

# CITY OF TUALATIN OREGON

## FY 2021/22 ADOPTED BUDGET



City of Tualatin







# CITY OF TUALATIN



## CITY OF TUALATIN, OR

### 2021-2022 ADOPTED BUDGET



“DEDICATED TO QUALITY SERVICE FOR OUR CITIZENS”





CITY OF TUALATIN

ADOPTED  
2021/2022 BUDGET



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# CITY OF TUALATIN, OR ANNUAL BUDGET FOR THE FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022

## CITY LEADERSHIP:

Frank Bubenik, *Mayor*

Nancy Grimes, *Council President, Position #5*

Maria Reyes, *Council Member, Position #1*

Christen Sacco, *Council Member, Position #2*

Bridget Brooks, *Council Member, Position #3*

Cyndy Hillier, *Council Member, Position #4*

Valerie Pratt, *Council Member, Position #6*

## BUDGET COMMITTEE:

Monique Beikman

Chris Brune

Rebekah Deal

John Hannam

Kelly Horsford

Brittany Valli

Veronica Williams

## EXECUTIVE LEADERSHIP TEAM:

Sherilyn Lombos, *City Manager*

Sean Brady, *City Attorney*

Jeff Fuchs, *Public Works Director*

Megan George, *Deputy City Manager*

Ross Hoover, *Parks & Recreation Director*

Don Hudson, *Assistant City Manager/Finance Director*

Kim McMillan, *Community Development Director*

Bates Russell, *Information & Maintenance Services Director*

Stacy Ruthrauff, *Human Resources Director*

Bill Steele, *Police Chief*

Jerianne Thompson, *Library Director*



# CITY COUNCIL MEMBERS



From L-R: Council President Nancy Grimes, Mayor Frank Bubenik, Councilor Maria Reyes, Councilor Christen Sacco, Councilor Bridget Brooks, Councilor Cyndy Hillier, Councilor Valerie Pratt





City Manager

Sherilyn Lombos



Police Chief

Bill Steele



Public Works Director

Jeff Fuchs



Community Development Director

Kim McMillan



Parks & Recreation Director

Ross Hoover



Library Director

Jerianne Thompson



City Attorney

Sean Brady



Assistant City Manager/  
Finance Director

Don Hudson



Human Resources Director

Stacy Ruthrauff



Information & Maintenance  
Services Director

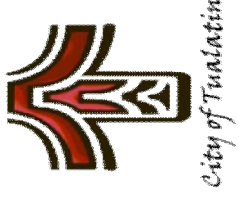
Bates Russell



Deputy City Manager

Megan George

# Executive Management Team





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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, 2020**

*Christopher P. Morrell*  
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, 2020**. 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 Comprehensive Annual  
Financial Report  
For the Fiscal Year Ended

**June 30, 2019**

*Christopher P. Morrell*  
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, 2019**

*Christopher P. Morrell*  
Executive Director/CEO





CITY OF TUALATIN

ADOPTED  
2021/2022 BUDGET



## How to Make the Most of the Budget Document

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

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

### Reader's Guide

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

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

It presents the city organization chart.

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

It provides an overview and explanation of property tax revenues.

### Budget Message

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

### Budget Summary

This section provides graphical representation of where our money comes from and where it is

spent. We also provide a summary of the funds that are required.

### Revenues

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

### Expenditures

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

### Debt Service

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

### CIP (Capital Improvement Plan)

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

### Tualatin Development Commission

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

### Appendix

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

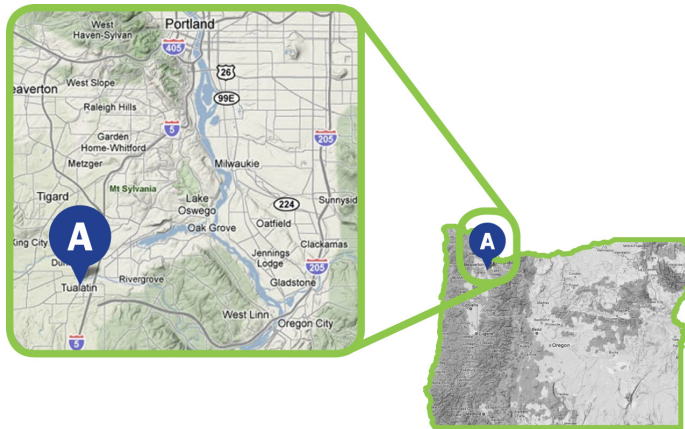


## WELCOME TO TUALATIN!

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

Over the last 20 years, the City of Tualatin has been one of the fastest growing communities in Oregon. Tualatin continues to maintain a high standard of living, and remains an attractive place to raise a family. Tualatin is also part of a large educated and skilled regional workshed.

#### LOCAL ATTRIBUTES 2017 EST.

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

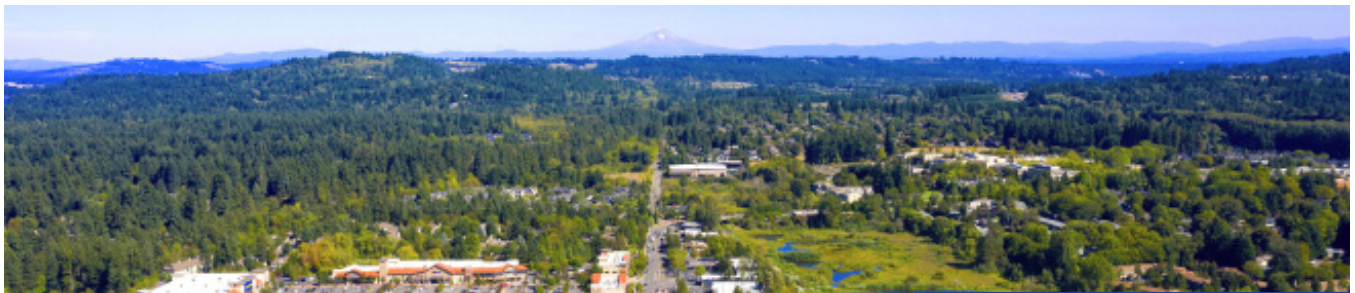
#### REGIONAL WORKFORCE ATTRIBUTES 2017 EST.

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

#### POPULATION GROWTH

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





## TUALATIN'S ECONOMY

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

## KEY INDUSTRY CLUSTERS

There are five key industry clusters in Tualatin that provide the majority of employment opportunities and contribute significantly to the local economy. Combined, these clusters represent 47% of local employment and a direct impact of over \$1.8 billion in annual output. Taken together, the average income among jobs in these clusters is \$75,000 compared to a total average of \$58,000.

## TUALATIN CLUSTERS



### Distribution & E-Commerce

Direct Jobs: 2,535  
Percent Employment: 8  
Ave. Wage: \$71,000  
Output: \$448M



### Advanced Manufacturing

Direct Jobs: 3,439  
Percent Employment: 11  
Ave. Wage: \$55,000  
Output: \$287M



### Corporate & Business Services

Direct Jobs: 2,506  
Percent Employment: 8  
Ave. Wage: \$96,000  
Output: \$377M



### Food & Beverage Production

Direct Jobs: 564  
Percent Employment: 2  
Ave. Wage: \$53,000  
Output: \$127M



### Health Services

Direct Jobs: 3,253  
Percent Employment: 11  
Ave. Wage: \$85,000  
Output: \$361M



### Information Technology

Direct Jobs: 2,270  
Percent Employment: 7  
Ave. Wage: \$110,000  
Output: \$558M

## BY THE NUMBERS

### BUSINESS & EMPLOYEES

**1,713**

Number of Business Licenses

**30,775**

Number of Employees in Tualatin

**\$1.8 BILLION**

Total Payroll in Tualatin

**3.6%**

Local Unemployment Rate

### BUILDING INVENTORY

**11.6 MILLION**

Total sq.ft Industrial Space

**1.2 MILLION**

Total sq.ft office space

### INDUSTRY CLUSTERS

**47%**

Local jobs in key industry clusters

**\$2 BILLION**

Annual value output from industry clusters

**\$75,000**

Average wage among industry clusters

**\$58,000**

Average wage in Tualatin among all industries





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



## QUALITY OF LIFE

### DOWNTOWN TUALATIN

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

### SHOPPING

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

### SCHOOLS

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

### PARKS

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

### RECREATION

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



**CITY OF TUALATIN**

**PRINCIPAL EMPLOYERS**

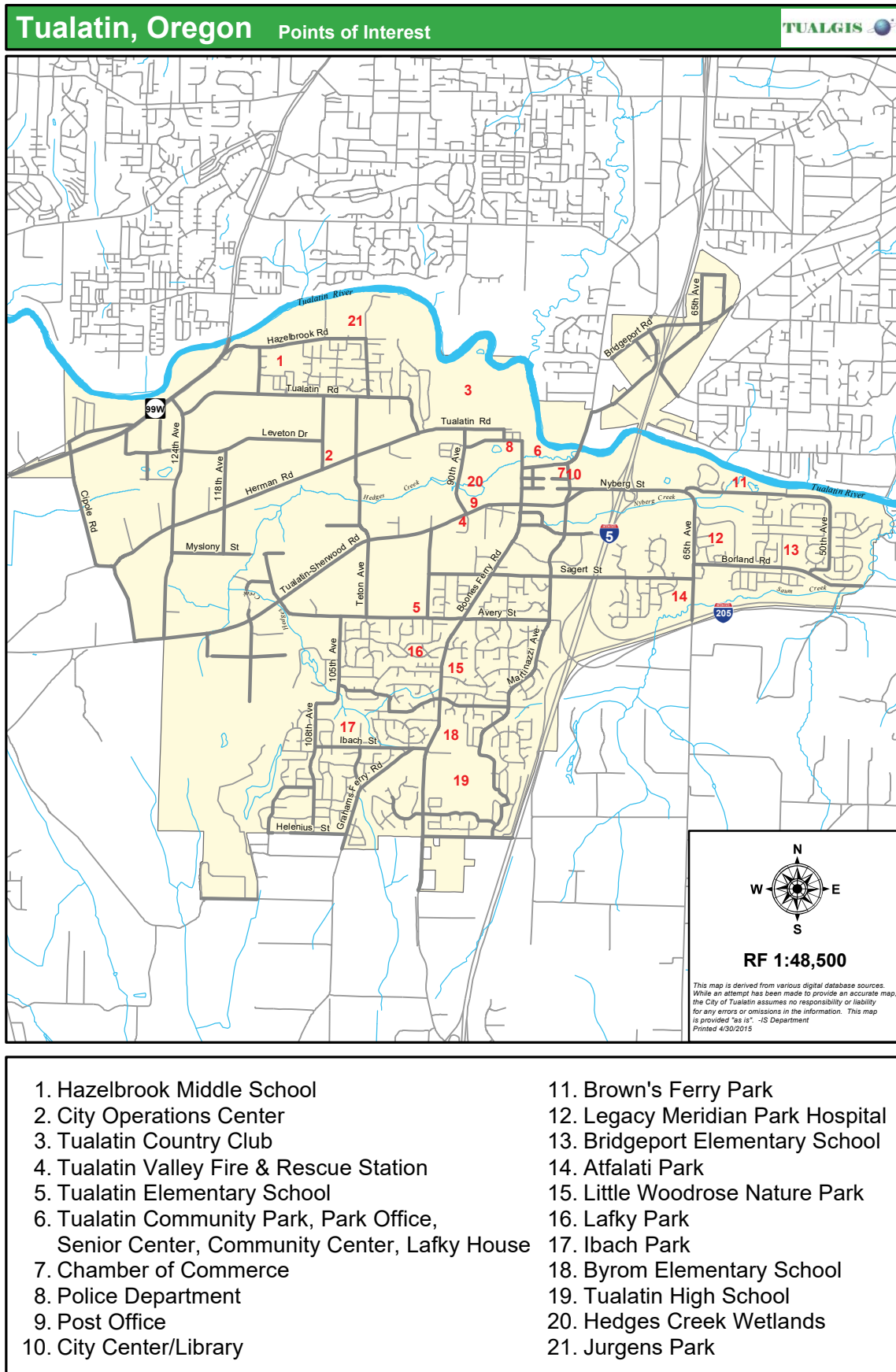
**CURRENT YEAR AND NINE YEARS AGO**

**June 30, 2020**

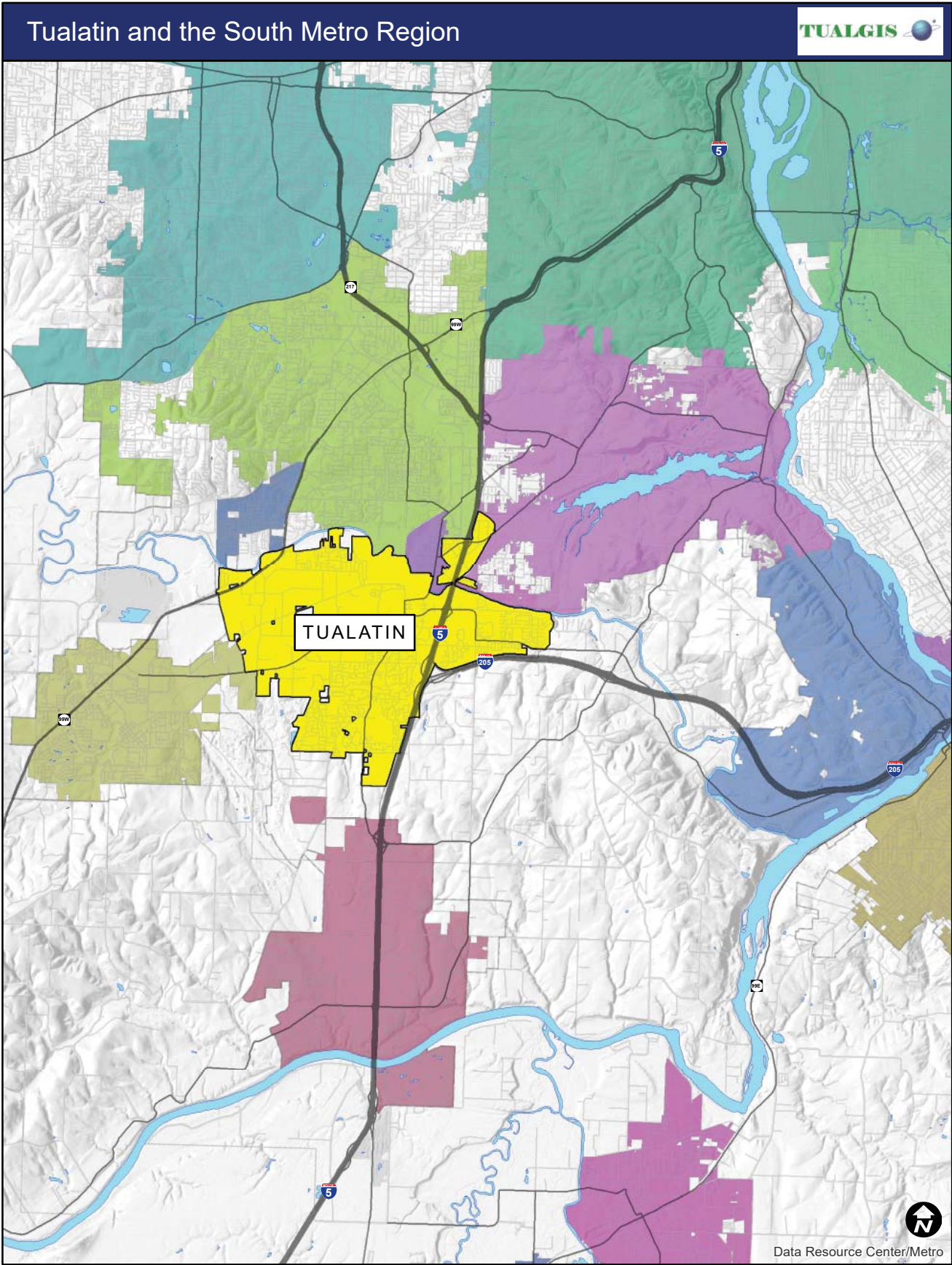
Employer	2020			2011		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Lam Research Corporation	2,111	1	6.75%	650	2	3.08%
Legacy Meridian Park Hospital	990	2	3.16%	823	1	3.89%
Nortek Air Solutions (formerly CES Group LLC)	689	3	2.20%	-	-	-
Pacific Foods of Oregon, Inc	681	4	2.18%	280	10	1.32%
Portland General Electric	478	5	1.53%	314	8	1.49%
United Parcel Service	448	6	1.43%	512	3	2.42%
Milgard Windows	439	7	1.40%	-	-	-
Metro West Ambulance	381	8	1.22%	-	-	-
Creganna Medical	376	9	1.20%	-	-	-
Pacific Furniture Industries	375	10	1.20%	-	-	-
UTC Fire & Security Americas	-	-	-	500	4	2.37%
Precision Wire	-	-	-	457	5	2.16%
Tigard-Tualatin School District	-	-	-	408	6	1.93%
Huntair	-	-	-	360	7	1.70%
DPI Northwest	-	-	-	300	9	1.42%
	<u>6,968</u>			<u>4,604</u>		
Total City employment			<u>31,290</u>			

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



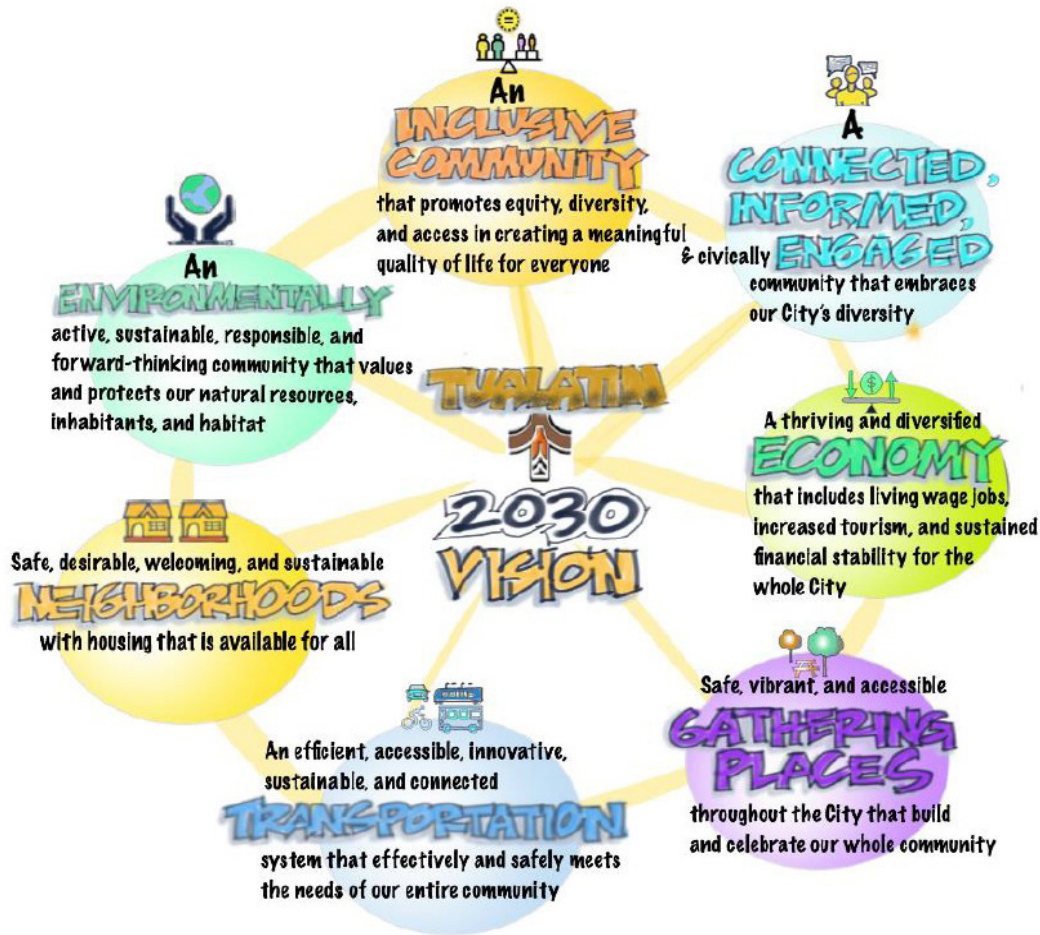








# CITY COUNCIL 2030 VISION



## CITY OF TUALATIN 2021 PRIORITIES





## Budget Process

The annual budget is one of the most important and informative documents city officials will use. In simple terms, the city's budget is a financial plan for one fiscal year. It shows the estimated costs of expenditures (items or services the city wishes to purchase in the coming fiscal year) and other budget requirements that must be planned for, but won't actually be spent. It also shows the resources that will be available to pay for those expenditures.

The budget authorizes the city to spend money and limits how much money can be spent. It also justifies the levy of property taxes. In order to levy taxes through a county assessor, cities must prepare a budget following a specific local budgeting process.

### Phase 1: The Budget Officer Puts Together a Proposed Budget

Each city must designate a budget officer, who is the City Manager for the City of Tualatin. The budget officer is responsible for preparing the budget or supervising its preparation. The first step in the budget process is the development of the budget calendar, which maps out all the steps that must be followed for the legal adoption of the city budget. The calendar must allow enough time for the budget to be adopted by June 30, before a new fiscal year begins. After the budget calendar is set, the budget officer, along with City staff, begins to develop the estimates of resources and requirements for the coming year.

A city budget is comprised of several funds, each with a specific purpose. The city budget includes different funds that clearly show what the local government is doing and how it plans to pay for the services that are provided to the City's citizens and customers.

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

**General Fund** – records expenditures needed to run the daily operations of the local government and the money that is estimated to be available to pay for these general needs.

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

**Capital Project Funds** – records the money and expenses used to build or acquire capital facilities, such as land or buildings. This is a type of special revenue fund and is only used while a project is being done.

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

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

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

Oregon budget law requires that each year a city's budget provide a short history of each fund. To meet this requirement, the annual budget will include: the actual or audited resources and expenditures for the prior two years; the current year's budget; the next year's budget as proposed by the budget officer; and columns for the budget approved by the budget committee and the final budget adopted by the city council.



## Phase 2: The Budget Committee Approves the Budget

As defined by statute, a budget committee is an advisory group comprised of the city council and an equal number of appointed members. If the city council cannot identify enough citizens willing to serve on the budget committee, then the committee is made up of the citizens who have volunteered to serve along with the entire city council. The appointed members of the budget committee must be electors of the city, meaning they must be qualified voters who have the right to vote on the adoption of any measure. The members of the budget committee are appointed for staggered three-year terms, and cannot be employees, officers or agents of the city. No member of the budget committee can receive compensation for serving on the committee except reimbursement of expenses incurred while serving.

Among its functions, the budget committee conducts public meetings to hear the budget message and review the budget proposed by the budget officer. The Budget Committee listens to comments and questions from interested citizens and considers their input while deliberating on the budget. The budget committee can revise the proposed budget to reflect changes it wants to make in the local government's fiscal policy. When the committee is satisfied, it approves the budget. (Note: the budget committee does not have the authority to negotiate employee salaries.)

### The Budget Message

The budget message is an explanation of information provided to the budget committee and the public to help them understand the proposed budget. The budget message is required by statute to contain a brief description of the financial policies reflected in a proposed budget and, in connection with the financial policies, explains the important features of the budget. The budget message must also explain proposed changes from the prior year's

budget and explain any major changes in financial policies.

The budget message should be in writing so it can become part of the budget committee's records. It is delivered at the first meeting of the budget committee by the budget officer or the City's Finance Director.

### Budget Committee Meetings

A quorum, or more than half of the committee's membership, must be present in order for a budget committee to conduct an official meeting. Any action taken by the committee first requires the affirmative vote of the majority of the membership. In the event that only a quorum is present at a meeting, all members must vote in the affirmative for an action to be taken.

Local budget law requires that a budget committee hold at least one meeting for the purpose of receiving the budget message and the budget document; as well as to provide the public with an opportunity to ask questions about and comment on the budget. Prior public notice is required for the meeting(s) held for these two purposes, either by printing notice two times in a newspaper of general circulation, or once in the newspaper and posting it on the city's website. If the budget committee does not invite the public to comment during the first meeting, the committee must provide the opportunity in at least one subsequent meeting. The notice of the meeting(s) must tell the public at which meeting comments and questions will be taken.

When approving the budget, the budget committee must also approve a property tax rate or the tax amounts that will be submitted to the county assessor. The budget committee should make a motion to approve the property tax so that the action is documented in the minutes of the committee. Upon approval by the budget committee, the budget officer completes the budget column labeled "Approved



Budget,” noting any changes from the original proposed budget. Upon completion, a summary of the approved budget which includes a narrative description of prominent changes to the budget from year to year, is published with notice of a public hearing to adopt the budget no more than 30 days nor less than five days before the hearing.

### Phase 3: The Budget is Adopted and Property Taxes Are Certified

Conducted by the city council, the budget hearing includes a final review of the budget before adoption by the council. The hearing also includes deliberations on the budget approved by the budget committee and consideration of any additional public comments. The city council can make any adjustments that it deems necessary (with some restrictions) to the approved budget before it is adopted prior to July 1. The types of changes the governing body may make are:

- Increasing expenditures in any fund up to \$5,000 or 10 percent, whichever is greater. If the increase needs to be greater than these limits, the council must republish the budget summary and hold a second public hearing (before July 1).
- Reducing expenditures of any fund—does not require republishing.
- Increasing the amount or rate of taxes to be imposed above what the budget committee approved—this can only be done if the budget is republished and a second budget hearing is held. However, the council cannot increase taxes above the permanent rate limit or legal, voter-approved local option tax rate/dollar amount, and bond principal and interest requirements.
- Reducing the tax rate or amount approved by the budget committee—does not require republishing.

- Adjusting the other resources in each fund—does not require republishing.

### Adoption of the Budget

It is not a requirement that the budget be adopted at the hearing. The council has the option to wait until closer to the end of the fiscal year to formally adopt the budget. By waiting, the budget can include a better estimate of resources. However, the budget must be adopted before July 1.

To adopt the budget, the city council enacts a resolution. The resolution formally adopts the budget for the coming fiscal year; makes appropriations and gives the city the authority to spend money and incur obligations (the schedule of appropriations also sets limits on the amount of money that can be spent in each category within the fund); and sets the amount of taxes to be imposed—up to the permanent rate limit or dollar amount. To accomplish this, cities do not have to pass multiple resolutions. All the resolution statements can be combined into one resolution, which must be signed by the mayor before they are submitted to the county assessor’s office.

By July 15 of each year, the City must submit two copies of the resolution adopting the budget, making appropriations, and imposing and categorizing the tax to the county tax assessor. In addition, the notice of property tax certification (form LB-50) and successful ballot measures for local option taxes or permanent rate limits must be submitted.

In addition to the county tax assessor’s copies, a copy of the resolutions required by Oregon Revised Statutes 221.760 and 221.770 must be submitted to the Oregon Department of Administrative Services by July 31, in order to receive the City’s share of certain State Shared Revenues. Finally, a copy of the completed budget document, including the publication and tax certification forms, must be submitted to the county clerk’s office by September 30.



## Phase 4: Operating Under the Adopted Budget

Once it is adopted, the City can begin operating within that specific budget. While it is possible for changes to be made to an adopted budget once the fiscal year begins, this can only happen under certain circumstances. Two such examples are resolution transfers and supplemental budgets. These are actions that must be taken before more money is spent beyond what is appropriated in the adopted budget, or before money is spent for different purposes than what is appropriated in the adopted budget. 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 Comprehensive Annual Financial Report, 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 Comprehensive Annual 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

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

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 2021-22 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
	Maintenance 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
Public Safety	Police	General Fund
Public Works	Utilities - Water	
	- Operating	Water Operating Fund
	- Development	Water Development Fund
	Utilities - Sewer	
	- Operating	Sewer Operating Fund
	- Development	Sewer Development Fund
	Utilities - Stormwater	
	- Operating	Stormwater Operating Fund
	- Development	Stormwater Development Fund



Funding Sources (continued)

Program/Section	Departments	Fund
Public Works (continued)	Utilities - Street	
	- Road Utility	Road Utility Fund
	- Road Operating	Road Operating Fund
	- Transportation Dev. Tax	Transportation Dev. Tax Fund
	Transportation Project	Transportation Project Fund
	Core Area Parking District	Core Area Parking District Fund
	Tualatin City Services Building	Tualatin City Services Building Fund
Tualatin Development Commission (TDC)		
	TDC Administration	TDC Administration Fund
	Leveton Projects	Leveton Projects Fund



A fund is a grouping of relating accounts that is used to maintain control over resources that have been segregated from specific activities or objectives. The City of Tualatin's funds can be divided into two primary categories: governmental funds and proprietary funds. Governmental funds are used to account for most of the city's functions and include, general, special revenue, debt service and capital project funds. Proprietary Funds are enterprise funds used to account for city activities that are similar to those often found in the private sector. The City's Internal Service Fund accounts for the accumulation of dollars for future vehicle purchases for the funds that use the vehicles.

### Governmental Funds

**General Fund (Major Fund)** - Accounts for the financial operations of the City that are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees, and state and county shared revenue. Primary expenditures are for culture and recreation, general government and public safety.

**Special Revenue Funds** - These funds account for revenue derived from specific taxes or other earmarked revenue sources, which are legally restricted to expenditures for specified purposes. Funds included in this category are:

*Building Fund (Major 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 (Major 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.



### Debt Service Funds (continued)

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

### Capital Projects Funds

These funds are used to account for financial resources to be used for the acquisition or construction of major capital items and facilities. Funds included in this category are:

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

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

*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 Storm Drain.

### Water Operations (Major Fund)

*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 (Major Fund)

*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 (Major Fund)

*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

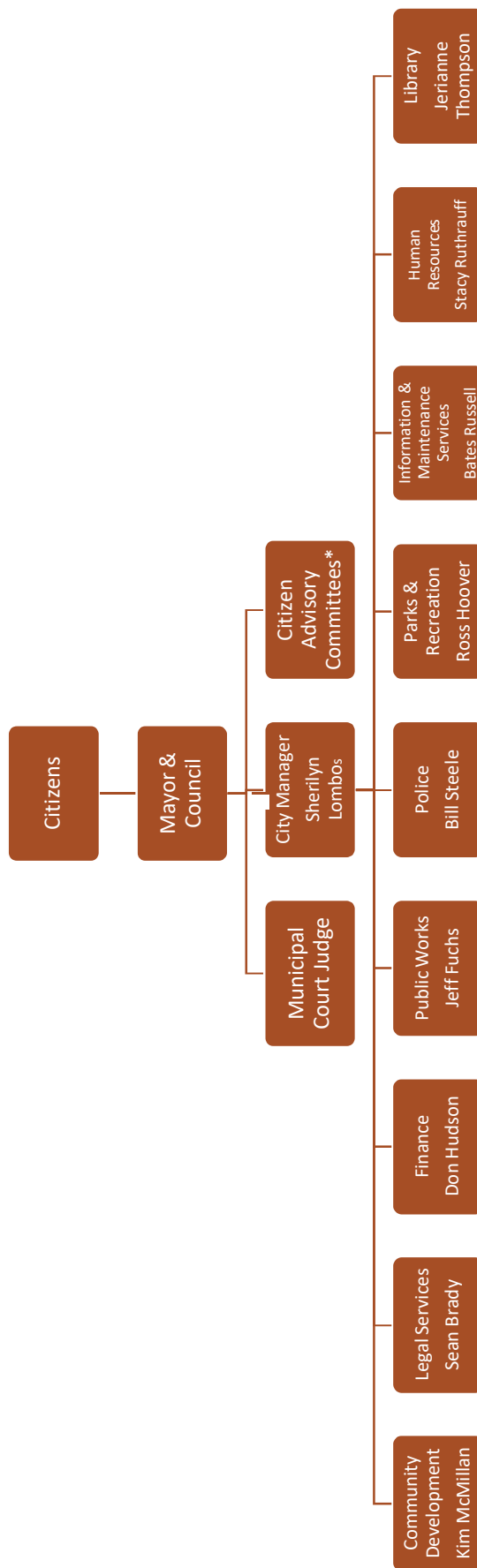
These funds are used to account for the financing of good or services provided by one department or agency to other departments or agencies of the government and other government units, on a cost reimbursement basis.

*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>
Nancy Grimes	Chair/Council
Skip Stanaway	Citizen
Nichole George	Citizen
Patrick Gaynor	Citizen
Chris Goodell	Citizen
Carol Bellows	Citizen
Lisa Quichocho	Citizen
John Medvec	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
Buck Braden	Chair/Citizen
Mason Hall	Citizen
Janet Steiger Carr	Citizen
Kathleen Silloway	Citizen
Mahathi Sridhar	Citizen

Dawn Upton	Citizen
Brett Hamilton	Citizen

### Budget Advisory Committee

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

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

<b>Members</b>	<b>Jurisdiction</b>
Kelly Horsford	Citizen
John Hannam	Citizen
Monique Beikman	Citizen
Brittany Valli	Citizen
Chris Brune	Citizen
Rebekah Deal	Citizen
Veronica Williams	Citizen

### Core Area Parking District Board

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

<b>Members</b>	<b>Jurisdiction</b>
Valerie Pratt	Council
Dr. William Jordan	Chair/Citizen
Gary Haberman	Citizen
Heidi Kindle	Citizen
Jaquelin Herd	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, 6:30pm. These meetings are open to the public.

<b>Members</b>	<b>Jurisdiction</b>
Thea Wood	Chair/Citizen
Nicholas Schiller	Vice Chair/Citizen
Dana Paulino	Citizen
Oksana Davletshina	Citizen
Alan Feinstein	Citizen
Marcus Young	Citizen
Kaia Gill	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
Anthony Warren	Citizen
Josh Huffman	Citizen
Brandon Gill	Citizen
Nadia Alvarado	Student

### 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
Mona St. Clair	Vice Chair/Citizen
Daniel Bachhuber	Citizen
Alan Aplin	Citizen
Janelle Thompson	Citizen
Ursula Kuhn	Citizen





CITY OF TUALATIN

ADOPTED  
2021/2022 BUDGET



May 2021

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



A year ago, we were in the middle of the annual budget process when we were forced into the world of unknowns that came with the COVID-19 pandemic. At that time, none of us thought we would still be dealing with the impacts of the pandemic in May 2021, but here we are. Last year, we were learning how to put together a budget “Brady Bunch” style; now Zoom meetings are the norm and all of us are old pros. While I am very much looking forward to returning to face-to-face budgeting, given everything that we have gone through, I am pleased to be able to present a budget that continues providing excellent services at the same levels we have provided them before, and throughout, the pandemic.

As we all know, 2020 was quite a different year. Not only did we have to deal with a pandemic, but we also struggled with racial and social justice issues, a contentious election season, large forest fires that brought dangerous levels of smoke to the region, and in early 2021, a very damaging ice and snowstorm. I kept waiting for the locust invasion to happen. The one constant through all of this was the uninterrupted service delivery provided by our employees. We found new ways providing services to our residents and customers, without letting the level of service decline. Even though the Library was closed to the public, Library staff developed on-line programming, set-up curbside pickup of collection materials and put together other educational opportunities for patrons who couldn’t come into the physical library space. The Juanita Pohl Center, the City’s active adult center, created virtual adult fitness, health & wellness programs, enrichment programs, as well as virtual trips for our very active older adult community. Recreation staff allowed their creative juices to flow in different directions in response to the pandemic and COVID-19 distancing requirements and restrictions on events and numbers of participants at allowed functions. Instead of holiday events, such as Starry Nights and Holiday Lights, they organized Holiday Lights Parades through different city neighborhoods each weekend in December. Even though the West Coast Giant Pumpkin Regatta had to be cancelled, the giant pumpkin weigh off still took place virtually. The Tualatin Municipal Court continued to provide a high level of service, given the circumstances, and even began holding arraignments by phone for those wanting to talk to the judge without having to appear in person. And, the Police Department delivered prescriptions to those unable to safely pick them up. These are just a few examples of the many ways City staff got creative; there are many more stories that could be highlighted, on top of staff providing services as usual for things like policing and infrastructure management, but that might turn this budget message into a novel. While navigating an unusual course, I am very proud of the continued dedication and flexibility of the excellent employees of the City of Tualatin.

Utilizing funding from the Federal CARES Act, we were able to procure appropriate personal protective equipment for our employees who were providing services in person; we put safety measures in place with things like plexiglas dividers and cleaning supplies. We were also able to set up the infrastructure needed to provide the virtual environment to handle remote working and virtual City Council meetings. Our Assistant City Manager/Finance Director, Don Hudson, even found a way to adapt his budget presentations to the virtual environment. And, believe me, it was hard for him to stay seated in one place and contain his physical excitement over the budget.



## BUDGET MESSAGE

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Throughout the many facets of the past year, we continued to be good stewards of public funds and were fiscally responsible during these tumultuous times.

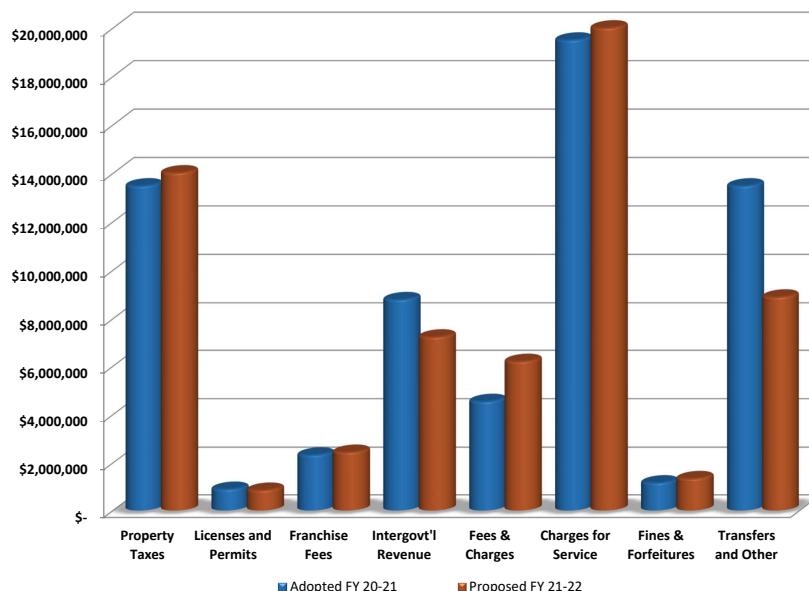
When we finalized the Fiscal Year 2020/2021 budget at the beginning of the pandemic, it became apparent that there would be revenue impacts going forward. The assumptions we used were for impacts to our revenues through the first quarter of the fiscal year. As time went on and closures, and the Governor's stay at home guidelines, continued well beyond the end of September, we adapted both our revenues and expenditures to the continuation of impacts. Some of the revenue losses came with corresponding reductions of expenditures. The trick was determining what those levels were. Now, as we prepared the Fiscal Year 2021/2022 budget, we have a better feel for these impacts, but there is still a lot of uncertainty for the near future. We have prepared the budget with our best estimates for the new year, expecting some things to return to a new "normal" sometime during the year, but knowing that those changes may occur slowly and are dependent on the course of the pandemic.

With all the impacts during the last year, as well as all the things we were able to accomplish, the overall City of Tualatin budget is decreasing 5.07% over the adopted, and amended, 2020/2021 budget, to \$128,341,950.

### Revenues

As the chart below illustrates, half of the categories are projected to increase for the upcoming fiscal year. Because of a one-time financing, which will be explained later in this message, overall revenues are decreasing 3.26% from the adopted, and amended, FY 2020-2021 budget.

Property taxes remain one of the City's most steady revenue sources, while experiencing solid growth related increases over the past few years. Property taxes in Oregon are calculated using a property's assessed value (AV), rather than the property's real market value (RMV). Property values are set as of January 1 in the calendar year that taxes are imposed, so values were set for Fiscal Year 2020/2021 prior to the pandemic. With development that had already occurred prior to 2020, our assessed value grew 4.55%. Collections





of property tax revenue continued at a relatively normal pace, though we are experiencing a slight spreading out of payments. Oregon allows for a 3% discount if paid by November 15, but allowing for property taxes to be paid on later dates, with a reduction of the discount percentage. There was a slight change in payment behavior during the current fiscal year, affecting cash flow, but not on total revenue collected. For Fiscal Year 2021/2022, we believe that we will still see growth in our assessed value, and collections should stay relatively constant. Washington County has a high collection rate percentage, and our revenue estimates use a conservative assumption related to the County's historical collection rate. Therefore, we are budgeting conservatively with revenue based upon a 3% growth in assessed value.

To date, there has not been a noticeable decrease in the volume of development and construction, but we have seen a shift from larger projects to more smaller projects. Some larger projects have been put on hold, but we are starting to see some relaxing of these holds. Our projections are for many revenues in this category to remain stable, though we are seeing a decrease in business license revenue, as some businesses have closed due to the impacts from COVID related restrictions. In some cases, new businesses are taking the place of shuttered businesses, but we are experiencing lower license revenue. The reduction in business licenses accounts for the 4.34% reduction in Licenses and Permits.

Franchise fees is a hard category to predict, though we are projecting a 4.95% increase in these fees, due to higher collections from companies utilizing the City's right of way. Under a recently adopted 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. Electric and natural gas franchise fees remained stable through 2020 and we expect the same to be true in 2021.

Intergovernmental revenues are decreasing 17.55%, largely due to CARES Act funding for the Economic Stabilization programs managed by the City and a one-time grant for replacement of components of the City's computer technology infrastructure. The City distributed over \$1.1 million in economic stabilization grants to 118 businesses. Over 80% of grant funding went to retail, restaurant, services, hospitality, entertainment, and wellness classified businesses. The grant awarded businesses were 35% minority-owned and 51% women-owned.



State Shared Revenues, the City's share of cigarette, liquor, marijuana, and gas taxes, are also decreasing, largely due to impacts from the pandemic, though the single largest decrease is in our share of statewide marijuana taxes due to the passage of Measure 110 (M110) by Oregon voters in November 2020. M110 created a State Drug Treatment and Recovery Services Fund, through redistribution of marijuana tax revenue above \$11.25 million per quarter that were previously distributed to the State School Fund, the State Police, mental health programs, and local governments. The total reduction in revenues to cities and



## BUDGET MESSAGE

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counties is projected to be \$36.4 million in the 2021-23 biennium, with the City of Tualatin share of this reduction to be approximately \$70,000 annually. Since the \$11.25 million per quarter is a hardcapped number, there will not be future growth in the city's marijuana tax state shared revenues. Transient Lodging Taxes for hotel and motel room rentals has taken a significant hit during COVID, as there was very little travel occurring over the past year. The budget for our share of the countywide 9% tax and for the City's 2.5% local tax was cut in half for the current budget; we are seeing some upward trend in collected revenues as more people are traveling. While we are not very close to pre-pandemic revenue levels, we are adding back one-third of the current year reduction for the upcoming fiscal year.

Fees and Charges is experiencing a 36.45% increase in projected revenue, primarily due to a large multi-family project that was expected to be started and would have paid Parks System Development Charges (SDC) prior to the end of Fiscal Year 2019/2020. The project was put on hold this past summer, though we are hopeful that it will be restarted within the next few months and we will recognize the SDC revenue in Fiscal Year 2021/2022. The other item that is driving the large increase in this category is the recently adopted Parks Utility Fee. Council adopted the new ordinance in late 2020 and then in April 2021 set the monthly rate at \$5, to be charged through the utility bills. The new fee will be effective July 1, 2021, and is projected to raise approximately \$675,000 to be used for the purpose of providing 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.

Charges for services is primarily made up of rate related revenues for water, sewer, and stormwater service, but also includes charges for services such as passport processing, fingerprinting, and the City's popular recreation programs. Due to the uncertainty of the ability to operate recreational programming when the budget was put together last spring, revenues were not reduced in the budget. With restrictions being relaxed somewhat, we are anticipating the ability to operate programming, and therefore have kept the revenue projections the same as last year. With City offices closed, services such as passports and fingerprints have not been offered in the current fiscal year; consequently fingerprint revenues are at a fraction of normal levels. Passport processing services are being suspended indefinitely and resources dedicated to that service have been redirected to other City needs. Even with these changes, Charges for Services is increasing 8.15%, due to increases in utility rates and largely due to an increase in water consumption. Prior to the pandemic, we were experiencing a decrease in water consumption, but with more people working out of their homes, we are seeing that trend reverse.

In Fiscal Year 2020/2021, Fines and Forfeitures revenues were reduced as traffic citation numbers were reduced with fewer vehicles traveling on our roadways. As traffic levels have increased, we are seeing a corresponding increase in traffic violations. Additionally, a Police Officer that was previously assigned to the Westside Transit Police Agency, has been reassigned back to the City and has been assigned as a traffic officer during swing shift to handle traffic related incidents during evening commute hours. The category is being reduced for the elimination of Library fines for overdue materials throughout the Countywide Library system. Overall, we are anticipating an increase in this category.

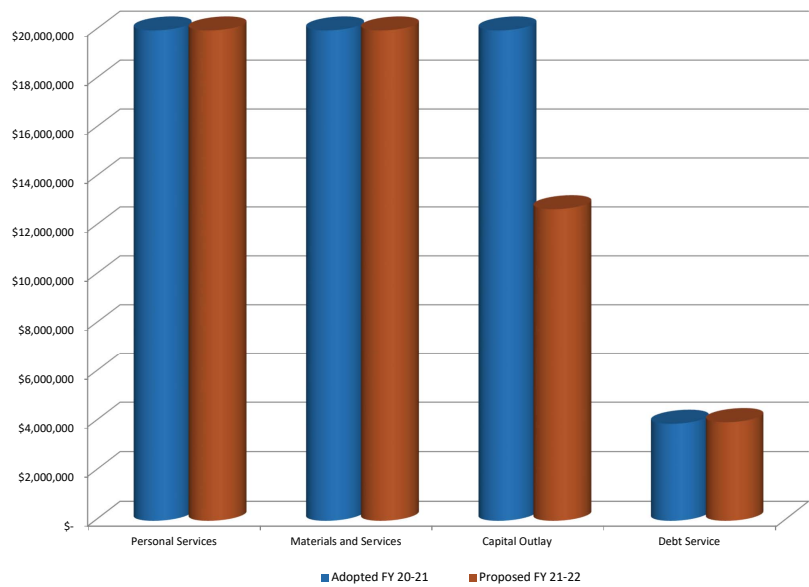
Transfers and Other revenue is showing our largest decrease due to \$4 million in loan proceeds for the Tualatin City Services Building being recorded in Fiscal Year 2020/2021. The other large reduction in this category is related to investment earnings. Interest rates on our investment of idle funds have dropped significantly in the last year. Our strategy over the last couple of years of diversifying our portfolio and



investing over longer terms is helping keep the reduction of our investment yield on a slower tract, but we will see still see a sharp reduction of revenue.

Expenditures

The City’s expenditure budget (total requirements less contingency, reserves and unappropriated fund balances) for Fiscal Year 2021/2022 equals \$68,287,350. This is a 9.33% decrease from the adopted, and amended, Fiscal Year 2020/2021 budget.



As you can see from the chart above, the biggest decrease is in the Capital Outlay category. The 37.93% decrease is primarily due to the completion of a number of projects included in the Fiscal Year 2020/2021 budget. While there are still a number of projects budgeted in the Fiscal Year 2021/2022 Proposed Budget, we are particularly excited about three projects that will either be completed by the end of the Fiscal Year, or shortly thereafter. The first to be completed is the Tualatin City Services Building. This building is an addition to the current operations facility, which was also remodeled. The facility will house all of our development services and utility functions. The Tualatin Municipal Court will also have offices in the building and court sessions will be held weekly in the multi-use meeting space. This new building allows common



Tualatin City Services Building



Makerspace Rendering



## BUDGET MESSAGE

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functions to be housed together, maximizing efficiency and allowing a one-stop shop experience for customers. It also accommodated the consolidation of City administrative services in the current City Offices Building, eliminating the need to lease office space and housing of Finance Department staff in the Lafky House in Tualatin Community Park. Again, this consolidation will create operational efficiencies.

The second project to be completed is the Makerspace classroom in the Tualatin Public Library: a collaborative, creative space where people can create physical objects and digital media. This classroom will provide for hands-on education in the areas of Science, Technology, Engineering, Arts and Mathematics (STEAM) and builds upon the successful STEAM programming that has been part of the mobile makerspace that was developed as part of a community revitalization plan generated when the City participated in the nationwide America's Best Communities competition in 2016. We are excited to have a permanent space and expand our STEAM education programming with this new classroom.



Lastly, the renovation of the very popular splash pad on the Tualatin Commons is projected to be completed this summer, thanks to City funds and a State Parks and Recreation grant. The project includes upgrading the equipment with current technology and new and improved spray patterns; the outdated and aging tile will also be replaced with a new surface, providing for a safer and updated design. This parks amenity is very popular with kids, and adults of all ages, and we are looking forward to the grand reopening.

Even with these projects being completed, the Fiscal Year 2021/2022 budget has \$12.7 million of capital outlay. In addition to a number of water, sewer, and stormwater projects, there are other projects to highlight. We are moving forward with design work on two projects that we hope to fund construction, beginning in Fiscal Year 2022/2023; both projects included extensive public engagement processes to discuss location and amenities. The first is a Veteran's Memorial, proposed to be built on the east end of the Tualatin Commons, and the second is the design of a significant playground renovation at Stoneridge Park.

Speaking of moving forward, the Tualatin Moving Forward program will be busy on the goal of improving traffic in Tualatin, by constructing the following projects:

- Garden Corner Curves
- 65th Avenue Crossing, Near Legacy Meridian Park Hospital
- Boones Ferry Active Transportation Corridor
- 95th & Avery Crossing
- Martinazzi/Sagert signal
- Hwy 99: Pony Ridge to 124th Sidewalks
- Tualatin Road/Teton Signal
- Tualatin-Sherwood Rd: Martinazzi to I-5
- Tualatin Rd: Sweek to Park
- Neighborhood Traffic Safety Program





For more information about the transportation bond and projects, visit:

[www.tualatinmovingforward.com](http://www.tualatinmovingforward.com).

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

The direction to City departments was to prepare their budgets in such a way that they can continue providing services at levels they are currently providing them. Expenditure increases that are out of the City's control, contractual obligations, and increases for current expenditures were included in department requested budgets. Anything beyond those increases, departments were asked to leave out of their requests, but would be considered, if there was sufficient on-going revenue to cover on-going expenditures to a level that would allow for new on-going expenditures. New one-time or on-going expenditures requested were submitted as an "add package" to be reviewed, as well.

Personal Services covers the cost of the City's labor force to provide services to our customers and residents. This category 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); these costs are also contractual. Fortunately, increases in these benefits were not as large as expected, but the Personal Services category still increased 4.04% over the adopted, and amended, FY 2020/2021 budget.

Materials and Services are decreasing 1.14% overall. This number reflects the City department's ability to hold their budgets steady for the new fiscal year. There were a number of add package requests that were considered; we were able to fund a majority of them. Among them are a Diversity, Equity, and Inclusion consultant to help the City look at its internal policies/procedures/processes to help identify potential changes; and funding to complete a Climate Action Plan for the City, as part of meeting a Council vision and priority related to being an environmentally responsible community. The Police Department will be working on a body worn camera program and policy and there is funding to move forward with an appropriate program in the upcoming fiscal year. Additionally, the Police Department will be partnering with neighboring Police agencies in expanding Washington County's Digital Forensics Lab, as technological evidence continues to grow in numbers. The last item to point out in the Materials and Services budget is another partnership with neighboring Police agencies for funding a Mental Health Clinician position in the Police Department. The position will be part of the Washington County Mental Health Department and would become part of a Mental Health Response Team that would pair a police officer and a master's level clinician to offer optimum care to those in need. As a team, there will be more opportunity for problem solving on scene, minimizing the risk of a situation escalating. In addition to responding to the immediate crisis, the team also provides follow-up with individuals to ensure they are getting connected to the services and support they need.

The last thing to share about the Fiscal Year 2021/2022 Proposed Budget is the recently passed American Rescue Plan (ARP). The Plan was signed by President Biden on March 11, 2021 and includes funding for



## BUDGET MESSAGE

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state and local governments to respond to the impacts of the pandemic. The City of Tualatin is projected to receive \$5.67 million, with half being received in June 2021 and the other half no earlier than one year after the first payment. Guidance from the US Treasury has not been released, as of the writing of this message, to provide us with details on what the funds can and cannot be used for. Because of the uncertainty, as well as the desire to partner with other governmental agencies on programs to better maximize use of ARP funds, the Tualatin City Council has not discussed potential uses of our allocation. A new Fund will be added to account for ARP funds, once we have guidance for potential uses, but is not included in this Proposed Budget. If there is enough information available before the Budget Committee approves the Fiscal Year 2021/2022 budget, they will be asked to approve the new fund in the Approved Budget. If not, the new fund and budget will be brought to the City Council at a later date for approval.

### Tualatin Development Commission

The Tualatin Development Commission (TDC) is Tualatin's urban renewal agency, and will see significant activity during Fiscal Year 2021/2022.

To help allocate the remaining funds in the Leveton Tax Increment District, the TDC will be considering a substantial amendment to the Urban Renewal Plan for the Leveton District. This will slightly move the boundary to allow for funding of the Herman Road Extension project.

The Commissioners will also be considering two new urban renewal districts, one in the Basalt Creek area and the other in the downtown core part of the City. The proposed Basalt Creek district will be guided by already approved plans for the Southwest Industrial and Basalt Creek areas. The proposed study area 2 will undergo a visioning process to help decide what the Commission envisions in the downtown area and appropriate boundaries in order to accomplish this vision.

While the past year has been a wild ride and the upcoming year is still filled with a level of uncertainty, I am proud of our organization, from the City Council to the dedicated and flexible City Staff. We have persevered; we have been resilient, and we have navigated all that has been thrown at us to this point. I am very fortunate to be working with a great staff and with a great set of leaders. This budget and our financial condition is just another example of the great work the employees and leaders of the City of Tualatin continue to do every year.

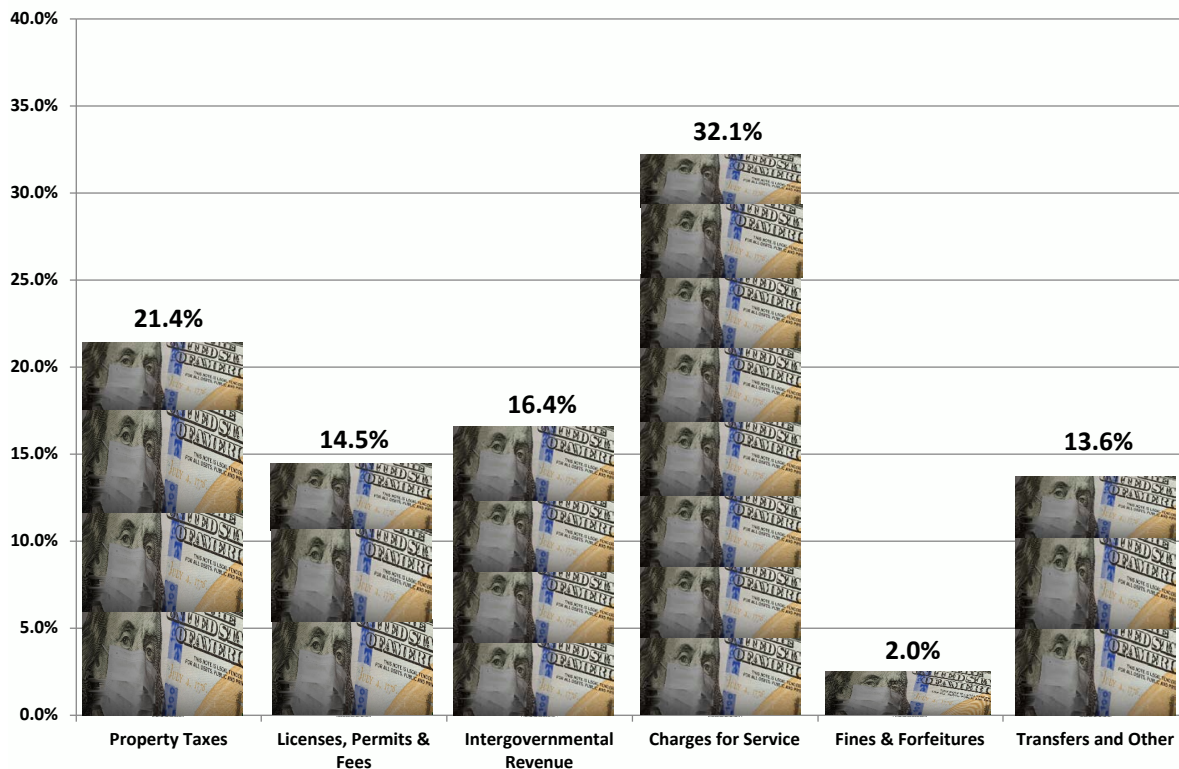
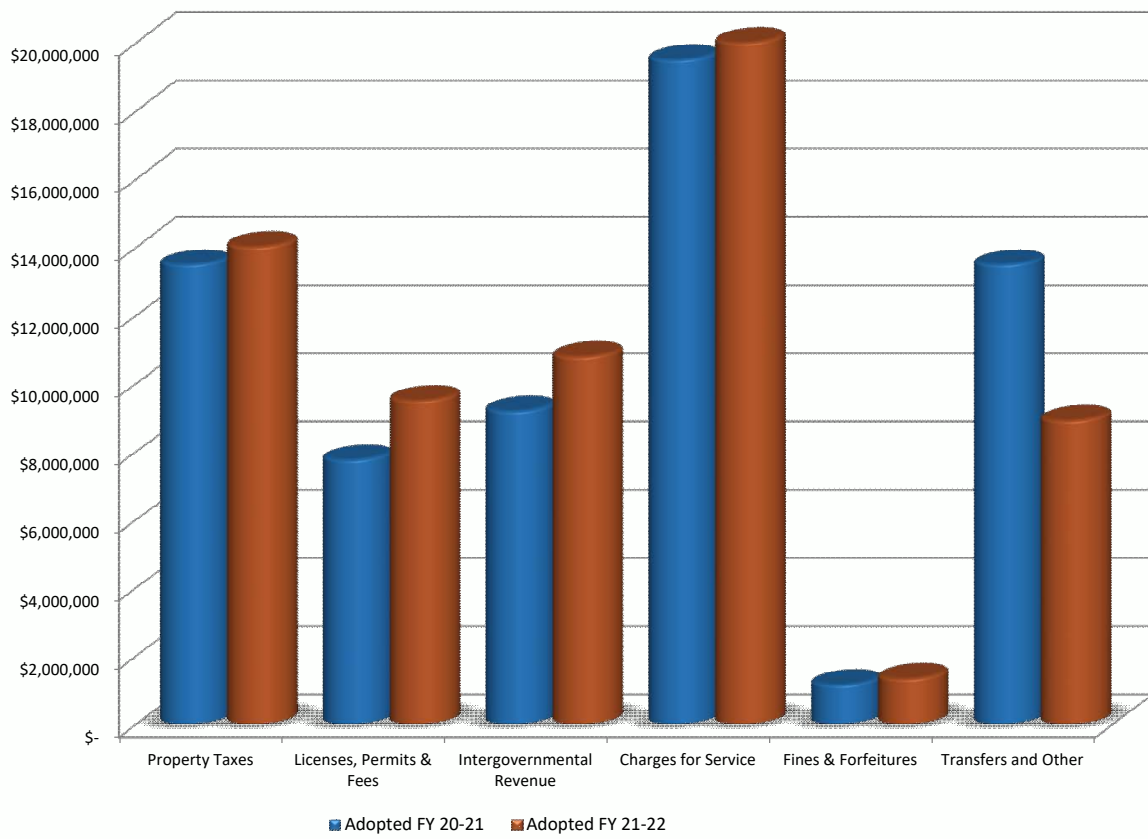
Sincere thanks to everyone involved in the budget process and in providing the outstanding services that our residents and customers have come to expect and appreciate from the City. Tualatin is absolutely a wonderful place to live, work, play, and visit. I am grateful to be part of this organization.

Respectfully Submitted,

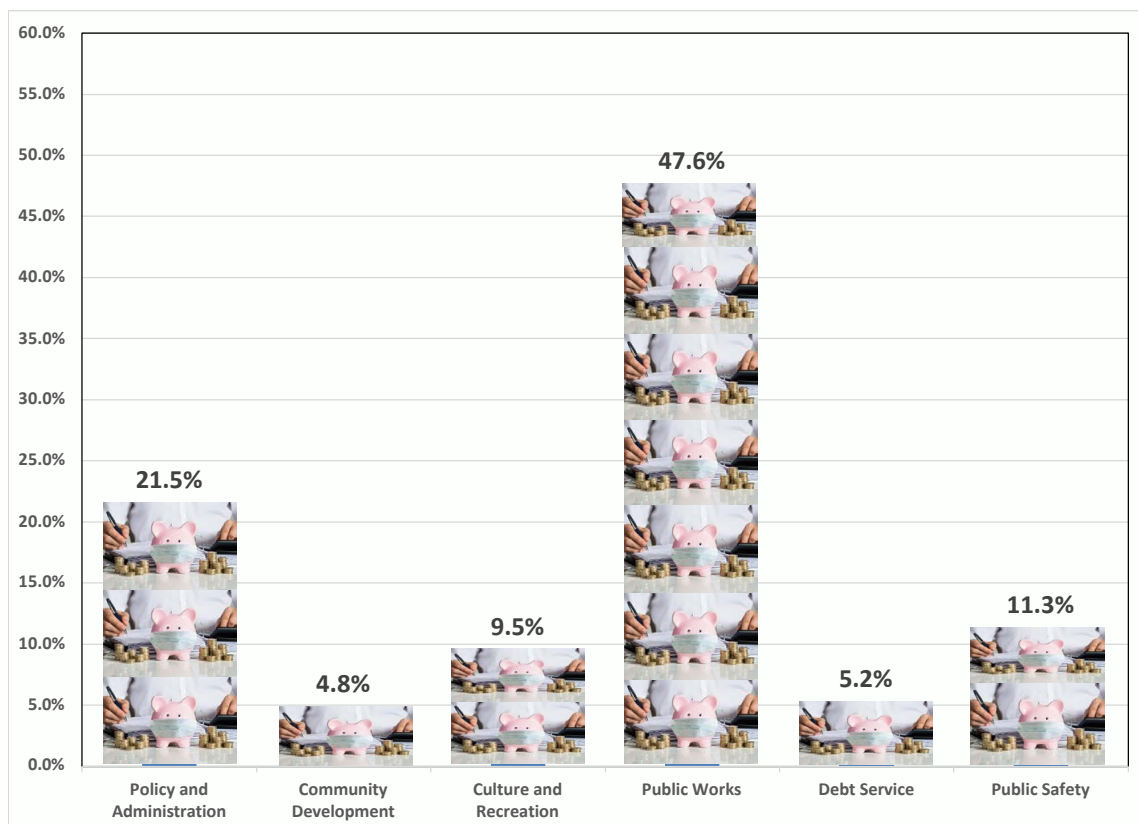
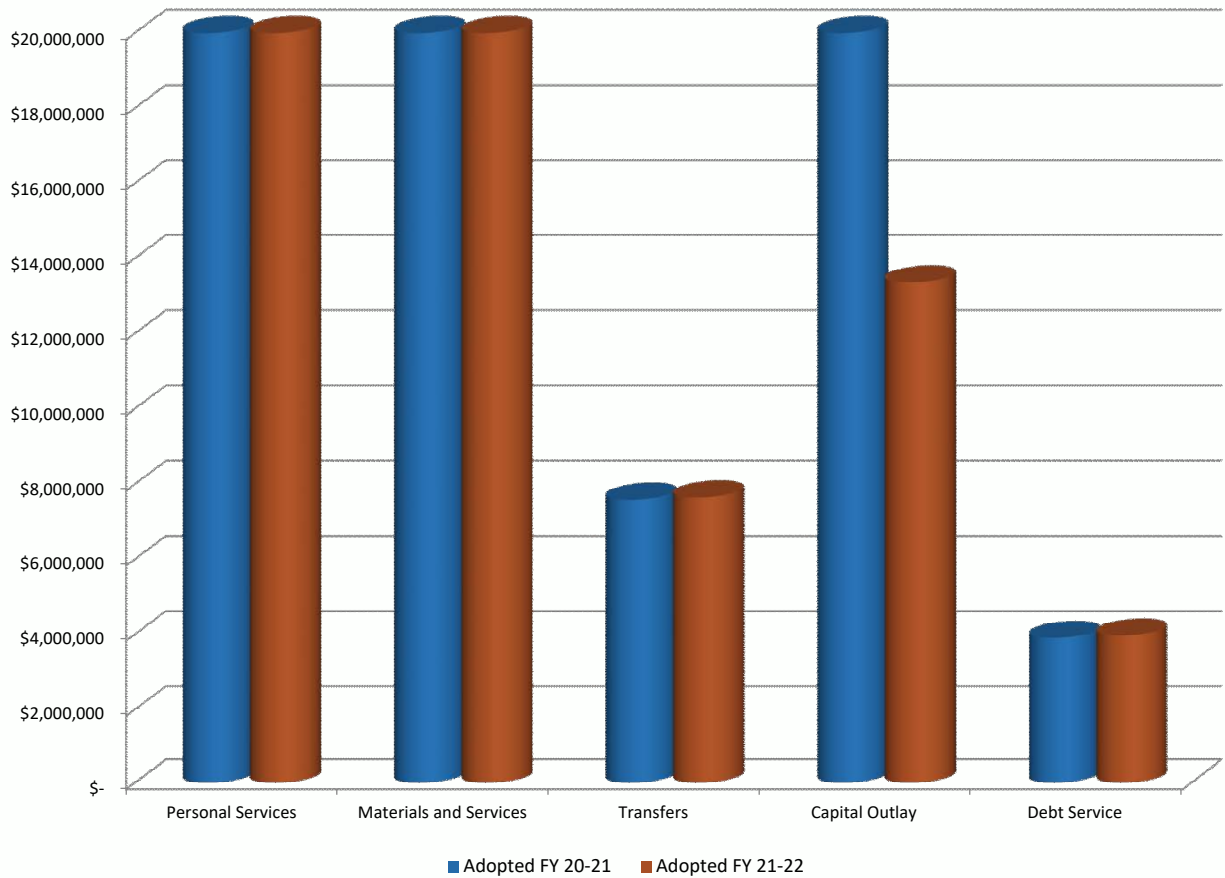


Sherilyn Lombos  
City Manager / City Recorder  
Administrator, Tualatin Development Commission











<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Property Taxes	\$ 12,941,471	\$ 13,261,633	\$ 13,479,360	\$ 14,018,550	\$ 14,018,550	\$ 14,018,550
Franchise Fees	2,429,676	2,440,018	2,325,000	2,440,000	2,440,000	2,440,000
Licenses And Permits	1,123,454	1,344,072	888,030	849,530	849,530	849,530
Intergovernmental	6,515,075	6,623,451	9,181,974	7,241,430	10,783,725	10,783,725
Charges For Services	19,173,675	20,533,341	19,500,250	21,090,280	21,090,280	21,090,280
Fines And Forfeitures	1,441,208	1,168,796	1,158,120	1,336,500	1,336,500	1,336,500
Investment Earnings	1,712,120	1,575,253	1,102,885	437,845	447,845	447,845
Fees & Charges	4,236,810	4,553,095	4,537,270	6,190,890	6,199,640	6,199,640
Other Revenue	27,682,069	1,125,716	4,709,105	618,530	625,030	625,030
Transfers In	7,714,516	10,771,160	7,666,415	7,834,050	7,834,050	7,834,050
Total Current Resources	\$ 84,970,074	\$ 63,396,535	\$ 64,548,409	\$ 62,057,605	\$ 65,625,150	\$ 65,625,150
Beginning Fund Balance	44,170,073	70,627,357	71,643,465	66,284,345	69,560,050	69,580,500
<b>Total Resources</b>	<b>\$ 129,140,147</b>	<b>\$ 134,023,892</b>	<b>\$ 136,191,874</b>	<b>\$ 128,341,950</b>	<b>\$ 135,185,200</b>	<b>\$ 135,205,650</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Personal Services	\$ 18,834,591	\$ 22,343,157	\$ 21,205,420	\$ 22,042,160	\$ 22,042,160	\$ 22,042,160
Materials & Services	18,309,930	19,445,059	22,838,225	21,929,565	24,980,415	25,000,865
Capital Outlay	6,061,690	5,597,135	21,171,484	12,693,930	13,006,730	13,356,730
Transfers Out	7,635,116	10,703,050	7,587,815	7,646,520	7,646,520	7,646,520
Debt Service	7,506,400	3,776,049	3,908,220	3,975,175	3,975,175	3,975,175
Other Financing Uses	165,063	-	-	-	-	-
Contingency	-	-	38,678,940	26,865,840	30,055,375	30,055,375
Reserves & Unappropriated	70,627,357	72,159,442	20,801,770	33,188,760	33,478,825	33,128,825
<b>Total Requirements</b>	<b>\$ 129,140,147</b>	<b>\$ 134,023,892</b>	<b>\$ 136,191,874</b>	<b>\$ 128,341,950</b>	<b>\$ 135,185,200</b>	<b>\$ 135,205,650</b>



**City of Tualatin**  
**Fiscal Year 2021 - 2022**  
**Changes in Fund Balance**

	Beginning Fund Balance	Changes in Fund Balance	Ending Fund Balance
General Fund	\$ 12,100,000	\$ (1,079,430)	\$ 11,020,570
Building Fund	\$ 1,425,090	\$ (529,390)	\$ 895,700
Road Utility Fee Fund	\$ 762,930	\$ (136,065)	\$ 626,865
Road Operating Fund	\$ 2,960,905	\$ (187,255)	\$ 2,773,650
Core Area Parking District Fund	\$ 215,300	\$ 8,410	\$ 223,710
Tualatin Scholarship Fund	\$ 50,180	\$ 250	\$ 50,430
Parks Utility Fund	\$ -	\$ 539,480	\$ 539,480
Transportation Development Tax Fund	\$ 11,810,090	\$ 113,010	\$ 11,923,100
American Rescue Plan Fund	\$ -	\$ 3,189,535	\$ 3,189,535
General Obligation Bond Fund	\$ 100,000	\$ (25,000)	\$ 75,000
Park Development Fund	\$ 164,780	\$ 1,330,200	\$ 1,494,980
Transportation Project Fund	\$ 15,632,050	\$ (5,677,820)	\$ 9,954,230
Tualatin City Services Building Fund	\$ 199,500	\$ (199,500)	\$ -
Water Operating Fund	\$ 6,221,460	\$ (651,485)	\$ 5,569,975
Water Development Fund	\$ 1,324,830	\$ (34,700)	\$ 1,290,130
Sewer Operating Fund	\$ 2,404,400	\$ 24,455	\$ 2,428,855
Sewer Development Fund	\$ 3,622,970	\$ (14,960)	\$ 3,608,010
Stormwater Operating Fund	\$ 5,511,050	\$ (11,500)	\$ 5,499,550
Stormwater Development Fund	\$ 530,810	\$ (100,960)	\$ 429,850
Enterprise Bond Fund	\$ 518,000	\$ 4,580	\$ 522,580
Vehicle Replacement Fund	\$ 730,000	\$ 338,000	\$ 1,068,000
<b>Total City of Tualatin</b>	<b>\$ 66,284,345</b>	<b>\$ (3,100,145)</b>	<b>\$ 63,184,200</b>
TDC Administration Fund	\$ 306,200	\$ (239,320)	\$ 66,880
Leveton Projects Fund	\$ 3,381,810	\$ (3,381,810)	\$ -
<b>Total Tualatin Development Commission</b>	<b>\$ 3,688,010</b>	<b>\$ (3,621,130)</b>	<b>\$ 66,880</b>



# BUDGET SUMMARY

# GENERAL FUND

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Property Taxes	\$ 10,201,986	\$ 10,461,493	\$ 10,691,610	\$ 11,066,550	\$ 11,066,550	\$ 11,066,550
Franchise Fees	2,429,676	2,440,018	2,325,000	2,440,000	2,440,000	2,440,000
Licenses And Permits	356,434	400,027	346,500	308,000	308,000	308,000
Intergovernmental	3,918,869	4,071,822	5,218,839	3,524,830	3,524,830	3,524,830
Charges For Services	367,835	247,254	237,750	198,250	198,250	198,250
Fines And Forfeitures	1,441,208	1,168,796	1,158,120	1,336,500	1,336,500	1,336,500
Investment Earnings	357,937	290,143	200,000	100,000	100,000	100,000
Fees & Charges	109,683	77,059	123,300	130,000	138,750	138,750
Other Revenue	259,504	215,159	206,705	166,130	172,630	172,630
Transfers In	4,852,830	4,989,750	4,932,610	5,288,990	5,288,990	5,288,990
Total Current Resources	\$ 24,295,962	\$ 24,361,521	\$ 25,440,434	\$ 24,559,250	\$ 24,574,500	\$ 24,574,500
Beginning Fund Balance	10,608,281	13,392,248	10,889,720	12,100,000	12,285,935	12,306,385
<b>Total Resources</b>	<b>\$ 34,904,243</b>	<b>\$ 37,753,769</b>	<b>\$ 36,330,154</b>	<b>\$ 36,659,250</b>	<b>\$ 36,860,435</b>	<b>\$ 36,880,885</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Personal Services	\$ 16,612,497	\$ 19,445,180	\$ 18,264,030	\$ 18,908,355	\$ 18,908,355	\$ 18,908,355
Materials & Services	4,510,318	4,430,239	6,590,830	5,446,950	5,497,800	5,518,250
Capital Outlay	361,982	511,552	992,984	805,250	915,250	1,265,250
Transfers Out	-	1,817,775	459,000	168,460	168,460	168,460
Other Financing Uses	27,198	-	-	-	-	-
Contingency	-	-	3,256,380	3,799,350	3,799,350	3,799,350
Reserves & Unappropriated	13,392,248	11,549,023	6,766,930	7,530,885	7,571,220	7,221,220
<b>Total Requirements</b>	<b>\$ 34,904,243</b>	<b>\$ 37,753,769</b>	<b>\$ 36,330,154</b>	<b>\$ 36,659,250</b>	<b>\$ 36,860,435</b>	<b>\$ 36,880,885</b>



**BUDGET SUMMARY****BUILDING FUND**

<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Licenses And Permits	\$ 767,020	\$ 944,046	\$ 541,530	\$ 541,530	\$ 541,530	\$ 541,530
Charges For Services	494,785	1,037,933	442,105	442,110	442,110	442,110
Investment Earnings	57,131	45,423	19,700	19,800	19,800	19,800
Fees & Charges	16,681	4,972	5,350	5,350	5,350	5,350
Other Revenue	1,336	1,100	200	200	200	200
Transfers In	25,000	75,000	78,760	75,000	75,000	75,000
Total Current Resources	\$ 1,361,953	\$ 2,108,474	\$ 1,087,645	\$ 1,083,990	\$ 1,083,990	\$ 1,083,990
Beginning Fund Balance	2,013,372	2,057,726	1,313,230	1,425,090	1,425,090	1,425,090
<b>Total Resources</b>	<b>\$ 3,375,325</b>	<b>\$ 4,166,200</b>	<b>\$ 2,400,875</b>	<b>\$ 2,509,080</b>	<b>\$ 2,509,080</b>	<b>\$ 2,509,080</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Personal Services	\$ 799,265	\$ 1,078,143	\$ 962,810	\$ 1,026,800	\$ 1,026,800	\$ 1,026,800
Materials & Services	88,270	64,105	96,050	91,250	91,250	91,250
Capital Outlay	23,684	24,613	-	-	-	-
Transfers Out	406,380	872,380	583,350	495,330	495,330	495,330
Contingency	-	-	246,330	231,415	231,415	231,415
Reserves & Unappropriated	2,057,726	2,126,959	512,335	664,285	664,285	664,285
<b>Total Requirements</b>	<b>\$ 3,375,325</b>	<b>\$ 4,166,200</b>	<b>\$ 2,400,875</b>	<b>\$ 2,509,080</b>	<b>\$ 2,509,080</b>	<b>\$ 2,509,080</b>



**BUDGET SUMMARY****ROAD UTILITY FUND**

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Investment Earnings	\$ 3,462	\$ 2,242	\$ 2,500	\$ 3,815	\$ 3,815	\$ 3,815
Fees & Charges	1,482,903	1,573,514	1,637,855	1,705,900	1,705,900	1,705,900
Transfers In	-	374,734	460,000	460,000	460,000	460,000
Total Current Resources	\$ 1,486,365	\$ 1,950,490	\$ 2,100,355	\$ 2,169,715	\$ 2,169,715	\$ 2,169,715
Beginning Fund Balance	310,272	399,380	524,400	762,930	762,930	762,930
<b>Total Resources</b>	<b>\$ 1,796,637</b>	<b>\$ 2,349,870</b>	<b>\$ 2,624,755</b>	<b>\$ 2,932,645</b>	<b>\$ 2,932,645</b>	<b>\$ 2,932,645</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Materials & Services	\$ 1,073,327	\$ 1,460,798	\$ 1,658,875	\$ 1,862,245	\$ 1,862,245	\$ 1,862,245
Transfers Out	323,930	366,410	401,210	443,535	443,535	443,535
Contingency	-	-	308,230	341,755	341,755	341,755
Reserves & Unappropriated	399,380	522,662	256,440	285,110	285,110	285,110
<b>Total Requirements</b>	<b>\$ 1,796,637</b>	<b>\$ 2,349,870</b>	<b>\$ 2,624,755</b>	<b>\$ 2,932,645</b>	<b>\$ 2,932,645</b>	<b>\$ 2,932,645</b>



**BUDGET SUMMARY****ROAD OPERATING FUND**

<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Intergovernmental	\$ 2,457,959	\$ 2,549,699	\$ 3,187,135	\$ 3,353,090	\$ 3,353,090	\$ 3,353,090
Investment Earnings	47,672	62,925	39,730	14,800	14,800	14,800
Fees & Charges	-	68,845	-	-	-	-
Other Revenue	273,854	366,500	-	-	-	-
Transfers In	1,366,352	283,890	323,340	444,205	444,205	444,205
Total Current Resources	\$ 4,145,837	\$ 3,331,859	\$ 3,550,205	\$ 3,812,095	\$ 3,812,095	\$ 3,812,095
Beginning Fund Balance	1,662,136	2,307,872	2,648,525	2,960,905	2,960,905	2,960,905
<b>Total Resources</b>	<b>\$ 5,807,973</b>	<b>\$ 5,639,731</b>	<b>\$ 6,198,730</b>	<b>\$ 6,773,000</b>	<b>\$ 6,773,000</b>	<b>\$ 6,773,000</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Personal Services	\$ 424,770	\$ 571,393	\$ 632,265	\$ 667,095	\$ 667,095	\$ 667,095
Materials & Services	883,205	863,846	1,051,045	1,064,635	1,064,635	1,064,635
Capital Outlay	1,436,266	220,321	1,204,500	951,500	951,500	951,500
Transfers Out	755,860	1,114,804	1,305,680	1,316,120	1,316,120	1,316,120
Contingency	-	-	629,205	600,830	600,830	600,830
Reserves & Unappropriated	2,307,872	2,869,367	1,376,035	2,172,820	2,172,820	2,172,820
<b>Total Requirements</b>	<b>\$ 5,807,973</b>	<b>\$ 5,639,731</b>	<b>\$ 6,198,730</b>	<b>\$ 6,773,000</b>	<b>\$ 6,773,000</b>	<b>\$ 6,773,000</b>



**BUDGET SUMMARY****CORE AREA PARKING DISTRICT FUND**

<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Investment Earnings	\$ 4,120	\$ 4,062	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Fees & Charges	71,136	73,695	60,000	60,000	60,000	60,000
Total Current Resources	\$ 75,256	\$ 77,757	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000
Beginning Fund Balance	134,595	162,826	182,000	215,300	215,300	215,300
<b>Total Resources</b>	<b>\$ 209,851</b>	<b>\$ 240,583</b>	<b>\$ 244,000</b>	<b>\$ 277,300</b>	<b>\$ 277,300</b>	<b>\$ 277,300</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Materials & Services	\$ 18,965	\$ 19,572	\$ 26,600	\$ 26,400	\$ 26,400	\$ 26,400
Transfers Out	28,060	33,700	33,960	27,190	27,190	27,190
Contingency	-	-	10,440	8,035	8,035	8,035
Reserves & Unappropriated	162,826	187,311	173,000	215,675	215,675	215,675
<b>Total Requirements</b>	<b>\$ 209,851</b>	<b>\$ 240,583</b>	<b>\$ 244,000</b>	<b>\$ 277,300</b>	<b>\$ 277,300</b>	<b>\$ 277,300</b>



**BUDGET SUMMARY****TUALATIN SCHOLARSHIP FUND**

<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Intergovernmental	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -
Investment Earnings	1,288	1,090	750	250	250	250
Total Current Resources	\$ 2,788	\$ 2,590	\$ 2,250	\$ 250	\$ 250	\$ 250
Beginning Fund Balance	51,233	51,021	50,960	50,180	50,180	50,180
<b>Total Resources</b>	<b>\$ 54,021</b>	<b>\$ 53,611</b>	<b>\$ 53,210</b>	<b>\$ 50,430</b>	<b>\$ 50,430</b>	<b>\$ 50,430</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Materials & Services	\$ 3,000	\$ 3,000	\$ 2,500	\$ -	\$ -	\$ -
Reserves & Unappropriated	51,021	50,611	50,710	50,430	50,430	50,430
<b>Total Requirements</b>	<b>\$ 54,021</b>	<b>\$ 53,611</b>	<b>\$ 53,210</b>	<b>\$ 50,430</b>	<b>\$ 50,430</b>	<b>\$ 50,430</b>



**BUDGET SUMMARY****PARKS UTILITY FUND**

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Investment Earnings	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Fees & Charges	-	-	-	676,440	676,440	676,440
Total Current Resources	\$ -	\$ -	\$ -	\$ 678,440	\$ 678,440	\$ 678,440
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 678,440</b>	<b>\$ 678,440</b>	<b>\$ 678,440</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Materials & Services	\$ -	\$ -	\$ -	\$ 9,600	\$ 9,600	\$ 9,600
Capital Outlay	-	-	-	100,000	100,000	100,000
Transfers Out	-	-	-	29,360	29,360	29,360
Contingency	-	-	-	539,480	539,480	539,480
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 678,440</b>	<b>\$ 678,440</b>	<b>\$ 678,440</b>



## BUDGET SUMMARY

## TRANSPORTATION DEVELOPMENT TAX FUND

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Investment Earnings	\$ 246,655	\$ 234,770	\$ 166,000	\$ 59,000	\$ 59,000	\$ 59,000
Fees & Charges	1,640,341	1,546,908	950,000	925,000	925,000	925,000
Other Revenue	825	-	-	-	-	-
Total Current Resources	\$ 1,887,821	\$ 1,781,678	\$ 1,116,000	\$ 984,000	\$ 984,000	\$ 984,000
Beginning Fund Balance	8,753,112	9,538,691	11,044,210	11,810,090	11,810,090	11,810,090
<b>Total Resources</b>	<b>\$ 10,640,933</b>	<b>\$ 11,320,369</b>	<b>\$ 12,160,210</b>	<b>\$ 12,794,090</b>	<b>\$ 12,794,090</b>	<b>\$ 12,794,090</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Capital Outlay	\$ -	\$ -	\$ 835,000	\$ 816,640	\$ 816,640	\$ 816,640
Transfers Out	1,102,242	48,480	31,800	54,350	54,350	54,350
Contingency	-	-	11,293,410	11,923,100	11,923,100	11,923,100
Reserves & Unappropriated	9,538,691	11,271,889	-	-	-	-
<b>Total Requirements</b>	<b>\$ 10,640,933</b>	<b>\$ 11,320,369</b>	<b>\$ 12,160,210</b>	<b>\$ 12,794,090</b>	<b>\$ 12,794,090</b>	<b>\$ 12,794,090</b>



**BUDGET SUMMARY****AMERICAN RESCUE PLAN FUND**

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ 3,089,765	\$ 3,089,765
Investment Earnings	-	-	-	-	10,000	10,000
Total Current Resources	\$ -	\$ -	\$ -	\$ -	\$ 3,099,765	\$ 3,099,765
Beginning Fund Balance	-	-	-	-	3,089,770	3,089,770
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,189,535</b>	<b>\$ 6,189,535</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000
Contingency	-	-	-	-	3,189,535	3,189,535
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,189,535</b>	<b>\$ 6,189,535</b>



**BUDGET SUMMARY****GENERAL OBLIGATION BOND FUND**

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Property Taxes	\$ 2,739,486	\$ 2,800,140	\$ 2,787,750	\$ 2,952,000	\$ 2,952,000	\$ 2,952,000
Intergovernmental	247	430	-	-	-	-
Investment Earnings	26,830	28,471	20,000	7,000	7,000	7,000
Other Revenue	4,164,859	-	-	-	-	-
Total Current Resources	\$ 6,931,422	\$ 2,829,041	\$ 2,807,750	\$ 2,959,000	\$ 2,959,000	\$ 2,959,000
Beginning Fund Balance	63,195	124,255	149,000	100,000	100,000	100,000
<b>Total Resources</b>	<b>\$ 6,994,617</b>	<b>\$ 2,953,296</b>	<b>\$ 2,956,750</b>	<b>\$ 3,059,000</b>	<b>\$ 3,059,000</b>	<b>\$ 3,059,000</b>
	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Debt Service	\$ 6,870,362	\$ 2,789,550	\$ 2,881,750	\$ 2,984,000	\$ 2,984,000	\$ 2,984,000
Reserves & Unappropriated	124,255	163,746	75,000	75,000	75,000	75,000
<b>Total Requirements</b>	<b>\$ 6,994,617</b>	<b>\$ 2,953,296</b>	<b>\$ 2,956,750</b>	<b>\$ 3,059,000</b>	<b>\$ 3,059,000</b>	<b>\$ 3,059,000</b>



**BUDGET SUMMARY****PARK DEVELOPMENT FUND**

<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Intergovernmental	\$ 136,500	\$ -	\$ 230,500	\$ 60,510	\$ 513,040	\$ 513,040
Investment Earnings	12,351	4,449	31,420	820	820	820
Fees & Charges	(70,240)	352,529	804,265	1,799,700	1,799,700	1,799,700
Other Revenue	-	4,225	-	-	-	-
Transfers In	335,000	217,775	259,000	108,510	108,510	108,510
Total Current Resources	\$ 413,611	\$ 578,978	\$ 1,325,185	\$ 1,969,540	\$ 2,422,070	\$ 2,422,070
Beginning Fund Balance	1,284,846	178,437	2,094,740	164,780	164,780	164,780
<b>Total Resources</b>	<b>\$ 1,698,457</b>	<b>\$ 757,415</b>	<b>\$ 3,419,925</b>	<b>\$ 2,134,320</b>	<b>\$ 2,586,850</b>	<b>\$ 2,586,850</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Materials & Services	\$ 2,080	\$ 65,871	\$ 7,500	\$ 5,000	\$ 5,000	\$ 5,000
Capital Outlay	1,475,160	64,670	1,152,000	807,020	1,009,820	1,009,820
Transfers Out	42,780	77,790	79,510	77,050	77,050	77,050
Debt Service	-	349,061	-	-	-	-
Reserves & Unappropriated	178,437	200,023	2,180,915	1,245,250	1,494,980	1,494,980
<b>Total Requirements</b>	<b>\$ 1,698,457</b>	<b>\$ 757,415</b>	<b>\$ 3,419,925</b>	<b>\$ 2,134,320</b>	<b>\$ 2,586,850</b>	<b>\$ 2,586,850</b>



## BUDGET SUMMARY

## TRANSPORTATION PROJECT FUND

<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Investment Earnings	\$ 461,811	\$ 415,655	\$ 296,200	\$ 78,160	\$ 78,160	\$ 78,160
Other Revenue	22,954,232	6,201	-	-	-	-
Total Current Resources	\$ 23,416,043	\$ 421,856	\$ 296,200	\$ 78,160	\$ 78,160	\$ 78,160
Beginning Fund Balance	-	22,074,127	19,746,650	15,632,050	15,632,050	15,632,050
<b>Total Resources</b>	<b>\$ 23,416,043</b>	<b>\$ 22,495,983</b>	<b>\$ 20,042,850</b>	<b>\$ 15,710,210</b>	<b>\$ 15,710,210</b>	<b>\$ 15,710,210</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Materials & Services	\$ 7,166	\$ 2,619	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Capital Outlay	1,196,884	2,337,566	5,921,000	5,387,520	5,387,520	5,387,520
Transfers Out	-	115,050	86,030	358,460	358,460	358,460
Other Financing Uses	137,866	-	-	-	-	-
Contingency	-	-	13,996,800	809,410	809,410	809,410
Reserves & Unappropriated	22,074,127	20,040,748	29,020	9,144,820	9,144,820	9,144,820
<b>Total Requirements</b>	<b>\$ 23,416,043</b>	<b>\$ 22,495,983</b>	<b>\$ 20,042,850</b>	<b>\$ 15,710,210</b>	<b>\$ 15,710,210</b>	<b>\$ 15,710,210</b>



**BUDGET SUMMARY****TUALATIN CITY SERVICES BUILDING FUND**

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Investment Earnings	\$ -	\$ 60,021	\$ 25,000	\$ 500	\$ 500	\$ 500
Other Revenue	-	-	4,000,000	-	-	-
Transfers In	-	4,000,000	200,000	-	-	-
Total Current Resources	\$ -	\$ 4,060,021	\$ 4,225,000	\$ 500	\$ 500	\$ 500
Beginning Fund Balance	-	-	2,575,000	199,500	199,500	199,500
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 4,060,021</b>	<b>\$ 6,800,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Capital Outlay	\$ -	\$ 1,472,125	\$ 6,800,000	\$ 200,000	\$ 200,000	\$ 200,000
Reserves & Unappropriated	-	2,587,896	-	-	-	-
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ 4,060,021</b>	<b>\$ 6,800,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>



**BUDGET SUMMARY****WATER OPERATING FUND**

<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Charges For Services	\$ 7,132,235	\$ 6,773,453	\$ 6,195,730	\$ 7,388,230	\$ 7,388,230	\$ 7,388,230
Investment Earnings	160,473	139,399	98,530	31,110	31,110	31,110
Fees & Charges	31,052	26,868	26,500	26,500	26,500	26,500
Other Revenue	7,305	352,861	2,200	2,200	2,200	2,200
Transfers In	373,959	62,206	222,000	278,230	278,230	278,230
Total Current Resources	\$ 7,705,024	\$ 7,354,787	\$ 6,544,960	\$ 7,726,270	\$ 7,726,270	\$ 7,726,270
Beginning Fund Balance	6,379,485	6,816,514	6,984,790	6,221,460	6,221,460	6,221,460
<b>Total Resources</b>	<b>\$ 14,084,509</b>	<b>\$ 14,171,301</b>	<b>\$ 13,529,750</b>	<b>\$ 13,947,730</b>	<b>\$ 13,947,730</b>	<b>\$ 13,947,730</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Personal Services	\$ 638,853	\$ 810,544	\$ 855,180	\$ 915,695	\$ 915,695	\$ 915,695
Materials & Services	2,959,294	3,495,769	3,909,040	3,671,140	3,671,140	3,671,140
Capital Outlay	1,253,878	261,113	2,142,000	1,843,000	1,843,000	1,843,000
Transfers Out	2,415,970	2,854,270	1,961,600	1,947,920	1,947,920	1,947,920
Contingency	-	-	1,330,170	1,266,100	1,266,100	1,266,100
Reserves & Unappropriated	6,816,514	6,749,605	3,331,760	4,303,875	4,303,875	4,303,875
<b>Total Requirements</b>	<b>\$ 14,084,509</b>	<b>\$ 14,171,301</b>	<b>\$ 13,529,750</b>	<b>\$ 13,947,730</b>	<b>\$ 13,947,730</b>	<b>\$ 13,947,730</b>



**BUDGET SUMMARY****WATER DEVELOPMENT FUND**

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Investment Earnings	\$ 33,408	\$ 27,851	\$ 22,510	\$ 6,620	\$ 6,620	\$ 6,620
Fees & Charges	354,880	176,619	300,000	250,000	250,000	250,000
Total Current Resources	\$ 388,288	\$ 204,470	\$ 322,510	\$ 256,620	\$ 256,620	\$ 256,620
Beginning Fund Balance	1,200,625	1,205,964	1,533,820	1,324,830	1,324,830	1,324,830
<b>Total Resources</b>	<b>\$ 1,588,913</b>	<b>\$ 1,410,434</b>	<b>\$ 1,856,330</b>	<b>\$ 1,581,450</b>	<b>\$ 1,581,450</b>	<b>\$ 1,581,450</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Transfers Out	\$ 382,949	\$ 95,956	\$ 255,045	\$ 291,320	\$ 291,320	\$ 291,320
Contingency	-	-	1,601,285	1,290,130	1,290,130	1,290,130
Reserves & Unappropriated	1,205,964	1,314,478	-	-	-	-
<b>Total Requirements</b>	<b>\$ 1,588,913</b>	<b>\$ 1,410,434</b>	<b>\$ 1,856,330</b>	<b>\$ 1,581,450</b>	<b>\$ 1,581,450</b>	<b>\$ 1,581,450</b>



# BUDGET SUMMARY

# SEWER OPERATING FUND

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Charges For Services	\$ 8,149,197	\$ 8,711,790	\$ 8,800,095	\$ 9,225,100	\$ 9,225,100	\$ 9,225,100
Investment Earnings	82,246	59,808	35,125	25,245	25,245	25,245
Other Revenue	-	170,619	500,000	450,000	450,000	450,000
Transfers In	125,110	131,540	164,240	186,040	186,040	186,040
Total Current Resources	\$ 8,356,553	\$ 9,073,757	\$ 9,499,460	\$ 9,886,385	\$ 9,886,385	\$ 9,886,385
Beginning Fund Balance	3,402,517	3,327,611	2,341,535	2,404,400	2,404,400	2,404,400
<b>Total Resources</b>	<b>\$ 11,759,070</b>	<b>\$ 12,401,368</b>	<b>\$ 11,840,995</b>	<b>\$ 12,290,785</b>	<b>\$ 12,290,785</b>	<b>\$ 12,290,785</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Personal Services	\$ 359,207	\$ 437,898	\$ 491,135	\$ 524,215	\$ 524,215	\$ 524,215
Materials & Services	6,724,819	7,101,191	7,319,185	7,546,510	7,546,510	7,546,510
Capital Outlay	110,138	440,154	500,000	450,000	450,000	450,000
Transfers Out	1,237,295	1,715,465	1,305,215	1,341,205	1,341,205	1,341,205
Contingency	-	-	1,442,330	1,479,475	1,479,475	1,479,475
Reserves & Unappropriated	3,327,611	2,706,660	783,130	949,380	949,380	949,380
<b>Total Requirements</b>	<b>\$ 11,759,070</b>	<b>\$ 12,401,368</b>	<b>\$ 11,840,995</b>	<b>\$ 12,290,785</b>	<b>\$ 12,290,785</b>	<b>\$ 12,290,785</b>



**BUDGET SUMMARY****SEWER DEVELOPMENT FUND**

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Intergovernmental	\$ -	\$ -	\$ 544,000	\$ 303,000	\$ 303,000	\$ 303,000
Investment Earnings	95,819	81,275	59,570	18,110	18,110	18,110
Fees & Charges	475,009	616,536	600,000	600,000	600,000	600,000
Total Current Resources	\$ 570,828	\$ 697,811	\$ 1,203,570	\$ 921,110	\$ 921,110	\$ 921,110
Beginning Fund Balance	3,975,518	3,694,555	3,971,430	3,622,970	3,622,970	3,622,970
<b>Total Resources</b>	<b>\$ 4,546,346</b>	<b>\$ 4,392,366</b>	<b>\$ 5,175,000</b>	<b>\$ 4,544,080</b>	<b>\$ 4,544,080</b>	<b>\$ 4,544,080</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Materials & Services	\$ 833,334	\$ 596,454	\$ 576,000	\$ 576,000	\$ 576,000	\$ 576,000
Capital Outlay	3,237	8,564	864,000	303,000	303,000	303,000
Transfers Out	15,220	38,720	61,460	57,070	57,070	57,070
Contingency	-	-	3,673,540	3,608,010	3,608,010	3,608,010
Reserves & Unappropriated	3,694,555	3,748,628	-	-	-	-
<b>Total Requirements</b>	<b>\$ 4,546,346</b>	<b>\$ 4,392,366</b>	<b>\$ 5,175,000</b>	<b>\$ 4,544,080</b>	<b>\$ 4,544,080</b>	<b>\$ 4,544,080</b>



**BUDGET SUMMARY****STORMWATER OPERATING FUND**

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Charges For Services	\$ 3,029,623	\$ 3,434,432	\$ 3,431,695	\$ 3,503,520	\$ 3,503,520	\$ 3,503,520
Investment Earnings	95,735	92,343	62,485	57,860	57,860	57,860
Other Revenue	20,155	9,051	-	-	-	-
Total Current Resources	\$ 3,145,513	\$ 3,535,826	\$ 3,494,180	\$ 3,561,380	\$ 3,561,380	\$ 3,561,380
Beginning Fund Balance	3,342,371	4,256,160	4,165,635	5,511,050	5,511,050	5,511,050
<b>Total Resources</b>	<b>\$ 6,487,884</b>	<b>\$ 7,791,986</b>	<b>\$ 7,659,815</b>	<b>\$ 9,072,430</b>	<b>\$ 9,072,430</b>	<b>\$ 9,072,430</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Materials & Services	\$ 1,205,656	\$ 1,341,103	\$ 1,590,105	\$ 1,619,340	\$ 1,619,340	\$ 1,619,340
Capital Outlay	103,788	246,871	590,000	930,000	930,000	930,000
Transfers Out	922,280	1,539,720	992,410	1,023,540	1,023,540	1,023,540
Contingency	-	-	475,875	538,900	538,900	538,900
Reserves & Unappropriated	4,256,160	4,664,292	4,011,425	4,960,650	4,960,650	4,960,650
<b>Total Requirements</b>	<b>\$ 6,487,884</b>	<b>\$ 7,791,986</b>	<b>\$ 7,659,815</b>	<b>\$ 9,072,430</b>	<b>\$ 9,072,430</b>	<b>\$ 9,072,430</b>



**BUDGET SUMMARY****STORMWATER DEVELOPMENT FUND**

<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Investment Earnings	\$ 13,794	\$ 11,773	\$ 8,670	\$ 2,650	\$ 2,650	\$ 2,650
Fees & Charges	125,367	35,551	30,000	12,000	12,000	12,000
Total Current Resources	\$ 139,161	\$ 47,324	\$ 38,670	\$ 14,650	\$ 14,650	\$ 14,650
Beginning Fund Balance	489,039	529,378	577,820	530,810	530,810	530,810
<b>Total Resources</b>	<b>\$ 628,200</b>	<b>\$ 576,702</b>	<b>\$ 616,490</b>	<b>\$ 545,460</b>	<b>\$ 545,460</b>	<b>\$ 545,460</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Capital Outlay	\$ 96,672	\$ 9,586	\$ 170,000	\$ 100,000	\$ 100,000	\$ 100,000
Transfers Out	2,150	12,530	31,545	15,610	15,610	15,610
Contingency	-	-	414,945	429,850	429,850	429,850
Reserves & Unappropriated	529,378	554,586	-	-	-	-
<b>Total Requirements</b>	<b>\$ 628,200</b>	<b>\$ 576,702</b>	<b>\$ 616,490</b>	<b>\$ 545,460</b>	<b>\$ 545,460</b>	<b>\$ 545,460</b>



**BUDGET SUMMARY****ENTERPRISE BOND FUND**

<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Investment Earnings	\$ 11,387	\$ 9,670	\$ 7,770	\$ 3,175	\$ 3,175	\$ 3,175
Transfers In	636,265	636,265	1,026,465	993,075	993,075	993,075
Total Current Resources	\$ 647,652	\$ 645,935	\$ 1,034,235	\$ 996,250	\$ 996,250	\$ 996,250
Beginning Fund Balance	499,476	510,594	518,000	518,000	518,000	518,000
<b>Total Resources</b>	<b>\$ 1,147,128</b>	<b>\$ 1,156,529</b>	<b>\$ 1,552,235</b>	<b>\$ 1,514,250</b>	<b>\$ 1,514,250</b>	<b>\$ 1,514,250</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Materials & Services	\$ 495	\$ 495	\$ 495	\$ 495	\$ 495	\$ 495
Debt Service	636,039	637,439	1,026,470	991,175	991,175	991,175
Reserves & Unappropriated	510,594	518,595	525,270	522,580	522,580	522,580
<b>Total Requirements</b>	<b>\$ 1,147,128</b>	<b>\$ 1,156,529</b>	<b>\$ 1,552,235</b>	<b>\$ 1,514,250</b>	<b>\$ 1,514,250</b>	<b>\$ 1,514,250</b>



**BUDGET SUMMARY****VEHICLE REPLACEMENT FUND**

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Charges For Services	\$ -	\$ 328,480	\$ 392,875	\$ 333,070	\$ 333,070	\$ 333,070
Investment Earnings	-	3,883	4,925	4,930	4,930	4,930
Total Current Resources	\$ -	\$ 332,363	\$ 397,800	\$ 338,000	\$ 338,000	\$ 338,000
Beginning Fund Balance	-	-	332,000	730,000	730,000	730,000
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 332,363</b>	<b>\$ 729,800</b>	<b>\$ 1,068,000</b>	<b>\$ 1,068,000</b>	<b>\$ 1,068,000</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Reserves & Unappropriated	\$ -	\$ 332,363	\$ 729,800	\$ 1,068,000	\$ 1,068,000	\$ 1,068,000
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ 332,363</b>	<b>\$ 729,800</b>	<b>\$ 1,068,000</b>	<b>\$ 1,068,000</b>	<b>\$ 1,068,000</b>





CITY OF TUALATIN

ADOPTED  
2021/2022 BUDGET



## CURRENT REVENUE BY SOURCE

## ALL FUNDS

Resources by Source	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Property Taxes	\$ 12,941,471	\$ 13,261,633	\$ 13,479,360	\$ 14,018,550	\$ 14,018,550	\$ 14,018,550
Franchise Fees	2,429,676	2,440,018	2,325,000	2,440,000	2,440,000	2,440,000
Licenses And Permits	1,123,454	1,344,072	888,030	849,530	849,530	849,530
Intergovernmental	6,515,075	6,623,451	9,181,974	7,241,430	10,783,725	10,783,725
Charges For Services	19,173,675	20,533,341	19,500,250	21,090,280	21,090,280	21,090,280
Fines And Forfeitures	1,441,208	1,168,796	1,158,120	1,336,500	1,336,500	1,336,500
Investment Earnings	1,712,120	1,575,253	1,102,885	437,845	447,845	447,845
Fees & Charges	4,236,810	4,553,095	4,537,270	6,190,890	6,199,640	6,199,640
Other Revenue	27,682,069	1,125,716	4,709,105	618,530	625,030	625,030
Transfers In	7,714,516	10,771,160	7,666,415	7,834,050	7,834,050	7,834,050
Total Current Resources	\$ 84,970,074	\$ 63,396,535	\$ 64,548,409	\$ 62,057,605	\$ 65,625,150	\$ 65,625,150
Beginning Fund Balance	44,170,073	70,627,357	71,643,465	66,284,345	69,560,050	69,580,500
<b>Total Resources</b>	<b>\$ 129,140,147</b>	<b>\$ 134,023,892</b>	<b>\$ 136,191,874</b>	<b>\$ 128,341,950</b>	<b>\$ 135,185,200</b>	<b>\$ 135,205,650</b>



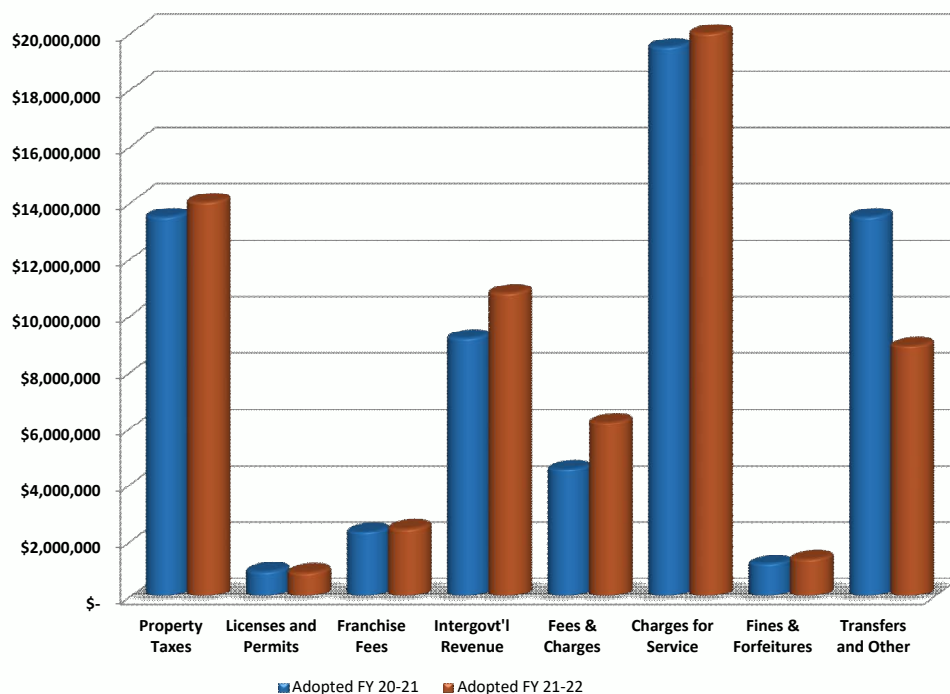
As is the case with most governmental entities during the COVID-19 pandemic, the City's revenue sources have been impacted. Prior to the pandemic, almost all of our revenues maintained stable revenue growth, with most categories either maintaining previous levels or showing increases. Throughout the pandemic, we still maintained stable revenues in many cases, but not all.

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. It is not anticipated that property tax collections will see a significant drop, though more property owners may take advantage of the opportunity to pay in three installments, impacting cash flow, but not overall property tax revenues. With some development projects put on hold, we are projecting a conservative 3% AV growth for FY 2021/2022.

**Licenses, Permits & Fees** are for building and development fees, business and rental licenses, as well as franchise fees from utility companies for use of the City's right-of-way. Other fees that the City charges are also recorded in this category. To date, we have seen some larger development projects put on hold, with a number of smaller projects being completed. This is reflected in lower building and development fees during FY 2020/2021 and is expected to continue in FY 2021/2022, but with a little projected growth. Business license fees are showing just a slight drop, as some businesses have closed due to the impact of the pandemic. Franchise fees are staying stable, showing slight decreases in commercial/industrial utility revenues, but increases in residential revenues.





**Intergovernmental revenues** are revenues received from the State of Oregon for the City's share of cigarette, liquor, marijuana and gas taxes, as well as for the Tualatin Public Library from the Washington County Cooperative Library System and the City's share from inclusion in the Clackamas County Library District. Other revenues included in this category are from intergovernmental agreements with the Tigard/Tualatin School District for police officers assigned as School Resource Officers, and the City's police services contract with the City of Durham. The City's share of a county-wide and local Transient Lodging Tax (TLT), are also included in this category. The majority of the revenues in this category are not anticipated to be impacted by COVID-19, except for the TLT revenues and the statewide Gas Tax revenue. With hotel and motel stays being almost non-existent, the length of travel restrictions and closures will negatively impact this revenue source significantly. Additionally, gas taxes are projected to decrease with a large drop in gas being used with people staying home.

**Charges for Service**, primarily for water, sewer and storm drain utility charges, is the largest single category in the City's revenue budget. Over one-third of the revenue in this category is related to sewer

and storm drain rates set by Clean Water Services (CWS), with a corresponding expenditure in the appropriate fund to record the pass through payment to CWS. Water rates are set by the City of Tualatin and continue to track the recommendation of the recently updated Water System Master Plan. Other revenues in this category are charges for passport and fingerprint services, as well as the City's popular recreation programs. Water consumption increased in FY 2020/2021, and we expect consumption to remain at these levels in the FY 2021/2022 budget. With City Offices being closed, passport and fingerprint services are not being offered. At this point, no decision has been made about summer recreation programs, so revenue levels have not been adjusted.

**Fines and Forfeitures** are primarily for Municipal Court Fines. During FY 2020/2021, the Library discontinued collecting late fines on overdue materials. Even with the reduction from the overdue materials policy, this category is projected to increase, due to a projected increase in traffic citations.

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



*Putting Down Roots 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

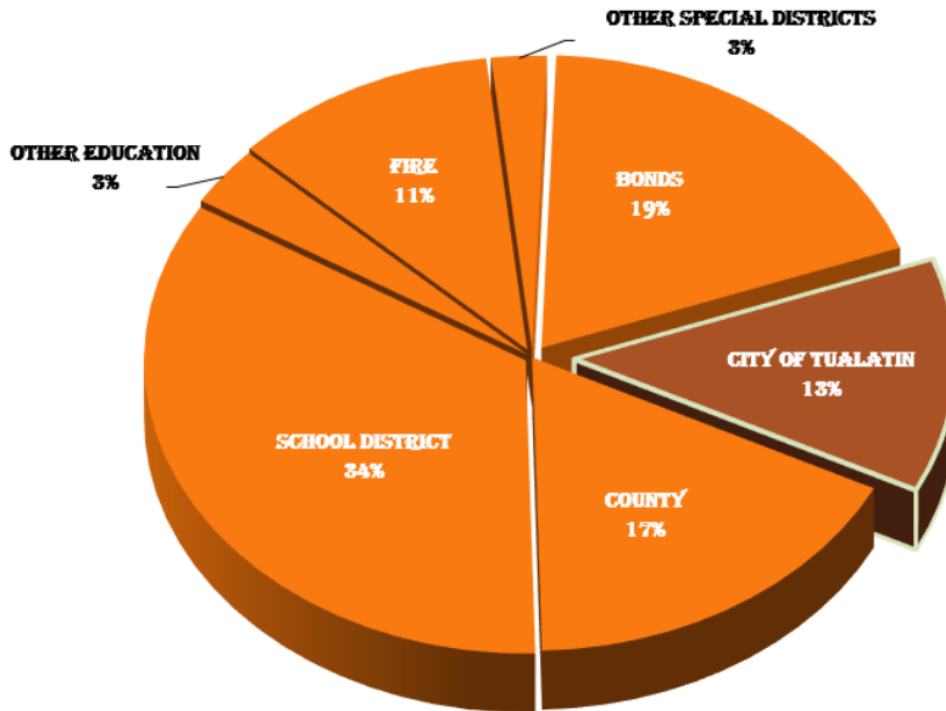
to classify revenues, ten or more taxpayers may challenge the tax, fee, charge or assessment within 60 days after the statement imposing the tax, fee, charge or assessment is mailed to any one of the petitioners. The city may enact a classification ordinance/resolution at any time. It is important to 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**

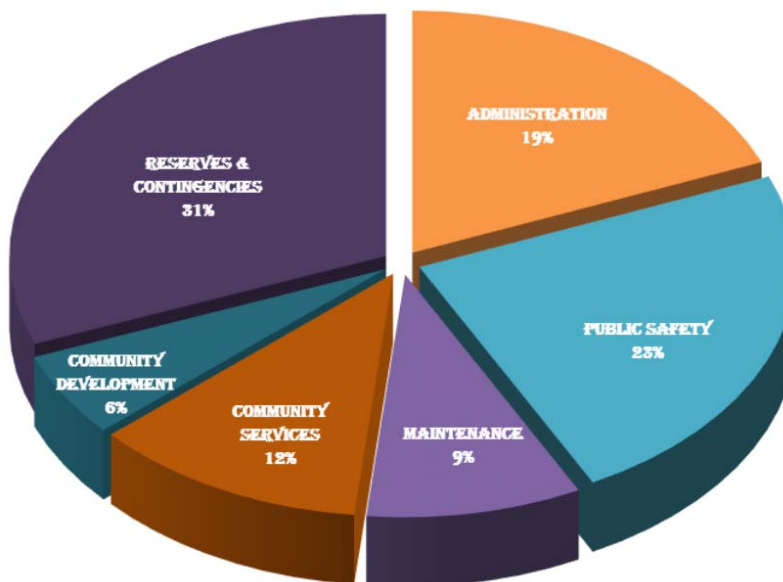
Local Government leaders need a sound understanding of local finances to be good stewards of the public’s money. While financial administration is not a highly visible management responsibility, good money management is essential to ensuring that the ways and means can be found to fund the city’s functions 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. The average Tualatin resident pays \$17.56 per \$1,000 of assessed value. Therefore, a homeowner with an assessed value of \$200,000 pays property tax of \$3,512 annually. Of this amount, the City of Tualatin receives approximately 13%, or \$456. 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 &amp; 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

## Public Safety

General Fund

## Public Works

## Water

- Water Operating Fund

- Water Development Fund

## Sewer

- Sewer Operating Fund

- Sewer Development Fund

## Stormwater

- Stormwater Operating Fund

- Stormwater Development Fund

## Streets

- Road Utility Fee Fund

- Road Operating Fund

- Transportation Development Tax Fund

- Transportation Projects Fund

## Core Area Parking District Fund

## Tualatin City Services Building Fund

## General Obligation Bond Fund

## Enterprise Bond Fund



# REVENUE

# GENERAL FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 10,608,281	\$ 13,392,248	\$ 10,889,720	\$ 12,100,000	\$ 12,285,935	\$ 12,306,385
<b>BEGINNING FUND BALANCE</b>	<b>10,608,281</b>	<b>13,392,248</b>	<b>10,889,720</b>	<b>12,100,000</b>	<b>12,285,935</b>	<b>12,306,385</b>
Property Taxes - Current Year	9,898,337	10,361,748	10,589,110	10,964,050	10,964,050	10,964,050
Property Taxes - Prior Year	291,379	88,390	90,000	90,000	90,000	90,000
Interest on Taxes - WashCo	9,298	8,968	10,000	10,000	10,000	10,000
Interest on Taxes - ClackCo	2,971	2,387	2,500	2,500	2,500	2,500
<b>PROPERTY TAXES</b>	<b>10,201,985</b>	<b>10,461,493</b>	<b>10,691,610</b>	<b>11,066,550</b>	<b>11,066,550</b>	<b>11,066,550</b>
Franchise Fees	2,255,386	2,278,622	2,175,000	1,790,000	1,790,000	1,790,000
Special Franchise Payment	51,976	-	-	-	-	-
Right of Way Fees	122,314	161,395	150,000	650,000	650,000	650,000
<b>FRANCHISE FEES</b>	<b>2,429,676</b>	<b>2,440,017</b>	<b>2,325,000</b>	<b>2,440,000</b>	<b>2,440,000</b>	<b>2,440,000</b>
Alarm Fees	25,212	54,258	32,000	40,000	40,000	40,000
Business License Fee	145,750	145,679	130,000	130,000	130,000	130,000
Metro Business License	14,234	7,830	14,000	8,000	8,000	8,000
Rental License	36,380	44,148	36,500	40,000	40,000	40,000
Signs	22,055	20,820	18,000	15,000	15,000	15,000
Public Works Permit Fees	58,678	104,614	50,000	50,000	50,000	50,000
Misc Planning License/Permits	100	535	-	-	-	-
Permits - Erosion Control	32,250	8,322	40,000	10,000	10,000	10,000
Fees - Erosion Control	21,776	13,821	26,000	15,000	15,000	15,000
<b>LICENSES AND PERMITS</b>	<b>356,435</b>	<b>400,027</b>	<b>346,500</b>	<b>308,000</b>	<b>308,000</b>	<b>308,000</b>
Grants - Other Grant Revenue	14,112	18,034	12,500	12,500	12,500	12,500
Grants - Seat Belt Grant	8,822	8,431	6,500	6,500	6,500	6,500
Tualatin School Dist (SRO)	68,120	73,200	74,250	77,180	77,180	77,180
Grants - Misc Grants	6,676	11,964	14,025	9,500	9,500	9,500
Grants - Other Grant Revenue	750	-	11,000	-	-	-
Cigarette Tax	31,058	29,598	30,665	20,670	20,670	20,670
Marijuana Tax	77,609	96,881	95,245	34,265	34,265	34,265
OLCC per Capita	450,148	480,053	537,000	503,380	503,380	503,380
OLCC Formula Shared Rev	366,512	403,167	413,890	413,890	413,890	413,890
Grants - PCN Operations Grant	-	60,957	296,984	-	-	-
Grants - Metro CET Grant	295,000	-	-	-	-	-
Motel Taxes	537,106	421,011	300,000	400,000	400,000	400,000
Library Revenue-WashCo	1,649,205	1,715,640	1,734,030	1,786,050	1,786,050	1,786,050
Library Revenue-ClackCo	100,546	102,673	104,950	107,430	107,430	107,430



# REVENUE

# GENERAL FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Other Grants - Federal	-	374,885	1,261,325	-	-	-
Payments in Lieu of Prop Taxes	1,648	1,605	1,000	1,650	1,650	1,650
Durham Police	135,280	139,338	143,250	151,815	151,815	151,815
Police Services	176,277	134,386	182,225	-	-	-
<b>INTERGOVERNMENTAL</b>	<b>3,918,869</b>	<b>4,071,823</b>	<b>5,218,839</b>	<b>3,524,830</b>	<b>3,524,830</b>	<b>3,524,830</b>
Architectural Review	36,885	19,725	25,000	20,000	20,000	20,000
Other Land Use Appl Fees	11,818	16,509	15,000	15,000	15,000	15,000
Lien Search Fees	13,766	13,265	14,000	15,000	15,000	15,000
Passport Execution Fee	102,830	81,491	40,000	-	-	-
Fingerprint Fees	14,311	8,501	9,000	9,000	9,000	9,000
GREAT Program	18,391	1,920	-	5,000	5,000	5,000
Rec User Fees - Community	105,636	70,213	86,750	86,750	86,750	86,750
Recreation Program Fees - JPC	51,339	26,833	39,000	39,000	39,000	39,000
Library Program User Fees	530	320	1,500	1,000	1,000	1,000
Fleet Services	12,329	8,477	7,500	7,500	7,500	7,500
<b>CHARGES FOR SERVICES</b>	<b>367,835</b>	<b>247,254</b>	<b>237,750</b>	<b>198,250</b>	<b>198,250</b>	<b>198,250</b>
Municipal Court Fines	1,345,670	1,103,971	1,100,000	1,295,000	1,295,000	1,295,000
Other Court Fines	47,567	29,696	25,000	25,000	25,000	25,000
Other Restitution	8,655	8,815	5,000	5,000	5,000	5,000
Library Fines, Cards, Books	39,316	26,314	28,120	11,500	11,500	11,500
<b>FINES AND FORFEITURES</b>	<b>1,441,208</b>	<b>1,168,796</b>	<b>1,158,120</b>	<b>1,336,500</b>	<b>1,336,500</b>	<b>1,336,500</b>
Interest on Investments	357,937	290,143	200,000	100,000	100,000	100,000
<b>INVESTMENT EARNINGS</b>	<b>357,937</b>	<b>290,143</b>	<b>200,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Liquor License Fee	3,950	3,855	3,500	3,500	3,500	3,500
Maps, Codebooks, Copies	648	449	750	450	450	450
Police Reports & Photos	5,080	7,077	5,000	7,000	7,000	7,000
Vehicle Impound Fee	4,200	5,500	5,500	5,500	5,500	5,500
Picnic Shelter Fees	12,165	5,250	12,700	12,700	12,700	12,700
Ball Field Fees	14,001	8,818	15,000	15,000	15,000	15,000
Juanita Pohl Ctr Use Fees	42,525	29,428	48,200	48,200	48,200	48,200
Heritage Center	5,878	3,725	5,900	5,900	5,900	5,900
Concession Fee	6,968	6,006	8,500	8,500	8,500	8,500
Street Tree Fees	13,300	5,555	17,500	22,500	31,250	31,250
Community Room Rental	968	1,396	750	750	750	750
<b>FEES &amp; CHARGES</b>	<b>109,683</b>	<b>77,059</b>	<b>123,300</b>	<b>130,000</b>	<b>138,750</b>	<b>138,750</b>



# REVENUE

# GENERAL FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Rental Income-Other Space Rntl	27,377	27,640	50,000	38,800	38,800	38,800
Rental Income - T-Mobile	33,876	30,693	37,295	31,170	31,170	31,170
Donations - Other Library	33,348	15,634	29,300	29,300	29,300	29,300
Donations - Community Services	-	2,531	1,000	1,000	1,000	1,000
Donations - Concerts-Commons	12,450	(1,500)	16,000	5,000	5,000	5,000
Donations - Other Spons Prog	23,350	25,485	22,250	10,000	10,000	10,000
Donations - Donations Assorted	12,328	4,980	5,860	5,860	5,860	5,860
Insurance Proceeds	6,733	21,851	-	-	-	-
Other Misc Income	64,554	86,766	45,000	45,000	51,500	51,500
Cash Over/Short	120	79	-	-	-	-
<b>MISCELLANEOUS</b>	<b>214,136</b>	<b>214,159</b>	<b>206,705</b>	<b>166,130</b>	<b>172,630</b>	<b>172,630</b>
Transfer In - Building Fund	406,380	472,380	518,350	422,550	422,550	422,550
Transfer In - Road Utility	101,100	129,730	135,410	167,880	167,880	167,880
Transfer In - Road Operating	736,420	720,630	746,240	778,310	778,310	778,310
Transfer In - Core Area Pkg	28,060	33,700	33,960	27,190	27,190	27,190
Transfer In - Parks Utility Fund	-	-	-	29,360	29,360	29,360
Transfer In - TDT	-	29,730	12,110	35,600	35,600	35,600
Transfer In - Park Development	42,780	77,790	79,510	77,050	77,050	77,050
Transfer In - Transportation	-	115,050	86,030	214,420	214,420	214,420
Transfer In - Water Fund	1,510,970	1,295,770	1,317,900	1,325,850	1,325,850	1,325,850
Transfer In - Sewer Fund	1,198,140	1,283,060	1,192,810	1,250,430	1,250,430	1,250,430
Transfer In - Stormwater Fund	723,220	735,050	664,710	719,070	719,070	719,070
Transfer In - Water Devel Fund	8,990	7,500	5,480	11,070	11,070	11,070
Transfer In - Sewer Dev Fund	15,220	19,970	41,770	38,320	38,320	38,320
Transfer In - Stormwater Dev	2,150	1,280	19,730	4,360	4,360	4,360
Transfer In - TDC Admin Fund	-	-	-	187,530	187,530	187,530
Transfer In - Leveton Projects	79,400	68,110	78,600	-	-	-
<b>TRANSFERS IN</b>	<b>4,852,830</b>	<b>4,989,750</b>	<b>4,932,610</b>	<b>5,288,990</b>	<b>5,288,990</b>	<b>5,288,990</b>
Premiums on bond issued	27,198	-	-	-	-	-
Sale of Capital Assets	18,170	1,000	-	-	-	-
<b>OTHER FINANCING SOURCES</b>	<b>45,368</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL FUND</b>	<b>\$ 34,904,243</b>	<b>\$ 37,753,769</b>	<b>\$ 36,330,154</b>	<b>\$ 36,659,250</b>	<b>\$ 36,860,435</b>	<b>\$ 36,880,885</b>



# REVENUE

# BUILDING FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 2,013,372	\$ 2,057,726	\$ 1,313,230	\$ 1,425,090	\$ 1,425,090	\$ 1,425,090
<b>BEGINNING FUND BALANCE</b>	<b>2,013,372</b>	<b>2,057,726</b>	<b>1,313,230</b>	<b>1,425,090</b>	<b>1,425,090</b>	<b>1,425,090</b>
Permits - Structural	429,344	579,322	330,750	330,750	330,750	330,750
Permits - Plumbing	84,400	43,810	66,150	66,150	66,150	66,150
Permits - Mechanical	251,579	318,169	143,325	143,325	143,325	143,325
Permits - Manufactured Homes	182	-	200	200	200	200
Permits - Signs, Excav, Demo	1,515	2,745	1,105	1,105	1,105	1,105
<b>LICENSES AND PERMITS</b>	<b>767,020</b>	<b>944,046</b>	<b>541,530</b>	<b>541,530</b>	<b>541,530</b>	<b>541,530</b>
Fees - Structural	231,230	512,079	209,475	209,475	209,475	209,475
Fees - Plumbing	15,778	12,521	11,025	11,025	11,025	11,025
Fees - Mechanical	154,418	201,335	110,250	110,250	110,250	110,250
Fees - Fire & Safety	89,415	309,658	110,250	110,250	110,250	110,250
Fees - Miscellaneous	3,945	2,340	1,105	1,110	1,110	1,110
<b>CHARGES FOR SERVICES</b>	<b>494,786</b>	<b>1,037,933</b>	<b>442,105</b>	<b>442,110</b>	<b>442,110</b>	<b>442,110</b>
Interest on Investments	57,131	45,423	19,700	19,800	19,800	19,800
<b>INVESTMENT EARNINGS</b>	<b>57,131</b>	<b>45,423</b>	<b>19,700</b>	<b>19,800</b>	<b>19,800</b>	<b>19,800</b>
Admin Fee - Metro	5,269	2,920	2,100	2,100	2,100	2,100
Admin Fee - School Dist	11,412	2,051	3,150	3,150	3,150	3,150
Maps, Codebooks, Copies	-	-	100	100	100	100
<b>FEES &amp; CHARGES</b>	<b>16,681</b>	<b>4,971</b>	<b>5,350</b>	<b>5,350</b>	<b>5,350</b>	<b>5,350</b>
Other Misc Income	1,336	1,100	200	200	200	200
<b>MISCELLANEOUS</b>	<b>1,336</b>	<b>1,100</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
Transfer In - TDT	-	18,750	19,690	18,750	18,750	18,750
Transfer In - Water Fund	11,500	-	-	-	-	-
Transfer In - Sewer Fund	6,750	-	-	-	-	-
Transfer In - Stormwater Fund	6,750	-	-	-	-	-
Transfer In - Water Devel Fund	-	26,250	27,565	26,250	26,250	26,250
Transfer In - Sewer Dev Fund	-	18,750	19,690	18,750	18,750	18,750
Transfer In - Stormwater Dev	-	11,250	11,815	11,250	11,250	11,250
<b>TRANSFERS IN</b>	<b>25,000</b>	<b>75,000</b>	<b>78,760</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>BUILDING FUND</b>	<b>\$ 3,375,326</b>	<b>\$ 4,166,199</b>	<b>\$ 2,400,875</b>	<b>\$ 2,509,080</b>	<b>\$ 2,509,080</b>	<b>\$ 2,509,080</b>



# REVENUE

# ROAD UTILITY FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 310,272	\$ 399,380	\$ 524,400	\$ 762,930	\$ 762,930	\$ 762,930
<b>BEGINNING FUND BALANCE</b>	<b>310,272</b>	<b>399,380</b>	<b>524,400</b>	<b>762,930</b>	<b>762,930</b>	<b>762,930</b>
Interest on Investments	3,462	2,242	2,500	3,815	3,815	3,815
<b>INVESTMENT EARNINGS</b>	<b>3,462</b>	<b>2,242</b>	<b>2,500</b>	<b>3,815</b>	<b>3,815</b>	<b>3,815</b>
Utility Fee Revenue	1,020,965	1,097,289	1,143,010	1,191,070	1,191,070	1,191,070
Tigard Rd Utility Fees	11,858	9,504	12,360	12,730	12,730	12,730
Sidewalk/Tree Program	450,080	466,721	482,485	502,100	502,100	502,100
<b>FEES &amp; CHARGES</b>	<b>1,482,903</b>	<b>1,573,514</b>	<b>1,637,855</b>	<b>1,705,900</b>	<b>1,705,900</b>	<b>1,705,900</b>
Transfer In - Road Operating	-	374,734	460,000	460,000	460,000	460,000
<b>TRANSFERS IN</b>	<b>-</b>	<b>374,734</b>	<b>460,000</b>	<b>460,000</b>	<b>460,000</b>	<b>460,000</b>
<b>ROAD UTILITY FUND</b>	<b>\$ 1,796,637</b>	<b>\$ 2,349,870</b>	<b>\$ 2,624,755</b>	<b>\$ 2,932,645</b>	<b>\$ 2,932,645</b>	<b>\$ 2,932,645</b>



# REVENUE

# ROAD OPERATING FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 1,662,136	\$ 2,307,872	\$ 2,648,525	\$ 2,960,905	\$ 2,960,905	\$ 2,960,905
<b>BEGINNING FUND BALANCE</b>	<b>1,662,136</b>	<b>2,307,872</b>	<b>2,648,525</b>	<b>2,960,905</b>	<b>2,960,905</b>	<b>2,960,905</b>
Grants - Other Grant Revenue	-	-	625,000	625,000	625,000	625,000
State Gas Tax	1,966,834	1,918,910	2,014,070	2,179,140	2,179,140	2,179,140
Washington County Gas Tax	87,711	79,680	88,065	88,950	88,950	88,950
Vehicle License Fee - WashCo	403,414	359,769	400,000	400,000	400,000	400,000
Vehicle License Fee - ClackCo	-	14,965	60,000	60,000	60,000	60,000
<b>INTERGOVERNMENTAL</b>	<b>2,457,959</b>	<b>2,373,324</b>	<b>3,187,135</b>	<b>3,353,090</b>	<b>3,353,090</b>	<b>3,353,090</b>
Interest on Investments	47,672	62,925	39,730	14,800	14,800	14,800
<b>INVESTMENT EARNINGS</b>	<b>47,672</b>	<b>62,925</b>	<b>39,730</b>	<b>14,800</b>	<b>14,800</b>	<b>14,800</b>
Other Misc Income	273,854	366,500	-	-	-	-
CDBG Grant Revenue	-	176,375	-	-	-	-
<b>MISCELLANEOUS</b>	<b>273,854</b>	<b>542,875</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer In - Road Utility	216,350	230,200	259,320	269,175	269,175	269,175
Transfer In - TDT	1,102,242	-	-	-	-	-
Transfer In - Transportation	-	-	-	107,700	107,700	107,700
Transfer In - Stormwater Fund	47,760	53,690	64,020	67,330	67,330	67,330
<b>TRANSFERS IN</b>	<b>1,366,352</b>	<b>283,890</b>	<b>323,340</b>	<b>444,205</b>	<b>444,205</b>	<b>444,205</b>
<b>ROAD OPERATING FUND</b>	<b>\$ 5,807,973</b>	<b>\$ 5,570,886</b>	<b>\$ 6,198,730</b>	<b>\$ 6,773,000</b>	<b>\$ 6,773,000</b>	<b>\$ 6,773,000</b>



## REVENUE

## CORE AREA PARKING DISTRICT FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 89,095	\$ 162,826	\$ 136,500	\$ 169,800	\$ 169,800	\$ 169,800
Reserve for Lot Construction	45,500	-	45,500	45,500	45,500	45,500
<b>BEGINNING FUND BALANCE</b>	<b>134,595</b>	<b>162,826</b>	<b>182,000</b>	<b>215,300</b>	<b>215,300</b>	<b>215,300</b>
Interest on Investments	4,120	4,062	2,000	2,000	2,000	2,000
<b>INVESTMENT EARNINGS</b>	<b>4,120</b>	<b>4,062</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Core Area Parking - Current	71,136	73,695	60,000	60,000	60,000	60,000
<b>FEES &amp; CHARGES</b>	<b>71,136</b>	<b>73,695</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>CORE AREA PARKING DISTRICT FUND</b>	<b>\$ 209,851</b>	<b>\$ 240,583</b>	<b>\$ 244,000</b>	<b>\$ 277,300</b>	<b>\$ 277,300</b>	<b>\$ 277,300</b>



# REVENUE

# TUALATIN SCHOLARSHIP FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 51,233	\$ 51,021	\$ 50,960	\$ 50,180	\$ 50,180	\$ 50,180
<b>BEGINNING FUND BALANCE</b>	<b>51,233</b>	<b>51,021</b>	<b>50,960</b>	<b>50,180</b>	<b>50,180</b>	<b>50,180</b>
Grants - Misc Grants	1,500	1,500	1,500	-	-	-
<b>INTERGOVERNMENTAL</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	1,288	1,090	750	250	250	250
<b>INVESTMENT EARNINGS</b>	<b>1,288</b>	<b>1,090</b>	<b>750</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>TUALATIN SCHOLARSHIP FUND</b>	<b>\$ 54,021</b>	<b>\$ 53,611</b>	<b>\$ 53,210</b>	<b>\$ 50,430</b>	<b>\$ 50,430</b>	<b>\$ 50,430</b>



# REVENUE

# PARKS UTILITY FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>	-	-	-	-	-	-
Interest on Investments	-	-	-	2,000	2,000	2,000
<b>INVESTMENT EARNINGS</b>	-	-	-	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Utility Fee Revenue	-	-	-	676,440	676,440	676,440
<b>FEES &amp; CHARGES</b>	-	-	-	<b>676,440</b>	<b>676,440</b>	<b>676,440</b>
<b>PARKS UTILITY FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 678,440</b>	<b>\$ 678,440</b>	<b>\$ 678,440</b>



# REVENUE

# TRANSPORTATION DEVELOPMENT TAX FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 8,753,112	\$ 9,538,691	\$ 11,044,210	\$ 11,810,090	\$ 11,810,090	\$ 11,810,090
<b>BEGINNING FUND BALANCE</b>	<b>8,753,112</b>	<b>9,538,691</b>	<b>11,044,210</b>	<b>11,810,090</b>	<b>11,810,090</b>	<b>11,810,090</b>
Interest on Investments	246,656	234,770	166,000	59,000	59,000	59,000
<b>INVESTMENT EARNINGS</b>	<b>246,656</b>	<b>234,770</b>	<b>166,000</b>	<b>59,000</b>	<b>59,000</b>	<b>59,000</b>
System Fees -Washington County	868,601	1,542,796	900,000	900,000	900,000	900,000
System Fees - Clackamas County	771,740	4,112	50,000	25,000	25,000	25,000
<b>FEES &amp; CHARGES</b>	<b>1,640,341</b>	<b>1,546,908</b>	<b>950,000</b>	<b>925,000</b>	<b>925,000</b>	<b>925,000</b>
Other Misc Income	825	-	-	-	-	-
<b>MISCELLANEOUS</b>	<b>825</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSPORTATION DEVELOPMENT TAX FUND</b>	<b>\$ 10,640,934</b>	<b>\$ 11,320,369</b>	<b>\$ 12,160,210</b>	<b>\$ 12,794,090</b>	<b>\$ 12,794,090</b>	<b>\$ 12,794,090</b>



# REVENUE

# AMERICAN RESCUE PLAN FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 3,089,770	\$ 3,089,770
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,089,770</b>	<b>3,089,770</b>
Interest on Investments	-	-	-	-	10,000	10,000
<b>INVESTMENT EARNINGS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>
<b>AMERICAN RESCUE PLAN FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,099,770</b>	<b>\$ 3,099,770</b>



# REVENUE

# GENERAL OBLIGATION BOND FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 63,195	\$ 124,255	\$ 149,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>BEGINNING FUND BALANCE</b>	<b>63,195</b>	<b>124,255</b>	<b>149,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Property Taxes - Current Year	2,704,495	2,779,108	2,777,750	2,942,000	2,942,000	2,942,000
Property Taxes - Prior Year	33,078	18,187	10,000	10,000	10,000	10,000
Interest on Taxes - WashCo	1,408	2,408	-	-	-	-
Interest on Taxes - ClackCo	505	438	-	-	-	-
<b>PROPERTY TAXES</b>	<b>2,739,486</b>	<b>2,800,141</b>	<b>2,787,750</b>	<b>2,952,000</b>	<b>2,952,000</b>	<b>2,952,000</b>
Payments in Lieu of Prop Taxes	247	430	-	-	-	-
<b>INTERGOVERNMENTAL</b>	<b>247</b>	<b>430</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	26,830	28,470	20,000	7,000	7,000	7,000
<b>INVESTMENT EARNINGS</b>	<b>26,830</b>	<b>28,470</b>	<b>20,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
Refunding bonds issued	3,750,000	-	-	-	-	-
Premiums on bond issued	414,859	-	-	-	-	-
<b>OTHER FINANCING SOURCES</b>	<b>4,164,859</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL OBLIGATION BOND FUND</b>	<b>\$ 6,994,617</b>	<b>\$ 2,953,296</b>	<b>\$ 2,956,750</b>	<b>\$ 3,059,000</b>	<b>\$ 3,059,000</b>	<b>\$ 3,059,000</b>



# REVENUE

# PARK DEVELOPMENT FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 1,284,846	\$ 178,437	\$ 2,094,740	\$ 164,780	\$ 164,780	\$ 164,780
<b>BEGINNING FUND BALANCE</b>	<b>1,284,846</b>	<b>178,437</b>	<b>2,094,740</b>	<b>164,780</b>	<b>164,780</b>	<b>164,780</b>
Other Grants - State Grant	136,500	-	230,500	60,510	513,040	513,040
<b>INTERGOVERNMENTAL</b>	<b>136,500</b>	<b>-</b>	<b>230,500</b>	<b>60,510</b>	<b>513,040</b>	<b>513,040</b>
Interest on Investments	12,351	4,449	31,420	820	820	820
<b>INVESTMENT EARNINGS</b>	<b>12,351</b>	<b>4,449</b>	<b>31,420</b>	<b>820</b>	<b>820</b>	<b>820</b>
Parks - SDC's	(70,240)	352,529	804,265	1,799,700	1,799,700	1,799,700
<b>FEES &amp; CHARGES</b>	<b>(70,240)</b>	<b>352,529</b>	<b>804,265</b>	<b>1,799,700</b>	<b>1,799,700</b>	<b>1,799,700</b>
Other Misc Income	-	4,225	-	-	-	-
<b>MISCELLANEOUS</b>	<b>-</b>	<b>4,225</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer In - General Fund	-	217,775	259,000	108,510	108,510	108,510
Transfer In - Water Fund	335,000	-	-	-	-	-
<b>TRANSFERS IN</b>	<b>335,000</b>	<b>217,775</b>	<b>259,000</b>	<b>108,510</b>	<b>108,510</b>	<b>108,510</b>
<b>PARK DEVELOPMENT FUND</b>	<b>\$ 1,698,457</b>	<b>\$ 757,415</b>	<b>\$ 3,419,925</b>	<b>\$ 2,134,320</b>	<b>\$ 2,586,850</b>	<b>\$ 2,586,850</b>



# REVENUE

# TRANSPORTATION PROJECT FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ -	\$ 22,074,127	\$ 19,746,650	\$ 15,632,050	\$ 15,632,050	\$ 15,632,050
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>22,074,127</b>	<b>19,746,650</b>	<b>15,632,050</b>	<b>15,632,050</b>	<b>15,632,050</b>
Interest on Investments	461,811	415,655	296,200	78,160	78,160	78,160
<b>INVESTMENT EARNINGS</b>	<b>461,811</b>	<b>415,655</b>	<b>296,200</b>	<b>78,160</b>	<b>78,160</b>	<b>78,160</b>
Other Misc Income	-	6,201	-	-	-	-
<b>MISCELLANEOUS</b>	<b>-</b>	<b>6,201</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
General obligation bond issued	20,000,000	-	-	-	-	-
Premiums on bond issued	2,954,232	-	-	-	-	-
<b>OTHER FINANCING SOURCES</b>	<b>22,954,232</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSPORTATION PROJECT FUND</b>	<b>\$ 23,416,043</b>	<b>\$ 22,495,983</b>	<b>\$ 20,042,850</b>	<b>\$ 15,710,210</b>	<b>\$ 15,710,210</b>	<b>\$ 15,710,210</b>



# REVENUE

# TUALATIN CITY SERVICES BUILDING FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ -	\$ -	\$ 2,575,000	\$ 199,500	\$ 199,500	\$ 199,500
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>2,575,000</b>	<b>199,500</b>	<b>199,500</b>	<b>199,500</b>
Interest on Investments	-	60,021	25,000	500	500	500
<b>INVESTMENT EARNINGS</b>	<b>-</b>	<b>60,021</b>	<b>25,000</b>	<b>500</b>	<b>500</b>	<b>500</b>
Transfer In - General Fund	-	1,600,000	200,000	-	-	-
Transfer In - Building Fund	-	400,000	-	-	-	-
Transfer In - Water Fund	-	1,000,000	-	-	-	-
Transfer In - Sewer Fund	-	400,000	-	-	-	-
Transfer In - Stormwater Fund	-	600,000	-	-	-	-
<b>TRANSFERS IN</b>	<b>-</b>	<b>4,000,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Issuance	-	-	4,000,000	-	-	-
<b>OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>4,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TUALATIN CITY SERVICES BUILDING FUND</b>	<b>\$ -</b>	<b>\$ 4,060,021</b>	<b>\$ 6,800,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>



# REVENUE

# WATER OPERATING FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 6,379,485	\$ 6,816,514	\$ 6,984,790	\$ 6,221,460	\$ 6,221,460	\$ 6,221,460
<b>BEGINNING FUND BALANCE</b>	<b>6,379,485</b>	<b>6,816,514</b>	<b>6,984,790</b>	<b>6,221,460</b>	<b>6,221,460</b>	<b>6,221,460</b>
Water Service Charge	340,117	358,116	368,730	384,960	384,960	384,960
Usage Charge	6,080,704	5,674,855	5,103,170	6,258,880	6,258,880	6,258,880
Fire Service	153,883	165,923	140,000	140,000	140,000	140,000
Bulk Water Revenue	2,150	250	2,000	1,000	1,000	1,000
Installation	10,640	1,080	4,000	1,000	1,000	1,000
Water Facility Charge	544,740	573,230	577,830	602,390	602,390	602,390
<b>CHARGES FOR SERVICES</b>	<b>7,132,234</b>	<b>6,773,454</b>	<b>6,195,730</b>	<b>7,388,230</b>	<b>7,388,230</b>	<b>7,388,230</b>
Interest on Investments	160,473	139,399	98,530	31,110	31,110	31,110
<b>INVESTMENT EARNINGS</b>	<b>160,473</b>	<b>139,399</b>	<b>98,530</b>	<b>31,110</b>	<b>31,110</b>	<b>31,110</b>
Temporary Water Service	6,935	8,739	4,000	4,000	4,000	4,000
Reconnect Fee	2,478	1,828	2,500	2,500	2,500	2,500
Carry Chrg - Late Payments	21,639	16,301	20,000	20,000	20,000	20,000
<b>FEES &amp; CHARGES</b>	<b>31,052</b>	<b>26,868</b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>
Other Misc Income	7,305	352,861	2,200	2,200	2,200	2,200
<b>MISCELLANEOUS</b>	<b>7,305</b>	<b>352,861</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>
Transfer In - Transportation	-	-	-	24,230	24,230	24,230
Transfer In - Water Devel Fund	373,959	62,206	222,000	254,000	254,000	254,000
<b>TRANSFERS IN</b>	<b>373,959</b>	<b>62,206</b>	<b>222,000</b>	<b>278,230</b>	<b>278,230</b>	<b>278,230</b>
<b>WATER OPERATING FUND</b>	<b>\$ 14,084,508</b>	<b>\$ 14,171,302</b>	<b>\$ 13,529,750</b>	<b>\$ 13,947,730</b>	<b>\$ 13,947,730</b>	<b>\$ 13,947,730</b>



## REVENUE

## WATER DEVELOPMENT FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 1,200,625	\$ 1,205,964	\$ 1,533,820	\$ 1,324,830	\$ 1,324,830	\$ 1,324,830
<b>BEGINNING FUND BALANCE</b>	<b>1,200,625</b>	<b>1,205,964</b>	<b>1,533,820</b>	<b>1,324,830</b>	<b>1,324,830</b>	<b>1,324,830</b>
Interest on Investments	33,408	27,851	22,510	6,620	6,620	6,620
<b>INVESTMENT EARNINGS</b>	<b>33,408</b>	<b>27,851</b>	<b>22,510</b>	<b>6,620</b>	<b>6,620</b>	<b>6,620</b>
System Development Charge	354,880	176,619	300,000	250,000	250,000	250,000
<b>FEES &amp; CHARGES</b>	<b>354,880</b>	<b>176,619</b>	<b>300,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
<b>WATER DEVELOPMENT FUND</b>	<b>\$ 1,588,913</b>	<b>\$ 1,410,434</b>	<b>\$ 1,856,330</b>	<b>\$ 1,581,450</b>	<b>\$ 1,581,450</b>	<b>\$ 1,581,450</b>



# REVENUE

# SEWER OPERATING FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 3,402,517	\$ 3,327,611	\$ 2,341,535	\$ 2,404,400	\$ 2,404,400	\$ 2,404,400
<b>BEGINNING FUND BALANCE</b>	<b>3,402,517</b>	<b>3,327,611</b>	<b>2,341,535</b>	<b>2,404,400</b>	<b>2,404,400</b>	<b>2,404,400</b>
User Charge - CWS Base	4,503,245	4,679,971	4,696,825	4,915,535	4,915,535	4,915,535
User Charge - CWS Usage	1,722,754	1,830,272	1,882,890	1,889,640	1,889,640	1,889,640
User Charge - COT Base	1,049,125	1,216,110	1,245,225	1,406,780	1,406,780	1,406,780
User Charge - COT Usage	413,058	489,009	527,760	564,580	564,580	564,580
User Charge - LO CWS Base	169,470	176,866	165,395	167,015	167,015	167,015
User Charge - LO CWS Usage	81,856	84,979	86,110	86,955	86,955	86,955
User Charge - LO COT Base	39,482	45,961	46,300	49,530	49,530	49,530
User Charge - LO COT Usage	19,626	22,712	24,060	25,735	25,735	25,735
User Charge - Tigard Base	5,566	7,326	5,415	5,470	5,470	5,470
User Charge - Tigard Usage	4,358	6,186	6,170	6,230	6,230	6,230
User Charge - Tigard COT Base	1,550	12	1,515	(4,860)	(4,860)	(4,860)
User Charge - Tigard COT Usage	876	8	1,280	1,370	1,370	1,370
Sewer Inspection	2,295	225	1,150	1,120	1,120	1,120
Industrial Discharge	135,936	152,153	110,000	110,000	110,000	110,000
<b>CHARGES FOR SERVICES</b>	<b>8,149,197</b>	<b>8,711,790</b>	<b>8,800,095</b>	<b>9,225,100</b>	<b>9,225,100</b>	<b>9,225,100</b>
Interest on Investments	82,246	59,808	35,125	25,245	25,245	25,245
<b>INVESTMENT EARNINGS</b>	<b>82,246</b>	<b>59,808</b>	<b>35,125</b>	<b>25,245</b>	<b>25,245</b>	<b>25,245</b>
Other Misc Income	-	170,619	500,000	450,000	450,000	450,000
<b>MISCELLANEOUS</b>	<b>-</b>	<b>170,619</b>	<b>500,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>
Transfer In - Transportation	-	-	-	12,110	12,110	12,110
Transfer In - Stormwater Fund	125,110	131,540	164,240	173,930	173,930	173,930
<b>TRANSFERS IN</b>	<b>125,110</b>	<b>131,540</b>	<b>164,240</b>	<b>186,040</b>	<b>186,040</b>	<b>186,040</b>
<b>SEWER OPERATING FUND</b>	<b>\$ 11,759,070</b>	<b>\$ 12,401,368</b>	<b>\$ 11,840,995</b>	<b>\$ 12,290,785</b>	<b>\$ 12,290,785</b>	<b>\$ 12,290,785</b>



# REVENUE

# SEWER DEVELOPMENT FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 3,975,518	\$ 3,694,555	\$ 3,971,430	\$ 3,622,970	\$ 3,622,970	\$ 3,622,970
<b>BEGINNING FUND BALANCE</b>	<b>3,975,518</b>	<b>3,694,555</b>	<b>3,971,430</b>	<b>3,622,970</b>	<b>3,622,970</b>	<b>3,622,970</b>
Reimbursement from CWS	-	-	544,000	303,000	303,000	303,000
<b>INTERGOVERNMENTAL</b>	<b>-</b>	<b>-</b>	<b>544,000</b>	<b>303,000</b>	<b>303,000</b>	<b>303,000</b>
Interest on Investments	95,819	81,275	59,570	18,110	18,110	18,110
<b>INVESTMENT EARNINGS</b>	<b>95,819</b>	<b>81,275</b>	<b>59,570</b>	<b>18,110</b>	<b>18,110</b>	<b>18,110</b>
System Development Charge	475,009	616,536	600,000	600,000	600,000	600,000
<b>FEES &amp; CHARGES</b>	<b>475,009</b>	<b>616,536</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>SEWER DEVELOPMENT FUND</b>	<b>\$ 4,546,346</b>	<b>\$ 4,392,366</b>	<b>\$ 5,175,000</b>	<b>\$ 4,544,080</b>	<b>\$ 4,544,080</b>	<b>\$ 4,544,080</b>



# REVENUE

# STORMWATER OPERATING FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 3,342,371	\$ 4,256,160	\$ 4,165,635	\$ 5,511,050	\$ 5,511,050	\$ 5,511,050
<b>BEGINNING FUND BALANCE</b>	<b>3,342,371</b>	<b>4,256,160</b>	<b>4,165,635</b>	<b>5,511,050</b>	<b>5,511,050</b>	<b>5,511,050</b>
User Charge - CWS Regional	702,553	750,579	756,840	775,920	775,920	775,920
User Charge - COT Local	2,237,755	2,584,254	2,572,620	2,623,500	2,623,500	2,623,500
User Charge - Lake Oswego CWS	18,537	19,718	19,995	20,500	20,500	20,500
User Charge - Lake Oswego COT	58,918	67,652	68,830	70,190	70,190	70,190
User Charge - Tigard COT	11,860	12,229	13,410	13,410	13,410	13,410
<b>CHARGES FOR SERVICES</b>	<b>3,029,623</b>	<b>3,434,432</b>	<b>3,431,695</b>	<b>3,503,520</b>	<b>3,503,520</b>	<b>3,503,520</b>
Interest on Investments	95,735	92,343	62,485	57,860	57,860	57,860
<b>INVESTMENT EARNINGS</b>	<b>95,735</b>	<b>92,343</b>	<b>62,485</b>	<b>57,860</b>	<b>57,860</b>	<b>57,860</b>
Other Misc Income	20,155	9,051	-	-	-	-
<b>MISCELLANEOUS</b>	<b>20,155</b>	<b>9,051</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>STORMWATER OPERATING FUND</b>	<b>\$ 6,487,884</b>	<b>\$ 7,791,986</b>	<b>\$ 7,659,815</b>	<b>\$ 9,072,430</b>	<b>\$ 9,072,430</b>	<b>\$ 9,072,430</b>



# REVENUE

# STORMWATER DEVELOPMENT FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 489,039	\$ 529,378	\$ 577,820	\$ 530,810	\$ 530,810	\$ 530,810
<b>BEGINNING FUND BALANCE</b>	<b>489,039</b>	<b>529,378</b>	<b>577,820</b>	<b>530,810</b>	<b>530,810</b>	<b>530,810</b>
Interest on Investments	13,794	11,773	8,670	2,650	2,650	2,650
<b>INVESTMENT EARNINGS</b>	<b>13,794</b>	<b>11,773</b>	<b>8,670</b>	<b>2,650</b>	<b>2,650</b>	<b>2,650</b>
Stormwater Quantity Fees	111,390	31	20,000	10,000	10,000	10,000
Stormwater Quality Fees	13,977	35,520	10,000	2,000	2,000	2,000
<b>FEES &amp; CHARGES</b>	<b>125,367</b>	<b>35,551</b>	<b>30,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>STORMWATER DEVELOPMENT FUND</b>	<b>\$ 628,200</b>	<b>\$ 576,702</b>	<b>\$ 616,490</b>	<b>\$ 545,460</b>	<b>\$ 545,460</b>	<b>\$ 545,460</b>



# REVENUE

# ENTERPRISE BOND FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 499,476	\$ 510,594	\$ 518,000	\$ 518,000	\$ 518,000	\$ 518,000
<b>BEGINNING FUND BALANCE</b>	<b>499,476</b>	<b>510,594</b>	<b>518,000</b>	<b>518,000</b>	<b>518,000</b>	<b>518,000</b>
Interest on Investments	11,387	9,670	7,770	3,175	3,175	3,175
<b>INVESTMENT EARNINGS</b>	<b>11,387</b>	<b>9,670</b>	<b>7,770</b>	<b>3,175</b>	<b>3,175</b>	<b>3,175</b>
Transfer In - Road Utility	6,480	6,480	6,480	6,480	6,480	6,480
Transfer In - Road Operating	19,440	19,440	99,440	77,810	77,810	77,810
Transfer In - General Fund	-	-	-	59,950	59,950	59,950
Transfer In - Building Fund	-	-	65,000	72,780	72,780	72,780
Transfer In - Water Fund	558,500	558,500	643,700	622,070	622,070	622,070
Transfer In - Sewer Fund	32,405	32,405	112,405	90,775	90,775	90,775
Transfer In - Stormwater Fund	19,440	19,440	99,440	63,210	63,210	63,210
<b>TRANSFERS IN</b>	<b>636,265</b>	<b>636,265</b>	<b>1,026,465</b>	<b>993,075</b>	<b>993,075</b>	<b>993,075</b>
<b>ENTERPRISE BOND FUND</b>	<b>\$ 1,147,128</b>	<b>\$ 1,156,529</b>	<b>\$ 1,552,235</b>	<b>\$ 1,514,250</b>	<b>\$ 1,514,250</b>	<b>\$ 1,514,250</b>

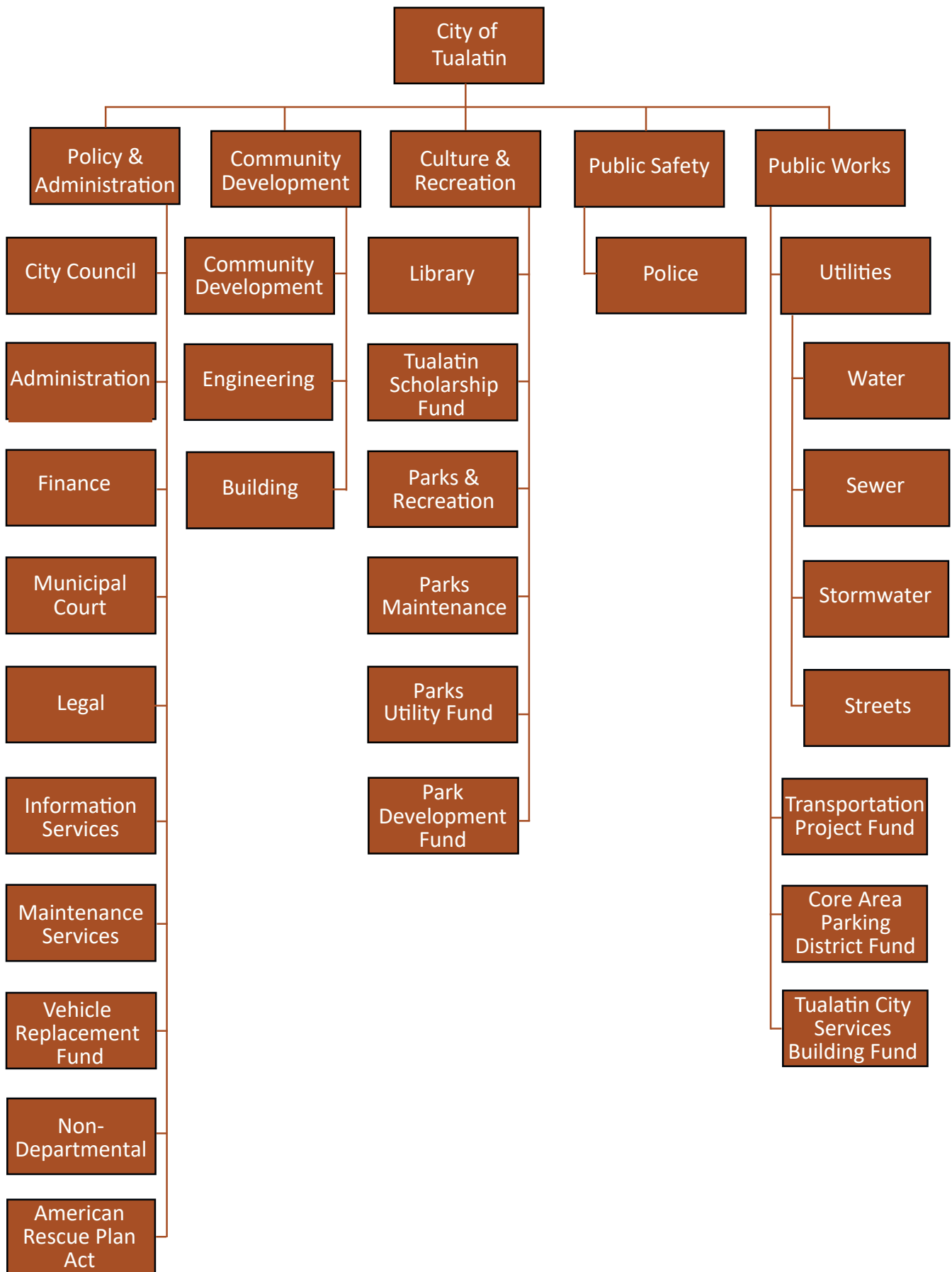


# REVENUE

# VEHICLE REPLACEMENT FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ -	\$ -	\$ 332,000	\$ 730,000	\$ 730,000	\$ 730,000
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>332,000</b>	<b>730,000</b>	<b>730,000</b>	<b>730,000</b>
Vehicle Replacement Charge	-	328,480	392,875	333,070	333,070	333,070
<b>CHARGES FOR SERVICES</b>	<b>-</b>	<b>328,480</b>	<b>392,875</b>	<b>333,070</b>	<b>333,070</b>	<b>333,070</b>
Interest on Investments	-	3,883	4,925	4,930	4,930	4,930
<b>INVESTMENT EARNINGS</b>	<b>-</b>	<b>3,883</b>	<b>4,925</b>	<b>4,930</b>	<b>4,930</b>	<b>4,930</b>
<b>VEHICLE REPLACEMENT FUND</b>	<b>\$ -</b>	<b>\$ 332,363</b>	<b>\$ 729,800</b>	<b>\$ 1,068,000</b>	<b>\$ 1,068,000</b>	<b>\$ 1,068,000</b>









CITY OF TUALATIN

ADOPTED  
2021/2022 BUDGET



# Policy & Administration

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

## City Council



## Administration

## Finance



## Municipal Court



## Legal

## Information Services



## Maintenance Services



## Vehicle Replacement

## Non-Departmental



## American Rescue Plan







<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Personal Services	\$ 4,050,545	\$ 4,889,016	\$ 5,066,915	\$ 5,313,130	\$ 5,313,130	\$ 5,313,130
Materials & Services	2,319,674	2,465,385	3,912,505	3,119,700	6,079,615	6,089,615
Capital Outlay	129,497	57,920	356,984	245,000	245,000	595,000
Transfers Out	-	1,817,775	459,000	168,460	168,460	168,460
Other Financing Uses	27,198	-	-	-	-	-
Contingency	-	-	3,256,380	3,799,350	6,988,885	6,988,885
Reserves & Unappropriated	13,392,248	11,881,387	7,496,730	8,598,885	8,639,220	8,289,220
<b>Total Requirements</b>	<b>\$ 19,919,162</b>	<b>\$ 21,111,483</b>	<b>\$ 20,548,514</b>	<b>\$ 21,244,525</b>	<b>\$ 27,434,310</b>	<b>\$ 27,444,310</b>



**City Council****Mission Statement**

Dedicated to Quality Service for our Citizens

**Value Statement**

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

**Council Meetings**

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

**TUALATIN**  
COUNCIL-STAFF  
ISSUES & VISION SESSION





Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Benefits-Employee Benefits	\$ 3,340	\$ 3,400	\$ -	\$ -	\$ -	\$ -
Benefits-FICA	463	322	-	-	-	-
Benefits-Insurance	34,288	32,633	38,210	37,670	37,670	37,670
Benefits-Council Technology	3,252	813	2,250	-	-	-
<b>PERSONAL SERVICES</b>	<b>41,343</b>	<b>37,168</b>	<b>40,460</b>	<b>37,670</b>	<b>37,670</b>	<b>37,670</b>
Office Supplies	684	163	500	-	-	-
Printing & Postage	20	180	100	100	100	100
Recording Fees	621	459	500	500	500	500
Computer Equip & Software	-	28	-	-	-	-
Council Discounts	1,620	1,660	1,680	1,680	1,680	1,680
CIO Grant Program	3,426	2,528	10,500	10,500	10,500	10,500
Consultants	31,726	23,185	10,000	10,000	10,000	10,000
Community Engagement	44,648	31,389	33,600	33,600	33,600	33,600
Conferences & Meetings	50	799	-	-	-	-
Conf & Meetings - Mayor	12,290	4,171	15,000	15,000	15,000	15,000
Conf & Meetings - Council	6,181	3,729	10,000	10,000	10,000	10,000
Membership Dues	-	1,266	1,675	1,670	1,670	1,670
Administrative Expense	19,806	5,653	14,500	14,500	14,500	14,500
<b>MATERIAL &amp; SERVICES</b>	<b>121,072</b>	<b>75,210</b>	<b>98,055</b>	<b>97,550</b>	<b>97,550</b>	<b>97,550</b>
<b>CITY COUNCIL</b>	<b>\$ 162,415</b>	<b>\$ 112,378</b>	<b>\$ 138,515</b>	<b>\$ 135,220</b>	<b>\$ 135,220</b>	<b>\$ 135,220</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, publishing and posting legal notices, monitoring the terms and attendance of all boards and committees of the City, and coordinating municipal elections. The City Manager's Office also provides support to the Mayor and City Council, and coordinates a variety of other programs and projects, including support for Tualatin's Community Involvement Organizations and the Tualatin Latinos Group.

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, as well as 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 2020/2021

- Implemented multiple temporary policies to support remote work and other safety measures required by the COVID-19 pandemic and conducted citywide training on Occupational Safety and Health Administration (OSHA) safety protocols.
- Researched existing climate action plans in the region and their key components to determine next steps for the City's plan.
- Supported the Mayor and Police Department to conduct a series of community conversations about the Police Department's use of force policies.
- Advanced the work of the internal Diversity, Equity, and Inclusion (DEI) Team by providing training to staff and hosting staff-led "Courageous Conversations" in multiple departments.
- Enhanced the City's communications program, particularly during emergencies, to provide timely, relevant, and engaging information on multiple platforms.
- Experimented with different ways to conduct community engagement, including hosting virtual meetings, webinars, and open houses.
- Implemented changes based on the previous year's comprehensive evaluation of the City's compensation practices to ensure compliance with updates to Oregon's Equal Pay Act.



### Goals for FY 2021/2022

- Successfully negotiate an updated collective bargaining agreement with AFSCME.
- Transition Human Resources Division records fully into the City's electronic records management system: Laserfiche.
- Expand internal work on diversity, equity, and inclusion (DEI) by hiring a consultant and providing training to staff.
- Continue to implement changes to the City's compensation practices to ensure compliance with the updates to Oregon's Equal Pay Act.
- Build capacity to provide accessible communications. This will include translating additional materials and continued development of the Somos Tualatin Facebook group.
- Develop a crisis management or resiliency plan to guide the City's emergency preparedness work.
- Continue to provide support to the Tualatin Moving Forward transportation bond program.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Number of hours served by volunteers	N/A	20,395	N/A	20,000
Percentage of vacancies on City committees that receive more than one applicant	N/A	N/A	N/A	100.0%
Percentage of survey respondents that report the quality of services provided by the City as excellent or good	N/A	84.0%	N/A	N/A
Percentage of subscribers that Open Tualatin Today monthly e-newsletter	N/A	32.2%	N/A	35.0%



*Do it Yourself Volunteer*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 676,958	\$ 684,576	\$ 841,475	\$ 914,695	\$ 914,695	\$ 914,695
Salaries and Wages-Part Time	40,717	44,218	48,425	51,405	51,405	51,405
Salaries and Wages-Temporary	9,345	18,420	10,300	10,330	10,330	10,330
Salaries and Wages-Overtime	2,138	3,705	2,500	3,500	3,500	3,500
Benefits-Employee Benefits	7,730	7,391	7,545	8,385	8,385	8,385
Benefits-FICA	51,719	53,872	67,655	73,725	73,725	73,725
Benefits-Pension	158,836	303,389	221,555	261,235	261,235	261,235
Benefits-Insurance	164,625	170,177	191,045	208,345	208,345	208,345
Benefits-Vacation Buy Back	3,981	10,707	2,500	6,500	6,500	6,500
Benefits-Comp Time Buy Back	415	596	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>1,116,464</b>	<b>1,297,051</b>	<b>1,393,000</b>	<b>1,538,120</b>	<b>1,538,120</b>	<b>1,538,120</b>
Office Supplies	1,892	1,750	2,200	7,850	7,850	7,850
Printing & Postage	821	584	800	800	800	800
Uniforms & Safety Equipment	239	-	250	250	250	250
Safety/Risk Mgmt Program	484	252	-	-	-	-
Cell Phones	1,265	1,383	1,980	1,440	1,440	1,440
Office Equipment & Furniture	1,702	116	2,000	1,000	1,000	1,000
Computer Equip & Software	-	11,779	-	5,000	5,000	5,000
Consultants	7,914	17,544	5,000	5,000	5,000	5,000
Legal	-	37,520	21,000	17,000	17,000	27,000
Conferences & Meetings	13,922	8,077	19,200	20,000	20,000	20,000
Membership Dues	4,165	4,661	4,225	4,915	4,915	4,915
Staff Training	705	431	1,000	1,100	1,100	1,100
Publication, Rpt, Ref Matl	-	105	315	315	315	315
Staff/Dept Recognition	888	258	-	-	-	-
Administrative Expense	1,207	2,519	2,950	3,050	3,050	3,050
Advertising - Recruitment	37	1,160	-	-	-	-
Equipment Rental	3,074	-	-	-	-	-
R&M - Equipment	3,013	1,365	2,000	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>41,328</b>	<b>89,504</b>	<b>62,920</b>	<b>67,720</b>	<b>67,720</b>	<b>77,720</b>
<b>ADMINISTRATION</b>	<b>\$ 1,157,792</b>	<b>\$ 1,386,555</b>	<b>\$ 1,455,920</b>	<b>\$ 1,605,840</b>	<b>\$ 1,605,840</b>	<b>\$ 1,615,840</b>
<b>Full-time Equivalents</b>	<b>8.75</b>	<b>8.75</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 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 Comprehensive Annual Financial Report and Popular Annual Financial Report.

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. As a division of the City's Finance Department, the Division is tasked with the management and implementation of the City's urban renewal efforts. Efforts are guided by the Economic Strategic Plan which prioritizes business retention, expansion, and recruitment as well as improving the business climate to make Tualatin a competitive and attractive business location.

## Highlights of FY 2020/2021

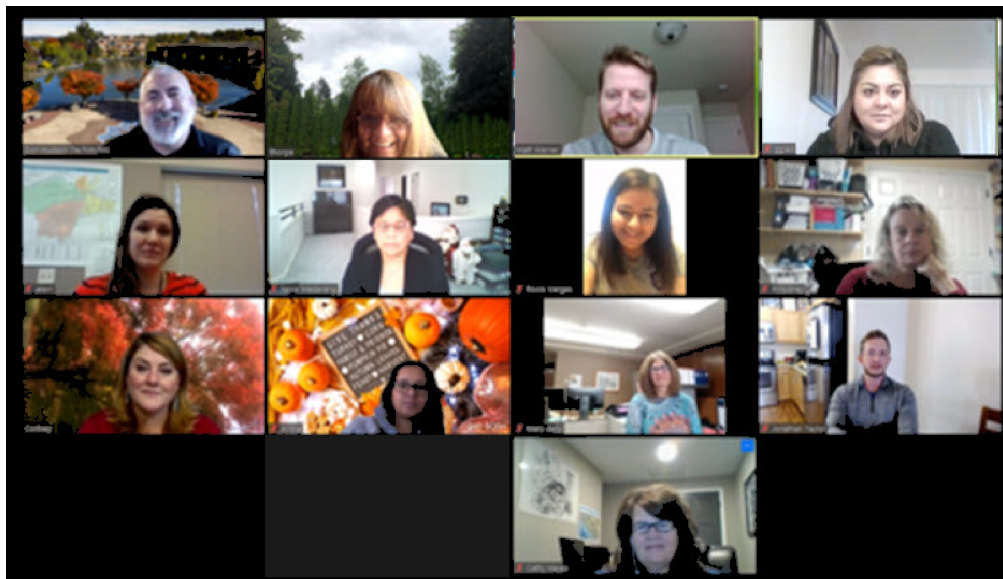
- Earned the Distinguished Budget Presentation Award for the 2020-2021 budget document, the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2018-2019 Comprehensive Annual Financial Report, and Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) for the fiscal year 2019-2019 from the Government Finance Officers Association (GFOA).
- Secured financing for the remainder of the project costs for the Tualatin City Services Building.
- Managed the Coronavirus Aid, Relief, and Economic Security (CARES) Act reimbursement of federal funding of approximately \$600k for FY19-20, and the Economic Stabilization Program, awarding over \$1 million in grants to businesses during the COVID-19 pandemic.
- Conducted fifty-five (55) outreach efforts to local industries and businesses.
- Created business Recovery Center System model for Washington County.
- Implemented Caseware Software to automate the budget book preparation process.



### Goals for FY 2021/2022

- Continue to develop written policies and streamline procedures for all financial functions and processes.
- Continue to submit Comprehensive Annual Financial Report, Budget Document, and PAFR in a timely manner to GFOA for acknowledgement.
- Assist other departments in implementing council vision and goals.
- Assist other departments in streamlining the procurement process for goods and services.
- Automate the Annual Report preparation with Caseware software.
- Establish visioning process for urban renewal study area 2.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Percentage of payments made within 30 days of invoice date	N/A	N/A	N/A	90
Number of utility billing adjustments per 1,000 customer accounts	N/A	N/A	N/A	< 10
Percentage of monthly financial reports issued within 10 working days of the end of the month	N/A	N/A	N/A	100



*Finance Zoom Meeting*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 614,042	\$ 636,734	\$ 708,480	\$ 761,495	\$ 761,495	\$ 761,495
Salaries and Wages-Overtime	-	-	500	500	500	500
Benefits-Employee Benefits	7,126	7,661	7,685	8,045	8,045	8,045
Benefits-FICA	46,156	47,278	52,835	57,220	57,220	57,220
Benefits-Pension	134,919	256,382	169,370	199,110	199,110	199,110
Benefits-Insurance	139,262	143,809	169,555	131,265	131,265	131,265
Benefits-Vacation Buy Back	9,468	4,497	-	-	-	-
Benefits-Comp Time Buy Back	1,153	419	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>952,126</b>	<b>1,096,780</b>	<b>1,108,425</b>	<b>1,157,635</b>	<b>1,157,635</b>	<b>1,157,635</b>
Office Supplies	4,275	3,273	6,000	-	-	-
Printing & Postage	13,257	9,169	14,000	11,500	11,500	11,500
Office Equipment & Furniture	100	-	1,000	2,000	2,000	2,000
Computer Equip & Software	997	14,905	-	-	-	-
Audit	35,985	42,441	43,200	49,125	49,125	49,125
Consultants	25,150	1,250	15,980	3,000	3,000	3,000
Bond Registration & Exp	750	-	-	-	-	-
Conferences & Meetings	4,953	2,218	9,770	9,770	9,770	9,770
Membership Dues	3,854	3,735	6,155	6,155	6,155	6,155
Staff Training	909	120	1,550	1,550	1,550	1,550
Publication, Rpt, Ref Matl	184	30	500	500	500	500
Administrative Expense	1,150	2,189	2,240	2,000	2,000	2,000
Economic Development Expense	-	-	-	20,000	20,000	20,000
Advertising - Informational	-	-	-	10,000	10,000	10,000
Advertising - Legis/Judicial	475	898	600	600	600	600
Advertising - Recruitment	37	862	-	-	-	-
Contract Services	-	5,000	-	-	-	-
Equipment Rental	2,938	-	-	-	-	-
R&M - Equipment	801	747	1,500	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>95,815</b>	<b>86,837</b>	<b>102,495</b>	<b>116,200</b>	<b>116,200</b>	<b>116,200</b>
<b>FINANCE</b>	<b>\$ 1,047,941</b>	<b>\$ 1,183,617</b>	<b>\$ 1,210,920</b>	<b>\$ 1,273,835</b>	<b>\$ 1,273,835</b>	<b>\$ 1,273,835</b>
 <b>Full-time Equivalents</b>	 <b>9.00</b>	 <b>9.00</b>	 <b>9.00</b>	 <b>9.00</b>	 <b>9.00</b>	 <b>9.00</b>



## Municipal Court Department

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 violations. The Court is responsible for administering the legal process as it relates to enforcing city ordinances and traffic laws within city limits. The majority of cases heard in Municipal Court are related to traffic citations. The Court processes and coordinates this effort with other agencies within the justice system, i.e. Department of Motor Vehicles, Washington County and Clackamas County. The Court is also responsible for maintaining accurate citation files, as well as tracking and collecting unpaid fines.

### Highlights of FY 2020/2021

- Successfully processed approximately 9,200 citations; efficiently holding hearings on a weekly schedule.
- Maintained a HIGH level of service to Defendants throughout a challenging year; COVID-19 pandemic, Oregon forest fires and the ruinous ice and snowstorm.
- Implemented court by phone to ensure services to Defendants during the pandemic.
- Successfully moved Court operations to the new Tualatin City Services building.

### Goals for FY 2021/2022

- 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 all court customers.
- Follow and keep the City knowledgeable on current legislative issues related to State's Municipal Courts.
- Reinstate driving privileges to qualified drivers license holders within 24 hours.
- Respond to phone messages and inquiries within 24 hours.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Percentage of suspended drivers license holders reinstated within 24 hours.	N/A	N/A	N/A	100
Percentage of phone messages responded to within 24 hours.	N/A	N/A	N/A	100



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 156,105	\$ 216,973	\$ 234,825	\$ 246,510	\$ 246,510	\$ 246,510
Salaries and Wages-Temporary	21,752	18,688	25,470	25,980	25,980	25,980
Salaries and Wages-Overtime	-	16	500	500	500	500
Benefits-Employee Benefits	1,298	1,410	1,435	1,460	1,460	1,460
Benefits-FICA	13,289	17,125	19,415	20,335	20,335	20,335
Benefits-Pension	28,262	78,837	56,220	64,545	64,545	64,545
Benefits-Insurance	51,603	62,480	64,745	66,640	66,640	66,640
Benefits-Vacation Buy Back	562	-	-	-	-	-
Benefits-Comp Time Buy Back	858	-	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>273,729</b>	<b>395,529</b>	<b>402,610</b>	<b>425,970</b>	<b>425,970</b>	<b>425,970</b>
Office Supplies	2,378	2,108	1,600	-	-	-
Printing & Postage	2,253	3,106	3,700	3,700	3,700	3,700
Medical & Other Testing	80	-	-	-	-	-
Office Equipment & Furniture	-	-	500	500	500	500
Court Costs	5,549	4,919	6,000	6,000	6,000	6,000
Conferences & Meetings	1,509	1,334	3,500	3,500	3,500	3,500
Membership Dues	150	300	300	300	300	300
Staff Training	-	-	400	400	400	400
Administrative Expense	-	351	100	100	100	100
Advertising - Recruitment	95	238	-	-	-	-
R&M - Equipment	284	397	300	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>12,298</b>	<b>12,753</b>	<b>16,400</b>	<b>14,500</b>	<b>14,500</b>	<b>14,500</b>
<b>MUNICIPAL COURT</b>	<b>\$ 286,027</b>	<b>\$ 408,282</b>	<b>\$ 419,010</b>	<b>\$ 440,470</b>	<b>\$ 440,470</b>	<b>\$ 440,470</b>
<b>Full-time Equivalents</b>	<b>4.00</b>	<b>4.00</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, codifies the Municipal and Development Codes, and advises the Municipal Court.

### Highlights of FY 2020/2021

- Drafted a variety of ordinances including to separate the City's Comprehensive Plan from the Tualatin Development Code, zoning for Basalt Creek and the mixed use commercial areas, creating a Parks Utility, modifying the City's cannabis regulations, coordinating cannabis tax collection with the State of Oregon, and modifying the City's initiative process.
- Provided timely and accurate legal advice on a variety of legal issues and City policies. Drafted resolutions and other documents related to emergency measures taken to respond to COVID-19 pandemic and winter storm. Drafted resolutions for the Tualatin Development Commission related to economic development and urban renewal projects. Negotiated and drafted real estate transactions to acquire new park property, rights-of-way and utility easements for the City's transportation and utility projects, and a cell tower lease. Negotiated and drafted various contract documents for City projects and programs.
- Successfully defended the City before the Land Conservation and Development Commission. Represented the City's interests at the Land Use Board of Appeals and Oregon Court of Appeals.

### Goals for FY 2021/2022

- 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.
- Continue to work with the Planning Department in updating the Tualatin Development Code in connection with the Tualatin 2040 Project, and suggest improvements to reflect City values and priorities.
- Review City Municipal and Development Codes to assure compliance with new 2021 legislation.
- Provide training to Departments and City staff on legal topics and issues.



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 194,091	\$ 208,951	\$ 211,200	\$ 204,920	\$ 204,920	\$ 204,920
Salaries and Wages-Overtime	196	78	-	-	-	-
Benefits-Employee Benefits	6,348	6,643	6,590	6,560	6,560	6,560
Benefits-FICA	13,827	14,874	15,740	15,255	15,255	15,255
Benefits-Pension	56,235	98,011	63,555	63,680	63,680	63,680
Benefits-Insurance	46,492	48,717	49,940	50,490	50,490	50,490
Benefits-Vacation Buy Back	2,706	2,788	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>319,895</b>	<b>380,062</b>	<b>347,025</b>	<b>340,905</b>	<b>340,905</b>	<b>340,905</b>
Office Supplies	168	143	450	-	-	-
Printing & Postage	35	77	500	500	500	500
Office Equipment & Furniture	-	-	500	500	500	500
Computer Equip & Software	-	-	500	500	500	500
Consultants	-	9,187	15,300	15,300	15,300	15,300
Court Costs	1,025	6	1,000	1,000	1,000	1,000
Conferences & Meetings	3,675	4,454	8,100	8,100	8,100	8,100
Membership Dues	1,296	1,692	1,835	1,835	1,835	1,835
Staff Training	-	-	200	200	200	200
Publication, Rpt, Ref Matl	5,520	6,498	6,835	6,835	6,835	6,835
Administrative Expense	7	-	200	200	200	200
<b>MATERIAL &amp; SERVICES</b>	<b>11,726</b>	<b>22,057</b>	<b>35,420</b>	<b>34,970</b>	<b>34,970</b>	<b>34,970</b>
<b>LEGAL</b>	<b>\$ 331,621</b>	<b>\$ 402,119</b>	<b>\$ 382,445</b>	<b>\$ 375,875</b>	<b>\$ 375,875</b>	<b>\$ 375,875</b>
 <b>Full-time Equivalents</b>	 <b>2.00</b>	 <b>2.00</b>	 <b>2.00</b>	 <b>2.00</b>	 <b>2.00</b>	 <b>2.00</b>



## Information Services Department

The Information Services (IS) Department 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 210+ computers, 30+ servers, 190+ mobile devices, fiber network connections between buildings, free public wireless in most City buildings and over 50 software applications. IS also provides Geographical Information Systems [GIS] support for mapping services used by most City's departments, other municipalities in the area, and the public. GIS integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of mapped data. IS provides support to the public through the Library public wireless and checkout devices connected to the Washington County Cooperative Library System network. The City of Tualatin also participates with other municipalities in several consortiums of proximate County and City agencies sharing information, data, and networking infrastructure.

### Highlights of FY 2020/2021

- Reconfigured the network, procured hardware and licensing, and deployed over 140 devices for staff to perform remote work during the pandemic.
- Completed a fiber-optic connection between the Police Department, Tualatin Community Park buildings, and the City Offices.
- Replaced entire City phone system providing more versatility, redundancy, and improved connectivity.
- Migrated all City Email to O365, providing redundancy, improvements, and remote access for all employees.
- Replaced the City's network infrastructure through a grant received from the Metro Area Communication Commission.
- Upgraded City applications and servers to current software iteration, providing years of compatibility.
- Installed a robust web security appliance, allowing for public accessibility to records and information.

### Goals for FY 2021/2022

- Continue implementation for Mobile Device Management and Two-Factor authentication for all City mobile devices.
- Provide secure Public, Staff, and Guest wireless access in all City buildings.
- Continue to find efficiencies in cost, time, and staff effort across the City technology.
- Begin process to replace, upgrade, and streamline the City's server and storage infrastructure.
- Continue to find ways to provide technology to the remote workforce that is secure, efficient, and cost-effective.
- Continue to train staff about their responsibility to protect the City's internet, email and information security.



Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Average help desk tickets initial response time	N/A	0:40 min	N/A	< 2 hrs
Average help desk tickets resolution time	N/A	3:40 min	N/A	< 24 hrs
Average Phishing email click rate percentage	N/A	1.7%	N/A	< 15.0%



*City Council Zoom Meeting*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 480,572	\$ 503,221	\$ 517,160	\$ 541,175	\$ 541,175	\$ 541,175
Salaries and Wages-Overtime	3,215	2,425	5,400	2,000	2,000	2,000
Salaries and Wages-On-Call	5,000	5,140	5,200	-	-	-
Benefits-Employee Benefits	5,670	6,023	5,915	5,965	5,965	5,965
Benefits-FICA	37,201	39,176	39,325	40,470	40,470	40,470
Benefits-Pension	114,502	213,306	134,255	148,350	148,350	148,350
Benefits-Insurance	118,151	122,978	125,840	129,740	129,740	129,740
Benefits-Vacation Buy Back	1,560	1,639	-	-	-	-
Benefits-Comp Time Buy Back	4,566	9,158	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>770,437</b>	<b>903,066</b>	<b>833,095</b>	<b>867,700</b>	<b>867,700</b>	<b>867,700</b>
Office Supplies	28	673	225	-	-	-
Printing & Postage	3,934	3,437	2,900	2,900	2,900	2,900
Photographic Supplies	-	4,840	4,300	4,500	4,500	4,500
Energy Supplies	314	580	750	750	750	750
Uniforms & Safety Equipment	285	746	750	750	750	750
Cell Phones	3,053	1,780	2,570	2,400	2,400	2,400
Network/Online	39,774	35,586	33,950	32,000	32,000	32,000
Office Equipment & Furniture	1,010	871	1,500	100	100	100
Computer Equip & Software	44,103	95,172	24,765	27,500	27,500	27,500
Personal Computer/Laptop	62,771	71,500	74,255	60,400	60,400	60,400
Consultants	7,004	-	2,000	7,500	7,500	7,500
Conferences & Meetings	8,593	3,443	6,500	6,500	6,500	6,500
Membership Dues	200	200	200	200	200	200
Staff Training	20,668	7,157	13,500	13,500	13,500	13,500
Staff/Dept Recognition	547	270	-	-	-	-
Administrative Expense	43	-	600	300	300	300
Equipment Rental	-	29,556	34,200	34,200	34,200	34,200
R&M - Equipment	2,400	1,658	1,500	22,400	22,400	22,400
R&M - Computers	238,748	306,264	368,920	352,220	352,220	352,220
<b>MATERIAL &amp; SERVICES</b>	<b>433,475</b>	<b>563,733</b>	<b>573,385</b>	<b>568,120</b>	<b>568,120</b>	<b>568,120</b>
Equipment & Furnishings	97,671	57,920	301,984	195,000	195,000	195,000
<b>CAPITAL OUTLAY</b>	<b>97,671</b>	<b>57,920</b>	<b>301,984</b>	<b>195,000</b>	<b>195,000</b>	<b>195,000</b>
<b>INFORMATION SERVICES</b>	<b>\$ 1,301,583</b>	<b>\$ 1,524,719</b>	<b>\$ 1,708,464</b>	<b>\$ 1,630,820</b>	<b>\$ 1,630,820</b>	<b>\$ 1,630,820</b>
<b>Full-time Equivalents</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>



## **Maintenance Services Department**

The Maintenance Services Division is responsible for the inspection and maintenance of all city-owned buildings, vehicles, trailers, equipment, and parking lots.

The Division engages in preventive maintenance, repair, alteration, and utility services, 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. The City's Fleet consists of 88 pieces of rolling vehicles (ranging from police patrol vehicles to backhoes and dump trucks), 18 Trailers, and over 130 pieces of equipment used by the Utility and Park Maintenance crews. As time allows, the Fleet team completes repair work for other agencies, such as King City, Sherwood, and Lake Oswego, which is invoiced and fully reimbursed.

The Division is supported by management and administrative staff, who also work closely with Public Works, Parks and Recreation, Information Services, and the City Manager's office. This team also manages inventory control, central stores, and the city records archiving system, as well as maintenance of the Globally Harmonized System SDS (Safety Data Information System) Program and completion of Department of Environmental Quality (DEQ), reports. In addition, the City's training and safety program and emergency planning and response coordination are also budgeted under this division.

For the FY 2020/2021 budget, Fleet Maintenance and Building Maintenance were combined into one Maintenance Services budget.

## **Highlights of FY 2020/2021**

- Maintained certifications, and provided high-quality customer service, measured using survey letters.
- Completed all planned maintenance and budgeted projects, while meeting Facilities industry safety standards.
- Successfully managed workloads and staffing through all of the year's emergencies (COVID-19, Labor Day fires, President's Day ice storms).
- Completed the 15,713 square foot City Services Building construction, renovations, and improvements of City Offices, and 60 staff logistical moves. These changes will bring City staff together in new and vibrant ways.
- Upgraded the fueling software, and integration with the Nexgen asset management software.
- Completed annual Emergency Plan Updates, which will help keep the Tualatin community connected, informed, and engaged.



**Goals for FY 2021/2022**

- Maintain certifications, provide high-quality customer service, measured using survey letters.
- Complete all planned maintenance and budgeted projects, including vehicles and equipment.
- Continue to actively participate in the Washington County Emergency Management Cooperative as one of 10 members.
- Complete annual Emergency Plan updates while continuing staff education, including participation in one emergency exercise.
- Identify strategies to fully utilize Asset Management software to meet future Fleet and Facilities budget and capital planning goals.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Customer satisfaction percentage as measured by customer surveys.	N/A	94.0%	N/A	90.0%
Average work requests initial response time	N/A	N/A	N/A	< 24 hrs
Average non-project work order requests resolution time	N/A	N/A	N/A	< 3 days

*Covid-19 Safety Measures*



## POLICY & ADMINISTRATION

## MAINTENANCE SERVICES

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 343,104	\$ 359,561	\$ 492,445	\$ 510,145	\$ 510,145	\$ 510,145
Salaries and Wages-Temporary	-	2,534	-	-	-	-
Salaries and Wages-Overtime	1,966	1,068	2,500	2,500	2,500	2,500
Benefits-Employee Benefits	1,247	1,747	1,890	1,910	1,910	1,910
Benefits-FICA	26,366	27,733	36,965	38,290	38,290	38,290
Benefits-Pension	82,761	151,713	132,365	144,925	144,925	144,925
Benefits-Insurance	97,800	98,453	108,405	112,005	112,005	112,005
Benefits-Comp Time Buy Back	394	-	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>553,638</b>	<b>642,809</b>	<b>774,570</b>	<b>809,775</b>	<b>809,775</b>	<b>809,775</b>
Office Supplies	-	-	550	550	550	550
Printing & Postage	10	10	150	150	150	150
Inventory Adjustment	13	41	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	3,056	3,266	3,950	3,950	3,950	3,950
Safety/Risk Mgmt Program	-	-	17,500	14,000	14,000	14,000
Cell Phones	2,293	2,072	2,340	1,995	1,995	1,995
Fuel	93,150	85,439	130,000	130,000	130,000	130,000
Small Tools	5,589	2,898	6,735	5,800	5,800	5,800
Office Equipment & Furniture	347	-	-	-	-	-
Drop Box Hauling	306	-	360	450	450	450
Utilities - City Center	57,425	56,519	68,700	65,500	65,500	65,500
Utilities - Operations	22,188	21,975	55,000	46,500	46,500	46,500
Utilities - Police	54,205	52,874	61,650	61,700	61,700	61,700
Utilities - Park & Rec	8,810	9,439	10,700	10,700	10,700	10,700
Utilities - Van Raden Ctr	6,217	6,023	7,600	7,600	7,600	7,600
Utilities - Lafky House	3,335	3,353	3,800	3,800	3,800	3,800
Utilities - Pohl Center	13,950	12,443	17,600	16,000	16,000	16,000
Utilities - Park Building	28,848	29,188	35,700	35,700	35,700	35,700
Utilities - Brown's Ferry	3,868	4,140	4,000	4,000	4,000	4,000
Utilities - Heritage Ctr	5,253	6,608	5,600	6,250	6,250	6,250
Conferences & Meetings	1,559	(350)	1,500	1,500	1,500	1,500
Membership Dues	1,527	2,089	1,900	2,125	2,125	2,125
Staff Training	847	920	3,400	3,400	3,400	3,400
Staff/Dept Recognition	62	26	-	-	-	-
Administrative Expense	74	15	350	350	350	350
Advertising - Recruitment	233	-	-	-	-	-
Contr R&M - Building	120,413	134,668	121,000	122,200	122,200	122,200



## POLICY & ADMINISTRATION

## MAINTENANCE SERVICES

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Contr R&M Non-Routine Project	16,750	10,391	10,700	3,500	11,500	11,500
Contr R&M - Fleet	29,340	30,883	37,000	37,200	37,200	37,200
Building Cleaning	149,549	156,481	180,600	196,500	196,500	196,500
Equipment Rental	-	-	500	500	500	500
Inventory Supplies	44,227	30,361	44,800	46,500	46,500	46,500
R&M - City Center	8,329	18,140	26,260	7,000	7,000	7,000
R&M - Operations	12,370	7,534	2,960	2,500	2,500	2,500
R&M - Police	3,482	2,780	2,600	2,600	2,600	2,600
R&M - Park & Rec	478	181	300	300	300	300
R&M - Van Raden Ctr	935	381	600	600	600	600
R&M - Lafky House	138	289	300	300	300	300
R&M - Pohl Center	700	1,087	2,400	2,400	2,400	2,400
R&M - Park Buildings	5,501	4,877	3,500	3,500	3,500	3,500
R&M - Brown's Ferry	187	120	300	300	300	300
R&M - Heritage Ctr	1,566	490	1,000	1,000	1,000	1,000
R&M - VanRijn House	-	19	800	800	800	800
R&M - Vehicles	61,405	40,344	63,200	63,200	63,200	63,200
Vehicle Replacement Expense	-	41,650	41,650	20,555	20,555	20,555
R&M - Equipment	3,756	2,355	5,200	4,700	4,700	4,700
<b>MATERIAL &amp; SERVICES</b>	<b>772,291</b>	<b>782,019</b>	<b>985,755</b>	<b>939,175</b>	<b>947,175</b>	<b>947,175</b>
Equipment & Furnishings	31,826	-	55,000	50,000	50,000	50,000
R&M - Major Projects	-	-	-	-	-	350,000
<b>CAPITAL OUTLAY</b>	<b>31,826</b>	<b>-</b>	<b>55,000</b>	<b>50,000</b>	<b>50,000</b>	<b>400,000</b>
<b>MAINTENANCE SERVICES</b>	<b>\$ 1,357,755</b>	<b>\$ 1,424,828</b>	<b>\$ 1,815,325</b>	<b>\$ 1,798,950</b>	<b>\$ 1,806,950</b>	<b>\$ 2,156,950</b>
 <b>Full-time Equivalents</b>	 <b>5.00</b>	 <b>5.00</b>	 <b>7.00</b>	 <b>7.00</b>	 <b>7.00</b>	 <b>7.00</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 2021/2022**

- 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.



*City Vehicle*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Capital Reserve	\$ -	\$ 332,363	\$ 729,800	\$ 1,068,000	\$ 1,068,000	\$ 1,068,000
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>-</b>	<b>332,363</b>	<b>729,800</b>	<b>1,068,000</b>	<b>1,068,000</b>	<b>1,068,000</b>
<b>VEHICLE REPLACEMENT FUND</b>	<b>\$ -</b>	<b>\$ 332,363</b>	<b>\$ 729,800</b>	<b>\$ 1,068,000</b>	<b>\$ 1,068,000</b>	<b>\$ 1,068,000</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*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Benefits-WC Insurance & Tax	\$ 194,932	\$ 180,205	\$ 126,730	\$ 113,330	\$ 113,330	\$ 113,330
Benefits-Unemployment	11,434	15,774	39,155	20,000	20,000	20,000
Social Security Admin	167	174	-	-	-	-
Other Benefit Costs	2,145	2,111	1,845	2,025	2,025	2,025
Benefits-WC Contra	(185,764)	(61,715)	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>22,914</b>	<b>136,549</b>	<b>167,730</b>	<b>135,355</b>	<b>135,355</b>	<b>135,355</b>
Office Supplies	128	370	500	-	-	-
Printing & Postage	1,783	5,421	5,075	11,000	11,000	11,000
Safety/Risk Mgmt Program	12,088	10,305	17,620	15,000	15,000	15,000
Telephone Service	35,755	40,812	44,500	55,500	55,500	55,500
Computer Equip & Software	-	5,000	-	-	-	-
Chamber	-	7,403	5,250	7,000	7,000	7,000
Donations - Outside Agency	30,000	40,000	40,000	40,000	40,000	40,000
Economic Stabilization Grants	-	-	1,121,690	-	-	-
Volunteer Programs	9,881	7,949	20,700	15,700	15,700	15,700
Consultants	183,564	134,299	120,000	420,000	420,000	420,000
Insurance	266,815	273,167	311,900	408,475	360,390	360,390
Tri-Met Employee Tax	93,624	99,282	90,000	108,000	108,000	108,000
Insurance Deductible	2,887	15,761	20,000	20,000	20,000	20,000
Membership Dues	47,922	53,304	53,160	55,340	55,340	55,340
Staff Training	12,625	11,039	20,000	20,000	20,000	20,000
Staff/Dept Recognition	10,090	7,189	12,750	11,600	11,600	11,600
Administrative Expense	18	165	1,800	-	-	-
Advertising - Informational	2,583	2,539	6,020	6,000	6,000	6,000
Advertising - Recruitment	3,304	3,050	5,400	5,400	5,400	5,400
Advertising - City Newsletter	-	-	2,500	12,000	12,000	12,000
Advertising - Promotional	12,721	16,231	41,725	29,650	29,650	29,650
Merchant Discount Fees	29,991	25,777	30,000	24,000	24,000	24,000
Bank Fees	13,936	10,529	12,000	12,000	12,000	12,000
Equipment Rental	4,582	4,582	4,800	4,800	4,800	4,800
Seneca Building Lease	57,368	59,098	50,685	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>831,665</b>	<b>833,272</b>	<b>2,038,075</b>	<b>1,281,465</b>	<b>1,233,380</b>	<b>1,233,380</b>
Issuance Costs	27,198	-	-	-	-	-
<b>DEBT SERVICE</b>	<b>27,198</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Transfers Out - Tualatin Service Center	-	1,600,000	200,000	-	-	-
Transfer Out - Park Develop	-	217,775	259,000	108,510	108,510	108,510
Transfers Out -Enterprise Bond	-	-	-	59,950	59,950	59,950
<b>TRANSFERS OUT</b>	<b>-</b>	<b>1,817,775</b>	<b>459,000</b>	<b>168,460</b>	<b>168,460</b>	<b>168,460</b>
Contingency	-	-	3,256,380	3,799,350	3,799,350	3,799,350
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>3,256,380</b>	<b>3,799,350</b>	<b>3,799,350</b>	<b>3,799,350</b>
General Account Reserve	1,000,000	-	1,277,050	1,307,050	1,307,050	1,307,050
Capital Reserve	1,965,600	-	305,000	315,000	315,000	315,000
Unappropriated	10,426,648	11,549,023	5,184,880	5,908,835	5,949,170	5,599,170
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>13,392,248</b>	<b>11,549,023</b>	<b>6,766,930</b>	<b>7,530,885</b>	<b>7,571,220</b>	<b>7,221,220</b>
<b>NON-DEPARTMENTAL</b>	<b>\$ 14,274,025</b>	<b>\$ 14,336,619</b>	<b>\$ 12,688,115</b>	<b>\$ 12,915,515</b>	<b>\$ 12,907,765</b>	<b>\$ 12,557,765</b>



### American Rescue Plan Fund Department

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 will be received in July/August 2021, with the remaining being received one year later. All funds must be obligated by December 31, 2024.

### Highlights of FY 2020/2021

- This is a new fund in the Fiscal Year 2021/2022 Budget

### Goals for FY 2021/2022

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



*American Rescue Plan*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Economic Development Expense	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000
<b>MATERIAL &amp; SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>	<b>3,000,000</b>
Contingency	-	-	-	-	3,189,535	3,189,535
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,189,535</b>	<b>3,189,535</b>
<b>AMERICAN RESCUE PLAN FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,189,535</b>	<b>\$ 6,189,535</b>





CITY OF TUALATIN

ADOPTED  
2021/2022 BUDGET



# 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









**SUMMARY OF REQUIREMENTS****COMMUNITY DEVELOPMENT**

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Personal Services	\$ 2,254,360	\$ 3,043,837	\$ 2,789,835	\$ 2,864,090	\$ 2,864,090	\$ 2,864,090
Materials & Services	324,775	201,111	327,350	285,800	285,800	285,800
Capital Outlay	23,684	24,613	-	32,000	32,000	32,000
Transfers Out	406,380	872,380	583,350	495,330	495,330	495,330
Contingency	-	-	246,330	231,415	231,415	231,415
Reserves & Unappropriated	2,057,726	2,126,959	512,335	664,285	664,285	664,285
<b>Total Requirements</b>	<b>\$ 5,066,925</b>	<b>\$ 6,268,900</b>	<b>\$ 4,459,200</b>	<b>\$ 4,572,920</b>	<b>\$ 4,572,920</b>	<b>\$ 4,572,920</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 2020/2021

- In response to 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 submittal of all land use applications, permits, and pre-application conference requests electronically.
- Continued Tualatin 2040 implementation by successful adoption of a Housing Element into the Comprehensive Plan, including policies and goals from the 2019 Housing Needs Analysis; in addition, the Plan was separated from the Development Code, reorganized and reformatted with graphics to improve readability and usability.
- The Our Home, Our Health Event was a success despite being held on zoom due to the COVID-19 pandemic restrictions, with 42 attendees and a keynote presentation from Bandana Shrestha, Community Engagement Director for the Oregon Chapter of the American Association of Retired Persons (AARP) as well as powerful story sharing by two Latina members of Tualatin's Diversity Task Force regarding the struggles they experienced to obtain and retain housing they could afford in Tualatin.
- Staff worked with Council to implement its Economic Development priority by creating a Mixed Use Commercial zoning designation in the Bridgeport Village area; Updating Food Cart regulations; Updating Cannabis regulations; and modified Medium Low Density Residential zone requirements in the Basalt Creek area.





### Goals for FY 2021/2022

- Implement Tualatin 2040 by bringing to Council Development Code updates to meet requirements of HB 2001 and the community and Council's goals to allow a mix of different housing types in residential zones.
- Further implement Tualatin 2040 by presenting to Council Tualatin's Housing Production Strategy, a document that outlines steps and timelines for the City to take to support the Council goal of development of housing that is affordable to all in Tualatin.
- Scope additional Tualatin 2040 implementation, which could include update to the City's Economic Development Strategic Plan as well of Development Code updates to commercial and industrial zones to be supportive of and responsive to new employment uses and clusters as well as Urban Renewal.
- Begin a semi-annual cycle of development code updates in response to legal requirements and feedback from the Council, community, the development community, and other stakeholders.
- Identify ways to broaden and deepen community engagement, including underserved communities and Tualatin's Community Planning Organizations (CIOs).
- Provide responsive, accurate, and professional customer service to the Council, community, and internal and external customers in response to inquiries and applications that involve the Comprehensive Plan and Development Code.
- Continue to accelerate the use of digital tools to create a better customer experience that increasingly relies on electronic records. This includes digitization of records through the City's Laserfiche platform.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Number of Land Use Applications Processed	166	198	N/A	200





## COMMUNITY DEVELOPMENT

## COMMUNITY DEVELOPMENT

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 629,667	\$ 714,017	\$ 711,735	\$ 690,745	\$ 690,745	\$ 690,745
Salaries and Wages-Overtime	4,219	4,096	3,000	3,000	3,000	3,000
Benefits-Employee Benefits	8,874	8,444	7,810	7,825	7,825	7,825
Benefits-FICA	48,176	54,248	54,005	52,350	52,350	52,350
Benefits-WC Insurance & Tax	-	67	-	-	-	-
Benefits-Pension	132,558	292,853	174,920	181,275	181,275	181,275
Benefits-Insurance	84,166	85,559	84,640	89,395	89,395	89,395
Benefits-Comp Time Buy Back	-	40	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>907,660</b>	<b>1,159,324</b>	<b>1,036,110</b>	<b>1,024,590</b>	<b>1,024,590</b>	<b>1,024,590</b>
Office Supplies	1,532	952	1,500	2,500	2,500	2,500
Printing & Postage	6,109	1,014	4,500	4,500	4,500	4,500
Uniforms & Safety Equipment	300	-	300	300	300	300
Office Equipment & Furniture	2,495	403	2,500	2,000	2,000	2,000
Computer Equip & Software	373	22,894	3,400	2,900	2,900	2,900
Consultants	87,025	53,322	96,500	94,500	94,500	94,500
Community Engagement	-	-	800	800	800	800
Conferences & Meetings	14,049	7,517	17,500	17,500	17,500	17,500
Membership Dues	2,981	3,055	5,000	5,000	5,000	5,000
Staff Training	91	201	500	500	500	500
Publication, Rpt, Ref Matl	983	-	100	100	100	100
Staff/Dept Recognition	133	213	-	-	-	-
Administrative Expense	499	990	1,300	1,300	1,300	1,300
Economic Development Expense	-	-	20,000	-	-	-
Advertising - Informational	3	205	10,500	500	500	500
Advertising - Legis/Judicial	1,658	1,771	500	1,000	1,000	1,000
Advertising - Recruitment	-	275	-	-	-	-
Equipment Rental	2,159	209	-	-	-	-
R&M - Equipment	2,316	1,929	2,500	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>122,706</b>	<b>94,950</b>	<b>167,400</b>	<b>133,400</b>	<b>133,400</b>	<b>133,400</b>
<b>COMMUNITY DEVELOPMENT</b>	<b>\$ 1,030,366</b>	<b>\$ 1,254,274</b>	<b>\$ 1,203,510</b>	<b>\$ 1,157,990</b>	<b>\$ 1,157,990</b>	<b>\$ 1,157,990</b>
<b>Full-time Equivalents</b>	<b>8.75</b>	<b>8.75</b>	<b>8.75</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>



## Engineering Department

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

### Highlights of FY 2020/2021

- Provided customer service to internal and external customers without interruption due to the pandemic.
- Provided engineering review and land use decisions for private development.
- Created a video to inform and engage our community about stormwater.
- Completed the Stormwater Master Plan and received initial Council approval.
- Continued design work on a water line extension at the south end of 115th Avenue to provide better service in this industrial area.
- Began design work on the Martinazzi sewer trunk project to support Basalt Creek development.

### Goals for FY 2021/2022

- Complete design of capital projects, including Herman Road bike and pedestrian improvements.
- Continue to update the Public Works Construction Code to provide clear design and construction standards for public works improvements in Tualatin.
- Provide oversight of environmental protection of our natural resources through flood plain management and implementation of stormwater standards for quality and quantity.
- Promote an efficient, accessible, and sustainable transportation system by implementing traffic improvements, and coordinating projects with partner agencies to enhance design and provide better bike and pedestrian facilities.
- Continue to work with partner agencies, like Clean Water Services and Washington County, along with developers, to provide a plan for providing public infrastructure to the Basalt Creek area.
- Complete an update to the Stormwater Master Plan to provide planning for Basalt Creek and Southwest Concept Planning areas.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Number of water quality facilities inspected	87	179	N/A	197
Number of Public Works permits processed	177	221	N/A	200



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 398,001	\$ 502,354	\$ 536,500	\$ 514,370	\$ 514,370	\$ 514,370
Salaries and Wages-Overtime	463	1,517	2,000	2,000	2,000	2,000
Benefits-Employee Benefits	1,407	1,842	2,355	1,980	1,980	1,980
Benefits-FICA	30,748	37,715	40,475	38,495	38,495	38,495
Benefits-Pension	58,019	185,492	122,745	134,930	134,930	134,930
Benefits-Insurance	49,434	77,449	86,840	120,925	120,925	120,925
Benefits-Vacation Buy Back	9,362	-	-	-	-	-
Benefits-Comp Time Buy Back	1	-	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>547,435</b>	<b>806,369</b>	<b>790,915</b>	<b>812,700</b>	<b>812,700</b>	<b>812,700</b>
Office Supplies	583	521	1,000	-	-	-
Printing & Postage	618	326	1,000	500	500	500
Field Supplies	3	266	750	500	500	500
Uniforms & Safety Equipment	538	623	1,000	500	500	500
Cell Phones	2,109	2,538	2,400	2,400	2,400	2,400
Office Equipment & Furniture	347	99	1,000	600	600	600
Computer Equip & Software	2,759	-	-	300	300	300
Erosion Fees to CWS	33,875	24,184	32,000	30,000	30,000	30,000
Consultants	58,113	4,920	10,000	15,000	15,000	15,000
Conferences & Meetings	4,403	3,345	6,750	6,000	6,000	6,000
Membership Dues	796	496	900	1,000	1,000	1,000
Staff Training	2,440	2,626	3,700	3,500	3,500	3,500
Publication, Rpt, Ref Matl	217	109	500	250	250	250
Administrative Expense	391	649	800	500	500	500
Advertising - Legis/Judicial	-	-	100	100	100	100
Advertising - Recruitment	3,896	-	-	-	-	-
Equipment Rental	1,382	249	-	-	-	-
R&M - Equipment	1,328	1,107	2,000	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>113,798</b>	<b>42,058</b>	<b>63,900</b>	<b>61,150</b>	<b>61,150</b>	<b>61,150</b>
Equipment & Furnishings	-	-	-	32,000	32,000	32,000
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
<b>ENGINEERING</b>	<b>\$ 661,233</b>	<b>\$ 848,427</b>	<b>\$ 854,815</b>	<b>\$ 905,850</b>	<b>\$ 905,850</b>	<b>\$ 905,850</b>
 <b>Full-time Equivalents</b>	 <b>6.00</b>	 <b>6.00</b>	 <b>6.20</b>	 <b>6.00</b>	 <b>6.00</b>	 <b>6.00</b>



## **Building Fund Department**

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 2020/2021**

- Over the course of this last year the Building Division continued to provide services to the public fielding all phone calls, accepting applications, performing reviews and inspections both in person and by digital means with a combination of staff working on site and remotely. A large part of this ability to continue serving the public was made possible by enhancing the capacity of the online permit system software and related tools.
- Processed approximately 1,200 permits, including alterations to commercial and industrial structures and existing tenant spaces as well as single-family dwelling additions and remodels. This number is roughly 200 fewer permits than the previous calendar year.
- Completed over 3,300 inspections for those permits that were processed and this number is approximately 38% fewer inspections than were performed the previous year.
- Building staff were able to attend training and educational functions to maintain and increase the number of certifications through virtual programs and online classes.
- The Code Compliance Officer position continued to develop support of Department staff enforcement actions and collaboration with Community Services Officer with City Police.
- With assistance from City Administration, the Division was able to re-classify the Permit Technician position into a Permit Coordinator, enhancing Department efficiency and customer service.

### **Goals for FY 2021/2022**

- Maintain and strengthen teamwork and customer service at the new office location on Herman Rd. and 108th both online and in person, when that occurs, by enhancing 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.
- Enhance multi-division development review coordination meetings to increase responsiveness to customer needs.
- Further refine the Building Division website and permit system software page and tools allowing customers necessary information and pathways to submit and obtain permits more efficiently and increase the ability of staff to integrate those tools into their work product.



Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Number of Permits Processed	1,700	1,400	N/A	1,600
Number of Building Inspections Completed	5,200	5,400	N/A	5,000



Building Inspection



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 518,360	\$ 599,114	\$ 621,460	\$ 652,515	\$ 652,515	\$ 652,515
Salaries and Wages-Overtime	1,027	7,028	5,000	5,000	5,000	5,000
Benefits-Employee Benefits	529	1,826	1,785	1,805	1,805	1,805
Benefits-FICA	39,298	45,254	46,845	49,120	49,120	49,120
Benefits-WC Insurance & Tax	5,004	5,935	5,985	3,780	3,780	3,780
Benefits-Pension	111,633	295,308	151,050	171,810	171,810	171,810
Benefits-Insurance	118,368	130,328	130,685	142,770	142,770	142,770
Benefits-Vacation Buy Back	10,163	-	-	-	-	-
Benefits-Comp Time Buy Back	177	-	-	-	-	-
Benefits-WC Contra	(5,294)	(6,649)	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>799,265</b>	<b>1,078,144</b>	<b>962,810</b>	<b>1,026,800</b>	<b>1,026,800</b>	<b>1,026,800</b>
Office Supplies	680	320	1,000	-	-	-
Printing & Postage	942	335	1,500	1,000	1,000	1,000
Field Supplies	244	75	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	403	468	1,700	1,700	1,700	1,700
Cell Phones	2,456	2,574	1,800	2,500	2,500	2,500
Network/Online	2,551	2,594	2,600	2,600	2,600	2,600
Office Equipment & Furniture	400	1,117	1,000	1,000	1,000	1,000
Computer Equip & Software	-	1,124	1,000	1,000	1,000	1,000
Consultants	15,445	17,214	28,000	27,500	27,500	27,500
Conferences & Meetings	2,062	1,976	4,500	4,500	4,500	4,500
Membership Dues	977	2,160	1,550	1,550	1,550	1,550
Staff Training	5,661	4,121	8,000	8,000	8,000	8,000
Publication, Rpt, Ref Matl	594	3,085	3,000	3,000	3,000	3,000
Administrative Expense	619	713	400	400	400	400
Advertising - Legis/Judicial	-	-	500	500	500	500
Advertising - Recruitment	1,049	-	-	-	-	-
Merchant Discount Fees	48,308	23,744	35,000	35,000	35,000	35,000
Equipment Rental	2,898	-	-	-	-	-
R&M - Equipment	2,981	2,484	3,500	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>88,270</b>	<b>64,104</b>	<b>96,050</b>	<b>91,250</b>	<b>91,250</b>	<b>91,250</b>
Equipment & Furnishings	23,684	24,613	-	-	-	-
<b>CAPITAL OUTLAY</b>	<b>23,684</b>	<b>24,613</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Transfers Out - General Fund	406,380	472,380	518,350	422,550	422,550	422,550
Transfers Out - Tualatin Service Center	-	400,000	-	-	-	-
Transfers Out -Enterprise Bond	-	-	65,000	72,780	72,780	72,780
<b>TRANSFERS OUT</b>	<b>406,380</b>	<b>872,380</b>	<b>583,350</b>	<b>495,330</b>	<b>495,330</b>	<b>495,330</b>
Contingency	-	-	246,330	231,415	231,415	231,415
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>246,330</b>	<b>231,415</b>	<b>231,415</b>	<b>231,415</b>
General Account Reserve	2,057,726	2,126,959	512,335	664,285	664,285	664,285
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>2,057,726</b>	<b>2,126,959</b>	<b>512,335</b>	<b>664,285</b>	<b>664,285</b>	<b>664,285</b>
<b>BUILDING FUND</b>	<b>\$ 3,375,325</b>	<b>\$ 4,166,200</b>	<b>\$ 2,400,875</b>	<b>\$ 2,509,080</b>	<b>\$ 2,509,080</b>	<b>\$ 2,509,080</b>
<b>Full-time Equivalents</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>



# 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









**SUMMARY OF REQUIREMENTS****CULTURE AND RECREATION**

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Personal Services	\$ 3,661,033	\$ 4,188,289	\$ 3,935,045	\$ 4,155,200	\$ 4,155,200	\$ 4,155,200
Materials & Services	1,163,452	1,136,330	1,683,065	1,245,335	1,336,270	1,339,070
Capital Outlay	1,524,148	371,335	1,596,000	1,319,270	1,632,070	1,632,070
Transfers Out	42,780	77,790	79,510	106,410	106,410	106,410
Debt Service	-	349,061	-	-	-	-
Contingency	-	-	-	539,480	539,480	539,480
Reserves & Unappropriated	229,458	250,634	2,231,625	1,295,680	1,545,410	1,545,410
<b>Total Requirements</b>	<b>\$ 6,620,871</b>	<b>\$ 6,373,439</b>	<b>\$ 9,525,245</b>	<b>\$ 8,661,375</b>	<b>\$ 9,314,840</b>	<b>\$ 9,317,640</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 more than 100,000 items, and Tualatin residents have access to more than 1.7 million library items, including more than 100,000 ebooks, through a cooperative library service agreement.

Volunteers assist the Library in checking in and shelving books, helping with programs, pulling items on reserve, and preparing new materials to be added to the Library. The Tualatin Library Advisory Committee provides community-based advice to Library staff and the City Council on library-related matters. The Library is supported by Friends of the Tualatin Library, an active group that gives funds to supplement Library programs and equipment needs. The Tualatin Library Foundation generates funds for the long-term financial health of the Library and to support childhood literacy efforts.

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

## Highlights of FY 2020/2021

- Modified service delivery during the COVID-19 pandemic, allowing curbside pickup of library materials and printing. Transitioned to virtual programs, with a mix of live and pre-recorded video.
- Along with other WCCLS libraries, eliminated overdue fines, restoring access to hundreds of Tualatin library cardholders with blocked accounts.
- Remodeled the Library to build a makerspace, a collaborative, creative space where people can create physical objects or digital media.
- Helped prepare young children for success in school through virtual storytimes, book clubs, and other family-oriented programs.
- Encouraged a love of reading through summer distribution of more than 1,000 books in partnership with the Tigard-Tualatin School District's summer free lunch program and at the Library. Hosted daily summer free lunch program at the Library, serving approximately 1,200 lunches.
- Inspired, delighted, satisfied curiosity, and provided opportunities for Tualatin's diverse community through the Library collection. Checked out about 300,000 items including books, music, movies, and ebooks.



### Goals for FY 2021/2022

- Continue to manage the Tualatin Library in a manner that creates an inclusive community center where learning, discovery, and interaction flourishes, expresses a welcoming civic identity, and embraces Tualatin's values and future. Work to ensure that library utilization mirrors the community demographics.
- Support an affordable, livable, and family-oriented community by maintaining the diversity and quantity of programming for the whole community and high circulation of the collection of books, music, and movies.
- Actively promote the Library as a social gathering place and increase public engagement through participation with groups such as the Tualatin Library Advisory Committee, Friends of the Tualatin Library, the Tualatin Library Foundation, and the Teen Library Committee.
- Support inclusion in Tualatin through culturally relevant programs and services. Review administrative policies using an equity lens.
- Continue outreach to Tualatin's schools and preschools to increase active youth cardholders. Partner with TTSD to distribute Youth Access Cards to all Tualatin students.
- Continue expanding access to STEAM learning and creative opportunities through Library Makerspace programming, with 75% or more participating youth expressing increased interest in STEAM subjects. Assess community technology needs.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Library visits per capita	8	6	N/A	6
Registered borrowers as percentage of service population	63.9%	69.0%	N/A	70.0%
Circulation per capita	18	15	N/A	15



*Tualatin Library Makerspace*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 947,477	\$ 984,606	\$ 903,650	\$ 1,110,685	\$ 1,110,685	\$ 1,110,685
Salaries and Wages-Part Time	190,363	183,842	256,245	80,860	80,860	80,860
Salaries and Wages-Temporary	139,927	114,059	147,755	152,155	152,155	152,155
Salaries and Wages-Overtime	722	1,347	1,805	1,800	1,800	1,800
Benefits-Employee Benefits	7,470	7,943	8,050	8,220	8,220	8,220
Benefits-FICA	95,480	95,609	98,415	100,710	100,710	100,710
Benefits-Pension	285,605	505,361	302,825	328,460	328,460	328,460
Benefits-Insurance	213,027	226,909	213,800	267,320	267,320	267,320
Benefits-Sick Leave Buy Back	1,292	-	-	-	-	-
Benefits-Vacation Buy Back	6,435	3,000	-	-	-	-
Benefits-Comp Time Buy Back	-	359	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>1,887,798</b>	<b>2,123,035</b>	<b>1,932,545</b>	<b>2,050,210</b>	<b>2,050,210</b>	<b>2,050,210</b>
Office Supplies	6,094	5,460	15,585	9,000	9,000	9,000
Printing & Postage	7,665	5,092	10,600	7,000	11,500	11,500
Supplies - Donated Funds	-	-	1,000	1,000	1,000	1,000
Collection Development	244,241	187,163	244,500	220,000	220,000	220,000
Uniforms & Safety Equipment	314	78	400	400	400	400
Medical & Other Testing	702	234	-	-	-	-
Network/Online	1,888	543	-	540	540	540
Office Equipment & Furniture	9,877	8,216	23,865	9,600	14,100	14,100
Computer Equip & Software	2,848	824	5,370	16,600	16,600	16,600
Library Tech - Public	7,491	9,892	3,000	3,000	3,000	5,800
Special Programs	46,517	38,246	69,410	50,000	50,000	50,000
Consultants	11,424	61,208	2,500	2,500	2,500	2,500
Conferences & Meetings	6,478	5,586	7,700	7,380	7,380	7,380
Membership Dues	1,250	1,360	1,570	1,680	1,680	1,680
Staff Training	1,825	1,060	1,500	1,500	1,500	1,500
Administrative Expense	3,976	1,975	5,000	5,000	5,000	5,000
Advertising - Recruitment	762	94	-	-	-	-
Advertising - Promotional	2,146	3,540	6,000	4,000	4,000	4,000
Equipment Rental	5,492	(51)	17,515	13,430	13,430	13,430
R&M - Equipment	11,139	10,618	7,960	1,000	1,000	1,000
<b>MATERIAL &amp; SERVICES</b>	<b>372,129</b>	<b>341,138</b>	<b>423,475</b>	<b>353,630</b>	<b>362,630</b>	<b>365,430</b>



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Equipment & Furnishings	29,108	12,178	10,000	-	-	-
<b>CAPITAL OUTLAY</b>	<b>29,108</b>	<b>12,178</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LIBRARY</b>	<b>\$ 2,289,035</b>	<b>\$ 2,476,351</b>	<b>\$ 2,366,020</b>	<b>\$ 2,403,840</b>	<b>\$ 2,412,840</b>	<b>\$ 2,415,640</b>
<b>Full-time Equivalents</b>	<b>19.65</b>	<b>19.70</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.”

Highlights of FY 2020/2021

- Awarded two scholarships in the amount of \$1,250 each, with support of a grant from TE Connectivity.

Goals for FY 2021/2022

- Accumulate interest to award one grant in FY2022-23.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Number of scholarships awarded.	2	2	N/A	0



A Recipient of the 2020-21 Scholarship



## CULTURE AND RECREATION

## TUALATIN SCHOLARSHIP FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Scholarships	\$ 3,000	\$ 3,000	\$ 2,500	\$ -	\$ -	\$ -
<b>MATERIAL &amp; SERVICES</b>	<b>3,000</b>	<b>3,000</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
General Account Reserve	51,021	50,611	50,710	50,430	50,430	50,430
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>51,021</b>	<b>50,611</b>	<b>50,710</b>	<b>50,430</b>	<b>50,430</b>	<b>50,430</b>
<b>TUALATIN SCHOLARSHIP FUND</b>	<b>\$ 54,021</b>	<b>\$ 53,611</b>	<b>\$ 53,210</b>	<b>\$ 50,430</b>	<b>\$ 50,430</b>	<b>\$ 50,430</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 2020/2021**

- Adapted special events to allow for social distancing and health precautions due to COVID-19. While large gatherings were no longer allowed due to the health pandemic, Tualatin Parks & Recreation staff adapted existing programs and created new programs to encourage community connections while staying safe. New events included the popular Donuts in the Parks days, Holiday Lights Parades, Share the Love, and Outrun the Rain. Together, these events provided an important health and community psyche benefit.
- Engaged approximately 350 youth participants from age four through eighteen in recreation programs including summer camps, teen programming, and Tualatin Youth Advisory Council with over 8,500 program hours.
- The Juanita Pohl Center promoted healthy lifestyles and provided life-long learning programs, social engagement, and physical activities through online and virtual platforms engaging nearly 6,000 participants.
- Tualatin Youth Advisory Council (YAC) members continued to participate in virtual council meetings throughout the year. YAC members focused on ways to magnify the voices of community members through the Tualatin Talks podcast program.
- 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 34th consecutive year.
- Completed the first year as a designated Bee City USA®. Through this program, 200 people participated in 5 pollinator-related events.



**Goals for FY 2021/2022**

- 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.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Number of participants in rec programs measured by Community Pass registration statistics	N/A	N/A	N/A	1,400
Number of participant Holiday Lights Parade vehicles as measured by program registration statistics	N/A	N/A	N/A	100
Number of program scholarships offered	N/A	N/A	N/A	20

*Share the Love Program*



## CULTURE AND RECREATION

## PARKS AND RECREATION

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 456,860	\$ 495,199	\$ 514,090	\$ 534,250	\$ 534,250	\$ 534,250
Salaries and Wages-Part Time	44,348	47,848	51,555	54,745	54,745	54,745
Salaries and Wages-Temporary	82,783	93,214	107,780	152,660	152,660	152,660
Salaries and Wages-Overtime	2,572	2,491	3,400	3,400	3,400	3,400
Benefits-Employee Benefits	10,249	10,728	10,800	10,960	10,960	10,960
Benefits-FICA	44,850	47,973	50,975	56,110	56,110	56,110
Benefits-Pension	94,028	225,817	135,945	154,795	154,795	154,795
Benefits-Insurance	85,916	95,066	97,585	107,765	107,765	107,765
Benefits-Vacation Buy Back	3,470	2,015	-	-	-	-
Benefits-Comp Time Buy Back	1,805	-	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>826,881</b>	<b>1,020,351</b>	<b>972,130</b>	<b>1,074,685</b>	<b>1,074,685</b>	<b>1,074,685</b>
Office Supplies	3,541	2,474	4,735	3,600	3,600	3,600
Printing & Postage	1,208	640	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	1,496	1,834	3,250	3,250	3,250	3,250
Medical & Other Testing	702	178	-	-	-	-
Cell Phones	809	813	730	730	730	730
Office Equipment & Furniture	1,447	3,107	5,015	3,900	3,900	3,900
Donations - Outside Agency	39,978	35,450	20,000	36,000	36,000	36,000
Youth Development	40,456	26,350	23,915	35,720	35,720	35,720
Concerts on The Commons	23,647	23,740	7,000	17,275	17,275	17,275
Arts Program	3,654	4,380	11,000	11,000	15,935	15,935
Special Programs	32,498	70,754	52,270	59,900	59,900	59,900
Recreation Program Expend	18,817	14,876	24,610	24,020	24,020	24,020
Recreation Program Expend-JPC	49,114	35,622	61,490	50,110	50,110	50,110
Consultants	3,071	17,688	7,000	7,000	25,000	25,000
Conferences & Meetings	20,925	22,115	20,485	20,470	20,470	20,470
Membership Dues	3,535	4,739	4,040	4,040	4,040	4,040
Staff Training	519	170	600	600	600	600
Administrative Expense	2,559	322	2,350	2,350	2,350	2,350
Advertising - Recruitment	4,578	175	-	-	-	-
Advertising - Promotional	37,570	23,275	40,755	40,050	40,050	40,050
Equipment Rental	17,018	11,896	18,510	18,510	18,510	18,510
R&M - Equipment	4,780	2,712	4,640	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>311,922</b>	<b>303,310</b>	<b>313,395</b>	<b>339,525</b>	<b>362,460</b>	<b>362,460</b>



**CULTURE AND RECREATION****PARKS AND RECREATION**

<b>Account Description</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Equipment & Furnishings	3,991	-	-	-	-	-
Fund Projects	-	-	-	389,250	389,250	389,250
<b>CAPITAL OUTLAY</b>	<b>3,991</b>	<b>-</b>	<b>-</b>	<b>389,250</b>	<b>389,250</b>	<b>389,250</b>
<b>PARKS AND RECREATION</b>	<b>\$ 1,142,794</b>	<b>\$ 1,323,661</b>	<b>\$ 1,285,525</b>	<b>\$ 1,803,460</b>	<b>\$ 1,826,395</b>	<b>\$ 1,826,395</b>
<b>Full-time Equivalents</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>



## **Parks Maintenance Department**

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 expand throughout the city, including streetscape plantings, reverse frontage screening plantings, Interstate 5 – Exit 289 landscape, developed and undeveloped greenways, wetlands, and other natural areas. Parks Maintenance staff also provides oversight of the contract services for 87 of the publicly owned storm water management facilities, maintaining their naturalized plantings, removing invasive plant species, and improving the quality of storm water.

### **Highlights of FY 2020/2021**

- Parks Maintenance staff adapted to the impacts of COVID-19 by providing essential services keeping our parks open, clean, and accessible, for our residents and guests. Both workplace safety standards and Oregon Health Authority guidelines were adopted to insure the safety of our staff and public.
- Coordinated staff and contractual services to provide an effective cleanup response to the 2021 Valentine's Day Ice Storm impact on street trees as well as park trees.
- Adjusted staff support due to COVID-19 restrictions enabling the continuation of Volunteer Services Programming including Put Down Roots in Tualatin, TEAM Tualatin, and a variety of other environmental programs that engage our citizenry in improvements to our parks, greenways, and natural areas. Continued native species restoration plantings along the newest segment of the Saum Creek trail and Ibach Park. Plantings included 1,500 trees, shrubs and native pollinating wildflowers along these vegetated corridors.
- Resurfacing and painting improvements at Atfalati Park including transitioning an underused tennis court into a Futsal court.
- Installed a new pour in place rubber safety surface at Jurgens Park.
- Continue to evaluate the condition of our assets and apply resource management principals to maintain assets.
- Continued staff support to Volunteer Services programs including Put Down Roots in Tualatin, TEAM Tualatin, and a variety of volunteer opportunities that engage our citizenry in environmental improvements that benefit our parks, greenways, and natural areas.



### Goals for FY 2021/2022

- Assess trees damaged in ice storm and take corrective measures to sustain our forested areas.
- Enhance pollinator habitat by continuing native pollinator planting projects throughout the City.
- Continue to develop and implement environmentally sustainable practices, policies, and procedures for the treatment and application of herbicides and pesticides.
- Address sidewalk trip hazards and pavement surfacing problems identified in accessibility report by repairing or replacing concrete and asphalt surfaces at Tualatin Commons Lake.
- Develop funding sources and strategy for Parks and Recreation Master Plan implementation (replace aging facilities & serve future needs).
- Review the condition assessment ratings of our aging park equipment and facilities and plan for the appropriate repair and replacement measures.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Number of community planting events held to help restore natural areas	8	4	N/A	4
Linear feet of gravel surfaces repaired and/or resurfaced	620'	450'	N/A	500'
Operating Expenditures per Acre of managed park land	N/A	N/A	N/A	\$4,982



*Parks Maintenance*



## CULTURE AND RECREATION

## PARKS MAINTENANCE

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 526,182	\$ 541,685	\$ 565,220	\$ 562,120	\$ 562,120	\$ 562,120
Salaries and Wages-Temporary	74,591	63,331	91,645	93,510	93,510	93,510
Salaries and Wages-Overtime	20,643	18,271	21,000	21,000	21,000	21,000
Salaries and Wages-On-Call	5,220	4,733	4,530	5,285	5,285	5,285
Benefits-Employee Benefits	1,586	1,530	1,530	1,550	1,550	1,550
Benefits-FICA	46,077	46,716	51,135	51,140	51,140	51,140
Benefits-Pension	138,762	243,189	165,905	171,290	171,290	171,290
Benefits-Insurance	130,765	123,382	129,405	124,410	124,410	124,410
Benefits-Vacation Buy Back	2,508	1,834	-	-	-	-
Benefits-Comp Time Buy Back	18	231	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>946,352</b>	<b>1,044,902</b>	<b>1,030,370</b>	<b>1,030,305</b>	<b>1,030,305</b>	<b>1,030,305</b>
Office Supplies	-	-	680	-	-	-
Printing & Postage	-	-	200	200	200	200
Botanical & Chem Supplies	24,929	10,756	28,800	28,800	28,800	28,800
Street Trees	17,868	1,781	11,400	11,400	15,400	15,400
Uniforms & Safety Equipment	5,517	5,395	6,040	5,820	5,820	5,820
Medical & Other Testing	1,066	677	1,200	1,200	1,200	1,200
Cell Phones	5,726	5,950	6,350	6,110	6,110	6,110
Small Tools	16,662	11,869	4,250	4,250	4,250	4,250
Computer Equip & Software	-	199	6,000	-	-	-
Consultants	10,335	1,400	7,740	7,740	7,740	7,740
Utilities - City Parks	70,039	66,068	93,910	98,615	98,615	98,615
Conferences & Meetings	2,768	-	3,300	3,300	3,300	3,300
Membership Dues	295	8,916	975	975	975	975
Staff Training	4,895	9,614	5,900	5,900	5,900	5,900
Staff/Dept Recognition	752	371	-	-	-	-
Administrative Expense	57	60	850	850	850	850
Advertising - Recruitment	227	118	-	-	-	-
Grounds & Landscaping	263,163	260,850	700,650	304,760	359,760	359,760
Equipment Rental	3,457	2,162	2,500	2,500	2,500	2,500
Inventory Supplies	7,663	7,194	-	-	-	-
R&M - Equipment	38,903	29,628	55,450	55,160	55,160	55,160
<b>MATERIAL &amp; SERVICES</b>	<b>474,322</b>	<b>423,008</b>	<b>936,195</b>	<b>537,580</b>	<b>596,580</b>	<b>596,580</b>



**CULTURE AND RECREATION****PARKS MAINTENANCE**

<b>Account Description</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Equipment & Furnishings	15,889	294,487	434,000	23,000	133,000	133,000
<b>CAPITAL OUTLAY</b>	<b>15,889</b>	<b>294,487</b>	<b>434,000</b>	<b>23,000</b>	<b>133,000</b>	<b>133,000</b>
<b>PARKS MAINTENANCE</b>	<b>\$ 1,436,563</b>	<b>\$ 1,762,397</b>	<b>\$ 2,400,565</b>	<b>\$ 1,590,885</b>	<b>\$ 1,759,885</b>	<b>\$ 1,759,885</b>
<b>Full-time Equivalents</b>	<b>9.00</b>	<b>9.00</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 the management and maintenance of our parks, trails, greenways, and natural areas. Funds collected will provide for the capital maintenance, improvement, renovation, and replacement of facilities and amenities within the City's Parks System.

This fund will facilitate life cycle management, Americans with Disabilities Act (ADA) compliant upgrades, equitable renovations, and implementation of environmentally sustainable practices, which will promote sustainability, accessibility, connectivity and equity.

The community takes pride in Tualatin being a wonderful, livable city, with vibrant gathering places and beautiful parks. However, as amenities age, they are in need of repairs, renovations, replacements, improvements and upgrades, this fund will help meet those needs. The Parks Utility Fund provides for an intentional approach to deferred maintenance and the ability to plan for sustainable service levels, project prioritization, and end of life cycle replacements. The proactive management of this fund will prolong the life the City's parks, trails, greenways and natural areas.

## Highlights of FY 2020/2021

- Adopted Parks Utility Ordinance (TMC 3-07).

## Goals for FY 2021/2022

- Develop 5 year work plan for use of Parks Utility Fee revenues.





## CULTURE AND RECREATION

## PARKS UTILITY FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Printing & Postage	\$ -	\$ -	\$ -	\$ 9,600	\$ 9,600	\$ 9,600
<b>MATERIAL &amp; SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,600</b>	<b>9,600</b>	<b>9,600</b>
Fund Projects	-	-	-	100,000	100,000	100,000
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Transfers Out - General Fund	-	-	-	29,360	29,360	29,360
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,360</b>	<b>29,360</b>	<b>29,360</b>
Contingency	-	-	-	539,480	539,480	539,480
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>539,480</b>	<b>539,480</b>	<b>539,480</b>
<b>PARKS UTILITY FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 678,440</b>	<b>\$ 678,440</b>	<b>\$ 678,440</b>



**Park Development Fund**

The City of Tualatin Park Planning and Development Division's mission is to provide quality oversight of the planning and development of community gathering places throughout the City through a collaborative community engagement approach and dedication to environmental preservation and sustainable practices.

**Highlights of FY 2020/2021**

- Began Tualatin's Parks and Recreation Master Plan implementation with eight renovation projects, and funding discussion/consideration.
- Equity and Inclusion as a consideration selection for parks and recreation services.
- Completed Tualatin Commons splash pad design and construction proceeding.
- Began a parks and recreation plan for the City planning area in Basalt Creek.
- Submitted an Oregon Community Paths grant application for the design and construction of a Tualatin River Greenway Trail section.
- Held an extensive public engagement process having a bilingual Spanish first approach for Stoneridge Park redesign.
- Partnered with Metro for land acquisition on several sections of the Ice Age Tonquin Trail.

**Goals for FY 2021/2022**

- Engage and involve community members to plan for parks and recreation facilities in the Basalt Creek area.
- Finalize Basalt Creek Parks and Recreation Plan.
- Secure Stoneridge Park funding for construction, design and park development.
- Reassess park and recreation facility assets and prioritize projects based on condition and need for funding consideration.
- Complete the Tualatin Commons splash pad renovation project, and close out state grant.
- Review, evaluate and prioritize grant funding opportunities to determine application submittals.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Facility renovation projects to kept community gathering places vibrant and accessible	1	3	N/A	6
Number of community members engaged in planning processes for park planning and development	N/A	1,700	N/A	750
Grant funding applications for park and trail projects to meet Tualatin 2030 Vision initiatives	1	2	N/A	3



## CULTURE AND RECREATION

## PARK DEVELOPMENT FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Office Supplies	\$ -	\$ -	\$ 2,500	\$ 2,000	\$ 2,000	\$ 2,000
Printing & Postage	2,024	-	5,000	3,000	3,000	3,000
Photographic Supplies	55	-	-	-	-	-
Consultants	-	65,872	-	-	-	-
<b>MATERIAL &amp; SERVICES</b>	<b>2,079</b>	<b>65,872</b>	<b>7,500</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
Land Acquisition	293,932	234	15,000	-	-	-
Feasibility Studies	89,555	-	80,000	40,000	40,000	40,000
Projects Professional Svc	5,985	-	-	65,000	267,800	267,800
Projects Construction	1,085,688	64,436	1,057,000	702,020	702,020	702,020
<b>CAPITAL OUTLAY</b>	<b>1,475,160</b>	<b>64,670</b>	<b>1,152,000</b>	<b>807,020</b>	<b>1,009,820</b>	<b>1,009,820</b>
Interest - Interfund Loan	-	14,061	-	-	-	-
<b>DEBT SERVICE</b>	<b>-</b>	<b>14,061</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers Out - General Fund	42,780	77,790	79,510	77,050	77,050	77,050
<b>TRANSFERS OUT</b>	<b>42,780</b>	<b>77,790</b>	<b>79,510</b>	<b>77,050</b>	<b>77,050</b>	<b>77,050</b>
Future Years Projects	178,437	200,023	2,180,915	1,245,250	1,494,980	1,494,980
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>178,437</b>	<b>200,023</b>	<b>2,180,915</b>	<b>1,245,250</b>	<b>1,494,980</b>	<b>1,494,980</b>
<b>PARK DEVELOPMENT FUND</b>	<b>\$ 1,698,456</b>	<b>\$ 422,416</b>	<b>\$ 3,419,925</b>	<b>\$ 2,134,320</b>	<b>\$ 2,586,850</b>	<b>\$ 2,586,850</b>





CITY OF TUALATIN

ADOPTED  
2021/2022 BUDGET



# Public Safety

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

## Police









**SUMMARY OF REQUIREMENTS****PUBLIC SAFETY**

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Personal Services	\$ 7,014,571	\$ 7,941,108	\$ 7,435,045	\$ 7,602,735	\$ 7,602,735	\$ 7,602,735
Materials & Services	725,168	687,968	773,960	901,965	901,965	909,615
Capital Outlay	183,498	146,967	192,000	116,000	116,000	116,000
<b>Total Requirements</b>	<b>\$ 7,923,237</b>	<b>\$ 8,776,043</b>	<b>\$ 8,401,005</b>	<b>\$ 8,620,700</b>	<b>\$ 8,620,700</b>	<b>\$ 8,628,350</b>



## Police Department

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

### Administration

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

### Patrol

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

### Support Services

The Police Support Services division consists of the Records Unit, the Investigations Unit and the Community Services Unit. The Investigations Unit is responsible for major criminal investigations and the delivery of all school based police curriculums including Criminal Justice, Bullying, Internet Safety, Gang Resistance, as well as the GREAT Summer Program. The Records Unit is responsible for the entry and maintenance of all reports and records as well as the receiving, processing and storage of all evidence and department property. The Community Service Unit is responsible for the training of each member and meeting state-mandated certification. The traffic team is assigned to work various shifts and locations in the City to address traffic-related issues and investigate motor vehicle crashes. The Community Service Officer is responsible for handling Code Enforcement issues, rental housing ordinance issues and supplementing patrol officers by handling low-priority calls for service.



### Highlights of FY 2020/2021

- Handled close to 24,000 calls for service and wrote over 3,000 police reports during a global pandemic. Tualatin is consistently recognized as one of the safest cities in Oregon.
- Recognized and awarded a "Top Workplace 2020" honor by the Oregonian. This recognition was awarded based on the results of an employee feedback survey.
- Engaged our Community in discussions around police use of force. High liability policies, including Use of Force, were reviewed and modified. This was a thorough and collaborative process that included policy review by all police personnel and four facilitated community conversations about the policies, including with the Diversity Task Force, as well as community engagement through email, social media and a virtual comment box.
- During the global pandemic, we pro-actively made schedule and staffing adjustments so we could continue to provide the Tualatin community with the level of service they have come to expect; without jeopardizing officers' health or safety. We had zero positive COVID-19 test results stemming from workplace exposures.

### Goals for FY 2021/2022

- Provide a safe community and an excellence in customer service.
- Establish a body-worn camera program for increased transparency, accountability and safety in community member contacts.
- Enhance availability of mental health resources in our community for those in need. This includes resources for officers to better assist those in crisis.
- Transition to a new regional digital police radio network that is connected to our community's ability to utilize 9-1-1 and non-emergency reporting systems.
- Emphasize staff wellness and provide quality training in areas such as de-escalation, crisis intervention and diversity, equity and inclusion.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Crimes Against Person (calendar year)	213	183	N/A	< 180
Crimes Against Property (calendar year)	1,470	1,520	N/A	< 1,500
Behavioral Crimes (calendar year)	486	512	N/A	< 500



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 3,955,724	\$ 4,118,980	\$ 4,243,240	\$ 4,334,605	\$ 4,334,605	\$ 4,334,605
Salaries and Wages-Temporary	84,063	35,004	-	7,475	7,475	7,475
Salaries and Wages-Overtime	258,882	237,577	255,010	255,000	255,000	255,000
Salaries and Wages-On-Call	1,361	-	-	-	-	-
Benefits-Employee Benefits	18,147	16,873	16,080	16,400	16,400	16,400
Benefits-FICA	329,668	335,417	350,270	357,880	357,880	357,880
Benefits-Pension	1,181,142	2,011,874	1,378,005	1,462,695	1,462,695	1,462,695
Benefits-Insurance	1,039,775	1,040,554	1,071,690	1,046,605	1,046,605	1,046,605
Benefits-Sick Leave Buy Back	2,224	-	-	-	-	-
Benefits-Vacation Buy Back	31,018	16,960	15,000	15,000	15,000	15,000
Benefits-Comp Time Buy Back	916	1,945	-	-	-	-
Benefits-Holiday Buy Back	71,983	84,556	65,000	65,000	65,000	65,000
ORPAT-Fitness Incentive	38,250	39,500	40,750	42,075	42,075	42,075
PORAC-Legal Defense Fund	1,418	1,868	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>7,014,571</b>	<b>7,941,108</b>	<b>7,435,045</b>	<b>7,602,735</b>	<b>7,602,735</b>	<b>7,602,735</b>
Office Supplies	11,438	8,505	14,825	12,000	12,000	12,000
Printing & Postage	6,694	5,163	7,000	7,000	7,000	7,000
Photographic Supplies	-	66	-	-	-	-
Energy Supplies	1,327	817	4,000	4,000	4,000	4,000
Evidence & Investigation	4,179	3,998	9,425	6,300	6,300	6,300
Uniforms & Safety Equipment	50,740	46,187	58,010	129,000	129,000	129,000
Medical & Other Testing	6,342	4,130	5,000	5,000	5,000	5,000
Ammun & Defense Equip	53,157	46,964	56,000	49,000	49,000	55,200
Cell Phones	27,685	22,726	20,000	20,000	20,000	20,000
Network/Online	17,242	18,256	21,500	21,500	21,500	21,500
Office Equipment & Furniture	7,442	3,870	4,500	4,500	4,500	4,500
Computer Equip & Software	1,309	1,700	4,000	4,000	4,000	4,000
Minor Vehicle Equipment	2,933	2,905	5,000	5,000	5,000	5,000
GREAT Program	8,819	5,667	10,000	10,000	10,000	10,000
Special Investigative Fund	2,759	4,155	6,100	6,000	6,000	6,000
Community Engagement Supplies	5,527	7,975	7,325	7,200	7,200	7,200
Conferences & Meetings	9,080	1,705	8,500	8,500	8,500	8,500
Membership Dues	5,894	5,100	6,000	6,000	6,000	6,000
Staff Training	37,707	34,440	50,000	50,000	50,000	50,000
Publication, Rpt, Ref Matl	613	222	1,000	1,000	1,000	1,000
Staff/Dept Recognition	5,617	4,097	5,000	5,000	5,000	5,000



	Actual	Actual	Adopted	Proposed	Approved	Adopted
Account Description	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Administrative Expense	3,039	3,033	5,500	5,500	5,500	5,500
Advertising - Recruitment	1,233	1,287	5,000	5,000	5,000	5,000
Contract Services	444,222	449,619	447,775	520,665	520,665	520,665
Equipment Rental	5,193	-	-	-	-	-
Inventory Supplies	860	300	1,500	1,500	1,500	1,500
R&M - Equipment	4,117	5,081	11,000	8,300	8,300	9,750
<b>MATERIAL &amp; SERVICES</b>	<b>725,168</b>	<b>687,968</b>	<b>773,960</b>	<b>901,965</b>	<b>901,965</b>	<b>909,615</b>
Equipment & Furnishings	183,498	146,967	192,000	116,000	116,000	116,000
<b>CAPITAL OUTLAY</b>	<b>183,498</b>	<b>146,967</b>	<b>192,000</b>	<b>116,000</b>	<b>116,000</b>	<b>116,000</b>
<b>POLICE</b>	<b>\$ 7,923,237</b>	<b>\$ 8,776,043</b>	<b>\$ 8,401,005</b>	<b>\$ 8,620,700</b>	<b>\$ 8,620,700</b>	<b>\$ 8,628,350</b>
<b>Full-time Equivalents</b>	<b>47.00</b>	<b>47.00</b>	<b>47.00</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>





CITY OF TUALATIN

ADOPTED  
2021/2022 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.

## Water



## Sewer

## Stormwater



## Streets



## Transportation Projects

## Core Area Parking District



## Tualatin City Services Building









Requirements by Object	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Personal Services	\$ 1,854,082	\$ 2,280,907	\$ 1,978,580	\$ 2,107,005	\$ 2,107,005	\$ 2,107,005
Materials & Services	13,776,365	14,953,769	16,140,850	16,376,270	16,376,270	16,376,270
Capital Outlay	4,200,864	4,996,299	19,026,500	10,981,660	10,981,660	10,981,660
Transfers Out	7,185,956	7,935,105	6,465,955	6,876,320	6,876,320	6,876,320
Other Financing Uses	137,866	-	-	-	-	-
Contingency	-	-	35,176,230	22,295,595	22,295,595	22,295,595
Reserves & Unappropriated	54,313,077	57,218,121	9,960,810	22,032,330	22,032,330	22,032,330
<b>Total Requirements</b>	<b>\$ 81,468,210</b>	<b>\$ 87,384,201</b>	<b>\$ 88,748,925</b>	<b>\$ 80,669,180</b>	<b>\$ 80,669,180</b>	<b>\$ 80,669,180</b>



**SUMMARY OF REQUIREMENTS****UTILITIES-WATER**

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Personal Services	\$ 638,853	\$ 810,544	\$ 855,180	\$ 915,695	\$ 915,695	\$ 915,695
Materials & Services	2,959,293	3,495,770	3,909,040	3,671,140	3,671,140	3,671,140
Capital Outlay	1,253,878	261,113	2,142,000	1,843,000	1,843,000	1,843,000
Transfers Out	2,798,919	2,950,226	2,216,645	2,239,240	2,239,240	2,239,240
Contingency	-	-	2,931,455	2,556,230	2,556,230	2,556,230
Reserves & Unappropriated	8,022,478	8,064,083	3,331,760	4,303,875	4,303,875	4,303,875
<b>Total Requirements</b>	<b>\$ 15,673,421</b>	<b>\$ 15,581,736</b>	<b>\$ 15,386,080</b>	<b>\$ 15,529,180</b>	<b>\$ 15,529,180</b>	<b>\$ 15,529,180</b>



## Water Operating Fund

The City of Tualatin purchases Water from the City of Portland. On average, the City purchases and delivers 4.6 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 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, 58 large commercial meters (3" or greater), and 5,300 backflow devices.

## Highlights of FY 2020/2021

- In response to COVID-19 we created and implemented a COOP plan (Continuation of Operations Plan) for water, and Public Works, to ensure the safety of our staff and to continue providing safe, high-quality drinking water.
- Created a new Temporary Water Service Program for contractors to access water for construction or temporary uses that better tracks and monitors water use.
- Worked collaboratively across multiple departments (Water, Engineering, I.T., Facilities) to prepare and issue a Request for Proposals (RFP) to upgrade our Supervisory Control and Data Acquisition (SCADA) system to better manage our water distribution system.
- Completed Risk and Resiliency Assessment of our water system as part of the American Water Infrastructure Act (AWIA) project. This assessment will provide guidance on critical updates to our Emergency Response Plan.
- Performed innovative float inspection to assess the condition of our A1 reservoir which allowed us to keep the reservoir full and in use during the inspection to limit impacts to customers.
- Completed a Water Quality Study on the Washington County Water Line (WCSL) to plan for long-term operation and maintenance of the transmission line from Portland Water Bureau to Tualatin.
- Began negotiations with Portland Water Bureau, updating the terms of the Regional Water Sales Agreement in advance of a new agreement in 2026.



### Goals for FY 2021/2022

- Complete updates to our Emergency Response Plan as part of the American Water Infrastructure Act (AWIA) project which will help guide us to increase the resiliency to our water system.
- Complete the implementation plan and design of our new Supervisory Control and Data Acquisition (SCADA) system.
- Complete an updated Operation and Maintenance manual.
- Design interior restoration of our A2 Reservoir.
- Complete our Water Master Plan.
- Complete an initial draft of the Regional Water Sales Agreement with Portland Water Bureau (PWB) and other regional stakeholders.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Non-revenue water as a percentage of total water use	N/A	5.4%	N/A	< 10.0%
Number of regulatory violations	0	2	N/A	0



Testing Equipment



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 403,218	\$ 458,121	\$ 527,415	\$ 558,180	\$ 558,180	\$ 558,180
Salaries and Wages-Overtime	15,312	7,768	10,000	10,000	10,000	10,000
Salaries and Wages-On-Call	5,928	4,669	8,285	10,395	10,395	10,395
Benefits-Employee Benefits	1,412	1,840	3,300	3,590	3,590	3,590
Benefits-FICA	31,647	34,966	40,700	43,115	43,115	43,115
Benefits-WC Insurance & Tax	12,836	13,967	15,240	8,780	8,780	8,780
Benefits-Pension	82,206	184,939	124,685	143,385	143,385	143,385
Benefits-Insurance	99,893	120,294	125,555	138,250	138,250	138,250
Benefits-Vacation Buy Back	102	-	-	-	-	-
Benefits-Comp Time Buy Back	412	740	-	-	-	-
Benefits-WC Contra	(14,112)	(16,761)	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>638,854</b>	<b>810,543</b>	<b>855,180</b>	<b>915,695</b>	<b>915,695</b>	<b>915,695</b>
Office Supplies	26	43	600	-	-	-
Printing & Postage	17,149	19,346	24,200	24,200	24,200	24,200
Water Conservation	1,581	1,700	3,000	3,000	3,000	3,000
Water Purchases - For Tualatin	2,350,024	2,711,349	2,706,230	2,567,330	2,567,330	2,567,330
Hydrants	-	-	2,000	2,000	2,000	2,000
Meters	22	9,024	10,000	10,000	10,000	10,000
Uniforms & Safety Equipment	3,510	3,794	4,960	4,960	4,960	4,960
Medical & Other Testing	214	-	-	-	-	-
Cell Phones	2,169	1,508	2,340	2,135	2,135	2,135
Network/Online	7,823	8,448	9,360	9,960	9,960	9,960
Small Tools	7,108	5,509	5,000	5,000	5,000	5,000
Office Equipment & Furniture	1,911	-	500	500	500	500
Computer Equip & Software	6,425	5,660	29,300	29,300	29,300	29,300
TVWD - Jointline	59,762	-	5,000	15,000	15,000	15,000
TVWD - WA CO Lines	20,561	45,921	45,000	80,000	80,000	80,000
Consultants	75,257	79,957	353,000	343,000	343,000	343,000
Pump Stations - Electricity	46,621	45,143	69,335	73,495	73,495	73,495
Conferences & Meetings	2,550	1,969	7,690	7,690	7,690	7,690
Membership Dues	29,273	38,392	44,350	40,655	40,655	40,655
Staff Training	2,411	8,636	5,840	7,500	7,500	7,500
Publication, Rpt, Ref Matl	25	-	-	-	-	-
Staff/Dept Recognition	97	-	-	-	-	-
Administrative Expense	681	314	750	750	750	750
Advertising - Recruitment	29	80	-	-	-	-



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Merchant Discount Fees	73,926	79,283	65,000	65,000	65,000	65,000
Meter Reading	48,211	49,269	49,215	49,415	49,415	49,415
Contr R&M - Systems	79,857	238,172	277,750	166,520	166,520	166,520
Equipment Rental	-	100	1,300	1,300	1,300	1,300
Inventory Supplies	21,948	14,464	-	-	-	-
R&M - Systems	84,436	37,898	67,255	68,255	68,255	68,255
R&M - Lines	15,484	198	23,000	20,000	20,000	20,000
R&M - Hydrants	204	1,408	5,000	5,000	5,000	5,000
R&M - Reservoir	-	91	1,820	1,820	1,820	1,820
R&M - Pump Stations	-	1,235	1,235	1,235	1,235	1,235
Vehicle Replacement Expense	-	86,860	86,860	63,970	63,970	63,970
R&M - Equipment	-	-	2,150	2,150	2,150	2,150
<b>MATERIAL &amp; SERVICES</b>	<b>2,959,295</b>	<b>3,495,771</b>	<b>3,909,040</b>	<b>3,671,140</b>	<b>3,671,140</b>	<b>3,671,140</b>
Equipment & Furnishings	26,926	33,022	135,000	136,000	136,000	136,000
Projects Professional Svc	183,130	227,451	-	-	-	-
Projects Construction	1,043,707	640	-	-	-	-
Fund Projects	115	-	2,007,000	1,707,000	1,707,000	1,707,000
<b>CAPITAL OUTLAY</b>	<b>1,253,878</b>	<b>261,113</b>	<b>2,142,000</b>	<b>1,843,000</b>	<b>1,843,000</b>	<b>1,843,000</b>
Transfers Out - General Fund	1,510,970	1,295,770	1,317,900	1,325,850	1,325,850	1,325,850
Transfers Out - Building	11,500	-	-	-	-	-
Transfers Out - Tualatin Service Center	-	1,000,000	-	-	-	-
Transfer Out - Park Develop	335,000	-	-	-	-	-
Transfers Out -Enterprise Bond	558,500	558,500	643,700	622,070	622,070	622,070
<b>TRANSFERS OUT</b>	<b>2,415,970</b>	<b>2,854,270</b>	<b>1,961,600</b>	<b>1,947,920</b>	<b>1,947,920</b>	<b>1,947,920</b>
Contingency	-	-	1,330,170	1,266,100	1,266,100	1,266,100
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>1,330,170</b>	<b>1,266,100</b>	<b>1,266,100</b>	<b>1,266,100</b>
Rate Stabilization Reserve	6,816,514	6,749,605	-	-	-	-
Future Years Projects	-	-	3,331,760	4,303,875	4,303,875	4,303,875
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>6,816,514</b>	<b>6,749,605</b>	<b>3,331,760</b>	<b>4,303,875</b>	<b>4,303,875</b>	<b>4,303,875</b>
<b>WATER OPERATING FUND</b>	<b>\$ 14,084,511</b>	<b>\$ 14,171,302</b>	<b>\$ 13,529,750</b>	<b>\$ 13,947,730</b>	<b>\$ 13,947,730</b>	<b>\$ 13,947,730</b>
 <b>Full-time Equivalents</b>	 <b>7.00</b>	 <b>7.00</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 System Development Charges (SDC) portion of capital projects are transferred from this fund into the Water Operating fund each year.

## Highlights of FY 2020/2021

- Supported the design of the Blake Street to 115th waterline.
- Supported continued work on the Water Master Plan update to plan for future water infrastructure needs.

## Goals for FY 2021/2022

- Contribute to completion of the Water Master Plan and rate study update, supporting a livable community with well-planned infrastructure.
- Support construction of the Blake Street to 115th Avenue waterline to improve water pressure in the area.
- Contribute to the completion of the implementation and design of the new Supervisory Control and Data Acquisition (SCADA) system.



*Water Crew*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Transfers Out - General Fund	\$ 8,990	\$ 7,500	\$ 5,480	\$ 11,070	\$ 11,070	\$ 11,070
Transfers Out - Building	-	26,250	27,565	26,250	26,250	26,250
Transfers Out -Water Operating	373,959	62,206	222,000	254,000	254,000	254,000
<b>TRANSFERS OUT</b>	<b>382,949</b>	<b>95,956</b>	<b>255,045</b>	<b>291,320</b>	<b>291,320</b>	<b>291,320</b>
Contingency	-	-	1,601,285	1,290,130	1,290,130	1,290,130
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>1,601,285</b>	<b>1,290,130</b>	<b>1,290,130</b>	<b>1,290,130</b>
Future Years Projects	1,205,964	1,314,478	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>1,205,964</b>	<b>1,314,478</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>WATER DEVELOPMENT FUND</b>	<b>\$ 1,588,913</b>	<b>\$ 1,410,434</b>	<b>\$ 1,856,330</b>	<b>\$ 1,581,450</b>	<b>\$ 1,581,450</b>	<b>\$ 1,581,450</b>



Requirements by Object	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Personal Services	\$ 359,207	\$ 437,898	\$ 491,135	\$ 524,215	\$ 524,215	\$ 524,215
Materials & Services	7,558,152	7,697,644	7,895,185	8,122,510	8,122,510	8,122,510
Capital Outlay	113,375	448,718	1,364,000	753,000	753,000	753,000
Transfers Out	1,252,515	1,754,185	1,366,675	1,398,275	1,398,275	1,398,275
Contingency	-	-	5,115,870	5,087,485	5,087,485	5,087,485
Reserves & Unappropriated	7,022,165	6,455,287	783,130	949,380	949,380	949,380
<b>Total Requirements</b>	<b>\$ 16,305,414</b>	<b>\$ 16,793,732</b>	<b>\$ 17,015,995</b>	<b>\$ 16,834,865</b>	<b>\$ 16,834,865</b>	<b>\$ 16,834,865</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, over 6,600 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 2020/2021**

- 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 several service laterals within the right-of-way that were damaged or failed.
- Replacement of our 16-year-old Jet-Vac truck, which we use to clean our sewer lines, with a high-efficiency Camel Jet-Vac Truck that recycles water reducing water use and increasing efficiency for our crews.
- Installed the Van Gard system on the Camel Jet-Vac which allows for cleaning/disinfectant of the jet hose and surrounding areas when working in the sanitary sewer system providing a safer working environment.
- Responded to customer service requests to provide timely and helpful assistance.

## **Goals for FY 2021/2022**

- 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 enhancement of the NEXGEN Asset Management software to improve the sanitary system operation and maintenance records.
- Complete upgrades to the system as identified in the Sewer Master plan to better serve current and future residents.



Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Sanitary Sewer Overflows	0	0	N/A	0
Linear Feet of Sewer Line Cleaned	N/A	126,223	N/A	120,000



*Sewer Lateral Repair*



## PUBLIC WORKS

## SEWER OPERATING FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 224,713	\$ 233,409	\$ 300,540	\$ 307,780	\$ 307,780	\$ 307,780
Salaries and Wages-Temporary	-	2,597	-	-	-	-
Salaries and Wages-Overtime	6,298	3,965	5,000	5,000	5,000	5,000
Salaries and Wages-On-Call	2,320	1,775	2,415	1,695	1,695	1,695
Benefits-Employee Benefits	606	689	2,355	2,555	2,555	2,555
Benefits-FICA	17,280	18,457	22,845	23,215	23,215	23,215
Benefits-WC Insurance & Tax	8,552	9,221	8,545	5,800	5,800	5,800
Benefits-Pension	38,608	90,276	63,810	77,360	77,360	77,360
Benefits-Insurance	68,412	79,060	85,625	100,810	100,810	100,810
Benefits-Vacation Buy Back	1,160	9,466	-	-	-	-
Benefits-Comp Time Buy Back	140	4	-	-	-	-
Benefits-WC Contra	(8,883)	(11,020)	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>359,206</b>	<b>437,899</b>	<b>491,135</b>	<b>524,215</b>	<b>524,215</b>	<b>524,215</b>
Office Supplies	-	-	1,200	-	-	-
Printing & Postage	12,180	13,077	13,200	13,200	13,200	13,200
Uniforms & Safety Equipment	1,013	2,081	2,335	2,335	2,335	2,335
Medical & Other Testing	85	330	-	-	-	-
Cell Phones	451	38	660	625	625	625
Network/Online	956	519	2,380	2,380	2,380	2,380
Small Tools	2,729	1,181	1,650	1,650	1,650	1,650
Computer Equip & Software	-	-	3,100	3,100	3,100	3,100
User Charges - Tigard	12,158	13,340	14,690	19,300	19,300	19,300
User Charges - CWS	6,476,245	6,772,088	6,831,215	7,059,145	7,059,145	7,059,145
Consultants	34,602	17,262	50,500	50,500	50,500	50,500
Conferences & Meetings	1,467	-	4,075	4,075	4,075	4,075
Membership Dues	513	400	1,160	1,160	1,160	1,160
Staff Training	1,099	972	1,700	3,000	3,000	3,000
Administrative Expense	66	76	900	900	900	900
Merchant Discount Fees	73,926	79,283	60,000	60,000	60,000	60,000
Contr R&M - Systems	97,514	134,026	147,320	147,320	147,320	147,320
Equipment Rental	-	-	500	500	500	500
Inventory Supplies	568	271	-	-	-	-
R&M - Systems	-	-	80,000	80,000	80,000	80,000
R&M - Pump Stations	7,111	703	2,450	2,450	2,450	2,450
Vehicle Replacement Expense	-	65,545	97,750	92,470	92,470	92,470



## PUBLIC WORKS

## SEWER OPERATING FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
R&M - Equipment	2,137	-	2,400	2,400	2,400	2,400
<b>MATERIAL &amp; SERVICES</b>	<b>6,724,820</b>	<b>7,101,192</b>	<b>7,319,185</b>	<b>7,546,510</b>	<b>7,546,510</b>	<b>7,546,510</b>
Equipment & Furnishings	-	275,044	-	-	-	-
Projects Professional Svc	5,397	165,110	-	-	-	-
Projects Construction	104,741	-	-	-	-	-
Fund Projects	-	-	500,000	450,000	450,000	450,000
<b>CAPITAL OUTLAY</b>	<b>110,138</b>	<b>440,154</b>	<b>500,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>
Transfers Out - General Fund	1,198,140	1,283,060	1,192,810	1,250,430	1,250,430	1,250,430
Transfers Out - Building	6,750	-	-	-	-	-
Transfers Out - Tualatin Service Center	-	400,000	-	-	-	-
Transfers Out -Enterprise Bond	32,405	32,405	112,405	90,775	90,775	90,775
<b>TRANSFERS OUT</b>	<b>1,237,295</b>	<b>1,715,465</b>	<b>1,305,215</b>	<b>1,341,205</b>	<b>1,341,205</b>	<b>1,341,205</b>
Contingency	-	-	1,442,330	1,479,475	1,479,475	1,479,475
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>1,442,330</b>	<b>1,479,475</b>	<b>1,479,475</b>	<b>1,479,475</b>
Future Years Projects	3,327,611	2,706,660	783,130	949,380	949,380	949,380
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>3,327,611</b>	<b>2,706,660</b>	<b>783,130</b>	<b>949,380</b>	<b>949,380</b>	<b>949,380</b>
<b>SEWER OPERATING FUND</b>	<b>\$ 11,759,070</b>	<b>\$ 12,401,370</b>	<b>\$ 11,840,995</b>	<b>\$ 12,290,785</b>	<b>\$ 12,290,785</b>	<b>\$ 12,290,785</b>
<b>Full-time Equivalents</b>	<b>4.00</b>	<b>4.00</b>	<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 2020/2021

- Started design of the Martinazzi Trunk sewer project to meet the needs of residential infill and in preparation for development in Basalt Creek.

## Goals for FY 2021/2022

- Support the construction of the 105th Avenue sewer upsizing project in conjunction with the Garden Corner Curves transportation project.
- Complete design and begin construction of the Martinazzi Trunk sewer project.



*Sanitary Sewer Main Line Repair*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Sys Dev Chg - CWS	\$ 833,333	\$ 596,453	\$ 576,000	\$ 576,000	\$ 576,000	\$ 576,000
<b>MATERIAL &amp; SERVICES</b>	<b>833,333</b>	<b>596,453</b>	<b>576,000</b>	<b>576,000</b>	<b>576,000</b>	<b>576,000</b>
Fund Projects	3,237	8,564	864,000	303,000	303,000	303,000
<b>CAPITAL OUTLAY</b>	<b>3,237</b>	<b>8,564</b>	<b>864,000</b>	<b>303,000</b>	<b>303,000</b>	<b>303,000</b>
Transfers Out - General Fund	15,220	19,970	41,770	38,320	38,320	38,320
Transfers Out - Building	-	18,750	19,690	18,750	18,750	18,750
<b>TRANSFERS OUT</b>	<b>15,220</b>	<b>38,720</b>	<b>61,460</b>	<b>57,070</b>	<b>57,070</b>	<b>57,070</b>
Contingency	-	-	3,673,540	3,608,010	3,608,010	3,608,010
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>3,673,540</b>	<b>3,608,010</b>	<b>3,608,010</b>	<b>3,608,010</b>
Future Years Projects	3,694,555	3,748,628	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>3,694,555</b>	<b>3,748,628</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SEWER DEVELOPMENT FUND</b>	<b>\$ 4,546,345</b>	<b>\$ 4,392,365</b>	<b>\$ 5,175,000</b>	<b>\$ 4,544,080</b>	<b>\$ 4,544,080</b>	<b>\$ 4,544,080</b>



**SUMMARY OF REQUIREMENTS****UTILITIES-STORMWATER**

<b>Requirements by Object</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 21-22</b>
Materials & Services	\$ 1,205,657	\$ 1,341,103	\$ 1,590,105	\$ 1,619,340	\$ 1,619,340	\$ 1,619,340
Capital Outlay	200,461	256,456	760,000	1,030,000	1,030,000	1,030,000
Transfers Out	924,430	1,552,250	1,023,955	1,039,150	1,039,150	1,039,150
Contingency	-	-	890,820	968,750	968,750	968,750
Reserves & Unappropriated	4,785,537	5,218,878	4,011,425	4,960,650	4,960,650	4,960,650
<b>Total Requirements</b>	<b>\$ 7,116,085</b>	<b>\$ 8,368,687</b>	<b>\$ 8,276,305</b>	<b>\$ 9,617,890</b>	<b>\$ 9,617,890</b>	<b>\$ 9,617,890</b>



## Stormwater Operating Fund

The Storm Water Operating Fund pays for the operation and maintenance of the City's stormwater system. Our system consists of approximately 90 miles of pipes, 12 drainage basins, over 2,800 catch basins, 93 public water quality facilities, and hundreds of manholes.

Clean Water Services (CWS) holds the Department of Environmental Quality (DEQ) permits for the Storm and Surface Water runoff systems. The Storm Drain Operating Fund is supported by user charges from Clean Water Service's (CWS) Surface Water Management (SWM) program. The City collects the regional monthly charges and sends the revenue to CWS. The local monthly charges are used to fund City operation, maintenance, and new infrastructure improvements to the system.

## Highlights of FY 2020/2021

- Cleaned and inspected 16% of our storm lines to meet environmental requirements set by Clean Water Services (CWS) and the Environmental Protection Agency (EPA).
- Cleaned catch basins, water quality manholes, filter structures to catch debris before it enters creeks, streams, rivers, and wetlands.
- Inspected and cleared storm channels, ditch inlets, field ditches, and waterways to minimize flooding.
- Swept streets once a month to reduce pollutants from entering our waterways.
- Promptly responded to customer requests to assist homeowners with questions and concerns regarding the stormwater system.
- Maintained and made improvements to water quality facilities to maintain/enhance stormwater treatment capabilities, protect our waterways, and prevent flooding.

## Goals for FY 2021/2022

- Clean and inspect 16% of our storm lines 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 our 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.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Linear Feet of Stormwater Line Cleaned	N/A	94,781	N/A	80,000
Catch Basins Cleaned (sumped & unsumped)	1,596	1,664	N/A	1,600



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Printing & Postage	\$ 12,097	\$ 13,077	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200
Uniforms & Safety Equipment	329	216	1,025	1,020	1,020	1,020
Network/Online	480	888	1,960	1,960	1,960	1,960
Small Tools	1,213	1,268	875	875	875	875
User Charges - Tigard	11,656	12,025	12,850	13,235	13,235	13,235
User Charge - Lake Oswego	106,144	113,583	112,090	112,595	112,595	112,595
User Charges - CWS	615,448	657,333	756,840	775,920	775,920	775,920
Consultants	34,602	5,220	50,500	50,500	50,500	50,500
Utilities - Water	86	128	2,000	2,000	2,000	2,000
Membership Dues	-	-	265	265	265	265
Staff Training	364	650	1,400	1,400	1,400	1,400
Administrative Expense	-	-	700	700	700	700
Tualatin River Gauge	4,361	4,514	4,600	4,800	4,800	4,800
Stream Shading	20,430	19,684	20,000	20,000	20,000	20,000
Contr R&M - Systems	322,840	327,475	376,090	390,990	390,990	390,990
Contr R&M - Water Quality	-	-	1,000	1,000	1,000	1,000
Guardrails & Signs	-	-	5,000	5,000	5,000	5,000
Grounds & Landscaping	74,583	121,704	132,200	132,200	132,200	132,200
Inventory Supplies	94	424	-	-	-	-
R&M - Systems	750	897	1,560	1,560	1,560	1,560
R&M - Pump Stations	150	-	630	630	630	630
Vehicle Replacement Expense	-	62,015	94,220	88,940	88,940	88,940
R&M - Equipment	28	-	1,100	550	550	550
<b>MATERIAL &amp; SERVICES</b>	<b>1,205,655</b>	<b>1,341,101</b>	<b>1,590,105</b>	<b>1,619,340</b>	<b>1,619,340</b>	<b>1,619,340</b>
Equipment & Furnishings	26,926	246,871	-	-	-	-
Projects Professional Svc	11,912	-	-	-	-	-
Projects Construction	64,950	-	-	-	-	-
Fund Projects	-	-	590,000	930,000	930,000	930,000
<b>CAPITAL OUTLAY</b>	<b>103,788</b>	<b>246,871</b>	<b>590,000</b>	<b>930,000</b>	<b>930,000</b>	<b>930,000</b>
Transfers Out - General Fund	723,220	735,050	664,710	719,070	719,070	719,070
Transfers Out - Building	6,750	-	-	-	-	-
Transfers Out - Road Operating	47,760	53,690	64,020	67,330	67,330	67,330
Transfers Out - Tualatin Service Center	-	600,000	-	-	-	-
Transfers Out - Sewer	125,110	131,540	164,240	173,930	173,930	173,930
Transfers Out -Enterprise Bond	19,440	19,440	99,440	63,210	63,210	63,210



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
<b>TRANSFERS OUT</b>	<b>922,280</b>	<b>1,539,720</b>	<b>992,410</b>	<b>1,023,540</b>	<b>1,023,540</b>	<b>1,023,540</b>
Contingency	-	-	475,875	538,900	538,900	538,900
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>475,875</b>	<b>538,900</b>	<b>538,900</b>	<b>538,900</b>
Future Years Projects	4,256,160	4,664,292	4,011,425	4,960,650	4,960,650	4,960,650
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>4,256,160</b>	<b>4,664,292</b>	<b>4,011,425</b>	<b>4,960,650</b>	<b>4,960,650</b>	<b>4,960,650</b>
<b>STORMWATER OPERATING FUND</b>	<b>\$ 6,487,883</b>	<b>\$ 7,791,984</b>	<b>\$ 7,659,815</b>	<b>\$ 9,072,430</b>	<b>\$ 9,072,430</b>	<b>\$ 9,072,430</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 were 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.

### Highlights of FY 2020/2021

- Completed the Stormwater Master Plan and received initial approval from Council.

### Goals for FY 2021/2022

- Incorporate new capital improvement projects from the new Stormwater Master Plan into the city-wide Capital Improvement Plan.
- Provide an update to the Stormwater Master Plan to address specific concerns in Basalt Creek and the Southwest Concept planning areas.



*Stormwater Development*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Fund Projects	\$ 96,673	\$ 9,585	\$ 170,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>CAPITAL OUTLAY</b>	<b>96,673</b>	<b>9,585</b>	<b>170,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Transfers Out - General Fund	2,150	1,280	19,730	4,360	4,360	4,360
Transfers Out - Building	-	11,250	11,815	11,250	11,250	11,250
<b>TRANSFERS OUT</b>	<b>2,150</b>	<b>12,530</b>	<b>31,545</b>	<b>15,610</b>	<b>15,610</b>	<b>15,610</b>
Contingency	-	-	414,945	429,850	429,850	429,850
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>414,945</b>	<b>429,850</b>	<b>429,850</b>	<b>429,850</b>
Future Years Projects	529,378	554,586	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>529,378</b>	<b>554,586</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>STORMWATER DEVELOPMENT FUND</b>	<b>\$ 628,201</b>	<b>\$ 576,701</b>	<b>\$ 616,490</b>	<b>\$ 545,460</b>	<b>\$ 545,460</b>	<b>\$ 545,460</b>



## SUMMARY OF REQUIREMENTS

## UTILITIES-STREETS

Requirements by Object	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Personal Services	\$ 424,770	\$ 571,393	\$ 632,265	\$ 667,095	\$ 667,095	\$ 667,095
Materials & Services	1,975,498	2,344,216	2,736,520	2,953,280	2,953,280	2,953,280
Capital Outlay	1,436,266	220,321	2,039,500	1,768,140	1,768,140	1,768,140
Transfers Out	2,210,092	1,563,394	1,772,650	1,841,195	1,841,195	1,841,195
Contingency	-	-	12,241,285	12,873,720	12,873,720	12,873,720
Reserves & Unappropriated	12,408,769	14,851,229	1,805,475	2,673,605	2,673,605	2,673,605
<b>Total Requirements</b>	<b>\$ 18,455,395</b>	<b>\$ 19,550,553</b>	<b>\$ 21,227,695</b>	<b>\$ 22,777,035</b>	<b>\$ 22,777,035</b>	<b>\$ 22,777,035</b>



## Road Utility Fund

The Road Utility Fund pays for the City's Pavement Maintenance Program, American's with Disabilities Act (ADA) compliant curb ramp installations, and the elimination of sidewalk tripping hazards to create a connected transportation system that meets the needs of our whole community.

The Pavement Maintenance Program consists of maintenance actions such as slurry seal, crack sealing, seal coating, and overlays and complete repaving of a portion of the City's 79 miles of maintained roads. Our 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 our roadways.

This fund also pays for the Street Tree/ Sidewalk 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 hazards and replaces the trees causing the damage.

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

## Highlights of FY 2020/2021

- Sealed 95,000 feet of cracking pavement.
- Improved 16 curb ramps to meet the Americans with Disabilities Act standards.
- Slurry sealed over 60,000 square yards of residential streets.
- Seal Coated sections of Old Tualatin-Sherwood Road and Mohave Court.
- Complete pavement overlay of two sections of Boones Ferry Road including Mohawk Street to Apache Street, and South of Ibach Street to Norwood Road.
- Surveyed and repaired sidewalk tripping hazards in the Pony Ridge neighborhood, north of Tualatin Road, and began work in Fox Hills neighborhood.



*Road Striping*



### Goals for FY 2021/2022

- Sidewalk/Street Trees: Assess, prioritize, and repair tripping hazards finishing the Fox Hills area and working to the west to the Sequoia Ridge and Stone Ridge areas.
- Overlay, slurry seal, and crack seal streets to preserve the road network and to provide a reliable road system. The 2021 program will include Borland Road from 65th Avenue to Wilke Road, 115th Ave between Tualatin-Sherwood Road, Itel Street, and Dogwood Street.
- Continue to install the Americans with Disabilities Act (ADA) compliant curb ramps to improve accessibility.
- Continue to engage neighborhoods and homeowners in project areas to help keep involved and informed on projects in their area.
- Look at options to improve pedestrian safety and bike travel in road restriping of the project areas.

Include a focus in the project selection process in the Pavement Maintenance Program to support an equitable, sustainable, and accessible transportation system that meets the needs of our entire community.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Pavement Condition Index (PCI)	87	85	N/A	> 70



*Road Utility Work*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Printing & Postage	\$ 12,097	\$ 13,077	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Road Fees to Tigard	11,654	9,300	11,855	12,210	12,210	12,210
R&M - Streets	798,180	1,151,822	1,305,000	1,508,010	1,508,010	1,508,010
Sidewalk/Tree Program	103,798	152,156	150,000	150,000	150,000	150,000
Reverse Frontage Program	147,599	134,442	178,520	178,525	178,525	178,525
<b>MATERIAL &amp; SERVICES</b>	<b>1,073,328</b>	<b>1,460,797</b>	<b>1,658,875</b>	<b>1,862,245</b>	<b>1,862,245</b>	<b>1,862,245</b>
Transfers Out - General Fund	101,100	129,730	135,410	167,880	167,880	167,880
Transfers Out - Road Operating	216,350	230,200	259,320	269,175	269,175	269,175
Transfers Out -Enterprise Bond	6,480	6,480	6,480	6,480	6,480	6,480
<b>TRANSFERS OUT</b>	<b>323,930</b>	<b>366,410</b>	<b>401,210</b>	<b>443,535</b>	<b>443,535</b>	<b>443,535</b>
Contingency	-	-	308,230	341,755	341,755	341,755
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>308,230</b>	<b>341,755</b>	<b>341,755</b>	<b>341,755</b>
Road Maintenance	399,380	522,662	256,440	285,110	285,110	285,110
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>399,380</b>	<b>522,662</b>	<b>256,440</b>	<b>285,110</b>	<b>285,110</b>	<b>285,110</b>
<b>ROAD UTILITY FUND</b>	<b>\$ 1,796,638</b>	<b>\$ 2,349,869</b>	<b>\$ 2,624,755</b>	<b>\$ 2,932,645</b>	<b>\$ 2,932,645</b>	<b>\$ 2,932,645</b>



## Road Operating Fund

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 (79 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 (24 City-owned, 18 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 2020/2021

- Swept City streets monthly to provide safe vehicle and bike passage. Some heavily traveled roadways required additional sweeps to keep bike lanes safe from debris.
- Inspected and rated the road system with the Street Saver asset management program to identify future maintenance needs to maintain our road system.
- Responded to the 2021 Valentine's Day Snow and Ice Storm clearing the roads, bike lanes, and sidewalk from debris from hundreds of damaged and fallen trees.
- Converted aging High-Pressure Sodium (HPS) street lights and failing laminated wood poles to Light Emitting Diode (LED) lights on fiberglass poles in the Stone Ridge and Pony Ridge neighborhoods.



### Goals for FY 2021/2022

- Complete design of the Herman Road improvements to better accommodate bicycles and pedestrians and improve stormwater conditions in the corridor.
- Install, repair, and or replace striping and pavement markings as needed to ensure 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) to provide clear and distinctive guidance to the traveling public.
- Complete pedestrian and Americans with Disabilities (ADA) improvements to continue to build an accessible transportation system that meets the needs of our entire community.
- Continue work with Portland General Electric (PGE) to convert streetlights to high-efficiency Light Emitting Diode (LED) fixtures and replace end-of-life wood poles.
- Respond to snow and ice events by applying deicer, plowing, and sanding roadways as needed.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
HPS Lights Converted to LED	N/A	N/A	N/A	1,379
Laminated Wood Street Light Poles Replaced	N/A	N/A	N/A	0



*Road Work*



## PUBLIC WORKS

## ROAD OPERATING FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Salaries and Wages-Full Time	\$ 254,636	\$ 311,417	\$ 380,790	\$ 403,275	\$ 403,275	\$ 403,275
Salaries and Wages-Overtime	8,309	7,640	6,000	6,000	6,000	6,000
Salaries and Wages-On-Call	2,183	1,631	2,770	2,570	2,570	2,570
Benefits-Employee Benefits	606	689	2,350	2,555	2,555	2,555
Benefits-FICA	19,485	23,728	29,080	30,725	30,725	30,725
Benefits-WC Insurance & Tax	11,151	12,251	13,250	7,710	7,710	7,710
Benefits-Pension	69,564	146,975	111,230	120,085	120,085	120,085
Benefits-Insurance	70,973	81,684	86,795	94,175	94,175	94,175
Benefits-Comp Time Buy Back	140	-	-	-	-	-
Benefits-WC Contra	(12,276)	(14,622)	-	-	-	-
<b>PERSONAL SERVICES</b>	<b>424,771</b>	<b>571,393</b>	<b>632,265</b>	<b>667,095</b>	<b>667,095</b>	<b>667,095</b>
Office Supplies	-	-	600	-	-	-
Printing & Postage	101	417	400	1,400	1,400	1,400
Street Landscape Material	1,733	1,238	1,770	1,880	1,880	1,880
Uniforms & Safety Equipment	2,283	2,410	3,400	3,400	3,400	3,400
Cell Phones	1,370	1,511	655	1,160	1,160	1,160
Network/Online	984	999	1,960	1,960	1,960	1,960
Small Tools	1,250	1,180	2,845	2,845	2,845	2,845
Office Equipment & Furniture	454	-	500	500	500	500
Computer Equip & Software	1,560	3,000	2,700	1,500	1,500	1,500
Personal Computer/Laptop	1,862	-	420	420	420	420
Consultants	94,279	5,220	50,000	50,000	50,000	50,000
Utilities - Signals	27,981	28,286	30,000	30,000	30,000	30,000
Street Lights	398,675	374,019	478,000	478,000	478,000	478,000
Conferences & Meetings	1,262	12	6,725	6,725	6,725	6,725
Membership Dues	255	50	2,080	2,080	2,080	2,080
Staff Training	959	5,191	3,300	5,000	5,000	5,000
Publication, Rpt, Ref Matl	542	403	-	-	-	-
Staff/Dept Recognition	61	-	-	-	-	-
Administrative Expense	402	82	650	650	650	650
Grounds & Landscaping	3,665	15,285	7,000	7,000	7,000	7,000
Contr R&M - Road Strip	60,345	66,954	77,000	77,000	77,000	77,000
Street Sweeping	162,121	168,463	149,000	163,900	163,900	163,900
Emergency Road Clean-up	1,144	442	11,850	11,850	11,850	11,850
Signal Maintenance	46,752	60,769	69,890	72,340	72,340	72,340
Inventory Supplies	10,239	7,935	-	-	-	-



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
R&M - Guardrails, signs	7,174	8,491	23,200	23,200	23,200	23,200
R&M - Streets	55,725	7,489	53,640	53,640	53,640	53,640
Vehicle Replacement Expense	-	72,410	72,410	67,135	67,135	67,135
R&M - Equipment	28	31,590	1,050	1,050	1,050	1,050
<b>MATERIAL &amp; SERVICES</b>	<b>883,206</b>	<b>863,846</b>	<b>1,051,045</b>	<b>1,064,635</b>	<b>1,064,635</b>	<b>1,064,635</b>
Equipment & Furnishings	7,152	19,423	-	-	-	-
Projects Professional Svc	290,665	19,737	-	-	-	-
Projects Construction	1,138,169	181,070	-	-	-	-
Fund Projects	280	-	1,204,500	951,500	951,500	951,500
<b>CAPITAL OUTLAY</b>	<b>1,436,266</b>	<b>220,230</b>	<b>1,204,500</b>	<b>951,500</b>	<b>951,500</b>	<b>951,500</b>
Transfers Out - General Fund	736,420	720,630	746,240	778,310	778,310	778,310
Transfers Out - Road Utility	-	374,734	460,000	460,000	460,000	460,000
Transfers Out -Enterprise Bond	19,440	19,440	99,440	77,810	77,810	77,810
<b>TRANSFERS OUT</b>	<b>755,860</b>	<b>1,114,804</b>	<b>1,305,680</b>	<b>1,316,120</b>	<b>1,316,120</b>	<b>1,316,120</b>
Contingency	-	-	629,205	600,830	600,830	600,830
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>629,205</b>	<b>600,830</b>	<b>600,830</b>	<b>600,830</b>
Future Years Projects	2,209,722	2,869,367	1,372,725	2,151,520	2,151,520	2,151,520
Footpath/Biketrail Reserve	98,150	-	3,310	21,300	21,300	21,300
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>2,307,872</b>	<b>2,869,367</b>	<b>1,376,035</b>	<b>2,172,820</b>	<b>2,172,820</b>	<b>2,172,820</b>
<b>ROAD OPERATING FUND</b>	<b>\$ 5,807,975</b>	<b>\$ 5,639,640</b>	<b>\$ 6,198,730</b>	<b>\$ 6,773,000</b>	<b>\$ 6,773,000</b>	<b>\$ 6,773,000</b>
<b>Full-time Equivalents</b>	<b>4.00</b>	<b>4.00</b>	<b>4.60</b>	<b>4.66</b>	<b>4.66</b>	<b>4.66</b>



## Transportation Development Tax Fund

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 2020/2021

- Collected transportation development tax dollars to pay for future transportation expansion projects.
- Contributed to the initial construction of the Garden Corner Curves project.
- Began design of the Tualatin-Sherwood Road utility relocation project in coordination with the Washington County widening project.

### Goals for FY 2021/2022

- Complete design of the Tualatin-Sherwood Road utility relocation project.
- Support transportation congestion relief and pedestrian safety by contributing to the construction of a new traffic signal on Martinazzi Avenue at Sagert Street.
- Support pedestrian and bicycle safety in the Garden Corner Curves corridor by contributing to the completion of construction of community driven improvements.



*Garden Corner Curves Paving*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Fund Projects	\$ -	\$ -	\$ 835,000	\$ 816,640	\$ 816,640	\$ 816,640
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>835,000</b>	<b>816,640</b>	<b>816,640</b>	<b>816,640</b>
Transfers Out - General Fund	-	29,730	12,110	35,600	35,600	35,600
Transfers Out - Building	-	18,750	19,690	18,750	18,750	18,750
Transfers Out - Road Operating	1,102,242	-	-	-	-	-
<b>TRANSFERS OUT</b>	<b>1,102,242</b>	<b>48,480</b>	<b>31,800</b>	<b>54,350</b>	<b>54,350</b>	<b>54,350</b>
Contingency	-	-	11,293,410	11,923,100	11,923,100	11,923,100
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>11,293,410</b>	<b>11,923,100</b>	<b>11,923,100</b>	<b>11,923,100</b>
Future Years Projects	9,538,691	11,271,889	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>9,538,691</b>	<b>11,271,889</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSPORTATION DEVELOPMENT TAX FUND</b>	<b>\$ 10,640,933</b>	<b>\$ 11,320,369</b>	<b>\$ 12,160,210</b>	<b>\$ 12,794,090</b>	<b>\$ 12,794,090</b>	<b>\$ 12,794,090</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 2020/2021

- Completed construction on projects on Boones Ferry Road near Tualatin High School, and Grahams Ferry at Dogwood, as well as starting construction on Garden Corner Curves.
- Continued design and permitting of the Highway 99 near Pony Ridge neighborhood, and Tualatin-Sherwood Road between Martinazzi Avenue and the I-5 projects.
- Gathered ideas and input from the Tualatin community and delivered six projects as part of the Neighborhood Traffic Safety Program.
- Engaged the community with innovative tools to hear from all people in Tualatin about transportation.
- Provided quarterly updates to City Council and maintained the bond program website [www.tualatinmovingforward.com](http://www.tualatinmovingforward.com).

### Goals for FY 2021/2022

- Deliver transportation projects from a defined universe of projects to address congestion relief, neighborhood safety and safe access to schools and parks.
- Deliver projects with a focus on equity throughout the City.
- Stay on track to complete projects within 5 years.



*Garden Corner Curves Paving*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Consultants	\$ 6,000	\$ 700	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Bank Fees	1,167	1,919	5,000	5,000	5,000	5,000
<b>MATERIAL &amp; SERVICES</b>	<b>7,167</b>	<b>2,619</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
Projects Administration	822	861	-	-	-	-
Projects Professional Svc	1,016,265	1,865,208	408,000	406,000	406,000	406,000
Projects Construction	179,785	471,495	-	-	-	-
Fund Projects	12	1	5,513,000	4,981,520	4,981,520	4,981,520
<b>CAPITAL OUTLAY</b>	<b>1,196,884</b>	<b>2,337,565</b>	<b>5,921,000</b>	<b>5,387,520</b>	<b>5,387,520</b>	<b>5,387,520</b>
Issuance Costs	137,866	-	-	-	-	-
<b>DEBT SERVICE</b>	<b>137,866</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers Out - General Fund	-	115,050	86,030	214,420	214,420	214,420
Transfers Out - Road Operating	-	-	-	107,700	107,700	107,700
Transfers Out -Water Operating	-	-	-	24,230	24,230	24,230
Transfers Out - Sewer	-	-	-	12,110	12,110	12,110
<b>TRANSFERS OUT</b>	<b>-</b>	<b>115,050</b>	<b>86,030</b>	<b>358,460</b>	<b>358,460</b>	<b>358,460</b>
Contingency	-	-	13,996,800	809,410	809,410	809,410
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>13,996,800</b>	<b>809,410</b>	<b>809,410</b>	<b>809,410</b>
Future Years Projects	22,074,127	20,040,748	29,020	9,144,820	9,144,820	9,144,820
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>22,074,127</b>	<b>20,040,748</b>	<b>29,020</b>	<b>9,144,820</b>	<b>9,144,820</b>	<b>9,144,820</b>
<b>TRANSPORTATION PROJECT FUND</b>	<b>\$ 23,416,044</b>	<b>\$ 22,495,982</b>	<b>\$ 20,042,850</b>	<b>\$ 15,710,210</b>	<b>\$ 15,710,210</b>	<b>\$ 15,710,210</b>



## Core Area Parking District Fund

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

### Highlights of FY 2020/2021

- 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.
- Reviewed and updated the ADA funding plan.
- Maintained Core Area Parking lots and monitored parking usage.

### Goals for FY 2021/2022

- Determine the needs of the Core Area Parking District and collect annual taxes to sufficiently operate the District
- Complete ADA annual inspections.
- Administer bi-annual parking lot surveys in May and September.
- Hold four quarterly Core Area Board meetings per year.
- Maintain Core Area Parking lots and monitor parking usage.



*Core Area Parking Lot*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Printing & Postage	\$ 43	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
Botanical & Chem Supplies	-	-	1,000	1,000	1,000	1,000
Consultants	-	-	1,000	1,000	1,000	1,000
Utilities - Parking Lots	9,621	12,332	10,000	10,000	10,000	10,000
Administrative Expense	234	178	300	300	300	300
Guardrails & Signs	101	341	400	400	400	400
Street/Parking Lot Lights	-	-	200	500	500	500
Grounds & Landscaping	3,950	2,655	4,000	4,000	4,000	4,000
Parking Lot Striping	2,245	2,027	4,200	4,200	4,200	4,200
Parking Lot Sweeping	1,700	2,040	2,400	2,400	2,400	2,400
R&M - Parking Lots	1,070	-	3,000	2,500	2,500	2,500
<b>MATERIAL &amp; SERVICES</b>	<b>18,964</b>	<b>19,573</b>	<b>26,600</b>	<b>26,400</b>	<b>26,400</b>	<b>26,400</b>
Transfers Out - General Fund	28,060	33,700	33,960	27,190	27,190	27,190
<b>TRANSFERS OUT</b>	<b>28,060</b>	<b>33,700</b>	<b>33,960</b>	<b>27,190</b>	<b>27,190</b>	<b>27,190</b>
Contingency	-	-	10,440	8,035	8,035	8,035
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>10,440</b>	<b>8,035</b>	<b>8,035</b>	<b>8,035</b>
General Account Reserve	117,326	187,311	125,850	170,175	170,175	170,175
Future Years Projects	45,500	-	47,150	45,500	45,500	45,500
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>162,826</b>	<b>187,311</b>	<b>173,000</b>	<b>215,675</b>	<b>215,675</b>	<b>215,675</b>
<b>CORE AREA PARKING DISTRICT FUND</b>	<b>\$ 209,850</b>	<b>\$ 240,584</b>	<b>\$ 244,000</b>	<b>\$ 277,300</b>	<b>\$ 277,300</b>	<b>\$ 277,300</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 2020/2021**

- Completed construction of Tualatin City Services Building.

### **Goals for FY 2021/2022**

- Identify any final expenditures and closeout project.



*Tualatin City Services Building*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Projects Professional Svc	\$ -	\$ 874,422	\$ -	\$ -	\$ -	\$ -
Projects Construction	-	591,288	-	-	-	-
Fund Projects	-	-	6,800,000	200,000	200,000	200,000
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>1,465,710</b>	<b>6,800,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
Future Years Projects	-	2,587,896	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>-</b>	<b>2,587,896</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TUALATIN CITY SERVICES BUILDING FUND</b>	<b>\$ -</b>	<b>\$ 4,053,606</b>	<b>\$ 6,800,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>





CITY OF TUALATIN

ADOPTED  
2021/2022 BUDGET



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

General Obligation Bonds are backed by the City's full faith and credit and are recorded in the General Obligation Bond Fund. These bonds carry with them the ability to levy taxes to make the principal and interest payments. The estimated levy rate for Fiscal Year 2021-22 is \$0.57 per \$1,000 of assessed value. There are three outstanding general obligation bonds. The 2005 Parks Improvement Bonds financed improvements at Community Park, Ibach Park, Jurgens Park, pathways at the Tualatin River Greenway, improvements at Sweek Pond Natural Area, running trails, and an artificial surface sports field at Tualatin High School. The 2006 Library

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

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



*City Fleet and Warehouse Facility*



**SUMMARY OF REQUIREMENTS****DEBT SERVICE**

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Materials & Services	\$ 495	\$ 495	\$ 495	\$ 495	\$ 495	\$ 495
Debt Service	7,506,400	3,426,988	3,908,220	3,975,175	3,975,175	3,975,175
Reserves & Unappropriated	634,849	682,341	600,270	597,580	597,580	597,580
<b>Total Requirements</b>	<b>\$ 8,141,744</b>	<b>\$ 4,109,824</b>	<b>\$ 4,508,985</b>	<b>\$ 4,573,250</b>	<b>\$ 4,573,250</b>	<b>\$ 4,573,250</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 is one outstanding general obligation bond. 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.



*Boones Ferry and Siletz Drive Crosswalk*



## DEBT SERVICE

## GENERAL OBLIGATION BOND FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Principal - 05 Parks Bond	\$ 1,685,000	\$ -	\$ -	\$ -	\$ -	\$ -
Principal - 06 Library Bond	2,435,000	-	-	-	-	-
Principal - 08 Refunding Bond	360,000	-	-	-	-	-
Principal - 18 Transportation Bonds	1,420,000	1,695,000	1,855,000	2,050,000	2,050,000	2,050,000
Interest - 05 Parks Bonds	16,585	-	-	-	-	-
Interest - 06 Library Bond	26,895	-	-	-	-	-
Interest - 08 Refunding Bond	9,000	-	-	-	-	-
Interest - 18 Transportation Bonds	917,882	1,094,550	1,026,750	934,000	934,000	934,000
<b>DEBT SERVICE</b>	<b>6,870,362</b>	<b>2,789,550</b>	<b>2,881,750</b>	<b>2,984,000</b>	<b>2,984,000</b>	<b>2,984,000</b>
General Account Reserve	124,255	163,746	75,000	75,000	75,000	75,000
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>124,255</b>	<b>163,746</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>GENERAL OBLIGATION BOND FUND</b>	<b>\$ 6,994,617</b>	<b>\$ 2,953,296</b>	<b>\$ 2,956,750</b>	<b>\$ 3,059,000</b>	<b>\$ 3,059,000</b>	<b>\$ 3,059,000</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. 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.



*Pouring concrete at water reservoir*



## DEBT SERVICE

## ENTERPRISE BOND FUND

Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Bond Registration & Exp	\$ 495	\$ 495	\$ 495	\$ 495	\$ 495	\$ 495
<b>MATERIAL &amp; SERVICES</b>	<b>495</b>	<b>495</b>	<b>495</b>	<b>495</b>	<b>495</b>	<b>495</b>
Principal - 05 Water Bonds	380,000	395,000	415,000	430,000	430,000	430,000
Principal Warehouse	108,791	112,121	115,785	119,375	119,375	119,375
Principal - Tualatin City Services Building	-	-	288,750	274,650	274,650	274,650
Interest - 05 Water Bonds	126,650	113,050	96,850	79,950	79,950	79,950
Interest - Warehouse Finance	20,597	17,268	13,835	10,245	10,245	10,245
Interest - Tualatin City Services Building	-	-	96,250	76,955	76,955	76,955
<b>DEBT SERVICE</b>	<b>636,038</b>	<b>637,439</b>	<b>1,026,470</b>	<b>991,175</b>	<b>991,175</b>	<b>991,175</b>
Bond Indenture Reserve	510,594	518,595	525,270	522,580	522,580	522,580
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>510,594</b>	<b>518,595</b>	<b>525,270</b>	<b>522,580</b>	<b>522,580</b>	<b>522,580</b>
<b>ENTERPRISE BOND FUND</b>	<b>\$ 1,147,127</b>	<b>\$ 1,156,529</b>	<b>\$ 1,552,235</b>	<b>\$ 1,514,250</b>	<b>\$ 1,514,250</b>	<b>\$ 1,514,250</b>



**DEBT SERVICE****SCHEDULE OF FUTURE DEBT SERVICE**

Fiscal Year	General Obligation Bonds			Revenue Supported Bonds			Full Faith and Credit Loan		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2022	2,050,000	934,000	2,984,000	430,000	79,950	509,950	394,018	87,195	481,213
2023	2,245,000	835,500	3,080,500	450,000	62,350	512,350	402,565	78,649	481,214
2024	2,440,000	723,250	3,163,250	465,000	44,050	509,050	409,914	69,850	479,764
2025	2,645,000	602,250	3,247,250	490,000	24,950	514,950	289,577	62,025	351,602
2026	2,885,000	470,000	3,355,000	505,000	7,575	512,575	294,731	56,870	351,601
2027	3,125,000	325,750	3,450,750	-	-	-	299,977	51,624	351,601
2028	3,390,000	169,500	3,559,500	-	-	-	305,317	46,284	351,601
2029	-	-	-	-	-	-	310,752	40,850	351,602
2030	-	-	-	-	-	-	316,283	35,318	351,601
2031	-	-	-	-	-	-	321,913	29,689	351,602
2032	-	-	-	-	-	-	327,643	23,958	351,601
2033	-	-	-	-	-	-	333,475	18,126	351,601
2034	-	-	-	-	-	-	339,411	12,191	351,602
2035	-	-	-	-	-	-	345,452	6,149	351,601
2036	-	-	-	-	-	-	-	-	-
	<u>18,780,000</u>	<u>4,060,250</u>	<u>22,840,250</u>	<u>2,340,000</u>	<u>218,875</u>	<u>2,558,875</u>	<u>4,691,028</u>	<u>618,778</u>	<u>5,309,806</u>



Governmental Activities					
Fiscal Year	General Obligation Bonds	Less: Amounts Available in Debt Service Fund	Total	Percentage of Estimated Actual Taxable Value of Property	Per Capita
2020	\$ 20,635,000	\$ (164,838)	\$ 20,470,162	0.29%	753
2019	22,330,000	(124,465)	22,205,535	0.33%	818
2018	4,480,000	(63,195)	4,416,805	0.07%	164
2017	5,245,000	(76,598)	5,168,402	0.09%	192
2016	5,980,000	(93,706)	5,886,294	0.12%	219
2015	6,680,000	(104,996)	6,575,004	0.14%	247
2014	7,355,000	(95,209)	7,259,791	0.17%	270
2013	8,005,000	(88,093)	7,916,907	0.19%	299
2012	8,630,000	(80,897)	8,549,103	0.21%	327
2011	9,235,000	(88,101)	9,146,899	0.21%	350

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



**DEBT SERVICE****DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT**

<b>Jurisdiction</b>	<b>General Obligation Debt Outstanding</b>	<b>Applicable Inside City of Tualatin</b>	<b>Applicable Inside City of Tualatin</b>
City of Tualatin	\$ 20,470,162	100.0000%	\$ 20,470,162
Clackamas County	121,210,000	1.2879% *	1,561,064
Clackamas County District 3J (West Linn/Wilsonville)	360,943,636	1.0597%	3,824,920
Clackamas County School District 7J (Lake Oswego)	265,745,846	1.7166%	4,561,793
Clackamas County ESD	20,636,690	0.4680%	96,580
Clackamas Community College	88,668,913	1.5238%	1,351,137
Clackamas Soil & Water Conservation	6,494,000	1.2879%	83,636
Metro	964,085,000	2.3750%	22,897,019
Portland Community College	575,107,061	2.6406%	15,186,277
Washington County	213,232,118	6.4480%	13,749,207
Rivergrove Water District 14J	503,825	0.0929%	468
Tualatin Valley Fire and Rescue District	23,785,000	7.8657%	1,870,857
Washington County School District 23J (Tigard-Tualatin)	332,910,939	34.6854%	115,471,491
Washington County School District 88J (Sherwood)	320,905,136	15.3774%	49,346,866
Subtotal overlapping debt			230,001,315
Direct and overlapping debt			<u>\$ 250,471,477</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.



**DEBT SERVICE****COMPUTATION OF LEGAL DEBT MARGIN**

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

True Cash Value	\$ 4,728,753,965
Rate	<u>x 3%</u>
Debt limit	141,862,619
Debt applicable to limit	<u>20,470,162</u>
	<u>\$ 121,392,457</u>

Legal debt margin

Fiscal year ended June 30,	Debt Margin as a Percentage of Debt Limit	Debt limit	Debt applicable to limit	Legal debt margin
2020	85.57%	141,862,619	20,470,162	121,392,457
2019	83.63%	135,631,379	22,205,535	113,425,844
2018	96.54%	127,806,549	4,416,805	123,389,744
2017	95.77%	122,102,317	5,168,402	116,933,915
2016	94.97%	117,114,807	5,886,294	111,228,513
2015	94.10%	111,351,080	6,575,004	104,776,076
2014	93.15%	105,957,330	7,259,791	98,697,539
2013	92.24%	102,053,332	7,916,907	94,136,425
2012	91.46%	100,101,909	8,549,103	91,552,806
2011	90.76%	98,997,766	9,146,899	89,850,867

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 2020/21 –FY 2024/25

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 2021-2025 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. **Due to the COVID-19 pandemic, the annual update of the CIP was not conducted. Detail pages that follow are from the 2021-2025 CIP.**

### 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.

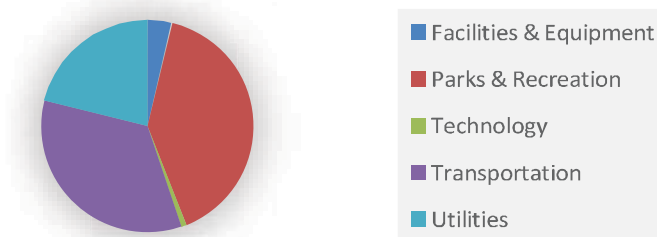
The overall goal of the CIP Review Team is to develop CIP recommendations that:

- 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:

- **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 park facilities.
- **Technology** — projects involving hardware, software, or infrastructure that improves and/or supports technology.
- **Transportation** – projects affecting streets, bike lanes, pedestrian crossings, paths, trails, and rail.
- **Utilities** – projects involving water, storm, and sewer infrastructure.





## 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

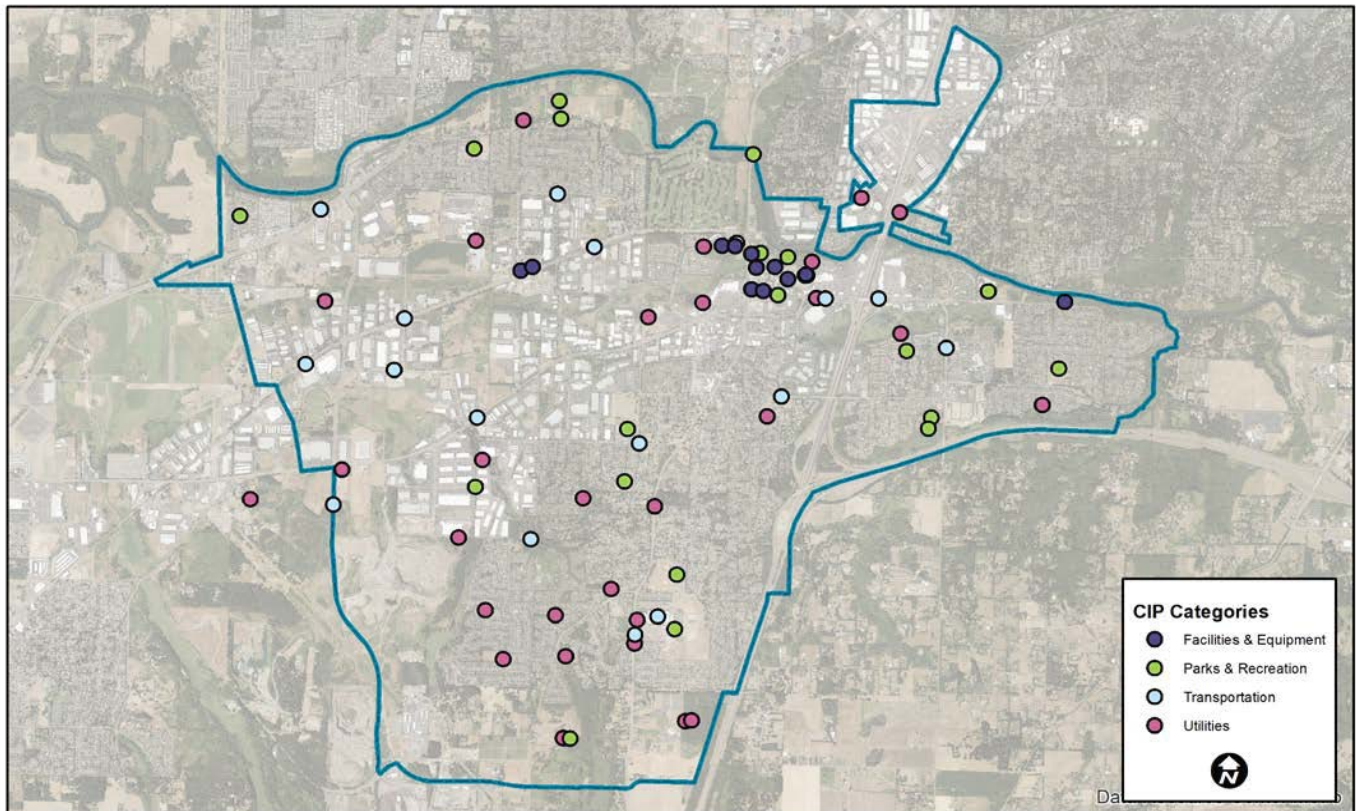
Summary lists of projects by category and by funding source are provided for quick reference. Projects in this five year CIP total approximately \$111 million. Roughly \$23 million of the funded projects are utility projects and \$37 million in transportation projects have been identified. Almost \$45 million in Parks & Recreation projects were identified and included from the recently adopted 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 \$408 million in unfunded projects to highlight the City's needs beyond available funding. Cost estimates have been developed for each project based on preliminary project descriptions. Estimates are in today's dollars; future year projections have been adjusted for inflation using an annual inflation estimate of 3.25% compounded annually for year of construction.

### Total Project Cost by Category

	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Grand Total
<b>Facilities &amp; Equipment</b>	285,000	1,572,000	1,048,000	931,000	432,000	<b>4,268,000</b>
<b>Parks &amp; Recreation</b>	451,500	880,000	830,000	7,445,000	35,161,000	<b>44,767,500</b>
<b>Technology</b>		590,000	44,000	284,000		<b>918,000</b>
<b>Transportation</b>	9,024,000	9,523,000	15,333,000	1,576,000	2,506,000	<b>37,962,000</b>
<b>Utilities</b>	4,382,000	3,258,000	5,088,000	2,611,000	8,219,000	<b>23,558,000</b>
<b>Grand Total</b>	<b>14,142,500</b>	<b>15,823,000</b>	<b>22,368,000</b>	<b>12,847,000</b>	<b>46,318,000</b>	<b>111,473,500</b>





# CAPITAL IMPROVEMENT PLAN

# PROJECTS INCLUDED IN 2021/2022 BUDGET

Fund Title	Project Name	FY21/22
General Fund: Information Services	Storage Array Network Replacement	\$ 195,000
General Fund: Engineering	Vehicle Replacement	\$ 32,000
General Fund: Police	Vehicle Replacement	\$ 116,000
General Fund: Parks and Recreation	Stoneridge Park Renovation Design, Phase 2	\$ 180,000
General Fund: Parks and Recreation	Vets Memorial Site Design	\$ 209,250
General Fund: Maintenance Services	Vehicle Replacement	\$ 23,000
General Fund: Maintenance Services	Pohl Center Partition Wall Fabric Replacement	\$ 27,000
General Fund: Maintenance Services	Pohl Center Partition Roof Replacement	\$ 350,000
General Fund: Parks Maintenance	Parks Restrooms Renovation	\$ 110,000
General Fund: Parks Maintenance	Vehicle Replacement	\$ 23,000
<b>Total General Fund</b>		<b>\$ 1,265,250</b>
Parks Utility Fee	Brown's Ferry Park Pedestrian Bridge Replacement	\$ 100,000
<b>Total Parks Utility Fee Fund</b>		<b>\$ 100,000</b>
Park Development	Tualatin River Greenway Trail (Under Hwy 99) Design	\$ 267,800
Park Development	Basalt Creek Planning	\$ 40,000
Park Development	Jurgens Park Expansion	\$ 53,000
Park Development	SDC Reimbursement for Trail Projects Paid by Developer	\$ 500,000
Park Development	Commons Fountain Renovation	\$ 149,020
<b>Total Park Development Fund</b>		<b>\$ 1,009,820</b>
Tualatin City Services Building	City Facilities Projects	\$ 200,000
<b>Total Tualatin City Services Building Fund</b>		<b>\$ 200,000</b>
Water	Vehicle Replacement	\$ 66,000
Water	Valve Turning Machine	\$ 70,000
Water	Blake Street to 115th (P1)	\$ 267,000
Water	Boones Ferry Waterline	\$ 200,000
Water	Leveton: Comp. Loop for Fire Flow	\$ 240,000
Water	SCADA System Improvements	\$ 200,000
Water	Water Res: A2 Interior	\$ 800,000
<b>Total Water Fund</b>		<b>\$ 1,843,000</b>
Sewer	65th Avenue/Nyberg Lane Trunk Line	\$ 450,000
<b>Total Sewer Fund</b>		<b>\$ 450,000</b>
Sewer Development	Martinazzi Trunk Project	\$ 213,000
Sewer Development	105th Avenue Sewer Upsizing	\$ 90,000
<b>Total Sewer Development Fund</b>		<b>\$ 303,000</b>
Stormwater	Lakeridge Water Quality Facility	\$ 180,000
Stormwater	Storm Pipe Replacement	\$ 200,000
Stormwater	Sweek Dr./Emery Zidelle Pond B	\$ 235,000
Stormwater	Venetia Water Quality Facility	\$ 315,000
<b>Total Stormwater Fund</b>		<b>\$ 930,000</b>
Stormwater Development	Stormwater Master Plan - Basalt Creek and SW Concept Area	\$ 100,000
<b>Total Stormwater Development Fund</b>		<b>\$ 100,000</b>
Road Operating	Herman Road Widening Design - Tualatin Road to Teton	\$ 505,000
Road Operating	Borland Road Improvement Project Construction	\$ 366,500
Road Operating	Ped-friendly/Traffic Calming/Neighborhood Solutions	\$ 80,000
<b>Total Road Operating Fund</b>		<b>\$ 951,500</b>



## CAPITAL IMPROVEMENT PLAN

## PROJECTS INCLUDED IN 2021/2022 BUDGET

Fund Title	Project Name	FY21/22
Transportation Development Tax	Garden Corner Curves	\$ 328,640
Transportation Development Tax	T-S Rd Utility Relocation (in coordination with Washington County)	\$ 300,000
Transportation Development Tax	Martinazzi Avenue/Sagert Street Signal	\$ 188,000
<b>Total Transporation Development Tax Fund</b>		<b>\$ 816,640</b>
Transportation Project	Neighborhood Traffic Safety Program	\$ 676,100
Transportation Project	65th & Hospital Crossing	\$ 92,300
Transportation Project	95th & Avery	\$ 400,100
Transportation Project	Boones Ferry Corridor	\$ 743,600
Transportation Project	Garden Corner Curves	\$ 985,920
Transportation Project	Project Management	\$ 406,000
Transportation Project	Hwy 99: Pony Ridge to 124th Sidewalks	\$ 335,400
Transportation Project	Stormwater mitigation for projects	\$ 226,200
Transportation Project	Tualatin Rd: Sweek to Park	\$ 216,000
Transportation Project	Tualatin/Teton Signal	\$ 170,000
Transportation Project	Tualatin-Sherwood Rd: Martinazzi to I-5	\$ 571,900
Transportation Project	Martinazzi Avenue/Sagert Street Signal	\$ 564,000
<b>Total Transporation Project Fund</b>		<b>\$ 5,387,520</b>



## PROJECT SUMMARY BY CATEGORY

Facilities & Equipment	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Brown's Ferry C. Center Deck Replacement		33,000			
Brown's Ferry C. Center HVAC Unit Replacement		14,000			
Core Area Parking: ADA Project- Blue Lot			83,000		
Core Area Parking: ADA Project- Blue Lot Design		12,000			
Core Area Parking: ADA Project- Red Lot				17,000	
Core Area Parking: Blue Lot Slurry Seal		15,000			
Core Area Parking: White Lot Slurry Seal			37,000		
Core Area Parking: Yellow & Red Lots Slurry Seal				16,000	
Juanita Pohl Center Parking Lot Repair		32,000		244,000	
Juanita Pohl Center Partition Wall Fabric Replacement			26,000		
Juanita Pohl Center Roof Replacement		228,000			
Library & City Offices Carpet Replacement			117,000		
Library & City Offices HVAC Unit Replacement			35,000	69,000	
Library Classroom/Makerspace		485,000			
Library Furnishing Replacement	10,000		57,000		
Operations Building A HVAC Unit Replacement		32,000	15,000		16,000
Operations Public Lot Slurry Seal			65,000		
Parks & Rec. Admin. Building ADA Improvements				206,000	
Parks & Rec. Admin. Building Roof Replacement			58,000		
Police Station HVAC Unit Replacement		65,000	21,000	17,000	18,000
Tualatin Heritage Center Carpet Replacement		15,000			
Tualatin Heritage Center HVAC Replacement			18,000		
Vehicles	275,000	641,000	516,000	362,000	398,000
<b>Facilities &amp; Equipment Total</b>	<b>285,000</b>	<b>1,572,000</b>	<b>1,048,000</b>	<b>931,000</b>	<b>432,000</b>



## PROJECT SUMMARY BY CATEGORY

<b>Parks &amp; Recreation</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
Atfalati Park Renovation & Improvements (E1)		160,000		6,855,000	
Atfalati Park Sports Court Resurfacing (E1)	103,000				
Basalt Creek Park (P3)		117,000			19,948,000
Brown's Ferry Park Pedestrian Bridge Replacement		86,000			
Central Sports Park (P6)				256,000	7,756,000
Ice Age Tonquin Trail Easements (E37)	149,000	154,000	159,000	164,000	170,000
Integrated Pest Management Plan (P15)		160,000			
Jurgens Park Playground Surface Replacement (E3)	119,000				
Jurgens Park Renovation (P1)			220,000		4,397,000
Ki-a-Kuts Pedestrian Bridge Repairs (E8)	20,000				
Lafky Park Renovation & Improvement (E4)					326,000
Pony Ridge & Heritage Pine Needs Assessment (P5)			231,000		
School City Facility Partnership (P4)			220,000		
Stoneridge Park Renovation Design (E5)	60,500				
Tualatin Commons Lake Renovation (E6)		203,000			
Tualatin Community Park Renovation (P2)				170,000	2,564,000
<b>Parks &amp; Recreation Total</b>	<b>451,500</b>	<b>880,000</b>	<b>830,000</b>	<b>7,445,000</b>	<b>35,161,000</b>

<b>Technology</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
Citywide Phone System Replacement		267,000			
Computer Server Replacement		112,000			
Library Public Technology Replacement			44,000		
Network Switch & Wireless/WAP Replacement		211,000			
Police Mobile Data Terminal Replacement				284,000	
<b>Technology Total</b>		<b>590,000</b>	<b>44,000</b>	<b>284,000</b>	



## PROJECT SUMMARY BY CATEGORY

Transportation	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
65th Ave and Hospital: Midblock Crossing	110,000				
95th Ave & Avery St Intersection: Road & Sidewalk	239,000	476,000			
118th Ave & Herman Rd Intersection: Add Turn Lane	44,000	201,000	235,000		
124th Ave & Future Blake St Signal		43,000	213,000	400,000	
Boones Ferry Rd at High School: Crossing	288,000				
Boones Ferry Rd Sidewalk In-fill (R12) & Bike Lanes	93,000	620,000	698,000		
Garden Corner Curves (105th Ave/Blake St/108th Ave) (R7)	3,076,000				
Herman Rd: 124th Ave to Cipole Rd Improvements (R1)				780,000	2,415,000
*Herman Rd: Widening Tualatin to Teton Rd (R3)	425,000		4,600,000		
Hwy 99W: Pony Ridge to 124th Ave Sidewalks	697,000				
Martinazzi Ave at Sagert St: New Traffic Signal (R35)	1,140,000	400,000			
Myslony St: 124th to 112th incl. traffic signal @ 124th (R5)	239,000	1,083,000	1,266,000		
*Nyberg Street and I-5 Interchange: Bike Lane Improvements (BP13)		27,000			
*School Wayfinding Signs (BP1)					91,000
Transportation System Plan	103,000	426,000	110,000		
Tualatin Rd and Teton Ave: New Traffic Signal (R33)		43,000	211,000	396,000	
Tualatin Rd: Sweek Dr. to Community Park Pedestrian Improvements	204,000	321,000			
Tual-Sher Rd: Martinazzi Ave to I-5	866,000				
Tual-Sher Rd: Teton to Cipole, Widen to 5 lanes (R20) (County)	1,500,000	5,883,000	8,000,000		
<b>Transportation Total</b>	<b>9,024,000</b>	<b>9,523,000</b>	<b>15,333,000</b>	<b>1,576,000</b>	<b>2,506,000</b>

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



## PROJECT SUMMARY BY CATEGORY

Utilities	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
<b>Sewer</b>					
65th Ave/Nyberg Trunk Repair	500,000				
103rd Ave Sewer Upsizing				893,000	1,424,000
North Martinazzi Trunk Upsizing	774,000		2,477,000		
Tonquin Loop Sewer		320,000	337,000		
Tualatin Reservoir Trunk					3,938,000
<b>Sewer Total</b>	<b>1,274,000</b>	<b>320,000</b>	<b>2,814,000</b>	<b>893,000</b>	<b>5,362,000</b>
<b>Storm</b>					
89th Ave Water Quality Retrofit				341,000	
95th Ave Water Quality Facility			220,000		
125th Ct to Herman Rd: Stormwater Outfall					263,000
Gertz Water Quality Facility			88,000		
Highland Terrace Water Quality Facility		267,000			
Lakeridge Terrace Water Quality Facility		85,000			
Sweek Dr/Emery Zidell Pond B	310,000				
Upper Hedges Creek Retrofit			411,000		
Venetia Water Quality Facility	155,000				
<b>Storm Total</b>	<b>465,000</b>	<b>352,000</b>	<b>719,000</b>	<b>341,000</b>	<b>263,000</b>
<b>Water</b>					
ASR Well Rehabilitation			467,000		
B Level Water Line: Ibach to B Reservoirs (P-8)		1,306,000			
Blake Street to 115th Avenue: Install 12" Water Pipe	310,000				
Boones Ferry Rd: Fire Hydrants (P-5)			125,000		
Boones Ferry Rd: Replace AC Pipe (P-1 (4))					250,000
Childs Rd, Crossing I-5: Replace AC Pipe (P-1 (1))				1,377,000	
Leveton Dr: Complete Loop System for Fire Flow (P-4)		240,000			
Lower Boones Ferry Rd: Replace AC Pipe (P-1 (2))					1,000,000
Nyberg St: Replace AC Pipe (P-1(3))					500,000
Tual-Sher Rd Waterline to B Level		240,000	963,000		
Water Reservoirs: A1 Exterior/Interior Coating Replacement	981,000				
Water Reservoirs: A2 Interior Coating Replacement		800,000			
Water Reservoirs: B1 Exterior/Interior Coating Replacement					844,000
Water Reservoirs: B2 Coating Replacement	1,352,000				
<b>Water Total</b>	<b>2,643,000</b>	<b>2,586,000</b>	<b>1,555,000</b>	<b>1,377,000</b>	<b>2,594,000</b>
<b>Utilities Total</b>	<b>4,382,000</b>	<b>3,258,000</b>	<b>5,088,000</b>	<b>2,611,000</b>	<b>8,219,000</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
Grand Total	14,142,500	15,823,000	22,343,000	12,847,000	46,318,000	111,473,500



## PROJECT SUMMARY BY FUNDING SOURCE

General Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Atfalati Park Renovation & Improvements (E1)		160,000		6,855,000	
Atfalati Park Sports Court Resurfacing (E1)	103,000				
Basalt Creek Park (P3)		117,000			
Brown's Ferry C. Center Deck Replacement		33,000			
Brown's Ferry C. Center HVAC Unit Replacement		14,000			
Brown's Ferry Park Pedestrian Bridge Replacement		86,000			
Central Sports Park (P6)				256,000	7,756,000
Computer Server Replacement		112,000			
Integrated Pest Management Plan (P15)		160,000			
Juanita Pohl Center Parking Lot Repair		32,000		244,000	
Juanita Pohl Center Partition Wall Fabric Replacement			26,000		
Juanita Pohl Center Roof Replacement		228,000			
Jurgens Park Playground Surface Replacement (E3)	119,000				
Jurgens Park Renovation (P1)			220,000		4,397,000
Ki-a-Kuts Pedestrian Bridge Repairs (E8)	7,000				
Lafky Park Renovation & Improvement (E4)					326,000
Library & City Offices Carpet Replacement			117,000		
Library & City Offices HVAC Unit Replacement			35,000	69,000	
Library Classroom/Makerspace		485,000			
Library Furnishing Replacement			57,000		
Library Public Technology Replacement			44,000		
Network Switch & Wireless/WAP Replacement		211,000			
Operations Building A HVAC Unit Replacement		32,000	15,000		16,000
Operations Public Lot Slurry Seal			65,000		
Parks & Rec. Admin. Building ADA Improvements				206,000	
Parks & Rec. Admin. Building Roof Replacement			58,000		
Police Station HVAC Unit Replacement		65,000	21,000	17,000	18,000
Pony Ridge & Heritage Pine Needs Assessment (P5)			231,000		
School City Facility Partnership (P4)			220,000		
Stoneridge Park Renovation Design (E5)	60,500				
Tualatin Commons Lake Renovation (E6)		203,000			
Tualatin Community Park Renovation (P2)				170,000	2,564,000
Tualatin Heritage Center Carpet Replacement		15,000			
Tualatin Heritage Center HVAC Replacement			18,000		
Vehicles	210,000	510,000	447,000	268,000	282,000
<b>General Fund Total</b>	<b>499,500</b>	<b>2,463,000</b>	<b>1,574,000</b>	<b>8,085,000</b>	<b>15,359,000</b>
<b>Projected Revenue Available for Projects</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>



## PROJECT SUMMARY BY FUNDING SOURCE

Building Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Vehicles					42,000
<b>Building Total</b>					<b>42,000</b>

Core Area Parking Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Core Area Parking: ADA Project- Blue Lot			83,000		
Core Area Parking: ADA Project- Blue Lot Design		12,000			
Core Area Parking: ADA Project- Red Lot				17,000	
Core Area Parking: Blue Lot Slurry Seal		15,000			
Core Area Parking: White Lot Slurry Seal			37,000		
Core Area Parking: Yellow & Red Lots Slurry Seal				16,000	
<b>Core Area Parking Total</b>		<b>27,000</b>	<b>120,000</b>	<b>33,000</b>	

Leveton Projects Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
None					
<b>Leveton Projects Total</b>					

Park Development Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Basalt Creek Park (P3)					19,948,000
Ice Age Tonquin Trail Easements (E37)	149,000	154,000	159,000	164,000	170,000
<b>Park Development Total</b>	<b>149,000</b>	<b>154,000</b>	<b>159,000</b>	<b>164,000</b>	<b>20,118,000</b>

Road Operating/Gas Tax Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Transportation System Plan	103,000	426,000	110,000		
Vehicles		67,000	69,000	12,000	
<b>Road Operating/Gas Tax</b>	<b>103,000</b>	<b>493,000</b>	<b>179,000</b>	<b>12,000</b>	
<b>Projected Revenue Available for Projects</b>	<b>1,835,000</b>	<b>1,796,000</b>	<b>1,219,000</b>	<b>989,000</b>	<b>712,000</b>

Sewer Operating Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Vehicles					74,000
<b>Sewer Total</b>					<b>74,000</b>
<b>Projected Revenue Available for Projects</b>	<b>1,048,000</b>	<b>1,073,000</b>	<b>1,085,000</b>	<b>919,000</b>	<b>1,003,000</b>

Sewer SDC Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
103rd Ave Sewer Upsizing				625,000	997,000
North Martinazzi Trunk Upsizing	320,000		1,024,000		
Tonquin Loop Sewer		31,000	34,000		
Tualatin Reservoir Trunk					299,000
<b>Sewer SDC Total</b>	<b>320,000</b>	<b>31,000</b>	<b>1,058,000</b>	<b>625,000</b>	<b>1,296,000</b>
<b>Projected Revenue Available for Projects</b>	<b>3,632,000</b>	<b>3,297,000</b>	<b>3,249,000</b>	<b>2,172,000</b>	<b>1,526,000</b>



## PROJECT SUMMARY BY FUNDING SOURCE

<b>Stormwater Fund</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
95th Ave Water Quality Facility			220,000		
125th Ct to Herman Rd: Stormwater Outfall					263,000
Gertz Water Quality Facility			88,000		
Highland Terrace Water Quality Facility		267,000			
Lakeridge Terrace Water Quality Facility		85,000			
Sweek Dr/Emery Zidell Pond B	310,000				
Venetia Water Quality Facility	155,000				
<b>Storm Drain Total</b>	<b>465,000</b>	<b>352,000</b>	<b>308,000</b>		<b>263,000</b>
<b>Projected Revenue Available for Projects</b>	<b>3,669,000</b>	<b>4,279,000</b>	<b>4,987,000</b>	<b>5,714,000</b>	<b>6,901,000</b>

<b>Storm SDC Fund</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
89th Ave Water Quality Retrofit				341,000	
Upper Hedges Creek Retrofit			411,000		
<b>Storm SDC Total</b>			<b>411,000</b>	<b>341,000</b>	
<b>Projected Revenue Available for Projects</b>	<b>592,000</b>	<b>655,000</b>	<b>718,000</b>	<b>370,000</b>	<b>92,000</b>

<b>Transportation Development Tax Fund</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
Herman Rd: 124th Ave to Cipole Rd Improvements (R1)				780,000	2,415,000
<b>Transp. Dev. Tax Total</b>				<b>780,000</b>	<b>2,415,000</b>
<b>Projected Revenue Available for Projects</b>	<b>10,489,000</b>	<b>11,439,000</b>	<b>12,389,000</b>	<b>13,339,000</b>	<b>13,509,000</b>



## PROJECT SUMMARY BY FUNDING SOURCE

Transportation Project (Bond) Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
65th Ave and Hospital: Midblock Crossing	110,000				
95th Ave & Avery St Intersection: Road & Sidewalk	239,000	476,000			
118th Ave & Herman Rd Intersection: Add Turn Lane	44,000	201,000	235,000		
124th Ave & Future Blake St Signal		43,000	213,000	400,000	
Boones Ferry Rd at High School: Crossing	288,000				
Boones Ferry Rd Sidewalk In-fill (R12) & Bike Lanes	93,000	620,000	698,000		
Garden Corner Curves (105th Ave/Blake St/108th Ave) (R7)	3,076,000				
Hwy 99W: Pony Ridge to 124th Ave Sidewalks	697,000				
Martinazzi Ave at Sagert St: New Traffic Signal (R35)	1,140,000	400,000			
Myslony St: 124th to 112th incl. traffic signal @ 124th (R5)	239,000	1,083,000	1,266,000		
Tualatin Rd and Teton Ave: New Traffic Signal (R33)		43,000	211,000	396,000	
Tualatin Rd: Sweek Dr to Community Park Pedestrian Improvements	204,000	321,000			
Tual-Sher Rd: Martinazzi Ave to I-5	866,000				
<b>Transportation Project (Bond) Total</b>	<b>6,996,000</b>	<b>3,187,000</b>	<b>2,623,000</b>	<b>796,000</b>	
<b>Projected Revenue Available for Projects</b>	<b>16,751,000</b>	<b>8,959,000</b>	<b>4,970,000</b>	<b>1,539,000</b>	





## PROJECT SUMMARY BY FUNDING SOURCE

<b>Water Operating Fund</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
ASR Well Rehabilitation			299,000		
B Level Water Line: Ibach to B Reservoirs (P-8)		836,000			
Blake Street to 115th Avenue: Install 12" Water Pipe	198,000				
Boones Ferry Rd: Fire Hydrants (P-5)			80,000		
Boones Ferry Rd: Replace AC Pipe (P-1 (4))					160,000
Childs Rd, Crossing I-5: Replace AC Pipe (P-1 (1))				881,000	
Leveton Dr: Complete Loop System for Fire Flow (P-4)		154,000			
Lower Boones Ferry Rd: Replace AC Pipe (P-1 (2))					640,000
Nyberg St: Replace AC Pipe (P-1(3))					320,000
Tual-Sher Rd Waterline to B Level		240,000	963,000		
Vehicles	65,000	64,000		82,000	
Water Reservoirs: A1 Exterior/Interior Coating Replacement	981,000				
Water Reservoirs: A2 Interior Coating Replacement		800,000			
Water Reservoirs: B1 Exterior/Interior Coating Replacement					844,000
Water Reservoirs: B2 Coating Replacement	1,352,000				
<b>Water Total</b>	<b>2,596,000</b>	<b>2,094,000</b>	<b>1,342,000</b>	<b>963,000</b>	<b>1,964,000</b>
<b>Projected Revenue Available for Projects</b>	<b>6,188,000</b>	<b>3,985,000</b>	<b>2,647,000</b>	<b>2,239,000</b>	<b>2,084,000</b>

<b>Water SDC Fund</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
ASR Well Rehabilitation			168,000		
B Level Water Line: Ibach to B Reservoirs (P-8)		470,000			
Blake Street to 115th Avenue: Install 12" Water Pipe	112,000				
Boones Ferry Rd: Fire Hydrants (P-5)			45,000		
Boones Ferry Rd: Replace AC Pipe (P-1 (4))					90,000
Childs Rd, Crossing I-5: Replace AC Pipe (P-1 (1))				496,000	
Leveton Dr: Complete Loop System for Fire Flow (P-4)		86,000			
Lower Boones Ferry Rd: Replace AC Pipe (P-1 (2))					360,000
Nyberg St: Replace AC Pipe (P-1(3))					180,000
<b>Water SDC Total</b>	<b>112,000</b>	<b>556,000</b>	<b>213,000</b>	<b>496,000</b>	<b>630,000</b>
<b>Projected Revenue Available for Projects</b>	<b>1,411,000</b>	<b>1,599,000</b>	<b>1,343,000</b>	<b>1,430,000</b>	<b>1,234,000</b>



## PROJECT SUMMARY BY FUNDING SOURCE

Outside Funded	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
65th Ave/Nyberg Trunk Repair	500,000				
103rd Ave Sewer Upsizing				268,000	427,000
*Herman Rd: Widening Tualatin to Teton Rd (R3)	425,000		4,600,000		
Ki-a-Kuts Pedestrian Bridge Repairs (E8)	13,000				
North Martinazzi Trunk Upsizing	454,000		1,453,000		
*Nyberg Street and I-5 Interchange: Bike Lanes (BP13)		27,000			
*School Wayfinding Signs (BP1)					91,000
Tonquin Loop Sewer		289,000	303,000		
Tualatin Reservoir Trunk					3,639,000
Tual-Sher Rd: Teton to Cipole, Widen to 5 lanes (R20) (County)	1,500,000	5,883,000	8,000,000		
<b>Outside Funded Total</b>	<b>806,000</b>	<b>5,504,000</b>	<b>6,929,000</b>	<b>5,287,000</b>	

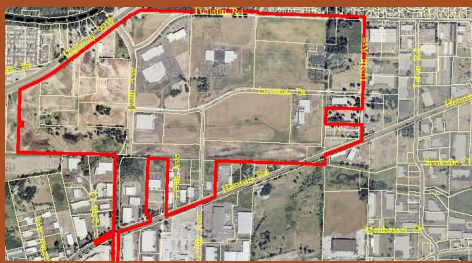
\* These projects rely on outside funding and will only proceed if funding is secured.



# Tualatin Development Commission (TDC)

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

**TDC  
Administration**



**Leveton Tax  
Increment District**







# BUDGET SUMMARY

# TUALATIN DEVELOPMENT COMMISSION

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Intergovernmental	\$ -	\$ 252,000	\$ -	\$ -	\$ -	\$ -
Investment Earnings	101,284	83,070	39,890	13,000	13,000	13,000
Other Revenue	100	2,000	-	-	-	-
Transfers In	-	376,000	-	381,810	381,810	381,810
Total Current Resources	\$ 101,384	\$ 713,070	\$ 39,890	\$ 394,810	\$ 394,810	\$ 394,810
Beginning Fund Balance	3,952,144	3,869,365	3,486,795	3,688,010	3,688,010	3,688,010
<b>Total Resources</b>	<b>\$ 4,053,528</b>	<b>\$ 4,582,435</b>	<b>\$ 3,526,685</b>	<b>\$ 4,082,820</b>	<b>\$ 4,082,820</b>	<b>\$ 4,082,820</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Materials & Services	\$ 54,052	\$ 338,101	\$ 76,550	\$ 436,600	\$ 436,600	\$ 436,600
Capital Outlay	50,710	-	1,750,000	3,010,000	3,010,000	3,010,000
Transfers Out	79,400	444,110	78,600	569,340	569,340	569,340
Contingency	-	-	333,035	66,880	66,880	66,880
Reserves & Unappropriated	3,869,365	3,800,224	1,288,500	-	-	-
<b>Total Requirements</b>	<b>\$ 4,053,527</b>	<b>\$ 4,582,435</b>	<b>\$ 3,526,685</b>	<b>\$ 4,082,820</b>	<b>\$ 4,082,820</b>	<b>\$ 4,082,820</b>



# BUDGET SUMMARY

# TDC ADMINISTRATION FUND

<b>Resources by Source</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Intergovernmental	\$ -	\$ 252,000	\$ -	\$ -	\$ -	\$ -
Investment Earnings	4,157	3,146	3,300	3,000	3,000	3,000
Other Revenue	99	2,000	-	-	-	-
Transfers In	-	376,000	-	381,810	381,810	381,810
Total Current Resources	\$ 4,256	\$ 633,146	\$ 3,300	\$ 384,810	\$ 384,810	\$ 384,810
Beginning Fund Balance	131,152	81,356	131,995	306,200	306,200	306,200
<b>Total Resources</b>	<b>\$ 135,408</b>	<b>\$ 714,502</b>	<b>\$ 135,295</b>	<b>\$ 691,010</b>	<b>\$ 691,010</b>	<b>\$ 691,010</b>

<b>Requirements by Object</b>	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Proposed FY 21-22</b>	<b>Approved FY 21-22</b>	<b>Adopted FY 21-22</b>
Materials & Services	\$ 54,052	\$ 338,101	\$ 76,550	\$ 436,600	\$ 436,600	\$ 436,600
Transfers Out	-	-	-	187,530	187,530	187,530
Contingency	-	-	58,745	66,880	66,880	66,880
Reserves & Unappropriated	81,356	376,402	-	-	-	-
<b>Total Requirements</b>	<b>\$ 135,408</b>	<b>\$ 714,503</b>	<b>\$ 135,295</b>	<b>\$ 691,010</b>	<b>\$ 691,010</b>	<b>\$ 691,010</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 2020/2021

- Managed Economic Stabilization Program, awarding \$1.4 million in grants to businesses during the COVID-19 pandemic.
- Conducted fifty-five (55) outreach efforts to local industries and businesses.
- Completed two (2) feasibility studies for urban renewal.
- Created Business Recovery Center System model for Washington County.
- Participated in Greater Portland Inc.'s Economic Recovery Strategic Task Force.

### Goals for FY 2021/2022

- Establish urban renewal area for Southwest Industrial and Basalt Creek Area.
- Establish visioning process for urban renewal study area 2
- Continue working with Greater Portland Inc. and Business Oregon in efforts of business attraction, retention, and recovery.

Performance Measures	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Number of outreach efforts to businesses per year	30	51	N/A	24
Number of regional economic development events attended	30	21	N/A	12
Number of responses to requests for development for new economic development projects	5	0	N/A	4



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 131,152	\$ 81,356	\$ 131,995	\$ 306,200	\$ 306,200	\$ 306,200
<b>BEGINNING FUND BALANCE</b>	<b>131,152</b>	<b>81,356</b>	<b>131,995</b>	<b>306,200</b>	<b>306,200</b>	<b>306,200</b>
Grants - Other Grant Revenue	-	252,000	-	-	-	-
<b>INTERGOVERNMENTAL</b>	<b>-</b>	<b>252,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	4,157	3,146	3,300	3,000	3,000	3,000
<b>INVESTMENT EARNINGS</b>	<b>4,157</b>	<b>3,146</b>	<b>3,300</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
Other Misc Income	100	2,000	-	-	-	-
<b>MISCELLANEOUS</b>	<b>100</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer In - CURD Projects	-	126,000	-	-	-	-
Transfer In - Leveton Projects	-	250,000	-	381,810	381,810	381,810
<b>TRANSFERS IN</b>	<b>-</b>	<b>376,000</b>	<b>-</b>	<b>381,810</b>	<b>381,810</b>	<b>381,810</b>
<b>TDC ADMINISTRATION FUND</b>	<b>\$ 135,409</b>	<b>\$ 714,502</b>	<b>\$ 135,295</b>	<b>\$ 691,010</b>	<b>\$ 691,010</b>	<b>\$ 691,010</b>



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Office Supplies	\$ 66	\$ -	\$ 100	\$ -	\$ -	\$ -
Printing & Postage	579	-	100	100	100	100
Economic Stabilization Grants	-	248,333	-	-	-	-
Audit	10,000	10,000	10,000	10,000	10,000	10,000
Consultants	21,984	32,964	40,000	400,000	400,000	400,000
Insurance	4,356	4,398	1,350	1,500	1,500	1,500
Conferences & Meetings	2,902	8,486	5,000	5,000	5,000	5,000
Membership Dues	749	6,009	3,500	3,500	3,500	3,500
Publication, Rpt, Ref Matl	2,604	-	-	-	-	-
Administrative Expense	60	6,413	500	500	500	500
Economic Development Expense	10,269	21,498	13,000	13,000	13,000	13,000
Advertising - Informational	484	-	3,000	3,000	3,000	3,000
<b>MATERIAL &amp; SERVICES</b>	<b>54,053</b>	<b>338,101</b>	<b>76,550</b>	<b>436,600</b>	<b>436,600</b>	<b>436,600</b>
Transfers Out - General Fund	-	-	-	187,530	187,530	187,530
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>187,530</b>	<b>187,530</b>	<b>187,530</b>
Contingency	-	-	58,745	66,880	66,880	66,880
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>58,745</b>	<b>66,880</b>	<b>66,880</b>	<b>66,880</b>
Future Years Projects	81,356	376,402	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>81,356</b>	<b>376,402</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TDC ADMINISTRATION FUND</b>	<b>\$ 135,409</b>	<b>\$ 714,503</b>	<b>\$ 135,295</b>	<b>\$ 691,010</b>	<b>\$ 691,010</b>	<b>\$ 691,010</b>



**BUDGET SUMMARY****LEVETON PROJECTS FUND**

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources by Source	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Investment Earnings	\$ 94,001	\$ 78,478	\$ 36,590	\$ 10,000	\$ 10,000	\$ 10,000
Beginning Fund Balance	3,699,563	3,663,454	3,354,800	3,381,810	3,381,810	3,381,810
<b>Total Resources</b>	<b>\$ 3,793,564</b>	<b>\$ 3,741,932</b>	<b>\$ 3,391,390</b>	<b>\$ 3,391,810</b>	<b>\$ 3,391,810</b>	<b>\$ 3,391,810</b>

	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements by Object	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22
Capital Outlay	\$ 50,710	\$ -	\$ 1,750,000	\$ 3,010,000	\$ 3,010,000	\$ 3,010,000
Transfers Out	79,400	318,110	78,600	381,810	381,810	381,810
Contingency	-	-	274,290	-	-	-
Reserves & Unappropriated	3,663,454	3,423,822	1,288,500	-	-	-
<b>Total Requirements</b>	<b>\$ 3,793,564</b>	<b>\$ 3,741,932</b>	<b>\$ 3,391,390</b>	<b>\$ 3,391,810</b>	<b>\$ 3,391,810</b>	<b>\$ 3,391,810</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 2020/2021

- Completed minor amendment to include new projects.
- Contributed \$250,000 to COVID-19 Small Business Recovery Grant Programs.

### Goals for FY 2021/2022

- Add Herman Road Extension Project to Plan Document.



*Leveton Drive*



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 3,699,563	\$ 3,663,454	\$ 3,354,800	\$ 3,381,810	\$ 3,381,810	\$ 3,381,810
<b>BEGINNING FUND BALANCE</b>	<b>3,699,563</b>	<b>3,663,454</b>	<b>3,354,800</b>	<b>3,381,810</b>	<b>3,381,810</b>	<b>3,381,810</b>
Interest on Investments	94,001	78,478	36,590	10,000	10,000	10,000
<b>INVESTMENT EARNINGS</b>	<b>94,001</b>	<b>78,478</b>	<b>36,590</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>LEVETON PROJECTS FUND</b>	<b>\$ 3,793,564</b>	<b>\$ 3,741,932</b>	<b>\$ 3,391,390</b>	<b>\$ 3,391,810</b>	<b>\$ 3,391,810</b>	<b>\$ 3,391,810</b>



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Projects Professional Svc	\$ 3,660	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Projects Construction	47,050	-	-	-	-	-
Fund Projects	-	-	1,650,000	3,010,000	3,010,000	3,010,000
<b>CAPITAL OUTLAY</b>	<b>50,710</b>	<b>-</b>	<b>1,750,000</b>	<b>3,010,000</b>	<b>3,010,000</b>	<b>3,010,000</b>
Transfers Out - General Fund	79,400	68,110	78,600	-	-	-
Transfers Out - TDC Admin	-	250,000	-	381,810	381,810	381,810
<b>TRANSFERS OUT</b>	<b>79,400</b>	<b>318,110</b>	<b>78,600</b>	<b>381,810</b>	<b>381,810</b>	<b>381,810</b>
Contingency	-	-	274,290	-	-	-
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>274,290</b>	<b>-</b>	<b>-</b>	<b>-</b>
General Account Reserve	3,663,454	3,423,822	1,288,500	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>3,663,454</b>	<b>3,423,822</b>	<b>1,288,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LEVETON PROJECTS FUND</b>	<b>\$ 3,793,564</b>	<b>\$ 3,741,932</b>	<b>\$ 3,391,390</b>	<b>\$ 3,391,810</b>	<b>\$ 3,391,810</b>	<b>\$ 3,391,810</b>



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Beginning Fund Balance	\$ 121,429	\$ 124,555	\$ -	\$ -	\$ -	\$ -
<b>BEGINNING FUND BALANCE</b>	<b>121,429</b>	<b>124,555</b>	-	-	-	-
Interest on Investments	3,126	1,445	-	-	-	-
<b>INVESTMENT EARNINGS</b>	<b>3,126</b>	<b>1,445</b>	-	-	-	-
<b>CURD PROJECTS FUND</b>	<b>\$ 124,555</b>	<b>\$ 126,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



Account Description	Actual FY 18-19	Actual FY 19-20	Adopted FY 20-21	Proposed FY 21-22	Approved FY 21-22	Adopted FY 21-22
Transfers Out - TDC Admin	\$ -	\$ 126,000	\$ -	\$ -	\$ -	\$ -
<b>TRANSFERS OUT</b>	<b>-</b>	<b>126,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Future Years Projects	124,555	-	-	-	-	-
<b>RESERVES &amp; UNAPPROPRIATED</b>	<b>124,555</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CURD PROJECTS FUND</b>	<b>\$ 124,555</b>	<b>\$ 126,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





CITY OF TUALATIN

ADOPTED  
2021/2022 BUDGET



## RESOLUTION NO. 5559-21

A RESOLUTION ADOPTING THE CITY OF TUALATIN'S BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2021, MAKING APPROPRIATIONS, LEVYING AD VALOREM TAXES, AND CATEGORIZING THE LEVIES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

**Section 1.** The City Council of the City of Tualatin hereby adopts the Budget as approved by the Budget Committee and adjusted by the Council. The total sum of the budget is \$135,205,650 (including \$23,984,005 of unappropriated fund balance and reserves) and is now on file at the City Offices.

**Section 2.** The amounts for the fiscal year beginning July 1, 2021, and for the purposes shown below, are hereby appropriated as follows:

**GENERAL FUND**

City Council	\$	135,220	
Administration	\$	1,615,840	
Finance	\$	1,273,835	
Municipal Court	\$	440,470	
Legal	\$	375,875	
Information Systems	\$	1,630,820	
Community Development	\$	1,157,990	
Engineering	\$	905,850	
Police	\$	8,628,350	
Maintenance Services	\$	2,156,950	
Parks Maintenance	\$	1,759,885	
Parks and Recreation	\$	1,826,395	
Library	\$	2,415,640	
Non-Departmental	\$	1,537,195	
Contingency	\$	3,799,350	
Total GENERAL FUND Appropriations			\$ 29,659,665
Reserves	\$	1,622,050	
Unappropriated	\$	5,599,170	
Total GENERAL FUND			<u>\$ 36,880,885</u>

**BUILDING FUND**

Personal Services	\$	1,026,800	
Material & Services	\$	91,250	
Capital Outlay	\$	-	
Transfers	\$	495,330	
Contingency	\$	231,415	
Total BUILDING FUND Appropriations			\$ 1,844,795
Reserves	\$	664,285	
Total BUILDING FUND			<u>\$ 2,509,080</u>



**WATER OPERATING FUND**

Personal Services	\$	915,695	
Material & Services	\$	3,671,140	
Capital Outlay	\$	1,843,000	
Transfers	\$	1,947,920	
Contingency	\$	1,266,100	
Total WATER OPERATING FUND Appropriations			\$ 9,643,855
Reserves	\$	4,303,875	
Total WATER OPERATING FUND			<u>\$ 13,947,730</u>

**SEWER OPERATING FUND**

Personal Services	\$	524,215	
Material & Services	\$	7,546,510	
Capital Outlay	\$	450,000	
Transfers	\$	1,341,205	
Contingency	\$	1,479,475	
Total SEWER OPERATING FUND Appropriations			\$ 11,341,405
Reserves	\$	949,380	
Total SEWER OPERATING FUND			<u>\$ 12,290,785</u>

**STORMWATER OPERATING FUND**

Material & Services	\$	1,619,340	
Capital Outlay	\$	930,000	
Transfers	\$	1,023,540	
Contingency	\$	538,900	
Total STORMWATER FUND Appropriations			\$ 4,111,780
Reserves	\$	4,960,650	
Total STORMWATER OPERATING FUND			<u>\$ 9,072,430</u>

**ROAD UTILITY FEE FUND**

Material & Services	\$	1,862,245	
Transfers	\$	443,535	
Contingency	\$	341,755	
Total ROAD UTILITY FEE FUND Appropriations			\$ 2,647,535
Reserves	\$	285,110	
Total ROAD UTILITY FEE FUND			<u>\$ 2,932,645</u>



**ROAD OPERATING FUND**

Personal Services	\$	667,095	
Material & Services	\$	1,064,635	
Capital Outlay	\$	951,500	
Transfers	\$	1,316,120	
Contingency	\$	600,830	
Total ROAD OPERATING FUND Appropriations			\$ 4,600,180
Reserves	\$	2,172,820	
Total ROAD OPERATING FUND			<u>\$ 6,773,000</u>

**CORE AREA PARKING DISTRICT FUND**

Material & Services	\$	26,400	
Capital Outlay	\$	-	
Transfers	\$	27,190	
Contingency	\$	8,035	
Total CORE AREA PARKING DISTRICT FUND Appropriations			\$ 61,625
Reserves	\$	215,675	
Total CORE AREA PARKING DISTRICT FUND			<u>\$ 277,300</u>

**TUALATIN SCIENCE AND TECHNOLOGY SCHOLARSHIP FUND**

Material & Services	\$	-	
Total TUALATIN SCHOLARSHIP FUND Appropriations			\$ -
Reserves	\$	50,430	
Total TUALATIN SCHOLARSHIP FUND			<u>\$ 50,430</u>

**PARKS UTILITY FUND**

Material & Services	\$	9,600	
Capital Outlay	\$	100,000	
Transfers	\$	29,360	
Contingency	\$	539,480	
Total PARKS UTILITY FUND			<u>\$ 678,440</u>

**GENERAL OBLIGATION BOND FUND**

Debt Service	\$	2,984,000	
Total GO BOND DEBT FUND Appropriations			\$ 2,984,000
Reserves	\$	75,000	
Total GO BOND DEBT FUND			<u>\$ 3,059,000</u>



**ENTERPRISE BOND FUND**

Material & Services	\$	495	
Debt Service	\$	991,175	
Total ENTERPRISE BOND FUND Appropriations			\$ 991,670
Reserves	\$	522,580	
Total ENTERPRISE BOND FUND			<u>\$ 1,514,250</u>

**WATER DEVELOPMENT FUND**

Capital Outlay	\$	-	
Transfers	\$	291,320	
Contingency	\$	1,290,130	
Total WATER DEVELOPMENT FUND			<u>\$ 1,581,450</u>

**SEWER DEVELOPMENT FUND**

Material & Services	\$	576,000	
Capital Outlay	\$	303,000	
Transfers	\$	57,070	
Contingency	\$	3,608,010	
Total SEWER DEVELOPMENT FUND			<u>\$ 4,544,080</u>

**STORMWATER DEVELOPMENT FUND**

Capital Outlay	\$	100,000	
Transfers	\$	15,610	
Contingency	\$	429,850	
Total STORMWATER DEVELOPMENT FUND			<u>\$ 545,460</u>

**PARK DEVELOPMENT FUND**

Material & Services	\$	5,000	
Capital Outlay	\$	1,009,820	
Transfers	\$	77,050	
Total PARK DEVELOPMENT FUND Appropriations			\$ 1,091,870
Reserves	\$	1,494,980	
Total PARK DEVELOPMENT FUND			<u>\$ 2,586,850</u>



**TRANSPORTATION PROJECT FUND**

Material & Services	\$	10,000	
Capital Outlay	\$	5,387,520	
Transfers	\$	358,460	
Contingency	\$	809,410	
Total TRANSPORTATION PROJECT FUND Appropriations			\$ 6,565,390
Reserves	\$	9,144,820	
Total TRANSPORTATION PROJECT FUND			<u>\$ 15,710,210</u>

**TUALATIN CITY SERVICES BUILDING FUND**

Capital Outlay	\$	200,000	
Total TUALATIN SERVICE CENTER FUND			\$ 200,000

**VEHICLE REPLACEMENT FUND**

Capital Outlay	\$	-	
Total VEHICLE REPLACEMENT FUND Appropriations			\$ -
Reserves	\$	1,068,000	
Total VEHICLE REPLACEMENT FUND			<u>\$ 1,068,000</u>

**TRANSPORTATION DEVELOPMENT TAX FUND**

Capital Outlay	\$	816,640	
Transfers	\$	54,350	
Contingency	\$	11,923,100	
Total TRANSPORTATION DEVELOP TAX FUND			<u>\$ 12,794,090</u>

**AMERICAN RESCUE PLAN FUND**

Material & Services	\$	3,000,000	
Contingency	\$	3,189,535	
Total AMERICAN RESCUE PLAN FUND			<u>\$ 6,189,535</u>

TOTAL APPROPRIATED - ALL FUNDS			\$ 111,221,645
TOTAL RESERVES			\$ 18,384,835
TOTAL UNAPPROPRIATED - ALL FUNDS			<u>\$ 5,599,170</u>
<b>TOTAL BUDGET</b>			<u><b>\$ 135,205,650</b></u>



**Section 3.** The City Council of the City of Tualatin hereby imposes the taxes provided for in the adopted budget at the rate of \$2.2665 per \$1,000 assessed value for operations and in the amount of \$3,096,850 for bonds; and that these taxes are hereby imposed and categorized for tax year 2021-22 upon the assessed value of all taxable property within the district.

General Government Limitation  
General Fund...\$2.2665/\$1,000

Excluded from Limitation  
Debt Service Fund...\$3,096,850

**Section 4.** The Finance Director shall certify to the County Assessors of Washington County and Clackamas County, Oregon, the tax levy made by this resolution; and file with the County Clerks a true copy of the Budget as finally adopted.

INTRODUCED AND ADOPTED this 28th day of June, 2021.

CITY OF TUALATIN, OREGON

BY Frank Bubenik  
Mayor

APPROVED AS TO FORM:

ATTEST:

BY Sean Brady  
City Attorney

BY Sherilyn Lombos  
City Recorder

Signature: 

Email: fbubenik@tualatin.gov

Signature:   
Sherilyn Lombos (Jul 2, 2021 10:22 PDT)

Email: slombos@tualatin.gov

Signature: 

Email: sbrady@tualatin.gov



## RESOLUTION NO. 629-21

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION  
ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET,  
AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2021

BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, THE  
RENEWAL AGENCY OF THE CITY OF TUALATIN, OREGON, that:

**Section 1.** The Board of Commissioners of the Tualatin Development Commission hereby adopts the Budget approved by the Budget Committee for fiscal year 2021-2022 in the total sum of \$4,082,820 now on file at the City Offices.

**Section 2.** The amounts for the fiscal year beginning July 1, 2021, and for the purposes shown below, are hereby appropriated:

## TUALATIN DEVELOPMENT COMMISSION ADMINISTRATION FUND

Material & Services	\$ 436,600
Transfers	187,530
Contingency	66,880

Total TDC ADMINISTRATION FUND Appropriation .....\$ 691,010

## LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$ 381,810
Capital Outlay	3,010,000

Total LEVETON TAX INCREMENT DISTRICT  
PROJECT FUND Appropriation .....\$ 3,391,810

TOTAL TUALATIN DEVELOPMENT COMMISSION BUDGET .....\$ 4,082,820



**Section 3.** This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 28th day of June, 2021.

TUALATIN DEVELOPMENT COMMISSION, the  
Urban Renewal Agency of the City of Tualatin

BY Frank Bubenik  
Chair

APPROVED AS TO FORM:

ATTEST:

BY Sean Brady  
Attorney

BY Sherilyn Lombos  
Administrator

Signature: 

Email: fbubenik@tualatin.gov

Signature:   
Sherilyn Lombos (Jul 2, 2021 10:35 PDT)

Email: slombos@tualatin.gov

Signature: 

Email: sbrady@tualatin.gov



## 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 probable safety of their capital as well as the probable 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.



	2018/2019	2019/2020	2020/2021	2021/2022
<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	1.00	0.00
Deputy City Manager	0.00	1.00	0.00	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	1.00
Human Resources Specialist	0.00	0.00	1.00	1.00
Office Assistant II	2.00	1.00	0.00	1.00
Office Coordinator	0.00	1.00	1.00	1.00
Volunteer Coordinator II	0.75	0.75	1.75	1.75
Deputy City Recorder	1.00	1.00	1.00	1.00
Total	8.75	8.75	9.75	10.75
<b><u>Finance</u></b>				
Assistant City Manager / Finance Director	0.00	1.00	1.00	1.00
Finance Director	1.00	0.00	0.00	0.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Economic Development Program Manager	0.00	0.00	0.00	1.00
Accountant	1.00	1.00	1.00	1.00
Management Analyst II	0.00	1.00	1.00	1.00
Program Coordinator	1.00	0.00	0.00	0.00
Accounting Technician	4.00	4.00	4.00	4.00
Office Assistant II	1.00	1.00	1.00	0.00
Total	9.00	9.00	9.00	9.00
<b><u>Court</u></b>				
Court Administrator	1.00	1.00	1.00	1.00
Court Clerk	3.00	3.00	3.00	3.00
	4.00	4.00	4.00	4.00
<b><u>Legal</u></b>				
City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00
<b><u>Information Services</u></b>				
Information and Maintenance Services Director	0.00	1.00	1.00	1.00
Information Services Director	1.00	0.00	0.00	0.00
Network Administrator	1.00	1.00	1.00	1.00
Desktop Support Technician	2.00	2.00	2.00	2.00
Database/GIS Administrator	1.00	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00
<b><u>Community Development</u></b>				
Community Development Director	1.00	1.00	1.00	1.00
Assistant Community Development Director	0.00	0.00	0.00	1.00
Management Analyst II	1.00	1.00	0.00	0.00
Policy Analyst	0.00	0.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	0.00
Senior Planner	1.00	1.00	1.00	0.00
Senior Housing Analyst	0.00	0.00	0.00	1.00
Associate Planner	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Office Coordinator	1.75	0.75	0.75	0.75
Program Coordinator	0.00	1.00	1.00	1.00
Economic Development Program Manager	1.00	1.00	1.00	0.00
Total	8.75	8.75	8.75	7.75



	2018/2019	2019/2020	2020/2021	2021/2022
<b><u>Engineering</u></b>				
Public Works Director	0.00	0.00	0.10	0.00
City Engineer	0.00	1.00	1.00	1.00
Assistant City Engineer	1.00	0.00	0.00	0.00
Engineering Tech II	1.00	1.00	1.00	0.00
Project Engineer	1.00	1.00	1.00	1.00
Engineering Associate	3.00	3.00	3.00	4.00
Office Coordinator	0.00	0.00	0.10	0.00
	6.00	6.00	6.20	6.00
<b><u>Police</u></b>				
Chief	1.00	1.00	1.00	1.00
Office Coordinator	1.00	1.00	1.00	1.00
Captain	2.00	2.00	2.00	2.00
Sergeant	6.00	6.00	6.00	6.00
Police Officer	30.00	30.00	30.00	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 Services Technician	3.00	3.00	3.00	3.00
Property Evidence Technician	1.00	1.00	1.00	1.00
	47.00	47.00	47.00	46.00
<b><u>Parks and Recreation</u></b>				
Community Services Director	1.00	0.00	0.00	0.00
Parks & Recreation Director	0.00	1.00	1.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00	1.00
Parks Planning and Development Manager	0.00	1.00	1.00	1.00
Recreation Supervisor	1.00	0.00	0.00	0.00
Recreation Program Specialist	0.75	0.75	0.00	0.00
Program Coordinator	0.00	0.00	0.75	0.75
Office Coordinator	0.00	1.00	1.00	1.00
Management Analyst II	1.00	0.00	0.00	0.00
Juanita Pohl Center Supervisor	1.00	1.00	1.00	1.00
Program Specialist	1.00	1.00	1.00	1.00
	6.75	6.75	6.75	6.75
<b><u>Library</u></b>				
Library Director	0.00	1.00	1.00	1.00
Library Manager	1.00	0.00	0.00	0.00
Public Services Supervisor	1.00	1.00	1.00	1.00
Access Services Supervisor	1.00	1.00	1.00	1.00
Public Services Assistant	2.90	2.90	2.90	2.60
Librarian I	0.75	1.00	1.00	1.00
Librarian II	4.00	4.00	4.00	4.00
Library Outreach Specialist	0.00	0.00	0.00	1.00
Programming Specialist	1.00	0.80	0.80	0.00
Library Assistant	6.00	6.00	6.00	6.00
Volunteer Coordinator	1.00	1.00	0.00	0.00
Office Coordinator	1.00	1.00	1.00	1.00
	19.65	19.70	18.70	18.60
<b><u>Public Works Administration</u></b>				
Public Works Director	1.00	1.00	0.00	0.00
Program Coordinator	1.00	0.00	0.00	0.00
Management Analyst II	0.00	1.00	0.00	0.00
Office Coordinator	1.00	1.00	0.00	0.00
Warehouse/Inventory Control Technician	1.00	1.00	0.00	0.00
	4.00	4.00	0.00	0.00



	2018/2019	2019/2020	2020/2021	2021/2022
<b><u>Maintenance Services</u></b>				
Maintenance Services Manager	1.00	1.00	1.00	1.00
Management Analyst II	0.00	0.00	1.00	1.00
Warehouse/Inventory Control Technician	0.00	0.00	1.00	1.00
Facilities Maintenance Technician I	1.50	1.50	1.50	1.00
Facilities Maintenance Technician II	1.00	1.00	1.00	1.00
Fleet Technician I	0.50	0.50	0.50	1.00
Fleet Technician II	1.00	1.00	1.00	1.00
	5.00	5.00	7.00	7.00
<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
	9.00	9.00	9.00	9.00
<b>TOTAL GENERAL FUND</b>	<b>135.90</b>	<b>135.95</b>	<b>134.15</b>	<b>132.85</b>
<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	1.00	1.00	2.00
Building Inspector I	2.00	2.00	2.00	1.00
Building Inspector I/Code Compliance	1.00	1.00	1.00	1.00
Permit Coordinator	1.00	1.00	1.00	2.00
Permit Technician	1.00	1.00	1.00	0.00
Office Coordinator	0.25	0.25	0.25	0.25
<b>TOTAL BUILDING FUND</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>
<b><u>WATER OPERATING FUND</u></b>				
Public Works Director	0.00	0.00	0.30	0.34
Water Division Manager	1.00	1.00	1.00	1.00
Deputy Public Works Director	0.00	0.00	0.00	0.50
Management Analyst II	1.00	1.00	1.00	0.00
Management Analyst I	0.00	0.00	0.00	0.50
Utility Technician III	1.00	1.00	1.00	1.00
Utility Technician II	2.00	3.00	3.00	3.00
Utility Technician I	2.00	1.00	1.00	1.00
Office Coordinator	0.00	0.00	0.30	0.34
<b>TOTAL WATER OPERATING FUND</b>	<b>7.00</b>	<b>7.00</b>	<b>7.60</b>	<b>7.68</b>
<b><u>SEWER OPERATING FUND</u></b>				
Public Works Director	0.00	0.00	0.30	0.33
Street & Sewer Manager	0.50	0.50	0.50	0.50
Deputy Public Works Director	0.00	0.00	0.00	0.25
Management Analyst II	0.50	0.50	0.50	0.00
Management Analyst I	0.00	0.00	0.00	0.25
Utility Technician II	1.00	1.00	1.00	1.00
Utility Technician I	2.00	2.00	2.00	2.00
Office Coordinator	0.00	0.00	0.30	0.33
<b>TOTAL SEWER OPERATING FUND</b>	<b>4.00</b>	<b>4.00</b>	<b>4.60</b>	<b>4.66</b>



	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
<b><u>ROAD OPERATING FUND</u></b>				
Public Works Director	0.00	0.00	0.30	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	0.00	0.00	0.25
Management Analyst II	0.50	0.50	0.50	0.00
Management Analyst I	0.00	0.00	0.00	0.25
Utility Technician III	1.00	1.00	1.00	1.00
Utility Technician I	1.00	1.00	1.00	1.00
Office Coordinator	0.00	0.00	0.30	0.33
<b>TOTAL ROAD OPERATING FUND</b>	<b>4.00</b>	<b>4.00</b>	<b>4.60</b>	<b>4.66</b>
<b>GRAND TOTAL - ALL FUNDS</b>	<b><u>159.15</u></b>	<b><u>159.20</u></b>	<b><u>159.20</u></b>	<b><u>158.10</u></b>



**FY 2020/21 SALARY SCHEDULE**  
**EFFECTIVE 1/1/2021**  
**Annual Salaries are based on 2080 Hours**

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>O4</b>	Parking Enforcement Att.	Hourly	16.18	16.65	17.16	17.69	18.21	18.75	19.32	19.90	20.49
		Annual	33,653.88	34,622.64	35,696.70	36,791.82	37,886.94	39,003.12	40,182.48	41,382.90	42,625.44
<b>O5</b>	Vacant	Hourly	17.45	17.97	18.51	19.06	19.64	20.23	20.83	21.47	22.09
		Annual	36,292.17	37,379.66	38,509.79	39,639.92	40,855.35	42,070.77	43,328.84	44,650.89	45,951.60
<b>O6</b>	Library Assistant Office Assistant I	Hourly	18.31	18.86	19.43	20.02	20.61	21.24	21.88	22.53	23.21
		Annual	38,076.48	39,234.78	40,414.14	41,635.62	42,878.16	44,183.88	45,510.66	46,858.50	48,269.52
<b>O7</b>	Operations Maintenance Tech	Hourly	19.21	19.79	20.39	20.98	21.64	22.29	22.95	23.65	24.35
		Annual	39,959.77	41,153.87	42,411.94	43,648.69	45,013.38	46,356.75	47,742.76	49,192.74	50,642.72
<b>O8</b>	Office Assistant II Senior Library Asst.	Hourly	20.18	20.79	21.40	22.05	22.72	23.40	24.11	24.84	25.58
		Annual	41,964.16	43,243.55	44,501.62	45,866.31	47,252.32	48,680.98	50,152.28	51,666.23	53,201.51
<b>O9</b>	Court Clerk	Hourly	21.21	21.84	22.48	23.15	23.87	24.58	25.31	26.08	26.88
	Police Service Tech	Annual	44,117.80	45,418.52	46,761.89	48,147.90	49,640.53	51,133.15	52,647.10	54,246.35	55,909.56
	Public Service Assistant										
	Utility Tech I										
	Volunteer Specialist										
<b>O10</b>	Park Maintenance Tech I	Hourly	22.59	23.30	23.97	24.70	25.43	26.19	27.00	27.79	28.64
		Annual	46,996.44	48,467.75	49,853.76	51,367.71	52,902.98	54,480.90	56,165.44	57,807.33	59,577.16
<b>O11</b>	Accounting Tech	Hourly	23.92	24.61	25.37	26.11	26.95	27.72	28.59	29.41	30.32
	Human Resource Specialist	Annual	49,747.14	51,197.12	52,775.04	54,310.32	56,058.82	57,658.07	59,470.54	61,176.40	63,074.17
	Library Prgm Specialist										
	Office Coord										
	Park Maint. Tech II										
	Permit Tech										
	Program Specialist										
	Property Evidence Tech										
<b>O12</b>	Rec Prgm Specialist										
	Utility Tech II										
<b>O13</b>	Volunteer Coordinator										
	Engineering Tech I	Hourly	25.11	25.89	26.63	27.45	28.24	29.13	29.96	30.89	31.81
	Facilities Maint Tech I	Annual	52,220.64	53,841.21	55,397.80	57,103.66	58,745.55	60,600.68	62,306.54	64,246.95	66,166.04
	Fleet Service Tech I										
	Permit Coordinator										
<b>O13</b>	Warehouse/Inv Ctrl Tech										
	Assistant Planner	Hourly	26.37	27.15	27.99	28.80	29.68	30.55	31.48	32.43	33.40
	Code Compliance Officer	Annual	54,843.40	56,463.97	58,212.47	59,897.01	61,730.81	63,543.29	65,483.70	67,445.44	69,471.15
	Community Serv Officer										
	GIS Technician										
<b>O13</b>	Librarian I										



**FY 2020/21 SALARY SCHEDULE**  
**EFFECTIVE 1/1/2021**  
 Annual Salaries are based on 2080 Hours

**TUALATIN EMPLOYEES ASSOCIATION**

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 Engineering Tech II Facilities Maint Tech II Fleet Service Tech II Librarian II Volunteer Coordinator II	Hourly Annual	27.99 58,212.47	28.80 59,897.01	29.68 61,730.81	30.55 63,543.29	31.48 65,483.70	32.43 67,445.44	33.40 69,471.15	34.38 71,518.18	35.42 73,671.83
<b>O15</b>	Accountant Associate Planner Utility Tech III	Hourly Annual	29.73 61,837.43	30.60 63,649.90	31.52 65,568.99	32.47 67,530.73	33.44 69,556.44	34.43 71,624.80	35.47 73,778.45	36.54 75,996.06	37.63 78,277.65
<b>O16</b>	Building Inspector II Engineering Associate	Hourly Annual	31.18 64,844.00	32.12 66,805.74	33.08 68,810.13	34.08 70,878.48	35.10 73,010.81	36.17 75,228.43	37.23 77,446.04	38.35 79,770.28	39.51 82,179.81
<b>O17</b>	Vacant	Hourly Annual	33.43 69,535.12	34.42 71,603.47	35.45 73,735.80	36.52 75,953.42	37.62 78,256.33	38.75 80,601.89	39.92 83,032.74	41.11 85,506.23	42.35
<b>O18</b>	Project Engineer Senior Planner Policy Analyst Building Inspector III	Hourly Annual	35.09 72,989.48	36.16 75,207.10	37.22 77,424.72	38.34 79,748.96	39.51 82,179.81	40.68 84,610.66	41.90 87,148.12	43.15 89,749.56	44.44 92,436.29
<b>M4</b>	<i>Management Analyst I</i>	Hourly Annual	26.53 55,184.57	27.32 56,826.46	28.16 58,574.97	28.97 60,259.50	29.86 62,114.63	30.76 63,991.07	31.67 65,867.52	32.61 67,829.26	33.61 69,918.94
<b>M5</b>	Desktop Support Technician	Hourly Annual	27.59 57,380.87	28.40 59,065.40	29.27 60,877.88	30.12 62,647.71	31.03 64,545.48	31.97 66,507.22	32.93 68,490.28	33.92 70,558.63	34.92 72,626.99
<b>M6</b>	Community Engagement Coord Program Coordinator Management Analyst II	Hourly Annual	28.96 60,238.18	29.85 62,093.30	30.75 63,969.75	31.66 65,846.20	32.60 67,807.94	33.59 69,876.29	34.61 71,987.29	35.63 74,119.62	36.71 76,358.56
<b>M8</b>	<i>GIS Coordinator</i> <i>Information Tech Coordinator</i>	Hourly Annual	31.93 66,421.92	32.90 68,426.31	33.85 70,409.37	34.88 72,541.70	35.94 74,759.31	37.02 76,998.26	38.14 79,322.49	39.28 81,710.69	40.45 84,141.54
<b>M10</b>	Network Administrator Database/GIS Administrator Deputy City Recorder/Records Mgr	Hourly Annual	35.18 73,181.39	36.22 75,335.04	37.32 77,616.63	38.44 79,962.19	39.58 82,329.07	40.77 84,802.57	42.01 87,382.68	43.27 90,005.44	44.57 92,713.49
<b>M13</b>	Vacant	Hourly Annual	40.12 83,444.54	41.31 85,927.37	42.56 88,518.14	43.83 91,173.69	45.17 93,958.77	46.50 96,722.26	47.89 99,615.29	49.33 102,616.27	50.82 105,703.61
<b>M14</b>	Econ Development Prog Mgr	Hourly Annual	41.61 86,551.07	42.86 89,152.51	44.14 91,817.91	45.46 94,547.29	46.83 97,404.61	48.22 100,304.57	49.67 103,311.15	51.16 106,403.02	52.69 109,601.51
<b>M15</b>	Principal Transportation Engineer	Hourly Annual	44.73 88,961.44	46.06 91,627.45	47.43 94,359.01	48.86 97,199.83	50.35 100,149.91	51.85 103,143.71	53.38 106,181.20	54.98 109,371.66	56.62 112,627.69

\* *italicized positions are not filled.*



**SALARY SCHEDULE  
EFFECTIVE 7/1/2021 - 12/31/2021**

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 Annual	31.72 65,977.60	32.99 68,619.20	34.31 71,364.80	35.68 74,214.40	37.11 77,188.80	38.59 80,267.20	40.13 83,470.40	n/a n/a	n/a n/a
Non-Exempt Police Mgmt 4% Steps											
P2	Police Sergeant	Hourly Annual	38.03 79,102.40	39.56 82,284.80	41.14 85,571.20	42.78 88,982.40	44.52 92,601.60	46.28 96,262.40	48.14 100,131.20	50.06 104,124.80	52.06 108,284.80
Exempt Police Management 3% Steps											
P3-X	Police Lieutenant	Hourly Annual	50.34 104,713.16	51.85 107,842.78	53.41 111,090.06	55.03 114,455.01	56.67 117,867.01	58.35 121,373.13	60.12 125,043.98	61.92 128,785.41	63.78 132,668.04
P4-X	Police Captain	Hourly Annual	55.37 115,160.94	57.04 118,643.54	58.76 122,220.25	60.54 125,914.63	62.33 129,656.05	64.20 133,538.68	66.12 137,538.96	68.10 141,656.90	70.17 145,963.07
DM5-X	Police Chief	Hourly Annual	63.53 132,150.35	65.42 136,080.04	67.39 140,174.45	69.41 144,362.96	71.49 148,692.68	73.65 153,187.10	75.84 157,752.13	78.13 162,505.40	80.46 167,352.80

\* *italicized* positions are not filled.



**FY 2021/22 SALARY SCHEDULE**  
EFFECTIVE 7/01/2021

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 Annual	32.89 68,406.83	33.88 70,463.54	34.86 72,498.82	35.92 74,705.49	37.01 76,976.43	38.12 79,290.22	39.26 81,668.29	40.46 84,153.47	41.66 86,660.08
<b>M12-X</b>	Assistant to the City Manager Sr. Human Resources & Risk Mgmt Analyst Recreation Manager	Hourly Annual	38.84 80,782.08	40.01 83,229.30	41.21 85,723.59	42.46 88,312.01	43.75 90,994.56	45.05 93,700.63	46.38 96,477.30	47.79 99,395.14	49.22 102,383.58
<b>M13-X</b>	Vacant	Hourly Annual	40.81 84,876.49	42.02 87,394.29	43.28 90,029.78	44.58 92,735.84	45.94 95,559.58	47.30 98,383.29	48.71 101,324.67	50.18 104,383.72	51.69 107,513.36
<b>M14-X</b>	Parks Planning & Development Manager Planning Manager Deputy City Manager <i>Parks &amp; Recreation Manager</i>	Hourly Annual	42.84 89,112.07	44.14 91,818.14	45.46 94,547.74	46.81 97,371.46	48.22 100,289.32	49.66 103,301.30	51.15 106,383.85	52.67 109,560.53	54.26 112,854.89
<b>M15-X</b>	City Engineer Building Official Assistant Finance Director Assistant Community Dev Director	Hourly Annual	46.06 95,794.87	47.44 98,665.67	48.85 101,607.06	50.32 104,666.09	51.85 107,842.78	53.40 111,066.54	54.97 114,337.35	56.62 117,772.88	58.31 121,279.02
<b>DM1-X</b>	Parks & Recreation Director Library Director Human Resources Director Information Systems Director	Hourly Annual	49.68 103,324.82	51.19 106,477.97	52.72 109,654.68	54.28 112,901.96	55.92 116,313.96	57.61 119,820.09	59.33 123,396.80	61.09 127,067.64	62.95 130,926.74
<b>DM2-X</b>	<i>Finance Director</i> Public Works Director Community Development Director	Hourly Annual	52.59 109,395.84	54.19 112,713.70	55.82 116,102.18	57.52 119,631.83	59.22 123,185.01	61.00 126,879.40	62.82 130,667.89	64.70 134,574.05	66.67 138,668.45
<b>DM3-X</b>	Vacant	Hourly Annual	55.99 116,455.16	57.67 119,961.27	59.40 123,561.52	61.18 127,255.89	63.04 131,114.98	64.93 135,044.68	66.86 139,068.48	68.85 143,209.94	70.93 147,539.65
<b>DM4-X</b>	Assistant City Manager/Finance Director City Attorney	Hourly Annual	57.54 119,678.89	59.25 123,232.08	61.02 126,926.47	62.84 130,714.96	64.74 134,668.16	66.70 138,739.04	68.68 142,856.97	70.74 147,139.63	72.86 151,539.93
<b>DM5-X</b>	Police Chief	Hourly Annual	63.53 132,150.35	65.42 136,080.04	67.39 140,174.45	69.41 144,362.96	71.49 148,692.68	73.65 153,187.10	75.84 157,752.13	78.13 162,505.40	80.46 167,352.80

\* italicized positions are not filled.



FY 2021/22 SALARY SCHEDULE  
EFFECTIVE 7/01/2021

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
N2	Legal Assistant	Hourly Annual	24.65 51,272.00	25.37 52,769.60	26.15 54,392.00	26.92 55,993.60	27.75 57,720.00	28.57 59,425.60	29.43 61,214.40	30.29 63,003.20	31.22 64,937.60
N3	Vacant	Hourly Annual	25.95 53,976.00	26.73 55,598.40	27.54 57,283.20	28.38 59,030.40	29.21 60,756.80	30.10 62,608.00	30.98 64,438.40	31.92 66,393.60	32.89 68,411.20
N4	Vacant	Hourly Annual	27.32 56,825.60	28.13 58,510.40	29.00 60,320.00	29.84 62,067.20	30.76 63,980.80	31.67 65,873.60	32.61 67,828.80	33.59 69,867.20	34.62 72,009.60
N5	Recreation Coordinator	Hourly Annual	28.41 59,092.80	29.24 60,819.20	30.14 62,691.20	31.00 64,480.00	31.96 66,476.80	32.93 68,494.40	33.91 70,532.80	34.93 72,654.40	35.96 74,796.80
N6	Human Resources Analyst Paralegal	Hourly Annual	29.83 62,046.40	30.75 63,960.00	31.66 65,852.80	32.60 67,808.00	33.58 69,846.40	34.60 71,968.00	35.64 74,131.20	36.70 76,336.00	37.80 78,624.00
N7	Vacant	Hourly Annual	31.29 65,083.20	32.25 67,080.00	33.22 69,097.60	34.20 71,136.00	35.23 73,278.40	36.29 75,483.20	37.37 77,729.60	38.48 80,038.40	39.63 82,430.40
N8	Police Services Supervisor	Hourly Annual	32.89 68,411.20	33.88 70,470.40	34.86 72,508.80	35.92 74,713.60	37.01 76,980.80	38.12 79,289.60	39.26 81,660.80	40.46 84,156.80	41.66 86,652.80
N9	Access Services Supervisor Public Service Supervisor Recreation Supervisor Pohl Center Supervisor	Hourly Annual	34.55 71,864.00	35.57 73,985.60	36.65 76,232.00	37.72 78,457.60	38.86 80,828.80	40.03 83,262.40	41.22 85,737.60	42.47 88,337.60	43.75 91,000.00
N10	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly Annual	36.24 75,379.20	37.31 77,604.80	38.43 79,934.40	39.58 82,326.40	40.76 84,780.80	41.98 87,318.40	43.27 90,001.60	44.56 92,684.80	45.91 95,492.80
N11	Accounting Supervisor Water Division Mgr	Hourly Annual	38.05 79,144.00	39.17 81,473.60	40.37 83,969.60	41.57 86,465.60	42.84 89,107.20	44.14 91,811.20	45.46 94,556.80	46.80 97,344.00	48.21 100,276.80

\* italicized positions are not filled.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*general fund* – a fund used to account for most fiscal activities except those activities required to be accounted for in another fund.



*levy* – Amount of tax imposed by a local government for the support of governmental activities.

*ordinance* – A formal legislative enactment by the governing board of a municipality.

*organizational unit* – Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as department, office or division). (See ORS 294.311 (23))

*payroll expenses* – Expenses related to the compensation of employee's salaries, health and accident insurance premiums, Social security and retirement contributions, civil service assessment, for example.

*proposed budget* – Finance and operating program prepared by the budget officer, submitted to the public and the budget committee for review.

*reimbursement* – A payment from one fund to another fund for services rendered to it by that fund.

*reserves* – Resources set aside for a future year which are meant to be unchangeable in the current year. Reserves can be spent in the current year by supplemental budget.

*resolution* – A formal order of a governing body which has a lower legal status than an ordinance.

*resource* – Estimated beginning funds on hand plus anticipated current year receipts, i.e. unspent funds from prior years plus funds received (or to be received) in the current year.

*revenues* – Monies received or anticipated by a local government from either tax or non tax sources. (ORS 294.311 (29))

*system development charges (SDC's)* – are charges paid by developers and builders to fund expansion of infrastructure systems necessary as the result of increased usage. Such charges are collected for the sewer, storm drains, streets and parks.

Expenditures made from SDC charges can only be used to increase infrastructure system capacity, and cannot be used for ordinary maintenance.

*supplemental budget* – prepared to meet unexpected needs or to spend revenues not anticipated at time regular budget was adopted. Cannot be used to authorize a tax levy. A supplemental budget must also be used when a contingency is more than 15 percent of the total fund. (ORS 294.480)

*tax levy* – total amount of taxes imposed by a local government unit.

*tax rate* – the amount of tax stated in terms of a unit of tax for each \$1,000 of assessed valuation of taxable property.

*tax roll* – The official list showing the amount of taxes levied against each taxpayer or property.

*transfers* – Amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and revenue in the receiving fund. (ORS 294.450)

*unappropriated ending fund balance* – Amount set aside in the budget to be used as a cash carry over to the next year's budget to provide the local government with needed cash until the revenue is received in the year. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitate by a qualifying emergency. (ORS 294.371)



ARB	Architectural Review Board
ARPA	American Rescue Plan Act
ASR	Aquifer Storage and Recovery
BCD	Building Codes Division (State)
BUG	Broadband Users Group
CAPD	Core Area Parking District
CAPDB	Core Area Parking District Board
CDBG	Community Development Block Grant
CIO	Citizen Involvement Organization
CIP	Capital Improvement Plan
CCIS	City/County Insurance Services
COT	City of Tualatin
CURD	Central Urban Renewal District
CWS	Clean Water Services
DEQ	Department of Environmental Quality
DMV	Department of Motor Vehicles
EDU	Equivalent Dwelling Unit
EPA	Environmental Protection Agency
ESA	Endangered Species Act
FOG	Fats, Oil and Grease
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GREAT	Gang Resistance Education and Training
IS	Information Services
LID	Local Improvement District
LOC	League of Oregon Cities
LTID	Leveton Tax Increment District
MBP	Manufacturing Business Park
MDC	Mobile Data Computer



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





CITY OF TUALATIN

ADOPTED  
2021/2022 BUDGET