000	235,000	235,000
<b>TRANSFERS IN</b>	<b>8,466</b>	<b>141,677</b>	<b>280,000</b>	<b>235,000</b>	<b>235,000</b>	<b>235,000</b>
<b>WATER FUND</b>	<b>\$ 11,204,148</b>	<b>\$12,358,627</b>	<b>\$12,737,455</b>	<b>\$13,660,430</b>	<b>\$13,660,430</b>	<b>\$13,660,430</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	\$ 683,059	\$ 859,410	\$ 976,770	\$ 1,144,570	\$ 1,144,570	\$ 1,144,570
<b>BEGINNING FUND BALANCE</b>	<b>683,059</b>	<b>859,410</b>	<b>976,770</b>	<b>1,144,570</b>	<b>1,144,570</b>	<b>1,144,570</b>
Interest on Investments	8,720	16,867	19,540	28,610	28,610	28,610
<b>INVESTMENT EARNINGS</b>	<b>8,720</b>	<b>16,867</b>	<b>19,540</b>	<b>28,610</b>	<b>28,610</b>	<b>28,610</b>
System Development Charge	179,507	479,465	250,000	250,000	250,000	250,000
<b>FEES &amp; CHARGES</b>	<b>179,507</b>	<b>479,465</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
<b>WATER DEVELOPMENT FUND</b>	<b>\$ 871,286</b>	<b>\$ 1,355,742</b>	<b>\$ 1,246,310</b>	<b>\$ 1,423,180</b>	<b>\$ 1,423,180</b>	<b>\$ 1,423,180</b>



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	\$ 3,013,265	\$ 3,205,451	\$ 3,298,300	\$ 2,437,800	\$ 3,164,800	\$ 3,199,800
<b>BEGINNING FUND BALANCE</b>	<b>3,013,265</b>	<b>3,205,451</b>	<b>3,298,300</b>	<b>2,437,800</b>	<b>3,164,800</b>	<b>3,199,800</b>
User Charge - CWS Base	4,168,997	4,316,889	4,470,615	4,604,730	4,604,730	4,604,730
User Charge - CWS Usage	1,613,683	1,655,027	1,792,200	1,845,970	1,845,970	1,845,970
User Charge - COT Base	972,888	1,004,970	1,007,260	1,158,350	1,158,350	1,158,350
User Charge - COT Usage	386,987	396,862	426,900	490,940	490,940	490,940
User Charge - LO CWS Base	159,089	164,144	157,425	162,150	162,150	162,150
User Charge - LO CWS Usage	78,494	75,312	81,960	84,420	84,420	84,420
User Charge - LO COT Base	37,103	38,125	37,450	43,070	43,070	43,070
User Charge - LO COT Usage	18,798	18,066	19,465	22,380	22,380	22,380
User Charge - Tigard CWS Base	4,952	5,360	5,155	5,310	5,310	5,310
User Charge - Tigard CWS Usage	4,207	4,717	5,875	6,050	6,050	6,050
User Charge - Tigard COT Base	974	1,449	1,230	1,410	1,410	1,410
User Charge - Tigard COT Usage	882	892	1,035	1,190	1,190	1,190
Sewer Inspection	1,375	2,190	1,090	1,120	1,120	1,120
Industrial Discharge	112,754	131,172	81,960	84,420	110,000	110,000
<b>CHARGES FOR SERVICES</b>	<b>7,561,183</b>	<b>7,815,177</b>	<b>8,089,620</b>	<b>8,511,510</b>	<b>8,537,090</b>	<b>8,537,090</b>
Interest on Investments	32,834	53,544	65,965	60,950	60,950	60,950
<b>INVESTMENT EARNINGS</b>	<b>32,834</b>	<b>53,544</b>	<b>65,965</b>	<b>60,950</b>	<b>60,950</b>	<b>60,950</b>
Other Misc Income	-	-	500	-	-	-
<b>MISCELLANEOUS</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer In - Stormwater Fund	113,390	113,310	125,110	131,540	131,540	131,540
<b>TRANSFERS IN</b>	<b>113,390</b>	<b>113,310</b>	<b>125,110</b>	<b>131,540</b>	<b>131,540</b>	<b>131,540</b>
<b>SEWER FUND</b>	<b>\$ 10,720,672</b>	<b>\$11,187,482</b>	<b>\$11,579,495</b>	<b>\$11,141,800</b>	<b>\$11,894,380</b>	<b>\$11,929,380</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	4,028,284	3,908,600	3,915,430	3,210,990	3,210,990	3,210,990
<b>BEGINNING FUND BALANCE</b>	<b>4,028,284</b>	<b>3,908,600</b>	<b>3,915,430</b>	<b>3,210,990</b>	<b>3,210,990</b>	<b>3,210,990</b>
Reimbursement from CWS	-	-	-	50,000	50,000	50,000
<b>INTERGOVERNMENTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Interest on Investments	43,408	67,170	78,310	80,270	80,270	80,270
<b>INVESTMENT EARNINGS</b>	<b>43,408</b>	<b>67,170</b>	<b>78,310</b>	<b>80,270</b>	<b>80,270</b>	<b>80,270</b>
System Development Charge	712,001	665,301	600,000	600,000	600,000	600,000
<b>FEES &amp; CHARGES</b>	<b>712,001</b>	<b>665,301</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>SEWER DEVELOPMENT FUND</b>	<b>4,783,693</b>	<b>4,641,071</b>	<b>4,593,740</b>	<b>3,941,260</b>	<b>3,941,260</b>	<b>3,941,260</b>





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	1,683,898	2,481,337	3,105,080	4,006,730	4,006,730	4,006,730
<b>BEGINNING FUND BALANCE</b>	<b>1,683,898</b>	<b>2,481,337</b>	<b>3,105,080</b>	<b>4,006,730</b>	<b>4,006,730</b>	<b>4,006,730</b>
User Charge - CWS Regional	613,281	654,324	695,625	737,760	737,760	737,760
User Charge - COT Local	1,961,906	2,093,582	2,214,075	2,521,740	2,521,740	2,521,740
User Charge - Lake Oswego CWS	16,414	17,433	18,375	19,490	19,490	19,490
User Charge - Lake Oswego COT	49,310	55,720	58,485	67,470	67,470	67,470
User Charge - Tigard COT	10,754	11,306	11,970	13,410	13,410	13,410
<b>CHARGES FOR SERVICES</b>	<b>2,651,664</b>	<b>2,832,364</b>	<b>2,998,530</b>	<b>3,359,870</b>	<b>3,359,870</b>	<b>3,359,870</b>
Other Restitution	-	448	-	-	-	-
<b>FINES AND FORFEITURES</b>	<b>-</b>	<b>448</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	22,404	47,376	62,100	63,660	63,660	63,660
<b>INVESTMENT EARNINGS</b>	<b>22,404</b>	<b>47,376</b>	<b>62,100</b>	<b>63,660</b>	<b>63,660</b>	<b>63,660</b>
Other Misc Income	42,435	9,307	-	-	-	-
<b>MISCELLANEOUS</b>	<b>42,435</b>	<b>9,307</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>STORMWATER FUND</b>	<b>4,400,401</b>	<b>5,370,832</b>	<b>6,165,710</b>	<b>7,430,260</b>	<b>7,430,260</b>	<b>7,430,260</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	598,279	558,935	423,380	518,860	518,860	518,860
<b>BEGINNING FUND BALANCE</b>	<b>598,279</b>	<b>558,935</b>	<b>423,380</b>	<b>518,860</b>	<b>518,860</b>	<b>518,860</b>
Interest on Investments	6,437	8,685	8,470	12,970	12,970	12,970
<b>INVESTMENT EARNINGS</b>	<b>6,437</b>	<b>8,685</b>	<b>8,470</b>	<b>12,970</b>	<b>12,970</b>	<b>12,970</b>
Storm Water Quantity Fees	42,409	68,060	20,000	40,000	40,000	40,000
Storm Water Quality Fees	32,213	4,392	10,000	10,000	10,000	10,000
<b>FEES &amp; CHARGES</b>	<b>74,621</b>	<b>72,452</b>	<b>30,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>STORMWATER DEV. FUND</b>	<b>679,338</b>	<b>640,072</b>	<b>461,850</b>	<b>581,830</b>	<b>581,830</b>	<b>581,830</b>



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	137,129	437,794	321,140	394,670	394,670	394,670
<b>BEGINNING FUND BALANCE</b>	<b>137,129</b>	<b>437,794</b>	<b>321,140</b>	<b>394,670</b>	<b>394,670</b>	<b>394,670</b>
Interest on Investments	2,601	1,078	3,000	4,930	4,930	4,930
<b>INVESTMENT EARNINGS</b>	<b>2,601</b>	<b>1,078</b>	<b>3,000</b>	<b>4,930</b>	<b>4,930</b>	<b>4,930</b>
Road Utility Fee	713,698	956,051	1,012,920	1,047,610	1,047,610	1,047,610
Tigard Rd Utility Fees	10,666	11,618	11,510	13,690	13,690	13,690
Sidewalk/Tree Program	331,598	420,711	444,700	463,500	463,500	463,500
<b>FEES &amp; CHARGES</b>	<b>1,055,961</b>	<b>1,388,381</b>	<b>1,469,130</b>	<b>1,524,800</b>	<b>1,524,800</b>	<b>1,524,800</b>
Transfer In - Road Operating	-	-	-	460,000	460,000	460,000
<b>TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>460,000</b>	<b>460,000</b>	<b>460,000</b>
<b>ROAD UTILITY FEE FUND</b>	<b>1,195,691</b>	<b>1,827,252</b>	<b>1,793,270</b>	<b>2,384,400</b>	<b>2,384,400</b>	<b>2,384,400</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	2,569,572	2,203,429	1,558,190	1,558,190	1,558,190	2,185,860
<b>BEGINNING FUND BALANCE</b>	<b>2,569,572</b>	<b>2,203,429</b>	<b>1,558,190</b>	<b>1,558,190</b>	<b>1,558,190</b>	<b>2,185,860</b>
State Gas Tax	1,600,509	1,707,487	1,954,060	2,016,680	2,016,680	2,016,680
Washington County Gas Tax	89,618	88,328	91,810	92,730	92,730	92,730
Vehicle License Fee - WashCo	-	-	400,000	400,000	400,000	400,000
Vehicle License Fee - ClackCo	-	-	-	60,000	60,000	60,000
<b>INTERGOVERNMENTAL</b>	<b>1,690,127</b>	<b>1,795,815</b>	<b>2,445,870</b>	<b>2,569,410</b>	<b>2,569,410</b>	<b>2,569,410</b>
Interest on Investments	30,252	40,203	27,860	38,950	38,950	38,950
<b>INVESTMENT EARNINGS</b>	<b>30,252</b>	<b>40,203</b>	<b>27,860</b>	<b>38,950</b>	<b>38,950</b>	<b>38,950</b>
Other Misc Income	-	67,464	461,000	1,172,500	1,172,500	1,172,500
<b>MISCELLANEOUS</b>	<b>-</b>	<b>67,464</b>	<b>461,000</b>	<b>1,172,500</b>	<b>1,172,500</b>	<b>1,172,500</b>
Transfer In - Road Utility	139,960	145,400	216,350	230,200	230,200	230,200
Transfer In - TDT	110,000	544,557	1,624,000	-	-	-
Transfer In - Stormwater Fund	27,560	28,840	47,760	53,690	53,690	53,690
<b>TRANSFERS IN</b>	<b>277,520</b>	<b>718,797</b>	<b>1,888,110</b>	<b>283,890</b>	<b>283,890</b>	<b>283,890</b>
<b>ROAD OPERATING FUND</b>	<b>4,567,471</b>	<b>4,825,708</b>	<b>6,381,030</b>	<b>5,622,940</b>	<b>5,622,940</b>	<b>6,250,610</b>



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	5,936,282	6,698,728	7,394,600	9,778,940	9,778,940	9,778,940
<b>BEGINNING FUND BALANCE</b>	<b>5,936,282</b>	<b>6,698,728</b>	<b>7,394,600</b>	<b>9,778,940</b>	<b>9,778,940</b>	<b>9,778,940</b>
Interest on Investments	84,811	147,044	141,000	244,000	244,000	244,000
<b>INVESTMENT EARNINGS</b>	<b>84,811</b>	<b>147,044</b>	<b>141,000</b>	<b>244,000</b>	<b>244,000</b>	<b>244,000</b>
System Fees -Washington County	699,033	2,400,789	900,000	900,000	900,000	900,000
System Fees - Clackamas County	86,953	49,459	20,000	50,000	50,000	50,000
<b>FEES &amp; CHARGES</b>	<b>785,986</b>	<b>2,450,248</b>	<b>920,000</b>	<b>950,000</b>	<b>950,000</b>	<b>950,000</b>
Other Misc Income	1,649	1,649	-	-	-	-
<b>MISCELLANEOUS</b>	<b>1,649</b>	<b>1,649</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSPORTATION DEV. TAX</b>	<b>6,808,728</b>	<b>9,297,669</b>	<b>8,455,600</b>	<b>10,972,940</b>	<b>10,972,940</b>	<b>10,972,940</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	103,856	113,861	119,000	127,000	127,000	127,000
Reserve for Lot Construction	45,500	45,500	45,500	45,500	45,500	45,500
<b>BEGINNING FUND BALANCE</b>	<b>149,356</b>	<b>159,361</b>	<b>164,500</b>	<b>172,500</b>	<b>172,500</b>	<b>172,500</b>
Interest on Investments	1,782	2,738	3,000	4,000	4,000	4,000
<b>INVESTMENT EARNINGS</b>	<b>1,782</b>	<b>2,738</b>	<b>3,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
Core Area Parking - Current	51,401	53,300	60,000	62,000	62,000	62,000
<b>FEES &amp; CHARGES</b>	<b>51,401</b>	<b>53,300</b>	<b>60,000</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>
<b>CORE AREA PARKING DISTRICT</b>	<b>202,539</b>	<b>215,398</b>	<b>227,500</b>	<b>238,500</b>	<b>238,500</b>	<b>238,500</b>





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	-	-	-	21,725,350	21,725,350	21,725,350
<b>BEGINNING FUND BALANCE</b>	-	-	-	<b>21,725,350</b>	<b>21,725,350</b>	<b>21,725,350</b>
Interest on Investments	-	-	-	543,100	543,100	543,100
<b>INVESTMENT EARNINGS</b>	-	-	-	<b>543,100</b>	<b>543,100</b>	<b>543,100</b>
General Obligation bond issued	-	-	20,000,000	-	-	-
Premiums on bond issued	-	-	2,954,235	-	-	-
<b>OTHER FINANCING SOURCES</b>	-	-	<b>22,954,235</b>	-	-	-
<b>TRANSPORTATION PROJECT</b>	-	-	<b>22,954,235</b>	<b>22,268,450</b>	<b>22,268,450</b>	<b>22,268,450</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	-	-	-	-	-	-
<b>BEGINNING FUND BALANCE</b>	-	-	-	-	-	-
Interest on Investments	-	-	-	50,000	50,000	50,000
<b>INVESTMENT EARNINGS</b>	-	-	-	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Transfers In - General Fund	-	-	-	1,600,000	1,600,000	1,600,000
Transfers In - Building Fund	-	-	-	400,000	400,000	400,000
Transfers In - Water Fund	-	-	-	1,000,000	1,000,000	1,000,000
Transfers In - Sewer Fund	-	-	-	400,000	400,000	400,000
Transfers In - Stormwater Fund	-	-	-	600,000	600,000	600,000
<b>TRANSFERS IN</b>	-	-	-	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>
<b>TUALATIN SERVICE CENTER</b>	-	-	-	<b>4,050,000</b>	<b>4,050,000</b>	<b>4,050,000</b>



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	93,706	76,598	54,800	48,500	48,500	48,500
<b>BEGINNING FUND BALANCE</b>	<b>93,706</b>	<b>76,598</b>	<b>54,800</b>	<b>48,500</b>	<b>48,500</b>	<b>48,500</b>
Property Taxes - Current Year	930,745	934,623	2,660,000	2,789,550	2,789,550	2,789,550
Property Taxes - Prior Year	12,625	10,752	10,000	10,000	10,000	10,000
Interest on Taxes - WashCo	1,490	1,344	-	-	-	-
Interest on Taxes - ClackCo	231	178	-	-	-	-
<b>PROPERTY TAXES</b>	<b>945,092</b>	<b>946,896</b>	<b>2,670,000</b>	<b>2,799,550</b>	<b>2,799,550</b>	<b>2,799,550</b>
Payments in Lieu of Prop Taxes	54	142	-	-	-	-
<b>INTERGOVERNMENTAL</b>	<b>54</b>	<b>142</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	1,368	1,752	2,000	10,000	10,000	10,000
<b>INVESTMENT EARNINGS</b>	<b>1,368</b>	<b>1,752</b>	<b>2,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
Other Misc Income	1,502	1,214	-	-	-	-
<b>MISCELLANEOUS</b>	<b>1,502</b>	<b>1,214</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL OBLIGATION BOND</b>	<b>1,041,723</b>	<b>1,026,601</b>	<b>2,726,800</b>	<b>2,858,050</b>	<b>2,858,050</b>	<b>2,858,050</b>

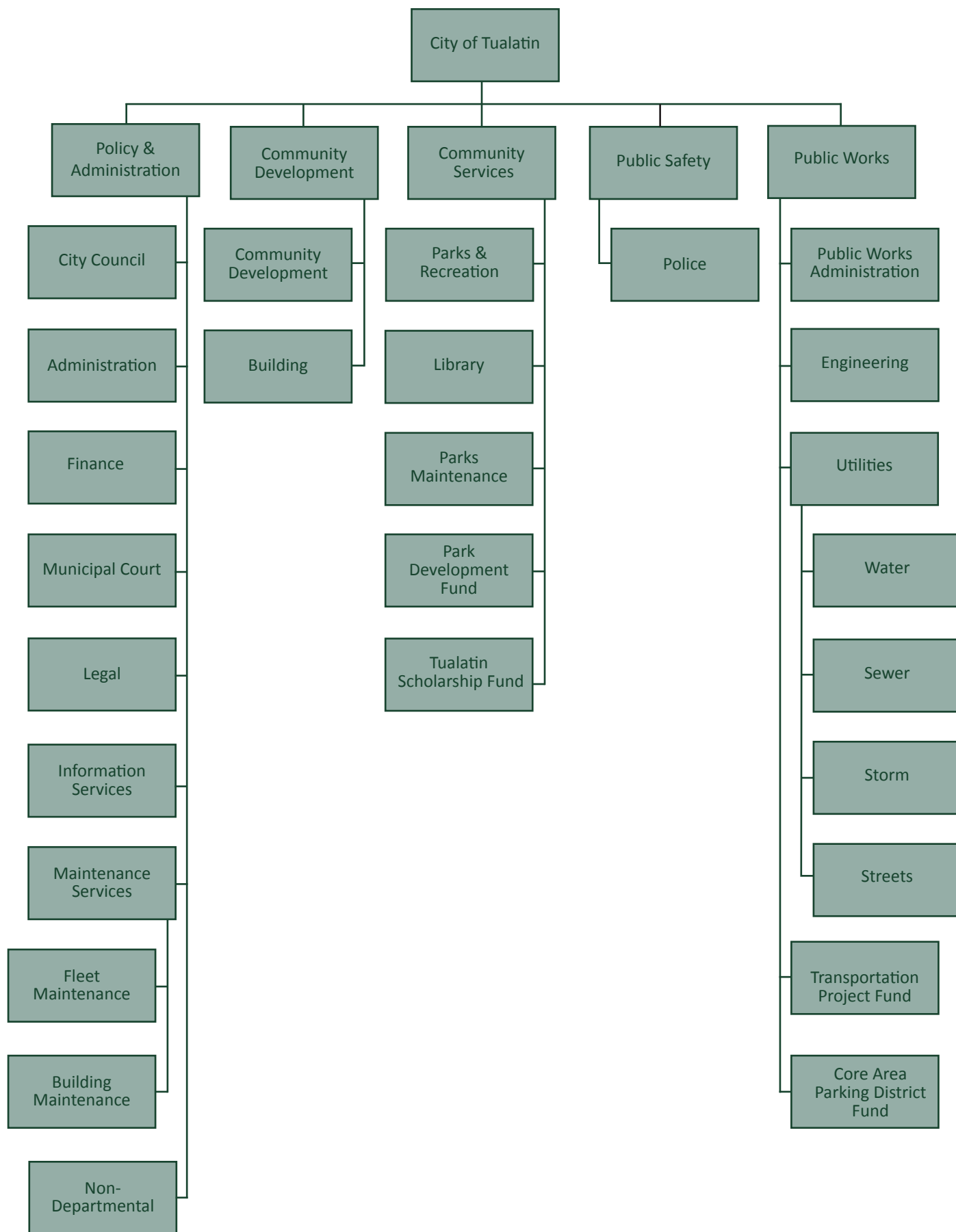
Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	487,715	491,063	498,000	507,000	507,000	507,000
<b>BEGINNING FUND BALANCE</b>	<b>487,715</b>	<b>491,063</b>	<b>498,000</b>	<b>507,000</b>	<b>507,000</b>	<b>507,000</b>
Interest on Investments	3,571	8,636	9,960	15,230	15,230	15,230
<b>INVESTMENT EARNINGS</b>	<b>3,571</b>	<b>8,636</b>	<b>9,960</b>	<b>15,230</b>	<b>15,230</b>	<b>15,230</b>
Transfer In - Road Utility	6,480	6,480	6,480	6,480	6,480	6,480
Transfer In - Road Operating	19,440	19,440	19,440	19,440	19,440	19,440
Transfer In - Water Fund	558,900	559,750	558,500	558,500	558,500	558,500
Transfer In - Sewer Fund	32,405	32,405	32,405	32,405	32,405	32,405
Transfer In - Stormwater Fund	19,440	19,440	19,440	19,440	19,440	19,440
<b>TRANSFERS IN</b>	<b>636,665</b>	<b>637,515</b>	<b>636,265</b>	<b>636,265</b>	<b>636,265</b>	<b>636,265</b>
<b>ENTERPRISE BOND FUND</b>	<b>1,127,951</b>	<b>1,137,214</b>	<b>1,144,225</b>	<b>1,158,495</b>	<b>1,158,495</b>	<b>1,158,495</b>



# City of Tualatin

Adopted  
2019/2020 Budget

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# City of Tualatin

Adopted  
2019/2020 Budget

# Policy & Administration

Articulates Tualatin's vision and directs government in the role of managing, supporting, and facilitating the achievement of that vision by supporting staff, programs and projects. Provides legal, technical, financial, and physical support and guidance.

## City Council



## Administration

## Finance



## Municipal Court



## Legal

## Information Services



## Maintenance Services



## Vehicle Replacement

## Non-departmental





**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Policy and Administration**

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	3,424,337	4,059,589	4,410,615	4,637,895	4,637,895	4,637,895
Materials & Services	2,262,880	2,148,957	2,388,570	2,606,020	2,630,020	2,630,020
Capital Outlay	260,344	473,119	116,020	76,000	76,000	76,000
Transfers Out	419,449	-	136,500	1,807,000	1,861,000	1,861,000
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	3,366,660	3,559,450	3,559,450	3,559,450
Reserves & Unappropriated	10,055,342	10,608,281	6,970,140	7,345,710	7,291,710	7,291,710
<b>Total Requirements</b>	<b>16,422,351</b>	<b>17,289,946</b>	<b>17,388,505</b>	<b>20,032,075</b>	<b>20,056,075</b>	<b>20,056,075</b>



## Mission Statement

**Dedicated to Quality Service for our Citizens**

## Value Statement

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

## Council Meetings

Council meetings are typically held the 2nd and 4th Monday of each month, beginning at 7:00 pm. Special meetings may be held as required. Council meetings are preceded by a work session that usually begins at 5:00 pm. Work sessions are used to review the agenda and give Council an opportunity to ask questions of staff, to update calendar items, or meet with community leaders. The agenda and Council packet materials are available for review on our website at [www.tualatinoregon.gov/meetings](http://www.tualatinoregon.gov/meetings) generally seven calendar days prior to the Council meeting.



City Council

Summary	
City Manager	Sherilyn Lombos
Volunteers (Mayor & Council)	7
Expenditures	\$ 157,350
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-committees-and-boards>.



Dedication of Lou Ogden Bridge



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Benefits-Employee Benefits	4,183	3,180	-	-	-	-
Benefits-FICA	486	161	250	-	-	-
Benefits-Insurance	37,989	30,372	33,600	44,670	44,670	44,670
Benefits-Council Technology	3,249	-	3,250	-	-	-
<b>PERSONAL SERVICES</b>	<b>45,906</b>	<b>33,713</b>	<b>37,100</b>	<b>44,670</b>	<b>44,670</b>	<b>44,670</b>
Office Supplies	1,640	1,007	1,500	500	500	500
Printing & Postage	178	55	250	-	-	-
Recording Fees	254	447	500	500	500	500
Council Discounts	1,580	2,860	1,680	1,680	1,680	1,680
CIO Grant Program	7,381	1,907	10,500	10,500	10,500	10,500
Consultants	13,212	8,946	15,000	10,000	10,000	10,000
Community Engagement	31,256	28,896	42,000	40,000	40,000	40,000
Conferences & Meetings	189	-	-	-	-	-
Conf & Meetings - Mayor	31,654	20,307	20,000	20,000	20,000	20,000
Conf & Meetings - Council	7,648	3,624	10,000	15,000	15,000	15,000
Membership Dues	-	166	-	-	-	-
Administrative Expense	7,968	11,295	16,000	14,500	14,500	14,500
<b>MATERIALS &amp; SERVICES</b>	<b>102,961</b>	<b>79,510</b>	<b>117,430</b>	<b>112,680</b>	<b>112,680</b>	<b>112,680</b>
<b>CITY COUNCIL</b>	<b>148,867</b>	<b>113,223</b>	<b>154,530</b>	<b>157,350</b>	<b>157,350</b>	<b>157,350</b>





## Administration

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

The Human Resources Division coordinates services and programs to assist all City departments in recruiting and maintaining a qualified diverse workforce, and provides employment-related services to City employees and job applicants. The division administers the Classification and Compensation Plan, administers employee benefits, supports the City's safety and risk management activities, as well as labor relations and contract administration for two employee associations. The division works to ensure legal compliance on employment issues. This division also oversees the City's vibrant Volunteer Services Program which offers a multitude of volunteer opportunities which greatly benefit the community.

### Highlights of FY 2018/2019

- Launched new internal Diversity Equity and Inclusion trainings for city employees
- Continued implementation and roll out of Laserfiche throughout the organization
- Successfully rolled out the Neogov Perform and Onboard systems for all staff

Summary	
Department Manager	Sherilyn Lombos
FTE's	8.75
Expenditures	\$ 1,327,240
Funding Source	General Fund

- Negotiated an updated collective bargaining agreement with the Tualatin Police Officers Association
- Worked with our Diversity Task Force and other community partners to continue building strong relationships and engagement across a wide range of projects and programs.
- Launched a program to review our 457 retirement service account providers, convert multiple plans into a singular provider that streamlines the process and reduces administrative fees for employees.



Scout Troop - Volunteers

## Goals for FY 2019/2020

- Implement the public portal of our Laserfiche document management system, opening up public records directly to our community.
- Launch a new Citizen's Academy that will educate, train and empower Tualatin community members to engage with the city and our community partners
- Complete a community survey asking residents to give feedback on their satisfaction with city services
- Successfully negotiate an updated collective bargaining agreement with the Tualatin Employees Association/AFSCME
- Continued roll out of Neogov Onboard systems and DEI trainings
- Adopt and implement a new agenda management system that will integrate with our website, our city codes, and provide easier access to information for the City Council and our community.
- Support the organization in identifying priority documents to translate and make available in Spanish.
- Support the successful launch of a new community event- Viva Tualatin- that will recognize, celebrate and encourage connection to our community's art and culture.



Volunteers



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	544,259	638,177	688,590	724,980	724,980	724,980
Salaries and Wages-Part Time	30,928	35,983	43,865	46,085	46,085	46,085
Salaries and Wages-Temporary	10,902	12,543	11,585	-	-	-
Salaries and Wages-Overtime	2,125	5,905	1,500	2,500	2,500	2,500
Benefits-Employee Benefits	6,701	7,768	8,405	8,045	8,045	8,045
Benefits-FICA	42,261	49,568	55,905	57,810	57,810	57,810
Benefits-Pension	117,518	161,763	172,330	208,935	208,935	208,935
Benefits-Insurance	131,571	151,463	158,550	186,875	186,875	186,875
Benefits-Vacation Buy Back	14,153	5,265	2,500	2,500	2,500	2,500
Benefits-Comp Time Buy Back	1,464	-	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>901,882</b>	<b>1,068,435</b>	<b>1,143,230</b>	<b>1,237,730</b>	<b>1,237,730</b>	<b>1,237,730</b>
Office Supplies	2,293	2,845	2,200	2,200	2,200	2,200
Printing & Postage	290	776	800	800	800	800
Uniforms & Safety Equipment	-	-	-	250	250	250
Safety/Risk Mgmt Program	14	-	-	-	-	-
Cell Phones	-	1,175	1,675	1,320	1,320	1,320
Office Equipment & Furniture	344	3,316	1,750	1,000	1,000	1,000
Computer Equip & Software	927	801	-	15,000	15,000	15,000
Consultants	500	-	2,500	5,000	5,000	5,000
Legal	33,035	15,631	5,000	35,000	35,000	35,000
Conferences & Meetings	12,349	18,105	16,150	17,600	17,600	17,600
Membership Dues	3,408	3,621	4,500	4,540	4,540	4,540
Publication, Rpt, Ref Matl	36	36	315	100	100	100
Staff Training	379	1,498	1,000	1,000	1,000	1,000
Staff/Dept Recognition	1,431	255	200	200	200	200
Administrative Expense	960	1,258	2,500	2,500	2,500	2,500
Advertising - Recruitment	8,835	38	-	-	-	-
Equipment Rental	3,074	3,074	3,100	-	-	-
R&M - Equipment	2,449	3,015	3,000	3,000	3,000	3,000
<b>MATERIALS &amp; SERVICES</b>	<b>70,324</b>	<b>55,445</b>	<b>44,690</b>	<b>89,510</b>	<b>89,510</b>	<b>89,510</b>
<b>ADMINISTRATION</b>	<b>972,206</b>	<b>1,123,880</b>	<b>1,187,920</b>	<b>1,327,240</b>	<b>1,327,240</b>	<b>1,327,240</b>

## Finance Department

The Finance Department is responsible for the finance and accounting functions for the entire city, including the Tualatin Development Commission (TDC). Areas of responsibility include accounting, financial reporting, payroll, utility billing and collection, business and rental housing licensing. Other duties of the department include processing accounts payable transactions for all City programs, invoicing miscellaneous receivables and maintaining all capital asset records, processing passports and serves as the first point of contact for city services. The department prepares records and reports to assure compliance with City ordinances and resolutions, State and Federal law and generally accepted accounting practices. The department, in conjunction with the City Manager and other departments, prepares the annual budget, monthly financial statements, pension, tax and other financial reports; reconciles bank accounts, and manages cash and debt. The department oversees the external independent annual audit for both the City and the TDC, including the preparation of the Comprehensive Annual Financial Report.

### Highlights of FY 2018/2019

- Successfully completed the sale of \$20 million in General Obligation bonds to fund transportation improvements citywide.
- Prepared a City-wide Investment Policy for adoption by the City Council and submitted to the Oregon State Treasury for review.
- Started an investment program to increase the return on investment of idle city funds and transportation bond proceeds.
- Implemented a new accounting standard issued by the Governmental Accounting Standards Board (GASB) No. 75 Accounting and Financial Reporting for Postemployment Benefits Other than Pensions.
- Created the City's first Popular Annual Financial Report (PAFR) in order to provide financial information on the City that is readily available and easily understandable to the general public.

### Summary

Department Manager	Don Hudson
FTE's	9
Expenditures	\$ 1,148,720
Funding Source	General Fund

- Prepared and submitted the FY2018 Comprehensive Annual Financial Report (CAFR), the FY18/19 Budget Document, and the FY2018 Popular Annual Financial Report (PAFR) to the Government Finance Officers Association (GFOA) national award recognition programs.

### Goals for FY 2019/2020

- Continue to develop written policies and streamline procedures for all financial functions and processes;
- Continue to prepare CAFR, Budget Document, and PAFR in a timely manner and submit to GFOA for acknowledgement;
- Support other departments in implementing council vision;
- Assist other departments in streamlining the Procurement process for goods and services;
- Review internal financial processes to identify efficiencies and implement industry best practices where appropriate.



Passport processing





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	600,483	617,200	643,100	667,860	667,860	667,860
Salaries and Wages-Overtime	-	26	500	500	500	500
Benefits-Employee Benefits	6,949	6,982	7,080	7,370	7,370	7,370
Benefits-FICA	44,512	46,062	47,940	49,775	49,775	49,775
Benefits-Pension	120,747	142,733	143,795	173,640	173,640	173,640
Benefits-Insurance	138,139	139,371	156,990	163,350	163,350	163,350
Benefits-Vacation Buy Back	2,665	5,204	-	-	-	-
Benefits-Comp Time Buy Back	729	47	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>914,225</b>	<b>957,625</b>	<b>999,405</b>	<b>1,062,495</b>	<b>1,062,495</b>	<b>1,062,495</b>
Office Supplies	4,928	4,141	6,000	6,000	6,000	6,000
Printing & Postage	13,280	11,235	14,000	14,000	14,000	14,000
Office Equipment & Furniture	375	798	1,000	1,000	1,000	1,000
Computer Equip & Software	4,059	465	3,000	-	-	-
Audit	35,560	34,460	35,985	41,600	41,600	41,600
Consultants	11,506	38,233	20,000	3,000	3,000	3,000
Bond Registration & Exp	1,900	1,900	1,900	-	-	-
Conferences & Meetings	3,282	3,154	8,920	9,770	9,770	9,770
Membership Dues	3,690	3,705	4,705	4,705	4,705	4,705
Publication, Rpt, Ref Matl	70	144	500	500	500	500
Staff Training	896	210	3,350	1,550	1,550	1,550
Administrative Expense	745	1,223	1,425	2,000	2,000	2,000
Advertising - Legis/Judicial	375	359	600	600	600	600
Advertising - Recruitment	-	220	-	-	-	-
Equipment Rental	2,593	2,938	2,940	-	-	-
R&M - Equipment	1,173	830	1,500	1,500	1,500	1,500
<b>MATERIALS &amp; SERVICES</b>	<b>84,432</b>	<b>104,015</b>	<b>105,825</b>	<b>86,225</b>	<b>86,225</b>	<b>86,225</b>
<b>FINANCE</b>	<b>998,657</b>	<b>1,061,640</b>	<b>1,105,230</b>	<b>1,148,720</b>	<b>1,148,720</b>	<b>1,148,720</b>

## Municipal Court

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

## Highlights of FY 2018/2019

- Successfully processed approximately 9,500 citations; efficiently holding hearings on a weekly schedule.
- Increased the number of Defendants making monthly payments online, an added convenience for our court customers.
- Provided educational opportunities for all court staff, to keep current on Municipal Court operations.

Summary	
Department Manager	Don Hudson
Court Administrator	Cortney Kammerer
FTE's	4
Expenditures	\$ 424,970

## Goals for FY 2019/2020

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



Court Proceedings





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	161,256	171,710	222,600	225,855	225,855	225,855
Salaries and Wages-Temporary	20,414	21,175	24,000	24,480	24,480	24,480
Salaries and Wages-Overtime	374	110	500	500	500	500
Benefits-Employee Benefits	1,286	1,316	1,330	1,390	1,390	1,390
Benefits-FICA	13,460	14,376	18,170	18,535	18,535	18,535
Benefits-Pension	30,094	36,976	51,935	58,805	58,805	58,805
Benefits-Insurance	59,328	61,765	87,380	78,005	78,005	78,005
Benefits-Sick Leave Buy Back	-	1,514	-	-	-	-
Benefits-Comp Time Buy Back	349	-	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>286,561</b>	<b>308,943</b>	<b>405,915</b>	<b>407,570</b>	<b>407,570</b>	<b>407,570</b>
Office Supplies	1,564	1,668	1,600	1,600	1,600	1,600
Printing & Postage	1,984	2,199	3,700	3,700	3,700	3,700
Office Equipment & Furniture	-	268	500	500	500	500
Court Costs	6,220	5,654	7,000	7,000	7,000	7,000
Conferences & Meetings	2,646	2,002	3,500	3,500	3,500	3,500
Membership Dues	225	225	300	300	300	300
Staff Training	-	100	400	400	400	400
Administrative Expense	-	55	100	100	100	100
Advertising - Recruitment	80	-	-	-	-	-
R&M - Equipment	241	270	300	300	300	300
<b>MATERIALS &amp; SERVICES</b>	<b>12,960</b>	<b>12,441</b>	<b>17,400</b>	<b>17,400</b>	<b>17,400</b>	<b>17,400</b>
<b>MUNICIPAL COURT</b>	<b>299,521</b>	<b>321,384</b>	<b>423,315</b>	<b>424,970</b>	<b>424,970</b>	<b>424,970</b>

## Legal Services

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

### Highlights of FY 2018/2019

- Drafted ordinances including re-writing the Tualatin Development Code (TDCIP Project), amending and updating the Floodplain ordinance, creating a Transient Lodging Tax ordinance, amending the Library Rules, amending the ordinance on Accessory Dwelling Units, amending the Residential Parking ordinance, New Parks System Development Charge Methodology ordinance, Plan Map Amendments, Annexations, and an ordinance to implement the Basalt Creek Concept Plan.
- Drafted resolutions, real estate documents, and a variety of contracts and agreements, including IGAs, right-of-way acquisitions, easements, and development agreements. These documents related to the Tualatin Moving Forward project, Acquisitions of New Parks Land, agreements related to Stafford Concept Planning, and various other projects.
- Represented the City in four LUBA Appeals and one appeal to the Oregon Court of Appeals.
- Worked with the Planning Department in completing Phase 1 of the Tualatin Development Code (TDCIP Project) to make the code easier to use and understand.

Summary	
Department Manager	Sean Brady
FTE's	2
Expenditures	\$ 366,560
Funding Source	General Fund

### Goals for FY 2019/2020

- Provide legal advice and support to City Council, Departments, and City staff.
- Continue to negotiate contracts, intergovernmental agreements, and other legal documents.
- Continue to work with the Planning Department in updating the Tualatin Development Code in connection with the Tualatin 2040 Project, the code amendments to implement the Basalt Creek Concept Plan, and suggest improvements to reflect City values and priorities.
- Review City Municipal and Development Codes to assure compliance with new 2019 legislation.
- Provide training to Departments and City staff on legal topics and issues.



City Attorney Brady and Mayor Bubenik



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	185,280	195,433	201,020	205,040	205,040	205,040
Benefits-Employee Benefits	6,296	6,335	6,420	6,485	6,485	6,485
Benefits-FICA	13,131	14,272	14,995	15,280	15,280	15,280
Benefits-Pension	44,318	55,852	55,600	65,985	65,985	65,985
Benefits-Insurance	42,895	44,009	45,800	48,920	48,920	48,920
Benefits-Vacation Buy Back	-	2,576	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>291,920</b>	<b>318,477</b>	<b>323,835</b>	<b>341,710</b>	<b>341,710</b>	<b>341,710</b>
Office Supplies	246	514	450	450	450	450
Printing & Postage	21	4	500	500	500	500
Office Equipment & Furniture	-	495	500	500	500	500
Computer Equip & Software	-	-	500	500	500	500
Consultants	-	-	3,500	5,000	5,000	5,000
Court Costs	-	203	1,000	1,000	1,000	1,000
Conferences & Meetings	7,340	4,109	8,000	8,000	8,000	8,000
Membership Dues	697	1,317	1,800	1,800	1,800	1,800
Publication, Rpt, Ref Matl	5,924	6,917	6,700	6,700	6,700	6,700
Staff Training	-	-	200	200	200	200
Administrative Expense	-	14	200	200	200	200
<b>MATERIALS &amp; SERVICES</b>	<b>14,227</b>	<b>13,574</b>	<b>23,350</b>	<b>24,850</b>	<b>24,850</b>	<b>24,850</b>
<b>LEGAL</b>	<b>306,147</b>	<b>332,051</b>	<b>347,185</b>	<b>366,560</b>	<b>366,560</b>	<b>366,560</b>

## Information Services

The Information Services (IS) Department provides support for all technical hardware and software used in City departments. Technology supported by IS includes 210+ computers, 30+ servers, 90+ mobile devices, fiber network connections between buildings, free public wireless in most City buildings and over 50 software applications. IS also provides Geographical Information Systems [GIS] support for mapping services used by almost all of the City's departments, other municipalities in the area, and the public. GIS integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of mapped data. IS provides support to the public through the Library public wireless and checkout devices connected to the Washington County Cooperative Library System network. In addition, The City of Tualatin participates with other municipalities in several consortiums of proximate County and City agencies in order to share information, data, and networking infrastructure.

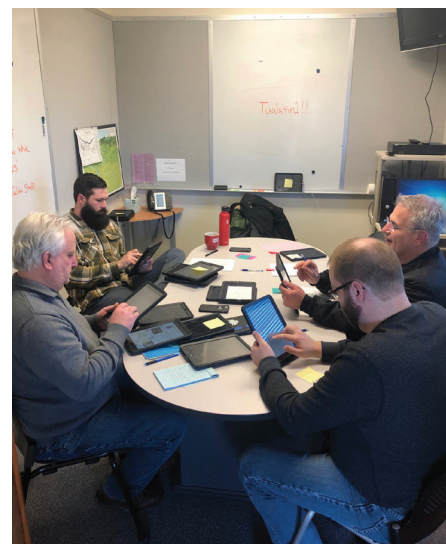
### Highlights of FY 2018/2019

- Completed fiber optic connection between the Operations Center and the Police Department to ensure the City has a secure and fast Data Recovery Site.
- Found efficiencies in hardware technology and network connections, saving costs, time, and manpower.
- Expanded storage capacity to meet the City's growing needs.
- Upgraded most of the city virtual server infrastructure to current software iteration.
- Began the implementation of a new video surveillance camera infrastructure for Police, Library and Information Services.
- Began implementation for Mobile Device Management and Two Factor authentication for all City mobile devices.
- Assisted in the transition of Police records management software from RegJIN to Mark 43.

Summary	
Department Manager	Bates Russell
FTE's	6
Expenditures	\$ 1,362,305
Funding Source	General Fund

### Goals for FY 2019/2020

- Complete installation of new video surveillance camera infrastructure for Police, Library and Information Services.
- Continue implementation for Mobile Device Management and Two Factor authentication for all City mobile devices.
- Complete installation of a fiber optic connection between Operations and the Library/City Offices.
- Complete upgrade and increase usability of Audio/Video technology in all City buildings.
- Complete upgrade of all City virtual infrastructure to latest iteration.
- Complete migration of City workstations to Windows 10 and Office Suite 2016.
- Begin transition of City email to Office 365.



Installing software



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	392,937	459,306	478,570	498,665	498,665	498,665
Salaries and Wages-Overtime	400	1,014	5,400	5,400	5,400	5,400
Salaries and Wages-On-Call	5,200	5,000	5,200	5,200	5,200	5,200
Benefits-Employee Benefits	6,387	5,567	5,670	5,785	5,785	5,785
Benefits-FICA	30,509	35,114	36,440	37,930	37,930	37,930
Benefits-Pension	80,349	108,140	112,820	140,320	140,320	140,320
Benefits-Insurance	94,752	114,633	117,655	123,390	123,390	123,390
Benefits-Vacation Buy Back	1,400	1,484	-	-	-	-
Benefits-Comp Time Buy Back	5,567	1,363	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>617,499</b>	<b>731,620</b>	<b>761,755</b>	<b>816,690</b>	<b>816,690</b>	<b>816,690</b>
Office Supplies	585	58	600	300	300	300
Printing & Postage	2,860	2,402	3,400	2,800	2,800	2,800
Photographic Supplies	4,823	-	6,400	4,840	4,840	4,840
Energy Supplies	530	816	750	750	750	750
Uniforms & Safety Equipment	-	324	750	750	750	750
Medical & Other Testing	234	-	-	-	-	-
Cell Phones	2,406	3,430	2,490	2,570	2,570	2,570
Network/Online	26,638	46,065	45,300	34,100	34,100	34,100
Office Equipment & Furniture	1,646	2,046	500	1,000	1,000	1,000
Computer Equip & Software	5,770	37,482	52,200	73,500	73,500	73,500
Personal Computer/Laptop	106,178	84,595	67,800	60,400	60,400	60,400
Consultants	14,120	43,646	8,500	4,000	4,000	4,000
Conferences & Meetings	5,087	5,026	6,000	6,500	6,500	6,500
Membership Dues	100	100	200	200	200	200
Staff Training	11,327	12,478	12,000	13,000	13,000	13,000
Staff/Dept Recognition	279	1,052	1,000	700	700	700
Advertising - Recruitment	63	-	-	-	-	-
Equipment Rental	-	-	-	33,985	33,985	33,985
R&M - Equipment	1,710	457	1,000	1,500	1,500	1,500
R&M - Computers	270,988	187,322	243,160	288,720	288,720	288,720
<b>MATERIALS &amp; SERVICES</b>	<b>455,342</b>	<b>427,301</b>	<b>452,050</b>	<b>529,615</b>	<b>529,615</b>	<b>529,615</b>
Equipment & Furnishings	165,037	276,846	88,520	16,000	16,000	16,000
<b>CAPITAL OUTLAY</b>	<b>165,037</b>	<b>276,846</b>	<b>88,520</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>INFORMATION SERVICES</b>	<b>1,237,879</b>	<b>1,435,768</b>	<b>1,302,325</b>	<b>1,362,305</b>	<b>1,362,305</b>	<b>1,362,305</b>



## Fleet Maintenance

The Fleet Division is responsible for the critical role of inspecting, maintaining and repairing all city equipment. This encompasses a range of equipment, from police patrol vehicles and backhoes to dump trucks and smaller shared equipment. Currently, the Tualatin fleet consists of 88 pieces of rolling vehicles, 18 Trailers, and more than 132 individual pieces of equipment used by the Utility and Park Maintenance crews. As time allows, the Fleet Division completes equipment repair work for other agencies, such as King City, Tigard, Sherwood, Lake Oswego, and Junction City. 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) catalogs, 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 the Department of Environmental Quality (DEQ) reports. The ICC also manages the city's records archiving system and surplus inventory.

The work done by the Fleet Division is essential in allowing the City to successfully meet the needs of the community, while keeping Tualatin a safe, desirable, and welcoming place to live and work.

### Summary

Department Manager	Bates Russell
Division Manager	Clay Reynolds
FTE	2
Expenditures	\$ 548,765

### Highlights of FY 2018/2019

- By maintaining the City Fleet to industry vehicle and equipment safety standards, the division ensured a safe, reliable, and ready-to-go Fleet, which allowed City staff to effectively serve the community.
- Provided high-quality services by maintaining current Fleet licenses, as well as Professional Automotive Service Excellence (ASE) and Certified Public Fleet Professionals (CPFP) certifications.
- Provided a high level of customer service to all customers through positive communications and quick, reliable service. Measured success via monthly customer surveys.



Managing fleet



Outfitting a Police vehicle





- After careful research, the division purchased and outfitted the following: two police patrol vehicles, two detective vehicles, one building codes, one excavator and trailer, one hook-truck flatbed attachment, one dump trailer, and various small equipment shared by all maintenance departments
- Upgraded the digital radios and antennas in all police vehicles.
- Reduced the environmental impact of our fleet by converting from diesel fuel to renewable diesel R-99, which both lowered greenhouse gas emissions and required no engine modification to the current fleet.
- Provide a high-quality service by maintaining current Fleet DEQ and Vehicle licenses and Automotive Service Excellence (ASE) and Certified Public Fleet Professionals (CPFP) certifications.
- Research, purchase, and outfit additional equipment, including: three police patrol vehicles, three pickups, one jet/vac truck, and various small shared equipment.
- Create comprehensive Fleet reports from Nexgen direct to Departments.
- Continue to provide a high level of customer service to all customers through positive communications and quick, reliable service. Success to be measured via monthly customer surveys.

### Goals for FY 2019/2020

- Continue to maintain the City Fleet to industry vehicle and equipment safety standards, ensuring a safe, reliable, and ready-to-go Fleet, and thus allowing City staff to effectively serve the community.



Police car upfit

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	138,483	140,895	145,945	149,350	149,350	149,350
Salaries and Wages-Overtime	2,182	227	1,000	1,000	1,000	1,000
Benefits-Employee Benefits	463	434	445	450	450	450
Benefits-FICA	10,740	10,873	10,970	11,185	11,185	11,185
Benefits-Pension	29,163	34,264	35,510	43,070	43,070	43,070
Benefits-Insurance	34,948	32,764	32,585	37,865	37,865	37,865
Benefits-Sick Leave Buy Back	-	60	-	-	-	-
Benefits-Comp Time Buy Back	-	225	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>215,978</b>	<b>219,741</b>	<b>226,455</b>	<b>242,920</b>	<b>242,920</b>	<b>242,920</b>
Printing & Postage	29	-	-	-	-	-
Inventory Adjustment	4,209	576	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	1,915	1,986	3,000	2,690	2,690	2,690
Medical & Other Testing	95	-	-	-	-	-
Fuel	73,394	109,836	130,000	130,000	130,000	130,000
Small Tools	1,740	6,448	1,500	2,400	2,400	2,400
Drop Box Hauling	-	263	360	360	360	360
Conferences & Meetings	737	2,047	-	1,500	1,500	1,500
Membership Dues	1,014	1,167	1,320	1,695	1,695	1,695
Staff Training	706	1,586	1,100	1,500	1,500	1,500
Staff/Dept Recognition	177	150	350	300	300	300
Administrative Expense	30	27	50	50	50	50
Contr R&M - Fleet	34,263	33,454	35,500	37,000	37,000	37,000
Inventory Supplies	20,525	19,202	21,000	21,000	21,000	21,000
R&M - Vehicles	61,128	43,854	62,000	62,000	62,000	62,000
Vehicle Replacement Expense	-	-	-	41,650	41,650	41,650
R&M - Equipment	3,863	2,313	2,700	2,700	2,700	2,700
<b>MATERIALS &amp; SERVICES</b>	<b>203,825</b>	<b>222,909</b>	<b>259,880</b>	<b>305,845</b>	<b>305,845</b>	<b>305,845</b>
Equipment & Furnishings	5	-	-	-	-	-
<b>CAPITAL OUTLAY</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FLEET MAINTENANCE</b>	<b>419,808</b>	<b>442,650</b>	<b>486,335</b>	<b>548,765</b>	<b>548,765</b>	<b>548,765</b>



## Building Maintenance Services

The Maintenance Services Division provides a multitude of direct, as well as contracted, services for the City of Tualatin and our community. Maintenance Services is responsible for the upkeep and maintenance of all 36 city-owned buildings, which totals to more than 132,000 square feet. Additionally, the division maintains more than 1,200 parking spaces in 29 parking lots across the City. In order to keep the City operating smoothly and the Tualatin community safe, engaged, and connected, the Maintenance Services Division takes on general scheduled preventive maintenance, repair, alteration and infrastructure services, which encompasses duties such as mechanical, electrical, plumbing, carpentry, painting, and custodial work.

### Highlights of FY 2018/2019

- Provided high-quality customer service for our colleagues, measuring our success via monthly survey letters.
- Completing all planned maintenance and budgeted improvement projects on Facilities and Parking lots, enhancing community accessibility.



Replacing Juanita Pohl Center floor

### Summary

Department Manager	Bates Russell
Division Manager	Clay Reynolds
FTE	3
Expenditures	\$ 1,025,065

- Completed updates and replacements for several community gathering places, ensuring that they remain vibrant and accessible. This included: replacement of the wood floors in the Dining and Community multiuse space in the Juanita Pohl Center, replacement of windows and exterior paint of the Van Raden Community Center, and the installation of a new metal roof on the Tualatin Community Park Rustic Shelter.
- Completed the Operations Conceptual Building and Site Plan, a big step in moving forward to bring together City departments.

### Goals for FY 2019/2020

- Continue to provide high-quality customer service and assess customer satisfaction via monthly survey letter.
- Complete all planned Facilities maintenance and budgeted improvement projects safely, efficiently, and effectively.
- Upgrade and relocate City Operating and Emergency antenna array for Public Works and Community communications.
- Improve community and employee safety by completely removing the failing rock at the Police building west courtyard and replacing it with a safe and accessible concrete path.

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	166,182	189,881	196,995	204,670	204,670	204,670
Salaries and Wages-Overtime	4,620	1,459	1,500	1,500	1,500	1,500
Benefits-Employee Benefits	982	844	805	810	810	810
Benefits-FICA	12,914	14,522	14,705	15,250	15,250	15,250
Benefits-Pension	34,737	45,071	46,605	57,565	57,565	57,565
Benefits-Insurance	52,037	55,775	56,865	62,470	62,470	62,470
Benefits-Sick Leave Buy Back	-	60	-	-	-	-
Benefits-Comp Time Buy Back	-	225	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>271,471</b>	<b>307,838</b>	<b>317,475</b>	<b>342,265</b>	<b>342,265</b>	<b>342,265</b>
Uniforms & Safety Equipment	1,182	1,093	1,600	1,600	1,600	1,600
Cell Phones	2,135	2,149	2,200	2,200	2,200	2,200
Small Tools	3,574	2,615	4,500	4,400	4,400	4,400
Office Equipment & Furniture	-	-	400	400	400	400
Computer Equip & Software	-	-	2,300	-	-	-
Utilities - City Center	65,282	69,197	64,500	66,550	66,550	66,550
Utilities - Council	86	-	-	-	-	-
Utilities - Operations	29,291	28,434	33,500	34,800	34,800	34,800
Utilities - Police	51,796	52,256	58,000	59,800	59,800	59,800
Utilities - Park & Rec	8,845	8,504	9,900	10,300	10,300	10,300
Utilities - Van Raden Ctr	6,230	5,491	7,000	7,300	7,300	7,300
Utilities - Lafky House	3,295	3,258	3,500	3,600	3,600	3,600
Utilities - Pohl Center	14,207	13,704	20,000	17,000	17,000	17,000
Utilities - Park Building	24,510	25,266	34,000	30,500	30,500	30,500
Utilities - Brown's Ferry	3,328	3,075	3,800	3,900	3,900	3,900
Utilities - Heritage Ctr	4,256	4,700	5,100	5,300	5,300	5,300
Conferences & Meetings	149	12	1,300	-	-	-
Membership Dues	200	253	200	200	200	200
Staff Training	1,382	1,508	1,700	1,700	1,700	1,700
Staff/Dept Recognition	118	-	400	400	400	400
Administrative Expense	225	49	50	50	50	50
Advertising - Recruitment	-	95	-	-	-	-
Contr R&M - Building	131,066	101,955	116,400	120,200	144,200	144,200
Contr R&M Non-Routine Project	15,045	29,544	19,100	14,300	14,300	14,300
Building Cleaning	128,405	136,366	155,900	165,700	165,700	165,700
Equipment Rental	1,733	600	500	500	500	500
Inventory Supplies	20,939	20,830	26,000	26,800	26,800	26,800
R&M - City Center	5,943	6,012	7,000	7,000	7,000	7,000
R&M - Operations	2,897	2,193	1,900	2,500	2,500	2,500
R&M - Police	2,760	1,994	2,600	2,600	2,600	2,600
R&M - Park & Rec	214	179	200	300	300	300
R&M - Van Raden Ctr	2,974	1,040	600	600	600	600
R&M - Lafky House	248	189	300	300	300	300
R&M - Pohl Center	872	3,179	2,400	2,400	2,400	2,400
R&M - Park Buildings	3,489	1,232	2,500	2,500	2,500	2,500
R&M - Brown's Ferry	194	159	300	300	300	300



<b>Account Description</b>	<b>Actual FY 16-17</b>	<b>Actual FY 17-18</b>	<b>Adopted FY 18-19</b>	<b>Proposed FY 19-20</b>	<b>Approved FY 19-20</b>	<b>Adopted FY 19-20</b>
R&M - Heritage Ctr	2,454	564	1,000	1,000	1,000	1,000
R&M - VanRijn House	331	-	800	800	800	800
R&M - Equipment	1,122	2,610	1,000	1,000	1,000	1,000
<b>MATERIALS &amp; SERVICES</b>	<b>540,778</b>	<b>530,304</b>	<b>592,450</b>	<b>598,800</b>	<b>622,800</b>	<b>622,800</b>
Equipment & Furnishings	95,302	115,060	27,500	60,000	60,000	60,000
<b>CAPITAL OUTLAY</b>	<b>95,302</b>	<b>115,060</b>	<b>27,500</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>BUILDING MAINTENANCE</b>	<b>907,552</b>	<b>953,202</b>	<b>937,425</b>	<b>1,001,065</b>	<b>1,025,065</b>	<b>1,025,065</b>



## Vehicle Replacement Fund

The Vehicle Replacement Fund was created in FY 2019/20 to centralize the purchase of vehicles city-wide. Current vehicles will be “depreciated” over the useful lives, with the annual depreciation amount transferred into the replacement fund. This will allow for the replacement vehicle to have funds already set aside when it is time to purchase the replacement vehicle.

Summary	
Division Manager	Clay Reynolds
Contingency/Reserves	\$ 337,980
Funding Source	Vehicle Replacement Fund

## Goals for FY 2019/2020

- To continue identifying vehicles to be included in the replacement fund program. Amounts included in the fund are for replacement vehicles for the city’s utility functions.



Police vehicle





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Capital Reserve	-	-	-	337,980	337,980	337,980
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>337,980</b>	<b>337,980</b>	<b>337,980</b>
<b>VEHICLE REPLACEMENT FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>337,980</b>	<b>337,980</b>	<b>337,980</b>

## Non-Departmental

The Non-Departmental division of the General Fund covers costs that are of a general citywide application and not applicable to a particular department or function. Costs recorded in this program include contractual obligations, such as the TriMet employee tax, property and liability insurance premiums, 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
Expenditures	\$ 2,843,940
Contingency/Reserves	\$ 10,513,180
Funding Source	General Fund



WES Station in Tualatin



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Benefits-WC Insurance & Tax	188,086	189,108	173,600	120,000	120,000	120,000
Benefits-Unemployment	33,049	4,641	20,000	20,000	20,000	20,000
Social Security Admin	121	166	-	-	-	-
Other Benefit Costs	1,722	1,815	1,845	1,845	1,845	1,845
Benefits-WC Contra	(344,084)	(82,533)	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>(121,106)</b>	<b>113,197</b>	<b>195,445</b>	<b>141,845</b>	<b>141,845</b>	<b>141,845</b>
Office Supplies	491	170	500	500	500	500
Printing & Postage	414	1,641	2,020	2,000	2,000	2,000
Safety/Risk Mgmt Program	18,843	9,847	12,195	15,000	15,000	15,000
Telephone Service	31,927	35,315	37,200	37,200	37,200	37,200
Chamber	-	-	-	10,500	10,500	10,500
Donations - Outside Agency	30,000	30,000	30,000	40,000	40,000	40,000
Volunteer Programs	10,078	8,346	8,950	10,200	10,200	10,200
Consultants	119,241	75,501	104,500	105,000	105,000	105,000
Insurance	217,775	244,623	278,500	285,000	285,000	285,000
Tri-Met Employee Tax	84,490	89,157	85,000	90,000	90,000	90,000
Insurance Deductible	20,690	5,389	20,000	20,000	20,000	20,000
Membership Dues	49,253	46,558	47,285	48,000	48,000	48,000
Staff Training	7,275	15,360	15,000	16,000	16,000	16,000
Staff/Dept Recognition	10,246	15,634	10,910	11,000	11,000	11,000
Administrative Expense	338	922	-	-	-	-
Advertising - Informational	548	3,565	5,000	3,500	3,500	3,500
Advertising - Recruitment	20,774	4,439	5,400	5,400	5,400	5,400
Advertising - City Newsletter	47,982	8,991	-	-	-	-
Advertising - Promotional	6,237	5,751	6,495	38,445	38,445	38,445
Election Costs	-	89	-	-	-	-
Merchant Discount Fees	23,896	25,952	30,000	25,000	25,000	25,000
Bank Fees	19,013	16,504	12,000	12,000	12,000	12,000
Equipment Rental	4,449	4,009	4,800	4,800	4,800	4,800
Seneca Building Lease	54,072	55,696	59,740	61,550	61,550	61,550
<b>MATERIALS &amp; SERVICES</b>	<b>778,030</b>	<b>703,458</b>	<b>775,495</b>	<b>841,095</b>	<b>841,095</b>	<b>841,095</b>
Equipment & Furnishings	-	81,213	-	-	-	-
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>81,213</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers Out - Tual Serv Ctr	-	-	-	1,600,000	1,600,000	1,600,000
Transfer Out - Park Develop	419,449	-	136,500	207,000	261,000	261,000
<b>TRANSFERS OUT</b>	<b>419,449</b>	<b>-</b>	<b>136,500</b>	<b>1,807,000</b>	<b>1,861,000</b>	<b>1,861,000</b>
Contingency	-	-	3,366,660	3,559,450	3,559,450	3,559,450
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>3,366,660</b>	<b>3,559,450</b>	<b>3,559,450</b>	<b>3,559,450</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
General Account Reserve	790,000	790,000	1,000,000	1,044,500	1,000,000	1,044,500
Capital Reserve	1,921,925	1,781,700	1,965,600	355,600	355,600	355,600
Unappropriated	7,343,417	8,036,581	4,004,540	5,607,630	5,553,630	5,553,630
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>10,055,342</b>	<b>10,608,281</b>	<b>6,970,140</b>	<b>7,007,730</b>	<b>6,909,230</b>	<b>6,953,730</b>
<b>NON-DEPARTMENTAL</b>	<b>11,131,715</b>	<b>11,506,149</b>	<b>11,444,240</b>	<b>13,357,120</b>	<b>13,312,620</b>	<b>13,357,120</b>



# City of Tualatin

Adopted  
2019/2020 Budget

# Community Development

Supports development of a healthy economy and a livable, thriving, and safe community by providing technical expertise and advice on land development, building safety, and supporting businesses.

## Community Development



## Building





**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Community Development**

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	1,224,000	1,272,215	1,905,240	2,005,465	2,005,465	2,005,465
Materials & Services	290,721	156,891	243,990	284,085	284,085	284,085
Capital Outlay	-	29,955	36,000	35,000	35,000	35,000
Transfers Out	355,570	373,740	406,380	872,380	872,380	872,380
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	213,040	235,030	235,030	235,030
Reserves & Unappropriated	1,814,179	2,013,372	916,190	470,405	470,405	470,405
<b>Total Requirements</b>	<b>3,684,470</b>	<b>3,846,173</b>	<b>3,720,840</b>	<b>3,902,365</b>	<b>3,902,365</b>	<b>3,902,365</b>



## Community Development

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

The Planning Division serves the public by providing advice and technical expertise on key community issues and priorities to help ensure land development is compatible with the quality of life in Tualatin. We support the Architectural Review Board and the Tualatin Planning Commission. The Planning Division is responsible for both long-range and current planning activities. Long-range planning involves the maintenance of Tualatin's policies and Community Plan based input from the public, advisory bodies, and the City Council, as well as conformance with regional and statewide plans. Current planning involves the administration of the Tualatin Development Code and review of land use applications for conformance.

### Highlights of FY 2018/2019

- City Council adopted the Basalt Creek Concept Plan, an update to the Comprehensive Plan, and a new Urban Planning Area Agreement between Tualatin and Washington County. These are the last steps before property-owner submitted annexation can start, and development can begin in the Basalt Creek area.
- A new Accessory Dwelling Unit ordinance was passed by City Council in July 2018.
- A new Food Truck ordinance was passed by City Council and went into full effect in January 2019.
- The first phase of the Tualatin Development Code Improvement Project (TDCIP) – a code clean up and modernization effort - was completed in December 2018. In 2019, work will continue on the next phases of this project, now known as Tualatin 2040, and will include a policy audit and prioritization plan. Tualatin 2040 will also include an updated Housing Needs Analysis and Economic Opportunities Analysis.

## Summary

Department Manager	Aquilla Hurd-Ravich
Planning Manager	Steve Koper
FTE's	8.75
Expenditures	\$ 1,230,050

- Planning staff reviewed 90 land use applications during calendar year 2018, including 2 Annexations, 4 Plan Text Amendments, 1 Variance, 1 Interpretation, and 82 Architectural Reviews, and issued 97 Sign Permits, 4 Temporary Use Permits, and 3 Chicken Licenses.

### Goals for FY 2019/2020

- Tualatin 2040: Launch and complete public outreach, stakeholder engagement and policy review and prioritization. Completion of a Housing Needs Analysis and Economic Opportunities Analysis and Council acceptance.
- Start receiving a limited set of land use applications via e-TRAKiT an online permit system that will improve turnaround times and add greater transparency to the development process.
- Provide technical input, support Tualatin's Steering and Community Advisory Committee representatives, and highlight opportunities for public input on the Southwest Corridor Plan.

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	401,186	399,618	667,835	717,270	717,270	717,270
Salaries and Wages-Part Time	21,703	-	-	-	-	-
Salaries and Wages-Overtime	1,923	2,844	3,000	3,000	3,000	3,000
Benefits-Employee Benefits	1,562	2,651	7,145	7,390	7,390	7,390
Benefits-FICA	31,952	30,964	50,285	54,365	54,365	54,365
Benefits-Pension	70,821	79,811	153,525	191,215	191,215	191,215
Benefits-Insurance	49,072	44,162	126,085	91,725	91,725	91,725
Benefits-Vacation Buy Back	-	6,508	-	-	-	-
Benefits-Comp Time Buy Back	-	711	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>578,219</b>	<b>567,268</b>	<b>1,007,875</b>	<b>1,064,965</b>	<b>1,064,965</b>	<b>1,064,965</b>
Office Supplies	1,179	1,361	1,900	1,900	1,900	1,900
Printing & Postage	2,303	2,706	3,500	5,000	5,000	5,000
Photographic Supplies	-	-	-	200	200	200
Uniforms & Safety Equipment	-	-	100	300	300	300
Cell Phones	732	404	625	-	-	-
Network/Online	-	-	500	-	-	-
Office Equipment & Furniture	-	3,688	1,900	2,400	2,400	2,400
Computer Equip & Software	300	58	-	7,500	7,500	7,500
Consultants	73,490	55,158	135,000	122,585	122,585	122,585
Conferences & Meetings	2,913	3,684	8,000	15,000	15,000	15,000
Membership Dues	2,480	335	3,940	5,000	5,000	5,000
Publication, Rpt, Ref Matl	36	36	100	100	100	100
Staff Training	1,000	-	800	500	500	500
Staff/Dept Recognition	-	10	500	800	800	800
Administrative Expense	8	100	500	300	300	300
Advertising - Informational	-	-	250	500	500	500
Advertising - Legis/Judicial	77	632	750	500	500	500
Advertising - Recruitment	-	3,290	-	-	-	-
Equipment Rental	2,070	2,140	2,500	-	-	-
R&M - Equipment	3,261	2,342	2,500	2,500	2,500	2,500
<b>MATERIALS &amp; SERVICES</b>	<b>89,849</b>	<b>75,945</b>	<b>163,365</b>	<b>165,085</b>	<b>165,085</b>	<b>165,085</b>
<b>COMMUNITY DEVELOPMENT</b>	<b>668,067</b>	<b>643,213</b>	<b>1,171,240</b>	<b>1,230,050</b>	<b>1,230,050</b>	<b>1,230,050</b>



## 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 2018/2019

- The Building Division processed over 1,700 permits that range from brand new commercial shell buildings, alterations to existing tenant spaces, new single-family dwellings and residential additions and remodels. This was roughly 100 more permits than the previous year. The team performed over 5,200 inspections, which is 20% more inspections than the year before.
- All Inspection staff received Post-Earthquake training, allowing them to conduct initial safety assessments of buildings following a seismic event. Staff also dedicated over 700 hours of study time towards mechanical, structural and life safety code requirements, increasing their ability to more accurately apply these codes in the course of their duties.
- Permitting staff consistently worked to bring about the tools needed to integrate the permit software program with the new city wide digital records management system.
- The Division hired a Code Compliance Officer. A position devoted to ensuring that all existing and new structures, operations and occupancies meet minimum fire, health and safety, accessibility, sanitation and other adopted development code requirements.
- There was a significant effort between the Planning, Engineering and Building Divisions to improve coordination on projects with overlapping duties in order to provide better service to the community.

## Summary

Department Manager	Aquilla Hurd-Ravich
Building Official	Chris Ragland
FTE's	8.25
Expenditures	\$ 1,966,880
Contingency/Reserves	\$ 705,435

- All staff participated in, hosted, and contributed to several regional professional association meetings and events and continued to receive consistent positive feedback from our customers for cultivating a strong culture of service within the Division.

## Goals for FY 2019/2020

- Fully implement and train staff to utilize the new digital records management system, which will create numerous operational efficiencies and provide needed physical space within the division.
- Provide training and education for staff related to changes in recently updated State Building Codes and work with customers to understand and comply with them during the, permitting, plan review and inspection processes.
- Maintain the projected goals of providing full digital submittal of permits and construction documents in collaboration with other city divisions and departments.
- Continue to increase the number of State Building Code certifications held by members of the division. This will enable better service by increasing staff capacity to handle existing and future plan review and inspection workloads.
- Fully develop the Code Compliance Officer program through standard operating procedures and policies along with relevant training and coordination with fellow divisions and agencies.

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	438,397	465,423	571,090	591,155	591,155	591,155
Salaries and Wages-Overtime	536	3,812	5,000	5,000	5,000	5,000
Benefits-Employee Benefits	2,400	2,075	2,085	1,750	1,750	1,750
Benefits-FICA	33,706	34,983	42,865	44,480	44,480	44,480
Benefits-WC Insurance & Tax	4,272	4,688	5,500	5,690	5,690	5,690
Benefits-Pension	66,012	96,511	125,265	156,245	156,245	156,245
Benefits-Insurance	96,992	101,522	145,560	136,180	136,180	136,180
Benefits-Vacation Buy Back	10,861	922	-	-	-	-
Benefits-Comp Time Buy Back	1,159	304	-	-	-	-
Benefits-WC Contra	(8,554)	(5,293)	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>645,781</b>	<b>704,947</b>	<b>897,365</b>	<b>940,500</b>	<b>940,500</b>	<b>940,500</b>
Office Supplies	1,288	1,108	1,000	1,000	1,000	1,000
Printing & Postage	1,074	1,295	1,500	1,500	1,500	1,500
Field Supplies	743	215	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	732	1,354	1,700	1,700	1,700	1,700
Cell Phones	1,183	1,345	2,025	1,800	1,800	1,800
Network/Online	2,426	2,194	3,000	3,000	3,000	3,000
Office Equipment & Furniture	321	1,596	1,000	1,000	1,000	1,000
Computer Equip & Software	395	2,947	1,000	7,600	7,600	7,600
Erosion Fees to CWS	38,651	-	-	-	-	-
Consultants	106,900	11,337	25,000	20,000	20,000	20,000
Conferences & Meetings	4,813	3,597	3,500	3,500	3,500	3,500
Membership Dues	2,230	910	1,500	1,500	1,500	1,500
Publication, Rpt, Ref Matl	1,423	3,184	3,000	3,000	3,000	3,000
Staff Training	6,477	5,651	7,000	8,000	8,000	8,000
Administrative Expense	77	22	400	400	400	400
Advertising - Legis/Judicial	-	-	500	500	500	500
Advertising - Recruitment	1,870	156	-	-	-	-
Merchant Discount Fees	23,053	38,143	20,000	60,000	60,000	60,000
Equipment Rental	2,784	2,873	4,000	-	-	-
R&M - Equipment	4,434	3,019	3,500	3,500	3,500	3,500
<b>MATERIALS &amp; SERVICES</b>	<b>200,872</b>	<b>80,946</b>	<b>80,625</b>	<b>119,000</b>	<b>119,000</b>	<b>119,000</b>
Equipment & Furnishings	-	29,955	36,000	35,000	35,000	35,000
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>29,955</b>	<b>36,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
Transfers Out - General Fund	355,570	373,740	406,380	472,380	472,380	472,380
Transfers Out - Tual Serv Ctr	-	-	-	400,000	400,000	400,000
<b>TRANSFERS OUT</b>	<b>355,570</b>	<b>373,740</b>	<b>406,380</b>	<b>872,380</b>	<b>872,380</b>	<b>872,380</b>
Contingency	-	-	213,040	235,030	235,030	235,030
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>213,040</b>	<b>235,030</b>	<b>235,030</b>	<b>235,030</b>





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
General Account Reserve	1,814,179	2,013,372	916,190	470,405	470,405	470,405
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>1,814,179</b>	<b>2,013,372</b>	<b>916,190</b>	<b>470,405</b>	<b>470,405</b>	<b>470,405</b>
<b>BUILDING FUND</b>	<b>3,016,402</b>	<b>3,202,960</b>	<b>2,549,600</b>	<b>2,672,315</b>	<b>2,672,315</b>	<b>2,672,315</b>

# Community Services

Creates and maintains diverse and inclusive gathering places, events, and experiences through physical and social connections, including trails, parks, and the Library by connecting people to nature, jobs, entertainment, and learning.

## Parks & Recreation



## Library



## Parks Maintenance



## Park Development



## Science & Technology Scholarship



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Community Services**

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	3,344,993	3,579,509	3,755,135	3,978,205	3,978,205	3,978,205
Materials & Services	1,125,892	1,134,255	1,314,160	1,474,725	1,484,130	1,490,505
Capital Outlay	563,192	381,046	3,277,440	1,304,400	1,304,400	1,358,400
Transfers Out	36,700	42,200	42,780	77,790	77,790	77,790
Debt Service	-	-	-	356,365	356,365	356,365
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	1,259,026	1,336,079	50,630	1,027,240	1,081,240	1,027,240
<b>Total Requirements</b>	<b>6,329,803</b>	<b>6,473,089</b>	<b>8,440,145</b>	<b>8,218,725</b>	<b>8,282,130</b>	<b>8,288,505</b>



## Parks & Recreation

The mission of the Parks & Recreation Department is to actively care for our parks, connect our community through trails and programs, and protect our river, greenways, and natural areas to create a beautiful, livable city.

The Parks & Recreation Department provides leadership and directs the functions of the recreation and youth development services, older adult services, arts and cultural services, special events, facility reservations, park planning and development, and community forestry policy and public education.

The Parks & Recreation Department staffs the Tualatin Arts Advisory Committee (TAAC), Tualatin Park Advisory Committee (TPARK), the Youth Advisory Council (YAC), the Juanita Pohl Center Advisory Committee (JPCAC), and serves as liaison to the Tualatin Heritage Center Steering Committee.

## Highlights of FY 2018/2019

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



Blender Dash

Summary	
Department Manager	Ross Hoover
Recreation Manager	Julie Ludemann
FTE's	6.75
Expenditures	\$ 1,419,225

- Created and implemented special events for over 50,000 people that included Concerts and Movies on the Commons, ArtSplash Art Show and Sale, West Coast Giant Pumpkin Regatta, Starry Nights and Holiday Lights, and the Blender Dash which enhance livability, promote health and wellness, and strengthen community image and sense of place.
- The Juanita Pohl Center promoted healthy lifestyles and provided life-long learning programs, social engagement, physical activities and events to over 36,000 adults in following program categories: 10,965 participants in health and wellness activities, 6,923 participants in social and community action programs, 19,073 nutritious meals served.



Veterans' Recognition Breakfast



- Tualatin Youth Advisory Council (YAC) had 17 middle and high school students engage in leadership development, civic engagement, and provided activities for Tualatin youth and families. YAC members contributed 1,615 hours of service through events such as Project FRIENDS (bullying prevention workshop for 5th graders), teen nights at the Van Raden Center, Haunted House, and West Coast Giant Pumpkin Regatta.
- Obtained certification as a Tree City USA from the National Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters for the 32nd consecutive year.
- The Juanita Pohl Center accommodated 31,045 guests for indoor facility rentals. The Tualatin Heritage Center cultural and historical programs and events saw 9,221 attendees.
- Tualatin Community Park had 213 shelter reservations that accommodated 17,797 people. City of Tualatin athletic fields was used a total of 7,061 hours for youth activities. Youth sports groups had a total of 1,615 participants (1,491 resident/124 non-resident).



Juanita Pohl Center trip

## Goals for FY 2019/2020

- Activate parks and facilities through vibrant programs, events, and recreation opportunities for people of different ages, abilities, cultures, and interests. Align existing programs with community identified needs, and explore new possibilities for events, activities, and programs in support of community interests and recreation needs.
- Support the arts through programs, parks, and public spaces that reflect Tualatin's identity, heritage, history, and expressive character.
- Promote Tualatin's unique identity, economic vitality and tourism through parks, natural resources, historic preservation, events, programs, and placemaking.
- Manage, administer, and maintain quality parks, facilities, and programs through outstanding customer service, stewardship, and sustainable practices.
- Strengthen departmental sustainability by reviewing/revising park use expectations and fees, and updating service provider agreements.
- Expand the scholarship program to enable more residents to participate in recreation programming regardless of financial status or ability to pay.
- Engage advisory committees with diverse and inclusive community members who are connected and informed.



Pumpkin Regatta





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	405,662	430,125	461,070	488,590	488,590	488,590
Salaries and Wages-Part Time	33,970	35,571	45,240	49,060	49,060	49,060
Salaries and Wages-Temporary	64,021	83,226	87,810	111,410	111,410	111,410
Salaries and Wages-Overtime	2,248	6,363	3,400	3,400	3,400	3,400
Benefits-Employee Benefits	10,812	9,788	10,350	10,525	10,525	10,525
Benefits-FICA	39,075	43,443	44,965	49,125	49,125	49,125
Benefits-Pension	93,007	118,652	109,685	140,565	140,565	140,565
Benefits-Insurance	80,335	71,661	89,660	95,610	95,610	95,610
Benefits-Sick Leave Buy Back	1,557	2,775	-	-	-	-
Benefits-Vacation Buy Back	9,214	14,250	-	-	-	-
Benefits-Comp Time Buy Back	272	289	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>740,173</b>	<b>816,142</b>	<b>852,180</b>	<b>948,285</b>	<b>948,285</b>	<b>948,285</b>
Office Supplies	3,826	3,358	3,600	3,600	3,600	3,600
Printing & Postage	895	1,373	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	1,477	2,178	2,250	5,250	5,250	5,250
Medical & Other Testing	1,167	2,520	-	-	-	-
Cell Phones	288	937	730	730	730	730
Office Equipment & Furniture	12,204	4,186	3,900	3,900	3,900	3,900
Donations - Outside Agency	30,575	40,145	41,000	38,000	38,000	38,000
Youth Development	36,980	41,341	39,720	39,720	39,720	39,720
Concerts on The Commons	30,904	28,632	29,230	29,230	29,230	29,230
Arts Program	11,758	14,450	11,000	11,000	11,000	17,375
Special Programs	23,520	28,837	30,900	72,900	72,900	72,900
Recreation Program Expend	15,313	14,174	21,020	24,020	24,020	24,020
Recreation Program Expend-JPC	38,367	37,936	50,110	50,110	50,110	50,110
Consultants	5,378	1,428	3,000	85,000	92,405	92,405
Conferences & Meetings	17,594	18,530	17,970	20,470	20,470	20,470
Membership Dues	3,889	3,504	3,390	3,740	3,740	3,740
Publication, Rpt, Ref Matl	21	-	350	-	-	-
Staff Training	133	414	600	600	600	600
Administrative Expense	6,204	2,740	2,350	2,350	2,350	2,350
Advertising - Recruitment	213	2,397	-	-	-	-
Advertising - Promotional	26,692	31,568	44,560	45,050	45,050	45,050
Equipment Rental	19,704	21,406	21,770	15,850	15,850	15,850
R&M - Equipment	3,864	4,672	4,640	4,640	4,640	4,640
<b>MATERIALS &amp; SERVICES</b>	<b>290,965</b>	<b>306,727</b>	<b>333,090</b>	<b>457,160</b>	<b>464,565</b>	<b>470,940</b>
Equipment & Furnishings	42,964	54,979	-	-	-	-
<b>CAPITAL OUTLAY</b>	<b>42,964</b>	<b>54,979</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PARKS AND RECREATION</b>	<b>1,074,102</b>	<b>1,177,848</b>	<b>1,185,270</b>	<b>1,405,445</b>	<b>1,412,850</b>	<b>1,419,225</b>

## Library

The mission of the Tualatin Public Library is to empower and enrich our community through learning, discovery, and interaction. The Library serves as Tualatin's central gathering space for engagement, interaction, and enrichment, with an intentional drive to serve Tualatin's diverse families.

The Tualatin Public Library loans books, ebooks, movies, and music; presents programs for all age groups; provides technology and technology assistance; offers outreach services; and answers reference questions. The Library's collection includes more than 110,000 items, and Tualatin residents have access to over 1.7 million library items, including more than 70,000 ebooks, through a cooperative library service agreement. Volunteers assist the Library in checking in and shelving books, helping with programs, pulling items on reserve, and preparing new materials to be added to the Library. The Tualatin Library Advisory Committee provides community-based advice to Library staff and the City Council on library-related matters.

The Library is supported by Friends of the Tualatin Library, an active group that gives funds to supplement Library programs and equipment needs. The Tualatin Library Foundation generates funds for the long-term financial health of the Library and to support childhood literacy efforts.

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

## Highlights of FY 2018/2019

- Helped prepare young children for success in school through storytimes and other family-oriented programs. 100% of surveyed parents who attended storytime said the program increased their confidence at helping their children learn.
- Boosted early childhood literacy through two initiatives: Registered more than 800 children in the reading incentive program 1,000 Books Before Kindergarten. Distributed 275 Begin With Books

Summary	
Department Manager	Jerianne Thompson
FTE's	19.70
Expenditures	\$ 2,424,685
Funding Source	General Fund

kits to new mothers in partnership with a local health clinic.

- Encouraged youth use of the Library through increased outreach to local schools and preschools. Hosted field trips for Tualatin's fourth grade classrooms. Approximately 400 students were introduced to the library, signed up for a library card, and given a free book.
- Served as an inclusive community connector for low-income residents by providing literacy and STEAM programming at Atfalati Park in partnership with the Tigard-Tualatin School District's summer free lunch program. Hosted a weekly summer free lunch program at the Library, serving approximately 750 lunches.



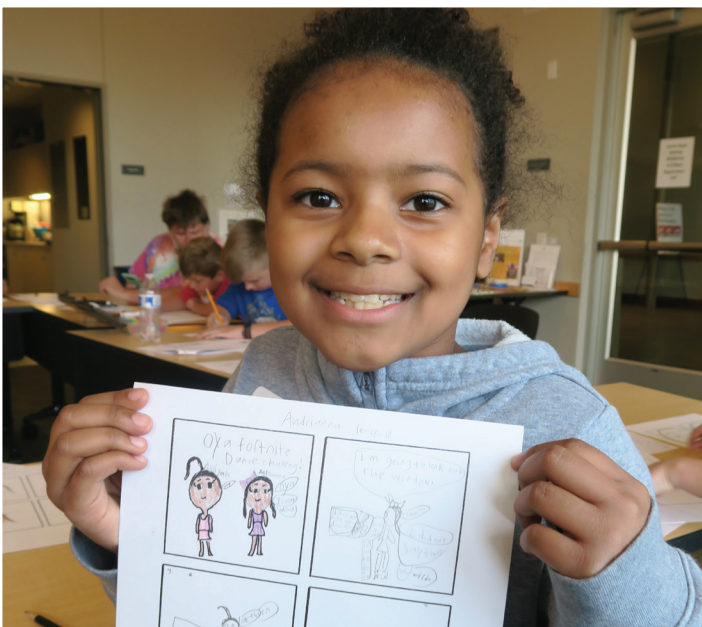
Hogwarts - Library Program



- Served as a community gathering place, with about 21,000 Library visits each month and more than 20,000 attendees to approximately 750 programs. Volunteers contributed more than 7,000 hours, the equivalent of 3.5 full-time employees.
- Inspired, delighted, satisfied curiosity, and provided opportunities for Tualatin's diverse community through the Library collection. Checked out about 600,000 items including books, music, movies, and ebooks. Introduced the Library of Things collection.

### Goals for FY 2019/2020

- Continue to manage the Tualatin Library in a manner that creates an inclusive community center where learning, discovery, and interaction flourishes, expresses a welcoming civic identity, and embraces Tualatin's values and future. Work to ensure that library utilization mirrors the community demographics.
- Support an affordable, livable, and family-oriented community by maintaining the diversity and quantity of programming for the whole community and high circulation of the collection of books, music, and movies, with 85% or more of the collection checking out during the year.
- Actively promote the Library as a social gathering place and increase public engagement through participation with groups such as the Tualatin Library Advisory Committee, Friends of the Tualatin Library, the Tualatin Library Foundation, and the Teen Library Committee.
- Support inclusion in Tualatin through culturally relevant programs and services. Partner with Parks & Recreation and the City Manager's office to present the first ¡Viva Tualatin! festival.
- Continue expanded outreach to Tualatin's schools and preschools to increase active youth cardholders. Partner with Tualatin elementary schools to support outreach to Latino families and increase student participation in Summer Reading.
- Continue expanding access to STEAM learning and creative opportunities through Library Makerspace programming, with 75% or more participating youth expressing increased interest in STEAM subjects. Begin design development of a Makerspace room within the Library.



Library Comic Book Workshop



Summer Reading Program

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	856,554	897,361	912,605	928,985	928,985	928,985
Salaries and Wages-Part Time	184,864	210,781	222,100	244,340	244,340	244,340
Salaries and Wages-Temporary	141,467	143,133	142,015	144,855	144,855	144,855
Salaries and Wages-Overtime	1,314	1,818	1,800	1,805	1,805	1,805
Benefits-Employee Benefits	4,430	4,718	7,745	7,745	7,745	7,745
Benefits-FICA	86,517	92,901	95,960	99,085	99,085	99,085
Benefits-Pension	220,852	273,140	277,165	330,640	330,640	330,640
Benefits-Insurance	199,985	202,663	224,010	229,010	229,010	229,010
Benefits-Vacation Buy Back	284	6,123	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>1,696,267</b>	<b>1,832,638</b>	<b>1,883,400</b>	<b>1,986,465</b>	<b>1,986,465</b>	<b>1,986,465</b>
Office Supplies	12,769	4,799	9,500	9,000	9,000	9,000
Printing & Postage	2,149	6,799	8,000	6,100	6,100	6,100
Supplies - Donated Funds	-	-	1,000	1,000	1,000	1,000
Collection Development	244,045	242,909	264,500	244,500	244,500	244,500
Uniforms & Safety Equipment	236	220	400	400	400	400
Medical & Other Testing	155	155	-	-	-	-
Network/Online	25	25	-	-	-	-
Office Equipment & Furniture	4,280	11,880	20,900	11,600	13,600	13,600
Computer Equip & Software	6,038	4,004	4,550	5,050	5,050	5,050
Library Tech - Public	33,637	1,347	1,500	7,000	7,000	7,000
Special Programs	50,023	47,437	46,500	48,000	48,000	48,000
Consultants	11,160	2,267	2,500	42,500	42,500	42,500
Conferences & Meetings	5,775	10,302	7,410	9,655	9,655	9,655
Membership Dues	1,334	1,327	1,570	1,570	1,570	1,570
Staff Training	1,216	2,026	1,350	1,500	1,500	1,500
Administrative Expense	7,674	4,111	4,800	5,000	5,000	5,000
Advertising - Recruitment	134	405	-	-	-	-
Advertising - Promotional	6,414	2,440	3,000	3,500	3,500	3,500
Equipment Rental	4,986	5,508	5,425	-	-	-
R&M - Equipment	15,781	10,339	14,140	14,845	14,845	14,845
<b>MATERIALS &amp; SERVICES</b>	<b>407,831</b>	<b>358,300</b>	<b>397,045</b>	<b>411,220</b>	<b>413,220</b>	<b>413,220</b>
Equipment & Furnishings	8,312	53,616	28,000	25,000	25,000	25,000
<b>CAPITAL OUTLAY</b>	<b>8,312</b>	<b>53,616</b>	<b>28,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>LIBRARY</b>	<b>2,112,411</b>	<b>2,244,554</b>	<b>2,308,445</b>	<b>2,422,685</b>	<b>2,424,685</b>	<b>2,424,685</b>





## Parks Maintenance

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

Landscaping and grounds maintenance areas expand throughout 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 87 of the publicly owned storm water management facilities, maintaining their naturalized plantings, removing invasive plant species, and improving the quality of storm water.

## Highlights for FY 2018/2019

- Cultural turf grass renovations including aerating, top dressing, and over seeding of all sand based soccer fields to improve playability and quality of athletic fields.

Summary	
Department Manager	Ross Hoover
Division Manager	Tom Steiger
FTE's	9
Expenditures	\$ 1,862,200

- Expanding maintenance activities along the newest segment of the Saum Creek Trail east of SW 65th Avenue. Improvements included removing invasive plant species, Blackberry and Ivy, and replanting nearly one acre of riparian forest with native trees and shrubs.
- Nearly one half mile of gravel paths were resurfaced at Browns Ferry Park to improve walkability and accessibility by all park users
- Major repair and reassembly of small wooden ship playground feature at Atfalati Park.



Tree Trimming

**Goals for FY 2019/2020**

- Resurfacing, crack sealing, color coating, and restriping of the tennis court surface at Tualatin Community Park and the Basketball Court at Ibach Park to extend the life of the asphalt surface and improve the playability of the surface.
- Continued staff support and commitment to community events including the Crawfish Festival, Pumpkin Regatta, Blender Dash, and all recreational programming offered by Community Services.
- Continued staff support to Volunteer Services programs including Put Down Roots in Tualatin, TEAM Tualatin, and a variety of volunteer opportunities that engage our citizenry in environmental improvements that benefit our parks, greenways, and natural areas.
- Update the Parks System Asset Inventory.
- Assess and grade the condition of all assets within the parks system and align maintenance priorities accordingly.
- Site cleanup and native plant restoration work along the banks of the Tualatin River at the recently acquired Rife property adjacent to Jurgens Park.
- Replace aging elements of the pedestrian bridge over the Hedges Creek Wetlands.
- Install a decorative fencing safety barrier at the River Ridge trail to prohibit pedestrian entry into the recent landslide area along the banks of the Tualatin River
- Provide a diversity of maintenance services and oversee contractual services, volunteer groups, and staff labor to maintain our trails, parks, and public spaces.



Saum Creek Trail





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	501,926	506,881	543,320	552,115	552,115	552,115
Salaries and Wages-Temporary	77,642	62,613	88,090	89,850	89,850	89,850
Salaries and Wages-Overtime	21,762	24,111	21,000	21,000	21,000	21,000
Salaries and Wages-On-Call	6,091	4,609	5,220	5,325	5,325	5,325
Benefits-Employee Benefits	1,440	1,219	1,485	1,505	1,505	1,505
Benefits-FICA	45,419	44,502	48,965	49,935	49,935	49,935
Benefits-Pension	120,185	141,804	150,510	180,590	180,590	180,590
Benefits-Insurance	134,087	141,116	160,965	143,135	143,135	143,135
Benefits-Sick Leave Buy Back	-	2,737	-	-	-	-
Benefits-Vacation Buy Back	-	1,137	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>908,553</b>	<b>930,729</b>	<b>1,019,555</b>	<b>1,043,455</b>	<b>1,043,455</b>	<b>1,043,455</b>
Office Supplies	5	-	-	-	-	-
Botanical & Chem Supplies	23,492	14,837	25,700	26,300	26,300	26,300
Street Trees	7,012	9,315	27,800	14,650	14,650	14,650
Uniforms & Safety Equipment	4,229	5,341	5,325	6,070	6,070	6,070
Medical & Other Testing	916	702	1,200	1,200	1,200	1,200
Cell Phones	9,097	6,380	5,520	6,000	6,000	6,000
Small Tools	10,350	5,131	15,275	10,750	10,750	10,750
Consultants	1,790	70	17,740	2,740	2,740	2,740
Utilities - City Parks	66,901	89,446	79,675	86,375	86,375	86,375
Conferences & Meetings	330	1,905	3,300	3,300	3,300	3,300
Membership Dues	879	280	950	950	950	950
Staff Training	3,911	4,850	6,660	4,900	4,900	4,900
Staff/Dept Recognition	1,104	795	1,145	400	400	400
Administrative Expense	62	125	250	250	250	250
Grounds & Landscaping	236,110	277,541	318,485	304,460	304,460	304,460
Equipment Rental	6,714	5,794	2,500	2,500	2,500	2,500
Inventory Supplies	11,124	6,475	-	-	-	-
R&M - Equipment	42,668	31,335	46,500	56,500	56,500	56,500
<b>MATERIALS &amp; SERVICES</b>	<b>426,695</b>	<b>460,322</b>	<b>558,025</b>	<b>527,345</b>	<b>527,345</b>	<b>527,345</b>
Equipment & Furnishings	32,826	85,972	6,000	291,400	291,400	291,400
<b>CAPITAL OUTLAY</b>	<b>32,826</b>	<b>85,972</b>	<b>6,000</b>	<b>291,400</b>	<b>291,400</b>	<b>291,400</b>
<b>PARKS MAINTENANCE</b>	<b>1,368,074</b>	<b>1,477,023</b>	<b>1,583,580</b>	<b>1,862,200</b>	<b>1,862,200</b>	<b>1,862,200</b>

## Park Development Fund

The City of Tualatin Park Planning and Development Division provides quality planning and development of inclusive community gathering places throughout the City through collaborative teamwork and public engagement with dedication to environmental preservation and sustainable practices

### Highlights of FY 2018/2019

- Completed the Parks and Recreation Master Plan update with extensive public involvement and engagement.
- Acquired five acres of parkland adjacent to Jurgens Park.
- Awarded an Oregon Parks and Recreation Department Local Government Grant for Ibach Park Playground renovation.
- Adopted an updated Park System Development Charge Methodology.
- Completed renovation of the play area surface and equipment at Ibach Park.
- Partnered with Metro on land acquisition for three sections of the Ice Age Tonquin Trail.



Tualatin Community Park

## Summary

Department Manager	Ross Hoover
Parks Planning & Development Manager	Rich Mueller
Expenditures	\$ 1,552,155
Contingency/Reserves	\$ 976,355
Funding Source	Park Development Fund

### Goals for FY 2019/2020

- Prioritize Parks and Recreation Master Plan projects.
- Develop funding source resources and strategy for master plan implementation.
- Search for funding to renovate Tualatin Commons splash pad.
- Develop an updated parks and recreation system map showing parklands, multi use paths, and trails.
- Submit a restoration grant for invasive species removal to protect natural resources, reduce erosion, improve river or creek water quality, protect wildlife habitat, and enhance native vegetation.
- Conduct a public planning process and study for an event facility and Veterans Memorial facility.
- Facilitate public outreach and engagement to design and develop the Atfalati Park playground renovation project.



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Office Supplies	-	3,834	1,000	1,000	1,000	1,000
Printing & Postage	-	1,627	16,000	16,000	16,000	16,000
Photographic Supplies	-	73	-	-	-	-
Consultants	-	2,873	5,000	59,000	59,000	59,000
Property Management	-	-	1,000	-	-	-
<b>MATERIALS &amp; SERVICES</b>	<b>-</b>	<b>8,406</b>	<b>23,000</b>	<b>76,000</b>	<b>76,000</b>	<b>76,000</b>
Land Acquisition	-	11,001	1,354,740	15,000	15,000	15,000
Feasibility Studies	3,629	174,878	75,000	-	-	-
Projects Construction	475,461	600	1,813,700	973,000	973,000	1,027,000
<b>CAPITAL OUTLAY</b>	<b>479,090</b>	<b>186,479</b>	<b>3,243,440</b>	<b>988,000</b>	<b>988,000</b>	<b>1,042,000</b>
Principal - Interfund Loan	-	-	-	335,000	335,000	335,000
Interest - Interfund Loan	-	-	-	21,365	21,365	21,365
<b>DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>356,365</b>	<b>356,365</b>	<b>356,365</b>
Transfers Out - General Fund	36,700	42,200	42,780	77,790	77,790	77,790
<b>TRANSFERS OUT</b>	<b>36,700</b>	<b>42,200</b>	<b>42,780</b>	<b>77,790</b>	<b>77,790</b>	<b>77,790</b>
Future Years Projects	1,208,148	1,284,846	-	976,355	1,030,355	976,355
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>1,208,148</b>	<b>1,284,846</b>	<b>-</b>	<b>976,355</b>	<b>1,030,355</b>	<b>976,355</b>
<b>PARK DEVELOPMENT FUND</b>	<b>1,723,938</b>	<b>1,521,932</b>	<b>3,309,220</b>	<b>2,474,510</b>	<b>2,528,510</b>	<b>2,528,510</b>

## Tualatin Science and Technology Scholarship

Mission: Support the next generation of innovation in science and technology by making possible educational opportunities to students who are residents of Tualatin.

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

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

Summary	
Department Manager	Jerianne Thompson
FTE's	0
Expenditures	\$ 3,000
Contingency/Reserves	\$ 50,885
Funding Source	Tualatin Scholarship Fund

## Highlights of FY 2018/2019

- Awarded two scholarships in the amount of \$1,500 each, with support of a grant from TE Connectivity.

## Goals for FY 2019/2020

- Award two scholarships in the amount of \$1,500 each, with support of a grant from TE Connectivity.



Scholarship Recipient - McKenzie Scott



Scholarship Recipient - Autumn Lewis



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Scholarships	400	500	3,000	3,000	3,000	3,000
<b>MATERIALS &amp; SERVICES</b>	<b>400</b>	<b>500</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
General Account Reserve	50,878	51,233	50,630	50,885	50,885	50,885
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>50,878</b>	<b>51,233</b>	<b>50,630</b>	<b>50,885</b>	<b>50,885</b>	<b>50,885</b>
<b>TUALATIN SCHOLARSHIP FUND</b>	<b>51,278</b>	<b>51,733</b>	<b>53,630</b>	<b>53,885</b>	<b>53,885</b>	<b>53,885</b>



# Public Safety

Manages and promotes safety in partnership with the community, understanding that individual prosperity depends on community safety.

## Police







**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Public Safety**

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	6,504,410	6,828,979	6,901,590	7,238,655	7,238,655	7,238,655
Materials & Services	645,458	694,157	763,225	771,525	771,525	771,525
Capital Outlay	137,123	166,620	182,000	165,000	165,000	165,000
Transfers Out	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	-	-	-	-	-	-
<b>Total Requirements</b>	<b>7,286,991</b>	<b>7,689,756</b>	<b>7,846,815</b>	<b>8,175,180</b>	<b>8,175,180</b>	<b>8,175,180</b>



## Police Department

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

### Administration

The Administration division is responsible for coordinating Police Department efforts with other departments, criminal justice agencies, and with the community. The Administration division also works with regional, state and national organizations to enhance the ability of the Police Department to ensure the safety of all persons in the community. The Administration division is also responsible for submitting an annual report, requesting and managing grant funding, updating policies and procedures, and maintaining statewide accreditation through the Oregon Accreditation Alliance.

### Patrol

The Patrol Services division responds to emergency and non-emergency calls for service and investigates violations of criminal and traffic laws, taking enforcement action when needed. In addition to call response, they spend their time conducting proactive police patrol functions and act as a visible crime deterrent. Officers are assigned to one of the three specific districts within the City and build partnerships with citizens in their districts to help with problem recognition and resolution, both of a criminal and “quality of life” nature.

### 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

Summary	
Police Chief	Bill Steele
FTE's	47
Expenditures	\$ 8,175,180
Funding Source	General Fund

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.



Community Police Academy

## Highlights of FY 2018/2019

- Handled nearly 30,000 calls for service and wrote over 3500 police reports.
- Implemented a new Records Management System for documenting police activity.
- Transitioned to a new regional Computer Aided Dispatching system for in car police computers.
- Implemented a program to collect and report data from officer initiated traffic and pedestrian stops.
- Completed our 9th community police academy by providing residents a hands-on look within the police department.
- Conducted our first community class on Self Defense for Women with 18 participants.
- Obtained reaccreditation through the Oregon Accreditation Alliance that aligns our police department with best practices in law enforcement.

## Goals for FY 2019/2020

- Provide a safe community and an excellence in customer service.
- Increase community engagement events throughout the year to better engage and strengthen relationships with those we serve.
- To recruit, train, and retain qualified, experienced and service oriented employees.
- Transition to a new regional digital police radio network for reliable 911 response and service.
- Increase police department presence on popular social media platforms used by community members.



Community Police Academy Training



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	3,873,806	3,907,649	3,981,420	4,028,180	4,028,180	4,028,180
Salaries and Wages-Temporary	51,243	55,816	51,730	52,765	52,765	52,765
Salaries and Wages-Overtime	221,305	255,262	235,000	246,750	246,750	246,750
Benefits-Employee Benefits	17,850	18,637	17,370	15,805	15,805	15,805
Benefits-FICA	313,416	321,641	331,030	335,130	335,130	335,130
Benefits-Pension	978,267	1,181,422	1,195,790	1,395,263	1,395,263	1,395,263
Benefits-Insurance	947,538	962,408	994,250	1,070,762	1,070,762	1,070,762
Benefits-Sick Leave Buy Back	2,255	2,279	-	-	-	-
Benefits-Vacation Buy Back	5,443	19,021	5,000	5,000	5,000	5,000
Benefits-Comp Time Buy Back	1,339	1,860	-	-	-	-
Benefits-Holiday Buy Back	56,241	65,486	50,000	50,000	50,000	50,000
ORPAT-Fitness Incentive	35,250	37,500	40,000	39,000	39,000	39,000
PORAC-Legal Defense Fund	458	-	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>6,504,410</b>	<b>6,828,979</b>	<b>6,901,590</b>	<b>7,238,655</b>	<b>7,238,655</b>	<b>7,238,655</b>
Office Supplies	10,198	8,239	12,000	12,000	12,000	12,000
Printing & Postage	5,773	6,788	10,000	10,000	10,000	10,000
Photographic Supplies	214	428	1,300	1,300	1,300	1,300
Energy Supplies	3,333	1,844	4,000	4,000	4,000	4,000
Evidence & Investigation	2,416	8,173	4,000	4,000	4,000	4,000
Uniforms & Safety Equipment	63,933	42,847	55,000	55,000	55,000	55,000
Medical & Other Testing	2,814	7,134	5,000	5,000	5,000	5,000
Ammun & Defense Equip	34,718	39,034	54,000	54,000	54,000	54,000
Cell Phones	15,389	22,699	20,000	20,000	20,000	20,000
Network/Online	16,264	19,197	20,000	21,500	21,500	21,500
Office Equipment & Furniture	2,196	4,068	4,200	4,200	4,200	4,200
Computer Equip & Software	8,937	4,000	4,000	4,000	4,000	4,000
Minor Vehicle Equipment	2,813	579	5,000	5,000	5,000	5,000
GREAT Program	9,735	8,861	10,000	10,000	10,000	10,000
Special Investigative Fund	3,636	4,039	6,000	6,000	6,000	6,000
Community Engagement Supplies	4,097	5,312	5,000	6,500	6,500	6,500
Conferences & Meetings	7,928	4,152	8,500	8,500	8,500	8,500
Membership Dues	5,155	5,888	6,000	6,000	6,000	6,000
Publication, Rpt, Ref Matl	1,842	838	2,000	2,000	2,000	2,000
Staff Training	42,937	36,001	50,000	50,000	50,000	50,000
Staff/Dept Recognition	3,993	4,625	4,000	4,000	4,000	4,000
Administrative Expense	4,304	3,520	4,500	4,500	4,500	4,500
Advertising - Recruitment	397	2,538	5,000	5,000	5,000	5,000
Contract Services	380,839	439,907	446,225	456,525	456,525	456,525
Equipment Rental	4,953	5,565	5,000	-	-	-
Inventory Supplies	1,360	1,012	1,500	1,500	1,500	1,500
R&M - Equipment	5,284	5,369	11,000	11,000	11,000	11,000
R&M - Computers	-	1,500	-	-	-	-
<b>MATERIALS &amp; SERVICES</b>	<b>645,458</b>	<b>694,157</b>	<b>763,225</b>	<b>771,525</b>	<b>771,525</b>	<b>771,525</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Equipment & Furnishings	137,123	166,620	182,000	165,000	165,000	165,000
<b>CAPITAL OUTLAY</b>	<b>137,123</b>	<b>166,620</b>	<b>182,000</b>	<b>165,000</b>	<b>165,000</b>	<b>165,000</b>
<b>POLICE</b>	<b>7,286,991</b>	<b>7,689,756</b>	<b>7,846,815</b>	<b>8,175,180</b>	<b>8,175,180</b>	<b>8,175,180</b>





# City of Tualatin

Adopted  
2019/2020 Budget

# Public Works

Provides critical community infrastructure including water, sewer, stormwater, and transportation through engineering, operations, and maintenance, as well as promoting environmental stewardship, water quality, and transportation safety.

## Administration



## Engineering

## Water



## Sewer



## Stormwater

## Streets



## Transportation Projects



## Core Area Parking District

## Tualatin Service Center Project





**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Public Works**

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	2,579,672	2,533,731	2,724,170	2,868,965	2,868,965	2,868,965
Materials & Services	11,942,782	13,081,202	14,596,885	15,537,895	15,537,895	15,537,895
Capital Outlay	1,412,878	2,151,355	8,368,375	17,254,600	17,254,600	17,289,600
Transfers Out	5,076,346	5,840,309	7,613,755	8,193,165	8,193,165	8,193,165
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	34,925,255	32,690,650	32,690,650	32,690,650
Reserves & Unappropriated	25,999,763	29,649,668	9,665,090	9,112,600	9,865,180	9,865,180
<b>Total Requirements</b>	<b>47,011,441</b>	<b>53,256,265</b>	<b>77,893,530</b>	<b>85,657,875</b>	<b>86,410,455</b>	<b>86,445,455</b>



## Public Works - Administration

Public Works Administration provides management and administrative support to staff in the three departments that work out of the Operations Center. Department volunteer programs, training and safety program, and the coordination of emergency planning and response are also budgeted under this division. Administration works closely with the other Divisions within Public Works, as well as with the Community Services and Fleet, Facilities and IS Departments to efficiently track and manage citizen requests, while maintaining excellent customer satisfaction levels and the department's webpages, and contributing to the Tualatin Today newsletter to promoting services and projects.

### Highlights of FY 2018/2019

- Maintained a safe work environment through participation in our annual safety program, as well as promoting staff safety training and development opportunities.
- Actively participated with the Tualatin High School and CE2 Program by having 8 students work with Public Works crews during their daily routines to gain workplace experience.
- Continued community engagement and education around emergency preparedness public outreach and the Community Emergency Response Team (CERT) program.
- Supported staff to implement NEXGEN asset management software for improved work order management. This will help manage work more efficiently and provide better data for long term capital planning.
- Implemented Laserfiche electronic records management software in the Public Works Department to better meet document retention requirements and make records more easily accessible.

Summary	
Department Manager	Jeff Fuchs
FTE's	4
Expenditures	\$ 521,655
Funding Source	General Fund

- Support over 75 youth volunteering approximately 2,400 workhours to help improve the City through Team Tualatin. Projects included painting hydrants, cleaning up parks, and planting trees at Jurgen's Garden.

### Goals for FY 2019/2020

- Promote exceptional customer service within the department through customer feedback program.
- Support emergency preparedness efforts throughout the community through the CERT program, water emergency planning, and by participating in the Emergency Management Cooperative.
- Begin transition of public works permits into TRAKiT online permitting software to create an easier and more transparent process for customers and staff.
- Outsource utility locate services that are currently performed by City staff to free up staff time for other tasks.
- Work with Republic Services to ensure that our community continues to receive both superb customer service and competitive rates for our solid waste and recycling collection programs.
- Continue to support Tualatin youth through the CE2 program and Team Tualatin.

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	287,803	301,626	313,830	313,160	313,160	313,160
Salaries and Wages-Part Time	11,704	-	-	-	-	-
Salaries and Wages-Temporary	3,397	8,690	5,000	4,960	4,960	4,960
Salaries and Wages-Overtime	1,941	2,777	2,000	2,000	2,000	2,000
Benefits-Employee Benefits	5,886	5,670	5,800	5,925	5,925	5,925
Benefits-FICA	23,541	23,973	24,025	24,420	24,420	24,420
Benefits-Pension	63,781	76,702	78,470	93,020	93,020	93,020
Benefits-Insurance	31,145	17,509	19,040	11,915	11,915	11,915
Benefits-Vacation Buy Back	8,727	-	-	-	-	-
Benefits-Comp Time Buy Back	566	253	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>438,492</b>	<b>437,201</b>	<b>448,165</b>	<b>455,400</b>	<b>455,400</b>	<b>455,400</b>
Office Supplies	3,305	3,100	3,950	3,400	3,400	3,400
Printing & Postage	602	933	1,000	1,000	1,000	1,000
Botanical & Chem Supplies	217	-	1,000	-	-	-
Uniforms & Safety Equipment	263	281	500	500	500	500
Safety/Risk Mgmt Program	-	8,300	9,000	12,000	12,000	12,000
Cell Phones	626	943	1,000	600	600	600
Small Tools	436	82	500	500	500	500
Office Equipment & Furniture	4,174	2,986	4,000	2,400	2,400	2,400
Computer Equip & Software	-	-	-	2,200	2,200	2,200
Consultants	649	-	2,000	2,000	2,000	2,000
Conferences & Meetings	1,233	489	3,325	5,900	5,900	5,900
Membership Dues	1,266	970	1,775	2,275	2,275	2,275
Publication, Rpt, Ref Matl	251	123	130	130	130	130
Staff Training	577	167	2,100	2,000	2,000	2,000
Staff/Dept Recognition	1,538	871	1,650	1,650	1,650	1,650
Administrative Expense	533	510	600	600	600	600
Advertising - Promotional	137	-	1,000	100	100	100
Contract Services	14,707	7,205	10,000	10,000	10,000	10,000
Grounds & Landscaping	7,247	9,203	10,800	10,800	10,800	10,800
Equipment Rental	5,684	7,252	8,000	5,000	5,000	5,000
R&M - Equipment	19,133	2,765	3,500	3,200	3,200	3,200
<b>MATERIALS &amp; SERVICES</b>	<b>62,578</b>	<b>46,179</b>	<b>65,830</b>	<b>66,255</b>	<b>66,255</b>	<b>66,255</b>
<b>ADMINISTRATION</b>	<b>501,069</b>	<b>483,381</b>	<b>513,995</b>	<b>521,655</b>	<b>521,655</b>	<b>521,655</b>





## Engineering Division

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

### Highlights of FY 2018/2019

- Created the City Engineer position to manage the Engineering Division.
- Created the Principal Transportation Engineer position to manage transportation projects.
- Continued work on Utility Master Plans (Sanitary Sewer, Stormwater, and Water) including rate and SDC studies for each utility.
- Completed construction of the Lou Ogden (Myslony) Bridge, 63rd Waterline, and C1 Water Reservoir Roof projects.



C1 and C2 Reservoirs

## Summary

Department Manager	Jeff Fuchs
Division Manager	Kim McMillan
FTE's	6
Expenditures	\$ 792,560

- Supported CIP (Capital Improvement Plan) development by reviewing project scopes and estimates.
- Provided engineering review and land use decisions for private development.

### Goals for FY 2019/2020

- Complete Utility Master Plans and Rate Studies.
- Initiate design of capital projects, including the 65th Avenue sanitary sewer at Nyberg, Herman Road bike and pedestrian improvements, and B2 Water Reservoir exterior repainting project..
- Design the Sagert Street sidewalk improvements to meet ADA standards.
- Construct upgrades to the Sequoia Ridge water quality facility to improve water quality and prevent washing over the nearby Saum Creek trail.
- Continue to update the Public Works Construction Code to provide clear design and construction standards for public works improvements in Tualatin.
- Provide oversight of environmental protection of our natural resources through flood plain management and implementation of stormwater standards for quality and quantity.
- Promote an efficient, accessible, and sustainable transportation system by implementing traffic improvements, and coordinating projects with partner agencies to enhance design and provide better bike and pedestrian facilities.

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	731,040	674,688	478,840	494,810	494,810	494,810
Salaries and Wages-Overtime	2,112	2,217	2,000	2,000	2,000	2,000
Benefits-Employee Benefits	8,429	5,459	1,960	2,110	2,110	2,110
Benefits-FICA	54,671	51,904	35,970	37,430	37,430	37,430
Benefits-Pension	138,574	148,236	99,480	121,770	121,770	121,770
Benefits-Insurance	108,886	100,162	97,865	69,740	69,740	69,740
Benefits-Vacation Buy Back	1,337	15,626	-	-	-	-
Benefits-Comp Time Buy Back	-	1,950	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>1,045,049</b>	<b>1,000,242</b>	<b>716,115</b>	<b>727,860</b>	<b>727,860</b>	<b>727,860</b>
Office Supplies	1,053	697	1,200	1,000	1,000	1,000
Printing & Postage	1,362	1,363	2,000	1,500	1,500	1,500
Photographic Supplies	-	-	500	250	250	250
Field Supplies	283	381	500	500	500	500
Uniforms & Safety Equipment	-	355	500	1,200	1,200	1,200
Cell Phones	288	1,286	1,000	2,000	2,000	2,000
Network/Online	828	294	500	700	700	700
Office Equipment & Furniture	695	743	750	1,000	1,000	1,000
Computer Equip & Software	3,348	-	300	900	900	900
Erosion Fees to CWS	-	26,078	32,000	32,000	32,000	32,000
Consultants	5,668	836	10,000	10,000	10,000	10,000
Conferences & Meetings	4,483	6,926	8,000	5,750	5,750	5,750
Membership Dues	5,066	2,439	1,875	800	800	800
Publication, Rpt, Ref Matl	306	823	900	500	500	500
Staff Training	1,200	1,313	2,200	3,200	3,200	3,200
Administrative Expense	683	813	800	800	800	800
Advertising - Legis/Judicial	296	-	100	100	100	100
Advertising - Recruitment	2,042	5,726	-	-	-	-
Equipment Rental	1,331	1,371	1,600	-	-	-
R&M - Equipment	2,158	1,347	2,500	2,500	2,500	2,500
<b>MATERIALS &amp; SERVICES</b>	<b>31,091</b>	<b>52,791</b>	<b>67,225</b>	<b>64,700</b>	<b>64,700</b>	<b>64,700</b>
Equipment & Furnishings	262	-	-	-	-	-
<b>CAPITAL OUTLAY</b>	<b>262</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENGINEERING</b>	<b>1,076,401</b>	<b>1,053,032</b>	<b>783,340</b>	<b>792,560</b>	<b>792,560</b>	<b>792,560</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Water**

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	551,385	522,726	702,605	751,750	751,750	751,750
Materials & Services	2,669,474	2,737,432	3,156,765	3,672,240	3,672,240	3,672,240
Capital Outlay	489,867	535,255	1,768,125	1,411,000	1,411,000	1,411,000
Transfers Out	2,018,581	2,338,847	2,704,960	3,123,020	3,123,020	3,123,020
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	2,037,595	2,473,950	2,473,950	2,473,950
Reserves & Unappropriated	6,346,128	7,580,109	3,613,715	3,651,650	3,651,650	3,651,650
<b>Total Requirements</b>	<b>12,075,435</b>	<b>13,714,369</b>	<b>13,983,765</b>	<b>15,083,610</b>	<b>15,083,610</b>	<b>15,083,610</b>

## Water Operating Fund

The Water Operating Fund is used to operate and maintain Tualatin's water supply system, which delivers 4.4 million gallons of water on an average day. Tualatin's Water Distribution system includes more than 111 miles of water pipelines, ranging in diameter from four to thirty-six inches. The water system also includes main line valves, air relief valves, pressure reducing/sustaining valves, and booster pump stations, and Supervisory Control and Data Acquisition (SCADA) telemetry.

The City has six water reservoirs with a total storage capacity of up to 14 million gallons and an Aquifer Storage and Recovery (ASR) well, capable of producing up to 0.50 million gallons per day. The City regularly inspects and services cathodic protection systems; inspects, paints, and exercises fire hydrants and hydrant valves, flushes water lines to improve water quality, maintains chemical feed systems and mixers, and inspects and tests large water meters throughout the City.

To assure the highest water quality to our community, the City collects over 450 water samples annually within the system to meet or exceed all state and federal requirements. The City manages a Lead and Copper program, conducting over 120 samples annually. The City administers the Cross Connection Program, to ensure the water system remains uncontaminated by customers and complies with all city, state, and federal regulations.

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

Current FY 18/19 Charges	Adopted FY 19/20 Charges	Difference
\$ 31.87	\$ 33.22	\$ 1.35

## Summary

Department Manager	Jeff Fuchs
Water Div. Mgr.	Terrance Leahy
FTE's	7
Expenditures	\$ 8,689,260
Contingency/Reserves	\$ 4,971,170

## Highlights of FY 2018/2019

- Provided safe and reliable drinking water to our community. We collected 500+ water samples, inspected and operated more than 1,000 fire hydrants, and tested over 5,300 backflow devices throughout the City to make sure our water meets or exceeds all standards.
- Participated in regional conservation efforts to protect natural resources and educate the community about the value of water.
- Began Unregulated Contaminate Monitoring Rule 4 (UCMR4) testing. This is an Environmental Protection Agency (EPA) program that tests water for contaminants that may be regulated in the future. Our sampling today helps ensure safe water for future generations.
- Tested 70 homes for lead and copper levels to determine the effects of lead pipes/faucets have on water quality and conducted significant public outreach to share the results.
- Replaced the roof of and repainted the C1 water reservoir to extend its useful life.
- Began first of their kind community stakeholder meetings for emergency water planning.
- Optimize the performance of our Aquifer Storage and Recovery Well (ASR) to meet peak summer demands. This well allows the City to store water during the winter and access it during peak demands to meet our community's needs.



## Goals for FY 2019/2020

- Continue to participate in regional water provider organizations including the Regional Water Providers Consortium, the Portland Water Bureau Water Managers Advisory Board, and the Willamette River Water Coalition.
- Complete our Water Supply Strategy to evaluate opportunities for system redundancy, understand customer values, understand implications of Portland's water filtration requirements, and better prepare for a reliable future.
- Continue the lead/copper program including biannual sampling and providing public education materials to share results and encourage reduced exposure.
- Complete painting and evaluation of B2 water reservoir to ensure it is safe and structurally sound.
- Outsource all utility locates to better utilize staff time and resources.
- Implement main line valve exercise program within our distribution system to ensure reliable operation and maintain water quality.
- Complete the Water Master Plan which will help us better prepare for a sustainable and resilient future.



Chemical Feed Trailer for Water Testing



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	325,257	329,879	422,860	449,095	449,095	449,095
Salaries and Wages-Temporary	2,642	959	-	-	-	-
Salaries and Wages-Overtime	16,525	13,134	10,000	10,000	10,000	10,000
Salaries and Wages-On-Call	6,542	4,701	6,840	8,575	8,575	8,575
Benefits-Employee Benefits	755	839	1,140	1,540	1,540	1,540
Benefits-FICA	26,439	26,009	32,580	34,775	34,775	34,775
Benefits-WC Insurance & Tax	11,411	11,863	12,835	14,070	14,070	14,070
Benefits-Pension	58,118	63,193	90,425	113,995	113,995	113,995
Benefits-Insurance	96,307	85,800	125,925	119,700	119,700	119,700
Benefits-Vacation Buy Back	4,839	1,018	-	-	-	-
Benefits-Comp Time Buy Back	-	321	-	-	-	-
Benefits-WC Contra	2,548	(14,989)	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>551,385</b>	<b>522,726</b>	<b>702,605</b>	<b>751,750</b>	<b>751,750</b>	<b>751,750</b>
Office Supplies	69	75	-	-	-	-
Printing & Postage	17,076	16,604	23,700	23,700	23,700	23,700
Inventory Adjustment	-	-	1,000	-	-	-
Water Conservation	315	328	6,000	6,000	6,000	6,000
Water Purchases - For Tualatin	2,181,585	2,303,141	2,367,775	2,741,680	2,741,680	2,741,680
Hydrants	-	-	2,000	2,000	2,000	2,000
Meters	-	-	10,000	10,000	10,000	10,000
Uniforms & Safety Equipment	4,070	3,294	4,960	4,960	4,960	4,960
Medical & Other Testing	-	85	-	-	-	-
Cell Phones	989	2,091	2,700	2,530	2,530	2,530
Network/Online	6,659	7,636	7,700	8,060	8,060	8,060
Small Tools	4,938	3,848	5,000	5,000	5,000	5,000
Office Equipment & Furniture	-	103	-	1,000	1,000	1,000
Computer Equip & Software	-	5,175	27,000	26,000	26,000	26,000
Personal Computer/Laptop	11,791	-	-	-	-	-
TVWD - Jointline	-	-	5,000	5,000	5,000	5,000
TVWD - WA CO Lines	17,853	15,494	35,000	45,000	45,000	45,000
Consultants	49,545	28,687	107,000	107,500	107,500	107,500
Pump Stations - Electricity	42,311	44,574	65,765	67,710	67,710	67,710
Conferences & Meetings	506	1,965	2,800	3,300	3,300	3,300
Membership Dues	23,191	21,058	38,410	38,860	38,860	38,860
Staff Training	2,509	3,240	3,940	5,340	5,340	5,340
Staff/Dept Recognition	168	48	-	-	-	-
Administrative Expense	160	774	650	500	500	500
Advertising - Recruitment	21	1,212	-	-	-	-
Merchant Discount Fees	49,714	60,364	57,000	60,000	60,000	60,000
Meter Reading	46,585	47,617	48,760	49,145	49,145	49,145
Contr R&M - Systems	129,702	55,647	163,520	253,160	253,160	253,160
Equipment Rental	-	600	1,260	1,260	1,260	1,260
Inventory Supplies	12,686	21,181	-	-	-	-
R&M - Systems	61,449	82,028	141,205	88,255	88,255	88,255
R&M - Lines	3,767	3,147	20,000	20,000	20,000	20,000
R&M - Hydrants	1,296	6,330	5,000	5,000	5,000	5,000





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
R&M - Reservoir	248	109	1,820	1,820	1,820	1,820
R&M - Pump Stations	-	591	1,000	1,000	1,000	1,000
Vehicle Replacement Expense	-	-	-	86,860	86,860	86,860
R&M - Equipment	270	385	800	1,600	1,600	1,600
<b>MATERIALS &amp; SERVICES</b>	<b>2,669,474</b>	<b>2,737,432</b>	<b>3,156,765</b>	<b>3,672,240</b>	<b>3,672,240</b>	<b>3,672,240</b>
Equipment & Furnishings	34,751	28,524	27,625	39,000	39,000	39,000
Projects Professional Svc	101,066	225,195	-	-	-	-
Projects Construction	342,927	257,028	-	-	-	-
Fund Projects	11,124	24,509	1,740,500	1,372,000	1,372,000	1,372,000
<b>CAPITAL OUTLAY</b>	<b>489,867</b>	<b>535,255</b>	<b>1,768,125</b>	<b>1,411,000</b>	<b>1,411,000</b>	<b>1,411,000</b>
Transfers Out - General Fund	1,437,620	1,613,290	1,510,970	1,295,770	1,295,770	1,295,770
Transfers Out - Building	10,185	10,690	11,500	-	-	-
Transfers Out - Tual Serv Ctr	-	-	-	1,000,000	1,000,000	1,000,000
Transfer Out - Park Develop	-	-	335,000	-	-	-
Transfers Out -Enterprise Bond	558,900	559,750	558,500	558,500	558,500	558,500
<b>TRANSFERS OUT</b>	<b>2,006,705</b>	<b>2,183,730</b>	<b>2,415,970</b>	<b>2,854,270</b>	<b>2,854,270</b>	<b>2,854,270</b>
Contingency	-	-	1,080,275	1,319,520	1,319,520	1,319,520
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>1,080,275</b>	<b>1,319,520</b>	<b>1,319,520</b>	<b>1,319,520</b>
Rate Stabilization Reserve	5,486,718	6,379,484	3,613,715	-	-	-
Future Years Projects	-	-	-	3,651,650	3,651,650	3,651,650
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>5,486,718</b>	<b>6,379,484</b>	<b>3,613,715</b>	<b>3,651,650</b>	<b>3,651,650</b>	<b>3,651,650</b>
<b>WATER FUND</b>	<b>11,204,149</b>	<b>12,358,627</b>	<b>12,737,455</b>	<b>13,660,430</b>	<b>13,660,430</b>	<b>13,660,430</b>

## Water Development (SDC) Fund

Tualatin's water system consists of 111 miles of pipes ranging in diameter from four inches to thirty-six inches, six reservoir tanks, an Aquifer Storage (ASR) and Recovery Well, three pump stations, and more than 6,900 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 2018/2019

- Supported completion of the C1 Water Reservoir roof replacement and repainting project.
- Supported construction of the Myslony waterline in conjunction with the new Lou Ogden Bridge.

### Summary

Department Manager	Jeff Fuchs
FTE's	0
Expenditures	\$ 268,750
Contingency/Reserves	\$ 1,154,430
Funding Source	Water Development Fund

### Goals for FY 2019/2020

- Complete the Water Master Plan and rate study update, supporting a livable community with well-planned infrastructure.
- Design the Blake Street waterline to improve water pressure in that area.
- Design the SCADA system improvement project to more efficiently monitor our water system.



Chemical Feed Trailer for water testing



<b>Account Description</b>	<b>Actual FY 16-17</b>	<b>Actual FY 17-18</b>	<b>Adopted FY 18-19</b>	<b>Proposed FY 19-20</b>	<b>Approved FY 19-20</b>	<b>Adopted FY 19-20</b>
Transfers Out - General Fund	3,410	13,440	8,990	7,500	7,500	7,500
Transfers Out - Building	-	-	-	26,250	26,250	26,250
Transfers Out -Water Operating	8,466	141,677	280,000	235,000	235,000	235,000
<b>TRANSFERS OUT</b>	<b>11,876</b>	<b>155,117</b>	<b>288,990</b>	<b>268,750</b>	<b>268,750</b>	<b>268,750</b>
Contingency	-	-	957,320	1,154,430	1,154,430	1,154,430
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>957,320</b>	<b>1,154,430</b>	<b>1,154,430</b>	<b>1,154,430</b>
Future Years Projects	859,410	1,200,625	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>859,410</b>	<b>1,200,625</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>WATER DEVELOPMENT FUND</b>	<b>871,286</b>	<b>1,355,742</b>	<b>1,246,310</b>	<b>1,423,180</b>	<b>1,423,180</b>	<b>1,423,180</b>

**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Sewer**

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	269,772	293,971	379,335	398,915	398,915	398,915
Materials & Services	6,993,079	7,017,256	7,764,560	7,630,625	7,630,625	7,630,625
Capital Outlay	100,273	59,467	969,500	577,000	577,000	612,000
Transfers Out	1,027,190	1,079,825	1,252,515	1,754,185	1,754,185	1,754,185
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	4,489,360	4,659,840	4,659,840	4,659,840
Reserves & Unappropriated	7,114,051	7,378,034	1,317,965	62,495	815,075	815,075
<b>Total Requirements</b>	<b>15,504,365</b>	<b>15,828,553</b>	<b>16,173,235</b>	<b>15,083,060</b>	<b>15,835,640</b>	<b>15,870,640</b>



## Sewer Operating Fund

The Sewer Operating Fund pays for operation and maintenance of the City's sanitary sewer system which consists of 96 miles of sewer pipes, more than 6,500 sewer connections, and hundreds of manholes. In addition to City facilities, eight miles of sewer pipe, and ten lift stations are maintained by Clean Water Services (CWS) through an Intergovernmental Agreement. Clean Water Services (CWS) holds the Department of Environmental Quality (DEQ) permits for the Sanitary Sewer System. The Sewer Operating Fund is supported by user charges for sewer service. Regional rates are established by CWS. The City establishes the local rates. The City collects the regional monthly charges and sends the revenue to CWS. Local monthly charges are used to fund City operation, maintenance, and capital investments in the collection system. Except for a small portion of the City sewer that flows to Lake Oswego, Tualatin's sewer is treated at Clean Water Services' Durham Wastewater Treatment Facility.

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

Current FY 18/19 Charges	Adopted FY 19/20 Charges	Difference
\$ 46.05	\$ 48.49	\$ 2.44

## Highlights of FY 2018/2019

- Cleaned more than 25% and video-inspected 15% of the sanitary sewer system to municipal separate storm sewer system (MS4) permit requirements.
- Monitored and evaluated the system for needed repairs to provide a dependable service to City of Tualatin residents.
- Performed utility locates for all franchise work to protect our system from construction in the right of way.

## Summary

Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
FTE's	4
Expenditures	\$ 9,721,005
Contingency/Reserves	\$ 2,208,375

- Responded to customer service requests to assist homeowners with concerns and questions.
- Used a fiberglass lining system to repair a leaking sewer line on Rosewood Avenue without having to excavate the roadway. This enhanced environmental protection in the area and greatly extended the life of the pipe.

## Goals for FY 2019/2020

- Meet or exceed Clean Water Service 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 to prevent environmental impacts from backups or overflows.
- Continue the development of the NEXGEN Asset Management software to enhance the sanitary system operation and maintenance and future capital planning.
- Complete upgrades to the system as identified in the Sewer Master plan to protect the environment and better serve current and future residents.
- Repair the large sewer pipeline that serves the east side of Tualatin and flows under 65th Avenue and the Nyberg Wetlands to maintain clean and protected wetlands.
- Outsource all utility locates to better utilize staff time and resources.

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	166,251	177,996	223,430	233,210	233,210	233,210
Salaries and Wages-Temporary	-	9,383	-	-	-	-
Salaries and Wages-Overtime	9,368	5,468	5,000	5,000	5,000	5,000
Salaries and Wages-On-Call	2,208	3,412	2,610	2,960	2,960	2,960
Benefits-Employee Benefits	457	449	595	615	615	615
Benefits-FICA	13,585	14,788	17,000	17,770	17,770	17,770
Benefits-WC Insurance & Tax	6,464	7,181	7,355	7,670	7,670	7,670
Benefits-Pension	19,115	33,408	43,010	50,765	50,765	50,765
Benefits-Insurance	48,099	47,595	80,335	80,925	80,925	80,925
Benefits-Sick Leave Buy Back	1,045	-	-	-	-	-
Benefits-Vacation Buy Back	3,531	2,642	-	-	-	-
Benefits-Comp Time Buy Back	17	3	-	-	-	-
Benefits-WC Contra	(368)	(8,354)	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>269,772</b>	<b>293,971</b>	<b>379,335</b>	<b>398,915</b>	<b>398,915</b>	<b>398,915</b>
Office Supplies	-	17	-	-	-	-
Printing & Postage	12,660	12,676	13,000	13,000	13,000	13,000
Uniforms & Safety Equipment	1,708	2,030	2,335	2,335	2,335	2,335
Medical & Other Testing	1,368	1,197	-	-	-	-
Cell Phones	624	630	635	540	540	540
Network/Online	1,396	957	960	1,500	1,500	1,500
Small Tools	2,018	543	2,000	1,650	1,650	1,650
User Charges - Tigard	10,733	12,227	13,300	13,960	13,960	13,960
User Charges - CWS	6,020,263	6,211,372	6,502,200	6,697,270	6,697,270	6,697,270
Consultants	-	-	50,000	50,000	50,000	50,000
Conferences & Meetings	830	450	1,625	1,625	1,625	1,625
Membership Dues	400	243	730	620	620	620
Publication, Rpt, Ref Matl	-	-	50	50	50	50
Staff Training	70	350	1,200	1,200	1,200	1,200
Administrative Expense	6	-	400	400	400	400
Advertising - Recruitment	30	24	-	-	-	-
Merchant Discount Fees	49,714	58,219	57,000	57,000	57,000	57,000
Contr R&M - Systems	123,673	74,215	110,055	141,980	141,980	141,980
Contr R&M - FOG Insp.	-	-	11,200	-	-	-
Equipment Rental	-	-	500	500	500	500
Inventory Supplies	1,460	633	-	-	-	-
R&M - Systems	-	830	1,150	1,150	1,150	1,150
R&M - Pump Stations	255	565	1,250	2,450	2,450	2,450
Vehicle Replacement Expense	-	-	-	65,545	65,545	65,545
R&M - Equipment	-	1,009	1,850	1,850	1,850	1,850
<b>MATERIALS &amp; SERVICES</b>	<b>6,227,209</b>	<b>6,378,186</b>	<b>6,771,440</b>	<b>7,054,625</b>	<b>7,054,625</b>	<b>7,054,625</b>





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Equipment & Furnishings	-	-	35,000	310,000	310,000	345,000
Projects Professional Svc	-	45,479	-	-	-	-
Projects Construction	-	675	-	-	-	-
Fund Projects	-	-	500,000	207,000	207,000	207,000
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>46,153</b>	<b>535,000</b>	<b>517,000</b>	<b>517,000</b>	<b>552,000</b>
Transfers Out - General Fund	979,850	1,027,970	1,198,140	1,283,060	1,283,060	1,283,060
Transfers Out - Building	5,985	6,280	6,750	-	-	-
Transfers Out - Tual Serv Ctr	-	-	-	400,000	400,000	400,000
Transfers Out -Enterprise Bond	32,405	32,405	32,405	32,405	32,405	32,405
<b>TRANSFERS OUT</b>	<b>1,018,240</b>	<b>1,066,655</b>	<b>1,237,295</b>	<b>1,715,465</b>	<b>1,715,465</b>	<b>1,715,465</b>
Contingency	-	-	1,338,460	1,393,300	1,393,300	1,393,300
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>1,338,460</b>	<b>1,393,300</b>	<b>1,393,300</b>	<b>1,393,300</b>
Future Years Projects	3,205,451	3,402,516	1,317,965	62,495	815,075	815,075
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>3,205,451</b>	<b>3,402,516</b>	<b>1,317,965</b>	<b>62,495</b>	<b>815,075</b>	<b>815,075</b>
<b>SEWER FUND</b>	<b>10,720,672</b>	<b>11,187,482</b>	<b>11,579,495</b>	<b>11,141,800</b>	<b>11,894,380</b>	<b>11,929,380</b>

## Sewer Development (SDC) Fund

The City of Tualatin's sanitary sewer system consists of 96 miles of sewer pipes, over 6,500 sewer connections, ten lift stations and hundreds of manholes.

This fund is mandated by State law and is used to receive and expend System Development Charges (SDCs) that are collected from all new development in the City for sanitary sewer. Sewer SDCs are one-time fees for connecting to the public sanitary sewer system that pay development's share of infrastructure cost (sewers, treatment, pump stations, etc.). The revenues in this fund are collected to help pay the cost of providing the sewage collection system at the Durham Treatment Facility. The charges are established by Clean Water Services (CWS) and collected by the City: 96% is paid to CWS and the City retains 4%.

## Highlights of FY 2018/2019

- Processed SDC credit requests to development for sewer work needed to decommission the Sequoia Ridge Pump Station and connect the sewer basin to the Saum Creek Pump Station.

## Summary

Department Manager	Jeff Fuchs
FTE's	0
Expenditures	\$ 674,720
Contingency/Reserves	\$ 3,266,540
Funding Source	Sewer Development Fund

## Goals for FY 2019/2020

- Continue to incorporate projects from newly developed Sanitary Sewer Master Plan into the citywide Capital Improvement Plan.
- Support the construction of the 105th Avenue sewer upsizing project in conjunction with the Garden Corner Curves transportation project.



Sewer work



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Sys Dev Chg - CWS	765,870	639,070	993,120	576,000	576,000	576,000
<b>MATERIALS &amp; SERVICES</b>	<b>765,870</b>	<b>639,070</b>	<b>993,120</b>	<b>576,000</b>	<b>576,000</b>	<b>576,000</b>
Fund Projects	100,273	13,314	434,500	60,000	60,000	60,000
<b>CAPITAL OUTLAY</b>	<b>100,273</b>	<b>13,314</b>	<b>434,500</b>	<b>60,000</b>	<b>50,000</b>	<b>60,000</b>
Transfers Out - General Fund	8,950	13,170	15,220	19,970	19,970	19,970
Transfers Out - Building	-	-	-	18,750	18,750	18,750
<b>TRANSFERS OUT</b>	<b>8,950</b>	<b>13,170</b>	<b>15,220</b>	<b>38,720</b>	<b>38,720</b>	<b>38,720</b>
Contingency	-	-	3,150,900	3,266,540	3,266,540	3,266,540
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>3,150,900</b>	<b>3,266,540</b>	<b>3,266,540</b>	<b>3,266,540</b>
Future Years Projects	3,908,600	3,975,518	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>3,908,600</b>	<b>3,975,518</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SEWER DEVELOPMENT FUND</b>	<b>4,783,693</b>	<b>4,641,072</b>	<b>4,593,740</b>	<b>3,941,260</b>	<b>3,941,260</b>	<b>3,941,260</b>

**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Stormwater**

Summary of Requirements by Object						
	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	-	-	-	-	-	-
Materials & Services	962,801	1,122,895	1,383,625	1,530,935	1,530,935	1,530,935
Capital Outlay	231,593	191,358	400,625	777,000	777,000	777,000
Transfers Out	845,075	865,240	924,430	1,552,250	1,552,250	1,552,250
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	782,265	877,530	877,530	877,530
Reserves & Unappropriated	3,040,272	3,831,410	3,136,615	3,274,375	3,274,375	3,274,375
<b>Total Requirements</b>	<b>5,079,741</b>	<b>6,010,903</b>	<b>6,627,560</b>	<b>8,012,090</b>	<b>8,012,090</b>	<b>8,012,090</b>



## Stormwater Operating Fund

Tualatin's storm drain system consists of approximately 89 miles of pipes, 12 drainage basins, more than 2,800 catch basins, 87 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 Water Operating Fund is supported by user charges from Clean Water Service's (CWS) Surface Water Management (SWM) program. The City collects the regional monthly charges and sends the revenue to CWS. The local monthly charges are used to fund City operation, maintenance, and new capital investment in the storm water system.

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

Current FY 18/19 Charges	Adopted FY 19/20 Charges	Difference
\$ 9.15	\$ 10.25	\$1.10

### Highlights of FY 2018/2019

- Met all municipal separate stormwater system (MS4) permit requirements by inspecting and cleaning 15% of the storm lines, 1300 sumped catch basins, and 80 water quality manholes to make sure our system functions properly.
- Worked in partnership with Clean Water Services to provide reliable and effective stormwater system.
- Inspected and cleared storm channels, ditch inlets, field ditches, and water ways to minimize flooding.
- Performed utility locates for all utility franchise work to protect our system from construction in the right of way.
- Promptly responded to customer requests to assist homeowners with questions and concerns regarding the stormwater system.

### Summary

Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
Expenditures	\$ 3,687,655
Contingency/Reserves	\$ 3,742,605
Funding Source	Stormwater Fund

- Reduced equipment rental costs in the proposed budget with the purchase of the track hoe.
- Water quality facilities were enhanced with higher quality vegetation to improve water treatment capabilities and removal of contaminants from our waterways.

### Goals for FY 2019/2020

- Continue to protect the environment by inspecting and cleaning the storm main lines, catch basins, manholes and vegetated water quality swales on a regular basis.
- Sweep streets monthly to prevent pollutants from entering our rivers and streams.
- Maintain, repair and upgrade the stormwater system as needed to reduce flooding.
- Plan for capital projects identified in the Storm Master Plan for future development.
- Continue developing the NEXGEN Asset Management software for operation and maintenance of the stormwater system and planning future capital projects.
- Rehabilitate Sequoia Ridge Water Quality Facility to improve water quality treatment and prevent washing over the nearby Saum Creek trail.
- Outsource all utility locates to better utilize staff time and resources.

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Printing & Postage	12,573	11,243	13,000	13,000	13,000	13,000
Uniforms & Safety Equipment	497	327	1,025	1,025	1,025	1,025
Network/Online	-	600	480	1,080	1,080	1,080
Small Tools	296	818	1,300	875	875	875
User Charges - Tigard	10,550	11,102	12,110	12,475	12,475	12,475
User Charge - Lake Oswego	92,207	99,187	106,130	109,315	109,315	109,315
User Charges - CWS	537,993	573,109	695,625	737,760	737,760	737,760
Consultants	-	-	50,000	50,000	50,000	50,000
Utilities - Water	1,736	227	2,000	2,000	2,000	2,000
Staff Training	251	569	375	400	400	400
Administrative Expense	-	-	90	100	100	100
Tualatin River Gauge	-	4,214	4,300	4,400	4,400	4,400
Stream Shading	19,816	17,179	20,000	20,000	20,000	20,000
Contr R&M - Systems	202,840	317,473	336,100	375,400	375,400	375,400
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	82,126	84,352	132,200	132,200	132,200	132,200
Equipment Rental	440	600	-	-	-	-
Inventory Supplies	240	310	-	-	-	-
R&M - Systems	606	1,584	1,710	1,710	1,710	1,710
R&M - Pump Stations	630	-	630	630	630	630
Vehicle Replacement Expense	-	-	-	62,015	62,015	62,015
R&M - Equipment	-	-	550	550	550	550
<b>MATERIALS &amp; SERVICES</b>	<b>962,801</b>	<b>1,122,895</b>	<b>1,383,625</b>	<b>1,530,935</b>	<b>1,530,935</b>	<b>1,530,935</b>
Equipment & Furnishings	-	14,475	27,625	310,000	310,000	310,000
Projects Professional Svc	63,965	15,907	-	-	-	-
Projects Construction	47,223	18,494	-	-	-	-
Fund Projects	-	-	303,000	307,000	307,000	307,000
<b>CAPITAL OUTLAY</b>	<b>111,188</b>	<b>48,876</b>	<b>330,625</b>	<b>617,000</b>	<b>617,000</b>	<b>617,000</b>
Transfers Out - General Fund	678,700	688,820	723,220	735,050	735,050	735,050
Transfers Out - Building	5,985	6,280	6,750	-	-	-
Transfers Out - Road Operating	27,560	28,840	47,760	53,690	53,690	53,690
Transfers Out - Tual Serv Ctr	-	-	-	600,000	600,000	600,000
Transfers Out - Sewer	113,390	113,310	125,110	131,540	131,540	131,540
Transfers Out -Enterprise Bond	19,440	19,440	19,440	19,440	19,440	19,440
<b>TRANSFERS OUT</b>	<b>845,075</b>	<b>856,690</b>	<b>922,280</b>	<b>1,539,720</b>	<b>1,539,720</b>	<b>1,539,720</b>
Contingency	-	-	392,565	468,230	468,230	468,230
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>392,565</b>	<b>468,230</b>	<b>468,230</b>	<b>468,230</b>
Future Years Projects	2,481,337	3,342,371	3,136,615	3,274,375	3,274,375	3,274,375
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>2,481,337</b>	<b>3,342,371</b>	<b>3,136,615</b>	<b>3,274,375</b>	<b>3,274,375</b>	<b>3,274,375</b>
<b>STORMWATER FUND</b>	<b>4,400,401</b>	<b>5,370,831</b>	<b>6,165,710</b>	<b>7,430,260</b>	<b>7,306,230</b>	<b>7,430,260</b>





## Stormwater 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 2018/2019

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

## Goals for FY 2019/2020

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

Summary	
Department Manager	Jeff Fuchs
FTE's	0
Expenditures	\$ 172,530
Contingency/Reserves	\$ 409,300
Funding Source	Stormwater Development Fund



Water Quality Facility

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Fund Projects	120,404	142,482	70,000	160,000	160,000	160,000
<b>CAPITAL OUTLAY</b>	<b>120,404</b>	<b>142,482</b>	<b>70,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>
Transfers Out - General Fund	-	8,550	2,150	1,280	1,280	1,280
Transfers Out - Building	-	-	-	11,250	11,250	11,250
<b>TRANSFERS OUT</b>	<b>-</b>	<b>8,550</b>	<b>2,150</b>	<b>12,530</b>	<b>12,530</b>	<b>12,530</b>
Contingency	-	-	389,700	409,300	409,300	409,300
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>389,700</b>	<b>409,300</b>	<b>409,300</b>	<b>409,300</b>
Future Years Projects	558,935	489,039	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>558,935</b>	<b>489,039</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>STORMWATER DEVELOPMENT</b>	<b>679,339</b>	<b>640,071</b>	<b>461,850</b>	<b>581,830</b>	<b>581,830</b>	<b>581,830</b>



**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Streets**

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	274,975	279,591	477,950	535,040	535,040	535,040
Materials & Services	1,207,532	2,083,136	1,976,420	2,542,880	2,542,880	2,542,880
Capital Outlay	590,883	1,335,315	2,830,125	3,230,600	3,230,600	3,230,600
Transfers Out	1,158,550	1,527,067	2,703,790	1,614,960	1,614,960	1,614,960
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	7,202,720	9,730,470	9,730,470	9,730,470
Reserves & Unappropriated	9,339,951	10,725,520	1,438,895	1,954,000	1,954,000	1,954,000
<b>Total Requirements</b>	<b>12,571,891</b>	<b>15,950,629</b>	<b>16,629,900</b>	<b>19,607,950</b>	<b>19,607,950</b>	<b>19,607,950</b>

## Road Utility Fee Fund

The Road Utility Fund is used to maintain Tualatin's 79 miles of streets. This Fund pays for road overlays, crack sealing, slurry sealing, and full depth pavement patching. This fund also pays for curb ramps replacement associated with the overlay program and the costs associated with the Reverse Frontage and Sidewalk/Street Tree programs which support the public beautification. Six-sevenths of the road utility fee collected is used for Pavement Maintenance and one-seventh is transferred to pay a portion of the street lighting costs. Maintaining the road system with preventative methods of crack sealing and slurry seals has proven to extend the life of the pavement section at an overall reduced cost.

### Highlights of FY 2018/2019

- Maintained a Pavement Condition Index (PCI) rating in the "Very Good" category.
- Sealed 60,000 feet of pavement cracking.
- Improved 23 curb ramps to meet the Americans with Disabilities Act standards.
- Slurry sealed over 58,000 square yards of residential streets.
- Completed overlay of six streets throughout the City, including 90th Avenue, Blake Street, Spokane Court, 100th Court, and Pamlico Court
- Surveyed and repaired sidewalk tripping hazards in section 2 which includes the area from Boones Ferry Road South to Norwood Road and I-5 West to Boones Ferry Road.

### Goals for FY 2019/2020

- Our pavement maintenance goal is to apply the right treatment to the right road at the right time!
- Sidewalk/Street Trees: Assess, prioritize and repair or replace sidewalks and street trees in section 3 of the City which is west of Boones Ferry Road.

## Summary

Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
Expenditures	\$ 1,880,190
Contingency/Reserves	\$ 504,210
Funding Source	Road Utility Fee

- Continue Pavement Maintenance Program to overlay, slurry seal and crack seal streets to preserve the road network and to provide years of a reliable road system. The 2019 program will include a section of Tualatin Road near 124th Avenue, Dakota Drive, Mandan Drive, Pima Drive, and Pinto Avenue.
- Improve curb ramps to meet the Americans with Disabilities Act (ADA) standards in conjunction with road improvement projects.
- Provide proactive public outreach by providing information to neighborhoods and affected areas before, during, and after construction projects.



Street Tree Program





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Printing & Postage	12,573	11,243	13,500	13,500	13,500	13,500
Road Fees to Tigard	10,462	11,414	11,510	11,510	11,510	11,510
R&M - Streets	229,302	969,093	800,000	1,160,250	1,160,250	1,160,250
Sidewalk/Tree Program	63,408	68,408	75,000	150,000	150,000	150,000
Reverse Frontage Program	170,632	158,762	174,565	178,520	178,520	178,520
<b>MATERIALS &amp; SERVICES</b>	<b>486,377</b>	<b>1,218,921</b>	<b>1,074,575</b>	<b>1,513,780</b>	<b>1,513,780</b>	<b>1,513,780</b>
Transfers Out - General Fund	125,080	146,180	101,100	129,730	129,730	129,730
Transfers Out - Road Operating	139,960	145,400	216,350	230,200	230,200	230,200
Transfers Out -Enterprise Bond	6,480	6,480	6,480	6,480	6,480	6,480
<b>TRANSFERS OUT</b>	<b>271,520</b>	<b>298,060</b>	<b>323,930</b>	<b>366,410</b>	<b>366,410</b>	<b>366,410</b>
Contingency	-	-	-	119,210	119,210	119,210
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>119,210</b>	<b>119,210</b>	<b>119,210</b>
Road Maintenance	437,794	310,272	394,765	385,000	385,000	385,000
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>437,794</b>	<b>310,272</b>	<b>394,765</b>	<b>385,000</b>	<b>385,000</b>	<b>385,000</b>
<b>ROAD UTILITY FEE FUND</b>	<b>1,195,691</b>	<b>1,827,253</b>	<b>1,793,270</b>	<b>2,384,400</b>	<b>2,384,400</b>	<b>2,384,400</b>

## Road Operating Fund

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

The City's street system consists of 92 miles of streets (79 miles are City maintained, eight miles are maintained by Washington and Clackamas Counties, and 5 miles by the State of Oregon) and 50 traffic signals (24 City-owned, 18 County-owned, and eight State-owned).

The Road Operating Fund receives its revenue from a share of the Washington County gasoline tax and vehicle license fee and a share of the State gasoline tax. The Washington County gasoline tax is a \$0.01/gallon tax on gas sold in the County; apportioned on a per capita basis. The State Highway Trust Fund consists of a gas tax, vehicle registration fees, and weighted mile taxes for heavy vehicles. It is projected to be apportioned to the cities at a rate of \$74.54 per capita for FY 2018/19.

The City sets aside 1% of State Gas Tax funds for foot-path and bike trail projects.

## Highlights of FY 2018/2019

- Swept City streets once a month to provide safe travels for the community and meet the requirements of the Storm Water Management program.
- Responded to snow and ice events by applying deicer, plowing, and sanding roadways as needed.
- Completed construction of the Lou Ogden Bridge on Myslony Street over Hedges Creek, providing an important connection between

## Summary

Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
FTE's	4
Expenditures	\$ 4,130,810
Contingency/Reserves	\$ 2,119,800

Tualatin Sherwood Road and Herman Road in the industrial center of Tualatin.

- Designed sidewalk improvements on Sagert Street with art elements in collaboration with community members.

## Goals for FY 2019/2020

- Design Herman Road pedestrian and bicycle facilities to improve connectivity and safety for all users.
- Construct the Sagert Street sidewalk improvement project to improve neighborhood safety.
- Complete a city-wide road striping plan to provide a well-planned and comprehensive striping system for annual maintenance.
- Install, repair, and or replaced striping and pavement markings as needed to ensure visibility for the safety of pedestrians, cyclists, and motorists.
- Clean and repair or replace traffic control devices to comply with the Manual on Uniform Traffic Control Devices to regulate provide warnings and guidance to the traveling public.
- Upgrade Borland Road to City standards with funding received from Clackamas County for taking ownership of the road.





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Salaries and Wages-Full Time	156,389	165,090	282,065	309,430	309,430	309,430
Salaries and Wages-Overtime	9,775	7,487	6,000	6,000	6,000	6,000
Salaries and Wages-On-Call	774	2,262	3,455	2,310	2,310	2,310
Benefits-Employee Benefits	457	449	595	615	615	615
Benefits-FICA	12,249	12,830	21,620	23,625	23,625	23,625
Benefits-WC Insurance & Tax	9,539	10,187	11,555	12,205	12,205	12,205
Benefits-Pension	35,056	46,037	71,315	99,060	99,060	99,060
Benefits-Insurance	49,966	47,341	81,345	81,795	81,795	81,795
Benefits-Sick Leave Buy Back	1,045	-	-	-	-	-
Benefits-Vacation Buy Back	-	509	-	-	-	-
Benefits-WC Contra	(276)	(12,601)	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>274,975</b>	<b>279,591</b>	<b>477,950</b>	<b>535,040</b>	<b>535,040</b>	<b>535,040</b>
Printing & Postage	622	6,946	200	200	200	200
Street Landscape Material	1,138	1,294	1,650	1,730	1,730	1,730
Uniforms & Safety Equipment	3,379	3,054	2,230	3,400	3,400	3,400
Cell Phones	580	1,043	635	1,400	1,400	1,400
Network/Online	1,013	506	480	1,080	1,080	1,080
Small Tools	2,043	5,120	3,860	2,845	2,845	2,845
Computer Equip & Software	1,500	1,500	1,500	1,500	1,500	1,500
Personal Computer/Laptop	-	390	425	960	960	960
Consultants	55,952	157,480	50,000	50,000	50,000	50,000
Utilities - Signals	27,308	27,996	30,000	30,000	30,000	30,000
Street Lights	338,609	332,844	430,000	471,000	471,000	471,000
Conferences & Meetings	1,583	-	1,625	2,625	2,625	2,625
Membership Dues	80	83	140	400	400	400
Publication, Rpt, Ref Matl	-	-	140	140	140	140
Staff Training	734	545	2,290	2,290	2,290	2,290
Administrative Expense	104	177	400	400	400	400
Guardrails & Signs	-	-	2,000	-	-	-
Grounds & Landscaping	9,090	646	7,000	7,000	7,000	7,000
Contr R&M - Road Strip	60,506	56,543	77,000	77,000	77,000	77,000
Street Sweeping	151,484	133,513	128,830	149,000	149,000	149,000
Emergency Road Clean-up	6,652	3,096	9,850	11,850	11,850	11,850
Signal Maintenance	45,951	40,736	65,250	67,530	67,530	67,530
Commons St Light Maint	-	-	11,000	-	-	-
Equipment Rental	-	1,050	1,000	-	-	-
Inventory Supplies	5,787	17,013	-	-	-	-
R&M - Guardrails, signs	(5,456)	6,830	20,200	20,200	20,200	20,200
R&M Streets	12,454	65,811	53,640	53,640	53,640	53,640
Vehicle Replacement Expense	-	-	-	72,410	72,410	72,410
R&M - Equipment	43	-	500	500	500	500
<b>MATERIALS &amp; SERVICES</b>	<b>721,155</b>	<b>864,215</b>	<b>901,845</b>	<b>1,029,100</b>	<b>1,029,100</b>	<b>1,029,100</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Equipment & Furnishings	27,668	14,475	8,125	5,100	5,100	5,100
Projects Professional Svc	232,080	187,559	-	-	-	-
Projects Construction	75,825	1,016,195	-	-	-	-
Fund Projects	255,310	117,087	2,497,000	1,361,500	1,361,500	1,361,500
<b>CAPITAL OUTLAY</b>	<b>590,883</b>	<b>1,335,315</b>	<b>2,505,125</b>	<b>1,366,600</b>	<b>1,366,600</b>	<b>1,366,600</b>
Transfers Out - General Fund	757,590	665,010	736,420	720,630	720,630	720,630
Transfers Out - Road Utility	-	-	-	460,000	460,000	460,000
Transfers Out -Enterprise Bond	19,440	19,440	19,440	19,440	19,440	19,440
<b>TRANSFERS OUT</b>	<b>777,030</b>	<b>684,450</b>	<b>755,860</b>	<b>1,200,070</b>	<b>1,200,070</b>	<b>1,200,070</b>
Contingency	-	-	696,120	550,800	550,800	550,800
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>696,120</b>	<b>550,800</b>	<b>550,800</b>	<b>550,800</b>
Future Years Projects	2,105,284	1,563,986	945,980	1,548,835	1,548,835	1,548,835
Footpath/Biketrail Reserve	98,145	98,150	98,150	20,165	20,165	20,165
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>2,203,429</b>	<b>1,662,136</b>	<b>1,044,130</b>	<b>1,569,000</b>	<b>1,569,000</b>	<b>1,569,000</b>
<b>ROAD OPERATING FUND</b>	<b>4,567,471</b>	<b>4,825,708</b>	<b>6,381,030</b>	<b>6,250,610</b>	<b>6,250,610</b>	<b>6,250,610</b>



## Transportation Development Tax Fund (TDT)

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

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

## Highlights of FY 2018/2019

- Supported transportation connectivity with the construction of the Lou Odgen (Myslony) Bridge over Hedges Creek between SW 112<sup>th</sup> Avenue and SW 118th Avenue.



Lou Ogden Bridge

Summary	
Department Manager	Jeff Fuchs
FTEs	0
Expenditures	\$ 1,912,480
Contingency/Reserves	\$ 9,060,460
Funding Source	Transportation Development Tax Fund

## Goals for FY 2019/2020

- Support transportation congestion relief and pedestrian safety by designing and constructing a new traffic signal on Martinazzi Avenue at Sagert Street.



Dedication of Lou Ogden (Myslony) Bridge

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Fund Projects	-	-	325,000	1,864,000	1,864,000	1,864,000
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>325,000</b>	<b>1,864,000</b>	<b>1,864,000</b>	<b>1,864,000</b>
Transfers Out - General Fund	-	-	-	29,730	29,730	29,730
Transfers Out - Building	-	-	-	18,750	18,750	18,750
Transfers Out - Road Operating	110,000	544,557	1,624,000	-	-	-
<b>TRANSFERS OUT</b>	<b>110,000</b>	<b>544,557</b>	<b>1,624,000</b>	<b>48,480</b>	<b>48,480</b>	<b>48,480</b>
Contingency	-	-	6,506,600	9,060,460	9,060,460	9,060,460
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>6,506,600</b>	<b>9,060,460</b>	<b>9,060,460</b>	<b>9,060,460</b>
Future Years Projects	6,698,728	8,753,112	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>6,698,728</b>	<b>8,753,112</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSPORTATION DEV. TAX</b>	<b>6,808,728</b>	<b>9,297,669</b>	<b>8,455,600</b>	<b>10,972,940</b>	<b>10,972,940</b>	<b>10,972,940</b>





## Transportation Project Fund

In May 2018, Tualatin voters approved a \$20 million general obligation bond measure to support high priority transportation projects throughout the city. This fund was created to support the transportation bond program. Project priorities are guided by community input demonstrating broad support for Tualatin's three most pressing transportation issues: congestion relief, neighborhood safety, and safe access to schools.

### Highlights of FY 2018/2019

- Delivered “fast-track” projects on Avery Street, Ibach Street near Ibach Park, Sagert Street near Atfalati Park, Boones Ferry at Siletz Drive, and 115th Avenue near Hazelbrook Middle School.
- Began designing the Garden Corner Curves project.
- Hired a Project Delivery team to deliver projects for the remainder of the bond program.
- Began designing projects at Martinazzi Avenue and Sagert Street, on Boones Ferry Road near Tualatin High School, on Highway 99 W near Pony Ridge neighborhood, and on Tualatin-Sherwood Road between Martinazzi Avenue and the I-5 Nyberg interchange.



Sagert Street Crosswalk

Summary	
Department Manager	Jeff Fuchs
Expenditures	\$ 7,328,550
Contingency/Reserves	\$ 14,939,900
Funding Source	Transportation Project Fund

- Created and maintained the bond program website [www.tualatinmovingforward.com](http://www.tualatinmovingforward.com).

### Goals for FY 2019/2020

- Deliver transportation projects from a defined universe of projects to address congestion relief, neighborhood safety and safe access to schools.
- Deliver projects with geographic distribution across the City.
- Stay on track to complete projects in 3 to 5 years.



115th Avenue Bike Lanes

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Consultants	-	-	150,000	4,000	4,000	4,000
Bank Fees	-	-	-	500	500	500
<b>MATERIALS &amp; SERVICES</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
Projects Professional Svc	-	-	-	1,225,000	1,225,000	1,225,000
Fund Projects	-	-	2,400,000	5,984,000	5,984,000	5,984,000
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>2,400,000</b>	<b>7,209,000</b>	<b>7,209,000</b>	<b>7,209,000</b>
Transfers Out - General Fund	-	-	-	115,050	115,050	115,050
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>115,050</b>	<b>115,050</b>	<b>115,050</b>
Contingency	-	-	20,404,235	14,939,900	14,939,900	14,939,900
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>20,404,235</b>	<b>14,939,900</b>	<b>14,939,900</b>	<b>14,939,900</b>
<b>TRANSPORTATION PROJECT</b>	<b>-</b>	<b>-</b>	<b>22,954,235</b>	<b>22,268,450</b>	<b>22,268,450</b>	<b>22,268,450</b>





## Core Area Parking District Fund

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

Summary	
Division Manager	Clay Reynolds
Number of Businesses in Core Area	80
Expenditures	\$ 59,460
Contingency/Reserves	\$ 179,040
Funding Source	Core Area Parking District Fund

## Highlights of FY 2018/2019

- Determined needs of the Core Area Parking and collected annual taxes to sufficiently operate the District.
- Completed annual ADA inspections of parking lot sidewalks.
- Completed bi-annual parking lot surveys in May and September.
- Reviewed and updated ADA funding plan.
- Maintained Core Area Parking lots and monitored parking usage violations.
- Continued evaluation of options to balance revenues and expenditures.

## Goals for FY 2019/2020

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



Core Area Parking District Green Lot

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Printing & Postage	-	-	100	100	100	100
Botanical & Chem Supplies	-	1,754	1,000	1,000	1,000	1,000
Consultants	359	-	1,000	1,000	1,000	1,000
Utilities - Parking Lots	11,960	11,307	9,360	9,360	9,360	9,360
Administrative Expense	286	231	300	300	300	300
Guardrails & Signs	73	196	400	500	500	500
Street/Parking Lot Lights	-	-	200	200	200	200
Grounds & Landscaping	2,655	3,691	3,700	3,700	3,700	3,700
Parking Lot Striping	-	2,140	4,200	4,200	4,200	4,200
Parking Lot Sweeping	895	1,930	2,200	2,400	2,400	2,400
R&M - Parking Lots	-	264	10,000	3,000	3,000	3,000
<b>MATERIALS &amp; SERVICES</b>	<b>16,228</b>	<b>21,513</b>	<b>32,460</b>	<b>25,760</b>	<b>25,760</b>	<b>25,760</b>
Fund Projects	-	29,960	-	-	-	-
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>29,960</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers Out - General Fund	26,950	29,330	28,060	33,700	33,700	33,700
<b>TRANSFERS OUT</b>	<b>26,950</b>	<b>29,330</b>	<b>28,060</b>	<b>33,700</b>	<b>33,700</b>	<b>33,700</b>
Contingency	-	-	9,080	8,960	8,960	8,960
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>9,080</b>	<b>8,960</b>	<b>8,960</b>	<b>8,960</b>
General Account Reserve	113,861	89,095	112,400	124,580	124,580	124,580
Future Years Projects	45,500	45,500	45,500	45,500	45,500	45,500
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>159,361</b>	<b>134,595</b>	<b>157,900</b>	<b>170,080</b>	<b>170,080</b>	<b>170,080</b>
<b>CORE AREA PARKING DISTRICT</b>	<b>202,539</b>	<b>215,398</b>	<b>227,500</b>	<b>238,500</b>	<b>238,500</b>	<b>238,500</b>



## Tualatin Service Center Project

The Tualatin Service Center Project fund is created to track the expenditures related to the construction of the Tualatin Service Center to house the City's Development Services functions, as well as the City's utility functions.

### Goals for FY 2019/2020

- Continue design process for the Tualatin Service Center and begin construction on the new building.

Summary	
Project Managers	Tanya Williams Clay Reynolds
Expenditures	\$ 4,050,000
Funding Source	Tualatin Service Center Project



Proposed Tualatin Service Center

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Fund Projects	-	-	-	4,050,000	4,050,000	4,050,000
<b>CAPITAL OUTLAY</b>	-	-	-	<b>4,050,000</b>	<b>4,050,000</b>	<b>4,050,000</b>
<b>TUALATIN SERVICE CENTER</b>	-	-	-	<b>4,050,000</b>	<b>4,050,000</b>	<b>4,050,000</b>



# City of Tualatin

Adopted  
2019/2020 Budget



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

General Obligation Bonds are backed by the City's full faith and credit and are recorded in the General Obligation Bond Fund. These bonds carry with them the ability to levy taxes to make the principal and interest payments. The estimated levy rate for Fiscal Year 2019-20 is \$0.59 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 2018 Transportation Fund financed the Tualatin Moving Forward program to support high priority transportation projects in three most pressing transportation issues: congestion relief, neighborhood safety and safe access to schools.

The Enterprise Bond Fund accounts for debt service financing for the water reservoir construction and other improvements to the water system. This bond was sold in 2005 for a par amount of \$7,305,000, and refunded in 2014. The bonds are backed by water revenues and an annual transfer from the Water Operating Fund is made for principal and interest payments due during the fiscal year. Also included in this fund is the debt service for the Full Faith and Credit loan for the Operations Center Warehouse, which was previously recorded in the Operations Fund.



Tualatin Community Park



Sagert Street Crosswalk





**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Debt Service**

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	-	-	-	-	-	-
Materials & Services	450	450	495	495	495	495
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Debt Service	1,601,563	1,600,694	3,343,165	3,427,220	3,427,220	3,427,220
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	567,661	562,671	527,365	588,830	588,830	588,830
<b>Total Requirements</b>	<b>2,169,674</b>	<b>2,163,815</b>	<b>3,871,025</b>	<b>4,016,545</b>	<b>4,016,545</b>	<b>4,016,545</b>

### General Obligation Bond Fund

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

The 2018 Transportation Fund financed the Tualatin Moving Forward program to support high priority transportation projects in three most pressing transportation issues: congestion relief, neighborhood safety and safe access to schools.

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 2,789,550
Contingency/Reserves	\$ 68,500
Funding Source	General Obligation Bond Fund



Ibach Park



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Principal - 05 Parks Bond	195,000	205,000	210,000	-	-	-
Principal - 06 Library Bond	210,000	215,000	220,000	-	-	-
Principal - 08 Refunding Bond	330,000	345,000	360,000	-	-	-
Principal - 2018 Transp Bond	-	-	990,000	1,695,000	1,695,000	1,695,000
Interest - 05 Parks Bond	80,163	72,163	58,520	-	-	-
Interest - 06 Library Bond	108,113	99,619	84,310	-	-	-
Interest - 08 Refunding Bond	41,850	26,625	9,000	-	-	-
Interest - 2018 Transp Bond	-	-	775,060	1,094,550	1,094,550	1,094,550
<b>DEBT SERVICE</b>	<b>965,125</b>	<b>963,406</b>	<b>2,706,890</b>	<b>2,789,550</b>	<b>2,789,550</b>	<b>2,789,550</b>
General Account Reserve	76,598	63,195	19,910	68,500	68,500	68,500
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>76,598</b>	<b>63,195</b>	<b>19,910</b>	<b>68,500</b>	<b>68,500</b>	<b>68,500</b>
<b>GENERAL OBLIGATION BOND</b>	<b>1,041,723</b>	<b>1,026,601</b>	<b>2,726,800</b>	<b>2,858,050</b>	<b>2,858,050</b>	<b>2,858,050</b>

### Enterprise Bond Fund

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

The fund receives a yearly transfer from the Water Operating Fund to pay for the principal and interest due in the current year. This is the only revenue bond outstanding for the City.

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

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	\$ 638,165
Contingency/Reserves	\$ 520,330
Funding Source	Enterprise Bond Fund



Operations Warehouse



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Bond Registration & Exp	450	450	495	495	495	495
<b>MATERIALS &amp; SERVICES</b>	<b>450</b>	<b>450</b>	<b>495</b>	<b>495</b>	<b>495</b>	<b>495</b>
Principal - 05 Water Bonds	360,000	370,000	380,000	395,000	395,000	395,000
Principal - Warehouse Finance	102,338	105,547	109,045	112,380	112,380	112,380
Interest - 05 Water Bonds	147,050	137,900	126,650	113,050	113,050	113,050
Interest - Warehouse Finance	27,051	23,841	20,580	17,240	17,240	17,240
<b>DEBT SERVICE</b>	<b>636,438</b>	<b>637,288</b>	<b>636,275</b>	<b>637,670</b>	<b>637,670</b>	<b>637,670</b>
Bond Indenture Reserve	491,063	499,476	507,455	520,330	520,330	520,330
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>491,063</b>	<b>499,476</b>	<b>507,455</b>	<b>520,330</b>	<b>520,330</b>	<b>520,330</b>
<b>ENTERPRISE BOND FUND</b>	<b>1,127,951</b>	<b>1,137,214</b>	<b>1,144,225</b>	<b>1,158,495</b>	<b>1,158,495</b>	<b>1,158,495</b>

Fiscal Year	General Obligation Bonds			Revenue Supported Bonds			Full Faith and Credit Loan		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2021	1,855,000	1,026,750	2,881,750	415,000	96,850	511,850	115,780	13,831	129,611
2022	2,050,000	934,000	2,984,000	430,000	79,950	509,950	119,370	10,242	129,612
2023	2,245,000	835,500	3,080,500	450,000	62,350	512,350	123,028	6,584	129,612
2024	2,440,000	723,250	3,163,250	465,000	44,050	509,050	125,146	2,794	127,940
2025	2,645,000	602,250	3,247,250	490,000	24,950	514,950	-	-	-
2026	2,885,000	470,000	3,355,000	505,000	7,575	512,575	-	-	-
2027	3,125,000	325,750	3,450,750	-	-	-	-	-	-
2028	3,390,000	169,500	3,559,500	-	-	-	-	-	-
2029	-	-	-	-	-	-	-	-	-
	20,635,000	5,087,000	25,722,000	2,755,000	315,725	3,070,725	483,324	33,451	516,775





## CITY OF TUALATIN

## RATIOS OF GENERAL BONDED DEBT OUTSTANDING

## LAST TEN FISCAL YEARS

June 30, 2018

Fiscal Year	Governmental Activities			Percentage of	
	General Obligation Bonds	Less: Amounts Available in Debt Service Fund	Total	Estimated Actual Taxable Value of Property	Per Capita
2018	\$ 4,480,000	\$ (63,195)	\$ 4,416,805	0.07%	\$ 164
2017	5,245,000	(76,598)	5,168,402	0.09%	192
2016	5,980,000	(93,706)	5,886,294	0.12%	219
2015	6,680,000	(104,996)	6,575,004	0.14%	247
2014	7,355,000	(95,209)	7,259,791	0.17%	270
2013	8,005,000	(88,093)	7,916,907	0.19%	299
2012	8,630,000	(80,897)	8,549,103	0.21%	327
2011	9,235,000	(88,101)	9,146,899	0.21%	350
2010	9,645,000	(29,635)	9,615,365	0.20%	368
2009	9,950,000	(49,456)	9,900,544	0.20%	380

Note: Details regarding the City's outstanding debt can be found in the notes to the basic financial statements.

## CITY OF TUALATIN

## DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

June 30, 2018

Jurisdiction	General Obligation Debt Outstanding	Percent Applicable Inside City of Tualatin	Amount Applicable Inside City of Tualatin
City of Tualatin	\$ 4,416,805	100.0000%	\$ 4,416,805
Clackamas County	138,185,000	1.3306% *	1,838,690
Clackamas County District 3J (West Linn/Wilsonville)	220,711,862	1.0609%	2,341,532
Clackamas County School District 7J (Lake Oswego)	242,549,604	1.6415%	3,981,452
Clackamas County ESD	22,100,000	0.4645%	102,654
Clackamas Community College	98,403,913	1.5884%	1,563,048
Metro	205,735,000	2.3343%	4,802,472
Northwest Regional ESD	35,000	5.7114%	1,999
Portland Community College	461,071,466	2.5756%	11,875,357
Washington County	219,115,761	6.3874%	13,995,800
Rivergrove Water District 14J	568,018	0.0931%	529
Tualatin Valley Fire and Rescue District	30,635,000	8.1742%	2,504,166
Washington County School District 23J (Tigard-Tualatin)	262,838,126	34.3772%	90,356,388
Washington County School District 88J (Sherwood)	334,320,749	14.6874%	49,103,026
Subtotal overlapping debt			182,467,113
Direct and overlapping debt			<u>\$ 186,883,918</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, 2018**

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

True Cash Value	\$ 4,260,218,284
Rate	<u>x 3%</u>
Debt limit	127,806,549
Debt applicable to limit	<u>4,416,805</u>
	<u><u>\$ 123,389,744</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
2018	96.54%	127,806,549	4,416,805	123,389,744
2017	95.77%	122,102,317	5,168,402	116,933,915
2016	94.97%	117,114,807	5,886,294	111,228,513
2015	94.10%	111,351,080	6,575,004	104,776,076
2014	93.15%	105,957,330	7,259,791	98,697,539
2013	92.24%	102,053,332	7,916,907	94,136,425
2012	91.46%	100,101,909	8,549,103	91,552,806
2011	90.76%	98,997,766	9,146,899	89,850,867
2010	90.45%	95,030,956	9,075,365	85,955,591
2009	89.42%	93,584,449	9,900,544	83,683,905

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



## Executive Summary

### Tualatin Capital Improvement Plan FY 2019/2020 –FY 2028/2029

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

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

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

### THE CIP PROCESS

The CIP is the result of an ongoing infrastructure planning process. Planning for the ten-year CIP period for transportation and utilities provides the flexibility to take advantage of opportunities for capital investments. The 2020-2029 CIP is developed through agreement with adopted policies and master plans, the public, professional staff, and elected and appointed City officials. The Draft CIP is reviewed by City Advisory Committees, and then presented to the City Council. The projects listed in the 2019/2020 fiscal year become the basis for preparation of the City’s budget for that year.

### CIP REVIEW TEAM

The CIP Review Team is responsible annually for reviewing General Fund-funded capital project proposals and providing recommendations to the City Manager. This team is comprised of staff from most City departments. This team analyzes the financial impact of the CIP as well as the City’s ability to process, design, and ultimately maintain projects. The review team meets periodically in the fall of each year to evaluate the progress of projects and examine future needs of the City.

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

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

### CATEGORIES

Projects generally fit within the five primary categories identified below:

- **Utilities** – projects involving water, storm, and sewer infrastructure.
- **Transportation** – projects affecting streets, bike lanes, pedestrian crossings, paths, trails, and rail.
- **Facilities and Equipment** – projects involving buildings, structures, equipment, and vehicles that the City owns and manages.
- **Parks and Recreation** – projects affecting parks and open spaces, including parks facilities.
- **Technology** – projects involving hardware, software, or infrastructure that improves and/or supports technology.



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

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

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

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

**Considering service delivery needs** – the potential for projects to improve service delivery, including coordination with other projects to minimize financial or development impacts to maintain and enhance the efficiency of providing services in Tualatin;

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

**Implementing a Master Plan** - maintenance and development of existing or new facilities and infrastructure is identified in one of the City’s Master Plans, enabling the City to continue to deliver essential services to residents.

## CAPITAL IMPROVEMENT POLICIES

### Time Period

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

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

### Definition of a Capital Expense

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

### Operating Budget Impact

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

### Types of Financing

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

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

## PROJECT LISTS AND DETAILS

Summary lists of projects by category and by funding source are provided for quick reference. Projects in this five year CIP total approximately \$56 million. Roughly \$12 million of the funded projects are utility projects and \$37 million in transportation projects have been identified.

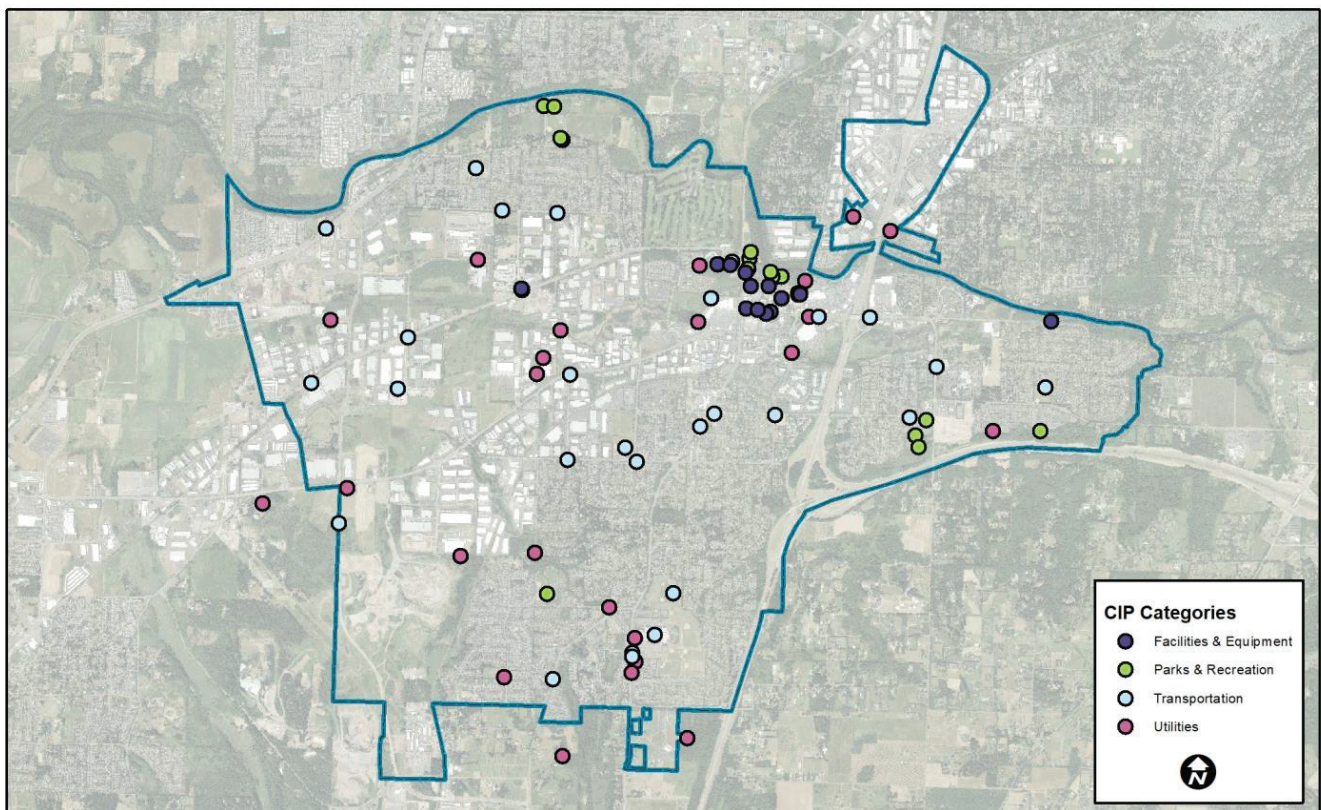
Detailed project sheets are grouped by category and sorted by fiscal year for all funded projects included in the CIP. Project sheets are designed to explain the need for the project, type of project, the criteria met, funding sources, and provide cost information including potential on-going costs.

Appendix A includes an extended CIP showing FY 24/25- 28/29 for utilities and transportation projects.

Appendix B identifies \$424 million in unfunded projects to highlight the City's needs beyond available funding. Cost estimates have been developed for each project based on preliminary project descriptions. Estimates are in today's dollars; future year projections have been adjusted for inflation using an annual inflation estimate of 3.25% compounded annually for year of construction.

### Total Project Cost by Category

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Grand Total
<b>Facilities &amp; Equipment</b>	923,000	1,611,000	858,000	923,000	438,000	<b>4,753,000</b>
<b>Parks &amp; Recreation</b>	207,000	1,516,000			34,000	<b>1,757,000</b>
<b>Technology</b>	16,000	305,000		40,000		<b>361,000</b>
<b>Transportation</b>	8,884,000	9,737,000	12,049,000	5,869,000	780,000	<b>37,319,000</b>
<b>Utilities</b>	1,836,000	3,302,000	2,657,000	1,836,000	1,901,000	<b>11,563,000</b>
<b>Grand Total</b>	<b>11,866,000</b>	<b>16,471,000</b>	<b>15,564,000</b>	<b>8,668,000</b>	<b>3,153,000</b>	<b>55,722,000</b>







Fund Title	Project Name	FY19/20
General Fund: Information Services	Battery Backup Replacement	\$ 16,000
General Fund: Police	Vehicle Replacement	\$ 165,000
General Fund: Library	Library Furniture Replacement	\$ 25,000
General Fund: Building Maintenance	Vehicle Replacement	\$ 55,000
General Fund: Building Maintenance	Replace antenna array	\$ 5,000
General Fund: Parks Maintenance	Hedges Creek Restoration	\$ 22,900
General Fund: Parks Maintenance	Lafky Park Irrigation System Efficiency	\$ 21,500
General Fund: Parks Maintenance	Vehicle Replacement	\$ 37,000
General Fund: Parks Maintenance	Atfalati Playground Rehabilitation	\$ 210,000
<b>Total General Fund</b>		<b>\$ 557,400</b>
Water	Vehicle Replacement	\$ 39,000
Water	Water Supply Strategy	\$ 60,000
Water	Blake Street to 115th Water Line	\$ 427,000
Water	Water Master Plan Update	\$ 40,000
Water	Water Reservoir: B2 Exterior	\$ 659,000
Water	SCADA System Improvements	\$ 186,000
<b>Total Water Fund</b>		<b>\$ 1,411,000</b>
Building	Vehicle Replacement	\$ 35,000
<b>Total Building Fund</b>		<b>\$ 35,000</b>
Sewer	65th Avenue/Nyberg Lane Trunk Line	\$ 207,000
Sewer	Sewer Easment Machine	\$ 35,000
Sewer	Shared Vehicle - Vactor Truck	\$ 310,000
<b>Total Sewer Fund</b>		<b>\$ 552,000</b>
Sewer Development	Sewer Master Plan	\$ 10,000
Sewer Development	105th Avenue Sewer Upsizing	\$ 50,000
<b>Total Sewer Development Fund</b>		<b>\$ 60,000</b>
Stormwater	Shared Vehicle - Vactor Truck	\$ 310,000
Stormwater	Nyberg Creek at Martinazzi Avenue	\$ 200,000
Stormwater	Sequoia Ridge Water Quality Facility	\$ 107,000
<b>Total Stormwater Fund</b>		<b>\$ 617,000</b>
Stormwater Development	Stormwater Retrofitting	\$ 150,000
Stormwater Development	Stormwater Master Plan Update	\$ 10,000
<b>Total Stormwater Development Fund</b>		<b>\$ 160,000</b>
Road Operating	Sagert Street - 72nd to Wampanoag Pedestrian Project	\$ 150,000
Road Operating	Herman Road Widening Design - Tualatin Road to Teton	\$ 725,000
Road Operating	Pavement Striping Grinder	\$ 5,100
Road Operating	Citywide Striping Plan	\$ 40,000
Road Operating	Borland Road Improvement Project Construction	\$ 366,500
Road Operating	Ped-friendly/Traffic Calming/Neighborhood Solutions	\$ 80,000
<b>Total Road Operating Fund</b>		<b>\$ 1,366,600</b>

Fund Title	Project Name	FY19/20
Transportation Development Tax	Martinazzi Avenue/Sagert Street Signal	\$ 1,864,000
<b>Total Transporation Development Tax Fund</b>		<b>\$ 1,864,000</b>
Transportation Project	Project Management	\$ 1,225,000
Transportation Project	Boones Ferry and Alabama Crossing	\$ 320,000
Transportation Project	Boones Ferry sidewalk infill and bike lanes	\$ 1,664,000
Transportation Project	Garden Corner Curves	\$ 1,239,000
Transportation Project	Hwy 99 - Pony Ridge to 124th sidewalks	\$ 576,000
Transportation Project	Tualatin/Teton signal	\$ 767,000
Transportation Project	Tualatin-Sherwood Road - Martinazzi to I5	\$ 797,000
Transportation Project	Martinazzi Avenue/Sagert Street Signal	\$ 621,000
<b>Total Transporation Project Fund</b>		<b>\$ 7,209,000</b>
Tualatin Service Center	Tualatin Service Center Design and Construction	\$ 4,050,000
<b>Total Tualatin Service Center Fund</b>		<b>\$ 4,050,000</b>
Parks Development	Land Acquisition	\$ 15,000
Parks Development	Jurgens Park Expansion	\$ 82,000
Parks Development	River Ridge	\$ 16,000
Parks Development	SDC Reimbursement for Trail Projects Paid by Developer	\$ 450,000
Parks Development	Commons Fountain Renovation	\$ 425,000
<b>Total Parks Development Fund</b>		<b>\$ 988,000</b>



## Project Summary By Category

Facilities & Equipment	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Brown's Ferry C. Center: Deck Replacement		31,000			
Brown's Ferry C. Center: HVAC Unit Replacement			13,000		
Core Area Parking Maintenance: Blue Lot Slurry Seal		13,000			
Core Area Parking Maintenance: Red & Yellow Lots Slurry Seal				13,000	
Core Area Parking Maintenance: White Lot Slurry Seal			32,000		
Core Area Parking: ADA Project- Blue Lot			85,000		
Core Area Parking: ADA Project- Red Lot				38,000	
Juanita Pohl Center: Parking Lot Repair		64,000			
Juanita Pohl Center: Roof Replacement			138,000		
Library & City Offices: Carpet Replacement				106,000	
Library & City Offices: HVAC Unit Replacement				32,000	61,000
Library Classroom/Makerspace		485,000			
Library Furnishing Replacement	25,000			57,000	
Operations: Building A Carpet Replacement				23,000	
Operations: Building A HVAC Unit Replacement		16,000	13,000	14,000	
Operations: Public Lot Slurry Seal		59,000			
Parks & Rec. Admin. Building: ADA Improvements			181,000		
Parks & Rec. Admin. Building: Roof Replacement		53,000			
Police Station: HVAC Unit Replacement		61,000	19,000		15,000
Tualatin Heritage Center: Carpet Replacement			14,000		
Tualatin Heritage Center: HVAC Replacement				16,000	
Van Raden Comm Center: Window Replacement		43,000			
Vehicles	898,000	786,000	363,000	624,000	362,000
<b>Facilities &amp; Equipment Total</b>	<b>923,000</b>	<b>1,611,000</b>	<b>858,000</b>	<b>923,000</b>	<b>438,000</b>

## Project Summary By Category

<b>Parks &amp; Recreation</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
Atfalati Park: Playground Renovation		213,000			
Atfalati Park: Tennis Court Reconstruction		213,000			
Community Park: Field Lighting Retrofit		245,000			
Community Park: Parking Lot North Drive Aisle		98,000			
Community Park: Skate Park Recognition Plaques		18,000			
Ibach & Atfalati Parks: Parking Lot Repair					34,000
Jurgens Park: Playground Improvements		219,000			
Jurgens Park: Renovate Planter Boxes		25,000			
Jurgens Park: Site Plan Update for Westside Addition		69,000			
Saum Creek Greenway Renovation @ Venetia Subdivision		229,000			
Tualatin Commons Bench Replacement		43,000			
Tualatin Commons Fountain Improvements	207,000				
Tualatin River Greenway- Green Lot to Community Park		144,000			
<b>Parks &amp; Recreation Total</b>	<b>207,000</b>	<b>1,516,000</b>	<b>0</b>	<b>0</b>	<b>34,000</b>

<b>Technology</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
Battery Backup Replacement	16,000				
Computer Server Replacement		91,000			
Library Public Technology Replacement				40,000	
Network Switch & Wireless/WAP Replacement		187,000			
SelfCheck Machine Replacement		27,000			
<b>Technology Total</b>	<b>16,000</b>	<b>305,000</b>	<b>0</b>	<b>40,000</b>	<b>0</b>



## Project Summary By Category

Transportation	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
65th Ave and Hospital: Midblock Crossing			248,000		
95th Ave & Avery St Intersection: Road & Sidewalk		961,000			
118th Ave & Herman Rd Intersection: Add NB Turnlane			605,000		
124th Ave & Future Blake St Signal				852,000	
*Avery St at Boones Ferry: Add Bike Lanes on East Leg (BP5)			133,000		
Blake Street Concept Study: 115th to 124th		100,000			
Boones Ferry Rd & Alabama St: Crossing	320,000				
Boones Ferry Road Sidewalk In-fill (R12) & Bike Lanes	1,664,000				
Garden Corner Curves (105th Ave/Blake St/108th Ave) (R7)	1,239,000	2,108,000			
Grahams Ferry and Dogwood St: Midblock Crossing		241,000			
Hedges Creek Pedestrian Bridge: Upgrade surface (BP6)			114,000		
Herman Rd, 124th Ave to Cipole Rd Improvements (R1)					780,000
*Herman Rd: Widening Tualatin to Teton Rd (R3)	725,000			4,601,000	
Hwy 99W: Pony Ridge to 124th Ave Sidewalks	576,000				
Martinazzi Ave at Sagert St: New Traffic Signal (R35)	2,485,000				
*Martinazzi Ave, Warm Springs to Boones Ferry Rd: Concept Study (R14)				59,000	
Myslony St: 124th to 112th incl. traffic signal @ 124th (R5)			3,255,000		
*Nyberg Street and I-5 Interchange: Bike Lane Improvements (BP13)			27,000		
Sagert St, 72nd to Wampanoag: Pedestrian Connectivity	111,000				
*School Wayfinding Signs (BP1)			83,000		
Transportation System Plan: Mid-term Update	200,000				
Tualatin Rd and Teton Ave: New Traffic Signal (R33)	767,000				
Tualatin Rd: Add Traffic Signs (R38)			23,000		
Tualatin Rd: Sweek Dr. to Community Park Pedestrian Improvements				357,000	
Tual-Sher Rd, Teton to Cipole: Widen to 5 lanes (R20) (County)		5,504,000	6,686,000		
Tual-Sher Rd: Martinazzi Ave to I-5	797,000	823,000	875,000		
<b>Transportation Total</b>	<b>8,884,000</b>	<b>9,737,000</b>	<b>12,049,000</b>	<b>5,869,000</b>	<b>780,000</b>

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

## Project Summary By Category

Utilities	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
<b>Sewer</b>					
65th Ave/Nyberg Trunk Repair	207,000				
105th Ave Sewer Upsizing	50,000				
North Martinazzi Trunk: Chelan St to Seminole Trail		662,000			
North Martinazzi Trunk: Seminole Trail to Sagert St				705,000	
Teton Trunk: Manhasset Dr to Spokane Ct				94,000	390,000
Tonquin Loop Sewer				688,000	
<b>Sewer Total</b>	<b>257,000</b>	<b>662,000</b>	<b>0</b>	<b>1,487,000</b>	<b>390,000</b>
<b>Storm</b>					
89th Ave Water Quality Retrofit					300,000
Grahams Ferry Rd and Ibach St: Upgrade Stormwater Outfall				235,000	
Nyberg Creek at Martinazzi Ave Assessment	200,000				
Sequoia Ridge Water Quality Facility	107,000				
Sweek Dr/Emery Zidell Pond B		110,000			
<b>Storm Total</b>	<b>307,000</b>	<b>110,000</b>	<b>0</b>	<b>235,000</b>	<b>300,000</b>
<b>Water</b>					
ASR Well Rehabilitation			373,000		
B Level Pump Station (PS-1)		1,046,000			
Blake Street to 115th Avenue: Install 12" Water Pipe	427,000				
Boones Ferry Rd: Fire Hydrants (P-5)				114,000	
Childs Rd, Crossing I-5: Replace AC Pipe (P-1 (1))					1,211,000
Leveton Dr: Complete Loop System for Fire Flow (P-4)			170,000		
Norwood Rd Tanks: New Water Line to Tanks (P-8)			1,148,000		
SCADA System Improvements (M-1)	186,000				
Tual-Sher Rd Waterline to B Level		164,000	636,000		
Water Reservoirs: A1 Exterior/Interior Coating Replacement		720,000			
Water Reservoirs: A2 Interior Coating Replacement			330,000		
Water Reservoirs: B2 Exterior Coating Replacement	659,000				
Water Reservoirs: B2 Interior Coating Replacement		600,000			
<b>Water Total</b>	<b>1,272,000</b>	<b>2,530,000</b>	<b>2,657,000</b>	<b>114,000</b>	<b>1,211,000</b>
<b>Utilities Total</b>	<b>1,836,000</b>	<b>3,302,000</b>	<b>2,657,000</b>	<b>1,836,000</b>	<b>1,901,000</b>





## Project Summary By Category

Fund	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Grand Total
Building	37,000			43,000		80,000
Core Area Parking		13,000	117,000	51,000		181,000
General Fund	450,000	3,318,000	653,000	786,000	390,000	5,597,000
Leveton Tax Increment						0
Park SDC						0
Road Operating/Gas Tax	230,000	119,000	181,000	83,000		613,000
Sewer	517,000					517,000
Sewer SDC	50,000	662,000		860,000	390,000	1,962,000
Storm Drain	617,000	110,000		235,000		962,000
Storm SDC					300,000	300,000
Transp. Dev. Tax	1,864,000				780,000	2,644,000
Transp. Project	5,984,000	4,133,000	4,983,000	1,209,000		16,309,000
Water	1,090,000	1,566,000	2,093,000	73,000	857,000	5,679,000
Water SDC	221,000	1,046,000	608,000	41,000	436,000	2,352,000
Outside Funded (Grants, Donations, etc.)	806,000	5,504,000	6,929,000	5,287,000		18,526,000
Grand Total	11,866,000	16,471,000	15,564,000	8,668,000	3,153,000	55,722,000

## Project Summary By Funding Source

General Fund	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Atfalati Park: Playground Renovation		213,000			
Atfalati Park: Tennis Court Reconstruction		213,000			
Battery Backup Replacement	16,000				
Brown's Ferry C. Center: Deck Replacement		31,000			
Brown's Ferry C. Center: HVAC Unit Replacement			13,000		
Community Park: Field Lighting Retrofit		245,000			
Community Park: Parking Lot North Drive Aisle		98,000			
Community Park: Skate Park Recognition Plaques		18,000			
Computer Server Replacement		91,000			
Ibach & Atfalati Parks: Parking Lot Repair					34,000
Juanita Pohl Center: Parking Lot Repair		64,000			
Juanita Pohl Center: Roof Replacement			138,000		
Jurgens Park: Playground Improvements		219,000			
Jurgens Park: Renovate Planter Boxes		25,000			
Jurgens Park: Site Plan Update for Westside Addition		69,000			
Library & City Offices: Carpet Replacement				106,000	
Library & City Offices: HVAC Unit Replacement				32,000	61,000
Library Classroom/Makerspace		485,000			
Library Furnishing Replacement	25,000			57,000	
Library Public Technology Replacement				40,000	
Network Switch & Wireless/WAP Replacement		187,000			
Operations: Building A Carpet Replacement				23,000	
Operations: Building A HVAC Unit Replacement		16,000	13,000	14,000	
Operations: Public Lot Slurry Seal		59,000			
Parks & Rec. Admin. Building: ADA Improvements			181,000		
Parks & Rec. Admin. Building: Roof Replacement		53,000			
Police Station: HVAC Unit Replacement		61,000	19,000		15,000
Saum Creek Greenway Renovation @ Venetia Subdivision		229,000			
SelfCheck Machine Replacement		27,000			
Tualatin Commons Bench Replacement		43,000			
Tualatin Commons Fountain Improvements	207,000				
Tualatin Heritage Center: Carpet Replacement			14,000		
Tualatin Heritage Center: HVAC Replacement				16,000	
Tualatin River Greenway- Green Lot to Community Park		144,000			
Van Raden Comm Center: Window Replacement		43,000			
Vehicles	202,000	685,000	275,000	498,000	280,000
<b>General Fund Total</b>	<b>450,000</b>	<b>3,318,000</b>	<b>653,000</b>	<b>786,000</b>	<b>390,000</b>
<b>Projected Revenue Available for Projects</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>



## Project Summary By Funding Source

Building Fund	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Vehicles	37,000			43,000	
<b>Building Total</b>	<b>37,000</b>			<b>43,000</b>	

Core Area Parking	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Core Area Parking Maintenance: Blue Lot Slurry Seal		13,000			
Core Area Parking Maintenance: Red & Yellow Lots Slurry Seal				13,000	
Core Area Parking Maintenance: White Lot Slurry Seal			32,000		
Core Area Parking: ADA Project- Blue Lot			85,000		
Core Area Parking: ADA Project- Red Lot				38,000	
<b>Core Area Parking Total</b>		<b>13,000</b>	<b>117,000</b>	<b>51,000</b>	

Leveton Projects Fund	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
None					
<b>Leveton Projects Total</b>					

Park Development Fund	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
None					
<b>Park Development Total</b>					

Road Operating/Gas Tax	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Blake Street Concept Study: 115th to 124th		100,000			
Hedges Creek Pedestrian Bridge: Upgrade surface (BP6)			114,000		
Herman Rd: Widening Tualatin to Teton Rd (R3)	30,000				
Transportation System Plan: Mid-term Update	200,000				
Tualatin Rd: Add Traffic Signs (R38)			23,000		
Vehicles		19,000	44,000	83,000	
<b>Road Operating/Gas Tax</b>	<b>230,000</b>	<b>119,000</b>	<b>181,000</b>	<b>83,000</b>	
<b>Projected Revenue Available for Projects</b>	<b>1,166,000</b>	<b>826,000</b>	<b>971,000</b>	<b>787,000</b>	<b>626,000</b>

Sewer Operating Fund	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
65th Ave/Nyberg Trunk Repair	207,000				
Vehicles	310,000				
<b>Sewer Total</b>	<b>517,000</b>				
<b>Projected Revenue Available for Projects</b>	<b>2,117,000</b>	<b>1,384,000</b>	<b>1,129,000</b>	<b>877,000</b>	<b>275,000</b>

## Project Summary By Funding Source

<b>Sewer SDC Fund</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
105th Ave Sewer Upsizing	50,000				
North Martinazzi Trunk: Chelan St to Seminole Trail		662,000			
North Martinazzi Trunk: Seminole Trail to Sagert St				705,000	
Teton Trunk: Manhasset Dr to Spokane Ct				94,000	390,000
Tonquin Loop Sewer				61,000	
<b>Sewer SDC Total</b>	<b>50,000</b>	<b>662,000</b>		<b>860,000</b>	<b>390,000</b>
<b>Projected Revenue Available for Projects</b>	<b>3,792,000</b>	<b>3,993,000</b>	<b>3,582,000</b>	<b>3,833,000</b>	<b>3,224,000</b>

<b>Storm Drain Fund</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
Grahams Ferry Rd and Ibach St: Upgrade Stormwater Outfall				235,000	
Nyberg Creek at Martinazzi Ave Assessment	200,000				
Sequoia Ridge Water Quality Facility	107,000				
Sweek Dr/Emery Zidell Pond B		110,000			
Vehicles	310,000				
<b>Storm Drain Total</b>	<b>617,000</b>	<b>110,000</b>		<b>235,000</b>	
<b>Projected Revenue Available for Projects</b>	<b>385,500</b>	<b>3,929,000</b>	<b>4,721,000</b>	<b>5,615,000</b>	<b>6,269,000</b>

<b>Storm SDC Fund</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
89th Ave Water Quality Retrofit					300,000
<b>Storm SDC Total</b>					<b>300,000</b>
<b>Projected Revenue Available for Projects</b>	<b>427,000</b>	<b>465,000</b>	<b>503,000</b>	<b>541,000</b>	<b>579,000</b>

<b>Transportation Development Tax</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
Herman Rd, 124th Ave to Cipole Rd Improvements (R1)					780,000
Martinazzi Ave at Sagert St: New Traffic Signal (R35) (75%)	1,864,000				
<b>Transp. Dev. Tax Total</b>	<b>1,864,000</b>				<b>780,000</b>
<b>Projected Revenue Available for Projects</b>	<b>8,009,000</b>	<b>6,463,000</b>	<b>6,781,000</b>	<b>7,099,000</b>	<b>7,417,000</b>



## Project Summary By Funding Source

Transportation Project (Bond) Fund	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
65th Ave and Hospital: Midblock Crossing			248,000		
95th Ave & Avery St Intersection: Road & Sidewalk		961,000			
118th Ave & Herman Rd Intersection: Add NB Turnlane			605,000		
124th Ave & Future Blake St Signal				852,000	
Boones Ferry Rd & Alabama St: Crossing	320,000				
Boones Ferry Road Sidewalk In-fill (R12) & Bike Lanes	1,664,000				
Garden Corner Curves (105th Ave/Blake St/108th Ave) (R7)	1,239,000	2,108,000			
Grahams Ferry and Dogwood St: Midblock Crossing		241,000			
Hwy 99W: Pony Ridge to 124th Ave Sidewalks	576,000				
Martinazzi Ave at Sagert St: New Traffic Signal (R35) (25%)	621,000				
Myslony St: 124th to 112th incl. traffic signal @ 124th (R5)			3,255,000		
Tualatin Rd and Teton Ave: New Traffic Signal (R33)	767,000				
Tualatin Rd: Sweek Dr. to Community Park Pedestrian Improvements				357,000	
Tual-Sher Rd: Martinazzi Ave to I-5	797,000	823,000	875,000		
<b>Transportation Project (Bond) Total</b>	<b>5,984,000</b>	<b>4,133,000</b>	<b>4,983,000</b>	<b>1,209,000</b>	
<b>Projected Revenue Available for Projects</b>	<b>21,383,000</b>	<b>14,724,000</b>	<b>9,916,000</b>	<b>4,258,000</b>	<b>2,374,000</b>

*Tualatin*  
MOVING FORWARD 

## Project Summary By Funding Source

<b>Water Operating Fund</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
ASR Well Rehabilitation			239,000		
Blake Street to 115th Avenue: Install 12" Water Pipe	273,000				
Boones Ferry Rd: Fire Hydrants (P-5)				73,000	
Childs Rd, Crossing I-5: Replace AC Pipe (P-1 (1))					775,000
Leveton Dr: Complete Loop System for Fire Flow (P-4)			109,000		
Norwood Rd Tanks: New Water Line to Tanks (P-8)			735,000		
SCADA System Improvements (M-1)	119,000				
Tual-Sher Rd Waterline to B Level		164,000	636,000		
Vehicles	39,000	82,000	44,000		82,000
Water Reservoirs: A1 Exterior/Interior Coating Replacement		720,000			
Water Reservoirs: A2 Interior Coating Replacement			330,000		
Water Reservoirs: B2 Exterior Coating Replacement	659,000				
Water Reservoirs: B2 Interior Coating Replacement		600,000			
<b>Water Total</b>	<b>1,090,000</b>	<b>1,566,000</b>	<b>2,093,000</b>	<b>73,000</b>	<b>857,000</b>
<b>Projected Revenue Available for Projects</b>	<b>5,787,000</b>	<b>5,228,000</b>	<b>4,175,000</b>	<b>2,792,000</b>	<b>3,854,000</b>

<b>Water SDC Fund</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
ASR Well Rehabilitation			134,000		
B Level Pump Station (PS-1)		1,046,000			
Blake Street to 115th Avenue: Install 12" Water Pipe	154,000				
Boones Ferry Rd: Fire Hydrants (P-5)				41,000	
Childs Rd, Crossing I-5: Replace AC Pipe (P-1 (1))					436,000
Leveton Dr: Complete Loop System for Fire Flow (P-4)			61,000		
Norwood Rd Tanks: New Water Line to Tanks (P-8)			413,000		
SCADA System Improvements (M-1)	67,000				
<b>Water SDC Total</b>	<b>221,000</b>	<b>1,046,000</b>	<b>608,000</b>	<b>41,000</b>	<b>436,000</b>
<b>Projected Revenue Available for Projects</b>	<b>1,370,000</b>	<b>1,441,000</b>	<b>698,000</b>	<b>393,000</b>	<b>655,000</b>

<b>Outside Funded</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
*Avery St at Boones Ferry: Add Bike Lanes on East Leg (BP5)			133,000		
*Herman Rd: Widening Tualatin to Teton Rd (R3)	695,000			4,601,000	
*Martinazzi Ave, Warm Springs to Boones Ferry: Concept Study (R14)				59,000	
*Nyberg Street and I-5 Interchange: Bike Lane Improvements (BP13)			27,000		
Sagert St, 72nd to Wampanoag: Pedestrian Connectivity	111,000				
*School Wayfinding Signs (BP1)			83,000		
Tonquin Loop Sewer (Clean Water Services)				627,000	
Tual-Sher Rd, Teton to Cipole: Widen to 5 lanes (R20) (County)		5,504,000	6,686,000		
<b>Outside Funded Total</b>	<b>806,000</b>	<b>5,504,000</b>	<b>6,929,000</b>	<b>5,287,000</b>	

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





City of Tualatin

Adopted  
2019/2020 Budget

# Tualatin Development Commission (TDC)

Further economic development efforts in urban renewal areas by providing funding for clean, attractive, and safe places for investment and activity.

## TDC Administration



## Central Urban Renewal District

## Leveton Tax Increment District





**City of Tualatin**  
**Fiscal Year 2019 - 2020**  
**Adopted Budget - Tualatin Development Commission**

**Summary of Requirements by Object**

	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY19-20	Approved FY19-20	Adopted FY19-20
Personal Services	-	-	-	-	-	-
Materials & Services	28,707	39,241	63,300	63,200	63,200	63,200
Capital Outlay	78,262	1,040	196,580	177,330	177,330	177,330
Transfers Out	86,260	91,850	79,400	68,110	68,110	68,110
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	102,105	58,770	58,770	58,770
Reserves & Unappropriated	4,016,542	3,952,144	3,586,195	3,673,730	3,673,730	3,673,730
<b>Total Requirements</b>	<b>4,209,771</b>	<b>4,084,275</b>	<b>4,027,580</b>	<b>4,041,140</b>	<b>4,041,140</b>	<b>4,041,140</b>



## Economic Development Division

The Economic Development Division is the face of the City for the business community. Economic Development's responsibility is to promote, develop, and assist with opportunities for sustainable and equitable business, industrial, and entrepreneurial development. The Division is guided by the Economic Strategic Plan which was developed by a cross-section of the local business community in 2014. Specifically, the plan prioritizes efforts to assist with business retention, expansion, and recruitment as well as improving the business climate to make Tualatin a competitive and attractive business location.

## Highlights of FY 2018/2019

- Conducted eight (8) sites visits to local industries.
- Updated Tualatin's key industry clusters.
- Secured two (2) Opportunity Zone Designations for private development.
- Engaged the community regarding our local economy through involvement with the CIOs, Tualatin Chamber of Commerce, Westside Economic Alliance, Greater Portland Inc., and Business Oregon.
- Participated in the Greater Portland Inc. Tech Challenge to assist in workforce transportation utilizing technology.
- Became a certified ambassador for Greater Portland Inc.

Summary	
Department Manager	Aquilla Hurd-Ravich
FTE's	0
Fund Total	\$ 104,250
Funding Source	Urban Renewal Funds

## Goals for FY 2019/2020

- Establish a formal business retention and expansion program.
- Conduct an economic opportunity analysis, leading to an update of the Economic Development Strategic Plan.
- Continue working with Greater Portland Inc. and Business Oregon in efforts of business attraction and retention.
- Establish efforts to maximize the Opportunity Zone designations.
- Complete an urban renewal educational series 101.



Franklin Business Park Groundbreaking

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	193,183	166,994	137,160	100,250	100,250	100,250
<b>BEGINNING FUND BALANCE</b>	<b>193,183</b>	<b>166,994</b>	<b>137,160</b>	<b>100,250</b>	<b>100,250</b>	<b>100,250</b>
Interest on Investments	2,517	3,399	2,740	4,000	4,000	4,000
<b>INVESTMENT EARNINGS</b>	<b>2,517</b>	<b>3,399</b>	<b>2,740</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>TDC ADMIN FUND</b>	<b>195,700</b>	<b>170,393</b>	<b>139,900</b>	<b>104,250</b>	<b>104,250</b>	<b>104,250</b>





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Office Supplies	75	625	500	500	500	500
Printing & Postage	-	55	500	500	500	500
Audit	10,000	10,000	10,000	10,000	10,000	10,000
Consultants	6,942	836	20,000	20,000	20,000	20,000
Insurance	4,208	4,232	4,200	4,700	4,700	4,700
Conferences & Meetings	2,031	3,615	5,500	5,500	5,500	5,500
Membership Dues	4,900	8,003	5,000	5,000	5,000	5,000
Publication, Rpt, Ref Matl	-	236	500	500	500	500
Administrative Expense	-	1,059	500	500	500	500
Economic Development Expense	6	8,268	13,000	13,000	13,000	13,000
Advertising - Informational	545	250	3,000	3,000	3,000	3,000
Advertising - Promotional	-	2,061	-	-	-	-
Bank Fees	-	-	600	-	-	-
<b>MATERIALS &amp; SERVICES</b>	<b>28,707</b>	<b>39,240</b>	<b>63,300</b>	<b>63,200</b>	<b>63,200</b>	<b>63,200</b>
Contingency	-	-	76,600	41,050	41,050	41,050
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>76,600</b>	<b>41,050</b>	<b>41,050</b>	<b>41,050</b>
Future Years Projects	166,994	131,152	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>166,994</b>	<b>131,152</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TDC ADMIN FUND</b>	<b>195,701</b>	<b>170,392</b>	<b>139,900</b>	<b>104,250</b>	<b>104,250</b>	<b>104,250</b>

### Central Urban Renewal District Project Fund

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

Summary	
Department Manager	Aquilla Hurd-Ravich
FTE's	0
Fund Total	\$ 127,330
Funding Source	Urban Renewal Funds

### Goals for FY 2019/2020

- Complete an urban renewal educational series 101.



Tualatin Commons Fountain



Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Beginning Fund Balance	124,258	119,406	121,160	124,330	124,330	124,330
<b>BEGINNING FUND BALANCE</b>	<b>124,258</b>	<b>119,406</b>	<b>121,160</b>	<b>124,330</b>	<b>124,330</b>	<b>124,330</b>
Interest on Investments	1,251	2,023	2,420	3,000	3,000	3,000
<b>INVESTMENT EARNINGS</b>	<b>1,251</b>	<b>2,023</b>	<b>2,420</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>CURD PROJECTS FUND</b>	<b>125,509</b>	<b>121,429</b>	<b>123,580</b>	<b>127,330</b>	<b>127,330</b>	<b>127,330</b>

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Projects Professional Svc	6,103	-	-	-	-	-
Fund Projects	-	-	123,580	127,330	127,330	127,330
<b>CAPITAL OUTLAY</b>	<b>6,103</b>	<b>-</b>	<b>123,580</b>	<b>127,330</b>	<b>127,330</b>	<b>127,330</b>
Future Years Projects	119,406	121,429	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>119,406</b>	<b>121,429</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CURD PROJECTS FUND</b>	<b>125,509</b>	<b>121,429</b>	<b>123,580</b>	<b>127,330</b>	<b>127,330</b>	<b>127,330</b>



## Leveton Tax Increment District Project Fund

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

Summary	
Department Manager	Aquilla Hurd-Ravich
FTE's	0
Fund Total	\$ 3,809,560
Funding Source	Leveton Projects Fund

## Highlights of FY 2018/2019

- Completed Herman Road Water Quality Facility improvement project.

## Goals for FY 2019/2020

- Complete an urban renewal educational series



Leveton Project

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20
Beginning Fund Balance	\$ 3,847,778	\$ 3,730,142	\$ 3,690,290	\$ 3,709,560
<b>BEGINNING FUND BALANCE</b>	<b>3,847,778</b>	<b>3,730,142</b>	<b>3,690,290</b>	<b>3,709,560</b>
Interest on Investments	40,783	62,311	73,810	100,000
<b>INVESTMENT EARNINGS</b>	<b>40,783</b>	<b>62,311</b>	<b>73,810</b>	<b>100,000</b>
<b>LEVETON PROJECTS FUND</b>	<b>\$ 3,888,561</b>	<b>\$ 3,792,453</b>	<b>\$ 3,764,100</b>	<b>\$ 3,809,560</b>





Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Projects Professional Svc	19,659	1,040	-	-	-	-
Fund Projects	52,500	-	73,000	50,000	50,000	50,000
<b>CAPITAL OUTLAY</b>	<b>72,159</b>	<b>1,040</b>	<b>73,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Transfers Out - General Fund	86,260	91,850	79,400	68,110	68,110	68,110
<b>TRANSFERS OUT</b>	<b>86,260</b>	<b>91,850</b>	<b>79,400</b>	<b>68,110</b>	<b>68,110</b>	<b>68,110</b>
Contingency	-	-	25,505	17,720	17,720	17,720
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>25,505</b>	<b>17,720</b>	<b>17,720</b>	<b>17,720</b>
General Account Reserve	3,730,142	3,699,563	3,586,195	3,673,730	3,673,730	3,673,730
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>3,730,142</b>	<b>3,699,563</b>	<b>3,586,195</b>	<b>3,673,730</b>	<b>3,673,730</b>	<b>3,673,730</b>
<b>LEVETON PROJECTS FUND</b>	<b>3,888,561</b>	<b>3,792,453</b>	<b>3,764,100</b>	<b>3,809,560</b>	<b>3,809,560</b>	<b>3,809,560</b>

## 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.
2. All financial assets of all funds except for funds held in trust for the Pension Portfolio and deferred compensation funds for City employees shall be considered for investment.



3. *Standard of prudence used in the context of managing the overall portfolio is the prudent person rule which states: "Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital as well as the probably income to be derived."*
4. *The City shall maintain a list of all authorized institutions and dealers approved for investment purposes.*
5. *The City will ensure the safekeeping and custody of securities and funds, and bank deposits and certificates of deposit. The City shall comply with all required legal provisions of GAAP, and the Finance Director shall maintain a system of written internal controls.*
6. *All investments shall be made in accordance with Oregon Revised Statutes.*
7. *The City will diversify the investment portfolio to avoid incurring unreasonable risks, and will not directly invest in securities with a statement maturity of more than five (5) years from the date of purchase. The City shall not invest in prohibited investments listed in the full Investment Policy.*
8. *The City shall follow the Investment Policy (Resolution 5405-18) for Investment of Proceeds from Debt Issuance, and Investment of Reserve or Capital Improvements.*
9. *To ensure compliance with the Investment Policy, the City shall follow compliance procedures, shall maintain quarterly compliance reports, using market value of investments for measurement. City yields will be compared to the Oregon State Treasury Pool rates, the portfolio will be measured against a selected benchmark portfolio, all fees and expenses involved with managing the portfolio shall be included in the computation of the rate*

*of return, and the mark to market pricing will be calculated monthly.*

10. *The Finance Director will provide quarterly investment report to the City Council.*

### 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.

## 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.
6. The City will issue annual financial reports in accordance with generally accepted accounting principles (GAAP) as outlined in the Governmental Accounting, Auditing of Financial Reporting (GAAFR) publication.

### **IX. Debt Policy**

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

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.

	2016/2017	2017/2018	2018/2019	2019/2020
<b><u>GENERAL FUND</u></b>				
<b><u>Administration</u></b>				
City Manager	1.00	1.00	1.00	1.00
Human Resources/Volunteer Services Director	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	0.00
Deputy City Manager	0.00	0.00	0.00	1.00
Community Engagement Coordinator	0.00	1.00	1.00	1.00
Senior Human Resources and Risk Analyst	0.00	1.00	1.00	1.00
Human Resources Analyst	1.00	0.00	0.00	0.00
Human Resources Specialist	1.00	0.00	0.00	0.00
Office Assistant II	1.00	2.00	2.00	1.00
Office Coordinator	0.00	0.00	0.00	1.00
Volunteer Coordinator	0.75	0.75	0.75	0.75
Deputy City Recorder	1.00	1.00	1.00	1.00
Total	7.75	8.75	8.75	8.75
<b><u>Finance</u></b>				
Assistant City Manager / Finance Director	0.00	0.00	0.00	1.00
Finance Director	1.00	1.00	1.00	0.00
Assistant Finance Director	0.00	1.00	1.00	1.00
Accounting Supervisor	1.00	0.00	0.00	0.00
Accountant	1.00	1.00	1.00	1.00
Management Analyst II	0.00	0.00	0.00	1.00
Program Coordinator	1.00	1.00	1.00	0.00
Accounting Technician	4.00	4.00	4.00	4.00
Office Assistant II	1.00	1.00	1.00	1.00
Total	9.00	9.00	9.00	9.00
<b><u>Court</u></b>				
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
<b><u>Legal</u></b>				
City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00
<b><u>Information Services</u></b>				
Information and Maintenance Services Director	0.00	0.00	0.00	1.00
Information Services Director	1.00	1.00	1.00	0.00
Network Administrator	1.00	1.00	1.00	1.00
Desktop Support Technician	1.00	2.00	2.00	2.00
Database/GIS Administrator	0.00	0.00	1.00	1.00
GIS Coordinator	1.00	1.00	0.00	0.00
GIS Technician	1.00	1.00	1.00	1.00
Total	5.00	6.00	6.00	6.00
<b><u>Community Development</u></b>				
Community Development Director	0.00	0.00	1.00	1.00
Management Analyst II	0.00	0.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Office Coordinator	0.75	0.75	1.75	0.75
Program Coordinator	0.00	0.00	0.00	1.00
Economic Development Program Manager	1.00	1.00	1.00	1.00
Total	5.75	5.75	8.75	8.75

	2016/2017	2017/2018	2018/2019	2019/2020
<b><u>Engineering</u></b>				
Assistant City Manager	1.00	1.00	0.00	0.00
City Engineer	1.00	0.00	0.00	1.00
Assistant City Engineer	0.00	1.00	1.00	0.00
Engineering Manager	0.00	0.00	0.00	0.00
Management Analyst II	1.00	2.00	0.00	0.00
Program Coordinator	1.00	0.00	0.00	0.00
Engineering Tech II	2.00	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00	1.00
Engineering Associate	2.00	3.00	3.00	3.00
Office Coordinator	1.00	1.00	0.00	0.00
	10.00	10.00	6.00	6.00
<b><u>Police</u></b>				
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	0.00	0.00	0.00
Sergeant	5.00	6.00	6.00	6.00
Police Officer	29.00	30.00	30.00	30.00
Community Service Officer	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Crime Analyst	1.00	0.00	0.00	0.00
Police Services Supervisor	1.00	1.00	1.00	1.00
Police Services Technician	3.00	3.00	3.00	3.00
Property Evidence Technician	1.00	1.00	1.00	1.00
	47.00	47.00	47.00	47.00
<b><u>Parks and Recreation</u></b>				
Community Services Director	1.00	1.00	1.00	0.00
Parks & Recreation Director	0.00	0.00	0.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00	1.00
Parks Planning and Development Manager	0.00	0.00	0.00	1.00
Recreation Supervisor	1.00	1.00	1.00	0.00
Recreation Program Specialist	0.50	0.63	0.75	0.75
Office Coordinator	0.00	0.00	0.00	1.00
Management Analyst II	1.00	1.00	1.00	0.00
Juanita Pohl Center Supervisor	1.00	1.00	1.00	1.00
Program Specialist	1.00	1.00	1.00	1.00
	6.50	6.63	6.75	6.75
<b><u>Library</u></b>				
Library Director	0.00	0.00	0.00	1.00
Library Manager	1.00	1.00	1.00	0.00
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	2.40	2.90	2.90	2.90
Librarian I	0.75	0.75	0.75	1.00
Librarian II	4.00	4.00	4.00	4.00
Programming Specialist	1.00	1.00	1.00	0.80
Library Assistant	6.00	6.00	6.00	6.00
Volunteer Coordinator	1.00	1.00	1.00	1.00
Office Coordinator	1.00	1.00	1.00	1.00
	19.15	19.65	19.65	19.70

	2016/2017	2017/2018	2018/2019	2019/2020
<b><u>Public Works Administration</u></b>				
Public Works Director/City Engineer	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	0.00
Management Analyst II	0.00	0.00	0.00	1.00
Office Coordinator	1.00	1.00	1.00	1.00
Warehouse/Inventory Control Technician	1.00	1.00	1.00	1.00
Office Assistant	0.60	0.00	0.00	0.00
	<u>4.60</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<b><u>Fleet</u></b>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Fleet Technician I	1.50	1.50	0.50	0.50
Fleet Technician II	0.00	0.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<b><u>Building Maintenance</u></b>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Facilities Maintenance Technician I	1.50	2.50	1.50	1.50
Facilities Maintenance Technician II	0.00	0.00	1.00	1.00
Operations Maintenance Technician	1.00	0.00	0.00	0.00
	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<b><u>Parks Maintenance</u></b>				
Parks Maintenance Manager	1.00	1.00	1.00	1.00
Parks Maintenance Technician I	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>
<b>TOTAL GENERAL FUND</b>	<u>134.75</u>	<u>136.78</u>	<u>135.90</u>	<u>135.95</u>

**BUILDING FUND**

Building Official	1.00	1.00	1.00	1.00
Building Inspector III/Sr. Plans Examiner	0.00	0.00	1.00	1.00
Building Inspector II	4.00	3.00	1.00	1.00
Building Inspector I	0.00	1.00	2.00	2.00
Building Inspector I/Code Compliance	0.00	0.00	1.00	1.00
Permit Coordinator	1.00	1.00	1.00	1.00
Permit Technician	0.50	1.00	1.00	1.00
Office Coordinator	0.00	0.25	0.25	0.25
Office Assistant	0.50	0.00	0.00	0.00
	<u>7.00</u>	<u>7.25</u>	<u>8.25</u>	<u>8.25</u>
<b>TOTAL BUILDING FUND</b>	<u>7.00</u>	<u>7.25</u>	<u>8.25</u>	<u>8.25</u>

**WATER OPERATING FUND**

Water Division Manager	1.00	1.00	1.00	1.00
Management Analyst II	0.50	0.50	1.00	1.00
Utility Technician III	0.00	0.00	1.00	1.00
Utility Technician II	3.00	3.00	2.00	3.00
Utility Technician I	2.00	2.00	2.00	1.00
	<u>6.50</u>	<u>6.50</u>	<u>7.00</u>	<u>7.00</u>
<b>TOTAL WATER OPERATING FUND</b>	<u>6.50</u>	<u>6.50</u>	<u>7.00</u>	<u>7.00</u>



	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>
<b><u>SEWER OPERATING FUND</u></b>				
Street & Sewer Manager	0.50	0.50	0.50	0.50
Management Analyst II	0.25	0.25	0.50	0.50
Utility Technician II	1.00	1.00	1.00	1.00
Utility Technician I	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<b>TOTAL SEWER OPERATING FUND</b>	<b>3.75</b>	<b>3.75</b>	<b>4.00</b>	<b>4.00</b>
<b><u>ROAD OPERATING FUND</u></b>				
Street & Sewer Manager	0.50	0.50	0.50	0.50
Transportation Engineer	0.00	0.00	1.00	1.00
Management Analyst II	0.25	0.25	0.50	0.50
Utility Technician III	0.00	0.00	1.00	1.00
Utility Technician II	1.00	1.00	0.00	0.00
Utility Technician I	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>TOTAL ROAD OPERATING FUND</b>	<b>2.75</b>	<b>2.75</b>	<b>4.00</b>	<b>4.00</b>
<b>GRAND TOTAL - ALL FUNDS</b>	<b><u>154.75</u></b>	<b><u>157.03</u></b>	<b><u>159.15</u></b>	<b><u>159.20</u></b>



**FY 2019/20 SALARY SCHEDULE**  
**EFFECTIVE 7/01/2019**  
**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
<b>O4</b>	<i>Parking Enforcement Att.</i>	Hourly Annual	15.78 32,822.40	16.24 33,779.20	16.74 34,819.20	17.25 35,880.00	17.77 36,961.60	18.29 38,043.20	18.84 39,187.20	19.41 40,372.80	19.99 41,579.20
<b>O5</b>	Vacant	Hourly Annual	17.02 35,401.60	17.53 36,462.40	18.06 37,564.80	18.59 38,667.20	19.16 39,852.80	19.73 41,038.40	20.32 42,265.60	20.94 43,555.20	21.55 44,824.00
<b>O6</b>	Library Assistant Office Assistant I	Hourly Annual	17.86 37,148.80	18.40 38,272.00	18.95 39,416.00	19.53 40,622.40	20.11 41,828.80	20.72 43,097.60	21.34 44,387.20	21.98 45,718.40	22.64 47,091.20
<b>O7</b>	Operations Maintenance Tech	Hourly Annual	18.74 38,979.20	19.30 40,144.00	19.89 41,371.20	20.47 42,577.60	21.11 43,908.80	21.74 45,219.20	22.39 46,571.20	23.07 47,985.60	23.75 49,400.00
<b>O8</b>	Office Assistant II <i>Senior Library Asst.</i>	Hourly Annual	19.68 40,934.40	20.28 42,182.40	20.87 43,409.60	21.51 44,740.80	22.16 46,092.80	22.83 47,486.40	23.52 48,921.60	24.23 50,398.40	24.95 51,896.00
<b>O9</b>	Court Clerk Police Service Tech Public Service Assistant Utility Tech I <i>Volunteer Specialist</i>	Hourly Annual	20.69 43,035.20	21.30 44,304.00	21.93 45,614.40	22.58 46,966.40	23.28 48,422.40	23.98 49,878.40	24.69 51,355.20	25.44 52,915.20	26.22 54,537.60
<b>O10</b>	Park Maintenance Tech I	Hourly Annual	22.04 45,843.20	22.73 47,278.40	23.38 48,630.40	24.09 50,107.20	24.81 51,604.80	25.55 53,144.00	26.34 54,787.20	27.11 56,388.80	27.94 58,115.20
<b>O11</b>	Accounting Tech <i>Human Resource Specialist</i> Library Prgm Specialist Office Coord Park Maint. Tech II Permit Tech Program Specialist Property Evidence Tech Rec Prgm Specialist Utility Tech II Volunteer Coordinator	Hourly Annual	23.33 48,526.40	24.01 49,940.80	24.75 51,480.00	25.47 52,977.60	26.29 54,683.20	27.04 56,243.20	27.89 58,011.20	28.69 59,675.20	29.58 61,526.40
<b>O12</b>	Engineering Tech I Facilities Maint Tech I Fleet Service Tech I Permit Coordinator Warehouse/Inv Ctrl Tech	Hourly Annual	24.49 50,939.20	25.25 52,520.00	25.98 54,038.40	26.78 55,702.40	27.55 57,304.00	28.42 59,113.60	29.22 60,777.60	30.13 62,670.40	31.03 64,542.40
<b>O13</b>	Assistant Planner Code Compliance Officer Community Serv Officer GIS Technician Librarian I	Hourly Annual	25.72 53,497.60	26.48 55,078.40	27.30 56,784.00	28.09 58,427.20	28.95 60,216.00	29.80 61,984.00	30.71 63,876.80	31.63 65,790.40	32.58 67,766.40





**FY 2019/20 SALARY SCHEDULE**  
**EFFECTIVE 7/01/2019**  
**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
<b>O14</b>	Building Inspector I	Hourly	27.30	28.09	28.95	29.80	30.71	31.63	32.58	33.54	34.55
	Engineering Tech II	Annual	56,784.00	58,427.20	60,216.00	61,984.00	63,876.80	65,790.40	67,766.40	69,763.20	71,864.00
	Facilities Maint Tech II										
	Fleet Service Tech II										
	Librarian II										
	Volunteer Coordinator II										
<b>O15</b>	Accountant	Hourly	29.00	29.85	30.75	31.67	32.62	33.59	34.60	35.64	36.71
	Associate Planner	Annual	60,320.00	62,088.00	63,960.00	65,873.60	67,849.60	69,867.20	71,968.00	74,131.20	76,356.80
	Utility Tech III										
<b>O16</b>	Building Inspector II	Hourly	30.41	31.33	32.27	33.24	34.24	35.28	36.32	37.41	38.54
	Engineering Associate	Annual	63,252.80	65,166.40	67,121.60	69,139.20	71,219.20	73,382.40	75,545.60	77,812.80	80,163.20
<b>O17</b>	Vacant	Hourly	32.61	33.58	34.58	35.62	36.70	37.80	38.94	40.10	41.31
		Annual	67,828.80	69,846.40	71,926.40	74,089.60	76,336.00	78,624.00	80,995.20	83,408.00	85,924.80
<b>O18</b>	Project Engineer	Hourly	34.23	35.27	36.31	37.40	38.54	39.68	40.87	42.09	43.35
	Senior Planner	Annual	71,198.40	73,361.60	75,524.80	77,792.00	80,163.20	82,534.40	85,009.60	87,547.20	90,168.00
<b>M4</b>	Management Analyst I	Hourly	25.88	26.65	27.47	28.26	29.13	30.01	30.89	31.81	32.79
		Annual	53,830.40	55,432.00	57,137.60	58,780.80	60,590.40	62,420.80	64,251.20	66,164.80	68,203.20
<b>M5</b>	Desktop Support Technician	Hourly	26.91	27.70	28.55	29.38	30.27	31.19	32.12	33.09	34.06
		Annual	55,972.80	57,616.00	59,384.00	61,110.40	62,961.60	64,875.20	66,809.60	68,827.20	70,844.80
<b>M6</b>	Community Engagement Coord	Hourly	28.25	29.12	30.00	30.88	31.80	32.77	33.76	34.76	35.81
	Deputy City Recorder	Annual	58,760.00	60,569.60	62,400.00	64,230.40	66,144.00	68,161.60	70,220.80	72,300.80	74,484.80
	Management Analyst II										
	Program Coordinator										
<b>M8</b>	GIS Coordinator	Hourly	31.15	32.09	33.02	34.02	35.06	36.11	37.20	38.32	39.46
	Information Tech Coordinator	Annual	64,792.00	66,747.20	68,681.60	70,761.60	72,924.80	75,108.80	77,376.00	79,705.60	82,076.80
<b>M10</b>	Network Administrator	Hourly	34.32	35.33	36.40	37.50	38.61	39.77	40.98	42.21	43.48
	Database/GIS Administrator	Annual	71,385.60	73,486.40	75,712.00	78,000.00	80,308.80	82,721.60	85,238.40	87,796.80	90,438.40
<b>M13</b>	Vacant	Hourly	38.65	39.80	41.00	42.23	43.52	44.80	46.14	47.53	48.96
		Annual	80,392.00	82,784.00	85,280.00	87,838.40	90,521.60	93,184.00	95,971.20	98,862.40	101,836.80
<b>M14</b>	Econ Development Prog Mgr	Hourly	40.59	41.81	43.06	44.34	45.68	47.04	48.45	49.90	51.40
		Annual	84,427.20	86,964.80	89,564.80	92,227.20	95,014.40	97,843.20	100,776.00	103,792.00	106,912.00
<b>M15</b>	Principal Transportation Engineer	Hourly	43.63	44.93	46.27	47.66	49.11	50.58	52.07	53.63	55.23
		Annual	88,961.44	91,627.45	94,359.01	97,199.83	100,149.91	103,143.71	106,181.20	109,371.66	112,627.69

\* italicized positions are not filled.

**FY 2019/20 SALARY SCHEDULE  
EFFECTIVE 7/1/2019**

**POLICE**

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
4% steps											
<b>P1</b>	Police Officer	Hourly	29.01	30.17	31.38	32.63	33.94	35.30	36.71	n/a	n/a
	Annual		60,340.80	62,753.60	65,270.40	67,870.40	70,595.20	73,424.00	76,356.80	n/a	n/a
Non-Exempt Police Mgmt											
4% Steps											
<b>P2</b>	Police Sergeant	Hourly	36.37	37.84	39.35	40.92	42.58	44.27	46.05	47.88	49.79
	Annual		75,649.60	78,707.20	81,848.00	85,113.60	88,566.40	92,081.60	95,784.00	99,590.40	103,563.20
Exempt Police Management											
3% Steps											
<b>P3</b>	Police Lieutenant	Hourly	48.15	49.59	51.09	52.63	54.20	55.82	57.50	59.22	61.01
	Annual		100,160.85	103,154.41	106,260.52	109,479.18	112,742.85	116,096.54	119,607.80	123,186.58	126,900.41
<b>P4</b>	Police Captain	Hourly	52.96	54.56	56.21	57.90	59.62	61.41	63.25	65.14	67.12
	Annual		110,154.42	113,485.62	116,906.84	120,440.60	124,019.37	127,733.20	131,559.58	135,498.49	139,617.46
<b>DM5</b>	Police Chief	Hourly	60.77	62.58	64.46	66.39	68.38	70.45	72.55	74.73	76.96
	Annual		126,405.23	130,164.08	134,080.49	138,086.91	142,228.40	146,527.43	150,894.00	155,440.62	160,077.29

\* *italicized* positions are not filled.

FY 2019/20 SALARY SCHEDULE  
EFFECTIVE 7/01/2019

## EXEMPT MANAGEMENT

Grade	Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
M8	Court Administrator	Hourly	31.46	32.40	33.34	34.35	35.40	36.46	37.56	38.70	39.85
		Annual	65,428.90	67,399.90	69,349.49	71,449.04	73,634.29	75,840.96	78,133.33	80,489.97	82,889.46
M12	Assistant to the City Manager Sr. Human Resources & Risk Mgmt Analyst Recreation Manager	Hourly	37.15	38.27	39.42	40.61	41.85	43.09	44.37	45.71	47.08
		Annual	77,270.15	79,610.99	81,996.84	84,472.73	87,038.65	89,627.08	92,283.03	95,074.03	97,932.54
M13	Vacant	Hourly	39.03	40.19	41.40	42.65	43.94	45.24	46.60	48.00	49.44
		Annual	81,186.56	83,594.91	86,115.81	88,704.24	91,405.21	94,106.17	96,919.67	99,845.73	102,839.31
M14	Parks Planning & Development Manager Planning Manager <i>Parks &amp; Recreation Manager</i>	Hourly	40.98	42.22	43.48	44.78	46.12	47.50	48.92	50.38	51.90
		Annual	85,238.00	87,826.43	90,437.36	93,138.33	95,929.33	98,810.36	101,758.91	104,797.49	107,948.62
M15	City Engineer Building Official Assistant Finance Director	Hourly	44.05	45.37	46.73	48.13	49.59	51.08	52.58	54.16	55.77
		Annual	91,630.28	94,376.27	97,189.78	100,115.82	103,154.41	106,238.02	109,366.64	112,552.81	116,006.52
DM1	Parks & Recreation Director	Hourly	47.52	48.97	50.43	51.92	53.49	55.10	56.75	58.43	60.21
	Library Director	Annual	98,832.87	101,848.94	104,887.54	107,993.65	111,257.31	114,611.01	118,032.24	121,543.49	125,234.82
	Human Resources Director										
	Information Systems Director										
DM2	Finance Director	Hourly	50.31	51.83	53.39	55.01	56.65	58.35	60.09	61.89	63.77
	Public Works Director/City Engineer Community Development Director	Annual	104,639.95	107,813.58	111,054.74	114,430.95	117,829.66	121,363.43	124,987.22	128,723.57	132,639.96
DM3	Vacant	Hourly	53.55	55.17	56.82	58.52	60.30	62.10	63.95	65.86	67.85
		Annual	111,392.37	114,746.06	118,189.79	121,723.56	125,414.88	129,173.73	133,022.60	136,984.02	141,125.50
DM4	Assistant City Manager City Attorney	Hourly	55.04	56.67	58.37	60.11	61.93	63.80	65.70	67.66	69.69
		Annual	114,475.96	117,874.68	121,408.45	125,032.25	128,813.59	132,707.49	136,646.39	140,742.87	144,951.87
DM5	Police Chief	Hourly	60.77	62.58	64.46	66.39	68.38	70.45	72.55	74.73	76.96
		Annual	126,405.23	130,164.08	134,080.49	138,086.91	142,228.40	146,527.43	150,894.00	155,440.62	160,077.29

\* italicized positions are not filled.

## NON EXEMPT MANAGEMENT EMPLOYEES

FY 2019/20 SALARY SCHEDULE  
EFFECTIVE 7/01/2019

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
N2	Legal Assistant	Hourly Annual	23.58 49,046.40	24.27 50,481.60	25.01 52,020.80	25.75 53,560.00	26.54 55,203.20	27.33 56,846.40	28.15 58,552.00	28.98 60,278.40	29.86 62,108.80
N3	Vacant	Hourly Annual	24.82 51,625.60	25.57 53,185.60	26.34 54,787.20	27.14 56,451.20	27.94 58,115.20	28.79 59,883.20	29.64 61,651.20	30.53 63,502.40	31.46 65,436.80
N4	Vacant	Hourly Annual	26.13 54,350.40	26.91 55,972.80	27.74 57,699.20	28.54 59,363.20	29.42 61,193.60	30.30 63,024.00	31.19 64,875.20	32.13 66,830.40	33.11 68,868.80
N5	<i>Recreation Coordinator</i>	Hourly Annual	27.17 56,513.60	27.97 58,177.60	28.83 59,966.40	29.66 61,692.80	30.57 63,585.60	31.50 65,520.00	32.43 67,454.40	33.41 69,492.80	34.39 71,531.20
N6	<i>Human Resources Analyst Paralegal</i>	Hourly Annual	28.53 59,342.40	29.41 61,172.80	30.29 63,003.20	31.18 64,854.40	32.12 66,809.60	33.09 68,827.20	34.09 70,907.20	35.10 73,008.00	36.16 75,212.80
N7	Vacant	Hourly Annual	29.93 62,254.40	30.85 64,168.00	31.77 66,081.60	32.71 68,036.80	33.69 70,075.20	34.71 72,196.80	35.74 74,339.20	36.81 76,564.80	37.91 78,852.80
N8	Police Services Supervisor	Hourly Annual	31.46 65,436.80	32.40 67,392.00	33.34 69,347.20	34.35 71,448.00	35.40 73,632.00	36.46 75,836.80	37.56 78,124.80	38.70 80,496.00	39.85 82,888.00
N9	Access Services Supervisor Public Service Supervisor Recreation Supervisor Pohl Center Supervisor	Hourly Annual	33.04 68,723.20	34.02 70,761.60	35.05 72,904.00	36.08 75,046.40	37.17 77,313.60	38.29 79,643.20	39.43 82,014.40	40.62 84,489.60	41.85 87,048.00
N10	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly Annual	34.66 72,092.80	35.68 74,214.40	36.76 76,460.80	37.86 78,748.80	38.99 81,099.20	40.16 83,532.80	41.39 86,091.20	42.62 88,649.60	43.91 91,332.80
N11	Accounting Supervisor Water Division Mgr	Hourly Annual	36.39 75,691.20	37.47 77,937.60	38.61 80,308.80	39.76 82,700.80	40.98 85,238.40	42.22 87,817.60	43.49 90,459.20	44.77 93,121.60	46.12 95,929.60

\* 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
OPERS	Oregon Public Employees Retirement System
PCI	Pavement Condition Index
PCN	Public Communications Network
PMP	Pavement Management Program
PMS	Pavement Maintenance System
PSAP	Public Safety Answering Point
SDC	System Development Charge
SWM	Surface Water Management
TAAC	Tualatin Arts Advisory Committee
TDC	Tualatin Development Commission
TDT	Transportation Development Tax
TEA	Tualatin Employee Association
TEAM	Together Everyone Achieves More (TEAM Tualatin – volunteer program)
TIF	Traffic Impact Fee
TLAC	Tualatin Library Advisory Committee
TMDL	Total Maximum Daily Load
TPARK	Tualatin Park Advisory Committee
TSP	Transportation Development Plan
TTAC	Tualatin Tomorrow Advisory Committee
TTSD	Tigard Tualatin School District
TVF&R	Tualatin Valley Fire & Rescue
URAC	Urban Renewal Advisory Committee
WCCCA	Washington County Consolidated Communication Agency
WCCLS	Washington County Cooperative Library Services
WES	Westside Express Service
YAC	Youth Advisory Committee



<b>Account Description</b>	<b>Actual FY 16-17</b>	<b>Actual FY 17-18</b>	<b>Adopted FY 18-19</b>	<b>Proposed FY 19-20</b>	<b>Approved FY 19-20</b>
Beginning Fund Balance	989,508	-	-	-	-
<b>BEGINNING FUND BALANCE</b>	<b>989,508</b>	-	-	-	-
<b>NON DEPARTMENTAL</b>	<b>989,508</b>	-	-	-	-

Account Description	Actual FY 16-17	Actual FY 17-18	Adopted FY 18-19	Proposed FY 19-20	Approved FY 19-20	Adopted FY 19-20
Transfers Out - General Fund	989,508	-	-	-	-	-
<b>TRANSFERS OUT</b>	<b>989,508</b>	-	-	-	-	-
<b>NON DEPARTMENTAL</b>	<b>989,508</b>	-	-	-	-	-



City of Tualatin

Adopted  
2019/2020 Budget