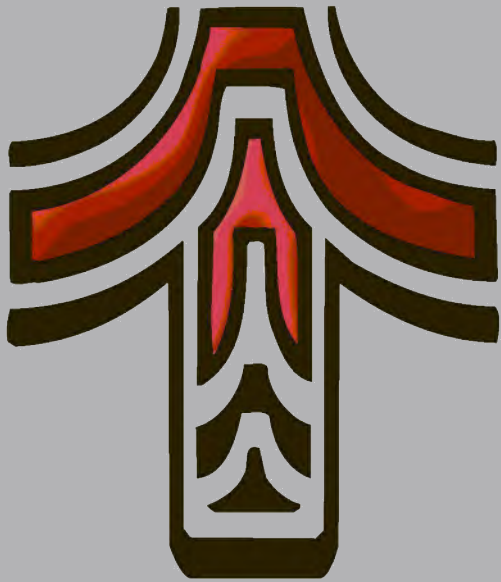


# FY 2023/2024 PROPOSED BUDGET



**CITY OF TUALATIN, OREGON**







# City of Tualatin



## City of Tualatin, OR

### 2023-2024 Proposed Budget





**City of Tualatin**

**Proposed  
2023/2024 Budget**



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# **City of Tualatin, OR Annual Budget For Fiscal Year July 1, 2023 to June 30, 2024**

## **CITY LEADERSHIP:**

Frank Bubenik, *Mayor*  
Valerie Pratt, *Council President, Position #6*  
Maria Reyes, *Council Member, Position #1*  
Christen Sacco, *Council Member, Position #2*  
Bridget Brooks, *Council Member, Position #3*  
Cyndy Hillier, *Council Member, Position #4*  
Octavio Gonzalez, *Council Member, Position #5*

## **BUDGET COMMITTEE:**

Chris Brune  
Alyssa Colon  
John Hannam  
Kelly Horsford  
Elizabeth Michels  
Joseph Tanous  
Brittany Valli  
Ryan Wilson, *Student*

## **EXECUTIVE LEADERSHIP TEAM:**

Sherilyn Lombos, *City Manager*  
Megan George, *Deputy City Manager*  
Ross Hoover, *Parks & Recreation Director*  
Don Hudson, *Assistant City Manager/Finance Director*  
Kim McMillan, *Community Development Director*  
Greg Pickering, *Police Chief*  
Bates Russell, *Information Services Director*  
Stacy Ruthrauff, *Human Resources/Volunteer Services Director*  
Rachel Sykes, *Public Works Director*  
Jerianne Thompson, *Library Director/Equity and Inclusion Officer*  
*Vacant, City Attorney*

---

# City of Tualatin | City Council Members



**Mayor  
Frank Bubenik**



**Councilor - Position 1  
Maria Reyes**



**Councilor - Position 2  
Christen Sacco**



**Councilor - Position 3  
Bridget Brooks**



**Councilor - Position 4  
Cyndy Hillier**



**Councilor - Position 5  
Octavio Gonzalez**



**Council President  
Valerie Pratt**



City Manager

Sherilyn Lombos



Police Chief

Greg Pickering



Public Works Director

Rachel Sykes



Community Development Director

Kim McMillan



Parks & Recreation Director

Ross Hoover



Library Director

Jerianne Thompson



City Attorney



Assistant City Manager/  
Finance Director

Don Hudson



Human Resources Director

Stacy Ruthrauff



Information Services Director

Bates Russell



Deputy City Manager

Megan George

# Executive Management Team



City of Tualatin



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# Distinguished Budget Presentation Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

## Distinguished Budget Presentation Award

PRESENTED TO

**City of Tualatin  
Oregon**

For the Fiscal Year Beginning

**July 01, 2022**

*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, 2022**. 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.



Government Finance Officers Association

## Certificate of Achievement for Excellence in Financial Reporting

Presented to

**City of Tualatin  
Oregon**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2021

*Christopher P. Morill*  
Executive Director/CEO



Government Finance Officers Association

## Award for Outstanding Achievement in Popular Annual Financial Reporting

Presented to

**City of Tualatin  
Oregon**

For its Annual Financial Report  
For the Fiscal Year Ended

June 30, 2021

*Christopher P. Morill*  
Executive Director/CEO



**City of Tualatin**

**Proposed  
2023/2024 Budget**

**How to Make the Most of the Budget Document**

This budget document serves two primary, but distinct, purposes. One purpose is to present the City Council and the public with a clear picture of the services the city provides and of the policy alternatives that are available. The other purpose is to provide city management with a financial and operating plan that adheres to the city's financial policies. It also communicates the vision of the City Council and Leadership Team for the City of Tualatin and presents the financial and organizational operations for each of the city's departments.

In an effort to assist users in navigating through this document, the following guide is provided.

**Reader's Guide**

The introductory section provides a variety of information about the city:

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

It presents the city organization chart.

It provides the Council Vision.

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

It includes the Advisory Committees and Boards.

**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 each required fund.

**Revenues**

This section includes not only the revenue sources for the Departments/Categories, but also 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 long range forecast, 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 list of Authorized Positions and Definition of Terms.



# WELCOME TO TUALATIN!

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

## LOCATION

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



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.

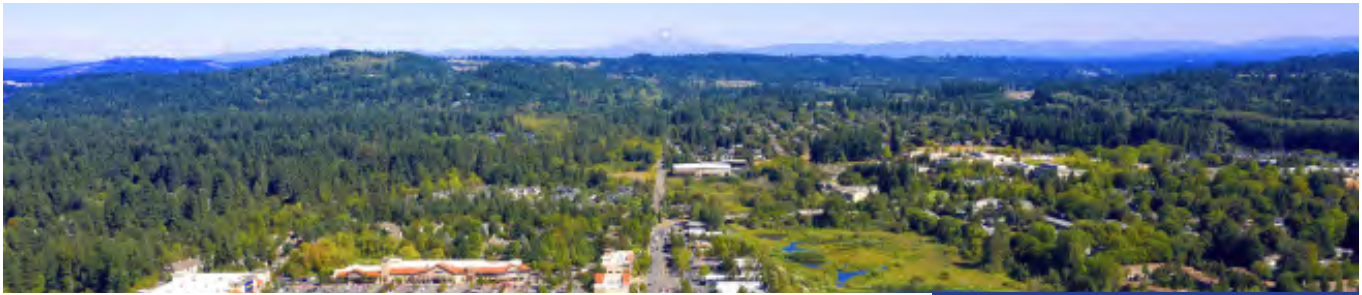
### LOCAL ATTRIBUTES 2021

- Median Age: **37.0**
- Hispanic or Latino: **21.5%**
- Median Household Income: **\$97,931**
- High School Graduate or Higher: **94.2%**
- Bachelor's Degree or Higher: **45.3%**

### REGIONAL WORKFORCE ATTRIBUTES 2020

- Bachelor degree and higher: **42.2%**
- K-12 graduation rate: **93.1%**
- Regional workforce: **1.3 Million**
- Median household income: **\$83,943**
- Largest Employer: **Intel**

POPULATION GROWTH			
	2021 Population	2010 Population	% Growth
City of Tualatin	27,537	26,054	6%
Portland Region	2,510,696	2,453,168	2%
State of Oregon	4,256,301	3,831,074	11%



### 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.

### TUALATIN CLUSTERS



#### Transportation & Logistics

Employment: 3,486  
Percent Employment: 11%  
Ave. Wage: \$63,000



#### Advanced Manufacturing

Employment: 3,940  
Percent Employment: 13%  
Ave. Wage: \$60,000



#### Corporate & Financial

Direct Jobs: 1,502  
Percent Employment: 5%  
Ave. Wage: \$84,000



#### Software & Technology

Direct Jobs: 3,991  
Percent Employment: 13%  
Ave. Wage: \$111,000



#### Health & Wellness

Direct Jobs: 3,676  
Percent Employment: 12%  
Ave. Wage: \$66,000

### BY THE NUMBERS

#### BUSINESS & EMPLOYEES

**1,799**

Number of OED Businesses

**30,491**

Number of Employees in Tualatin

**\$2 BILLION**

Total Payroll in Tualatin

**2.6%**

Local Unemployment Rate

**Lam Research**

Largest Employer

#### BUILDING INVENTORY

**12.2 MILLION**

Total sq.ft Industrial Space

**1.3 MILLION**

Total sq.ft office space

#### INDUSTRY CLUSTERS

**54%**

Local jobs in key industry clusters

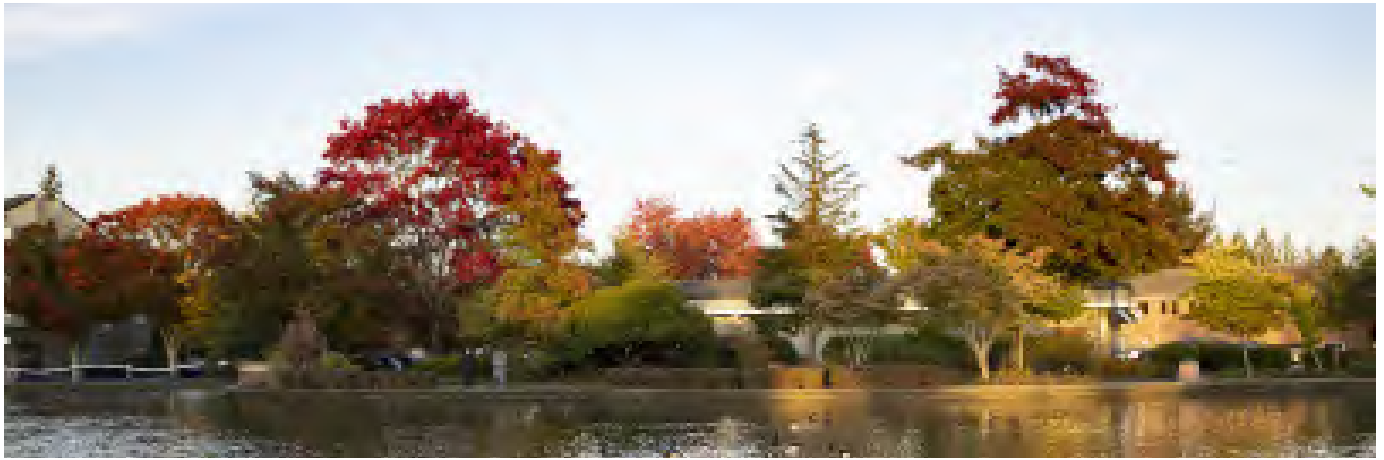
**\$76,000**

Average wage among industry clusters

**\$66,000**

Average wage in Tualatin among all industries

US CENSUS 2021



**92% 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. The lake is surrounded by 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, diverse restaurants, and an IMAX cinema.

### 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 2023, NICHE ranked the school district 7th in the State of Oregon.

### 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

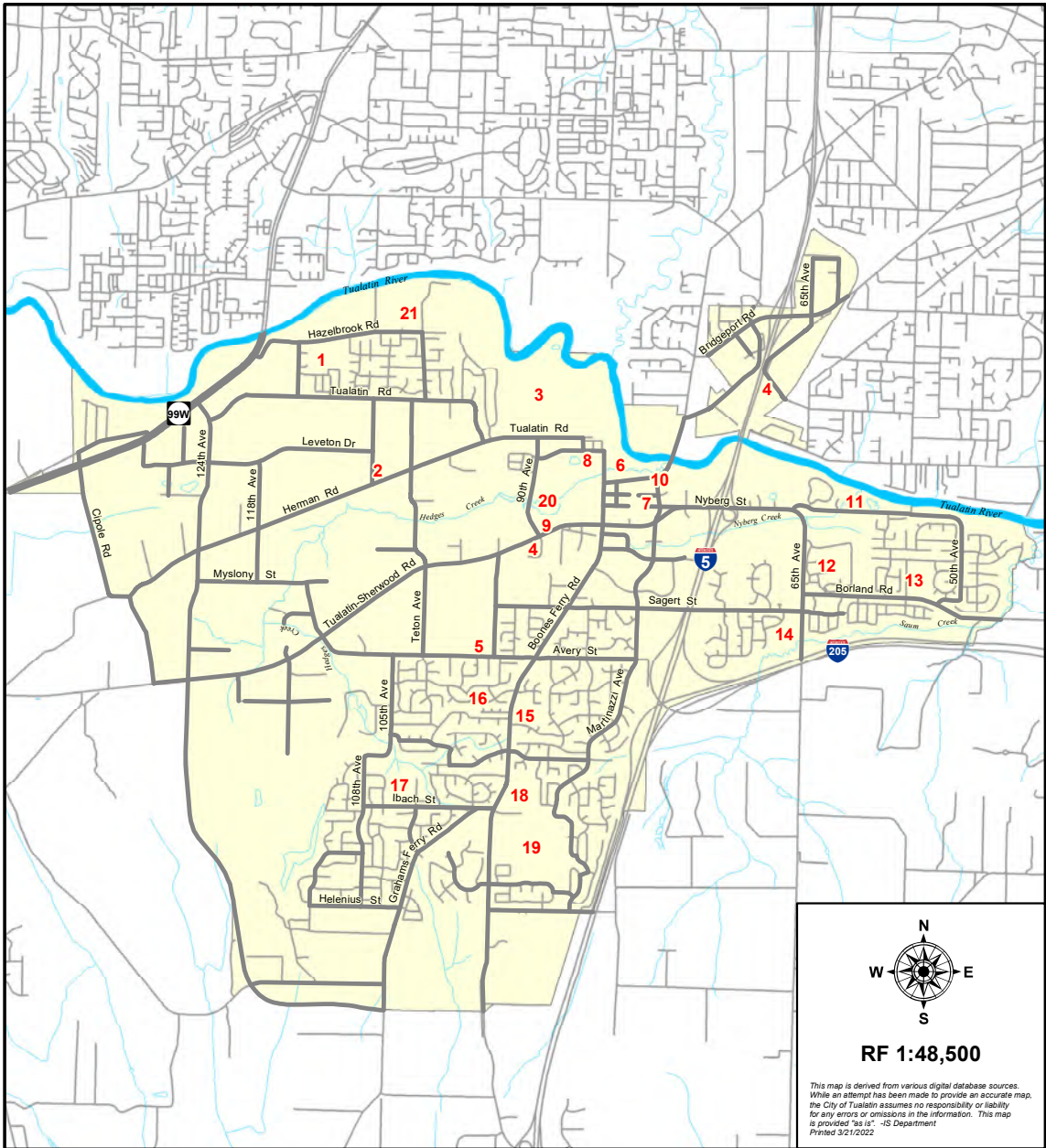
The City of Tualatin and other community groups organize regular recreational opportunities that range from canoe rentals and trips to world class festivals. In 2009, the Giant Pumpkin Regatta on the Lake at the Commons was named the best festival in Oregon. Tualatin is also the home of the nation's 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.

Employer	2022			2013		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Lam Research Corporation	2,984	1	10.61%	659	2	2.67%
Legacy Meridian Park Hospital	990	2	3.52%	905	1	3.67%
Pacific Foods of Oregon	600	3	2.13%	280	10	1.13%
United Parcel Services	593	4	2.11%	512	3	2.07%
Nortek Air Solutions	522	5	1.86%	-	-	-
Portland General Electric	478	6	1.70%	478	4	1.94%
Amazon.com Services LLC	369	7	1.31%	-	-	-
Columbia Corrugated	327	8	1.16%	320	7	1.30%
Fred Meyer	292	9	1.04%	-	-	-
Ichor Systems Inc	286	10	1.02%	-	-	-
Huntair	-	-	-	460	5	1.86%
Precision Wire Components	-	-	-	457	6	1.85%
Veris Industries LLC	-	-	-	300	8	1.22%
DPI Northwest	-	-	-	300	9	1.22%
	<u>7,441</u>			<u>4,671</u>		
Total City employment			<u>28,129</u>			

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

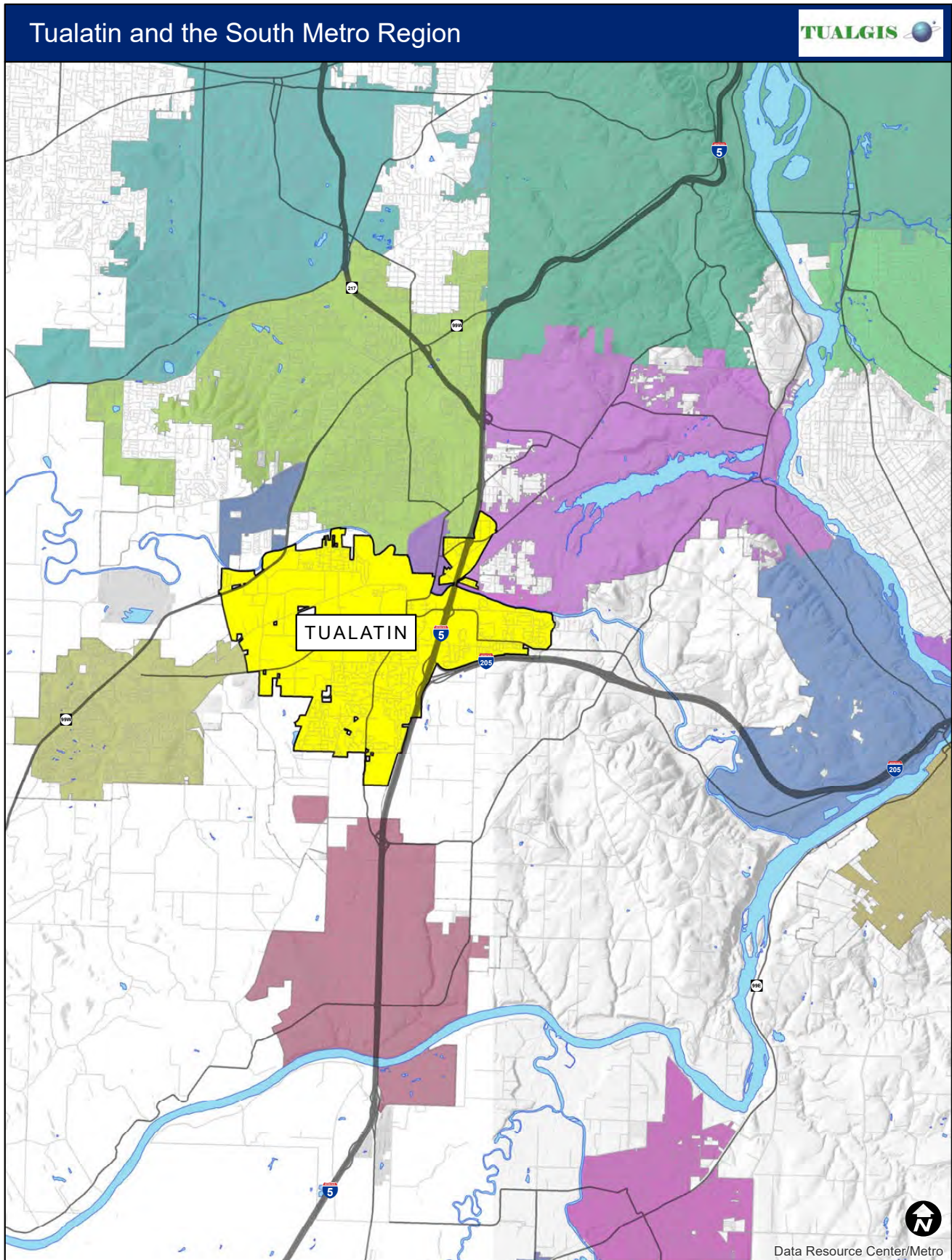


**Tualatin, Oregon** Points of Interest TUALGIS



- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1. Hazelbrook Middle School</li> <li>2. Tualatin City Services and Public Works</li> <li>3. Tualatin Country Club</li> <li>4. Tualatin Valley Fire &amp; Rescue Station</li> <li>5. Tualatin Elementary School</li> <li>6. Tualatin Community Park, Parks &amp; Rec Office, Juanita Pohl Center</li> <li>7. Chamber of Commerce</li> <li>8. Police Department</li> <li>9. Post Office</li> <li>10. City Offices-Library Building</li> </ul> | <ul style="list-style-type: none"> <li>11. Brown's Ferry Park</li> <li>12. Legacy Meridian Park Hospital</li> <li>13. Bridgeport Elementary School</li> <li>14. Atfalati Park</li> <li>15. Little Woodrose Nature Park</li> <li>16. Lafky Park</li> <li>17. Ibach Park</li> <li>18. Byrom Elementary School</li> <li>19. Tualatin High School</li> <li>20. Hedges Creek Wetlands</li> <li>21. Jurgens Park</li> </ul> |
|--|---|





# CITY OF TUALATIN 2030 VISION





**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.

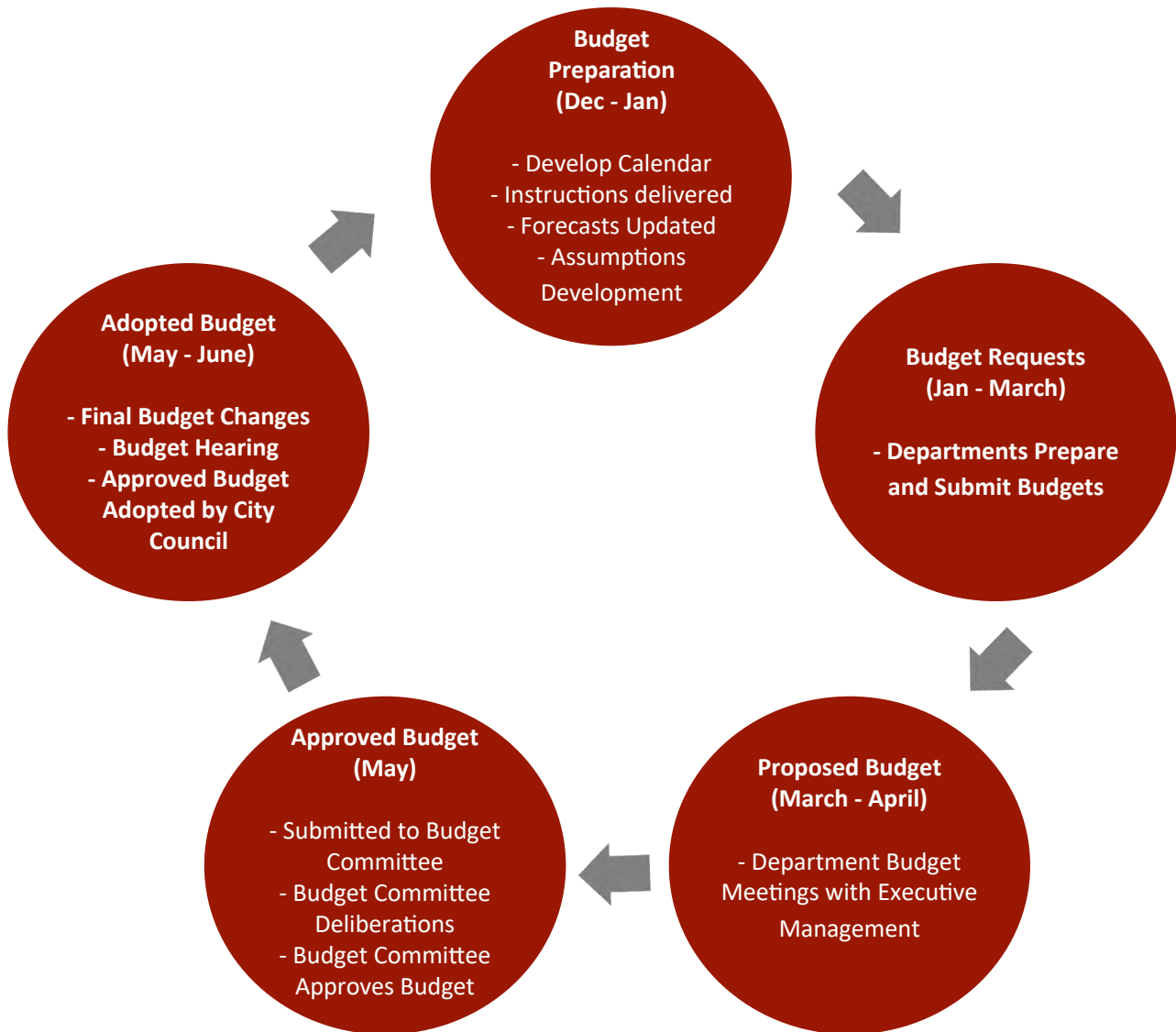


**Phase 4: Changing the Budget**

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. Any changes made to the adopted budget require that the budget remain in balance after the change.

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 Annual Comprehensive Financial Report (ACFR), 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 Annual Comprehensive Financial Report 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

**Special Revenue**

Building Fund

Road Utility Fund

Road Operating Fund

Core Area Parking District Fund

Tualatin Scholarship Fund

Parks Utility Fund

Transportation Development Tax Fund

American Rescue Plan Fund

**Debt Service**

General Obligation Bond Fund

**Capital Projects**

Park Development Fund

Parks Project Fund

Transportation Project Fund

Tualatin City Services Building Fund

**Enterprise**

Water Operating Fund

Water Development Fund

Sewer Operating Fund

Sewer Development Fund

Stormwater Operating Fund

Stormwater Development Fund

Enterprise Bond Fund

**Internal Service**

Vehicle Replacement Fund

**Tualatin Development Commission**

TDC Administration Fund

Leveton Projects Fund

Southwest Urban Renewal District 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 2023-24 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	General Fund
	Administration	General Fund
	Finance	General Fund
	Municipal Court	General Fund
	Legal	General Fund
	Information Services	General Fund
	Vehicle Replacement	Vehicle Replacement Fund
	Non-Departmental	General Fund
	American Rescue Plan	American Rescue Plan Fund
Community Development	Community Development	General Fund
	Engineering	General Fund
	Building	Building Fund
Culture and Recreation	Library	General Fund
	Tualatin Scholarship	Tualatin Scholarship Fund
	Parks & Recreation	General Fund
	Parks Maintenance	General Fund
	Parks Utility	Parks Utility Fund
	Park Development	Park Development Fund
	Parks Projects	Parks Project Fund
Public Safety	Police	General Fund
Public Works	Maintenance Services	General Fund
	Utilities - Water	
	- Operating	Water Operating Fund
	- Development	Water Development Fund
	Utilities - Sewer	
	- Operating	Sewer Operating Fund
- Development	Sewer Development Fund	

**Funding Sources (continued)**

Program/Section	Departments	Fund
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Public Works (continued)

Utilities - Stormwater	Stormwater Operating Fund
- Operating	Stormwater Development Fund
- Development	

Utilities - Street	Road Utility Fund
- Road Utility	Road Operating Fund
- Road Operating	Transportation Dev. Tax Fund
- Transportation Dev. Tax	

Transportation Project	Transportation Project Fund
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Core Area Parking District	Core Area Parking District Fund
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Tualatin City Services Building	Tualatin City Services Building Fund
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Tualatin Development Commission (TDC)

TDC Administration	TDC Administration Fund
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Leveton Projects	Leveton Projects Fund
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Southwest Urban Renewal District	Southwest Urban Renewal District Bond Fund
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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** - 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 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.

*Parks Utility Fund* - Accounts for parks utility fees from property located within the City and business owners to provide for the operation and maintenance of the City's Parks System and the capital maintenance, improvement, renovation, and replacement of facilities within the City's Parks System.

*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.

*American Rescue Plan Fund* - Accounts for funds from the American Rescue Plan Act to be used for programs to assist those impacted by the pandemic.

**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.

*Southwest Urban Renewal District Bond Fund* - Accounts for tax increment revenue and records indebtedness for projects within the District.

**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.

*Parks Project Fund* - Accounts for the proceeds of the city's Parks Bond to finance parks projects throughout the City.

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

*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 City Services Building 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 Stormwater.

**Water Operations**

*Water Operating Fund* - Accounts for the operation and maintenance of water facilities and services. The primary source of revenues consists of water sales and related charges.

*Water Development Fund* - Accounts for system development fees charged on new construction. The proceeds are used to finance major expansions of the water system.

**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**

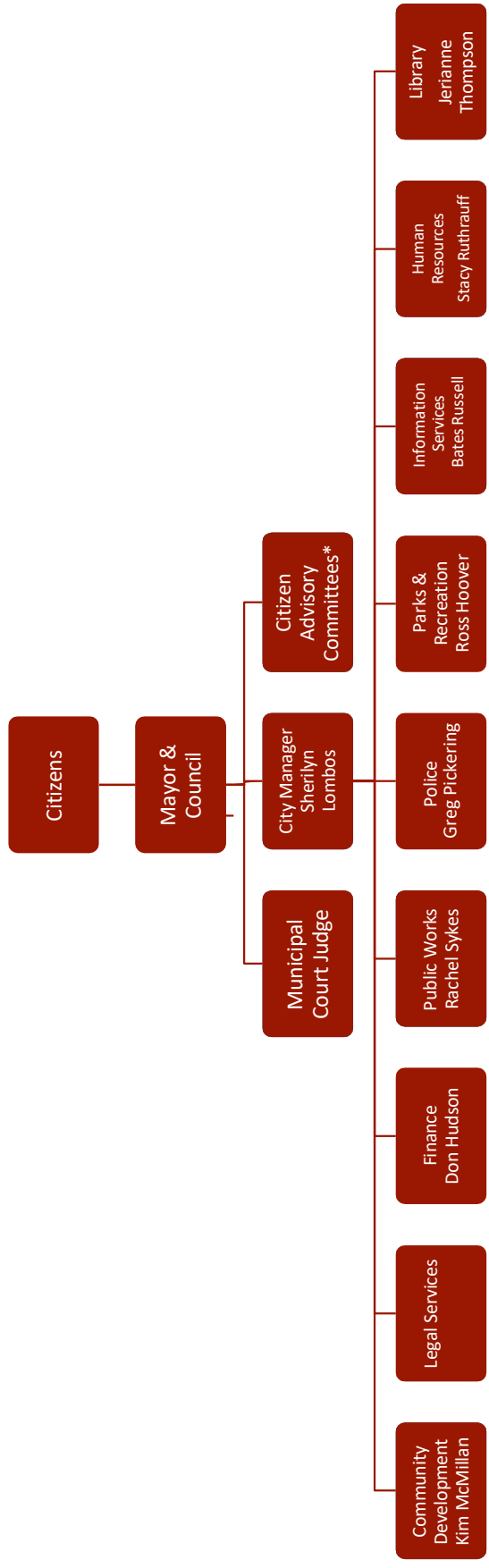
These funds are used to account for the financing of good or services provided by one department or agency to other departments or agencies of the government and other government units, on a cost reimbursement basis.

*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.

<b>Members</b>	<b>Jurisdiction</b>
Cyndy Hillier	Chair/Council
Skip Stanaway	Citizen
Patrick Gaynor	Citizen
Chris Goodell	Citizen
Carol Bellows	Citizen
Lisa Quichocho	Citizen
John Medvec	Alternate
Matt Kilmarti	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.

<b>Members</b>	<b>Jurisdiction</b>
Bridget Brooks	Council
Jeannie Hart	Citizen
Mason Hall	Citizen
Janet Steiger Carr	Citizen
Kathleen Silloway	Citizen
Reem Alshaban	Citizen

Dawn Upton	Citizen
Brett Hamilton	Citizen

**Budget Advisory Committee**

The Budget Advisory Committee is charged with the responsibility of reviewing the City budget, holding public budget hearings, and approving the Budget and referring it to the City Council for adoption. 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.

<b>Members</b>	<b>Jurisdiction</b>
Chris Brune	Citizen
Alyssa Colon	Citizen
John Hannam	Citizen
Kelly Horsford	Citizen
Elizabeth Michels	Citizen
Joseph Tanous	Citizen
Brittany Valli	Citizen
Ryan Wilson	Student

**Core Area Parking District Board**

The Tualatin Core Area Parking District Board serves in an advisory capacity to the City Council on policy matters affecting the Core Area Parking District. These include location and design of new lots, existing lot improvements, regulations and maintenance, and capital outlays.

<b>Members</b>	<b>Jurisdiction</b>
Maria Reyes	Council
Dr. William Jordan	Chair/Citizen
Gary Haberman	Citizen
Heidi Kindle	Citizen
Aaron Welk	Citizen



**Library Advisory Committee**

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

Meets Monday - 1st Tuesday of each month, 6:00 pm. These meetings are open to the public.

<b>Members</b>	<b>Jurisdiction</b>
Dana Paulino	Chair/Citizen
Dawnell Meyer	Citizen
Ashley Payne	Vice Chair/Citizen
Alan Feinstein	Citizen
Marcus Young	Citizen
Thea Wood	Citizen
Satvika Vadapu	Citizen

**Parks Advisory Committee**

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

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

<b>Members</b>	<b>Jurisdiction</b>
Beth Dittman	Chair/Citizen
Emma Gray	Citizen
Carl Hosticka	Citizen
Anthony Warren	Citizen
Michael Klein	Citizen
John Makepeace	Citizen
Ryan Wilson	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)

<b>Members</b>	<b>Jurisdiction</b>
William Beers	Chair/Citizen
Daniel Bachhuber	Citizen
Randall Hledik	Citizen
Zach Wimer	Citizen
Janelle Thompson	Citizen
Brittany Valli	Citizen
Ursula Kuhn	Citizen

May 2023

Honorable Mayor Bubenik

Members of the Tualatin City Council and Tualatin Development Commission

Members of the Tualatin Budget Advisory Committee

Residents of the City of Tualatin



Every year as I sit down to write the budget message, I am reminded of all the great services and important projects that we have accomplished in the current Fiscal Year. Last May, we asked the Budget Committee to entrust us with being good steward of public funds. I am confident that we met, and exceeded, their expectations when they approved the Fiscal Year 2022/2023 budget.

Tualatin employees perform high level, quality services by maintaining our parks, providing police services that keep our community safe, maintaining the City’s infrastructure systems, and providing cultural offerings through our popular recreation programs and much loved Tualatin Public Library. Beyond the everyday tasks of service delivery, our employees are also responsible for many other things that have helped make our community a great place to live, work, play and visit.

One of the biggest successes of Fiscal Year 2022/2023 was the passage of a \$25 million parks bond in November by a 55.5% to 44.5% margin. The bonds will finance capital costs for trails, natural areas, sports fields, parks and river access, including:

- Creating new trail connections to improve access and pedestrian safety
- Creating new and improved sports fields in city parks and in a cost-saving partnership with the Tigard-Tualatin School District
- Establishing a new accessible waterfront destination point on the Tualatin River in the downtown area that will create a place for river access and water sports
- Upgrading existing parks citywide
- Renovating the plaza at the Lake of the Commons into a space that will recognize and honor Veterans
- Acquiring and protecting natural areas

The City sold the first \$15 million of bonds in April. Armed with a strong Aa1 rating from Moody’s Investor Services, and good market timing, the bonds sold at a premium, netting the City a little over \$17.1 million for projects. The remaining \$10 million are planned to be sold in 2026. Our Parks and Recreation Department is moving forward with continued work on the Veterans Plaza and acquiring land for new Tualatin River access, in the current Fiscal Year, with many other projects being planned for Fiscal Year 2023/2024.

Speaking of bonds, the City continued completing projects financed from the 2018 Transportation bond program, Tualatin Moving Forward. As we wind down the last of the projects in 2023/2024, we are able to celebrate the many successes in 2022/2023, including:



## Budget Message

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- Completion of the Garden Corner Curves project
- Improvements at 95th Avenue and Avery
- Improvements along the Boones Ferry Road Corridor
- A new crossing on 65<sup>th</sup> Avenue, at Meridian Park Hospital
- Implementing a new traffic signal at the intersection of SW Blake Street and SW Alsea Drive
- Multiple improvements in the area near Hazelbrook Middle School
- A new bus stop on Martinazzi Avenue and Mohawk Drive

In Fiscal Year 2022/2023, the City continued our Diversity, Equity and Inclusion efforts with the City Council appointing an Equity Committee Planning group to advise them on the format and direction for a permanent advisory committee focusing on making sure all community members have a voice and can be involved in the City's governance. There were over thirty applicants and the Council appointed 15 community members to the planning group. Co-Chaired by Councilors Hillier and Sacco, the group reviewed data about the community and City

their lived experiences, and discussions to help build permanent committee.

findings to the Council in provided direction to staff creating the Inclusion,

Access (I.D.E.A.) committee. The ordinance was adopted in April and recruitment for the advisory committee will begin, with the goal of having the committee members chosen this summer.



Council initiatives, shared participated in engaging the structure for the The group presented their February. The Council to bring back an ordinance Diversity, Equity and

The City's Parks and Recreation Department continued to be busy with recreation programs, park planning and special events. The West Coast Giant Pumpkin Regatta and ¡Viva Tualatin! returned to their pre-pandemic levels, and the very popular Holiday Lights Parade, which was originally created as a way to have a safe holiday celebration during the pandemic, was once again held to the joy of many throughout our community. A new event called "Share the Love," is held in February to bring people into Tualatin parks and on Tualatin trails to find hand blown glass hearts hidden in parks throughout the City. The event has become popular, not only to Tualatin residents, but to many around the Portland Metro region. We have even heard of people traveling many miles from outside the metro region to scavenge for these glass hearts.

In December 2020, the City Council adopted a Parks Utility Fee to fund the operation and maintenance of the City's Park System, and the capital maintenance, improvement, renovation, or replacement of facilities within the City's Parks System. Besides performing a system condition assessment update and scoring and selecting priority projects, a number of projects were completed in Fiscal Year 2022/2023. Projects completed using parks utility fees included: Brown's Ferry boardwalk construction, high school stadium lights LED conversion, Ki-a-Kuts bike & pedestrian bridge assessment, restroom renovation projects, and Tualatin Community Park barbeque replacement.

One of the City Council vision statements centers around fostering an environmentally active, sustainable, responsible, and forward-thinking community. One way we are addressing this vision is by creating a Community Climate Action Plan. We are working with a consultant to help identify the ways in which our

community can adapt to changing climate conditions and limit our contributions to climate change, and to develop an action plan to do so in the coming years. The development of the plan is expected to wrap up soon and our focus will shift to implementation of the plan, including public engagement that is equitable and responsive to community needs.

These are just a sliver of things that the City has accomplished in the current Fiscal Year, so now let's turn our attention to the Fiscal Year 2023/2024 budget.

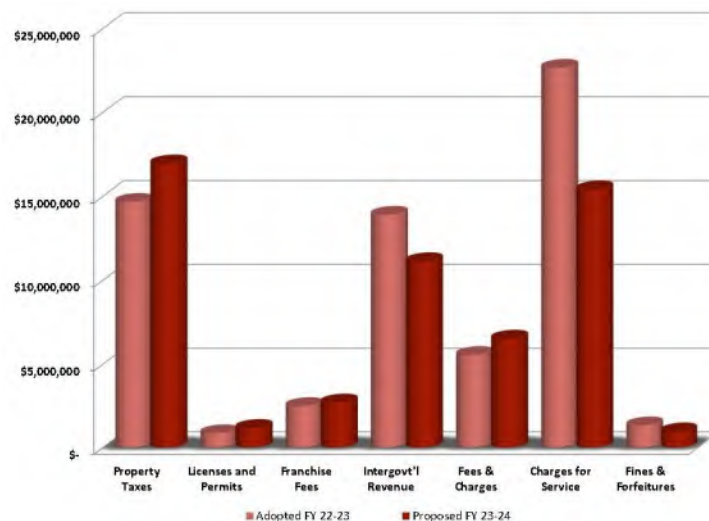
Overall, the City of Tualatin budget is decreasing by 3.55% over the adopted, and amended, 2022/2023 budget, to \$152,837,585 – including an amendment to the adopted Fiscal Year 2022/2023 that is scheduled for approval at the Council meeting on the same night that the Proposed Budget is being released. The amendment is to create the Parks Project Fund and appropriate the proceeds from the 2023 Parks Bond. The amendment is not included in the Adopted column in the printed Proposed Budget document, due to the timing of the release of the Proposed Budget and the amendment being considered by the City Council.

**Revenues**

We continue to have overall stability in our revenue sources. As the chart illustrates, there are three revenue categories seeing decreases from the adopted, and amended, Fiscal Year 2022/2023 budget. These are all one-time anomalies that will be described in more detail in the following paragraphs.

With these anomalies included, total resources are decreasing from \$71.2 million to \$66.9 million, about a 6% decrease, before the Parks Project Fund amendment described above is taken into consideration.

I want to address the categories that are decreasing first, so that the anomalies, and how they are driving the decreases in these categories, can be explained. Charges for Service has historically been our single largest category of revenue. Revenues in



this category consist of the fees for recreation programming, development related fees, contributions from the utility funds and the General Fund to the Vehicle Replacement Fund, as well as utility rate revenue for water, sewer and stormwater. Sewer and stormwater rates are made up of two separate components: local rates set by the City Council and regional rates set by Clean Water Services, our regional partner for sewer and stormwater treatment. In reviewing the proper way to record each component in the City's financial statements, it was recognized that the revenues from the regional rate are not revenues of the City, rather they are pass-through revenues to Clean Water Services (CWS). The City has no ability to change the regional rates set by CWS and is merely the billing agent for this component of sewer and stormwater rates. Therefore, beginning in Fiscal Year 2023/2024, we are no longer recording these amounts as revenue in the sewer and stormwater operating funds. The decrease shown in this category is 32%, but by removing the decreases



## Budget Message

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related to the change in accounting described above, the category is actually increasing 6.64%. This increase is related to increases in water rates, local sewer and stormwater rates and structural building fees related to projected increases in building activity.

Intergovernmental revenues make up the third largest source of revenue for the City. This category records state and federal grants, transient occupancy tax collections, revenues for our Library from Washington and Clackamas County library districts, and for intergovernmental agreements for supplying police services to the Tigard-Tualatin School District (school resource officers) and to the neighboring City of Durham, as well as agreements for funding of sewer projects from Clean Water Services. State Shared Revenues, the City's share of cigarette, liquor, marijuana, and gas taxes are also included in this category. Overall, this category is decreasing 19.93% due to some one-time grants and contributions for projects in the current year, including:



- The second, and final, tranche of American Rescue Plan Act funds
- Reimbursement from the Mental Health Response Team federal grant
- Funding for the acquisition of park property in Basalt Creek under Metro's Greenspace funds.

These one-time funds received in Fiscal Year 2022/2023 are partially off-set by an increase in this category in the upcoming Fiscal Year for reimbursement from CWS for additional sewer projects that are eligible for reimbursement.

Fines and Forfeitures revenues will be experiencing a reduction in Fiscal Year 2023/2024 due to impacts of the Tualatin-Sherwood Road widening project by Washington County on one of the City's red light camera enforcement intersections. This one-time reduction will be offset utilizing one-time revenues in the General Fund.

The largest revenue source is the City's property tax revenues, and are one of the more stable revenues for us. The stability in this category is due to the passage of Measures 5 and 50 in the 1990's. While these measures create a number of inequities throughout the State of Oregon, they do provide stability during tougher economic times. Measure 50 created a divergence between a property's real market value (RMV) and its assessed value (AV). While we do not benefit from the rising housing prices, we are not impacted when housing prices drop. Measure 50 allows for a 3% growth in assessed value, unless there are certain changes in the property. New construction adds assessed values to our tax rolls and the City has continued to experience 4-5% increases in assessed value over the last few years. With the continued development throughout Tualatin, we anticipate higher than 3% growth in AV for the 2023/2024 Tax Year. This category also includes property tax revenue from the levy for our outstanding general obligation bonds. With the sale of the Parks Bond and the first debt service payments occurring in Fiscal Year 2023/2024, our bond levy is increasing by \$0.29 per \$1,000 of assessed value. This increase in our levy is largely responsible for the 15.63% increase in budgeted property tax revenues.

The single largest percentage revenue increase is in the License and Permits category. As mentioned, we are experiencing an increase in development throughout the City, particularly the Autumn Sunrise subdivision, a 400 single family home development on approximately 62 acres, which is beginning construction in late Fiscal



Year 2022/2023 and many permits will be pulled in Fiscal Year 2023/2024. This increase in development is the primary reason for the 37.03% increase in Licenses and Permits. Other revenues in this category for things such as Business and Rental Licenses, as well as alarm permits are remaining stable next year.

The Fees and Charges category is experiencing a 17.58% increase in projected revenue. The increase is primarily due to System Development Charges (SDC) for parks, water and transportation related to the Autumn Sunrise project. Sewer SDC's will be handled the same way as we are now handling the Clean Water Services share of sewer revenues. 96% of Sewer SDC's are passed through to CWS, so that line item will be reduced by their share of the revenue. The other increase in this category is the revenue from the Road Utility Fee, as the index used for rate increases is 6.01%. Other revenues in this category are remaining stable in Fiscal Year 2023/2024.

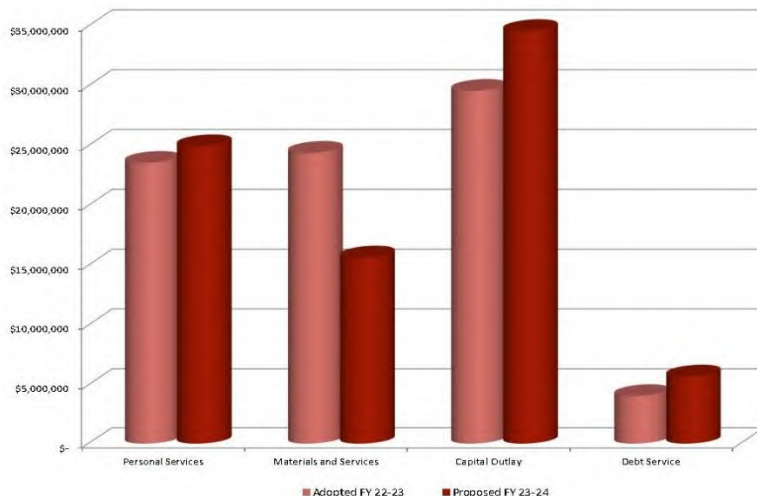
The Franchise Fees category can be hard to predict; we are projecting an 8.63% increase in these fees, due to higher collections from companies utilizing the City's right of way. Under our right of way ordinance, we have been able to capture fees from those sited in the City's right of way that we were unable to collect before. We also saw a slight increase in the franchise fees paid from our franchise agreement with Portland General Electric, and we expect to receive at least the same amount next year as actual revenue was in the current year.

Transfers and Other revenue is projected to increase 23.13%, largely due to a significant increase in investment earnings for the upcoming year. While transfers from other funds, primarily for services the General Fund provides to other City funds, is remaining constant, the increase in other revenue is related to higher interest revenue projected in Fiscal Year 2023/2024. We are experiencing an increase in interest rates for our idle funds, allowing us to budget at a presumed investment interest rate of 3.5%, compared to 1% in Fiscal Year 2022/2023. Additionally, we will be investing bond proceeds during the year, accounting for about one-fifth of the increase in this category.

### **Expenditures**

The City's expenditure budget (total requirements less contingency, reserves and unappropriated fund balances) for Fiscal Year 2023/2024 equals \$89,747,295. This is a 0.72% decrease from the adopted, and amended, Fiscal Year 2022/2023 budget, without taking into consideration the potential amendment for appropriating Parks Bond proceeds. The amendment would increase the Fiscal Year 2022/2023 by \$1,919,750 and making the decrease in the expenditure budget change from 0.72% to 2.78%.

# Budget Message



As you can see from the chart to the left, one of the largest increases is in the Capital Outlay category, at 16.87%. With capital outlay projects of \$34.6 million budgeted, there are a lot of exciting things planned for this coming year. Over \$8 million of transportation projects are included in the budget for sidewalk infill on Boones Ferry Road, improvements on Herman Road between 124<sup>th</sup> Avenue and Cipole Road (a widening project on a large stretch of Herman Road is included in the Tualatin Development Commission budget), sidewalks on Highway

99 by the Pony Ridge subdivision which will improve pedestrian and bicycle safety in this area, and improvement on Tualatin-Sherwood Road between Martinazzi Avenue and Interstate 5 which will enhance traffic flow in a busy corridor for vehicles trying to get to the freeway. In the American Rescue Plan Act Fund, the Stoneridge Park Renovation project is budgeted, which will provide improved park amenities and recreational opportunities to a largely underserved population in one of our Qualified Census Tracts. Increases in capital outlay are for the Parks Bond projects replacing playground equipment in many of our parks, work on the Veteran’s Plaza, improving lighting on the sports fields at Tualatin Community Park and beginning work on design of a new Tualatin River access point and a proposed trail in the Nyberg Creek area. The Parks Development Fund also has budgeted capital dollars for land acquisition opportunities that may arise for parkland, primarily in the Basalt Creek area. This is in addition to a number of water, sewer, and stormwater projects



Budgeted utility projects will help provide water to the Basalt Creek area and particularly for an affordable housing project that is proposed in that area. There is the need to upsize our B Level transmission line for the future development in Basalt Creek. We are allocating \$1 million of ARPA funds to provide a water line to serve the Plambeck Gardens affordable housing complex. Additionally, due to the projected growth in Basalt Creek, there are funds budgeted to complete the master plan for stormwater in that area. Other utility projects budgeted in the Fiscal Year 2023/2024 budget are improvements to the Supervisory Control and Data Acquisition (SCADA) system that helps staff monitor the water system, several stormwater water quality facility retrofits, upsizing sewer lines on Martinazzi Avenue, and work on a 65<sup>th</sup> and Nyberg Trunk Line.

A full list of capital projects included in the Proposed Budget can be found behind the Capital Improvement Plan tab in the budget document.



Our employees are our #1 asset, without whom we could not provide any of the high quality services that our customers and residents have come to expect from the City or complete the projects described above. As I visit with employees while working and visiting our many facilities, I am reminded of what a top notch staff we have in Tualatin. The cost of the City's labor force to provide services to our customers and residents can be found in the Personal Services category and includes contractual obligations for cost of living and step increases based upon collective bargaining agreements and the City's salary schedules. Also included in this category are



health and dental benefits, as well as contributions to the Public Employees Retirement System (PERS). Expenditures for PERS are based upon salaries and increase as salaries increase. The contribution rate, as a percentage of salary, is set by the PERS Board every two years and set for the biennium. Fiscal Year 2023/2024 is the first year of the biennium, and our rates increased, though the increase was less than we had been expecting. A few years ago, we took advantage of a matching program provided by the State for setting up what's called a PERS side account. We made a \$2

million payment to PERS, which paid off an outstanding transitional liability, and the remainder went towards an on-going side account. With the State match, our side account was just under \$1 million and this has helped lessen biennial rate increases. Health and dental coverage is purchased through City/County Insurance Services (CIS) and a collective we participate in that allows us to take advantage of a larger pool and keep premiums lower than on the open market. Health and Dental benefit increases are also lower than anticipated, allowing us to keep the increase in personal services to 5.87%. This increase also includes a new project manager position to help manage the projects funded by the recently passed parks bond.

The Materials and Services (M&S) category is decreasing by almost 36% for Fiscal Year 2023/2024, due in large part to the previously mentioned change in accounting of Clean Water Services revenues. In past years, the revenue for the regional sewer and stormwater rates was recorded in revenue, with a corresponding expenditure account in material and services, to reflect the payment we made for the pass-through to CWS. Removing the impact of this change in the M&S category, we will actually be seeing a nominal 0.44% increase for Fiscal Year 2023/2024. As you can imagine, with such a small increase, the budget is primarily similar to last year with departments continuing their diligence in absorbing increases in costs that are out of their control and doing an outstanding job of managing their budgets, while maintaining current service levels. Even with the expenditures needed to "keep the lights on," we are able to fund things such as the implementation of our Climate Action Plan, continuing our Diversity, Equity, and Inclusion work (both of which are tied to City Council vision and priorities), continuing our participation in the Mental Health Response Team, and beginning a website redesign project. There is also funding for a contract lobbyist to help manage state and federal issues that affect us, and help identify potential funding sources through grants and other state and federal programs. We are funding one-time analysis projects for our pavement maintenance program and the appropriate



## Budget Message

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pavement condition index, as well as planning for our technology infrastructure to help identify changes that may be needed in the next few years or more.

This expenditure budget will enable us to maintain our high quality services levels, provide for additional initiatives and do so while continuing to be good stewards of the public dollars entrusted to us. As I look forward to the upcoming year, I am excited for all the great things that are in store.

### Tualatin Development Commission

The Tualatin Development Commission (TDC) is Tualatin's urban renewal agency, and will be active, but not to the level that it has been the last few years.

In the Leveton Tax Increment District, the Herman Road Extension project will be completed in Fiscal Year 2023/2024 and will utilize most of the remaining funds in this district.

In Fiscal Year 2021/2022, the Commission adopted the Southwest and Basalt Creek Development Area Plan and tax increment collection for the Southwest Urban Renewal District (SWURD) began in Fiscal Year 2022/2023. Revenues will continue to be received and set aside for future projects in the District.

In Fiscal Year 2022/2023, the Tualatin City Council adopted the Core Opportunity Reinvestment Area in the I-5 Corridor, which is expected to spur redevelopment in the City's core area. A new urban renewal district was created, but will not begin collecting tax increment until Fiscal Year 2024/2025. New funds for this district will be created in the Fiscal Year 2024/2025 budget.

### Acknowledgements

We have persevered through the impacts of the COVID-19 pandemic, and in many ways, have come out stronger. We continue to provide a high-level of quality service to our residents and customers, and maintain a strong financial position. This cannot be accomplished without the dedicated work force we have in Tualatin.

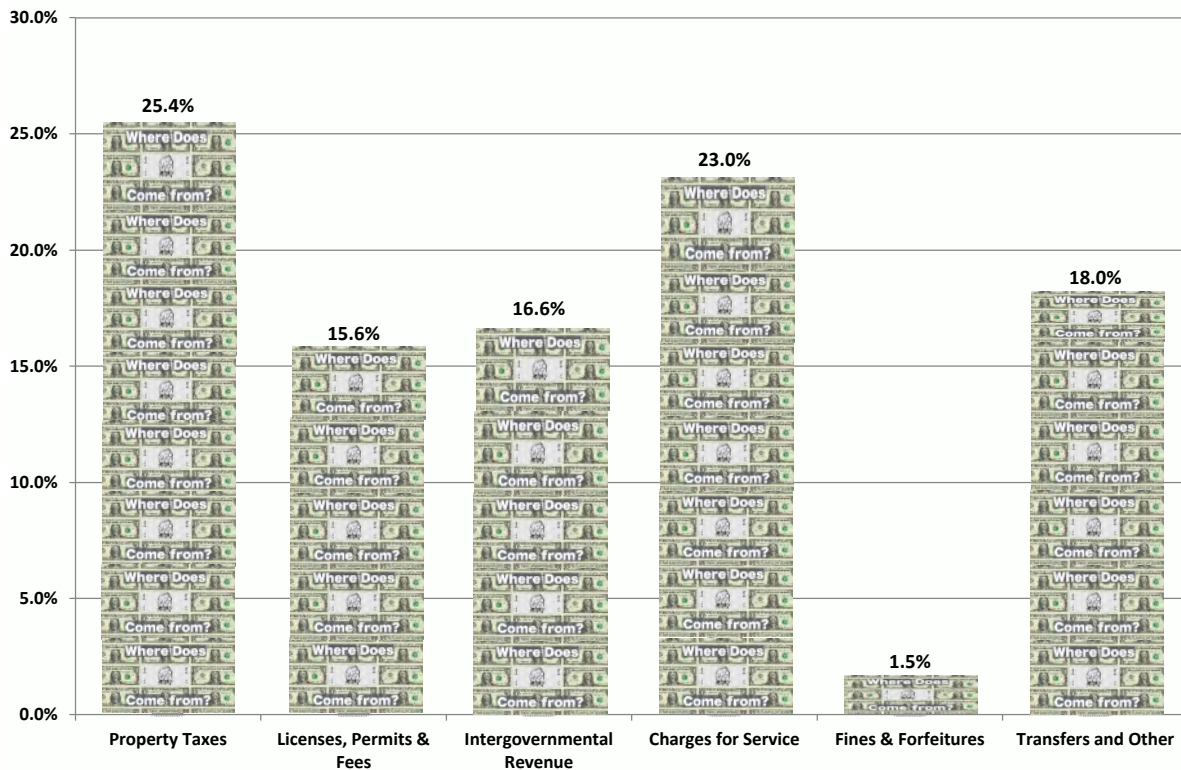
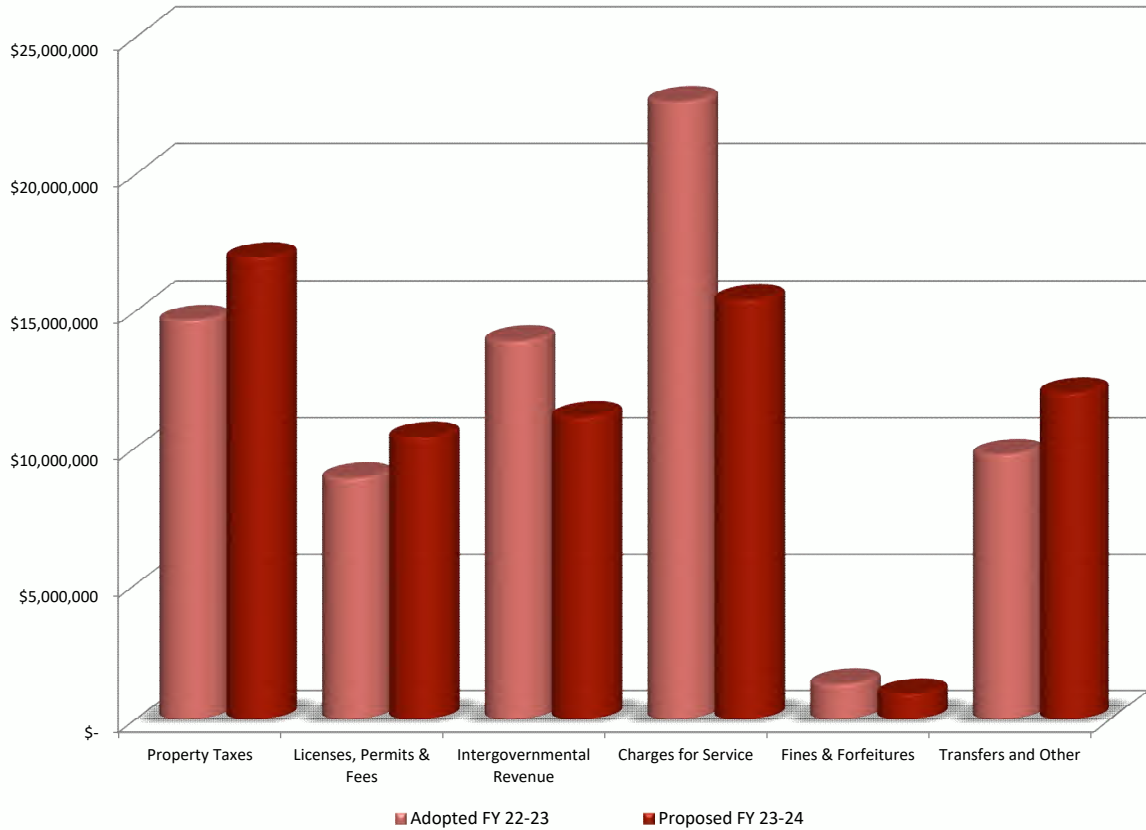
Special thanks to Don Hudson, Assistant City Manager/Finance Director, Matt Warner, Assistant Finance Director, and Lisa Thorpe, Finance Department Management Analyst II, for their work on the budget and the budget document. Sincere thanks to everyone involved in the budget process, including the Tualatin Budget Advisory Committee and the City Council, for making Tualatin's budget process the best around.

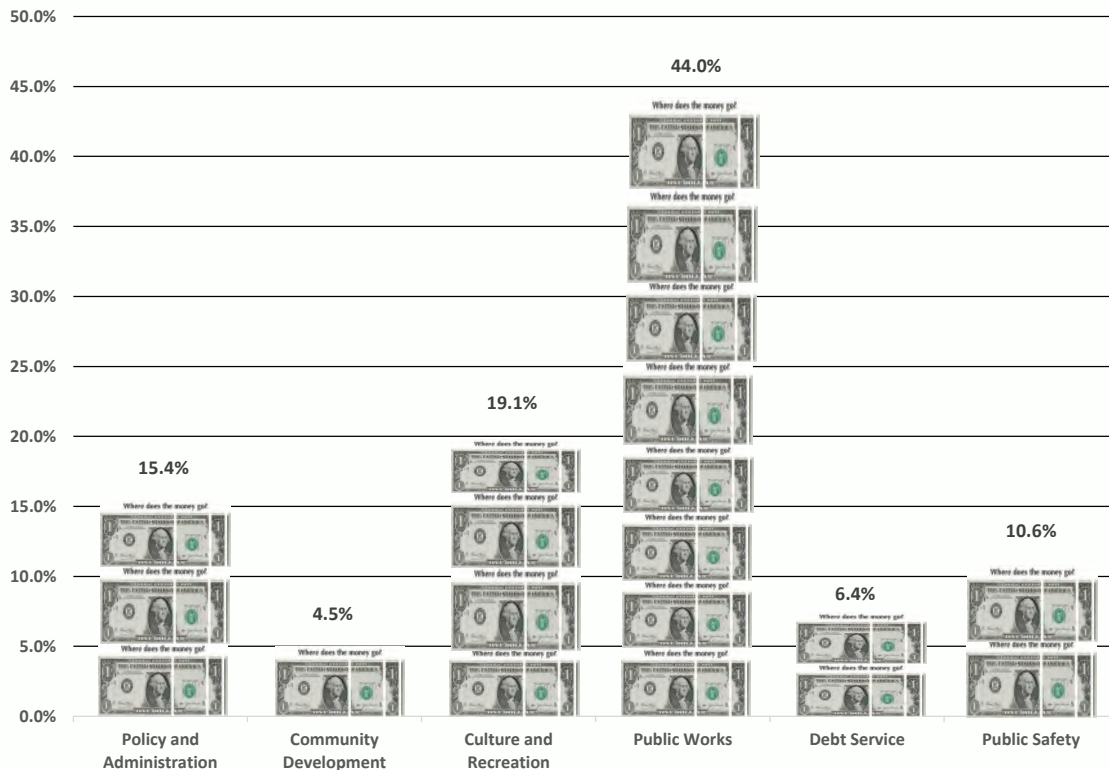
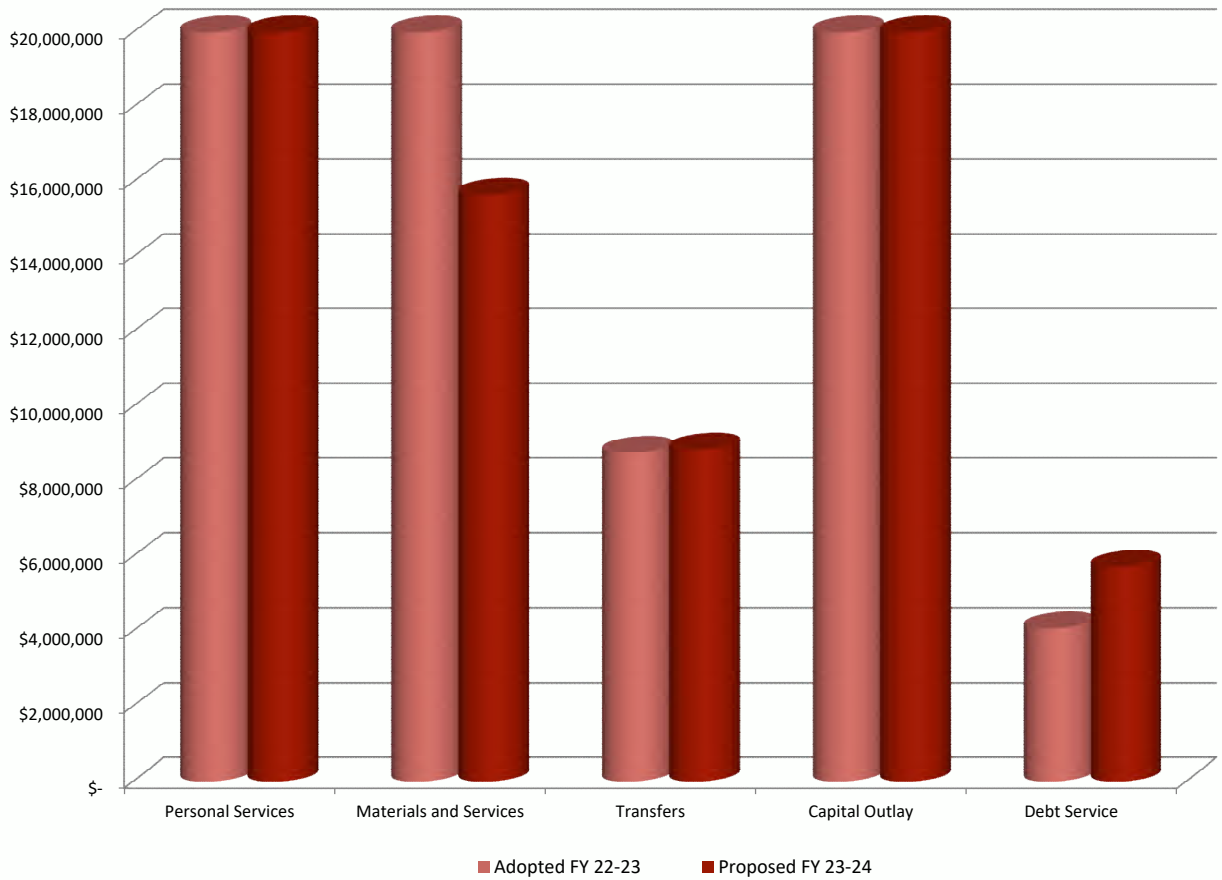
Respectfully Submitted,



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







<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Property Taxes	\$ 13,778,555	\$ 14,442,705	\$ 14,665,205	\$ 16,957,110
Franchise Fees	2,619,480	2,703,505	2,490,000	2,705,000
Licenses And Permits	734,165	1,014,798	859,925	1,178,320
Intergovernmental	7,974,124	10,476,141	13,898,835	11,128,675
Charges For Services	20,484,292	21,872,239	22,655,375	15,409,655
Fines And Forfeitures	1,149,982	1,113,265	1,331,000	976,000
Investment Earnings	836,783	639,026	616,140	2,849,960
Fees & Charges	2,677,087	10,210,218	5,542,765	6,516,925
Other Revenue	4,987,239	1,161,379	160,955	187,045
Transfers In	7,199,601	7,662,104	8,973,755	8,969,360
<b>Total Current Resources</b>	<b>\$ 62,441,308</b>	<b>\$ 71,295,380</b>	<b>\$ 71,193,955</b>	<b>\$ 66,878,050</b>
Beginning Fund Balance	72,159,442	71,012,661	69,826,615	85,959,535
<b>Total Resources</b>	<b><u>\$ 134,600,750</u></b>	<b><u>\$ 142,308,041</u></b>	<b><u>\$ 141,020,570</u></b>	<b><u>\$ 152,837,585</u></b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 20,296,339	\$ 21,515,752	\$ 23,573,345	\$ 24,956,185
Materials & Services	19,773,800	21,333,524	24,408,965	15,658,365
Capital Outlay	12,479,560	10,592,800	29,591,005	34,582,300
Transfers Out	7,121,001	7,474,574	8,749,875	8,837,140
Debt Service	3,874,589	3,974,940	4,074,070	5,713,305
Other Financing Uses	42,800	-	-	-
Contingency	-	-	27,445,545	19,691,835
Reserves & Unappropriated	71,012,661	77,416,451	23,177,765	43,398,455
<b>Total Requirements</b>	<b><u>\$ 134,600,750</u></b>	<b><u>\$ 142,308,041</u></b>	<b><u>\$ 141,020,570</u></b>	<b><u>\$ 152,837,585</u></b>

**City of Tualatin  
Fiscal Year 2023 - 2024  
Changes in Fund Balance**

	<b>Beginning Fund Balance</b>	<b>Changes in Fund Balance</b>	<b>Ending Fund Balance</b>
General Fund	\$ 14,535,600	\$ (1,060,875)	\$ 13,474,725
Building Fund	\$ 652,340	\$ (272,070)	\$ 380,270
Road Utility Fee Fund	\$ 1,360,620	\$ 82,485	\$ 1,443,105
Road Operating Fund	\$ 3,382,320	\$ (803,860)	\$ 2,578,460
Core Area Parking District Fund	\$ 260,000	\$ (58,260)	\$ 201,740
Tualatin Scholarship Fund	\$ 50,950	\$ 800	\$ 51,750
Parks Utility Fund	\$ 350,000	\$ (350,000)	\$ -
Transportation Development Tax Fund	\$ 13,370,970	\$ (3,121,310)	\$ 10,249,660
American Rescue Plan Fund	\$ 5,925,725	\$ (5,175,395)	\$ 750,330
General Obligation Bond Fund	\$ 175,000	\$ (75,000)	\$ 100,000
Park Development Fund	\$ 1,024,460	\$ (1,024,460)	\$ -
Parks Project Fund	\$ 15,425,000	\$ (5,640,530)	\$ 9,784,470
Transportation Project Fund	\$ 3,697,500	\$ (3,485,860)	\$ 211,640
Tualatin City Services Building Fund	\$ 296,150	\$ (296,150)	\$ -
Water Operating Fund	\$ 8,625,340	\$ (485,070)	\$ 8,140,270
Water Development Fund	\$ 1,201,810	\$ (1,143,380)	\$ 58,430
Sewer Operating Fund	\$ 2,875,900	\$ 387,710	\$ 3,263,610
Sewer Development Fund	\$ 3,510,800	\$ 137,250	\$ 3,648,050
Stormwater Operating Fund	\$ 6,384,060	\$ 58,935	\$ 6,442,995
Stormwater Development Fund	\$ 561,790	\$ (214,180)	\$ 347,610
Enterprise Bond Fund	\$ 440,500	\$ (110,070)	\$ 330,430
Vehicle Replacement Fund	\$ 1,852,700	\$ (219,955)	\$ 1,632,745
<b>Total City of Tualatin</b>	<b>\$ 85,959,535</b>	<b>\$ (22,869,245)</b>	<b>\$ 63,090,290</b>
TDC Administration Fund	\$ 156,550	\$ (29,900)	\$ 126,650
Leveton Projects Fund	\$ 2,987,460	\$ (2,987,460)	\$ -
Southwest Urban Renewal District Bond Fund	\$ 132,000	\$ 143,000	\$ 275,000
<b>Total Tualatin Development Commission</b>	<b>\$ 3,276,010</b>	<b>\$ (2,874,360)</b>	<b>\$ 401,650</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Property Taxes	\$ 10,932,643	\$ 11,430,172	\$ 11,642,355	\$ 12,383,100
Franchise Fees	2,619,480	2,703,505	2,490,000	2,705,000
Licenses And Permits	334,062	377,961	318,000	329,000
Intergovernmental	5,266,624	4,140,606	5,363,465	5,274,920
Charges For Services	117,137	211,113	194,250	192,750
Fines And Forfeitures	1,149,982	1,113,265	1,331,000	976,000
Investment Earnings	132,311	110,702	138,140	603,175
Fees & Charges	62,725	111,784	130,400	121,150
Other Revenue	286,062	278,696	158,555	183,745
Transfers In	4,932,610	5,288,990	5,307,330	5,480,690
<b>Total Current Resources</b>	<b>\$ 25,833,636</b>	<b>\$ 25,766,794</b>	<b>\$ 27,073,495</b>	<b>\$ 28,249,530</b>
Beginning Fund Balance	11,549,023	13,290,433	14,434,865	14,535,600
<b>Total Resources</b>	<b><u>\$ 37,382,659</u></b>	<b><u>\$ 39,057,227</u></b>	<b><u>\$ 41,508,360</u></b>	<b><u>\$ 42,785,130</u></b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 17,477,925	\$ 18,520,272	\$ 19,908,235	\$ 21,365,690
Materials & Services	5,536,902	4,928,733	6,308,030	6,152,445
Capital Outlay	880,399	852,340	2,225,150	1,732,320
Transfers Out	197,000	164,399	59,950	59,950
Contingency	-	-	4,275,200	4,396,560
Reserves & Unappropriated	13,290,433	14,591,483	8,731,795	9,078,165
<b>Total Requirements</b>	<b><u>\$ 37,382,659</u></b>	<b><u>\$ 39,057,227</u></b>	<b><u>\$ 41,508,360</u></b>	<b><u>\$ 42,785,130</u></b>



<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Licenses And Permits	\$ 400,103	\$ 636,837	\$ 541,925	\$ 849,320
Charges For Services	280,656	367,923	442,400	554,400
Investment Earnings	17,007	8,973	6,880	42,000
Fees & Charges	5,662	27,470	5,350	12,200
Other Revenue	800	1,300	200	1,100
Transfers In	78,760	75,000	75,000	75,000
<b>Total Current Resources</b>	<b>\$ 782,988</b>	<b>\$ 1,117,503</b>	<b>\$ 1,071,755</b>	<b>\$ 1,534,020</b>
Beginning Fund Balance	2,126,959	1,348,907	980,180	652,340
<b>Total Resources</b>	<b>\$ 2,909,947</b>	<b>\$ 2,466,410</b>	<b>\$ 2,051,935</b>	<b>\$ 2,186,360</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 915,110	\$ 978,533	\$ 1,067,915	\$ 1,167,340
Materials & Services	62,580	58,192	89,250	93,250
Transfers Out	583,350	495,328	522,840	545,500
Contingency	-	-	252,000	270,915
Reserves & Unappropriated	1,348,907	934,357	119,930	109,355
<b>Total Requirements</b>	<b>\$ 2,909,947</b>	<b>\$ 2,466,410</b>	<b>\$ 2,051,935</b>	<b>\$ 2,186,360</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Investment Earnings	\$ 2,842	\$ 4,529	\$ 14,875	\$ 21,000
Fees & Charges	1,638,699	1,759,950	1,770,035	1,904,135
Transfers In	460,000	460,000	499,990	504,580
<b>Total Current Resources</b>	<b>\$ 2,101,541</b>	<b>\$ 2,224,479</b>	<b>\$ 2,284,900</b>	<b>\$ 2,429,715</b>
Beginning Fund Balance	522,662	892,809	1,639,140	1,360,620
<b>Total Resources</b>	<b>\$ 2,624,203</b>	<b>\$ 3,117,288</b>	<b>\$ 3,924,040</b>	<b>\$ 3,790,335</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ 1,330,184	\$ 1,313,785	\$ 2,345,910	\$ 1,905,160
Transfers Out	401,210	443,524	422,200	442,070
Contingency	-	-	415,215	285,775
Reserves & Unappropriated	892,809	1,359,979	740,715	1,157,330
<b>Total Requirements</b>	<b>\$ 2,624,203</b>	<b>\$ 3,117,288</b>	<b>\$ 3,924,040</b>	<b>\$ 3,790,335</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Intergovernmental	\$ 2,560,691	\$ 3,066,716	\$ 2,736,160	\$ 2,768,755
Investment Earnings	30,827	26,740	25,560	103,260
Fees & Charges	-	627,304	-	-
Other Revenue	1,687	150	-	-
Transfers In	323,340	444,205	351,310	360,200
<b>Total Current Resources</b>	<b>\$ 2,916,545</b>	<b>\$ 4,165,115</b>	<b>\$ 3,113,030</b>	<b>\$ 3,232,215</b>
Beginning Fund Balance	2,869,367	2,864,861	2,813,340	3,382,320
<b>Total Resources</b>	<b>\$ 5,785,912</b>	<b>\$ 7,029,976</b>	<b>\$ 5,926,370</b>	<b>\$ 6,614,535</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 623,108	\$ 644,390	\$ 695,280	\$ 685,450
Materials & Services	808,242	806,113	1,150,425	1,212,565
Capital Outlay	184,021	742,875	506,000	700,000
Transfers Out	1,305,680	1,316,085	1,306,120	1,438,060
Contingency	-	-	548,675	596,200
Reserves & Unappropriated	2,864,861	3,520,513	1,719,870	1,982,260
<b>Total Requirements</b>	<b>\$ 5,785,912</b>	<b>\$ 7,029,976</b>	<b>\$ 5,926,370</b>	<b>\$ 6,614,535</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Investment Earnings	\$ 2,014	\$ 1,631	\$ 2,000	\$ 3,500
Fees & Charges	66,340	75,075	68,000	75,000
Total Current Resources	\$ 68,354	\$ 76,706	\$ 70,000	\$ 78,500
Beginning Fund Balance	187,311	203,207	253,100	260,000
<b>Total Resources</b>	<b>\$ 255,665</b>	<b>\$ 279,913</b>	<b>\$ 323,100</b>	<b>\$ 338,500</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ 18,498	\$ 19,955	\$ 29,400	\$ 29,400
Capital Outlay	-	-	40,000	70,000
Transfers Out	33,960	27,190	34,920	37,360
Contingency	-	-	14,625	15,810
Reserves & Unappropriated	203,207	232,768	204,155	185,930
<b>Total Requirements</b>	<b>\$ 255,665</b>	<b>\$ 279,913</b>	<b>\$ 323,100</b>	<b>\$ 338,500</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Intergovernmental	\$ 1,500	\$ -	\$ -	\$ -
Investment Earnings	489	348	500	1,800
<b>Total Current Resources</b>	<b>\$ 1,989</b>	<b>\$ 348</b>	<b>\$ 500</b>	<b>\$ 1,800</b>
Beginning Fund Balance	50,611	50,100	50,410	50,950
<b>Total Resources</b>	<b>\$ 52,600</b>	<b>\$ 50,448</b>	<b>\$ 50,910</b>	<b>\$ 52,750</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ 2,500	\$ -	\$ 500	\$ 1,000
Reserves & Unappropriated	50,100	50,448	50,410	51,750
<b>Total Requirements</b>	<b>\$ 52,600</b>	<b>\$ 50,448</b>	<b>\$ 50,910</b>	<b>\$ 52,750</b>



<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Investment Earnings	\$ -	\$ 2,461	\$ 3,480	\$ 3,500
Fees & Charges	-	687,875	678,440	678,440
Total Current Resources	\$ -	\$ 690,336	\$ 681,920	\$ 681,940
Beginning Fund Balance	-	-	<b>614,480</b>	<b>350,000</b>
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 690,336</b>	<b>\$ 1,296,400</b>	<b>\$ 1,031,940</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ -	\$ 10,051	\$ 9,600	\$ 9,600
Capital Outlay	-	52,092	1,042,000	945,160
Transfers Out	-	29,360	112,110	77,180
Contingency	-	-	132,690	-
Reserves & Unappropriated	-	598,833	-	-
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ 690,336</b>	<b>\$ 1,296,400</b>	<b>\$ 1,031,940</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Investment Earnings	\$ 116,079	\$ 88,723	\$ 116,075	\$ 420,000
Fees & Charges	704,071	1,887,285	925,000	1,525,000
Total Current Resources	\$ 820,150	\$ 1,976,008	\$ 1,041,075	\$ 1,945,000
Beginning Fund Balance	11,271,889	11,618,607	12,045,720	13,370,970
<b>Total Resources</b>	<b>\$ 12,092,039</b>	<b>\$ 13,594,615</b>	<b>\$ 13,086,795</b>	<b>\$ 15,315,970</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Capital Outlay	\$ 441,632	\$ 832,388	\$ 1,750,000	\$ 4,790,000
Transfers Out	31,800	54,350	110,970	276,310
Contingency	-	-	11,225,825	10,249,660
Reserves & Unappropriated	11,618,607	12,707,877	-	-
<b>Total Requirements</b>	<b>\$ 12,092,039</b>	<b>\$ 13,594,615</b>	<b>\$ 13,086,795</b>	<b>\$ 15,315,970</b>

	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
<b>Resources by Source</b>				
Intergovernmental	\$ -	\$ 3,091,507	\$ 3,091,505	\$ -
Investment Earnings	-	22,839	31,570	100,000
Total Current Resources	\$ -	\$ 3,114,346	\$ 3,123,075	\$ 100,000
Beginning Fund Balance	-	-	<b>3,111,040</b>	<b>5,925,725</b>
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 3,114,346</b>	<b>\$ 6,234,115</b>	<b>\$ 6,025,725</b>

	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
<b>Requirements by Object</b>				
Personal Services	\$ -	\$ -	\$ 400,000	\$ -
Materials & Services	-	-	205,065	205,065
Capital Outlay	-	-	3,000,000	5,000,000
Transfers Out	-	-	29,050	70,330
Contingency	-	-	2,600,000	750,330
Reserves & Unappropriated	-	3,114,346	-	-
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ 3,114,346</b>	<b>\$ 6,234,115</b>	<b>\$ 6,025,725</b>

**Budget Summary****General Obligation Bond Fund**

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Property Taxes	\$ 2,845,912	\$ 3,012,533	\$ 3,022,850	\$ 4,574,010
Intergovernmental	423	358	-	-
Investment Earnings	13,761	10,207	7,650	74,240
<b>Total Current Resources</b>	<b>\$ 2,860,096</b>	<b>\$ 3,023,098</b>	<b>\$ 3,030,500</b>	<b>\$ 4,648,250</b>
Beginning Fund Balance	163,746	142,092	125,000	175,000
<b>Total Resources</b>	<b>\$ 3,023,842</b>	<b>\$ 3,165,190</b>	<b>\$ 3,155,500</b>	<b>\$ 4,823,250</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Debt Service	\$ 2,881,750	\$ 2,984,000	\$ 3,080,500	\$ 4,723,250
Reserves & Unappropriated	142,092	181,190	75,000	100,000
<b>Total Requirements</b>	<b>\$ 3,023,842</b>	<b>\$ 3,165,190</b>	<b>\$ 3,155,500</b>	<b>\$ 4,823,250</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Intergovernmental	\$ 144,886	\$ 100,114	\$ 1,581,005	\$ -
Investment Earnings	1,729	13,819	7,580	8,000
Fees & Charges	32,541	2,555,234	1,079,040	1,790,500
Other Revenue	-	4,836	-	-
Transfers In	197,000	104,451	42,450	-
<b>Total Current Resources</b>	<b>\$ 376,156</b>	<b>\$ 2,778,454</b>	<b>\$ 2,710,075</b>	<b>\$ 1,798,500</b>
Beginning Fund Balance	200,023	61,114	1,516,950	1,024,460
<b>Total Resources</b>	<b>\$ 576,179</b>	<b>\$ 2,839,568</b>	<b>\$ 4,227,025</b>	<b>\$ 2,822,960</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ 7,047	\$ 1,423	\$ 5,000	\$ 4,000
Capital Outlay	428,508	371,217	4,081,855	2,744,510
Transfers Out	79,510	77,050	95,380	74,450
Reserves & Unappropriated	61,114	2,389,878	44,790	-
<b>Total Requirements</b>	<b>\$ 576,179</b>	<b>\$ 2,839,568</b>	<b>\$ 4,227,025</b>	<b>\$ 2,822,960</b>



## Budget Summary

## Parks Project Fund

Resources by Source	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Investment Earnings	\$ -	\$ -	\$ -	\$ 440,995
Total Current Resources	\$ -	\$ -	\$ -	\$ 440,995
Beginning Fund Balance	-	-	-	15,425,000
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,865,995</b>

Requirements by Object	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Personal Services	\$ -	\$ -	\$ -	\$ 126,005
Materials & Services	-	-	-	6,000
Capital Outlay	-	-	-	5,825,250
Transfers Out	-	-	-	124,270
Reserves & Unappropriated	-	-	-	9,784,470
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,865,995</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Investment Earnings	\$ 266,682	\$ 164,747	\$ 40,140	\$ 105,000
Total Current Resources	\$ 266,682	\$ 164,747	\$ 40,140	\$ 105,000
Beginning Fund Balance	<b>20,040,748</b>	16,395,761	8,027,250	3,697,500
<b>Total Resources</b>	<b>\$ 20,307,430</b>	<b>\$ 16,560,508</b>	<b>\$ 8,067,390</b>	<b>\$ 3,802,500</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ 3,460	\$ 2,689	\$ 5,700	\$ 5,700
Capital Outlay	3,822,179	5,971,115	7,686,000	3,306,000
Transfers Out	86,030	358,460	253,830	279,160
Contingency	-	-	121,860	211,640
Reserves & Unappropriated	16,395,761	10,228,244	-	-
<b>Total Requirements</b>	<b>\$ 20,307,430</b>	<b>\$ 16,560,508</b>	<b>\$ 8,067,390</b>	<b>\$ 3,802,500</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Investment Earnings	\$ 36,373	\$ 5,136	\$ 750	\$ 3,850
Other Revenue	4,615,998	100,000	-	-
<b>Total Current Resources</b>	<b>\$ 4,652,371</b>	<b>\$ 105,136</b>	<b>\$ 750</b>	<b>\$ 3,850</b>
Beginning Fund Balance	<b>2,587,896</b>	<b>709,560</b>	659,250	296,150
<b>Total Resources</b>	<b>\$ 7,240,267</b>	<b>\$ 814,696</b>	<b>\$ 660,000</b>	<b>\$ 300,000</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Capital Outlay	\$ 6,487,907	\$ 244,397	\$ 660,000	\$ 300,000
Other Financing Uses	42,800	-	-	-
Reserves & Unappropriated	709,560	570,299	-	-
<b>Total Requirements</b>	<b>\$ 7,240,267</b>	<b>\$ 814,696</b>	<b>\$ 660,000</b>	<b>\$ 300,000</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Charges For Services	\$ 7,558,417	\$ 7,682,391	\$ 7,694,230	\$ 8,390,725
Investment Earnings	76,614	63,813	69,445	350,000
Fees & Charges	19,150	3,210	26,500	26,500
Other Revenue	2,750	4,700	2,200	2,200
Transfers In	17,186	112,478	1,598,000	1,491,800
<b>Total Current Resources</b>	<b>\$ 7,674,117</b>	<b>\$ 7,866,592</b>	<b>\$ 9,390,375</b>	<b>\$ 10,261,225</b>
Beginning Fund Balance	6,749,605	8,129,642	8,352,520	8,625,340
<b>Total Resources</b>	<b><u>\$ 14,423,722</u></b>	<b><u>\$ 15,996,234</u></b>	<b><u>\$ 17,742,895</u></b>	<b><u>\$ 18,886,565</u></b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 830,520	\$ 882,871	\$ 959,055	\$ 1,029,780
Materials & Services	3,439,601	3,171,708	3,978,900	4,546,355
Capital Outlay	62,359	363,383	5,470,000	3,465,560
Transfers Out	1,961,600	1,945,928	1,805,940	1,704,600
Contingency	-	-	1,832,085	1,413,400
Reserves & Unappropriated	8,129,642	9,632,344	3,696,915	6,726,870
<b>Total Requirements</b>	<b><u>\$ 14,423,722</u></b>	<b><u>\$ 15,996,234</u></b>	<b><u>\$ 17,742,895</u></b>	<b><u>\$ 18,886,565</u></b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Investment Earnings	\$ 12,988	\$ 10,555	\$ 7,050	\$ 50,000
Fees & Charges	48,835	301,430	250,000	350,000
<b>Total Current Resources</b>	<b>\$ 61,823</b>	<b>\$ 311,985</b>	<b>\$ 257,050</b>	<b>\$ 400,000</b>
Beginning Fund Balance	1,314,478	1,326,070	1,410,010	1,201,810
<b>Total Resources</b>	<b>\$ 1,376,301</b>	<b>\$ 1,638,055</b>	<b>\$ 1,667,060</b>	<b>\$ 1,601,810</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Transfers Out	\$ 50,231	\$ 125,568	\$ 1,614,250	\$ 1,543,380
Contingency	-	-	52,810	560
Reserves & Unappropriated	1,326,070	1,512,487	-	57,870
<b>Total Requirements</b>	<b>\$ 1,376,301</b>	<b>\$ 1,638,055</b>	<b>\$ 1,667,060</b>	<b>\$ 1,601,810</b>



<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Intergovernmental	\$ -	\$ -	\$ 1,126,700	\$ 3,085,000
Charges For Services	8,680,437	9,601,073	9,697,125	2,554,345
Investment Earnings	24,805	17,258	24,160	105,000
Other Revenue	65,547	745,757	-	-
Transfers In	164,240	186,040	231,100	192,030
<b>Total Current Resources</b>	<b>\$ 8,935,029</b>	<b>\$ 10,550,128</b>	<b>\$ 11,079,085</b>	<b>\$ 5,936,375</b>
Beginning Fund Balance	2,706,660	2,710,103	1,897,700	2,875,900
<b>Total Resources</b>	<b><u>\$ 11,641,689</u></b>	<b><u>\$ 13,260,231</u></b>	<b><u>\$ 12,976,785</u></b>	<b><u>\$ 8,812,275</u></b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 449,676	\$ 489,686	\$ 542,860	\$ 581,920
Materials & Services	7,114,205	7,811,933	7,954,660	572,875
Capital Outlay	62,490	716,635	1,480,000	3,350,000
Transfers Out	1,305,215	1,341,147	1,241,225	1,043,870
Contingency	-	-	1,637,345	690,035
Reserves & Unappropriated	2,710,103	2,900,830	120,695	2,573,575
<b>Total Requirements</b>	<b><u>\$ 11,641,689</u></b>	<b><u>\$ 13,260,231</u></b>	<b><u>\$ 12,976,785</u></b>	<b><u>\$ 8,812,275</u></b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Intergovernmental	\$ -	\$ 76,840	\$ -	\$ -
Investment Earnings	36,745	26,884	33,620	129,500
Fees & Charges	99,064	1,881,947	600,000	24,000
<b>Total Current Resources</b>	<b>\$ 135,809</b>	<b>\$ 1,985,671</b>	<b>\$ 633,620</b>	<b>\$ 153,500</b>
Beginning Fund Balance	3,748,628	3,637,219	3,386,300	3,510,800
<b>Total Resources</b>	<b><u>\$ 3,884,437</u></b>	<b><u>\$ 5,622,890</u></b>	<b><u>\$ 4,019,920</u></b>	<b><u>\$ 3,664,300</u></b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ 81,251	\$ 1,775,735	\$ 576,000	\$ -
Capital Outlay	104,507	108,205	-	-
Transfers Out	61,460	57,070	72,830	16,250
Contingency	-	-	3,371,090	-
Reserves & Unappropriated	3,637,219	3,681,880	-	3,648,050
<b>Total Requirements</b>	<b><u>\$ 3,884,437</u></b>	<b><u>\$ 5,622,890</u></b>	<b><u>\$ 4,019,920</u></b>	<b><u>\$ 3,664,300</u></b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Charges For Services	\$ 3,454,755	\$ 3,676,669	\$ 3,769,410	\$ 2,902,880
Investment Earnings	51,612	45,805	70,610	244,980
Fees & Charges	-	291,654	-	-
Other Revenue	14,395	25,940	-	-
<b>Total Current Resources</b>	<b>\$ 3,520,762</b>	<b>\$ 4,040,068</b>	<b>\$ 3,840,020</b>	<b>\$ 3,147,860</b>
Beginning Fund Balance	4,664,292	5,823,809	6,724,685	6,384,060
<b>Total Resources</b>	<b>\$ 8,185,054</b>	<b>\$ 9,863,877</b>	<b>\$ 10,564,705</b>	<b>\$ 9,531,920</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ 1,368,835	\$ 1,432,712	\$ 1,750,030	\$ 914,455
Capital Outlay	-	328,462	1,245,000	1,110,000
Transfers Out	992,410	1,023,505	1,044,260	1,064,470
Contingency	-	-	605,895	463,340
Reserves & Unappropriated	5,823,809	7,079,198	5,919,520	5,979,655
<b>Total Requirements</b>	<b>\$ 8,185,054</b>	<b>\$ 9,863,877</b>	<b>\$ 10,564,705</b>	<b>\$ 9,531,920</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Investment Earnings	\$ 5,303	\$ 3,521	\$ 4,440	\$ 15,750
Fees & Charges	-	-	10,000	10,000
<b>Total Current Resources</b>	<b>\$ 5,303</b>	<b>\$ 3,521</b>	<b>\$ 14,440</b>	<b>\$ 25,750</b>
Beginning Fund Balance	554,586	522,786	529,790	561,790
<b>Total Resources</b>	<b>\$ 559,889</b>	<b>\$ 526,307</b>	<b>\$ 544,230</b>	<b>\$ 587,540</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Capital Outlay	\$ 5,558	\$ 9,691	\$ 160,000	\$ 200,000
Transfers Out	31,545	15,610	24,000	39,930
Contingency	-	-	360,230	347,610
Reserves & Unappropriated	522,786	501,006	-	-
<b>Total Requirements</b>	<b>\$ 559,889</b>	<b>\$ 526,307</b>	<b>\$ 544,230</b>	<b>\$ 587,540</b>

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Investment Earnings	\$ 2,908	\$ 3,614	\$ 2,625	\$ 15,420
Transfers In	1,026,465	990,940	868,575	865,060
Total Current Resources	\$ 1,029,373	\$ 994,554	\$ 871,200	\$ 880,480
Beginning Fund Balance	518,595	554,634	524,885	440,500
<b>Total Resources</b>	<b>\$ 1,547,968</b>	<b>\$ 1,549,188</b>	<b>\$ 1,396,085</b>	<b>\$ 1,320,980</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ 495	\$ 495	\$ 495	\$ 495
Debt Service	992,839	990,940	993,570	990,055
Reserves & Unappropriated	554,634	557,753	402,020	330,430
<b>Total Requirements</b>	<b>\$ 1,547,968</b>	<b>\$ 1,549,188</b>	<b>\$ 1,396,085</b>	<b>\$ 1,320,980</b>



<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Charges For Services	\$ 392,890	\$ 333,070	\$ 857,960	\$ 814,555
Investment Earnings	5,694	6,721	8,990	8,990
Total Current Resources	\$ 398,584	\$ 339,791	\$ 866,950	\$ 823,545
Beginning Fund Balance	<b>332,363</b>	<b>730,947</b>	730,000	1,852,700
<b>Total Resources</b>	<b>\$ 730,947</b>	<b>\$ 1,070,738</b>	<b>\$ 1,596,950</b>	<b>\$ 2,676,245</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Capital Outlay	\$ -	\$ -	\$ 245,000	\$ 1,043,500
Reserves & Unappropriated	730,947	1,070,738	1,351,950	1,632,745
<b>Total Requirements</b>	<b>\$ 730,947</b>	<b>\$ 1,070,738</b>	<b>\$ 1,596,950</b>	<b>\$ 2,676,245</b>

**Revenue by Source****All Funds**

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Property Taxes	\$ 13,778,555	\$ 14,442,705	\$ 14,665,205	\$ 16,957,110
Franchise Fees	2,619,480	2,703,505	2,490,000	2,705,000
Licenses And Permits	734,165	1,014,798	859,925	1,178,320
Intergovernmental	7,974,124	10,476,141	13,898,835	11,128,675
Charges For Services	20,484,292	21,872,239	22,655,375	15,409,655
Fines And Forfeitures	1,149,982	1,113,265	1,331,000	976,000
Investment Earnings	836,783	639,026	616,140	2,849,960
Fees & Charges	2,677,087	10,210,218	5,542,765	6,516,925
Other Revenue	4,987,239	1,161,379	160,955	187,045
Transfers In	7,199,601	7,662,104	8,973,755	8,969,360
Total Current Resources	\$ 62,441,308	\$ 71,295,380	\$ 71,193,955	\$ 66,878,050
Beginning Fund Balance	72,159,442	71,012,661	69,826,615	85,959,535
<b>Total Resources</b>	<b>\$ 134,600,750</b>	<b>\$ 142,308,041</b>	<b>\$ 141,020,570</b>	<b>\$ 152,837,585</b>

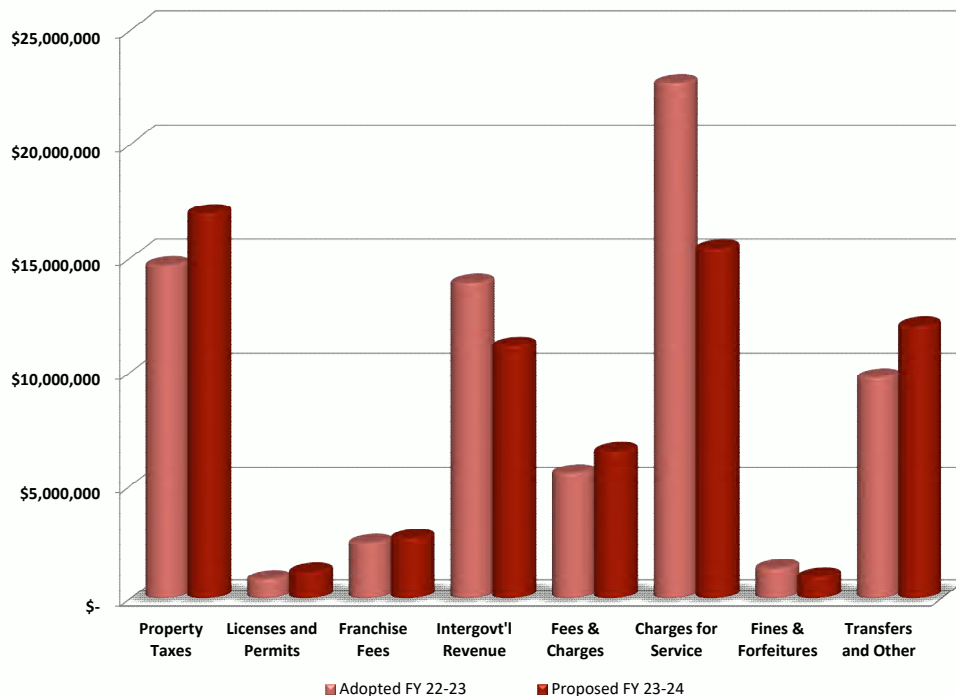
For fiscal year 2023/2024, we are once again seeing overall stability in our revenue streams. While the total revenues across all funds are decreasing 6.06%, this is largely due to one-time revenues received in fiscal year 2022/2023. We are also changing the method of reporting pass through revenues for sewer and stormwater rates that are set by our regional sewer and stormwater partners, Clean Water Services. A large majority of on-going revenues are remaining stable.

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.

Over the last number of years, our assessed value has experienced continued growth in the City, increasing property tax revenue. With the disconnection between market value and assessed value,

the assessed value growth factor built into Measure 50 and continued development in the past year, we have typically experienced at least a 4% growth in assessed value. Property tax collections did not see a significant drop, though more property owners took advantage of the opportunity to pay in three installments, impacting cash flow, but not overall property tax revenues. Even though some development projects that were put on hold are beginning again, we are projecting a conservative 4.0 % AV growth for FY 2023/2024.

**Licenses, Permits and Fees** are for building and development fees, business and rental licenses, as well as franchises and right-of-way fees from utility companies for use of the City’s public right-of-way. Other fees that the City charges are also recorded in the Licenses, Permits and Fees category. During FY 2022/2023, development has increased over previous years and this is expected to continue, particularly with the Autumn Sunrise subdivision beginning construction in late FY 2022/2023. Non-development revenues in this category are remaining stable across the board, with increases in road utility fees, based upon the indexing used for rates increases coming in at 6.01%.



## Revenue

**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 local marijuana tax revenues for sales by dispensaries in City limits. The Tualatin Public Library is a member of the Washington County Cooperative Library System, as well as the Clackamas County Library District. The City's allocation from these county library systems are included in this category. Other revenues included in this category are from intergovernmental agreements with the Tigard/Tualatin School District for police officers assigned as School Resource Officers, and the City's police services contract with the neighboring City of Durham. The City's share of a county-wide Transient Lodging Tax (TLT), and revenue from the City's own Transient Lodging Tax, are also included in this category. State and Federal grants are recorded here and largely account for the nearly 20% decrease in revenues for fiscal year 2023/2024, primarily due to the last tranche of American Rescue Plan revenues being received in fiscal year FY 2022/2023, as well as a grant for a trail along the Tualatin River Greenway.

**Charges for Service**, primarily for water, sewer and stormwater utility charges, is the second largest

single category in the City's revenue budget, making up almost one-quarter of all revenues. Even with water rates and the City's portion of sewer and stormwater rates increasing, this category is seeing a large one-time decrease of 32%. This decrease is due to a change in how the regional share of sewer and stormwater rates are recorded. Previously, the City recorded these pass-through payments as revenue in the utility funds, with a corresponding expense line for the payment sent to Clean Water Services (CWS). Since the regional rates are set by CWS, with no ability for the City to change the rate, we will now be recording the customer payments in a liability account and will no longer be recording them as revenues.

**Fines and Forfeitures** are primarily for Municipal Court Fines. This category will be experiencing a decrease in FY 2023/2024, due to construction adjacent to and through an intersection enforced with red light photo causing the system to be inoperable during much of the fiscal year.

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



Volunteers

## 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;



**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

- 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.

guidelines for determining project eligibility for bonded debt.

After Ballot Measure 50 was adopted, the Oregon Legislature adopted enabling laws and the state established each jurisdiction’s permanent property tax rate. No action of the city may increase the permanent rate. The only way a city may increase its property tax collections is to request additional funds through a local option levy for either general or specific purposes. The legislation also provided

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

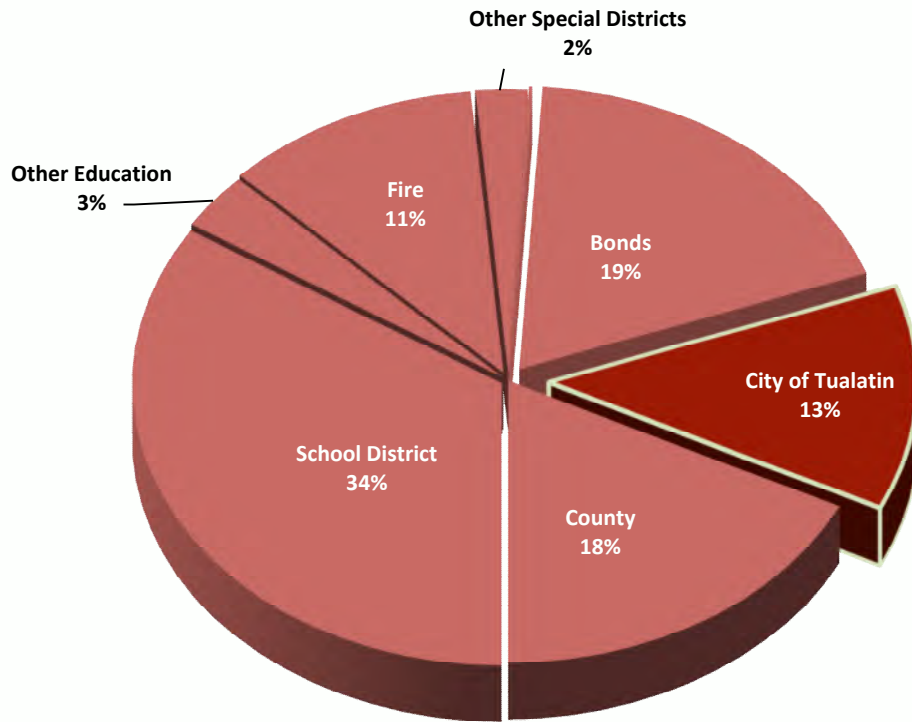
Part of Ballot Measure 5 legislation allows cities to distinguish between taxes and fees. This is important because how a fee or tax is classified determines whether it is inside or outside the \$10.00 tax rate limit. The council may adopt an ordinance or resolution that classifies whether or not a tax,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

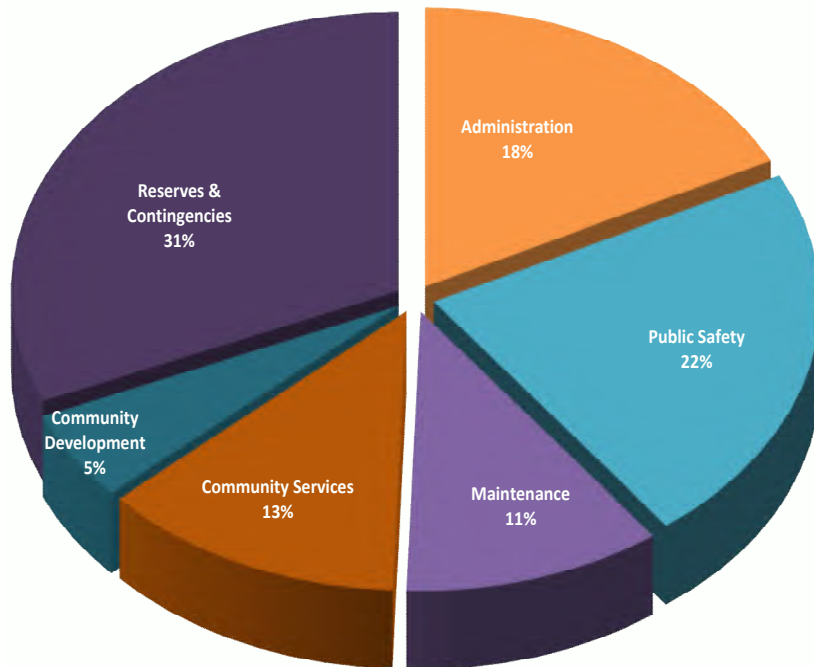
### Summary

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. On average, a Tualatin resident pays \$17.36 per \$1,000 of assessed value. Therefore, a homeowner with an assessed value of \$265,000 pays property tax of \$4,600 annually. Of this amount, the City of Tualatin receives approximately 13%, or \$600. 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
- American Rescue Plan Fund

Community Development

- General Fund
- Building Fund

Culture and Recreation

- General Fund
- Tualatin Scholarship Fund
- Parks Utility Fund
- Park Development Fund
- Parks Project 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

Maintenance Services - General Fund

Core Area Parking District Fund

Tualatin City Services Building Fund

General Obligation Bond Fund

Enterprise Bond Fund



<b>Account Description</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Beginning Fund Balance	\$ 11,549,023	\$ 13,290,433	\$ 14,434,865	\$ 14,535,600
<b>BEGINNING FUND BALANCE</b>	<b>11,549,023</b>	<b>13,290,433</b>	<b>14,434,865</b>	<b>14,535,600</b>
Property Taxes - Current Year	10,827,680	11,317,063	11,539,855	12,280,600
Property Taxes - Prior Year	97,887	106,364	90,000	90,000
Interest on Taxes - WashCo	4,918	1,346	10,000	10,000
Interest on Taxes - ClackCo	2,158	5,399	2,500	2,500
<b>PROPERTY TAXES</b>	<b>10,932,643</b>	<b>11,430,172</b>	<b>11,642,355</b>	<b>12,383,100</b>
Franchise Fees	1,769,293	1,966,642	1,840,000	1,955,000
Right of Way Fees	850,187	736,863	650,000	750,000
<b>FRANCHISE FEES</b>	<b>2,619,480</b>	<b>2,703,505</b>	<b>2,490,000</b>	<b>2,705,000</b>
Alarm Fees	60,484	62,996	40,000	40,000
Business License Fee	138,744	134,836	130,000	130,000
Metro Business License	1,440	6,142	8,000	8,000
Rental License	40,030	36,750	40,000	35,000
Signs	13,440	10,080	15,000	15,000
Public Works Permit Fees	60,453	93,183	60,000	70,000
Misc Planning License/Permits	628	528	-	-
Permits - Erosion Control	12,918	22,196	10,000	20,000
Fees - Erosion Control	5,925	11,250	15,000	11,000
<b>LICENSES AND PERMITS</b>	<b>334,062</b>	<b>377,961</b>	<b>318,000</b>	<b>329,000</b>
Grants - DUII Grant	-	-	5,000	6,000
Grants - Other Grant Revenue	37,136	68,050	47,500	45,855
Grants - Seat Belt Grant	9,793	12,973	12,000	12,000
Tualatin School Dist (SRO)	-	83,963	81,550	82,850
Grants - Misc Grants	4,492	4,482	14,500	10,500
Grants - Other Grant Revenue	97,940	-	-	-
Cigarette Tax	26,096	22,627	20,935	20,380
Marijuana Tax	85,795	53,420	34,890	157,680
OLCC per Capita	529,484	517,931	510,755	544,600
OLCC Formula Shared Rev	449,720	438,764	434,585	456,315
Grants - PCN Operations Grant	197,609	99,374	-	10,000
Motel Taxes	349,338	583,902	420,000	600,000
Library Revenue-WashCo	1,734,031	1,786,052	1,839,630	1,858,025
Library Revenue-ClackCo	108,001	109,060	112,760	116,615
MSTIP Revenues	-	152,528	300,000	300,000

<b>Account Description</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Other Grants - State Grant	-	-	1,055,900	888,250
Other Grants - Federal	1,359,422	41,697	313,920	-
Equitable Sharing - Federal	-	4,757	-	-
Payments in Lieu of Prop Taxes	1,621	1,355	1,650	1,650
Durham Police	143,518	159,671	157,890	164,200
Police Services	132,628	-	-	-
<b>INTERGOVERNMENTAL</b>	<b>5,266,624</b>	<b>4,140,606</b>	<b>5,363,465</b>	<b>5,274,920</b>
Architectural Review	19,795	24,720	20,000	20,000
Other Land Use Appl Fees	19,507	19,421	15,000	15,000
Lien Search Fees	16,491	16,145	16,000	16,000
Passport Execution Fee	35	-	-	-
Fingerprint Fees	-	-	9,000	-
GREAT Program	-	9,940	5,000	5,000
Rec User Fees - Community	50,805	114,267	84,250	91,750
Recreation Program Fees - JPC	5,488	16,931	39,000	39,000
Library Program User Fees	-	-	1,000	1,000
Fleet Services	5,016	9,689	5,000	5,000
<b>CHARGES FOR SERVICES</b>	<b>117,137</b>	<b>211,113</b>	<b>194,250</b>	<b>192,750</b>
Municipal Court Fines	1,088,900	1,066,336	1,295,000	940,000
Other Court Fines	29,462	35,393	25,000	25,000
Other Restitution	27,119	6,657	5,000	5,000
Library Fines, Cards, Books	4,501	4,879	6,000	6,000
<b>FINES AND FORFEITURES</b>	<b>1,149,982</b>	<b>1,113,265</b>	<b>1,331,000</b>	<b>976,000</b>
Interest on Investments	132,311	110,702	138,140	603,175
<b>INVESTMENT EARNINGS</b>	<b>132,311</b>	<b>110,702</b>	<b>138,140</b>	<b>603,175</b>
Liquor License Fee	3,695	3,125	3,500	3,500
Maps, Codebooks, Copies	651	448	450	450
Police Reports & Photos	6,914	6,226	6,900	6,900
Vehicle Impound Fee	4,300	4,025	4,500	4,500
Picnic Shelter Fees	12,230	18,675	12,700	12,700
Ball Field Fees	3,377	13,518	15,000	15,000
Juanita Pohl Ctr Use Fees	(485)	9,480	48,200	48,200
Heritage Center	-	-	5,900	5,900
Concession Fee	25,343	15,535	10,000	10,000
Street Tree Fees	6,700	40,485	22,500	12,500

<b>Account Description</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Community Room Rental	-	267	750	1,500
<b>FEES &amp; CHARGES</b>	<b>62,725</b>	<b>111,784</b>	<b>130,400</b>	<b>121,150</b>
Rental Income - Cell Tower	51,930	33,784	64,695	66,885
Rental Income - T-Mobile	28,451	34,059	-	-
Donations - Other Library	12,322	16,035	27,000	25,000
Donations - Community Services	4,792	3,977	1,000	1,000
Donations - Concerts-Commons	3,000	4,000	5,000	5,000
Donations - Other Spons Prog	900	7,800	10,000	15,000
Donations - Donations Assorted	6,755	6,170	5,860	5,860
Insurance Proceeds	81,926	74,157	-	-
Other Misc Income	69,167	76,305	45,000	65,000
Cash Over/Short	(10)	-	-	-
<b>MISCELLANEOUS</b>	<b>259,233</b>	<b>256,287</b>	<b>158,555</b>	<b>183,745</b>
Transfer In - Building Fund	518,350	422,550	450,060	472,720
Transfer In - Road Utility	135,410	167,880	169,120	177,610
Transfer In - Road Operating	746,240	778,310	728,320	855,700
Transfer In - Core Area Pkg	33,960	27,190	34,920	37,360
Transfer In - Parks Utility Fund	-	29,360	69,660	77,180
Transfer In - TDT	12,110	35,600	84,720	250,060
Transfer In - American Rescue Plan Fund	-	-	29,050	70,330
Transfer In - Park Development	79,510	77,050	95,380	74,450
Transfer In - Park Improvement	-	-	-	124,270
Transfer In - Transportation	86,030	214,420	253,830	279,160
Transfer In - Water Fund	1,317,900	1,325,850	1,308,370	1,210,420
Transfer In - Sewer Fund	1,192,810	1,250,430	1,150,450	953,150
Transfer In - Stormwater Fund	664,710	719,070	696,240	707,050
Transfer In - Water Devel Fund	5,480	11,070	-	35,330
Transfer In - Sewer Dev Fund	41,770	38,320	5,580	-
Transfer In - Stormwater Dev	19,730	4,360	7,750	23,680
Transfer In - TDC Admin Fund	-	187,530	223,880	-
Transfer In - Leveton Projects	78,600	-	-	132,220
<b>TRANSFERS IN</b>	<b>4,932,610</b>	<b>5,288,990</b>	<b>5,307,330</b>	<b>5,480,690</b>
Sale of Capital Assets	26,829	22,409	-	-
<b>OTHER FINANCING SOURCES</b>	<b>26,829</b>	<b>22,409</b>	<b>-</b>	<b>-</b>
<b>GENERAL FUND</b>	<b>\$ 37,382,659</b>	<b>\$ 39,057,227</b>	<b>\$ 41,508,360</b>	<b>\$ 42,785,130</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 2,126,959	\$ 1,348,907	\$ 980,180	\$ 652,340
<b>BEGINNING FUND BALANCE</b>	<b>2,126,959</b>	<b>1,348,907</b>	<b>980,180</b>	<b>652,340</b>
Permits - Structural	237,535	371,319	330,750	570,000
Permits - Plumbing	39,503	83,848	66,150	111,770
Permits - Mechanical	120,653	179,673	143,325	165,700
Permits - Manufactured Homes	1,092	182	200	200
Permits - Signs, Excav, Demo	1,320	1,815	1,500	1,650
<b>LICENSES AND PERMITS</b>	<b>400,103</b>	<b>636,837</b>	<b>541,925</b>	<b>849,320</b>
Fees - Structural	144,127	168,141	210,000	313,000
Fees - Plumbing	3,986	20,685	11,000	20,000
Fees - Mechanical	61,727	100,973	110,000	110,000
Fees - Fire & Safety	70,171	77,284	110,000	110,000
Fees - Miscellaneous	645	840	1,400	1,400
<b>CHARGES FOR SERVICES</b>	<b>280,656</b>	<b>367,923</b>	<b>442,400</b>	<b>554,400</b>
Interest on Investments	17,007	8,973	6,880	42,000
<b>INVESTMENT EARNINGS</b>	<b>17,007</b>	<b>8,973</b>	<b>6,880</b>	<b>42,000</b>
Admin Fee - Metro	4,115	5,183	2,100	2,100
Admin Fee - School Dist	1,547	22,287	3,150	10,000
Maps, Codebooks, Copies	-	-	100	100
<b>FEES &amp; CHARGES</b>	<b>5,662</b>	<b>27,470</b>	<b>5,350</b>	<b>12,200</b>
Other Misc Income	800	1,300	200	1,100
<b>MISCELLANEOUS</b>	<b>800</b>	<b>1,300</b>	<b>200</b>	<b>1,100</b>
Transfer In - TDT	19,690	18,750	26,250	26,250
Transfer In - Water Devel Fund	27,565	26,250	16,250	16,250
Transfer In - Sewer Dev Fund	19,690	18,750	16,250	16,250
Transfer In - Stormwater Dev	11,815	11,250	16,250	16,250
<b>TRANSFERS IN</b>	<b>78,760</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>BUILDING FUND</b>	<b>\$ 2,909,947</b>	<b>\$ 2,466,410</b>	<b>\$ 2,051,935</b>	<b>\$ 2,186,360</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 522,662	\$ 892,809	\$ 1,639,140	\$ 1,360,620
<b>BEGINNING FUND BALANCE</b>	<b>522,662</b>	<b>892,809</b>	<b>1,639,140</b>	<b>1,360,620</b>
Interest on Investments	2,842	4,529	14,875	21,000
<b>INVESTMENT EARNINGS</b>	<b>2,842</b>	<b>4,529</b>	<b>14,875</b>	<b>21,000</b>
Utility Fee Revenue	1,146,143	1,211,067	1,237,530	1,328,965
Tigard Rd Utility Fees	9,413	10,253	10,815	11,140
Sidewalk/Tree Program	483,143	538,630	521,690	564,030
<b>FEES &amp; CHARGES</b>	<b>1,638,699</b>	<b>1,759,950</b>	<b>1,770,035</b>	<b>1,904,135</b>
Transfer In - Road Operating	460,000	460,000	499,990	504,580
<b>TRANSFERS IN</b>	<b>460,000</b>	<b>460,000</b>	<b>499,990</b>	<b>504,580</b>
<b>ROAD UTILITY FUND</b>	<b>\$ 2,624,203</b>	<b>\$ 3,117,288</b>	<b>\$ 3,924,040</b>	<b>\$ 3,790,335</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 2,869,367	\$ 2,864,861	\$ 2,813,340	\$ 3,382,320
<b>BEGINNING FUND BALANCE</b>	<b>2,869,367</b>	<b>2,864,861</b>	<b>2,813,340</b>	<b>3,382,320</b>
Grants - Other Grant Revenue	53,394	301,883	-	-
State Gas Tax	1,954,543	2,200,349	2,146,330	2,173,435
Washington County Gas Tax	71,242	78,544	89,840	90,740
Vehicle License Fee - WashCo	421,949	421,178	438,140	437,335
Vehicle License Fee - ClackCo	59,563	64,762	61,850	67,245
<b>INTERGOVERNMENTAL</b>	<b>2,560,691</b>	<b>3,066,716</b>	<b>2,736,160</b>	<b>2,768,755</b>
Interest on Investments	30,827	26,740	25,560	103,260
<b>INVESTMENT EARNINGS</b>	<b>30,827</b>	<b>26,740</b>	<b>25,560</b>	<b>103,260</b>
Fee in Lieu - Improvements	-	627,304	-	-
<b>FEES &amp; CHARGES</b>	<b>-</b>	<b>627,304</b>	<b>-</b>	<b>-</b>
Other Misc Income	1,687	150	-	-
<b>MISCELLANEOUS</b>	<b>1,687</b>	<b>150</b>	<b>-</b>	<b>-</b>
Transfer In - Road Utility	259,320	269,175	246,600	257,990
Transfer In - Transportation	-	107,700	-	-
Transfer In - Stormwater Fund	64,020	67,330	104,710	102,210
<b>TRANSFERS IN</b>	<b>323,340</b>	<b>444,205</b>	<b>351,310</b>	<b>360,200</b>
<b>ROAD OPERATING FUND</b>	<b>\$ 5,785,912</b>	<b>\$ 7,029,976</b>	<b>\$ 5,926,370</b>	<b>\$ 6,614,535</b>



# Revenue

# Core Area Parking District Fund

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 187,311	\$ 203,207	\$ 207,600	\$ 214,500
Reserve for Lot Construction	-	-	45,500	45,500
<b>BEGINNING FUND BALANCE</b>	<b>187,311</b>	<b>203,207</b>	<b>253,100</b>	<b>260,000</b>
Interest on Investments	2,014	1,631	2,000	3,500
<b>INVESTMENT EARNINGS</b>	<b>2,014</b>	<b>1,631</b>	<b>2,000</b>	<b>3,500</b>
Core Area Parking - Current	66,340	75,075	68,000	75,000
<b>FEES &amp; CHARGES</b>	<b>66,340</b>	<b>75,075</b>	<b>68,000</b>	<b>75,000</b>
<b>CORE AREA PARKING DISTRICT FUND</b>	<b>\$ 255,665</b>	<b>\$ 279,913</b>	<b>\$ 323,100</b>	<b>\$ 338,500</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 50,611	\$ 50,100	\$ 50,410	\$ 50,950
<b>BEGINNING FUND BALANCE</b>	<b>50,611</b>	<b>50,100</b>	<b>50,410</b>	<b>50,950</b>
Grants - Misc Grants	1,500	-	-	-
<b>INTERGOVERNMENTAL</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	489	348	500	1,800
<b>INVESTMENT EARNINGS</b>	<b>489</b>	<b>348</b>	<b>500</b>	<b>1,800</b>
<b>TUALATIN SCHOLARSHIP FUND</b>	<b>\$ 52,600</b>	<b>\$ 50,448</b>	<b>\$ 50,910</b>	<b>\$ 52,750</b>

**Revenue****Parks Utility Fund**

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ -	\$ -	\$ 614,480	\$ 350,000
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>614,480</b>	<b>350,000</b>
Interest on Investments	-	2,461	3,480	3,500
<b>INVESTMENT EARNINGS</b>	<b>-</b>	<b>2,461</b>	<b>3,480</b>	<b>3,500</b>
Utility Fee Revenue	-	687,875	678,440	678,440
<b>FEES &amp; CHARGES</b>	<b>-</b>	<b>687,875</b>	<b>678,440</b>	<b>678,440</b>
<b>PARKS UTILITY FUND</b>	<b>\$ -</b>	<b>\$ 690,336</b>	<b>\$ 1,296,400</b>	<b>\$ 1,031,940</b>

# Revenue

# Transportation Development Tax Fund

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 11,271,889	\$ 11,618,607	\$ 12,045,720	\$ 13,370,970
<b>BEGINNING FUND BALANCE</b>	<b>11,271,889</b>	<b>11,618,607</b>	<b>12,045,720</b>	<b>13,370,970</b>
Interest on Investments	116,079	88,723	116,075	420,000
<b>INVESTMENT EARNINGS</b>	<b>116,079</b>	<b>88,723</b>	<b>116,075</b>	<b>420,000</b>
System Fees -Washington County	704,071	1,887,285	900,000	1,500,000
System Fees - Clackamas County	-	-	25,000	25,000
<b>FEES &amp; CHARGES</b>	<b>704,071</b>	<b>1,887,285</b>	<b>925,000</b>	<b>1,525,000</b>
<b>TRANSPORTATION DEVELOPMENT TAX FUND</b>	<b>\$ 12,092,039</b>	<b>\$ 13,594,615</b>	<b>\$ 13,086,795</b>	<b>\$ 15,315,970</b>

**Revenue****American Rescue Plan Fund**

<b>Account Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Beginning Fund Balance	\$ -	\$ -	\$ 3,111,040	\$ 5,925,725
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>3,111,040</b>	<b>5,925,725</b>
Other Grants - Federal	-	3,091,507	3,091,505	-
<b>INTERGOVERNMENTAL</b>	<b>-</b>	<b>3,091,507</b>	<b>3,091,505</b>	<b>-</b>
Interest on Investments	-	22,839	31,570	100,000
<b>INVESTMENT EARNINGS</b>	<b>-</b>	<b>22,839</b>	<b>31,570</b>	<b>100,000</b>
<b>AMERICAN RESCUE PLAN FUND</b>	<b>\$ -</b>	<b>\$ 3,114,346</b>	<b>\$ 6,234,115</b>	<b>\$ 6,025,725</b>

# Revenue

# General Obligation Bond Fund

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 163,746	\$ 142,092	\$ 125,000	\$ 175,000
<b>BEGINNING FUND BALANCE</b>	<b>163,746</b>	<b>142,092</b>	<b>125,000</b>	<b>175,000</b>
Property Taxes - Current Year	2,820,542	2,982,704	3,002,850	4,554,010
Property Taxes - Prior Year	23,648	28,112	20,000	20,000
Interest on Taxes - WashCo	1,285	1,267	-	-
Interest on Taxes - ClackCo	437	450	-	-
<b>PROPERTY TAXES</b>	<b>2,845,912</b>	<b>3,012,533</b>	<b>3,022,850</b>	<b>4,574,010</b>
Payments in Lieu of Prop Taxes	423	358	-	-
<b>INTERGOVERNMENTAL</b>	<b>423</b>	<b>358</b>	<b>-</b>	<b>-</b>
Interest on Investments	13,761	10,207	7,650	74,240
<b>INVESTMENT EARNINGS</b>	<b>13,761</b>	<b>10,207</b>	<b>7,650</b>	<b>74,240</b>
<b>GENERAL OBLIGATION BOND FUND</b>	<b>\$ 3,023,842</b>	<b>\$ 3,165,190</b>	<b>\$ 3,155,500</b>	<b>\$ 4,823,250</b>



# Revenue

# Park Development Fund

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 200,023	\$ 61,114	\$ 1,516,950	\$ 1,024,460
<b>BEGINNING FUND BALANCE</b>	<b>200,023</b>	<b>61,114</b>	<b>1,516,950</b>	<b>1,024,460</b>
Other Grants - State Grant	144,886	100,114	-	-
<b>INTERGOVERNMENTAL</b>	<b>144,886</b>	<b>100,114</b>	<b>-</b>	<b>-</b>
Interest on Investments	1,729	13,819	7,580	8,000
<b>INVESTMENT EARNINGS</b>	<b>1,729</b>	<b>13,819</b>	<b>7,580</b>	<b>8,000</b>
Parks - SDC's	32,541	2,555,234	1,079,040	1,790,500
<b>FEES &amp; CHARGES</b>	<b>32,541</b>	<b>2,555,234</b>	<b>1,079,040</b>	<b>1,790,500</b>
Other Misc Income	-	4,836	-	-
<b>MISCELLANEOUS</b>	<b>-</b>	<b>4,836</b>	<b>-</b>	<b>-</b>
Transfer In - General Fund	197,000	104,451	-	-
Transfer In - Parks Utility Fund	-	-	42,450	-
<b>TRANSFERS IN</b>	<b>197,000</b>	<b>104,451</b>	<b>42,450</b>	<b>-</b>
<b>PARK DEVELOPMENT FUND</b>	<b>\$ 576,179</b>	<b>\$ 2,839,568</b>	<b>\$ 2,646,020</b>	<b>\$ 2,822,960</b>

## Revenue

## Parks Project Fund

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 15,425,000
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,425,000</b>
Interest on Investments	-	-	-	440,995
<b>INVESTMENT EARNINGS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>440,995</b>
<b>PARKS PROJECT FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,865,995</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 20,040,748	\$ 16,395,761	\$ 8,027,250	\$ 3,697,500
<b>BEGINNING FUND BALANCE</b>	<b>20,040,748</b>	<b>16,395,761</b>	<b>8,027,250</b>	<b>3,697,500</b>
Interest on Investments	266,682	164,747	40,140	105,000
<b>INVESTMENT EARNINGS</b>	<b>266,682</b>	<b>164,747</b>	<b>40,140</b>	<b>105,000</b>
<b>TRANSPORTATION PROJECT FUND</b>	<b>\$ 20,307,430</b>	<b>\$ 16,560,508</b>	<b>\$ 8,067,390</b>	<b>\$ 3,802,500</b>

# Revenue

# Tualatin City Services Building Fund

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 2,587,896	\$ 709,560	\$ 659,250	\$ 296,150
<b>BEGINNING FUND BALANCE</b>	<b>2,587,896</b>	<b>709,560</b>	<b>659,250</b>	<b>296,150</b>
Interest on Investments	36,373	5,136	750	3,850
<b>INVESTMENT EARNINGS</b>	<b>36,373</b>	<b>5,136</b>	<b>750</b>	<b>3,850</b>
Other Misc Income	2,448	-	-	-
Donations - Miscellaneous	13,550	100,000	-	-
<b>MISCELLANEOUS</b>	<b>15,998</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
Debt Issuance	4,600,000	-	-	-
<b>OTHER FINANCING SOURCES</b>	<b>4,600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TUALATIN CITY SERVICES BUILDING FUND</b>	<b>\$ 7,240,267</b>	<b>\$ 814,696</b>	<b>\$ 660,000</b>	<b>\$ 300,000</b>

# Revenue

# Water Operating Fund

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 6,749,605	\$ 8,129,642	\$ 8,352,520	\$ 8,625,340
<b>BEGINNING FUND BALANCE</b>	<b>6,749,605</b>	<b>8,129,642</b>	<b>8,352,520</b>	<b>8,625,340</b>
Water Service Charge	374,025	390,081	401,320	456,120
Usage Charge	6,411,118	6,480,405	6,523,920	7,015,815
Fire Service	173,449	186,078	140,000	214,440
Bulk Water Revenue	325	-	-	-
Installation	1,490	1,080	1,000	1,000
Water Facility Charge	598,010	624,747	627,990	703,350
<b>CHARGES FOR SERVICES</b>	<b>7,558,417</b>	<b>7,682,391</b>	<b>7,694,230</b>	<b>8,390,725</b>
Interest on Investments	76,614	63,813	69,445	350,000
<b>INVESTMENT EARNINGS</b>	<b>76,614</b>	<b>63,813</b>	<b>69,445</b>	<b>350,000</b>
Temporary Water Service	19,120	3,210	4,000	4,000
Reconnect Fee	30	-	2,500	2,500
Carry Chrg - Late Payments	-	-	20,000	20,000
<b>FEES &amp; CHARGES</b>	<b>19,150</b>	<b>3,210</b>	<b>26,500</b>	<b>26,500</b>
Other Misc Income	2,750	4,700	2,200	2,200
<b>MISCELLANEOUS</b>	<b>2,750</b>	<b>4,700</b>	<b>2,200</b>	<b>2,200</b>
Transfer In - Transportation	-	24,230	-	-
Transfer In - Water Devel Fund	17,186	88,248	1,598,000	1,491,800
<b>TRANSFERS IN</b>	<b>17,186</b>	<b>112,478</b>	<b>1,598,000</b>	<b>1,491,800</b>
<b>WATER OPERATING FUND</b>	<b>\$ 14,423,722</b>	<b>\$ 15,996,234</b>	<b>\$ 17,742,895</b>	<b>\$ 18,886,565</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 1,314,478	\$ 1,326,070	\$ 1,410,010	\$ 1,201,810
<b>BEGINNING FUND BALANCE</b>	<b>1,314,478</b>	<b>1,326,070</b>	<b>1,410,010</b>	<b>1,201,810</b>
Interest on Investments	12,988	10,555	7,050	50,000
<b>INVESTMENT EARNINGS</b>	<b>12,988</b>	<b>10,555</b>	<b>7,050</b>	<b>50,000</b>
System Development Charge	48,835	301,430	250,000	350,000
<b>FEES &amp; CHARGES</b>	<b>48,835</b>	<b>301,430</b>	<b>250,000</b>	<b>350,000</b>
<b>WATER DEVELOPMENT FUND</b>	<b>\$ 1,376,301</b>	<b>\$ 1,638,055</b>	<b>\$ 1,667,060</b>	<b>\$ 1,601,810</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 2,706,660	\$ 2,710,103	\$ 1,897,700	\$ 2,875,900
<b>BEGINNING FUND BALANCE</b>	<b>2,706,660</b>	<b>2,710,103</b>	<b>1,897,700</b>	<b>2,875,900</b>
Reimbursement from CWS	-	-	1,126,700	3,085,000
<b>INTERGOVERNMENTAL</b>	<b>-</b>	<b>-</b>	<b>1,126,700</b>	<b>3,085,000</b>
User Charge - CWS Base	4,704,888	5,188,896	5,112,160	-
User Charge - CWS Usage	1,810,731	1,905,431	1,965,230	-
User Charge - COT Base	1,223,535	1,477,077	1,533,390	1,671,395
User Charge - COT Usage	484,315	557,975	615,390	670,775
User Charge - LO CWS Base	176,842	185,996	173,700	-
User Charge - LO CWS Usage	70,655	67,087	90,430	-
User Charge - LO COT Base	45,989	53,233	53,990	58,850
User Charge - LO COT Usage	18,898	19,703	28,050	30,575
User Charge - Tigard Base	6,395	7,703	5,690	-
User Charge - Tigard Usage	3,816	2,917	6,480	-
User Charge - Tigard COT Usage	-	-	1,495	1,630
Sewer Inspection	-	-	1,120	1,120
Industrial Discharge	134,373	135,055	110,000	120,000
<b>CHARGES FOR SERVICES</b>	<b>8,680,437</b>	<b>9,601,073</b>	<b>9,697,125</b>	<b>2,554,345</b>
Interest on Investments	24,805	17,258	24,160	105,000
<b>INVESTMENT EARNINGS</b>	<b>24,805</b>	<b>17,258</b>	<b>24,160</b>	<b>105,000</b>
Other Misc Income	65,547	745,757	-	-
<b>MISCELLANEOUS</b>	<b>65,547</b>	<b>745,757</b>	<b>-</b>	<b>-</b>
Transfer In - Transportation	-	12,110	-	-
Transfer In - Stormwater Fund	164,240	173,930	180,100	192,030
Transfer In - Sewer Dev Fund	-	-	51,000	-
<b>TRANSFERS IN</b>	<b>164,240</b>	<b>186,040</b>	<b>231,100</b>	<b>192,030</b>
<b>SEWER OPERATING FUND</b>	<b>\$ 11,641,689</b>	<b>\$ 13,260,231</b>	<b>\$ 12,976,785</b>	<b>\$ 8,812,275</b>



Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 3,748,628	\$ 3,637,219	\$ 3,386,300	\$ 3,510,800
<b>BEGINNING FUND BALANCE</b>	<b>3,748,628</b>	<b>3,637,219</b>	<b>3,386,300</b>	<b>3,510,800</b>
Reimbursement from CWS	-	76,840	-	-
<b>INTERGOVERNMENTAL</b>	<b>-</b>	<b>76,840</b>	<b>-</b>	<b>-</b>
Interest on Investments	36,745	26,884	33,620	129,500
<b>INVESTMENT EARNINGS</b>	<b>36,745</b>	<b>26,884</b>	<b>33,620</b>	<b>129,500</b>
System Development Charge	99,064	1,881,947	600,000	24,000
<b>FEES &amp; CHARGES</b>	<b>99,064</b>	<b>1,881,947</b>	<b>600,000</b>	<b>24,000</b>
<b>SEWER DEVELOPMENT FUND</b>	<b>\$ 3,884,437</b>	<b>\$ 5,622,890</b>	<b>\$ 4,019,920</b>	<b>\$ 3,664,300</b>

# Revenue

# Stormwater Operating Fund

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 4,664,292	\$ 5,823,809	\$ 6,724,685	\$ 6,384,060
<b>BEGINNING FUND BALANCE</b>	<b>4,664,292</b>	<b>5,823,809</b>	<b>6,724,685</b>	<b>6,384,060</b>
User Charge - CWS Regional	754,212	809,877	829,920	-
User Charge - COT Local	2,598,461	2,758,568	2,826,720	2,811,120
User Charge - Lake Oswego CWS	19,793	20,793	21,630	-
User Charge - Lake Oswego COT	67,949	70,595	73,630	74,250
User Charge - Tigard COT	14,340	16,836	17,510	17,510
<b>CHARGES FOR SERVICES</b>	<b>3,454,755</b>	<b>3,676,669</b>	<b>3,769,410</b>	<b>2,902,880</b>
Interest on Investments	51,612	45,805	70,610	244,980
<b>INVESTMENT EARNINGS</b>	<b>51,612</b>	<b>45,805</b>	<b>70,610</b>	<b>244,980</b>
Fee in Lieu - Improvements	-	291,654	-	-
<b>FEES &amp; CHARGES</b>	<b>-</b>	<b>291,654</b>	<b>-</b>	<b>-</b>
Other Misc Income	14,395	25,940	-	-
<b>MISCELLANEOUS</b>	<b>14,395</b>	<b>25,940</b>	<b>-</b>	<b>-</b>
<b>STORMWATER OPERATING FUND</b>	<b>\$ 8,185,054</b>	<b>\$ 9,863,877</b>	<b>\$ 10,564,705</b>	<b>\$ 9,531,920</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 554,586	\$ 522,786	\$ 529,790	\$ 561,790
<b>BEGINNING FUND BALANCE</b>	<b>554,586</b>	<b>522,786</b>	<b>529,790</b>	<b>561,790</b>
Interest on Investments	5,303	3,521	4,440	15,750
<b>INVESTMENT EARNINGS</b>	<b>5,303</b>	<b>3,521</b>	<b>4,440</b>	<b>15,750</b>
Stormwater Quantity Fees	-	-	5,000	5,000
Stormwater Quality Fees	-	-	5,000	5,000
<b>FEES &amp; CHARGES</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>
<b>STORMWATER DEVELOPMENT FUND</b>	<b>\$ 559,889</b>	<b>\$ 526,307</b>	<b>\$ 544,230</b>	<b>\$ 587,540</b>

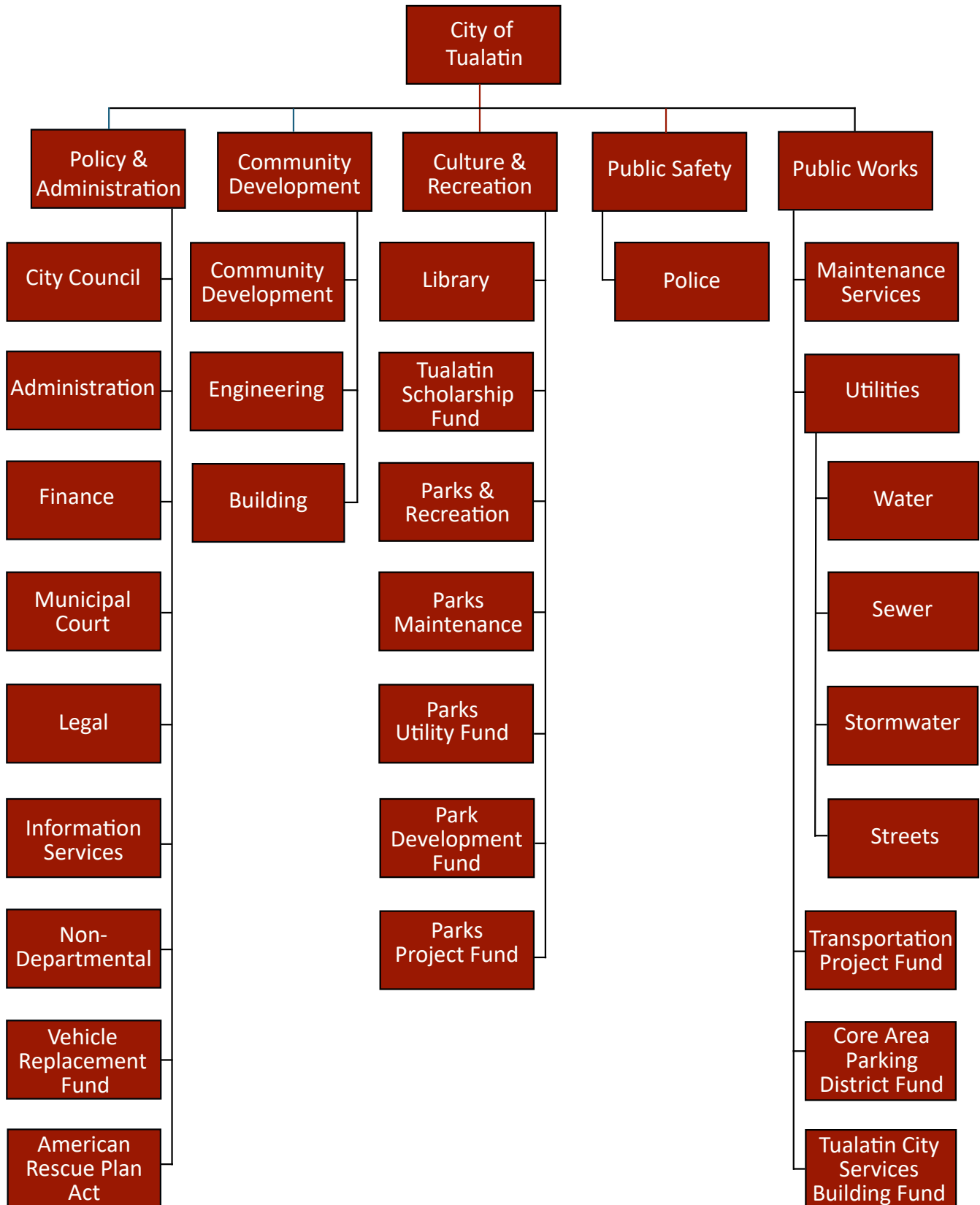
Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 518,595	\$ 554,634	\$ 524,885	\$ 440,500
<b>BEGINNING FUND BALANCE</b>	<b>518,595</b>	<b>554,634</b>	<b>524,885</b>	<b>440,500</b>
Interest on Investments	2,908	3,614	2,625	15,420
<b>INVESTMENT EARNINGS</b>	<b>2,908</b>	<b>3,614</b>	<b>2,625</b>	<b>15,420</b>
Transfer In - Road Utility	6,480	6,469	6,480	6,470
Transfer In - Road Operating	99,440	77,775	77,810	77,780
Transfer In - General Fund	-	59,948	59,950	59,950
Transfer In - Building Fund	65,000	72,778	72,780	72,780
Transfer In - Water Fund	643,700	620,078	497,570	494,180
Transfer In - Sewer Fund	112,405	90,717	90,775	90,720
Transfer In - Stormwater Fund	99,440	63,175	63,210	63,180
<b>TRANSFERS IN</b>	<b>1,026,465</b>	<b>990,940</b>	<b>868,575</b>	<b>865,060</b>
<b>ENTERPRISE BOND FUND</b>	<b>\$ 1,547,968</b>	<b>\$ 1,549,188</b>	<b>\$ 1,396,085</b>	<b>\$ 1,320,980</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 332,363	\$ 730,947	\$ 730,000	\$ 1,852,700
<b>BEGINNING FUND BALANCE</b>	<b>332,363</b>	<b>730,947</b>	<b>730,000</b>	<b>1,852,700</b>
Vehicle Replacement Charge	392,890	333,070	857,960	814,555
<b>CHARGES FOR SERVICES</b>	<b>392,890</b>	<b>333,070</b>	<b>857,960</b>	<b>814,555</b>
Interest on Investments	5,694	6,721	8,990	8,990
<b>INVESTMENT EARNINGS</b>	<b>5,694</b>	<b>6,721</b>	<b>8,990</b>	<b>8,990</b>
<b>VEHICLE REPLACEMENT FUND</b>	<b>\$ 730,947</b>	<b>\$ 1,070,738</b>	<b>\$ 1,596,950</b>	<b>\$ 2,676,245</b>



**City of Tualatin**

**Proposed  
2023/2024 Budget**







**City of Tualatin**

**Proposed  
2023/2024 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



## Vehicle Replacement



## Non-Departmental

## American Rescue Plan





<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 4,160,165	\$ 4,381,390	\$ 5,337,900	\$ 5,299,990
Materials & Services	2,699,675	1,876,400	2,468,665	2,368,475
Capital Outlay	319,965	242,765	3,245,000	6,043,500
Transfers Out	197,000	164,399	89,000	130,280
Contingency	-	-	6,875,200	5,146,890
Reserves & Unappropriated	14,021,380	18,776,567	10,083,745	10,710,910
<b>Total Requirements</b>	<b>\$ 21,398,185</b>	<b>\$ 25,441,521</b>	<b>\$ 28,099,510</b>	<b>\$ 29,700,045</b>

**City Council**

**Value Statement**

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

**Council Meetings**

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

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/councilcommittees-and-boards>.



*City Council - Tualatin Moving Forward Bus Tour*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Benefits-Employee Benefits	\$ 2,800	\$ 2,400	\$ -	\$ -
Benefits-FICA	401	183	-	-
Benefits-Insurance	34,476	39,282	42,270	40,275
Benefits-Council Technology	2,439	-	3,250	-
<b>PERSONAL SERVICES</b>	<b>40,116</b>	<b>41,865</b>	<b>45,520</b>	<b>40,275</b>
Office Supplies	788	-	750	750
Printing & Postage	827	364	100	100
Recording Fees	303	730	500	500
Council Discounts	1,680	1,680	1,680	1,680
CIO Grant Program	1,673	1,611	10,500	10,500
Consultants	20,731	2,332	12,000	12,000
Community Engagement	7,806	15,581	12,100	13,500
Conf & Meetings - Mayor	-	1,182	15,000	15,000
Conf & Meetings - Council	1,064	25	10,000	10,000
Membership Dues	1,437	2,534	3,850	3,850
Administrative Expense	3,769	3,563	15,000	16,100
<b>MATERIAL &amp; SERVICES</b>	<b>40,078</b>	<b>29,602</b>	<b>81,480</b>	<b>83,980</b>
<b>CITY COUNCIL</b>	<b>\$ 80,194</b>	<b>\$ 71,467</b>	<b>\$ 127,000</b>	<b>\$ 124,255</b>

**Administration Department**

The Administration Department is composed of two divisions: City Manager's Office and Human Resources. The City Manager's Office handles the general administration of the City, oversees day-to-day operations, and executes the policies and objectives of the City Council. This Office is responsible for overseeing citywide communications and marketing activities, community engagement efforts, maintaining all official city records, monitoring the terms and attendance of all boards and committees of the City, and coordinating municipal elections. The City Manager's Office also provides support to the Mayor and City Council, and coordinates a variety of other programs, projects and community-wide initiatives including support for Tualatin's Community Involvement Organizations (CIOs) and the Tualatin Inclusion, Diversity, Equity, and Access (IDEA) Advisory Committee.

The Human Resources Division coordinates services and programs to assist all City departments in recruiting and maintaining a qualified and 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, and is responsible for labor relations and contract administration for two employee associations. The division ensures legal compliance on employment issues. This division also oversees the City's vibrant Volunteer Services Program, which offers a multitude of volunteer opportunities that greatly benefit the community.

**Highlights of FY 2022/2023**

- Successfully negotiated an updated collective bargaining agreement with the Tualatin Police Officers Association (TPOA) and reopened the American Federation of State, County, and Municipal Employees (AFSCME) bargaining agreement.
- Convened an internal Diversity, Equity, and Inclusion (DEI) committee, created a strategic plan, and appointed a Chief Equity and Inclusion Officer.
- Facilitated the Equity Committee Planning Group, leading to their recommendation to create the Tualatin Inclusion, Diversity, Equity, and Access (IDEA) Advisory Committee.
- Administered the 2023 Tualatin Community Survey, the fifth survey of its kind since 2010.
- Redesigned the Tualatin Today E-Newsletter to include current design and technology specifications.
- Successfully supported the 2022 General Election in November.
- Volunteer Services returned to full programming with more engagement per volunteer than prior to the pandemic.



**Goals for FY 2023/2024**

- Negotiate an updated collective bargaining agreement with the American Federation of State, County, and Municipal Employees (AFSCME).
- Launch a new organization-wide training platform.
- Engage youth, families, and adults in volunteer programs and support advisory committees.
- Develop a legislative agenda.
- Support the City Council to advocate for issues of community-wide concern that impact the state, region, and local community.
- Proactively communicate to the community about issues of concern through existing platforms and explore new methods for sharing information and engaging the community.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Number of hours served by volunteers	10,576	9,520	10,000	10,000
Percentage of vacancies on City committees that receive more than one applicant	88.0%	72.0%	100.0%	80.0%
Percentage of survey respondents that report the quality of services provided by the City as excellent or good	N/A	N/A	N/A	N/A
Percentage of subscribers that Open Tualatin Today monthly e-newsletter	31.0%	36.0%	35.0%	45.0%



*Equity Committee Planning Group*



Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 839,952	\$ 925,518	\$ 985,315	\$ 1,039,365
Salaries and Wages-Part Time	46,998	48,126	54,810	58,710
Salaries and Wages-Temporary	5,893	6,308	10,385	10,485
Salaries and Wages-Overtime	5,476	5,651	3,500	5,500
Benefits-Employee Benefits	7,916	15,886	11,035	12,585
Benefits-FICA	64,770	72,165	79,625	84,095
Benefits-Pension	223,464	267,198	280,985	311,840
Benefits-Insurance	192,464	188,168	182,490	196,630
Benefits-Vacation Buy Back	6,734	6,910	6,500	6,500
Benefits-Comp Time Buy Back	146	-	-	-
<b>PERSONAL SERVICES</b>	<b>1,393,813</b>	<b>1,535,930</b>	<b>1,614,645</b>	<b>1,725,710</b>
Office Supplies	1,536	4,907	7,850	7,000
Printing & Postage	808	200	800	800
Uniforms & Safety Equipment	-	-	250	250
Cell Phones	1,508	1,508	1,610	1,620
Office Equipment & Furniture	256	1,122	2,000	1,000
Computer Equip & Software	6,299	988	910	400
Consultants	6,795	3,335	7,700	10,300
Legal	8,132	43,361	27,000	27,000
Conferences & Meetings	4,603	11,178	17,000	17,000
Membership Dues	4,635	4,446	4,695	4,675
Publication, Rpt, Ref Matl	99	99	100	100
Staff Training	484	128	1,100	2,200
Administrative Expense	2,240	4,020	3,050	4,500
R&M - Equipment	1,268	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>38,663</b>	<b>75,292</b>	<b>74,065</b>	<b>76,845</b>
<b>ADMINISTRATION</b>	<b>\$ 1,432,476</b>	<b>\$ 1,611,222</b>	<b>\$ 1,688,710</b>	<b>\$ 1,802,555</b>
<b>Full-time Equivalents</b>	<b>9.75</b>	<b>10.75</b>	<b>10.75</b>	<b>10.75</b>

**Finance Department**

The Finance Department is responsible for the finance and accounting functions for the City, including the Tualatin Development Commission (TDC). Areas of responsibility include accounting, financial reporting, payroll, utility billing and collection, business, liquor 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. 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, investments and debt. The department oversees the external independent annual audit for both the City and the TDC, including the preparation of the Annual Comprehensive Financial Report and Popular Annual Financial Report.

**Highlights of FY 2022/2023**

- Recognized as a Triple Crown Winner for receiving the Distinguished Budget Presentation Award for the 2022-2023 budget document, the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2020-2021 Annual Comprehensive Financial Report, and Award for Outstanding Achievement in Popular Annual Financial Reporting for the fiscal year 2020-2021 from the Government Finance Officers Association.
- Implemented the State's new payroll tax for the Paid Family and Medical Leave Insurance program.
- Successfully transitioned to a new vendor for the City's purchasing card program, taking advantage of additional features and an improved rebate structure.
- Established the Core Opportunity and Reinvestment Area.
- Continued work with City Council and regional partners to determine spending strategy of the City's American Rescue Plan Act (ARPA) allocation.
- Assisted Community Development in implementing Questica Budget Capital Module to automate the Capital Improvement Plan.
- Worked with Parks and Recreation on the sale of \$15M in general obligation bonds for financing capital costs for trails, natural areas, sports fields, parks and river access projects.

**Goals for FY 2023/2024**

- Continue to submit Annual Comprehensive Financial Report, Budget Document, and Popular Annual Financial Report in a timely manner to the Government Finance Officer's Association for acknowledgement.
- Automate the Annual Comprehensive Financial Report preparation with Caseware software.
- Successfully transition audit services to a new auditing firm for the Fiscal Year 2023 audit.
- Update the City's Grant Administration Policy
- Assist other departments in implementing council vision and goals.
- Work with local and regional partners to develop additional programs and funding opportunities for workforce development.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Percentage of payments made within 30 days of invoice date	91	90	90	90
Number of utility billing adjustments per 1,000 customer accounts	21	16	< 10	< 10
Average number of working days to issue monthly financial reports	11	21	<=10	<=10



*GFOA Awards - Triple Crown Winner*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 709,025	\$ 757,293	\$ 788,435	\$ 823,230
Salaries and Wages-Overtime	693	326	500	500
Benefits-Employee Benefits	8,342	13,619	10,350	10,060
Benefits-FICA	53,306	56,887	59,215	61,685
Benefits-Pension	168,834	199,885	206,145	225,950
Benefits-Insurance	138,250	117,301	139,055	160,245
Benefits-Vacation Buy Back	5,701	11,219	-	-
Benefits-Comp Time Buy Back	-	336	-	-
Benefits-Paid Leave OR Tax	-	-	-	3,295
<b>PERSONAL SERVICES</b>	<b>1,084,151</b>	<b>1,156,866</b>	<b>1,203,700</b>	<b>1,284,965</b>
Office Supplies	3,347	368	-	-
Printing & Postage	7,126	7,675	11,500	10,000
Cell Phones	343	-	-	540
Office Equipment & Furniture	96	1,423	500	500
Computer Equip & Software	-	12,410	-	-
Audit	43,755	49,044	46,875	54,730
Consultants	14,960	-	3,000	3,000
Conferences & Meetings	638	1,826	9,770	16,270
Membership Dues	5,267	5,128	6,165	5,820
Publication, Rpt, Ref Matl	428	-	500	500
Staff Training	1,430	95	1,550	1,550
Administrative Expense	852	545	2,000	1,000
Economic Development Expense	-	-	20,000	-
Advertising - Informational	-	-	10,000	-
Advertising - Legis/Judicial	413	618	600	600
Advertising - Recruitment	-	532	-	-
R&M - Equipment	393	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>79,048</b>	<b>79,664</b>	<b>112,460</b>	<b>94,510</b>
<b>FINANCE</b>	<b>\$ 1,163,199</b>	<b>\$ 1,236,530</b>	<b>\$ 1,316,160</b>	<b>\$ 1,379,475</b>
<b>Full-time Equivalents</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</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, Advanced Public Safety, ReportBeam-Electronic Incident Reporting System). The Court is also responsible for maintaining accurate citation files, as well as tracking and collecting unpaid fines.

**Highlights of FY 2022/2023**

- Successfully processed approximately 7,500 citations; efficiently holding hearings on a weekly schedule.
- Responded to legislative mandates impacting defendants.
- Brought back in-person court hearings; allowing phone hearings when needed to accommodate those who request it.

**Goals for FY 2023/2024**

- The Tualatin Municipal Court will promote compliance with laws and regulations by processing citations and violations equitably and timely.
- Continue to explore customer service options with the goal of maximizing convenience for every court customer.
- Follow and keep the City knowledgeable on current legislative issues related to State's Municipal Courts.
- Maintain high level of service above what is required by law.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Percentage of suspended drivers license holders reinstated within 24 hours.	100.0%	100.0%	100.0%	100.0%
Percentage of phone messages responded to within 24 hours.	100.0%	100.0%	100.0%	100.0%



*Court Proceedings*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 235,230	\$ 238,593	\$ 269,920	\$ 284,440
Salaries and Wages-Temporary	21,769	24,609	22,410	26,000
Salaries and Wages-Overtime	-	-	500	500
Benefits-Employee Benefits	1,423	3,970	1,940	1,995
Benefits-FICA	18,684	19,337	21,700	23,055
Benefits-Pension	56,063	64,455	74,650	82,220
Benefits-Insurance	64,832	73,852	84,120	86,940
Benefits-Paid Leave OR Tax	-	-	-	1,245
<b>PERSONAL SERVICES</b>	<b>398,001</b>	<b>424,816</b>	<b>475,240</b>	<b>506,395</b>
Office Supplies	2,095	240	-	-
Printing & Postage	6,217	6,536	5,900	4,600
Office Equipment & Furniture	-	2,182	500	500
Computer Equip & Software	-	60	-	-
Court Costs	5,415	6,975	6,000	9,000
Conferences & Meetings	-	1,767	3,500	3,500
Membership Dues	300	500	500	500
Staff Training	1,053	638	400	400
Administrative Expense	399	120	400	400
Advertising - Recruitment	-	717	-	-
R&M - Equipment	143	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>15,622</b>	<b>19,735</b>	<b>17,200</b>	<b>18,900</b>
<b>MUNICIPAL COURT</b>	<b>\$ 413,623</b>	<b>\$ 444,551</b>	<b>\$ 492,440</b>	<b>\$ 525,295</b>
<b>Full-time Equivalents</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

**Legal Department**

The Legal Services Department provides legal advice and representation to the City of Tualatin and the Tualatin Development Commission in the areas of general municipal law, land use, public contracting, labor and employment, real estate transactions, and municipal finance. The 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, reviews the City's procurement of goods and services, codifies the Municipal and Development Codes, and advises the Municipal Court.

**Highlights of FY 2022/2023**

- Assisted in the preparation of several ordinances, including an ordinance regarding nonprofit corporation low-income housing tax exemptions and an ordinance approving the Core Opportunity and Reinvestment Area Plan.
- Reviewed and provided advice on proposed easement documents, including an easement with Portland General Electric that will permit the City to install electric vehicle charging stations at the City Services Center building.
- Provide timely and accurate legal advice on a variety of legal issues and City policies. Drafted resolutions and negotiated real estate transactions (such as the acquisition of property near Basalt Creek, which will enable the City to accomplish its goals relating to an Intergovernmental Agreement with Metro as part of the 2019 Parks and Nature Bond) and contracts, including intergovernmental agreements (including an agreement with the Tigard-Tualatin School District), right-of-way acquisitions, easements, and development agreements.
- Hired a Contracts & Procurement Analyst, a new position focused on providing internal customer service in procurement matters and ensuring compliance with the public contracting code.

**Goals for FY 2023/2024**

- Provide legal advice and support to City Council, Departments, and City staff.
- Continue to negotiate contracts, real estate transactions, intergovernmental agreements, and other legal documents.
- Provide training to Departments and City staff on legal topics and issues.
- Centralize procurement/contract processes to ensure citywide compliance and consistency.
- Creation of a Purchasing Manual to facilitate understanding of public contracting rules.

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 164,161	\$ 123,198	\$ 288,465	\$ 315,725
Benefits-Employee Benefits	6,054	4,427	9,105	9,255
Benefits-FICA	11,764	10,178	21,635	23,530
Benefits-Pension	54,012	45,318	75,375	86,605
Benefits-Insurance	31,408	12,970	53,385	73,980
Benefits-Vacation Buy Back	4,013	22,085	-	-
Benefits-Paid Leave OR Tax	-	-	-	1,265
<b>PERSONAL SERVICES</b>	<b>271,412</b>	<b>218,176</b>	<b>447,965</b>	<b>510,360</b>
Office Supplies	-	26	-	-
Printing & Postage	67	2	500	250
Office Equipment & Furniture	-	-	1,000	1,000
Computer Equip & Software	-	-	500	500
Consultants	7,786	51,078	15,300	12,000
Court Costs	-	-	1,000	500
Conferences & Meetings	540	580	8,100	5,650
Membership Dues	1,397	625	1,910	1,440
Staff Training	-	227	200	1,000
Publication, Rpt, Ref Matl	5,954	5,688	6,835	7,500
Administrative Expense	-	43	200	300
Advertising - Recruitment	-	3,606	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>15,744</b>	<b>61,875</b>	<b>35,545</b>	<b>30,140</b>
<b>LEGAL</b>	<b>\$ 287,156</b>	<b>\$ 280,051</b>	<b>\$ 483,510</b>	<b>\$ 540,500</b>
<b>Full-time Equivalent</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>



**Information Services Department**

Information Services (IS) provides support for all technical hardware and software used in City departments and ensures that the City's data is secure, protected, and available. Technology supported by IS includes 300+ computers, 40+ servers, 200+ mobile devices, fiber network connections between buildings, free public wireless access in City buildings, and over 300 software applications. IS also provides Geographical Information Systems [GIS] support for mapping services used by most City 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 access and checkout devices connected to the Washington County Cooperative Library Services network. The City of Tualatin also participates with other municipalities in several consortiums of proximate County and City agencies sharing information, data, security, and networking infrastructure.

**Highlights of FY 2022/2023**

- Upgraded and replaced the battery backup systems across the city's network/server infrastructure.
- Migrated several applications and services to a hybrid or fully cloud-based operational model.
- Instituted a security monitoring program for Tualatin in collaboration with Oregon State University's department of cybersecurity.
- Rebuilt and replaced Library back-end hardware/software that allows consistent and secure public access to technology and the internet.
- Continued to improve the City's cybersecurity through successful security trainings, implementation of tools, and ongoing staff assessments and education.
- Installed additional security appliances across the network to identify, protect, and mitigate possible attacks.



**Goals for FY 2023/2024**

- Continue to train and test staff about their responsibility to protect the City's internet, email, and digital information security.
- Continue to support the wide variety of staff technology required for successful hybrid work.
- Continue to migrate City data to new off-site, cloud-based, long term storage location, providing future versatility and redundancy.
- Continue to implement and improve technological security measures to defend against the changing threat landscape.
- Continue to find ways to provide technology to the workforce that is secure, efficient, and cost-effective.
- Continue to support the shifting technical needs of City staff as well as providing appropriate access for the Citizens of Tualatin.

Performance Measures	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
Average help desk tickets initial response time	1 h 23 m	53 m	< 2 hrs	< 2 hrs
Average help desk tickets resolution time	7 h 25 m	5 h 5 m	< 24 hrs	< 24 hrs
Average Phishing email click rate percentage	3.2%	2.9%	< 15.0%	< 15.0%



Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 519,258	\$ 546,576	\$ 568,905	\$ 605,530
Salaries and Wages-Overtime	1,444	2,524	1,000	1,500
Salaries and Wages-On-Call	3,160	-	-	-
Benefits-Employee Benefits	6,234	9,848	7,865	8,165
Benefits-FICA	40,401	41,575	42,520	45,305
Benefits-WC Insurance & Tax	-	-	-	3
Benefits-Pension	135,028	152,582	155,540	173,240
Benefits-Insurance	127,409	128,909	129,650	134,695
Benefits-TriMet Excise Tax	-	-	-	32
Benefits-Vacation Buy Back	5,621	5,767	-	-
Benefits-Comp Time Buy Back	10,264	-	-	-
<b>PERSONAL SERVICES</b>	<b>848,819</b>	<b>887,781</b>	<b>905,480</b>	<b>968,470</b>
Office Supplies	419	88	-	-
Printing & Postage	626	2,699	2,900	2,900
Photographic Supplies	-	5,007	5,900	5,900
Energy Supplies	856	847	750	750
Uniforms & Safety Equipment	255	1,148	750	750
Medical & Other Testing	-	36	-	-
Cell Phones	2,127	2,981	2,570	2,730
Network/Online	48,962	36,160	39,300	35,450
Office Equipment & Furniture	388	251	100	-
Computer Equip & Software	21,515	29,001	91,220	47,000
Personal Computer/Laptop	54,537	38,866	60,400	20,400
Consultants	-	8,105	1,500	16,500
Conferences & Meetings	537	4,568	6,500	6,500
Membership Dues	200	-	200	200
Staff Training	4,870	5,805	13,500	13,500
Staff/Dept Recognition	258	43	-	-
Administrative Expense	-	95	600	600
Advertising - Recruitment	47	-	-	-
Equipment Rental	29,205	30,618	32,000	37,000
R&M - Equipment	324	15,167	23,000	23,000
R&M - Computers	366,402	388,976	391,095	429,400
<b>MATERIAL &amp; SERVICES</b>	<b>531,528</b>	<b>570,461</b>	<b>672,285</b>	<b>642,580</b>
Equipment & Furnishings	319,965	242,765	-	-
<b>CAPITAL OUTLAY</b>	<b>319,965</b>	<b>242,765</b>	<b>-</b>	<b>-</b>

<b>Account Description</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
<b>INFORMATION SERVICES</b>	<b><u>\$ 1,700,312</u></b>	<b><u>\$ 1,701,007</u></b>	<b><u>\$ 1,577,765</u></b>	<b><u>\$ 1,611,050</u></b>
<b>Full-time Equivalents</b>	<b><u>6.00</u></b>	<b><u>6.00</u></b>	<b><u>6.00</u></b>	<b><u>6.00</u></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, citywide memberships in regional and state-wide organizations, as well as payments to outside agencies. General Fund contingency and reserves, and the fund’s unappropriated fund balance (to be used to fund future expenditures), are also recorded in non-departmental.



*City of Tualatin Library and City Offices*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Benefits-WC Insurance & Tax	\$ 298,958	\$ 124,564	\$ 122,550	\$ 128,165
Benefits-Unemployment	34,147	930	20,000	20,000
Benefits-TriMet Excise Tax	-	-	100,775	106,710
Social Security Admin	-	331	-	-
Other Benefit Costs	2,043	1,898	2,025	2,025
Benefits-WC Contra	(211,295)	(11,767)	-	-
<b>PERSONAL SERVICES</b>	<b>123,853</b>	<b>115,956</b>	<b>245,350</b>	<b>256,900</b>
Office Supplies	619	59	-	-
Printing & Postage	13,346	8,723	11,065	17,000
Safety/Risk Mgmt Program	14,726	14,543	15,400	17,250
Telephone Service	68,754	68,441	69,200	70,200
Office Equipment & Furniture	109	112	-	-
Chamber	6,154	10,245	9,400	10,300
Donations - Outside Agency	40,000	40,000	40,000	40,000
Economic Stabilization Grants	1,106,715	-	-	-
Volunteer Programs	7,698	11,437	15,700	16,000
Consultants	104,327	243,635	405,000	335,000
Community Engagement	-	1,101	86,695	51,445
Insurance	313,454	356,908	432,275	483,475
Tri-Met Employee Tax	100,415	112,839	-	-
Insurance Deductible	7,101	18,465	20,000	20,000
Membership Dues	54,161	55,698	58,480	61,285
Staff Training	10,301	25,725	20,000	20,000
Staff/Dept Recognition	8,984	9,743	12,000	12,750
Administrative Expense	1,964	70	-	1,000
Advertising - Informational	4,225	3,070	3,000	4,000
Advertising - Recruitment	975	-	-	-
Advertising - City Newsletter	-	5,714	-	-
Advertising - Promotional	26,831	10,669	32,150	16,650
Election Costs	-	643	-	-
Merchant Discount Fees	23,403	25,505	24,000	24,000
Bank Fees	9,466	13,216	12,000	12,000
Equipment Rental	4,582	3,210	4,200	4,100
Seneca Building Lease	50,682	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>1,978,992</b>	<b>1,039,771</b>	<b>1,270,565</b>	<b>1,216,455</b>

<b>Account Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Transfer Out - Park Develop	197,000	104,451	-	-
Transfers Out -Enterprise Bond	-	59,948	59,950	59,950
<b>TRANSFERS OUT</b>	<b>197,000</b>	<b>164,399</b>	<b>59,950</b>	<b>59,950</b>
Contingency	-	-	4,275,200	4,396,560
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>4,275,200</b>	<b>4,396,560</b>
General Account Reserve	-	-	807,050	1,167,375
Capital Reserve	-	-	20,000	20,000
Unappropriated	13,290,433	14,591,483	7,904,745	7,890,790
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>13,290,433</b>	<b>14,591,483</b>	<b>8,731,795</b>	<b>9,078,165</b>
<b>NON-DEPARTMENTAL</b>	<b>\$ 15,590,278</b>	<b>\$ 15,911,609</b>	<b>\$ 14,582,860</b>	<b>\$ 15,008,030</b>



**Vehicle Replacement Fund**

The Vehicle Replacement Fund was created in FY 2019/20 to centralize the purchase of vehicles citywide. 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.

**Goals for FY 2023/2024**

- 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.





<b>Account Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Equipment & Furnishings	\$ -	\$ -	\$ 245,000	\$ 1,043,500
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>245,000</b>	<b>1,043,500</b>
Capital Reserve	730,947	1,070,738	1,351,950	1,632,745
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>730,947</b>	<b>1,070,738</b>	<b>1,351,950</b>	<b>1,632,745</b>
<b>VEHICLE REPLACEMENT FUND</b>	<b>\$ 730,947</b>	<b>\$ 1,070,738</b>	<b>\$ 1,596,950</b>	<b>\$ 2,676,245</b>

**American Rescue Plan Fund**

The American Rescue Plan Act (ARPA) was passed by Congress and signed by President Biden in March 2021. The \$1.9 Trillion package included Coronavirus State and Local Fiscal Recovery Funds (CSLFRF), of which the City of Tualatin will receive funding for programs to help assist those impacted by the pandemic, under guidelines included in the Act and guidance from the US Treasury. The City Council will determine the best use of the City's allocation, while taking advantage of partnerships and collaboration, both regionally and across the state. Half of the City's allocation was received in August 2021, with the remaining funds received in August 2022. All funds must be obligated by December 31, 2024.

**Highlights of FY 2022/2023**

- Worked with regional partners and the City Council on proposed use of the funds.

**Goals for FY 2023/2024**

- Work with the City Council, as well as regional and statewide partners, to maximize the impacts of the City's ARPA allocation.



<b>Account Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Benefits-Employee Benefits	\$ -	\$ -	\$ 298,000	\$ -
Benefits-FICA	-	-	22,500	-
Benefits-Pension	-	-	77,500	-
Benefits-TriMet Excise Tax	-	-	2,000	-
<b>PERSONAL SERVICES</b>	-	-	<b>400,000</b>	-
Donations - Outside Agency	-	-	10,000	10,000
Economic Stabilization Grants	-	-	100,000	100,000
Community Engagement	-	-	75,000	75,000
Contract Services	-	-	20,065	20,065
<b>MATERIAL &amp; SERVICES</b>	-	-	<b>205,065</b>	<b>205,065</b>
Fund Projects	-	-	3,000,000	5,000,000
<b>CAPITAL OUTLAY</b>	-	-	<b>3,000,000</b>	<b>5,000,000</b>
Transfers Out - General Fund	-	-	29,050	70,330
<b>TRANSFERS OUT</b>	-	-	<b>29,050</b>	<b>70,330</b>
Contingency	-	-	2,600,000	750,330
<b>CONTINGENCY</b>	-	-	<b>2,600,000</b>	<b>750,330</b>
General Account Reserve	-	3,114,346	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	-	<b>3,114,346</b>	-	-
<b>AMERICAN RESCUE PLAN FUND</b>	<b>\$ -</b>	<b>\$ 3,114,346</b>	<b>\$ 6,234,115</b>	<b>\$ 6,025,725</b>

# Community Development

Supports development of a livable, thriving, and safe community by providing technical expertise and advice on land development, building safety, infrastructure planning and environmental stewardship.

## Community Development



## Engineering

## Building





<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 2,592,351	\$ 2,702,023	\$ 2,935,390	\$ 3,187,315
Materials & Services	135,997	192,165	311,510	312,000
Capital Outlay	-	-	46,000	-
Transfers Out	583,350	495,328	522,840	545,500
Contingency	-	-	252,000	270,915
Reserves & Unappropriated	1,348,907	934,357	119,930	109,355
<b>Total Requirements</b>	<b>\$ 4,660,605</b>	<b>\$ 4,323,873</b>	<b>\$ 4,187,670</b>	<b>\$ 4,425,085</b>

**Community Development Department**

Community Development Administration supports development of a healthy economy and a livable, thriving, safe community through internal and external coordination efforts. The Planning Division serves the public by providing advice and technical expertise on 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.

**Highlights of FY 2022/2023**

- As the City has emerged from the COVID-19 pandemic, Planning has been able to successfully maintain its high level of service. Through the use of technology and electronic platforms, our staff is just a phone call, email or videoconference away. Planning has also leveraged the City's online permit system (eTRAKiT) to allow for the submittal of all land use applications, permits, and pre-application conference requests electronically. During Fiscal Year 2021-22 Planning responded to 1,130 phone calls and 2,178 emails.
- Staff worked with Council to implement its priorities around housing by continuing the implementation of the Tualatin 2040 program. Notable highlights include the implementation of the 2021 Housing Production Strategy by applying for and receiving a grant to complete an Equitable Housing Funding Plan, which will analyze the feasibility of equitable financial support of affordable housing in Tualatin.
- Planning staff reviewed 166 land use applications during Fiscal Year 2021-2022. Highlights include two Annexations, one Plan Text Amendment, one Plan Map Amendment, two Conditional Use Permits, 10 Architectural Reviews, 43 Minor Architectural Reviews, two Accessory Dwelling Units, 51 Sign Permits (based on fees collected), 29 Pre-Application Meetings, six Chicken Licenses, three Temporary Use Permits, four Property Line Adjustments, 10 Single Family AR Type I, one Subdivision, and one Variance



*Trail behind the Commons on the Tualatin*

**Goals for FY 2023/2024**

- Further implement Tualatin 2040 with Council acceptance of Tualatin’s Equitable Housing Funding Plan, a document that will analyze the feasibility of several potential options for Tualatin to equitably provide financial support to future affordable housing development.
- Continue to move forward with Development Code updates in response to legal requirements and feedback from the Council, community, the development community, and other stakeholders, including finalization of an ongoing update to the Manufacturing Park (MP) Zoning Code within the Basalt Creek and incorporation of the 2019 Economic Opportunities Analysis to the Comprehensive Plan.
- Scope additional Tualatin 2040 implementation, which could include an update to the City’s Economic Development Strategic Plan as well as an update to Tualatin’s Buildable Land Inventory (BLI) and an analysis of potential citywide sites for residential zone changes consistent with the 2019 Housing Needs Analysis and 2021 Housing Production Strategy.
- Provide support to the first major update to the City’s Transportation System Plan since 2013. Anticipated support includes serving on the project management team, assisting with public outreach, and identification of applicable Comprehensive Plan and Development Code provisions that may impact or be impacted by the updated Transportation System Plan.
- Identify ways to broaden and deepen community engagement, including underserved communities and Tualatin’s Community Planning Organizations (CPOs). Continue the Council education series including topics such as Planning 101 and Comprehensive Planning Basics.
- Provide responsive, accurate, and professional customer service to the Council, advisory committees, community, and internal and external customers in response to inquiries and applications that involve the Comprehensive Plan and Development Code.
- Continue to refine the use of digital tools to create a better customer experience. This includes the enhancement of web-based tools and digitization of records through the City’s Laserfiche platform.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Number of Land Use Applications Processed	185	166	190	175



Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 686,643	\$ 661,960	\$ 699,915	\$ 743,330
Salaries and Wages-Temporary	2,307	-	-	-
Salaries and Wages-Overtime	3,137	203	3,000	1,000
Benefits-Employee Benefits	7,706	12,744	9,925	10,305
Benefits-FICA	54,201	50,383	53,025	56,300
Benefits-Pension	161,958	167,123	183,670	204,170
Benefits-Insurance	84,864	79,562	92,370	78,055
Benefits-Vacation Buy Back	24,817	6,324	-	-
Benefits-Comp Time Buy Back	661	-	-	-
Benefits-Paid Leave OR Tax	-	-	-	2,975
<b>PERSONAL SERVICES</b>	<b>1,026,294</b>	<b>978,299</b>	<b>1,041,905</b>	<b>1,096,135</b>
Office Supplies	741	3,335	2,500	2,500
Printing & Postage	1,921	2,223	3,000	3,000
Uniforms & Safety Equipment	-	-	300	1,150
Office Equipment & Furniture	40	35	2,000	1,000
Computer Equip & Software	1,895	675	1,000	1,000
Consultants	4,205	32,780	94,500	93,000
Community Engagement	316	212	800	800
Conferences & Meetings	9,411	9,888	14,500	11,000
Membership Dues	2,435	1,081	5,000	4,750
Staff Training	3,492	517	500	500
Publication, Rpt, Ref Matl	369	421	100	100
Staff/Dept Recognition	-	44	-	-
Administrative Expense	390	1,244	1,300	1,300
Advertising - Informational	-	-	500	500
Advertising - Legis/Judicial	3,852	2,526	1,000	1,500
Advertising - Recruitment	1,004	2,386	-	-
R&M - Equipment	459	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>30,530</b>	<b>57,367</b>	<b>127,000</b>	<b>122,100</b>
<b>COMMUNITY DEVELOPMENT</b>	<b>\$ 1,056,824</b>	<b>\$ 1,035,666</b>	<b>\$ 1,168,905</b>	<b>\$ 1,218,235</b>
<b>Full-time Equivalents</b>	<b>8.75</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>

**Engineering Division**

The Engineering Division maintains and delivers engineering standards, capital projects (roads, sidewalks, water, sewer, and stormwater), and the Tualatin Moving Forward program. Engineering also develops and updates master plans (Transportation, Water, Sewer, and Stormwater), establishes and verifies compliance with public infrastructure requirements for development proposals, including stormwater treatment. The division reviews and issues public works, water quality, erosion control and franchise utility permits. The engineers also oversee the Capital Improvement Plan, administer the flood plain ordinance, respond to specific needs within the right-of-way, and advocate on behalf of our citizens and businesses in regional infrastructure discussions and planning groups.

**Highlights of FY 2022/2023**

- Provided engineering review of land use cases (public water, sewer, stormwater, traffic, etc.) for private development.
- Reviewed plans, issued permits, and provide inspection of public infrastructure (water, sewer, stormwater, and transportation) required to be constructed in conjunction with private development. Transitioned to an online system for permit issuance and inspection requests.
- Completed design work and contracted for construction of the B-Level Water Main Upsizing project, 65th & Nyberg sewer trunk project, and Herman Road bike, pedestrian, and stormwater improvements.
- Managed construction of Martinazzi Ave sewer trunk improvements and stormwater improvements from Makah Ct to Saum Creek.
- Managed relocation of Tualatin's water and sewer utilities in coordination with the Washington County project to widen Tualatin-Sherwood Rd from Teton Ave to Sherwood
- Managed design and construction of Tualatin Moving Forward transportation improvements.
- Began updating the Transportation System Plan to provide a regionally integrated plan for multi-modal transportation in Tualatin that supports livability and economic development. Continued to advocate for the interests of our citizens and businesses in County, Regional, and State transportation discussions (system planning, project selection, consideration of potential tolls, etc.)

**Goals for FY 2023/2024**

- Complete design of the next phase of Martinazzi sewer trunk upsizing and stormwater projects in the Siuslaw and Zidell pond areas
- Complete construction of capital projects, including Herman Road bike and pedestrian improvements, B-Level water main upsizing, and the 65th/Nyberg Sewer main repair.
- Update the Transportation System Plan to provide a regionally integrated plan for multi-modal transportation in Tualatin that supports livability and economic development. 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. Continue working and coordinating with partner agencies, and developers, to refine public infrastructure planning for the Basalt Creek area.
- 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.
- Continue to manage relocation of water and sewer utilities in coordination with Washington County on their project to widen Tualatin-Sherwood Road from Teton Ave to Sherwood.
- Deliver the Tualatin Moving Forward Program.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Number of water quality facilities inspected	214	225	225	240
Number of Public Works permits processed	144	146	200	200



*Boones Ferry Road Sidewalk Improvements*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 426,745	\$ 485,911	\$ 522,330	\$ 568,025
Salaries and Wages-Temporary	1,386	-	-	-
Salaries and Wages-Overtime	687	78	1,000	1,000
Benefits-Employee Benefits	1,325	4,437	1,715	3,700
Benefits-FICA	32,721	36,654	38,995	42,340
Benefits-Pension	99,512	112,244	136,745	165,235
Benefits-Insurance	78,472	92,619	124,785	141,265
Benefits-TriMet Excise Tax	-	11	-	-
Benefits-Vacation Buy Back	10,099	13,237	-	-
Benefits-Paid Leave OR Tax	-	-	-	2,275
<b>PERSONAL SERVICES</b>	<b>650,947</b>	<b>745,191</b>	<b>825,570</b>	<b>923,840</b>
Office Supplies	213	84	-	-
Printing & Postage	326	817	500	500
Field Supplies	87	82	500	500
Uniforms & Safety Equipment	479	189	500	1,000
Cell Phones	2,362	2,094	2,000	2,400
Office Equipment & Furniture	-	501	600	600
Computer Equip & Software	410	1,649	-	300
Erosion Fees to CWS	16,404	24,376	30,000	30,000
Consultants	17,401	34,105	50,000	50,000
Conferences & Meetings	1,060	1,919	4,500	4,500
Membership Dues	190	1,000	810	1,000
Staff Training	369	2,493	5,000	5,000
Publication, Rpt, Ref Matl	108	108	250	250
Administrative Expense	46	200	500	500
Advertising - Legis/Judicial	203	54	100	100
Advertising - Recruitment	2,962	6,935	-	-
R&M - Equipment	267	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>42,887</b>	<b>76,606</b>	<b>95,260</b>	<b>96,650</b>
Equipment & Furnishings	-	-	46,000	-
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>46,000</b>	<b>-</b>
<b>ENGINEERING</b>	<b>\$ 693,834</b>	<b>\$ 821,797</b>	<b>\$ 966,830</b>	<b>\$ 1,020,490</b>
<b>Full-time Equivalents</b>	<b>6.20</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

**Building Division**

The Building Division is responsible for reviewing construction plans, issuing permits and conducting inspections for all structural, mechanical and plumbing related work on private property and not under the jurisdiction of Public Works. The Division operates a building inspections program per the guidelines contained in the Oregon Administrative Rules, as delegated by the State Building Codes Division.

**Highlights of FY 2022/2023**

- Over the course of this last year the Building Division continued to provide services to the public, fielding all phone calls, emails, accepting applications, performing reviews and inspections both in person and by digital means. The City's online permit system software and related tools have enhanced our ability to serve the public.
- Processed approximately 1,550 permits, an increase of 19% over last year. The permits included new commercial and industrial buildings, alterations to existing commercial and industrial structures and tenant spaces, as well as new single-family dwellings, additions, and remodels.
- Completed over 4,200 inspections for those permits that were processed. This number is approximately 20% more inspections than were performed the previous year.
- Building staff maintained certifications and improved their skills by attending both online and in-person training seminars.
- The Code Compliance Officer continued to develop support of Department staff enforcement actions and collaboration with Community Services Officer with City Police. The Code Compliance Officer collaborated with several challenging developments over the past year to ensure safer buildings through code compliance.
- Building staff improved archiving policies and procedures through collaborative policy and workflow improvements. The Building Official began working on an analysis of the current Building Division fee structure to verify compatibility with the organization's current service needs and to suggest improvements that will benefit the development community.
- All Building Division staff have worked on updating electronic permit submittal procedures and providing developers with forms and supporting documents to assist them through the permitting process. The updated procedures and forms reflect current code requirements and provide regional consistency in alignment with the permit requirements of other jurisdictions.

**Goals for FY 2023/2024**

- Maintain and strengthen teamwork and customer service online and in person. Enhance the coordination with fellow Divisions and Departments where land development and construction regulatory requirements intersect and overlap.
- Provide training and education for staff related to changes with updated State Building Codes and work with customers to understand and comply with those changes.
- Continue collaborative multi-division (Planning, Engineering and Building) development review coordination meetings to increase responsiveness to customer needs.
- Further refine the Building Division website and permit system to provide a more efficient and customer friendly experience and assist staff in integrating those refinements into their work product.
- Adopt and implement a new Building Division fee schedule that ensures an adequate cost recovery system that permits the City to provide expected levels of service, allowing the city to grow; develop; maintain buildings, property, and infrastructure; and implement city goals.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Number of Permits Processed	1,300	1,550	1,400	1,400
Number of Building Inspections Completed	3,500	4,200	4,000	4,000



*Commons on the Tualatin*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 593,076	\$ 602,041	\$ 669,170	\$ 718,870
Salaries and Wages-Overtime	1,990	190	2,000	2,000
Benefits-Employee Benefits	1,799	5,735	2,200	2,315
Benefits-FICA	44,412	45,677	50,090	53,765
Benefits-WC Insurance & Tax	8,915	511	5,295	5,705
Benefits-Pension	134,920	162,413	182,545	211,215
Benefits-Insurance	131,645	144,099	151,250	164,790
Benefits-TriMet Excise Tax	-	-	5,365	5,795
Benefits-Vacation Buy Back	3,951	18,227	-	-
Benefits-Comp Time Buy Back	880	-	-	-
Benefits-Paid Leave OR Tax	-	-	-	2,885
Benefits-WC Contra	(6,478)	(360)	-	-
<b>PERSONAL SERVICES</b>	<b>915,110</b>	<b>978,533</b>	<b>1,067,915</b>	<b>1,167,340</b>
Office Supplies	80	104	-	-
Printing & Postage	11	86	200	200
Field Supplies	-	-	500	500
Uniforms & Safety Equipment	363	996	1,000	2,000
Cell Phones	2,674	2,420	2,000	2,000
Network/Online	2,594	2,580	2,600	2,600
Office Equipment & Furniture	160	-	1,000	1,000
Computer Equip & Software	682	1,369	1,000	4,000
Personal Computer/Laptop	21	-	-	-
Consultants	8,426	5,082	27,500	27,500
Conferences & Meetings	120	1,796	4,500	4,500
Membership Dues	1,050	1,467	1,550	1,550
Staff Training	18,290	3,100	8,000	8,000
Publication, Rpt, Ref Matl	238	1,833	4,000	4,000
Administrative Expense	29	-	400	400
Advertising - Recruitment	200	2,440	-	-
Merchant Discount Fees	27,048	34,919	35,000	35,000
R&M - Equipment	594	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>62,580</b>	<b>58,192</b>	<b>89,250</b>	<b>93,250</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Transfers Out - General Fund	518,350	422,550	450,060	472,720
Transfers Out -Enterprise Bond	65,000	72,778	72,780	72,780
<b>TRANSFERS OUT</b>	<b>583,350</b>	<b>495,328</b>	<b>522,840</b>	<b>545,500</b>
Contingency	-	-	252,000	270,915
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>252,000</b>	<b>270,915</b>
General Account Reserve	1,348,907	934,357	119,930	109,355
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>1,348,907</b>	<b>934,357</b>	<b>119,930</b>	<b>109,355</b>
<b>BUILDING</b>	<b>\$ 2,909,947</b>	<b>\$ 2,466,410</b>	<b>\$ 2,051,935</b>	<b>\$ 2,186,360</b>
<b>Full-time Equivalent</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>





**City of Tualatin**

**Proposed  
2023/2024 Budget**

# Culture & Recreation

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.

## Library



## Science & Technology Scholarship

## Parks & Recreation



## Parks Maintenance



## Parks Utility Fund

## Park Development



## Parks Project Fund





<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 3,438,448	\$ 3,912,612	\$ 4,286,895	\$ 4,720,740
Materials & Services	1,250,657	1,150,209	1,305,125	1,320,290
Capital Outlay	726,510	616,640	6,914,005	10,816,240
Transfers Out	79,510	106,410	207,490	275,900
Contingency	-	-	132,690	-
Reserves & Unappropriated	111,214	3,039,159	95,200	9,836,220
<b>Total Requirements</b>	<b>\$ 5,606,339</b>	<b>\$ 8,825,030</b>	<b>\$ 12,941,405</b>	<b>\$ 26,969,390</b>

**Library Department**

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 about 100,000 items, and Tualatin residents have access to more than 1.7 million library items, including more than 130,000 ebooks, through a cooperative library service agreement.

Volunteers assist the Library in shelving books, helping with programs, pulling items on reserve, and assisting with maintaining the Library’s collection. 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. The Tualatin Library Foundation generates funds for the long-term financial health of the Library and to support childhood literacy and Makerspace activities.

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



*Tualatin Library Volunteer Day*

**Highlights of FY 2022/2023**

- Helped prepare learners for success in school by distributing 1700+ library cards to Tualatin students, in partnership with Tigard-Tualatin School District and Washington County Cooperative Library Services.
- Provided community members with hands-on access to technology and creative tools through the Library’s Makerspace; expanded access to STEAM (science, technology, engineering, arts, and math) learning opportunities through open labs, monthly themed projects, and citizen science projects.
- Cultivated a welcoming space by offering staff trainings on customer service, equity, and inclusion. In the Library’s annual user survey, 97% agreed that the Library is a welcoming place. In a survey conducted in summer 2022, 92% of participants said they felt welcome in the Makerspace.
- Nurtured learning and exploration through expanded in-person programming, offering activities for all ages that engaged learners and created opportunities for shared experiences, with more than 9,000 total program attendees. Developed and began implementing a marketing plan to better ensure the community is informed about Library programs and services.
- Encouraged a love of reading through summer distribution of approximately 3,000 books in partnership with TTSD’s summer free lunch program and at the Library. Checked out about 600,000 items including books, music, movies, and ebooks. Expanded the Library of Things collection to add board games for all ages.
- Expanded partnership with the National Parks Service to offer Junior Park Ranger badges for the Ice Age Floods National Geologic Trail. Promoted the Library's status as a visitor center on the Trail with a new Ice Age collection, found under the Library's mastodon.
- Celebrated STEAM Librarian Kit Lorelied as the 2022 City of Tualatin Employee of the Year.



*MLK Day Volunteers*

**Goals for FY 2023/2024**

- 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 inclusive and family-oriented community by maintaining the variety and high circulation of the collection of books, music, and movies.
- Implement a marketing plan to support promotion of Library discovery and access within the community, resulting in increased Library utilization, engagement, and program attendance.
- Support community inclusion in Tualatin through culturally relevant programs, outreach, and services. Expand Spanish-language and bilingual programming.
- Create opportunities for connection, collaboration, and socialization for all ages through expanded Library programs. Increase access to STEAM learning and creative opportunities through added open hours in the Library Makerspace.
- Prioritize outreach, engagement, and learning support to school-age children and teens. Promote Library utilization among youth cardholders.
- Actively promote the Library as a social gathering place and increase public engagement through volunteerism and participation with groups such as the Tualatin Library Advisory Committee, Friends of the Tualatin Library, the Tualatin Library Foundation, and the Teen Library Committee.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Library visits per capita	N/A	4	5	5
Registered borrowers as percentage of service population	70.0%	76.0%	80.0%	80.0%
Circulation per capita	10	15	14	16



Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 859,493	\$ 971,663	\$ 1,117,860	\$ 1,183,235
Salaries and Wages-Part Time	173,472	188,084	126,160	135,110
Salaries and Wages-Temporary	8,278	131,407	157,560	166,860
Salaries and Wages-Overtime	2,046	3,639	1,800	2,200
Benefits-Employee Benefits	7,985	19,834	10,705	11,215
Benefits-FICA	77,194	95,524	105,510	111,740
Benefits-Pension	258,168	323,000	339,295	376,875
Benefits-Insurance	212,907	217,248	225,110	245,100
Benefits-Vacation Buy Back	79	237	-	-
Benefits-Paid Leave OR Tax	-	-	-	5,945
<b>PERSONAL SERVICES</b>	<b>1,599,622</b>	<b>1,950,636</b>	<b>2,084,000</b>	<b>2,238,280</b>
Office Supplies	10,377	5,788	9,000	9,000
Printing & Postage	2,065	7,759	14,100	6,100
Supplies - Donated Funds	-	-	1,000	1,000
Collection Development	147,412	179,642	220,000	210,000
Uniforms & Safety Equipment	28	427	400	400
Medical & Other Testing	800	230	-	-
Network/Online	544	221	480	-
Office Equipment & Furniture	11,682	15,165	8,250	13,750
Computer Equip & Software	4,716	9,822	4,900	5,500
Library Tech - Public	5,400	6,880	3,000	7,200
Special Programs	38,972	53,302	55,000	60,000
Consultants	9,000	3,462	5,000	3,000
Conferences & Meetings	579	7,953	8,560	13,080
Membership Dues	1,371	1,468	1,790	1,790
Staff Training	681	1,095	1,500	2,000
Administrative Expense	38	2,156	5,000	5,000
Advertising - Recruitment	899	2,630	-	-
Advertising - Promotional	4,847	1,510	4,000	4,000
Equipment Rental	15,640	13,424	13,430	13,430
R&M - Equipment	4,077	68	1,000	1,000
<b>MATERIAL &amp; SERVICES</b>	<b>259,128</b>	<b>313,002</b>	<b>356,410</b>	<b>356,250</b>



<b>Account Description</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Equipment & Furnishings	8,550	-	-	-
<b>CAPITAL OUTLAY</b>	<b>8,550</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LIBRARY</b>	<b>\$ 1,867,300</b>	<b>\$ 2,263,638</b>	<b>\$ 2,440,410</b>	<b>\$ 2,594,530</b>
<b>Full-time Equivalents</b>	<b>18.70</b>	<b>18.60</b>	<b>18.60</b>	<b>18.60</b>

**Tualatin Scholarship Fund**

The goal of the scholarship trust is to 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.” The program has awarded more than 50 scholarships totaling more than \$70,000 since it was established.

**Highlights of FY 2022/2023**

- One \$500 scholarship was awarded in FY2022-23.

**Goals for FY 2023/2024**

- Award one scholarship for \$1000 in FY2023-24.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Number of scholarships awarded.	2	0	1	1



*Scholarship Recipient Magnus Graham*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Scholarships	\$ 2,500	\$ -	\$ 500	\$ 1,000
<b>MATERIAL &amp; SERVICES</b>	<b>2,500</b>	<b>-</b>	<b>500</b>	<b>1,000</b>
General Account Reserve	50,100	50,448	50,410	51,750
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>50,100</b>	<b>50,448</b>	<b>50,410</b>	<b>51,750</b>
<b>TUALATIN SCHOLARSHIP FUND</b>	<b>\$ 52,600</b>	<b>\$ 50,448</b>	<b>\$ 50,910</b>	<b>\$ 52,750</b>

**Parks and Recreation Department**

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 2022/2023**

- 2022-23 marked the return of in-person programs and events. Over 40,000 people participated in events including the Blender Dash, ¡Viva Tualatin!, West Coast Giant Pumpkin Regatta Weekend, Holiday Light Parades, and Share the Love.
- Engaged approximately 500 youth participants from age four through eighteen in recreation programs including summer camps, teen programming, and Tualatin Youth Advisory Council with over 14,000 program hours. In 2022, 600 youth were signed up for the summer camp waitlists, indicating strong community demand for programming.
- The Juanita Pohl Center promoted healthy lifestyles and provided life-long learning programs, social engagement, and physical activities through in-person programs and services, engaging over 18,000 participants.
- Tualatin Youth Advisory Council (YAC) returned to in-person meetings, and focused on a vertical garden project to be installed in Tualatin Community Park. Two YAC members attended the National League of Cities Congressional City Conference, and will be implementing new ideas in the coming year.
- 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 36th consecutive year.
- Completed the third year as a designated Bee City USA®. Through this program, 725 people participated in 13 pollinator-related events.

**Goals for FY 2023/2024**

- 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 and promote 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.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Number of participants registered for recreation programs as measured by Community Pass registration statistics	966	2,148	1,500	4,000
Number of participant Holiday Lights Parade vehicles as measured by program registration statistics	89	90	90	90
Number of program scholarships offered	25	36	25	30



*Blender Dash*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 515,512	\$ 538,257	\$ 561,715	\$ 595,950
Salaries and Wages-Part Time	50,638	57,309	62,250	66,695
Salaries and Wages-Temporary	55,821	78,958	157,665	172,515
Salaries and Wages-Overtime	940	1,694	3,400	3,400
Benefits-Employee Benefits	10,893	16,677	14,230	14,780
Benefits-FICA	46,831	50,763	59,155	63,155
Benefits-Pension	140,584	161,325	163,930	182,695
Benefits-Insurance	105,111	107,738	109,335	118,845
Benefits-Vacation Buy Back	3,139	2,170	-	-
Benefits-Comp Time Buy Back	228	-	-	-
Benefits-Paid Leave OR Tax	-	-	-	3,355
<b>PERSONAL SERVICES</b>	<b>929,697</b>	<b>1,014,891</b>	<b>1,131,680</b>	<b>1,221,390</b>
Office Supplies	2,673	6,351	3,600	3,600
Printing & Postage	663	409	1,000	1,000
Uniforms & Safety Equipment	1,665	1,885	3,250	3,250
Cell Phones	827	640	840	840
Office Equipment & Furniture	10,435	3,956	3,900	3,900
Computer Equip & Software	-	-	-	500
Donations - Outside Agency	7,100	14,100	20,000	20,000
Youth Development	1,563	10,237	35,720	35,720
Concerts on The Commons	3,750	9,502	17,275	33,250
Arts Program	25,506	12,346	12,000	12,000
Special Programs	45,784	44,031	88,400	72,400
Recreation Program Expend	23,307	15,199	24,020	29,020
Recreation Program Expend-JPC	23,055	28,382	50,110	50,110
Consultants	6,070	28,013	7,000	7,000
Conferences & Meetings	1,676	14,782	20,470	20,470
Membership Dues	4,504	4,792	4,040	4,040
Staff Training	335	-	600	600
Administrative Expense	1,178	1,797	2,350	2,350
Advertising - Recruitment	460	737	-	-
Advertising - Promotional	2,193	16,529	40,050	40,050
Equipment Rental	1,736	5,564	20,510	20,510
R&M - Equipment	1,701	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>166,181</b>	<b>219,252</b>	<b>355,135</b>	<b>360,610</b>

**Culture and Recreation****Parks and Recreation**

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Fund Projects	-	185,050	1,668,150	1,251,320
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>185,050</b>	<b>1,668,150</b>	<b>1,251,320</b>
<b>PARKS AND RECREATION</b>	<b>\$ 1,095,878</b>	<b>\$ 1,419,193</b>	<b>\$ 3,154,965</b>	<b>\$ 2,833,320</b>
Full-time Equivalents	<u>6.75</u>	<u>6.75</u>	<u>6.80</u>	<u>6.80</u>

**Parks Maintenance Division**

The Parks Maintenance Division is responsible for the city's 322 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 Lake of the Commons and the interactive splash pad.

Landscaping and grounds maintenance areas have expanded 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 97 of the publicly owned storm water management facilities, maintaining their naturalized plantings, removing invasive plant species, and improving the quality of stormwater.

**Highlights of FY 2022/2023**

- Continued to keep Tualatin Parks and public places clean, safe, and accessible for residents and guests. These services include routine daily cleaning and gardening services, playground inspections and repairs, specialized arboricultural work, and environmental sustainability efforts.
- Continued native species restoration plantings along the newest segment of the Saum Creek trail, Jurgens Park, and Tualatin Community Park. Plantings included 3,000 trees, shrubs and native pollinating wildflowers along these vegetated corridors.
- Increased service levels at the Commons Lake by addressing trip hazards, removing and replacing concrete in the worst areas and grinding away trip hazards in others. All other concrete areas were pressured washed/cleaned to enhance the opening of the new splash pad in the summer of 2022.
- Continued staff support to Volunteer Services programs including Put Down Roots in Tualatin, TEAM Tualatin, and a variety of volunteer opportunities that engage our community members in environmental improvements that benefit our parks, greenways, and natural areas.
- Continue using TrakiT for issuing Street Tree Permits and streamlining the process of improving workflows and processes for street tree related activities. Partnered with Public Works on improving Sidewalk Street Tree program door hanger and notification processes.



**Goals for FY 2023/2024**

- Continue to transform lower grade turf/lawn areas to pollinator habitat as was started at Ibach Park in 2020/21 and at Jurgens Park in 2022. This practice reduces the resources applied to turf care (and carbon emissions) and expands pollinator habitat throughout our system.
- Continue to develop and implement environmentally sustainable practices, policies, and procedures for the treatment and application of herbicides and pesticides.
- Review the condition assessment ratings of aging park equipment and facilities and plan for the appropriate repair and replacement measures.
- Continue to provide community forestry services for urban tree, park and natural areas, and public outreach programs that support trees. Specifically keep informed and knowledgeable of the threat of Emerald Ash Borer, recently found in Forest Grove.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Number of community planting events held to help restore natural areas	8	5	4	4
Linear feet of gravel surfaces repaired and/or resurfaced	755'	1,200'	750'	750'
Operating Expenditures per Acre of managed park land	\$5,465	\$4,982	\$4,982	\$4,982



*Baseball Field Grooming*

## Culture and Recreation

## Parks Maintenance

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 518,099	\$ 552,751	\$ 574,375	\$ 603,920
Salaries and Wages-Temporary	65,815	50,286	113,210	117,735
Salaries and Wages-Overtime	17,407	16,815	21,000	21,000
Salaries and Wages-On-Call	1,509	5,424	5,405	8,665
Benefits-Employee Benefits	1,519	6,561	2,075	2,135
Benefits-FICA	45,091	46,487	53,585	56,405
Benefits-Pension	143,759	147,895	176,560	194,425
Benefits-Insurance	114,298	120,391	125,005	127,770
Benefits-Vacation Buy Back	957	274	-	-
Benefits-Comp Time Buy Back	675	201	-	-
Benefits-Paid Leave OR Tax	-	-	-	3,010
<b>PERSONAL SERVICES</b>	<b>909,129</b>	<b>947,085</b>	<b>1,071,215</b>	<b>1,135,065</b>
Office Supplies	270	46	-	-
Printing & Postage	47	6	200	200
Botanical & Chem Supplies	17,992	23,871	32,100	32,100
Street Trees	-	12,171	12,400	7,900
Uniforms & Safety Equipment	5,554	7,091	6,070	8,470
Medical & Other Testing	234	-	1,200	1,200
Cell Phones	6,021	6,525	5,985	4,640
Small Tools	8,177	5,304	4,250	8,545
Computer Equip & Software	21	-	-	-
Consultants	-	3,202	7,740	7,740
Utilities - City Parks	59,752	71,016	92,000	77,000
Conferences & Meetings	-	1,310	3,300	3,300
Membership Dues	1	189	975	975
Staff Training	2,422	5,344	5,900	5,900
Staff/Dept Recognition	105	-	-	-
Administrative Expense	92	774	850	850
Advertising - Recruitment	3,323	4,534	-	-
Contr R&M - Systems	-	-	-	15,000
Grounds & Landscaping	679,876	421,578	347,850	351,350
Equipment Rental	4,839	1,478	2,500	2,500
Inventory Supplies	3,679	7,924	-	-
R&M - Equipment	23,396	34,118	55,160	55,160
<b>MATERIAL &amp; SERVICES</b>	<b>815,801</b>	<b>606,481</b>	<b>578,480</b>	<b>582,830</b>

**Culture and Recreation****Parks Maintenance**

<b>Account Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Equipment & Furnishings	289,452	8,281	122,000	50,000
<b>CAPITAL OUTLAY</b>	<b>289,452</b>	<b>8,281</b>	<b>122,000</b>	<b>50,000</b>
<b>PARKS MAINTENANCE</b>	<b>\$ 2,014,382</b>	<b>\$ 1,561,847</b>	<b>\$ 1,771,695</b>	<b>\$ 1,767,895</b>
<b>Full-time Equivalents</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

**Parks Utility Fund**

The Park Utility Fund provides for management and renovation of parks, trails, greenways, and natural areas. Funds provide for capital renovations and improvements of facilities and assets in the City Parks System. This fund supports projects to improve parks equity, inclusion, safety, accessibility, sustainability and function.

**Highlights of FY 2022/2023**

- Performed system condition assessment updates to rank current park assets.
- Scored and selected priority projects which involved and are recommended by the Parks Advisory Committee.
- Completed the following utility fee projects: Brown’s Ferry boardwalk construction, high school stadium lights LED conversion, Ki-a-Kuts bike & pedestrian bridge assessment, restroom renovation projects, and community park barbeque replacement.

**Goals for FY 2023/2024**

- Continue park system condition assessments to prioritize projects in accordance with sequencing and scoring criteria.
- Parks Advisory Committee annual review and recommendation of priority projects.
- Complete priority projects based on equity, safety, access, sustainability, and function.
- Report back to community on completed projects.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Projects in the design, planning and development phase	N/A	N/A	8	6
Community members engaged in project planning and development	N/A	N/A	250	250
Projects to improve equity, safety, accessibility, sustainability & function	N/A	N/A	6	6



*Lake on the Commons Splash Pad*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Printing & Postage	\$ -	\$ 10,051	\$ 9,600	\$ 9,600
<b>MATERIAL &amp; SERVICES</b>	-	<b>10,051</b>	<b>9,600</b>	<b>9,600</b>
Projects Professional Svc	-	43,967	75,000	400,000
Projects Construction	-	7,500	-	-
Fund Projects	-	625	967,000	545,160
<b>CAPITAL OUTLAY</b>	-	<b>52,092</b>	<b>1,042,000</b>	<b>945,160</b>
Transfers Out - General Fund	-	29,360	69,660	77,180
Transfer Out - Park Develop	-	-	42,450	-
<b>TRANSFERS OUT</b>	-	<b>29,360</b>	<b>112,110</b>	<b>77,180</b>
Contingency	-	-	132,690	-
<b>CONTINGENCY</b>	-	-	<b>132,690</b>	-
General Account Reserve	-	598,833	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	-	<b>598,833</b>	-	-
<b>PARKS UTILITY FUND</b>	<b>\$ -</b>	<b>\$ 690,336</b>	<b>\$ 1,296,400</b>	<b>\$ 1,031,940</b>

**Park Development Fund**

The City of Tualatin Park Planning and Development Division’s mission is to provide quality oversight of parks and recreation planning, stewardship and development of community gathering places throughout the City through an inclusive collaborative community engagement approach, and dedication to environmental preservation and sustainable practices.

**Highlights of FY 2022/2023**

- Completed projects implementing Tualatin’s Parks and Recreation Master Plan.
- Accomplished extensive community engagement with an equity and Inclusion emphasis and outreach when planning.
- Acquired property in the Basalt Creek expansion area using Metro local share bond funds.
- Began an Oregon Community Paths Grant project with Washington County match for the design and construction to expand the Tualatin River Greenway Trail.
- Researched support of community members to fund parks projects and parkland acquisition.
- Obtained Stoneridge Park easement to expand the park onto private property.

**Goals for FY 2023/2024**

- Manage resources and funding to implement the Parks and Recreation Master Plan.
- Provide opportunities for inclusive community member engagement for parks planning and development projects.
- Continue Oregon Community Paths grant design and construction documents for the Tualatin River Greenway Trail Extension construction project.
- Provide leadership for new projects and renovation or improvements.
- Facilitate adoption of the Basalt Creek Parks and Recreation Plan.
- Begin park bond planning and projects to acquire property, river access, playground improvements, field renovations, and trail expansion.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Facility renovation projects to kept community gathering places vibrant and accessible	6	6	6	5
Number of community members engaged in planning processes for park planning and development	1,200	750	1,500	1,000
Grant funding applications for park and trail projects to meet Tualatin 2030 Vision initiatives	2	3	2	2

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Office Supplies	\$ 22	\$ 879	\$ 2,000	\$ 2,000
Printing & Postage	116	544	3,000	2,000
Consultants	6,909	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>7,047</b>	<b>1,423</b>	<b>5,000</b>	<b>4,000</b>
Land Acquisition	12,349	21,550	3,881,005	2,394,510
Feasibility Studies	36,927	167,099	-	-
Projects Professional Svc	-	-	50,000	50,000
Projects Construction	379,232	182,568	150,850	300,000
<b>CAPITAL OUTLAY</b>	<b>428,508</b>	<b>371,217</b>	<b>4,081,855</b>	<b>2,744,510</b>
Transfers Out - General Fund	79,510	77,050	95,380	74,450
<b>TRANSFERS OUT</b>	<b>79,510</b>	<b>77,050</b>	<b>95,380</b>	<b>74,450</b>
Future Years Projects	61,114	2,389,878	44,790	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>61,114</b>	<b>2,389,878</b>	<b>44,790</b>	<b>-</b>
<b>PARK DEVELOPMENT FUND</b>	<b>\$ 576,179</b>	<b>\$ 2,839,568</b>	<b>\$ 4,227,025</b>	<b>\$ 2,822,960</b>

**Parks Project Fund**

Tualatin voters approved a 25 million dollar Parks Bond initiative in November 2022. The Parks Bond purpose and stated projects included: Trail Connections, New River Access, Athletic Fields, Upgrades, Natural Areas, and Play Equipment.

**Highlights of FY 2022/2023**

- Voters supported existing and future park system by approving a ballot initiative Parks Bond for 25 million dollars.
- Negotiations to acquire parkland are in process with two properties under contract for the city to purchase.
- Began planning for park playground equipment replacements, and field improvements.
- Veterans Plaza construction design occurred with construction expected to follow.
- Started Nyberg wetlands and creek trail design between Sagert and 65th Avenue.

**Goals for FY 2023/2024**

- Complete playground equipment and surface replacement projects.
- Begin construction on Veterans Plaza.
- Start planning and design the new river access facility.
- Complete Tualatin Community Park field light replacement (LEDs).
- Finish Atfalati Park picnic shelter addition.



*New Tualatin River Access Rendering*



Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ -	\$ -	\$ -	\$ 71,669
Benefits-Employee Benefits	-	-	-	360
Benefits-FICA	-	-	-	5,245
Benefits-WC Insurance & Tax	-	-	-	65
Benefits-Pension	-	-	-	19,659
Benefits-Insurance	-	-	-	28,144
Benefits-TriMet Excise Tax	-	-	-	576
Benefits-Paid Leave OR Tax	-	-	-	287
<b>PERSONAL SERVICES</b>	-	-	-	<b>126,005</b>
Office Equipment & Furniture	-	-	-	3,000
Bank Fees	-	-	-	3,000
<b>MATERIAL &amp; SERVICES</b>	-	-	-	<b>6,000</b>
Fund Projects	-	-	-	5,825,250
<b>CAPITAL OUTLAY</b>	-	-	-	<b>5,825,250</b>
Transfers Out - General Fund	-	-	-	124,270
<b>TRANSFERS OUT</b>	-	-	-	<b>124,270</b>
Capital Reserve	-	-	-	9,784,470
<b>RESERVES &amp; UNAPPROPRIATED</b>	-	-	-	<b>9,784,470</b>
<b>PARKS PROJECT FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,865,995</b>
<b>Full-time Equivalent</b>	-	-	-	<b>1.00</b>

# Public Safety

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

## Police





<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 7,413,251	\$ 7,648,782	\$ 7,965,875	\$ 8,561,165
Materials & Services	696,277	844,230	1,080,870	939,700
Capital Outlay	211,260	80,866	250,000	-
<b>Total Requirements</b>	<b>\$ 8,320,788</b>	<b>\$ 8,573,878</b>	<b>\$ 9,296,745</b>	<b>\$ 9,500,865</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 throughout the City. Patrol Sergeants are assigned to one of the three specific districts within the City and build partnerships with residents and Citizen Involvement Organizations in their districts to help with problem recognition and resolution, of both a criminal and “quality of life” nature. Contracted police service is also provided to the City of Durham.

**Support Services**

The Support Services division consists of the Records Unit, the Investigations Unit, and the Community Services Unit. The Investigations Unit is responsible for major criminal investigations and the delivery of all school based police curriculums including Criminal Justice, Bullying, Internet Safety, Gang Resistance, as well as the GREAT Summer Program. The Records Unit is responsible for the entry and maintenance of all reports and records as well as the receiving, processing, and storage of all evidence and department property. The Community Services 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 Services Officer is responsible for handling Code Enforcement issues, rental housing ordinance issues and supplementing patrol officers by handling low-priority calls for service.

**Highlights of FY 2022/2023**

- Our staff worked to maintain a safe community and strived to serve the community in a fashion that met their needs.
- The department fully implemented the Body Worn Camera system, to include updated Tasers for officers for increased transparency.
- The Department actively recruited and hired personnel to bring the Police Department back to full staffing.
- The Police Department opened our doors and invited the community members in during open house events for the public and for City staff to reconnect, engage, and enlighten the community about the department and the staff.
- The City provided Police Department personnel, as well and other City Staff with wellness opportunities, including an event conducted by Sigma Tactical Wellness that conducted enhanced health and cardiac screening.

**Goals for FY 2023/2024**

- Focus on expanding the department’s outreach and connection to the community, and working to foster and maintain the high level of trust with the public.
- Working with the other South Cities agencies, we will begin the process of evaluating and possibly expanding the services provided by the Mental Health Resource team to provide better coverage for the community in the South Washington County region.
- Take steps to hire and retain top quality candidates to fill open positions that have become vacant through retirements.
- The Department will continue to emphasize officer wellness, focusing on providing top-notch training, physical and mental wellness options, and offering expanded training in critical area of law enforcement including the on-going equity, inclusion and belonging efforts.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Crimes Against Person (calendar year)	270	267	< 180	< 200
Crimes Against Property (calendar year)	1,848	2,034	< 1,500	< 1,800
Societal Crimes (calendar year)	445	395	< 500	< 350



Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 4,248,175	\$ 4,346,711	\$ 4,565,460	\$ 4,895,260
Salaries and Wages-Temporary	-	3,202	7,965	13,730
Salaries and Wages-Overtime	211,346	232,695	255,000	250,000
Benefits-Employee Benefits	16,047	30,574	23,705	25,190
Benefits-FICA	340,611	353,210	375,570	400,725
Benefits-WC Insurance & Tax	-	-	-	2,321
Benefits-Pension	1,372,235	1,440,390	1,526,655	1,704,145
Benefits-Insurance	1,053,700	1,053,659	1,089,445	1,124,680
Benefits-TriMet Excise Tax	-	-	-	909
Benefits-Sick Leave Buy Back	3,437	7,379	-	-
Benefits-Vacation Buy Back	44,325	65,823	15,000	15,000
Benefits-Comp Time Buy Back	2,175	241	-	-
Benefits-Holiday Buy Back	79,740	72,613	65,000	65,000
ORPAT-Fitness Incentive	39,750	40,035	42,075	43,095
PORAC-Legal Defense Fund	1,710	2,250	-	-
Benefits-Paid Leave OR Tax	-	-	-	21,110
<b>PERSONAL SERVICES</b>	<b>7,413,251</b>	<b>7,648,782</b>	<b>7,965,875</b>	<b>8,561,165</b>
Office Supplies	8,468	11,524	12,000	12,000
Printing & Postage	3,564	3,838	7,000	7,000
Energy Supplies	924	2,118	4,000	5,000
Evidence & Investigation	7,147	5,035	7,000	7,000
Uniforms & Safety Equipment	58,064	124,002	130,500	133,500
Medical & Other Testing	963	913	5,000	7,500
Ammun & Defense Equip	45,019	47,315	55,200	55,000
Cell Phones	21,917	22,068	20,000	20,000
Network/Online	17,567	18,929	17,400	17,400
Office Equipment & Furniture	4,193	4,343	4,500	4,500
Computer Equip & Software	3,580	3,371	4,000	4,000
Minor Vehicle Equipment	3,294	313	5,000	5,000
GREAT Program	-	4,127	10,000	12,000
Special Investigative Fund	4,028	4,754	6,000	6,000
Community Engagement Supplies	6,504	4,696	7,200	8,000
Consultants	-	-	146,380	-
Conferences & Meetings	5,649	7,974	8,500	9,000
Membership Dues	4,995	4,691	6,000	6,000

<b>Account Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Staff Training	46,878	51,811	50,000	60,000
Publication, Rpt, Ref Matl	782	334	1,000	1,000
Staff/Dept Recognition	5,283	2,159	5,000	5,000
Administrative Expense	1,922	3,835	5,500	5,500
Advertising - Recruitment	1,862	6,814	5,000	10,000
Contract Services	437,231	505,031	547,440	528,050
Equipment Rental	272	-	-	-
Inventory Supplies	724	954	1,500	1,500
R&M - Equipment	5,447	3,281	9,750	9,750
<b>MATERIAL &amp; SERVICES</b>	<b>696,277</b>	<b>844,230</b>	<b>1,080,870</b>	<b>939,700</b>
Equipment & Furnishings	211,260	80,866	250,000	-
<b>CAPITAL OUTLAY</b>	<b>211,260</b>	<b>80,866</b>	<b>250,000</b>	<b>-</b>
<b>POLICE</b>	<b>\$ 8,320,788</b>	<b>\$ 8,573,878</b>	<b>\$ 9,296,745</b>	<b>\$ 9,500,865</b>
<b>Full-time Equivalents</b>	<b>47.00</b>	<b>46.00</b>	<b>46.00</b>	<b>47.00</b>





**City of Tualatin**

**Proposed  
2023/2024 Budget**

# Public Works

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

## Maintenance Services



## Water

## Sewer



## Stormwater



## Streets

## Transportation Projects



## Core Area Parking District



## Tualatin City Services Building



<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 2,692,124	\$ 2,870,945	\$ 3,047,285	\$ 3,186,975
Materials & Services	14,990,699	17,270,025	19,242,300	10,717,405
Capital Outlay	11,221,825	9,652,529	19,136,000	17,722,560
Transfers Out	6,261,141	6,708,437	7,930,545	7,885,460
Other Financing Uses	42,800	-	-	-
Contingency	-	-	20,185,655	14,274,030
Reserves & Unappropriated	54,834,434	53,927,425	12,401,870	22,311,540
<b>Total Requirements</b>	<b>\$ 90,043,023</b>	<b>\$ 90,429,361</b>	<b>\$ 81,943,655</b>	<b>\$ 76,097,970</b>

**Maintenance Services Division**

The Maintenance Services Division is responsible for providing a variety of services and programs that keep the City of Tualatin operating smoothly. Maintenance Services personnel are committed to responsive, collaborative, and reliable service. Staff work to provide high quality professional and proactive management of the City’s facilities and fleet, along with effective management of programs that are housed within the division. The group works to maintain support to all departments within the City to help them achieve their goals successfully.

The Facilities team engages in preventive maintenance, repair, building upgrades, and construction projects, either directly or through contracted work. This includes mechanical, electrical, plumbing, carpentry, painting, custodial and other services for 36 city buildings and 29 parking lots throughout Tualatin.

The City’s Fleet consists of 88 rolling vehicles (ranging from police patrol cars to backhoes and dump trucks), 18 trailers, and over 130 pieces of equipment used by maintenance crews. Vehicle purchasing and up-fitting, preventative inspections and maintenance, and repair work is carried out in the fleet shop. Internal purchasing, inventory, and supply management is provided by the group for all Public Works divisions and Parks Maintenance.

Management of Tualatin’s Emergency Preparedness program is conducted within the Maintenance Services Division. This includes regular updates to planning documents, coordination with partner agencies, community partnership with the Community Emergency Response Team (CERT) network, and engagement/education for both the City and community.

The Division manages the City’s solid waste and recycling franchise with Republic Services. Coordination ensures that high quality trash hauling, recycling, and composting programs are carried out smoothly within the community.



*Graffiti Removal*

**Highlights of FY 2022/2023**

- Completed projects of varying size to repair, maintain, and upgrade City facilities. Notable projects include Library carpet replacements, alarm upgrades throughout all City buildings, Police Department flooring replacement, HVAC replacement, and kitchen upgrades.
- Updated and streamlined several maintenance contracts to ensure continuity with scheduled maintenance and inspections. Contracts include: janitorial work, roof maintenance and repair, fire system testing, HVAC maintenance, and pest management services.
- Creation of a CERT Annex, which is an additional chapter to the City's Emergency Management Plan outlining the role that the CERT team will play during an emergency event. Continued to support CERT in training and community outreach activities, as well as radio equipment projects that were grant funded.
- Fleet staff completed annual DEQ training and testing requirements to ensure all City vehicles are in compliance with state standards. In addition, staff completed on-site fuel and underground storage tank recertification as part of our ongoing management of the City's fuel services.
- Completed the installation of electric vehicle charging stations at the Tualatin City Services Building, using PGE's Fleet Partner Program to fund a portion of project work.
- Work in the City's asset and work order management system was an ongoing effort; this year's focus included the addition of categories for fleet and facilities assets. This helps further the goal of making data driven decisions for asset maintenance, repair and replacement.
- Obtained funding for community cleanup efforts under the Metro Cleanup Grant, which included purchasing litter pickup and graffiti removal equipment and hosting a community-wide a bulky waste day.



*Roof Replacement*



**Goals for FY 2023/2024**

- Provide high quality, responsive and cost-efficient customer service for all internal departments to ensure their needs are met, allowing all staff to complete their work safely and to the best of their ability.
- Continue to support and implement climate action and sustainability goals in Maintenance Services operations. This includes initiatives like purchasing electric vehicles and equipment, using green fuels, and purchasing renewable energy credits to lower the City’s carbon footprint.
- Collaboration and coordination with Republic Services and Washington County to promote the rollout of curbside composting services for eligible residential households and Tier 2 and 3 businesses falling under the Business Food Scraps requirement.
- Wherever possible, support local businesses and vendors in purchasing supplies and completing contract work.
- Stay within budget, promote efficient spending, and provide successful project management. Look at projects and tasks with a lens of continuous improvement. Complete capital projects successfully, including Police Department and City Offices HVAC replacement, siding improvements at the Juanita Pohl Center, parking lot improvements and more.
- Continue to focus on the development of preventative maintenance schedules that are guided and informed by data within the asset management program. Identify and track key performance indicators that can help benchmark the Division’s work and help set quantitative work goals in the future.
- Coordinate and collaborate with Ridwell to provide additional recycling options for the City.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Customer satisfaction percentage as measured by customer surveys.	95.0%	98.0%	90.0%	90.0%
Average work requests initial response time	16 hrs	2 hrs	< 24 hrs	< 24 hrs
Average non-project work order requests resolution time	4 days	1 day	< 3 days	< 3 days



*Police Carpet Replace*

## Public Works

## Maintenance Services

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 496,083	\$ 516,835	\$ 532,085	\$ 549,060
Salaries and Wages-Temporary	-	16,422	-	-
Salaries and Wages-Overtime	3,596	1,836	2,500	2,500
Salaries and Wages-On-Call	-	467	-	-
Benefits-Employee Benefits	1,870	5,919	2,435	2,365
Benefits-FICA	38,422	41,505	39,885	41,050
Benefits-Pension	134,515	151,659	151,045	156,120
Benefits-Insurance	110,917	119,355	122,140	136,520
Benefits-Comp Time Buy Back	3,417	-	-	-
Benefits-Paid Leave OR Tax	-	-	-	2,210
<b>PERSONAL SERVICES</b>	<b>788,820</b>	<b>853,998</b>	<b>850,090</b>	<b>889,825</b>
Office Supplies	477	146	550	550
Printing & Postage	87	13	100	100
Inventory Adjustment	396	3,248	1,000	1,000
Uniforms & Safety Equipment	3,694	3,877	4,250	6,550
Medical & Other Testing	18	-	-	-
Safety/Risk Mgmt Program	13,554	20,118	14,000	14,500
Cell Phones	2,605	2,530	2,200	1,820
Fuel	92,653	107,956	193,500	193,500
Small Tools	5,486	3,314	6,800	5,800
Office Equipment & Furniture	-	2,640	-	-
Drop Box Hauling	7,397	156	450	7,750
Utilities - City Center	52,771	63,845	66,300	73,950
Utilities - Operations	27,417	38,050	40,000	45,400
Utilities - Police	53,268	55,686	57,400	63,960
Utilities - Park & Rec	9,469	10,445	10,800	11,500
Utilities - Van Raden Ctr	5,786	6,203	6,800	7,700
Utilities - Lafky House	2,727	2,542	3,800	4,350
Utilities - Pohl Center	9,171	11,407	14,000	16,400
Utilities - Park Building	26,441	27,927	31,000	33,300
Utilities - Brown's Ferry	3,639	3,728	3,900	4,350
Utilities - Heritage Ctr	6,905	4,484	5,900	6,050
Conferences & Meetings	-	12	1,500	2,500
Membership Dues	1,177	2,833	2,100	2,390
Staff Training	1,125	804	2,100	2,500
Staff/Dept Recognition	69	-	-	-



## Public Works

## Maintenance Services

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Administrative Expense	549	317	350	350
Contr R&M - Building	119,566	147,667	128,400	148,800
Contr R&M - Systems	-	-	-	9,000
Contr R&M Non-Routine Project	3,387	2,408	14,500	9,900
Contr R&M - Fleet	44,990	42,706	40,300	41,000
Building Cleaning	187,852	221,362	241,200	257,350
Equipment Rental	1,623	-	500	500
Inventory Supplies	32,100	40,687	46,000	46,000
R&M - City Center	10,849	5,431	7,000	7,000
R&M - Operations	3,449	5,090	2,500	2,500
R&M - Police	2,916	4,514	2,600	2,600
R&M - Park & Rec	730	90	300	300
R&M - Van Raden Ctr	82	173	600	600
R&M - Lafky House	27	8,622	300	300
R&M - Pohl Center	43	2,001	2,400	2,400
R&M - Park Buildings	1,203	3,108	3,500	3,500
R&M - Brown's Ferry	57	428	500	500
R&M - Heritage Ctr	650	160	1,000	1,000
R&M - VanRijn House	99	2,523	800	800
R&M - Vehicles	46,110	45,221	58,000	58,000
Vehicle Replacement Expense	41,650	20,555	427,375	427,375
R&M - Equipment	2,159	10,368	4,700	5,200
<b>MATERIAL &amp; SERVICES</b>	<b>826,423</b>	<b>935,395</b>	<b>1,451,275</b>	<b>1,530,895</b>
Equipment & Furnishings	51,172	31,929	139,000	-
R&M - Major Projects	-	303,449	-	431,000
<b>CAPITAL OUTLAY</b>	<b>51,172</b>	<b>335,378</b>	<b>139,000</b>	<b>431,000</b>
<b>MAINTENANCE SERVICES</b>	<b>\$ 1,666,415</b>	<b>\$ 2,124,771</b>	<b>\$ 2,440,365</b>	<b>\$ 2,851,720</b>
<b>Full-time Equivalents</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 830,520	\$ 882,871	\$ 959,055	\$ 1,029,780
Materials & Services	3,439,601	3,171,708	3,978,900	4,546,355
Capital Outlay	62,359	363,383	5,470,000	3,465,560
Transfers Out	2,011,831	2,071,496	3,420,190	3,247,980
Contingency	-	-	1,884,895	1,413,960
Reserves & Unappropriated	9,455,712	11,144,831	3,696,915	6,784,740
<b>Total Requirements</b>	<b>\$ 15,800,023</b>	<b>\$ 17,634,289</b>	<b>\$ 19,409,955</b>	<b>\$ 20,488,375</b>

**Water Operating Fund**

The City of Tualatin purchases Water from the City of Portland. On average, the City purchases and delivers 4.8 million gallons of water a day to over 27,500 residents and thriving commercial and industrial districts.

The Water Operating Fund is used to operate and maintain Tualatin's water distribution system which includes 115 miles of pipe, six reservoirs, and an Aquifer Storage and Recovery Well (ASR). The six reservoirs have a total storage capacity of up to 14 million gallons. The Aquifer Storage and Recovery (ASR) well is capable of producing up to 0.50 million gallons per day and is used to offset peak summer demands due to warmer weather and irrigation needs.

To assure the highest water quality to our community, the City collects and tests over 500 water samples annually within the system to meet or exceed all state and federal requirements.

In addition, this fund pays for the regular inspection, operation, and maintenance of thousands of other assets throughout our distribution system which includes: 3,650 valves, 1,100 fire hydrants, 7,100 water meters, 59 large commercial meters (3" or greater), and 5,705 backflow devices.

**Highlights of FY 2022/2023**

- Implemented a new electronic backflow program, EcosConnect, which will improve the efficiency, communication, and monitoring of our residential and commercial backflow program.
- Selected our new software (Ignition) for the City's SCADA monitoring system. In addition to this multi-phased process, the hardware and communication equipment we selected will allow us to better manage and monitor our water system.
- Lead/Copper Monitoring – Began service line inventory program with our consultant, 120Water, to comply with newly implemented federal rules.
- Lead/Copper Testing – Test results were the lowest since Tualatin began its own lead/copper monitoring program. This was a result of Portland's newly constructed Corrosion Control Treatment Plant.
- Finished and adopted the City's Water Master Plan. This document not only determines current and future needs but provides long-range planning for strategic resource allocation.
- Continued our work to negotiate a new long-term water contract with the City of Portland.
- Continued support with Engineering on new development projects throughout the City including the B-Level Transmission line, Autumn Sunrise development, Herman Road widening, and Tualatin-Sherwood Road widening projects.

**Goals for FY 2023/2024**

- Complete and implement our new SCADA system. This new, robust system will allow us to monitor and control our system much more efficiently compared to the old antiquated software.
- Install new on-site generator at Norwood Pump Station. Along with a new Automatic Transfer Switch, this will increase resiliency in B to C-Level pumping in power outage events.
- Begin Unregulated Contaminant Monitoring Rule 5 (UCMR5) testing. This is an Environmental Protection Agency (EPA) program that tests for contaminants that may be regulated in the future. Our sampling today helps ensure safe water for future generations.
- Continue our new long-term water contract negotiations with City of Portland Water Bureau and other regional stakeholders.
- Continued support with Engineering Division on critical projects such as the B-Level transmission line along Boones Ferry Road, the development of the Autumn Sunrise subdivision, and the widening of Tualatin Sherwood Road.
- Complete the design of our Valve Maintenance Program, which will assure reliable operation in times of critical need or emergency situations.
- Continue EPA-mandated Lead Service Line Inventory Program with our consultant 120Water. This will validate and confirm what type of material was used to move water from the water main to customer buildings.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Non-revenue water as a percentage of total water use	8.4%	5.5%	< 10.0%	< 10.0%
Number of regulatory violations	0	0	0	0



*B Level Reservoir Work*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 518,292	\$ 543,363	\$ 581,480	\$ 620,715
Salaries and Wages-Temporary	4,437	-	-	-
Salaries and Wages-Overtime	7,665	7,615	10,000	12,000
Salaries and Wages-On-Call	1,779	4,225	13,260	13,320
Benefits-Employee Benefits	3,764	8,533	4,745	5,100
Benefits-FICA	39,774	41,547	45,080	48,190
Benefits-WC Insurance & Tax	21,036	872	8,260	8,700
Benefits-Pension	120,120	135,167	150,010	168,040
Benefits-Insurance	126,626	137,824	141,390	145,945
Benefits-TriMet Excise Tax	-	-	4,830	5,190
Benefits-Vacation Buy Back	618	3,720	-	-
Benefits-Comp Time Buy Back	1,853	742	-	-
Benefits-Paid Leave OR Tax	-	-	-	2,580
Benefits-WC Contra	(15,444)	(737)	-	-
<b>PERSONAL SERVICES</b>	<b>830,520</b>	<b>882,871</b>	<b>959,055</b>	<b>1,029,780</b>
Office Supplies	175	79	-	-
Printing & Postage	16,450	16,261	22,000	22,000
Water Conservation	-	599	3,000	3,000
Water Purchases - For Tualatin	2,622,337	2,512,545	2,851,640	3,328,450
Hydrants	-	-	3,000	-
Meters	232	-	10,000	15,000
Uniforms & Safety Equipment	3,274	1,942	5,660	5,660
Cell Phones	2,034	2,303	2,340	2,965
Network/Online	8,254	7,694	8,960	12,020
Small Tools	4,494	564	5,400	5,400
Office Equipment & Furniture	-	9	500	500
Computer Equip & Software	14,517	7,231	43,300	41,490
Personal Computer/Laptop	20	85	-	-
TVWD - Jointline	-	12,614	15,000	15,000
TVWD - WA CO Lines	7,025	-	80,000	80,000
Special Programs	-	-	-	40,000
Consultants	172,570	73,538	280,500	235,500
Pump Stations - Electricity	52,318	64,816	77,905	88,425
Conferences & Meetings	882	2,371	7,690	8,690
Membership Dues	54,100	18,437	44,265	57,095
Staff Training	7,749	10,055	7,500	7,500

<b>Account Description</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Publication, Rpt, Ref Matl	558	-	-	-
Staff/Dept Recognition	50	-	-	-
Administrative Expense	226	688	750	750
Advertising - Recruitment	328	-	-	-
Merchant Discount Fees	101,574	114,067	105,000	105,000
Meter Reading	50,152	50,157	52,000	52,200
Contr R&M - Systems	162,747	174,524	169,620	257,020
Equipment Rental	742	1,366	1,500	1,500
Inventory Supplies	13,679	18,753	-	-
R&M - Systems	29,594	9,033	68,255	59,255
R&M - Lines	12,708	1,454	20,000	18,000
R&M - Hydrants	85	2,553	5,000	5,000
R&M - Reservoir	12,191	561	1,820	2,620
R&M - Pump Stations	1,500	-	1,235	1,235
Vehicle Replacement Expense	86,860	63,970	82,910	72,930
R&M - Equipment	176	3,439	2,150	2,150
<b>MATERIAL &amp; SERVICES</b>	<b>3,439,601</b>	<b>3,171,708</b>	<b>3,978,900</b>	<b>4,546,355</b>
Equipment & Furnishings	-	107,513	70,000	-
Projects Professional Svc	60,604	238,660	-	-
Fund Projects	1,755	17,115	5,400,000	3,465,560
<b>CAPITAL OUTLAY</b>	<b>62,359</b>	<b>363,288</b>	<b>5,470,000</b>	<b>3,465,560</b>
Transfers Out - General Fund	1,317,900	1,325,850	1,308,370	1,210,420
Transfers Out -Enterprise Bond	643,700	620,078	497,570	494,180
<b>TRANSFERS OUT</b>	<b>1,961,600</b>	<b>1,945,928</b>	<b>1,805,940</b>	<b>1,704,600</b>
Contingency	-	-	1,832,085	1,413,400
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>1,832,085</b>	<b>1,413,400</b>
Rate Stabilization Reserve	8,129,642	9,632,344	-	-
Future Years Projects	-	-	3,696,915	6,726,870
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>8,129,642</b>	<b>9,632,344</b>	<b>3,696,915</b>	<b>6,726,870</b>
<b>WATER OPERATING FUND</b>	<b>\$ 14,423,722</b>	<b>\$ 15,996,139</b>	<b>\$ 17,742,895</b>	<b>\$ 18,886,565</b>
<b>Full-time Equivalents</b>	<b>7.60</b>	<b>7.68</b>	<b>7.68</b>	<b>7.68</b>

**Water Development Fund**

Tualatin's water system consists of 115 miles of pipes ranging in diameter from four inches to thirty-six inches, six reservoir tanks, an Aquifer Storage and Recovery Well (ASR), three pump stations, and more than 7,000 water connections.

This fund is mandated by State law and is used to receive and spend System Development Charges (SDCs) that are collected from all new development in the City for its impact on the water system.

The Water SDC portion of capital projects are transferred from this fund into the Water Operating fund each year.

**Highlights of FY 2022/2023**

- Designed and contracted for construction of the 18" waterline in Boones Ferry Rd and Norwood Rd to B-level reservoir.
- Upsized B Level and C Level transmission mains through new development.

**Goals for FY 2023/2024**

- Begin design of additional B Level Reservoir
- Continue working with Washington County to design water line along Basalt Creek Parkway from Boones Ferry to Grahams Ferry.
- Construct 18" waterline in Boones Ferry Rd.



*C-level Line Work*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Transfers Out - General Fund	\$ 5,480	\$ 11,070	\$ -	\$ 35,330
Transfers Out - Building	27,565	26,250	16,250	16,250
Transfers Out -Water Operating	17,186	88,248	1,598,000	1,491,800
<b>TRANSFERS OUT</b>	<b>50,231</b>	<b>125,568</b>	<b>1,614,250</b>	<b>1,543,380</b>
Contingency	-	-	52,810	560
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>52,810</b>	<b>560</b>
Future Years Projects	1,326,070	1,512,487	-	57,870
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>1,326,070</b>	<b>1,512,487</b>	<b>-</b>	<b>57,870</b>
<b>WATER DEVELOPMENT FUND</b>	<b>\$ 1,376,301</b>	<b>\$ 1,638,055</b>	<b>\$ 1,667,060</b>	<b>\$ 1,601,810</b>



<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 449,676	\$ 489,686	\$ 542,860	\$ 581,920
Materials & Services	7,195,456	9,587,668	8,530,660	572,875
Capital Outlay	166,997	824,840	1,480,000	3,350,000
Transfers Out	1,366,675	1,398,217	1,314,055	1,060,120
Contingency	-	-	5,008,435	690,035
Reserves & Unappropriated	6,347,322	6,582,710	120,695	6,221,625
<b>Total Requirements</b>	<b>\$ 15,526,126</b>	<b>\$ 18,883,121</b>	<b>\$ 16,996,705</b>	<b>\$ 12,476,575</b>

**Sewer Operating Fund**

The Sewer Operating Fund pays for the operations and maintenance of the City's sewer system consisting of 89 miles of sewer pipes, 6,071 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 (i.e., utility bills). Regional rates are established by CWS. The City establishes the local rates. The City collects the regional rates monthly and sends the revenue to CWS. Local monthly charges are used to fund City operation, maintenance, and infrastructure improvements in the sewer 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.

**Highlights of FY 2022/2023**

- Cleaned over 25% and video-inspected 15% of the Sanitary Sewer system to meet Clean Water Services (CWS) and Environmental Protection Agency (EPA) performance standards.
- Repaired nine service laterals to date within the right-of-way and off-site easements where issues were identified through home sale inspections or homeowners' service requests. This number is subject to increase with lateral inspections becoming a standard practice with home sales
- Improved crew member safety through the purchase of a new confined space harness to replace the old harness. The new harness is significantly safer, easier to use, and more versatile than the previous harness.
- Responded to customer service requests to provide timely and helpful assistance to residents experiencing backups and/or other sewer-related issues.
- Conducted two educational campaigns utilizing existing Communications Team infrastructure related to best practices to prevent sewer issues. One campaign focused on what not to flush down the toilet and the other focused on fat, oil, and grease (FOG) disposal. Staff delivered CWS-sponsored fats, oils, and grease (FOG) kits to two apartment complexes in areas where FOG issues were identified to educate residents and prevent future issues.
- Completed a manhole inspection project that identified and repaired nine degraded and sinking manholes within City roadways.

**Goals for FY 2023/2024**

- Meet or exceed Clean Water Service (CWS) and Environmental Protection Agency (EPA) performance standards by cleaning over 25% and video-inspecting 15% of the Sanitary Sewer system.
- Clean, inspect, and repair the sanitary system as needed to provide dependable service and to prevent harmful environmental impacts such as sanitary sewer overflows.
- Continue data clean up and enhancement of the NEXGEN Asset Management software to improve the sanitary system operation and maintenance records.
- Implement a sewer lining program which will reline pipe that is aged, experiencing inflow/root intrusion, or cracking. Relining work will prolong the life of the pipe an estimated 50-years.
- Continue to provide two educational campaigns utilizing existing Communications Team infrastructure related to best practices to prevent sewer issues. One campaign will focus on fat, oil, and grease (FOG) disposal and the other will focus on what not to flush down the toilet.
- Repair manhole deficiencies identified during routine cleaning and inspection.

Performance Measures	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
Sanitary Sewer Overflows	0	0	0	0
Linear Feet of Sewer Line Cleaned	120,489	92,236	118,044	118,044



*Sewer Maintenance*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 242,607	\$ 285,297	\$ 316,250	\$ 339,715
Salaries and Wages-Temporary	34,645	-	-	-
Salaries and Wages-Overtime	3,893	2,876	5,000	5,000
Salaries and Wages-On-Call	270	955	3,245	2,320
Benefits-Employee Benefits	2,323	4,838	2,885	3,100
Benefits-FICA	20,856	21,480	23,985	25,680
Benefits-WC Insurance & Tax	16,141	541	5,320	5,655
Benefits-Pension	65,085	72,238	83,225	92,925
Benefits-Insurance	73,889	97,332	100,355	103,350
Benefits-TriMet Excise Tax	-	-	2,595	2,785
Benefits-Sick Leave Buy Back	-	677	-	-
Benefits-Vacation Buy Back	618	3,720	-	-
Benefits-Comp Time Buy Back	739	191	-	-
Benefits-Paid Leave OR Tax	-	-	-	1,390
Benefits-WC Contra	(11,390)	(459)	-	-
<b>PERSONAL SERVICES</b>	<b>449,676</b>	<b>489,686</b>	<b>542,860</b>	<b>581,920</b>
Office Supplies	70	-	-	-
Printing & Postage	12,643	9,624	13,200	13,200
Uniforms & Safety Equipment	1,684	2,491	2,835	2,835
Cell Phones	126	126	125	815
Network/Online	519	2,078	2,455	2,335
Small Tools	1,996	1,335	2,150	2,150
Computer Equip & Software	349	1,495	3,100	490
Personal Computer/Laptop	-	2,341	-	-
User Charges - Tigard	10,019	10,428	13,720	1,630
User Charges - CWS	6,763,117	7,347,312	7,423,505	-
Special Programs	-	-	-	40,000
Consultants	8,978	85,720	50,000	29,000
Conferences & Meetings	829	1,092	4,075	4,075
Membership Dues	694	1,733	1,760	1,585
Staff Training	6,839	3,037	3,000	3,000
Publication, Rpt, Ref Matl	65	-	-	-
Administrative Expense	21	91	900	900
Advertising - Recruitment	154	-	-	-
Merchant Discount Fees	101,574	114,067	80,000	107,000
Contr R&M - Systems	89,168	106,770	147,320	147,320

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Equipment Rental	-	-	500	500
Inventory Supplies	346	1,259	-	-
R&M - Systems	10,680	26,498	80,000	100,000
R&M - Pump Stations	5,822	696	2,450	2,450
Vehicle Replacement Expense	97,750	92,470	121,165	111,190
R&M - Equipment	762	1,270	2,400	2,400
<b>MATERIAL &amp; SERVICES</b>	<b>7,114,205</b>	<b>7,811,933</b>	<b>7,954,660</b>	<b>572,875</b>
Projects Professional Svc	62,490	119,931	-	-
Projects Construction	-	567,201	-	-
Fund Projects	-	29,503	1,480,000	3,350,000
<b>CAPITAL OUTLAY</b>	<b>62,490</b>	<b>716,635</b>	<b>1,480,000</b>	<b>3,350,000</b>
Transfers Out - General Fund	1,192,810	1,250,430	1,150,450	953,150
Transfers Out -Enterprise Bond	112,405	90,717	90,775	90,720
<b>TRANSFERS OUT</b>	<b>1,305,215</b>	<b>1,341,147</b>	<b>1,241,225</b>	<b>1,043,870</b>
Contingency	-	-	1,637,345	690,035
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>1,637,345</b>	<b>690,035</b>
Future Years Projects	2,710,103	2,900,830	120,695	2,573,575
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>2,710,103</b>	<b>2,900,830</b>	<b>120,695</b>	<b>2,573,575</b>
<b>SEWER OPERATING FUND</b>	<b>\$ 11,641,689</b>	<b>\$ 13,260,231</b>	<b>\$ 12,976,785</b>	<b>\$ 8,812,275</b>
Full-time Equivalents	<b>4.60</b>	<b>4.66</b>	<b>4.66</b>	<b>4.66</b>

**Sewer Development Fund**

The City of Tualatin's sanitary sewer system consists of 96 miles of sewer pipes, over 6,600 sewer connections, ten lift stations, and hundreds of manholes.

This fund is mandated by State law and is used to receive and spend 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% to design and construct capacity expansion projects.

**Highlights of FY 2022/2023**

- Completed Phase I of the Martinazzi Trunk sewer project.
- Awarded contract for the 65th/Nyberg Sanitary Sewer project.
- Began design of Phase II of the Martinazzi Sewer Trunk Line project.

**Goals for FY 2023/2024**

- Construct 65th/Nyberg Sanitary Sewer
- Design Phase II of the Martinazzi sewer trunk line project and begin construction.



*Sewer lateral work - Greenwood*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Sys Dev Chg - CWS	\$ 81,251	\$ 1,775,735	\$ 576,000	\$ -
<b>MATERIAL &amp; SERVICES</b>	<b>81,251</b>	<b>1,775,735</b>	<b>576,000</b>	<b>-</b>
Fund Projects	104,507	108,205	-	-
<b>CAPITAL OUTLAY</b>	<b>104,507</b>	<b>108,205</b>	<b>-</b>	<b>-</b>
Transfers Out - General Fund	41,770	38,320	5,580	-
Transfers Out - Building	19,690	18,750	16,250	16,250
Transfers Out - Sewer	-	-	51,000	-
<b>TRANSFERS OUT</b>	<b>61,460</b>	<b>57,070</b>	<b>72,830</b>	<b>16,250</b>
Contingency	-	-	3,371,090	-
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>3,371,090</b>	<b>-</b>
Future Years Projects	3,637,219	3,681,880	-	3,648,050
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>3,637,219</b>	<b>3,681,880</b>	<b>-</b>	<b>3,648,050</b>
<b>SEWER DEVELOPMENT FUND</b>	<b>\$ 3,884,437</b>	<b>\$ 5,622,890</b>	<b>\$ 4,019,920</b>	<b>\$ 3,664,300</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ 1,368,835	\$ 1,432,712	\$ 1,750,030	\$ 914,455
Capital Outlay	5,558	338,153	1,405,000	1,310,000
Transfers Out	1,023,955	1,039,115	1,068,260	1,104,400
Contingency	-	-	966,125	810,950
Reserves & Unappropriated	6,346,595	7,580,204	5,919,520	5,979,655
<b>Total Requirements</b>	<b>\$ 8,744,943</b>	<b>\$ 10,390,184</b>	<b>\$ 11,108,935</b>	<b>\$ 10,119,460</b>



**Stormwater Operating Fund**

The Stormwater Operating Fund pays for the operation and maintenance of the City's stormwater system. Tualatin's storm system consists of 91 miles of pipes, 12 drainage basins, over 2,800 catch basins, 97 public water quality facilities, and hundreds of manholes.

Clean Water Services (CWS) holds the Oregon Department of Environmental Quality (DEQ) permits for the storm and surface water runoff systems. The Stormwater 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 infrastructure improvements to the system.

**Highlights of FY 2022/2023**

- Cleaned and inspected 16% of storm lines to meet environmental requirements set by Clean Water Services (CWS) and the Environmental Protection Agency (EPA).
- Completed annual inspection and clearing of storm channels, ditch inlets, and water ways to help minimize flooding.
- Completed annual cleaning of catch basins, water quality manholes, and filter structures to reduce the amount of sediment and pollution entering creeks, streams, rivers, and wetlands, enhance water quality, and prevent localized flooding issues. This includes distribution of vector control pellets in all catch basins and water quality facilities throughout the City to control mosquitoes.
- Swept streets once a month to reduce pollutants from entering Tualatin's waterways.
- Maintained the regional storm water debris dewatering facility located at Tualatin Operations yard which is shared with neighboring Cities to reduce costs for all partnering agencies.
- Inspected, maintained, and made improvements to water quality facilities to maintain and enhance stormwater treatment capabilities, protect Tualatin's waterways, and prevent flooding. Established a routine maintenance schedule and completed several larger rehabilitation and replanting projects in water quality facilities to help address deferred maintenance and keep assets functioning.
- Replaced a 55-foot segment of 18-inch storm line on Martinazzi Ave to eliminate a root intrusion blockage.

**Goals for FY 2023/2024**

- Clean and inspect 16% of storm lines (76,032 linear feet) to meet environmental requirements set by Clean Water Services (CWS) and the Environmental Protection Agency (EPA).
- Sweep City streets monthly to reduce the amount of pollutants entering local rivers and streams.
- Maintain, clean, and upgrade the storm system to help minimize localized flooding, property damage, and environmental impacts.
- Plan and construct capital projects identified in the Storm Master Plan to maintain water quality and plan for new growth. This includes a project in coordination with the Engineering team to replace deteriorated pipe throughout the Indian Meadows greenway.
- Address deferred water quality facility maintenance to prevent flooding, better capture pollution, and reduce replacement costs in the long term. Projects include sediment removal, replanting work, and structural asset repair. Develop a systematic approach to track maintenance activities on water quality facilities.
- As per CWS requirements, work will be completed to retrofit 8 catch basins as part of the annual Pavement Maintenance Program
- Develop a process to identify and correct issues in existing water quality manholes to increase efficiency, enhance water quality capability, and aid in protection of local waterways.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Linear Feet of Stormwater Line Cleaned	83,186	30,223	76,260	79,274
Catch Basins Cleaned (sumped & unsumped)	1,409	971	1,574	1,550



*Stormwater repair*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Printing & Postage	\$ 11,309	\$ 9,570	\$ 13,200	\$ 13,200
Uniforms & Safety Equipment	392	580	1,525	1,525
Network/Online	332	-	960	840
Small Tools	352	1,252	1,375	1,375
Computer Equip & Software	-	-	-	490
User Charges - Tigard	14,136	16,632	13,630	17,510
User Charge - Lake Oswego	121,504	119,145	115,975	74,250
User Charges - CWS	653,161	701,394	804,200	-
Consultants	13,065	315	50,500	24,000
Utilities - Water	51	51	2,000	2,000
Membership Dues	-	960	265	-
Staff Training	1,596	3,010	1,400	1,400
Administrative Expense	21	53	700	700
Tualatin River Gauge	4,672	4,812	5,200	5,300
Stream Shading	14,160	20,409	20,000	24,000
Contr R&M - Systems	328,056	318,156	407,380	434,425
Contr R&M - Water Quality	-	2,600	51,000	51,000
Guardrails & Signs	-	786	5,000	5,000
Grounds & Landscaping	109,807	140,436	132,200	143,900
Inventory Supplies	78	175	-	-
R&M - Systems	1,116	2,166	1,560	1,560
R&M - Pump Stations	-	-	630	630
Vehicle Replacement Expense	94,220	88,940	120,230	110,250
R&M - Equipment	807	1,270	1,100	1,100
<b>MATERIAL &amp; SERVICES</b>	<b>1,368,835</b>	<b>1,432,712</b>	<b>1,750,030</b>	<b>914,455</b>
Projects Professional Svc	-	246,384	-	-
Projects Construction	-	73,102	-	-
Fund Projects	-	8,976	1,245,000	1,110,000
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>328,462</b>	<b>1,245,000</b>	<b>1,110,000</b>
Transfers Out - General Fund	664,710	719,070	696,240	707,050
Transfers Out - Road Operating	64,020	67,330	104,710	102,210
Transfers Out - Sewer	164,240	173,930	180,100	192,030
Transfers Out -Enterprise Bond	99,440	63,175	63,210	63,180
<b>TRANSFERS OUT</b>	<b>992,410</b>	<b>1,023,505</b>	<b>1,044,260</b>	<b>1,064,470</b>
Contingency	-	-	605,895	463,340

<b>Account Description</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
<b>CONTINGENCY</b>	-	-	605,895	463,340
Future Years Projects	5,823,809	7,079,198	5,919,520	5,979,655
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>5,823,809</b>	<b>7,079,198</b>	<b>5,919,520</b>	<b>5,979,655</b>
<b>STORMWATER OPERATING FUND</b>	<b>\$ 8,185,054</b>	<b>\$ 9,863,877</b>	<b>\$ 10,564,705</b>	<b>\$ 9,531,920</b>

**Stormwater Development Fund**

This fund is mandated by state law and is used to receive and spend System Development Charges (SDCs) that are collected from all new development in the City for stormwater treatment. The stormwater quality and quantity charges are established by Clean Water Services (CWS) and collected by the City. 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.

**Goals for FY 2023/2024**

- Incorporate capital improvement projects from the Stormwater Master Plan into the city-wide Capital Improvement Plan for FY24.



*Stormwater Facility*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Fund Projects	\$ 5,558	\$ 9,691	\$ 160,000	\$ 200,000
<b>CAPITAL OUTLAY</b>	<b>5,558</b>	<b>9,691</b>	<b>160,000</b>	<b>200,000</b>
Transfers Out - General Fund	19,730	4,360	7,750	23,680
Transfers Out - Building	11,815	11,250	16,250	16,250
<b>TRANSFERS OUT</b>	<b>31,545</b>	<b>15,610</b>	<b>24,000</b>	<b>39,930</b>
Contingency	-	-	360,230	347,610
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>360,230</b>	<b>347,610</b>
Future Years Projects	522,786	501,006	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>522,786</b>	<b>501,006</b>	<b>-</b>	<b>-</b>
<b>STORMWATER DEVELOPMENT FUND</b>	<b>\$ 559,889</b>	<b>\$ 526,307</b>	<b>\$ 544,230</b>	<b>\$ 587,540</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Personal Services	\$ 623,108	\$ 644,390	\$ 695,280	\$ 685,450
Materials & Services	2,156,924	2,139,853	3,525,735	3,147,125
Capital Outlay	625,653	1,575,263	2,296,000	5,560,000
Transfers Out	1,772,650	1,841,149	1,874,210	2,193,800
Contingency	-	-	12,204,340	11,147,445
Reserves & Unappropriated	15,579,484	17,821,137	2,664,740	3,325,520
<b>Total Requirements</b>	<b>\$ 20,757,819</b>	<b>\$ 24,021,792</b>	<b>\$ 23,260,305</b>	<b>\$ 26,059,340</b>



**Road Utility Fund**

The Road Utility Fund pays for the City's Pavement Maintenance, Sidewalk/Street Tree, and Reverse Frontage programs. The work done through these programs supports the maintenance of high-quality roadways, safe sidewalks, and clear lines of sight for motorists.

The Pavement Maintenance Program includes maintenance actions such as slurry sealing, crack sealing, seal coating, pavement overlays, and complete repaving of a portion of the City's 81 miles of maintained roads. The City's pavement maintenance goal is to apply the right treatment to the right road at the right time. This reduces overall costs and prolongs the life of Tualatin's roadways.

This fund also pays for the Sidewalk/Street Tree Program which eliminates pedestrian barriers on sidewalks caused by mature trees lifting the sidewalk. The fund repairs and/ or replaces damaged sidewalk panels to eliminate tripping hazards and replaces the trees causing the damage.

The Reverse Frontage Program maintains right of way vegetation throughout the City. Mowing, trimming, debris clearance, and other tasks not only keep the City's vegetation looking aesthetically pleasing, but help ensure safe travel and line of sight for motorists, bikers, and pedestrians.

One-seventh of this fund is used to pay for street lighting costs.

**Highlights of FY 2022/2023**

- Sealed 102,000 feet of cracked pavement.
- Rebuilt 16 curb ramps to meet the Americans with Disabilities Act (ADA) standards.
- Slurry sealed over 46,000 square yards of residential streets.
- Completed pavement overlay and added buffered bike lanes on 124th Ave from Hwy 99W to Myslonny Street.
- Surveyed and repaired sidewalk-tripping hazards in Sequoia Ridge along 70th Ave, 71st Ave, and 72nd Ave and the Stoneridge neighborhood as part of the Sidewalk/Street Tree program.
- Continued to identify ways to incorporate equity analysis into the selection of Pavement Maintenance Program projects to maintain the city's streets at the highest pavement condition index (PCI), by applying the right treatment to the right road at the right time in a fair and equitable way.
- Tualatin's Street/Sewer/Storm Manager, Bert Olheiser, won the Pavement Manager of the Year award from the Pavement Management Association. Bert does an excellent job stretching available funding to get the right treatment on the right street at the right time. He works hard on behalf of the community to find practical solutions to issues that arise and to maintain one of the highest system-wide pavement condition index ratings in the area.



**Goals for FY 2023/2024**

- Assess, prioritize, and repair sidewalk-tripping hazards by using digital mapping and photos to streamline sidewalk assessment between Martinazzi Ave and Boones Ferry Rd from Sagert St south to Blake St.
- Complete two overlay projects: Ibach St from 108th Ave to Grahams Ferry Rd and Avery St from Boones Ferry Rd to Martinazzi Ave.
- Continue pavement maintenance work: Slurry seal 50,000, square yards of residential roads and crack seal 100,000 lineal feet of arterial roadways to extend the life of the roadways.
- Continue to install Americans with Disabilities Act (ADA) compliant curb ramps to improve accessibility in coordination with other road projects. There are 28 curb ramps planned for replacement in conjunction with the City’s overlay projects.
- Continue to refine and apply the equity framework as a project prioritization tool and continue to use the framework to ensure road maintenance dollars are spent in an equitable way.
- Holistically consider project timelines and coordinate road projects with Engineering department to increase efficiency and reduce disruptions in the roadway.
- Work with a contractor to obtain a third-party assessment of Tualatin’s road system’s pavement condition index (PCI). Having this information will allow the Street/Storm/Sewer Manager to set a more specific PCI goal and further calibrate pavement maintenance efforts.

Performance Measures	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
Pavement Condition Index (PCI)	84	84	> 70	> 70



*Slurry Seal*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Printing & Postage	\$ 11,452	\$ 9,544	\$ 13,500	\$ 13,500
Road Fees to Tigard	9,209	10,049	11,000	11,140
R&M - Streets	1,002,966	1,000,635	1,988,370	1,535,000
Sidewalk/Tree Program	148,030	138,898	150,000	150,000
Reverse Frontage Program	158,527	154,659	183,040	195,520
<b>MATERIAL &amp; SERVICES</b>	<b>1,330,184</b>	<b>1,313,785</b>	<b>2,345,910</b>	<b>1,905,160</b>
Transfers Out - General Fund	135,410	167,880	169,120	177,610
Transfers Out - Road Operating	259,320	269,175	246,600	257,990
Transfers Out -Enterprise Bond	6,480	6,469	6,480	6,470
<b>TRANSFERS OUT</b>	<b>401,210</b>	<b>443,524</b>	<b>422,200</b>	<b>442,070</b>
Contingency	-	-	415,215	285,775
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>415,215</b>	<b>285,775</b>
Road Maintenance	892,809	1,359,979	740,715	1,157,330
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>892,809</b>	<b>1,359,979</b>	<b>740,715</b>	<b>1,157,330</b>
<b>ROAD UTILITY FUND</b>	<b>\$ 2,624,203</b>	<b>\$ 3,117,288</b>	<b>\$ 3,924,040</b>	<b>\$ 3,790,335</b>

**Road Operating**

The Road Operating Fund supports the ongoing maintenance 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 (images), 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 and ice control of the roadways in the winter.

The City's street system consists of 92 miles of streets (80 miles are City maintained, 8 miles are maintained by Washington and Clackamas Counties, and 5 miles by the State of Oregon) and 50 traffic signals (25 City-owned, 19 County-owned, and 8 State-owned).

The Road Operating Fund receives its revenue from a share of the Washington County and Oregon State gasoline tax, and vehicle license fees from Washington and Clackamas Counties. The State Highway Trust Fund consists of a gas tax, vehicle registration fees, and weighted mile taxes for heavy vehicles.

The City uses 1% of State Gas Tax funds for bicycle and pedestrian projects.

**Highlights of FY 2022/2023**

- Swept City streets monthly to provide safe vehicle and bike passage. Some heavily-traveled roadways required additional sweeps to keep bike lanes clear of debris.
- Visually inspected and rated 33% of the road system with the Street Saver asset management program to identify future maintenance needs within the road system.
- Responded to snow and ice events by applying de-icer, plowing, and sanding roadways as needed. Conducted trainings on winter weather response processes and protocols for field staff, front office staff, and communications team members to better prepare and coordinate winter weather response.
- Converted aging High-Pressure Sodium (HPS) streetlights and failing laminated wood poles to Light Emitting Diode (LED) lights on fiberglass poles east of I-5 in the neighborhoods around Atfalati Park to reduce streetlight energy usage, improve aesthetics, and address safety concerns related to failing poles.
- Replaced all street name signs along Tualatin Road. New signs are in compliance with Manual on Uniform Traffic Control Devices (MUTCD) standards, which requires larger, more reflective signs that are easier for motorists to see.
- Completed striping and thermoplastic repairs and upgrades on roadways throughout the city to maintain legend and lane striping visibility. Some work was completed in coordination with Engineering for striping changes or shared work with the City's transportation bond projects.
- Completed street tree trimming work in conjunction with the Parks Department to enhance streetlight illumination on roadways and improve driver safety.

**Goals for FY 2023/2024**

- Install, repair, and/or replace striping and pavement markings as needed to ensure visibility and safety for pedestrians, cyclists, and motorists.
- Clean and repair or replace traffic control signage such as street and road symbol signs to comply with the Manual on Uniform Traffic Control Devices (MUTCD) and provide clear and distinguishable guidance to the traveling public.
- Make pedestrian and Americans Disabilities Act (ADA) improvements as a part of the Pavement Maintenance Program and the newly created Neighborhood Transportation Safety Program. These improvements will involve repairing sidewalks, replacing existing ramps, and adding ramps to create a transportation system that's accessible to everyone in the community.
- Continue work with Portland General Electric (PGE) and Washington County to convert High Pressure Sodium (HPS) streetlights to high efficiency Light Emitting Diode (LED) fixtures in City intersections. In addition, exploration on how best to retrofit or replace decorative fixtures in the downtown core area.
- Stay informed on winter weather conditions to promptly address road hazards and improve safety; build on the City’s existing public-facing communication products and leverage the Communications Team’s communications toolkit to keep the public informed during winter weather events.
- Explore available de-icer storage options at Tualatin City Services to improve the Street Division’s ability to respond to winter weather events.

Performance Measures	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
HPS Lights Converted to LED	1,192	397	446	94
Laminated Wood Street Light Poles Replaced	300	200	296	0



*Road Striping*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Salaries and Wages-Full Time	\$ 373,396	\$ 385,312	\$ 413,915	\$ 405,305
Salaries and Wages-Temporary	4,446	-	-	-
Salaries and Wages-Overtime	9,876	7,104	6,000	9,000
Salaries and Wages-On-Call	-	1,113	3,760	2,990
Benefits-Employee Benefits	2,323	4,838	2,885	3,100
Benefits-FICA	28,966	29,509	31,570	31,070
Benefits-WC Insurance & Tax	19,268	587	9,030	9,165
Benefits-Pension	109,140	114,016	123,850	118,540
Benefits-Insurance	88,349	97,941	100,885	101,260
Benefits-TriMet Excise Tax	-	-	3,385	3,350
Benefits-Sick Leave Buy Back	-	677	-	-
Benefits-Vacation Buy Back	618	3,720	-	-
Benefits-Comp Time Buy Back	739	191	-	-
Benefits-Paid Leave OR Tax	-	-	-	1,670
Benefits-WC Contra	(14,013)	(618)	-	-
<b>PERSONAL SERVICES</b>	<b>623,108</b>	<b>644,390</b>	<b>695,280</b>	<b>685,450</b>
Office Supplies	62	113	-	-
Printing & Postage	1,946	568	1,400	1,400
Street Landscape Material	1,446	1,227	1,990	2,260
Uniforms & Safety Equipment	1,780	2,257	3,900	3,900
Cell Phones	1,912	2,186	1,645	815
Network/Online	999	1,197	1,960	1,200
Small Tools	2,395	1,161	3,345	3,345
Office Equipment & Furniture	-	120	500	500
Computer Equip & Software	4,416	4,074	2,000	1,990
Personal Computer/Laptop	-	-	420	920
Consultants	2,112	5,000	50,000	79,000
Utilities - Signals	28,329	35,182	32,400	34,990
Street Lights	306,434	297,637	492,340	507,110
Conferences & Meetings	129	200	7,025	6,725
Membership Dues	1,160	1,355	2,230	2,925
Staff Training	11,419	56,080	5,000	5,000
Publication, Rpt, Ref Matl	169	-	-	-
Staff/Dept Recognition	14	-	-	-
Administrative Expense	21	405	650	650
Advertising - Recruitment	154	-	-	-

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Grounds & Landscaping	12,097	12,070	15,000	15,000
Contr R&M - Road Strip	56,883	45,806	77,000	77,000
Street Sweeping	174,873	203,873	180,290	207,335
Emergency Road Clean-up	7,632	574	11,850	11,850
Signal Maintenance	63,868	38,055	75,310	77,950
Inventory Supplies	8,867	13,089	-	-
R&M - Guardrails, signs	21,746	14,250	23,200	23,200
R&M - Streets	24,748	2,499	53,640	53,640
Vehicle Replacement Expense	72,410	67,135	106,280	92,810
R&M - Equipment	221	-	1,050	1,050
<b>MATERIAL &amp; SERVICES</b>	<b>808,242</b>	<b>806,113</b>	<b>1,150,425</b>	<b>1,212,565</b>
Equipment & Furnishings	19,854	32,048	-	-
Projects Professional Svc	156,251	296,581	-	-
Fund Projects	7,916	414,246	506,000	700,000
<b>CAPITAL OUTLAY</b>	<b>184,021</b>	<b>742,875</b>	<b>506,000</b>	<b>700,000</b>
Transfers Out - General Fund	746,240	778,310	728,320	855,700
Transfers Out - Road Utility	460,000	460,000	499,990	504,580
Transfers Out -Enterprise Bond	99,440	77,775	77,810	77,780
<b>TRANSFERS OUT</b>	<b>1,305,680</b>	<b>1,316,085</b>	<b>1,306,120</b>	<b>1,438,060</b>
Contingency	-	-	548,675	596,200
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>548,675</b>	<b>596,200</b>
Future Years Projects	2,864,861	3,520,513	1,698,405	1,960,335
Footpath/Biketrail Reserve	-	-	21,465	21,925
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>2,864,861</b>	<b>3,520,513</b>	<b>1,719,870</b>	<b>1,982,260</b>
<b>ROAD OPERATING</b>	<b>\$ 5,785,912</b>	<b>\$ 7,029,976</b>	<b>\$ 5,926,370</b>	<b>\$ 6,614,535</b>
<b>Full-time Equivalents</b>	<b>4.60</b>	<b>4.66</b>	<b>4.66</b>	<b>4.66</b>

**Transportation Development Tax**

This fund is mandated by state law and is used to receive and spend Transportation Development Taxes (TDTs) that are collected from all new development in the City for transportation system improvements. 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, and took effect on July 1, 2009. City Council established the same fee rate in the Clackamas County portion of the City as well.

**Highlights of FY 2022/2023**

- Contributed to the construction of the Garden Corner Curves project.
- Contributed to construction of the Martinazzi/Sagert traffic signal.
- Completed design of the Tualatin-Sherwood Road utility relocation project in coordination with the Washington County widening project.

**Goals for FY 2023/2024**

- Continue construction of the Tualatin-Sherwood Road utility relocation project.
- Contribute to design and construction of additional improvements along Boones Ferry Road between Tualatin-Sherwood Road and Norwood Road.
- Contribute to construction of improvements on Herman Road between Tualatin Rd and Teton Ave .



*Boones Ferry Road Sidewalk Improvements*



Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Projects Professional Svc	\$ -	\$ 25,599	\$ -	\$ -
Projects Construction	-	360,267	-	-
Fund Projects	441,632	446,522	1,750,000	4,790,000
<b>CAPITAL OUTLAY</b>	<b>441,632</b>	<b>832,388</b>	<b>1,750,000</b>	<b>4,790,000</b>
Transfers Out - General Fund	12,110	35,600	84,720	250,060
Transfers Out - Building	19,690	18,750	26,250	26,250
<b>TRANSFERS OUT</b>	<b>31,800</b>	<b>54,350</b>	<b>110,970</b>	<b>276,310</b>
Contingency	-	-	11,225,825	10,249,660
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>11,225,825</b>	<b>10,249,660</b>
Future Years Projects	11,618,607	12,707,877	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>11,618,607</b>	<b>12,707,877</b>	<b>-</b>	<b>-</b>
<b>TRANSPORTATION DEVELOPMENT TAX</b>	<b>\$ 12,092,039</b>	<b>\$ 13,594,615</b>	<b>\$ 13,086,795</b>	<b>\$ 15,315,970</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 and parks.

**Highlights of FY 2022/2023**

- Completed the Garden Corner Curves project on 105th Ave, Blake St, and 108th Ave.
- Completed Neighborhood Traffic Safety projects – community-requested pedestrian crossing and safety improvements on Avery St east of Tualatin-Sherwood Rd, Martinazzi Ave at Mohawk St, Martinazzi Ave near the Fred Meyer entrance, and Boones Ferry Road near 84th Ave, and designed safety and pedestrian improvements on 68th Ave, a new crosswalk across Sagert St west of 68th Ave, and a walkway on the Sagert St bridge over I-5,
- Completed the 95th Ave / Avery St / 93rd Ave with new sidewalk and safety improvements, and a new center turn lane and traffic signal upgrades at the Avery/95th intersection near Tualatin Elementary School.
- Constructed a new crosswalk across 65th Ave near the hospital, and improved sidewalks and a crosswalk along Tualatin Road from Sweek Drive to Community Park.
- Constructed pathway, bike lane, sidewalk, and other safety improvements along Boones Ferry Road from Sagert St to Ibach St, and designed sidewalk, bike lane, and safety improvements along Boones Ferry Rd from Tualatin-Sherwood Road to Sagert St, a crosswalk at the Boones Ferry / Iowa St intersection, and an eastbound right turn lane on Avery Street at its intersection with Boones ferry Rd.
- Completed design and permitting of the Highway 99W project from 124th Ave to Pacific Dr near the Pony Ridge neighborhood.
- Completed design and began construction of traffic flow improvements along Tualatin-Sherwood Road between Martinazzi Avenue and I-5, and walking and cycling improvements along Boones Ferry Rd from Tualatin-Sherwood Rd to Martinazzi Ave.

**Goals for FY 2023/2024**

- Complete Tualatin Moving Forward Bond Program
- Complete construction of pedestrian, cyclist, and traffic flow improvements along Boones Ferry Rd from Martinazzi Ave to the southern City Limits, Tualatin-Sherwood Rd from Martinazzi Ave to I-5, Hwy 99W from 124th Ave to the Pony Ridge neighborhood, on the Sagert St bridge over I-5, and on 67th and 68th Avenues.
- Deliver projects with a focus on equity throughout the City.

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Consultants	\$ 700	\$ 700	\$ 700	\$ 700
Bank Fees	2,760	1,989	5,000	5,000
<b>MATERIAL &amp; SERVICES</b>	<b>3,460</b>	<b>2,689</b>	<b>5,700</b>	<b>5,700</b>
Projects Professional Svc	2,090,526	2,556,493	406,000	406,000
Projects Construction	1,731,636	3,126,152	-	-
Fund Projects	17	288,470	7,280,000	2,900,000
<b>CAPITAL OUTLAY</b>	<b>3,822,179</b>	<b>5,971,115</b>	<b>7,686,000</b>	<b>3,306,000</b>
Transfers Out - General Fund	86,030	214,420	253,830	279,160
Transfers Out - Road Operating	-	107,700	-	-
Transfers Out -Water Operating	-	24,230	-	-
Transfers Out - Sewer	-	12,110	-	-
<b>TRANSFERS OUT</b>	<b>86,030</b>	<b>358,460</b>	<b>253,830</b>	<b>279,160</b>
Contingency	-	-	121,860	211,640
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>121,860</b>	<b>211,640</b>
Future Years Projects	16,395,761	10,228,244	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>16,395,761</b>	<b>10,228,244</b>	<b>-</b>	<b>-</b>
<b>TRANSPORTATION PROJECT FUND</b>	<b>\$ 20,307,430</b>	<b>\$ 16,560,508</b>	<b>\$ 8,067,390</b>	<b>\$ 3,802,500</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 parking lots (White, Yellow, Red, Blue, and Green) with a total of 363 parking spaces. In addition, there are 71 on-street parking spaces on Nyberg Street, Seneca Street, and 84th Avenue, along with 107 spaces associated with the Library and Civic area parking.

**Highlights of FY 2022/2023**

- Determined the needs of the Core Area Parking and collected annual taxes to sufficiently operate the District.
- Completed annual ADA inspections of parking lot sidewalks.
- Maintained Core Area Parking lots and monitored parking usage.

**Goals for FY 2023/2024**

- Complete ADA annual inspections.
- Begin design for ADA improvements from the Blue Lot.
- Administer bi-annual parking lot surveys in May and September.
- Update municipal code regarding Core Area Parking Board operations and structure.



*Core Area Parking Lot*

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Printing & Postage	\$ -	\$ -	\$ 100	\$ 100
Botanical & Chem Supplies	-	-	1,000	1,000
Consultants	-	-	1,000	1,000
Utilities - Parking Lots	10,726	12,592	13,000	13,000
Administrative Expense	-	134	300	300
Guardrails & Signs	-	-	400	400
Street/Parking Lot Lights	-	-	500	500
Grounds & Landscaping	2,655	2,769	4,000	4,000
Parking Lot Striping	3,247	(1,270)	4,200	4,200
Parking Lot Sweeping	1,870	3,940	2,400	2,400
R&M - Parking Lots	-	1,617	2,500	2,500
R&M - Equipment	-	173	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>18,498</b>	<b>19,955</b>	<b>29,400</b>	<b>29,400</b>
Fund Projects	-	-	40,000	70,000
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>70,000</b>
Transfers Out - General Fund	33,960	27,190	34,920	37,360
<b>TRANSFERS OUT</b>	<b>33,960</b>	<b>27,190</b>	<b>34,920</b>	<b>37,360</b>
Contingency	-	-	14,625	15,810
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>14,625</b>	<b>15,810</b>
General Account Reserve	203,207	232,768	158,655	140,430
Future Years Projects	-	-	45,500	45,500
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>203,207</b>	<b>232,768</b>	<b>204,155</b>	<b>185,930</b>
<b>CORE AREA PARKING DISTRICT FUND</b>	<b>\$ 255,665</b>	<b>\$ 279,913</b>	<b>\$ 323,100</b>	<b>\$ 338,500</b>

**Tualatin City Services Building Fund**

The Tualatin City Services Building fund was 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.

**Highlights of FY 2022/2023**

- Completed construction of Tualatin City Services Building.

**Goals for FY 2023/2024**

- Identify any final expenditures and close out project.



Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Projects Administration	\$ 2,322	\$ 2,994	\$ -	\$ -
Projects Professional Svc	574,595	22,266	-	-
Projects Construction	5,910,990	218,609	-	-
Fund Projects	-	528	660,000	300,000
<b>CAPITAL OUTLAY</b>	<b>6,487,907</b>	<b>244,397</b>	<b>660,000</b>	<b>300,000</b>
Issuance Costs	42,800	-	-	-
<b>DEBT SERVICE</b>	<b>42,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
Future Years Projects	709,560	570,299	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>709,560</b>	<b>570,299</b>	<b>-</b>	<b>-</b>
<b>TUALATIN CITY SERVICES BUILDING FUND</b>	<b>\$ 7,240,267</b>	<b>\$ 814,696</b>	<b>\$ 660,000</b>	<b>\$ 300,000</b>



**City of Tualatin**

**Proposed  
2023/2024 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 FY2023-2024 is \$0.85 per \$1,000 of assessed value. There are two outstanding general obligation bonds. The 2018 Transportation Bond 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 2023 Parks Bonds were sold in April 2023 to finance capital costs for improvement of trails, natural areas, sports fields, parks and river access.

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 Full Faith and Credit loans for the Operations Center Warehouse, as well as for the City Services Building project.



*Path Improvement - LAM Research Volunteers*



## Summary of Requirements

## Debt Service

Requirements by Object	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Materials & Services	\$ 495	\$ 495	\$ 495	\$ 495
Debt Service	3,874,589	3,974,940	4,074,070	5,713,305
Reserves & Unappropriated	696,726	738,943	477,020	430,430
<b>Total Requirements</b>	<b>\$ 4,571,810</b>	<b>\$ 4,714,378</b>	<b>\$ 4,551,585</b>	<b>\$ 6,144,230</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 two outstanding general obligation bonds. The 2018 Transportation Bond is financing the Tualatin Moving Forward program to support high priority transportation projects in three most pressing transportation areas: congestion relief, neighborhood safety and safe access to schools.

Additionally, the 2018 series bonds refunded the outstanding debt related to the 2005 Parks Improvement and the 2006 Library Improvement Bonds. These issuances financed improvements at Community Park, Ibach Park, Jurgens Park, pathways at the Tualatin River Greenway, improvements at Sweek Pond Natural Area, running trails, an artificial surface sports field at Tualatin High School and library improvements.

In April 2023, the City sold \$15 million under a \$25 million authorization of Parks Bonds to finance capital costs for improvement of trails, natural areas, sports fields, parks and river access. The remaining \$10 million under the authorization is anticipated to be sold in 2026.



*NewTrimet Bus Stop*

**Debt Service****General Obligation Bond Fund**

<b>Account Description</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Principal - 18 Transportation Bonds	\$ 1,855,000	\$ 2,050,000	\$ 2,245,000	\$ 2,440,000
Principal - 23 Parks Bond	-	-	-	710,000
Interest - 18 Transportation Bonds	1,026,750	934,000	835,500	723,250
Interest - 23 Parks Bond	-	-	-	850,000
<b>DEBT SERVICE</b>	<b>2,881,750</b>	<b>2,984,000</b>	<b>3,080,500</b>	<b>4,723,250</b>
General Account Reserve	142,092	181,190	75,000	100,000
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>142,092</b>	<b>181,190</b>	<b>75,000</b>	<b>100,000</b>
<b>GENERAL OBLIGATION BOND FUND</b>	<b>\$ 3,023,842</b>	<b>\$ 3,165,190</b>	<b>\$ 3,155,500</b>	<b>\$ 4,823,250</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 refunded in July 2014, realizing annual savings throughout the life of the refunding bonds.

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

Also included is the Full Faith and Credit Financing for the Tualatin City Services Building.



Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Bond Registration & Exp	\$ 495	\$ 495	\$ 495	\$ 495
<b>MATERIAL &amp; SERVICES</b>	<b>495</b>	<b>495</b>	<b>495</b>	<b>495</b>
Principal - 05 Water Bonds	415,000	430,000	450,000	465,000
Principal Warehouse	115,516	119,098	123,030	126,455
Principal - Tualatin City Services Building	276,772	274,648	279,540	284,515
Interest - 05 Water Bonds	96,850	79,950	62,350	44,050
Interest - Warehouse Finance	13,872	10,291	6,585	2,945
Interest - Tualatin City Services Building	74,829	76,953	72,065	67,090
<b>DEBT SERVICE</b>	<b>992,839</b>	<b>990,940</b>	<b>993,570</b>	<b>990,055</b>
Bond Indenture Reserve	554,634	557,753	402,020	330,430
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>554,634</b>	<b>557,753</b>	<b>402,020</b>	<b>330,430</b>
<b>ENTERPRISE BOND FUND</b>	<b>\$ 1,547,968</b>	<b>\$ 1,549,188</b>	<b>\$ 1,396,085</b>	<b>\$ 1,320,980</b>

Fiscal Year	General Obligation Bonds			Revenue Supported Bonds			Full Faith and Credit Loan		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2024	3,150,000	1,573,250	4,723,250	465,000	44,050	509,050	409,914	69,850	479,764
2025	3,550,000	1,316,750	4,866,750	490,000	24,950	514,950	289,577	62,025	351,602
2026	4,005,000	1,139,250	5,144,250	505,000	7,575	512,575	294,731	56,870	351,601
2027	3,125,000	939,000	4,064,000	-	-	-	299,977	51,624	351,601
2028	3,390,000	782,750	4,172,750	-	-	-	305,317	46,284	351,601
2029	365,000	613,250	978,250	-	-	-	310,752	40,850	351,602
2030	410,000	595,000	1,005,000	-	-	-	316,283	35,318	351,601
2031	465,000	574,500	1,039,500	-	-	-	321,913	29,689	351,602
2032	520,000	551,250	1,071,250	-	-	-	327,643	23,958	351,601
2033	575,000	525,250	1,100,250	-	-	-	333,475	18,126	351,601
2034	640,000	496,500	1,136,500	-	-	-	339,411	12,191	351,602
2035	705,000	464,500	1,169,500	-	-	-	345,452	6,149	351,601
2036	775,000	429,250	1,204,250	-	-	-	-	-	-
2037	850,000	390,500	1,240,500	-	-	-	-	-	-
2038	930,000	348,000	1,278,000	-	-	-	-	-	-
2039	1,015,000	301,500	1,316,500	-	-	-	-	-	-
2040	1,105,000	250,750	1,355,750	-	-	-	-	-	-
2041	1,200,000	195,500	1,395,500	-	-	-	-	-	-
2042	1,300,000	135,500	1,435,500	-	-	-	-	-	-
2043	1,410,000	70,500	1,480,500	-	-	-	-	-	-
	<u>29,485,000</u>	<u>11,692,750</u>	<u>41,177,750</u>	<u>1,460,000</u>	<u>76,575</u>	<u>1,536,575</u>	<u>3,894,445</u>	<u>452,934</u>	<u>4,347,379</u>

<b>Governmental Activities</b>					
<b>Fiscal Year</b>	<b>General Obligation Bonds</b>	<b>Less: Amounts Available in Debt Service Fund</b>	<b>Total</b>	<b>Percentage of Estimated Actual Taxable Value of Property</b>	<b>Per Capita</b>
2022	\$ 18,739,057	\$ (178,312)	\$ 18,560,745	0.22%	665
2021	21,135,864	(142,465)	20,993,399	0.27%	752
2020	23,337,672	(164,838)	23,172,834	0.32%	852
2019	25,379,480	(124,465)	25,255,015	0.37%	931
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

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

Jurisdiction	General Obligation Debt Outstanding	Percent Applicable Inside City of Tualatin	Amount Applicable Inside City of Tualatin
City of Tualatin	\$ 18,636,816	100.0000%	\$ 18,636,816
Clackamas County	125,400,000	1.2725% *	1,595,715
Clackamas County District 3J (West Linn/Wilsonville)	348,463,289	1.0480%	3,651,895
Clackamas County School District 7J (Lake Oswego)	255,972,910	1.7416%	4,458,024
Clackamas County ESD	23,805,136	0.4661%	110,956
Clackamas Community College	84,925,428	1.4957%	1,270,230
Clackamas Soil & Water Conservation	6,144,000	1.2725%	78,182
Metro	920,585,000	2.3621%	21,745,138
Portland Community College	545,535,000	2.6253%	14,321,930
Washington County	196,818,344	6.3639%	12,525,323
Rivergrove Water District 14J	469,858	0.1113%	523
Tualatin Valley Fire and Rescue District	17,325,000	7.8065%	1,352,476
Washington County School District 23J (Tigard-Tualatin)	322,883,542	34.2483%	110,582,124
Washington County School District 88J (Sherwood)	312,546,518	16.0183%	50,064,639
Subtotal overlapping debt			221,757,155
Direct and overlapping debt			<u>\$ 240,393,971</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.



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

True Cash Value	\$	5,178,221,723
Rate		x 3%
Debt limit		155,346,652
Debt applicable to limit		18,560,745
	\$	136,785,907

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
2022	88.05%	155,346,652	18,560,745	136,785,907
2021	85.85%	148,311,760	20,993,399	127,318,361
2020	83.67%	141,862,619	23,172,834	118,689,785
2019	81.38%	135,631,379	25,255,015	110,376,364
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

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 2023/24 –FY 2027/28

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. 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. The 2024-2028 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 staff, and then presented to the City Council. The projects listed in the 2023/2024 fiscal year become the basis for preparation of the City’s budget for that year.

### CIP REVIEW TEAM

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

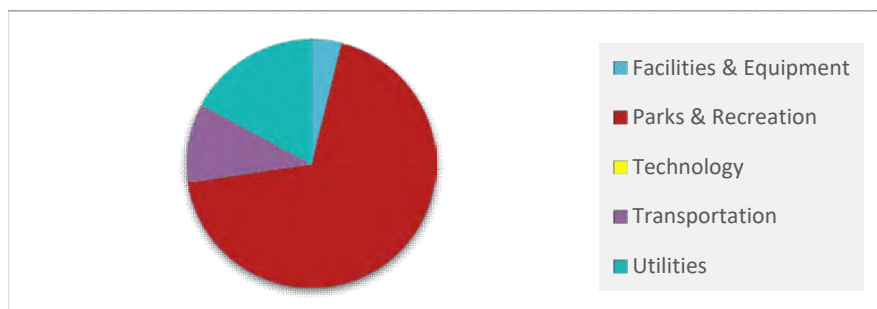
The overall goal of the CIP Review Team is to develop CIP recommendations that:

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

### CATEGORIES

Projects generally fit within the five primary categories identified below:

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



**CIP CRITERIA**

There are always more project requests than can be funded in the five-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 five fiscal years. The plan is produced every year prior to the annual budget process. Looking at the City’s capital projects in terms of revenue over the next five 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**

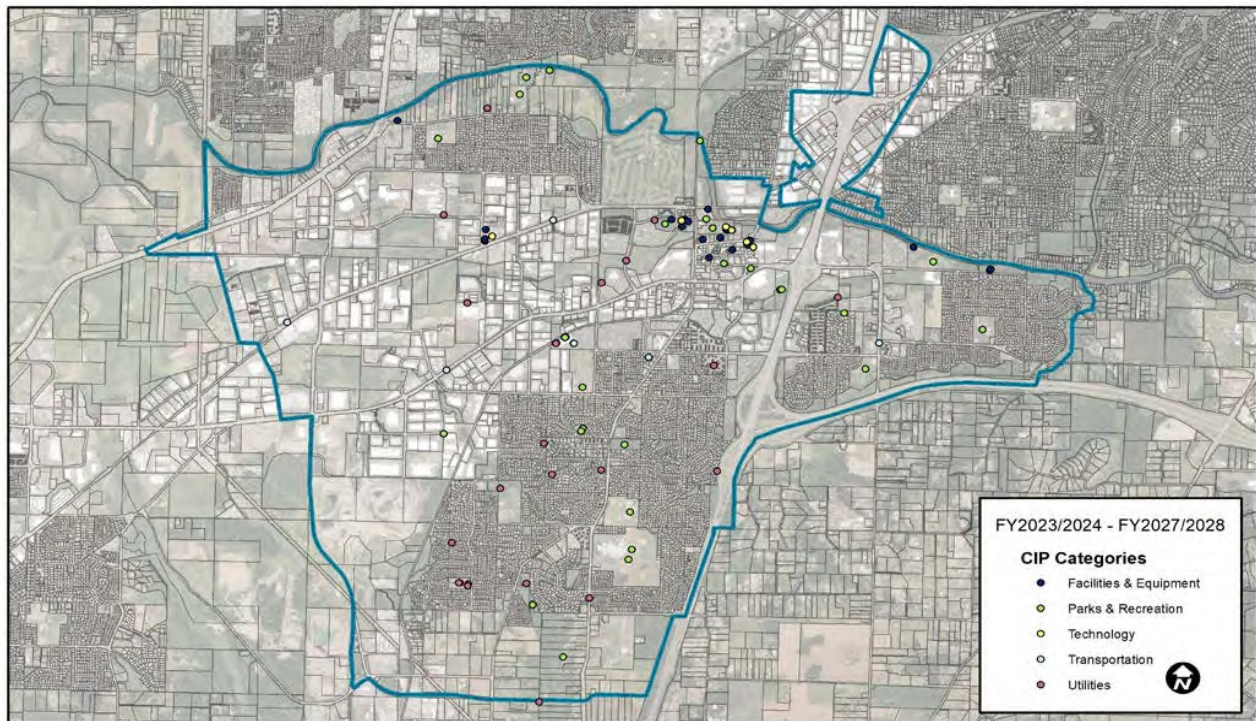
Summary lists of projects by category and by funding source are provided for quick reference. Projects in this five-year CIP total approximately \$183 million. Just over \$32 million of the funded projects are utility projects and \$16.5 million in transportation projects have been identified. Almost \$130.5 million in Parks & Recreation projects were identified and included from the Parks Master Plan.

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.

The appendix identifies almost \$265 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 based on the industry expertise of each department.

**Total Project Cost by Category**

	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>Grand Total</b>
<b>Facilities &amp; Equipment</b>	815,000	2,691,200	976,333	873,851	1,937,456	<b>7,268,840</b>
<b>Parks &amp; Recreation</b>	15,483,000	14,683,356	7,970,887	42,081,215	50,206,709	<b>130,425,167</b>
<b>Technology</b>	94,000	61,200	-	-	-	<b>155,200</b>
<b>Transportation</b>	10,700,000	2,200,000	6,150,000	150,000	150,000	<b>16,545,000</b>
<b>Utilities</b>	8,125,560	8,570,000	9,738,000	4,750,000	1,199,000	<b>32,382,560</b>
<b>Grand Total</b>	<b>35,217,560</b>	<b>28,205,756</b>	<b>24,835,220</b>	<b>47,855,066</b>	<b>53,493,165</b>	<b>189,606,767</b>



Fund Title	Project Name	FY23/24
General Fund: Parks and Recreation	Tualatin River Greenway Trail Extension	\$ 1,251,320
General Fund: Maintenance Services	Police Station HVAC Replacement	\$ 90,000
General Fund: Maintenance Services	Pohl Center - Add Metal Siding	\$ 275,000
General Fund: Maintenance Services	Library & City Offices HVAC Replacement	\$ 37,000
General Fund: Maintenance Services	Operations Building HVAC Replacement	\$ 17,000
General Fund: Maintenance Services	Police Public Lot Tree & Pavement Maintenance	\$ 12,000
General Fund: Parks Maintenance	Lafky Park Basketball Court Removal and Replacement	\$ 50,000
<b>Total General Fund</b>		<b>\$ 1,732,320</b>
Core Area Parking	Blue Lot - Design costs for ADA improvements	\$ 70,000
<b>Total Core Area Parking Fund</b>		<b>\$ 70,000</b>
Parks Utility Fee	Prepare future projects	\$ 42,480
Parks Utility Fee	Facility Building Study	\$ 350,000
Parks Utility Fee	Hwy 99 Boat Ramp	\$ 250,000
Parks Utility Fee	Little Woodrose Access & Safety Improvements	\$ 50,000
Parks Utility Fee	Park System Signs Project	\$ 52,680
Parks Utility Fee	Ki-a-Kuts Bridge	\$ 75,000
Parks Utility Fee	Victoria Woods Stair Renovation	\$ 50,000
Parks Utility Fee	Parks & Recreation Office - ADA Access to Building	\$ 75,000
<b>Total Parks Utility Fee Fund</b>		<b>\$ 945,160</b>
Park Development	Basalt Creek Park Land Acquisition and Site Planning	\$ 2,444,510
Park Development	Tualatin Commons	\$ 50,000
Park Development	Tualatin River Greenway Trail Extension	\$ 250,000
<b>Total Park Development Fund</b>		<b>\$ 2,744,510</b>
American Rescue Plan Act	Affordable Housing Waterline Project	\$ 1,000,000
American Rescue Plan Act	Stoneridge Park Renovation	\$ 2,750,000
American Rescue Plan Act	Trail along Affordable Housing Development	\$ 250,000
American Rescue Plan Act	ARPA Eligible Capital Projects	\$ 1,000,000
<b>Total American Rescue Plan Act Fund</b>		<b>\$ 5,000,000</b>
Tualatin City Services Building	Tualatin City Services Complex Projects	\$ 300,000
<b>Total Tualatin City Services Building Fund</b>		<b>\$ 300,000</b>
Water Operating	C-Level Pump Station	\$ 200,000
Water Operating	SCADA System Improvements	\$ 1,265,560
Water Operating	B Level Transmission Upsizing	\$ 2,000,000
<b>Total Water Operating Fund</b>		<b>\$ 3,465,560</b>
Sewer Operating	65th Ave/Nyberg Trunk Line	\$ 1,000,000
Sewer Operating	Martinazzi Sanitary Sewer Upsizing	\$ 2,085,000
Sewer Operating	Sewer Pipe Rehab Program	\$ 250,000
Sewer Operating	Martinazzi N. Priority II Project	\$ 15,000
<b>Total Sewer Operating Fund</b>		<b>\$ 3,350,000</b>
Stormwater Operating	Sweek Dr./Emery Zidelle Pond B	\$ 200,000
Stormwater Operating	Hedges Creek Stream Repair	\$ 160,000
Stormwater Operating	Siuslaw Stormwater Quality Retrofit & 99th/Coquille	\$ 750,000
<b>Total Stormwater Operating Fund</b>		<b>\$ 1,110,000</b>
Stormwater Development	Nyberg Creek Stormwater Conceptual Design	\$ 100,000
Stormwater Development	Stormwater Master Plan - Basalt Creek and SW Concept Area	\$ 100,000
<b>Total Stormwater Development Fund</b>		<b>\$ 200,000</b>

# Capital Improvement Plan

# Projects Included in 2023/2024 Budget

Fund Title	Project Name	FY23/24
Vehicle Replacement	Organization-Wide Vehicle Replacements	\$ 1,043,500
<b>Total Vehicle Replacement Fund</b>		<b>\$ 1,043,500</b>
Road Operating	Neighborhood Solutions/Ped Friendly Program	\$ 150,000
Road Operating	Sagert Ct Cul-de-Sac	\$ 300,000
Road Operating	Transportation System Plan	\$ 250,000
<b>Total Road Operating Fund</b>		<b>\$ 700,000</b>
Transportation Development Tax	Tualatin-Sherwood Rd Utility Relocation (Coordinated with Washington County)	\$ 500,000
Transportation Development Tax	Martinazzi/Sagert Signal	\$ 100,000
Transportation Development Tax	Tualatin-Sherwood Road Rd: Martinazzi to I-5	\$ 500,000
Transportation Development Tax	Boones Ferry Sidewalk Infill	\$ 3,000,000
Transportation Development Tax	Herman Road Widening	\$ 690,000
<b>Total Transportation Development Tax Fund</b>		<b>\$ 4,790,000</b>
Transportation Project	Projects Professional Services - Not Project Specific	\$ 406,000
Transportation Project	Martinazzi / Sagert Signal	\$ 50,000
Transportation Project	Sandalwood/Sagert Water Quality Swale	\$ 500,000
Transportation Project	Hazelbrook Area Project	\$ 50,000
Transportation Project	Highway 99: Pony Ridge to 124th Sidewalks	\$ 800,000
Transportation Project	Tualatin-Sherwood Road: Martinazzi Avenue to I-5	\$ 1,500,000
<b>Total Transportation Project Fund</b>		<b>\$ 3,306,000</b>
Parks Project	Veteran's Plaza	\$ 2,675,250
Parks Project	Atfalati Playground Equipment	\$ 300,000
Parks Project	Ibach Playground Equipment	\$ 200,000
Parks Project	Jurgens Playground Equipment	\$ 500,000
Parks Project	New River Access Design	\$ 350,000
Parks Project	Nyberg Creek Trail/Wetlands	\$ 1,200,000
Parks Project	Property Acquisition	\$ 100,000
Parks Project	Community Park Field Lights	\$ 500,000
<b>Total Parks Project Fund</b>		<b>\$ 5,825,250</b>



## Project Summary By Category

<b>Facilities &amp; Equipment</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
Brown’s Ferry Community Center HVAC Unit Replacement		12,000	12,000		
Browns Ferry Community Center & Garage ADA Remodel					245,000
Brown’s Ferry Community Center & Garage Re-roof				75,000	
Brown’s Ferry Community Center Buildings - Repair & Paint		13,500			
Brown’s Ferry Park Barn Structural Upgrade					265,000
Core Area Parking: Blue Lot ADA Design and Construction	70,000	135,000			
Core Area Parking: Green Lot Slurry Seal				14,000	
Core Area Parking: White Lot Slurry Seal			34,000		
Core Area Parking: Yellow Lot Slurry Seal				14,000	
Juanita Pohl Center Add Metal Siding	275,000				
Juanita Pohl Center Parking Lot Repair				100,000	400,000
Library & City Offices HVAC Unit Replacement	37,000	76,000	42,000		
Library Furnishing Replacement		25,000	47,000		65,000
Library Teen Room Light Sculpture			25,000		
Operations Building A HVAC Unit Replacement	17,000	18,000	20,000		
Operations Covered Parking Structure for Trucks				175,000	600,000
Parks & Rec. Admin Building ADA Improvements		325,000			
Parks & Rec. Admin Building Roof Replacement			68,000		
Police – PGE Fleet Partner EV Program			100,000		
Police Public Parking Lot – Tree and Pavement Maintenance	12,000	12,500			
Police Station HVAC Unit Replacement	46,000	36,000	42,000		
Police Station Roof		475,000			
Tualatin City Park Boat Ramp Drive Aisle and Parking Lot			190,000		
Tualatin City Service – Fuel Tank Relocation and Site Upgrades		1,300,000			
Tualatin Heritage Center Carpet Replacement		9,000			
Vehicles	358,000	254,200	370,333	495,851	362,456
Walnut House Roof Replacement			26,000		
<b>Facilities &amp; Equipment Total</b>	<b>815,000</b>	<b>2,691,200</b>	<b>1,010,333</b>	<b>873,851</b>	<b>1,937,456</b>

## Project Summary By Category

<b>Parks &amp; Recreation</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
Atfalati Park Renovation & Improvements		6,855,000			
Basalt Creek Park	2,000,000			17,948,000	
Brown’s Ferry Park Redevelopment					28,539,479
Greenway & Path Expansion	2,668,000	2,668,000	2,668,000	2,668,000	2,668,000
High School Field #E30			700,000		
Ice Age Tonquin Trail		144,700	144,700		
Integrated Pest Management Plan		165,000			
Jurgens Park Expansion		220,000	4,397,000		
Jurgens Park Renovation and Improvements					7,328,678
Ki-a-Kuts Bridge Repair		250,000			
Lafky Park Basketball Court Removal and Replacement	50,000				
Lafky Park Renovation & Improvement		326,000			
Little Woodrose Natural Area	150,000			1,225,619	
New Natural Areas	2,000,000				
New Parks	4,000,000				4,925,000
Nyberg Creek Greenway		1,281,656			
Nyberg Creek South Greenway Development				710,000	
Parks Sign Project	150,000				
School City Facility Partnership	220,000				
Stoneridge Park Renovation	2,500,000				
Sweek Pond Natural Area					1,261,784
Tualatin Commons Lake Renovation	1,500,000	209,000			
Tualatin Commons Park			61,187		
Tualatin Community Park Expansion	170,000	2,464,000			
Tualatin Community Park Renovation & Improvements				19,529,596	
Tualatin River Greenway Development					5,483,771
Victoria Woods Natural Area	75,000				
<b>Parks &amp; Recreation Total</b>	<b>15,483,000</b>	<b>14,683,356</b>	<b>7,970,887</b>	<b>42,081,215</b>	<b>50,206,709</b>

<b>Technology</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
Library Patron Computer Replacement		30,000			
Police MDT (Laptop) Replacement	94,000				
Upgrade to Office365 G3 Suite		31,200			
<b>Technology Total</b>	<b>94,000</b>	<b>61,200</b>	<b>-</b>	<b>-</b>	<b>-</b>



# Project Summary By Category

<b>Transportation</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
65 <sup>th</sup> and Borland Turn Lane		500,000	2,000,000		
Boones Ferry Corridor Sidewalks & Bike Lanes	3,000,000				
Hazelbrook Area Project (Tualatin @ Teton)	50,000				
Herman Rd: 124 <sup>th</sup> to Cipole Rd Improvement		1,000,000	4,000,000		
Herman Rd: Widening Tualatin to Teton Rd (R3)	3,500,000				
Hwy 99: Pony Ridge to 124 <sup>th</sup> Sidewalks	800,000				
Martinazzi / Sagert Signal	150,000				
Neighborhood Solutions / Ped-friendly	150,000	150,000	150,000	150,000	150,000
Sagert Ct cul-de-sac	300,000				
Sandalwood/Sagert Water Quality Swale	500,000				
Transportation System Plan	250,000	50,000			
Tualatin-Sherwood Rd Utility Relocation	500,000	500,000			
Tualatin-Sherwood Rd: Martinazzi to I-5	1,500,000				
<b>Transportation Total</b>	<b>10,700,000</b>	<b>2,200,000</b>	<b>6,150,000</b>	<b>150,000</b>	<b>150,000</b>

# Project Summary By Category

<b>Utilities</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
<b>Sewer</b>					
Martinazzi Sanitary Sewer Upsizing	2,100,000	2,890,000	513,000		
65 <sup>th</sup> Ave / Nyberg Trunk Line	1,000,000				
Sewer Pipe Rehab Program	250,000		250,000		250,000
<b>Sewer Total</b>	<b>4,250,000</b>	<b>1,800,000</b>	<b>250,000</b>	<b>-</b>	<b>250,000</b>
<b>Storm</b>					
95 <sup>th</sup> Ave Water Quality Facility			250,000		
Gertz Water Quality Facility			100,000		
Hedges Creek Storm Repair	160,000				
Highland Terrace Water Quality Facility		300,000			
Lakeridge Water Quality Facility		100,000			
Nyberg Creek Stormwater Improvements Phase 1 & 2	200,000	1,000,000	2,000,000	2,000,000	
Siuslaw Stormwater Quality Retrofit & 99 <sup>th</sup> /Coquille	750,000				
Storm pipe replacement placeholder		100,000	100,000	100,000	100,000
Sweek Drive/Emery Zidell Pond B	200,000				
<b>Storm Total</b>	<b>1,310,000</b>	<b>1,500,000</b>	<b>2,450,000</b>	<b>2,100,000</b>	<b>100,000</b>
<b>Water</b>					
A-1 Reservoir Upgrades (#613)			925,000	1,175,000	
ASR Well Rehabilitation (#403)					600,000
B Level at ASR (#601)		3,125,000	3,125,000		
B Level Transmission Upsizing (#301A)	2,000,000				
Basalt Creek Pipeline from Boones to Grahams		55,000	1,250,000	1,250,000	
C Level Pump Station (B to C Pump Station - #603)		1,000,000	1,000,000		
C Level Pump Station Generator (#607)	200,000				
Leveton (A Level - #405)					549,000
SCADA System Improvements (#611)	1,265,000				
Seismic Upgrades at Reservoirs (#605)			225,000	225,000	
<b>Water Total</b>	<b>5,889,560</b>	<b>4,281,000</b>	<b>6,525,000</b>	<b>2,650,000</b>	<b>1,149,000</b>
<b>Utilities Total</b>	<b>8,125,560</b>	<b>8,570,000</b>	<b>9,738,000</b>	<b>4,750,000</b>	<b>1,499,000</b>

## Project Summary By Category

Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Grand Total
Building					42,000	42,000
Core Area Parking		27,000	120,000	33,000		180,000
General Fund	509,500	2,730,000	1,574,000	8,369,000	15,359,000	28,541,500
Leveton Tax Increment						
Park Development (SDC)	149,000	154,000	159,000	164,000	20,118,000	20,744,000
Road Operating/Gas Tax	103,000	493,000	179,000	12,000		787,000
Sewer					74,000	74,000
Sewer SDC	320,000	31,000	1,058,000	625,000	1,296,000	3,330,000
Stormwater	465,000	352,000	308,000		263,000	1,388,000
Stormwater SDC			411,000	341,000		752,000
Transportation Dev. Tax				780,000	2,415,000	3,195,000
Transportation Project	6,996,000	3,187,000	2,623,000	796,000		13,602,000
Water	2,596,000	2,094,000	1,342,000	963,000	1,964,000	8,959,000
Water SDC	112,000	556,000	213,000	496,000	630,000	2,007,000
Outside Funded (Grants, County Projects, etc.)	2,892,000	6,199,000	14,356,000	268,000	4,157,000	27,872,000
<b>Grand Total</b>	<b>14,142,500</b>	<b>15,823,000</b>	<b>22,343,000</b>	<b>12,847,000</b>	<b>46,318,000</b>	<b>111,473,500</b>

## Project Summary By Funding Source

Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Grand Total
Core Area Parking	70,000	135,000	34,000	28,000		267,000
General Fund	531,000	10,179,200	4,969,000	21,815,215	44,188,709	81,665,124
Leveton Tax Increment	3,000,000					3,000,000
Park Development (SDC)	4,668,000	2,812,700	2,812,700	20,616,000	2,668,000	33,577,400
Park Utility	1,725,000		761,187			2,486,187
Park Bond	9,040,000	4,054,656			4,925,000	18,019,656
Road Operating/Gas Tax	700,000	200,000	150,000	150,000	150,000	1,350,000
Sewer	250,000		250,000		250,000	750,000
Sewer SDC	15,000	212,900	102,600			330,500
Stormwater	1,110,000	500,000	450,000	100,000	100,000	2,260,000
Stormwater SDC						
Transportation Dev. Tax	4,100,000	2,000,000	6,000,000			12,100,000
Transportation Project	2,900,000					2,900,000
Vehicle Replacement Fund	358,000	254,200	270,333	495,851	362,456	1,815,840
Water	3,122,560	2,276,540	3,519,500	2,029,500	1,793,340	12,741,440
Water SDC	2,801,440	2,604,460	2,830,500	445,500	393,660	9,075,560
Outside Funded (Grants, County Projects, etc.)	3,970,00	1,782,000				9,075,560
<b>Grand Total</b>	<b>35,217,560</b>	<b>28,205,756</b>	<b>24,835,220</b>	<b>47,855,066</b>	<b>53,493,165</b>	<b>189,606,767</b>

## Project Summary By Funding Source

General Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Atfalati Park Renovation & Improvements #P8		6,855,000			
Brown's Ferry Park Redevelopment #E10					28,539,479
Brown's Ferry C. Center HVAC Unit Replacement		12,000	12,000		
Browns Ferry Community Center & Garage ADA Remodel					245,000
Browns Ferry Community Center & Garage Re-roof				75,000	
Browns Ferry Community Center buildings -Repair & Paint		13,500			
Browns Ferry Park Barn Structural Upgrade					265,000
Integrated Pest Management Plan #P15		165,000			
Juanita Pohl Center Add Metal Siding	275,000				
Juanita Pohl Center Parking Lot Repair				100,000	400,000
Jurgens Park Expansion		220,000	4,397,000		
Jurgens Park Renovation & Improvements #E3					7,328,675
Ki-a-Kuts Bridge Repair		250,000			
Lafky Park Basketball Court Removal and Replacement	50,000				
Lafky Park Renovation & Improvement #E4		326,000			
Library & City Offices HVAC Unit Replacement	37,000	76,000	42,000		
Library Furnishing Replacement		25,000	47,000		65,000
Library Patron Computer Replacement		30,000			
Library Teen Room Light Sculpture			25,000		
Little Woodrose Natural Area				1,225,619	
Nyberg Creek South Greenway Development				710,000	
Operations Building A HVAC Unit Replacement	17,000	18,000	20,000		
Operations Covered Parking Structure for Trucks				175,000	600,000
Parks & Rec. Admin. Building ADA Improvements		325,000			
Parks & Rec. Admin. Building Roof Replacement			68,000		
Police MDT (Laptop) Replacement	94,000				
Police -PGE Fleet Partner EV Program			100,000		
Police Public Parking Lot- Tree and Pavement Maintenance	12,000	12,500			
Police Station HVAC Unit Replacement	46,000	36,000	42,000		
Police Station Roof		475,000			
Sweek Pond Natural Area					1,261,784
Tualatin City Park Boat Ramp Drive Aisle and Parking Lot			190,000		
Tualatin City Services - Fuel Tank Relocation and Site Upgrades		1,300,000			
Tualatin Community Park Renovation & Improvements				19,529,596	
Tualatin Heritage Center Carpet Replacement		9,000			
Tualatin River Greenway Development					5,483,771
Upgrade to Office365 G3 Suite		31,200			
Walnut House Roof Replacement			26,000		
<b>General Fund Total</b>	<b>531,000</b>	<b>10,179,200</b>	<b>4,969,000</b>	<b>21,815,215</b>	<b>44,188,709</b>

## Project Summary By Funding Source

<b>Core Area Parking Fund</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
Core Area Parking: ADA Project- Blue Lot	70,000	135,000			
Core Area Parking: Green Lot Slurry Seal				14,000	
Core Area Parking: White Lot Slurry Seal			34,000		
Core Area Parking: Yellow Lot Slurry Seal				14,000	
<b>Core Area Parking Total</b>	<b>70,000</b>	<b>135,000</b>	<b>34,000</b>	<b>28,000</b>	

<b>Leveton Projects Fund</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
Herman Rd: Widening Tualatin to Teton (R3)	3,000,000				
<b>Leveton Projects Total</b>	<b>3,000,000</b>				

<b>Park Development Fund</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
Basalt Creek Park #P3	2,000,000			17,948,000	
Greenway & Path Expansion	2,668,000	2,668,000	2,668,000	2,668,000	2,668,000
Ice Age Tonquin Trail #E37		144,700	144,700		
<b>Park Development Total</b>	<b>4,668,000</b>	<b>2,182,700</b>	<b>2,812,700</b>	<b>20,616,000</b>	<b>2,668,000</b>

<b>Park Utility Fund</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
High School Field #E30			700,000		
Little Woodrose Natural Area	150,000				
Tualatin Commons Lake Renovation	1,500,000				
Tualatin Commons Park			61,187		
Victoria Woods Natural Area	75,000				
<b>Park Utility Total</b>	<b>1,725,000</b>		<b>761,187</b>		

<b>Parks Bond Fund</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
New Natural Areas	2,000,000				
New Parks	4,000,000				4,925,000
Nyberg Creek Greenway		1,281,656			
Parks Sign Project	150,000				
School City Facility Partnership	220,000				
Stoneridge Park Renovation	2,500,000				
Tualatin Commons Lake Renovation		209,000			
Tualatin Community Park Expansion	170,000	2,564,000			
<b>Parks Bond Total</b>	<b>9,040,000</b>	<b>4,054,656</b>			<b>4,925,000</b>

## Project Summary By Funding Source

Road Operating/Gas Tax Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Neighborhood Solutions / Ped-friendly	150,000	150,000	150,000	150,000	150,000
Sagert Ct cul-de-sac	300,000				
Transportation System Plan	250,000	50,000			
<b>Road Operating/Gas Tax</b>	<b>700,000</b>	<b>200,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>

Sewer Operating Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Sewer Pipe Rehab Program	250,000		250,000		250,000
<b>Sewer Total</b>	<b>250,000</b>		<b>250,000</b>		<b>250,000</b>

Sewer SDC Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Martinazzi Sanitary Sewer Upsizing	15,000	212,900	102,600		
<b>Sewer SDC Total</b>	<b>15,000</b>	<b>212,900</b>	<b>102,600</b>		

Stormwater Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
95th Ave Water Quality Facility			250,000		
Gertz Water Quality Facility			100,000		
Highland Terrace Water Quality Facility		300,000			
Lakeridge Water Quality Facility		100,000			
Sweek Drive/Emery Zidell Pond B	200,000				
Hedges Creek Storm Repair (CIP 20)	160,000				
Siuslaw Stormwater Quality Retrofit & 99th/Coquille reconstruction	750,000				
Storm pipe replacement placeholder		\$100,000	\$100,000	\$100,000	\$100,000
<b>Storm Drain Total</b>	<b>1,110,000</b>	<b>500,000</b>	<b>450,000</b>	<b>100,000</b>	<b>100,000</b>

Storm SDC Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Nyberg Creek Stormwater Improvements 1 & 2	200,000	1,000,000	2,000,000	2,000,000	
<b>Storm SDC Total</b>	<b>200,000</b>	<b>1,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	

## Project Summary By Funding Source

Transportation Development Tax Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
65th and Borland Turn Lane		500,000	2,000,000		
Boones Ferry Corridor Sidewalks & Bike Lanes	3,000,000				
Herman Rd: 124th to Cipole Rd Improvements		1,000,000	4,000,000		
Herman Rd: Widening Tualatin to Teton Rd (R3)	500,000				
Martinazzi / Sagert Signal	100,000				
Tualatin-Sherwood Rd Utility Relocation	500,000	500,000			
<b>Transp. Dev. Tax Total</b>	<b>4,100,000</b>	<b>2,000,000</b>	<b>6,000,000</b>		

Transportation Project (Bond) Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Hazelbrook Area Project (Tualatin @ Teton)	50,000				
HWY 99: Pony Ridge to 124th Sidewalks	800,000				
Martinazzi / Sagert Signal	50,000				
Tualatin-Sherwood Rd: Martinazzi to I-5	1,500,000				
Sandalwood/Sagert Water Quality Swale	500,000				
<b>Transportation Project (Bond) Total</b>	<b>2,900,000</b>				



For updated information about these projects, please visit [www.tualatinmovingforward.com](http://www.tualatinmovingforward.com).



## Project Summary By Funding Source

Water Operating Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
A-1 Reservoir Upgrades (#613)			759,000	963,000	
ASR Well Rehabilitation (#403)					246,000
B Level Reservoir (#601)		875,000	875,000		
B Level Transmission Upsizing (#301A)	880,000				
Basalt Creek Pipeline from Boones to Grahams		45,100	1,025,000	1,025,000	
C Level Pump Station (B to C Pump Station - #603)		820,000	820,000		
C Level Pump Station Generator (#607)	56,000				
Leveton (A Level - #405)					450,180
Manhasset Dr (A Level - #402)					505,940
SCADA System Improvements (#611)	1,037,759				
Seismic Upgrades at Reservoirs (#605)			184,500	184,500	
<b>Water Total</b>	<b>1,973,759</b>	<b>1,740,100</b>	<b>3,663,500</b>	<b>2,172,500</b>	<b>696,180</b>

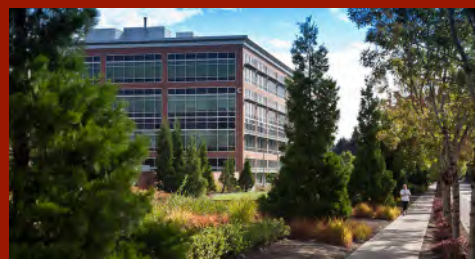
Water SDC Fund	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
A-1 Reservoir Upgrades (#613)			166,000	212,000	
ASR Well Rehabilitation (#403)					54,000
B Level Reservoir (#601)		2,250,000	2,250,000		
B Level Transmission Upsizing (#301A)	1,120,000				
Basalt Creek Pipeline from Boones to Grahams		9,900	225,000	225,000	
C Level Pump Station (B to C Pump Station - #603)		180,000	180,000		
C Level Pump Station Generator (#607)	144,000				
Leveton (A Level - #405)					98,820
Manhasset Dr (A Level - #402)					111,060
SCADA System Improvements (#611)	227,801				
Seismic Upgrades at Reservoirs (#605)			40,500	40,500	
<b>Water SDC Total</b>	<b>2,801,440</b>	<b>2,604,460</b>	<b>2,830,500</b>	<b>445,500</b>	<b>309,780</b>

Outside Funded	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Martinazzi Sanitary Sewer Upsizing (CWS)	2,085,000	2,677,100	410,400		
65 <sup>th</sup> Ave / Nyberg Trunk Line (CWS)	1,000,000				
<b>Outside Funded Total</b>	<b>3,085,000</b>	<b>2,677,100</b>	<b>410,400</b>		

# Tualatin Development Commission (TDC)

To promote, develop, and assist with opportunities for sustainable and equitable business, industrial, and entrepreneurial development.

## TDC Administration



## Leveton Tax Increment District

## Southwest Urban Renewal District





## Tualatin Development Commission

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Property Taxes	\$ -	\$ -	\$ 62,015	\$ 134,000
Investment Earnings	37,453	24,728	13,915	56,000
Transfers In	-	381,810	-	-
<b>Total Current Resources</b>	<b>\$ 37,453</b>	<b>\$ 406,538</b>	<b>\$ 75,930</b>	<b>\$ 190,000</b>
Beginning Fund Balance	3,800,224	3,684,787	3,688,910	3,276,010
<b>Total Resources</b>	<b><u>\$ 3,837,677</u></b>	<b><u>\$ 4,091,325</u></b>	<b><u>\$ 3,764,840</u></b>	<b><u>\$ 3,466,010</u></b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Materials & Services	\$ 74,290	\$ 63,173	\$ 438,400	\$ 36,900
Capital Outlay	-	-	3,010,000	2,895,240
Transfers Out	78,600	569,340	223,880	132,220
Contingency	-	-	30,230	126,650
Reserves & Unappropriated	3,684,787	3,458,812	62,330	275,000
<b>Total Requirements</b>	<b><u>\$ 3,837,677</u></b>	<b><u>\$ 4,091,325</u></b>	<b><u>\$ 3,764,840</u></b>	<b><u>\$ 3,466,010</u></b>

## TDC Administration Fund

Resources by Source	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Investment Earnings	\$ 3,875	\$ 4,255	\$ 3,600	\$ 7,000
Transfers In	-	381,810	-	-
Total Current Resources	\$ 3,875	\$ 386,065	\$ 3,600	\$ 7,000
Beginning Fund Balance	<b>376,402</b>	<b>305,987</b>	<b>688,910</b>	<b>156,550</b>
<b>Total Resources</b>	<b>\$ 380,277</b>	<b>\$ 692,052</b>	<b>\$ 692,510</b>	<b>\$ 163,550</b>

Requirements by Object	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Materials & Services	\$ 74,290	\$ 63,173	\$ 438,400	\$ 36,900
Transfers Out	-	187,530	223,880	-
Contingency	-	-	30,230	126,650
Reserves & Unappropriated	305,987	441,349	-	-
<b>Total Requirements</b>	<b>\$ 380,277</b>	<b>\$ 692,052</b>	<b>\$ 692,510</b>	<b>\$ 163,550</b>

**TDC Administration Fund**

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 2022/2023**

- Established the Core Opportunity and Reinvestment Area.
- Established the Tualatin Made Business and Workforce Program with the Oregon Manufacturing and Extension Partnership.

**Goals for FY 2023/2024**

- Continue working with regional partners with economic recovery efforts.

<b>Performance Measures</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Proposed FY 23-24</b>
Number of outreach efforts to businesses per year	67	0	25	N/A
Number of regional economic development events attended	29	0	24	N/A
Number of responses to requests for development for new economic development projects	0	0	4	N/A

Account Description	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
Beginning Fund Balance	\$ 376,402	\$ 305,987	\$ 688,910	\$ 156,550
<b>BEGINNING FUND BALANCE</b>	<b>376,402</b>	<b>305,987</b>	<b>688,910</b>	<b>156,550</b>
Interest on Investments	3,875	4,255	3,600	7,000
<b>INVESTMENT EARNINGS</b>	<b>3,875</b>	<b>4,255</b>	<b>3,600</b>	<b>7,000</b>
Transfer In - Leveton Projects	-	381,810	-	-
<b>TRANSFERS IN</b>	<b>-</b>	<b>381,810</b>	<b>-</b>	<b>-</b>
<b>TDC ADMINISTRATION FUND</b>	<b>\$ 380,277</b>	<b>\$ 692,052</b>	<b>\$ 692,510</b>	<b>\$ 163,550</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Printing & Postage	\$ -	\$ 648	\$ 1,000	\$ 1,000
Audit	10,000	10,000	10,000	10,000
Consultants	47,569	24,689	400,000	10,000
Insurance	1,303	1,334	1,500	1,500
Conferences & Meetings	(65)	-	5,000	-
Membership Dues	8,249	1,004	4,400	3,400
Publication, Rpt, Ref Matl	-	276	-	500
Administrative Expense	1,532	370	500	500
Economic Development Expense	5,393	17,490	13,000	-
Advertising - Informational	309	362	3,000	10,000
Advertising - Promotional	-	7,000	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>74,290</b>	<b>63,173</b>	<b>438,400</b>	<b>36,900</b>
Transfers Out - General Fund	-	187,530	223,880	-
<b>TRANSFERS OUT</b>	<b>-</b>	<b>187,530</b>	<b>223,880</b>	<b>-</b>
Contingency	-	-	30,230	126,650
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>30,230</b>	<b>126,650</b>
Future Years Projects	305,987	441,349	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>305,987</b>	<b>441,349</b>	<b>-</b>	<b>-</b>
<b>TDC ADMINISTRATION FUND</b>	<b>\$ 380,277</b>	<b>\$ 692,052</b>	<b>\$ 692,510</b>	<b>\$ 163,550</b>



	Actual	Actual	Adopted	Proposed
<b>Resources by Source</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Investment Earnings	\$ 33,578	\$ 20,473	\$ 10,000	\$ 40,000
Beginning Fund Balance	3,423,822	3,378,800	3,000,000	2,987,460
<b>Total Resources</b>	<b>\$ 3,457,400</b>	<b>\$ 3,399,273</b>	<b>\$ 3,010,000</b>	<b>\$ 3,027,460</b>

	Actual	Actual	Adopted	Proposed
<b>Requirements by Object</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Capital Outlay	\$ -	\$ -	\$ 3,010,000	\$ 2,895,240
Transfers Out	78,600	381,810	-	132,220
Reserves & Unappropriated	3,378,800	3,017,463	-	-
<b>Total Requirements</b>	<b>\$ 3,457,400</b>	<b>\$ 3,399,273</b>	<b>\$ 3,010,000</b>	<b>\$ 3,027,460</b>

**Leveton Projects Fund**

This fund carries out projects in the Leveton Tax Increment District (LTID), which comprises 380 acres in the western industrial areas of Tualatin. The funds available are remaining resources from the LTID Bond Fund and are used for projects listed in the Leveton Tax Increment Plan.

**Highlights of FY 2022/2023**

- Began the Herman Road Extension Project.

**Goals for FY 2023/2024**

- Complete Herman Road Extension Construction Project.

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ 3,423,822	\$ 3,378,800	\$ 3,000,000	\$ 2,987,460
<b>BEGINNING FUND BALANCE</b>	<b>3,423,822</b>	<b>3,378,800</b>	<b>3,000,000</b>	<b>2,987,460</b>
Interest on Investments	33,578	20,473	10,000	40,000
<b>INVESTMENT EARNINGS</b>	<b>33,578</b>	<b>20,473</b>	<b>10,000</b>	<b>40,000</b>
<b>LEVETON PROJECTS FUND</b>	<b>\$ 3,457,400</b>	<b>\$ 3,399,273</b>	<b>\$ 3,010,000</b>	<b>\$ 3,027,460</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Fund Projects	\$ -	\$ -	\$ 3,010,000	\$ 2,895,240
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>3,010,000</b>	<b>2,895,240</b>
Transfers Out - General Fund	78,600	-	-	132,220
Transfers Out - TDC Admin	-	381,810	-	-
<b>TRANSFERS OUT</b>	<b>78,600</b>	<b>381,810</b>	<b>-</b>	<b>132,220</b>
General Account Reserve	3,378,800	3,017,463	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>3,378,800</b>	<b>3,017,463</b>	<b>-</b>	<b>-</b>
<b>LEVETON PROJECTS FUND</b>	<b>\$ 3,457,400</b>	<b>\$ 3,399,273</b>	<b>\$ 3,010,000</b>	<b>\$ 3,027,460</b>

**Southwest Urban Renewal District Bond Fund**

<b>Resources by Source</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Property Taxes	\$ -	\$ -	\$ 62,015	\$ 134,000
Investment Earnings	-	-	315	9,000
Beginning Fund Balance	-	-	-	<b>132,000</b>
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,330</b>	<b>\$ 275,000</b>

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
Reserves & Unappropriated	\$ -	\$ -	\$ 62,330	\$ 275,000
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,330</b>	<b>\$ 275,000</b>

**Southwest Urban Renewal District Bond Fund**

Established in 2021, this urban renewal area focuses on the areas of Basalt Creek and the Southwest Industrial Concept Areas and implementing identified infrastructure projects over the next 30 years.

The Southwest and Basalt Creek Development Area includes 717 acres of employment land - zoned almost exclusively commercial and industrially. Recent developments include the 124th Extension and Portland General Electric Resiliency Headquarters.

Funding collected will be directed towards the area's four goals: employment land development, transportation infrastructure, utility infrastructure, and developer assistance and incentives.

**Highlights of FY 2022/2023**

- The Southwest and Basalt Creek Development Area was created in August 2021.

**Goals for FY 2023/2024**

- Set aside tax increment funds to be used for future expenditures.

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 132,000
<b>BEGINNING FUND BALANCE</b>	-	-	-	<b>132,000</b>
Property Taxes - Current Year	-	-	62,015	134,000
<b>INTERGOVERNMENTAL</b>	-	-	<b>62,015</b>	<b>134,000</b>
Interest On Investments	-	-	315	9,000
<b>INVESTMENT EARNINGS</b>	-	-	<b>315</b>	<b>9,000</b>
<b>SOUTHWEST URBAN RENEWAL DISTRICT BOND FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,330</b>	<b>\$ 275,000</b>

Account Description	Actual	Actual	Adopted	Proposed
	FY 20-21	FY 21-22	FY 22-23	FY 23-24
General Account Reserve	\$ -	\$ -	\$ 62,330	\$ 275,000
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>-</b>	<b>-</b>	<b>62,330</b>	<b>275,000</b>
<b>SOUTHWEST URBAN RENEWAL DISTRICT BOND FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,330</b>	<b>\$ 275,000</b>





**City of Tualatin**

**Proposed  
2023/2024 Budget**

**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.

**II. Operating Budget Policy**

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

1. The City will prepare the budget with participation by all departments, guided by City Council goals and the work plan to accomplish these goals.
2. A budget calendar will be prepared with key elements/deadlines in the development of the budget.
3. Departmental objectives will be integrated into the City’s annual budget.
4. The City shall maintain a budget system to monitor revenue and expenditures on an ongoing basis with adjustments made as necessary.
5. The amount of funding available will be determined for each fund. The budget will be developed based upon expected revenues.
6. Budget Committee meetings will be advertised and posted, as required by Oregon Budget Law, and on the City’s website, as well as the public hearing to adopt the City’s budget.
7. The City Manager shall present a proposed budget to the Budget Committee for evaluation and approval before sending the Approved Budget to the City Council for adoption.
8. Budgetary procedures shall conform to state regulations and generally accepted accounting principles.

9. Budget amendments will be prepared by the Finance Director, under the direction of the City Manager, to ensure compliance with Oregon Budget Law.

### **III. Expenditure Policy**

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

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.

### **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.

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.

### **V. Investment Policy**

The purpose of this Investment Policy is to establish the investment objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the prudent management and invest-

ment of the funds of the City of Tualatin, 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 5526-20) 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.



Long-Range Forecast

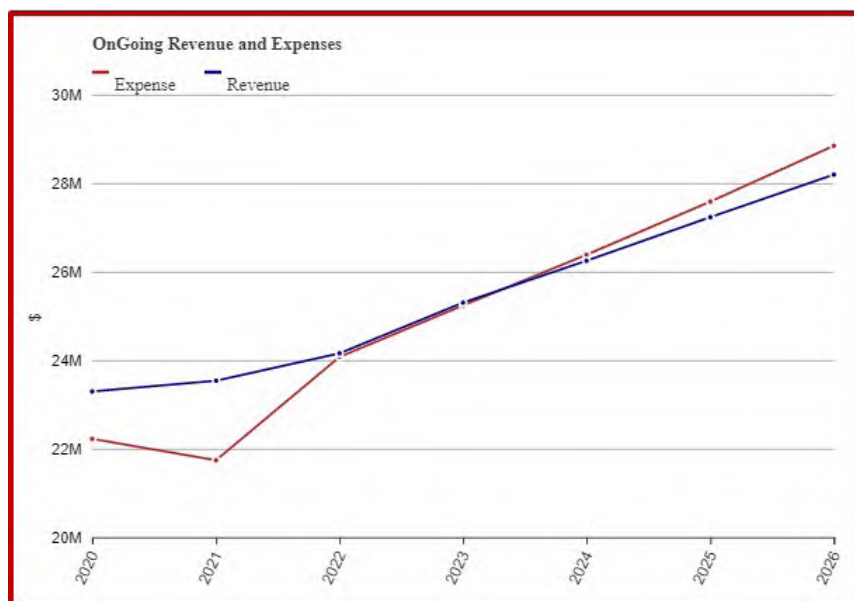
The City of Tualatin utilizes a fiscal health model to project General Fund revenues and expenditures for future years. When setting up the model, staff analyzed each revenue and expenditure and identified them as either one-time or on-going. Revenues and expenditures were then grouped into categories that typically have similar growth trends, for ease of entry and future projections. Individual items within a category that have its own growth trend have been broken out from the rest of the expenditures in that group for closer accuracy of our projections. For example, the City’s contract with the Washington County Consolidated Communications Agency (WCCCA) for police dispatch services typically grows at a different percentage than other contract services in other departments. All revenues and expenditures in each identified category are assumed to be one-time or on-going every year.

The chart below shows the on-going revenue (blue line) versus on-going expenditure (red line) projections moving forward, using the FY 2024 budget as a base for future projections. FY 2020 and FY 2021 chart actual revenues and expenditures, with FY

2022 and FY 2023 being budgeted numbers. A positive alignment is when on-going revenues exceed on-going expenditures.

FY 2024 is projected to have a “negative fiscal health alignment”, meaning we are going into the year with on-going expenditures exceeding on-going revenues. The main cause for this negative alignment is the temporary reduction of fines and forfeiture revenue due to an extensive road project in and through an intersection with red light photo enforcement. This reduction of revenue will be covered for FY 2024 using one-time revenues, with a projected return to “normal” levels after construction.

The City utilizes conservative revenue growth across the General Fund, with Property Tax revenue showing some higher growth for the next two years due to construction on larger projects beginning again coming out of the pandemic. With interest rates on investments increasing, there are also higher than normal growth percentages for interest revenue on the City’s idle funds in the first couple of years before leveling off after that. Most other revenues are projected for moderate, stable and conservative growth.





With 72.9% of General Fund expenditures being for personal services costs, future projections of on-going expenditures are largely driven by contractual cost of living increases, health and dental benefit projections and contributions to the Oregon Public Employees Retirement System (PERS). While the past few year’s health and dental premium increases have been lower than original projections, it is prudent to maintain conservative assumptions moving forward. Oregon PERS recently experienced higher than projected investment earnings, so increases to our contribution rates beginning July 1, 2023 are lower than previously projected. The next rate increase will be effective July 1, 2025, so outer year projections are on the higher conservative side, with the unknown of portfolio returns and funding status of the system.

The Fiscal Health model and our financial forecast use the prudent budgeting practice of budgeting for full staffing and anticipated costs to continue to provide the quality services that the City currently offers. Additionally, the projections use a conservative approach to revenue and expenditure growth. Because of this, past trends have shown that some revenues come in higher than projected and not all departments typically spend 100% of their adopted budgets. This creates positive alignment of actual on-going revenues and expenditures, as seen in FY 2020 and FY 2021 on the chart above. Because of this trend, future years with projected on-going expenditures exceeding on-going revenues are analyzed to see if the gap is “manageable” or there is cause for concern. The gaps shown in the chart above are felt to be in the manageable range and will reviewed and updated during the annual budget process each year and adjusted accordingly.



	<u>2020/2021</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>
<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	0.00	0.00	0.00
Deputy City Manager	0.00	1.00	1.00	1.00
Community Engagement Coordinator	1.00	1.00	1.00	1.00
Senior Human Resources and Risk Analyst	1.00	1.00	1.00	0.00
Human Resources and Risk Manager	0.00	0.00	0.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00
Office Assistant II	0.00	1.00	1.00	1.00
Office Coordinator	1.00	1.00	1.00	1.00
Volunteer Coordinator II	1.75	1.75	1.75	1.75
Deputy City Recorder	1.00	1.00	1.00	1.00
Total	<u>9.75</u>	<u>10.75</u>	<u>10.75</u>	<u>10.75</u>
<b><u>Finance</u></b>				
Assistant City Manager / Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Economic Development Program Manager	0.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Management Analyst II	1.00	1.00	1.00	1.00
Accounting Technician	4.00	4.00	4.00	4.00
Office Assistant II	1.00	0.00	0.00	0.00
Total	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
<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
Total	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<b><u>Legal</u></b>				
City Attorney	1.00	1.00	1.00	1.00
Procurement & Contract Analyst	0.00	0.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Total	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>
<b><u>Information Services</u></b>				
Information Services Director	0.00	0.00	0.00	1.00
Information & Maintenance Services Director	1.00	1.00	1.00	0.00
Network Administrator	1.00	1.00	1.00	1.00
Information Technology Technician II	0.00	0.00	0.00	1.00
Desktop Support Technician	2.00	2.00	2.00	1.00
Database/GIS Administrator	1.00	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00	1.00
Total	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

	<u>2020/2021</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>
<b><u>Community Development</u></b>				
Community Development Director	1.00	1.00	1.00	1.00
Assistant Community Development Director	0.00	1.00	1.00	1.00
Management Analyst II	0.00	0.00	1.00	1.00
Policy Analyst	1.00	1.00	0.00	0.00
Planning Manager	1.00	0.00	0.00	0.00
Senior Planner	1.00	0.00	1.00	1.00
Senior Housing Analyst	0.00	1.00	0.00	0.00
Associate Planner	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Office Coordinator	0.75	0.75	0.75	0.75
Program Coordinator	1.00	1.00	1.00	1.00
Economic Development Program Manager	1.00	0.00	0.00	0.00
Total	<u>8.75</u>	<u>7.75</u>	<u>7.75</u>	<u>7.75</u>
<b><u>Engineering</u></b>				
Public Works Director	0.10	0.00	0.00	0.00
City Engineer	1.00	1.00	1.00	1.00
Principal Engineer	0.00	0.00	0.00	1.00
Engineering Tech II	1.00	0.00	2.00	2.00
Project Engineer	1.00	1.00	1.00	0.00
Engineering Associate	3.00	4.00	2.00	2.00
Office Coordinator	0.10	0.00	0.00	0.00
Total	<u>6.20</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<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
Sergeant	6.00	6.00	6.00	7.00
Police Officer	30.00	29.00	29.00	29.00
Community Service Officer	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Police Services Supervisor	1.00	1.00	1.00	1.00
Police Service Technician II	0.00	0.00	0.00	1.00
Police Service Technician	3.00	3.00	3.00	2.00
Property Evidence Technician	1.00	1.00	1.00	1.00
Total	<u>47.00</u>	<u>46.00</u>	<u>46.00</u>	<u>47.00</u>
<b><u>Parks and Recreation</u></b>				
Parks & Recreation Director	1.00	1.00	1.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00	1.00
Parks Planning and Development Manager	1.00	1.00	1.00	1.00
Recreation Program Specialist	0.00	0.00	0.00	0.00
Program Coordinator	0.75	0.75	0.80	0.80
Office Coordinator	1.00	1.00	1.00	1.00
Juanita Pohl Center Supervisor	1.00	1.00	1.00	1.00
Program Specialist	1.00	1.00	1.00	1.00
Total	<u>6.75</u>	<u>6.75</u>	<u>6.80</u>	<u>6.80</u>

	<u>2020/2021</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>
<b><u>Library</u></b>				
Library Director	1.00	1.00	1.00	1.00
Public Services Manager	0.00	0.00	0.00	1.00
Public Services Supervisor	1.00	1.00	1.00	0.00
Access Services Manager	0.00	0.00	0.00	1.00
Access Services Supervisor	1.00	1.00	1.00	0.00
Public Services Assistant	2.90	2.60	1.60	1.60
Librarian I	1.00	1.00	2.00	2.00
Librarian II	4.00	4.00	4.00	4.00
Library Outreach Specialist	0.00	1.00	1.00	1.00
Programming Specialist	0.80	0.00	0.00	0.00
Library Assistant	6.00	6.00	6.00	6.00
Office Coordinator	1.00	1.00	1.00	1.00
Total	<u>18.70</u>	<u>18.60</u>	<u>18.60</u>	<u>18.60</u>
<b><u>Maintenance Services</u></b>				
Maintenance Services Manager	1.00	1.00	1.00	1.00
Management Analyst II	1.00	1.00	1.00	1.00
Warehouse/Inventory Control Technician	1.00	1.00	1.00	1.00
Facilities Maintenance Technician I	1.50	1.00	1.00	1.00
Facilities Maintenance Technician II	1.00	1.00	1.00	1.00
Fleet Technician I	0.50	1.00	1.00	1.00
Fleet Technician II	1.00	1.00	1.00	1.00
Total	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</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><u>134.15</u></u>	<u><u>132.85</u></u>	<u><u>133.90</u></u>	<u><u>134.90</u></u>
 <b><u>BUILDING FUND</u></b>				
Building Official	1.00	1.00	1.00	1.00
Building Inspector III/Sr. Plans Examiner	1.00	1.00	1.00	1.00
Building Inspector II	1.00	2.00	2.00	3.00
Building Inspector I	2.00	1.00	1.00	0.00
Building Inspector I/Code Compliance	1.00	1.00	1.00	1.00
Permit Coordinator	1.00	2.00	2.00	2.00
Permit Technician	1.00	0.00	0.00	0.00
Office Coordinator	0.25	0.25	0.25	0.25
<b>TOTAL BUILDING FUND</b>	<u>8.25</u>	<u>8.25</u>	<u>8.25</u>	<u>8.25</u>

	<u>2020/2021</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>
<b><u>PARKS PROJECT FUND</u></b>				
Project Manager	0.00	0.00	0.00	1.00
<b>TOTAL PARKS PROJECT FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>
<b><u>WATER OPERATING FUND</u></b>				
Public Works Director	0.30	0.34	0.34	0.34
Water Division Manager	1.00	1.00	1.00	1.00
Deputy Public Works Director	0.00	0.50	0.50	0.50
Management Analyst II	1.00	0.00	0.00	0.50
Management Analyst I	0.00	0.50	0.50	0.00
Utility Technician III	1.00	1.00	1.00	1.00
Utility Technician II	3.00	3.00	3.00	3.00
Utility Technician I	1.00	1.00	1.00	1.00
Office Coordinator	0.30	0.34	0.34	0.34
<b>TOTAL WATER OPERATING FUND</b>	<b>7.60</b>	<b>7.68</b>	<b>7.68</b>	<b>7.68</b>
<b><u>SEWER OPERATING FUND</u></b>				
Public Works Director	0.30	0.33	0.33	0.33
Street & Sewer Manager	0.50	0.50	0.50	0.50
Deputy Public Works Director	0.00	0.25	0.25	0.25
Management Analyst II	0.50	0.00	0.00	0.25
Management Analyst I	0.00	0.25	0.25	0.00
Utility Technician II	1.00	1.00	1.00	1.00
Utility Technician I	2.00	2.00	2.00	2.00
Office Coordinator	0.30	0.33	0.33	0.33
<b>TOTAL SEWER OPERATING FUND</b>	<b>4.60</b>	<b>4.66</b>	<b>4.66</b>	<b>4.66</b>
<b><u>ROAD OPERATING FUND</u></b>				
Public Works Director	0.30	0.33	0.33	0.33
Street & Sewer Manager	0.50	0.50	0.50	0.50
Transportation Engineer	1.00	1.00	1.00	1.00
Deputy Public Works Director	0.00	0.25	0.25	0.25
Management Analyst II	0.50	0.00	0.00	0.25
Management Analyst I	0.00	0.25	0.25	0.00
Utility Technician III	1.00	1.00	1.00	1.00
Utility Technician I	1.00	1.00	1.00	1.00
Office Coordinator	0.30	0.33	0.33	0.33
<b>TOTAL ROAD OPERATING FUND</b>	<b>4.60</b>	<b>4.66</b>	<b>4.66</b>	<b>4.66</b>
<b>GRAND TOTAL - ALL FUNDS</b>	<b><u>159.20</u></b>	<b><u>158.10</u></b>	<b><u>159.15</u></b>	<b><u>161.15</u></b>

**FY 2022/23 SALARY SCHEDULE**  
**EFFECTIVE 7/1/2022 - 6/30/2023**  
 Annual Salaries are based on 2080 Hours

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
O4	Parking Enforcement Att.	Hourly	17.17	17.67	18.21	18.77	19.33	19.89	20.50	21.12	21.74
		Annual	35,713.60	36,753.60	37,876.80	39,041.60	40,206.40	41,371.20	42,640.00	43,929.60	45,219.20
O5	Vacant	Hourly	18.51	19.07	19.65	20.22	20.84	21.47	22.10	22.78	23.44
		Annual	38,500.80	39,665.60	40,872.00	42,057.60	43,347.20	44,657.60	45,968.00	47,382.40	48,755.20
O6	Library Assistant Office Assistant I	Hourly	19.43	20.02	20.61	21.24	21.87	22.54	23.22	23.91	24.63
		Annual	40,414.40	41,641.60	42,868.80	44,179.20	45,489.60	46,883.20	48,297.60	49,732.80	51,230.40
O7	Operations Maintenance Tech	Hourly	20.39	21.00	21.64	22.26	22.96	23.65	24.35	25.10	25.84
		Annual	42,411.20	43,680.00	45,011.20	46,300.80	47,756.80	49,192.00	50,648.00	52,208.00	53,747.20
O8	Office Assistant II	Hourly	21.42	22.06	22.71	23.40	24.11	24.83	25.58	26.36	27.15
		Annual	44,553.60	45,884.80	47,236.80	48,672.00	50,148.80	51,646.40	53,206.40	54,828.80	56,472.00
O9	Court Clerk	Hourly	22.51	23.18	23.85	24.56	25.33	26.09	26.86	27.67	28.53
	Public Service Assistant	Hourly	22.51	23.18	23.85	24.56	25.33	26.09	26.86	27.67	28.53
	Senior Library Asst.	Hourly	22.51	23.18	23.85	24.56	25.33	26.09	26.86	27.67	28.53
	Utility Tech I	Hourly	22.51	23.18	23.85	24.56	25.33	26.09	26.86	27.67	28.53
	Volunteer Specialist	Hourly	22.51	23.18	23.85	24.56	25.33	26.09	26.86	27.67	28.53
O10	Park Maintenance Tech I Police Services Technician	Hourly	23.97	24.73	25.44	26.21	26.98	27.79	28.65	29.49	30.39
		Annual	49,857.60	51,438.40	52,915.20	54,516.80	56,118.40	57,803.20	59,592.00	61,339.20	63,211.20
O11	Accounting Tech	Hourly	25.39	26.12	26.92	27.70	28.60	29.41	30.34	31.20	32.18
	Library Prgm Specialist	Hourly	25.39	26.12	26.92	27.70	28.60	29.41	30.34	31.20	32.18
	Office Coordinator	Hourly	25.39	26.12	26.92	27.70	28.60	29.41	30.34	31.20	32.18
	Park Maintenance Tech II Permit Technician	Hourly	25.39	26.12	26.92	27.70	28.60	29.41	30.34	31.20	32.18
	Police Services Technician II Program Specialist Property Evidence Technician Rec Program Specialist Utility Tech II Volunteer Coordinator	Hourly	25.39	26.12	26.92	27.70	28.60	29.41	30.34	31.20	32.18
O12	Engineering Tech I	Hourly	26.64	27.48	28.26	29.12	29.97	30.91	31.79	32.78	33.75
	Facilities Maint Tech I	Hourly	26.64	27.48	28.26	29.12	29.97	30.91	31.79	32.78	33.75
	Fleet Service Tech I Permit Coordinator	Hourly	26.64	27.48	28.26	29.12	29.97	30.91	31.79	32.78	33.75
	Warehouse/Inv Control Tech	Hourly	26.64	27.48	28.26	29.12	29.97	30.91	31.79	32.78	33.75
O13	Assistant Planner	Hourly	27.98	28.81	29.70	30.55	31.50	32.42	33.40	34.41	35.44
	Code Compliance Officer	Hourly	27.98	28.81	29.70	30.55	31.50	32.42	33.40	34.41	35.44
	Community Services Officer	Hourly	27.98	28.81	29.70	30.55	31.50	32.42	33.40	34.41	35.44
	GIS Technician Librarian I	Hourly	27.98	28.81	29.70	30.55	31.50	32.42	33.40	34.41	35.44
	Library Outreach Specialist	Hourly	27.98	28.81	29.70	30.55	31.50	32.42	33.40	34.41	35.44

**FY 2022/23 SALARY SCHEDULE**  
**EFFECTIVE 7/1/2022 - 6/30/2023**  
 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	29.70	30.55	31.50	32.42	33.40	34.41	35.44	36.48	37.59
	Engineering Tech II	Annual	61,776.00	63,544.00	65,520.00	67,433.60	69,472.00	71,572.80	73,715.20	75,878.40	78,187.20
	Facilities Maint Tech II										
	Fleet Service Technician II										
	Librarian II										
	Volunteer Coordinator II										
<b>O15</b>	Accountant	Hourly	31.55	32.47	33.45	34.45	35.48	36.53	37.64	38.77	39.93
	Associate Planner Utility Technician III	Annual	65,624.00	67,537.60	69,576.00	71,656.00	73,798.40	75,982.40	78,291.20	80,641.60	83,054.40
<b>O16</b>	Building Inspector II	Hourly	33.09	34.08	35.10	36.16	37.24	38.39	39.51	40.69	41.93
	Engineering Associate	Annual	68,827.20	70,886.40	73,008.00	75,212.80	77,459.20	79,851.20	82,180.80	84,635.20	87,214.40
<b>O17</b>	Vacant	Hourly	35.47	36.52	37.62	38.75	39.92	41.12	42.37	43.62	44.93
		Annual	73,777.60	75,961.60	78,249.60	80,600.00	83,033.60	85,529.60	88,129.60	90,729.60	93,454.40
<b>O18</b>	Project Engineer	Hourly	37.23	38.37	39.50	40.68	41.93	43.17	44.47	45.79	47.16
	Senior Planner	Annual	77,438.40	79,809.60	82,160.00	84,614.40	87,214.40	89,793.60	92,497.60	95,243.20	98,092.80
	Policy Analyst										
	Building Inspector III										
	Senior Housing Program Analyst										
<b>M4</b>	Management Analyst I	Hourly	28.16	28.99	29.88	30.74	31.69	32.64	33.61	34.60	35.67
		Annual	58,572.80	60,299.20	62,150.40	63,939.20	65,915.20	67,891.20	69,908.80	71,968.00	74,193.60
<b>M5</b>	Desktop Support Technician	Hourly	29.28	30.14	31.06	31.96	32.93	33.92	34.95	35.99	37.06
		Annual	60,902.40	62,691.20	64,604.80	66,476.80	68,494.40	70,553.60	72,696.00	74,859.20	77,084.80
<b>M6</b>	Procurement & Contracts Analyst	Hourly	30.73	31.68	32.63	33.60	34.59	35.65	36.72	37.81	38.96
	Program Coordinator	Annual	63,918.40	65,894.40	67,870.40	69,888.00	71,947.20	74,152.00	76,377.60	78,644.80	81,036.80
	Management Analyst II										
<b>M8</b>	Community Engagement Coord	Hourly	33.88	34.92	35.92	37.02	38.14	39.28	40.47	41.69	42.91
	GIS Coordinator	Annual	70,470.40	72,633.60	74,713.60	77,001.60	79,331.20	81,702.40	84,177.60	86,715.20	89,252.80
	Information Tech Coordinator										
<b>M10</b>	Database/GIS Administrator	Hourly	37.33	38.44	39.61	40.78	42.00	43.26	44.58	45.92	47.30
	Deputy City Recorder/Records Mgr	Annual	77,646.40	79,955.20	82,388.80	84,822.40	87,360.00	89,980.80	92,726.40	95,513.60	98,384.00
<b>M13</b>	Vacant	Hourly	42.04	43.29	44.60	45.94	47.34	48.74	50.19	51.70	53.27
		Annual	87,443.20	90,043.20	92,768.00	95,555.20	98,467.20	101,379.20	104,395.20	107,536.00	110,801.60
<b>M14</b>	Econ Development Prog Mgr	Hourly	44.15	45.48	46.83	48.23	49.68	51.18	52.71	54.28	55.91
	Network Administrator*	Annual	91,832.00	94,598.40	97,406.40	100,318.40	103,334.40	106,454.40	109,636.80	112,902.40	116,292.80
<b>M15</b>	Principal Transportation Engineer	Hourly	47.46	48.87	50.32	51.85	53.43	55.02	56.64	58.34	60.08
		Annual	98,716.80	101,649.60	104,665.60	107,848.00	111,134.40	114,441.60	117,811.20	121,347.20	124,966.40

*italicized positions are not filled.*  
 \* Exempt Position

**FY 2022-23 SALARY SCHEDULE  
EFFECTIVE 7/1/2022 - 6/30/2023  
Police Officer EFFECTIVE 1/1/2023 - 6/30/2023**

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
4% steps											
P1	Police Officer	Hourly	34.49	35.87	37.30	38.79	40.34	41.95	43.63	n/a	n/a
		Annual	71,739.20	74,609.60	77,584.00	80,683.20	83,907.20	87,256.00	90,750.40	n/a	n/a
Non-Exempt Police Mgmt											
4% Steps											
P2	Police Sergeant	Hourly	39.18	40.76	42.38	44.07	45.87	47.68	49.60	51.57	53.63
		Annual	81,493.27	84,771.86	88,157.59	91,671.89	95,400.48	99,171.93	103,157.67	107,271.97	111,557.71
Exempt Police Management											
3% Steps											
P3-X	Police Lieutenant	Hourly	51.86	53.41	55.02	56.69	58.38	60.12	61.93	63.79	65.71
		Annual	107,878.12	111,102.33	114,447.76	117,914.41	121,429.54	125,041.63	128,823.43	132,677.95	136,677.93
P4-X	Police Captain	Hourly	57.04	58.76	60.54	62.37	64.22	66.14	68.12	70.16	72.30
		Annual	118,641.68	122,229.54	125,914.36	129,720.40	133,574.90	137,574.89	141,696.08	145,938.48	150,374.80
DMS-X	Police Chief	Hourly	65.45	67.40	69.43	71.50	73.65	75.87	78.13	80.49	82.89
		Annual	136,144.59	140,193.06	144,411.22	148,726.33	153,186.92	157,817.18	162,520.19	167,417.13	172,411.04

\* *italicized* positions are not filled.



FY 2022-2023 SALARY SCHEDULE  
EFFECTIVE 7/01/2022 - 6/30/2023

Grade	Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>M8-X</b>	Court Administrator	Hourly	33.88	34.92	35.92	37.02	38.14	39.28	40.47	41.69	42.91
		Annual	70,470.40	72,633.60	74,713.60	77,001.60	79,331.20	81,702.40	84,177.60	86,715.20	89,252.80
<b>M10-X</b>	Access Services Manager Public Services Manager	Hourly	37.33	38.44	39.61	40.78	42.00	43.26	44.58	45.92	47.30
		Annual	77,646.40	79,955.20	82,388.80	84,822.40	87,360.00	89,980.80	92,726.40	95,513.60	98,384.00
<b>M11-X</b>	Deputy Public Works Director Maintenance Services Manager	Hourly	38.11	39.25	40.44	41.66	42.93	44.20	45.51	46.89	48.30
		Annual	79,264.69	81,643.27	84,107.57	86,657.58	89,293.31	91,929.04	94,650.48	97,521.92	100,457.65
<b>M12-X</b>	Assistant to the City Manager Senior HR & Risk Analyst Recreation Manager	Hourly	40.01	41.22	42.46	43.74	45.07	46.41	47.79	49.23	50.71
		Annual	83,223.72	85,744.91	88,314.59	90,981.24	93,744.87	96,532.73	99,393.33	102,399.36	105,478.12
<b>M13-X</b>	Human Resource & Risk Manager	Hourly	42.04	43.29	44.60	45.94	47.34	48.74	50.19	51.70	53.27
		Annual	87,443.20	90,043.20	92,768.00	95,555.20	98,467.20	101,379.20	104,395.20	107,521.60	110,801.60
<b>M14-X</b>	Parks Planning & Development Manager Planning Manager Principal Engineer Deputy City Manager Parks & Recreation Manager	Hourly	44.15	45.48	46.83	48.23	49.68	51.18	52.71	54.28	55.91
		Annual	91,832.00	94,598.40	97,406.40	100,318.40	103,334.40	106,454.40	109,636.80	112,902.40	116,292.80
<b>M15-X</b>	Building Official Assistant Finance Director Assistant Community Dev Director	Hourly	47.46	48.87	50.32	51.85	53.43	55.02	56.64	58.34	60.08
		Annual	98,716.80	101,649.60	104,665.60	107,848.00	111,134.40	114,441.60	117,811.20	121,347.20	124,966.40
<b>M16-X</b>	City Engineer	Hourly	51.18	52.74	54.31	55.92	57.61	59.35	61.12	62.94	64.85
		Annual	106,447.81	109,696.27	112,968.99	116,314.42	119,829.55	123,441.65	127,126.47	130,908.26	134,884.00
<b>DM3-X</b>	Community Development Director Finance Director Human Resources Director Information Services Director Library Director Parks & Recreation Director Public Works Director	Hourly	57.68	59.42	61.20	63.03	64.94	66.89	68.88	70.93	73.08
		Annual	119,975.02	123,587.10	127,296.17	131,102.20	135,077.93	139,126.41	143,271.82	147,538.46	151,999.04
<b>DM4-X</b>	Assistant City Manager/Finance Director	Hourly	59.28	61.04	62.87	64.74	66.70	68.72	70.76	72.88	75.06
		Annual	123,296.18	126,956.77	130,762.82	134,665.82	138,738.51	142,932.43	147,174.82	151,586.93	156,120.22
<b>DM5-X</b>	Police Chief City Attorney	Hourly	65.45	67.40	69.43	71.50	73.65	75.87	78.13	80.49	82.89
		Annual	136,144.59	140,193.06	144,411.22	148,726.33	153,186.92	157,817.18	162,520.19	167,417.13	172,411.04

\* italicized positions are not filled.

PT 2022-23 SALARY SCHEDULE  
EFFECTIVE 7/01/2022 - 6/30/2023

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	25.40	26.14	26.94	27.73	28.59	29.43	30.32	31.21	32.16
		Annual	52832.00	54371.20	56035.20	57678.40	59467.20	61214.40	63065.60	64916.80	66892.80
N3	Vacant	Hourly	26.73	27.54	28.37	29.24	30.09	31.01	31.92	32.88	33.88
		Annual	55598.40	57283.20	59009.60	60819.20	62587.20	64500.80	66393.60	68390.40	70470.40
N4	Human Resources Specialist	Hourly	28.16	28.99	29.88	30.74	31.69	32.64	33.61	34.60	35.67
		Annual	58572.80	60299.20	62150.40	63939.20	65915.20	67891.20	69908.80	71968.00	74193.60
N5	Recreation Coordinator	Hourly	29.28	30.14	31.06	31.96	32.93	33.92	34.95	35.99	37.06
		Annual	60902.40	62691.20	64604.80	66476.80	68494.40	70553.60	72696.00	74859.20	77084.80
N6	Human Resources Analyst Paralegal	Hourly	30.73	31.68	32.63	33.60	34.59	35.65	36.72	37.81	38.96
		Annual	63918.40	65894.40	67870.40	69888.00	71947.20	74152.00	76377.60	78644.80	81036.80
N7	Vacant	Hourly	32.24	33.22	34.22	35.23	36.29	37.39	38.50	39.64	40.83
		Annual	67059.20	69097.60	71177.60	73278.40	75483.20	77771.20	80080.00	82451.20	84926.40
N8	Police Services Supervisor	Hourly	33.88	34.92	35.92	37.02	38.14	39.28	40.47	41.69	42.91
		Annual	70470.40	72633.60	74713.60	77001.60	79331.20	81702.40	84177.60	86715.20	89252.80
N9	Access Services Supervisor	Hourly	35.59	36.65	37.76	38.86	40.03	41.24	42.47	43.75	45.07
	Public Service Supervisor	Annual	74027.20	76232.00	78540.80	80828.80	83262.40	85779.20	88337.60	91000.00	93745.60
	Recreation Supervisor										
	Pohl Center Supervisor										
N10	Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly	37.33	38.44	39.61	40.78	42.00	43.26	44.58	45.92	47.30
		Annual	77646.40	79955.20	82388.80	84822.40	87360.00	89980.80	92726.40	95513.60	98384.00
N11	Accounting Supervisor Water Division Mgr	Hourly	39.20	40.35	41.59	42.83	44.13	45.47	46.83	48.21	49.67
		Annual	81536.00	83928.00	86507.20	89086.40	91790.40	94577.60	97406.40	100276.80	103313.60

\* 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)

AFSCME	American Federation of State, County and Municipal Employees
ARB	Architectural Review Board
ARPA	American Rescue Plan Act
ASR	Aquifer Storage and Recovery
BCD	Building Codes Division (State of Oregon)
BUG	Broadband Users Group
CAPD	Core Area Parking District
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
MDT	Mobile Data Terminal

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 System Plan
TTSD	Tigard Tualatin School District
TVF&R	Tualatin Valley Fire & Rescue
WCCCA	Washington County Consolidated Communication Agency
WCCLS	Washington County Cooperative Library Services
WES	Westside Express Service
YAC	Youth Advisory Committee