

FISCAL YEAR

2021



City of Tualatin

ADOPTED BUDGET

CITY OF
TUALATIN, OREGON



ENTERING A NEW DECADE

City of Tualatin



CITY OF TUALATIN, OR

2020-2021 ADOPTED BUDGET



“Dedicated to Quality Service for Our Citizens”



City of Tualatin

Adopted
2020/2021 Budget

City of Tualatin, OR Annual Budget

For the Fiscal Year

July 1, 2020 - June 30, 2021

CITY LEADERSHIP:

Frank Bubenik, *Mayor*

Maria Reyes, *Council Member, Position #1*

Paul Morrison, *Council Member, Position #2*

Bridget Brooks, *Council Member, Position #3*

Robert Kellogg, *Council Member, Position #4*

Nancy Grimes, *Council Member, Position #5*

Valerie Pratt, *Council Member, Position #6*

BUDGET COMMITTEE:

Monique Beikman

Chris Brune

Rebekah Deal

Monica Gibson, *Student*

John Hannam

Cyndy Hillier

Brittany Valli

Veronica Williams

EXECUTIVE LEADERSHIP TEAM:

Sherilyn Lombos, *City Manager*

Sean Brady, *City Attorney*

Jeff Fuchs, *Public Works Director*

Megan George, *Assistant to the City Manager*

Ross Hoover, *Parks & Recreation Director*

Don Hudson, *Assistant City Manager/Finance Director*

Aquilla Hurd-Ravich, *Community Development Director*

Bates Russell, *Information & Maintenance Services Director*

Stacy Ruthrauff, *Human Resources Director*

Bill Steele, *Police Chief*

Jerianne Thompson, *Library Director*

City of Tualatin | *City Council Members*



**Mayor
Frank Bubenik**



**Councilor - Position 1
Maria Reyes**



**Councilor - Position 2
Paul Morrison**



**Councilor - Position 3
Bridget Brooks**



**Councilor - Position 4
Robert Kellogg**



**Councilor - Position 5
Nancy Grimes**



**Councilor - Position 6
Valerie Pratt**

Executive Management Team



City Manager

Sherilyn Lombos



Police Chief

Bill Steele



Public Works Director

Jeff Fuchs



Community Development Director

Aquilla Hurd-Ravich



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



Assistant to the City Manager

Megan George

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Tualatin
Oregon**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

*The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Tualatin, Oregon** for its annual budget for the fiscal year beginning **July 01, 2019**. 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, 2018

Christopher P. Morill

Executive Director/CEO

How to Make the Most of the Budget Document

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

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

Reader's Guide

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

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

It presents the city organization chart.

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

It provides an overview and explanation of property tax revenues.

Budget Message

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

Budget Summary

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

Revenues

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

Expenditures

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

Debt Service

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

CIP (Capital Improvement Plan)

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

Tualatin Development Commission

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

Appendix

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



WELCOME TO TUALATIN!

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

LOCATION

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



DISTANCE FROM TUALATIN

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

DEMOGRAPHICS

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

LOCAL ATTRIBUTES 2017 EST.

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

REGIONAL WORKFORCE ATTRIBUTES 2017 EST.

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

POPULATION GROWTH

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

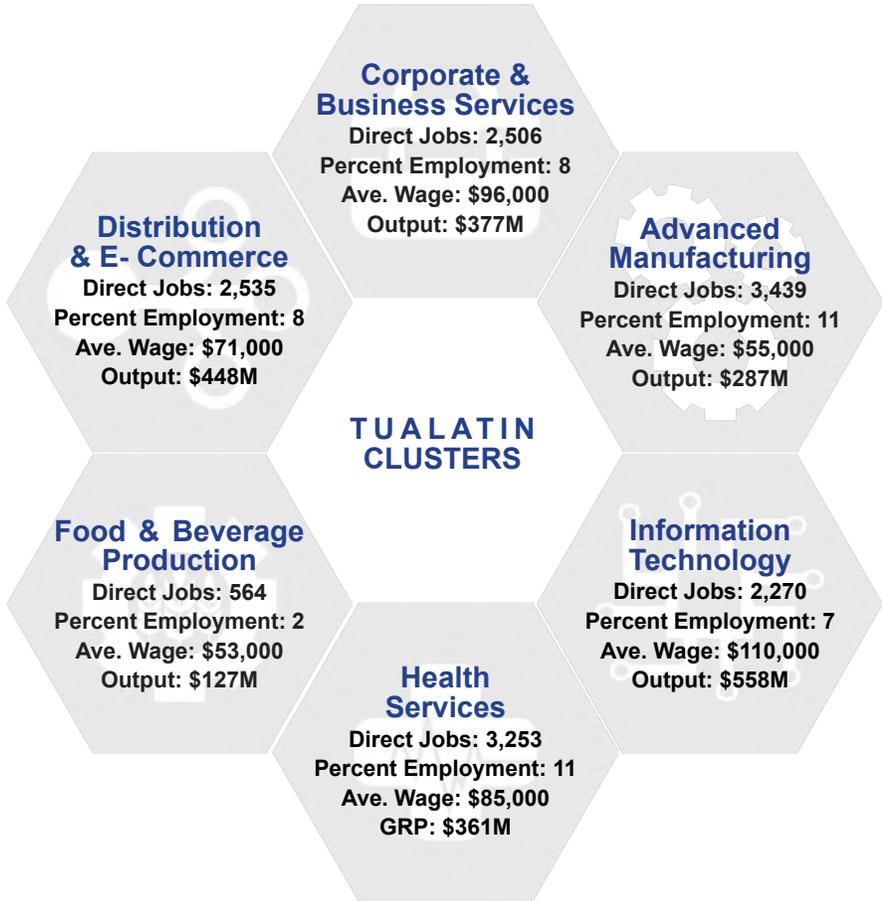


TUALATIN'S ECONOMY

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

KEY INDUSTRY CLUSTERS

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



BY THE NUMBERS

BUSINESS & EMPLOYEES

- 1,713**
Number of Business Licenses
- 30,775**
Number of Employees in Tualatin
- \$1.8 BILLION**
Total Payroll in Tualatin
- 3.6%**
Local Unemployment Rate

BUILDING INVENTORY

- 11.6 MILLION**
Total sq.ft Industrial Space
- 1.2 MILLION**
Total sq.ft office space

INDUSTRY CLUSTERS

- 47%**
Local jobs in key industry clusters
- \$2 BILLION**
Annual value output from industry clusters
- \$75,000**
Average wage among industry clusters
- \$58,000**
Average wage in Tualatin among all industries



84% OF TUALATIN RESIDENTS RATED THE QUALITY OF LIFE IN TUALATIN AS "EXCELLENT" OR "GOOD."



QUALITY OF LIFE

DOWNTOWN TUALATIN

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

SHOPPING

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

SCHOOLS

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

PARKS

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

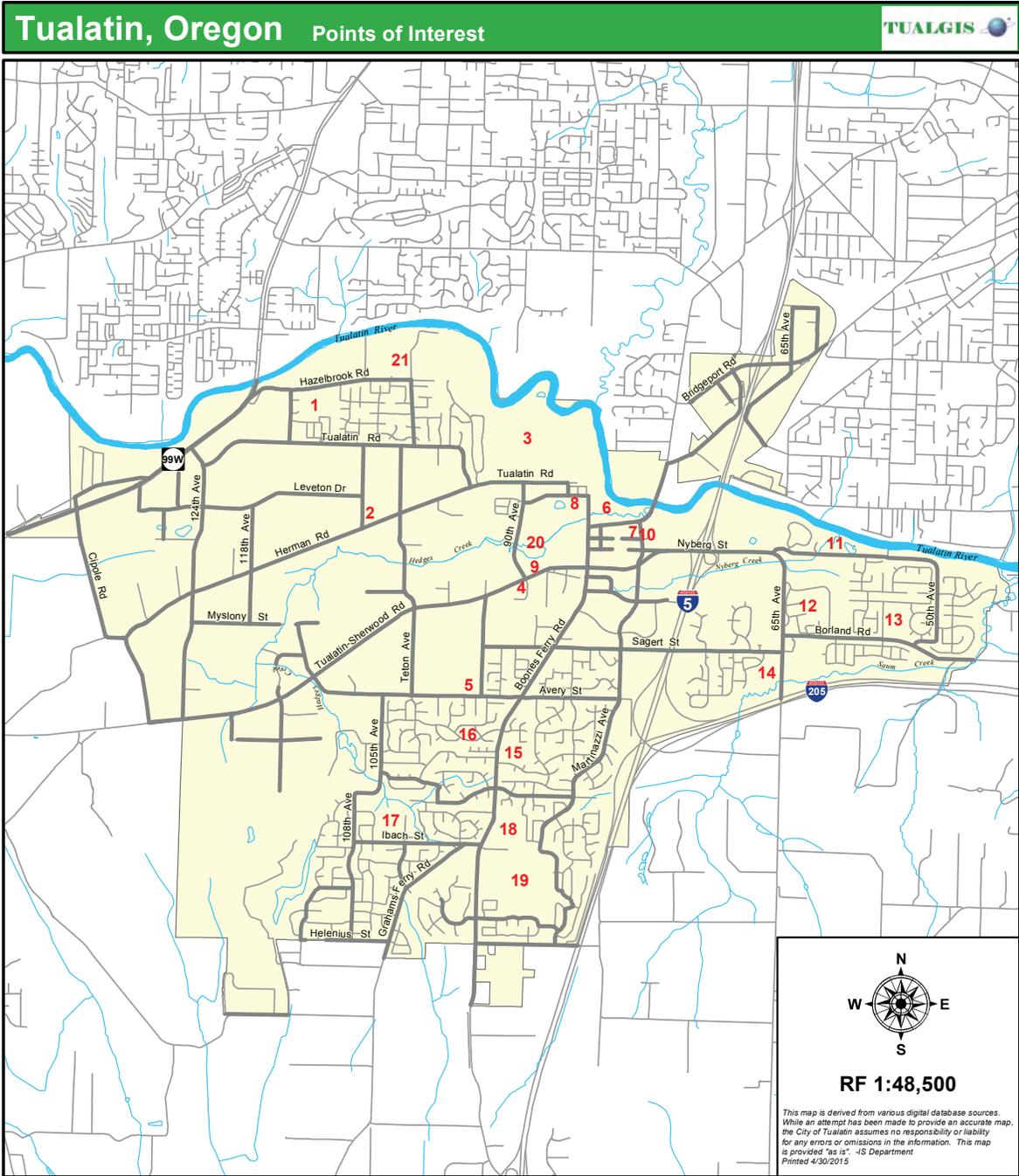
RECREATION

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

**CITY OF TUALATIN
 PRINCIPAL EMPLOYERS
 CURRENT YEAR AND NINE YEARS AGO
 June 30, 2019**

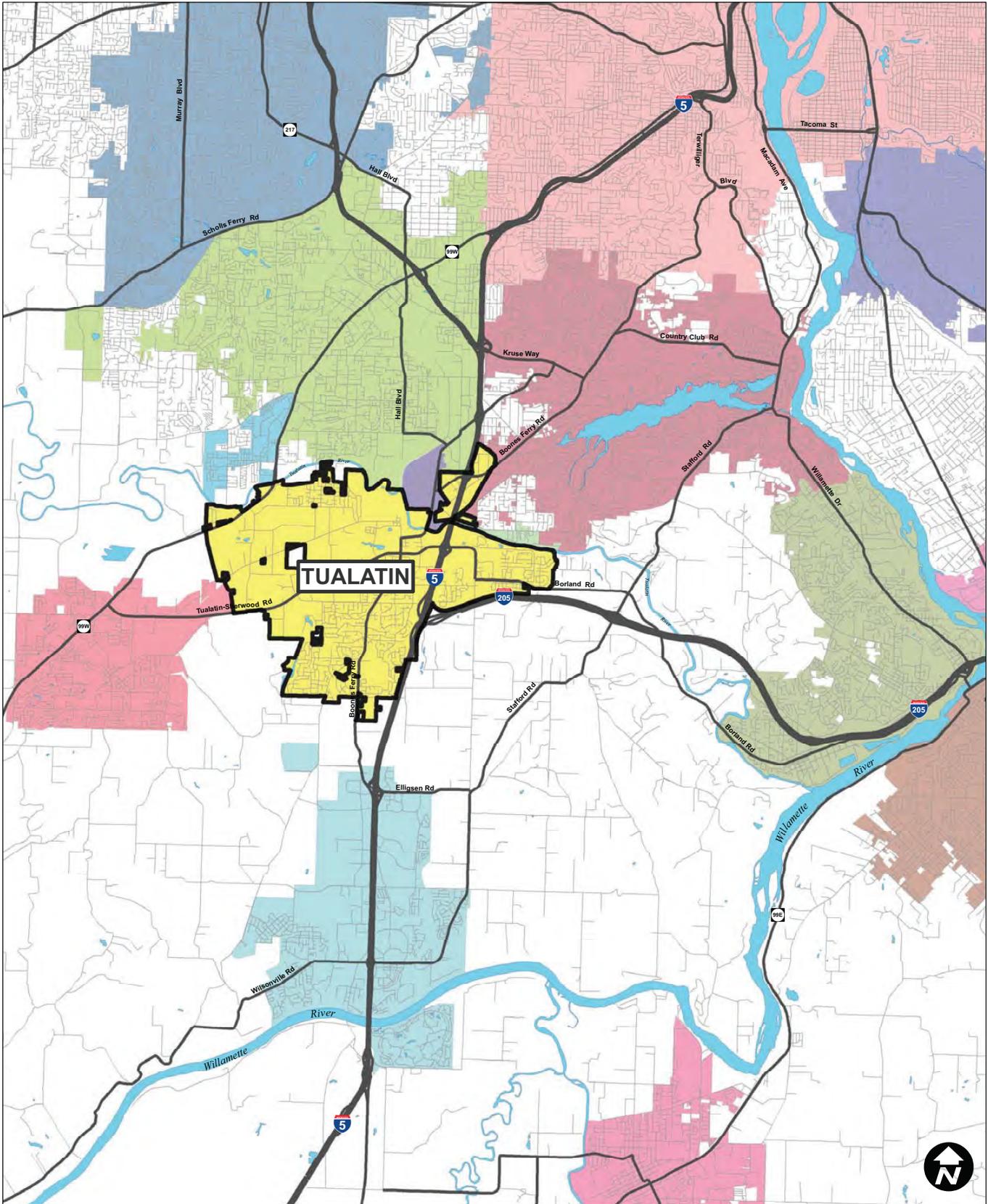
Employer	2019			2010		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Lam Research Corporation	2,124	1	7.13%	400	5	1.97%
Legacy Meridian Park Hospital	990	2	3.32%	823	1	4.05%
Nortek Air Solutions (formerly CES Group LLC)	689	3	2.31%	-	-	-
Pacific Foods of Oregon, Inc	681	4	2.29%	-	-	-
Portland General Electric	478	5	1.60%	314	6	1.54%
United Parcel Service	448	6	1.50%	512	2	2.52%
Milgard Windows	439	7	1.47%	275	9	1.35%
Metro West Ambulance	381	8	1.28%	-	-	-
Creganna Medical	376	9	1.26%	-	-	-
Pacific Furniture Industries	375	10	1.26%	-	-	-
GE Security	-	-	-	500	3	2.46%
Tigard-Tualatin School District	-	-	-	421	4	2.07%
DPI Northwest	-	-	-	300	7	1.47%
Precision Wire	-	-	-	290	8	1.43%
Fred Meyer	-	-	-	273	10	1.34%
	<u>6,981</u>			<u>4,108</u>		
Total City employment			<u>29,800</u>			

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



- | | |
|--|-----------------------------------|
| 1. Hazelbrook Middle School | 11. Brown's Ferry Park |
| 2. City Operations Center | 12. Legacy Meridian Park Hospital |
| 3. Tualatin Country Club | 13. Bridgeport Elementary School |
| 4. Tualatin Valley Fire & Rescue Station | 14. Atfalati Park |
| 5. Tualatin Elementary School | 15. Little Woodrose Nature Park |
| 6. Tualatin Community Park, Park Office,
Senior Center, Community Center, Lafky House | 16. Lafky Park |
| 7. Chamber of Commerce | 17. Ibach Park |
| 8. Police Department | 18. Byrom Elementary School |
| 9. Post Office | 19. Tualatin High School |
| 10. City Center/Library | 20. Hedges Creek Wetlands |
| | 21. Jurgens Park |

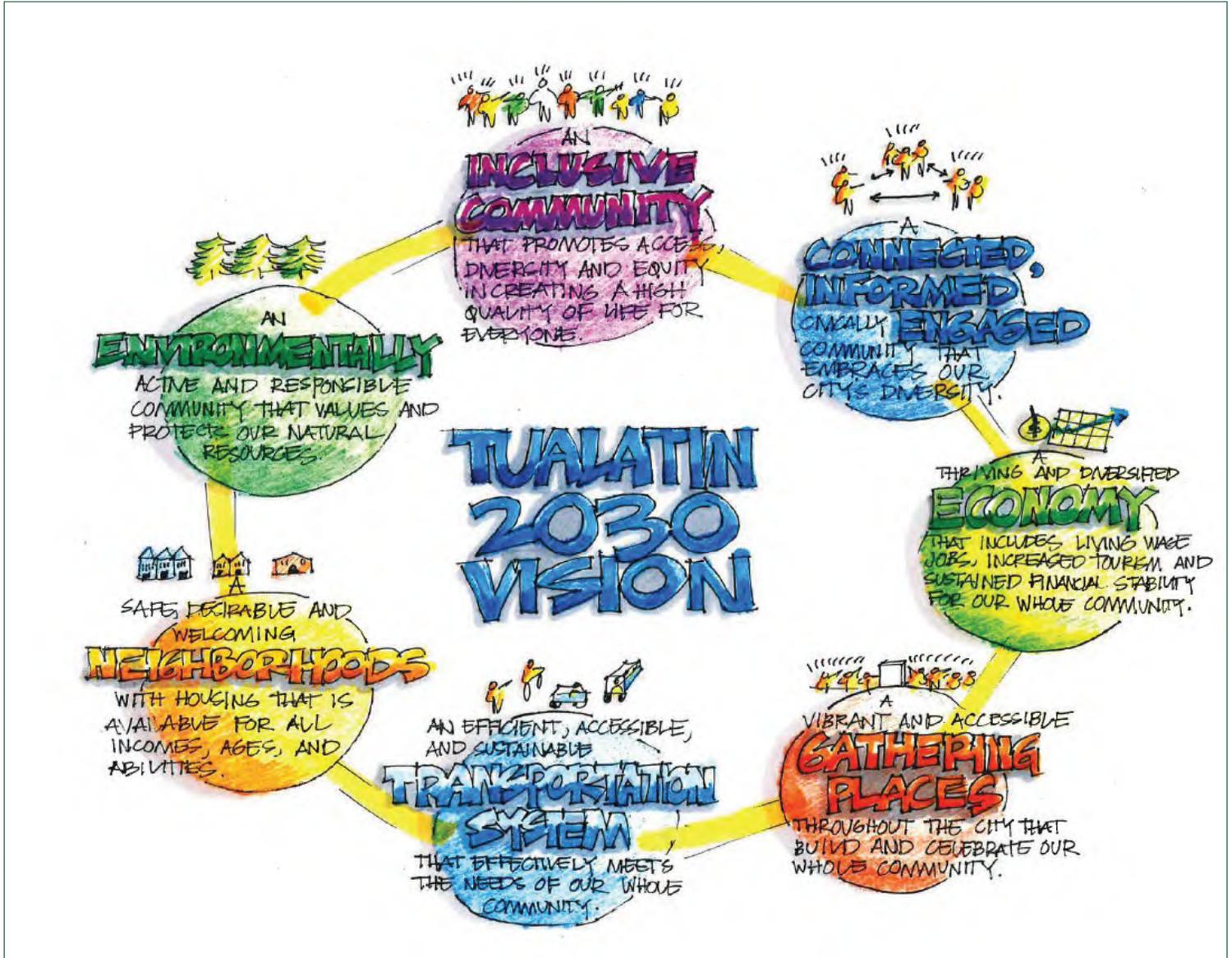
Tualatin and the South Metro Region





CITY COUNCIL 2030 VISION

In 2030 We Envision / Enjoy:



Budget Process

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

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

Phase 1: The Budget Officer Puts Together a Proposed Budget

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

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

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

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

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

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

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

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

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

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

Phase 2: The Budget Committee Approves the Budget

As defined by statute, a budget committee is an advisory group comprised of the city council and an equal number of appointed members. If the city council cannot identify enough citizens willing to serve on the budget committee, then the committee is made up of the citizens who have volunteered to serve along with the entire city council. The appointed members of the budget committee must be electors of the city, meaning they must be qualified voters who have the



right to vote on the adoption of any measure. The members of the budget committee are appointed for staggered three-year terms, and cannot be employees, officers or agents of the city. No member of the budget committee can receive compensation for serving on the committee except reimbursement of expenses incurred while serving.

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

The Budget Message

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

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

Budget Committee Meetings

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

members must vote in the affirmative for an action to be taken.

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

When approving the budget, the budget committee must also approve a property tax rate or the tax amounts that will be submitted to the county assessor. The budget committee should make a motion to approve the property tax so that the action is documented in the minutes of the committee. Upon approval by the budget committee, the budget officer completes the budget column labeled "Approved Budget," noting any changes from the original proposed budget. Upon completion, a summary of the approved budget which includes a narrative description of prominent changes to the budget from year to year, is published with notice of a public hearing to adopt the budget no more than 30 days nor less than five days before the hearing.

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

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

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

Adoption of the Budget

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

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

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

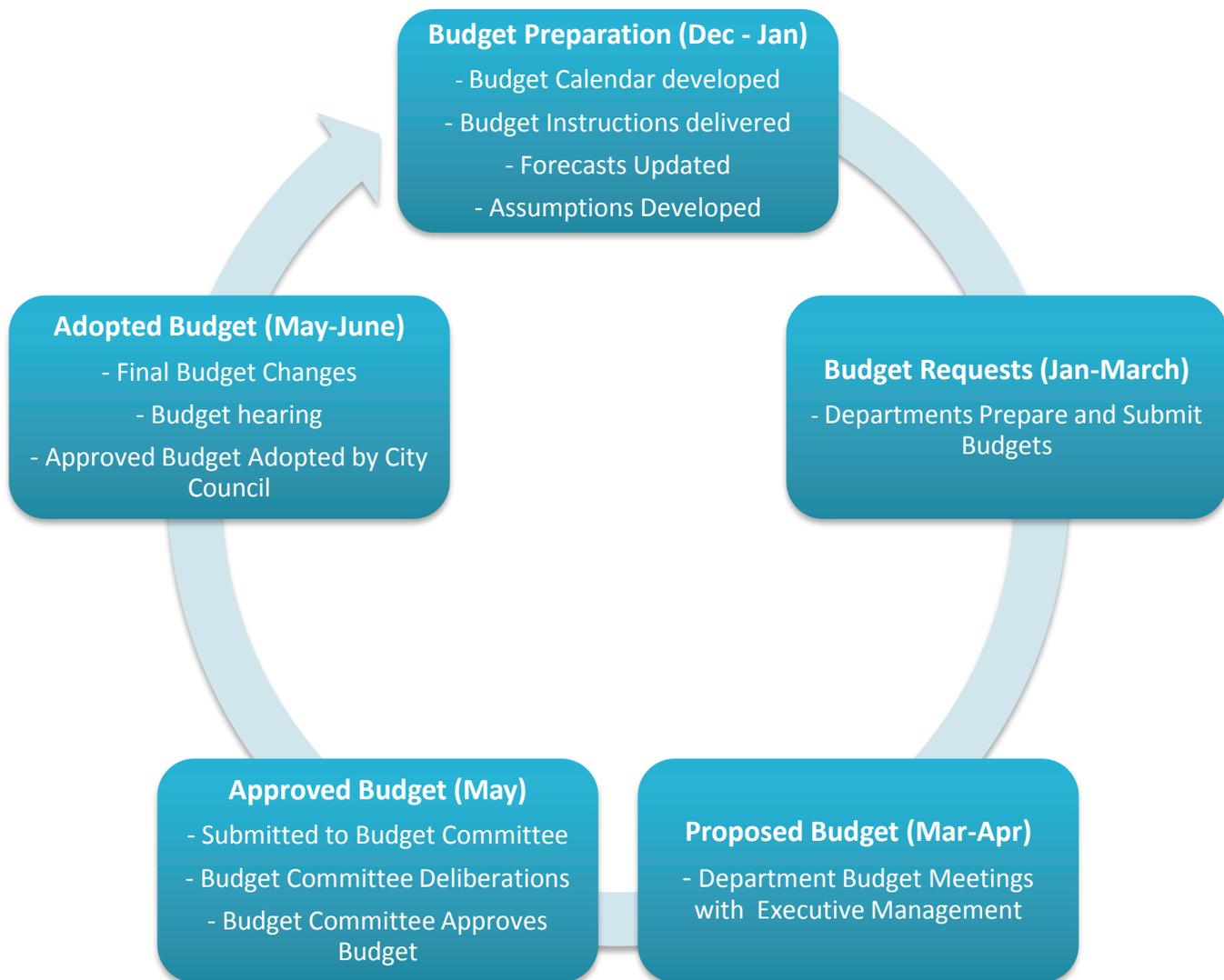
In addition to the county tax assessor’s copies, a copy of the resolutions required by Oregon Revised Statutes 221.760 and 221.770 must be submitted to the Oregon Department of Administrative Services by July 31, in order to receive the City’s share of certain State Shared Revenues. Finally, a copy of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

Phase 4: Operating Under the Adopted Budget

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

It is unlawful to spend public money in excess of the amounts budgeted or for a different purpose than budgeted. Public officials can be sued for such actions if the expenditure is found to be malfeasance in office or willful or wanton neglect of duty. Creating a supplemental budget or a resolution transfer after the expenditure is made does not protect the governing body members from a lawsuit.

*Budget process article provided by the “League of Oregon Cities” and customized by the City of Tualatin.



Basis of Budgeting

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, long-term compensated absences are recorded only when payment is due.

Budgetary Basis of Accounting

There is no appreciable difference in the basis of accounting used for financial statements and the accounting method used for budgeting. The budgetary basis of accounting for budgeting purposes is also modified accrual.

Basis of Auditing

The audit, as reported in the Comprehensive Annual Financial Report (CAFR), accounts for the City's finances on the basis of generally accepted accounting principles. Generally accepted accounting principles, or GAAP, is defined as conventions, rules, and procedures necessary to describe accepted accounting practice at a particular time. The modified accrual basis of accounting, a GAAP-approved method, is also used in the audit for all funds except for the Proprietary Fund Types. The audit uses the full-accrual method of accounting for the Proprietary Funds. The CAFR shows all of the City's funds on both a budgetary and GAAP basis for comparison. For more information about the City's basis of accounting and measurement focus, see the notes to the financial statements in the City's Comprehensive Annual Financial Report.

The City of Tualatin uses a modified accrual basis of accounting for budgeting purposes. This means revenues are recognized when they become measurable and available.



Fund Structure

The City of Tualatin uses various funds to account for its revenue and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Also, funds are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law.

The revenues in each fund may be spent only for the purpose specified by the fund. For example, the revenues in the Water Fund may be used only for purposes related to water operations. However, the General Fund is the primary exception to this rule. The General Fund is used to account for general-purpose revenues and operations of the city. Most of the traditional core operations of the city such as Police, Library, Parks, Planning, and Administration are budgeted in this fund.

General

General Fund

Enterprise

- Water Operating Fund
- Sewer Operating Fund
- Stormwater Operating Fund
- Enterprise Bond Fund
- Water Development Fund
- Sewer Development Fund
- Stormwater Development Fund

Special Revenue

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

Debt Service

General Obligation Bond Fund

Capital Projects

- Park Development Fund
- Transportation Project Fund
- Tualatin City Services Building Fund

Internal Service

Vehicle Replacement Fund

Tualatin Development Commission

- TDC Administration Fund
- Central Urban Renewal District Project Fund
- Leveton Projects Fund

A summary of all funds is provided in the Budget Summary section to show a summary of each of the funds resources and requirements as budgeted and more detailed breakdown is shown in the Funds section. Resources include beginning fund balances, current revenues and transfers in from other funds. Requirements include operating expenditures, debt payments, capital improvements, transfers out to other funds, contingencies and ending fund balances or reserves. The FY 2020-21 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 Non-Departmental	Vehicle Replacement Fund General Fund
Community Development	Community Development	General Fund
	Building	Building Fund
Community Services	Parks & Recreation	General Fund
	Library	General Fund
	Parks Maintenance	General Fund
	Park Development	Park Development Fund
	Tualatin Scholarship	Tualatin Scholarship Fund
Public Safety	Police	General Fund
Public Works	Engineering	General Fund
	Utilities - Water	
	- Operating	Water Operating Fund
	- Development	Water Development Fund
	Utilities - Sewer	
- Operating	Sewer Operating Fund	
- Development	Sewer Development Fund	



Funding Sources (continued)

Program/Section	Departments	Fund
Public Works (continued)	Utilities - Stormwater - Operating - Development	Stormwater Operating Fund Stormwater Development Fund
	Utilities - Street - Road Utility - Road Operating - Transportation Dev. Tax	Road Utility Fee Fund Road Operating Fund 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 CURD Projects Leveton Projects	TDC Administration Fund CURD Projects Fund Leveton Projects Fund

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

Governmental Funds

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

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

Building Fund -Accounts for revenues from various fees collected from development for construction of buildings and expended for services rendered primarily in the City's Building Division.

Road Utility Fee Fund - Accounts for road utility fees from property located within the City and business owners to maintain pavement maintenance and street lighting, as well as the city's sidewalk/street tree program.

Road Operating Fund - Accounts for gas taxes and vehicle license fees received from the State of Oregon and Washington and Clackamas Counties for the operation and maintenance of the street system, traffic signals, bike paths and landscaping of roadside areas.

Core Area Parking District Fund - Accounts for parking fees from the property located within the core area parking district, and business owners to develop additional downtown parking areas and maintain existing parking areas.

Tualatin Scholarship Fund - Accounts for funds from a scholarship trust that is used for scholarships that promote higher education in scientific fields for Tualatin students.

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

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

Debt Service Funds

These funds are used to account for revenues and expenditures related to the servicing of general long-term debt.

General Obligation Bond Fund - Accounts for the payment of principal and interest on general obligation bonds. Resources are provided by property taxes.

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

Capital Projects Funds

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

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



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

Central Urban Renewal District Project Fund - Accounts for the proceeds of tax increment which is used for the acquisition and construction of capital assets within the Central Urban Renewal District.

Leveton Projects Fund - Accounts for the proceeds of tax increment which is used for the acquisition and construction of capital assets within the Leveton Tax Increment District.

Tualatin 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

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

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

Sewer Operations

Sewer Operating Fund - Accounts for the operation of the City's sewer system. The primary source of revenue consists of charges for sewer services.

Sewer Development Fund - Accounts for the system development fee charges on new construction. The proceeds are used to finance major expansion of the sewer system.

Stormwater Operations

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

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

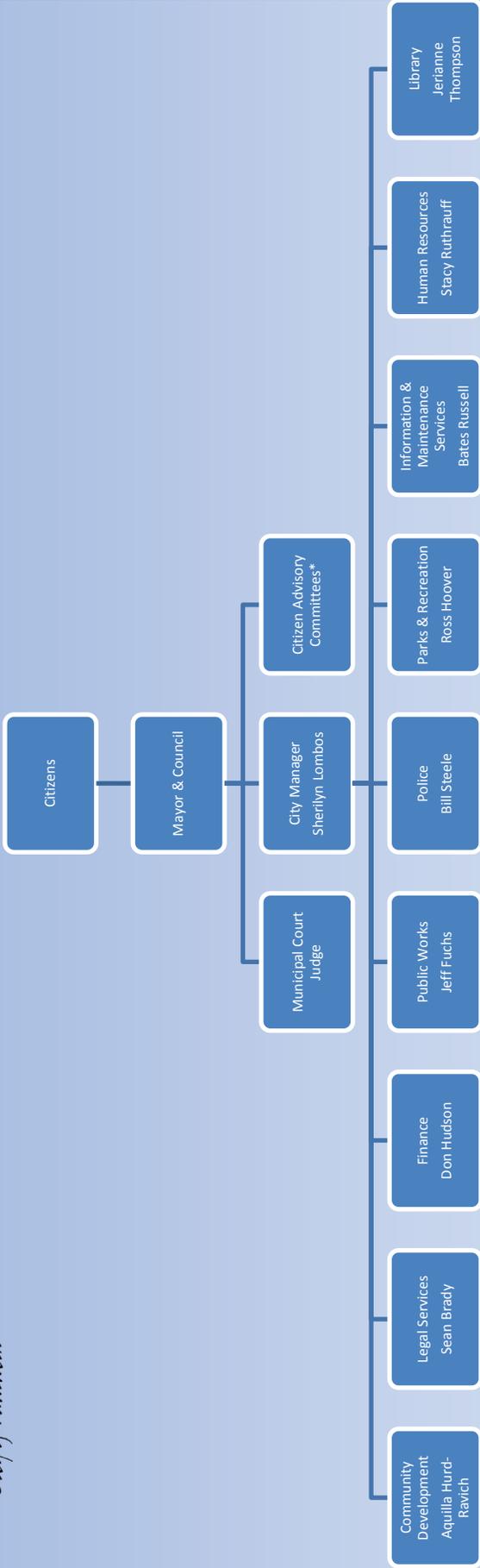
Internal Service Funds

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

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



City of Tualatin Organization



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



Architectural Review Board

Architectural Review Board conducts public hearings, reviews plans and determines compliance with the Development Code (TDC) for the site development, architecture, and landscaping proposed in larger multi-family residential, commercial, semi-public/institutional and industrial development projects.

Meets on Wednesdays at 7:00 pm as needed or not less than 7 days, nor more than 21 days following an appeal of a staff Architectural Features Decision. Please see our Events Calendar to see a schedule of upcoming public meetings.

Members	Jurisdiction
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.

Members	Jurisdiction
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.

Members	Jurisdiction
Cyndy Hillier	Citizen
John Hannam	Citizen
Monique Beikman	Citizen
Brittany Valli	Citizen
Chris Brune	Citizen
Rebekah Deal	Citizen
Veronica Williams	Citizen
Monica Gibson	Student

Core Area Parking District Board

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

Members	Jurisdiction
Robert Kellogg	Council
Dr. William Jordan	Chair/Citizen
Gary Haberman	Citizen
Diane Emami	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.

Members	Jurisdiction
Thea Wood	Chair/Citizen
Nicholas Schiller	Vice Chair/Citizen
Dana Paulino	Citizen
Laura Stewart	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.

Members	Jurisdiction
Beth Dittman	Chair/Citizen
Christen Sacco	Citizen
Anh Whitty	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)

Members	Jurisdiction
William Beers	Chair/Citizen
Mona St. Clair	Vice Chair/Citizen
Daniel Bachhuber	Citizen
Mitch Green	Citizen
Alan Aplin	Citizen
Janelle Thompson	Citizen
Ursula Kuhn	Citizen



City of Tualatin

Adopted
2020/2021 Budget



May 2020

Honorable Mayor Bubenik

Members of the Tualatin City Council and Tualatin Development Commission

Members of the Tualatin Budget Committee

Tualatin Community

As we were preparing to hold our weeklong budget meetings with each City department, we were thrust into our city's initial response to the COVID-19 pandemic. The departments had prepared their requested budgets, the Finance Department had balanced all funds and now was the opportunity to discuss the plans for the upcoming year. This week of meetings provides a great opportunity for Don Hudson, the City's Assistant City Manager/Finance Director, and myself to connect with all departmental staff that work on the budget. It is a valuable week of the budget process and one we look forward to each year. As you could imagine, we had to quickly shift gears and postpone these meetings. Since that time in Mid-March, like everyone else, our day-to-day activities, including the budget process, have been significantly impacted. Even though we had a balanced department request budget, there were still many things to be discussed, and decisions to be made, regarding additional requests for funding over previous year levels. Plus, we were missing that connection with departmental budget staff. By the time we were able to hold budget meetings over Zoom, or what I affectionately referred to as "Brady Bunch" budgeting, it had seemed like a decade had passed since we had started the Fiscal Year 2020-2021 budget process. As you have seen, our theme of the budget this year is a "New Decade". We were referring to the change from the 20-teens to the 2020's, not from March to April of 2020.

Every year in the budget message and during our budget committee meetings, I get the opportunity to share what a great group of employees work for the City of Tualatin. I talk about the quality of the services they provide, how well they utilize our limited funds to provide those services, as well as the commitment and dedication they have to our customers and our residents. The last two months has given me another level of respect for this group. From the minute that the Executive Leadership Team started meeting every morning to develop a game plan for the City's response to the daily, sometimes hourly, changing environment, city employees remained flexible in determining how to continue providing essential services. They also looked for ways to provide other services that we could continue to provide, given the new "normal". From the Police Department offering to deliver prescriptions to those higher risk residents who needed their medicine, but were unable to go out to pick them up; to the Juanita Pohl Center staff figuring out how to offer virtual exercise classes to our active seniors; to the Library offering virtual story time, services were being provided, albeit in a different and creative way. This was on top of the essential services like policing and maintenance of the City's infrastructure.

During the week of May 4th, we had the opportunity to celebrate Public Service Recognition Week. While we





were unable to recognize our employees in person, we did our best to recognize them virtually. The City Council was also able to recognize the day-to-day work of our employees during their April 27th meeting by passing a proclamation and sharing their personal appreciation for City of Tualatin employees. I have never been more proud of a group of employees for their hard work and dedication, than I have been over the last couple of months.

Having said all of that, I guess I should get back to what this chapter of the story is all about; the Fiscal Year 2020-2021 budget. In the following pages, you will see how fiscally responsible the Proposed Budget is, as I explain some of the highlights of the City's \$133.8 million budget and changes found within the numbers.

As I mentioned, we had a balanced budget as we entered into the new reality we were facing. As time passed, it became apparent that there would be revenue impacts going forward. The unknown was the level of the impact and a lot of that depended on the length of closures and the Governor's stay at home guidelines. Some of the revenue impacts came with corresponding reductions of expenditures. The trick was determining what those levels were. We have prepared the budget assuming revenue impacts through the first quarter of the fiscal year and reviewed expenditures with those assumptions in mind.

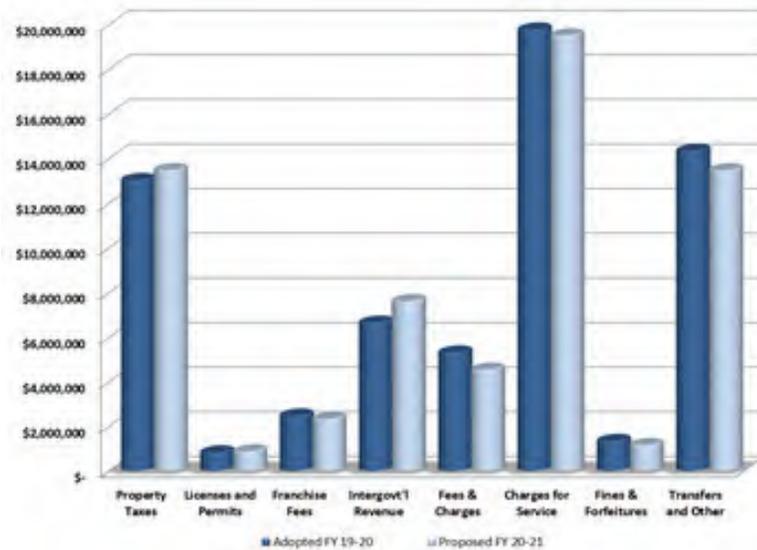
Taking all this into consideration, the City of Tualatin budget is increasing 1.09% over the adopted, and amended, 2019-2020 budget, to \$133,841,320. I will go into more detail of what makes up this percentage growth on the following pages.

Previous Proposed Budget documents had a little different layout than we were able to produce this year. With the condensed timeframe between departmental budget meetings and budget committee meetings, the changing environment that was impacting projections for revenues and expenditures, and other factors that were determining the final numbers, we made the decision to focus on the highest priorities of information that the Budget Committee would need to understand the Proposed Budget. Instead of having a separate revenue and expenditure section, the revenue and expenditure detail pages are together under one tab. The revenue detail page(s) for a fund are presented first, followed by the expenditure page(s) for that fund. Many of the other pieces of information that have been previously presented, are still included. This includes information about the budget process, detailed information about revenue categories, as well as an overview of property taxes in Oregon and a summary of property taxes in Tualatin. The Budget Summary section is also still included with information about where our money comes from, where it goes and summaries of each of the City's funds.

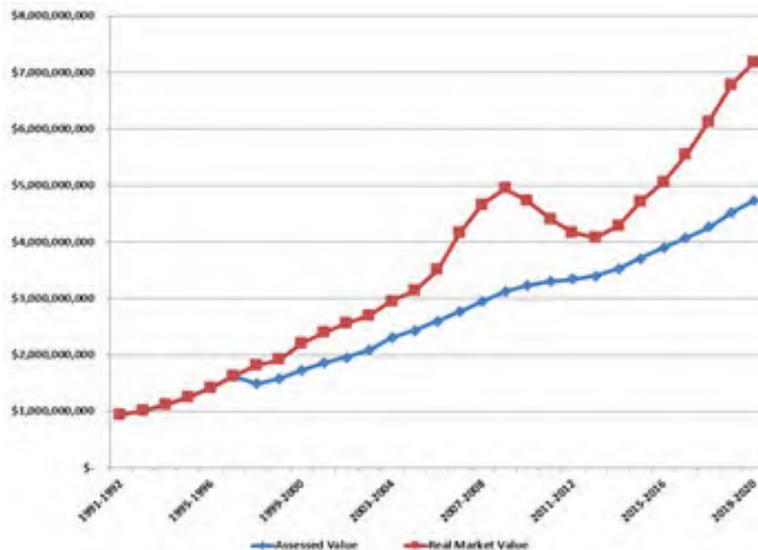
Revenues

As mentioned above, we reviewed our projected revenues and made some adjustments, based upon revenues we felt would be impacted by a phased-in reopening from the COVID-19 pandemic. Before these adjustments, we were anticipating a growth in a number of our revenues. While some of those increases are still projected, we did reduce a number of revenue projections. As you look at the chart below, you will see that a majority of the categories are experiencing decreases from the Adopted, and amended, FY 2019-2020 budget. There are increases in a few funds, and those increases are offsetting the reduction in total revenues from the other categories and we are looking at an overall increase in revenues of one-tenth of one percent (0.10%).

Property taxes remain one of the City's most steady revenue sources, while experiencing solid growth related increases over the past few years. We do not feel that property tax revenue will experience a negative impact for the upcoming fiscal year. We are still projecting a 4% growth in our assessed value and feel that property



tax collections will remain close to historical percentages. We feel comfortable with these projections, due to the way that the Oregon property tax system works. Property taxes are calculated using a property’s assessed value (AV), rather than the property’s real market value (RMV). The chart below shows the City’s divergence of AV and RMV since Ballot Measure 50 (M50) took effect in tax year 1997-1998. The steady growth of AV shown is from growth due to development, as well as AV growth allowed under M50. Property values used for tax assessment purposes are those as of January 1, 2020 for the 2020-2021 tax year, prior to any impacts from COVID-19, giving us a comfort factor with our AV growth assumption. Washington County has a high collection rate percentage, and our revenue estimates are conservative related to the County’s historical collection rate. Using the experience from the last recession, we feel this collection rate will not see a significant decrease. Because Oregon allows property owners to pay in three installments, offering a discount if taxes are paid in full in November, we may see less people taking advantage of the installment option. That would impact our cash flow related to property tax revenue, but should not have an effect on revenues collected.



To date, there has not been a noticeable decrease in the volume of development and construction and it is not anticipated to have an impact on the original Licenses and Permits revenue projection. This category would have seen larger increases, but we are expecting other revenues in this category to see a significant impact. The revenue from business licenses will see a decrease as businesses do not reopen, due to the impacts felt from the State shutdown. The other revenues in this category are projected to remain fairly stable in the upcoming year.



Franchise fees is a hard category to predict, though we do anticipate it to decrease overall. The size of the decrease will be dependant on the length of business closures. Net revenues from electric and natural gas use are projected to be lower as businesses are using less utilities during the closure. While residential usage is likely to increase with more people staying home, we do not anticipate this increase will offset the decrease of business use. At this point, we are projecting a 6.42% decrease in franchise fee revenues in FY 2020-2021.

Intergovernmental revenues are seeing the largest increase for the upcoming fiscal year with a 14.46% increase. State Shared Revenues, the City's share of cigarette, liquor, marijuana and gas taxes, are mostly holding steady, though projections for gas taxes have been decreased by the Oregon Department of Transportation due to the lower volume of gas sales with less vehicle travel occurring. The Tualatin Library's share of revenue from the Washington County Cooperative Library System and the Clackamas County Library District is increasing as assessed values in the County increase. The largest factor, though, of the increase in this category is from a grant from Metro for the Herman Road capital project and contributions from Clean Water Services for sewer system capital projects.

Fees and Charges is experiencing a 14.5% decrease in revenue, primarily due to a large multi-family project that incurred parks system development charges in FY 2019-2020. Without a similar sized project in FY 2020-2021, revenues in this category will be significantly lower.

Charges for services is decreasing 1.5%, primarily due to lower consumption of water, beginning in FY 2019-2020. 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. With City offices closed, services such as passports and fingerprints are not being offered, and revenues have been reduced accordingly.

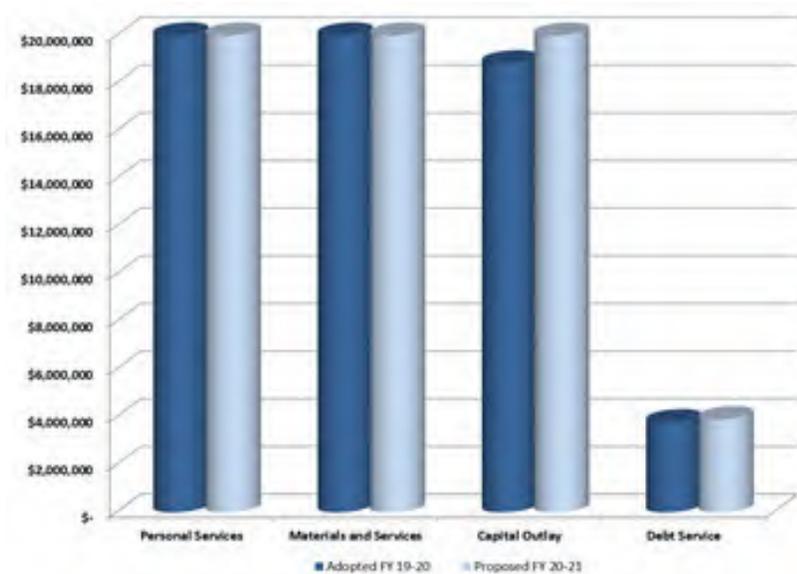
As I mentioned above, some revenues, if not collected, also have a reduction of expenditures related to them. The biggest area that this is true is the City's recreation programs. At this point, decisions have not been made regarding the ability to hold summer recreation programming. The Parks and Recreation staff is closely monitoring the Governor's phased approach to reopening Oregon and City leadership is also monitoring our ability to follow those guidelines. Revenues have not been decreased, as of preparation of the Proposed Budget, nor have the expenditures to run these programs, primarily temporary staff costs, been reduced. Since the fees for these programs are largely based on cost recovery, it is not anticipated to have a large net impact on the budget as decisions are made.

With less vehicles on the road, less traffic citations are being issued and processed through the City's Municipal Court, leading to a reduction in the Fines and Forfeitures revenues. Another anticipated reduction in this category is overdue library fines, as they have been waived during the closure of the Library.

Transfers and Other revenue is decreasing 3.2% due to a reduction of water projects that have a portion funded by water system development charges, but mostly due to significant drop in interest rates on our investments. Our strategy over the last year 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 experience a sharp reduction of interest revenue compared to FY 2019-2020.

Expenditures

The City's expenditure budget, total requirements less contingency, reserves and unappropriated fund balances, equals \$74,085,040, a 4.1% decrease from the adopted, and amended, fiscal year 2019-2020 budget.



Typically, the City's personal services category increases due to employee costs for salaries and benefits. This year, the personal services budget is decreasing just under 7.0%, due to the City's participation in the PERS Employer Incentive Fund (EIF) program. The program, part of legislation passed by the State Legislature in 2017, and funded during the 2019 Legislative Session, allowed entities to set up side accounts that were eligible for 25% match. The City made a \$2,000,000 contribution to the program, paying off a transitional liability from the time that the City joined PERS and the remaining funds were put towards a side account, with 25% of that amount being matched by PERS. Side accounts help lower future increases in our PERS contribution rates. By participating in this program, the City recognized an immediate reduction in PERS contribution rates of 2.09 percentage points. This equals about a \$300,000 savings in PERS expenses than would have occurred without participating in the EIF program.

Materials and Services are increasing 2.5%, primarily for expenditures that are out of the City's control, such as utility rate increases and normal increases in the cost of providing the services we provide to our residents and customers. Utility rate increases are two-fold. First is the rates we pay for electricity, gas, garbage and water for our different facilities. The second is the pass through payments we make to Clean Water Services (CWS) for the portion of our Sewer and Stormwater rates that are set by CWS. This amount may be reduced during the year, as CWS is proposing a rate freeze on their rates on July 1, 2020, to be reviewed in the Fall. Another payment that is out of our control that usually causes materials and services to increase annually is the amount the Police Department pays for dispatch services provided by the Washington County Consolidated Communications Agency (WCCCA). Funding of WCCCA is through statewide 9-1-1 taxes and from contributions by the member agencies that use their dispatch service. In past years, we were experiencing approximately 7% increases in our contribution rate. With the increase in the 9-1-1 tax by the State Legislature, we are seeing a reduction in our rate for FY 2020-2021.

Capital Outlay continues to increase, with a 6.4% increase over FY 2019-2020. Projects planned for the upcoming year include water projects on Blake Street to 115th, Tualatin-Sherwood Road and work on the B1 Reservoir. The Sewer and Stormwater Division will be busy with work on the 65th Avenue/Nyberg Sewer Trunk Line



and Stormwater projects such as storm pipe replacement, work on the Sweek Drive/Emery Zidell Retention Pond and the Venetia Water Quality Facility.

The Public Works Department continues overseeing transportation bond projects as part of the Tualatin Moving Forward program. Examples of the priority transportation projects proposed for the upcoming year include:

- 118th & Herman Rd
- 95th & Avery
- Boones Ferry & Alabama crossing
- Boones Ferry sidewalk infill & bike lanes
- Garden Corner Curves
- Hwy 99: Pony Ridge to 124th sidewalks
- Martinazzi/Sagert signal
- Myslony, 112th to 124th
- Neighborhood Traffic Safety Program
- Tualatin Rd: Sweek to Park
- Tualatin-Sherwood Rd: Martinazzi to I-5

For more information about the transportation bond and projects, visit www.tualatinmovingforward.com.

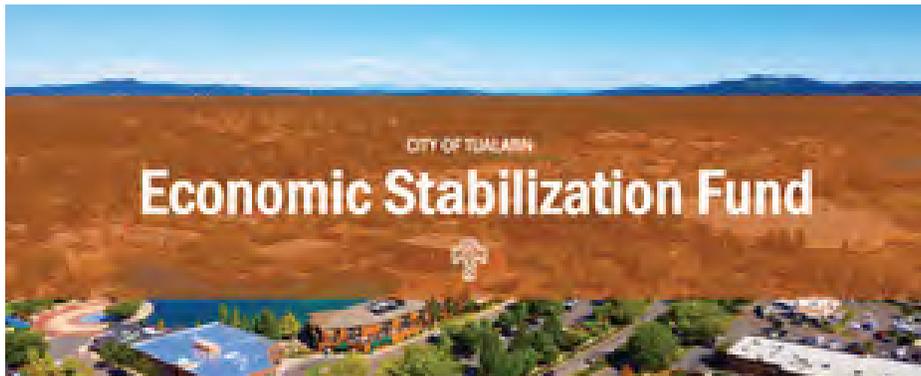


The other project that is part of capital outlay is the Tualatin City Services Building, which has begun construction, with a projected completion date of the 1st quarter of calendar year 2021. The building will be an addition to the current operations facility, which will also be remodeled. The facility 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 that is included in the building. Completion of this building will allow common functions to be housed together, maximizing efficiency and allowing a one-stop shop experience for customers. It will also allow City administrative services to be consolidated in the current City Offices Building, eliminating the current 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.



Tualatin Development Commission

The Tualatin Development Commission (TDC) is Tualatin’s urban renewal agency, overseeing the City’s two project areas, the Central Urban Renewal District and the Leveton Tax Increment District. During FY 2019-2020, the TDC closed out the Central Urban Renewal District and transferred the remaining balance in the District to the TDC Administration Fund to help fund a study of future urban renewal districts. Also during FY 2019-2020, the TDC Commissioners utilized \$250,000 of non-tax increment funds in the TDC for an Economic Stabilization Program to help businesses impacted by the COVID-19 pandemic. Grants were awarded to 54 small businesses from the Economic Stabilization Fund. The need was significant. The process generated 143 applications over a one-week application filing period. Based on total submitted applications, the City of Tualatin identified over \$1.3 million in need.



Grants ranging from \$579 to \$10,000 went to those 54 businesses currently employing 149 individuals, with an average grant amount of \$4,600. Over 75% of grant funding went to retail, restaurant, services, hospitality, entertainment, and wellness classified businesses. The grant awarded businesses were 44% minority-owned and 47% women-owned.

A New Decade

While this has been a challenging beginning to the new decade, I am confident that we will be even stronger on the other side of this crisis. 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,

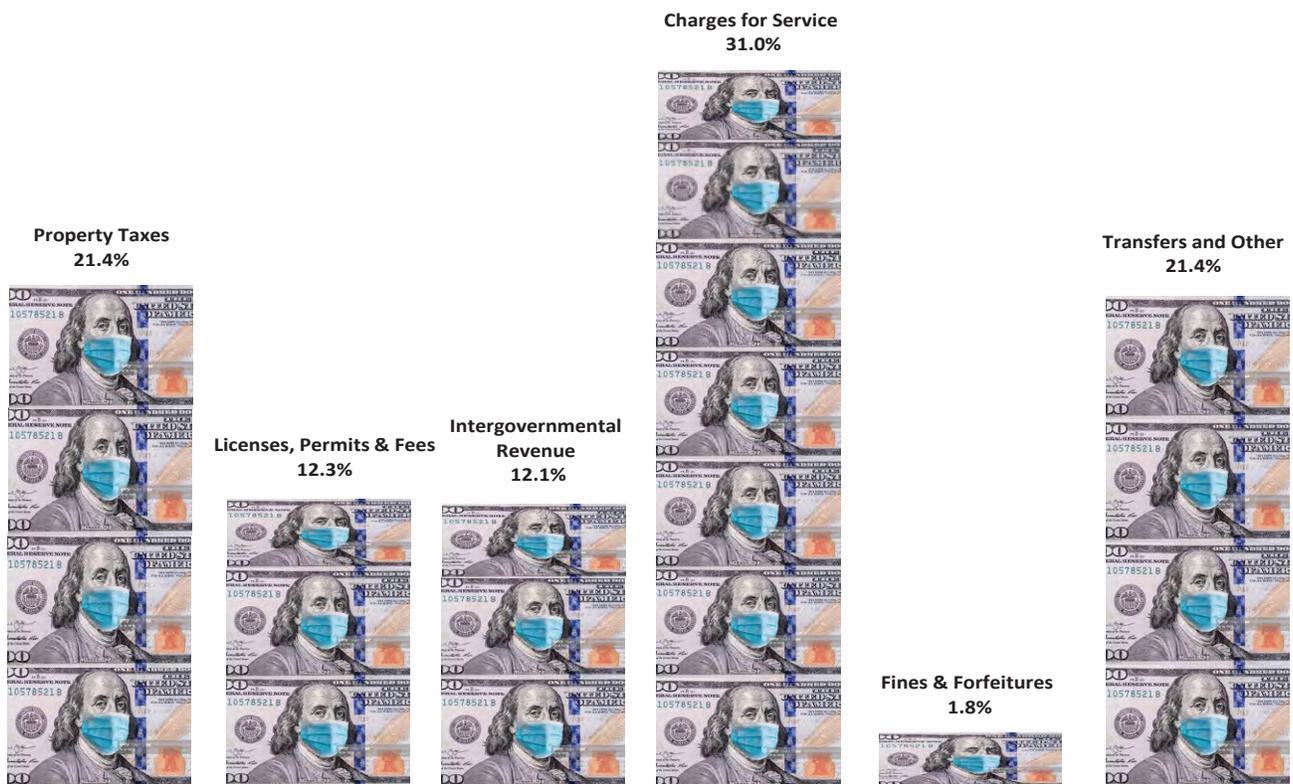
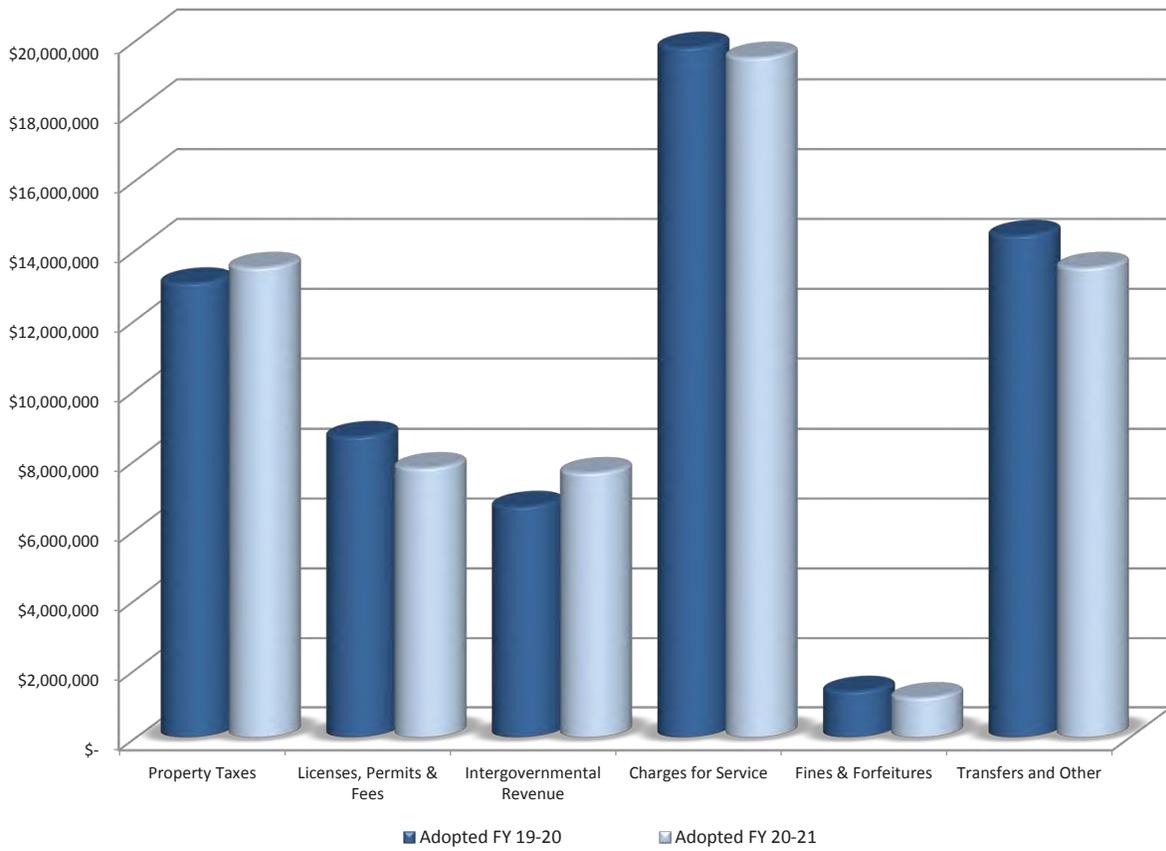
A handwritten signature in black ink, appearing to read 'Sherilyn Lombos', written in a cursive style.

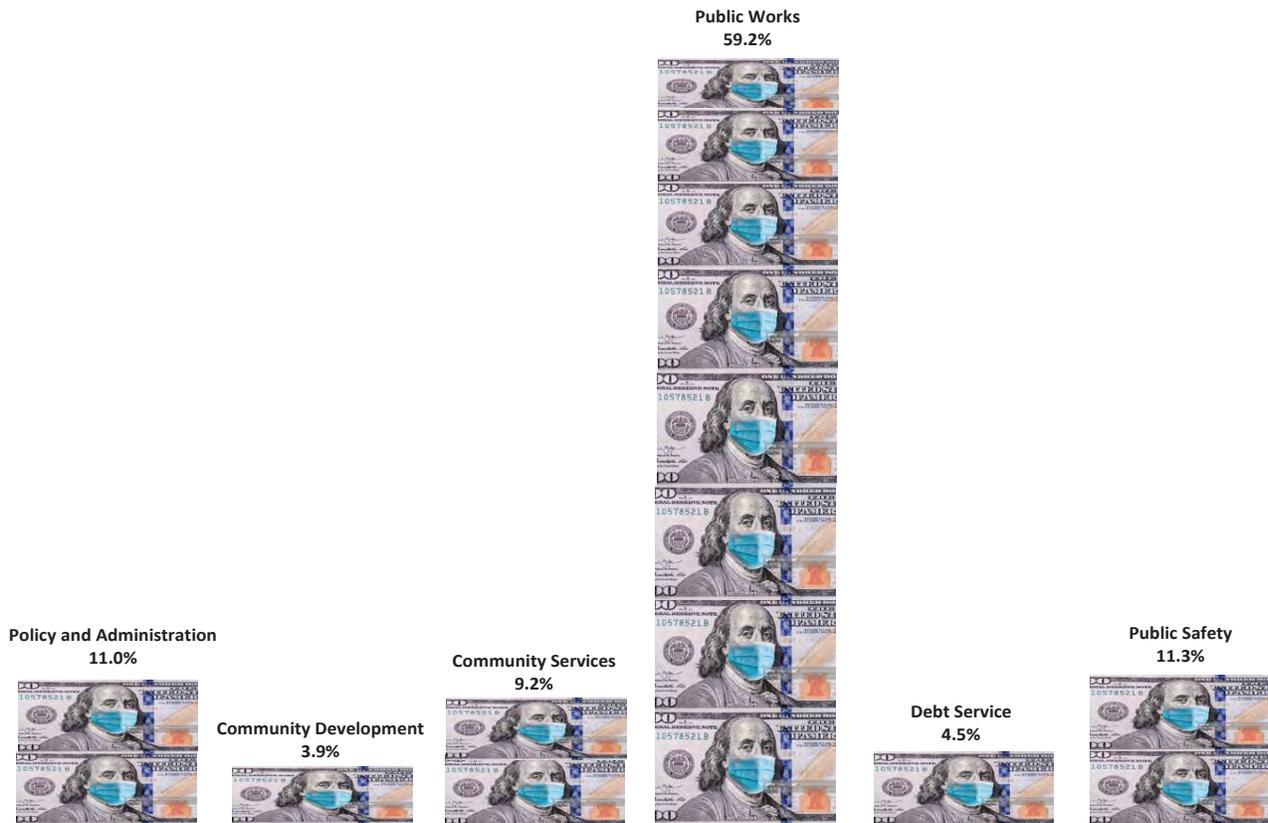
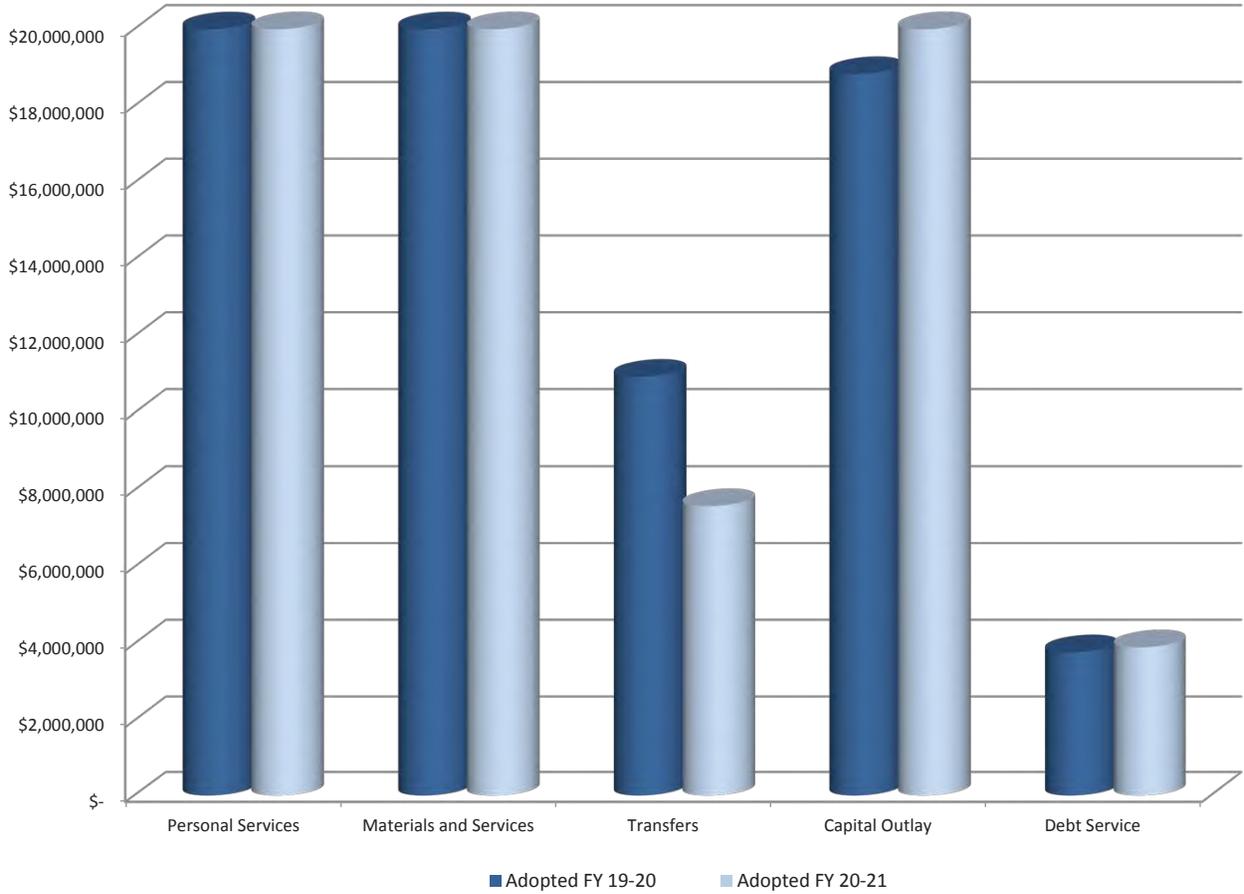
Sherilyn Lombos
City Manager / City Recorder
Administrator, Tualatin Development Commission



City of Tualatin

Adopted
2020/2021 Budget





**City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget**

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ 10,290,120	\$ 12,941,472	\$ 13,036,040	\$ 13,479,360	\$ 13,479,360	\$ 13,479,360
Franchise Fees	2,366,393	2,429,676	2,484,500	2,325,000	2,325,000	2,325,000
Licenses and Permits	962,537	1,123,454	855,740	888,030	888,030	888,030
Intergovernmental Revenue	5,156,715	6,515,075	6,707,995	7,608,140	7,612,665	7,612,665
Charges for Service	18,215,280	19,173,675	19,789,270	19,500,250	19,500,250	19,500,250
Fines & Forfeitures	1,085,990	1,441,208	1,348,500	1,158,120	1,158,120	1,158,120
Investment Earnings	757,913	1,712,121	1,625,880	1,102,885	1,102,885	1,102,885
Fees & Charges	5,571,281	4,236,811	5,324,535	4,537,270	4,537,270	4,537,270
Other Revenue	268,746	27,682,070	1,700,995	4,709,105	4,709,105	4,709,105
Transfers	6,348,099	7,714,516	11,072,445	7,661,415	7,694,415	7,666,415
Total Current Resources	\$ 51,023,074	\$ 84,970,078	\$ 63,945,900	\$ 62,969,575	\$ 63,007,100	\$ 62,979,100
Beginning Fund Balance	39,695,971	44,170,071	68,532,665	70,871,745	70,986,465	71,043,465
Total Resources	\$ 90,719,045	\$ 129,140,149	\$ 132,478,565	\$ 133,841,320	\$ 133,993,565	\$ 134,022,565

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ 18,274,024	\$ 18,834,593	\$ 22,824,125	\$ 21,223,470	\$ 21,223,470	\$ 21,186,265
Materials and Services	17,215,912	18,474,991	20,739,525	21,243,035	21,262,280	21,210,055
Capital Outlay	3,202,095	6,061,690	18,984,960	20,127,500	20,227,500	20,254,500
Transfers Out	6,256,249	7,635,116	11,004,335	7,582,815	7,615,815	7,587,815
Debt Service	1,600,694	7,506,401	3,783,585	3,908,220	3,908,220	3,908,220
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	35,898,670	39,065,420	39,083,300	39,073,940
Reserves & Unappropriated	44,170,071	70,627,358	19,243,365	20,690,860	20,672,980	20,801,770
Total Requirements	\$ 90,719,045	\$ 129,140,149	\$ 132,478,565	\$ 133,841,320	\$ 133,993,565	\$ 134,022,565



City of Tualatin
Fiscal Year 2020 - 2021
Changes in Fund Balance

Table with 4 columns: Fund Name, Beginning Fund Balance, Changes in Fund Balance, and Ending Fund Balance. Rows include various city funds like General Fund, Water Operating Fund, etc., and a total for the City of Tualatin.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - General Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ 9,343,224	\$ 10,201,986	\$ 10,236,490	\$ 10,691,610	\$ 10,691,610	\$ 10,691,610
Franchise Fees	2,366,393	2,429,676	2,484,500	2,325,000	2,325,000	2,325,000
Licenses and Permits	335,643	356,434	340,000	346,500	346,500	346,500
Intergovernmental Revenue	3,360,758	3,918,869	3,849,085	3,645,005	3,649,530	3,649,530
Charges for Service	275,415	367,835	306,250	237,750	237,750	237,750
Fines & Forfeitures	1,085,542	1,441,208	1,348,500	1,158,120	1,158,120	1,158,120
Investment Earnings	209,084	357,937	300,000	200,000	200,000	200,000
Fees & Charges	126,259	109,683	144,550	123,300	123,300	123,300
Other Revenue	187,543	259,504	165,705	206,705	206,705	206,705
Transfers	4,713,550	4,852,830	4,989,750	4,932,610	4,932,610	4,932,610
Total Current Resources	\$ 22,003,411	\$ 24,295,962	\$ 24,164,830	\$ 23,866,600	\$ 23,871,125	\$ 23,871,125
Beginning Fund Balance	10,055,342	10,608,281	13,239,780	10,818,000	10,832,720	10,889,720
Total Resources	\$32,058,753	\$34,904,243	\$37,404,610	\$34,684,600	\$34,703,845	\$34,760,845

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ 16,472,788	\$ 16,612,498	\$ 19,864,440	\$ 18,282,080	\$ 18,282,080	\$ 18,244,875
Materials and Services	4,143,378	4,537,515	5,119,090	4,995,640	5,014,885	4,962,660
Capital Outlay	834,306	361,982	618,360	621,000	621,000	676,000
Transfers Out	-	-	1,861,000	487,000	487,000	459,000
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	2,987,990	3,657,860	3,660,740	3,651,380
Reserves & Unappropriated	10,608,281	13,392,248	6,953,730	6,641,020	6,638,140	6,766,930
Total Requirements	\$32,058,753	\$34,904,243	\$37,404,610	\$34,684,600	\$34,703,845	\$34,760,845



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Building Fund

Summary of Resources by Source

Table with 7 columns: Resource Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Requirement Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Water Operating Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	6,604,701	7,132,235	6,836,530	6,195,730	6,195,730	6,195,730
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	99,486	160,473	116,310	98,530	98,530	98,530
Fees & Charges	25,444	31,052	26,500	26,500	26,500	26,500
Other Revenue	601	7,305	358,365	2,200	2,200	2,200
Transfers	141,677	373,959	235,000	189,000	222,000	222,000
Total Current Resources	\$ 6,871,909	\$ 7,705,024	\$ 7,572,705	\$ 6,511,960	\$ 6,544,960	\$ 6,544,960
Beginning Fund Balance	5,486,718	6,379,484	6,163,840	6,917,790	6,984,790	6,984,790
Total Resources	\$ 12,358,627	\$ 14,084,508	\$ 13,736,545	\$ 13,429,750	\$ 13,529,750	\$ 13,529,750

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ 522,726	\$ 638,853	\$ 827,865	\$ 855,180	\$ 855,180	\$ 855,180
Materials and Services	2,737,432	2,959,293	3,672,240	3,909,040	3,909,040	3,909,040
Capital Outlay	535,255	1,253,878	1,411,000	2,042,000	2,142,000	2,142,000
Transfers Out	2,183,730	2,415,970	2,854,270	1,961,600	1,961,600	1,961,600
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	1,319,520	1,315,170	1,330,170	1,330,170
Reserves & Unappropriated	6,379,484	6,816,514	3,651,650	3,346,760	3,331,760	3,331,760
Total Requirements	\$ 12,358,627	\$ 14,084,508	\$ 13,736,545	\$ 13,429,750	\$ 13,529,750	\$ 13,529,750



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Sewer Operating Fund

Summary of Resources by Source

Table with 7 columns: Resource Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Requirement Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Stormwater Operating Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	2,832,364	3,029,623	3,359,870	3,431,695	3,431,695	3,431,695
Fines & Forfeitures	448	-	-	-	-	-
Investment Earnings	47,376	95,735	63,660	62,485	62,485	62,485
Fees & Charges	-	-	-	-	-	-
Other Revenue	9,307	20,156	-	-	-	-
Transfers	-	-	-	-	-	-
Total Current Resources	\$ 2,889,495	\$ 3,145,514	\$ 3,423,530	\$ 3,494,180	\$ 3,494,180	\$ 3,494,180
Beginning Fund Balance	2,481,337	3,342,371	4,006,730	4,165,635	4,165,635	4,165,635
Total Resources	\$ 5,370,832	\$ 6,487,885	\$ 7,430,260	\$ 7,659,815	\$ 7,659,815	\$ 7,659,815

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,122,895	1,205,657	1,530,935	1,590,105	1,590,105	1,590,105
Capital Outlay	48,876	103,788	617,000	590,000	590,000	590,000
Transfers Out	856,690	922,280	1,539,720	992,410	992,410	992,410
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	468,230	475,875	475,875	475,875
Reserves & Unappropriated	3,342,371	4,256,160	3,274,375	4,011,425	4,011,425	4,011,425
Total Requirements	\$ 5,370,832	\$ 6,487,885	\$ 7,430,260	\$ 7,659,815	\$ 7,659,815	\$ 7,659,815



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Road Operating Fund

Summary of Resources by Source

Table with 7 columns: Resource Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Requirement Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Road Utility Fee Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	1,078	3,462	4,930	2,500	2,500	2,500
Fees & Charges	1,388,381	1,482,903	1,524,800	1,637,855	1,637,855	1,637,855
Other Revenue	-	-	-	-	-	-
Transfers	-	-	460,000	460,000	460,000	460,000
Total Current Resources	\$ 1,389,459	\$ 1,486,365	\$ 1,989,730	\$ 2,100,355	\$ 2,100,355	\$ 2,100,355
Beginning Fund Balance	437,794	310,272	394,670	524,400	524,400	524,400
Total Resources	\$ 1,827,253	\$ 1,796,637	\$ 2,384,400	\$ 2,624,755	\$ 2,624,755	\$ 2,624,755

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,218,921	1,073,327	1,513,780	1,658,875	1,658,875	1,658,875
Capital Outlay	-	-	-	-	-	-
Transfers Out	298,060	323,930	366,410	401,210	401,210	401,210
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	119,210	308,230	308,230	308,230
Reserves & Unappropriated	310,272	399,380	385,000	256,440	256,440	256,440
Total Requirements	\$ 1,827,253	\$ 1,796,637	\$ 2,384,400	\$ 2,624,755	\$ 2,624,755	\$ 2,624,755



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Core Area Parking District Fund

Summary of Resources by Source

Table with 7 columns: Resource Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Requirement Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Water Development Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	16,867	33,408	28,610	22,510	22,510	22,510
Fees & Charges	479,465	354,880	250,000	300,000	300,000	300,000
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total Current Resources	\$ 496,332	\$ 388,288	\$ 278,610	\$ 322,510	\$ 322,510	\$ 322,510
Beginning Fund Balance	859,410	1,200,625	1,144,570	1,500,820	1,533,820	1,533,820
Total Resources	\$ 1,355,742	\$ 1,588,913	\$ 1,423,180	\$ 1,823,330	\$ 1,856,330	\$ 1,856,330

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	155,117	382,949	268,750	222,045	255,045	255,045
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	1,154,430	1,601,285	1,601,285	1,601,285
Reserves & Unappropriated	1,200,625	1,205,964	-	-	-	-
Total Requirements	\$ 1,355,742	\$ 1,588,913	\$ 1,423,180	\$ 1,823,330	\$ 1,856,330	\$ 1,856,330



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Sewer Development Fund

Summary of Resources by Source

Table with 7 columns: Resource Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Requirement Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Stormwater Development Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	8,684	13,794	12,970	8,670	8,670	8,670
Fees & Charges	72,452	125,367	50,000	30,000	30,000	30,000
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total Current Resources	\$ 81,136	\$ 139,161	\$ 62,970	\$ 38,670	\$ 38,670	\$ 38,670
Beginning Fund Balance	558,935	489,039	518,860	577,820	577,820	577,820
Total Resources	\$ 640,071	\$ 628,200	\$ 581,830	\$ 616,490	\$ 616,490	\$ 616,490

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	142,482	96,673	160,000	170,000	170,000	170,000
Transfers Out	8,550	2,150	12,530	31,545	31,545	31,545
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	409,300	414,945	414,945	414,945
Reserves & Unappropriated	489,039	529,377	-	-	-	-
Total Requirements	\$ 640,071	\$ 628,200	\$ 581,830	\$ 616,490	\$ 616,490	\$ 616,490



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Transportation Development Tax Fund

Summary of Resources by Source

Table with 7 columns: Resource Source, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Requirement Object, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Park Development Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	136,500	238,000	230,500	230,500	230,500
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	20,198	12,351	9,450	31,420	31,420	31,420
Fees & Charges	294,585	(70,241)	1,696,335	804,265	804,265	804,265
Other Revenue	(1,000)	-	4,225	-	-	-
Transfers	-	335,000	261,000	287,000	287,000	259,000
Total Current Resources	\$ 313,783	\$ 413,610	\$ 2,209,010	\$ 1,353,185	\$ 1,353,185	\$ 1,325,185
Beginning Fund Balance	1,208,148	1,284,846	319,500	2,094,740	2,094,740	2,094,740
Total Resources	\$ 1,521,931	\$ 1,698,456	\$ 2,528,510	\$ 3,447,925	\$ 3,447,925	\$ 3,419,925

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	8,406	2,079	76,000	7,500	7,500	7,500
Capital Outlay	186,479	1,475,160	1,042,000	1,180,000	1,180,000	1,152,000
Transfers Out	42,200	42,780	77,790	79,510	79,510	79,510
Debt Service	-	-	356,365	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	1,284,846	178,437	976,355	2,180,915	2,180,915	2,180,915
Total Requirements	\$ 1,521,931	\$ 1,698,456	\$ 2,528,510	\$ 3,447,925	\$ 3,447,925	\$ 3,419,925



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Transportation Project Fund

Summary of Resources by Source

Table with 7 columns: Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Tualatin City Services Building Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	-	-	50,000	25,000	25,000	25,000
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	4,000,000	4,000,000	4,000,000
Transfers	-	-	4,000,000	200,000	200,000	200,000
Total Current Resources	\$ -	\$ -	\$ 4,050,000	\$ 4,225,000	\$ 4,225,000	\$ 4,225,000
Beginning Fund Balance	-	-	-	1,975,000	1,975,000	1,975,000
Total Resources	\$ -	\$ -	\$ 4,050,000	\$ 6,200,000	\$ 6,200,000	\$ 6,200,000

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	-	-	4,050,000	6,200,000	6,200,000	6,200,000
Transfers Out	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	-	-	-	-	-	-
Total Requirements	\$ -	\$ -	\$ 4,050,000	\$ 6,200,000	\$ 6,200,000	\$ 6,200,000



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Vehicle Replacement Fund

Summary of Resources by Source

Table with 7 columns: Resource Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Requirement Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Tualatin Scholarship Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	1,500	1,500	1,500	1,500	1,500
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	855	1,288	1,500	750	750	750
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total Current Resources	\$ 855	\$ 2,788	\$ 3,000	\$ 2,250	\$ 2,250	\$ 2,250
Beginning Fund Balance	50,878	51,233	50,885	50,960	50,960	50,960
Total Resources	\$ 51,733	\$ 54,021	\$ 53,885	\$ 53,210	\$ 53,210	\$ 53,210

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	500	3,000	3,000	2,500	2,500	2,500
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	51,233	51,021	50,885	50,710	50,710	50,710
Total Requirements	\$ 51,733	\$ 54,021	\$ 53,885	\$ 53,210	\$ 53,210	\$ 53,210



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - General Obligation Bond Fund

Summary of Resources by Source

Table with 7 columns: Resource Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Requirement Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Enterprise Bond Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	8,636	11,387	15,230	7,770	7,770	7,770
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Transfers	637,515	636,265	636,265	1,026,465	1,026,465	1,026,465
Total Current Resources	\$ 646,151	\$ 647,652	\$ 651,495	\$ 1,034,235	\$ 1,034,235	\$ 1,034,235
Beginning Fund Balance	491,063	499,476	507,000	518,000	518,000	518,000
Total Resources	\$ 1,137,214	\$ 1,147,128	\$ 1,158,495	\$ 1,552,235	\$ 1,552,235	\$ 1,552,235

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	450	495	495	495	495	495
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Debt Service	637,288	636,039	637,670	1,026,470	1,026,470	1,026,470
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	499,476	510,594	520,330	525,270	525,270	525,270
Total Requirements	\$ 1,137,214	\$ 1,147,128	\$ 1,158,495	\$ 1,552,235	\$ 1,552,235	\$ 1,552,235



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - TDC Administration Fund

Summary of Resources by Source

Table with 7 columns: Resource Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Requirement Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - CURD Projects Fund

Summary of Resources by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Fees	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	2,023	3,126	3,000	-	-	-
Fees & Charges	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total Current Resources	\$ 2,023	\$ 3,126	\$ 3,000	\$ -	\$ -	\$ -
Beginning Fund Balance	119,406	121,429	124,330	-	-	-
Total Resources	\$ 121,429	\$ 124,555	\$ 127,330	\$ -	\$ -	\$ -

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY20-21	Approved FY20-21	Adopted FY20-21
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-	-	-
Capital Outlay	-	-	1,330	-	-	-
Transfers Out	-	-	126,000	-	-	-
Debt Service	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
Reserves & Unappropriated	121,429	124,555	-	-	-	-
Total Requirements	\$ 121,429	\$ 124,555	\$ 127,330	\$ -	\$ -	\$ -



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Leveton Projects Fund

Summary of Resources by Source

Table with 7 columns: Resource Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Property Taxes, Franchise Fees, Licenses and Permits, Intergovernmental Revenue, Charges for Service, Fines & Forfeitures, Investment Earnings, Fees & Charges, Other Revenue, Transfers, Total Current Resources, Beginning Fund Balance, and Total Resources.

Summary of Requirements by Object

Table with 7 columns: Requirement Category, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY20-21, Approved FY20-21, Adopted FY20-21. Rows include Personal Services, Materials and Services, Capital Outlay, Transfers Out, Debt Service, Other Financing Uses, Contingency, Reserves & Unappropriated, and Total Requirements.

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget

Summary of Resource by Source

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	39,695,971	44,170,071	68,532,665	70,871,745	70,986,465	71,043,465
Property Taxes	10,290,120	12,941,471	13,036,040	13,479,360	13,479,360	13,479,360
Franchise Fees	2,366,393	2,429,676	2,484,500	2,325,000	2,325,000	2,325,000
Licenses And Permits	962,537	1,123,454	855,740	888,030	888,030	888,030
Intergovernmental	5,156,715	6,515,075	6,707,995	7,608,140	7,612,665	7,612,665
Charges For Services	18,215,281	19,173,675	19,789,270	19,500,250	19,500,250	19,500,250
Fines And Forfeitures	1,085,990	1,441,208	1,348,500	1,158,120	1,158,120	1,158,120
Investment Earnings	757,916	1,712,120	1,625,880	1,102,885	1,102,885	1,102,885
Fees & Charges	5,571,279	4,236,810	5,324,535	4,537,270	4,537,270	4,537,270
Miscellaneous	264,494	517,611	1,700,995	709,105	709,105	709,105
Transfers In	6,348,099	7,714,516	11,072,445	7,661,415	7,694,415	7,666,415
Other Financing Sources	4,252	27,164,458	-	4,000,000	4,000,000	4,000,000
Total Resources	90,719,047	129,140,145	132,478,565	133,841,320	133,993,565	134,022,565



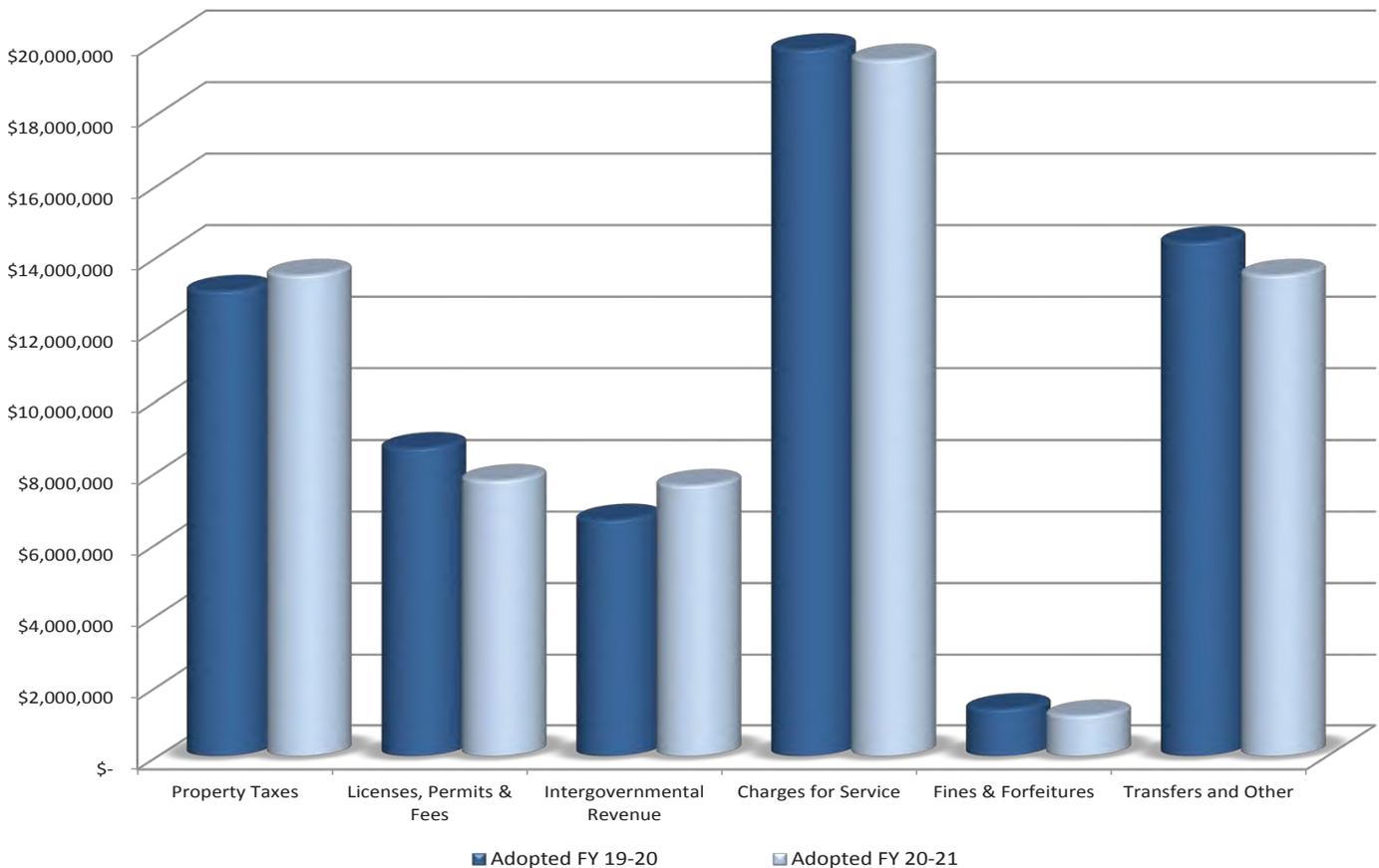
As is the case with most governmental entities during the COVID-19 pandemic, the City’s revenue sources will be impacted. Prior to the pandemic, we were projecting continued stable revenue growth, with most categories either maintaining previous levels or showing increases for FY 2020/2021. This is no longer the case, as is explained below.

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 are anticipating around a 4% growth in assessed value for FY 2020/2021. Based upon experience during the last recession, 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.

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, development has continued throughout the City and building and development fees are expected to remain stable. We are projecting decreases in business license fees, as businesses do not reopen due to the impact of the pandemic. Franchise fees are also projected to decrease, with utility gross revenues anticipated to be less, as businesses remain closed while stay at home guidelines are in place.



Intergovernmental revenues are revenues received from the State of Oregon for the City’s share of cigarette, liquor, marijuana and gas taxes, as well as for the Tualatin Public Library from the Washington County Cooperative Library System and the City’s share from inclusion in the Clackamas County Library District. Other revenues included in this category are from intergovernmental agreements with the Tigard/Tualatin School District for police officers assigned as School Resource Officers, TriMet for an officer assigned to the Westside Transit Police force and the City’s police services contract with the City of Durham. The City’s share of a county-wide and local Transient Lodging Tax (TLT), are also included in this category. 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 is trending low in FY 2019/2020 and reduced consumption is expected to continue into the upcoming fiscal year. 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 for Municipal Court fines for traffic violations and for overdue library materials. This category is projected to decrease in FY 2020/2021, due to the less citations being issued and library late fees not being charged while the Library remains closed.

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.



Library 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;
- Allowance for a Local Option Levy (see following discussion on Other Levies);
- Limitations on debt financing to bonds for capital construction or improvements; and
- New requirements on voter turnout for Local Options Levies and Bonded Debt.

Tax Rate Effect on a \$125,000 House Rate x 100 = Tax Bill			
Taxing Jurisdictions	Tax Rate *x	Value = \$125,000 /1,000	Total Tax on a \$125,000 House
City X	\$4.00	125	\$500.00
City Y	\$2.66	125	\$332.50
Park District	\$1.25	125	\$156.25
Total tax bill for local governments	\$7.91	125	\$988.75

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

Property Assessment: Policies and Administration
 Assessment of property is primarily done by the county assessor. The Oregon Department of Revenue appraises manufacturing properties valued over \$1 million, public utilities, and certain timberland. County assessors must track both market and assessed values (as noted above, Ballot Measure 5 requires market value and Ballot Measure 50 requires assessed value). Oregon law requires all real property in each county to be appraised using a method of appraisal approved by the Department of Revenue administrative rules.

Computation of the Local Government Tax Rate			
Taxing District	Operating Levy	Assessed Value = (Value/1,000)	Permanent Tax Rate
City X	\$ 1,000,000.00	\$250,000.00	\$4.00
City Y	\$ 2,000,000.00	\$750,000.00	\$2.66
Park District	\$ 500,000.00	\$400,000.00	\$1.25
Total tax rate for local governments			\$7.91
Additional taxing capacity remaining under BM 5 \$10.00 limitation)			\$2.09



To do the appraisal, the assessor divides each county into “appraisal areas,” “neighborhoods,” “value areas,” or “hot spots.” Each year appraisers from the assessor’s office estimate the real market value for properties within identified re-appraisal areas. Properties that are not included in the re-appraisal area are valued based upon market trends identified by the assessor’s certified ratio study.

Oregon law required that all property be valued as of the assessment date for the tax rate. Ballot Measure 50 changed the definition of the assessment date from July 1 at 1:00 a.m. to January 1 at 1:00 a.m. By choosing one particular day in the assessment year as the basis for taxation, the Legislature has tried to ensure that all taxpayers are treated equitably.

Ballot Measure 50 created a maximum assessed value of property, which in 1997-98 was the 1995-96 value minus 10 percent, and limited future growth

of maximum assessed value to three (3) percent per year with certain exceptions. These exceptions are properties that have experienced new construction, remodeling, subdivisions, partitions or re-zoning. The taxable value of a property is whichever is the lower, real market value or the maximum assessed value. Ballot Measure 50 legislation created a board of Property Tax Appeals (formerly called the Board of Equalization) and eliminated the Board of Ratio Review. Property owners who think that the value is too high may appeal to the board after they receive their tax statement in the third week of October and up to 5:00 p.m. on December 31. The Board of Property Tax Appeals is composed of three members selected by the county clerk. The board is a very important part of maintaining a fair and equitable property tax system in Oregon. If property owners, after appealing locally, are still not satisfied, they have further appeal rights at Magistrate, Tax Court and the Supreme Court.

Type of Property Tax Levies			
Type of Levy	Length	Purpose	Other Limitations
A. Tax Rate	Indefinite	General	3% annual increase in assessed value' subject to BM limitations
B. Local Option Levy			
1. Fixed dollar	1 -- 5 years 1- 10 years	Operating Capital Purposes	Levy uniformly; include estimate not to be received
2. Tax Rate	same	Operating Capital Purposes	Levied as maximum per \$1,000 AV; must estimate amount raised each year
C. Debt Service	Terms of bonds	Specific	Restricted to annual principal and interest payments

Local option levies for capital purposes may be for up to 10 years or the useful life of the assets. The asset (“project”) is also defined in statute to include the acquisition of land, the acquisition of buildings, additions to buildings that increase its square footage, construction of a building, the acquisition and installation of machinery and equipment that will become an integral part of a building, or the purchase of furnishings, equipment or other tangible property with an expected life of more than one year.

Taxes Versus Fees under Ballot Measure 5

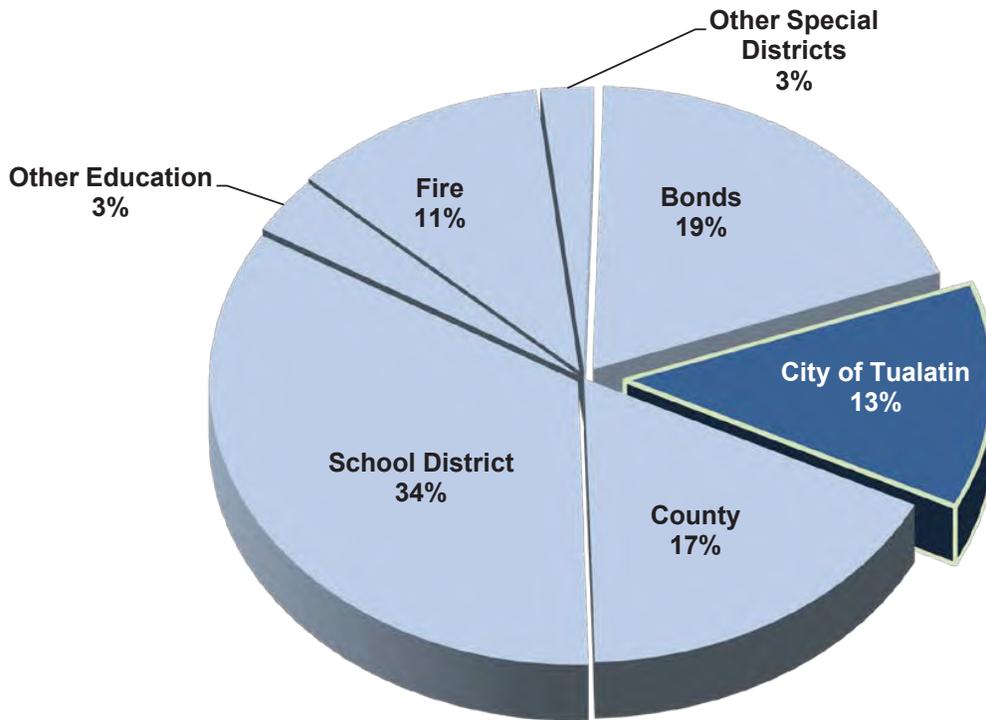
Part of Ballot Measure 5 legislation allows cities to distinguish between taxes and fees. This is important because how a fee or tax is classified determines whether it is inside or outside the \$10.00 tax rate limit. The council may adopt an ordinance or resolution that classifies whether or not a tax, fee, charge or assessment is subject to the limitation. Taxpayers then have 60 days in which to challenge the classification. The council may also petition the Oregon Tax Court to determine that its classification is correct. If the city chooses not to classify

revenues, ten or more taxpayers may challenge the tax, fee, charge or assessment within 60 days after the statement imposing the tax, fee, charge or assessment is mailed to any one of the petitioners. The city may enact a classification ordinance/resolution at any time. It is important to know that changing the amount of the tax, fee, charge or assessment does not open the door for taxpayer challenges. However, if the city changes the characteristics, attributes or purposes of the revenue, a new 60-day time frame for taxpayer challenge is created. Finally, depending on the outcome of a challenge, the city may be required to refund “excess funds” to the petitioners.

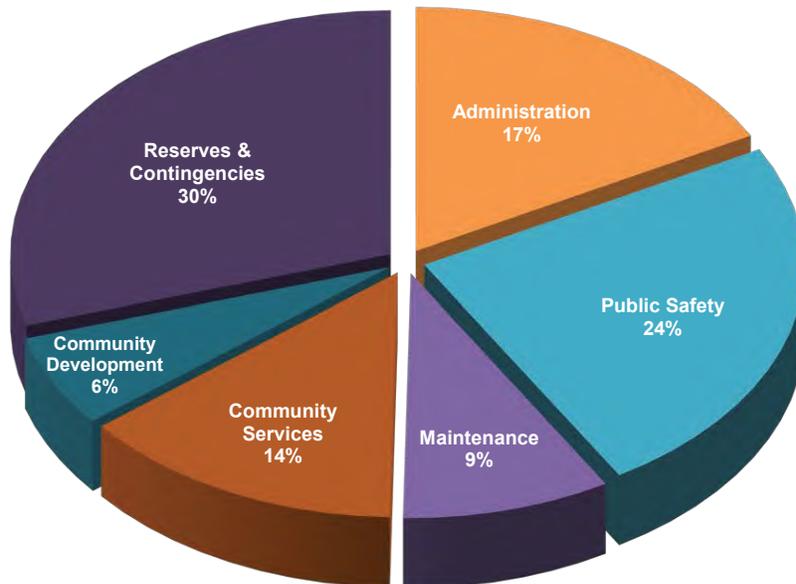
Summary

Local Government leaders need a sound understanding of local finances to be good stewards of the public’s money. While financial administration is not a highly visible management responsibility, good money management is essential to ensuring that the ways and means can be found to fund the city’s functions and that adequate internal controls are in place to ensure the city’s financial integrity.

**Article provided by permission from the League of Oregon Cities, February 2009 Local Focus*



Annual property taxes are based upon the assessed value, as opposed to the market value, of your property. The average Tualatin resident pays \$17.38 per \$1,000 of assessed value. Therefore, a homeowner with an assessed value of \$200,000 pays property tax of \$3,476 annually. Of this amount, the City of Tualatin receives approximately 13%, or \$452. The remaining amount is allocated to other entities, such as the County, school districts and the fire district. For a complete list of entities, consult your property tax statement.



The amount of your property tax bill that is received by the City of Tualatin is allocated as indicated above.

Revenue by Funds and Departments

Policy & Administration

General Fund

Vehicle Replacement Fund

Community Development

General Fund

Building Fund

Community Services

General Fund

Park Development Fund

Tualatin Scholarship Fund

Public Safety

General Fund

Public Works

Water

- Water Operating Fund

- Water Development Fund

Sewer

- Sewer Operating Fund

- Sewer Development Fund

Stormwater

- Stormwater Operating Fund

- Stormwater Development Fund

Streets

- Road Utility Fee Fund

- Road Operating Fund

- Transportation Development Tax Fund

- Transportation Projects Fund

Core Area Parking District Fund

Tualatin City Services Building Fund

General Obligation Bond Fund

Enterprise Bond Fund



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	10,055,342	10,608,281	13,239,780	10,818,000	10,832,720	10,889,720
BEGINNING FUND BALANCE	10,055,342	10,608,281	13,239,780	10,818,000	10,832,720	10,889,720
Property Taxes - Current Year	9,222,122	9,898,337	10,123,990	10,589,110	10,589,110	10,589,110
Property Taxes - Prior Year	106,087	291,379	100,000	90,000	90,000	90,000
Interest on Taxes - WashCo	13,259	9,298	10,000	10,000	10,000	10,000
Interest on Taxes - ClackCo	1,755	2,971	2,500	2,500	2,500	2,500
PROPERTY TAXES	9,343,224	10,201,986	10,236,490	10,691,610	10,691,610	10,691,610
Franchise Fees	2,259,247	2,255,386	2,334,500	2,175,000	2,175,000	2,175,000
Special Franchise Payment	-	51,976	-	-	-	-
Right of Way Fees	107,145	122,314	150,000	150,000	150,000	150,000
FRANCHISE FEES	2,366,393	2,429,676	2,484,500	2,325,000	2,325,000	2,325,000
Alarm Fees	20,785	25,212	21,000	32,000	32,000	32,000
Business License Fee	149,779	145,750	150,000	130,000	130,000	130,000
Metro Business License	14,058	14,234	12,000	14,000	14,000	14,000
Rental License	47,730	36,380	45,000	36,500	36,500	36,500
Signs	16,185	22,055	18,000	18,000	18,000	18,000
Public Works Permit Fees	35,997	58,678	28,000	50,000	50,000	50,000
Misc Planning License/Permits	-	100	-	-	-	-
Erosion Control Permit	33,565	32,250	40,000	40,000	40,000	40,000
Erosion Control Fee	17,545	21,776	26,000	26,000	26,000	26,000
LICENSES AND PERMITS	335,643	356,434	340,000	346,500	346,500	346,500
Grants - Other Grant Revenue	5,843	14,112	3,250	12,500	12,500	12,500
Grants - Seat Belt Grant	11,484	8,822	6,800	6,500	6,500	6,500
Tualatin School Dist (SRO)	64,500	68,120	71,360	74,250	74,250	74,250
Grants - Misc Grants	6,095	6,676	9,400	9,500	14,025	14,025
Grants - Other Grant Revenue	650	750	-	-	-	-
Cigarette Tax	33,195	31,058	32,195	30,665	30,665	30,665
Marijuana Tax	133,407	77,609	80,350	95,245	95,245	95,245
OLCC per Capita	429,076	450,148	502,140	537,000	537,000	537,000
OLCC Formula Shared Rev	348,702	366,512	380,040	413,890	413,890	413,890
Grants - PCN Operations Grant	39,950	-	60,960	-	-	-
Grants - Metro CET Grant	-	295,000	-	-	-	-
Motel Taxes	329,296	537,106	615,000	300,000	300,000	300,000
Library Revenue-WashCo	1,614,088	1,649,205	1,683,530	1,734,030	1,734,030	1,734,030
Library Revenue-ClackCo	92,508	100,546	100,080	104,950	104,950	104,950
Payments in Lieu of Prop Taxes	1,374	1,648	1,000	1,000	1,000	1,000

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Durham Police	131,340	135,280	139,340	143,250	143,250	143,250
Police Services	119,250	176,277	163,640	182,225	182,225	182,225
INTERGOVERNMENTAL	3,360,758	3,918,869	3,849,085	3,645,005	3,649,530	3,649,530
Architectural Review	33,440	36,885	30,000	25,000	25,000	25,000
Other Land Use Appl Fees	10,328	11,818	15,000	15,000	15,000	15,000
Lien Search Fees	10,341	13,766	14,000	14,000	14,000	14,000
Passport Execution Fee	63,490	102,830	80,000	40,000	40,000	40,000
Passport Photos	1,264	-	-	-	-	-
Fingerprint Fees	13,515	14,311	12,000	9,000	9,000	9,000
GREAT Program	13,555	18,391	17,000	-	-	-
Rec User Fees - Community	123,844	105,636	87,750	86,750	86,750	86,750
Recreation Program Fees - JPC	-	51,339	39,000	39,000	39,000	39,000
Library Program User Fees	570	530	1,500	1,500	1,500	1,500
Fleet Services	5,067	12,329	10,000	7,500	7,500	7,500
CHARGES FOR SERVICES	275,415	367,835	306,250	237,750	237,750	237,750
Municipal Court Fines	1,002,880	1,345,670	1,300,000	1,100,000	1,100,000	1,100,000
Other Court Fines	34,348	47,567	-	25,000	25,000	25,000
Other Restitution	4,776	8,655	5,000	5,000	5,000	5,000
Library Fines, Cards, Books	43,538	39,316	43,500	28,120	28,120	28,120
FINES AND FORFEITURES	1,085,542	1,441,208	1,348,500	1,158,120	1,158,120	1,158,120
Interest on Investments	209,084	357,937	300,000	200,000	200,000	200,000
INVESTMENT EARNINGS	209,084	357,937	300,000	200,000	200,000	200,000
Liquor License Fee	3,740	3,950	4,000	3,500	3,500	3,500
Maps, Codebooks, Copies	317	648	750	750	750	750
Police Reports & Photos	5,145	5,080	4,800	5,000	5,000	5,000
Vehicle Impound Fee	6,700	4,200	5,500	5,500	5,500	5,500
Picnic Shelter Fees	13,473	12,165	12,700	12,700	12,700	12,700
Ball Field Fees	9,020	14,001	27,000	15,000	15,000	15,000
Juanita Pohl Ctr Use Fees	53,794	42,525	48,200	48,200	48,200	48,200
Brown's Ferry Comm Ctr	-	-	450	-	-	-
Heritage Center	6,368	5,878	5,900	5,900	5,900	5,900
Concession Fee	10,958	6,968	8,500	8,500	8,500	8,500
Street Tree Fees	15,975	13,300	26,250	17,500	17,500	17,500
Community Room Rental	770	968	500	750	750	750
FEES & CHARGES	126,259	109,683	144,550	123,300	123,300	123,300
Rental Income-Other Space Rntl	27,432	27,377	30,000	50,000	50,000	50,000
Rental Income - T-Mobile	34,831	33,876	37,295	37,295	37,295	37,295



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Donations - Other Library	28,009	33,348	29,300	29,300	29,300	29,300
Donations - Community Services	-	-	-	1,000	1,000	1,000
Donations - Concerts-Commons	15,050	12,450	18,000	16,000	16,000	16,000
Donations - Other Spons Prog	11,420	23,350	20,250	22,250	22,250	22,250
Donations - Donations Assorted	4,198	12,328	5,860	5,860	5,860	5,860
Insurance Proceeds	34,908	6,733	-	-	-	-
Other Misc Income	27,457	64,554	25,000	45,000	45,000	45,000
Cash Over/Short	(15)	120	-	-	-	-
MISCELLANEOUS	183,291	214,136	165,705	206,705	206,705	206,705
Transfer In - Building Fund	373,740	406,380	472,380	518,350	518,350	518,350
Transfer In - Road Utility	146,180	101,100	129,730	135,410	135,410	135,410
Transfer In - Road Operating	665,010	736,420	720,630	746,240	746,240	746,240
Transfer In - Core Area Pkg	29,330	28,060	33,700	33,960	33,960	33,960
Transfer In - TDT	-	-	29,730	12,110	12,110	12,110
Transfer In - Park Development	42,200	42,780	77,790	79,510	79,510	79,510
Transfer In - Transportation	-	-	115,050	86,030	86,030	86,030
Transfer In - Water Fund	1,613,290	1,510,970	1,295,770	1,317,900	1,317,900	1,317,900
Transfer In - Sewer Fund	1,027,970	1,198,140	1,283,060	1,192,810	1,192,810	1,192,810
Transfer In - Stormwater Fund	688,820	723,220	735,050	664,710	664,710	664,710
Transfer In - Water Devel Fund	13,440	8,990	7,500	5,480	5,480	5,480
Transfer In - Sewer Dev Fund	13,170	15,220	19,970	41,770	41,770	41,770
Transfer In - Stormwater Dev	8,550	2,150	1,280	19,730	19,730	19,730
Transfer In - Leveton Projects	91,850	79,400	68,110	78,600	78,600	78,600
TRANSFERS IN	4,713,550	4,852,830	4,989,750	4,932,610	4,932,610	4,932,610
Premiums on bond issued	-	27,198	-	-	-	-
Sale of Capital Assets	4,252	18,170	-	-	-	-
OTHER FINANCING SOURCES	4,252	45,368	-	-	-	-
GENERAL FUND	32,058,753	34,904,242	37,404,610	34,684,600	34,703,845	34,760,845

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	-	-	-	332,000	332,000	332,000
BEGINNING FUND BALANCE	-	-	-	332,000	332,000	332,000
Vehicle Replacement Charge	-	-	328,480	392,875	392,875	392,875
CHARGES FOR SERVICES	-	-	328,480	392,875	392,875	392,875
Interest on Investments	-	-	9,500	4,925	4,925	4,925
INVESTMENT EARNINGS	-	-	9,500	4,925	4,925	4,925
VEHICLE REPLACEMENT FUND	-	-	337,980	729,800	729,800	729,800



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	1,814,179	2,013,372	1,774,170	1,313,230	1,313,230	1,313,230
BEGINNING FUND BALANCE	1,814,179	2,013,372	1,774,170	1,313,230	1,313,230	1,313,230
Permits - Structural	380,018	429,344	315,000	330,750	330,750	330,750
Permits - Plumbing	58,558	84,400	63,000	66,150	66,150	66,150
Permits - Mechanical	182,197	251,579	136,500	143,325	143,325	143,325
Permits - Manufactured Homes	182	182	190	200	200	200
Permits - Signs, Excav, Demo	5,940	1,515	1,050	1,105	1,105	1,105
LICENSES AND PERMITS	626,894	767,020	515,740	541,530	541,530	541,530
Fees - Structural	370,843	231,230	199,500	209,475	209,475	209,475
Fees - Plumbing	8,537	15,778	10,500	11,025	11,025	11,025
Fees - Mechanical	121,040	154,418	105,000	110,250	110,250	110,250
Fees - Fire & Safety	183,049	89,415	105,000	110,250	110,250	110,250
Fees - Miscellaneous	4,155	3,945	1,050	1,105	1,105	1,105
CHARGES FOR SERVICES	687,623	494,785	421,050	442,105	442,105	442,105
Interest on Investments	33,199	57,131	32,450	19,700	19,700	19,700
INVESTMENT EARNINGS	33,199	57,131	32,450	19,700	19,700	19,700
Admin Fee - Metro	6,020	5,269	2,100	2,100	2,100	2,100
Admin Fee - School Dist	9,825	11,412	3,150	3,150	3,150	3,150
Maps, Codebooks, Copies	-	-	100	100	100	100
FEES & CHARGES	15,846	16,681	5,350	5,350	5,350	5,350
Other Misc Income	1,968	1,336	200	200	200	200
Cash Over/Short	-	-	-	-	-	-
MISCELLANEOUS	1,968	1,336	200	200	200	200
Transfer In - TDT	-	-	18,750	19,690	19,690	19,690
Transfer In - Water Fund	10,690	11,500	-	-	-	-
Transfer In - Sewer Fund	6,280	6,750	-	-	-	-
Transfer In - Stormwater Fund	6,280	6,750	-	-	-	-
Transfer In - Water Devel Fund	-	-	26,250	27,565	27,565	27,565
Transfer In - Sewer Dev Fund	-	-	18,750	19,690	19,690	19,690
Transfer In - Stormwater Dev	-	-	11,250	11,815	11,815	11,815
TRANSFERS IN	23,250	25,000	75,000	78,760	78,760	78,760
BUILDING FUND	3,202,960	3,375,325	2,823,960	2,400,875	2,400,875	2,400,875

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	1,208,148	1,284,846	319,500	2,094,740	2,094,740	2,094,740
BEGINNING FUND BALANCE	1,208,148	1,284,846	319,500	2,094,740	2,094,740	2,094,740
Other Grants - State Grant	-	136,500	238,000	230,500	230,500	230,500
INTERGOVERNMENTAL	-	136,500	238,000	230,500	230,500	230,500
Interest on Investments	20,199	12,351	9,450	31,420	31,420	31,420
INVESTMENT EARNINGS	20,199	12,351	9,450	31,420	31,420	31,420
Parks - SDC's	294,585	(70,240)	1,696,335	804,265	804,265	804,265
FEES & CHARGES	294,585	(70,240)	1,696,335	804,265	804,265	804,265
Donations - Community Services	(1,000)	-	-	-	-	-
Other Misc Income	-	-	4,225	-	-	-
MISCELLANEOUS	(1,000)	-	4,225	-	-	-
Transfer In - General Fund	-	-	261,000	287,000	287,000	259,000
Transfer In - Water Fund	-	335,000	-	-	-	-
TRANSFERS IN	-	335,000	261,000	287,000	287,000	259,000
PARK DEVELOPMENT FUND	1,521,932	1,698,456	2,528,510	3,447,925	3,447,925	3,419,925



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	50,878	51,233	50,885	50,960	50,960	50,960
BEGINNING FUND BALANCE	50,878	51,233	50,885	50,960	50,960	50,960
Grants - Misc Grants	-	1,500	1,500	1,500	1,500	1,500
INTERGOVERNMENTAL	-	1,500	1,500	1,500	1,500	1,500
Interest on Investments	855	1,288	1,500	750	750	750
INVESTMENT EARNINGS	855	1,288	1,500	750	750	750
MISCELLANEOUS	-	-	-	-	-	-
TUALATIN SCHOLARSHIP FUND	51,733	54,021	53,885	53,210	53,210	53,210

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	5,486,718	6,379,484	6,163,840	6,917,790	6,984,790	6,984,790
BEGINNING FUND BALANCE	5,486,718	6,379,484	6,163,840	6,917,790	6,984,790	6,984,790
Water Service Charge	319,860	340,117	351,400	368,730	368,730	368,730
Usage Charge	5,610,592	6,080,704	5,784,860	5,103,170	5,103,170	5,103,170
Fire Service	144,216	153,883	140,000	140,000	140,000	140,000
Bulk Water Revenue	1,874	2,150	2,000	2,000	2,000	2,000
Installation	13,140	10,640	4,000	4,000	4,000	4,000
Water Facility Charge	515,019	544,740	554,270	577,830	577,830	577,830
CHARGES FOR SERVICES	6,604,701	7,132,235	6,836,530	6,195,730	6,195,730	6,195,730
Interest on Investments	99,486	160,473	116,310	98,530	98,530	98,530
INVESTMENT EARNINGS	99,486	160,473	116,310	98,530	98,530	98,530
Temporary Water Service	2,220	6,935	4,000	4,000	4,000	4,000
Reconnect Fee	1,501	2,478	2,500	2,500	2,500	2,500
Carry Chrg - Late Payments	21,723	21,639	20,000	20,000	20,000	20,000
FEES & CHARGES	25,444	31,052	26,500	26,500	26,500	26,500
Other Misc Income	601	7,305	358,365	2,200	2,200	2,200
MISCELLANEOUS	601	7,305	358,365	2,200	2,200	2,200
Transfer In - Water Devel Fund	141,677	373,959	235,000	189,000	222,000	222,000
TRANSFERS IN	141,677	373,959	235,000	189,000	222,000	222,000
WATER FUND	12,358,627	14,084,507	13,736,545	13,429,750	13,529,750	13,529,750



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	859,410	1,200,625	1,144,570	1,500,820	1,533,820	1,533,820
BEGINNING FUND BALANCE	859,410	1,200,625	1,144,570	1,500,820	1,533,820	1,533,820
Interest on Investments	16,867	33,408	28,610	22,510	22,510	22,510
INVESTMENT EARNINGS	16,867	33,408	28,610	22,510	22,510	22,510
System Development Charge	479,465	354,880	250,000	300,000	300,000	300,000
FEES & CHARGES	479,465	354,880	250,000	300,000	300,000	300,000
WATER DEVELOPMENT FUND	1,355,742	1,588,913	1,423,180	1,823,330	1,856,330	1,856,330

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	3,205,451	3,402,516	3,239,020	2,341,535	2,341,535	2,341,535
BEGINNING FUND BALANCE	3,205,451	3,402,516	3,239,020	2,341,535	2,341,535	2,341,535
User Charge - CWS Base	4,316,889	4,503,245	4,604,730	4,696,825	4,696,825	4,696,825
User Charge - CWS Usage	1,655,027	1,722,754	1,845,970	1,882,890	1,882,890	1,882,890
User Charge - COT Base	1,004,970	1,049,125	1,158,350	1,245,225	1,245,225	1,245,225
User Charge - COT Usage	396,862	413,058	490,940	527,760	527,760	527,760
User Charge - LO CWS Base	164,144	169,470	162,150	165,395	165,395	165,395
User Charge - LO CWS Usage	75,312	81,856	84,420	86,110	86,110	86,110
User Charge - LO COT Base	38,125	39,482	43,070	46,300	46,300	46,300
User Charge - LO COT Usage	18,066	19,626	22,380	24,060	24,060	24,060
User Charge - Tigard Base	5,360	5,566	5,310	5,415	5,415	5,415
User Charge - Tigard Usage	4,717	4,358	6,050	6,170	6,170	6,170
User Charge - Tigard COT Base	1,449	1,550	1,410	1,515	1,515	1,515
User Charge - Tigard COT Usage	892	876	1,190	1,280	1,280	1,280
Sewer Inspection	2,190	2,295	1,120	1,150	1,150	1,150
Industrial Discharge	131,172	135,936	110,000	110,000	110,000	110,000
CHARGES FOR SERVICES	7,815,177	8,149,197	8,537,090	8,800,095	8,800,095	8,800,095
Interest on Investments	53,544	82,246	60,950	35,125	35,125	35,125
INVESTMENT EARNINGS	53,544	82,246	60,950	35,125	35,125	35,125
Other Misc Income	-	-	-	500,000	500,000	500,000
MISCELLANEOUS	-	-	-	500,000	500,000	500,000
Transfer In - Stormwater Fund	113,310	125,110	131,540	164,240	164,240	164,240
TRANSFERS IN	113,310	125,110	131,540	164,240	164,240	164,240
SEWER OPERATING FUND	11,187,482	11,759,069	11,968,600	11,840,995	11,840,995	11,840,995



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	3,908,600	3,975,518	3,210,990	3,971,430	3,971,430	3,971,430
BEGINNING FUND BALANCE	3,908,600	3,975,518	3,210,990	3,971,430	3,971,430	3,971,430
Reimbursement from CWS	-	-	50,000	544,000	544,000	544,000
INTERGOVERNMENTAL	-	-	50,000	544,000	544,000	544,000
Interest on Investments	67,170	95,819	80,270	59,570	59,570	59,570
INVESTMENT EARNINGS	67,170	95,819	80,270	59,570	59,570	59,570
System Development Charge	665,301	475,009	615,000	600,000	600,000	600,000
FEES & CHARGES	665,301	475,009	615,000	600,000	600,000	600,000
SEWER DEVELOPMENT FUND	4,641,071	4,546,346	3,956,260	5,175,000	5,175,000	5,175,000

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	2,481,337	3,342,371	4,006,730	4,165,635	4,165,635	4,165,635
BEGINNING FUND BALANCE	2,481,337	3,342,371	4,006,730	4,165,635	4,165,635	4,165,635
User Charge - CWS Regional	654,324	702,553	737,760	756,840	756,840	756,840
User Charge - COT Local	2,093,582	2,237,755	2,521,740	2,572,620	2,572,620	2,572,620
User Charge - Lake Oswego CWS	17,433	18,537	19,490	19,995	19,995	19,995
User Charge - Lake Oswego COT	55,720	58,918	67,470	68,830	68,830	68,830
User Charge - Tigard COT	11,306	11,860	13,410	13,410	13,410	13,410
CHARGES FOR SERVICES	2,832,364	3,029,623	3,359,870	3,431,695	3,431,695	3,431,695
Other Restitution	448	-	-	-	-	-
FINES AND FORFEITURES	448	-	-	-	-	-
Interest on Investments	47,376	95,735	63,660	62,485	62,485	62,485
INVESTMENT EARNINGS	47,376	95,735	63,660	62,485	62,485	62,485
Other Misc Income	9,307	20,155	-	-	-	-
MISCELLANEOUS	9,307	20,155	-	-	-	-
STORMWATER OPERATING FUND	5,370,832	6,487,884	7,430,260	7,659,815	7,659,815	7,659,815



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	558,935	489,039	518,860	577,820	577,820	577,820
BEGINNING FUND BALANCE	558,935	489,039	518,860	577,820	577,820	577,820
Interest on Investments	8,685	13,794	12,970	8,670	8,670	8,670
INVESTMENT EARNINGS	8,685	13,794	12,970	8,670	8,670	8,670
Stormwater Quantity Fees	68,060	111,390	40,000	20,000	20,000	20,000
Stormwater Quality Fees	4,392	13,977	10,000	10,000	10,000	10,000
FEES & CHARGES	72,452	125,367	50,000	30,000	30,000	30,000
STORMWATER DEVELOPMENT FUND	640,072	628,200	581,830	616,490	616,490	616,490

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	437,794	310,272	394,670	524,400	524,400	524,400
BEGINNING FUND BALANCE	437,794	310,272	394,670	524,400	524,400	524,400
Interest on Investments	1,078	3,462	4,930	2,500	2,500	2,500
INVESTMENT EARNINGS	1,078	3,462	4,930	2,500	2,500	2,500
Road Utility Fee	956,051	1,020,965	1,047,610	1,143,010	1,143,010	1,143,010
Tigard Rd Utility Fees	11,618	11,858	13,690	12,360	12,360	12,360
Sidewalk/Tree Program	420,711	450,080	463,500	482,485	482,485	482,485
FEES & CHARGES	1,388,381	1,482,903	1,524,800	1,637,855	1,637,855	1,637,855
MISCELLANEOUS	-	-	-	-	-	-
Transfer In - Road Operating	-	-	460,000	460,000	460,000	460,000
TRANSFERS IN	-	-	460,000	460,000	460,000	460,000
ROAD UTILITY FEE FUND	1,827,252	1,796,637	2,384,400	2,624,755	2,624,755	2,624,755



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	2,203,429	1,662,136	2,237,360	2,648,525	2,648,525	2,648,525
BEGINNING FUND BALANCE	2,203,429	1,662,136	2,237,360	2,648,525	2,648,525	2,648,525
Grants - Other Grant Revenue	-	-	-	625,000	625,000	625,000
State Gas Tax	1,707,487	1,966,834	2,016,680	2,014,070	2,014,070	2,014,070
Washington County Gas Tax	88,328	87,711	92,730	88,065	88,065	88,065
Vehicle License Fee - WashCo	-	403,414	400,000	400,000	400,000	400,000
Vehicle License Fee - ClackCo	-	-	60,000	60,000	60,000	60,000
INTERGOVERNMENTAL	1,795,815	2,457,959	2,569,410	3,187,135	3,187,135	3,187,135
Interest on Investments	40,203	47,672	38,950	39,730	39,730	39,730
INVESTMENT EARNINGS	40,203	47,672	38,950	39,730	39,730	39,730
FEES & CHARGES	-	-	-	-	-	-
Other Misc Income	67,464	273,854	1,172,500	-	-	-
MISCELLANEOUS	67,464	273,854	1,172,500	-	-	-
Transfer In - Road Utility	145,400	216,350	230,200	259,320	259,320	259,320
Transfer In - TDT	544,557	1,102,242	-	-	-	-
Transfer In - Stormwater Fund	28,840	47,760	53,690	64,020	64,020	64,020
TRANSFERS IN	718,797	1,366,352	283,890	323,340	323,340	323,340
ROAD OPERATING FUND	4,825,708	5,807,974	6,302,110	6,198,730	6,198,730	6,198,730

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	6,698,728	8,753,112	9,778,940	11,044,210	11,044,210	11,044,210
BEGINNING FUND BALANCE	6,698,728	8,753,112	9,778,940	11,044,210	11,044,210	11,044,210
Interest on Investments	147,044	246,656	244,000	166,000	166,000	166,000
INVESTMENT EARNINGS	147,044	246,656	244,000	166,000	166,000	166,000
System Fees -Washington County	2,400,789	868,601	900,000	900,000	900,000	900,000
System Fees - Clackamas County	49,459	771,740	50,000	50,000	50,000	50,000
FEES & CHARGES	2,450,248	1,640,341	950,000	950,000	950,000	950,000
Other Misc Income	1,649	825	-	-	-	-
MISCELLANEOUS	1,649	825	-	-	-	-
TRANSPORTATION DEV TAX FUND	9,297,669	10,640,933	10,972,940	12,160,210	12,160,210	12,160,210



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	113,861	89,095	127,000	136,500	136,500	136,500
Reserve for Lot Construction	45,500	45,500	45,500	45,500	45,500	45,500
BEGINNING FUND BALANCE	159,361	134,595	172,500	182,000	182,000	182,000
FINES AND FORFEITURES	-	-	-	-	-	-
Interest on Investments	2,738	4,120	4,000	2,000	2,000	2,000
INVESTMENT EARNINGS	2,738	4,120	4,000	2,000	2,000	2,000
Core Area Parking - Current	53,300	71,136	62,000	60,000	60,000	60,000
FEES & CHARGES	53,300	71,136	62,000	60,000	60,000	60,000
MISCELLANEOUS	-	-	-	-	-	-
CORE AREA PARKING DIST FUND	215,398	209,851	238,500	244,000	244,000	244,000

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	-	-	21,725,350	19,746,650	19,746,650	19,746,650
BEGINNING FUND BALANCE	-	-	21,725,350	19,746,650	19,746,650	19,746,650
Interest on Investments	-	461,811	543,100	296,200	296,200	296,200
INVESTMENT EARNINGS	-	461,811	543,100	296,200	296,200	296,200
General obligation bond issued	-	20,000,000	-	-	-	-
Premiums on bond issued	-	2,954,232	-	-	-	-
OTHER FINANCING SOURCES	-	22,954,232	-	-	-	-
TRANSPORTATION PROJECT FUND	-	23,416,043	22,268,450	20,042,850	20,042,850	20,042,850



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	-	-	-	1,975,000	1,975,000	1,975,000
BEGINNING FUND BALANCE	-	-	-	1,975,000	1,975,000	1,975,000
Interest on Investments	-	-	50,000	25,000	25,000	25,000
INVESTMENT EARNINGS	-	-	50,000	25,000	25,000	25,000
Transfer In - General Fund	-	-	1,600,000	200,000	200,000	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	-	-	-
TRANSFERS IN	-	-	4,000,000	200,000	200,000	200,000
Debt Issuance	-	-	-	4,000,000	4,000,000	4,000,000
OTHER FINANCING SOURCES	-	-	-	4,000,000	4,000,000	4,000,000
TUALATIN CITY SERVICES BUILDING FUND	-	-	4,050,000	6,200,000	6,200,000	6,200,000

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	76,598	63,195	48,500	149,000	149,000	149,000
BEGINNING FUND BALANCE	76,598	63,195	48,500	149,000	149,000	149,000
Property Taxes - Current Year	934,623	2,704,495	2,789,550	2,777,750	2,777,750	2,777,750
Property Taxes - Prior Year	10,752	33,078	10,000	10,000	10,000	10,000
Interest on Taxes - WashCo	1,344	1,408	-	-	-	-
Interest on Taxes - ClackCo	178	505	-	-	-	-
PROPERTY TAXES	946,896	2,739,486	2,799,550	2,787,750	2,787,750	2,787,750
Payments in Lieu of Prop Taxes	142	247	-	-	-	-
INTERGOVERNMENTAL	142	247	-	-	-	-
Interest on Investments	1,752	26,830	10,000	20,000	20,000	20,000
INVESTMENT EARNINGS	1,752	26,830	10,000	20,000	20,000	20,000
Other Misc Income	1,214	-	-	-	-	-
MISCELLANEOUS	1,214	-	-	-	-	-
TRANSFERS IN	-	-	-	-	-	-
Refunding bonds issued	-	3,750,000	-	-	-	-
Premiums on bond issued	-	414,859	-	-	-	-
OTHER FINANCING SOURCES	-	4,164,859	-	-	-	-
GENERAL OBLIGATION BOND FUND	1,026,601	6,994,617	2,858,050	2,956,750	2,956,750	2,956,750



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	491,063	499,476	507,000	518,000	518,000	518,000
BEGINNING FUND BALANCE	491,063	499,476	507,000	518,000	518,000	518,000
Interest on Investments	8,636	11,387	15,230	7,770	7,770	7,770
INVESTMENT EARNINGS	8,636	11,387	15,230	7,770	7,770	7,770
Transfer In - Building Fund	-	-	-	65,000	65,000	65,000
Transfer In - Road Utility	6,480	6,480	6,480	6,480	6,480	6,480
Transfer In - Road Operating	19,440	19,440	19,440	99,440	99,440	99,440
Transfer In - Water Fund	559,750	558,500	558,500	643,700	643,700	643,700
Transfer In - Sewer Fund	32,405	32,405	32,405	112,405	112,405	112,405
Transfer In - Stormwater Fund	19,440	19,440	19,440	99,440	99,440	99,440
TRANSFERS IN	637,515	636,265	636,265	1,026,465	1,026,465	1,026,465
ENTERPRISE BOND FUND	1,137,214	1,147,128	1,158,495	1,552,235	1,552,235	1,552,235

Policy & Administration

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

City Council



Administration

Finance



Municipal Court



Legal

Information Services



Maintenance Services



Vehicle Replacement

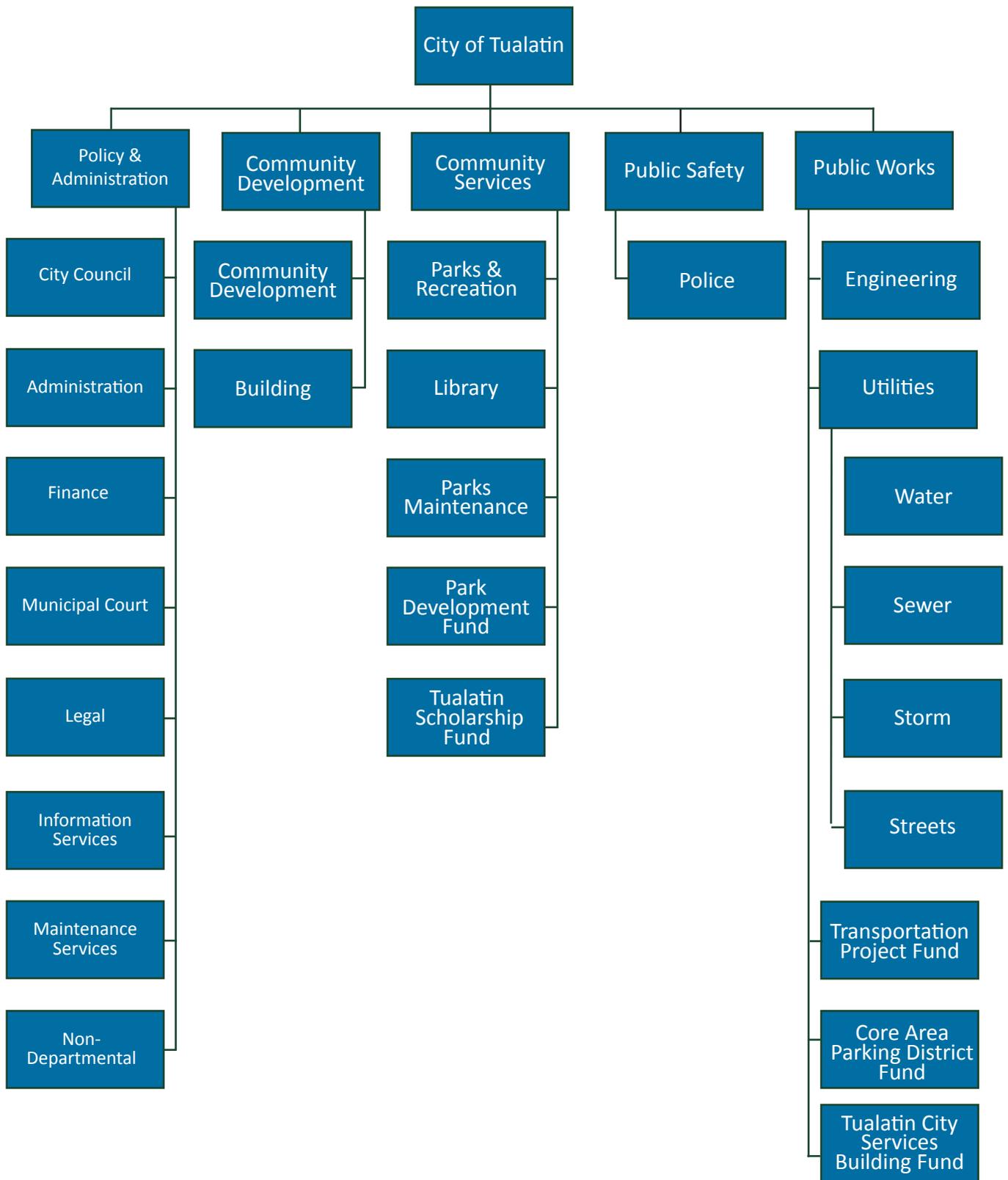
Non-departmental





City of Tualatin

Adopted
2020/2021 Budget





City of Tualatin

Adopted
2020/2021 Budget

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Policy and Administration

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personal Services	4,059,589	4,050,545	5,075,755	4,979,540	4,979,540	4,986,270
Materials & Services	2,148,956	2,319,674	2,640,020	2,700,115	2,700,115	2,710,515
Capital Outlay	473,120	129,497	136,960	5,000	5,000	60,000
Debt Service	-	27,198	-	-	-	-
Transfers Out	-	-	1,861,000	487,000	487,000	459,000
Contingency	-	-	2,987,990	3,657,860	3,660,740	3,651,380
Reserves & Unappropriated	10,608,281	13,392,248	7,291,710	7,370,820	7,367,940	7,496,730
Total Requirements	17,289,946	19,919,161	19,993,435	19,200,335	19,200,335	19,363,895



Mission Statement

Dedicated to Quality Service for our Citizens

Value Statement

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

Council Meetings

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

Summary	
City Manager	Sherilyn Lombos
Volunteers (Mayor & Council)	7
Expenditures	\$ 138,515
Funding Source	General Fund

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

Local and Regional Boards & Committees:

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



Tualatin City Council

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Benefits-Employee Benefits	3,180	3,340	-	-	-	-
Benefits-FICA	161	463	-	-	-	-
Benefits-Insurance	30,372	34,288	44,670	38,210	38,210	38,210
Benefits-Council Technology	-	3,252	-	2,250	2,250	2,250
PERSONAL SERVICES	33,713	41,343	44,670	40,460	40,460	40,460
Office Supplies	1,007	684	500	500	500	500
Printing & Postage	55	20	-	100	100	100
Recording Fees	447	621	500	500	500	500
Council Discounts	2,860	1,620	1,680	1,680	1,680	1,680
CIO Grant Program	1,907	3,426	10,500	10,500	10,500	10,500
Consultants	8,946	31,726	10,000	10,000	10,000	10,000
Community Engagement	28,896	44,648	40,000	33,600	33,600	33,600
Conferences & Meetings	-	50	-	-	-	-
Conf & Meetings - Mayor	20,307	12,290	20,000	15,000	15,000	15,000
Conf & Meetings - Council	3,624	6,181	15,000	10,000	10,000	10,000
Membership Dues	166	-	-	1,675	1,675	1,675
Administrative Expense	11,295	19,806	14,500	14,500	14,500	14,500
MATERIALS & SERVICES	79,510	121,072	112,680	98,055	98,055	98,055
CITY COUNCIL	113,223	162,415	157,350	138,515	138,515	138,515



Administration

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 the day-to-day operations of the City, 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 to the City Council and community-wide initiatives including support for Tualatin’s Community Involvement Organizations and the Diversity Task Force.

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 2019/2020

- Established a Diversity, Equity, and Inclusion Team of internal staff to support the City’s work including providing training for staff on implicit bias.
- Celebrated volunteers with ten or more years of service at the inaugural *10+ Years Volunteer Celebration*.

Summary	
Department Managers	Sherilyn Lombos Stacy Ruthrauff
FTE’s	9.75
Expenditures	\$ 1,414,905
Funding Source	General Fund

- Supported the successful launch of a new community event – Viva Tualatin – that recognizes, celebrates, and encourages connection to our community’s art and culture.
- Finalized a conversion of the city’s 401 and 457 retirement account providers to a singular provider which streamlined the benefit and reduced overall administrative costs to the employees.
- Completed a comprehensive evaluation of the City’s compensation practices to assess compliance with updates to Oregon’s Equal Pay Act.
- Launched a new agenda management system that integrates the City’s website, City codes, and provides easier access to information for the City Council and community.



Scout Troop - Volunteers

- Executed the National Citizen Survey - a community-wide satisfaction survey – to assess resident’s satisfaction with City services.

Goals for FY 2020/2021

- Complete a Language Access Plan that identifies critical documents for translation.
- Determine scope of a Climate Action Plan for the City.

- Assess and update personnel policies.
- Successfully negotiate an updated collective bargaining agreement with AFSCME.
- Implement any desired changes as a result of the organization’s completed pay equity study.
- Facilitate neighborhood block party in Stoneridge Neighborhood.
- Review current Human Resources records and inventory in records management system – Laserfiche.



Masks Made by Volunteers



Scout Volunteers



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	638,177	676,958	729,335	815,825	815,825	815,825
Salaries and Wages-Part Time	35,983	40,717	46,085	48,425	48,425	48,425
Salaries and Wages-Temporary	12,543	9,345	-	10,300	10,300	10,300
Salaries and Wages-Overtime	5,905	2,138	2,500	2,500	2,500	2,500
Benefits-Employee Benefits	7,768	7,730	8,045	7,545	7,545	7,545
Benefits-FICA	49,568	51,719	58,145	65,755	65,755	65,755
Benefits-Pension	161,763	158,836	329,340	215,425	215,425	215,425
Benefits-Insurance	151,463	164,625	186,875	183,710	183,710	183,710
Benefits-Vacation Buy Back	5,265	3,981	2,500	2,500	2,500	2,500
Benefits-Comp Time Buy Back	-	415	-	-	-	-
PERSONAL SERVICES	1,068,435	1,116,464	1,362,825	1,351,985	1,351,985	1,351,985
Office Supplies	2,845	1,892	2,200	2,200	2,200	2,200
Printing & Postage	776	821	800	800	800	800
Uniforms & Safety Equipment	-	239	250	250	250	250
Safety/Risk Mgmt Program	-	484	-	-	-	-
Cell Phones	1,175	1,265	1,320	1,980	1,980	1,980
Office Equipment & Furniture	3,316	1,702	1,000	2,000	2,000	2,000
Computer Equip & Software	801	-	15,000	-	-	-
Consultants	-	7,914	5,000	5,000	5,000	5,000
Legal	15,631	-	35,000	21,000	21,000	21,000
Conferences & Meetings	18,105	13,922	17,600	19,200	19,200	19,200
Membership Dues	3,621	4,165	4,540	4,225	4,225	4,225
Publication, Rpt, Ref Matl	36	-	100	315	315	315
Staff Training	1,498	705	1,000	1,000	1,000	1,000
Staff/Dept Recognition	255	888	200	-	-	-
Administrative Expense	1,258	1,207	2,500	2,950	2,950	2,950
Advertising - Recruitment	38	37	-	-	-	-
Equipment Rental	3,074	3,074	-	-	-	-
R&M - Equipment	3,015	3,013	3,000	2,000	2,000	2,000
MATERIALS & SERVICES	55,445	41,329	89,510	62,920	62,920	62,920
ADMINISTRATION	1,123,880	1,157,793	1,452,335	1,414,905	1,414,905	1,414,905

Finance Department

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

Highlights of FY 2019/2020

- Recipient of the Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) from the Government Finance Officer’s Association for the City’s first PAFR.
- Expanded the City’s Investment Program to provide greater diversification of the City’s Investment Portfolio and maintain safety, liquidity and to maximize yield on the City’s funds.
- Implemented a Vehicle Replacement Fund and strategy for the replacement utility vehicles

Goals for FY 2020/2021

- Continue to develop written policies and streamline procedures for all financial functions and processes
- Continue to prepare CAFR, Budget Document, and PAFR in a timely manner and submit to GFOA for acknowledgement

Summary	
Department Manager	Don Hudson
Assistant Finance Director	Matt Warner
FTE’s	9
Expenditures	\$ 1,185,755

- Assist other departments in implementing council vision
- Assist other departments in streamlining the procurement process for goods and services
- Review internal financial processes to identify efficiencies and implement industry best practices where appropriate
- Expand the Vehicle Replacement Strategy to include vehicles of the general fund.
- Secure financing for the remainder of the project costs for the Tualatin City Services Building.





Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	617,200	614,042	670,205	690,380	690,380	690,380
Salaries and Wages-Overtime	26	-	500	500	500	500
Benefits-Employee Benefits	6,982	7,126	7,370	7,535	7,535	7,535
Benefits-FICA	46,062	46,156	49,955	51,420	51,420	51,420
Benefits-Pension	142,733	134,919	277,245	165,050	165,050	165,050
Benefits-Insurance	139,371	139,262	163,350	173,065	173,065	173,065
Benefits-Vacation Buy Back	5,204	9,468	-	-	-	-
Benefits-Comp Time Buy Back	47	1,153	-	-	-	-
PERSONAL SERVICES	957,625	952,125	1,168,625	1,087,950	1,087,950	1,087,950
Office Supplies	4,141	4,275	6,000	6,000	6,000	6,000
Printing & Postage	11,235	13,257	14,000	14,000	14,000	14,000
Office Equipment & Furniture	798	100	1,000	1,000	1,000	1,000
Computer Equip & Software	465	997	-	-	-	-
Audit	34,460	35,985	41,600	38,750	38,750	38,750
Consultants	38,233	25,150	3,000	15,980	15,980	15,980
Bond Registration & Exp	1,900	750	-	-	-	-
Conferences & Meetings	3,154	4,953	9,770	9,770	9,770	9,770
Membership Dues	3,705	3,854	4,705	6,155	6,155	6,155
Publication, Rpt, Ref Matl	144	184	500	500	500	500
Staff Training	210	909	1,550	1,550	1,550	1,550
Administrative Expense	1,223	1,150	2,000	2,000	2,000	2,000
Advertising - Legis/Judicial	359	475	600	600	600	600
Advertising - Recruitment	220	37	-	-	-	-
Equipment Rental	2,938	2,938	-	-	-	-
R&M - Equipment	830	801	1,500	1,500	1,500	1,500
MATERIALS & SERVICES	104,015	95,813	86,225	97,805	97,805	97,805
FINANCE & ACCOUNTING	1,061,640	1,047,938	1,254,850	1,185,755	1,185,755	1,185,755

Municipal Court

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

Highlights of FY 2019/2020

- Successfully processed approximately 11,500 citations; efficiently holding hearings on a weekly schedule.
- Court division became fully staffed, filling the vacant Court Clerk position.
- Provided educational opportunities for all court staff, to keep current on Municipal Court operations.

Summary	
Department Manager	Don Hudson
Court Administrator	Cortney Kammerer
FTE's	4
Expenditures	\$ 419,010

Goals for FY 2020/2021

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



Court Proceedings



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	171,710	156,105	226,665	234,825	234,825	234,825
Salaries and Wages-Temporary	21,175	21,752	24,480	25,470	25,470	25,470
Salaries and Wages-Overtime	110	-	500	500	500	500
Benefits-Employee Benefits	1,316	1,298	1,390	1,435	1,435	1,435
Benefits-FICA	14,376	13,289	18,595	19,415	19,415	19,415
Benefits-Pension	36,976	28,262	93,895	56,220	56,220	56,220
Benefits-Insurance	61,765	51,603	78,005	64,745	64,745	64,745
Benefits-Sick Leave Buy Back	1,514	-	-	-	-	-
Benefits-Vacation Buy Back	-	562	-	-	-	-
Benefits-Comp Time Buy Back	-	858	-	-	-	-
PERSONAL SERVICES	308,943	273,729	443,530	402,610	402,610	402,610
Office Supplies	1,668	2,378	1,600	1,600	1,600	1,600
Printing & Postage	2,199	2,253	3,700	3,700	3,700	3,700
Medical & Other Testing	-	80	-	-	-	-
Office Equipment & Furniture	268	-	500	500	500	500
Court Costs	5,654	5,549	7,000	6,000	6,000	6,000
Conferences & Meetings	2,002	1,509	3,500	3,500	3,500	3,500
Membership Dues	225	150	300	300	300	300
Staff Training	100	-	400	400	400	400
Administrative Expense	55	-	100	100	100	100
Advertising - Recruitment	-	95	-	-	-	-
R&M - Equipment	270	284	300	300	300	300
MATERIALS & SERVICES	12,441	12,298	17,400	16,400	16,400	16,400
MUNICIPAL COURT	321,384	286,027	460,930	419,010	419,010	419,010

Legal

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.

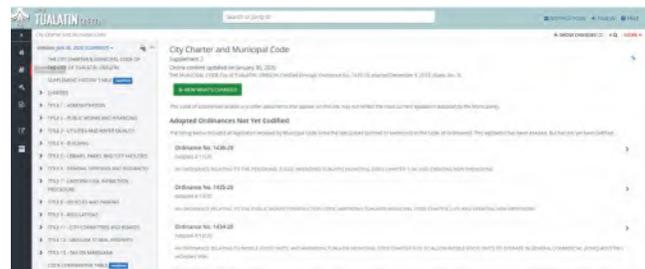
Highlights of FY 2019/2020

1. Drafted a variety of ordinances including amending the Tualatin Development Code to modify the Transportation Plan, Parks and Recreation Master Plan, Sewer Master Plan; Business Food Waste; Social Gaming; Architectural Review Board (ARB); Building Codes to adopt State Building Code updates; and a restatement of the Willamette River Water Coalition intergovernmental agreement.
2. Drafted resolutions and negotiated real estate transactions and contracts, including intergovernmental agreements, right-of-way acquisitions, easements, and development agreements. These documents and contracts related to, among other topics, multiple contracts for the Tualatin City Services project; the closing of the Tualatin Development Commission’s Central Urban Renewal District and the transfer of real estate and other assets from the TDC to the City; Parks System Development Charges; real estate acquisition for the Tualatin Moving Forward Bond project; Franchise Agreements; Tualatin 2040 Project; and various other projects.
3. Successfully defended the City at the Land Use Board of Appeals. Represented the City in an enforcement petition before the Land Conservation and Development Commission.

Summary	
Department Manager	Sean Brady
FTE’s	2
Expenditures	\$ 382,445
Funding Source	General Fund

Goals for FY 2020/2021

1. Provide legal advice and support to City Council, Departments, and City staff.
2. Continue to negotiate contracts, intergovernmental agreements, and other legal documents.
3. 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.
4. Review City Municipal and Development Codes to assure compliance with new 2020 legislation.
5. Provide training to Departments and City staff on legal topics and issues.



City Charter and Municipal Code on City website



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	195,433	194,091	207,050	211,200	211,200	211,200
Salaries and Wages-Overtime	-	196	-	-	-	-
Benefits-Employee Benefits	6,335	6,348	6,485	6,590	6,590	6,590
Benefits-FICA	14,272	13,827	15,435	15,740	15,740	15,740
Benefits-Pension	55,852	56,235	98,235	63,555	63,555	63,555
Benefits-Insurance	44,009	46,492	48,920	49,940	49,940	49,940
Benefits-Vacation Buy Back	2,576	2,706	-	-	-	-
PERSONAL SERVICES	318,477	319,896	376,125	347,025	347,025	347,025
Office Supplies	514	168	450	450	450	450
Printing & Postage	4	35	500	500	500	500
Office Equipment & Furniture	495	-	500	500	500	500
Computer Equip & Software	-	-	500	500	500	500
Consultants	-	-	15,000	15,300	15,300	15,300
Court Costs	203	1,025	1,000	1,000	1,000	1,000
Conferences & Meetings	4,109	3,675	8,000	8,100	8,100	8,100
Membership Dues	1,317	1,296	1,800	1,835	1,835	1,835
Publication, Rpt, Ref Matl	6,917	5,520	6,700	6,835	6,835	6,835
Staff Training	-	-	200	200	200	200
Administrative Expense	14	7	200	200	200	200
MATERIALS & SERVICES	13,574	11,726	34,850	35,420	35,420	35,420
LEGAL	332,051	331,622	410,975	382,445	382,445	382,445

Information Services

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

Highlights of FY 2019/2020

- Completed a fiber-optic connection between the Operations Center and the City Offices in a continued effort to make all data transmitted safe and secure.
- Found efficiencies in hardware technology, software utility, and network connections, saving costs, time, and human resources across the City.
- Received a grant from the Metro Area Communication Commission to install a new web security appliance, enabling new community engagement opportunities while protecting the City’s data.
- Upgraded City applications and servers to current software iteration, providing years of compatibility.

Summary	
Department Manager	Bates Russell
FTE’s	6
Expenditures	\$ 1,371,820
Funding Source	General Fund

- Completed standardization of City copier models, contracts, and support.
- Upgraded all Audio/Visual equipment in City public and private meeting spaces.
- Completed Windows 10 upgrade of all City workstations.

Goals for FY 2020/2021

- Complete installation of the web security appliance allowing for public accessibility to records and information.
- Continue implementation for Mobile Device Management and Two Factor authentication for all City mobile devices.
- Complete final leg of fiber optic cable, connecting the Police facility and the Library/City Offices.
- Complete removal and secure deletion of all retired City servers.
- Transition to a redundant, higher capacity, more secure, and less expensive connection to the internet.
- Continue the transition of City email to Office 365.



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	459,306	480,572	499,855	517,160	517,160	517,160
Salaries and Wages-Overtime	1,014	3,215	5,400	5,400	5,400	5,400
Salaries and Wages-On-Call	5,000	5,000	5,200	5,200	5,200	5,200
Benefits-Employee Benefits	5,567	5,670	5,785	5,915	5,915	5,915
Benefits-FICA	35,114	37,201	38,020	39,325	39,325	39,325
Benefits-Pension	108,140	114,502	219,090	134,255	134,255	134,255
Benefits-Insurance	114,633	118,151	123,390	125,840	125,840	125,840
Benefits-Vacation Buy Back	1,484	1,560	-	-	-	-
Benefits-Comp Time Buy Back	1,363	4,566	-	-	-	-
PERSONAL SERVICES	731,620	770,436	896,740	833,095	833,095	833,095
Office Supplies	58	28	300	200	200	200
Printing & Postage	2,402	3,934	2,800	2,900	2,900	2,900
Photographic Supplies	-	-	4,840	4,300	4,300	4,300
Energy Supplies	816	314	750	750	750	750
Uniforms & Safety Equipment	324	285	750	750	750	750
Cell Phones	3,430	3,053	2,570	2,570	2,570	2,570
Network/Online	46,065	39,774	34,100	33,950	33,950	33,950
Office Equipment & Furniture	2,046	1,010	1,000	1,500	1,500	1,500
Computer Equip & Software	37,482	44,103	73,500	18,950	18,950	18,950
Personal Computer/Laptop	84,595	62,771	60,400	60,400	60,400	60,400
Consultants	43,646	7,004	4,000	2,000	2,000	2,000
Conferences & Meetings	5,026	8,593	6,500	6,500	6,500	6,500
Membership Dues	100	200	200	200	200	200
Staff Training	12,478	20,668	13,000	13,500	13,500	13,500
Staff/Dept Recognition	1,052	547	700	-	-	-
Administrative Expense	-	-	-	600	600	600
Advertising - Recruitment	-	43	-	-	-	-
Equipment Rental	-	-	33,985	34,200	34,200	34,200
R&M - Equipment	457	2,400	1,500	1,500	1,500	1,500
R&M - Computers	187,322	238,748	288,720	348,955	348,955	348,955
MATERIALS & SERVICES	427,301	433,475	529,615	533,725	533,725	533,725
Equipment & Furnishings	276,846	97,671	76,960	5,000	5,000	5,000
CAPITAL OUTLAY	276,846	97,671	76,960	5,000	5,000	5,000
INFORMATION SERVICES	1,435,768	1,301,581	1,503,315	1,371,820	1,371,820	1,371,820

Maintenance Services

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, Tigard, 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.



Maintenance Staff

Summary	
Department Manager	Bates Russell
Division Manager	Clay Reynolds
FTE	7
Expenditures	\$ 1,790,670

Highlights of FY 2019/2020

Maintained certifications, provide high-quality customer service, measured using monthly survey letters.

Completed all planned maintenance and budgeted projects, meeting industry safety standards.

Replaced and relocated City antenna array for Public Works and Emergency communications.

Completed removal of failing rock at the Police building west courtyard, replacing it with a concrete path.

Completed City Services Building design, review, and permitting to begin construction.

Entered into an agreement with Tualatin CERT (Community Emergency Response Team) and finalized Emergency Plan CERT Annex.



Maintenance Staff



1. Entered into an agreement with Tualatin CERT (Community Emergency Response Team) and finalized Emergency Plan CERT Annex.

Goals for FY 2020/2021

1. Maintain certifications, provide high-quality customer service, measured using monthly survey letters.
2. Complete all planned maintenance and budgeted projects, meeting industry safety standards.
3. Continue to actively participate in the Washington County Emergency Management Cooperative.

4. Complete annual Emergency Plan updates while continuing staff education, including participation in one emergency exercise.
5. Complete City Services Building and staff logistical moves.
6. Review potential fuel dispensing and alternate fuel funding options for future sustainability planning.



Fleet Maintenance

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	330,777	343,104	354,910	492,445	492,445	492,445
Salaries and Wages-Overtime	1,686	1,966	2,500	2,500	2,500	2,500
Benefits-Employee Benefits	1,278	1,247	1,260	1,890	1,890	1,890
Benefits-FICA	25,395	26,366	26,505	36,965	36,965	36,965
Benefits-Pension	79,335	82,761	155,885	132,365	132,365	132,365
Benefits-Insurance	88,540	97,800	100,335	108,405	108,405	108,405
Benefits-Sick Leave Buy Back	119	-	-	-	-	-
Benefits-Comp Time Buy Back	449	394	-	-	-	-
PERSONAL SERVICES	527,579	553,639	641,395	774,570	774,570	774,570
Office Supplies	-	-	-	550	550	550
Printing & Postage	-	10	-	150	150	150
Inventory Adjustment	576	13	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	3,079	3,056	4,290	3,950	3,950	3,950
Safety/Risk Mgmt Program	-	-	-	14,000	14,000	14,000
Cell Phones	2,149	2,293	2,200	2,340	2,340	2,340
Fuel	109,836	93,150	130,000	130,000	130,000	130,000
Small Tools	9,063	5,589	6,800	5,300	5,300	5,300
Office Equipment & Furniture	-	347	400	-	-	-
Drop Box Hauling	263	306	360	360	360	360
Utilities - City Center	69,197	57,425	66,550	68,700	68,700	68,700
Utilities - Operations	28,434	22,188	34,800	55,000	55,000	55,000
Utilities - Police	52,256	54,205	59,800	61,650	61,650	61,650
Utilities - Park & Rec	8,504	8,810	10,300	10,700	10,700	10,700
Utilities - Van Raden Ctr	5,491	6,217	7,300	7,600	7,600	7,600
Utilities - Lafky House	3,258	3,335	3,600	3,800	3,800	3,800
Utilities - Pohl Center	13,704	13,950	17,000	17,600	17,600	17,600
Utilities - Park Building	25,266	28,848	30,500	35,700	35,700	35,700
Utilities - Brown's Ferry	3,075	3,868	3,900	4,000	4,000	4,000
Utilities - Heritage Ctr	4,700	5,253	5,300	5,600	5,600	5,600
Conferences & Meetings	2,059	1,559	1,500	1,500	1,500	1,500
Membership Dues	1,419	1,527	1,895	1,900	1,900	1,900
Staff Training	3,094	847	3,200	3,400	3,400	3,400
Staff/Dept Recognition	150	62	700	-	-	-
Administrative Expense	76	74	100	350	350	350
Advertising - Recruitment	95	233	-	-	-	-
Contr R&M - Building	101,955	120,413	144,200	121,000	121,000	121,000
Contr R&M Non-Routine Projec	29,544	16,750	14,300	10,700	10,700	10,700
Contr R&M - Fleet	33,454	29,340	37,000	37,000	37,000	37,000
Building Cleaning	136,366	149,549	165,700	180,600	180,600	180,600
Equipment Rental	600	-	500	500	500	500
Inventory Supplies	40,032	44,227	47,800	44,800	44,800	44,800
R&M - City Center	6,012	8,329	7,000	7,000	7,000	7,000
R&M - Operations	2,193	12,370	2,500	2,500	2,500	2,500
R&M - Police	1,994	3,482	2,600	2,600	2,600	2,600
R&M - Park & Rec	179	478	300	300	300	300
R&M - Van Raden Ctr	1,040	935	600	600	600	600



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
R&M - Lafky House	189	138	300	300	300	300
R&M - Pohl Center	3,179	700	2,400	2,400	2,400	2,400
R&M - Park Buildings	1,232	5,501	2,500	3,500	3,500	3,500
R&M - Brown's Ferry	159	187	300	300	300	300
R&M - Heritage Ctr	564	1,566	1,000	1,000	1,000	1,000
R&M - VanRijn House	-	-	800	800	800	800
R&M - Vehicles	43,854	61,405	62,000	63,200	63,200	63,200
Vehicle Replacement Expense	-	-	41,650	41,650	41,650	41,650
R&M - Equipment	4,923	3,756	3,700	5,200	5,200	5,200
MATERIALS & SERVICES	753,213	772,294	928,645	961,100	961,100	961,100
Equipment & Furnishings	115,060	31,826	60,000	-	-	55,000
CAPITAL OUTLAY	115,060	31,826	60,000	-	-	55,000
MAINTENANCE SERVICES	1,395,851	1,357,759	1,630,040	1,735,670	1,735,670	1,790,670

Vehicle Replacement Fund

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

Goals for FY 2020/2021

- 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.

Summary	
Division Manager	Clay Reynolds
Expenditures	\$ 729,800
Funding Source	Vehicle Replacement Fund



Public Works vehicle



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Capital Reserve	-	-	337,980	729,800	729,800	729,800
RESERVES & UNAPPROPRIATED	-	-	337,980	729,800	729,800	729,800
VEHICLE REPLACEMENT FUND	-	-	337,980	729,800	729,800	729,800

Non-Departmental

The Non-Departmental division of the General Fund covers costs that are of a general citywide application and not applicable to a particular department or function. Costs recorded in this program include contractual obligations, such as the TriMet employee tax, property and liability insurance premiums, city-wide memberships in regional and state-wide organizations, as well as payments to outside agencies. General Fund contingency and reserves, and the fund’s unappropriated fund balance (to be used to fund future expenditures), are also recorded in non-departmental.

Summary	
Department Manager	Sherilyn Lombos
FTE’s	0
Expenditures	\$ 1,512,665
Contingency/Reserves	\$ 10,418,310
Funding Source	General Fund



2019 Aerial photo of Commons



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Benefits-WC Insurance & Tax	189,108	194,932	120,000	120,000	120,000	126,730
Benefits-Unemployment	4,641	11,434	20,000	20,000	20,000	20,000
Social Security Admin	166	167	-	-	-	-
Other Benefit Costs	1,815	2,145	1,845	1,845	1,845	1,845
Benefits-WC Contra	(82,533)	(185,764)	-	-	-	-
PERSONAL SERVICES	113,197	22,914	141,845	141,845	141,845	148,575
Office Supplies	170	128	500	500	500	500
Printing & Postage	1,641	1,783	2,000	4,500	4,500	4,500
Safety/Risk Mgmt Program	9,847	12,088	15,000	15,000	15,000	15,000
Telephone Service	35,315	35,755	37,200	44,500	44,500	44,500
Chamber	-	-	10,500	5,250	5,250	5,250
Donations - Outside Agency	30,000	30,000	40,000	40,000	40,000	40,000
Volunteer Programs	8,346	9,881	10,200	20,700	20,700	20,700
Consultants	75,501	183,564	105,000	120,000	120,000	120,000
Insurance	244,623	266,815	285,000	301,500	301,500	311,900
Tri-Met Employee Tax	89,157	93,624	90,000	90,000	90,000	90,000
Insurance Deductible	5,389	2,887	20,000	20,000	20,000	20,000
Membership Dues	46,558	47,922	48,000	53,160	53,160	53,160
Staff Training	15,360	12,625	16,000	20,000	20,000	20,000
Staff/Dept Recognition	15,634	10,090	11,000	11,600	11,600	11,600
Administrative Expense	922	18	-	-	-	-
Advertising - Informational	3,565	2,583	3,500	6,000	6,000	6,000
Advertising - Recruitment	4,439	3,304	5,400	5,400	5,400	5,400
Advertising - City Newsletter	8,991	-	-	2,500	2,500	2,500
Advertising - Promotional	5,751	12,721	38,445	36,595	36,595	36,595
Election Costs	89	-	-	-	-	-
Merchant Discount Fees	25,952	29,991	25,000	30,000	30,000	30,000
Bank Fees	16,504	13,936	12,000	12,000	12,000	12,000
Equipment Rental	4,009	4,582	4,800	4,800	4,800	4,800
Seneca Building Lease	55,696	57,368	61,550	50,685	50,685	50,685
MATERIALS & SERVICES	703,458	831,666	841,095	894,690	894,690	905,090
Equipment & Furnishings	81,213	-	-	-	-	-
CAPITAL OUTLAY	81,213	-	-	-	-	-
Issuance Costs	-	27,198	-	-	-	-
DEBT SERVICE	-	27,198	-	-	-	-
Transfers Out - Tual Serv Ctr	-	-	1,600,000	200,000	200,000	200,000
Transfer Out - Park Develop	-	-	261,000	287,000	287,000	259,000
TRANSFERS OUT	-	-	1,861,000	487,000	487,000	459,000
Contingency	-	-	2,987,990	3,657,860	3,660,740	3,651,380
CONTINGENCY	-	-	2,987,990	3,657,860	3,660,740	3,651,380

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
General Account Reserve	790,000	1,000,000	1,044,500	1,277,050	1,277,050	1,277,050
Capital Reserve	1,781,700	1,965,600	355,600	305,000	305,000	305,000
Unappropriated	8,036,581	10,426,648	5,553,630	5,058,970	5,056,090	5,184,880
RESERVES & UNAPPROPRIATED	10,608,281	13,392,248	6,953,730	6,641,020	6,638,140	6,766,930
NON-DEPARTMENTAL	11,506,149	14,274,026	12,785,660	11,822,415	11,822,415	11,930,975



City of Tualatin

Adopted
2020/2021 Budget

Community Development

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

Community Development



Building



City of Tualatin

Adopted
2020/2021 Budget

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Community Development

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personal Services	1,272,215	1,706,924	2,270,990	2,060,410	2,060,410	2,060,410
Materials & Services	156,891	210,978	284,085	261,550	263,450	263,450
Capital Outlay	29,955	23,684	35,000	-	-	-
Transfers Out	373,740	406,380	872,380	583,350	583,350	583,350
Contingency	-	-	235,030	246,330	246,330	246,330
Reserves & Unappropriated	2,013,372	2,057,726	470,405	512,335	512,335	512,335
Total Requirements	3,846,173	4,405,692	4,167,890	3,663,975	3,665,875	3,665,875



Community Development: Planning Division and Administration

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 2019/2020

- Integrated an existing software system (TRAKiT) with a new city-wide software (Laserfische) to manage all of our records. This saves time for staff, and in the future, the community will have quicker access to records.
- Customers can now access more online through an improved system (eTRAKiT), which allows seamless access permits, projects, and inspections. In the last year, three permits (Minor Architectural Review, Fire Alarm and Fire Sprinkler Customers) were added online, which brings the total to 14 different land use application or permit types.

Summary	
Department Manager	Aquilla Hurd-Ravich
Planning Manager	Steve Koper
FTE's	8.75
Expenditures	\$ 1,265,000

- Staff supported community members and City Council's efforts to successfully keep Tualatin as the destination for the \$2.4 billion Southwest Corridor project. As a result of this collaboration, partnerships were formed which will help support realizing the connection at the Bridgeport Transit Center.
- After years of planning (going back as far as 2004), the Basalt Creek Concept Plan was included in the Comprehensive Plan and a new Urban Planning Area Agreement was established between Tualatin and Washington County. Property owners are now able to annex into Tualatin, which is the first step for future development in the Basalt Creek area.



Site Development



Back to School Night

- After an intensive year-long process of community engagement, City Council accepted the housing and economic analysis and policy recommendations from the Tualatin 2040 project. The project evaluated the technical needs for the next 20 years, and balanced that with input from a 16-member Community Advisory Committee.
- Portland General Electric (PGE) began development along 124th Avenue, which will bring approximately 300 new jobs to Tualatin. This is a milestone project, as it is the first development of the Southwest Concept Plan, which was adopted in 2011.
- Planning staff reviewed 213 land use applications reviewed during calendar year 2019, including:
 - 2 Annexations
 - 1 Accessory Dwelling Unit
 - 4 Plan Text Amendments
 - 3 Plan Map Amendment
 - 1 Variance
 - 1 Interpretation
 - 10 Architectural Reviews
 - 56 Minor Architectural Reviews
 - 3 Architectural Reviews of Single Family Residences
 - 124 Sign Permits
 - 4 Temporary Use Permits
 - 2 Chicken Licenses
 - 2 Conditional Use Permit



Goals for FY 2020/2021

- Tualatin 2040 implementation plan includes a comprehensive plan update that will separate it from the development code, create an easier to read graphical document, and update policies to reflect the Housing Needs Analysis. Additionally, Development Code updates are proposed to reflect the top housing priorities identified by the community and Council during the Tualatin 2040 project.
- Begin a semi-annual cycle of development code updates in response to legal requirements and feedback from the Council, community, and customers.
- Identify ways to broaden and deepen community engagement in all aspects of the Community Development Department.
- Provide responsive, accurate, and professional customer service to the Council, community, and customers in response to inquiries regarding the Comprehensive Plan and Development Code.
- Represent Tualatin's interests in the region by supporting Council and engaging with regional staff on a wide variety of community development-based issues such as building, economic development, housing, and transportation.
- Provide technical input and support for Tualatin's Southwest Corridor Plan Steering and Community Advisory Committee representatives, and highlight opportunities for public input.
- Accelerate the use of digital tools to create a better customer experience that increasingly relies on electronic records. This includes accepting an increased number of permits and applications online through e-TRAKiT.



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	399,618	629,667	719,445	755,485	755,485	755,485
Salaries and Wages-Overtime	2,844	4,219	3,000	3,000	3,000	3,000
Benefits-Employee Benefits	2,651	8,874	7,390	7,960	7,960	7,960
Benefits-FICA	30,964	48,176	54,530	57,320	57,320	57,320
Benefits-Pension	79,811	132,558	302,755	185,370	185,370	185,370
Benefits-Insurance	44,162	84,166	91,725	88,465	88,465	88,465
Benefits-Vacation Buy Back	6,508	-	-	-	-	-
Benefits-Comp Time Buy Back	711	-	-	-	-	-
PERSONAL SERVICES	567,268	907,659	1,178,845	1,097,600	1,097,600	1,097,600
Office Supplies	1,361	1,532	1,900	1,500	1,500	1,500
Printing & Postage	2,706	6,109	5,000	4,500	4,500	4,500
Photographic Supplies	-	-	200	-	-	-
Uniforms & Safety Equipment	-	300	300	300	300	300
Cell Phones	404	-	-	-	-	-
Office Equipment & Furniture	3,688	2,495	2,400	2,500	2,500	2,500
Computer Equip & Software	58	373	7,500	1,500	3,400	3,400
Consultants	55,158	87,025	122,585	96,500	96,500	96,500
Community Engagement	-	-	-	800	800	800
Conferences & Meetings	3,684	14,049	15,000	17,500	17,500	17,500
Membership Dues	335	2,981	5,000	5,000	5,000	5,000
Publication, Rpt, Ref Matl	36	983	100	100	100	100
Staff Training	-	91	500	500	500	500
Staff/Dept Recognition	10	133	800	-	-	-
Administrative Expense	100	499	300	1,300	1,300	1,300
Economic Development Expens	-	-	-	20,000	20,000	20,000
Advertising - Informational	-	3	500	10,500	10,500	10,500
Advertising - Legis/Judicial	632	1,658	500	500	500	500
Advertising - Recruitment	3,290	-	-	-	-	-
Equipment Rental	2,140	2,159	-	-	-	-
R&M - Equipment	2,342	2,316	2,500	2,500	2,500	2,500
MATERIALS & SERVICES	75,945	122,707	165,085	165,500	167,400	167,400
COMMUNITY DEVELOPMENT	643,213	1,030,367	1,343,930	1,263,100	1,265,000	1,265,000

Community Development - Building Division

The Building Division is responsible for reviewing construction plans and issuing permits for all structural, mechanical and plumbing applications. The Division monitors all residential, commercial and industrial construction in the City. The Division operates a building inspections program per the guidelines contained in the Oregon Administrative Rules as delegated by the State Building Codes Division.

Highlights of FY 2019/2020

- Processed approximately 1,400 permits, including new commercial and industrial structures, alterations to existing tenant spaces as well as single-family dwellings, additions and remodels.
- Completed 5,400 inspections, approximately 5% more than the previous year.
- Our Code Compliance Officer (CCO), a new position that started in April, significantly increased the level of service and responsiveness to our community. The CCO brought to conclusion over 500 expired permits, processed over 70 complaints, and increased collaboration with city enforcement actions (e.g. Police).
- Created a permit team to address and problem solve process improvements across multiple departments. A major action from this collaboration was to improve the digital permitting/online experience by permit staff spending countless hours scanning hard files into the digital records, and continuing to add new tools to enhance the online customer experience.
- Built upon multi-department (Planning, Engineering and Building) development review coordination meetings to increase responsiveness to customer needs, supporting the City Manager’s One City principle.
- All staff received training on technical and non-technical skills increasing the level of professional service able to be offered to the public. This includes attending conferences, education institute short courses, monthly and quarterly association meetings, code update classes, and online instruction programs.
- Building staff put tremendous effort to increasing their effectiveness as a team through group facilitated exercises, activities, and regular staff meeting discussions.

Summary	
Department Manager	Aquilla Hurd-Ravich
Building Official	Chris Ragland
FTE’s	8.25
Expenditures	\$ 1,642,210
Contingency/Reserves	\$ 758,665





Goals for FY 2020/2021

- Provide training and education for staff related to changes with updated State Building Codes, and work with customers to understand and comply with them.
- Increase the number of State Building Code certifications held by members of the division. This will enable better service by increasing staff capacity to handle existing and future plan review and inspection workloads.
- Continue to hold successful multi-department (Planning, Engineering and Building) development review coordination meetings to increase responsiveness to customer needs, supporting the City Manager’s One City principle.
- Develop and refine the Code Compliance Officer program through standard operating procedures, policies, training, and coordination with city enforcement actions (e.g. Police).
- Increase the number and complexity of digital permits, and construction documents submittals in collaboration with other development review processes within the city.
- In collaboration with other Community Development staff, look for meaningful ways to engage with the community.

Online Permit System



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Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	465,423	518,360	592,280	621,460	621,460	621,460
Salaries and Wages-Overtime	3,812	1,027	5,000	5,000	5,000	5,000
Benefits-Employee Benefits	2,075	529	1,750	1,785	1,785	1,785
Benefits-FICA	34,983	39,298	44,565	46,845	46,845	46,845
Benefits-WC Insurance & Tax	4,688	5,004	5,690	5,985	5,985	5,985
Benefits-Pension	96,511	111,633	306,680	151,050	151,050	151,050
Benefits-Insurance	101,522	118,368	136,180	130,685	130,685	130,685
Benefits-Vacation Buy Back	922	10,163	-	-	-	-
Benefits-Comp Time Buy Back	304	177	-	-	-	-
Benefits-WC Contra	(5,293)	(5,294)	-	-	-	-
PERSONAL SERVICES	704,947	799,265	1,092,145	962,810	962,810	962,810
Office Supplies	1,108	680	1,000	1,000	1,000	1,000
Printing & Postage	1,295	942	1,500	1,500	1,500	1,500
Field Supplies	215	244	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	1,354	403	1,700	1,700	1,700	1,700
Cell Phones	1,345	2,456	1,800	1,800	1,800	1,800
Network/Online	2,194	2,551	3,000	2,600	2,600	2,600
Office Equipment & Furniture	1,596	400	1,000	1,000	1,000	1,000
Computer Equip & Software	2,947	-	7,600	1,000	1,000	1,000
Consultants	11,337	15,445	20,000	28,000	28,000	28,000
Conferences & Meetings	3,597	2,062	3,500	4,500	4,500	4,500
Membership Dues	910	977	1,500	1,550	1,550	1,550
Publication, Rpt, Ref Matl	3,184	594	3,000	3,000	3,000	3,000
Staff Training	5,651	5,661	8,000	8,000	8,000	8,000
Administrative Expense	22	619	400	400	400	400
Advertising - Legis/Judicial	-	-	500	500	500	500
Advertising - Recruitment	156	1,049	-	-	-	-
Merchant Discount Fees	38,143	48,308	60,000	35,000	35,000	35,000
Equipment Rental	2,873	2,898	-	-	-	-
R&M - Equipment	3,019	2,981	3,500	3,500	3,500	3,500
MATERIALS & SERVICES	80,946	88,270	119,000	96,050	96,050	96,050
Equipment & Furnishings	29,955	23,684	35,000	-	-	-
CAPITAL OUTLAY	29,955	23,684	35,000	-	-	-
Transfers Out - General Fund	373,740	406,380	472,380	518,350	518,350	518,350
Transfers Out - Tual Serv Ctr	-	-	400,000	-	-	-
Transfers Out -Enterprise Bond	-	-	-	65,000	65,000	65,000
TRANSFERS OUT	373,740	406,380	872,380	583,350	583,350	583,350
Contingency	-	-	235,030	246,330	246,330	246,330
CONTINGENCY	-	-	235,030	246,330	246,330	246,330



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
General Account Reserve	2,013,372	2,057,726	470,405	512,335	512,335	512,335
RESERVES & UNAPPROPRIATED	2,013,372	2,057,726	470,405	512,335	512,335	512,335
BUILDING FUND	3,202,960	3,375,325	2,823,960	2,400,875	2,400,875	2,400,875

Community Services

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

Parks & Recreation



Library

Parks Maintenance



Park Development



Science & Technology Scholarship



City of Tualatin

Adopted
2020/2021 Budget

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Community Services

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personal Services	3,579,509	3,579,509	4,341,305	3,944,235	3,944,235	3,923,450
Materials & Services	1,134,256	1,134,256	1,490,505	1,310,350	1,327,695	1,265,070
Capital Outlay	381,046	381,046	1,358,400	1,604,000	1,604,000	1,576,000
Debt Service	-	-	356,365	-	-	-
Transfers Out	42,200	42,200	77,790	79,510	79,510	79,510
Reserves & Unappropriated	1,336,079	229,458	1,027,240	2,231,625	2,231,625	2,231,625
Total Requirements	6,473,090	5,366,469	8,651,605	9,169,720	9,187,065	9,075,655



Parks & Recreation

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

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

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

Highlights of FY 2019/2020

- Engaged over 3,000 youth participants from age four through eighteen in recreation programs including summer camps, teen programming, and Tualatin Youth Advisory Council with over 13,500 program hours.

Summary	
Department Manager	Ross Hoover
Recreation Manager	Julie Ludemann
FTE's	6.75
Expenditures	\$ 1,256,575

- Created and implemented special events for over 50,000 people. These events help to build vibrant gathering places throughout the city, encourage tourism, and promote a high quality of life for our community. ¡Viva Tualatin! – A Celebration of Arts and Culture was held for the first time in 2019, drawing 2,000 participants to participate in arts activities, watch dynamic dance and music performances, and connect with local businesses, artists, and non-profits. The West Coast Giant Pumpkin Regatta received numerous accolades, including two Gold Awards from the International Festivals and Events Association, as well as inclusion in National Geographic Traveler’s “7 Best Fall Festivals in the United States” and was filmed for an episode of the PBS program “Wild Travels”.
- The Juanita Pohl Center promoted healthy lifestyles and provided life-long learning programs,



Pumpkin Regatta

social engagement, physical activities, and events to over 43,000 adults in the following program categories: 12,988 participants in health and wellness activities, 11,948 participants in social and community action programs, and 19,052 nutritious meals served.

- Tualatin Youth Advisory Council (YAC) members participated in a year-long vision and mission process and updated bylaws to reflect the group’s changing needs and priorities. In addition, YAC members volunteered at City events including the Movies on the Commons, ¡Viva Tualatin!, West Coast Giant Pumpkin Regatta, Starry Nights and Holiday Lights, and the Blender Dash. YAC Members also hosted the 13th annual Project FRIENDS (bullying prevention for Tualatin’s 5th graders) workshop.
- 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 33rd consecutive year.
- The Juanita Pohl Center accommodated 27,540 guests for indoor facility rentals. The Tualatin Heritage Center cultural and historical programs and events saw 10,000 attendees.
- Tualatin Community Park had 239 shelter reservations that accommodated 18,736 people. City of Tualatin athletic fields were used a total of 7373 hours for youth activities. Youth sports groups had a total of 1,646 participants.

Goals for FY 2020/2021

- 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.



Juanita Pohl Center Program



VIVA Tualatin



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	430,125	456,860	492,320	514,090	514,090	514,090
Salaries and Wages-Part Time	35,571	44,348	49,060	51,555	51,555	51,555
Salaries and Wages-Temporary	83,226	82,783	111,410	116,280	116,280	97,055
Salaries and Wages-Overtime	6,363	2,572	3,400	3,400	3,400	3,400
Benefits-Employee Benefits	9,788	10,249	10,525	10,800	10,800	10,800
Benefits-FICA	43,443	44,850	49,410	51,625	51,625	50,155
Benefits-Pension	118,652	94,028	224,910	135,945	135,945	135,945
Benefits-Insurance	71,661	85,916	95,610	97,625	97,625	97,535
Benefits-Sick Leave Buy Back	2,775	-	-	-	-	-
Benefits-Vacation Buy Back	14,250	3,470	-	-	-	-
Benefits-Comp Time Buy Back	289	1,805	-	-	-	-
PERSONAL SERVICES	816,142	826,882	1,036,645	981,320	981,320	960,535
Office Supplies	3,358	3,541	3,600	3,600	3,600	3,600
Printing & Postage	1,373	1,208	1,000	1,000	1,000	1,000
Uniforms & Safety Equipment	2,178	1,496	5,250	3,250	3,250	3,250
Medical & Other Testing	2,520	702	-	-	-	-
Cell Phones	937	809	730	730	730	730
Office Equipment & Furniture	4,186	1,447	3,900	3,900	3,900	3,900
Donations - Outside Agency	40,145	39,978	38,000	36,000	36,000	20,000
Youth Development	41,341	40,456	39,720	39,720	39,720	23,870
Concerts on The Commons	28,632	23,647	29,230	24,775	24,775	7,000
Arts Program	14,450	3,654	17,375	11,000	11,000	11,000
Special Programs	28,837	32,498	72,900	64,900	64,900	51,900
Recreation Program Expend	14,174	18,817	24,020	24,020	24,020	22,020
Recreation Program Expend-JPC	37,936	49,114	50,110	50,110	50,110	50,110
Consultants	1,428	3,071	92,405	7,000	7,000	7,000
Conferences & Meetings	18,530	20,925	20,470	20,470	20,470	20,470
Membership Dues	3,504	3,535	3,740	4,040	4,040	4,040
Staff Training	414	519	600	600	600	600
Administrative Expense	2,740	2,559	2,350	2,350	2,350	2,350
Advertising - Recruitment	2,397	4,578	-	-	-	-
Advertising - Promotional	31,568	37,570	45,050	40,050	40,050	40,050
Equipment Rental	21,406	17,018	15,850	18,510	18,510	18,510
R&M - Equipment	4,672	4,780	4,640	4,640	4,640	4,640
MATERIALS & SERVICES	306,727	311,923	470,940	360,665	360,665	296,040
Equipment & Furnishings	54,979	3,991	-	-	-	-
CAPITAL OUTLAY	54,979	3,991	-	-	-	-
PARKS AND RECREATION	1,177,848	1,142,796	1,507,585	1,341,985	1,341,985	1,256,575

Library

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

Tualatin Public Library loans books, ebooks, movies, and music; presents programs for all age groups; provides technology and technology assistance; offers outreach services; and answers reference questions. The Library’s collection includes more than 110,000 items. Tualatin residents have access to about 1.7 million library items, including more than 70,000 ebooks, through a cooperative library service agreement. Volunteers assist the Library in checking in and shelving books, helping at programs, pulling items on reserve, and preparing new materials to be added to the Library.

The Tualatin Library Advisory Committee provides 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 2019/2020

- Helped prepare young children for success in school through storytimes and other family-oriented programs. 100% of surveyed parents who attended storytime said the program increased their confidence at helping their children learn.
- Expanded programming for school-age youth through outreach visits, bookclubs, and after-school activities, in partnership with Tigard-

Summary	
Department Manager	Jerianne Thompson
Access Svcs Supervisor Public Svcs Supervisor	David Abbey Sarah Jesudason
FTE’s	18.70
Expenditures	\$ 2,341,780

- Tualatin School District. More than 6,000 youth participated in programs at the Library or offsite.
- Encouraged youth use of the Library through increased outreach to community schools and preschools. Hosted field trips of Tualatin’s fourth grade classrooms. Approximately 300 students were introduced to the library, signed up for a library card, and given a free book.
- Served as an inclusive community connector for low-income residents by providing literacy and STEAM programming at Atfalati Park in partnership with the Tigard-Tualatin School District’s summer free lunch program. Hosted weekly TTSD summer free lunch program at the Library, serving approximately 1,200 lunches.



Drive-in Movie - Library Program



- Served as a community gathering place, with about 22,000 Library visits each month and more than 20,000 attendees to approximately 750 programs. Volunteers contributed more than 6,000 hours, the equivalent of about 3 full-time employees.
- Inspired, delighted, satisfied curiosity, and provided opportunity for Tualatin’s diverse community through the Library collection. Checked out about 5500,000 items including books, music, movies, and ebooks. Expanded the Library of Things collection.

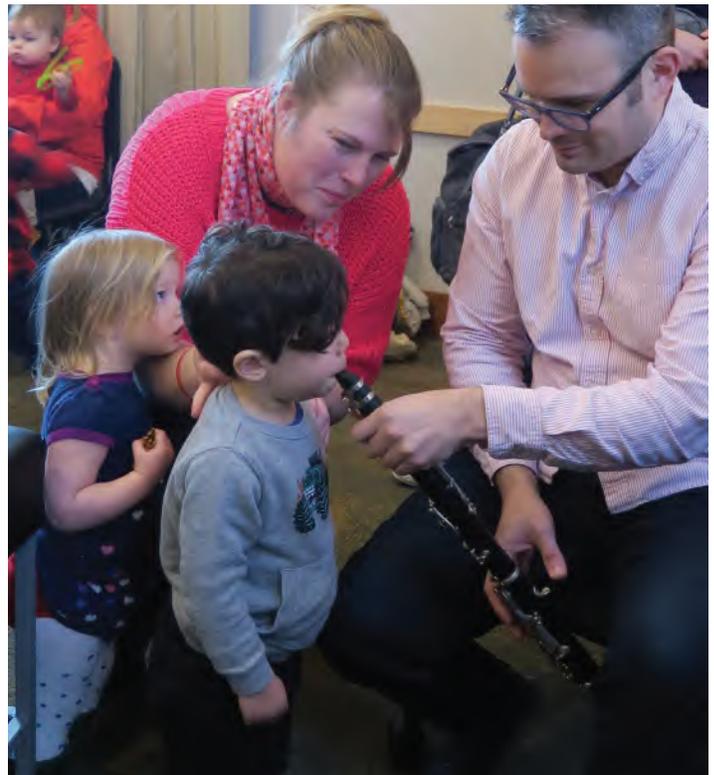
Goals for FY 2020/2021

- Continue to manage the Tualatin Library in a manner that creates an inclusive community center where learning, discovery, and interaction flourishes, expresses a welcoming civic identity, and embraces Tualatin’s values and future. Ensure that library utilization mirrors the community demographics.
- Support an affordable, livable, and family-oriented community by maintaining the diversity and quantity of programming for the whole community and

- high circulation of the collection of books, music, and movies, with 85% or more of the collection checking out during the year.
- Actively promote the Library as a social gathering place and increase public engagement through participation with groups such as the Tualatin Library Advisory Committee, Friends of the Tualatin Library, the Tualatin Library Foundation, and the Teen Library Committee.
- Support inclusion in Tualatin through culturally relevant programs and services. Review administrative policies using an equity lens.
- Continue expanded outreach to Tualatin’s schools and preschools to increase active youth cardholders. Partner with Tualatin elementary schools to support outreach to Latino families and increase student participation in Summer Reading.
- Continue expanding access to STEAM learning and creative opportunities through Library Maker-space programming, with 75% or more participating youth expressing increased interest in STEAM subjects. Assess community technology needs.



1,000 Books Before Kindergarten Program



Library Symphony Storytime

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	897,361	947,477	931,470	903,650	903,650	903,650
Salaries and Wages-Part Time	210,781	190,363	244,340	256,245	256,245	256,245
Salaries and Wages-Temporary	143,133	139,927	144,855	147,755	147,755	147,755
Salaries and Wages-Overtime	1,818	722	1,805	1,805	1,805	1,805
Benefits-Employee Benefits	4,718	7,470	7,745	8,050	8,050	8,050
Benefits-FICA	92,901	95,480	99,275	98,415	98,415	98,415
Benefits-Pension	273,140	285,605	512,375	302,825	302,825	302,825
Benefits-Insurance	202,663	213,027	229,010	213,800	213,800	213,800
Benefits-Sick Leave Buy Back	-	1,292	-	-	-	-
Benefits-Vacation Buy Back	6,123	6,435	-	-	-	-
PERSONAL SERVICES	1,832,638	1,887,799	2,170,875	1,932,545	1,932,545	1,932,545
Office Supplies	4,799	6,094	9,000	9,000	9,000	9,000
Printing & Postage	6,799	7,665	6,100	10,600	10,600	10,600
Supplies - Donated Funds	-	-	1,000	1,000	1,000	1,000
Collection Development	242,909	244,241	244,500	244,500	244,500	244,500
Uniforms & Safety Equipment	220	314	400	400	400	400
Medical & Other Testing	155	702	-	-	-	-
Network/Online	25	1,888	-	-	-	-
Office Equipment & Furniture	11,880	9,877	13,600	10,600	23,420	23,420
Computer Equip & Software	4,004	2,848	5,050	4,760	4,760	4,760
Library Tech - Public	1,347	7,491	7,000	3,000	3,000	3,000
Special Programs	47,437	46,517	48,000	50,000	54,525	54,525
Consultants	2,267	11,424	42,500	2,500	2,500	2,500
Conferences & Meetings	10,302	6,478	9,655	7,700	7,700	7,700
Membership Dues	1,327	1,250	1,570	1,570	1,570	1,570
Staff Training	2,026	1,825	1,500	1,500	1,500	1,500
Administrative Expense	4,111	3,976	5,000	5,000	5,000	5,000
Advertising - Recruitment	405	762	-	-	-	-
Advertising - Promotional	2,440	2,146	3,500	4,000	4,000	6,000
Equipment Rental	5,508	5,492	-	15,800	15,800	15,800
R&M - Equipment	10,339	11,139	14,845	7,960	7,960	7,960
MATERIALS & SERVICES	358,300	372,130	413,220	379,890	397,235	399,235
Equipment & Furnishings	53,616	29,108	25,000	10,000	10,000	10,000
CAPITAL OUTLAY	53,616	29,108	25,000	10,000	10,000	10,000
LIBRARY	2,244,554	2,289,036	2,609,095	2,322,435	2,339,780	2,341,780



Parks Maintenance

The Parks Maintenance Division is responsible for the city’s 319 acres of land in parks, greenways, and natural areas. Of this, approximately 165 acres are developed including Tualatin Community Park, four neighborhood parks (Jurgens, Ibach, Atfalati, and Lafky), two natural parks (Brown’s Ferry and Little Woodrose), as well as the 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 for FY 2019/2020

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

Summary	
Department Manager	Ross Hoover
Division Manager	Tom Steiger
FTE's	9
Expenditures	\$ 2,004,165

- Completed native special restoration planting along the newest segment of the Saum Creek trail. Plantings included 2,500 trees, shrubs and native pollinating wildflowers along this vegetated corridor.
- Refurbished and replaced aging elements of the pedestrian bridge over the Hedges Creek Wetland.
- Installed a new irrigation system at Lafky Park incorporating water efficient spray heads, flow sensors and “smart” controller technology to conserve water and reduce costs.
- Completed the installation of a new safety barrier at the river Ridge Trail along the banks of the Tualatin River.



Tree Planting Event While Social Distancing

- Completed initial condition assessment and grading of all major assets. Developed a resource planning tool to manage these 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 2020/2021

- Replace unsafe rubberized surfacing at Jurgens Park playground to improve accessibility.
- Resurface unsafe basketball and tennis courts at Atfalati Park to extend playability and life expectancy of these assets.
- Enhance pollinator habitat by continuing native pollinator planting project 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.



Parks Maintenance Staff at Volunteer Event



Parks Maintenance Staff at Pumpkin Regatta



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	506,881	526,182	553,005	565,220	565,220	565,220
Salaries and Wages-Temporary	62,613	74,591	89,850	91,645	91,645	91,645
Salaries and Wages-Overtime	24,111	20,643	21,000	21,000	21,000	21,000
Salaries and Wages-On-Call	4,609	5,220	5,325	4,530	4,530	4,530
Benefits-Employee Benefits	1,219	1,586	1,505	1,530	1,530	1,530
Benefits-FICA	44,502	46,077	50,005	51,135	51,135	51,135
Benefits-Pension	141,804	138,762	269,960	165,905	165,905	165,905
Benefits-Insurance	141,116	130,765	143,135	129,405	129,405	129,405
Benefits-Sick Leave Buy Back	2,737	-	-	-	-	-
Benefits-Vacation Buy Back	1,137	2,508	-	-	-	-
Benefits-Comp Time Buy Back	-	18	-	-	-	-
PERSONAL SERVICES	930,729	946,352	1,133,785	1,030,370	1,030,370	1,030,370
Office Supplies	-	-	-	680	680	680
Printing & Postage	-	-	-	200	200	200
Botanical & Chem Supplies	14,837	24,929	26,300	28,800	28,800	28,800
Street Trees	9,315	17,868	14,650	11,400	11,400	11,400
Uniforms & Safety Equipment	5,341	5,517	6,070	5,820	5,820	5,820
Medical & Other Testing	702	1,066	1,200	1,200	1,200	1,200
Cell Phones	6,380	5,726	6,000	6,350	6,350	6,350
Small Tools	5,131	16,662	10,750	4,250	4,250	4,250
Computer Equip & Software	-	-	-	6,000	6,000	6,000
Consultants	70	10,335	2,740	7,740	7,740	7,740
Utilities - City Parks	89,446	70,039	86,375	93,910	93,910	93,910
Conferences & Meetings	1,905	2,768	3,300	3,300	3,300	3,300
Membership Dues	280	295	950	975	975	975
Staff Training	4,850	4,895	4,900	5,900	5,900	5,900
Staff/Dept Recognition	795	752	400	-	-	-
Administrative Expense	125	57	250	850	850	850
Advertising - Recruitment	-	227	-	-	-	-
Grounds & Landscaping	277,541	263,163	304,460	324,760	324,760	324,760
Equipment Rental	5,794	3,457	2,500	2,500	2,500	2,500
Inventory Supplies	6,475	7,663	-	-	-	-
R&M - Equipment	31,335	38,903	56,500	55,160	55,160	55,160
MATERIALS & SERVICES	460,322	474,321	527,345	559,795	559,795	559,795
Equipment & Furnishings	85,972	15,889	291,400	414,000	414,000	414,000
CAPITAL OUTLAY	85,972	15,889	291,400	414,000	414,000	414,000
PARKS MAINTENANCE	1,477,023	1,436,562	1,952,530	2,004,165	2,004,165	2,004,165

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 2019/2020

- Tualatin’s Parks and Recreation Master Plan Update was recognized and received the state planning award from the Oregon Recreation and Park Association.
- Awarded an Oregon Parks and Recreation Department Local Government Grant for the Tualatin Commons splash pad renovation project.
- Planned and designed an off leash dog area at Jurgens Park expansion property with community involvement. Completed the off leash area project with a partnership with Clean Water Services and opened to the public.
- Completed Veterans Memorial community engagement and involvement, resulting in a conceptual plan with site location(s).



Atfalati Park Renovation

Summary	
Department Manager	Ross Hoover
Parks Planning & Development Manager	Rich Mueller
Expenditures	\$ 1,239,010
Contingency/Reserves	\$ 2,180,915
Funding Source	Park Development Fund

- Received a Tualatin Soil and Water Conservation District grant for invasive removal and native plant restoration on Jurgens Park expansion property
- Held a public engagement process to select playground equipment at Atfalati Park and completed renovation of the play area surface and equipment.
- Partnered with Metro on land acquisition for several sections of the Ice Age Tonquin Trail.

Goals for FY 2020/2021

- Develop funding sources and strategy for Parks and Recreation Master Plan implementation.
- Engage and involve the neighborhood to plan and redesign Stoneridge Park.
- Begin the process to renovate park restrooms.
- Replace the Jurgens Park play area surfaces.
- Resurface the sports courts at Atfalati Park.
- Complete the Tualatin Commons splash pad renovation project.
- Start the process to plan parks and recreation facilities in Basalt Creek through public outreach and engagement.



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Office Supplies	3,834	-	1,000	2,500	2,500	2,500
Printing & Postage	1,627	2,024	16,000	5,000	5,000	5,000
Photographic Supplies	73	55	-	-	-	-
Consultants	2,873	-	59,000	-	-	-
MATERIALS & SERVICES	8,406	2,079	76,000	7,500	7,500	7,500
Land Acquisition	11,001	293,932	15,000	15,000	15,000	15,000
Feasibility Studies	174,878	89,555	-	80,000	80,000	80,000
Projects Professional Svc	-	5,985	-	-	-	-
Projects Construction	600	1,085,688	1,027,000	1,085,000	1,085,000	1,057,000
CAPITAL OUTLAY	186,479	1,475,160	1,042,000	1,180,000	1,180,000	1,152,000
Principal - Interfund Loan	-	-	335,000	-	-	-
Interest - Interfund Loan	-	-	21,365	-	-	-
DEBT SERVICE	-	-	356,365	-	-	-
Transfers Out - General Fund	42,200	42,780	77,790	79,510	79,510	79,510
TRANSFERS OUT	42,200	42,780	77,790	79,510	79,510	79,510
Future Years Projects	1,284,846	178,437	976,355	2,180,915	2,180,915	2,180,915
RESERVES & UNAPPROPRIATED	1,284,846	178,437	976,355	2,180,915	2,180,915	2,180,915
PARK DEVELOPMENT FUND	1,521,932	1,698,456	2,528,510	3,447,925	3,447,925	3,419,925

Tualatin Science and Technology Scholarship

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.”

Summary	
Department Manager	Jerianne Thompson
FTE's	0
Expenditures	\$ 2,500
Contingency/Reserves	\$ 50,710
Funding Source	Tualatin Scholarship Fund

Highlights of FY 2019/2020

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

Goals for FY 2020/2021

- Award one scholarship in the amount of \$1,000.



Scholarship Recipient - Valentina Cingel



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Scholarships	500	3,000	3,000	2,500	2,500	2,500
MATERIALS & SERVICES	500	3,000	3,000	2,500	2,500	2,500
General Account Reserve	51,233	51,021	50,885	50,710	50,710	50,710
RESERVES & UNAPPROPRIATED	51,233	51,021	50,885	50,710	50,710	50,710
TUALATIN SCHOLARSHIP FUND	51,733	54,021	53,885	53,210	53,210	53,210

Public Safety

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

Police





City of Tualatin

Adopted
2020/2021 Budget

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Public Safety

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personal Services	6,828,979	6,828,979	7,956,970	7,469,790	7,469,790	7,446,640
Materials & Services	694,157	694,157	771,525	765,775	765,775	765,775
Capital Outlay	166,620	166,620	165,000	192,000	192,000	192,000
Total Requirements	7,689,756	7,689,756	8,893,495	8,427,565	8,427,565	8,404,415



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

Summary	
Police Chief	Bill Steele
Captain - Patrol Captain - Support Svcs	Greg Pickering Brian Struckmeier
FTE's	47
Expenditures	\$ 8,404,415

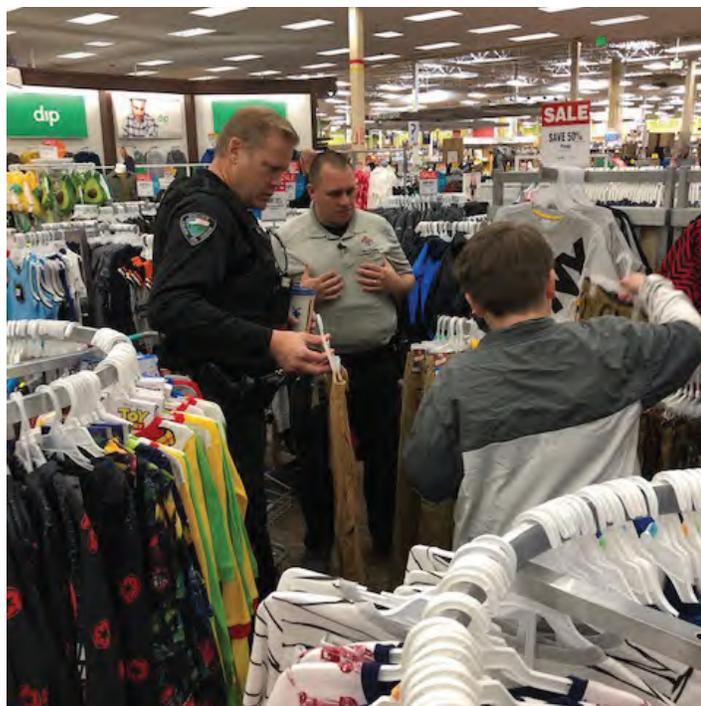
all reports and records as well as the receiving, processing and storage of all evidence and department property. The Community Service Unit is responsible for the training of each member and meeting state-mandated certification. The traffic team is assigned to work various shifts and locations in the 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.



Summer Great Program

Police Highlights of FY 2019/2020

- Handled over 25,000 calls for service and wrote over 3,500 police reports. Tualatin is recognized as one of the safest cities in Oregon.
- Fully transitioned to a new Records Management System for documenting police activity and evidence within the department. This project touched every work group in the department.
- Completed a full audit of property evidence with all 11,476 items accounted for. An additional 4,037 items were purged from evidence in accordance with state law and administrative rules.
- Increased social media presence by creating dedicated Twitter and Facebook accounts for the police department. Thousands of followers are connected to these two accounts.
- Hosted our 10th multi-day community police academy by providing 12 residents a hands on look at police department operations.
- Increased community outreach events to include our second hosted class on Self Defense for Women. The Self Defense classed filled up within minutes of the registration opening.



Shop with a Cop Back to School Program

Police: Goals for FY 2020/2021

- Provide a safe community and an excellence in customer service.
- Connect with our community through daily contact and outreach events in all parts of the city.
- Recruit top-notch people, train them exceptionally well, and retain the best service-oriented staff for our community.
- 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.



Summer Great Program



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	3,907,649	3,955,725	4,060,380	4,243,240	4,243,240	4,243,240
Salaries and Wages-Temporary	55,816	84,063	52,765	32,140	32,140	10,725
Salaries and Wages-Overtime	255,262	258,882	246,750	255,010	255,010	255,010
Salaries and Wages-On-Call	-	1,361	-	-	-	-
Benefits-Employee Benefits	18,637	18,147	15,805	16,080	16,080	16,080
Benefits-FICA	321,641	329,668	337,600	352,730	352,730	351,090
Benefits-Pension	1,181,422	1,181,142	2,078,908	1,378,005	1,378,005	1,378,005
Benefits-Insurance	962,408	1,039,775	1,070,762	1,071,835	1,071,835	1,071,740
Benefits-Sick Leave Buy Back	2,279	2,224	-	-	-	-
Benefits-Vacation Buy Back	19,021	31,018	5,000	15,000	15,000	15,000
Benefits-Comp Time Buy Back	1,860	916	-	-	-	-
Benefits-Holiday Buy Back	65,486	71,983	50,000	65,000	65,000	65,000
ORPAT-Fitness Incentive	37,500	38,250	39,000	40,750	40,750	40,750
PORAC-Legal Defense Fund	-	1,418	-	-	-	-
PERSONAL SERVICES	6,828,979	7,014,571	7,956,970	7,469,790	7,469,790	7,446,640
Office Supplies	8,239	11,437	12,000	12,000	12,000	12,000
Printing & Postage	6,788	6,694	10,000	7,000	7,000	7,000
Photographic Supplies	428	-	1,300	-	-	-
Energy Supplies	1,844	1,327	4,000	4,000	4,000	4,000
Evidence & Investigation	8,173	4,179	4,000	5,300	5,300	5,300
Uniforms & Safety Equipment	42,847	50,740	55,000	57,000	57,000	57,000
Medical & Other Testing	7,134	6,342	5,000	5,000	5,000	5,000
Ammun & Defense Equip	39,034	53,157	54,000	56,000	56,000	56,000
Cell Phones	22,699	27,685	20,000	20,000	20,000	20,000
Network/Online	19,197	17,242	21,500	21,500	21,500	21,500
Office Equipment & Furniture	4,068	7,442	4,200	4,500	4,500	4,500
Computer Equip & Software	4,000	1,309	4,000	4,000	4,000	4,000
Minor Vehicle Equipment	579	2,933	5,000	5,000	5,000	5,000
GREAT Program	8,861	8,819	10,000	10,000	10,000	10,000
Special Investigative Fund	4,039	2,759	6,000	6,000	6,000	6,000
Community Engagement Suppli	5,312	5,527	6,500	7,200	7,200	7,200
Conferences & Meetings	4,152	9,080	8,500	8,500	8,500	8,500
Membership Dues	5,888	5,894	6,000	6,000	6,000	6,000
Publication, Rpt, Ref Matl	838	613	2,000	1,000	1,000	1,000
Staff Training	36,001	37,707	50,000	50,000	50,000	50,000
Staff/Dept Recognition	4,625	5,617	4,000	5,000	5,000	5,000
Administrative Expense	3,520	3,039	4,500	5,500	5,500	5,500
Advertising - Recruitment	2,538	1,233	5,000	5,000	5,000	5,000
Contract Services	439,907	444,222	456,525	447,775	447,775	447,775
Equipment Rental	5,565	5,193	-	-	-	-
Inventory Supplies	1,012	860	1,500	1,500	1,500	1,500
R&M - Equipment	5,369	4,117	11,000	11,000	11,000	11,000
R&M - Computers	1,500	-	-	-	-	-
MATERIALS & SERVICES	694,157	725,168	771,525	765,775	765,775	765,775

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Equipment & Furnishings	166,620	183,498	165,000	192,000	192,000	192,000
CAPITAL OUTLAY	166,620	183,498	165,000	192,000	192,000	192,000
POLICE	7,689,756	7,923,237	8,893,495	8,427,565	8,427,565	8,404,415



City of Tualatin

Adopted
2020/2021 Budget

Public Works

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

Engineering

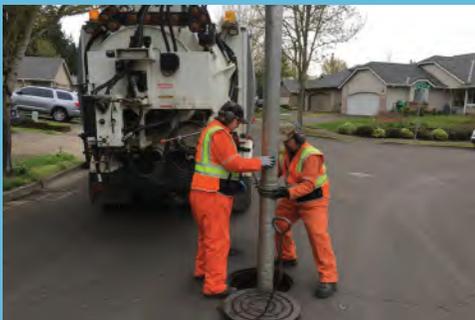


Water

Sewer



Stormwater



Streets

Transportation Projects



Core Area Parking District



Tualatin Service Center Project



City of Tualatin

Adopted
2020/2021 Budget

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Public Works

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personal Services	2,533,732	2,401,517	3,179,105	2,769,495	2,769,495	2,769,495
Materials & Services	13,081,202	13,890,162	15,552,895	16,204,750	16,204,750	16,204,750
Capital Outlay	2,151,355	4,200,864	17,289,600	18,326,500	18,426,500	18,426,500
Debt Service	-	137,866	-	-	-	-
Transfers Out	5,840,309	7,185,956	8,193,165	6,432,955	6,465,955	6,465,955
Contingency	-	-	32,675,650	35,161,230	35,176,230	35,176,230
Reserves & Unappropriated	29,649,668	32,238,950	9,865,180	9,975,810	9,960,810	9,960,810
Total Requirements	53,256,265	60,055,315	86,755,595	88,870,740	89,003,740	89,003,740



Engineering Division

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

Highlights of FY 2019/2020

- Continued work on Utility Master Plans (Stormwater and Water) including rate and SDC studies for each utility.
- Completed and Council adopted the Sanitary Sewer Master Plan Update.
- Provided engineering review and land use decisions for private development.
- Provided engineering support and coordination for the PGE Integrated Operations Center project to help PGE meet its project permit deadline.
- Began 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 65th Avenue Sanitary Sewer project.
- Completed upgrades to two public water quality facilities.

Goals for FY 2020/2021

- Complete Utility Master Plans and Rate Studies
- Complete design of capital projects, including Herman Road bike and pedestrian improvements.

Summary	
Department Manager	Jeff Fuchs
Division Manager	Kim McMillan
FTE's	6
Expenditures	\$ 854,815

- 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 utilities to the Basalt Creek area.



Lou Ogden Bridge Project

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	674,688	398,001	495,935	536,500	536,500	536,500
Salaries and Wages-Overtime	2,217	463	2,000	2,000	2,000	2,000
Benefits-Employee Benefits	5,459	1,407	2,110	2,355	2,355	2,355
Benefits-FICA	51,904	30,748	37,515	40,475	40,475	40,475
Benefits-Pension	148,236	58,019	198,620	122,745	122,745	122,745
Benefits-Insurance	100,162	49,434	69,740	86,840	86,840	86,840
Benefits-Vacation Buy Back	15,626	9,362	-	-	-	-
Benefits-Comp Time Buy Back	1,950	1	-	-	-	-
PERSONAL SERVICES	1,000,242	547,436	805,920	790,915	790,915	790,915
Office Supplies	697	583	1,000	1,000	1,000	1,000
Printing & Postage	1,363	618	1,500	1,000	1,000	1,000
Photographic Supplies	-	-	250	-	-	-
Field Supplies	381	3	500	750	750	750
Uniforms & Safety Equipment	355	538	1,200	1,000	1,000	1,000
Cell Phones	1,286	2,109	2,000	2,400	2,400	2,400
Network/Online	294	-	700	-	-	-
Office Equipment & Furniture	743	347	1,000	1,000	1,000	1,000
Computer Equip & Software	-	2,759	900	-	-	-
Erosion Fees to CWS	26,078	33,875	32,000	32,000	32,000	32,000
Consultants	836	58,113	10,000	10,000	10,000	10,000
Conferences & Meetings	6,926	4,403	5,750	6,750	6,750	6,750
Membership Dues	2,439	796	800	900	900	900
Publication, Rpt, Ref Matl	823	217	500	500	500	500
Staff Training	1,313	2,440	3,200	3,700	3,700	3,700
Administrative Expense	813	391	800	800	800	800
Advertising - Legis/Judicial	-	-	100	100	100	100
Advertising - Recruitment	5,726	3,896	-	-	-	-
Equipment Rental	1,371	1,382	-	-	-	-
R&M - Equipment	1,347	1,328	2,500	2,000	2,000	2,000
MATERIALS & SERVICES	52,791	113,797	64,700	63,900	63,900	63,900
ENGINEERING	1,053,032	661,233	870,620	854,815	854,815	854,815



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Water

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personal Services	522,726	638,853	827,865	855,180	855,180	855,180
Materials & Services	2,737,432	2,959,293	3,672,240	3,909,040	3,909,040	3,909,040
Capital Outlay	535,255	1,253,878	1,411,000	2,042,000	2,142,000	2,142,000
Transfers Out	2,338,847	2,798,919	3,123,020	2,183,645	2,216,645	2,216,645
Contingency	-	-	2,473,950	2,916,455	2,931,455	2,931,455
Reserves & Unappropriated	7,580,109	8,022,478	3,651,650	3,346,760	3,331,760	3,331,760
Total Requirements	13,714,369	15,673,421	15,159,725	15,253,080	15,386,080	15,386,080

Water Operating Fund

The City of Tualatin purchases Water from the City of Portland. On average, the City purchases and delivers 4.4 million gallons of water a day to over 27,000 residents and a thriving commercial and industrial district.

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 include:

- 3,650 valves
- 1,100 fire hydrants
- 7,100 water meters
- 58 large commercial meters (3” or greater)
- 5,300 backflow devices

Summary	
Department Manager	Jeff Fuchs
Division Manager	Terrance Leahy
FTE’s	7
Expenditures	\$ 8,867,820
Contingency/Reserves	\$ 4,661,930

Highlights of FY 2019/2020

- Upgraded chemical storage at our Aquifer Storage and Recovery well (ASR) to be seismically resilient and switched to a local chemical supplier.
- Performed an innovative float inspection of the interior of the B2 Reservoir which allowed us to keep the reservoir full and in use during the inspection.
- Completed Unregulated Contaminant Monitoring Rule (UCMR4) testing to aid the Environmental Protection Agency (EPA) in developing future water standards.
- Successfully partnered with an outside contractor to perform utility locates, freeing up staff time for other operation and maintenance tasks.



Water Main Break



- Strengthened coordination with neighboring agencies such as the City of Tigard and Washington County on construction work around City-owned utilities.
- Implemented an electronic permitting system, TRACKiT, to improve efficiency and communication of water permitting
- Rebuilt 35 Control Valves within the Distribution System which are critical to maintaining pressures and flows, and allow air to pass safely through the system.
- Complete the American Water Infrastructure Act (AWIA) which includes completing a risk assessment and emergency response plan for water operations. Install a new water line connecting 115th Ave. to Industrial Way to improve fire flow capabilities in the area.
- Complete our Water Master Plan, Long-Term Water Supply Plan, and Emergency Water Response Plan
- Continue to improve coordination with Washington County for upcoming projects such as the Tualatin-Sherwood Road expansion.

Goals for FY 2020/2021

- Implement a Valve Maintenance Program
- Update the Water Division’s Operation & Maintenance manual
- Begin upgrades to our SCADA system which is used to control and monitor our water distribution system.



Water ASR

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	329,879	403,218	449,895	527,415	527,415	527,415
Salaries and Wages-Temporary	959	-	-	-	-	-
Salaries and Wages-Overtime	13,134	15,312	10,000	10,000	10,000	10,000
Salaries and Wages-On-Call	4,701	5,928	8,575	8,285	8,285	8,285
Benefits-Employee Benefits	839	1,412	1,540	3,300	3,300	3,300
Benefits-FICA	26,009	31,647	34,835	40,700	40,700	40,700
Benefits-WC Insurance & Tax	11,863	12,836	14,070	15,240	15,240	15,240
Benefits-Pension	63,193	82,206	189,250	124,685	124,685	124,685
Benefits-Insurance	85,800	99,893	119,700	125,555	125,555	125,555
Benefits-Vacation Buy Back	1,018	102	-	-	-	-
Benefits-Comp Time Buy Back	321	412	-	-	-	-
Benefits-WC Contra	(14,989)	(14,112)	-	-	-	-
PERSONAL SERVICES	522,726	638,853	827,865	855,180	855,180	855,180
Office Supplies	75	26	-	600	600	600
Printing & Postage	16,604	17,149	23,700	24,200	24,200	24,200
Water Conservation	328	1,581	6,000	3,000	3,000	3,000
Water Purchases - For Tualatin	2,303,141	2,350,024	2,741,680	2,706,230	2,706,230	2,706,230
Hydrants	-	-	2,000	2,000	2,000	2,000
Meters	-	22	10,000	10,000	10,000	10,000
Uniforms & Safety Equipment	3,294	3,510	4,960	4,960	4,960	4,960
Medical & Other Testing	85	214	-	-	-	-
Cell Phones	2,091	2,169	2,530	2,340	2,340	2,340
Network/Online	7,636	7,823	8,060	9,360	9,360	9,360
Small Tools	3,848	7,108	5,000	5,000	5,000	5,000
Office Equipment & Furniture	103	1,911	1,000	500	500	500
Computer Equip & Software	5,175	6,425	26,000	29,300	29,300	29,300
TVWD - Jointline	-	59,762	5,000	5,000	5,000	5,000
TVWD - WA CO Lines	15,494	20,561	45,000	45,000	45,000	45,000
Consultants	28,687	75,257	107,500	353,000	353,000	353,000
Pump Stations - Electricity	44,574	46,621	67,710	69,335	69,335	69,335
Conferences & Meetings	1,965	2,550	3,300	7,690	7,690	7,690
Membership Dues	21,058	29,273	38,860	44,350	44,350	44,350
Publication, Rpt, Ref Matl	-	25	-	-	-	-
Staff Training	3,240	2,411	5,340	5,840	5,840	5,840
Staff/Dept Recognition	48	97	-	-	-	-
Administrative Expense	774	681	500	750	750	750
Advertising - Recruitment	1,212	29	-	-	-	-
Merchant Discount Fees	60,364	73,926	60,000	65,000	65,000	65,000
Meter Reading	47,617	48,211	49,145	49,215	49,215	49,215
Contr R&M - Systems	55,647	79,857	253,160	277,750	277,750	277,750
Equipment Rental	600	-	1,260	1,300	1,300	1,300
Inventory Supplies	21,181	21,948	-	-	-	-
R&M - Systems	82,028	84,436	88,255	67,255	67,255	67,255
R&M - Lines	3,147	15,484	20,000	23,000	23,000	23,000



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
R&M - Hydrants	6,330	204	5,000	5,000	5,000	5,000
R&M - Reservoir	109	-	1,820	1,820	1,820	1,820
R&M - Pump Stations	591	-	1,000	1,235	1,235	1,235
Vehicle Replacement Expense	-	-	86,860	86,860	86,860	86,860
R&M - Equipment	385	-	1,600	2,150	2,150	2,150
MATERIALS & SERVICES	2,737,432	2,959,293	3,672,240	3,909,040	3,909,040	3,909,040
Equipment & Furnishings	28,524	26,926	39,000	135,000	135,000	135,000
Projects Professional Svc	225,195	183,130	-	-	-	-
Projects Construction	257,028	1,043,707	-	-	-	-
Fund Projects	24,509	115	1,372,000	1,907,000	2,007,000	2,007,000
CAPITAL OUTLAY	535,255	1,253,878	1,411,000	2,042,000	2,142,000	2,142,000
Transfers Out - General Fund	1,613,290	1,510,970	1,295,770	1,317,900	1,317,900	1,317,900
Transfers Out - Building	10,690	11,500	-	-	-	-
Transfers Out - Tual Serv Ctr	-	-	1,000,000	-	-	-
Transfer Out - Park Develop	-	335,000	-	-	-	-
Transfers Out -Enterprise Bond	559,750	558,500	558,500	643,700	643,700	643,700
TRANSFERS OUT	2,183,730	2,415,970	2,854,270	1,961,600	1,961,600	1,961,600
Contingency	-	-	1,319,520	1,315,170	1,330,170	1,330,170
CONTINGENCY	-	-	1,319,520	1,315,170	1,330,170	1,330,170
Rate Stabilization Reserve	6,379,484	6,816,514	-	-	-	-
Future Years Projects	-	-	3,651,650	3,346,760	3,331,760	3,331,760
RESERVES & UNAPPROPRIATED	6,379,484	6,816,514	3,651,650	3,346,760	3,331,760	3,331,760
WATER FUND	12,358,627	14,084,508	13,736,545	13,429,750	13,529,750	13,529,750

Water Development (SDC) 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 2019/2020

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



Water Reservoirs

Summary	
Department Manager	Jeff Fuchs
FTE’s	0
Expenditures	\$ 255,045
Contingency/Reserves	\$ 1,601,285
Funding Source	Water Development Fund

Goals for FY 2020/2021

- Complete the Water Master Plan and rate study update, supporting a livable community with well-planned infrastructure.
- Support construction of the Blake Street waterline to improve water pressure in the area.
- 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.



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Transfers Out - General Fund	13,440	8,990	7,500	5,480	5,480	5,480
Transfers Out - Building	-	-	26,250	27,565	27,565	27,565
Transfers Out -Water Operating	141,677	373,959	235,000	189,000	222,000	222,000
TRANSFERS OUT	155,117	382,949	268,750	222,045	255,045	255,045
Contingency	-	-	1,154,430	1,601,285	1,601,285	1,601,285
CONTINGENCY	-	-	1,154,430	1,601,285	1,601,285	1,601,285
Future Years Projects	1,200,625	1,205,964	-	-	-	-
RESERVES & UNAPPROPRIATED	1,200,625	1,205,964	-	-	-	-
WATER DEVELOPMENT FUND	1,355,742	1,588,913	1,423,180	1,823,330	1,856,330	1,856,330

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Sewer

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personal Services	293,971	359,207	453,135	491,135	491,135	491,135
Materials & Services	7,017,256	7,558,152	7,645,625	7,895,185	7,895,185	7,895,185
Capital Outlay	59,467	113,375	612,000	1,364,000	1,364,000	1,364,000
Transfers Out	1,079,825	1,252,515	1,754,185	1,366,675	1,366,675	1,366,675
Contingency	-	-	4,644,840	5,115,870	5,115,870	5,115,870
Reserves & Unappropriated	7,378,034	7,022,167	815,075	783,130	783,130	783,130
Total Requirements	15,828,554	16,305,416	15,924,860	17,015,995	17,015,995	17,015,995



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. 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 2019/2020

- Cleaned over 25% and video-inspected 15% of the Sanitary Sewer system to meet Clean Water Services performance standards.
- Monitored and evaluated the system for needed repairs to provide dependable service to the City of Tualatin residents.
- Replaced our 16 year old Jet/Vac truck with a high efficiency recycling unit.
- Responded to customer service requests to provide timely and helpful assistance.

Summary	
Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
FTE’s	4
Expenditures	\$ 9,615,535
Contingency/Reserves	\$ 2,225,460

Goals for FY 2020/2021

- Meet or exceed Clean Water Service performance standards and State and Federal regulations for the Sanitary Sewer system operation.
- Clean, inspect and repair the sanitary system as needed to provide dependable service and to prevent any unwanted environmental impacts
- Continue the development of the NEXGEN Asset Management software to enhance the sanitary system operation and maintenance.
- Complete upgrades to the system as identified in the Sewer Master plan to better serve current and future residents.



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	177,996	224,713	233,635	300,540	300,540	300,540
Salaries and Wages-Temporary	9,383	-	-	-	-	-
Salaries and Wages-Overtime	5,468	6,298	5,000	5,000	5,000	5,000
Salaries and Wages-On-Call	3,412	2,320	2,960	2,415	2,415	2,415
Benefits-Employee Benefits	449	606	615	2,355	2,355	2,355
Benefits-FICA	14,788	17,280	17,800	22,845	22,845	22,845
Benefits-WC Insurance & Tax	7,181	8,552	7,670	8,545	8,545	8,545
Benefits-Pension	33,408	38,608	89,530	63,810	63,810	63,810
Benefits-Insurance	47,595	68,412	80,925	85,625	85,625	85,625
Benefits-Vacation Buy Back	2,642	1,160	15,000	-	-	-
Benefits-Comp Time Buy Back	3	140	-	-	-	-
Benefits-WC Contra	(8,354)	(8,883)	-	-	-	-
PERSONAL SERVICES	293,971	359,207	453,135	491,135	491,135	491,135
Office Supplies	17	-	-	1,200	1,200	1,200
Printing & Postage	12,676	12,180	13,000	13,200	13,200	13,200
Uniforms & Safety Equipment	2,030	1,013	2,335	2,335	2,335	2,335
Medical & Other Testing	1,197	85	-	-	-	-
Cell Phones	630	451	540	660	660	660
Network/Online	957	956	1,500	2,380	2,380	2,380
Small Tools	543	2,729	1,650	1,650	1,650	1,650
Computer Equip & Software	-	-	-	3,100	3,100	3,100
User Charges - Tigard	12,227	12,158	13,960	14,690	14,690	14,690
User Charges - CWS	6,211,372	6,476,245	6,697,270	6,831,215	6,831,215	6,831,215
Consultants	-	34,602	50,000	50,500	50,500	50,500
Conferences & Meetings	450	1,467	1,625	4,075	4,075	4,075
Membership Dues	243	513	620	1,160	1,160	1,160
Publication, Rpt, Ref Matl	-	-	50	-	-	-
Staff Training	350	1,099	1,200	1,700	1,700	1,700
Administrative Expense	-	66	400	900	900	900
Advertising - Recruitment	24	-	-	-	-	-
Merchant Discount Fees	58,219	73,926	57,000	60,000	60,000	60,000
Contr R&M - Systems	74,215	97,514	141,980	147,320	147,320	147,320
Equipment Rental	-	-	500	500	500	500
Inventory Supplies	633	568	-	-	-	-
R&M - Systems	830	-	1,150	80,000	80,000	80,000
R&M - Pump Stations	565	7,111	2,450	2,450	2,450	2,450
Vehicle Replacement Expense	-	-	65,545	97,750	97,750	97,750
R&M - Equipment	1,009	2,137	1,850	2,400	2,400	2,400
MATERIALS & SERVICES	6,378,186	6,724,819	7,054,625	7,319,185	7,319,185	7,319,185
Equipment & Furnishings	-	-	345,000	-	-	-
Projects Professional Svc	45,479	5,397	-	-	-	-
Projects Construction	675	104,741	-	-	-	-
Fund Projects	-	-	207,000	500,000	500,000	500,000
CAPITAL OUTLAY	46,153	110,138	552,000	500,000	500,000	500,000



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Transfers Out - General Fund	1,027,970	1,198,140	1,283,060	1,192,810	1,192,810	1,192,810
Transfers Out - Building	6,280	6,750	-	-	-	-
Transfers Out - Tual Serv Ctr	-	-	400,000	-	-	-
Transfers Out -Enterprise Bond	32,405	32,405	32,405	112,405	112,405	112,405
TRANSFERS OUT	1,066,655	1,237,295	1,715,465	1,305,215	1,305,215	1,305,215
Contingency	-	-	1,378,300	1,442,330	1,442,330	1,442,330
CONTINGENCY	-	-	1,378,300	1,442,330	1,442,330	1,442,330
Future Years Projects	-	-	815,075	783,130	783,130	783,130
RESERVES & UNAPPROPRIATED	-	-	815,075	783,130	783,130	783,130
SEWER FUND	7,784,966	8,431,459	11,968,600	11,840,995	11,840,995	11,840,995

Sewer Development (SDC) 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 2019/2020

- Completed and Council adopted the Sanitary Sewer Master Plan.

Summary	
Department Manager	Jeff Fuchs
FTE’s	0
Expenditures	\$ 1,504,460
Contingency/Reserves	\$ 3,673,540
Funding Source	Sewer Development Fund

Goals for FY 2020/2021

- Continue to incorporate projects from newly adopted Sanitary Sewer Master Plan into the city-wide Capital Improvement Plan.
- Support the construction of the 105th Avenue sewer upsizing project in conjunction with the Garden Corner Curves transportation project.
- Support the design of the N. Martinazzi trunk sewer project to meet the needs of residential infill and in preparation for development in Basalt Creek.



Sewer work



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Sys Dev Chg - CWS	639,070	833,333	591,000	576,000	576,000	576,000
MATERIALS & SERVICES	639,070	833,333	591,000	576,000	576,000	576,000
Fund Projects	13,314	3,237	60,000	864,000	864,000	864,000
CAPITAL OUTLAY	13,314	3,237	60,000	864,000	864,000	864,000
Transfers Out - General Fund	13,170	15,220	19,970	41,770	41,770	41,770
Transfers Out - Building	-	-	18,750	19,690	19,690	19,690
TRANSFERS OUT	13,170	15,220	38,720	61,460	61,460	61,460
Contingency	-	-	3,266,540	3,673,540	3,673,540	3,673,540
CONTINGENCY	-	-	3,266,540	3,673,540	3,673,540	3,673,540
Future Years Projects	3,975,518	3,694,556	-	-	-	-
RESERVES & UNAPPROPRIATED	3,975,518	3,694,556	-	-	-	-
SEWER DEVELOPMENT FUND	4,641,072	4,546,346	3,956,260	5,175,000	5,175,000	5,175,000

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Stormwater

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Materials & Services	1,122,895	1,205,657	1,530,935	1,590,105	1,590,105	1,590,105
Capital Outlay	191,358	200,461	777,000	760,000	760,000	760,000
Transfers Out	865,240	924,430	1,552,250	1,023,955	1,023,955	1,023,955
Contingency	-	-	877,530	890,820	890,820	890,820
Reserves & Unappropriated	3,831,410	4,785,537	3,274,375	4,011,425	4,011,425	4,011,425
Total Requirements	6,010,902	7,116,085	8,012,090	8,276,305	8,276,305	8,276,305



Stormwater Operating Fund

The Storm Water Operating Fund pays for the operation and maintenance of the City’s storm water system. Our system consists of approximately 90 miles of pipes, 12 drainage basins, over 2,800 catch basins, 90 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 2019/2020

- Cleaned and inspected 16% of our storm lines to meet environmental requirements set by Clean Water Services (CWS) and the Environmental Protection Agency (EPA).
- Inspected and cleared storm channels, ditch inlets, field ditches, and water ways to minimize flooding.
- Promptly responded to customer requests to assist homeowners with questions and concerns regarding the storm water system.
- Maintained and made improvements to water quality facilities to maintain/enhance storm water treatment capabilities, protect our waterways, and prevent flooding.

Summary	
Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
Expenditures	\$ 3,172,515
Contingency/Reserves	\$ 4,487,300
Funding Source	Stormwater Operating-Fund

Goals for FY 2020/2021

- Continue to prioritize protecting the environment by maintaining and inspecting storm water system structures at or above required levels of service.
- Sweep City streets monthly to prevent pollutants from entering our rivers and streams.
- Maintain, clean and upgrade the storm system to help prevent localized flooding and property loss.
- Plan and construct capital projects identified in the Storm Master Plan for upcoming development.



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Printing & Postage	11,243	12,097	13,000	13,200	13,200	13,200
Uniforms & Safety Equipment	327	329	1,025	1,025	1,025	1,025
Network/Online	600	480	1,080	1,960	1,960	1,960
Small Tools	818	1,213	875	875	875	875
User Charges - Tigard	11,102	11,656	12,475	12,850	12,850	12,850
User Charge - Lake Oswego	99,187	106,144	109,315	112,090	112,090	112,090
User Charges - CWS	573,109	615,448	737,760	756,840	756,840	756,840
Consultants	-	34,602	50,000	50,500	50,500	50,500
Utilities - Water	227	86	2,000	2,000	2,000	2,000
Membership Dues	-	-	-	265	265	265
Staff Training	569	364	400	1,400	1,400	1,400
Administrative Expense	-	-	100	700	700	700
Tualatin River Gauge	4,214	4,361	4,400	4,600	4,600	4,600
Stream Shading	17,179	20,430	20,000	20,000	20,000	20,000
Contr R&M - Systems	317,473	322,840	375,400	376,090	376,090	376,090
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	84,352	74,583	132,200	132,200	132,200	132,200
Equipment Rental	600	-	-	-	-	-
Inventory Supplies	310	94	-	-	-	-
R&M - Systems	1,584	750	1,710	1,560	1,560	1,560
R&M - Pump Stations	-	150	630	630	630	630
Vehicle Replacement Expense	-	-	62,015	94,220	94,220	94,220
R&M - Equipment	-	28	550	1,100	1,100	1,100
MATERIALS & SERVICES	1,122,895	1,205,657	1,530,935	1,590,105	1,590,105	1,590,105
Equipment & Furnishings	14,475	26,926	310,000	-	-	-
Projects Professional Svc	15,907	11,912	-	-	-	-
Projects Construction	18,494	64,950	-	-	-	-
Fund Projects	-	-	307,000	590,000	590,000	590,000
CAPITAL OUTLAY	48,876	103,788	617,000	590,000	590,000	590,000
Transfers Out - General Fund	688,820	723,220	735,050	664,710	664,710	664,710
Transfers Out - Building	6,280	6,750	-	-	-	-
Transfers Out - Road Operating	28,840	47,760	53,690	64,020	64,020	64,020
Transfers Out - Tual Serv Ctr	-	-	600,000	-	-	-
Transfers Out - Sewer	113,310	125,110	131,540	164,240	164,240	164,240
Transfers Out -Enterprise Bond	19,440	19,440	19,440	99,440	99,440	99,440
TRANSFERS OUT	856,690	922,280	1,539,720	992,410	992,410	992,410
Contingency	-	-	468,230	475,875	475,875	475,875
CONTINGENCY	-	-	468,230	475,875	475,875	475,875
Future Years Projects	3,342,371	4,256,160	3,274,375	4,011,425	4,011,425	4,011,425
RESERVES & UNAPPROPRIATED	3,342,371	4,256,160	3,274,375	4,011,425	4,011,425	4,011,425
STORMWATER FUND	5,370,831	6,487,885	7,430,260	7,659,815	7,659,815	7,659,815



Stormwater Development (SDC) 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.

Summary	
Department Manager	Jeff Fuchs
FTE’s	0
Expenditures	\$ 201,545
Contingency/Reserves	\$ 414,945
Funding Source	Stormwater Development Fund

Highlights of 2019/2020

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

Goals for FY 2020/2021

- Complete the Stormwater Master Plan and rate study and incorporate new capital improvement projects into the city-wide Capital Improvement Plan.
- Support capacity improvements in storm infrastructure in coordination with Tualatin Moving Forward transportation projects.



Water Quality Facility - Sagert Farms

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Fund Projects	142,482	96,673	160,000	170,000	170,000	170,000
CAPITAL OUTLAY	142,482	96,673	160,000	170,000	170,000	170,000
Transfers Out - General Fund	8,550	2,150	1,280	19,730	19,730	19,730
Transfers Out - Building	-	-	11,250	11,815	11,815	11,815
TRANSFERS OUT	8,550	2,150	12,530	31,545	31,545	31,545
Contingency	-	-	409,300	414,945	414,945	414,945
CONTINGENCY	-	-	409,300	414,945	414,945	414,945
Future Years Projects	489,039	529,377	-	-	-	-
RESERVES & UNAPPROPRIATED	489,039	529,377	-	-	-	-
STORMWATER DEVELOPMENT	640,071	628,200	581,830	616,490	616,490	616,490



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Streets

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Personal Services	279,591	424,770	586,540	632,265	632,265	632,265
Materials & Services	2,083,136	1,956,533	2,542,880	2,709,920	2,709,920	2,709,920
Capital Outlay	1,335,315	1,436,266	3,230,600	2,039,500	2,039,500	2,039,500
Transfers Out	1,527,067	2,182,032	1,614,960	1,738,690	1,738,690	1,738,690
Contingency	-	-	9,730,470	12,230,845	12,230,845	12,230,845
Reserves & Unappropriated	10,725,520	12,245,942	1,954,000	1,632,475	1,632,475	1,632,475
Total Requirements	15,950,629	18,245,544	19,659,450	20,983,695	20,983,695	20,983,695

Road Utility Fee Fund

The Road Utility Fund pays for the City’s Pavement Maintenance Program, ADA 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 preventative maintenance such as slurry seal and seal coating as well as complete repaving for 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/ replaces damaged sidewalk panels to eliminate hazards and replaces the tress causing the damage.

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

Highlights of FY 2019/2020

- Sealed 80,000 feet of pavement cracking.
- Improved 31 curb ramps to meet the Americans with Disabilities Act standards.
- Slurry sealed over 66,000 square yards of residential streets.
- Complete pavement overlay of the following streets throughout the City
 - Dakota Drive
 - Dakota Court
 - Prima Avenue
 - Pinto Drive
 - Mandan Court
 - Tualatin Road between 124th Ave and the Woodridge Apartments

Summary	
Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
Expenditures	\$ 2,060,085
Contingency/Reserves	\$ 564,670
Funding Source	Road Utility Fee Fund

- Surveyed and repaired sidewalk tripping hazards in section 3 which includes the area from Boones Ferry Road to 105th Ave, between Avery St. and Helenius Dr.

Goals for FY 2020/2021

- Sidewalk/Street Trees: Assess, prioritize, and repair or replace sidewalks and street trees in The Pony Ridge area of the City.
- Continue Pavement Maintenance Program to overlay, slurry seal and crack seal streets to preserve the road network and to provide years of a reliable road system. The 2019 program will include two Sections of Boones Ferry Road; from Ibach St. to Norwood Rd and from Warm Springs St. to Apache Dr.
- Improve Americans with Disabilities Act complaint curb ramps to improve accessibility.
- Continue to engage neighborhoods and project areas before, during, and after construction to collect feedback and provide information in a timely manner.



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Printing & Postage	11,243	12,097	13,500	13,500	13,500	13,500
Road Fees to Tigard	11,414	11,654	11,510	11,855	11,855	11,855
R&M - Streets	969,093	798,180	1,160,250	1,305,000	1,305,000	1,305,000
Sidewalk/Tree Program	68,408	103,798	150,000	150,000	150,000	150,000
Reverse Frontage Program	158,762	147,599	178,520	178,520	178,520	178,520
MATERIALS & SERVICES	1,218,921	1,073,327	1,513,780	1,658,875	1,658,875	1,658,875
Transfers Out - General Fund	146,180	101,100	129,730	135,410	135,410	135,410
Transfers Out - Road Operating	145,400	216,350	230,200	259,320	259,320	259,320
Transfers Out -Enterprise Bond	6,480	6,480	6,480	6,480	6,480	6,480
TRANSFERS OUT	298,060	323,930	366,410	401,210	401,210	401,210
Contingency	-	-	119,210	308,230	308,230	308,230
CONTINGENCY	-	-	119,210	308,230	308,230	308,230
Road Maintenance	310,272	399,380	385,000	256,440	256,440	256,440
RESERVES & UNAPPROPRIATED	310,272	399,380	385,000	256,440	256,440	256,440
ROAD UTILITY FEE FUND	1,827,253	1,796,637	2,384,400	2,624,755	2,624,755	2,624,755

Road Operating Fund

The Road Operating Fund supports the work required to build and maintain a safe and reliable transportation system for pedestrians, cyclists, and vehicles. Work paid for by this fund includes inspection, maintenance, and replacement of road striping, legends, stop bars, and crosswalks; inspection and repair of sidewalks and bike facilities; installation, inspection, and maintenance of traffic signs and street lights; contracted street sweeping service to keeping curb and inlets clean for proper road drainage; and snow plowing, deicing, and sanding 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 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 2019/2020

- Swept City streets once a month to provide safe travels for the community and meet the requirements of the Storm Water Management program.
- Inspected and rated the road system with the street saver program to help identify future project needs.
- Respond to snow and ice events by applying deicer, plowing, and sanding roadways as needed.
- Completed the Sagert Street sidewalk project with community input and artwork stamped in the project.

Summary	
Department Manager	Jeff Fuchs
Division Manager	Bert Olheiser
FTE’s	4
Expenditures	\$ 4,193,490
Contingency/Reserves	\$ 2,005,240

- Collaborated with Portland General Electric (PGE) to develop a plan to convert the City’s streetlights to high efficiency Light Emitting Diode (LED) light fixtures and replace wood light poles.

Goals for FY 2020/2021

- Complete design of the Herman Road improvements to better accommodate bicycles and pedestrians and improve stormwater conditions in the corridor.
- Design and construct improvements to Borland Road to bring it up to city standards.
- Install, repair, and or replace striping and pavement markings as needed to ensure visibility for the safety of pedestrians, cyclists, and motorists.
- Clean and repair or replace traffic control devices to comply with the Manual on Uniform Traffic Control Devices (MUTCD) to provide clear and distinctive guidance to the traveling public.
- Begin the update of the Transportation System Plan to further transportation goals and the Council vision.
- 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.



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Salaries and Wages-Full Time	165,090	254,636	309,855	380,790	380,790	380,790
Salaries and Wages-Overtime	7,487	8,309	6,000	6,000	6,000	6,000
Salaries and Wages-On-Call	2,262	2,183	2,310	2,770	2,770	2,770
Benefits-Employee Benefits	449	606	615	2,350	2,350	2,350
Benefits-FICA	12,830	19,485	23,660	29,080	29,080	29,080
Benefits-WC Insurance & Tax	10,187	11,151	12,205	13,250	13,250	13,250
Benefits-Pension	46,037	69,564	150,100	111,230	111,230	111,230
Benefits-Insurance	47,341	70,973	81,795	86,795	86,795	86,795
Benefits-Vacation Buy Back	509	-	-	-	-	-
Benefits-Comp Time Buy Back	-	140	-	-	-	-
Benefits-WC Contra	(12,601)	(12,276)	-	-	-	-
PERSONAL SERVICES	279,591	424,770	586,540	632,265	632,265	632,265
Office Supplies	-	-	-	600	600	600
Printing & Postage	6,946	101	200	400	400	400
Street Landscape Material	1,294	1,733	1,730	1,770	1,770	1,770
Uniforms & Safety Equipment	3,054	2,283	3,400	3,400	3,400	3,400
Cell Phones	1,043	1,370	1,400	655	655	655
Network/Online	506	984	1,080	1,960	1,960	1,960
Small Tools	5,120	1,250	2,845	2,845	2,845	2,845
Office Equipment & Furniture	-	454	-	500	500	500
Computer Equip & Software	1,500	1,560	1,500	2,700	2,700	2,700
Personal Computer/Laptop	390	1,862	960	420	420	420
Consultants	157,480	94,279	50,000	50,000	50,000	50,000
Utilities - Signals	27,996	27,981	30,000	30,000	30,000	30,000
Street Lights	332,844	398,675	471,000	478,000	478,000	478,000
Conferences & Meetings	-	1,262	2,625	6,725	6,725	6,725
Membership Dues	83	255	400	2,080	2,080	2,080
Publication, Rpt, Ref Matl	-	542	140	-	-	-
Staff Training	545	959	2,290	3,300	3,300	3,300
Staff/Dept Recognition	-	61	-	-	-	-
Administrative Expense	177	402	400	650	650	650
Grounds & Landscaping	646	3,665	7,000	7,000	7,000	7,000
Contr R&M - Road Strip	56,543	60,345	77,000	77,000	77,000	77,000
Street Sweeping	133,513	162,121	149,000	149,000	149,000	149,000
Emergency Road Clean-up	3,096	1,144	11,850	11,850	11,850	11,850
Signal Maintenance	40,736	46,752	67,530	69,890	69,890	69,890
Equipment Rental	1,050	-	-	-	-	-
Inventory Supplies	17,013	10,239	-	-	-	-
R&M - Guardrails, signs	6,830	7,174	20,200	23,200	23,200	23,200
R&M Streets	65,811	55,725	53,640	53,640	53,640	53,640
Vehicle Replacement Expense	-	-	72,410	72,410	72,410	72,410
R&M - Equipment	-	28	500	1,050	1,050	1,050
MATERIALS & SERVICES	864,215	883,206	1,029,100	1,051,045	1,051,045	1,051,045
Equipment & Furnishings	14,475	7,152	5,100	-	-	-
Projects Professional Svc	187,559	290,665	-	-	-	-
Projects Construction	1,016,195	1,138,169	-	-	-	-

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Fund Projects	117,087	280	1,361,500	1,204,500	1,204,500	1,204,500
CAPITAL OUTLAY	1,335,315	1,436,266	1,366,600	1,204,500	1,204,500	1,204,500
Transfers Out - General Fund	665,010	736,420	720,630	746,240	746,240	746,240
Transfers Out - Road Utility	-	-	460,000	460,000	460,000	460,000
Transfers Out -Enterprise Bond	19,440	19,440	19,440	99,440	99,440	99,440
TRANSFERS OUT	684,450	755,860	1,200,070	1,305,680	1,305,680	1,305,680
Contingency	-	-	550,800	629,205	629,205	629,205
CONTINGENCY	-	-	550,800	629,205	629,205	629,205
Future Years Projects	1,563,986	2,209,721	1,548,835	1,372,725	1,372,725	1,372,725
Footpath/Biketrail Reserve	98,150	98,150	20,165	3,310	3,310	3,310
RESERVES & UNAPPROPRIATED	1,662,136	2,307,871	1,569,000	1,376,035	1,376,035	1,376,035
ROAD OPERATING FUND	4,825,708	5,807,973	6,302,110	6,198,730	6,198,730	6,198,730



Transportation Development Tax Fund (TDT)

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. The TDT took effect on July 1, 2009 and replaced the previous Washington County Traffic Impact Fee (TIF). City Council established the same fee rate in the Clackamas County portion of the City as well.

Highlights of FY 2019/2020

- Collected transportation development tax dollars to pay for future transportation expansion projects.

Summary

Department Manager	Jeff Fuchs
FTEs	0
Expenditures	\$ 866,800
Contingency/Reserves	\$ 11,293,410
Funding Source	Transportation Development Tax Fund

Goals for FY 2020/2021

- 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 the design and start of construction of community driven improvements.



Lou Ogden Bridge

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Fund Projects	-	-	1,864,000	835,000	835,000	835,000
CAPITAL OUTLAY	-	-	1,864,000	835,000	835,000	835,000
Transfers Out - General Fund	-	-	29,730	12,110	12,110	12,110
Transfers Out - Building	-	-	18,750	19,690	19,690	19,690
Transfers Out - Road Operating	544,557	1,102,242	-	-	-	-
TRANSFERS OUT	544,557	1,102,242	48,480	31,800	31,800	31,800
Contingency	-	-	9,060,460	11,293,410	11,293,410	11,293,410
CONTINGENCY	-	-	9,060,460	11,293,410	11,293,410	11,293,410
Future Years Projects	8,753,112	9,538,691	-	-	-	-
RESERVES & UNAPPROPRIATED	8,753,112	9,538,691	-	-	-	-
TRANSPORTATION DEV TAX FUND	9,297,669	10,640,933	10,972,940	12,160,210	12,160,210	12,160,210



Transportation Project Fund

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

Highlights of FY 2019/2020

- Completed construction and celebrated the opening of a new crossing at Boones Ferry at Siletz Drive.
- Completed designing projects at Martinazzi Avenue and Sagert Street, on Boones Ferry Road near Tualatin High School, and Grahams Ferry at Dogwood.
- Continued design and permitting of the Garden Corner Curves, 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 seven projects as part of the Neighborhood Traffic Safety Program.

Summary	
Department Manager	Jeff Fuchs
Expenditures	\$ 6,017,030
Contingency/Reserves	\$ 14,025,820
Funding Source	Transportation Project Fund

- Initiated a sidewalk art program to showcase the artistic talent of people who live, work, learn, and play in Tualatin by stamping their designs in sidewalks placed as part of the bond program.
- Provided quarterly updates to City Council and maintained the bond program website www.tualatinmovingforward.com.

Goals for FY 2020/2021

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



Avery Street Driver Feedback Transportation Improvement

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Consultants	-	6,000	4,000	5,000	5,000	5,000
Bank Fees	-	1,167	500	5,000	5,000	5,000
Issuance Costs	-	137,866	-	-	-	-
MATERIALS & SERVICES	-	145,032	4,500	10,000	10,000	10,000
Projects Administration	-	822	-	-	-	-
Projects Professional Svc	-	1,016,265	1,225,000	408,000	408,000	408,000
Projects Construction	-	179,785	-	-	-	-
Fund Projects	-	12	5,984,000	5,513,000	5,513,000	5,513,000
CAPITAL OUTLAY	-	1,196,884	7,209,000	5,921,000	5,921,000	5,921,000
Transfers Out - General Fund	-	-	115,050	86,030	86,030	86,030
TRANSFERS OUT	-	-	115,050	86,030	86,030	86,030
Contingency	-	-	14,939,900	13,996,800	13,996,800	13,996,800
CONTINGENCY	-	-	14,939,900	13,996,800	13,996,800	13,996,800
Future Years Projects	-	22,074,127	-	29,020	29,020	29,020
RESERVES & UNAPPROPRIATED	-	22,074,127	-	29,020	29,020	29,020
TRANSPORTATION PROJECT FUND	-	23,416,043	22,268,450	20,042,850	20,042,850	20,042,850



Core Area Parking District Fund

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

Summary	
Division Manager	Clay Reynolds
Number of Businesses in Core Area	80
Expenditures	\$ 60,560 \$ 183,440
Funding Source	Core Area Parking District Fund

Highlights of FY 2019/20

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

Goals for FY 2020/2021

- 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.
- Review and update the ADA funding plan.
- Maintain Core Area Parking lots and monitor parking usage.

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Printing & Postage	-	43	100	100	100	100
Botanical & Chem Supplies	1,754	-	1,000	1,000	1,000	1,000
Consultants	-	-	1,000	1,000	1,000	1,000
Utilities - Parking Lots	11,307	9,621	9,360	10,000	10,000	10,000
Administrative Expense	231	234	300	300	300	300
Guardrails & Signs	196	101	500	400	400	400
Street/Parking Lot Lights	-	-	200	200	200	200
Grounds & Landscaping	3,691	3,950	3,700	4,000	4,000	4,000
Parking Lot Striping	2,140	2,245	4,200	4,200	4,200	4,200
Parking Lot Sweeping	1,930	1,700	2,400	2,400	2,400	2,400
R&M - Parking Lots	264	1,070	3,000	3,000	3,000	3,000
MATERIALS & SERVICES	21,513	18,965	25,760	26,600	26,600	26,600
Fund Projects	29,960	-	-	-	-	-
CAPITAL OUTLAY	29,960	-	-	-	-	-
Transfers Out - General Fund	29,330	28,060	33,700	33,960	33,960	33,960
TRANSFERS OUT	29,330	28,060	33,700	33,960	33,960	33,960
Contingency	-	-	8,960	10,440	10,440	10,440
CONTINGENCY	-	-	8,960	10,440	10,440	10,440
General Account Reserve	89,095	117,326	124,580	125,850	125,850	125,850
Future Years Projects	45,500	45,500	45,500	47,150	47,150	47,150
RESERVES & UNAPPROPRIATED	134,595	162,826	170,080	173,000	173,000	173,000
CORE AREA PARKING DIST FUND	215,398	209,851	238,500	244,000	244,000	244,000



Tualatin City Services Building

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

Highlights of FY 2019-2020

- Completed design and began construction of Tualatin City Services Building.

Goals for FY 2020/2021

- Complete construction of Tualatin City Services Building

Summary	
Project Managers	Megan George Clay Reynolds
Expenditures	\$ 6,200,000
Funding Source	Tualatin City Services Building Fund



Proposed Tualatin City Services Building

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Fund Projects	-	-	4,050,000	6,200,000	6,200,000	6,200,000
CAPITAL OUTLAY	-	-	4,050,000	6,200,000	6,200,000	6,200,000
TUALATIN CITY SERVICES BUILDING FUND	-	-	4,050,000	6,200,000	6,200,000	6,200,000



City of Tualatin

Adopted
2020/2021 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 2020-21 is \$0.59 per \$1,000 of assessed value. There are three outstanding general obligation bonds. The 2005 Parks Improvement Bonds financed improvements at Community Park, Ibach Park, Jurgens Park, pathways at the Tualatin River Greenway, improvements at Sweek Pond Natural Area, running trails, and an artificial surface sports field at Tualatin High School. The 2006 Library Bond funded improvements to the Tualatin Public Library.

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

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



Atfalati Park Renovation



Pedestrian Activated Lights on Sagert Street



City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Debt Service

Summary of Requirements by Object

Table with 7 columns: Object, Actual FY 17-18, Actual FY 18-19, Adopted FY 19-20, Proposed FY 20-21, Approved FY 20-21, Adopted FY 20-21. Rows include Materials & Services, Debt Service, Reserves & Unappropriated, and Total Requirements.

General Obligation Bond Fund

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

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

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 2,881,750
Contingency/Reserves	\$ 75,000
Funding Source	General Obligation Bond Fund



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Principal - 05 Parks Bond	205,000	1,685,000	-	-	-	-
Principal - 06 Library Bond	215,000	2,435,000	-	-	-	-
Principal - 08 Refunding Bond	345,000	360,000	-	-	-	-
Principal - 2018 Transp Bond	-	1,420,000	1,695,000	1,855,000	1,855,000	1,855,000
Interest - 05 Parks Bond	72,163	16,585	-	-	-	-
Interest - 06 Library Bond	99,619	26,895	-	-	-	-
Interest - 08 Refunding Bond	26,625	9,000	-	-	-	-
Interest - 2018 Transp Bond	-	917,882	1,094,550	1,026,750	1,026,750	1,026,750
DEBT SERVICE	963,406	6,870,362	2,789,550	2,881,750	2,881,750	2,881,750
General Account Reserve	63,195	124,255	68,500	75,000	75,000	75,000
RESERVES & UNAPPROPRIATED	63,195	124,255	68,500	75,000	75,000	75,000
GENERAL OBLIGATION BOND FUND	1,026,601	6,994,617	2,858,050	2,956,750	2,956,750	2,956,750

Enterprise Bond Fund

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

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

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

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

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 1,026,470
Contingency/Reserves	\$ 525,270
Funding Source	Enterprise Bond Fund





Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Bond Registration & Exp	450	495	495	495	495	495
MATERIALS & SERVICES	450	495	495	495	495	495
Principal - 05 Water Bonds	370,000	380,000	395,000	415,000	415,000	415,000
Principal - Warehouse Finance	105,547	108,791	112,380	115,785	115,785	115,785
Principal - City Services Bldg	-	-	-	288,750	288,750	288,750
Interest - 05 Water Bonds	137,900	126,650	113,050	96,850	96,850	96,850
Interest - Warehouse Finance	23,841	20,597	17,240	13,835	13,835	13,835
Interest - City Services Bldg	-	-	-	96,250	96,250	96,250
DEBT SERVICE	637,288	636,038	637,670	1,026,470	1,026,470	1,026,470
Bond Indenture Reserve	499,476	510,594	520,330	525,270	525,270	525,270
RESERVES & UNAPPROPRIATED	499,476	510,594	520,330	525,270	525,270	525,270
ENTERPRISE BOND FUND	1,137,214	1,147,127	1,158,495	1,552,235	1,552,235	1,552,235

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



CITY OF TUALATIN
RATIOS OF GENERAL BONDED DEBT OUTSTANDING
LAST TEN FISCAL YEARS
June 30, 2019

Table with 7 columns: Fiscal Year, General Obligation Bonds, Less: Amounts Available in Debt Service Fund, Total, Percentage of Estimated Actual Taxable Value of Property, Per Capita. Rows for years 2010-2019.

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

CITY OF TUALATIN

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

June 30, 2019

Jurisdiction	Net Direct Debt Outstanding	Percent Applicable Inside City of Tualatin	Amount Applicable Inside City of Tualatin
City of Tualatin	\$ 25,975,181	100.0000%	\$ 25,975,181
Clackamas County	129,945,000	1.3234% *	1,719,692
Clackamas County District 3J (West Linn/Wilsonville)	209,850,109	1.0967%	2,301,426
Clackamas County School District 7J (Lake Oswego)	249,044,136	1.6421%	4,089,554
Clackamas County ESD	20,970,000	0.4653%	97,573
Clackamas Community College	93,763,913	1.5760%	1,477,719
Clackamas Soil & Water Conservation	6,815,000	1.3234%	90,190
Metro	819,020,000	2.3409%	19,172,439
Portland Community College	602,297,900	2.5948%	15,628,426
Washington County	228,769,717	6.3907%	14,619,986
Rivergrove Water District 14J	536,529	0.0938%	503
Tualatin Valley Fire and Rescue District	26,055,000	7.8104%	2,035,000
Washington County School District 23J (Tigard-Tualatin)	341,851,415	34.5753%	118,196,152
Washington County School District 88J (Sherwood)	327,983,172	14.6377%	48,009,193
Subtotal overlapping debt			227,437,853
Direct and overlapping debt			<u>\$ 253,413,034</u>

Overlapping debt percentage is determined by the percentage of assessed value of the overlapping district that is within the City limits of Tualatin applied.

Source: Municipal Debt Management, State of Oregon

*The percentage of the City of Tualatin in Clackamas County is very small, as is the property-tax backed debt, and produces an immaterial amount.



CITY OF TUALATIN
COMPUTATION OF LEGAL DEBT MARGIN
June 30, 2019

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

Table with 2 columns: Description and Amount. Rows include True Cash Value (\$ 4,521,045,980), Rate (x 3%), Debt limit (135,631,379), Debt applicable to limit (22,205,535), and total (\$ 113,425,844).

Legal debt margin

Table with 5 columns: Fiscal year ended June 30, Debt Margin as a Percentage of Debt Limit, Debt limit, Debt applicable to limit, and Legal debt margin. Rows list years from 2010 to 2019.

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. The projects listed in the 2020/21 fiscal year become the basis for preparation of the City’s budget for that year.

CIP REVIEW TEAM

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

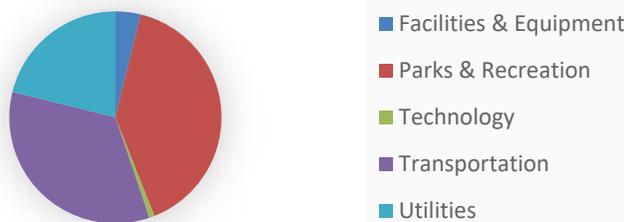
The overall goal of the CIP Review Team is to develop CIP recommendations that:

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

CATEGORIES

Projects generally fit within the five primary categories identified below:

- **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.





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

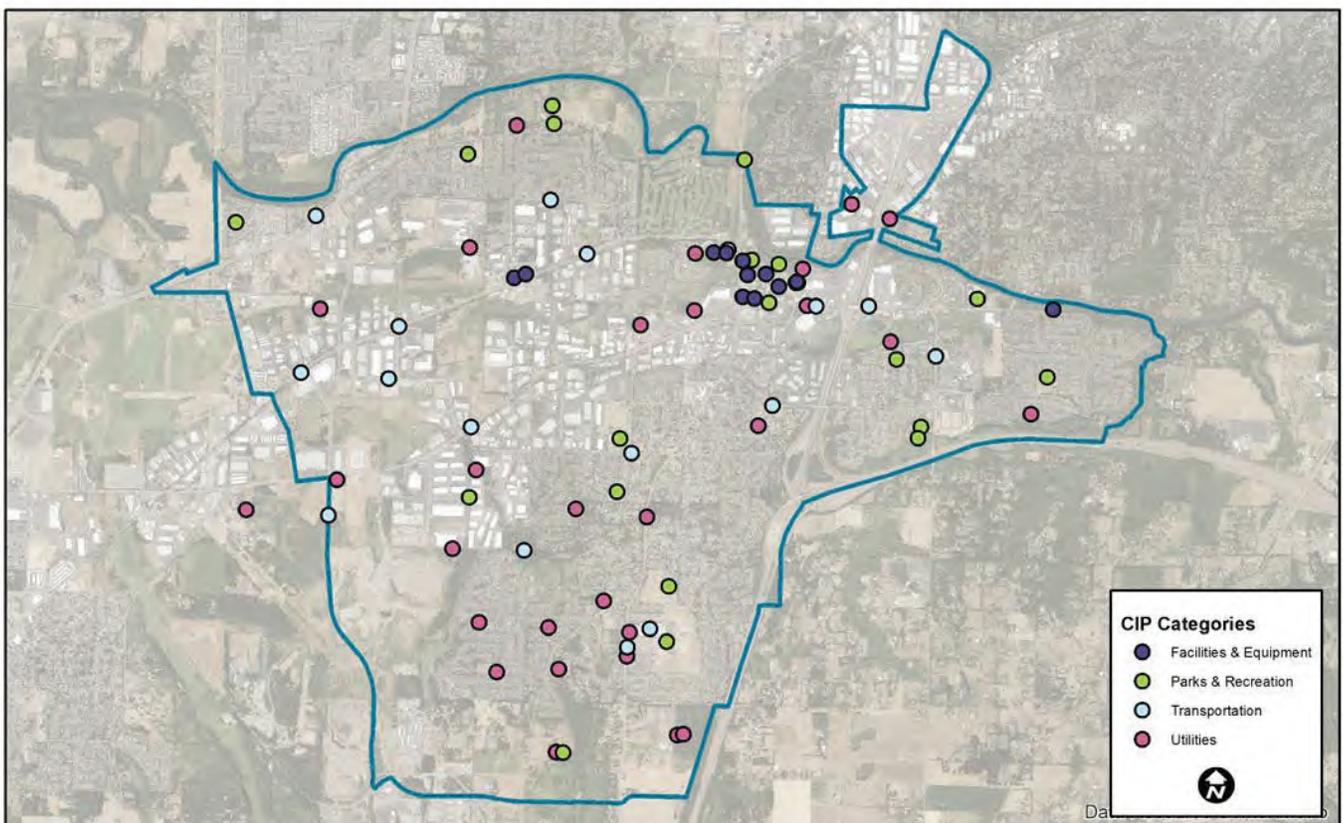
Summary lists of projects by category and by funding source are provided for quick reference. Projects in this five year CIP total approximately \$111 million. Roughly \$23 million of the funded projects are utility projects and \$37 million in transportation projects have been identified. Almost \$45 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
Facilities & Equipment	285,000	1,572,000	1,048,000	931,000	432,000	4,268,000
Parks & Recreation	451,500	880,000	830,000	7,445,000	35,161,000	44,767,500
Technology		590,000	44,000	284,000		918,000
Transportation	9,024,000	9,523,000	15,333,000	1,576,000	2,506,000	37,962,000
Utilities	4,382,000	3,258,000	5,088,000	2,611,000	8,219,000	23,558,000
Grand Total	14,142,500	15,823,000	22,368,000	12,847,000	46,318,000	111,473,500





Fund Title	Project Name	FY20/21
General Fund: Information Services	GIS Plotter	\$ 5,000
General Fund: Police	Vehicle Replacement	\$ 192,000
General Fund: Library	Library Furniture Replacement	\$ 10,000
General Fund: Maintenance Services	Vehicle Replacement	\$ 55,000
General Fund: Parks Maintenance	Stoneridge Park Renovation - Planning and Redesign	\$ 60,500
General Fund: Parks Maintenance	Community Park Restroom Renovation	\$ 70,000
General Fund: Parks Maintenance	Kia-a-Kuts Pedestrian Bridge Repair	\$ 7,500
General Fund: Parks Maintenance	Atfalati Park Sports Court Resurfacing	\$ 103,000
General Fund: Parks Maintenance	Commons Park Restroom Renovation	\$ 40,000
General Fund: Parks Maintenance	Jurgens Park Playground Surface Replacement	\$ 119,000
General Fund: Parks Maintenance	60" Riding Mower	\$ 14,000
Total General Fund		\$ 676,000
Water	Vehicle Replacement	\$ 65,000
Water	Valve Turning Equipment	\$ 70,000
Water	Tualatin-Sherwood Road Water Line Relocation	\$ 400,000
Water	Blake Street to 115th Water Line	\$ 410,000
Water	Water Master Plan Update	\$ 30,000
Water	Water Reservoir: B1 Interior	\$ 981,000
Water	SCADA System Improvements	\$ 186,000
Total Water Fund		\$ 2,142,000
Sewer	65th Avenue/Nyberg Lane Trunk Line	\$ 500,000
Total Sewer Fund		\$ 500,000
Sewer Development	N. Martinazzi Trunk Project	\$ 774,000
Sewer Development	105th Avenue Sewer Upsizing	\$ 90,000
Total Sewer Development Fund		\$ 864,000
Stormwater	Storm Pipe Replacement	\$ 200,000
Stormwater	Venetia Water Quality Facility	\$ 155,000
Stormwater	Sweek Drive/Emery Zidelle Pond B	\$ 235,000
Total Stormwater Fund		\$ 590,000
Stormwater Development	Tualatin-Sherwood - Martinazzi to I5	\$ 50,000
Stormwater Development	Boones Ferry and Alabama	\$ 50,000
Stormwater Development	Highway 99 and Pony Ridge	\$ 50,000
Stormwater Development	Stormwater Master Plan Update	\$ 20,000
Total Stormwater Development Fund		\$ 170,000
Road Operating	Transportation System Plan	\$ 103,000
Road Operating	Herman Road Widening Design - Tualatin Road to Teton	\$ 655,000
Road Operating	Borland Road Improvement Project Construction	\$ 366,500
Road Operating	Ped-friendly/Traffic Calming/Neighborhood Solutions	\$ 80,000
Total Road Operating Fund		\$ 1,204,500

Fund Title	Project Name	FY20/21
Transportation Development Tax	Garden Corner Curves	\$ 550,000
Transportation Development Tax	Martinazzi Avenue/Sagert Street Signal	\$ 285,000
Total Transportation Development Tax Fund		\$ 835,000
Transportation Project	Neighborhood Traffic Safety Program	\$ 238,000
Transportation Project	95th & Avery	\$ 239,000
Transportation Project	Myslony, 112th to 124th	\$ 239,000
Transportation Project	Tualatin Road: Sweek to Tualatin Community Park	\$ 204,000
Transportation Project	Stormwater Mitigation	\$ 100,000
Transportation Project	Project Management	\$ 408,000
Transportation Project	118th & Herman Road	\$ 44,000
Transportation Project	Boones Ferry and Alabama Crossing	\$ 288,000
Transportation Project	Boones Ferry sidewalk infill and bike lanes	\$ 93,000
Transportation Project	Garden Corner Curves	\$ 1,650,000
Transportation Project	Hwy 99 - Pony Ridge to 124th sidewalks	\$ 697,000
Transportation Project	Tualatin-Sherwood Road - Martinazzi to I5	\$ 866,000
Transportation Project	Martinazzi Avenue/Sagert Street Signal	\$ 855,000
Total Transportation Project Fund		\$ 5,921,000
Tualatin City Services Building	City Offices Remodel	\$ 200,000
Tualatin City Services Building	Tualatin Service Center Design and Construction	\$ 6,000,000
Total Tualatin City Services Building Fund		\$ 6,200,000
Park Development	Property Acquisition	\$ 65,000
Park Development	Basalt Creek Planning	\$ 80,000
Park Development	Jurgens Park Expansion	\$ 5,000
Park Development	SDC Reimbursement for Trail Projects Paid by Developer	\$ 500,000
Park Development	Commons Fountain Renovation	\$ 502,000
Total Park Development Fund		\$ 1,152,000



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
Facilities & Equipment Total	285,000	1,572,000	1,048,000	931,000	432,000

Project Summary By Category

Parks & Recreation	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			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
Parks & Recreation Total	451,500	880,000	830,000	7,445,000	35,161,000

Technology	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
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	
Technology Total		590,000	44,000	284,000	



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		
Transportation Total	9,024,000	9,523,000	15,333,000	1,576,000	2,506,000

* 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
Sewer					
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
Sewer Total	1,274,000	320,000	2,814,000	893,000	5,362,000
Storm					
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				
Storm Total	465,000	352,000	719,000	341,000	263,000
Water					
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				
Water Total	2,643,000	2,586,000	1,555,000	1,377,000	2,594,000
Utilities Total	4,382,000	3,258,000	5,088,000	2,611,000	8,219,000



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
General Fund Total	499,500	2,463,000	1,574,000	8,085,000	15,359,000
Projected Revenue Available for Projects	500,000	500,000	500,000	500,000	500,000



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
Building Total					42,000

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	
Core Area Parking Total		27,000	120,000	33,000	

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

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
Park Development Total	149,000	154,000	159,000	164,000	20,118,000

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	
Road Operating/Gas Tax	103,000	493,000	179,000	12,000	
Projected Revenue Available for Projects	1,835,000	1,796,000	1,219,000	989,000	712,000

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

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
Sewer SDC Total	320,000	31,000	1,058,000	625,000	1,296,000
Projected Revenue Available for Projects	3,632,000	3,297,000	3,249,000	2,172,000	1,526,000

Project Summary By Funding Source

Stormwater Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
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				
Storm Drain Total	465,000	352,000	308,000		263,000
Projected Revenue Available for Projects	3,669,000	4,279,000	4,987,000	5,714,000	6,901,000

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

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



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				
Transportation Project (Bond) Total	6,996,000	3,187,000	2,623,000	796,000	
Projected Revenue Available for Projects	16,751,000	8,959,000	4,970,000	1,539,000	



Project Summary By Funding Source

Water Operating Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
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				
Water Total	2,596,000	2,094,000	1,342,000	963,000	1,964,000
Projected Revenue Available for Projects	6,188,000	3,985,000	2,647,000	2,239,000	2,084,000

Water SDC Fund	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
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
Water SDC Total	112,000	556,000	213,000	496,000	630,000
Projected Revenue Available for Projects	1,411,000	1,599,000	1,343,000	1,430,000	1,234,000



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		
Outside Funded Total	806,000	5,504,000	6,929,000	5,287,000	

* 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



Central Urban Renewal District

Leveton Tax Increment District





City of Tualatin

Adopted
2020/2021 Budget

City of Tualatin
Fiscal Year 2020 - 2021
Adopted Budget - Tualatin Development Commission

Summary of Requirements by Object

	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Materials & Services	39,240	54,052	313,200	76,550	76,550	76,550
Capital Outlay	1,040	50,710	51,330	1,750,000	1,750,000	1,750,000
Transfers Out	91,850	79,400	444,110	78,600	78,600	78,600
Contingency	-	-	58,770	333,035	333,035	333,035
Reserves & Unappropriated	3,952,144	3,869,366	3,549,730	1,288,500	1,288,500	1,288,500
Total Requirements	4,084,274	4,053,528	4,417,140	3,526,685	3,526,685	3,526,685



Economic Development Division

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

Highlights of FY 2019/2020

- Conducted thirty (30) sites visits to local industries and businesses.
- Secured two (2) projects in identified industry clusters totaling \$106 million dollars in investments with 366 announced jobs.
- Obtained granting funding of \$251,515 dollars for local business expansions and new market opportunities.
- Completed an economic opportunity analysis and identified strategies in the Tualatin 2040 project.
- Implemented the tourism program that helped provide funding for Viva Tualatin, Pumpkin Regatta, and the Tualatin Digital Library Update.

Summary	
Department Manager	Aquilla Hurd-Ravich
FTE’s	0
Expenditures	\$ 76,550 \$ 58,745
Funding Source	Urban Renewal Funds

- Participated in the Port of Portland’s Metro Site Readiness Project to assist with moving land to development readiness.
- Completed an urban renewal education series.

Goals for FY 2020/2021

- Conduct feasibility studies for urban renewal.
- Update the Economic Development Strategic Plan.
- Continue working with Greater Portland Inc. and Business Oregon in efforts of business attraction and retention.

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	166,994	131,152	100,250	131,995	131,995	131,995
BEGINNING FUND BALANCE	166,994	131,152	100,250	131,995	131,995	131,995
Interest on Investments	3,400	4,157	4,000	3,300	3,300	3,300
INVESTMENT EARNINGS	3,400	4,157	4,000	3,300	3,300	3,300
Other Misc Income	-	100	-	-	-	-
MISCELLANEOUS	-	100	-	-	-	-
Transfer In - CURD Projects	-	-	126,000	-	-	-
Transfer In - Leveton Projects	-	-	250,000	-	-	-
TRANSFERS IN	-	-	376,000	-	-	-
TDC ADMIN FUND	170,394	135,409	480,250	135,295	135,295	135,295



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Office Supplies	625	66	500	100	100	100
Printing & Postage	55	579	500	100	100	100
Economic Stabilization Grants	-	-	250,000	-	-	-
Audit	10,000	10,000	10,000	10,000	10,000	10,000
Consultants	836	21,984	20,000	40,000	40,000	40,000
Insurance	4,232	4,356	4,700	1,350	1,350	1,350
Conferences & Meetings	3,615	2,902	5,500	3,500	5,000	5,000
Membership Dues	8,003	749	5,000	5,000	3,500	3,500
Publication, Rpt, Ref Matl	236	2,604	500	-	-	-
Administrative Expense	1,059	60	500	500	500	500
Economic Development Expens	8,268	10,269	13,000	13,000	13,000	13,000
Advertising - Informational	250	484	3,000	3,000	3,000	3,000
Advertising - Promotional	2,061	-	-	-	-	-
MATERIALS & SERVICES	39,240	54,052	313,200	76,550	76,550	76,550
Contingency	-	-	41,050	58,745	58,745	58,745
CONTINGENCY	-	-	41,050	58,745	58,745	58,745
Future Years Projects	131,152	81,357	126,000	-	-	-
RESERVES & UNAPPROPRIATED	131,152	81,357	126,000	-	-	-
TDC ADMIN FUND	170,392	135,409	480,250	135,295	135,295	135,295

Central Urban Renewal District Project Fund

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

In FY 2019/2020, the Board of Commissioners closed this fund and transferred the remaining funds to the TDC Administration Fund to study potential future urban renewal districts.

Summary	
Department Manager	Aquilla Hurd-Ravich
FTE's	0
Fund Total	0
Funding Source	Urban Renewal Funds



Tualatin Commons Fountain



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	119,405	121,429	124,330	-	-	-
BEGINNING FUND BALANCE	119,405	121,429	124,330	-	-	-
Interest on Investments	2,024	3,126	3,000	-	-	-
INVESTMENT EARNINGS	2,024	3,126	3,000	-	-	-
CURD PROJECTS FUND	121,429	124,555	127,330	-	-	-

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Fund Projects	-	-	1,330	-	-	-
CAPITAL OUTLAY	-	-	1,330	-	-	-
Transfers Out - TDC Admin	-	-	126,000	-	-	-
TRANSFERS OUT	-	-	126,000	-	-	-
Future Years Projects	121,429	124,555	-	-	-	-
RESERVES & UNAPPROPRIATED	121,429	124,555	-	-	-	-
CURD PROJECTS FUND	121,429	124,555	127,330	-	-	-



Leveton Tax Increment District Project 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 2019/2020

- Completed urban renewal education series.

Summary	
Department Manager	Aquilla Hurd-Ravich
FTE's	0
Expenditures	\$ 1,828,600
Contingency/Reserves	\$ 1,562,790
Funding Source	Urban Renewal Funds

Goals for FY 2020/2021

- Identify new projects and update plan.
- Reduce district size to incorporate areas for project development.



Leveton Project

Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Beginning Fund Balance	3,730,142	3,699,563	3,709,560	3,354,800	3,354,800	3,354,800
BEGINNING FUND BALANCE	3,730,142	3,699,563	3,709,560	3,354,800	3,354,800	3,354,800
Interest on Investments	62,311	94,001	100,000	36,590	36,590	36,590
INVESTMENT EARNINGS	62,311	94,001	100,000	36,590	36,590	36,590
LEVETON PROJECTS FUND	3,792,453	3,793,564	3,809,560	3,391,390	3,391,390	3,391,390



Account Description	Actual FY 17-18	Actual FY 18-19	Adopted FY 19-20	Proposed FY 20-21	Approved FY 20-21	Adopted FY 20-21
Projects Professional Svc	1,040	3,660	-	100,000	100,000	100,000
Projects Construction	-	47,050	-	-	-	-
Fund Projects	-	-	50,000	1,650,000	1,650,000	1,650,000
CAPITAL OUTLAY	1,040	50,710	50,000	1,750,000	1,750,000	1,750,000
Transfers Out - General Fund	91,850	79,400	68,110	78,600	78,600	78,600
Transfers Out - TDC Admin	-	-	250,000	-	-	-
TRANSFERS OUT	91,850	79,400	318,110	78,600	78,600	78,600
Contingency	-	-	17,720	274,290	274,290	274,290
CONTINGENCY	-	-	17,720	274,290	274,290	274,290
General Account Reserve	3,699,563	3,663,454	3,423,730	1,288,500	1,288,500	1,288,500
RESERVES & UNAPPROPRIATED	3,699,563	3,663,454	3,423,730	1,288,500	1,288,500	1,288,500
LEVETON PROJECTS FUND	3,792,453	3,793,564	3,809,560	3,391,390	3,391,390	3,391,390

A RESOLUTION ADOPTING THE CITY OF TUALATIN'S BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2020, 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 \$134,022,565 (including \$20,787,750 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, 2020, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND

City Council	\$	138,515	
Administration	\$	1,414,905	
Finance	\$	1,185,755	
Municipal Court	\$	419,010	
Legal	\$	382,445	
Information Systems	\$	1,371,820	
Community Development	\$	1,265,000	
Engineering	\$	854,815	
Police	\$	8,404,415	
Maintenance Services	\$	1,790,670	
Parks Maintenance	\$	2,004,165	
Parks and Recreation	\$	1,256,575	
Library	\$	2,341,780	
Non-Departmental	\$	1,512,665	
Contingency	\$	3,651,380	
Total GENERAL FUND Appropriations			\$ 27,993,915
Reserves	\$	1,582,050	
Unappropriated	\$	5,184,880	
Total GENERAL FUND			<u>\$ 34,760,845</u>

BUILDING FUND

Personal Services	\$	962,810	
Material & Services	\$	96,050	
Capital Outlay	\$	-	
Transfers	\$	583,350	
Contingency	\$	246,330	
Total BUILDING FUND Appropriations			\$ 1,888,540
Reserves	\$	512,335	
Total BUILDING FUND			<u>\$ 2,400,875</u>



WATER OPERATING FUND

Personal Services	\$	855,180	
Material & Services	\$	3,909,040	
Capital Outlay	\$	2,142,000	
Transfers	\$	1,961,600	
Contingency	\$	1,330,170	
Total WATER OPERATING FUND Appropriations			\$ 10,197,990
Reserves	\$	3,331,760	
Total WATER OPERATING FUND			<u>\$ 13,529,750</u>

SEWER OPERATING FUND

Personal Services	\$	491,135	
Material & Services	\$	7,319,185	
Capital Outlay	\$	500,000	
Transfers	\$	1,305,215	
Contingency	\$	1,442,330	
Total SEWER OPERATING FUND Appropriations			\$ 11,057,865
Reserves	\$	783,130	
Total SEWER OPERATING FUND			<u>\$ 11,840,995</u>

STORMWATER OPERATING FUND

Material & Services	\$	1,590,105	
Capital Outlay	\$	590,000	
Transfers	\$	992,410	
Contingency	\$	475,875	
Total STORMWATER FUND Appropriations			\$ 3,648,390
Reserves	\$	4,011,425	
Total STORMWATER OPERATING FUND			<u>\$ 7,659,815</u>

ROAD UTILITY FEE FUND

Material & Services	\$	1,658,875	
Transfers	\$	401,210	
Contingency	\$	308,230	
Total ROAD UTILITY FEE FUND Appropriations			\$ 2,368,315
Reserves	\$	256,440	
Total ROAD UTILITY FEE FUND			<u>\$ 2,624,755</u>

ROAD OPERATING FUND

Personal Services	\$	632,265	
Material & Services	\$	1,051,045	
Capital Outlay	\$	1,204,500	
Transfers	\$	1,305,680	
Contingency	\$	629,205	
Total ROAD OPERATING FUND Appropriations			\$ 4,822,695
Reserves	\$	1,376,035	
Total ROAD OPERATING FUND			<u>\$ 6,198,730</u>

CORE AREA PARKING DISTRICT FUND

Material & Services	\$	26,600	
Capital Outlay	\$	-	
Transfers	\$	33,960	
Contingency	\$	10,440	
Total CORE AREA PARKING DISTRICT FUND Appropriations			\$ 71,000
Reserves	\$	173,000	
Total CORE AREA PARKING DISTRICT FUND			<u>\$ 244,000</u>

TUALATIN SCIENCE AND TECHNOLOGY SCHOLARSHIP FUND

Material & Services	\$	2,500	
Total TUALATIN SCHOLARSHIP FUND Appropriations			\$ 2,500
Reserves	\$	50,710	
Total TUALATIN SCHOLARSHIP FUND			<u>\$ 53,210</u>

GENERAL OBLIGATION BOND FUND

Debt Service	\$	2,881,750	
Total GO BOND DEBT FUND Appropriations			\$ 2,881,750
Reserves	\$	75,000	
Total GO BOND DEBT FUND			<u>\$ 2,956,750</u>

ENTERPRISE BOND FUND

Material & Services	\$	495	
Debt Service	\$	1,026,470	
Total ENTERPRISE BOND FUND Appropriations			\$ 1,026,965
Reserves	\$	525,270	
Total ENTERPRISE BOND FUND			<u>\$ 1,552,235</u>



WATER DEVELOPMENT FUND

Capital Outlay	\$	-	
Transfers	\$	255,045	
Contingency	\$	1,601,285	
Total WATER DEVELOPMENT FUND			<u>\$ 1,856,330</u>

SEWER DEVELOPMENT FUND

Material & Services	\$	576,000	
Capital Outlay	\$	864,000	
Transfers	\$	61,460	
Contingency	\$	3,673,540	
Total SEWER DEVELOPMENT FUND			<u>\$ 5,175,000</u>

STORMWATER DEVELOPMENT FUND

Capital Outlay	\$	170,000	
Transfers	\$	31,545	
Contingency	\$	414,945	
Total STORMWATER DEVELOPMENT FUND			<u>\$ 616,490</u>

PARK DEVELOPMENT FUND

Material & Services	\$	7,500	
Capital Outlay	\$	1,152,000	
Transfers	\$	79,510	
Total PARK DEVELOPMENT FUND Appropriations			\$ 1,239,010
Reserves	\$	2,180,915	
Total PARK DEVELOPMENT FUND			<u>\$ 3,419,925</u>

TRANSPORTATION PROJECT FUND

Material & Services	\$	10,000	
Capital Outlay	\$	5,921,000	
Transfers	\$	86,030	
Contingency	\$	13,996,800	
Total TRANSPORTATION PROJECT FUND Appropriations			\$ 20,013,830
Reserves	\$	29,020	
Total TRANSPORTATION PROJECT FUND			<u>\$ 20,042,850</u>

TUALATIN CITY SERVICES BUILDING FUND

Capital Outlay	\$	6,200,000	
Total TUALATIN SERVICE CENTER FUND			\$ 6,200,000

VEHICLE REPLACEMENT FUND

Capital Outlay	\$	-	
Total VEHICLE REPLACEMENT FUND Appropriations			\$ -
Reserves	\$	729,800	
Total VEHICLE REPLACEMENT FUND			<u>\$ 729,800</u>

TRANSPORTATION DEVELOPMENT TAX FUND

Capital Outlay	\$	835,000	
Transfers	\$	31,800	
Contingency	\$	11,293,410	
Total TRANSPORTATION DEVELOP TAX FUND			<u>\$ 12,160,210</u>

TOTAL APPROPRIATED - ALL FUNDS	\$	113,249,815
TOTAL RESERVES	\$	15,587,870
TOTAL UNAPPROPRIATED - ALL FUNDS	\$	5,184,880
TOTAL BUDGET	\$	<u>134,022,565</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 \$2,923,950 for bonds; and that these taxes are hereby imposed and categorized for tax year 2020-21 upon the assessed value of all taxable property within the district.

General Government Limitation	Excluded from Limitation
General Fund...\$2.2665/\$1,000	Debt Service Fund...\$2,923,950

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 22nd day of June, 2020.

CITY OF TUALATIN, OREGON

BY Frank Bubenik
Mayor

APPROVED AS TO FORM:

ATTEST:

BY Sean Brady
City Attorney

BY Sherilyn Lombos
City Recorder



Signature: *Frank Bubenik*
Frank Bubenik (Jun 23, 2020 16:08 PDT)

Email: fbubenik@tualatin.gov

Signature: *Steve Lombos*

Email: slombos@tualatin.gov

Signature: *S. Brady*

Email: sbrady@tualatin.gov

RESOLUTION NO. 618-20

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION
ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET;
AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2020

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 2020-21 in the total sum of \$3,526,685 (including \$1,288,500 in Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below, are hereby appropriated:

TUALATIN DEVELOPMENT COMMISSION ADMINISTRATION FUND

Material & Services	\$ 76,550
Contingency	58,745

Total TDC ADMINISTRATION FUND Appropriation\$ 135,295

LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$ 78,600
Capital Outlay	1,750,000
Contingency	274,290

Total LEVETON TAX INCREMENT DISTRICT
PROJECT FUND Appropriation\$ 2,102,890

Reserve Funds	<u>1,288,500</u>
Total LTID PROJECT FUND	\$3,391,390

TOTAL APPROPRIATIONS\$ 2,238,185
TOTAL RESERVES 1,288,500

TOTAL DEVELOPMENT COMMISSION BUDGET\$ 3,526,685



Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 22nd day of June, 2020.

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

BY Frank Bubenik
Chairman

APPROVED AS TO FORM:

ATTEST:

BY Sean Brady
Attorney

BY Sherilyn Lombos
Administrator

Signature: Frank Bubenik
Frank Bubenik (Jun 23, 2020 16:06 PDT)
Email: fbubenik@tualatin.gov

Signature: Sherilyn Lombos
Email: slombos@tualatin.gov

Signature: S-Brady
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.
1. The City will complete a Capital Improvement Plan (CIP) for capital improvements, update it annually and will use the CIP as a planning tool for capital improvements to be programmed into the annual budget.
 2. The CIP will be used as a financial planning tool to fund future capital projects, improvements and purchases.
 3. Each project will include the need, scope of work, total cost estimates, and future operating and maintenance costs (if applicable and available).
 4. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacements costs.
 5. Each year, an internal CIP committee will evaluate the list of proposed CIP projects and determine which projects to recommend to the City Manager and Finance Department for inclusion in the annual budget.

IV. Capital Improvement Plan Policy

The goal of this policy is to provide guidelines for annually reviewing and monitoring the City's Capital Improvement Plan, and monitoring the state of the City's capital equipment and infrastructure, and setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

V. Investment Policy

The purpose of this policy is to guide the investment of the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield, while meeting the requirements of Oregon Revised Statutes (ORS) 294.035.

1. The Finance Director shall serve as the investment officer of the City. The investment officer is responsible for ensuring the funds are invested so as to make necessary cash available to meet current obligations and to invest excess cash in accordance with ORS 294.035 through ORS 294.047.
2. All financial assets of all funds except for funds held in trust for the Pension Portfolio and deferred compensation funds for City employees shall be considered for investment.



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

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

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

VI. Contingency and Reserve Policy

The purpose of this policy is to ensure that the City maintains a prudent level of financial resources to protect against the need to reduce service levels due to temporary revenue shortfalls or unpredicted one-time expenditures.

1. *The City will maintain fund balances of the various operating funds of the City at adequate levels to mitigate current and future risks from revenue shortfalls or unanticipated expenditures and at levels sufficient to protect the City's creditworthiness as well as its financial position from unforeseeable emergencies.*
2. *The City shall establish a contingency reserve to provide for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs. In accordance with local budget law in the State of Oregon, the contingency reserve must be an appropriated budget item, though funds may not be directly disbursed from the contingency reserve. Amounts must be reclassified into another appropriation of a fund) or a supplemental budget. The City shall maintain minimum contingency amounts for the following funds:*
 - a. *General Fund – 15% of total appropriations*
 - b. *Building Fund and all Utility Funds – 15% of operational requirements*
 - c. *Capital Development Funds – net balance of the fund*
3. *Unappropriated Fund Balances are amounts that are set aside for future years and cannot be transferred by resolution or appropriated through a supplemental budget, unless necessitated by a qualifying emergency as defined in Oregon*

Revised Statutes (ORS) 294.481. Reserves for Future Expenditure are amounts that are planned to be saved for use in future fiscal years. If the need arises during the fiscal year to spend reserves, a supplemental budget may be adopted to appropriate the expenditure, as defined in ORS 294.471. The City should maintain the following as either Unappropriated Fund Balances or Reserves for Future Expenditures:

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

The amounts recommended above may be exceeded as circumstances warrant due to special operational or capital project needs, but the City will adhere to the policy that expenditures which are anticipated, expected to occur during the fiscal year and can reasonably be ascertained and estimated, should be part of the basic budgeted appropriations.

VII. Capital Asset Management Policy

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

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

obtain grants, contributions and alternative sources of funding when possible.

3. To the extent allowed by law, system development charges will be designed to recapture from new private development the full cost of community assets in place at the time for the development and the necessary expansion of those systems caused by increased demand on those assets.
4. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item.
5. The Finance Department will maintain a capital asset inventory.
6. Adequate insurance shall be maintained on all capital assets.

VIII. Accounting, Auditing & Financial Reporting Policy

The City shall comply with federal, state, and local statutes and regulations and conform to generally accepted accounting practices as promulgated by the Governmental Accounting Standards Board (GASB), The American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

1. The Finance Director and staff will prepare and present regular reports that analyze, evaluate, and forecast the City's financial and economic conditions.
2. Monthly financial statements will be provided to all departments for their review.
3. Internal controls and procedures will be maintained.
4. An annual audit shall be performed by an independent public accounting firm, which will issue an opinion on the Comprehensive Annual Financial Report (CAFR), along with a management letter identifying areas needing improvement, if necessary.



5. The City will submit the CAFR to the GFOA for its “Certificate of Achievement for Excellence in Financial Reporting” program.
6. The City will issue annual financial reports in accordance with generally accepted accounting principles (GAAP) as outlined in the Governmental Accounting, Auditing of Financial Reporting (GAAFR) publication.

IX. Debt Policy

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

1. The Finance Director will structure all debt issuances and oversee the on-going management of all City debt. Debt includes general obligation bonds, lease purchase obligations, revenue bonds, special assessment obligations, promissory notes, equipment financing agreements and any other contractual agreements that obligate the City to make future principal and interest payments.
2. Capital projects financed through the issuance of bonds shall not be financed for a period which exceeds the useful life of the project.
3. The City will strive to maintain its high bond rating, and will receive credit ratings on all its bond issues.
4. No debt shall be issued for which the City has not identified specific revenue sources sufficient for repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.
5. The City will not use long-term debt to fund current operations, to balance the budget or to fund projects that can be funded from current resources, unless the debt is otherwise determined to be in the best interest of the City.
6. The City may utilize short-term debt or inter-fund loans as permitted, to cover temporary cash flow deficiencies due to timing of cash flows.
7. The City shall ensure that its debt margins are within the 3% RMV (real market value) limitation as set forth in ORS 287A.004§2.

	2017/2018	2018/2019	2019/2020	2020/2021
<u>GENERAL FUND</u>				
<u>Administration</u>				
City Manager	1.00	1.00	1.00	1.00
Human Resources/Volunteer Services Director	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	0.00	1.00
Deputy City Manager	0.00	0.00	1.00	0.00
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 Analyst	0.00	0.00	0.00	0.00
Human Resources Specialist	0.00	0.00	0.00	1.00
Office Assistant II	2.00	2.00	1.00	0.00
Office Coordinator	0.00	0.00	1.00	1.00
Volunteer Coordinator	0.75	0.75	0.75	1.75
Deputy City Recorder	1.00	1.00	1.00	1.00
Total	8.75	8.75	8.75	9.75
<u>Finance</u>				
Assistant City Manager / Finance Director	0.00	0.00	1.00	1.00
Finance Director	1.00	1.00	0.00	0.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Management Analyst II	0.00	0.00	1.00	1.00
Program Coordinator	1.00	1.00	0.00	0.00
Accounting Technician	4.00	4.00	4.00	4.00
Office Assistant II	1.00	1.00	1.00	1.00
Total	9.00	9.00	9.00	9.00
<u>Court</u>				
Court Administrator	1.00	1.00	1.00	1.00
Court Clerk	3.00	3.00	3.00	3.00
Total	4.00	4.00	4.00	4.00
<u>Legal</u>				
City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00
<u>Information Services</u>				
Information and Maintenance Services Director	0.00	0.00	1.00	1.00
Information Services Director	1.00	1.00	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	0.00	1.00	1.00	1.00
GIS Coordinator	1.00	0.00	0.00	0.00
GIS Technician	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00
<u>Community Development</u>				
Community Development Director	0.00	1.00	1.00	1.00
Management Analyst II	0.00	1.00	1.00	0.00
Policy Analyst	0.00	0.00	0.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Office Coordinator	0.75	1.75	0.75	0.75
Program Coordinator	0.00	0.00	1.00	1.00
Economic Development Program Manager	1.00	1.00	1.00	1.00
Total	5.75	8.75	8.75	8.75

	2017/2018	2018/2019	2019/2020	2020/2021
<u>Engineering</u>				
Public Works Director	0.00	0.00	0.00	0.10
Assistant City Manager	1.00	0.00	0.00	0.00
City Engineer	0.00	0.00	1.00	1.00
Assistant City Engineer	1.00	1.00	0.00	0.00
Management Analyst II	2.00	0.00	0.00	0.00
Engineering Tech II	1.00	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00	1.00
Engineering Associate	3.00	3.00	3.00	3.00
Office Coordinator	1.00	0.00	0.00	0.10
	<u>10.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.20</u>
<u>Police</u>				
Chief	1.00	1.00	1.00	1.00
Office Coordinator	1.00	1.00	1.00	1.00
Captain	2.00	2.00	2.00	2.00
Sergeant	6.00	6.00	6.00	6.00
Police Officer	30.00	30.00	30.00	30.00
Community Service Officer	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
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
	<u>47.00</u>	<u>47.00</u>	<u>47.00</u>	<u>47.00</u>
<u>Parks and Recreation</u>				
Community Services Director	1.00	1.00	0.00	0.00
Parks & Recreation Director	0.00	0.00	1.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00	1.00
Parks Planning and Development Manager	0.00	0.00	1.00	1.00
Recreation Supervisor	1.00	1.00	0.00	0.00
Recreation Program Specialist	0.63	0.75	0.75	0.75
Office Coordinator	0.00	0.00	1.00	1.00
Management Analyst II	1.00	1.00	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
	<u>6.63</u>	<u>6.75</u>	<u>6.75</u>	<u>6.75</u>
<u>Library</u>				
Library Director	0.00	0.00	1.00	1.00
Library Manager	1.00	1.00	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	2.90
Librarian I	0.75	0.75	1.00	1.00
Librarian II	4.00	4.00	4.00	4.00
Programming Specialist	1.00	1.00	0.80	0.80
Library Assistant	6.00	6.00	6.00	6.00
Volunteer Coordinator	1.00	1.00	1.00	0.00
Office Coordinator	1.00	1.00	1.00	1.00
	<u>19.65</u>	<u>19.65</u>	<u>19.70</u>	<u>18.70</u>
<u>Public Works Administration</u>				
Public Works Director	1.00	1.00	1.00	0.00
Program Coordinator	1.00	1.00	0.00	0.00
Management Analyst II	0.00	0.00	1.00	0.00
Office Coordinator	1.00	1.00	1.00	0.00
Warehouse/Inventory Control Technician	1.00	1.00	1.00	0.00
	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>

	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>
<u>Maintenance Services</u>				
Maintenance Services Manager	1.00	1.00	1.00	1.00
Management Analyst II	0.00	0.00	0.00	1.00
Warehouse/Inventory Control Technician	0.00	0.00	0.00	1.00
Facilities Maintenance Technician I	2.50	1.50	1.50	1.50
Facilities Maintenance Technician II	0.00	1.00	1.00	1.00
Fleet Technician I	1.50	0.50	0.50	0.50
Fleet Technician II	0.00	1.00	1.00	1.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>7.00</u>
<u>Parks Maintenance</u>				
Parks Maintenance Manager	1.00	1.00	1.00	1.00
Parks Maintenance Technician I	6.00	6.00	6.00	6.00
Parks Maintenance Technician II	2.00	2.00	2.00	2.00
	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
TOTAL GENERAL FUND	<u><u>136.78</u></u>	<u><u>135.90</u></u>	<u><u>135.95</u></u>	<u><u>134.15</u></u>
<u>BUILDING FUND</u>				
Building Official	1.00	1.00	1.00	1.00
Building Inspector III/Sr. Plans Examiner	0.00	1.00	1.00	1.00
Building Inspector II	3.00	1.00	1.00	1.00
Building Inspector I	1.00	2.00	2.00	2.00
Building Inspector I/Code Compliance	0.00	1.00	1.00	1.00
Permit Coordinator	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Office Coordinator	0.25	0.25	0.25	0.25
	<u>7.25</u>	<u>8.25</u>	<u>8.25</u>	<u>8.25</u>
TOTAL BUILDING FUND	<u>7.25</u>	<u>8.25</u>	<u>8.25</u>	<u>8.25</u>
<u>WATER OPERATING FUND</u>				
Public Works Director	0.00	0.00	0.00	0.30
Water Division Manager	1.00	1.00	1.00	1.00
Management Analyst II	0.50	1.00	1.00	1.00
Utility Technician III	0.00	1.00	1.00	1.00
Utility Technician II	3.00	2.00	3.00	3.00
Utility Technician I	2.00	2.00	1.00	1.00
Office Coordinator	0.00	0.00	0.00	0.30
	<u>6.50</u>	<u>7.00</u>	<u>7.00</u>	<u>7.60</u>
TOTAL WATER OPERATING FUND	<u>6.50</u>	<u>7.00</u>	<u>7.00</u>	<u>7.60</u>
<u>SEWER OPERATING FUND</u>				
Public Works Director	0.00	0.00	0.00	0.30
Street & Sewer Manager	0.50	0.50	0.50	0.50
Management Analyst II	0.25	0.50	0.50	0.50
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	0.00	0.30
	<u>3.75</u>	<u>4.00</u>	<u>4.00</u>	<u>4.60</u>
TOTAL SEWER OPERATING FUND	<u>3.75</u>	<u>4.00</u>	<u>4.00</u>	<u>4.60</u>

	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>
<u>ROAD OPERATING FUND</u>				
Public Works Director	0.00	0.00	0.00	0.30
Street & Sewer Manager	0.50	0.50	0.50	0.50
Transportation Engineer	0.00	1.00	1.00	1.00
Management Analyst II	0.25	0.50	0.50	0.50
Utility Technician III	0.00	1.00	1.00	1.00
Utility Technician II	1.00	0.00	0.00	0.00
Utility Technician I	1.00	1.00	1.00	1.00
Office Coordinator	0.00	0.00	0.00	0.30
TOTAL ROAD OPERATING FUND	2.75	4.00	4.00	4.60
GRAND TOTAL - ALL FUNDS	<u>157.03</u>	<u>159.15</u>	<u>159.20</u>	<u>159.20</u>

TUALATIN EMPLOYEES ASSOCIATION

FY 2020/21 SALARY SCHEDULE
EFFECTIVE 7/01/2020 - 12/31/2020**
Annual Salaries are based on 2080 Hours

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
O4	Parking Enforcement Att.	Hourly	15.98	16.44	16.95	17.47	17.99	18.52	19.08	19.65	20.24
		Annual	33,238.40	34,195.20	35,256.00	36,337.60	37,419.20	38,521.60	39,686.40	40,872.00	42,099.20
O5	Vacant	Hourly	17.23	17.75	18.29	18.82	19.40	19.98	20.57	21.20	21.82
		Annual	35,844.12	36,918.18	38,034.36	39,150.54	40,350.96	41,551.38	42,793.92	44,099.64	45,384.30
O6	Library Assistant Office Assistant I	Hourly	18.08	18.63	19.19	19.77	20.36	20.98	21.61	22.25	22.92
		Annual	37,606.40	38,750.40	39,915.20	41,121.60	42,348.80	43,638.40	44,948.80	46,280.00	47,673.60
O7	Operations Maintenance Tech	Hourly	18.97	19.54	20.14	20.73	21.37	22.01	22.67	23.36	24.05
		Annual	39,466.44	40,645.80	41,888.34	43,109.82	44,457.66	45,784.44	47,153.34	48,585.42	50,017.50
O8	Office Assistant II Senior Library Asst.	Hourly	19.93	20.53	21.13	21.78	22.44	23.12	23.81	24.53	25.26
		Annual	41,446.08	42,709.68	43,952.22	45,300.06	46,668.96	48,079.98	49,533.12	51,028.38	52,544.70
O9	Court Clerk Police Service Tech Public Service Assistant Utility Tech I Volunteer Specialist	Hourly	20.95	21.57	22.20	22.86	23.57	24.28	25.00	25.76	26.55
		Annual	43,573.14	44,857.80	46,184.58	47,553.48	49,027.68	50,501.88	51,997.14	53,576.64	55,219.32
O10	Park Maintenance Tech I	Hourly	22.32	23.01	23.67	24.39	25.12	25.87	26.67	27.45	28.29
		Annual	46,416.24	47,869.38	49,238.28	50,733.54	52,249.86	53,808.30	55,472.04	57,093.66	58,841.64
O11	Accounting Tech Human Resource Specialist Library Prgm Specialist Office Coord Park Maint. Tech II Permit Tech Program Specialist Property Evidence Tech Rec Prgm Specialist Utility Tech II Volunteer Coordinator	Hourly	23.62	24.31	25.06	25.79	26.62	27.38	28.24	29.05	29.95
		Annual	49,132.98	50,565.06	52,123.50	53,639.82	55,366.74	56,946.24	58,736.34	60,421.14	62,295.48
O12	Engineering Tech I Facilities Maint Tech I Fleet Service Tech I Permit Coordinator Warehouse/Inv Ctrl Tech	Hourly	24.80	25.57	26.30	27.11	27.89	28.78	29.59	30.51	31.42
		Annual	51,575.94	53,176.50	54,713.88	56,398.68	58,020.30	59,852.52	61,537.32	63,453.78	65,349.18
O13	Assistant Planner Code Compliance Officer Community Serv Officer GIS Technician Librarian I	Hourly	26.04	26.81	27.64	28.44	29.31	30.17	31.09	32.03	32.99
		Annual	54,166.32	55,766.88	57,493.80	59,157.54	60,968.70	62,758.80	64,675.26	66,612.78	68,613.48



FY 2020/21 SALARY SCHEDULE
EFFECTIVE 7/01/2020 - 12/31/2020**
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
O14	Building Inspector I	Hourly	27.64	28.44	29.31	30.17	31.09	32.03	32.99	33.96	34.98
	Engineering Tech II Facilities Maint Tech II Fleet Service Tech II Librarian II Volunteer Coordinator II	Annual	57,493.80	59,157.54	60,968.70	62,758.80	64,675.26	66,612.78	68,613.48	70,635.24	72,762.30
O15	Accountant Associate Planner Utility Tech III	Hourly	29.36	30.22	31.13	32.07	33.03	34.01	35.03	36.09	37.17
		Annual	61,074.00	62,864.10	64,759.50	66,697.02	68,697.72	70,740.54	72,867.60	75,057.84	77,311.26
O16	Building Inspector II Engineering Associate	Hourly	30.79	31.72	32.67	33.66	34.67	35.72	36.77	37.88	39.02
		Annual	64,043.46	65,980.98	67,960.62	70,003.44	72,109.44	74,299.68	76,489.92	78,785.46	81,165.24
O17	Vacant	Hourly	33.02	34.00	35.01	36.07	37.16	38.27	39.43	40.60	41.83
		Annual	68,676.66	70,719.48	72,825.48	75,015.72	77,290.20	79,606.80	82,007.64	84,450.60	
O18	Project Engineer Senior Planner Policy Analyst Building Inspector III	Hourly	34.66	35.71	36.76	37.87	39.02	40.18	41.38	42.62	43.89
		Annual	72,088.38	74,278.62	76,468.86	78,764.40	81,165.24	83,566.08	86,072.22	88,641.54	91,295.10
M4	Management Analyst I	Hourly	26.20	26.98	27.81	28.61	29.49	30.39	31.28	32.21	33.20
		Annual	54,503.28	56,124.90	57,851.82	59,515.56	61,347.78	63,201.06	65,054.34	66,991.86	69,055.74
M5	Desktop Support Technician	Hourly	27.25	28.05	28.91	29.75	30.65	31.58	32.52	33.50	34.49
		Annual	56,672.46	58,336.20	60,126.30	61,874.28	63,748.62	65,686.14	67,644.72	69,687.54	71,730.36
M6	Community Engagement Coord Program Coordinator Management Analyst II	Hourly	28.60	29.48	30.38	31.27	32.20	33.18	34.18	35.19	36.26
		Annual	59,494.50	61,326.72	63,180.00	65,033.28	66,970.80	69,013.62	71,098.56	73,204.56	75,415.86
M8	GIS Coordinator Information Tech Coordinator	Hourly	31.54	32.49	33.43	34.45	35.50	36.56	37.67	38.80	39.95
		Annual	65,601.90	67,581.54	69,540.12	71,646.12	73,836.36	76,047.66	78,343.20	80,701.92	83,102.76
M10	Network Administrator Database/GIS Administrator Deputy City Recorder/Records Mgr	Hourly	34.75	35.77	36.86	37.97	39.09	40.27	41.49	42.74	44.02
		Annual	72,277.92	74,404.98	76,658.40	78,975.00	81,312.66	83,755.62	86,303.88	88,894.26	91,568.88
M13	Vacant	Hourly	39.13	40.30	41.51	42.76	44.06	45.36	46.72	48.12	49.57
		Annual	81,396.90	83,818.80	86,346.00	88,936.38	91,653.12	94,348.80	97,170.84	100,098.18	103,109.76
M14	Econ Development Prog Mgr	Hourly	41.10	42.33	43.60	44.89	46.25	47.63	49.06	50.52	52.04
		Annual	85,482.54	88,051.86	90,684.36	93,380.04	96,202.08	99,066.24	102,035.70	105,089.40	108,248.40
M15	Principal Transportation Engineer	Hourly	44.18	45.49	46.85	48.26	49.72	51.21	52.72	54.30	55.92
		Annual	88,961.44	91,627.45	94,359.01	97,149.83	100,149.91	103,143.71	106,181.20	109,371.66	112,627.69

* italicized positions are not filled.
** Rates effective 07/01/2020 - 12/31/2020. A 1.25% adjustment will be made 1/1/2021

TUALATIN EMPLOYEES ASSOCIATION

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
O4	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
O5	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
O6	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
O7	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
O8	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
O9	Court Clerk Police Service Tech Public Service Assistant Utility Tech I Volunteer Specialist	Hourly	21.21	21.84	22.48	23.15	23.87	24.58	25.31	26.08	26.88
		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
O10	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
O11	Accounting Tech Human Resource Specialist Library Prgm Specialist Office Coord Park Maint. Tech II Permit Tech Program Specialist Property Evidence Tech Rec Prgm Specialist Utility Tech II Volunteer Coordinator	Hourly	23.92	24.61	25.37	26.11	26.95	27.72	28.59	29.41	30.32
		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
O12	Engineering Tech I Facilities Maint Tech I Fleet Service Tech I Permit Coordinator Warehouse/Inv Ctrl Tech	Hourly	25.11	25.89	26.63	27.45	28.24	29.13	29.96	30.89	31.81
		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
O13	Assistant Planner Code Compliance Officer Community Serv Officer GIS Technician Librarian I	Hourly	26.37	27.15	27.99	28.80	29.68	30.55	31.48	32.43	33.40
		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



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
O14	Building Inspector I	Hourly	27.99	28.80	29.68	30.55	31.48	32.43	33.40	34.38	35.42
	Engineering Tech II	Annual	58,212.47	59,897.01	61,730.81	63,543.29	65,483.70	67,445.44	69,471.15	71,518.18	73,671.83
	Facilities Maint Tech II										
O15	Fleet Service Tech II										
	Librarian II										
	Volunteer Coordinator II										
O16	Accountant	Hourly	29.73	30.60	31.52	32.47	33.44	34.43	35.47	36.54	37.63
	Associate Planner	Annual	61,837.43	63,649.90	65,568.99	67,530.73	69,556.44	71,624.80	73,778.45	75,996.06	78,277.65
	Utility Tech III										
O17	Building Inspector II	Hourly	31.18	32.12	33.08	34.08	35.10	36.17	37.23	38.35	39.51
	Engineering Associate	Annual	64,844.00	66,805.74	68,810.13	70,878.48	73,010.81	75,228.43	77,446.04	79,770.28	82,179.81
	Vacant										
O18	Vacant	Hourly	33.43	34.42	35.45	36.52	37.62	38.75	39.92	41.11	42.35
	Project Engineer	Annual	69,535.12	71,603.47	73,735.80	75,953.42	78,256.33	80,601.89	83,032.74	85,506.23	
	Senior Planner										
M4	Policy Analyst	Hourly	35.09	36.16	37.22	38.34	39.51	40.68	41.90	43.15	44.44
	Building Inspector III	Annual	72,989.48	75,207.10	77,424.72	79,748.96	82,179.81	84,610.66	87,148.12	89,749.56	92,436.29
	Management Analyst I										
M5	Management Analyst I	Hourly	26.53	27.32	28.16	28.97	29.86	30.76	31.67	32.61	33.61
	Desktop Support Technician	Annual	55,184.57	56,826.46	58,574.97	60,259.50	62,114.63	63,991.07	65,867.52	67,829.26	69,918.94
	Management Analyst II										
M6	Management Analyst II	Hourly	27.59	28.40	29.27	30.12	31.03	31.97	32.93	33.92	34.92
	Community Engagement Coord	Annual	57,380.87	59,065.40	60,877.88	62,647.71	64,545.48	66,507.22	68,490.28	70,558.63	72,626.99
	Program Coordinator										
M8	Program Coordinator	Hourly	28.96	29.85	30.75	31.66	32.60	33.59	34.61	35.63	36.71
	Management Analyst II	Annual	60,238.18	62,093.30	63,969.75	65,846.20	67,807.94	69,876.29	71,987.29	74,119.62	76,358.56
	GIS Coordinator										
M10	GIS Coordinator	Hourly	31.93	32.90	33.85	34.88	35.94	37.02	38.14	39.28	40.45
	Information Tech Coordinator	Annual	66,421.92	68,426.31	70,409.37	72,541.70	74,759.31	76,998.26	79,322.49	81,710.69	84,141.54
	Network Administrator										
M13	Database/GIS Administrator	Hourly	35.18	36.22	37.32	38.44	39.58	40.77	42.01	43.27	44.57
	Deputy City Recorder/Records Migr	Annual	73,181.39	75,335.04	77,616.63	79,962.19	82,329.07	84,802.57	87,382.68	90,005.44	92,713.49
	Vacant										
M14	Vacant	Hourly	40.12	41.31	42.56	43.83	45.17	46.50	47.89	49.33	50.82
	Econ Development Prog Migr	Annual	83,444.54	85,927.37	88,518.14	91,173.69	93,958.77	96,722.26	99,615.29	102,616.27	105,703.61
	Principal Transportation Engineer										
M15	Econ Development Prog Migr	Hourly	41.61	42.86	44.14	45.46	46.83	48.22	49.67	51.16	52.69
	Principal Transportation Engineer	Annual	86,551.07	89,152.51	91,817.91	94,547.29	97,404.61	100,304.57	103,311.15	106,403.02	109,601.51
	Vacant										

* italicized positions are not filled.

FY 2020/21 SALARY SCHEDULE
EFFECTIVE 7/1/2020

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	30.63 63,710.40	31.86 66,268.80	33.13 68,910.40	34.46 71,676.80	35.84 74,547.20	37.27 77,521.60	38.76 80,620.80	n/a n/a	n/a n/a
	Non-Exempt Police Mgmt 4% Steps										
P2	Police Sergeant	Hourly Annual	36.92 76,793.60	38.41 79,892.80	39.94 83,075.20	41.53 86,382.40	43.22 89,897.60	44.93 93,454.40	46.74 97,219.20	48.60 101,088.00	50.54 105,123.20
	Exempt Police Management 3% Steps										
P3-X	Police Lieutenant	Hourly Annual	48.88 101,663.26	50.34 104,701.73	51.85 107,854.43	53.42 111,121.37	55.02 114,433.99	56.65 117,837.99	58.37 121,401.92	60.11 125,034.38	61.92 128,803.92
P4-X	Police Captain	Hourly Annual	53.75 111,806.74	55.38 115,187.90	57.05 118,660.44	58.77 122,247.21	60.52 125,879.66	62.33 129,649.20	64.20 133,532.97	66.12 137,530.97	68.13 141,711.72
DM5-X	Police Chief	Hourly Annual	61.68 128,301.31	63.52 132,116.54	65.43 136,091.70	67.38 140,158.21	69.40 144,361.83	71.50 148,725.34	73.63 153,157.41	75.85 157,772.23	78.11 162,478.45

* *italicized* positions are not filled.

** These rates are effective 7/1/2020 - 12/31/2020. Effective 1/1/2021 a 2% increase will applied on the P1 grade



FY 2020/21 SALARY SCHEDULE
EFFECTIVE 1/1/2021

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	31.25	32.50	33.80	35.15	36.56	38.02	39.54	n/a	n/a
		Annual	65,000.00	67,600.00	70,304.00	73,112.00	76,044.80	79,081.60	82,243.20	n/a	n/a
Non-Exempt Police Mgmt 4% Steps											
P2	Police Sergeant	Hourly	36.92	38.41	39.94	41.53	43.22	44.93	46.74	48.60	50.54
		Annual	76,793.60	79,892.80	83,075.20	86,382.40	89,897.60	93,454.40	97,219.20	101,088.00	105,123.20
Exempt Police Management 3% Steps											
P3-X	Police Lieutenant	Hourly	48.88	50.34	51.85	53.42	55.02	56.65	58.37	60.11	61.92
		Annual	101,663.26	104,701.73	107,854.43	111,121.37	114,433.99	117,837.99	121,401.92	125,034.38	128,803.92
P4-X	Police Captain	Hourly	53.75	55.38	57.05	58.77	60.52	62.33	64.20	66.12	68.13
		Annual	111,806.74	115,187.90	118,660.44	122,247.21	125,879.66	129,649.20	133,532.97	137,530.97	141,711.72
DM5-X	Police Chief	Hourly	61.68	63.52	65.43	67.38	69.40	71.50	73.63	75.85	78.11
		Annual	128,301.31	132,116.54	136,091.70	140,158.21	144,361.83	148,725.34	153,157.41	157,772.23	162,478.45

* italicized positions are not filled.

FY 2020/21 SALARY SCHEDULE
EFFECTIVE 7/01/2020

EXEMPT MANAGEMENT

Grade	Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
M8-X	Court Administrator	Hourly	31.93	32.89	33.84	34.87	35.93	37.01	38.12	39.28	40.45
		Annual	66,414.40	68,411.20	70,387.20	72,529.60	74,734.40	76,980.80	79,289.60	81,702.40	84,136.00
M12-X	Assistant to the City Manager Sr. Human Resources & Risk Mgmt Analyst Recreation Manager	Hourly	37.71	38.85	40.01	41.22	42.47	43.74	45.03	46.39	47.79
		Annual	78,429.20	80,805.15	83,226.79	85,739.82	88,344.23	90,971.49	93,667.28	96,500.14	99,401.53
M13-X	Vacant	Hourly	39.62	40.79	42.02	43.29	44.60	45.92	47.29	48.72	50.18
		Annual	82,404.36	84,848.83	87,407.55	90,034.80	92,776.29	95,517.76	98,373.47	101,343.42	104,381.90
M14-X	Parks Planning & Development Manager Planning Manager Deputy City Manager Parks & Recreation Manager	Hourly	41.59	42.86	44.13	45.45	46.81	48.22	49.66	51.14	52.68
		Annual	86,516.57	89,143.83	91,793.92	94,535.40	97,368.27	100,292.52	103,285.29	106,369.45	109,567.85
M15-X	City Engineer Building Official Assistant Finance Director	Hourly	44.71	46.05	47.43	48.85	50.34	51.84	53.37	54.97	56.61
		Annual	93,004.73	95,791.91	98,647.63	101,617.56	104,701.73	107,831.59	111,007.14	114,342.60	117,746.62
DM1-X	Parks & Recreation Director Library Director Human Resources Director Information Systems Director	Hourly	48.23	49.70	51.18	52.70	54.29	55.93	57.60	59.31	61.11
		Annual	100,315.36	103,376.67	106,460.85	109,613.55	112,926.17	116,330.18	119,802.72	123,366.64	127,113.34
DM2-X	Finance Director Public Works Director Community Development Director	Hourly	51.06	52.61	54.19	55.84	57.50	59.22	60.99	62.81	64.73
		Annual	106,209.55	109,430.78	112,720.56	116,147.41	119,597.10	123,183.88	126,862.03	130,654.42	134,629.56
DM3-X	Vacant	Hourly	54.36	55.99	57.67	59.40	61.20	63.03	64.91	66.85	68.87
		Annual	113,063.26	116,467.25	119,962.64	123,549.41	127,296.10	131,111.34	135,017.94	139,038.78	143,242.38
DM4-X	Assistant City Manager/Finance Director City Attorney	Hourly	55.86	57.52	59.24	61.01	62.86	64.76	66.68	68.68	70.73
		Annual	116,193.10	119,642.80	123,229.58	126,907.73	130,745.79	134,698.10	138,696.09	142,854.01	147,126.15
DM5-X	Police Chief	Hourly	61.68	63.52	65.43	67.38	69.40	71.50	73.63	75.85	78.11
		Annual	128,301.31	132,116.54	136,091.70	140,158.21	144,361.83	148,725.34	153,157.41	157,772.23	162,478.45



FY 2020/21 SALARY SCHEDULE
EFFECTIVE 7/01/2020

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	23.93	24.63	25.39	26.14	26.94	27.74	28.57	29.41	30.31
		Annual	49,774.40	51,230.40	52,811.20	54,371.20	56,035.20	57,699.20	59,425.60	61,172.80	63,044.80
N3	Vacant	Hourly	25.19	25.95	26.74	27.55	28.36	29.22	30.08	30.99	31.93
		Annual	52,395.20	53,976.00	55,619.20	57,304.00	58,988.80	60,777.60	62,566.40	64,459.20	66,414.40
N4	Vacant	Hourly	26.52	27.31	28.16	28.97	29.86	30.75	31.66	32.61	33.61
		Annual	55,161.60	56,804.80	58,572.80	60,257.60	62,108.80	63,960.00	65,852.80	67,828.80	69,908.80
N5	Recreation Coordinator	Hourly	27.58	28.39	29.26	30.10	31.03	31.97	32.92	33.91	34.91
		Annual	57,366.40	59,051.20	60,860.80	62,608.00	64,542.40	66,497.60	68,473.60	70,532.80	72,612.80
N6	Human Resources Analyst Paralegal	Hourly	28.96	29.85	30.74	31.65	32.60	33.59	34.60	35.63	36.70
		Annual	60,236.80	62,088.00	63,939.20	65,832.00	67,808.00	69,867.20	71,968.00	74,110.40	76,336.00
N7	Vacant	Hourly	30.38	31.31	32.25	33.20	34.20	35.23	36.28	37.36	38.48
		Annual	63,190.40	65,124.80	67,080.00	69,056.00	71,136.00	73,278.40	75,462.40	77,708.80	80,038.40
N8	Police Services Supervisor	Hourly	31.93	32.89	33.84	34.87	35.93	37.01	38.12	39.28	40.45
		Annual	66,414.40	68,411.20	70,387.20	72,529.60	74,734.40	76,980.80	79,289.60	81,702.40	84,136.00
N9	Access Services Supervisor	Hourly	33.54	34.53	35.58	36.62	37.73	38.86	40.02	41.23	42.48
	Public Service Supervisor	Annual	69,763.20	71,822.40	74,006.40	76,169.60	78,478.40	80,828.80	83,241.60	85,758.40	88,358.40
	Recreation Supervisor										
	Pohl Center Supervisor										
N10	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly	35.18	36.22	37.31	38.43	39.57	40.76	42.01	43.26	44.57
		Annual	73,174.40	75,337.60	77,604.80	79,934.40	82,305.60	84,780.80	87,380.80	89,980.80	92,705.60
N11	Accounting Supervisor Water Division Mgr	Hourly	36.94	38.03	39.19	40.36	41.59	42.85	44.14	45.44	46.81
		Annual	76,835.20	79,102.40	81,515.20	83,948.80	86,507.20	89,128.00	91,811.20	94,515.20	97,364.80

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



NLC	National League of Cities
OLCC	Oregon Liquor Control Commission
ORS	Oregon Revised Statutes
ODOT	Oregon Department of Transportation
OPERS	Oregon Public Employees Retirement System
PCI	Pavement Condition Index
PCN	Public Communications Network
PMP	Pavement Management Program
PMS	Pavement Maintenance System
PSAP	Public Safety Answering Point
SDC	System Development Charge
SWM	Surface Water Management
TAAC	Tualatin Arts Advisory Committee
TDC	Tualatin Development Commission
TDT	Transportation Development Tax
TEA	Tualatin Employee Association
TEAM	Together Everyone Achieves More (TEAM Tualatin – volunteer program)
TIF	Traffic Impact Fee
TLAC	Tualatin Library Advisory Committee
TMDL	Total Maximum Daily Load
TPARK	Tualatin Park Advisory Committee
TSP	Transportation Development Plan
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